

**AMENDMENT #1 TO PROFESSIONAL SERVICES AGREEMENT
COUNTY OF MONTEREY & ASCENT ENVIRONMENTAL**

THIS AMENDMENT is made to the AGREEMENT for the development of the Climate Action Plan by and between **ASCENT ENVIRONMENTAL**, hereinafter “CONTRACTOR”, and the County of Monterey, a political subdivision of the State of California, hereinafter referred to as “County”.

WHEREAS, the County and CONTRACTOR wish to amend the AGREEMENT to add additional services and to increase the total amount of the AGREEMENT due to the addition of services.

NOW THEREFORE, the County and CONTRACTOR hereby agree to amend the AGREEMENT in the following manner:

1. Section 2., “PAYMENTS BY THE COUNTY” shall be amended by removing, “*The total amount payable by County to CONTRACTOR under this AGREEMENT shall not exceed the sum of \$166,885.*” and replacing it with “*The total amount payable by County to CONTRACTOR under this AGREEMENT shall not exceed the sum of the amount of \$275,755.*”
2. EXHIBIT A – Scope of Services shall be amended by adding several additional services as per EXHIBIT A1 Revised per Amendment #1 attached hereto.
3. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.
4. A copy of the AMENDMENT shall be attached to the original AGREEMENT executed by the County on May 20, 2022.

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IN WITNESS WHEREOF, the parties have executed this AMENDMENT on the day and year written below.

MONTGOMERY COUNTY

Debra R. Wilson

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Contracts/Purchasing Officer

Dated: 7/1/2022 | 8:34 AM PDT

Approved as to Fiscal Provisions:

Jennifer Forsyth

4E7E657875454AE...

Deputy Auditor/Controller

Dated: 7/1/2022 | 8:24 AM PDT

Approved as to Liability Provisions:

Risk Management

Dated:

Approved as to Form:

Kristi A. Markey

C21D52A9D63041C...

Deputy County Counsel

Dated: 6/28/2022 | 4:32 PM PDT

CONTRACTOR

DocuSigned by:

By: *Gary Jakobs*

32A6C8C7E1D9493

Signature of Chair, President, or
Vice-President

Gary Jakobs,
President

Printed Name and Title

Dated: 6/22/2022 | 1:41 PM PDT

DocuSigned by:

By: *Amanda Olekszulín*

428B806CD728484...

(Signature of Secretary, Asst. Secretary, CFO,
Treasurer or Asst. Treasurer)*
Amanda
Olekszulín,
CFO

Printed Name and Title

Dated: 6/22/2022 | 2:12 PM PDT

*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

EXHIBIT-A 1

**To Agreement by and between
CAO hereinafter referred to as “County”
AND**

Ascent Environmental hereinafter referred to as “CONTRACTOR”

Scope of Services / Payment Provisions

A. SCOPE OF SERVICES

- A.1** CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

Activity 1: Emissions Forecasting

Task 1.4: Evaluate Unincorporated Area Emissions Inventories

The Ascent team will evaluate the GHG inventories prepared by AMBAG for the most recent year (assumed to be 2018) for its completeness and use in subsequent tasks. We will ensure that the GHG inventory that will serve as the baseline for the CCAAP includes the following emissions sectors: residential and nonresidential building energy, vehicle miles traveled (VMT), off-road vehicles, water, wastewater, agriculture and natural lands, and solid waste. We will work with AMBAG and County Public Works staff to ensure that mobile-source GHG emissions rely on VMT that is consistent with the origin-destination method under the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, developed by ICLEI, and SB 375 methodologies. This allows for better allocation of VMT across jurisdictional boundaries and discounts pass-through traffic with no trip endpoint in the unincorporated County.

Based on previous GHG inventories conducted by AMBAG, we assume that a comprehensive agriculture inventory is required to complete the unincorporated area inventory. The agricultural and natural lands inventory will address both GHG emissions and carbon sequestration. The inventory will include agricultural activities, including fertilizer and soil amendment use, agricultural residue burning, and methane management and enteric fermentation from livestock. The agricultural and natural lands inventory will also include potential changes in carbon sequestration associated with the loss of open spaces as a result of land use development, including quantification of the sequestration capacity of working lands, and loss of carbon stock. The Ascent team will work with the County Agricultural Commissioner's office, Monterey Bay Air Resources District (MBARD), local experts, and others (e.g., Monterey County Farm Bureau) to determine the best approach to address this sector. We assume that a general and non-geographic-specific analysis will be adequate to complete the agricultural and natural lands inventory.

