**Seed Project Plan**

Seed Projects are a way for communities to jump-start or continue to make progress towards one or more of their community resilience priorities. A wide variety of activities could be implemented – ranging from installing a rain garden, to launching a food justice council, to incorporating resilience into zoning policies. Seed Projects have a budget of up to $50,000, and communities will receive guaranteed funding to implement their project with no local funding match required.

In Part A of the Seed Project Plan, you will **1) identify potential Seed Project actions** to advance your updated resilience priorities, **2) develop an idea for a Seed Project** that you can complete in the following year, and **3) vet that Seed Project** with community members, particularly those who will be most affected by climate change. The goal of this process is not only to design a project that will directly support community resilience, but also to build capacity within your community or region to collaborate on developing resilience solutions.

In Part B of the Seed Project Plan, you will **build out an implementation plan** for your Seed Project. This process helps take the vision for the project and make it actionable by mapping out the tasks and deliverables, timeline, budget, and how you will monitor and measure the success of the project over time. The process of completing Parts A and B **should help when applying for an MVP Action Grant or other implementation funding in the future.**

For help in thinking about types of projects and approaches, explore the [**Example Seed Projects**](https://mass.gov/doc/mvp-20-seed-project-examples/download). Additionally, check out the [**GEAR online tool**,](https://resilientma.mass.gov/gear) select the guides most relevant to your community resilience priority, and explore the “Actions to Consider” and “Case Studies” for more ideas.

For more guidance on selecting a Seed Project, see Step 6 in the MVP 2.0 Process Guide.

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| Part A: Seed Project Selection |

## Translating Priorities to Action

**To get started…**

Select one of your community resilience priorities as a starting point. After completing the questions below for that priority, work through the same process for another priority. This document can be used as many times as needed to arrive at a project your Core Team would like to implement. Feel free to adapt it so that it works for you.

**Aims and Actions**

**1.1**  Which community resilience priority are you focusing on? (Refer back to your Resilience Priorities Guide.)

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**1.2**  What outcomes are you hoping to achieve by addressing that priority? Be specific; there may be several outcomes you want to achieve.

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**1.3**  Why do these outcomes matter? How will achieving those outcomes support a more resilient community today and as the climate continues to change?

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**1.4**  Where are you starting from? What resources, skills, knowledge, or capacity already exist that can be built upon?

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**1.5**  What actions are needed to achieve the outcomes you outlined? What steps are involved?

* Will addressing this priority involve changes to policies or standards? Building new relationships or partnerships? Launching a new program or initiative? Training or skill development? Physical infrastructure investments? Another approach?
* Who should be involved? What steps would be necessary for it to be an effective collaboration?
* What capabilities do we need to build or improve within the town or city or within our community to achieve these outcomes?

Describe the components that will play a role.

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**Tip:** For help in thinking about types of activities and approaches for building resilience, check out the [**GEAR online tool**](https://resilientma.mass.gov/gear), select the guides most relevant to your community resilience priority, and explore the “Actions to Consider'' and “Case Studies.” Additionally, explore the [**Example Seed Projects**](https://mass.gov/doc/mvp-20-seed-project-examples/download) for more ideas.

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**Levels of Adaptation Strategies**

Consider the “Levels of Adaptation Strategies” below. Approaches across all three levels are necessary for addressing climate hazards, and the categories are often complementary and overlapping. That being said, the goal of the MVP program is to support communities with ***preventative adaptation*** and, most importantly (and most likely to score highly in future MVP Action Grant applications), ***transformative adaptation.*** Working at these levels provides a much greater capacity to address climate change in proactive, long-lasting, and systemic ways.

