

Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559



Agenda

Friday, May 26, 2023

9:30 AM

**Board of Supervisors Chambers
1195 Third Street, Third Floor**

Climate Action Committee

AMERICAN CANYON Mark Joseph, Leon Garcia

CALISTOGA Kevin Eisenberg, Lisa Gift

NAPA Bernie Narvaez, Liz Alessio

NAPA COUNTY Joelle Gallagher, Alfredo Pedroza

ST. HELENA Billy Summers, Anna Chouteau

YOUNTVILLE Hillery Bolt Trippe, Pamela Reeves

David Morrison, Interim County Executive Officer

Ryan Melendez, Natural Resources, Planner II

Chris Apallas, County Counsel

Alexandria Quackenbush, Committee Clerk

Aime Ramos, Committee Clerk

Jason Hall, Committee Clerk

How to Watch or Listen to the Napa County Climate Action Committee Meetings

The Climate Action Committee will continue to meet at 9:30 AM on the 4th Friday of each month January - October and on the 3rd Friday of November and December.

The Climate Action Committee realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the Climate Action Committee reserves the right to conduct the meeting without remote access.

Please watch or listen to the Climate Action Committee meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa Suite 305.
2. Watch on Zoom using the attendee link: <https://countyofnapa.zoom.us/j/82901122471>. Make sure the browser is up-to-date.
3. Listen on Zoom by calling 1-669-900-6833 (Meeting ID: 829-0112-2471).

If you are unable to attend the meeting in person and wish to submit a general public comment or a comment on a specific agenda item, please do the following:

1. Email your comment to meetingclerk@countyofnapa.org. Emails received will not be read aloud but will still become part of the public record and shared with the Committee Members.
2. Use the Zoom attendee link: <https://countyofnapa.zoom.us/j/82901122471>. Make sure the browser is up-to-date. When the Chair calls for the item on which you wish to speak, click "raise hand." Please limit your remarks to three minutes.
3. Call the Zoom phone number 1-669-900-6833 Enter Meeting ID 829-0112-2471 When the Chair calls for the item on which you wish to speak, press *9 to raise hand. Please limit your remarks to three minutes.

****Please note that phone numbers in their entirety will be visible online while speakers are speaking****

For more information, please contact us via telephone at (707) 253-4417 or send an email to meetingclerk@countyofnapa.org.

1. **CALL TO ORDER; ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT**

In this time period, anyone may address the Climate Action Committee regarding any subject over which the Committee has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the Chair. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

4. CONSENT ITEMS

- A. The Clerk requests approval of minutes from the regular meeting on April 28, 2023. [23-0956](#)

Approving Authority: Climate Action Committee

Attachments: [Approved - DRAFT 4-28-23 Minutes.pdf](#)

- B. Staff requests that the Climate Action Committee (CAC) approve the amendment the Bylaws to allow for the appointment of Alternate representatives to the CAC by their respective jurisdictions. [23-0954](#)

Approving Authority: Board of Supervisors

Attachments: [Memorandum - Correction to May 2023 CAC Consent Item B.pdf](#)
[May 2023 CAC Updates to Bylaws.pdf](#)
[DRAFT CAC Bylaws Amended 5-23-23.pdf](#)

5. ADMINISTRATIVE ITEMS

- A. The Interim County Executive Officer requests that the Climate Action Committee provide direction to staff on priorities for fiscal year 2023/2024 (FY23/24). [23-0950](#)

- B. Staff is requesting that the Climate Action Committee (CAC) sign a Letter of Support for the U.S. Department of Agriculture Forest Service applications by Napa Resource Conservation District (RCD). [23-0962](#)

Approving Authority: Board of Supervisors

Attachments: [USDA Forest Service Urban & Community Forestry Inflation Reduction Act Notice of Funding Opportunity.pdf](#)
[Talking Points Letters of Support.docx](#)
[Napa RCD USFS UCF Letter of Support Template.docx](#)

- C. The Interim County Executive Officer (CEO) requests that the Climate Action Committee discuss the proposed budget for fiscal year 2023/2024 (FY23/24). [23-0963](#)

Approving Authority: Board of Supervisors

Attachments: [FY23-24 Draft CAC Budget Memo.docx](#)

6. REPORTS AND ANNOUNCEMENTS

7. FUTURE AGENDA ITEMS**8. ADJOURNMENT**

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON 5/23/2023 BY 9:15AM. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE COMMITTEE CLERK AND AVAILABLE FOR PUBLIC INSPECTION

ALEXANDRIA QUACKENBUSH(by e-signature)

Alexandria Quackenbush, Clerk of the Commission



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Climate Action Committee

Agenda Date: 5/26/2023

File ID #: 23-0956

TO: Napa County Climate Action Committee
FROM: David Morrison, Interim County Executive Officer
REPORT BY: Ryan Melendez, Planner II, Sustainability
SUBJECT: Approval of Minutes

RECOMMENDATION

The Clerk requests approval of minutes from the regular meeting on April 28, 2023.

EXECUTIVE SUMMARY

The Clerk requests approval of minutes from the regular meeting on April 28, 2023.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Only committee members who attended the April 28, 2023 meeting of the Climate Action Committee (CAC) may vote on the minutes. All other CAC members should abstain from the vote.



