



PE2 Action: Government Operations Climate Action Plan

12 Points

16 Points



BRONZE PRIORITY



SILVER PRIORITY

A. Why is this action important?

A climate action plan (CAP) is a strategy document that sets goals and outlines a set of initiatives that reduce greenhouse gas (GHG) emissions. Using a GHG emissions inventory as the foundation, a CAP defines GHG reduction targets and provides a framework for achieving those targets. The CAP identifies priority actions and facilitates coordination across government departments. In addition, the CAP supports effective action over time by establishing methods for assessing progress and adjusting the local strategy if GHG targets are surpassed or not fulfilled. By developing such a plan for their own operations, local governments take leadership roles and provide their communities with examples that help to inspire community-wide action.

Local governments are encouraged to incorporate climate adaptation strategies into their CAP. However, under the Climate Smart Communities (CSC) Certification program, points for climate adaptation planning are awarded under Pledge Element 7: Enhance community resilience to climate change.

B. How to implement this action

For detailed guidance on implementation, download the [CSC Climate Action Planning Guide](#). The information below provides an overview of the process and key components. The government operations CAP can be a standalone document, or it can be integrated into another plan, such as a comprehensive plan, clean energy plan, or sustainability plan.

The CAP must include the results of the local government operations GHG inventory. See [PE2 Action: Government Operations GHG Inventory](#) for details on how to complete this prerequisite. Emissions forecasts (often included in the GHG inventory process) are also useful during climate action planning because such forecasts anticipate shifts in emissions caused by population change, technological developments, or economic impacts.

The CAP must include at least one GHG reduction target that covers Scope 1 and Scope 2 GHG emissions from government operations. See [PE2 Action: Government Operations GHG Inventory](#) for a description of Scope 1 and Scope 2 GHG emissions.

Some local governments find it valuable to set more than one target; they often establish short- and long-term targets. The short-term targets help to ensure that action is taken in the near term, whereas long-term targets can set the stage for major planning initiatives and investments designed to dramatically reduce energy use and emissions. [New York State's climate act](#) requires a reduction in GHG emissions of 40 percent by 2030 and 85 percent by 2050 (below 1990 levels). Local governments are encouraged to align their targets with state goals.

The basic steps to create a local CAP are as follows:

1. Determine leadership and CAP framework.
2. Develop communication and engagement strategy. (For this CSC action, applicants are not required to include public outreach, but doing so will make the applicant eligible for an additional 4 points.)
3. Complete and analyze baseline assessments.
4. Identify goals and GHG reduction targets.
5. Identify existing and potential initiatives.
6. Prioritize initiatives.

7. Create a plan for implementing the chosen initiatives.
8. Establish metrics.
9. Write the CAP, adopt it, and make it publicly available.

C. Time frame, project costs, and resource needs

Crafting a CAP for government operations takes about six to 12 months, depending on staff capacity, availability of data, and level of public engagement. Project costs include staff time and possibly consultants to support the development of the plan.

D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

This action is applicable to all types of local governments. Planning departments or offices that lead climate and/or sustainability efforts are often responsible for managing climate action planning processes. Cross-department involvement is recommended as a strategy to foster understanding of the CAP and build internal support for implementing it.

E. How to obtain points for this action

	<i>POSSIBLE POINTS</i>
Plan: Develop and adopt a local government operations climate action plan that is consistent with the requirements described here.	12
Public outreach: Provide an opportunity for the public to review and comment on the draft climate action plan.	4

F. What to submit

Submit a government operations CAP that was completed within 10 years of the application date. At minimum, the CAP must include the following:

- Results of the government operations GHG inventory
- At least one GHG reduction target specific to the local government (that covers its Scope 1 and Scope 2 GHG emissions)
- A set of prioritized initiatives for reducing GHG emissions from government operations

Provide documentation that the final CAP was officially adopted by the local government and released to the public. For example, the CAP could be posted on a government website or made available for review at a local library.

If seeking points for public outreach, provide documentation that, at minimum, a draft of the CAP was made available for review and comment by the public. Documentation of other outreach efforts such as public meetings is encouraged. Such documentation can be submitted either as part of the plan or as separate records.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

G. Links to additional resources or best practices

- [CSC Climate Action Planning Guide](#): This 28-page guide introduces the concepts behind climate action planning and provides a framework for developing a plan to reduce GHG emissions. It includes information on creating plans for government operations and for the community.
- [Science Based Targets Initiative](#): This initiative provides guidance on setting GHG targets that are science-based, meaning they are aligned with the GHG reductions required to keep global temperature increase below 2°C compared to preindustrial temperatures. The initiative is focused on private companies, but the

methods are applicable to local governments who want detailed methods for setting science-based GHG targets.

H. Recertification requirements

Submit a government operations CAP that was developed or updated within 10 years of the application date and that meets the requirements described above. Updated plans must include evidence of implementation of the prior CAP, regular monitoring of progress toward meeting the GHG targets, and re-evaluation of targets and strategies against current state policies and technologies.