

INTRODUCED: September 11, 2023

AN ORDINANCE No. 2023-256

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Memorandum of Understanding for Richmond's Community Climate Funding Table between the City of Richmond and the Urban Sustainability Directors Network for the purpose of funding technical assistance and consulting services for the City to identify climate justice projects and grant funding opportunities.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: SEP 25 2023 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, be and is hereby authorized to execute a Memorandum of Understanding for Richmond's Community Climate Funding Table between the City of Richmond and the Urban Sustainability Directors Network for the purpose of funding technical assistance and consulting services for the City to identify climate justice projects and grant funding opportunities. The Memorandum of Understanding for Richmond's Community Climate Funding Table shall be approved as to form

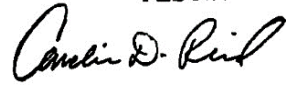
AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: SEP 25 2023 REJECTED: _____ STRICKEN: _____

by the City Attorney and shall be substantially in the form of the document attached to this ordinance.

§ 2. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:
TESTE:**

A handwritten signature in black ink, appearing to read "Carlin D. Reed". The signature is written in a cursive, flowing style.

City Clerk



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Master

File Number: Admin-2023-1277

File ID: Admin-2023-1277

Type: Request for Ordinance or Resolution

Status: Regular Agenda

Version: 1

Reference:

In Control: City Clerk Waiting Room

Department: Sustainability

Cost:

File Created: 08/15/2023

Subject: OOS O&R - Acceptance of Grant Funding

Final Action:

Title:

Internal Notes:

- Request to receive a \$10k grant from the Urban Sustainability Directors Network
- For convening a cohort of local non-profits and other partners to collaboratively identify projects and align them with upcoming Federal climate justice grant opportunities.
- Funding will cover technical assistance and consulting for the convening
- Opportunity: This is a first-in-the-nation model that is being deployed with approximately thirty participants in the cohort to capitalize on federal funds
- Impacted agencies: Department of Finance, Department of Budget & Strategic Planning and Office of Sustainability

Code Sections:

Agenda Date: 09/11/2023

Indexes:

Agenda Number:

Patron(s):

Enactment Date:

Attachments: OOS USDN FINAL Memorandum of Understanding
Richmond VA 07.27.23

Enactment Number:

Contact:

Introduction Date: 09/11/2023

Drafter: Alecia.Blackwell@rva.gov

Effective Date:

Related Files:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	8/15/2023	Alecia Blackwell - FYI	Notified - FYI	
1	2	8/17/2023	Sharon Ebert	Approve	8/17/2023
1	3	8/17/2023	Jason May	Approve	8/21/2023
1	4	8/17/2023	Sheila White	Approve	8/21/2023
1	5	8/17/2023	Cynthia Osborne - FYI	Notified - FYI	
1	6	8/17/2023	Sabrina Joy-Hogg	Approve	8/21/2023
1	7	8/25/2023	Lincoln Saunders	Approve	8/21/2023
1	8	9/7/2023	Mayor Stoney	Approve	8/29/2023

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File Admin-2023-1277

O&R REQUEST

DATE: August 16, 2023

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: J.E. Lincoln Saunders, Chief Administrative Officer

THROUGH: Sabrina Joy-Hogg, DCAO Finance & Administration

THROUGH: Sheila White, Director of Finance

THROUGH: Jason May, Director of Budget & Strategic Planning

THROUGH: Sharon L. Ebert, DCAO, Economic Development & Planning

FROM: Laura Thomas, Director of Office of Sustainability

RE: Acceptance of Grant Funding

ORD. OR RES. No.

PURPOSE: To amend Ordinance 2023-071 adopted May 08, 2023, and to authorize the Chief Administrative Officer to accept and appropriate \$10,000 from Urban Sustainability Directors Network (USDN) for Fiscal Year 2023-2024 Special Fund Budget for the purpose of providing Technical Assistance for the City.

REASON: The USDN awarded the City of Richmond Office of Sustainability (OOS) a grant to be expended on technical assistance provided by the Emergent Learning Grant Program in collaboration with the University of Virginia's Institute for Engagement & Negotiation (IEN).

RECOMMENDATION: The City Administration recommends adoption of this Ordinance.

BACKGROUND: The OOS is convening a cohort of local non-profits and other partners from within the community and region to collaboratively identify projects and align them with upcoming Federal climate justice grant opportunities. The collaborative will match skills and capacities of participants, identify project groups, create project lists, write grant applications, and support

implementation upon grant awards. This is a first-in-the-nation model that is being deployed with approximately thirty participants in the cohort. With expert facilitation from IEN, participants will continue to meet monthly through at least the summer of 2023 as Federal grants continue to be released.

