MVP 2.0 Roadmap

This table maps out a step-by-step approach for the MVP 2.0 process, including roles and how long each step is expected to take for the project team. The budgets for the Planning Vendor, Equity Partner, and Community Liaisons (as well as any municipal volunteers paid by the grant) all include a buffer for additional discretionary hours on top of what is estimated here, knowing that things will pop up that take more time than estimated. These discretionary hours also create leeway for the project team to adapt the process as needed.

This document is just a guide, not a script! If you have an approach that might work better for your community, feel free to adapt the sub-steps as needed, as long as they achieve the same overarching aims and deliverables. Please reach out to your Regional Coordinator with any questions.

KEY
PV = Planning Vendor
EP = Equity Partner
Municipal PM = Municipal Project Manager
CL = Community Liaison
RC = MVP Regional Coordinator

MEET = Meeting
ACT = Action
DOC = Emailing or documentation

(1hr + 1) = A one hour meeting, plus one hour of time outside of the meeting for planning or follow-up

Time estimates for the Core Team are per person. Time estimates for the Planning Vendor are the total for the vendor / vendor team.

Step 1 - Starting to Build Your Team (1-2 months)

Team	Planning Vendor (PV)	Equity Partner (EP)	Municipal Project Manager (PM) + Municipal Members	Community Liaison (CL) Members
Step 1 - Overview of Roles	**ROLE:** The PV will respond to municipality's Request for Quotes/Proposals, contract with the municipality, and prepare for upcoming steps. **TOTAL SCOPE:** 3 hours	**ROLE:** The EP will help the Municipal PM by giving general advice on how to select a PV. However, the EP will not take part in the selection process itself. They will also provide guidance on choosing municipal staff to be part of the Core Team. **TOTAL SCOPE:** 10 hours	**ROLE:** The Municipal PM will manage selection of and contract with a PV and recruit municipal staff members to join the Core Team, with support from the EP. **TOTAL SCOPE:** Municipal PM: Approximately 10 - 15 hours Municipal Member: 0.5 - 2.5 hours	The Community Liaison (CL) Members are not involved in this step.
1.1 *Connecting*		**MEET (3hr +1):** The RC coordinates a meeting with the Municipal PM and the EP. The EP will provide: • Resources from the MVP program, including a list of Planning Vendors interested in MVP 2.0, and/or connections with past MVP 2.0 communities to explore possible planning vendors. The EP will also provide advice on what to consider when choosing a planning vendor. • Recommendations on identifying appropriate municipal staff to join the Core Team (considering equity and community connections).	The Municipal PM will receive an award letter, a timeline, a contract, and the name and contact information of the EP assigned to the community. The community's EP will be in contact to set up a meeting with the EP, RC, and Municipal PM. **MEET (1hr):** The Municipal PM meets with the EP to provide an update on the status of contracting a PV and to discuss potential municipal staff members joining the Core Team.	

	PLANNING VENDOR (PV)	EQUITY PARTNER (EP)	MUNICIPAL PM / MUNICIPAL MEMBERS	COMMUNITY LIAISON (CL) MEMBERS
1.2 *Selecting a Planning Vendor*		**ACT (2hr):** The EP gains familiarity with the GEAR online tool prior to Step 2.	**ACT (community-dependent):** The Municipal PM selects a PV through a process that follows municipal procurement requirements. The Resources for Hiring a Planning Vendor can be used to support this process. Note: Contracting with a PV takes time so it's good to get started on this step as soon as possible! However, this step can occur concurrently with recruiting the Municipal Core Team members, and municipal Core Team members can support PV selection.	
1.3 *Recruiting Municipal Members*		**ACT (3hr):** The EP coordinates meetings with the Municipal PM, both in-person and virtually, to foster a trusting relationship. These discussions will help provide clarity and understanding regarding the role of the EP in this process.	**ACT (2hr):** The Municipal PM identifies and recruits municipal staff members to join the Core Team. Use the Resources for Core Team Recruitment to help with this step.	
1.4 *Contracting a Planning Vendor*	The PV will contract with the municipality.		**ACT (2.5hr):** The Municipal PM prepares the PV contract, using the scope from the Sample RFP and the Sample Budget from the Resources for Hiring a Planning Vendor. Communities should not reallocate funding from other sections of the budget to the PV without consulting their RC. **DOC (0.5hr):** The Municipal PM emails the contact information of the PV, qualifications of the PV, and finalized PV contract to the RC, EP, and the MVP inbox (mvp@mass.gov). **DOC (0.5hr):** The Municipal PM sends an email to the PV and the EP to introduce them to each other and sets up a meeting for Step 2: Identifying Lived Expertise.	
1.5 *Prep for Step 2*	**ACT (3 hrs):** The PV gains familiarity with the MVP 2.0 Process.	**DOC (1hr):** The EP emails a 1-2 page memo to their RC on how the process of selecting a PV and recruiting Municipal Members went.	**ACT (0.5 hr):** Municipal Members gain familiarity with the MVP 2.0 Process with the MVP 2.0 Process Summary before moving on to Step 2.	

Step 2 - Identifying Lived Expertise (1 month)

Team	Planning Vendor (PV)	Equity Partner (EP)	Municipal Project Manager (PM) + Municipal Members	Community Liaison (CL) Members
Step 2 Overview of Roles	**ROLE:** If the PV has been successfully contracted by this point in the timeline, they will provide administrative support. In this role, they will collaborate closely with the EP to facilitate discussions, ensuring all parties are aligned on project goals and progress. If the PV has not yet been on-boarded but all Municipal Members have already joined the Core Team, the EP is permitted to advance with the completion of Step 2. This approach ensure that the momentum of the process is maintained while also allowing the PV time to familiarize themselves with the MVP 2.0 process. During this period, the contracted PV can start to engage with the project materials and meet the team, enabling a smoother transition once they officially begin their role. **TOTAL SCOPE:** 6.5 hours	**ROLE:** The EP will guide the team on how to use the GEAR online tool, facilitate discussions among the Core Team to explore the data, oversee the completion and submission of the Community Exploration, and help determine who to recruit for their Core Team by: • Helping the team see and consider populations in their community who may be disproportionately impacted by climate change; • Helping to de ine "lived expertise," what it means to have lived expertise, and why that expertise is so valuable to the MVP 2.0 process and to identifying resilience solutions; • Building a shared understanding on why engaging the community is so important; • Helping address biases and orienting the process around diversity, equity, and inclusion. **TOTAL SCOPE:** 5 hours	**ROLE:** The Municipal Members will explore data in the GEAR online tool, and complete the Community Exploration. In particular, the Municipal Members will consider: • Who lives and works in their community and who may be most affected by climate change; • How they can better reach those communities through collaboration with Community Liaisons on the Core Team. **TOTAL SCOPE:** Municipal PM: 6 hours Municipal Member: 6 hours	The Community Liaison Core Team members are not involved in this step.
2.1 *Identifying Lived Expertise*	**MEET (3hrs + 3):** If the PV is on-boarded by this time, they will assist the team in gathering insights and help finalize the document.	**MEET (3hrs + 6):** The EP will lead the Community Exploration using the GEAR framework. This work will likely happen over one or two meetings. During these meetings, Municipal Members will collect important data and complete specific parts of the document as homework between sessions, if needed.	**MEET (3hrs + 2):** The Municipal Members will meet with the PV and EP to work on completing the Community Exploration using GEAR. This process may occur over 1-2 meetings, with Municipal Members tracking down data and completing certain sections as "homework" in between the sessions, as needed.	
2.2 *Prep for Step 3*		**DOC (1hr):** The EP will email the completed Community Exploration document to all Municipal Members of the Core Team, their RC, the PV (if on-boarded), and the MVP inbox at mvp@mass.gov. This must be done before moving on to Step 3. The EP will also email a 1-2 page memo to their RC on how the process of Identifying Lived Expertise went.	**ACT (1hr):** Municipal Members use the last two questions of the Community Exploration to start considering how they will approach recruiting Community Liaisons.	

