Non-profit organizations interested in co-hosting as a vendor one of the neighborhood Rapid Assessments should send a brief letter of interest (of no more than 250 words) to Jorge Figueroa, Community Partnerships Administrator, jorge.figueroa@denvergov.org, 303-476-1434. Letter of interests are due February 18, 2022.

Rapid Assessment Program: Montbello

1. Objectives
   The Office of Climate Action, Sustainability, and Resiliency (CASR) seeks a vendor to host and co-facilitate a stakeholder engagement process in Montbello with local grass roots organizations, leaders and residents to hear about the community’s most pressing needs as it relates to climate change. These conversations will help inform CASR on areas of collaboration and co-creation in tackling climate change, and will help CASR staff to better understand what types of Climate Protection Fund (CPF) investments would best serve Montbello residents.

   The objectives of the Rapid Assessment include:
   a. Start a Dialogue with the Montbello neighborhood about CASR and the Climate Protection Fund.
   b. Share CASR and Climate Protection Fund information and opportunities with neighborhood stakeholders, community leaders and residents.
      o What is the fund?
      o What are the allowable uses?
      o What are current, future and potential funding opportunities?
   c. Receive input from local stakeholders, leaders and residents on potential investments of the Climate Protection Fund specifically for Montbello.
   d. Produce a brief report that documents participants’ input and recommendations that result from the Montbello Rapid Assessment meetings.

2. Outputs
   • Up to four (4) community meetings total with Montbello stakeholders, leaders and residents.¹
   • One (1) Montbello Rapid Assessment report (see 1.d. above)

3. Outcomes
   ➢ The Rapid Assessment for the Montbello neighborhood is co-created with and by Montbello residents collaboratively and serves as a reliable map and guidance document for CASR. The Assessment will shed light on the neighborhood’s barriers, priority needs and aspirations for short-term Climate Protection Fund investments (2022-2023)²

¹ The 1.5-hour Pre-Meeting is 1 of the 4 meetings.
² Community-level input and recommendations from the Rapid Assessments are meant to serve as a guide for CASR and the Climate Protection Fund for the short-term (2022 and 2023.) Development of longer-term, strategic CPF programs and
Recommendations may result in potential Climate Protection Fund investments and benefits that flow to the priority needs and aspirations of Montbello residents and stakeholders.

4. Guiding Principles
   - From the first planning meeting to the final report, the Rapid Assessment Process should take no longer than 8 weeks.
   - Local grass-roots organizations, community leaders and residents should be given the opportunity to choose how, when and where they want to engage with CASR for the Rapid Assessments.\(^3\)
   - It is important to have good contact information from all meeting participants and to follow-up with them.
   - CASR will contract with a local grassroots organization to host and co-create the neighborhood Rapid Assessment. See below Appendix A (Scope of Work) and Appendix B (Budget).
   - The community input, decisions and recommendations generated in the four neighborhood meetings and documented in the Rapid Assessment report will help inform short-term Climate Protection Fund strategies and opportunities for Montbello organizations and residents for 2022-2023.
   - Ultimately, the effectiveness and success of the Rapid Assessment/stakeholder engagement process will hinge on whether community leaders and residents believe their opinions and voices are heard and result in direct, tangible outcomes.
   - Although future funding cannot be guaranteed at the time of this scope of work, the objective of this process is to identify projects and/or programs that are eligible for funding by the Climate Protection Fund, and to outline a pathway for funding that work in 2022-2023.

Scope of Work

Project Name: Montbello Rapid Assessment

<table>
<thead>
<tr>
<th>Task #1</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Meetings</td>
<td>Conduct 4-hours total of planning meetings with CASR to adopt agendas, questions and activities for all 4 Meetings.</td>
</tr>
</tbody>
</table>

opportunities in NEST neighborhoods shall involve additional engagement processes and strategies beyond those of these Rapid Assessments with NEST residents and stakeholders to validate their need, value and buy-in.

\(^3\) CASR staff will be available in-person or by Zoom (following local public health orders), weekends, evenings, and weekdays.
| Task #2 | Community Meeting 1 | Convene and co-facilitate with CASR a 1.5 hour Pre-Meeting with 25 local leaders and residents.  
**Pre-Meeting Goals:** For CASR to introduce the agency, the Climate Protection Fund and Rapid Assessment process, and for local residents and leaders to share their stories and current practices with CASR.  
- CASR and vendor develop a list of invitees, with the objective of 25 attendees for the Pre-Meeting and Community Meeting 2  
- Vendor co-hosts the Pre-Meeting with CASR and provides event support as needed (e.g., refreshments, childcare, transportation stipends, etc.)  
- Sample Pre-Meeting Agenda:  
  - CASR provides background info on the Climate Protection Fund and the Rapid Assessments  
  - Residents and leaders share local stories and current practices and learn more about the proposed Rapid Assessment Process for their neighborhood  
  - Vendor and stakeholders recommend any community-based planning documents, surveys, source data etc. relevant for the ongoing conversation. |
| Task #3 | Community Meeting 2 | Vendor co-hosts Community Meeting 2 with CASR and provides event support as needed (e.g., refreshments, childcare, transportation stipends, etc.)  
- Meeting will have up to 25 participants.  
- City and County of Denver provides translation services.  
- Community leaders emphasize the importance of ensuring that residents feel heard and that their input will result in meaningful and tangible outcomes. |
| Tasks #4 and #5 | Community Meetings 3 and 4 | In the first two Community Meetings residents and leaders will be given the flexibility to collectively decide how to design Community Meetings 3 and 4.  
- CASR will provide Vendor the same budget of Community Meeting 2 to conduct Community Meetings 3 and 4 successfully.  
- Vendor will have two 2-hour meetings to co-create with CASR the agendas, questions etc. of Community Meetings 3 and 4. |
| Task #6 | Reporting | Vendor produces one (1) Rapid Assessment Report that documents the community input, decisions and recommendations that result from the four (4) Community Meetings. |
## Budget

<table>
<thead>
<tr>
<th>Activity</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task #1: Planning</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Total Costs for Task #1</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Task #2: Community Meeting 1</td>
<td>Facilitation: $400, Event Support &amp; Materials: $1,300</td>
</tr>
<tr>
<td>Task #3: Community Meeting 2</td>
<td>Facilitation: $400, Event Support &amp; Materials: $1,425</td>
</tr>
<tr>
<td>Task #4: Community Meeting 3</td>
<td>Facilitation: $400, Event Support &amp; Materials: $1,425</td>
</tr>
<tr>
<td>Task #5: Community Meeting 4</td>
<td>Facilitation: $400, Event Support &amp; Materials: $1,425</td>
</tr>
<tr>
<td>Task #6: Reporting</td>
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<tr>
<td>Total Costs for Task #6</td>
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<tr>
<td>Total Costs for Project</td>
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## Billing Cycle

Vendor will submit invoices to the City monthly.