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| **Levels of Adaptation Strategies**  **Adapted from C40 Knowledge Hub**   1. **Reactive adaptation** fights the immediate consequences of climate hazards, protecting and restoring people’s health, quality of life, and city or town systems *during and immediately after* climate-related disasters. Reactive adaptation actions might include a temporary increase in frontline hospital services during a heatwave, rolling out sandbags to divert water during a flood, employing an emergency communication system, or temporary water purchasing during a drought. Reactive adaptation can be rapidly effective in the short term, but the benefits are short-lived. The costs can be high if repeated interventions are needed and interventions may be insufficient to deal with future climate hazards. Reactive adaptation can be thought of similarly to emergency management or emergency preparedness. 2. **Preventative adaptation** reduces the negative consequences of climate hazards, aiming to protect people’s health, quality of life, and city or town systems to *avoid* those hazard events becoming disasters. Actions include the construction of coastal protections, expanding public community spaces with energy-efficient air conditioning, planting trees or installing green spaces in areas with a lot of pavement, launching educational campaigns related to climate risk, or implementing policies for water conservation, for example. Preventative adaptation options tend to be relatively expensive in the medium-longer term and may not be sufficient to mitigate the community’s future climate risks. However, they are effective at reducing near-term risk and are often relatively straightforward to plan, as they use well-established methods and technologies. Preventative adaptation in some senses can be thought of similarly to hazard mitigation. 3. **Transformative adaptation** tackles the root causes of climate risk and vulnerability, making the impact of climate hazards less likely or severe through fundamental changes to the community’s fabric and systems. Transformative adaptation includes changing the way streetscapes are designed to include safer and more accessible transportation options while incorporating green infrastructure that reduces urban heat and the risk of flooding, expanding and protecting resilient and affordable housing options, using public space for community gardens and food forests that focus on expanding food justice, implementing building codes that require high energy efficiency and cool roofs, or expanding job training or workforce development to build new capacity in climate resilience-related jobs. Transformative adaptation actions most effectively address climate risk and reduce the need for reactive and preventative measures, with additional benefits for the city or town and its residents. Because the design and implementation of transformative adaptation measures are more complex and require inputs from a wide range of stakeholders, the upfront implementation costs tend to be higher, but they are often the cheaper approach in the long term. Transformative adaptation is also referred to as building climate resilience.   —  The definitions above were adapted from the C40 Knowledge Hub. The C40 Knowledge Hub is a resource for municipal governments wanting to act on climate change. The site curates a set of resources, practical information, and tools to support decision-makers. The Knowledge Hub is populated and maintained by the C40 Cities Climate Leadership Group. For more information see: [c40knowledgehub.org](https://www.c40knowledgehub.org/s/?language=en_US) |

**1.6**  Consider each of the actions you outlined in the previous question. Where do they fall in the Levels of Adaptation Strategies?

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**1.7**  What opportunities stand out for preventative or transformative adaptation? Are there ways to modify a strategy so that it is more transformative? In particular, consider how you might build new capability, or change systems or ways of doing things in your community or region, in order to achieve transformative adaptation.

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## Narrowing in on a Seed Project

Based on your answers above, propose a potential Seed Project that involves executing some or all of the steps described. Consider what could be accomplished in 9-10 months with funding up to $50,000. In some instances, a Seed Project may accomplish the first phase of a longer project that could be later funded through an Action Grant or other implementation funding source. Again, explore the [**Example Seed Projects**](https://mass.gov/doc/mvp-20-seed-project-examples/download) for project examples.

**2.1**  Give a brief overview of your Seed Project idea. What would be the primary steps or components?

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**2.2**  Are there any required permitting or regulatory approval processes that could prevent this project from being completed within a year? If so, please either select a piece of the project that does not require extensive regulatory approval or select a different Seed Project.

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| **Centering Equity**  “Centering equity” means focusing on the needs and priorities of people who will be most affected by climate change, specifically EJ and other priority populations. It also means making sure that project decisions are led or shaped by people who will be most affected. By centering equity, projects are better able to address the root causes of vulnerability, and better able to reduce the disproportionate harm caused by climate change. |

**2.3**  Who stands to benefit most from this Seed Project? If the answer is “everyone,” consider how the project may reinforce the way that climate change affects certain populations more than others. How could this project be modified to focus on the needs of people who will be most affected by climate change in order to reduce the disproportionate harm?

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**2.4**  What outcomes are you looking for by taking that approach?