Step 3 - Recruiting the Rest of Your Team (2 months)

Team	Planning Vendor (PV)	Equity Partner (EP)	Municipal Project Manager (PM) + Municipal Members	Community Liaison (CL) Members
Step 3 Overview of Roles	**ROLE:** The PV is responsible for project management and for supporting recruitment of the Community Liaisons, including: • Setting up and facilitating meetings with the Municipal Members to coordinate CL recruitment; • Providing tools such as draft emails, job descriptions, or flyers that the Municipal Members and the EP will edit, finalize, and distribute for CL recruitment; • Helping to plan and coordinate outreach led by the Municipal Members with the EP; • Organizing the Meet & Greet for the full Core Team. **TOTAL SCOPE:** 19 hours	**ROLE:** The EP will provide guidance and support in recruiting the Community Liaisons. This includes helping to brainstorm ways to connect with people who bring the desired lived expertise, helping the Municipal Members review and finalize the materials for Community Liaison recruitment, and thinking through how to make the recruitment process as accessible as possible. The EP will participate in the outreach and initial conversations with potential CLs, model how to talk about the role in ways that speak to the CLs' lived expertise, and help the Municipal Members make connections with potential CLs who may be hesitant to join a local government process. The EP will also be responsible for leading the onboarding of the CLs, and working with the PV and Municipal PM to make sure that the CLs have the necessary supports to participate fully in the process. **TOTAL SCOPE:** 17 hours	**ROLE:** The Municipal Members will use their knowledge as well as the knowledge and tools of the EP and PV to approach their community and recruit Community Liaisons. The Municipal Members will lead the recruitment of Community Liaisons and be the main point of contact in order to develop and maintain these relationships. The Municipal PM will be responsible for coordinating with the EP on CL onboarding to make sure that the CLs have the necessary supports to participate fully in the process. **TOTAL SCOPE:** Municipal PM: 13 hours Municipal Member: 11 hours	**ROLE:** The Community Liaisons join the Core Team, and participate in the onboarding process. **TOTAL SCOPE:** 3.5 hours
3.1 *Recruitment Strategy*	**MEET (1hr + 2):** The PV sets up and co-leads a meeting to discuss and plan how the Municipal Members will recruit CLs. Use the Resources for Core Team Recruitment to help the Municipal Members plan their CL recruitment. Consider strategies for "Getting the Word Out" in the Engagement Methods and Tools. **ACT (3hrs):** The PV coordinates with the EP and Municipal Members to revise the templates and/or produce tailored job descriptions, flyers, or talking points.	**MEET (1hr +2):** The EP co-leads a meeting to discuss and plan how the Municipal Members will recruit CLs. The EP will provide insight and guidance on equity-centered approaches including: • Posting a job description in multiple languages; • Advertising through local media, listservs, the municipality's website and social media page, and posting flyers in public spaces; • Reaching out to local contacts, particularly nonprofits or community groups serving EJ or priority populations, and asking those contacts to both share the postings and for CL recommendations; • Visiting community spaces. **ACT (1hr):** The EP advises on the development of tailored job descriptions, flyers, or talking points for CL recruitment.	**MEET (1hr):** The Municipal Members discuss who they hope to reach, and map out an approach for CL recruitment. **ACT (1hr):** The Municipal Members provide input and revisions on the development of tailored job descriptions, flyers, or talking points.	

