**Workplan Narrative**

**Livingston Green Initiative**

1. **Overall Project Summary and Approach**
2. **Project Summary: Coalition Approach & Role of Members**

Livingston County along with the towns of Avon and Lima, village of Livonia, and the Livingston County Water and Sewer Authority (LCWSA) have organized a coalition to focus on activities that improve the environment, especially through emissions reductions, while saving tax money and improving services for the public. Representing the first collaborative approach of its kind in the Livingston County, the coalition is applying to the Climate Pollution Reduction Grant Program Implementation grant for funds to assist with energy and efficiency improvements for municipal operations, buildings, transportation and infrastructure. This initiative will serve as a springboard for advancing similar activities and measures throughout local government leading to more community programs and activities that help meet national and state GHG reduction goals.

Livingston County is the lead applicant on behalf of the partners. Avon, Lima, Livonia and the LCWSA will be subrecipients for the grant award. The County is well suited to provide the administrative support for the project. The County has experienced staff with capacity and capability for project coordination and oversight. The County plans to procure a contractor to serve as project manager/engineer for coordination and assistance with implementing the program. This umbrella approach will help the partners with program delivery and better ensure successful outcomes. Each partner will be responsible for implementing individual tasks with assistance from the County, including assistance with procuring contractors, program delivery, environmental compliance and required reporting to the EPA. County support will help keep program delivery on schedule and in compliance with federal EPA grant requirements. See attached ***Project Schedule and Milestones\_LivingstonCounty.pdf***

As described in the application, ***the Coalition partners intend to sign a Memorandum of Agreement by July 1, 2024, as required by the Environmental Protection Agency*.**

1. **Description of GHG Reduction Measures (**See**GHGCalcs\_LivingstonCounty.xlsx GHG Benefits by Measure tab)**

Livingston County is a member of the Genesee/Finger Lakes Regional Planning Council organized under Articles 12-B and 5-G of the New York State General Municipal Law. The Council prepared a Priority Climate Action Plan (PCAP) on behalf of the member counties and City of Rochester. See link: <https://engage.gflrpc.org/CPRG/PCAP>

The Livingston County initiative will help implement the following recommendations in the PCAP:

* Reduce energy use
* Include electrification of buildings
* Increase alternative fuel use
* Reduce vehicle miles traveled

The Genesee/Finger Lakes PCAP identifies three priority sectors, including transportation, buildings and infrastructure, and municipal operations. The Coalition will address the following strategies and GHG reduction measures for each sector identified in the region’s PCAP:

***Transportation***

* **Transportation Strategy 1(E)**: will assist with the transition to zero emission vehicles and equipment for municipal and private fleets, by expanding EV charging infrastructure for municipal and public access, for the Town of Lima and Village of Livonia.
* **Transportation Strategy 4(C):** will promote smart growth and mobility-oriented development to reduce vehicle miles traveled, by instituting an ADA compliant retrofit program for sidewalks in the Town of Lima and Village of Livonia.

***Buildings & Infrastructure***

* **Buildings & Infrastructure Strategy 1(B)**: will advance the decarbonization of buildings and infrastructure by implementing energy efficient heat pumps and geothermal energy networks for municipal buildings, and pilot net-zero buildings, for the Towns of Avon and Lima, and Village of Livonia.
* **Buildings & Infrastructure Strategy 1(F):** will advance the decarbonization of buildings and infrastructure by expanding the purchase of renewable electricity for municipal facilities, and install renewable energy at facilities (solar) for the Town of Lima.
* **Buildings & Infrastructure Strategy 1(G)**: will advance the decarbonization of buildings and infrastructure by reducing the water and GHG emission of water and sewer infrastructure through efficiency upgrades and leakage emissions initiatives with the Livingston County Water & Sewer Authority. This project will benefit Livingston County, the Towns of Livonia, Conesus, Groveland, Geneseo, Lima, Avon, Caledonia, Leicester, Mt. Morris, and Village of Livonia.
* **Building and Infrastructure Strategy 3(A):** will help to provide tools and strategies that reduce energy efficiency barriers in buildings and infrastructure, by incentivizing building envelope insulation efforts and energy efficient purchases by supporting investments in certified energy-efficient appliances, heating and cooling equipment, indoor and outdoor lighting, and building products to replace older less efficient equipment. This measure supports all coalition applicants: Livingston County, Livingston County WASA, Towns of Avon and Lima, and Village of Livonia.
* **Building and Infrastructure Strategy 3(C)**: will help by developing a region-wide strategy to expand solar everywhere, with an emphasis on low- and moderate-income households; the addition of solar to the Town of Lima Highway building is part of this measure.

***Economy-wide***

* **Economy-wide Strategy 3(B):** will create healthy and sustainable communities by encouraging redevelopment of areas targeted for infill that are within public transit or walkable neighborhoods, with sidewalk expansions in the Village of Livonia and Town of Lima.

