

## Notes for Mayor's Carbon Challenge Climate Action Plan Template and Tool Kit

### Templates

- **Instructions:** All instructions for filling out the Climate Action Plan (CAP) are located in the CAP template.
- **Formatting:** Please use only the template and tool kit to create your CAP and submit it to the Mayor's Office in the same format as the template document, including all required tables and graphs. This will help guarantee consistency and allow for comparison of projects and strategies between participants.
- **Tables and Graphs:** All required tables and graphs are generated by the tool kit. Any table or graph that is optional is designated as such in both the template and the tool kit.

### Tool Kits

- **Macros:** Please enable macros when you open the Excel document. They are necessary for several of the tables to function properly.
- **Carbon Emissions Inventory Data:** You will need to enter the data from your carbon emissions inventory in the first sheet of the tool kit. This will automatically populate a number of the tables and graphs that are required for the CAP. Dummy data is included in the spreadsheet for reference, but you will need to replace this data with your own.
- **Metrics:** For purposes of the Challenge, the Mayor's Office uses MMBtu to report total energy use and Metric Tons of CO<sub>2</sub>e (Mg CO<sub>2</sub>e) to report total carbon emissions. These metrics are converted to kBtu/FTE or SF and lbs CO<sub>2</sub>e/FTE or SF when reporting energy use intensity and carbon intensity. Note that you can view your carbon intensity reported as Kg CO<sub>2</sub>e/FTE or SF in the "Summary of Inputs" sheet of the tool kit, and a full description of the metrics is also included in your CAP template for reference.
  - Also note: The conversion factor for metric tons of CO<sub>2</sub>e to lbs of CO<sub>2</sub>e in the inventory has been updated from 2,205 to 2,204.6226, so your numbers will be slightly different than in your original inventory submission. However, your achieved percentage reduction in carbon intensity will remain the same.
- **Energy Conservation Measures (ECMs):** You will be prompted to choose from a pre-set list of ECMs for several of the tables in the tool kit. This list is based on the list of ECMs for compliance with NYC Local Law 87, with additional strategies that are relevant to commercial offices. If you have an ECM that is not on this list, please confirm with the Mayor's Office that it is not covered by one of the existing categories, then add it under "Other" with a description in the corresponding table.

- **Property Types:** You will also be prompted to choose from a pre-set list of property types for several of the tables. This list is based on property types included in EPA's Portfolio Manager with additions based on your feedback. If you have a property type that you don't believe is covered on this list, please confirm with the Mayor's Office that it's not already covered, then add it under the "Other" category.
- **Wedge Chart:** The final sheet of the tool kit includes a wedge chart to demonstrate a general emissions reduction strategy to meet the Mayor's Carbon Challenge goal. This is similar to the wedge chart that the City developed for its own strategy in the 2011 PlaNYC update, available online at: <http://www.nyc.gov/html/planyc2030/html/publications/publications.shtml>.

A couple of things to note with this tool:

- The wedge chart is meant to indicate your company's *general* strategy to meet the Mayor's Carbon Challenge goal. It is supposed to be a planning tool only and intentionally lacks specificity.
- Parts of the wedge chart will automatically populate based on your carbon emissions inventory, but you will be required to input some additional information. Please be aware of this as you follow the instructions in the tool kit.
- Possible carbon reduction measures are broken down into 12 broad ECM categories. Please choose a percentage reduction from *current* emissions levels that you believe you can achieve from each of these categories.
- The Mayor's Office understands that this strategy is subject to change over the next ten years.