	PLANNING VENDOR (PV)	EQUITY PARTNER (EP)	MUNICIPAL PM / MUNICIPAL MEMBERS	COMMUNITY LIAISON TEAM MEMBERS
3.2 *Outreach*	**ACT (3hrs):** The PV provides project management and administrative support to the Municipal Members as they reach out to their community and recruit CLs. **MEET (1hr + 1):** The PV coordinates and co-leads a check-in meeting to discuss: • How recruitment is going — what has gone well and what have been the challenges? • Which CLs are potential fits and/or have already been confirmed; • Whether more recruitment is needed to reach EJ and other priority populations; • Whether a recalibration of the outreach approach is needed. Continue outreach as needed.	**ACT (6hrs):** The EP supports the Municipal Members as they reach out to the community and recruit CLs. After identifying potential CLs, whether through the job application, a recommendation from a contact, or direct outreach, it is recommended that the EP and one Municipal Member set up an informational conversation with each potential CL to talk about the role and to get to know their interests and experience. Continue outreach until the team has identified and selected a set of qualified candidates (based on the CL job description) that have agreed to join the Core Team. **MEET (1hr):** The EP co-leads a meeting to discuss how the process is going, any challenges, and whether more recruitment is needed to reach EJ and other priority populations. Continue outreach as needed.	**ACT (6hrs):** The Municipal Members reach out to their community to recruit CLs. It is recommended that Municipal Members serve as the main point of contact with the community, while drawing on the tools, guidance, and expertise of the EP and PV. After a connection has been made, a Municipal Member and the EP set up a follow-up informational conversation with the potential CL to talk about the role and to get to know the CL's interests and experience. Continue outreach until the team has identified and selected a set of qualified candidates (based on the CL job description) that have agreed to join the Core Team. **MEET (1hr):** The Municipal Members will discuss how the process is going, any challenges, and whether more recruitment is needed to reach EJ and other priority populations. Continue outreach as needed.	
3.3 *Onboarding*	**ACT (3hrs):** The PV will coordinate with the EP and the Municipal PM to onboard the CLs. This includes identifying: • The most appropriate structure to pay CLs; • Any interpretation and translation needs; • Any support with computer access or tech support; • Times and dates that generally work best for meeting (considering work, childcare, other constraints).	**ACT (3hrs):** The EP will reach out to CLs individually to discuss and identify: • What systems might work best for paying CLs, and any payment constraints; • Any interpretation and translation needs; • Any support with computer access or tech support; • Times and dates that generally work best for meeting (considering work, childcare, other constraints). The EP will coordinate with the PV and Municipal PM to set up these support structures as part of the onboarding process.	**ACT (1.5 hrs):** The Municipal PM will help to onboard the CLs. This includes identifying: • The most appropriate structure to pay CLs; • Any interpretation and translation needs; • Any support with computer access or tech support; • Times and dates that generally work best for meeting (considering work, childcare, other constraints).	**ACT (1hr):** The CLs will work with the PV, EP, and Municipal PM in the onboarding process to make sure they have the resources and support to participate fully.
3.4 *Prep for Step 4*	**DOC (1hr):** The PV will email the names and contact information of the PV, EP, and Core Team members to everyone. The PV will also email the completed **Core Team Member List t**o the RC and the MVP inbox (mvp@mass.gov).	**DOC (1hr):** The EP will email a 1-2 page memo to the RC on how the process of recruiting the CLs went.	**DOC (0.5hrs):** The Municipal PM will send out an email to the full Core Team, welcoming the CLs, and inviting everyone to an informal Meet & Greet.	**ACT (0.5 hr):** Community Liaisons gain familiarity with the MVP 2.0 Process with the MVP 2.0 Process Summary before moving on to Step 4.
3.5 *Informal Meet & Greet*	**MEET (2hrs +2hrs):** The PV will oversee the arrangements and any activities as part of an informal Meet & Greet.	**MEET (2hrs):** The EP participates in the Meet & Greet.	**MEET (2hrs):** The Municipal PM welcomes the team at the Meet & Greet. The Municipal Members participate in the Meet & Greet.	**MEET (2hrs):** The CLs participate in the Meet & Greet.

Step 4 - Kicking off Collaboration (1 month)

Team	Planning Vendor (PV)	Equity Partner (EP)	Municipal Project Manager (PM) + Municipal Members	Community Liaison (CL) Members
Step 4 Overview of Roles	**ROLE:** The PV will be responsible for project management, coordinating dates, times, and locations for the kickoff and skill share sessions. The PV will lead the kickoff meeting with the three Kickoff Videos, facilitate the discussions, and oversee the completion of the Discussion Guide. The PV will support the EP during the skill share session. **TOTAL SCOPE:** 9 hours	**ROLE:** The EP will lead the skill share session, and support the team in unpacking the concept of "lived expertise." The EP will also support the PV in facilitating the kickoff discussion. On the whole, the EP will help set the tone that this is an inclusive space, and orient discussions around equity: • Addressing biases and insensitive comments as they arise; • Helping to introduce and unpack terms; • Helping to recognize power dynamics within the team and/or in spaces where local government decision-making takes place; • Introducing the purpose of these sessions from a community organizing perspective/ approach. **TOTAL SCOPE:** 8 hours	**ROLE:** The Municipal Members will take part in the kickoff and skill share sessions, participate in the discussion, and build a shared understanding of lived expertise and its value in this process. **TOTAL SCOPE:** Municipal PM: 4.5 hours Municipal Member: 4.5 hours	**ROLE:** The Community Liaison (CL) Members will take part in the kickoff and skill share sessions, participate in the discussion, and build a shared understanding of lived expertise and its value in this process. **TOTAL SCOPE:** 4.5 hours
4.1 *Kickoff "Dinner and a Movie"*	**MEET (2hrs +2):** The PV sets up a kickoff "dinner and a movie" event. For the first 45-60 minutes, the Core Team will share a meal and get to know each other. Afterwards, the Core Team will watch the three kickoff videos, followed by a short discussion based on the Discussion Guide. (Total video time is 40 minutes.)	**MEET (2hrs):** The EP will join the kickoff "dinner and a movie" event to help set the tone within the group (inclusive, equitable), and to support the discussions.	**MEET (2hrs):** The Municipal Members will participate in the kickoff "dinner and a movie event" and contribute to the discussion.	**MEET (2hrs):** The Community Liaisons will participate in the kickoff "dinner and a movie event" and contribute to the discussion.
4.2 *Skill Share*	**MEET (2hrs +1):** The PV schedules and supports the facilitation of the "skill share" session, led by the EP.	**MEET (2hrs +3):** The EP will coordinate a "skill share" where everyone on the Core Team takes a couple minutes to describe a personal skill or a passion (show-and-tell style!). This activity is a fun way to get to know each other on a more human level. It also acts as a lead-in to talk about how everyone brings different backgrounds and experience, and how in this process one goal is to recognize and value lived expertise. The EP will facilitate a discussion that unpacks lived expertise (*What does this mean? What are examples?*) and how it's critical for understanding the scope of the challenges and potential solutions for building community resilience.	**MEET (2hrs):** The Municipal Members participate in the skill share session.	**MEET (2hrs):** The Community Liaisons participate in the skill share session.

4.3 *Prep for Step 5*	**DOC (2hrs):** The PV shares a draft of the completed Discussion Guide with the whole team for comments, makes any final revisions, and then emails the finalized Discussion Guide to the full team, the RC, and the MVP inbox (mvp@mass.gov) before moving on to Step 5. The PV also emails the completed Community Exploration (from Step 2) to the full team for the Municipal Members to revisit, and for the Community Liaisons to read, in preparation for Step 5.	**DOC (1hr):** The EP will email a 1-2 page memo to their RC on how the conversation on lived expertise went.	**DOC (0.5hr):** The Municipal Members will take a minute to look over the completed Community Exploration again in preparation for Step 5.	**DOC (0.5hr):** The Community Liaisons will look over the completed Community Exploration for the first time in preparation for Step 5.

