**Cooler Communities Digital Scope**

Based on recent conversations between the Clean Energy and Digital Services teams, the scope/outline of the digital portion of the Cooler Communities project is as follows: (to be further refined by the digital team)

Budget

* The total budget will be $9,000, or approximately 100 hours of staff time at $90/hour.
* A small amount of contingency budget may be available if need arises.

Tool Needs & Features

* Ability for members of a community to add data to the municipal-specific database via either a simple web interface or a text-based system
* Data would include commitments to various environmentally friendly actions or practices, each associated with a certain number of “carbon points” / emissions reductions. Options would be chosen from a pre-set list, to be refined by Cara / clean energy team
* There will be a way to visually display a running total (in real time) of commitments/emissions reductions via the public web interface
* The tool would have a hidden URL (user would need the direct link to access)
* Available for multiple municipalities to create discrete accounts/instances for members of their community
* Ability for municipal staff or main user to access data for their community members (as securely as possible) to allow for follow-up on specific actions chosen

Limitations & other considerations

* Disclaimers will be necessary to note security risk for all users of the tool
* Limited personal information will be collected, including email address
* State-wide average data will be used to estimate “carbon points” associated with each measure; easy usability will be prioritized over data precision
* Ongoing work by MAPC is a concern, and will be limited to the extent practicable. Concord has indicated an openness to potentially hosting the tool on their sustainability website. We will further explore this option.

**Digital Scope Breakdown**

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|  | **Task** | **Time (hr)** |
| Overhead | Meetings | 3 |
| Site Administration (Deployments, setting up repos, etc.) | 5 |
| Design | Mockups | 10 |
| Mockup Review | 2 |
| Development | Site Architecture | 10 |
| Survey - Session Creation | 2 |
| Survey - Data Entry Form | 13 |
| Survey - Data Collection Backend | 4 |
| Survey - Data Analysis | 8 |
| Dashboard - Instance Creation | 8 |
| Dashboard - Instance Visualization | 18 |
| Dashboard - Session Review/Lookup | 12 |
| Dashboard - Instance Analysis | 6 |
|  | Total | 100 |