

SHARED ACCOUNTABILITY FRAMEWORK

For Community Implementation of 100% Clean Energy Goals



DECEMBER 2020

100% ACCOUNTABILITY COHORT

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INTRODUCTION

Accountability as a concept is simple: It means doing what you said you would do. Building an effective accountability process with your community is much harder, but its tenets are essential. Shared accountability requires strong goals, trusting relationships, transparent evaluation and improvement, and centering racial and social equity. You must identify resource needs and above all, achieve progress in community, a word rooted in communication and unification.

You may be reading this because your community has joined or is on the path to joining dozens of US cities and towns publicly committed to achieving 100% clean, renewable energy community-wide. As of December 2020, more than 170 cities and towns had made a [public commitment to 100% clean energy](#). Or, your community may have few if any clean energy goals. In either case, a first step is to establish goals and become accountable to them.

This Shared Accountability Framework is a tool for evaluation, not a plan or a how-to guide. This framework is meant to be used with a task force or committee of community and government leaders to consistently answer, “are we on track toward our goal of an equitable transition to 100% clean energy?” This framework will help you prioritize equity and justice in your community’s evaluation process.



Use this framework with the [Shared Accountability Guide](#). The guide is a companion to this framework that will help you establish a durable, years-long accountability process customized to your community. What is unique about both tools is that they were developed by community and local government stakeholders working together with energy and environmental justice leaders.

Do not be intimidated by the job of establishing an accountability task force. Community committees in places like Seattle, Minneapolis, Providence, and Washington, DC, are already guiding clean energy plans of local governments and utilities while supporting participation from Black people, Indigenous people, and people of color in the community.

See page 4 of the Shared Accountability Guide for examples of community accountability committees.

Your accountability process may be initiated by a community member, a municipal or county staff person, or a local coalition. In these documents “city” is interchangeable with city, town, or county entities.



Are you a community member? We hope this framework and the Shared Accountability Guide will help you build coalitions and engage government, utility, and institutional staff effectively. You can use the guide to set up a multistakeholder process, incorporate racial equity into your planning, and sharpen skills in facilitation and community organizing.



Are you a city staff person? We hope this framework and the [Shared Accountability Guide](#) will help you engage effectively in a community-led process, evaluate and implement a clean energy commitment, address challenges with racial and economic equity, and advance accountability for goals within local government.

Above all, we hope the Shared Accountability Guide will help you establish durable community leadership for real change. Be realistic at the outset. Aim to establish your accountability task force, set a few goals, evaluate them and publicize the results by the end of the year. As you begin, start thinking about what it will take to fund, support, and institutionalize a shared accountability process within your community. Will you reassess your goals by updating a Shared Accountability Framework every year? Every six months? How will this process be resourced? Can the shared accountability process become part of city policy to make it durable and give the task force authority?

More Resources

Appendix B of the Shared Accountability Guide lists resources to support your energy transition. To identify policy options, read the Comprehensive Building

Blocks for a Regenerative and Just 100% Policy. For an in-depth assessment of energy democracy and energy justice in your city, use the [Energy Democracy Scorecard](#). For a vision and pathway to building a regenerative economy that includes 100% clean energy, developed with frontline communities, visit the [People's Orientation to a Regenerative Economy](#).

The summarized checklist on the next page will help you get started with the Shared Accountability Framework. Look it over, see the Sample Framework below it, then open the Shared Accountability Guide to start your accountability process and fill out the Template Framework.

Throughout the Shared Accountability Framework and Guide, “Frontline Communities” refers to communities of people that are most impacted by a problem. Consider historical legacies of harm as well as current harm, particularly to Black people, Indigenous people, and people of color. See page 8 of the [Shared Accountability Guide](#) for more on Frontline Communities and Populations.



MEMBERS OF THE 100% ACCOUNTABILITY CONVENING IN MIAMI, FL DECEMBER 2019. CREDIT: SARAFINA MADZIMOYO

12 STEPS TO DEVELOP A SHARED ACCOUNTABILITY FRAMEWORK

Prepare Your Accountability Process

BEFORE YOU START: LEARN KEY ACCOUNTABILITY CONCEPTS

- Read Section I of the [Shared Accountability Guide](#) to unpack key elements of accountability: equity, racial equity, frontline communities and populations, energy burden, community ownership, and resilience. Consider what they mean for your community.