Step 5 - Uncovering Social Resilience (3 months)

Team	Planning Vendor (PV)	Equity Partner (EP)	Municipal Project Manager (PM) + Municipal Members	Community Liaison (CL) Members
Step 5 Overview of Roles	**ROLE:** The PV will be responsible for project management, guide the Core Team's investigation of community and climate data using the GEAR online tool, facilitate discussions with the EP and Core Team to complete the Engagement Plan, provide all the support structures needed for the Core Team to plan and execute their outreach and engagement with EJ and other priority populations in their community, support the integration of findings from the engagement process, and oversee the completion of the Social Resilience Roadmap. **TOTAL SCOPE:** 40 hours	**ROLE:** The EP will lead two sessions during the Uncovering Social Resilience Process: 1) A session focused on understanding social vulnerability and how it relates to climate equity, and 2) A session focused on building skills for inclusive and equitable engagement. The EP will then help the Core Team think through, plan, and execute inclusive and equitable outreach and engagement approaches in their community, by drawing from their experiences, modeling community-engagement skills, and by encouraging Core Team members to consider their existing connections to EJ and other priority populations in the community. The EP will additionally support the PV with facilitation throughout this step, helping the Core Team to see connections between community and climate vulnerability in what they're seeing (e.g., in data) and hearing (e.g., in community outreach). **TOTAL SCOPE:** 33.5 hours	**ROLE:** The Core Team will 1) build their understanding of the root causes of social vulnerability and how it relates to climate equity, and 2) build skills around inclusive and equitable outreach and engagement. They will use these learnings to investigate community and climate data, build out their Engagement Plan, and lead outreach and engagement with priority populations in their community. They'll complete the Social Resilience Roadmap with the information they gather. **TOTAL SCOPE:** Municipal PM: 25.5 hours Municipal Member: 25.5 hours	**ROLE:** The Core Team will 1) build their understanding of the root causes of social vulnerability and how it relates to climate equity, and 2) build skills around inclusive and equitable outreach and engagement. They will use these learnings to investigate community and climate data, build out their Engagement Plan, and lead outreach and engagement with priority populations in their community. The CLs will provide guidance to the full team on how to best reach communities that they have strong connections with. The Core Team will complete the Social Resilience Roadmap with the information they gather. **TOTAL SCOPE:** 25.5 hours
5.1 *Understanding Social Vulnerability and Climate Equity*	**MEET (2hrs +0.5):** The PV schedules and supports the facilitation of the "understanding social vulnerability and climate equity" session, led by the EP.	**MEET (2hrs +3):** The EP facilitates a session focused on understanding social vulnerability and how it relates to climate equity. The session includes a video and activity, whereby Core Teams define equity and social vulnerability as it relates to their own town or city (using their completed Community Exploration) and discuss systems and structures that may contribute.	**MEET (2hrs):** The Municipal Members participate in the session to unpack and better understand social vulnerability and climate equity, and to define these terms within the context of their own community.	**MEET (2hrs):** The Community Liaison (CL) members participate in the session to unpack and better understand social vulnerability and climate equity, and to define these terms within the context of their own community.

	PLANNING VENDOR (PV)	EQUITY PARTNER (EP)	MUNICIPAL PM / MUNICIPAL MEMBERS	COMMUNITY LIAISON TEAM MEMBERS
5.2 *Exploring Community and Climate Data*	**MEET (2hrs +3):** The PV coordinates and leads a session(s) where the Core Team starts to fill in the Social Resilience Roadmap using GEAR and team knowledge — using a guided exercise at first. Core Team members may investigate the data in GEAR together as a full team or in small groups. This process may occur over two meetings, with Core Team members working in pairs to explore certain sections of GEAR as "homework" in between the sessions, and then coming back and sharing what they've learned. At the end of the session, the Core Team identifies gaps that would benefit from talking to people in the community.	**MEET (2hrs):** The EP will support the PV and the Core Team as they begin to fill in the Social Resilience Roadmap using GEAR and team knowledge. The EP will help the Core Team make connections between social vulnerability and climate impacts, as well as recognize the way lived experience provides information to interpret or contextualize community and climate data. The EP helps the Core Team identify gaps that would benefit from talking to people in the community.	**MEET (2hrs +2):** The Municipal Members start to fill in the Social Resilience Roadmap using GEAR and team knowledge — using a guided exercise at first. Core Team members may investigate the data in GEAR together as a full team or in small groups. This process may occur over two meetings, with Core Team members working in pairs to explore certain sections of GEAR as "homework" in between the sessions, and then coming back and sharing what they've learned. The Core Team identifies gaps that would benefit from talking to people in the community.	**MEET (2hrs +2):** The Community Liaison (CL) Members start to fill in the Social Resilience Roadmap using GEAR and team knowledge — using a guided exercise at first. Core Team members may investigate the data in GEAR together as a full team or in small groups. This process may occur over two meetings, with Core Team members working in pairs to explore certain sections of GEAR as "homework" in between the sessions, and then coming back and sharing what they've learned. The Core Team identifies gaps that would benefit from talking to people in the community.
5.3 *Building Skills in Inclusive Engagement*	**MEET (2hrs +0.5):** The PV schedules and supports the facilitation of the "building skills in inclusive engagement" session, led by the EP.	**MEET (2hrs +3):** The EP facilitates a session focused on understanding and building skills towards inclusive and equitable engagement. The session includes a video and activity, whereby Core Teams practice what they've learned by directly applying it to the build-out of the Engagement Plan. This involves: • Revisiting findings from the Community Exploration to identify who will be important to reach; • Choosing topic(s) the Core Team plans to discuss for community engagement based on the gaps identified in the Social Resilience Roadmap; • Developing an approach for community outreach and engagement, using principles of inclusive and equitable engagement; • Practicing outreach and community organizing skills using short simulations.	**MEET (2hrs):** The Municipal Members participate in the session to build understanding and skills towards inclusive and equitable engagement. The team practices what they've learned by directly applying it to the build-out of the Engagement Plan.	**MEET (2hrs):** The Community Liaison (CL) members participate in the session to build understanding and skills towards inclusive and equitable engagement. The team practices what they've learned by directly applying it to the build-out of the Engagement Plan.
5.4 *Completing the Engagement Plan*	**MEET (2hrs +1):** The PV coordinates and leads a meeting where the Core Team continues building out the Engagement Plan. As part of this process, the Core Team will think through how they will reach communities now (as part of the Uncovering Social Resilience step), as well as how they will plan to vet their resilience priorities and Seed Project ideas with the community later in the process. **ACT (6hrs):** The PV follows up to support the coordination and logistics of the outreach and engagement activities. The PV provides tools such as draft emails, flyers, or social media posts to support outreach, as well as materials or tools to use in the activities.	**MEET (2hrs):** The EP supports and provides guidance to the PV and Core Team in building out the Engagement Plan. **ACT (2hrs):** The EP provides guidance, as needed, to support the coordination, logistics, and development of outreach materials — particularly with helping to think through inclusive and equity-centered approaches.	**MEET (2hrs):** The Municipal Members meet to continue to build out the Engagement Plan. **ACT (2hrs):** The Municipal Members support the coordination and logistics of the outreach and engagement activities, and provide revisions to draft materials.	**MEET (2hrs):** The Community Liaisons meet to continue to build out the Engagement Plan. The CLs provide guidance to the full team on how to best reach communities that they have strong connections with. **ACT (2hrs):** The Community Liaisons support the coordination and logistics of the outreach and engagement activities, and provide revisions to draft materials.

