

Scope of Services

ECAP Equity Facilitator

1. Design an equity-based community engagement process for the 2030 ECAP development, leveraging industry best practices, the resources listed above, and the recommendations of the *Oakland Energy and Climate Action Plan Community Engagement Assessment* (August 2016):
 - a. Identify key groups, neighborhoods, constituents, etc. for supported outreach.
 - b. Identify potential partner organizations, synergistic events, etc.
 - c. Craft key messages, design multi-lingual outreach and meeting materials, and plan events/workshops in consultation with Climate Consultant and City staff, ensuring that content clearly address the three key ECAP themes of mitigation, sequestration, and adaptation.
 - d. Suggest and design additional 1-3 outreach and engagement strategies, potentially including an online engagement platform, “office hours” at key locations throughout the city, etc., that will be conducted within the scope of the current contract. At the proposer’s discretion, recommend as many as three additional engagement strategies to be conducted with additional budget, and/or through collaboration with other local partners, as funding allows.
2. Implement equity-based community engagement process in partnership with Climate Consultant and City staff:
 - a. Plan and coordinate all details for community workshops/events, working with relevant City staff, including from the Environmental Services Division and the Department of Race and Equity, to ensure that appropriate stakeholders are being engaged.
 - b. Facilitate thirteen (13) community workshops/events, ensuring to the extent possible that all participants and community members feel heard and validated, that concerns and ideas are respected, and that expectations of the process and the ECAP itself are realistic and clearly communicated.
 - i. Ensure participants are given the tools, understanding, and format to meaningfully participate in discussions of, and provide actionable feedback regarding, the three ECAP themes of mitigation, sequestration, and adaptation. Note that the majority of technical and background content presented will come from the Climate Consultant and City staff. It will be the responsibility of the Equity Facilitator to ensure that events are structured and messages are clearly presented in ways that are relatable to the intended audience of each meeting/event.
 - ii. Include nine (9) workshops/events in Phase 1 of community engagement, and four (4) workshops/events in Phase 2 of community engagement,

using the Supplemental Report, “2030 Energy and Climate Action Plan Community Engagement Process,” as a guide for locations and sequencing.

- c. Provide three memos and one in-person presentation synthesizing community concerns, ideas, and other feedback into language and action steps that can be incorporated into the 2030 ECAP, ensuring that recommended actions and key performance indicators arising from the community engagement process are realistic, measurable, and verifiable. One memo shall be provided for each of the three 2030 ECAP themes of mitigation, sequestration, and adaptation.
3. Ensure that social equity is embedded within the City’s climate strategy, including the draft 2030 ECAP and the final 2030 ECAP, that will be presented to Council for adoption.
 - a. Work with City staff to draft high-level, measurable equity goals and targets to be included in the Plan
 - b. Prepare a redline of the Climate Consultant’s draft 2030 ECAP once it is fully written, assessing the equity provisions of the draft and suggesting any revisions to ensure full inclusion of equity principles and key performance indicators, including ensuring that proposed climate actions maximize benefits and minimize harms to frontline communities. Include consideration of the following:
 - i. Assess how proposed actions and overall approach will benefit or harm frontline communities; and assess whether there are any missed opportunities to include actions that will enhance equity while accomplishing the overall goals of climate change mitigation, carbon sequestration, and climate adaptation.
 - ii. Wherever feasible and realistic, ensure that actions are written so as to maximize equity, such as through local workforce development and supply chain provisions; minimizing financial burdens on low income residents; maximizing access for English language-learners and others with access needs; ensuring that measures are included to reduce air, water, and ground pollution in frontline communities; and maximizing ongoing opportunities for frontline communities to be involved in policy and implementation decisions. Note that not all ECAP actions may have direct equity implications or provisions.
 - iii. Ensure that equity provisions are clear, realistic, measurable, and verifiable.
 - iv. Ensure that accountability and reporting protocols are clearly identified for each action or group of actions.
 - v. Ensure that all equity actions, including actions with joint ownership between the City and community organizations, or primary ownership by community organizations, have a clearly delineated reporting structure.

- vi. Ensure that an overall plan is in place for ongoing information sharing between grassroots community organizations and the City for the duration of the Plan.
 - vii. Ensure that there is a realistic and clear plan for ongoing public reporting of progress.
- c. Assist in the 2030 ECAP's final draft authorship by ensuring that the Plan's language clearly reflects that the City's climate strategy is also an equity strategy.
- d. Review and comment on relevant documents for delivering and presenting the draft 2030 ECAP to Council for adoption.

ECAP Climate Consultant

1. Data Collection and Analysis

- a. Review the City's current and previous core and consumption GHG inventories to understand trends and approach, including ClearPath data and reporting requirements, and the City's Consumption Inventory approach and data.
 - i. Provide a memo indicating how the City can improve data collection and analysis as appropriate for future emissions inventories, as well as for ongoing measurement and reporting of progress toward the 2030 ECAP goals and targets. This memo should be provided subsequent to submittal of Final 2030 ECAP, responsive to proposed measurement and verification strategies included therein.
- b. Work with relevant parties, including relevant City staff and outside experts, to collect quantitative and qualitative data needed to establish or refine targets in the following categories, at a minimum, to support a comprehensive and ambitious climate action plan, leveraging and building on CURB analysis and results as appropriate:
 - i. Transportation, including low carbon mobility, private automobiles and fleets, transit, shared mobility, freight and heavy-duty vehicles, etc.
 - ii. Land use, including public infrastructure, zoning, etc.
 - iii. Building and energy use, including electrification, energy efficiency, renewable energy, local and state building code opportunities, energy storage, permitting practices, etc.
 - iv. Waste and material consumption, including both upstream and downstream opportunities, circular economy, behavioral initiatives, etc.
 - v. Carbon sequestration, including urban forestry and other activities.
 - vi. Adaptation, including sea level rise, heat and fire trends, housing costs, key resilience factors, etc.
 - vii. Behavioral characteristics and opportunities across all categories.
- c. Conduct relevant data analysis in the above categories, including assessing and delineating opportunities within and outside local governmental control.