FISCAL IMPACT / COST: The City will use the \$10,000 in grant funds to pay for technical assistance and consulting services

FISCAL IMPLICATIONS: None

BUDGET AMENDMENT NECESSARY: Yes, to amend Ordinance #2023-071

REVENUE TO CITY: \$10,000

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: September 11, 2023

CITY COUNCIL PUBLIC HEARING DATE: September 25, 2023

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Finance and Economic Development

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: N/A

AFFECTED AGENCIES: Department of Finance, Department of Budget & Strategic Planning and Office of Sustainability

RELATIONSHIP TO EXISTING ORD. OR RES.: Amend and adopt Special Fund Budget Ordinance #2021-041

REQUIRED CHANGES TO WORK PROGRAM(S): Eligible expenditures will be centrally tracked by the Office of Sustainability

ATTACHMENTS: Urban Sustainability Directors Network Memorandum of Understanding

STAFF: Laura Thomas, Director of the Office of Sustainability (804) 432-5931

***Memorandum of Understanding for
Richmond’s Community Climate Funding Table***

This is a Memorandum of Understanding (“MOU”), dated July 27, 2023 (“Effective Date”), between City of Richmond, VA (“Lead Community”), and the Urban Sustainability Directors Network (“USDN”), an Illinois nonprofit corporation, to implement the ***Richmond’s Community Climate Funding Table*** project (“Project”).

Together, USDN and the Lead Community enter this MOU, which describes partnership roles.

1. Purpose and Scope

This work will gather Richmond’s sustainability leaders to prioritize project ideas and co-create pathways and materials to apply for and be awarded Federal funding to bring them to fruition. The work is described in greater detail in the Final Project Proposal, Appendix 1.

2. Project Term

USDN and the Lead Community agree to a Project Term of 4-months from award notification (June 22, 2023 – September 30, 2024). If more time is required, the Lead Community indicates this to fund management as soon as that is known, so an extension can be documented. Please reference the [USDN Award Guidelines and Policies](#) for more information about this process.

3. Responsibilities

a. USDN. USDN, as a project investor, is responsible for:

- i. **Funding.** USDN provides funding to Lead Community for the project in an amount not to exceed \$10,000USD. Payment(s) are made according to the Payment Schedule described in Table 1.
- ii. **Technical Assistance.** USDN contracts with [Sutherland & Associates](#) to manage its competitive member funds. Fund management assists with any decision-making that impacts this MOU or any associated agreements/ payments. They receive, confirm, and process all deliverables, quarterly reports, and invoices. They monitor progress and capture the impacts of the investment.
- iii. **Payment Processing.** USDN processes Lead Community approved invoices upon receipt via the Lead Community, within 30 days.
 - Invoices are submitted by any party receiving payment, including local governments. Invoices paid by USDN to any party follow the payment schedule outlined in Table 1 of this agreement, which are also reflected in any associated independent contractor agreement(s). All invoices are addressed to:
Urban Sustainability Directors Network (USDN)
Reference: EF20 – Richmond, VA
Attn: Terri Norton

Accounting Manager
500 Westover Drive #14973
Sanford, NC 27330

- Project funds are expended per the proposed budget, in accordance with the terms in this MOU and to fulfill the scope of the final and awarded proposal.
- To keep the Lead Community as the visible lead of the work, invoices are approved by the Lead Community and then submitted to USDN fund management for review against the project budget. USDN fund management initiate processing of approved invoices with USDN.¹

b. Lead Community. The City of Richmond as the Lead Community, is responsible for:

- i. **Project Management and Coordination.** Providing the project management and coordination necessary to complete the project.
- ii. **Quarterly Updates.** Submitting a 1-2 paragraph update describing progress on outputs, timeline, budget, and metrics is due at the end of each quarter, until project completion.
- iii. **Final Products and Reporting.** By September 30, 2023, submitting:
 - **Project Products / Outputs.** All substantial products and outputs produced as high-quality deliverables, for posting to the USDN website.
 - **Final Project Report.** A final project report, form [here](#)
 - **High Resolution Photos.** High resolution .jpg photographs of project work, to potentially be used in USDN communications.
 - **Project Budget and Expenditures.** A detailed record of project expenditures, including a comparison of original budget to award expenditures. A final budget template is [here](#), or the proposal budget form can be modified to show actuals.
- iv. **USDN Presentation.** At project completion, awardees are asked to present project outcomes during a USDN virtual or in person meeting, if requested.²
- v. **1-Year Impact Report.** Submitting a 1-page report 1 year after the project term, noting any additional impacts that have developed since the project ended.