	PLANNING VENDOR (PV)	EQUITY PARTNER (EP)	MUNICIPAL PM / MUNICIPAL MEMBERS	COMMUNITY LIAISON (CL) MEMBERS
(5.4 continued)	**DOC (1hr):** The PV emails a copy of the Engagement Plan to the whole team and incorporates any feedback. The PV emails the completed Engagement Plan to the RC and the MVP inbox (mvp@mass.gov).			
5.5 *Outreach and Engagement*	**ACT (6hrs):** The PV assists the Core Team with their outreach and engagement, as needed. **DOC (1.5hrs):** The PV writes down their impressions and what they heard. The PV emails everyone to remind the team to write down their impressions and what they heard individually.	**ACT (6hrs):** The EP assists the Core Team with their outreach and engagement, as needed. **DOC (1hr):** The EP writes down their impressions and what they heard.	**ACT (6hrs):** The Core Team conducts their outreach and engagement to collect information to fill out the Social Resilience Roadmap. **DOC (1hr):** Individually, the Municipal Members write down their impressions and what they heard.	**ACT (6hrs):** The Core Team conducts their outreach and engagement to collect information to fill out the Social Resilience Roadmap. **DOC (1hr):** Individually, the Community Liaisons write down their impressions and what they heard.
5.6 *Integrating Findings*	**MEET (2hrs +2):** The PV works with the EP to facilitate the Core Team discussion on what everyone has heard. The PV helps the Core Team work through the Social Resilience Roadmap and answer the questions they have answers to. At the end of the session, the PV helps the Core Team identify any gaps that still need investigation. **DOC (2hrs):** The PV records answers in the Social Resilience Roadmap. The PV will email everyone a draft for review and synthesize any feedback.	**MEET (2hrs +2):** The EP will work with the PV to facilitate the Core Team discussion on what everyone has heard. The EP will help the Core Team work through the Social Resilience Roadmap and answer the questions they have answers to. **DOC (0.5hr):** The EP will review the draft of the Social Resilience Roadmap and provide feedback, as needed.	**MEET (2hrs):** The Core Team will share what they heard and learned through the engagement activities and use that insight to further fill in the Social Resilience Roadmap. **DOC (0.5hr):** The Municipal Members will review the draft of the Social Resilience Roadmap and provide feedback, as needed.	**MEET (2hrs):** The Core Team will share what they heard and learned through the engagement activities and use that insight to further fill in the Social Resilience Roadmap. **DOC (0.5hr):** The Community Liaisons will review the draft of the Social Resilience Roadmap and provide feedback, as needed.
5.7 *Filling Gaps*	**ACT (3hrs):** The PV provides project management and support for the Core Team to expand on steps 5.2, 5.5, and 5.6 as needed to continue to fill gaps in the Social Resilience Roadmap.	**ACT (3hrs):** The EP supports the Core Team to expand on steps 5.2, 5.5, and 5.6 as needed to continue to fill gaps in the Social Resilience Roadmap.	**ACT (3hrs):** The Core team expands on steps 5.2, 5.5, and 5.6 as needed to continue to fill gaps in the Social Resilience Roadmap.	**ACT (3hrs):** The Core team expands on steps 5.2, 5.5, and 5.6 as needed to continue to fill gaps in the Social Resilience Roadmap.
5.8 *Evaluating Your Engagement*	**MEET (1hr +2):** The PV works with the EP to facilitate a Core Team discussion to evaluate their engagement process. The Core Team will use the approach they mapped out at the end of their Engagement Plan.	**MEET (1hr +1):** The EP will work with the PV to facilitate a Core Team discussion to evaluate their engagement process. The Core Team will use the approach they mapped out at the end of their Engagement Plan.	**MEET (1hr):** The Core Team will meet to evaluate their engagement process, using the approach they mapped out at the end of their Engagement Plan.	**MEET (1hr):** The Core Team will meet to evaluate their engagement process, using the approach they mapped out at the end of their Engagement Plan.
5.9 *Prep for Step 6*	**DOC (0.5hr):** The PV will email the completed Social Resilience Roadmap to the full team, the RC, and the MVP inbox (mvp@mass.gov) before moving on to Step 6.	**DOC (1hr):** The EP will email a 1-2 page memo to their RC on how the community outreach and engagement went.		

Step 6 - Revisiting Resilience Priorities (2 months)

