

# CLIMATE ACTION PLANNING INSTITUTE



6:00-8:00 PM

Second Wednesdays: May 9, 2018 - March 13, 2019

Kingston Center of SUNY Ulster, room 121

94 Mary's Avenue, Kingston NY12401

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**Focus** on Clean Energy and Climate Smart Communities Program actions: Set goals, inventory emissions, plan for climate action

## ABOUT THIS PROJECT

Hudson Valley Regional Council (HVRC) is administering NYSERDA's Clean Energy Communities (CEC) Program in the 7 county Mid-Hudson Region. HVRC, in conjunction with Climate Action Associates (CAA), can provide direct technical assistance to local governments that are interested in completing any of the ten High Impact Actions under the CEC Program.

The Climate Smart Communities (CSC) Program is one of the High Impact Actions under the CEC Program that local governments can pursue to save money, foster a vibrant economy, improve the environment, and demonstrate clean energy leadership. GHG emissions inventories and climate action plans are part of Pledge Element 2 under the CSC Program, and are key to establishing baselines and setting achievable goals.

Communities that participate in this project will have completed approximately one-third to one-half of the points needed to achieve Climate Smart Communities Certification. Participants can also potentially use the government energy usage data they have collected towards the Benchmarking and Clean Energy Upgrades High Impact Actions under the Clean Energy Communities Program.

## SYNOPSIS

HVRC, with the support of CAA, will facilitate a Climate Action Planning working group which will consist of a series of 10 monthly meetings. This project is intended for communities in Ulster County that have taken the Climate Smart Communities Pledge and have appointed their CSC Coordinator(s). Additionally, communities that also have CSC Task Forces in place and have identified a Liaison between the local government and the Task Force will have the greatest opportunity for success, as there is a significant amount of information-gathering and coordination that will need to occur at the local level throughout this project.

The series is designed to run in parallel with local planning efforts led by participants. The working group will receive guidance via the monthly sessions and then directly engage their stakeholders. Participants will conduct their own GHG emissions inventories and develop emissions reduction targets and climate action plans from these. By working together as a team, each community can learn from one another, share strategies, and help troubleshoot issues. At the end of the process, communities will have GHG inventories, emissions reduction targets, and draft climate action plans that they can use to fulfill the Climate Smart Communities Program Pledge Element 2 actions.

**NEW CSC Certification Portal** (<https://climatesmart.ny.gov/>):

- CSC Program Pledge Element 2 actions to be addressed (see "Complete Actions" in portal):
  - Develop a government operations GHG emissions inventory (16 points)
  - Develop a government operations climate action plan (12-16 points)
  - Develop a community GHG emissions inventory (16 points)
  - Develop a community climate action plan (16points)

## CONTACTS

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## CLIMATE SMART COMMUNITIES PROGRAM PLEDGE ELEMENT 2 WORK PLAN

<b>May 9, 2018</b> <b>Meeting 1: Introduction</b>	<b>Homework (for next meeting)</b>
<p>Introduction to CEC &amp; CSC Programs</p> <ul style="list-style-type: none"> <li>• Review of CSC materials, tutorial on Workbook &amp; Manual, CSC action submittal forms, etc.</li> <li>• Review of CEC Benchmarking and Clean Energy Upgrades actions</li> </ul> <p>Introduction to CSC Program Pledge Element 2</p> <ul style="list-style-type: none"> <li>• Review of CAP process (both government operations and community) and outline of steps and outcomes</li> <li>• Review existing CAPs <ul style="list-style-type: none"> <li>○ Identify goals (goal statement) and review template CAP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Develop CSC Task Force <ul style="list-style-type: none"> <li>• Set meetings schedule for this project (including Task Force and all other stakeholder engagement meetings and presentations)</li> </ul> </li> <li>• CSC Coordinator/Task Force: Conduct the following stakeholder meetings: <ul style="list-style-type: none"> <li>• Government <ul style="list-style-type: none"> <li>▪ Identify/appoint government Liaison &amp; staff members for GHG inventory data collection</li> </ul> </li> <li>• Task Force <ul style="list-style-type: none"> <li>▪ Review all materials &amp; estimate anticipated CSC points in Workbook (in "Tracking Checklist" sheet)</li> <li>▪ Identify goals and draft goal statement</li> </ul> </li> </ul> </li> <li>• Recommended: Submit for completed CSC actions (1.1, 1.3, etc.)</li> </ul>
<b>June 13, 2018</b> <b>Meeting 2: Benchmarking &amp; GHG Emissions Inventories</b>	<b>Homework (for next meeting)</b>
<p>GHG Emissions Inventory Overview: Government Ops &amp; Community</p> <ul style="list-style-type: none"> <li>• Review of 2012 Mid-Hudson Regional Community GHG Emission Inventory (and participants' inventory created from existing CSC/VHB template)</li> <li>• Review of LGO GHG Emissions Inventory workbook for data collection</li> <li>• Choose inventory scope/identify baseline year and all data needed</li> </ul>	<ul style="list-style-type: none"> <li>• Review data collection workbook</li> <li>• CSC Coordinator/Task Force: Conduct the following stakeholder meetings: <ul style="list-style-type: none"> <li>▪ Government Liaison <ul style="list-style-type: none"> <li>• Set data collection schedule</li> </ul> </li> <li>▪ Task Force <ul style="list-style-type: none"> <li>• Assign tasks for completion of Government Ops Inventory</li> <li>• Draft narrative for Community Inventory</li> </ul> </li> </ul> </li> <li>• Collect data for Government Ops Inventory</li> </ul>