4. Project Participants and Primary Contacts

a. Lead Community and Primary Contact:

- i. **Lead Community: Richmond, VA**
- ii. **Project Lead:** Laura Thomas, Director of the Office of Sustainability, 730 E Broad. Street, Richmond, VA 23219 | laura.thomas@rva.gov | (804)432-5931

b. Project Participants.

- i. **Primary Participating Local Governments:**

¹ To prevent any payment delays, the Lead Community lets Fund Management staff know of any schedule or staffing changes with as much advance notice as possible so that schedules can be adjusted.

² This request is subject to USDN's communications schedule and is not guaranteed to be made.

Steering Committee: Michael Smart, Sustainability Engagement Coordinator, Office of Sustainability

ii. **External Primary Partners:**

GroundworkRVA- Rob Jones, Executive Director;

Southside ReLeaf- Sheri Shannon, Co-Founder;

Virginia Department of Forestry – Lara Johnson, Urban and Community Forestry Program Manager;

Southeast Sustainability Director’s Network- Michael Dexter, Director of the Southeast Sustainability Recovery Center;

IEN- Wafa May Elamin, Senior Associate

Participating organizations, partners, invitees, etc.: Chesapeake Bay Foundation, Kinfolk Community Gardens, East End Alliance, Reforest Richmond, Happily Natural Day, Interfaith Power and Light, RVA Rapid Transit, Sierra Club of Virginia, Sacred Heart, Virginia Department of Environmental Quality, Virginia Department of Energy, Chesterfield County Parks, City of Richmond Public Utilities, Henrico County Parks & Recreation, James River Association, Capital Region Land Conservancy, PlanRVA, Virginia Commonwealth University, Virginia Union University, Virginia State University, University of Richmond, Urban Sustainability Directors Network, Fourth District of Virginia Representative, IBEW Electricians Union 666, Science Museum of Virginia, National Renewable Energy Laboratory, American Forests, 2nd Baptist Church, Rewiring America.

5. Project Scope: Deliverables, Timeline, Reporting and Payment Schedule

The collaborative is currently considering applying for the following opportunities:

- Department of Energy | Energy Future Grant
- Department of Transportation | Transit Oriented Development Grant
- Environmental Protection Agency | Environmental and Climate Justice Grant
- Environmental Protection Agency | Climate Pollution Reduction Implementation Grant
- Department of Transportation | SMART Grant

Project activities, deliverables, and due dates are scheduled below in Table 1.³

Table 1. Schedule of Project Deliverables and Payments

#	Activity	Deliverables	Due Date	Payment / Recipient
		Agreements: Signed MOU and other project agreements	Not later than 90 days after MOU is delivered	Payment upon fully executed MOU and associated invoice:

³ Please add these dates to calendars(s) and proactively notify Fund Management staff if it is anticipated that any deliverable due dates will shift after this award agreement is executed. Schedules will be adjusted accordingly. Table 1 becomes the project’s Deliverables Report. Each time a deliverable is received, it is returned to the Lead Community from Fund Management with notes/links as a receipt. This method keeps each party clear and aligned on the status of the work.

				\$10,000 to Lead Community (the “City of Richmond”)
	Progress Report 1	250-word update	PR1: July 24, 2023	
1	Activity 1: Session 4 (August): Addressing Capacity Gaps	Deliverable 1: List of identified capacity gaps of participating CBOs and resources to help eliminate/reduce those gaps; ALL resources from the three sessions held prior to USDN support (List of projects and potential grant application, participant surveys, meeting notes, etc.)	Date: August 30, 2023	
	Progress Report 2	250-word update	PR2: September 16, 2023	
2	Activity 5: Session 5 (September): Collaboratively Developing Ongoing Framework for Collaboration	Deliverable 2: Finalized list of roles and responsibilities moving forward; Framework of commitments to moving forward co-created with CBOs	Date: September 30, 2023	
	Final Project Report, Photos, and Budget Reconciliation	Final project report describing lessons / impacts, high resolution photos (.jpg format) and the final reconciled budget	Date: October 15, 2023	
	USDN Presentation	Possible scheduling of a presentation to the network: dependent on the outcomes, audience, and USDN network communications schedule		

6. Lobbying. USDN project funds cannot be used for lobbying.

Please complete the attached acceptance form, and email back to the Fund Management team and Terri Norton (terrinorton@usdn.org). Then, USDN will sign and return a fully executed copy to the Lead Community.

