



Instructions for Creating Your Climate Smart Communities Scorecard Summary

September 2021

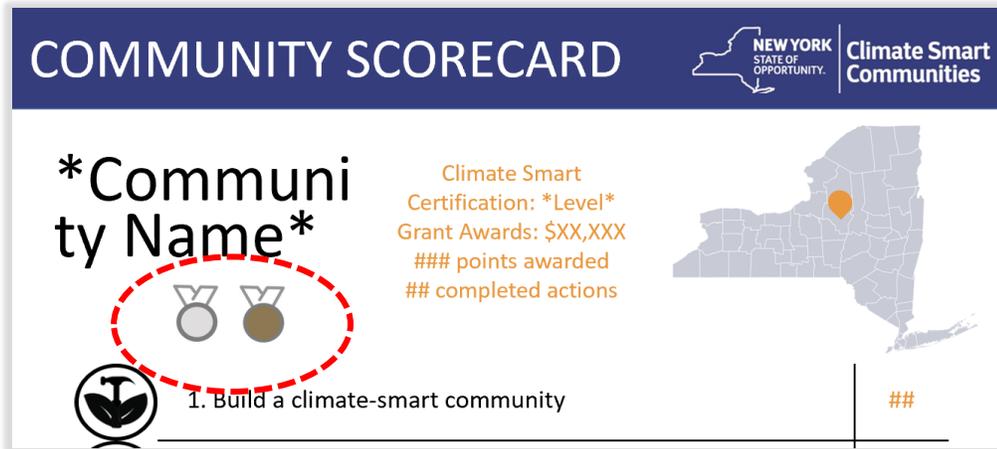
1. The file 'CSC_Smallcard_Template.pptx' contains one slide for you to customize.
2. Make sure you have installed the three included fonts (BentonSansComp Bold, BentonSansComp Medium, Arial Nova Light).
3. After downloading the template, create a copy of the file and rename it. Open the file in Microsoft PowerPoint version 2010 or newer.
4. Start with replacing the 'dummy' text to fill:
 - Name of your community
 - Certification level
 - Total points earned as a part of the CSC Certification Program
 - Total completed actions

You can simply click on the text and use the cursor to edit it.

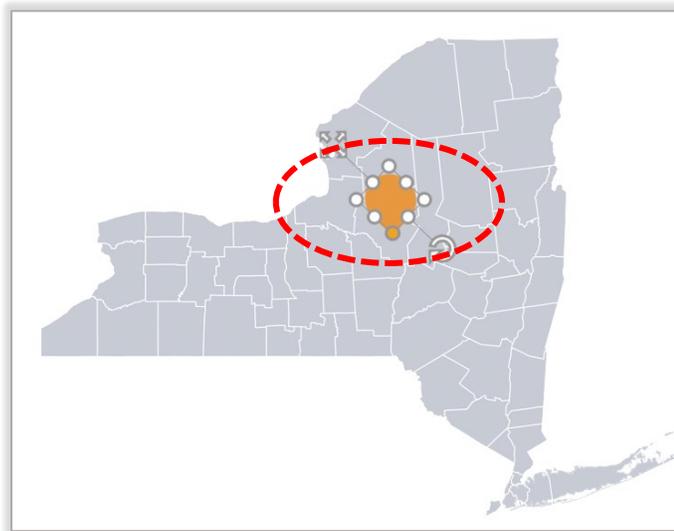
COMMUNITY SCORECARD		NEW YORK STATE OF OPPORTUNITY	Climate Smart Communities
Community Name		Climate Smart Certification: *Level*	
		Grant Awards: \$XX,XXX	
		### points awarded	
		## completed actions	
	1. Build a climate-smart community		##
	2. Inventory emissions, set goals, and plan for climate actions		##
	3. Decrease Energy Use		##



5. Keep the ribbon associated with your certification level (silver or bronze)—select and delete the other.



6. Move the yellow pin on the map and place it on the New York State map to indicate the location of your community. You can select the pin by clicking on it, and press and drag to move it to desired location.



7. The tables in the template contains a list of all the CSC pledge elements and the points awarded to your community under each of those elements. You can replace the '#' in the points column to reflect the points awarded to your community under each broad category. To do this, simply place your cursor on the text in the column cell and edit.

COMMUNITY SCORECARD NEW YORK STATE OF OPPORTUNITY | Climate Smart Communities

Community Name

Climate Smart Certification: *Level*
Grant Awards: \$XX,XXX
points awarded
completed actions

	1. Build a climate-smart community	##
	2. Inventory emissions, set goals, and plan for climate action	##
	3. Decrease Energy Use	##
	4. Shift to clean, renewable energy	##
	5. Use climate-smart materials management	##

8. In the lower left corner of the slide, edit the text next to the logo to indicate the month and year in which the document was created.

	9. Inform and inspire the public	##
	10. Engage in an evolving process of climate action	##
	11. Innovation	##
	12. Performance	##

Document Created: *Month* 2021

9. Save the file to preserve it in the editable format. Click on 'save as' to save as a JPEG or PDF file for circulation.