To better characterize unique uses such as cannabis operations and wineries, we will work with the County team to capture existing operations during the inventory baseline year. Ascent has extensive experience evaluating GHG impacts associated with cannabis operations and wineries through our work on the Napa County CAP, Yolo County Cannabis Ordinance EIR, Humboldt County Cannabis Ordinance EIR, and Calaveras County Cannabis Ordinance EIR, among project-level CEQA analyses for these land uses. It is assumed that underlying data such as

energy and water consumption will be captured through the communitywide data collected by AMBAG. Where gaps are found (e.g., synthetic fertilizer use), the Ascent team will recommend appropriate methods to capture emissions from these uses. We will compare the unincorporated area inventory with the anticipated 2020 target, aligning with Assembly Bill (AB) 32 statewide GHG reduction goals and will determine whether the county has met and/or exceeded its 2020 target. The Ascent team will present the findings of the unincorporated County GHG inventory in Technical Memorandum #1.

Following a round of review by County staff, Ascent will revise Technical Memorandum #1 for public review. This is to ensure full transparency in the data and methods used to conduct the community GHG inventory. Ascent will finalize Technical Memorandum #1 after holding a roundtable discussion of the GHG inventory for interested stakeholders. We assume that revisions to Technical Memorandum #1 are relatively minor and do not require significant revisions to modeling or adding new inventory sectors.

In addition to the GHG emissions inventory, Ascent will conduct a carbon sequestration analysis for the agricultural and open space land uses in the unincorporated county. This analysis will use a GIS-based mapping software, UrbanFootprint, and land cover databases such as the U.S. Department of Agriculture's Natural Resource Conservation Service. This analysis will include both above ground and below ground carbon storage. This analysis will provide preliminary estimates of carbon storage in county lands – because this is a relatively new area of climate planning, there is a larger degree of uncertainty around the data and methodology compared to accounting of emissions-based sectors. This will be provided in Technical Memorandum #5 to support the development of the CCAAP.

Deliverables

- ▶ Included in Technical Memorandum #1 (electronic)
- ▶ Public Technical Memorandum #1 (electronic)
- ▶ Draft and Final Technical Memorandum #5 (electronic)

County Responsibilities

- ▶ One consolidated, nonconflicting set of comments on Technical Memorandum #5 in ~~strikethrough~~/underline (electronic)

Task 1.7: Countywide GHG Inventory

Ascent will conduct a countywide GHG emissions inventory that includes communitywide emissions for all incorporated cities and the unincorporated county for the baseline year of 2019. Ascent will work with AMBAG to obtain city-specific data and will evaluate the following emissions sectors: residential and nonresidential building energy, VMT, off-road vehicles, water, wastewater, agriculture and natural lands, and solid waste. We assume that all data will be provided in complete sets and will not require post-processing or additional data collection. Ascent will quantify GHG emissions associated with activity data provided by AMBAG for all incorporated places within Monterey County. The results of the countywide inventory will be provided in Technical Memorandum #6.

Deliverables

- ▶ Draft and final Technical Memorandum #6 (electronic)

County Responsibilities

- ▶ One consolidated, nonconflicting set of comments on Technical Memorandum #6 in ~~strikethrough~~/underline (electronic)

Activity 4: Plan Drafting and Branding

Task 4.1: Administrative Draft 2030 MCAP and CCAAP

The Ascent team will prepare comprehensive administrative drafts of the 2030 MCAP and CCAAP for review by County staff. This effort will include assembly and integration of the work and products of prior tasks into the 2030 MCAP and CCAAP. Prior to initiating preparation of the draft documents, we will prepare a template for County review, identifying the organizational framework and locations where key topics will be addressed. The organization and format of the administrative draft of the CCAAP is anticipated to include the following chapters and will provide details such as specific sources and subheadings:

- ▶ Executive Summary
- ▶ Chapter 1. Introduction to CCAAP, including an overview of climate change issues and the purpose/goals of the CCAAP and a **summary of the CCAAP process**. This section will include a discussion of the requirements of the CCAAP development and community engagement processes.
- ▶ Chapter 2. Background information section, describing the science underlying climate change and the impacts anticipated for the County. This section will also describe existing federal and State regulations related to GHG emissions and climate change, regional coordination including transportation planning, and other regional planning efforts related to the CCAAP.
- ▶ Chapter 3. **GHG inventory, forecasts, and targets** section, reporting the updated GHG emissions inventory and projected emissions by sector. This chapter will include the BAU forecast and legislatively adjusted forecast, accounting for federal and State measures that result in lower GHG emissions in the county. The inventory, forecasts, and targets will be graphically depicted to allow visualization of the local context.
- ▶ Chapter 4. **GHG reduction measures**, which will be presented by emissions sector and will include the level of GHG reduction anticipated, co-benefits, equity impacts, and other metrics identified in the prioritization matrix for each action.
- ▶ Chapter 5. **Adaptation chapter**, which identifies the climate change vulnerabilities in the county, as well as an approach to address the county's adaptive capacity.
- ▶ Chapter 6. **Implementation and monitoring**, using an **adaptive management approach**, which identifies and prioritizes how actions will be implemented, including the level of implementation (mandatory or voluntary), responsible staff or agency for implementation, near-term and long-term steps, key performance indicators, and monitoring metrics.
- ▶ Chapter 7. **Funding and financing opportunities**, which identifies funding opportunities afforded through grants, local utility providers, and State agencies to implement the GHG reduction measures.
- ▶ Chapter 8. Works cited, which will cite all work, protocols, agencies, or persons contacted in the development of the CCAAP.
- ▶ Appendices. A detailed methodology and assumptions sector to document and provide transparency in how the inventory, forecasts, and reduction were calculated.

The outline shown here is one example of how information could be presented. The 2030 MCAP can follow the same structure, removing nonapplicable sections (e.g., adaptation chapter). The Ascent team will work with the County to understand expectations to tailor this outline and confirm tone and format, GHG measure framework, balance between information presented in chapters and appendices, and overall design of the document. The Ascent team has a strong graphics and design team who can develop a project logo, templates, and color schemes that can be used for CCAAP branding. The CCAAP would need to include all relevant information consistent with Section 15183.5 of the State CEQA Guidelines, and the Ascent team will make recommendations

on critical content to be included in the body of the CCAAP to achieve that while making the document concise, accessible, and engaging.

Development of the CCAAP will cover all facets of equity (i.e., procedural, distributional, and structural). As a long range, far-reaching County planning document that transcends multiple topics, the CCAAP will be a valuable resource to begin advancement towards **structural equity** in Monterey County. Structural equity involves making planning decisions that recognize and address the underlying structural and institutional systems that are at the root of economic, social, and racial inequities. An approach based on structural equity examines whether planning decisions to achieve climate resilience also eliminate poverty, create workforce development opportunities, address racism, increase civic participation and social cohesion, protect housing availability and affordability, increase educational outcomes, and improve public health outcomes.

Upon confirmation of the outline for the 2030 MCAP and CCAAP, we will prepare administrative draft documents and submit them to the County for review and comment. This version will not include the final graphic design; the goal will be to receive County feedback and approval on content.

Deliverables

- ▶ Initial outline of 2030 MCAP and CCAAP in Microsoft Word (electronic)
- ▶ Administrative draft 2030 MCAP and CCAAP in Microsoft Word (electronic)

County Responsibilities

- ▶ One consolidated, nonconflicting set of comments on the administrative draft 2030 MCAP and CCAAP in strikethrough/underline (electronic)

Task 4.2: Public Draft 2030 MCAP and CCAAP

Following receipt of County comments on the administrative draft 2030 MCAP and CCAAP, the Ascent team will prepare public draft versions which will incorporate modest graphic design. Both the 2030 MCAP and CCAAP will be tailored to the County's preferred format and place an emphasis on providing information visually using maps, graphics, tables, and matrices. Explanatory text will read clearly and concisely.

Deliverables

- ▶ Public draft 2030 MCAP and CCAAP in Microsoft Word (electronic)
- ▶ Public draft graphic summary document in English and Spanish (electronic)

Task 4.3: Review and Incorporate Comments into 2030 MCAP and CCAAP

Following public review, County staff review, and input provided by the Board of Supervisors, Planning Commission, and Alternative Energy and Environment Committee (AEEC), the Ascent team will work with County staff to review comments received and identify any potential changes needed to the public draft 2030 MCAP and CCAAP. We assume County staff will be responsible for tracking and organizing public comments received on the two plans and written responses to public comments. The Ascent team will provide technical support on preparation of responses to comments on the 2030 MCAP and CCAAP, if desired. The County will provide direction to the Ascent team for appropriate revisions to the two plans in response to public comments. We will provide an administrative final CAP to the County for review and comment.