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**2.5**  How will insight and expertise from the community, and specifically from EJ and other priority populations and those who will be most impacted by the project, shape the decisions made in this project? Based on your answer, who should be a project partner or advisor in designing and implementing this project?

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**2.6**  Who are additional stakeholders and contributors to the project? Who might have complementary knowledge, skills, or resources that can support project objectives?

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| **Using Climate Projections**  Climate hazards–such as rising temperatures, more extreme storms, and flooding–will continue to increase over the coming decades. Consequently, designing and constructing neighborhoods, buildings, and infrastructure based on current climate conditions will no longer be sufficient. Similarly, the way we manage and care for ecosystems will need to account for how environmental conditions will shift, and the resources, services, or capabilities people and organizations will need in order to contend with these changes will need to evolve, too. Considering climate projections for your region in the design and implementation of resilience projects can make sure that the project is accounting for future conditions. |

**2.7**  What time horizon is most relevant to your project? (What is the “lifespan” of your project?) How is the climate projected to change over that time frame for your region?

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**2.8**  In what ways will this project account for the changes we can expect over the timeframe relevant to this project? How will decisions on this project be informed by climate projections for your region? If the project is focused on a specific site and includes physical assets (e.g., a building, infrastructure, natural resources) how will the project use the preliminary risk rating and recommended design standards from the [RMAT Climate Resilience Design Standards Tool](https://resilientma.mass.gov/rmat_home/designstandards/)?

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| **Integrating Ecosystem and Community Health**  Our health and wellbeing are connected to and interdependent with the health and wellbeing of natural systems. Healthy natural systems (such as forests, wetlands, bodies of water, and street trees) play a big role in supporting physical and mental health, providing clean air and water, reducing the impact of climate hazards (such as flooding and high temperatures), and slowing climate change by removing and storing carbon out of the atmosphere. By protecting, restoring, or expanding the health of natural systems, ecosystems are better able to adapt to climate stresses, and better able to support community resilience. |

**2.9**  In what ways could this project protect, restore, or expand the health of ecosystems to support community resilience? In what ways could this project provide the tools, frameworks, or ways of thinking (such as through regulations, design guidelines, curriculum development, or knowledge sharing) to support these same aims?

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**2.10**  What outcomes are you looking for by taking that approach?

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| **Considering impacts across local and regional scales**  The effects of climate change on communities, health and social services, local economies, neighborhoods, and ecosystems often have regional implications. Oftentimes it may make sense to work across municipal boundaries to address a challenge more holistically. In instances when a particular risk is best addressed at the local level, there may be opportunities for other communities to learn from your experience. |

**2.11**  What are the potential impacts of this project at the neighborhood scale? At the town or city scale? At a regional scale? How would adjusting the design of the project (or who is involved) influence the impact at those scales?

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**2.12**  If impacts are local, only, what resources, approaches, or information from the project can be shared for regional benefit?

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At this point, you are encouraged to go back to the beginning of this plan document to complete the first two sections for another priority. If you have already completed the questions for each of your top priorities, work together as a Core Team to select and move forward with a Seed Project idea. Consider which projects might be most feasible in the upcoming year, which projects could set the stage for future efforts (including future Action Grants), and how well the potential projects could create measurable impact towards your community resilience priorities.

Specify which Seed Project you plan to move forward with below.

**Seed Project Name:**

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**Brief Description:**

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| **Tip:** In specific instances, you could identify more than one project to vet with community members or create a process whereby Environmental Justice and other priority populations decide which project to pursue. |

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## Vetting your Seed Project

Once you have selected a Seed Project, move forward with vetting the project with the community. Vetting the Seed Project provides the opportunity to ask:

* Did we “get it right?” Does this Seed Project effectively work towards our community resilience priorities?
* What will be important to consider as we develop the implementation plan for this Seed Project?

Use the Engagement Plan to design an approach for vetting your Seed Project idea, specifically with community members who will be most affected by climate change or community members who will be most impacted by the project. Attach any documentation or notes from your engagement activities below.

**3.1**  What feedback did you hear? Outline any modifications or additional considerations you will incorporate into your Seed Project based on the feedback you heard.