Team	Planning Vendor (PV)	Equity Partner (EP)	Municipal Project Manager (PM) + Municipal Members	Community Liaison (CL) Members
Step 6 Overview of Roles	**ROLE:** The PV will be responsible for project management, for facilitating Core Team discussions to update the community's resilience priorities, and for overseeing the completion of the Resilience Priorities Guide. The PV will also provide the support structures needed for the Core Team to plan and conduct their outreach and engagement to vet the resilience priorities with the community. **TOTAL SCOPE:** 28 hours	**ROLE:** The EP will support the facilitation of the Core Team in revisiting and updating their priorities, planning their community outreach, and in integrating what they learn. In particular, the EP will help knit together the connections between social resilience and climate resilience based on what the team hears from the community, and will help advise on outreach and engagement approaches to center equity and inclusivity. **TOTAL SCOPE:** 7 hours	**ROLE:** The Core Team will work together to update their community resilience priorities, vet the priorities with the community, and integrate any feedback, using the Resilience Priorities Guide. **TOTAL SCOPE:** Municipal PM: 13 hours Municipal Member: 13 hours	**ROLE:** The Core Team will work together to update their community resilience priorities, vet the priorities with the community, and integrate any feedback, using the Resilience Priorities Guide. The CLs will provide guidance to the full team on how to best reach communities that they have strong connections with. **TOTAL SCOPE:** 13 hours
6.1 *Updating Community Resilience Priorities*	**MEET (3hrs +3):** The PV coordinates and facilitates discussions with the Core Team to complete the Resilience Priorities Guide, which involves reflecting on the findings from Step 5 and using those findings to update the community's resilience priorities. This work may occur in one workshop, or over a series of meetings. The PV takes notes and fills in the Resilience Priorities Guide based on the group's discussion. **DOC (2hrs):** The PV shares a draft of the completed Resilience Priorities Guide with the full team, and incorporates any feedback.	**MEET (3hrs):** The EP helps to facilitate discussions with the Core Team to update their community resilience priorities. In particular, the EP will help the Core Team identify the connections between social resilience and climate resilience, and how what they've heard from the community is relevant and integral to thinking about building climate resilience. The EP will guide the Core Team to think about whether their priorities are supporting equity goals, considering: • Who stands to benefit most from the priority? • Are there ways to be more specific about the priority to make sure it will benefit the folks who will be most impacted by climate change?	**MEET (3hrs):** The Core Team meets to complete the Resilience Priorities Guide, including reflecting on the findings from Step 5 and using those findings to update the community's resilience priorities. This work may occur in one workshop, or over a series of meetings.	**MEET (3hrs):** The Core Team meets to complete the Resilience Priorities Guide, including reflecting on the findings from Step 5 and using those findings to update the community's resilience priorities. This work may occur in one workshop, or over a series of meetings.
6.2 *Planning Engagement to Vet the Priorities*	**MEET (1hr + 2):** The PV coordinates and facilitates a meeting with the Core Team to plan out the details for vetting the updated community resilience priorities with the community, drawing from the approach outlined in their Engagement Plan. .	**MEET (1hr):** The EP helps to facilitate the meeting with the Core Team to plan out the details for vetting the updated community resilience priorities with the community. The EP will provide guidance on how to consider: • Who should the team be talking to about these updated priorities? • How can the vetting process support building relationships, fostering partnerships, and deferring to community decision-making?	**MEET (1hr):** The Core Team meets to plan out the details for vetting the updated community resilience priorities with the community, drawing from their approach outlined in their Engagement Plan.	**MEET (1hr):** The Core Team meets to plan out the details for vetting the updated community resilience priorities with the community using their approach outlined in their Engagement Plan.

	PLANNING VENDOR (PV)	EQUITY PARTNER (EP)	MUNICIPAL PM / MUNICIPAL MEMBERS	COMMUNITY LIAISON (CL) MEMBERS
(6.2 continued)	**ACT (6hrs):** The PV coordinates/supports outreach and engagement activities and events, providing tools such as draft emails, flyers or posters, and documents or materials to be used in the activities.	**ACT (1hr):** The EP advises on the logistics and materials for the engagement activities or events, focusing on equity and inclusivity.	**ACT (1hr / 2hrs for Municipal PM):** The Municipal Members support the coordination, logistics, and development of materials for the outreach and engagement activities.	**ACT (1hr):** The Community Liaison (CL) Members support the coordination, logistics, and development of materials for the outreach and engagement activities.
6.3 *Vetting the Priorities*	**ACT (6hrs):** The PV assists the Core Team with conducting the outreach and engagement activities, as needed, to vet their updated community resilience priorities with the community. **DOC (1.5hrs):** The PV writes down their impressions and what they heard from the engagement activities. The PV reminds the team to write down their impressions and what they heard individually.		**ACT (6hrs):** The Core Team leads outreach and engagement to vet their updated community resilience priorities with the community. **DOC (1hr):** Individually, the Core Team members write down their impressions and what they heard.	**ACT (6hrs):** The Core Team leads outreach and engagement to vet their updated community resilience priorities with the community. **DOC (1hr):** Individually, the Core Team members write down their impressions and what they heard.
6.4 *Reflecting and Adjusting*	**MEET (1hr +2):** The PV facilitates the Core Team discussion on what everyone has heard from the community outreach. The PV helps the Core Team revise the community resilience priorities, as needed, and records the community's updated resilience priorities, using the last section of the Resilience Priorities Guide.	**MEET (1hr):** The EP helps to facilitate the Core Team discussion on what everyone has heard from the community outreach. The EP helps the Core Team revise the community resilience priorities.	**MEET (1hr):** The Core Team shares what they learned from the community outreach, and uses this information to update the community resilience priorities.	**MEET (1hr):** The Core Team shares what they learned from the community outreach, and uses this information to update the community resilience priorities.
6.5 *Prep for Step 7*	**DOC (0.5hr):** The PV emails the completed Resilience Priorities Guide to the whole team, the RC, and the MVP inbox (mvp@mass.gov).	**DOC (1hr):** The EP emails a 1-2 page memo to their RC on how the process of Revisiting Resilience Priorities went.		

Step 7 - Selecting a Seed Project (1 month) This step needs to be completed prior to June 1st of the first fiscal year of your contract with EEA to allow for time to release Seed Project funds.

Team	Planning Vendor (PV)	Equity Partner (EP)	Municipal Project Manager (PM) + Municipal Members	Community Liaison (CL) Members
Step 7 Overview of Roles	**ROLE:** The PV will be responsible for project management, coordinating and facilitating discussions with the Core Team, and overseeing the completion of the Seed Project Plan Part A. The PV will also provide the support structures needed for the Core Team to plan and conduct their outreach and engagement to gather community feedback on their potential Seed Project ideas. **TOTAL SCOPE:** 25 hours	**ROLE:** The EP will support the facilitation of the Core Team in identifying Seed Project ideas, planning their community outreach, and in integrating what they learn from the community to select a final Seed Project idea. In particular, the EP will help the Core Team think about how the projects are supporting equity goals, and will help advise on outreach and engagement approaches to center equity and inclusivity. **TOTAL SCOPE:** 7 hours	**ROLE:** The Core Team will work together to complete the Seed Project Plan Part A, which involves identifying a few potential Seed Project ideas, vetting the Seed Project ideas with the community, and selecting a Seed Project to move forward with based on community feedback. **TOTAL SCOPE:** Municipal PM: 16 hours Municipal Member: 16 hours	**ROLE:** The Core Team will work together to complete Seed Project Plan Part A, which involves identifying a few potential Seed Project ideas, vetting the Seed Project ideas with the community, and selecting a Seed Project to move forward with based on community feedback. **TOTAL SCOPE:** 16 hours
7.1 *Identifying Seed Project Ideas*	**MEET (3hrs +3):** The PV coordinates and facilitates discussions with the Core Team to build out Part A of the Seed Project Plan, which involves identifying 2-3 potential Seed Projects to vet with the community. This work may occur in one workshop, or over a series of meetings. The PV takes notes and fills in Part A of the Seed Project Plan based on the group's discussion. **DOC (2hrs):** The PV will share a draft of Part A of the Seed Project Plan with the full team, and incorporate any feedback. The PV will then send Part A of the Seed Project Plan to their RC for review prior to starting any community outreach and engagement.	**MEET (3hrs):** The EP helps to facilitate discussions with the Core Team to select 2-3 potential Seed Projects. The EP will encourage the Core Team to think about whether their projects are supporting equity goals, considering: • Who stands to benefit most from the project? • Are there ways to modify the project (in process or outcomes) to make sure it will benefit the folks who will be most impacted by climate change?	**MEET (3hrs):** The Core Team meets to complete Part A of the Seed Project Plan, which involves identifying 2-3 potential Seed Projects to vet with the community. This work may occur in one workshop, or over a series of meetings.	**MEET (3hrs):** The Core Team meets to complete Part A of the Seed Project Plan, which involves identifying 2-3 potential Seed Projects to vet with the community. This work may occur in one workshop, or over a series of meetings.