STEP 1: SET UP YOUR ACCOUNTABILITY TASK FORCE

- Establish a task force, committee, board, or group to draft, update, and use a Shared Accountability Framework for your community. Create a democratic, accessible, and effective process for collaboration. Strive to include at minimum:
 - Members of a coalition supporting your 100% commitment
 - Members of frontline communities and Black people, Indigenous people, and people of color
 - Government officials or staff who influence energy decisions. (Consider whether to bring together local government with community leaders at the beginning, or later on.)

STEP 2: DECIDE HOW YOU WILL COLLABORATE IN AN EQUITABLE, DEMOCRATIC, AND ACCESSIBLE WAY

- Decide your group size (five to ten is recommended), where and how often to meet.
- Design a democratic, equitable, consistent, and goal-oriented meeting process that equally values all participants. It is necessary to support and resource the participation of frontline, Black and Indigenous communities, and communities of color.
- Consider ways to raise funds, set up childcare, and take other steps to accommodate people who would otherwise not be able to participate.
- Be clear and explicit about your democratic decision-making process whether it is consensus, majority, or otherwise.
- Periodically consider how you will engage a larger cross-section of the community beyond this task force.

STEP 3: MAP THE ENERGY CHALLENGE YOU AIM TO SOLVE

- Create a community map and timeline of the history and reality of energy in and around your community.

Fill Out the Shared Accountability Framework

STEP 4: WRITE DOWN YOUR COMMUNITY'S ASPIRATIONAL GOALS, PUBLIC COMMITMENTS, AND MILESTONES

- Review the goal categories and goals recommended by our accountability cohort in the Sample Shared Accountability Framework below. Then discuss your own long-term priorities as a community.
- As a task force, establish a short list of three to five aspirational goals that you consider essential to achieving an equitable transition to 100% clean energy.
- Next, write down the public commitments that your community has already made related to clean energy.
- Write each goal in a measurable way and include by what deadline your community aims to achieve it.

STEP 5: RECORD PROGRESS TO DATE

- Use reliable and transparent data to record how your community is progressing toward each commitment/goal as of today.

STEP 6: IDENTIFY ONE RESPONSIBLE PARTY FOR EACH COMMITMENT AND GOAL

- Write down one person who is most responsible and influential for each commitment or goal. Include their name and institution. If an entity or institution is responsible, choose one person as a point of contact for the goal.

☐ **STEP 7: GIVE AN ENERGY JUSTICE SCORE OF YOUR COMMUNITY’S PROGRESS**

- As a task force, evaluate your progress on each goal. Consider both the process and the outcomes since the last evaluation period. Write down a rating from 1 to 25 of how equitable the process and outcomes have been based on the worksheet in Step 7 of the Shared Accountability Guide. Prioritize the perspectives of frontline populations, low-income people, Black people, Indigenous people, and people of color in your evaluation.

☐ **STEP 8: DEFINE WHAT “ON TRACK” LOOKS LIKE**

- As a task force, define what it would mean to be “on track” toward each commitment/goal by your next evaluation period. Write down how progress will be measured and what the next important step is.

Leverage the Framework

☐ **STEP 9: COMMUNICATE THE RESULTS OF THE SHARED ACCOUNTABILITY FRAMEWORK EVALUATION**

- Publicize your framework results widely to achieve maximum impact toward your goals. Consider institutions that are responsible parties in the framework goals, local media, and hard-to-reach communities for this communication.

☐ **STEP 10: COLLABORATE TO ENVISION AND IMPLEMENT MILESTONES**

- Update the community’s clean energy plans to incorporate what you have learned through this evaluation. Expand the circle of shared accountability and benefit by bringing new organizations and people into the process. Make a plan to engage people, and organizations that represent diverse parts of your community. Consider how to engage utilities, utility regulators, state government, and businesses who impact your energy system.

☐ **STEP 11: CELEBRATE PROGRESS**

- Grow the community of shared accountability and progress by celebrating what has been achieved together.

☐ **STEP 12: PLAN CONSISTENT UPDATES TO THE SHARED ACCOUNTABILITY FRAMEWORK**

- Plan to engage a diverse group of stakeholders in a consistent, scheduled process to update the framework at least once a year. Set up your process to last until you achieve an equitable transition to 100% clean energy.



