



Tacoma Climate Leadership Cohort

Scope of Work

Tacoma Climate Leadership Cohort 2023-2024 Program

January 1, 2023

The purpose of this program is to train frontline community members* to engage with the City of Tacoma and take climate action.

Note on the Scope of Work

This Scope of Work is a planning and communication tool, and may be modified significantly with the grantee in collaboration with the City of Tacoma's Office of Environmental Policy and Sustainability.

Program & Grant Description

In 2020-2021, the Tacoma community developed the [2030 Tacoma Climate Action Plan](#) with leadership by the City of Tacoma and its many [partners](#), including over 1,000 community members, community organizations, and staff, across 14-months. On November 30, 2021, the Tacoma City Council adopted the Plan. In response to community input, the Plan includes an Action (4) directing the City of Tacoma to invest in developing a climate action-focused civic engagement program. This grant and program are the result of that investment.

The purpose of this two-year program is to work with partners to train a minimum of two cohorts made up of frontline community members to engage with City staff and elected officials and take climate action during 2023 and 2024. The coordinator will collaborate with the City of Tacoma Office of Environmental Policy and Sustainability, the primary City partner, in implementation decision-making. The program will educate frontline community members about local climate impacts, emissions sources, and actions. In addition, the program will train frontline community members to understand and leverage civic engagement strategies and tools to navigate local public decision-making processes organized by the City and, to a lesser extent, other local public organizations. Focusing on civic engagement through advocacy and community outreach, the program is meant to foster relationships, support individual development, and connect community issues, services, and efforts.

Fostering relationships begins with a grant partnership that will coordinate this program with the City of Tacoma's Office of Environmental Policy and Sustainability.

The first year of this program will be implemented between January 1 and December 31, 2023.

The second year of this program will be implemented between January 1 and December 31, 2024.

**Frontline community members include those that have been historically underrepresented, underserved, or made vulnerable, including to the first and worst climate impacts. Individuals' backgrounds may include:*

- *Black, Indigenous, and People of Color (BIPOC)*
- *Speak English as a second language*
- *Living with a low household income*
- *Ages 16-26*
- *LGBTQIA+*
- *Living with three or more generations in one home*
- *Living with more than one family in one home*
- *Living with a disability*
- *Immigrant*
- *Experiencing homelessness*
- *Completed formal education up to a high school/GED level*
- *Other*

Eligible Applicants

Organizations or community members or groups working with a [fiscal sponsor](#) are eligible to apply for this grant.

Grant Amount

Up to \$50,000 (maximum of \$30,000 for first cohort)

Role Descriptions

Grantee: the applicant to this program grant is responsible to develop and then coordinate all major activities in collaboration with the City of Tacoma Office of Environmental Policy and Sustainability; coordinate training and demonstration project implementation with support from training partners or speakers; and educate, train, and support cohort members as outlined throughout this document

Cohort members: are community members who are selected through a competitive application process to participate in program trainings, networking, and demonstration projects; they are responsible to complete homework, attend trainings, participate in graduation, participate in possible hands-on learning or service projects, and plan, implement, and report on their demonstration projects

Training partners or speakers: are organizational staff or community members who are responsible to join pre-training preparation meeting (networking), coordinate by phone and email, prepare presentation and participation, deliver presentation and participate in training, and follow-up with participants and the grantee; they may support cohort member demonstration project planning and implementation. Partnerships should engage and empower diversity through prioritizing frontline community organizations as a source of training and project development expertise

City of Tacoma Office of Environmental Policy and Sustainability: City staff are responsible to coordinate program planning and implementation with the grantee, including all major activities, such as activity and timeline planning; participant (partner, speaker, and cohort member) recruitment; curriculum, agenda, and material development; communication, collaboration, and networking; training; budget management; program tracking, evaluation, and reporting; and other administrative activities.

Program Activities

Grant funds will support staff-led cohort member trainings, including the following major activities:

- Cohort member recruitment: application development, program promotion, informational open houses, interviews, and selection
- Training curriculum, content, and materials development
- Virtual/in-person networking and training involving rotation of topics and partners/speakers
- Partner/speaker networking and planning meetings
- Possible limited hands-on learning or service day(s)
- Post-training project planning meet-ups
- Funded end-of-cohort demonstration projects

Key Objectives and Deliverables by Activity

Program planning and implementation will be conducted in coordination with the City of Tacoma's Office of Environmental Policy and Sustainability. This list is meant to be specific and detailed to provide clarity to applicants about City goals for the program. Objectives and deliverables may be adjusted during later program planning. The City will contribute significant staff and administrative support to accomplish these tasks so the time burden on the grantee is manageable.

Trainings per Cohort

- Implement 2-5 trainings for 12-15 cohort members
- Coordinate 6-12 training partners and speakers
- Educate cohort about local climate impacts, emissions sources, and high impact actions
- Educate cohort about how climate change intersects with other community issues
- Train cohort in civic engagement strategies, tools, and processes
- Support development and networking among cohort, partner organizations, and speakers
- Track participation among cohort, partners, and speakers
- Develop and deliver materials for trainings and training preparations, including reading materials or presentations
- Seek opportunities for hands-on activities and learning and develop materials for activities as needed

Recruitment and Coordination per Cohort

- Attract 25 or more cohort applicants
- Develop a cohort application, including a webpage with FAQs
- Track applications and recruitment efforts
- Develop and deliver promotions, including 2 open house-style events
- Develop and deliver communications to support cohort activities, including trainings
- Organize and disburse cohort stipends

Partner and Speaker Recruitment and Coordination per Cohort

- Attract 6 or more training partners and speakers
- Develop and communicate training support requests to partners and speakers
- Organize and implement meetings and non-meeting coordination with partners and speakers to prepare for trainings and support networking
- Organize and disburse partner and speaker stipends