Urban Sustainability Directors Network

Signature: _____

Name: Jamal Brown

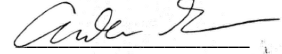
Title: Finance Director

Date: _____

Acceptance of Memorandum of Understanding

The City of Richmond, VA accepts the terms of this MOU.

Approved as to form:



Andrew A. Gore
Senior Assistant Attorney

Name: _____

Title: _____

Signature: _____

Instructions for Check Issuance: Invoices will be submitted for each payment by the organization receiving funds with a completed [ACH Authorization Form](#) and [W-9 Form](#)

City/County Tax ID Number: _____

Project Lead Contact Information:

Name: Laura Thomas

Address: 730 E Broad. Street, Richmond, VA 23219

Phone: (804) 432-5931

Email: laura.thomas@rva.gov

Full Project Proposal

Emergent Learning Proposal Form 2 Funding Track 2: Proposal Development for Federal Funding

1. **Project title.** Richmond's Community Climate Funding Table
2. **Project purpose.** These collaborative working sessions, convened by the Office of Sustainability, will gather Richmond's sustainability leaders to prioritize project ideas and co-create pathways and materials to apply for and be awarded Federal funding to bring them to fruition.
3. **Amount requested.** \$10,000.00
4. **Project timeline.** The first three of these sessions are scheduled monthly from May-July with expert facilitation support provided by the [Institute for Engagement & Negotiation](#) (IEN) and funded by the Virginia Department of Forestry. The first session on May 9 successfully brought together over 20 stakeholders to discuss the overall Federal funding opportunities, and how this group can serve as a catalyst for Richmond to maximize the total awards for the community. The requested funding would allow the City of Richmond to continue those sessions with the same consultant for two additional sessions during August and September.
 - a. Session 1 (May): Background & Project Ideation (*supported outside of this request*)
 - b. Session 2 (June): Project Ideation & Refinement, Role Assignment (*supported outside of this request*)
 - c. Session 3 (July): Exploring Capacity Gaps in Federal Funding Applications (*supported outside of this request*)
 - d. Session 4 (August): Addressing Capacity Gaps (*included in this request*)
 - e. Session 5 (September): Collaboratively Developing Ongoing Framework for Collaboration (*included this request*)
5. **Visualization of impact summary.** The various network of actors within the climate justice space in Richmond, VA have historically been supportive and encouraging of each other's work. **Despite this, these individuals and organizations have not embarked on a collaborative effort to receive prospective grants, particularly at the Federal level.** The lack of this pursuit is largely due to the absence of two necessary factors, both the **need for a centralized convener** around this topic, as well as **mismatched skills and capacities** within individual organizations. To address these needs and to meet the moment that is being presented by the unprecedented amount of Federal funding, the City of Richmond's Office of Sustainability is committed to serving as that convener and supporting CBO's in aligning capacities between organizations in a manner that allows them to maximize Federal funding for the Richmond community. Ultimately, this funding will support the identification and matching of various skillsets within these organizations needed for them to be successful in the grant application, administration, and implementation processes. This will allow the CBOs and other

organizations to partner in ways not previously possible and create new means for them to organize and support each other's Visions, while enhancing their own set of skills and capacities.

6. **Lead USDN member.** Laura Thomas, Director of the Office of Sustainability

730 E Broad. Street, Richmond, VA 23219 | laura.thomas@rva.gov | (804)432-5931

7. **Other participants.**

- **Steering Committee:** Michael Smart, Sustainability Engagement Coordinator, Office of Sustainability; **GroundworkRVA-** Rob Jones, Executive Director; **Southside ReLeaf-** Sheri Shannon, Co-Founder; **Virginia Department of Forestry** – Lara Johnson, Urban and Community Forestry Program Manager; **Southeast Sustainability Director's Network-** Michael Dexter, Director of the Southeast Sustainability Recovery Center; **IEN-** Wafa May Elamin, Senior Associate
- **Participating organizations, partners, invitees, etc.:** Chesapeake Bay Foundation, Kinfolk Community Gardens, East End Alliance, Reforest Richmond, Happily Natural Day, Interfaith Power and Light, RVA Rapid Transit, Sierra Club of Virginia, Sacred Heart, Virginia Department of Environmental Quality, Virginia Department of Energy, Chesterfield County Parks, City of Richmond Public Utilities, Henrico County Parks & Recreation, James River Association, Capital Region Land Conservancy, PlanRVA, Virginia Commonwealth University, Virginia Union University, Virginia State University, University of Richmond, Urban Sustainability Directors Network, Fourth District of Virginia Representative, IBEW Electricians Union 666, Science Museum of Virginia, National Renewable Energy Laboratory, American Forests, 2nd Baptist Church, Rewiring America.

