



SIERRA NEVADA PARTNERSHIP

Greenhouse Gas (GHG) Emissions Inventory and Energy/Climate Planning Program

2013-14 Request For Applications

Issue Date: April 24th, 2013

Proposals Due: May 31st, 2013 5:00PM

Pre-Application Call: May 1, 2013 3:00PM¹

Questions Due April 30th, 2013²

I. Purpose

This Request for Applications (RFA) is intended for local governments that are proactive, or seek to engage in climate planning and energy efficiency and need additional resources and funding support to meet their goals. Through the Pacific Gas and Electric Company (PG&E) Government and Community Partnerships Program, Sierra Business Council (SBC) has funding for conducting greenhouse gas emissions (GHG) inventories and developing energy planning documents for local governments in the Sierra Nevada. A limited number of jurisdictions will be selected to participate in this program. Please see Section VI - Prioritization Criteria for more information on how SBC will select the participating jurisdictions.

II. Background

The Sierra Nevada Partnership is a long-standing collaborative program between PG&E and SBC dedicated to providing innovative energy efficiency and energy planning solutions for local governments and communities in the Sierra Nevada. Since 2010 SBC has developed 38 GHG inventories for 20 local governments, from Plumas County in the north to the City of Jackson in the south. These jurisdictions have received comprehensive inventories of emissions resulting from both municipal operations and community-wide activities, which can be used for future planning purposes. Jurisdictions that participated in the program during 2010-2012 are listed below:

¹ Please contact Nicholas Martin for call-in info @ nmartin@sbcouncil.org or 530-582-4800

² Questions should be submitted to nmartin@sbcouncil.org by 5:00PM on April 30th.



- County of Plumas
- County of Sierra
- County of Nevada
- County of Placer
- County of El Dorado
- County of Alpine
- County of Amador
- City of Nevada City
- City of Grass Valley
- City of Live Oak
- City of Yuba City
- City of Auburn
- City of Lincoln
- Town of Loomis
- City of Placerville
- City of Plymouth
- City of Amador City
- City of Sutter Creek
- City of Ione
- City of Jackson

A GHG inventory is an important first step in a jurisdiction’s climate planning initiative. Quantifying emissions establishes a baseline against which to measure future progress towards emission reduction projects and develops an understanding of the scale of emissions from the various sources within the community. With a better understanding of the sources of emissions and their cumulative impacts, local governments can create policy and implement projects to reduce emissions in their communities. The co-benefits of these measures may include lower energy bills for residential, commercial and municipal customers, lower municipal operating expenses, coordinated land-use practices, and improved air quality. Additionally, completing the GHG inventory demonstrates to state agencies that the jurisdiction is proactive in moving forward on state emissions targets.

III. Assistance Available

SBC will work closely with selected Sierra Nevada local governments to complete one of the two following climate planning activities, where Option 1 must be completed in order to select Option 2.

Option 1: Preparation of a GHG Inventory

Option 1 is for jurisdictions that have not previously conducted a GHG inventory, or for jurisdictions that have previously conducted a GHG inventory and are currently developing an energy or climate action plan. The program will use the Local Government Operations Protocol and the US Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, which were developed by ICLEI - Local Governments for Sustainability, to complete both a municipal operations GHG inventory and community-wide GHG inventory. The protocols include calculation methodologies for GHG sectors, and provide local governments with a sound and consistent quantification methodology to develop inventories, establish an emissions baseline, and track progress over time. Local governments will receive training on calculating GHG emissions, and the inventories will be conducted by a team of trained interns. For an example of these work

products prepared by SBC, please see footnote³. The estimated value of this work is \$25,000 per inventory of direct and indirect funding.

Option 2: Development of Energy Planning Document

Option 2 is for jurisdictions that have previously conducted a GHG inventory. The program has funding available to assist local governments in preparing an energy planning document. This document is analogous to the energy-related chapter of a climate action plan. In other words, it is a long-range planning document that provides a quantified strategy for the community to reduce operational costs and increase the implementation of energy efficiency throughout the community. The document identifies emission reduction strategies specific to energy usage, and associated GHG benefits, fiscal impacts, and payback periods. The document can serve as the basis for a full climate action plan, consistent with the California Environmental Quality Act (CEQA) guidelines developed by the Office of Planning and Research. Estimated value of Option 2 to jurisdiction is up to \$65,000.

