



CITY OF MOUNT VERNON, N.Y.

Mayor Office

SHAWYN PATTERSON-HOWARD, MPA
Mayor

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Mount Vernon, NY. 10550
(914) 665-2360 – Fax: (914) 665-6173

MALCOLM CLARK
Chief of Staff

KHENDRA DAVID
Deputy Chief of Staff

July 15, 2024

To Whom It May Concern:

The City of Mount Vernon is pleased to pledge its support for and active participation in the 2025-2026 “Climate Action Planning Institute 2025” (CAPI 2025). For CAPI 2025, the City of Mount Vernon will act as a participant. In this 16-month-long innovative project, several local governments will collaborate to complete their individual local government operations GHG emissions inventories (GOGHIs) and draft their local government operations climate action plans (GOCAPs).

The Hudson Valley Regional Council (HVRC) will be the primary partner on this project, in conjunction with ICLEI staff (as well as the use of ICLEI software and templates for completion of the GOGHIs and GOCAPs). Participants on behalf of the City of Mount Vernon will include municipal staff, as well as a volunteer from a CBO.

The 16-month-long project will consist of the following meetings and milestones, which the pledges to commit to:

- Month 1: CAPI partner kick-off meeting.
 - Staff will provide HVRC with all Con Ed / NYPA account numbers.
- Month 2: CAPI Meeting 1. Kickoff & introduction of project with all partners & participants.
 - Introductions to HVRC, ICLEI, as well as staff and cohort participants
- Month 3: CAPI Meeting 2. Overview of GOGHIs.
 - HVRC to request of bulk energy data from Con Ed / NYPA
- Month 4: CAPI Meeting 3. Overview of data collection and status updates.
 - Data analysis and data entry into ClearPath.
- Month 5: Continued data collection for GHGIs.
 - Participants to conduct stakeholder meetings to review GOGHGI results/data issues/etc.
- Month 6: CAPI Meeting 4. Participant’s GOGHIs presentations, data swap with participants & buddy system review.
 - Cohort presentations of GOGHGI findings.

“The Jewel of Westchester”



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- Month 7: CAPI Meeting 5. Continuation of participant's GOGHGs presentations.
 - Cohort presentations of GOGHG findings.
- Month 8: CAPI Meeting 6. GOGHGI reductions target setting & forecasting.
 - Participants conduct key stakeholder meetings and begin to draft report.
- Month 9: CAPI Meeting 7. Review of emissions reduction strategies & ClearPath Planning Module training part 1.
- Month 10: CAPI Meeting 8. Continued review of emissions reduction strategies & ClearPath Planning Module training part 2.
- Month 11: CAPI Meeting 9. Review of ICLEI GOCAP template
 - Participants will continue to revise the GOCAP & conduct additional stakeholder meetings as needed.
- Month 12: CAPI Meeting 10. Strategies for prioritizing GHG emissions reductions.
 - Participants finalize key stakeholder meetings and draft report.
- Month 13: CAPI Meeting 11: Revising of GOCAP: Prioritizations and Considerations.
 - GOCAP presentations.
- Month 14: Development of GOCAP.
 - GOCAP presentations.
- Month 15: CAPI meeting 12. Participant's presentation of draft GOCAPs.
 - Participants to publicly release GOCAP to municipal web site.
- Month 16: CAPI Final Meeting: CAPI Wrap-up and GOCAP Implementation
 - Participants upload GOCAP to Climate Smart Communities web site.



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Upon completion of CAPI, the City of Mount Vernon anticipates having a completed GOGHGI, with data entered and maintained in the ClearPath tool, as well working draft of a GOCAP, and will present on these at a final working group meeting as well as to the City of Mount Vernon's Mayor's Office and City Council. The City of Mount Vernon will contribute volunteers and staff who will attend the monthly meetings, complete the data collection, data entry, report template, and other project support as needed, as well as participate in all project communications and meetings.

The City of Mount Vernon pledges that it has a minimum of three participants on behalf of the municipality will commit to participating in the above meetings and milestones schedule, with the understanding that this project will entail a contribution of an anticipated average of 6 hours of staff and volunteer time per person per month for the duration of the project (in addition to occasional meeting travel time). The City of Mount Vernon is promising that, over the next 16 months, it will contribute the equivalent of \$12,000—not in cash, but through the value of staff time and volunteer work—because state law requires this local contribution when applying for the funding. Appropriate Mount Vernon staff will also attend key meetings. This combination of dedicated volunteer and staff time will consist of the City of Mount Vernon's match for this funding opportunity.

Best Regards,

A handwritten signature in dark ink, appearing to read "Shawyn Patterson-Howard", is written over a horizontal line.

Mayor Shawyn Patterson-Howard, MPA
City of Mount Vernon

Cc: Law
Buildings
HR

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