



# Dutchess Climate Action Planning Institute

## Cohort Meeting #6

June 21, 2023

Mary Lambert

*Dutchess CAPI is a project of the Hudson Valley Regional Council and is funded by the DEC Climate Smart Communities Grant Program.*





# Homework

## Completed GHG Inventory in ClearPath?

- Uploaded all remaining data into ClearPath?
- Documented assumptions & methods as needed in Notes section of each record?
- Attached any relevant data requests to related record?
- Confirmed all records are represented in your pie chart?
- Notified ICLEI / CAPI support team for data quality check?



# Homework

## Completed GHG Inventory Report?

- Populated report w/municipal overview & background information?
- Pasted in relevant bar / pie chart graphs from ClearPath?
- Gone into the Reports section and exported graphs & tables?
- Documented findings and assumptions in the report?
- Notified CAPI team for report review when draft is complete?



# Planning

**Next Meeting:**

**Wednesday, July 19, 10 am -12 pm**

**In Person Inventory Wrap-up Meeting**

**Cornell Cooperative Extension's Farm & Home Center,**

**2715 Route 44, Millbrook, NY**

**Vacations: Caroline: June 21-27, Kale: June 26-30, Mary: June 26-July 7**



# Q1: Do I need to edit my parameters in ClearPath?

- **Year:** baseline year (2019).
- **Population:** population of the entire municipality in baseline year.
- **Status:** Keep status as 'In Progress' until inventory is approved by ICLEI, then move to 'complete'.
- Check box: 'Official Inventory for Selected Year'.
- *Additional information can be left blank.*



## Q2. Do I need to add anything to the 'Notes' section of the Record in ClearPath?

- Add any data assumptions/gaps.
- Include who entered the record with the date of entry so you can track any changes that are made.
- Attach/upload the data source and data request response for each record.

This information will make it easier for others to review your inventory and understand the methods used for future inventories.

# Q3: Where can I find my total emissions in ClearPath?



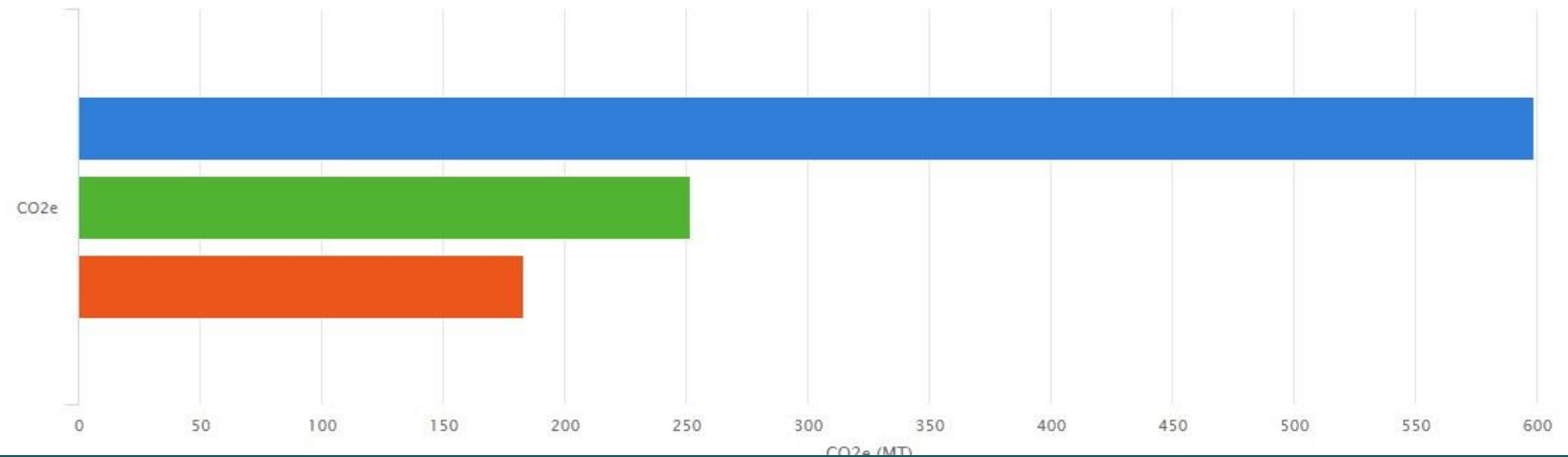
Go to Reports Tab

- Inventory by Scope
- Inventory by Sector
  
- Comparison reports  
(By scope or sector)

## Inventory By Scope

CO2e by scope for the selected inventory year.