**GHGCalcs\_LivingstonCounty.xlsx (GHG Benefits by Measure tab)** provides details and scope of work for each measure.

**Project schedule with milestones and risks for delays/assumptions.** The attached ***Project Schedule and Milestones\_LivingstonCounty.pdf*** provides a general schedule for program delivery including major milestones. Risks for delays and assumptions include:

* Length of time associated with executing the award contract with EPA and time associated with executing subrecipient agreements between the County and partners.
  + ***Mitigation Action****:* As soon as the County receives a notice of award, the County will initiate work on drafting subrecipient agreements for EPA review. While this is a proactive step, no subrecipient agreements will be formally signed until EPA approves of them.
* Length of time to procure contractors. Coalition partners will work expeditiously to draft request for proposals for consulting/engineering services to assist with procurement. The length of time could be delayed if there are no or minimal responses to the request for proposals.
  + ***Mitigation Action****:* The Coalition will develop a plan for proper advertising and dissemination of bidding documents. Disadvantaged businesses will be encouraged to submit proposals. The Coalition will discuss the feasibility of having the County as lead applicant hold a contract with a single engineer/consultant to perform all or a portion of the consultant work for all of the partners. If feasible, this could help streamline implementation of the program.
* Supply chain issues. A delay could result if materials and equipment are not readily available.
  + ***Mitigation Action****:* The Coalition will identify early in the planning process the likely materials and equipment that could experience delay of delivery and prioritize, to the extent practicable, the ordering of such materials and equipment.

**c. Demonstration of Funding Need & Transformative Impact**

The initiative cannot be done absent federal or state funding. The CPRG Implementation Grant program provides a unique opportunity for the coalition to spring-board a collective approach to the greening of Livingston County. As a coalition, the group can:

* explore group purchasing of equipment and materials that are more expensive when purchased individually
* deploy projects that are replicable and cumulatively achieve greater energy efficiency and greater reduction of GHG emissions
* conduct pilot projects together, including possible deployment of new technologies or practices
* work collectively on challenging and difficult-to-adopt policies (collective minds can achieve greater results)
* coordinate a public education and outreach campaign on tasks and outcomes that can further encourage mitigation approaches and projects
* Showcase the positive impact of the national Complete Streets policy on GHG reduction

**Previous funding application efforts**

*Town of Lima:*  Installation of Sidewalks. The Town applied to the NYS DOT Transportation Enhancement Program prior to 2018 for the whole project from the Lima Village line north to the Lima Town Line along Rochester St. (NYS Route 15A). The Town’s application was not selected for funding as other applications scored higher. Since then the Town has allocated $10k annually for sidewalk construction by the Town Highway Department. It has taken 6 years to build the small section from the Lima Village line to the intersection of Gale Rd. At that rate it will be 12 years to put in the sidewalk from Gale Road to the Lima Town Line (at Dyer Straights Driving Range) and another 10 years to afford the electric utility vehicles to maintain the sidewalk.

*Livingston County Water and Sewer Authority:* Currently there are no carbon emission and/or GHG reduction funding programs at the State and Federal level that target the link between water leakage reduction and carbon emissions reduction. The Climate and Leakage Impact Project would the first of its kind in the United States of America in which a municipal water utility specifically targets water leakage and carbon emission reduction.

1. **Impact of GHG Reduction Measures**
2. **Magnitude of GHG Reductions 2025-2030 & Magnitude of GHG Reductions 2025-2050**

The following chart shows the cumulative Metric Tons of Carbon Dioxide Equivalent (MTCDE) for 2025-2030 and 2025-2050. Attachment ***GHGcalcs\_LivingstonCounty.xlsx*** shows the GHG calculations for each measure by task and includes the GHG savings per year. Methodology and assumptions for calculations are included in Attachment ***GHGcalcs\_LivingstonCounty.xlsx.***

1. **Cost Effectiveness of GHG Reductions**

Detail on cost effectiveness and benefits used as part of the methodology for GHG calculations is provided in Attachment ***GHGcalcs\_LivingstonCounty.xlsx***

In addition to the cost savings identified in Attachment ***GHGcalcs\_LivingstonCounty.xlsx***, the coalition recognizes that the Livingston Green Initiative presents an opportunity to conduct a public education campaign to educate citizens and businesses about the benefits of greenhouse gas reductions and measures that they can do on their own to help protect the environment. Private actions can also reduce GHG emissions and add to energy savings.

1. **Documentation of GHG Reduction Assumptions**

Documentation of GHG reduction assumptions is described in Attachment ***GHGcalcs\_LivingstonCounty.xlsx*** and the **Techappx\_LivingstonCounty.pdf**.

**3. Environmental Results – Outputs, Outcomes, and Performance Measures**

**a. Expected Outputs and Outcomes**

* **Transportation Strategy 1(E):** will assist with the transition to zero emission vehicles and equipment for municipal and private fleets, by expanding EV charging infrastructure for municipal and public access, for the Town of Lima and Village of Livonia.

***Expected Output:*** 1) Installation of 11 Level 2 EV Charging Stations

2) 2 Level 3 Charging Stations for public and fleet vehicles

3) Purchase of a UEV for year-round sidewalk maintenance and use

***Expected Outcomes:*** 1) Economic development opportunities from offering people a place to charge their vehicles

2) Health benefits from improved air quality, and lower GHG emissions.

3) Installation process may create opportunity for workforce development

* **Buildings & Infrastructure Strategy 1(B):** will advance the decarbonization of buildings and infrastructure by implementing energy efficient heat pumps and geothermal energy networks for municipal buildings, and pilot net-zero buildings, for the Towns of Avon and Lima, and Village of Livonia.

***Expected Output:*** 1) Installation of 2 geothermal heating and cooling systems

2) Replacement of 11 vintage heat pumps with 11 heat pumps

3) Development of an on-going maintenance and life-cycling program for all equipment

***Expected Outcomes:*** 1) Reduced heating and cooling costs with a non-fossil fuel source, saving tax payer funds

2) Less maintenance (less labor and material costs) required on new energy efficient systems and longer life span, resulting in increased cost savings

3) Reduced GHG emissions

4) More comfortable working environment for employees and improved visitor experience

5) Supports renewable energy and reduces GHG emissions

* **Buildings & Infrastructure Strategy 1(F):** will advance the decarbonization of buildings and infrastructure by expanding the purchase of renewable electricity for municipal facilities, and install renewable energy at facilities (solar) for the Town of Lima.