2. Draft 2030 ECAP Development

- a. Ensure that the Plan maximizes opportunities to address and mitigate short lived climate pollutants, including include black carbon (PM 2.5), methane (CH₄), refrigerants, and fluorinated gases (including hydrofluorocarbons, or HFCs).
- b. Ensure proposed scope and reporting protocols conform to or exceed relevant protocols to which the City is a signatory/ member, including the Under 2 MOU; Compact of Mayors; USDN; California's AB32, SB32, and other relevant legislation; California ZEV goals; etc.

- c. Work with relevant parties, including City staff, community members, East Bay Community Energy, Port of Oakland, and other relevant stakeholders, to propose and refine strategies for inclusion in the final 2030 ECAP, including preparing iterative drafts as necessary.
- d. Conduct and participate in stakeholder and community engagement to elicit community and industry expertise in all areas of the plan:
 - i. In consultation with the Equity Facilitator, prepare clear meeting materials for different audiences, including residents, community leaders, industry and technology leaders, academics, etc., as appropriate, to ensure to the extent feasible that participants will be able to participate fully and effectively in meetings and workshops.
 - ii. Attend and participate effectively in thirteen (13) community meetings as appropriate and as assigned, as organized and facilitated by the Equity Facilitator
 - iii. Provide a list of industry stakeholders and experts for technical engagement, including technology leaders, academic experts, and others as appropriate, indicate what form that engagement will take, and provide a brief memo summarizing all expert/industry engagement activities and results.
 - iv. As appropriate, incorporate ideas and proposed actions from community and stakeholder engagement activities into the draft plan.
- e. Working closely with City Sustainability staff, develop a comprehensive draft plan, including technological, policy, financial, and behavioral strategies, that covers, and is divided into, the following three sections, ensuring that proposed actions/strategies are ambitious, innovative, realistic, and rooted in equity:
 - i. A comprehensive climate change mitigation section, including strategies designed to achieve, at a minimum, the adopted target of 56% core GHG emissions reduction by 2030, on a path toward 83% emissions reduction by 2050, relative to 2005 levels.
 - 1. Incorporate and build on CURB analysis and recommendations.
 - 2. Include strategies for both core and consumption emissions.
 - 3. Include recommendations, developed in consultation with relevant City Departments and Divisions, for updating, incorporating by reference, and/or developing City policies as appropriate, such as the existing Green Building Ordinance, a new Zero Emission Vehicles Action Plan, etc.
 - ii. A comprehensive carbon sequestration section, including urban forestry and other proven and emerging strategies.
 - 1. Work with the City's Parks and Tree Services Division to ensure that the section reflects and incorporates by reference the City's

Urban Forestry Master Plan, in development through the duration of this project.

- iii. A comprehensive Climate adaptation section, building on and reflecting the City's Preliminary Resilience Assessment, Resilient Oakland Playbook, and Preliminary Sea Level Rise Road Map.
 - f. Design proposed actions and overarching framework to be financially feasible while innovative and maximally ambitious in terms of reducing core and consumption carbon emissions and advancing social equity, including innovative public-private partnerships and regional collaboration where appropriate.
 - i. Develop a framework for prioritizing actions within the Plan.
 - ii. Work with City staff and experts as appropriate to develop high-level cost estimates and, where appropriate, plans for funding any proposed actions for which no present resources can be identified.
 - g. Ensure accountability and transparency throughout the 2030 ECAP by ensuring that all actions meet the following guidelines:
 - i. All identified actions in the Plan, including equity provisions, are clear, realistic, measurable, and verifiable.
 - ii. Key performance indicators and other milestones/metrics needed to measure ongoing progress and success are clearly stated.
 - iii. Any needed reporting structures are clearly identified for each action or group of actions.
 - iv. Working with the Equity Facilitator, ensure that equity is built into the Plan with measurable strategies and clear performance indicators to ensure that benefits of the actions are maximized for low income communities, communities of color, and communities most vulnerable to the effects of climate change
3. Final 2030 ECAP development and authorship
- a. Work with the Equity Facilitator to ensure that the final language of the Plan clearly reflects that the City's climate strategy is also an equity strategy.
 - b. Ensure that the plan's adaptation section is coordinated with the City's Chief Resilience Officer and reflects the goals and spirit of the Resilient Oakland Playbook (2016).
 - c. Prioritize actions within the plan as appropriate according to the approved prioritization framework
 - d. Working with City implementation staff, ensure that final proposed actions are feasible, measurable, and verifiable; that the choice, presentation, and number of actions is concise; that success in achieving equity provisions is clearly defined, realistic, and measurable; and that a clear, viable structure for ongoing reporting and tracking is included.

- e. Assist City staff in preparing necessary documents for delivering and presenting the final Plan to Council for Council adoption.
 - f. Prepare the final Plan for publication, including graphic design, clear presentation, and development of iconography that will help readers understand the plan and its actions.
 - i. Iconography/graphics should convey each action's potential for carbon reduction, improving health and equity, advancing economic opportunity, financial feasibility, and improving ecological wellbeing; and responsible City Department, Division, or other entity
4. Other tasks as assigned by City.