Deliverables

- ▶ Administrative final 2030 MCAP and CCAAP (electronic)
- ▶ Technical responses to public comments as needed (electronic)

County Responsibilities

- ▶ Tracking and organizing public comments, written responses to public comments
- ▶ One consolidated, nonconflicting set of comments on the administrative final CAP in strikethrough/underline (electronic)

Task 4.4: Prepare Final 2030 MCAP and CCAAP

Based on comments on the administrative final 2030 MCAP and CCAAP and upon final direction of County staff, the Ascent team will prepare the final 2030 MCAP and CCAAP, including full graphic design, for a Planning Commission hearing, a Board of Supervisors hearing and adoption, and for distribution to the public and posting on the County's website. The final 2030 MCAP and CCAAP documents will be provided in Microsoft Word so the County can easily update the documents.

Deliverables

- ▶ Final 2030 MCAP and CCAAP in Microsoft Word (electronic)
- ▶ Final graphic summary document in English and Spanish (electronic)

County Responsibilities

- ▶ Post final 2030 MCAP and CCAAP on County's website

Task 4.5: Graphic Summary Document

The Ascent team will prepare a visually cohesive and user-friendly graphic summary document that incorporates the primary GHG reduction measures that will result in the County achieving its 2030 GHG reduction target. The graphic summary document will include co-benefits, key performance indicators, and implementation considerations identified in Tasks 2.1 and 2.3. The document will also incorporate graphics and stakeholder input included in the Climate Action Community Toolkit.

Deliverables

- ▶ Draft and final graphic summary document in English and Spanish (electronic)

County Responsibilities

- ▶ One consolidated, nonconflicting set of comments on the graphic summary document in strikethrough/underline (electronic)

Activity 5: Facilitation and Climate Action Community Toolkit

Task 5.1: Facilitate Public Stakeholder Meetings

Stakeholder Meetings. CivicMakers, as part of the Ascent team, will facilitate stakeholder engagement and public workshops. We will focus on forging lasting relationships with the County, building capacity and excitement about championing the Climate Action Community Toolkit, understanding the community's future vision as it relates to climate resiliency, and clarifying the biggest needs and assets relevant to the CCAAP.

CivicMakers will host intimate focus groups with target stakeholder groups, conduct a virtual community workshop, and offer a parallel online vision board for those who cannot attend the workshop. These focus group meetings will occur during Phase 1 of the Stakeholder Engagement Strategy, which will aim to develop a vision for the CCAAP and provide education to the community on climate change and County's role in mitigation and adaptation.

We will convene up to **four community groups** (virtually via Zoom with a call-in option) of targeted stakeholders early in the process, one of which will be conducted with Spanish interpretation. We will work with the County to define the participants for these focus groups based in part on input from the Equity Panel to ensure we are engaging vulnerable groups early in the process. Based on the Stakeholder Engagement Plan, we recommend engaging with the following groups:

- ▶ **Agriculture Focus Group.** We will hold a focus group with community-based organizations that represent and work closely with the agriculture community. Possible community partners include the Ag Land Trust, Monterey County Farm Bureau, and Agriculture and Land-Based Training Organization. We will seek feedback on challenges the agriculture community is facing in light of climate impacts and opportunities for the County to provide support to this integral part of the county's identity, economy, and culture.
- ▶ **Student Engagement.** In addition to coordinating with the County's Office of Education about their curriculum efforts (which will be integrated into the Climate Action Community Toolkit), we will bring together a group of students from a range of educational and youth organizations such as the Boys and Girls Clubs of Monterey County, Epicenter Youth Council, and Digital Nest to provide input on the CCAAP development and help refine project objectives and goals.
- ▶ **Business Roundtable.** We will convene the business community to understand their challenges and opportunities with regard to climate change, and as a way to identify business leaders who will be instrumental in championing the Climate Action Community Toolkit. This meeting will also serve to showcase successes in employing climate action as an economic driver.
- ▶ **GHG Inventory Roundtable.** We will convene a group of stakeholders to discuss the countywide GHG inventory for 2019, following round of revisions to Technical Memorandum #1 based on feedback received from County staff. Technical Memorandum #1 will be made available for public review through the Konveio platform and comments and questions on Technical Memorandum #1 will be collected prior to convening the GHG Inventory Roundtable. This discussion will focus on addressing questions and concerns on the methodology and data sources of the GHG inventory that provides the basis for the CCAAP.