***Expected Outputs:*** 1) Installation of a new 91.64 roof-mounted solar photovoltaic system on the roof of the DPW Garage

***Expected Outcomes:*** 1) Replaced infrastructure - There is an existing solar photovoltaic array in place on one of the roofs at the DPW Garage, but there is substantial room for a larger system to benefit the Town and the increasing electric rates.

2) Supports renewable energy and reduces GHG emissions

* **Buildings & Infrastructure Strategy 1(G):** will advance the decarbonization of buildings and infrastructure by reducing the water and GHG emission of water and sewer infrastructure through efficiency upgrades and leakage emissions initiatives with the Livingston County Water & Sewer Authority. This project will benefit Livingston County, the Towns of Livonia, Conesus, Groveland, Geneseo, Lima, Avon, Caledonia, Leicester, Mt. Morris, and Village of Livonia.

***Expected Output:*** 1) Finished Water Meter replacement or relocation

2) Customer Meter Replacement

3) Main Line Replacement or Rehabilitation

4) Service Line Replacement or Rehabilitation

5) Pressure Optimization

6) District Meter Area Establishment

7) Active Leak Detection

8) Asset location and field verification

***Expected Outcomes:*** 1) Reduction in GHG emissions as well as water leakage, measured through an annual Water Audit which will identify the annual water balance and carbon balance

2) Cost savings from reduction in water leakage

* **Building and Infrastructure Strategy 3(A):** will help to provide tools and strategies that reduce energy efficiency barriers in buildings and infrastructure, by incentivizing building envelope insulation efforts and energy efficient purchases by supporting investments in certified energy-efficient appliances, heating and cooling equipment, indoor and outdoor lighting, and building products to replace older less efficient equipment. This measure supports all coalition applicants: Livingston County, Livingston County WASA, Towns of Avon and Lima, and Village of Livonia.

***Expected Outputs:*** 1) Installation of 2 geothermal heating and cooling systems *(also listed under Strategy 1(B)*

2) Replacement of 11 vintage heat pumps with 11 heat pumps *(also listed under Strategy 1(B)*

3) Development of an on-going maintenance and life-cycling program for all equipment purchased *(also listed under Strategy (1B)*

4) Implement building envelope improvements at 4 Town facilities including door and overhead door weather-stripping, roof-wall interface sealing, attic insulation, and door replacement

5) Retrofit/replace all lighting (interior and exterior) in 4 Town facilities. Includes removal and proper disposal of existing lighting, installation of new lighting. Retrofit remaining linear T8 and T12 lighting fixtures and any older or damaged LED-lamped fixtures in all buildings

6) Implement water audit for the Water and Sewer Authority public water drinking system *(also listed under Buildings & Infrastructure Strategy 1(G)*

7) Replacement of an existing 30-year old damaged roof with new metal cooling roof

***Expected Outcomes:*** 1) All those outcomes mentioned in Strategies 1(B) and 1(G)

2) Cooling Roof

* Increase occupant comfort by keeping the building cooler during hot summer months.
* Cut costs by reducing the need for air-conditioning and extending the life of cooling equipment.
* Decrease roof temperature, which may extend roof service life.

3) Improvements to the building envelope will reduce the need for heating and cooling, saving energy and minimizing operating costs

4) Lighting improvements will achieve a reduction of electricity usage

* **Building and Infrastructure Strategy 3(C):** will help by developing a region-wide strategy to expand solar everywhere, with an emphasis on low- and moderate-income households; the addition of solar to the Town of Lima Highway building is part of this measure.

***Expected Output:*** 1) install a new 91.64 roof-mounted solar photovoltaic system on the roof of the Lima Department of Public Works Garage

***Expected Outcomes:*** 1) All those outcomes mentioned in Strategies 1(F)

2) The proposed system would generate a total of 90,675 kWh annually. The Town consumed 57,285 kWh in 2021 (the year data was provided). This means that the proposed solar PV systems could potentially generate well over 100% of the Town’s total current electric consumption annually. The excess generated electricity could be sold back to the utility provider which would result in positive cash flow to the Town.

3) Reduced GHG emissions

* **Economy-wide Strategy 3(B):** will create healthy and sustainable communities by encouraging redevelopment of areas targeted for infill that are within public transit or walkable neighborhoods, with sidewalk expansions in the Village of Livonia and Town of Lima.

***Expected Output:*** 1) Installation of approximately 5.6 miles of sidewalks

***Expected Outcomes:*** 1) Reduced vehicle miles traveled thereby reducing GHG emissions

2) Create a more healthy and walkable community for individuals of all ages and abilities

3) Increase access to area businesses and recreational opportunities

4) Increased number of employees that walk to their workplace

* **Transportation Strategy 4(C)**: will promote smart growth and mobility-oriented development to reduce vehicle miles traveled, by instituting an ADA compliant retrofit program for sidewalks in the Town of Lima and Village of Livonia. The Town of Lima will also purchase a UEV for sidewalk maintenance.

***Expected Output:*** 1) Same as output mentioned in Strategy 3(B)

***Expected Outcomes:*** 1) Same as outcomes mentioned in Strategy 3(B)

2) Create a surface and slope that can accommodate the disabled.

**b. Performance Measures and Plan**

Accountability will be key to the success of the initiative.