	PLANNING VENDOR (PV)	EQUITY PARTNER (EP)	MUNICIPAL PM / MUNICIPAL MEMBERS	COMMUNITY LIAISON TEAM MEMBERS
7.2 *Planning Engagement to Vet the Seed Project Ideas*	**MEET (1hr + 1):** The PV coordinates and facilitates a meeting with the Core Team to plan out the details for vetting the potential Seed Project ideas with the community, drawing from the approach outlined in their Engagement Plan. **ACT (4hrs):** The PV coordinates/supports outreach and engagement activities and events, providing tools such as draft emails, flyers or posters, and documents or materials to be used in the activities.	**MEET (1hr):** The EP supports the PV in facilitating a meeting with the Core Team to plan out the details for collecting community feedback on the potential Seed Project ideas. The EP will provide guidance on how to consider: • Who should the team be talking to about these potential Seed Project ideas? • How can the vetting process support building relationships, fostering partnerships, and deferring to community decision-making? **ACT (1hrs):** The EP advises on the logistics and materials for the engagement activities or events, focusing on equity and inclusivity.	**MEET (1hr):** The Core Team meets to plan out the details for vetting the potential Seed Project ideas with the community using the approach outlined in their Engagement Plan. **ACT (1hr / 2hrs for Municipal PM):** The Core Team supports the coordination, logistics, and development of materials for the outreach and engagement activities.	**MEET (1hr):** The Core Team meets to plan out the details for vetting the potential Seed Project ideas with the community using the approach outlined in their Engagement Plan. **ACT (1hr):** The Core Team supports the coordination, logistics, and development of materials for the outreach and engagement activities.
7.3 *Vetting the Seed Project Ideas*	**ACT (6hrs):** The PV assists the Core Team with outreach and engagement, as needed, to vet their updated Seed Project ideas with the community. **DOC (1.5hrs):** The PV writes down their impressions and what they heard. The PV reminds everyone to write down their impressions and what they heard individually.		**ACT (6hrs):** The Core Team leads outreach and engagement to vet their Seed Project ideas with the community. **DOC (1hr):** Individually, the Core Team members write down their impressions and what they heard.	**ACT (6hrs):** The Core Team leads outreach and engagement to vet their Seed Project ideas with the community. **DOC (1hr):** Individually, the Core Team members write down their impressions and what they heard.
7.4 *Reflecting and Adjusting*	**MEET (1hr + 1hr):** The PV facilitates a Core Team discussion on what everyone has heard from the community outreach. The PV helps the Core Team select a Seed Project to move forward with, and make any adjustments to the Seed Project concept, as needed.	**MEET (1hr):** The EP co-facilitates the Core Team discussion on what everyone has heard from the community outreach. The EP helps the Core Team select a Seed Project to move forward with, and make any adjustments to the Seed Project concept, as needed.	**MEET (1hr):** The Core Team shares what they learned from the community outreach, and uses this information to select a Seed Project and revise the concept, as needed.	**MEET (1hr):** The Core Team shares what they learned from the community outreach, and uses this information to select a Seed Project and revise the concept, as needed.
7.5 *Prep for Step 8*	**DOC (1.5hr):** The PV finishes filling in Part A of the Seed Project Plan and emails the completed plan to the whole team, the RC, and the MVP inbox (mvp@mass.gov). Submitting Part A and approval from their RC will unlock funding for Seed Project implementation.	**DOC (1hr):** The EP emails a 1-2 page memo on how the process of selecting a Seed Project went to the RC. This step **must** be completed prior to June 1 of the first fiscal year of your two-year project.		

Step 8 - Developing an Implementation Plan (1 month) **This step needs to be completed prior to June 1st of the first fiscal year of your contract with EEA.**

Team	Planning Vendor (PV)	Equity Partner (EP)	Municipal Project Manager (PM) + Municipal Members	Community Liaison Core Team Members
Step 8 Overview of Roles	**ROLE:** The PV will be responsible for project management, for facilitating Core Team discussions to develop the Seed Project implementation plan, and for overseeing the completion of the Seed Project Plan Part B. The PV will support the EP in facilitating a session on monitoring and measuring equity. The PV will also help coordinate the selection and contracting of a Subject Matter Advisor(s) to support the development of the implementation plan. Whether the Subject Matter Advisor(s) is contracted directly with the municipality or as a subconsultant to the PV will be dependent on the original contracting structure between the municipality and the PV. The PV wraps up their scope at the end of Step 8. **TOTAL SCOPE:** 14.5 hours	**ROLE:** The EP will be responsible for facilitating a session on monitoring and measuring the equity impacts of projects, as well as providing feedback to the Core Team on their draft implementation plan, based on equity considerations. **TOTAL SCOPE:** 6.5 hours The EP wraps up their scope at the end of Step 8.	**ROLE:** The Core Team will learn about how to monitor and measure the equity impacts of projects, and then will work together to develop an implementation plan for their Seed Project, using the Seed Project Plan Part B. The Core Team will also help select a Subject Matter Advisor(s) to help advise on the development of the implementation plan, and an Implementation Vendor to support Seed Project implementation in Step 9. The Municipal Lead will coordinate contracting with the Subject Matter Advisor(s) and the Implementation Vendor. **TOTAL SCOPE:** Municipal PM: 10.5 hours Municipal Member: 6.5 hours	**ROLE:** The Core Team will learn about how to monitor and measure the equity impacts of projects, and then will work together to develop an implementation plan for their Seed Project, using the Seed Project Plan Part B. The Core Team will also help select a Subject Matter Advisor(s) to help advise on the development of the implementation plan, and an Implementation Vendor to support Seed Project implementation in Step 9. **TOTAL SCOPE:** 6.5 hours
8.1 *Selecting a Subject Matter Advisor*	**ACT (2hrs):** The PV works with the Core Team members to identify a Subject Matter Advisor(s) who brings relevant expertise to the development of the Seed Project Implementation Plan. The PV or the Municipal PM (depending on the PV's contract) will contract with the Subject Matter Advisor(s).		**ACT (0.5hr / 2hrs for Municipal PM):** The Core Team helps to identify a Subject Matter Advisor(s) who brings relevant expertise to the development of the Seed Project Implementation Plan. The Municipal PM or the PV (depending on the PV's contract) will contract with the Subject Matter Advisor(s).	**ACT (0.5hr):** The Core Team helps to identify a Subject Matter Advisor(s) who brings relevant expertise to the development of the Seed Project Implementation Plan.
8.2 *Monitoring and Measuring Equity*	**MEET (2hrs + 0.5):** The PV schedules and supports the facilitation of the "monitoring and measuring equity" session, led by the EP.	**MEET (2hrs +3):** The EP facilitates a session focused on ways to monitor and measure the equity impacts of projects. The session includes a video and activity, whereby Core Teams practice what they've learned by directly applying it to the build-out of their Seed Project Plan.	**MEET (2hrs):** The Core Team participates in the session to build understanding on measuring and monitoring equity impacts of projects. The team practices what they've learned by directly applying it to the build-out of the Seed Project Plan.	**MEET (2hrs):** The Core Team participates in the session to build understanding on measuring and monitoring equity impacts of projects. The team practices what they've learned by directly applying it to the build-out of the Seed Project Plan.