SAMPLE FRAMEWORK: CITY OF PROGRESS

This Sample Framework for a fictional city features categories and goals developed and ranked by a cohort of 44 experts in accountability, clean energy, local government, and environmental justice from across

the United States who met in Miami in December 2019. Consider this as an example to develop your own measurable and time-bound goals and milestones and then fill out the blank template framework below.

SHARED ACCOUNTABILITY FRAMEWORK (examples in blue)

CITY/TOWN: **Progress, State**

DATE LAST UPDATED: **September 15, 2020**

CATEGORY		GOAL <i>Recommended examples</i>	MILESTONES	PROGRESS TOWARD MILESTONE TO DATE	RESPONSIBLE PARTY	ENERGY JUSTICE SCORE	WHAT WOULD SUCCESS LOOK LIKE ONE YEAR FROM NOW?
		Metric with Deadline (Baseline)	Date: Metric	Date: Metric <i>(On Track/Off Track)</i>	Person at Institution	Rate how equitable your progress has been on a scale of 1-25; 25=best; Include sub scores. Use the worksheet in Step 7 of the Guide .	How will you measure it? What is your next step?
Clean, renewable energy and energy efficiency	ASPIRATIONAL GOALS	100% clean, renewable electricity community-wide by 2030 <i>(Baseline: 30% in 2019)</i>	2022: 35% 2025: 50% 2028: 75%	2020: 35% renewable electricity	Mayor Enrique Hernandez	Total Score: 13 Process: 3 Restoration: 2 Decision-Making: 4 Benefits: 2 Access: 2	Frontline community members and Black, indigenous, and people of color are engaged, benefiting, and co-owning progress Measure: Survey 200+ people in 02124 and 02121 zip codes Next Step: Draft survey and share with 5 frontline community members
	EXISTING GOALS	10% of clean electricity generated is community owned by frontline community members by 2025 <i>(Baseline: 1% in 2019)</i>	2020: 1.5% 2022: 5%	2020: 2% on-site clean electricity	Bob Castle, CEO at the Utility	Total Score: 15 Process: 3 Restoration: 2 Decision-Making: 4 Benefits: 3 Access: 3	City signs a contract for at least 1 MW frontline community owned or controlled solar by 9/2021. Measure: 1 MW community solar by 2021 Next Step: Conduct an independent community solar cost benefit analysis
Open, democratic, community-led, equitable processes	ASPIRATIONAL GOALS	40% representation of frontline community members and Black, indigenous, and people of color (BIPOC) in energy policy decisions made by 2022 <i>(Baseline: 10% in 2019)</i>	2020: 20%	2020: 10% in meetings	Sharonda Wheeler, Director of City Energy Office	Total Score: 14 Process: 4 Restoration: 2 Decision-Making: 4 Benefits: 2 Access: 2	Recruit and fully support new BIPOC frontline community members to participate with authority in energy planning meetings. Measure: 3 new BIPOC frontline members Next Step: Meet with five frontline community groups about plan and get feedback
	EXISTING GOALS	Staff time funded for 5 full-time frontline community members to engage in 100% effort by 2025 <i>(Baseline: .5 staff funded to engage in 2019)</i>	2020: 1 staff	2020: .5 staff funded to engage	Leah Stevenson, Director of City Energy Office	Total Score: 12 Process: 3 Restoration: 2 Decision-Making: 2 Benefits: 3 Access: 2	City Energy Office hires 2 full-time staff (BIPOC and/or frontline community background) on the 100% clean energy plan. Measure: 2 full-time staff by 4/2021 Next Step: Make presentation to City Energy Office

SHARED ACCOUNTABILITY FRAMEWORK, con't.

