



March 19, 2020

Barbara Buffaloe
Sustainability Manager
City of Columbia
P.O. Box 6015
Columbia, MO 65205

Dear Barbara Buffaloe,

We are pleased to proceed with an Urban Sustainability Directors Network (USDN) Equity Diversity Inclusion (EDI) Fellowship for the City of Columbia, MO ("City" or "Host Office"). USDN will provide the in-kind services of a temporary fellow to work with Columbia's sustainability staff for a 12 week term in the summer of 2020.

As described in the attached job description, the Equity and Engagement Fellow will work primarily on advancing the implementation of the City's CAAPtains Climate Leadership Program, especially in departments critical to advancing equity through identified climate actions. The Fellowship will be open for applications in March 2020, after acceptance of the terms of this agreement.

The Fellow will be a temporary, full-time employee of USDN and will be paid by USDN through USDN's payroll system. The City of Columbia has agreed to contribute \$2,700 toward these costs. USDN will send an invoice for the contribution to your attention after this agreement is executed.

As a temporary employee of USDN:

- Fellows are not eligible for USDN benefits.
- The Fellow position is considered non-exempt from overtime, which means that the Fellow is eligible for overtime pay for hours worked in excess of 40 in a given workweek, or other state-specific overtime thresholds. **Overtime hours must be approved by USDN in advance of hours being incurred.** The City is responsible for supervising and reviewing the Fellow's hours worked.

The Sustainability Manager will manage the Fellow, track his or her hours, and collect and evaluate deliverables. The team will also provide mentorship to the Fellow.

The City will serve as USDN's authorized representative for preparation of the Form I-9. The City agrees to the timely completion of the Form I-9 on or before the first day of employment by an individual who has been trained to fulfill this responsibility. The City further agrees to physically examine each document presented to determine if it reasonably appears to be genuine and relates to the employee presenting it no later than three days after the first day of employment. The City will supply completed Form I-9s to USDN.

The City will supply necessary physical space, electronic resources, supervision, and mentorship to ensure the Fellow has a successful tenure while completing the Fellowship.

USDN releases the City from all claims, losses and damages arising out of injury incurred by the Fellow while working at the City. Any injury the Fellow suffers while working for the City will be submitted to USDN's worker's compensation program. Nothing contained within the agreement would serve as a waiver of the city's sovereign immunity.

Additional Equity Fellows Program terms:

- There are three reporting requirements after conclusion of the Fellowship:
 1. Short reflection from the Host Office, including feedback on the process, the outcomes of the Fellowship, and lessons learned for other members.
 2. Short reflection from the Fellow
 3. The final work product from the Fellow
- The Fellow's work cannot be used for lobbying.
- Under United States law, Funds spent on the Fellow's work may be expended only for charitable, scientific, literary, or educational purposes. This offer of in-kind services is made only for the purposes stated in this Agreement and these services shall be used for such purposes.

Please sign this letter indicating that you agree with the terms.

Sincerely,



Mia Arter
Operations Director
Urban Sustainability Directors Network

cc: Nils Moe, Managing Director
Urban Sustainability Directors Network

Acceptance of Terms

IN WITNESS WHEREOF, the Parties have hereunto executed this Agreement in triplicate the day and the year of the last signatory noted below.

CITY OF COLUMBIA, MISSOURI

By: _____
John Glascock, City Manager

Date: _____

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor *AK*

JOB DESCRIPTION

Columbia CAAPtains Fellowship

Fellowship Summary

The Office of Sustainability team wishes to build greater diversity among the internal and external stakeholders working on climate action and adaptation by building relationships with our underserved and under-represented communities. The Climate Equity Fellow will explore the impacts of climate change on frontline communities, locally and nationally and work with City staff to design a community leadership program designed to bring climate action and resilience training to the neighbor-to-neighbor level.

Project Background

In Columbia, climate action and adaptation work is often viewed as being promoted by and benefiting a small elite. A clear connection between racial and environmental justice is often missed by decision-makers and community partners. Because the effects of climate change disproportionately affect frontline communities, this connection needs to be made in Columbia. Additionally, people of color are rarely represented in the departments and organizations that shape plans and policies designed to mitigate climate change. We believe that a Climate Equity Fellow can help to address these issues, and help staff to develop best practices that can be employed throughout City government.