<p><b>July 11, 2018</b>  <b>Meeting 3: GHG Emissions Inventories</b></p>	<p><b>Homework (for next meeting)</b></p>	
<p>Team Progress Review, working session on GHG inventories</p>	<ul style="list-style-type: none"> <li>• Complete data collection</li> <li>• Prepare a draft GHG inventory chart</li> <li>• CSC Coordinator/Task Force: Conduct the following stakeholder meetings to review Inventory results: <ul style="list-style-type: none"> <li>▪ Government Liaison</li> <li>▪ Task Force</li> </ul> </li> </ul>	
<p><b>August 8, 2018</b>  <b>Meeting 4: GHG Emissions Inventories</b></p>	<p><b>Homework (for next meeting)</b></p>	
<p>Team GHG Presentations &amp; How to Read and Find Issues?</p>	<ul style="list-style-type: none"> <li>• Finalize GHG Inventories</li> <li>• Presentation of GHG Inventories to Town/Village Board</li> </ul>	
<p><b>September 12, 2018</b>  <b>Meeting 5: GHG Emissions Reduction Strategies</b></p>	<p><b>Homework (for next meeting)</b></p>	
<p>Keeping Score: review the CAP Scorecard</p> <ul style="list-style-type: none"> <li>• How to identify GHG mitigation strategies in buildings and operations?  How to identify community-wide strategies?</li> </ul>	<ul style="list-style-type: none"> <li>• CSC Coordinator/Task Force: Conduct the following stakeholder meetings to develop energy efficiency strategies: <ul style="list-style-type: none"> <li>▪ Task Force</li> </ul> </li> <li>• Government Liaison , governments officials, and department heads</li> </ul>	
<p><b>October 10, 2018</b>  <b>Meeting 6: GHG Emissions Reduction Strategies</b></p>	<p><b>Homework (for next meeting)</b></p>	
<p>How to identify Renewable Energy and Solar Purchasing opportunities, and opportunities for the fleet and waste management sectors?</p>	<ul style="list-style-type: none"> <li>• CSC Coordinator/Task Force: Conduct the following stakeholder meetings to discuss renewable energy and fleet GHG options: <ul style="list-style-type: none"> <li>▪ Task Force</li> <li>▪ Government Liaison, government officials, and department heads</li> <li>▪ Public meetings, workshops, or information sessions <ul style="list-style-type: none"> <li>• Gather input on community-wide emissions reductions strategies</li> </ul> </li> </ul> </li> </ul>	
<p><b>November 14, 2018</b>  <b>Meeting 7: Team Progress Review</b></p>	<p><b>Homework (for next meeting)</b></p>	
<p>Team presentation of strategies thus far, group discussion of strategies</p>	<ul style="list-style-type: none"> <li>• CSC Coordinator/Task Force: Conduct the following stakeholder meetings to develop list of strategies: <ul style="list-style-type: none"> <li>▪ Task Force</li> <li>▪ Government Liaison</li> </ul> </li> <li>• Identify specific emissions reduction targets</li> </ul>	

<p><b>December 12, 2018</b></p> <p><b>Meeting 8: Strategies for GHG Emissions Reductions</b></p>	<p><b>Homework (for next meeting)</b></p>
<p>How to organize, prioritize, quantify GHG emissions reduction strategies- near term actionable, long term actionable, aspirational? How to develop a strategy implementation plan?</p>	<ul style="list-style-type: none"> <li>• Prioritize and characterize the final strategies</li> <li>• Develop a draft or executive summary of the CAP</li> <li>• CSC Coordinator/Task Force: Conduct the following stakeholder meetings to review draft or executive summary of the CAP: <ul style="list-style-type: none"> <li>▪ Task Force</li> <li>▪ Government Liaison</li> <li>▪ Public meetings, workshops, or information sessions <ul style="list-style-type: none"> <li>▪ To incorporate public outreach &amp; comments</li> </ul> </li> </ul> </li> </ul>

<p><b>February 13, 2019</b></p> <p><b>Meeting 9: Climate Action Plans</b></p>	<p><b>Homework (for next meeting)</b></p>
<p>Drafting of a CAP</p>	<ul style="list-style-type: none"> <li>• CSC Coordinator/Task Force: Conduct the following stakeholder meetings to develop list of strategies to discuss final CAP draft: <ul style="list-style-type: none"> <li>▪ Task Force</li> <li>▪ Government Liaison</li> </ul> </li> <li>• Refine/finalize draft or executive summary of the CAP</li> </ul>

<p><b>March 13, 2019</b></p> <p><b>Final Meeting: Climate Action Plans</b></p>	
<p>Team presentations on final CAPs or CAP executive summaries</p> <p>Pathway to implementation:</p> <ul style="list-style-type: none"> <li>• CAPs as “living documents”</li> <li>• Planning for CSC certification for your community</li> <li>• Pursuit of Clean Energy Communities Program High-Impact Actions</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation of CAP to Town/Village Board <ul style="list-style-type: none"> <li>• Formal adoption of CAP</li> <li>• Public release of CAP</li> </ul> </li> <li>• Submit for all completed CSC actions</li> <li>• Recommended: Completion of Clean Energy Communities Program High-Impact Actions <ul style="list-style-type: none"> <li>• Benchmarking (requires adoption of benchmarking resolution)</li> <li>• Clean Energy Upgrades (if 10% reduction in GHG emissions was achieved in government buildings)</li> </ul> </li> <li>• Work to implement CAP actions in your community!</li> </ul>

## RESOURCES

- NYSERDA’s Clean Energy Communities Program: <https://www.nyserda.ny.gov/cec>
- A Guide to Local Action: <http://www.dec.ny.gov/energy/50845.html>
- How to Develop a Local Climate Action Plan: <http://www.dec.ny.gov/energy/67493.html>