In coordination with the County, we will create an online vision board that allows a broader set of community members to share the elements of a sustainable future that are most important to them. We are familiar with a wide range of online engagement tools and will work with the County to develop an accessible solution that can either be linked from or embedded in the County's sustainability website.

After working with the focus groups and collecting input from the vision board, we will synthesize key themes and provide a written summary of stakeholder input to the County for review and incorporation into the CCAAP and the Climate Action Community Toolkit.

Community Events/Public Workshops (2). The second phase of community engagement will focus on the development, prioritization, and vetting of GHG reduction measures and adaptation strategies. Throughout this phase we will continue to build interest and capacity among stakeholders in leading and championing the Climate Action Community Toolkit. The Ascent team will host up to two community events (with at least one

offering Spanish interpretation) to share potential measures to be included in the CCAAP and engage the community in various prioritization exercises. One of the community events will be held in person.

We will convene an in-person community workshop to share potential measures to be included in the CCAAP and engage the community in exercises aimed at understanding how these measures can best be implemented, especially those requiring community action. We recommend that the County provide Spanish interpretation for the meeting. This may include:

- ▶ Informational updates, including key measures and strategies to be included in the CCAAP;
- ▶ Interactive activities to gather input on how the strategies should be prioritized and how they can best be implemented; and
- ▶ Community member contributions, such as recital of a climate-related poem by a member of the Youth Council or demonstration of a green technology by a local entrepreneur.

The Ascent team will continue to support the County in hosting a Konveio online engagement platform that will include online activities that parallel the workshops, as well as project information.

After conducting the community events, we will synthesize key themes and provide a written summary of community input to the County for review and incorporation into the CCAAP and Climate Action Community Toolkit.

Sector Working Groups. The Ascent team will lead the facilitation of the sector working groups. Each of the six working groups will convene four times over the course of CCAAP development. We will work with County staff to develop facilitation plans and agendas to ensure that feedback received during these meetings is aligned with the scope of the project, project milestones, and overall project objectives. Sector working groups will be instrumental in vetting GHG reduction measures and adaptation strategies (Tasks 2.1 and 2.2) and providing input on the prioritization matrices (Task 2.3).

After working with the sector working groups, we will synthesize key themes and provide a written summary of stakeholder input to the County for review and incorporation into the CCAAP and the Climate Action Community Toolkit.

The Ascent team will manage technology, invitations, reminders, and create materials for all focus group meetings, sector working group meetings, and the virtual community events.

Deliverables

- ▶ Focus group meeting agendas, facilitation plans, materials, and summaries (electronic)
- ▶ Virtual community event agendas, facilitation plans, materials, and summaries (electronic)
- ▶ Spanish translation and interpretation for one focus group and one community event/public workshop
- ▶ Sector working group agendas, facilitation plans, materials, and summaries (electronic)
- ▶ Scheduling, invitations, event reminders for all focus group meetings, sectors working group meetings, and community events

County Responsibilities

- ▶ One consolidated, nonconflicting set of comments on the focus group meeting summaries in strikethrough/underline (electronic)
- ▶ One consolidated, nonconflicting set of comments on the virtual community events summaries in strikethrough/underline (electronic)

- ▶ One consolidated, nonconflicting set of comments on the sector working group meeting summaries in strikethrough/underline (electronic)

Optional Subtask 5.1.1: Third Community Workshop

We will host a final (virtual) meeting to share the draft CCAAP and the Climate Action Community Toolkit with the community, answer questions, and direct people to the online engagement tool to provide written comments. This will serve as a culminating event to the project and will seek to close the loop with the community on the process before implementation of CCAAP measures.

Optional Subtask 5.1.2: Equity Panel Support

The Ascent team will conduct background research on examples of equity-focused community engagement for climate action plans and recommend best practices for facilitation of the CCAAP Equity Panel.