Cohort Demonstration Projects

- Support cohort members to plan and implement 5-12 demonstration projects, which apply their passions, education, and skills
- Organize funds and make payments to support demonstration project implementation
- Engage partners to support demonstration project implementation

Final Report per Cohort

- Track progress toward deliverables and desired outcomes
- Develop a final report that details achievement of deliverables, including lessons learned from implementation and opportunities to improve the program to achieve its purpose in future years

Other

- Discuss program design and implementation recommendations, including suggested changes from this scope of work, with City of Tacoma staff
- Manage a program budget of up to \$50,000 and disburse and track expenses, including stipends for participants
- Communicate pro-actively before making budget allocation and disbursement decisions
- Organize reporting and recognition activities and materials for cohort members' training participation and demonstration projects
- Coordinate planning and implementation check-ins with City of Tacoma Office of Environmental Policy and Sustainability staff on a weekly to every-other-week basis, as needed by the program

Required Program Content

Program content will be based on community input during and beyond the climate action planning process between 2020-2021, the latest facts and science, and the expertise of program partners and speakers, including the City of Tacoma Office of Environmental Policy and Sustainability.

Open House Content

- Communicate an overview of the program
- Introduce or communicate potential partners, speakers, and topics
- Address frequently asked questions, participation requirements, compensation, and an activities timeline
- Support networking between participants

- Answer questions and record input

Training Content

Work with partners and speakers to provide accessible, practical introductions to:

- The City of Tacoma: organizational purpose, operations, services, processes, budgets, and possible other topics
- Tacoma-specific climate impacts, emissions sources, and solutions, including systemic, institutional, and individual actions or investments
- Sustainable and equitable community transportation
- Housing justice, including affordability, supply, choice, health, community identity, and climate
- Civic action, including strategies, tools, and planning
- Note: highlight organizations, activists, and civic action strategies and tools throughout topics
- Optional:
 - Ecosystem protection, restoration, and environmental justice
 - Transformation of industry and greening our economy
 - Consumption and waste prevention
 - Food justice
 - Current City of Tacoma planning and engagement processes: Tideflats Subarea Planning, Home in Tacoma Phase II
 - Creative expression
 - Other topics based on cohort and grantee input

Potential Training Partners or Speakers

Partners will be engaged and selected in coordination with the City of Tacoma Office of Environmental Policy and Sustainability and based on community and cohort input, and might include:

- Public organizations, such as those related to transit or housing
- Nonprofit organizations, such as those delivering services or organizing advocacy efforts
- Community groups, such as non-organization grassroots service or advocacy efforts
- Community activists, such as those organizing or participating in advocacy efforts
- Subject matter experts, such as those with familiarity with public planning, engagement, or decision-making processes, data science, epistemologies, or specific services or policies
- Training facilitators, interpreters, or materials translators

Estimated Activity Budget Breakdown per Cohort

Material or food purchases should be made in compliance with City of Tacoma guidelines or policies discussed during planning. The total project budget is up to \$50,000, \$30,000 maximum for first cohort. This budget is sub-divided by activity as estimated below to provide a basis for planning, and may be adjusted during later program planning in coordination with the City of Tacoma Office of Environmental Policy and Sustainability.

Grantee Program Delivery: \$6,000 – \$9,000

- 1-3 staff
- Estimated 135 total hours (\$33-67/hour)

Cohort Member Stipends: \$5,000 – \$9,000

- 12-15 cohort members
- Estimated 25 total hours (\$600 stipends, or \$17-21/hour)

Training Partners or Speakers Stipends: Up to \$2,500

- 6-12 partners or speakers
- Estimated 3-10 total hours (optional \$300-500 stipends, or \$33-100/hour)

Cohort Member Demonstration Projects: Up to \$2,500

- 5-12 demonstration projects
- Project outreach and implementation: up to \$300 per event and up to \$1,500 total
- Community participation stipends: \$20 cash cards, up to \$1,000

Other: Up to \$2,000

- Upon agreement with the City of Tacoma, excess funds can be used to defray other grantee costs for participation or allocated to other program needs

Estimated Grantee Hours per Activity

Time spent on planning, communication, collaboration, material development, tracking, reporting, and other general administrative activities are built into these major program areas. These hours-per-activity estimates are meant to provide a basis for planning, and may be adjusted during later program planning in coordination with the City of Tacoma Office of Environmental Policy and Sustainability. Grant funds have been allocated, as outlined above, in a way to provide flexibility and responsiveness to program and grantee needs.

- Cohort recruitment, application, and selection process (excludes open house events): 30 hours
- 2 open house events: 15 hours
- 2-5 trainings: 45-90 hours
- 5-12 cohort demonstration projects: 45 hours

Estimated Program Timeline

The estimated program timeline is meant to provide a basis for planning and may be adjusted in coordination with the City of Tacoma Office of Environmental Policy and Sustainability.

2023

- Program planning: February – March
- Cohort recruitment, application, and selection process (including open house events): March – April

- Partner and speaker recruitment: April – May
- Trainings: May – June
- Cohort demonstration projects: July – October
- Final reporting: November – December

2024

- Program planning: January – March
- Cohort recruitment, application, and selection process (including open house events): March – April
- Partner and speaker recruitment: April – May
- Trainings: May – June
- Cohort demonstration projects: July – October
- Final reporting: November – December

Resources

- Application & Frequently Asked Questions: www.cityoftacoma.org/climatecivics
- Staff contact: Kristin Lynett, klynett@cityoftacoma.org, (253) 591-5571