For both scopes of work, SBC will work closely with participating Sierra Nevada local governments to provide professional training and capacity building within their staff.

IV. Timeline

- **A pre-application call** will be held on May 1st at 3:00PM to answer questions of potential applicants. It is requested that questions be submitted prior to that call, and are due to nmartin@sbcouncil.org by 5:00PM April 30th. Please contact Nicholas Martin for call-in number: nmartin@sbcouncil.org
- **All applications are due** on May 31st, 2013. Participants will then be selected, and work will begin during the month of June.
- **The inventories will be completed** in early 2014, while the energy planning documents will be completed by the end of 2014.

V. Funding

SBC will provide successful applicants with the above partnership services and training. SBC is contracted to provide these services through PG&E's Government and Community Partnerships program. This program is funded by California utility

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<http://www.mynevadacounty.com/nc/bos/cob/docs/Board%20of%20Supervisors%20Supporting%20Documents/2012%20BOS%20Meeting%20Supporting%20Documents/05-22-2012%20BOS%20Supporting%20Documents/25%20Sierra%20Business%20Council.pdf>



customers and administered by PG&E under the auspices of the California Public Utilities Commission.

VI. Eligibility and Prioritization Criteria

Cities and counties located in the Sierra Nevada region receiving power from PG&E in part or in whole are eligible to apply. For the purposes of the program, the following counties are considered the Sierra Nevada region: Alpine, Amador, Butte, Calaveras, El Dorado, Lassen, Mariposa, Nevada, Placer, Plumas, Sierra, Sutter, Tuolumne, Yuba.

For GHG inventories, the jurisdictions listed in Section II (Background) are not eligible for a second-year GHG inventory unless they have subsequently initiated an energy or climate action plan. This policy has been established in order to spread resources evenly across local governments and to encourage cities and counties to progress through the five-milestone climate planning process.

Successful applicants will demonstrate that they are actively working to adapt their land use planning to achieve GHG reductions and realize energy efficiency opportunities within their communities. Each application will be evaluated based on the following aspects:

- A. The jurisdiction's vision for how program participation will support current and future climate planning efforts.
- B. Board/council demonstrated support for energy efficiency, climate planning, or other sustainability policy, program, or initiative
- C. Demonstrated support of jurisdiction moving forward with energy efficiency, climate planning, or other sustainability policy, program, or initiative
- D. Record of jurisdiction-sponsored energy efficiency projects in the community
- E. Availability of staff to assist with data collection, data review, editing of report, etc.
- F. Strategic and financial leverage. Ability of this program to leverage future action by the jurisdiction to continue climate planning work.

VII. Application Process and Format

Applicants are to submit a package either electronically or via post mail. Applications must include:

- 1.) **Cover Letter (1 page):** A signed cover letter, including jurisdiction contact info: Jurisdiction name, contact person, address, phone number, email, and whether jurisdiction is applying for assistance with Option 1 or Option 2 from section III above.
- 2.) **Narrative (1-2 pages):** A narrative describing the following:

- How applicant would benefit from participation in the program,
 - How participation in the program would contribute to jurisdiction's overall climate planning efforts
 - Status of climate/energy planning
 - Past activities as they relate to the prioritization criteria (Section VI).
 - A confirmation of the applicant's compliance with all eligibility requirements outlined in Section VI (Eligibility and Prioritization Criteria).
 - Statement of availability of staff time for program assistance and/or availability of matching funding
- 3.) Any supporting documents of current or previous work that meet prioritization criteria
 - 4.) A board/council letter of commitment or resolution, if available

Applications should be submitted by a jurisdiction's planning director, or staff manager who oversees the long-range planning activities for the local government.

All applicants submitting proposals for funding through this program must submit a complete electronic (email below) or paper application packet to SBC's office: PO Box 2428, Truckee, CA 96160. Applications must be received by Friday May 31st, 2013 at 5:00PM.

For questions regarding this Request for Applications, please contact SBC Program Director Nicholas Martin by phone at: (530) 582-4800 or by email at: nmartin@sbcouncil.org.