

SWIFT Contract number: 256934
Agency Interest ID: 36964
Activity ID: PRO20240001**Project title:** Saint Paul Climate Action and Resilience Plan Update and Five-Year Action Plan

1. Project summary:

Organization: City of Saint Paul (the City)
Contractor contact name: Liz Boyer
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Minnesota Pollution Control Agency (MPCA) contact(s):

MPCA project manager: Liz Wiese
Title: Project Manager
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Project information**Total cost:** **Grant:** \$50,000.00 **Match:** \$72,000.00 **Project Total:** \$122,000.00**Brief project summary:**

The City of Saint Paul adopted an ambitious Climate Action and Resilience Plan (CARP) in December of 2019. The plan includes both initiatives to mitigate greenhouse gas (GHG) emissions and strategies to reduce vulnerabilities for a more equitable and resilient Saint Paul. A key recommendation in the CARP is to complete an update every five years to track progress and ensure the latest innovations, technologies and best practices are incorporated into implementation. The original Plan lays out a long-term vision for the City's work and has proven to be a valuable guiding document. This first update will refresh the overall plan while creating the first in a series of action plans containing specific and community-supported action items that can be implemented in five-year increments.

2. Workplan detail

Task 1 of 3: Identify and contract with consultant firm or team to lead community engagement work around the Climate Action and Resilience Plan update and five-year action plan.

Subtask 1a: Develop and distribute Request for Proposals (RFP)

Brief description of activities involved: Develop and distribute Request for Proposals (RFP) to solicit bids from qualified consulting firms with experience structuring community engagement processes to reach, involve, and engage diverse audiences to develop equitable outcomes for climate priorities. It is anticipated that the successful respondent will be rooted in communities that have been historically marginalized and under-resourced.

Subtask 1b: Data Collection & Review

Brief description of activities involved: Working with the MPCA to receive GHG emissions data and compare data with existing GHG emissions inventory collected by the city and previously prepared relevant studies. This information will be used for community engagement and will be included in the project.

Subtask 1c: Evaluate responses to RFP

Brief description of activities involved: Evaluate responses to RFP based on experience, expertise, and capacity to reach hard-to-engage communities as well as use of innovative engagement strategies tailored to residents and stakeholders of diverse ages and racial, ethnic, gender backgrounds and identities to effectively obtain input.

Subtask 1d: Execute contract with selected consulting firm or team.

Brief description of activities involved: Execute the contract, incorporating terms and conditions in alignment with project goals ensuring that community members from all neighborhoods, especially those in designated environmental justice (EJ) areas of concern, will have opportunities to participate.

Task 2 of 3: Develop, implement, and monitor the consultant's recommended community engagement process.

Subtask 2a Development of robust and inclusive community engagement process

Brief description of activities involved: Collaborate with consultant to develop robust and inclusive community engagement process ensuring that community members from all neighborhoods, especially those in designated environmental justice (EJ) areas of concern, will have opportunities to participate. Ensure that the City obtains feedback beyond highly engaged community members, with a special focus on engaging people and neighborhoods that will be most impacted by and vulnerable to the impacts of climate change.

Subtask 2b: Implementation of the community engagement process

Brief description of activities involved: Oversee implementation of the strategies and actions proposed by the consulting firm within the agreed-upon timeline and budget.

Subtask 2c: Monitor and incorporate results of engagement process.

Brief description of activities involved: Monitor progress regularly and make adjustments as necessary to ensure effective implementation. Gather and summarize insights on climate-related initiatives prioritized by the community for incorporation into the CARP update and five-year action plan drafting.

Task 3 of 3: Final Report and Project Deliverables

Subtask 3a: Submit Grant Final Report

Brief description of activities involved: Will provide a final grant project report using the MPCA template approximately one month prior to the end of the grant agreement on June 30, 2025, or at completion of the project, whichever occurs first. Will respond promptly to any requests by the MPCA authorized representative for additional information and/or corrections to the report.

Timeframe: May-June 30, 2025

Subtask 3b: Submit Project Deliverables

Brief description of activities involved: Will provide electronic files of all project deliverables to the MPCA authorized representative prior to the end of the grant agreement on June 30, 2025, or at the completion of the project, whichever occurs first.

Timeframe: May-June 30, 2025

Project deliverables:

1. Saint Paul Climate Action and Resilience Plan (CARP) update and five-year action plan
2. Community Engagement Plan for CARP update and five-year action plan

3. Project budget

	Grant Funds	In-kind Match	Cash Match	Total budget
Contractor Costs	\$50,000.00	\$0.00	\$72,000.00	\$122,000.00
Project Total	\$50,000.00	\$0.00	\$72,000.00	\$122,000.00

