***[Name of Climate Action Plan]***

**Renters Focus Group Discussion**

Date and Time [90 min]

OBJECTIVES

* Introduce community members to the [Name of Plan] project, goals, and progress to date.
* Explain the connection between climate change and potential impacts on rental housing.
* Identify challenges and opportunities for community members in *[Community Name]* who rent their homes in terms of mitigating and adapting to climate change.

MATERIALS

* Name tags
* Slide deck
* Laptop, projector, screen
* Attendee registration/sign-in sheet
* Photo release form
* Fact sheets and/or paper surveys
* Pens/pencils
* Discussion notes sheet
* Markers (optional)
* Flip charts (optional)
* Post-It notes (optional)
* Refreshments
* Cups, plates, napkins, utensils

AGENDA

1:00 Welcome, Introductions [15 min]

1:15 Overview of [Name of Plan] [15 min]

1:30 [Breakout] Intersections Between Housing and Climate Change [20 min]

1:50 [Breakout] Barriers and Opportunities for Taking Action [30 min]

2:20 Thank You, Ways to Stay Involved [10 min]

2:30 Adjourn

DETAILED AGENDA

**1:00** **Welcome, Introductions [15 min]**

* + *Welcome participants*
	+ *Share agenda and objectives of the focus group*
	+ *Facilitate a brief round of introductions – name, how long you’ve lived in the community*

***Optional “Raise Your Hand” Questions***

*As a warm-up, ask participants to answer a few questions by raising their hands to get a sense*  *for the participants’ personal knowledge of climate change.*

***How would you rate your personal understanding of climate change?***

* + *I’m a climate expert*
	+ *I understand the basics*
	+ *I’m a beginner*

***How important do you think it is for [Community Name] to*** ***take action on climate change?***

* + *Very Important*
	+ *Somewhat Important*
	+ *Not Important*
	+ *Not at All Important*

**1:15**  **Overview of [Name of Plan] [15 min]**

* + *Provide a brief overview of the project including purpose, schedule, community engagement efforts, plan focus areas, and goals.*
	+ *Outline projected climate risks and stressors and how they can impact renters.*
	+ *Highlight focus areas of particular interest to the invited renters, such as energy and buildings, and explain the connections between those areas and climate change (e.g., buildings and energy create GHG emissions that drive climate change, and climate change also impacts the resilience, cost, safety of our buildings and energy systems).*
	+ *Share examples of relevant actions under consideration for inclusion in the plan.*

**1:30**  **Intersections Between Housing and Climate Change [20 min]**

*Two breakout groups facilitated by Name and Name.*

*Facilitate an initial discussion with each breakout group. Setup: Thinking about the risks facing [Community Name] due to climate change – sea level rise, extreme heat, heavy snowstorms– and how those might impact housing in [Community Name]:*

* ***Would anyone be willing to share a brief personal story or anecdote about how climate*** ***change has impacted daily life in your current living situation?***
* ***What climate impacts, such as extreme heat, flooding, and intense storms, are you most worried about?***
* ***Has anyone put together an emergency plan or kit for their household?***
* ***As a renter, what resources or support can [Community Name] offer that would be useful for you to be prepared, safe, and comfortable in your home during emergencies and climate hazards, like heat waves in the summer?***

**1:50**  **Barriers and Opportunities to Taking Action [30 min]**

*Two breakout groups facilitated by Name and Name.*

*Select two or three of the following topics that are most relevant to the participants and discuss*  *in greater detail:*

* **Energy Use and Efficiency**
	+ - *There are many ways that we can make our homes more energy efficient and save money in the process. For example, installing an electric heat pump and installing low flow water fixtures are two examples of ways to save energy and water at home.*
	+ *What barriers do you face in taking actions like this?*
	+ *What resources would help you upgrade your home to run on electricity, or become more energy and water efficient?*
* *What goes into your energy bills?*
	+ *Who pays the energy bills?*
	+ *What do you control? What do you not control?*
	+ *Have your energy or utility costs risen over the past 5 years?*
		- *What is your relationship like with your landlord? What would be helpful to you in discussing energy efficiency and building upgrades with your landlord?*
* **Natural Resources**
	+ - *Do you believe that you benefit from [Community Name]’s natural resources, such as trees, parks, creeks, and open spaces? In what ways?*
		- *Do you feel like you are able to easily access and enjoy these resources from where you live?*
		- *How have you perceived natural resources, such as trees, parks, creeks, open spaces, to have changed in the time that you’ve lived in [Community Name]?*
		- *Do you see opportunities to improve how [Community Name] manages its natural resources? What might that look like?*
* **Waste Management**
	+ - *Do you currently recycle where you live? What about composting?*
		- *What are the biggest barriers to properly recycling where you live?*
		- *What are the biggest barriers to properly composting where you live?*
		- *What resources or support do you think would be most useful to help you and your family to participate in recycling and composting?*
		- *Do you see other opportunities to improve how* *your building or complex manages and reduces waste?*
* **Transportation**
	+ - *How do you currently travel to get to work, school, errands, etc.?*
		- *If you travel primarily by car, would you be willing to purchase an electric vehicle (EV) as your next car?*
		- *What are the biggest barriers that you face to purchasing an EV?*
		- *What resources or support (e.g., charging stations, incentives, education) would be most helpful for you to be able to make the switch to driving an EV?*
		- *If you don’t already, would you be willing to take public transportation, bike, or walk to work, school, errands, etc.?*
		- *What are the biggest barriers you face to doing this?*
		- *What resources or support (e.g., access to stations, more frequent service, bike parking) would be most helpful for you to do this?*

*Closing question, if time:*

***What do you hope that rental housing will look like in [Community Name] in another 5-10 years? How would you like your living conditions to change or improve?***

**2:20** **Thank You, Ways to Stay Involved [10 min]**

*Name and Name each share a summary of their group’s discussion.*

*Wrap up: Thanking participants, fielding questions, and outlining next steps.*

* ***How can we keep you and the community engaged?***
* ***How can we work with you on implementing actions?***
* ***Share resources to get involved, such as:***
	+ - ***Visit the planning website***
		- ***Take the survey***
		- ***Sign up for emails***
		- ***Talk to your friends and neighbors***
		- ***Share a quote or testimonial***

**2:30** **Adjourn**

*Share a meeting summary and materials with all participants following the meeting. Participant feedback will inform the way actions are prioritized and will be incorporated into the implementation portion of the climate action plan.*

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| **Tips for Facilitators*** Consider assigning two facilitators to each breakout group: one to facilitate the conversation, and the other to take notes.
* Let the conversation flow naturally and be prepared to ask follow-up questions. It is OK if you do not end up having time to ask every question that you planned to ask. If the conversation lags, or if participants start talking in circles, move the group to the next topic.
* As participants are speaking, jot down themes or interesting comments to revisit.
* Be comfortable with silence. Participants may need time to think and process a question before they are ready to answer it.
* Remain neutral. You want to make people feel heard but do not endorse ideas or opinions.
* Use names (i.e., “Thanks for sharing, Jane! Have any others had that experience too?”).
* If a participant is dominating the conversation, respectfully ask them to allow other participants to share their thoughts so that all voices can be heard.
* Consider establishing ground rules with participants up front, such as:
	+ Assume everyone comes to the discussion with best intentions.
	+ Try not to talk over each other.
	+ Give space to those that have not had a chance to speak before you speak again.
	+ Recognize that each person in this group has been invited because their expertise is valuable, even if they do not have a professional background or experience in the topics under discussion.
	+ We respect and are committed to your privacy. The feedback that you share today will remain confidential.
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