Westchester Climate Action Planning Institute

May 3, 2023
Mary Lambert

Westchester CAPI is a project of the Hudson Valley Regional Council and is funded by the DEC Climate Smart Communities Grant Program.
Homework for Data Resource(s)

✓ Customize and send out all remaining data request templates (for propane, gas and diesel, wastewater, etc.).

✓ Input data into Excel Workbook as it is received, and then into ClearPath (or directly into ClearPath).

✓ Check-in with ICLEI/HVRC on progress or roadblocks.

Note: All data collection should be complete by June 4
Team Homework (Research and Communications)

- Download and begin to fill out overview sections of the GHG Inventory Report Template.
- Help your data resource(s) as needed.
- Track your time (or your Team's time) in your time tracker in Sharepoint.

Note: Inventory Report should be complete by July 13
Q1: Where do I find the Greenhouse Gas Inventory Template? And when is the report due?

**Program resources**

- CAPI Cohort Capabilities Guide
- ICLEI Project Plan Template
- ICLEI Excel Data Workbook
- CAPI Questionnaire
- CAPI Checklist and FAQ
- ICLEI Inventory Report Template

**Timeline**

1. **May 17** – **Due**: All data gathering and input.
2. **June 21** – **Due**: Inventory reports. Presentations. *(Potentially in person)*

**Jul. 7, 2023 – CSC Application Deadline**
Q2: What sections of the inventory report can I begin to fill in?

1. Credits.
2. Summary: Describe any existing commitments and progress the community has made towards sustainability.
3. Introduction to Climate Change: ICLEI sample text.
4. Methodology: ICLEI sample text.
   1. IPCC 16th Assessment Report
   2. Sectors included
   3. Baseline year 2019
Q3: I need help! How can I save time and who can help me with my data?

- Volunteers. Solicit more volunteer help for data input.
- Part-time paid intern. Potential summer start date through end of year. Graduate students in climate policy program.
  - (Example: 40 hours at roughly $15 / hour, $600 stipend.)
- Phased approach. Input totals (buildings, fleet, etc.) now, and add details / breakdown later.

*Note – in certain cases, you can input totals and refer to supporting documents*
Q4. What happens if I have data sources that change from year to year or are not available in 2019?

• In an ideal world, you would have consistent data sources for your inventories, but that's not always available.

• Add in a note in the inventory report that there was additional data available in Year Z and Year Y that wasn't available in Year X (for example).

• You can backcast based on population or another indicator to determine what the emissions would have been. However, it will be important to note that this will be a rough estimate.
Q5: I can’t get 2019 fleet data, can I use 2022 data?

• Recommended approach: Try and get 2019 data.
• If 2019 data has holes, make assumptions to fill it in, i.e. avg MPG or miles travelled.
• Fill in holes in 2019 data using 2022 data.
• If you can’t get any 2019 data, use later data with appropriate adjustments / caveats, for example, reference to a repaving projects, new car allocations, or fleet policy changes.
Q6: How do I handle it if only 30% of employees responded to the commute survey?

• Example: 100 employees, 20 responses
• Avg weekly commute (miles travelled): 30 miles / week (6 m/day)
• Assume 30 miles / week for remaining 80 employees
• 30 miles a week for 100 employees = 3000 vehicle miles travelled (VMT) / week
• Avg MPG: 20 mpg (for 20 responses). (FYI - The average for US a vehicle car in 2019 in the US was 25 mpg.)
• Assume 20 mpg for remaining 80 employees
• So total for all employees:
  • 3000 VMT / week @ 20 mpg = 150 gallons / week
Q7: Any guidance on including lawn equipment?

- If the municipality “Owns and Operate” the equipment, it is considered scope 1 – so it is mandatory.
- Lawn equipment is considered part of “off-road vehicles”.
- Examples of other off-road vehicles: off-highway vehicles (OHVs) or all-terrain vehicles (ATV)s. Also, construction vehicles, forklifts, cranes, tractors, buggies, golf carts, or off-road motorcycles.
- Other: agricultural, construction, locomotives, ships and boats, recreation (snowmobiles, dirt bikes and ATVs), small utility (handheld equipment such as leaf blowers, weed trimmers and chainsaws, as well as lawnmowers, including riding mowers), large utility (forklifts, airport equipment and ice grooming machines.), aircraft, etc. leaf blowers.
- **Remember: outsourced activities, materials purchased by the municipality, and transportation in vehicles not owned or controlled by municipality are all scope 3 and are optional.**
Q8. Can you get my 2019 solid waste data?

<table>
<thead>
<tr>
<th>MUNICIPALITY</th>
<th>MSW IMA</th>
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<tbody>
<tr>
<td>HASTINGS-ON-HUDSON</td>
<td>3,469.89</td>
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<tr>
<td>IRVINGTON</td>
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<tr>
<td>OSSINING-T</td>
<td>2,076.70</td>
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<tr>
<td>OSSINING-V</td>
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<tr>
<td>PEEKSKILL</td>
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<td>PELHAM VILLAGE</td>
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<tr>
<td>TARRYTOWN</td>
<td>3,892.83</td>
</tr>
<tr>
<td>WHITE PLAINS</td>
<td>29,279.72</td>
</tr>
</tbody>
</table>

TOTAL MSW for the RDD (including municipalities going through Transfer Stations & directly to WTE facility in Peekskill): 359,510.62
Q9: How do I calculate solid waste just for government operations?

Example

- Waste: 3,470 tons
- Municipal employees: 49
- Population: 8,482 (in 2019)

\[
\frac{49}{8482} = \frac{X}{3470}
\]

Total solid waste to apply to municipality: 20 tons
Q10. Do I have to explain how I got my numbers in the Inventory or the inventory report?

• Yes. For the Climate Smart Communities program, it is important to explain how you calculated your numbers and any assumptions made.

• You can do this either in the inventory report itself or include your calculations and explanations in supporting documentation in the Appendix.
Q11. What is the CAPI Adaptation work and what is the time commitment?

The CAPI Adaptation project (CAPI Adapt) is an optional component to CAPI consisting of two deliverables, a: 1) Climate Vulnerability Assessment, and 2) Climate Adaptation Chapter.

Best estimates for commitment:

- **Climate Vulnerability Assessment**: The expected time commitment is approximately 4 additional meetings, each lasting about 1.5 hrs, as well as approximately **68 hours** across three persons.
- **Climate Adaptation Chapter**: The 4 additional meetings (see above), plus approximately **32 hours** across three persons for the adaptation chapter.

https://hudsonvalleyregionalcouncil.org/capiadapt/
Planning

Monthly cohort meetings: first Thursday of every month

Next Meeting (virtual):

Thursday June 1
1 pm – 3 pm
Thank You

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