



Action 1.3 Appoint a Climate Smart Community coordinator

Points Possible: 8

Tiered Points? No, not applicable.

Points Description: Full points awarded upon evidence of completion

Eligibility Requirements: Local government should appoint a staff member or volunteer to act in the role of CSC coordinator. The position must be currently filled to earn points.

Types of Documentation to Submit: Executive memorandum, resolution, meeting minutes, job description, or an organizational chart demonstrating that a staff member or volunteer has been appointed the local government's CSC coordinator (or similar title)

Key Department(s): Office of the highest elected official

Current Status: 0

Document Submittal Form

Village of Lancaster

INSTRUCTIONS:

This section should be completed by the key department that is most familiar with the associated action. Please reference the information above when completing this section of the form. Once completed, this form should be emailed to the project coordinator who is collecting documentation for the local government (refer to the bottom of the page).

The coordinator should then submit the information to the DEC Office of Climate Change. If one document is being used to fulfill the requirements of multiple actions, there is no need to submit the document twice, but please complete a submittal form for every action for which you are requesting points (and refer to a previously submitted document, if applicable).

List Document(s) Included

Refer to the relevant types of documentation listed above. Include document titles and year released. Note any specific pages in documents where the required information can be found, if only a portion of the document is relevant for the action. Alternatively, paste in links to webpages where the information can be found; include the title and date accessed for each webpage.

Village Board of Trustees Adopted Resolution # 178 dated August 22, 2016

Describe How the Document(s) Submitted Satisfy the Requirements

Explain why the submitted document(s) meet the requirements for the certification action. Refer to the points description and eligibility requirements listed above. Describe how the documentation relates to any tiered points, where applicable.

Employee was appointed as Climate Smart Community coordinator per the required action.

Anticipated Points: 8 out of Total Points Possible

Once completed, please email the Document Submission Form to the Project Coordinator for Climate Smart Communities Certification:

Name: Michael E. Stegmeier
Email: mstegmeier@lancastervillage.org
Phone: 716-683-2105 ext. 203