CATEGORY		GOAL Recommended examples	MILESTONES	PROGRESS TOWARD MILESTONE TO DATE	RESPONSIBLE PARTY	ENERGY JUSTICE SCORE	WHAT WOULD SUCCESS LOOK LIKE ONE YEAR FROM NOW?
		Metric with Deadline (Baseline)	Date: Metric	Date: Metric (On Track/Off Track)	Person at Institution	Rate how equitable your progress has been on a scale of 1-25; 25=best; Include sub scores. Use the worksheet in Step 7 of the Guide .	How will you measure it? What is your next step?
Advance economic benefits, especially in frontline communities	ASPIRATIONAL GOALS	5% of average household income spent on energy/utilities in frontline communities by 2030 ("energy burden") (Baseline: 8% in 2019)	2025: 6%	2020: 8% of average household income spent on energy/utilities in frontline communities	Angel Barati at Public Utility Commission	Total Score: 9 Process: 3 Restoration: 1 Decision-Making: 2 Benefits: 1 Access: 2	Utility's Integrated Resource Plan funds energy efficiency programs in high energy burden communities. Measure: \$600,000 energy efficiency programs in 2021 utility IRP Next Step: Consult with five frontline community leaders about their ideas for addressing energy burden in energy efficiency programs.
		50% of beneficiaries of 5 energy program(s) from frontline communities by 2030 (Baseline: 0% in 2019)	2020: 10% 2025: 30%	2020: 10% frontline beneficiaries	Eunice Leong at the Program Administrator	Total Score: 15 Process: 4 Restoration: 2 Decision-Making: 4 Benefits: 2 Access: 3	Establish anti-displacement policy and family-supporting local job agreements for new projects. Measure: Policy adopted for new projects by 12/2021 Next Step: Meet with three local union leaders.
	EXISTING GOALS	20 full-time family-supporting, unionized clean energy/energy efficiency jobs with strong benefits by 2025. Set goals for Black, indigenous, people of color, women, local, and other frontline populations. (Baseline: 0 in 2019)	2022: 5 qualifying jobs	2020: 3 qualifying jobs	Bob Castle, CEO at the Utility	Total Score: 14 Process: 3 Restoration: 2 Decision-Making: 3 Benefits: 3 Access: 3	Utility signs a community benefits agreement for quality jobs prioritizing BIPOC, women and frontline inclusion and advancement. Measure: Utility signs community benefits agreement by 11/2021. Next Step: Conduct a survey and one on ones with existing local utility workers.
Improve health and reduce pollution, especially in frontline communities	ASPIRATIONAL GOALS	0% of the population resides within 20 miles of polluting energy facilities and sites by 2030. (Baseline: 10% in 2019)	5% by 2025	10% in 2020	Shay Reed at Public Utility Commission	Total Score: 9 Process: 2 Restoration: 1 Decision-Making: 3 Benefits: 1 Access: 2	Publish accountability task force recommendations for the retirement, decommissioning, and clean up of two local polluting energy facilities. Measure: Publish recommendations by 2/2021 Next Step: Interview community, worker, and company stakeholders closest to facilities.
	EXISTING GOALS						

TEMPLATE FRAMEWORK

SHARED ACCOUNTABILITY FRAMEWORK

CITY/TOWN: _____ DATE LAST UPDATED: _____

CATEGORY Z		GOAL	MILESTONES	PROGRESS TOWARD MILESTONE TO DATE	RESPONSIBLE PARTY	ENERGY JUSTICE SCORE	WHAT WOULD SUCCESS LOOK LIKE ONE YEAR FROM NOW?
		Metric with Deadline (Baseline)	Date: Metric	Date: Metric (On Track/Off Track)	Person at Institution	Rate how equitable your progress has been on a scale of 1-25; 25=best; Include sub scores.	How will you measure it? What is your next step?
Clean, renewable energy and energy efficiency	ASPIRATIONAL GOALS						
	EXISTING GOALS						
Open, democratic, community-led, equitable processes	ASPIRATIONAL GOALS						
	EXISTING GOALS						

TEMPLATE FRAMEWORK, con't.

CATEGORY Z		GOAL	MILESTONES	PROGRESS TOWARD MILESTONE TO DATE	RESPONSIBLE PARTY	ENERGY JUSTICE SCORE	WHAT WOULD SUCCESS LOOK LIKE ONE YEAR FROM NOW?
		Metric with Deadline (Baseline)	Date: Metric	Date: Metric (On Track/Off Track)	Person at Institution	Rate how equitable your progress has been on a scale of 1-25; 25=best; Include sub scores.	How will you measure it? What is your next step?
Advance economic benefits, especially in frontline communities	ASPIRATIONAL GOALS						
	EXISTING GOALS						
Improve health and reduce pollution, especially in frontline communities	ASPIRATIONAL GOALS						
	EXISTING GOALS						