Scope	CO2e
Scope 1	599
Scope 3	252
Scope 2	183





# Q4: Which Grid Electricity Factor Set do I use in ClearPath?

Inventories Forecasts Planning Monitoring Factor Sets Reports

## Editing Inventory Record For Emissions From Grid Electricity

Buildings & Facilities Street Lights & Traffic Signals Vehicle Fleet Transit Fleet Employee Commute Electric Power Production

**\* Name**  
B&F-NYPA-Electricity Consumption

**Factor Sets**  
Grid Electricity  
NPCC NYC/Westchester (NYCW) eGRID 2019  
NPCC Upstate NY (NYUP) eGRID 2019  
NPCC NYC/Westchester (NYCW) eGRID 2019

Tags  
 Information Only

**Inputs**

	Value	Units
Were emissions calculated externally from ClearPath?	No	
Electricity Used	154524	kWh

## What are factor sets again?

- For a number of greenhouse gas calculations there are variables that may change depending on your location (and sometimes the year) for which your inventory is being performed.
- These same variables may be needed for a variety of calculations throughout your inventory.
- In order to reduce repetitive data entry, factor sets were created for some of the most common types of variables that are used this way, including for grid electricity emissions.





**Q5: On page 17-18 of the GHG Inventory Report Template, there is a table that asks for MPGs and the emission factors by vehicle type. Where do I find that data?**

- This data should show up automatically when you download the summary report from ClearPath.
- If it does not, you can find it in ICLEI's spreadsheet here:  
<https://docs.google.com/spreadsheets/d/1KXmtHoxl-mPXz0ujidtj76woUcK-RN9ITMRy-gMoUls/edit?usp=sharing>



# Q6: I am trying to run the report 'Inventory Comparison by Scope' but I'm getting an error message?

- Go to Edit Parameters.
- Click box: 'Official Inventory for Selected Year'.
- Click Save.





## Q7: Is it OK if I'm not finished my inventory report by the July meeting?

- Yes!
- Summer is tricky with vacations.
- We will be moving on to the initial stages of the climate action plan in August, but there is padding in the schedule that should allow you time to allow to wrap up the inventory report and move on to the climate action plan, if needed.



## Q8: What do we do next if we are done with our inventory in ClearPath and our inventory report?

- Come to CAPI office hours and begin forecasting and target-setting.
- Upload your Inventory report to the CSC Portal.
- Familiarize yourself with the PE Action 2: Government Operations Climate Action Plan.
- Read through and familiarize yourself with the CAP template.



## Q9: Will we be doing the PE2 public outreach component of the government operations climate action plan?

- Yes. 4 extra points available (16 in total)
- The DEC CSC [Inclusive Community Engagement Primer](https://climatesmart.ny.gov/fileadmin/csc/documents/InclusiveEngagement-Primer-CSC-Cert-2022-09-01.pdf) provides guidance and best practices for reaching disadvantaged communities, esp those that may be disproportionately impacted or unfairly burdened by climate change.
  - <https://climatesmart.ny.gov/fileadmin/csc/documents/InclusiveEngagement-Primer-CSC-Cert-2022-09-01.pdf>



## Q10: Should we still keep track of our hours in Sharepoint?

- Yes!
- Please track all hours for you – and for your team if you have designated someone as the timekeeper.
- Please include all CAPI cohort meeting time as well.



# Thank You

*Mary Lambert [mlambert@hudsonvalleyrc.org](mailto:mlambert@hudsonvalleyrc.org)*