The City of Columbia Office of Sustainability is responsible for coordinating the implementation of the Climate Action & Adaptation Plan (CAAP). The CAAP lays out a vision and strategy to address risks posed by climate change and contributes to international efforts to reduce greenhouse gas emissions. The Office of Sustainability is partnering with the Columbia / Boone County Public Health and Human Services Department, the Inclusive Impact Institute and the Climate & Environment Commission to create a climate leadership program - CAAPtains. This community leadership program will be designed to bring climate action and resilience training to a neighbor-to-neighbor level. It is our intent that the Climate Equity Fellow would play a key role in designing this program. Our goal for the CAAPtains program is to achieve greater diversity among the internal and external stakeholders who are working on climate action and adaptation, by building relationships with our underserved and under-represented communities.

Achieving our racial equity and climate action goals requires motivating staff, developing funding for strategies, and inspiring community members to make key changes and sustain momentum. The Climate Equity Fellow and the work they will do in our CAAPtains program will foster the community engagement and participation required to achieve the emission reduction targets outlined in the CAAP. The Climate Equity fellow will help fulfill CAAP Implementation Goal 3: "Strengthen City capacity to support community climate action". Specifically, they will address Strategy I-3.3: "Develop community leadership capacity for and involvement in climate action."

Relevant websites links:

- [Dashboard](#) for Climate Action & Adaptation Plan (CAAP)
- [Principles of Community](#)
- Office of Sustainability [website](#)

Team Description

The Climate Equity Fellow will be a member of the Office of Sustainability staff. The Office of Sustainability's mission is to work with all City departments and the community to optimize resource use efficiency and improve economic, environmental and social wellbeing. We do this through planning, monitoring, educating, and communicating internally and externally. The fellow will be supporting the Office of Sustainability staff, reporting to the Sustainability Manager, as designer of a community leadership program. Representatives from Columbia / Boone County Public Health and Human Services Department, the Inclusive Impact Institute and the Climate & Environment Commission will serve as advisors on the project's development and as mentors throughout the summer.

Job Description

Goals for the Climate Equity Fellow include:

- Explore the impact of climate change on frontline communities, locally and nationally.
- Enhance existing relationships, and establish new relationships, between the Office of Sustainability and community organizations representing underserved and under-represented communities.
- Design criteria for a community leadership program designed to bring climate action and resilience training to the neighbor-to-neighbor level.
- Make recommendations on piloting community leadership program.
- Present on the results of the disproportionate effects of climate change on communities of color at the 2020 State of Inclusivity Conference and results of the summer's research.

Timeline

The following timeline sets a realistic goal for the Climate Equity Fellow to develop a report on local impacts of Climate Change and design a community ambassador program:

Weeks 1-2

Introduction to the City and the program goals. Fellow begins work for the City of Columbia and the project team hosts onboarding opportunities. Mentor is identified. Research into the program area takes place during this time, as well.

Week 3 and thereafter

Outreach and Engagement with project team to underserved and under-represented communities begins. Climate Equity Fellow will attend meetings with the project team and help brainstorm non-traditional ideas for outreach.

Weeks 4-10

Design community leadership program from results of outreach and engagement – including focus groups, as applicable. Research other similar programs and develop criteria for Columbia's program.

Weeks 8-12

Report and Celebrate the research results and plans for future implementation with a presentation to the project team and community partners before presenting the final results at the 2020 State of Inclusion (August 6).

Desired Skills

The ideal candidate for this position will have a unique combination of work and/or volunteer experience and acquired life skills that have resulted in personal qualities such as taking initiative, intellectual curiosity, empathy, flexibility, and a sense of humor. Specific desired experience and skills for this fellowship include:

- Experience working directly with people from diverse racial, ethnic, religious, and socioeconomic backgrounds
- Demonstrated history of community involvement through charitable organizations, volunteer groups, religious organizations, etc.
- Understanding of and comfort with communicating about institutional and structural racism and bias
- Experience developing communication materials for diverse audiences and presenting information to large and small groups

Successful candidates will be able to demonstrate some combination of the following skills, experiences, and abilities:

- Ability to work closely with a diverse team from multiple different organizations
- Creative and clear communication skills
- Skills in qualitative and quantitative data collection and analysis
- Ability to conduct and drive conversations in individual interviews and focus groups
- Ability to write clearly and concisely
- Curiosity about systems, organizations, and structures
- An ability to independently research and proactively learn needed skills

Professional Development and Support

It is the project team's intent to have weekly check-ins between the fellow and supervisor on how things are going. Also setting up check-ins with project team leads for mentoring. As part of the onboarding and continuing work, the Office of Sustainability staff will also provide tours of City operations and programs.

Pay Rate and Housing

The pay rate for the fellowship is \$18.27 / hour. If relocating to Columbia, the Office of Sustainability will connect the fellow with our partners who maintain listings of housing opportunities. As a University town, there are always a variety of options for rental housing.