8. **Funding Opportunity.** This funding will specifically support two additional facilitation sessions with IEN and the participating organizations. These sessions are a critical need to the members, many of whom will be collaborating in new ways to produce equitable and sustainable local outcomes.

These sessions will provide the necessary tools that the participants will need to begin the process, however there will still be a need to address specific technical needs surrounding grant applications, as well as facilitating a conversation on how the group will collaborate in a long-term manner. To ensure CBOs are truly successful in this space, this additional facilitation will be required. In alignment with successful models of Change Management, such as the [Prosci™ ADKAR model](#), sessions four and five would be funded to ensure that these leaders are equipped with the right strategies, tools, and motivation to fully meet this moment.

9. **Influencing change.** The City of Richmond's Office of Sustainability (OOS) is keenly aware of the **once-in-a-generation opportunity** that has presented itself in the form of equity-centered climate funding. It would be impossible for the OOS alone to maximize the amount of funding awarded within the City of Richmond, but together, the City, other local government entities, and the many CBOs and organizations that already do this important work can make a significant and noticeable impact on

this community over the next 5 years and beyond. CBOs often struggle with capacity, and in the shadow of these extensive opportunities that require skillsets sometimes outside of their proficiencies, this moment may pass many of them by. This convening provides the physical space to come together and the strategic support that empowers these individuals to participate in funding opportunities they may not have in the past. It encourages new partnerships to be formed and **reduces the potential for CBOs to compete for the same resources or projects**. The City can highlight the strengths already imbued in these organizations by serving as a convener to their work and empowering their amazing teams to not just meet, but make this moment. The Office of Sustainability is leading the way for future collaboration between the City and the community. We are meeting this unprecedented opportunity with an unprecedented effort to collaborate.

10. **Focus on partnership.** Through the RVAgreen 2050 Climate Equity Action Plan, the City of Richmond continues to show commitment to equity-centered and community-led processes. In that same manner, the OOS approach to project ideation, application, management, and implementation of the unprecedented Federal funding uplifts the voices of those on the frontlines of climate change. The OOS will serve as the convener of these meetings, but not the sole decision-maker, helping to support collaborative dialogue in a manner that allows individuals and groups to partner with each other and achieve results that are greater than the sum of their parts.

The two primary CBOs helping to coordinate these efforts are [Southside ReLeaf](#) and [Groundwork RVA](#). Southside ReLeaf is a volunteer-run organization committed to building a healthy, equitable and sustainable environment for all residents in South Richmond. They have an extensive background of working towards environmental equity in Richmond, with a specific focus on policy and advocacy. Groundwork RVA is a youth development organization focused on creating positive changes to enhance green spaces in Richmond communities and has been serving in this capacity for many years. Both organizations are serving on the steering committee for this effort and their backgrounds and focus areas are extremely complimentary, ensuring that the planning team approaches the process holistically. They are also **assisting with grounding this work in voices of frontline community members**, developing participant lists, and most importantly, designing the meetings in ways that meet individuals where they are. Individually, neither the OOS, CBOs, or other stakeholders would be able to conduct this work from a capacity standpoint, nor would any individual group be able to lend such a comprehensive mindset to meeting the moment at hand. Particularly in Richmond, this type of partnership is novel and will help transform the way these organizations engage with each other at the nexus of racial equity, climate resilience and climate mitigation.