**Performance Measures to be Tracked.** The Coalition is using the strategies and measures identified in the Genesee/Finger Lakes Region Priority Climate Action Plan. <https://engage.gflrpc.org/CPRG/PCAP>

The Coalition will track all of the corresponding measures identified for each task in the application. These include:

**Building Sector**

* Building Strategy 1B- Implement air-source heat pumps and geothermal energy networks for municipal buildings, and pilot net-zero buildings.
* Building Strategy 1F- Expand purchase of renewable electricity for municipal facilities, and install renewable energy at facilities.
* Building Strategy 1G- Reduce the water and GHG emission of water and sewer infrastructure through efficiency upgrades and leakage emissions initiatives.
* Building Strategy 3A- Incentivize building envelope insulation efforts and energy efficient purchases by supporting investments in certified energy-efficient appliances, heating and cooling equipment, indoor and outdoor lighting, and building products to replace older less efficient equipment. Support programs for end-of-use energy efficiency measures such as building envelope insulating, mold abatement, asbestos removal, and hazard remediation in all existing buildings.
* Building Strategy 3C- Develop a region-wide strategy to expand solar everywhere, with an emphasis on low- and moderate-income households.

**Transportation Sector**

* Transportation Strategy 1E- Expand EV charging infrastructure in municipal lots and private parking lots/garages at points of interest (centers of employment, schools, grocery stores etc.), and incentives residential charging. Purchase of an UEV for maintenance of sidewalks for year-round use.
* Transportation Strategy 4C- Institute a regional ADA compliant retrofit program.

**Economy-wide**

* Economy-wide Strategy 3B-Encourage redevelopment of areas targeted for infill that are within public transit or walkable neighborhoods.

**Plan for Tracking Measures.** The County as lead applicant will be responsible for contracting with a consultant to serve as project manager for the program. The project manager will help coordinate activities for the partners to keep the activities on schedule, on budget, and to assist with any task challenges. This includes assisting the coalition members with tracking progress and ensuring compliance with the EPA grant requirements. The Coalition will meet at least quarterly to ensure appropriate compliance with the EPA grant requirements, report out on progress, share lessons learned, and to work together on the various challenges.

An annual report will be the mechanism for tracking, measuring, and reporting progress toward achieving the expected outputs and outcomes for each GHG reduction measure. During the organizational phase (See Task 6 of the Program Schedule and Milestones), the coalition partners will work with the consultant project manager to establish the appropriate means for measuring the effectiveness of the activities. It will be important to get consensus on the methodology for tracking early in the process to ensure consistency in tracking for the duration of the grant period and beyond. The coalition members understand the importance of aligning performance measurement with EPA’s strategic goals, and demonstrating achievement of environmental results and/or public health protection.

1. **Authorities, Implementation Timeline, and Milestones**

**Coalition Roles and Responsibilities.** The following chart describes the roles and responsibilities of the parties involved in the application

|  |  |
| --- | --- |
| **Partner** | **Role & Responsibility** |
| Livingston County (Lead Applicant) | * Coalition member * Lead Applicant and contracting entity with the EPA * Responsible for hiring the consultant project manager to coordinate the program * Will execute subrecipient agreements with coalition members to complete tasks * Member has authority to carry out all measures identified in Section 3. |
| Town of Avon | * Coalition member * Responsible for completing tasks identified in 3. Environmental Results – Outputs, Outcomes, and Performance Measures * Member has authority to carry out all measures identified in Section 3. |
| Town of Lima | * Coalition member * Responsible for completing tasks identified in 3. Environmental Results – Outputs, Outcomes, and Performance Measures. * Member has authority to carry out all measures identified in Section 3. |
| Village of Livonia | * Coalition member * Responsible for completing tasks identified in 3. Environmental Results – Outputs, Outcomes, and Performance Measures. * Member has authority to carry out all measures identified in Section 3. |
| Livingston County Water and Sewer Authority | * Coalition member * Responsible for completing tasks identified in 3. Environmental Results – Outputs, Outcomes, and Performance Measures. * Member has authority to carry out all measures identified in Section 3. |

**Timeline**

The following tables provide a preliminary implementation timeline. Actual dates will need to be adjusted based on schedule for EPA award and contract requirements. The timeline Gantt chart can be found in Attachment ***Project Schedule and Milestones\_Livingston County***









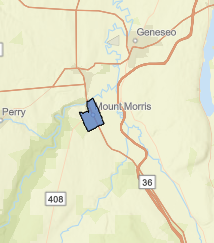
**4. Low-Income and Disadvantaged Communities**

**a. Community Benefits**

**Expected Benefits for Low-Income and Disadvantaged Communities.** Through its different projects, the Livingston Green Initiative would provide benefits to several low-income and disadvantaged communities. According to the EPA EJScreen Mapping Tool, a large portion of the Town of Avon is designated an EPA IRA Disadvantaged Community, and is in the 98th percentile for limited English speaking. The Town of Geneseo includes a large area also designated an EPA IRA Disadvantaged Community, and portions lie within the 97th percentile for low income and the 92nd percentile for unemployment rate. A portion of the Town of Groveland is within the 95th percentile for the EPA EJScreen supplemental demographic index, the 95th percentile for low-income, the 91st percentile for unemployment rate, and the 93rd percentile for less than high school education. Similarly, the Town of Livonia contains an area in the 98th percentile for unemployment rate, and parts of the Town of Mount Morris range from the 93rd-98th percentile for over age 64. The Livingston Green Initiative has proposed several projects geared towards improving water conservation, walkable modes of transportation, and building and infrastructure energy efficiency, which would have significant positive impacts on the disadvantaged communities within Livingston County by decreasing HAP and CAP emissions and improving quality of lie.

