**Municipal Staff**

**Email and Position Description**

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| **Note:** Below is a template email and position description to help you when recruiting municipal staff Core Team members. The text highlighted in gray is example text. Replace this text with content that is appropriate for your community. |

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**Draft Email:**

Hi / Dear \_\_\_\_\_\_\_,

The [Town/City] has been selected this year to participate in the Municipal Vulnerability Preparedness (MVP) 2.0 Program. The two-year program provides grant funding to municipalities to investigate factors that create vulnerability for people in the community, and to develop and implement a community-driven project that supports resilience to climate change.

The [Town/City] will be convening a Core Team to lead this process, made up of [five] municipal staff and [five] community members. The topics that could be addressed in this process are broad; staff who work in planning, housing, public works, conservation, health, and social services would all provide important insight. I wanted to reach out to see if you [or another individual on their team, as relevant] would be able to participate in this process as a member of the Core Team.

The time commitment will be roughly 85 hours over the first year (month 2025 – month 2026), with the following year TBD based on the project selected by the Core Team. I’ve attached a document with more information on the MVP 2.0 program and what the position entails.

Thank you for considering, and please let me know if I can answer any questions.

**Template Position Description to Attach to the Email:**

 **About the Program.**

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| **About MVP 2.0**The Municipal Vulnerability Preparedness grant program (MVP) provides support for communities in Massachusetts to build resilience to climate change. Communities who complete the MVP Planning program (MVP 1.0) become certified as an MVP community and are eligible for future funding to complete resilience projects. Since 2017, nearly every Massachusetts municipality has participated in MVP 1.0. Starting in 2023, communities have the opportunity to participate in the updated program, MVP 2.0. MVP 2.0 builds on the work communities have done to date, fills gaps from the MVP 1.0 process, and supports communities with new processes, tools, and resources for building resilience.The MVP program is run by the Massachusetts Executive Office of Environmental Affairs (EEA). See the [MVP website](https://resilientma.mass.gov/mvp/) for more details.  |

The [Town of Yourtown] has been selected this year to participate in the Municipal Vulnerability Preparedness (MVP) 2.0 Program. As part of the two-year process, communities are provided with $50,000 of grant funding to investigate factors that create vulnerability for people in the community, update the community’s resilience priorities with a focus on equity, and identify and develop a “Seed Project” that makes progress towards those priorities and builds resilience to climate change. Communities are given an additional $50,000 to implement their project in the second year.

Some of the primary benefits of participating in MVP 2.0 include:

* Opportunity for the [Town/City] to get guaranteed funding ($50,000) for a community resilience project; could go towards a broad range of activities
* Opportunity to build [Town/City] relationships with community members to expand members of the community involved on boards, committees, and other processes
* Provides Core Team members with coaching on strategies for building climate resilience, inclusive and equity-centered engagement, and climate justice
* Opportunity to collect information on community social vulnerability, which is an increasing focus of other grant programs (in addition to MVP Action Grants)
* Opportunity to work with community members on a project or initial phase of a project with measurable impact
* Completing the process will renew the [Town’s/City’s] MVP Community designation, making it eligible for future Action Grant funding and other opportunities.

 **Role of Municipal Core Team Members.**

The [Town of Yourtown] is looking for [five] municipal staff members to serve on the MVP 2.0 Core Team. In addition to municipal staff, the Core Team will include [five] community members (Community Liaisons) who bring strong connections with Environmental Justice and other priority populations in the community. See the MVP 2.0 Process Summary for more details on the Community Liaison Core Team members. Together, the Core Team will play a big role in advancing the [Town/City’s] efforts towards a stronger and more resilient community.

**Facilitation of the Core Team** - [Name of Municipal Project Manager] will be the primary point person for the Core Team and will coordinate the process on behalf of the [Town/City]. The process will be managed and supported by a Planning Vendor (consultant team) and an Equity Partner (a staff person hired by the State to help support the process).

**Time commitment -** The time commitment for Municipal Core Team members is roughly 85 hours over the course of the first year (month 2025 – month 2026), approximately 7 hours per month. This will include approximately two meetings or learning sessions per month, as well as time spent on community outreach and engagement activities, and reviewing and providing feedback on materials. The time commitment in the second year will depend on the Seed Project chosen by the Core Team.

**Roles and responsibilities -** The roles and responsibilities of municipal Core Team members include:

1. Help select a Planning Vendor (consultant) to support the process (Step 1)
2. Investigate community data and identify important perspectives to include on the Core Team (Step 2)
3. Support the recruitment of Community Liaisons for the Core Team (Step 3)
4. Participate in two kickoff and team building activities (Step 4)
5. Work with other Core Team members to lead inclusive and equitable community outreach and engagement activities to gather insight on sources of vulnerability and resilience in the community (Step 5)
6. Revisit and update the community’s resilience priorities based on findings from Step 5; get feedback on the updated priorities from the community (Step 6)
7. Identify potential ideas for a Seed Project; vet those ideas with the community (Step 7)
8. Develop a Seed Project Implementation Plan; identify a Subject Matter Advisor(s) to support this process (Step 8)
9. Help select an Implementation Vendor to lead or support the implementation of the Seed Project; work with the Implementation Vendor and community partners to implement the Seed Project (Step 9)
10. Reflect on the MVP 2.0 process and how you would approach things similarly or differently for future resilience efforts (Step 10)