Task 5.2: Develop Public Engagement Strategy

We will work closely with County staff to understand the context of the project and plan the community engagement approach. We will apply an equity lens by prioritizing frontline communities early in the process, tailoring our engagement approach to be accessible and culturally sensitive, and incorporating their lived experience into the Climate Action Community Toolkit. Because we understand that we will collaborate closely with County staff, who will lead promotion efforts, we will create a comprehensive and innovative Public Engagement Strategy that leverages our experience and is customized to the unique needs of Monterey County. This may include a kick-off meeting, review of background documents, and staff interviews. The Public Engagement Strategy will include objectives for each project phase, a detailed stakeholder list that builds on past and current outreach efforts, outreach and communications methods (which will be coordinated with the County), engagement strategies and tools, and a detailed timeline. We will revise the Public Engagement Strategy based on feedback from staff and with input from staff interviews.

Deliverables

- ▶ Draft and final Public Engagement Strategy (electronic)

County Responsibilities

- ▶ One consolidated, nonconflicting set of comments on the Public Engagement Strategy in strikethrough/underline (electronic)

Optional Subtask 5.2.1: Communications Support

The Ascent team will provide strategic direction and review drafts associated with the County's communications plan and collateral to support outreach for the activities included in Activity 5.

Deliverables

- ▶ Review of outreach materials as needed (electronic)

Optional Subtask 5.2.2: Survey Support

To reach underrepresented populations who may not engage through traditional methods like community workshops, we will send a paper survey or use an SMS survey tool. The Ascent team can support the County in running an outbound campaign to promote the SMS survey (such as by putting up posters on bus billboards and in libraries and community centers).

Deliverables

- ▶ Survey (paper or SMS) and associated collateral

Task 5.3: Develop Climate Action Community Toolkit

Through our stakeholder-led process of co-creating the Climate Action Community Toolkit with community members, we will give residents ownership over plan implementation and build momentum, excitement, and the capacity of our 'community ambassadors.' We envision the Climate Action Community Toolkit as an actionable roadmap to guide local community leaders, community-based organizations, and activists in GHG reduction measure implementation activities and further community engagement around climate action. We will incorporate feedback received throughout the engagement process using the summary reports of the focus groups, community event, Equity Panel, Technical Advisory Committee, sector working groups, multi-jurisdiction summit, agriculture showcase, AEEC, Planning Commission, and Board of Supervisors. We will organize the Climate Action Community Toolkit into chapters that speak directly to specific groups, such as youth, Latinx, agricultural, business, and neighborhoods. The roadmap will be presented in clear, non-technical language to be broadly accessible and create a direct line of sight between the community's daily actions and the long-term objectives of the CCAAP.

County Responsibilities

- ▶ Completing content of the Climate Action Community Toolkit (electronic)

Optional Subtask 5.3.1: Toolkit Co-Creation

We will convene a small group of 10-20 community leaders to brainstorm ideas for the toolkit, including content, organization, and format. We will begin by requesting input from community members on a draft of the Climate Action Community Toolkit based on feedback received throughout the engagement process using the summary reports of the focus groups, community event, Equity Panel, Technical Advisory Committee, sector working groups, multi-jurisdiction summit, agriculture showcase, AEEC, Planning Commission, and Board of Supervisors. We will use this to create an initial annotated outline of the purpose, outcomes, key components, organization, and optional formats of the Toolkit based on input from the community and County to-date. We will share this with community leaders in the co-creation workshop and revise according to feedback.

We will reconvene the small group of 10-20 community leaders to refine the toolkit. At this meeting we will share an updated version of the Climate Action Community Toolkit outline that incorporates feedback from the first co-creation session and the summary reports of the stakeholder engagement conducted to-date.

We will provide a revised annotated outline of the toolkit based on input from the online community feedback and second co-creation session. The team will work with the County to finalize contents and production of the final draft of the toolkit. The County will be responsible for building out the components of the content that pertains to County programs and other available resources. The Climate Action Community Toolkit will be an actionable roadmap to guide local community leaders, community-based organizations, and activists in GHG reduction measure implementation activities and further community engagement around climate action. The final toolkit will be presented in clear, non-technical language to be broadly accessible and create a direct line of sight between the community's daily actions and the long-term objectives of the CCAAP.

Deliverables

- ▶ Draft and revised annotated outlines of Climate Action Community Toolkit (electronic)
- ▶ Two co-creation sessions with community leaders (virtual)