	PLANNING VENDOR (PV)	EQUITY PARTNER (EP)	MUNICIPAL PM / MUNICIPAL MEMBERS	COMMUNITY LIAISON (CL) MEMBERS
8.3 *Completing Seed Project Implementation Plan*	**MEET (3hrs +3):** The PV coordinates and facilitates discussions with the Core Team and the Subject Matter Advisor(s) to complete Part B of the Seed Project Plan, which involves building out an implementation plan for their Seed Project. This work may occur in one workshop, or over a series of sessions. The PV takes notes and fills in Part B of the Seed Project Plan based on the group's discussion.	**ACT(0.5hr):** The EP reviews the draft implementation plan and provides feedback and thoughts for the group to consider, tied to supporting the equity goals of the project.	**MEET (3hrs):** The Core Team meets to complete Part B of the Seed Project Plan, which involves building out the implementation plan for their Seed Project. This work may occur in one workshop, or over a series of meetings.	**MEET (3hrs):** The Core Team meets to complete Part B of the Seed Project Plan, which involves building out the implementation plan for their Seed Project. This work may occur in one workshop, or over a series of meetings.
8.4 *Contracting with Implementation Vendor*			**ACT (3hrs/community-dependent):** The Municipal PM leads the identification, selection, and contracting of an Implementation Vendor, with support from the Core Team members. **ACT (1hr):** Depending on the selected Seed Project, the Municipal Project Manager (PM) will collaborate with the Community Liaison (CL) members to determine whether to extend their one-year commitment into a second year for participation in Steps 9 and 10 of the Seed Project Implementation. If they decide to continue their commitment through Steps 9 and 10, the funding for CL participation will be sources from the Seed Project budget.	**ACT(1hr):** Community Liaisons support the identification and selection of an Implementation Vendor to support the implementation of the Seed Project. ACT (1hr): Community Liaison (CL) Members will work with the Municipal PM to decide whether to extend their one-year commitment into a second year for participation in Steps 9 and 10 of the Seed Project implementation. If they decide not to continue, each CL Member will complete the Reflection Guide at this time. If they choose to continue, they will complete the Reflection Guide in Step 10.
8.5 *Prep for Step 9*	**DOC (2hrs):** The PV shares a draft of Part B of the Seed Project Plan with the full team, incorporates feedback, and emails the revised version to the whole team, the RC, and the MVP inbox (mvp@mass.gov). **DOC (2hrs):** The PV submits the MVP 2.0 Interim Submission Form, which includes answering a set of summary questions about the process and uploading all completed deliverables thus far (Steps 1-8). Unless the PV is continuing as the Implementation Vendor, this step wraps up the last step for the PV.	**DOC (1hr):** The EP emails a 1-2 page memo to their RC on how the session on monitoring and measuring equity and the build-out of the implementation plan went. This step wraps up the last official step for the Equity Partner.	**DOC (0.5hr):** The Municipal PM supports the PV in completing the MVP 2.0 Interim Submission Form.	

Step 9 - Implementing a Seed Project (10 months)

Seed Project Implementation will be led by the Core Team in collaboration with the Implementation Vendor. What this looks like will depend on the Seed Project. The Equity Partner may have discretionary hours to advise on the process if needed. Check with your Equity Partner to see if they still have hours available. Halfway through the implementation of the Seed Project, the Municipal PM should email or set up a call with their RC to provide a progress update.

Step 10 - Reflecting, Adjusting, and Next Steps (1 month)

Team	Planning Vendor (PV)	Equity Partner (EP)	Municipal Project Manager (PM) + Municipal Members	Community Liaison (CL) Members
Step 10 Overview of Roles	**ROLE:** The PV is not involved in Step 10.	**ROLE:** The EP is not involved in Step 10.	**ROLE:** The Core Team will complete the Reflection Guide, first individually and then as a group. The Municipal PM submits the MVP 2.0 Final Submission Form with all remaining deliverables. **TOTAL SCOPE:** Municipal PM: 3 hours Municipal Member: 2 hours	**ROLE:** The Core Team completes the Reflection Guide, first individually and then as a group. **TOTAL SCOPE:** 2 hours
10.1 *Completing the Reflection Guide*			**ACT (1hr):** Each Municipal Member completes the Reflection Guide individually. **MEET (1hr):** The Core Team meets to discuss the questions in the Reflection Guide, share their personal reflections, and fill out a version of the Reflection Guide as a group.	**ACT (1hr):** Members who have continued their work into Steps 9 and 10 of the Seed Project Implementation will participate as Core Team members and individually complete the Reflection Guide. **MEET (1hr):** The Core Team meets to discuss the questions in the Reflection Guide, share their personal reflections, and fill out a version of the Reflection Guide as a group.
10.2 *MVP 2.0 Final Submission Form*			**ACT (1hr):** The Municipal PM submits the MVP 2.0 Final Submission Form, which includes attaching the completed deliverables from steps 9 and 10, including documentation of the Seed Project.	

*** Congratulations on completing the MVP 2.0 process! ***