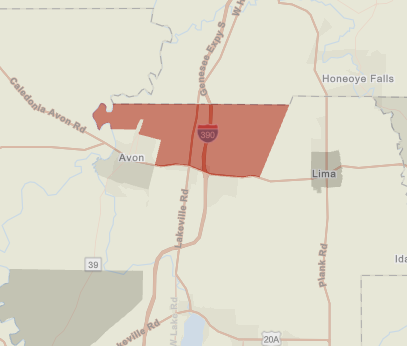
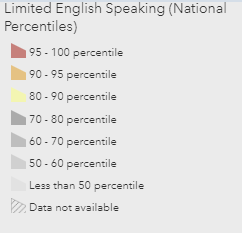
Livingston County Water and Sewer Authority aims to provide water conservation benefits, such as reduced leakage, increased water availability, reduced production and maintenance costs to low-income and disadvantaged communities, including the Towns of Avon, Geneseo, Groveland, Livonia, and Mount Morris. With the installation of sidewalks in the Village of Livonia, neighboring Town residents would be provided with safety, mobility, and an inexpensive mode of transportation to more easily access parks, jobs, medical appointments, and education. Sidewalks would also create a surface that is accommodating to all communities within the Village of Livonia and Town of Lima so that those with disabilities can equally access transit. Furthermore, energy efficiency measures can address energy equity by bringing efficient and cost-effective infrastructure to disadvantaged communities. Many projects proposed by the Livingston Green Initiative focus on improving energy efficiency in buildings and infrastructure. For example, the Town of Avon plans to improve cost-efficiency and reduce GHG reductions by replacing heating and cooling systems. Not only would this reduce consumer energy costs, but it would create a healthier living and working environments for the disadvantaged communities within the Town.

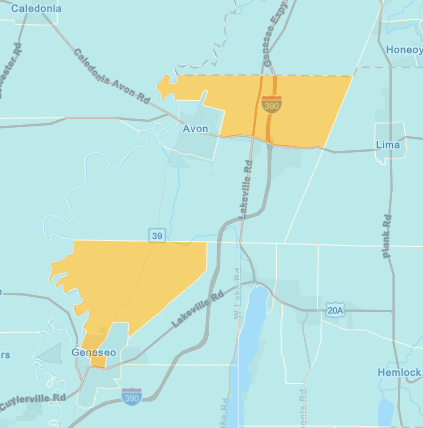
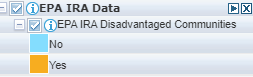
In addition, New York State has determined criteria under the Climate Leadership and Community Protection Act (Climate Act) and has designated the Village of Mt Morris a Disadvantaged Community. The GHG reduction measures proposed by the Livingston Green Coalition would greatly benefit the communities in the County that are disproportionately affected by pollution and who have a higher energy burden, creating a healthier and more equitable community.

**Additional:** The Village of Mt Morris is a Disadvantaged Community according to New York State’s criteria under the Climate Leadership and Community Protection Act (Climate Act). ****

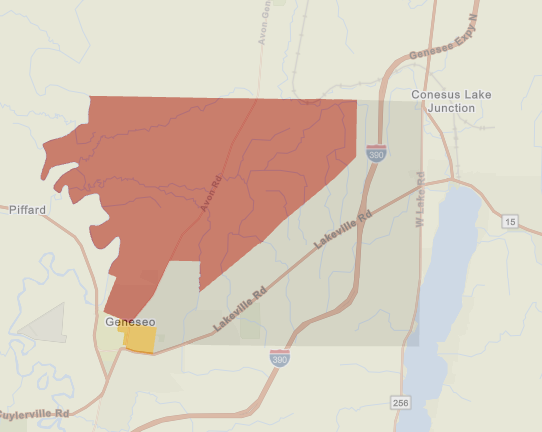
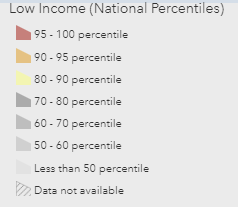
**EPA EJScreen Mapping Tool Screen Shots:**

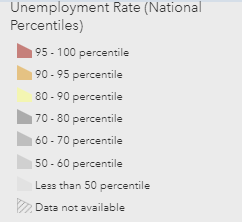
**Town of Avon:** EPA Blockgroup ID: 360510302041.Portion of Avon in 98th percentile for limited English speaking, large portion Avon is designated an EPA IRA Disadvantaged Community.

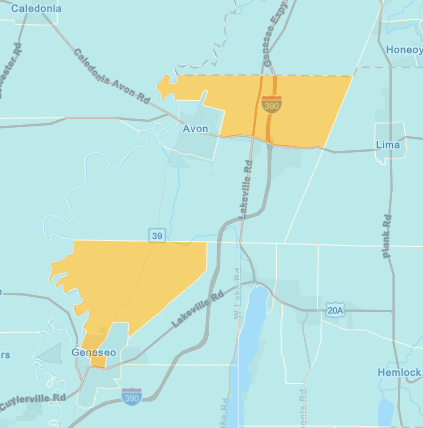
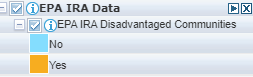
 

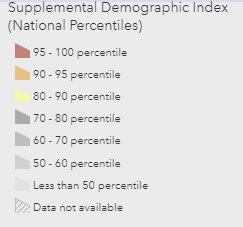
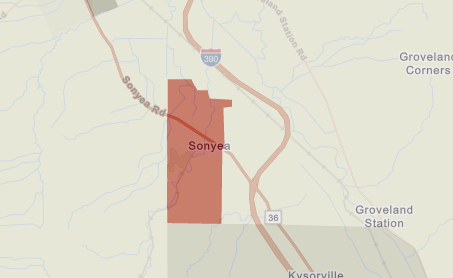
**Town of Geneseo:** EPA Blockgroup IDs: 360510302013, 360510304001, 360510304002.Portions of Geneseo designated an EPA IRA Disadvantaged Community. 97th percentile for low income, 92nd percentile for unemployment rate, large portion Geneseo is designated an EPA IRA Disadvantaged Community.