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## Documentation of Engagement Activities

Document your outreach and engagement activities that you used to vet your Seed Project in the tables below. Feel free to copy and paste the table as many times as needed if you used more than two activities.

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| **Activity 1** | |
| **Name of activity:** |  |
| **Date(s) of activity:** |  |
| **Brief description** of the activity. Who were the participants? |  |
| **Add a link** to a folder with documentation of the activity (e.g., notes, photos, etc.) |  |
| **How successful was this engagement activity?** Consider your engagement goals and use the metrics or evaluation approach you outlined in your Engagement Plan to answer this question. |  |

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| **Activity 2** | |
| **Name of activity:** |  |
| **Date(s) of activity:** |  |
| **Brief description** of the activity. Who were the participants? |  |
| **Add a link** to a folder with documentation of the activity (e.g., notes, photos, etc.) |  |
| **How successful was this engagement activity?** Consider your engagement goals and use the metrics or evaluation approach you outlined in your Engagement Plan to answer this question. |  |

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Once you feel ready to move forward with your Seed Project idea, **email Part A of your Seed Project Plan** to your MVP Regional Coordinator. Submitting this form will trigger disbursement of the second installment of funding ($50,000) to complete the Seed Project.

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| Part B: Seed Project Implementation Plan |

## Seed Project Vision and Goals

**1.1**  Give a brief overview of your Seed Project. What are the goals and desired outcomes? Consider the outcomes you outlined in Part A above. How will achieving those outcomes help to build resilience in your community or region in the near-term and as the climate continues to change?

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**1.2**  Building community resilience is an ongoing process. Where does this project fit in? How does this project build on existing work? How does this project lay the groundwork for future steps?

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## Project Partners

**2.1**  Who will be the project partners involved in developing and implementing this project? What are their roles and responsibilities on this project? What experience or expertise do they bring? Identify all project partners who will be paid from the Seed Project. If specific individuals or vendors have not been identified, name the role that will be filled.

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## Project Scope

**3.1**  What are the steps involved in completing this project? Break the project down by phases or by tasks. For each phase or task, specify:

* What is the objective of this phase or task?
* What are the activities that will be completed?
* How will community members, and specifically EJ and other priority populations, provide insight, advise the process, participate in decision-making, or vet the ideas during this step of the process?
* What are the deliverables or outputs of this task or phase?

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| **Tip:** For projects that have discrete tasks, consider listing out the steps by task. Alternatively, if many of the tasks are integrated or occurring simultaneously, consider breaking the project into phases. |

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**3.2**  Outline your engagement plan for the activities that involve community outreach and engagement. For each activity, specify how the activity is specifically designed for, or increases accessibility for, EJ and other priority populations. Use the Engagement Plan document for developing your approach.

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## Project Budget and Timeline

**4.1**  Use the Budget and Timeline template provided to plug in your tasks and subtasks and map out your project timeline. In the box below, list the dates for the completion of major milestones. Note when you will provide your half-way project report to the MVP team. List any regulatory or permitting approvals that may be required and note where they will fall in the project timeline. Please do not select a Seed Project that will require extensive regulatory approval or permitting.

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**4.2**  Use the Budget and Timeline template to map out your project budget. Does the budget feel feasible? Which parts may be tight? Are there adjustments you would make to the scope to better fit the budget?

## Measuring Impact

**5.1**  How will you know if the project is successful? What will be the signs? How will you evaluate whether the project is supporting equity and social resilience? Consider the desired outcomes you outlined in Part A of your Seed Project Plan and refer to the ways to measure procedural, distributional, and interactional justice that you learned about in training 3 of the Equity and Climate Justice Learning Series. How will the people who will be most impacted by the project evaluate or weigh in on whether the project is successful?

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**5.2**  How might the learnings from this project be transferable to other communities? Will this project create tools, frameworks, or methods that could be easily adopted? How will the learnings from this project be shared with other communities?

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**5.3**  What will be needed to sustain or maintain this project over the long-term? Outline how the municipality or region will plan on addressing those needs.

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