11. **Community service.** As defined in the RVAgreen 2050 Climate Equity Action Plan, the Office of Sustainability uses the term “communities on the frontlines of climate change” to identify those who are hit first and worst by the impacts of environmental injustice and the climate crisis. These communities confront many vulnerabilities, including **racism, poverty, housing insecurity, and more**, which intensify climate threats. The City of Richmond more broadly defines equity as the empowerment of communities that have experienced past injustices by removing barriers to access and opportunity. **Richmond’s Mayor, Levar Stoney, established an [Equity Agenda](#)** as a shared mission

in his 2021 State of the City address and acknowledges that we all have the responsibility to act intentionally in righting the wrongs of our shared history. The OOS has mapped out these historic and existing inequities in its [Climate Equity Index](#), an innovative mapping tool that highlights the city's vulnerabilities and risks due to the impacts of climate change. Areas of the community with increased vulnerability to climate change, or those on the frontlines of climate change, are the areas where CBOs such as Southside ReLeaf and Groundwork RVA **focus their work and help address the root causes and impacts of these historical injustices.**

12. **Relationship building.** The process of creating the RVAgreen 2050 Climate Equity Action Plan was **extremely successful in amplifying the voices of individuals on the frontlines of climate change** and the organizations that support them. With a newly codified office, new Director role, and several other new team members, the Office of Sustainability is developing a new Mission, and identifying a strategic approach to **ensuring the important work and relationships that have been built** through the RVAgreen 2050 planning process are carried forward into implementation. There is no centralized mechanism to support CBOs in their desire to implement projects utilizing Federal funding. The city and community also lack a **centralized** structure to advance environmental equity in the community. While the process to create RVAgreen was designed and successfully created in this manner, now that the planning process has been completed a new mechanism for implementation must be established.

While the short-term outcome of these sessions is to apply for Federal funding and implement projects to advance environmental justice work at the local level, there are additional longer-term outcomes that will be achieved. Particularly, this will help establish a baseline of how organizations that currently operate in a seemingly disparate manner can come together through centralized convening. By providing a safe space for collaboration, it is intended that participants will want to continue to engage in this type of transformative work where we can all lean into the strengths and specialized skillsets of our various organizations. These initial sessions are designed in a way that will allow the OOS to fulfill its newly established Mission to “serve as the **central hub** of equitable climate action and resilience.” The OOS will be able to continue to **listen to and identify ways to address community-identified needs and empower them to achieve the shared Vision** of RVAgreen that all Richmonders, regardless of their identity or neighborhood, thrive in a climate-resilient and climate-neutral community.

13. **Project plan.** Currently, the city of Richmond has support from the Virginia Department of Forestry to conduct three sessions, which will lay the ground work for the remaining sessions being requested in this grant application. Session one and two will focus on project ideation, and assigning roles and responsibilities to the various participants. This request is to support the continuation of that work through an expert facilitator in the form of two additional meetings. These meetings will focus on filling in the capacity and experience gaps that participants might have, such as developing various aspects of a grant application, or establishing mechanisms to share management roles across organizations. The facilitator will also help provide “offboarding” support and lead the OOS and participants through a conversation on how to successfully move this work forward, independent of outside facilitation.

#	Activity	Deliverable	Due Date
	<i>Describe what actions the team will take during the project period</i>	<i>Describe what will be sent USDN (e.g., report, workshop presentation details, toolkit, etc.)</i>	<i>Name a specific date this will be delivered to USDN to set clear delivery expectations</i>
1	Session 4 (August): Addressing Capacity Gaps	<i>List of identified capacity gaps of participating CBOs and resources to help eliminate/reduce those gaps; ALL resources from the three sessions held prior to USDN support (List of projects and potential grant application, participant surveys, meeting notes, etc.)</i>	Date: August 30, 2023
2.	Session 5 (September): Collaboratively Developing Ongoing Framework for Collaboration	<i>Finalized list of roles and responsibilities moving forward; Framework of commitments to moving forward co-created with CBOs</i>	Date: September 30, 2023

Budget.

Itemized Cost <i>List Each Cost Against the Requested Amount Below</i>	Requested Amount	Other Funding Sources*	TOTAL in USD	Notes
<i>Facilitator Fees Session 4: Addressing Capacity Gaps</i>	\$5,000.00		\$5,000.00	Facilitated in-person conversation regarding project-specific support various CBOs may need to continue their involvement in individual projects. Funding for sessions 1-3 provided by the Virginia Department of Forestry.
<i>Facilitator Fees Session 5: Collaboratively Developing Ongoing Framework for Collaboration</i>	\$5,000.00		\$5,000.00	Facilitated in-person conversation regarding the continued roles and responsibilities of all participants, and collectively deciding how the group wants to continue to engage in this manner. Funding for sessions 1-3 provided by the Virginia Department of Forestry.
TOTAL	\$10,000.00	\$0.00	\$10,000.00	