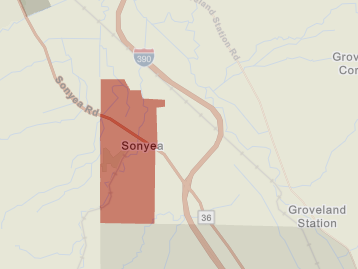
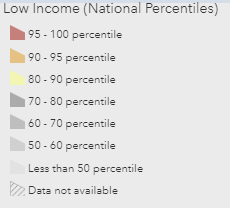
 

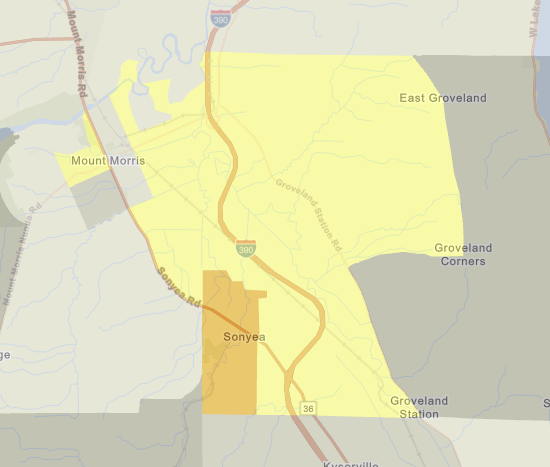
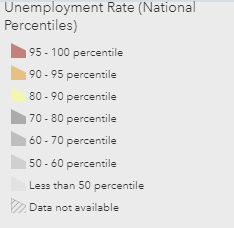
 

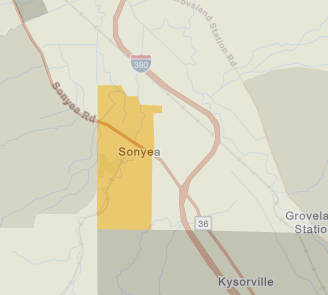
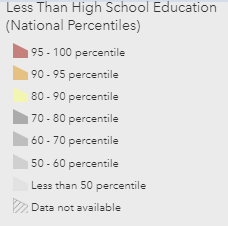
 

**Town of Groveland:** EPA Blockgroup ID: 360510310001. Portion in the 95th percentile for supplemental demographic index, 95th percentile for low income, 91st percentile for unemployment rate, 93rd percentile for less than high school education.

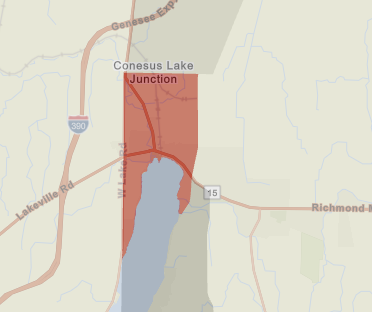
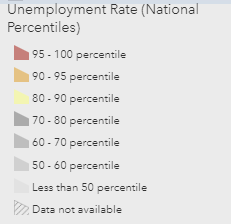
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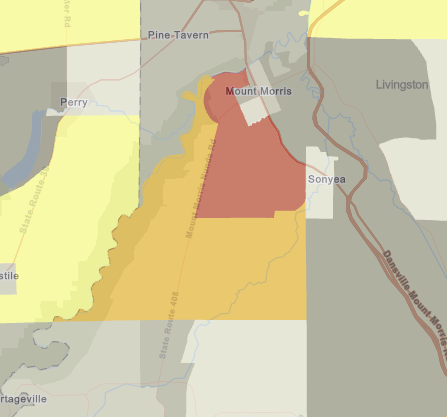
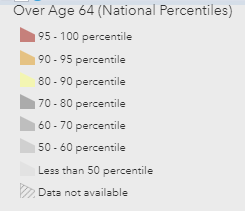
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**Town of Livonia:** EPA Blockgroup ID: 360510307021. Portion in the 98th percentile for unemployment rate

**Town of Caledonia:** Contains a Superfund (NPL) site according to EPA EJScreen regulated facilities, in 94th-99th percentile for Superfund Proximity.

**Town of Mt. Morris:** EPA Blockgroup IDs: 360510308003, 360510308004. Portion in 93rd-98th percentile for over age 64

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**Plan to Assess, Quantify, and Report on Community Benefits**

An annual report will be the mechanism for tracking, measuring, and reporting progress toward achieving the expected outputs and outcomes for each GHG reduction measure, including tracking community benefits. Reporting provides transparency and public access to information and awareness of where improvements can be made in our emission reduction activities to ensure appropriate community benefits are achieved. The Coalition will also participate in Genesee/Finger Lakes Priority Climate Action Plan activities to monitor and report on the results of our efforts and public process.

