

Cape Elizabeth - Greater Portland Council of Governments (GPCOG)
Climate Action Plan Scope of Work Agreement
Proposed start date: July, 15, 2023
End date: Sept, 30, 2024

Project purpose

GPCOG will lead the Town of Cape Elizabeth through a Climate Action Planning process, providing support, guidance, and technical assistance to create a plan in accordance with the GPCOG Municipal Climate Action Planning Process and aligned with the State of Maine's "Maine Won't Wait" Climate Action Plan.

Timeline

Climate action plans take around 12 months to develop depending on a variety of factors, including start date, municipal staff capacity, data collection roadblocks, and speed of decision-making. When we kick the project off, we will develop a tentative timeline to share. Attached in Appendix A is an example timeline with milestones to help better understand the process. The timeline laid out below is subject to change, we will keep Cape Elizabeth staff informed if any circumstances dramatically change the end date of the project.

Process

Cape Elizabeth lacks dedicated sustainability staff to support a Climate Action Planning process. However, they have identified a staff point of contact that will assist GPCOG with a range of needs.

David Bagdasarian will be the staff point of contact and will provide the following.

- Coordination of data collection –This includes helping GPCOG determine the best data providers to contact, sending data collection emails to a wide variety of stakeholders, and facilitating follow up questions or phone calls to data providers.
- Be the primary liaison between GPCOG and the committee supporting the climate action planning process. All committee communications with GPCOG will go through municipal staff.
- Coordinate presentations and communications with the town council, the committee and GPCOG.
- Coordinate public outreach and engagement work according to the standards and procedures for the Town of Cape Elizabeth.

Below are the phases and deliverables throughout the project.

Phase 1: Data collection and analysis: GPCOG will collaborate to guide Cape Elizabeth staff in the data collection process and will lead analysis of emissions and vulnerability data. Data will be sourced from utilities, municipal staff, and other key stakeholders. GPCOG will create a data collection plan with clear responsibilities. Cape Elizabeth will be responsible for outreach to internal staff, and GPCOG will draft outreach to utilities and external stakeholders to collect data. GPCOG will conduct meetings and interviews with municipal staff to collect the necessary data on municipal operations and assets.

Deliverables:

- Data collection plan for emissions and vulnerability data.

- Summary of data collected.

Timeline: August – End October 2023

Phase 2: GHG Inventory and Vulnerability Report Development: GPCOG will use the data collected to develop baseline assessments for town wide GHG emissions (a GHG Inventory) and Vulnerability (climate risk).

- **Part 1: Emission Reduction Target Setting:** Using ClearPath, an online emission inventory tool, GPCOG will identify two emission reductions target scenarios for consideration and provide actions needed in each sector to meet the targets. GPCOG will present details of the scenarios and necessary actions at a meeting with the committee. The committee will decide on a pathway to recommend to the council.

Deliverables:

- A GHG draft inventory report detailing emission reduction scenarios/pathways
- Presentation on emission pathways delivered to staff, the committee, and council as requested in order to establish a GHG emission reduction target for the plan.
- **Part 2: Vulnerability Assessment Report:** Develop a baseline assessment report for Cape Elizabeth's infrastructure, ecosystems, and population.

Deliverables:

- Vulnerability Assessment Report
- A baseline setting workshop to present the vulnerability baseline data and GHG emission data to town residents.

Timeline: November - Feb 2023

Add on task - Support for enrollment in the [Community Resilience Partnership](#) which is a State grant program that allows municipalities to apply for \$50,000 grants for climate action twice a year. There are enrollment requirements for the partnership, GPCOG will assist Cape Elizabeth in achieving these requirements, enrolling in the Partnership and support their first application to the grant program. **This task will be completed following the first workshop and before the next application period is open in Winter of 2023/Early 2024.**

Phase 3 - Action planning: GPCOG will provide research support, sharing of best practices, a prioritization framework, and case studies to Cape Elizabeth to facilitate planning of near and long-term climate actions. As part of this phase, there will be a public meeting to gather input on potential climate actions which GPCOG will help plan and facilitate. A list of climate actions and basic descriptions on how to achieve them will be produced from this phase.

Deliverables:

- List of climate actions with descriptions on how these actions contribute to emission reductions goals.
- Climate action prioritization public engagement workshop

Timeline: April– July 2024

Community Engagement – Community engagement and outreach is key to a successful climate action plan. GPCOG will work with Cape Elizabeth to create a Community Engagement Plan at the outset of the project that will identify a schedule of workshops, educational events and outreach methods that will continue throughout the project. Engagement strategies may include newsletters, infographics, and handouts for educational purposes and to keep the public aware of the project progress; community meetings, workshops, and tabling events to share information and get input on actions strategies; and a community survey.

Deliverables:

- Community Engagement Plan - GPCOG will share a template, and Cape Elizabeth will lead finalization and execution of the Plan with support from GPCOG
- Climate Action Planning Committee – GPCOG will join between 3-4 committee meetings as needed to deliver presentations on decision points and data.

Timeline: Duration of the project

Report Drafting Throughout all phases, a complete climate action plan report will be drafted. The final report will include the following content:

- Introduction
- Greenhouse Gas Inventory Summary
- Details on Future Emissions Targets
- Vulnerability Assessment Summary
- Climate Actions: Mitigation and Adaption action descriptions
- Implementation plan and timeline
- Funding Overview

Deliverable: A complete climate action plan report. GPCOG will provide suggestions for formatting and graphics for the report. Photos for the report will be provided by Cape Elizabeth

Budget

The services proposed above can be delivered for the costs listed here. This cost includes all direct costs and labor. The project team is identified below. GPCOG will invoice the Town on a quarterly basis and provide time sheets as documentation for services provided, along with a short summary of progress made that quarter towards deliverables.

Municipal Climate Action Planning Services Fee- \$40,000

Project Team

Sara Mills-Knapp – Director of Sustainability, GPCOG

Kelly Rehberg – Sustainability Program Manager, GPCOG

Christian Roadman, Planner, GPCOG

Resilience Corps Fellow, TBD

Term

This Contract will commence on July 15, 2023, and will terminate on September 30, 2024, unless terminated earlier by either party. If an extension is required both parties will sign an amendment.

Termination

This Contract may be terminated by mutual agreement of the parties or by either party upon thirty (30) days prior written notice to the other. If at any time either party fails to comply with the provisions of this Contract, the other party will have the right to terminate this Contract immediately with written notice. Termination does not release either party from its obligations to provide services under the terms of this Contract during the notification period.

This scope of work is agreed upon by the below.

Kristina Egan, Executive Director

Matt Sturgis, Town Manager, Town of Cape Elizabeth