1. **Community Engagement**

**Public Input for Application**

The coalition did not collect public comment specifically on the application. However, the implementing tasks included in the application are those that are discussed as part of the local annual budget process (often referred to as the capital improvement program) which is advertised and open for public comment. Additionally, Livingston County, towns of Avon and Lima, and Village of Livonia have earned the Clean Energy Community (CEC) designation through the NYS Energy Research and Development Authority. This represents a public commitment to supporting clean energy. Participation in the CEC program requires input and interaction from the public on completing various high action items that bring energy savings and economic opportunities to the communities. A scoreboard of accomplishments can be found at: <https://www.nyserda.ny.gov/All-Programs/Clean-Energy-Communities/Tracking-Progress/Scorecard>

**Continuous Public Outreach**

The coalition members understand that the Livingston Green initiative presents an opportunity to initiate a public education campaign on the tasks, outputs and outcomes for purposes of educating and building support for additional mitigation approaches and projects. The County, on behalf of the coalition, will ensure that a public education campaign includes methods for meaningful involvement by low income and disadvantaged persons. Such methods include:

* Social media updates on projects
* Posting of flyers at key locations: grocery stores, pharmacies, churches, public health and social service agencies, local government offices, libraries, etc.
* Distribution of materials to local nonprofit agencies serving low and disadvantaged populations, such as Catholic Charities of Livingston and Steuben, Livingston County Cares, Inc., Cornell Cooperative Extension of Livingston County, etc.
* Addition of an informational page on the County’s website with links to resources and corresponding links on other coalition member websites. Methods for reaching individuals with English as a second language will be considered.
* Displays at coalition member locations (Livingston County Government Center, Avon and Lima town halls, Village of Livonia offices)
* All materials will include opportunity to receive public input and feedback on the tasks funded through the EPA grant award plus asking for input on additional mitigation activities (Examples may include QR codes, public feedback forms, initiative email address, etc.)
* Progress reports presented at public legislative meetings and recorded in meeting minutes, including the County Board of Supervisors, boards for the towns of Avon and Lima, board of trustees for the village of Livonia, and the Board of Directors for the Livingston County Water and Sewer Authority
* Coalition meetings will be advertised and open to the public.

**5. Job Quality**

**a. Public Construction**

Under New York State Labor Law, contractors and subcontractors must pay the prevailing rate of wage and supplements (fringe benefits) to all workers under a public work contract. Employers must pay the prevailing wage rate set for the locality where the work is performed. Prevailing wage is the pay rate set by law for work on public work projects. This applies to all laborers, workers or mechanics employed under a public work contract. The State issues wage schedules on a county-by-county basis. They contain the pay rates for each work classification. Under State law, all contracts between a government entity and a contractor must contain these schedules. Women and Minority-Owned Businesses are encouraged to submit bids for work.

1. **Consultant Services**

Consultant services are secured through a Request for Proposal (RFP) process. The RFP process includes a qualifications statement and resumes of key persons performing the work. Women and Minority-Owned Businesses are encouraged to submit proposals. Additional points are scored for disadvantaged firms. Candidate firms must provide their rate schedules.

**6. Programmatic Capability and Past Performance**

Livingston County has extensive experience with administering federal and state grant programs.

If awarded, Livingston County will contract with a consultant to administer the EPA CPRG Implementation Grant. A Project Steering Committee comprised of members from the Livingston County Planning Department, Economic Development Department and representatives from Coalition members will manage and oversee all consultant activities and aspects of the project to ensure timely completion of project milestones.

Following a notice of grant award, the County will execute Memorandums of Agreement with Coalition members. The MOAs will note the roles and responsibilities of each Coalition member and specify that grant funds are to be used according to the EPA approved scope of work. The County will facilitate regular meetings at least quarterly with Coalition members so that each member is involved in the project and to ensure that clear objectives are established and followed during the entirety of the project.

***Ten year grant history\_LivingstonCounty.pdf*** contains a list of the grants and collaborations totaling over $40 Million for the past ten years for the Planning Department. Also as requested, below are three funding programs representing the programmatic capability and past performance of the Planning Department staff.

1. **Funding Agency:** New York State Department of Homeland Security & Emergency Services

(NYSDHSES)

**Title:** Public Safety Answering Point Grant Program

Statewide Interoperable Communications Grant Program

**Funding Amount:** $14,976,542 (over 10 year period)

**Status & Reporting:** These grant programs have been successfully completed and closed out, with the exception of SICG 2021-2022, anticipated to be completed Spring 2024.

The Planning Department provided all financial reports to the State on-time and the project met the expected outputs and outcomes.

**Contact:** Chris D’Entrone, NYS DHSES

Chris.dEntrone@dhses.ny.gov

**Use of Funds:** Funds were used to implement improvements to the County’s Enhanced 911 Communications System. The Planning Department served as the County’s project manager and was responsible for conducting procurement of consultant services and contractors for equipment and tower site construction. The Department was responsible for environmental compliance and meeting all state grant requirements including preparing all of the fiscal reporting to the State.



1. **Funding Agency:** New York State Office of Community Renewal

**Title:**  NYS Community Development Block Grant Agreement

NYS Project #: 658CP167-18

**Funding Amount:** $50,000

**Contact:** Scott LaMountain, Senior Community Developer

P: (518)-474-2057; Scott.LaMountain@nyshcr.org

**Status & Reporting:** This grant has been successfully completed and closed out.

The Planning Department provided all financial reports to the State on-time and the project met the expected outputs and outcomes.

**Use of Funds:** Funds were used to retain consultant services to prepare the Livingston County Housing Needs Assessment & Market Analysis

3) **Funding Agency:** New York State Energy Research & Development Authority

**Title:**  Livingston County Solar Coordinator Project

**Funding Amount:** $125,000

**Contact:** Jennifer T. Manierre, Director, Clean Energy Siting

P: (518)862-1090X3406; Jennifer.Manierre@nyserda.ny.gov

**Status & Reporting:** This grant programs is still open.

The Planning Department provides all financial reports to the State on-time and the project is meeting the expected outputs and outcomes.

**Use of Funds:** (Pilot Project) Funds were used to hire a part-time solar coordinator to provide technical assistance to municipalities, code enforcement officers, landowners, and solar developers on matters related to solar development and to retain consultant services to assist municipalities with preparation of local laws for solar development.

**Descriptions of Key Staff**

**Angela Ellis, Deputy County Administrator for Planning and Special Projects** **for Livingston County** will be the Project Manager. She will approve and sign all reports and requests for fund disbursements; secure assistance from County staff; and oversee program administration work completed by the project Consultant. She has decades of planning experience across multiple jurisdictions in New York State and is also the Executive Director of the Livingston County Land Bank Corporation, with experience in managing development projects.

**Megan Crowe, Senior Planner at the Livingston County Planning Department** has worked in planning for multiple jurisdictions in the United States and has extensive knowledge and technical experience in administering grants from a variety of NYS and federal sources.

**Penny Trimm, Principal Account Clerk for the Livingston County Planning Department** will manage the grant financial administration, disbursements and accounting; and review all financial reports and funding disbursement requests for the project. She has decades of experience in managing multiple, complex grant budgets and accounting for a variety of NYS and federal funding sources.

**Joseph Gunther, Community Development Specialist for the Livingston County Planning** **Department** will help coordinate Coalition meetings; coordinate check-ins with Consultants; review grant reports and disbursements prepared by the Consultant; and oversee program administration work completed by the Project Consultant. He is also the Program Specialist for the Livingston County Land Bank Corporation and has over five years of experience in managing development projects.

**7. Budget**

a. **Budget Detail**

The application contains the following budget sheets to meet the application requirements, including:

**SF-424A** – full budget information for the coalition, by budget categories.

**Budget\_Livingston County.pdf** – Budget narrative.

**Budget\_byImplementationMeasure\_LivingstonCounty.xlsx and .pdf**– detailed budget breakout for each GHG reduction measure included in the application arranged by Budget Category, by Implementation Measure, and by coalition partner.

**Budgetcalcs\_Livingston County.xlsx and .pdf**– Individual budget sheets can be reviewed for each project proposed with detailed budget breakdown; the funds will be distributed to the partners as subawards and therefore, will be included in the **Budget\_LivingstonCounty.pdf** in the “Other” category. All coalition partners have planned to use contractual services to complete the proposed work. The only other cost category involved will be the WASA project equipment cost (Itemized Costs: Equipment); WASA will be purchasing this equipment directly. All partners intend to use competitive procurement contract processes to secure these services.

1. **Expenditure of Awarded Funds**

As the lead applicant, Livingston County will provide the needed support to the coalition partners for grant administration and compliance; evaluation, metrics-tracking activities and reporting; and ensuring proper and timely management of grant funds. County support will help keep program delivery on schedule and in compliance with federal EPA grant requirements. The County will be responsible for contracting with a consultant to serve as project manager to help coordinate activities for the partners, to keep the activities on schedule, on budget, and to assist with any task challenges. The County has included consultant services within the proposed budget. See the attached table: **Budgetcalcs\_Livingston County.xlsx and pdf.** In addition, the Livingston County Planning Department will be utilizing key staff to assist with project management, overseeing work completed by the consultant, and grant financial administration management.

The lead Applicant, Livingston County, has submitted signed Letters of Intent from all subaward recipients stating their intent to sign the Memorandum of Agreement. See attached letters of intent:

**TownofLAvon\_LOI\_LivingstonCounty.pdf**

**TownofLima\_LOI\_LivingstonCounty.pdf**

**VillageofLivonia\_LOI\_LivingstonCounty.pdf**

**WASA\_LOI\_LivingstonCounty.pdf**

Livingston County will submit the MOA signed by all members of the coalition by July 1, 2024, to the EPA. Through the partners’ engagement in the coalition and intent to sign the MOA, all subaward recipients have demonstrated their commitment and intention to the successful implementation of these grant projects and proper expenditure of funds.

The following organizational chart provides a visualization of the coalition structure and relationships for the grant. One purpose of the coalition arrangement is to ensure that a framework exists to ensure that awarded funds will be expended in a timely and efficient manner.

1. **Reasonableness of Costs.**

In preparation for this grant application, all coalition partners obtained current/up-to-date project scopes and cost estimates from contractors and/or consultants for their proposed actions to ensure reasonableness of costs. The coalition application has a strong focus on improvements to municipal operations and reduction in energy efficiency barriers. All of the partners propose to address measures that will implement building envelop improvements and energy efficient purchases. Many of these improvements are considered permanent and all proposed measures will have cumulative, long-lasting benefits. Expenditure of funds for this coalition application could be considered a reasonable investment.

Livingston County and coalition partners have investigated other federal and state grants, and other potential funding sources to implement projects that would promote GHG reductions. As funding for the State initiative for Climate Action planning and implementation is relatively new, the opportunities for funding some of these measures to date have been limited. In the case of the WASA project, currently there are no carbon emission and/or GHG reduction funding programs at the State and Federal level that target the link between water leakage reduction and carbon emissions reduction. This would be a first of its kind opportunity in the USA for funding in which a municipal water utility specifically targets water leakage and carbon emission reduction.