Draft - Meeting Minutes

Climate Action Committee

American Canyon	Leon Garcia	Mark Joseph	David Morrison, Secretary-Director
Calistoga	Kevin Eisenberg	Lisa Gift	Chris Apallas, Committee Counsel
Napa	Bernie Narvaez	Liz Alessio	Alexandria Quackenbush, Committee Clerk
Napa County	Joelle Gallagher	Alfredo Pedroza	Aime Ramos, Committee Clerk
St. Helena	Billy Summers	Anna Chouteau	Jason Hall, Committee Clerk
Yountville	Hillery Bolt Trippe	Pamela Reeves	

Friday, April 28, 2023

9:30 AM

Board of Supervisors Chambers
1195 Third Street, Third Floor

1. CALL TO ORDER; ROLL CALL

Committee Members Present: Leon Garcia, Mark Joseph, Kevin Eisenberg, Bernie Narvaez, Liz Alessio, Joelle Gallagher, Billy Summers, Anna Chouteau, Hillery Bolt Trippe, Pamela Reeves, Lisa Gift (Joined during item 4A).

Committee Members Excused: Alfredo Pedroza

Staff Present: David Morrison, Aime Ramos

2. PLEDGE OF ALLEGIANCE

Member Narvaez led the salute to the flag.

3. CONSENT ITEMS

A. The Clerk of the Committee requests approval of minutes from the following regular meeting held on: February 24, 2023.

Members voted to approve minutes for the February 24, 2023 meeting, as presented.

Leon G	MJ	KE	Lisa G	BN	LA	JG	AP	BS	AC	HT	PR
1 st	Y	Y	X	Y	Y	Y	X	Y	2 nd	Y	Y

4. ADMINISTRATIVE ITEMS

A. Staff requests that the Climate Action Committee (CAC) discuss and consider whether to amend the Bylaws and Joint Powers Agreement to allow for the appointment or Alternate representatives to the CAC by their respective jurisdictions.

Members voted to change the Bylaws to be able to add an alternate for each jurisdiction.

Motion passed unanimously.

Leon G	MJ	KE	Lisa G	BN	LA	JG	AP	BS	AC	HT	PR
Y	<u>2nd</u>	Y	Y	Y	Y	Y	X	Y	<u>1st</u>	Y	Y

B. Staff requests that the Climate Action Committee receive a presentation from Amy Dao, Senior Environmental Planner for the Bay Area Air Quality Management District (BAAQMD).

Amy Dao provided the presentation with discussion. No action required.

C. Staff requests that the Climate Action Committee (CAC) discuss and consider a recommendation to the County as the Administering Agency to accept the technical memorandum to the Regional Greenhouse Gas (GHG) Inventory, regarding Short-Lived Climate Pollutants (SLCP).

Honey Walters provided the presentation with discussion. No action required.

D. The Interim CEO requests that the Climate Action Committee provide direction to staff on priorities for Fiscal Year 2023 – 2024 (FY23/24).

Item 4D will be continued to the next regular scheduled meeting on May 26, 2023.

5. PUBLIC COMMENT

(2) Public comments were heard.

6. REPORTS AND ANNOUNCEMENTS

- Member Chouteau reported that the Napa Climate Summit, will be at the Napa Valley College on May 24th in the performing arts center from 9:00AM – 12:30PM.
- Member Chouteau reported that there will be a tree-planting on Saturday, April 29th in St. Helena at the Community Urban Forest.
- Member Chouteau reported there will be a tour of the Napa Recycling and Waste Services center with Kevin Miller directly after the meeting.

7. FUTURE AGENDA ITEMS

- Chair Alessio stated that Item 4D will be moved to the next regular scheduled meeting on May 26, 2023.
- Interim CEO Morrison mentioned bringing back a model ordinance, as well as to start a discussion regarding outreach for gas appliance.

8. ADJOURNMENT

Meeting adjourned to May 26, 2023, regular meeting.

AIME RAMOS, Clerk of the Committee

Key

Vote: MJ = Mark Joseph; Leon G = Leon Garcia; KE = Kevin Eisenberg; Lisa G = Lisa Gift; BN = Bernie Narvaez; LA = Liz Alessio; AP = Alfredo Pedroza; JG = Joelle Gallagher; BS = Billy Summers; AC = Anna Chouteau; HT = Hillery Bolt Trippe; PR = Pamela Reeves.

Notations under vote: Y = Yes; N = No; A = Abstain; X = Excused; 1st = 1st motion; 2nd = 2nd motion

Example

Leon G	MJ	KE	Lisa G	BN	LA	JG	AP	BS	AC	HT	PR
Y	<u>1st</u>	Y	X	Y	Y	Y	Y	Y	<u>2nd</u>	Y	Y



Napa County

Board Agenda Letter

1195 THIRD STREET
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Climate Action Committee

Agenda Date: 5/26/2023

File ID #: 23-0954

TO: Napa County Climate Action Committee
FROM: David Morrison, Interim County Executive Officer
REPORT BY: Ryan Melendez, Planner II, Sustainability
SUBJECT: Discussion and Consideration of Amending the Bylaws and Joint Powers Agreement to Allow Alternate Representatives

RECOMMENDATION

Staff requests that the Climate Action Committee (CAC) discuss and consider whether to amend the Bylaws and Joint Powers Agreement to allow for the appointment of Alternate representatives to the CAC by their respective jurisdictions.

EXECUTIVE SUMMARY

Following a request from the Town of Yountville, the CAC is being asked to discuss and consider whether to amend the Bylaws and Joint Powers Agreement to allow for the appointment of Alternate representatives to the CAC by their respective jurisdictions.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

At the February 24, 2023, meeting, representatives from the Town of Yountville requested that the Bylaws be amended to allow for Alternate representatives, which are not currently allowed under the existing Bylaws. An amendment to the Joint Powers Agreement (JPA) would also be required to effect the change.

As adopted, Section 1.C of the CAC Bylaws currently reads:

Composition. Pursuant to the Agreement, the CAC shall be a standing body consisting of 12 elected officials,

with two (2) representatives from each of the Member Agencies, Napa County, American Canyon, Napa, St. Helena, Calistoga, and Yountville, which are appointed by the respective Agencies on an annual basis.

As adopted, Paragraph 4 of the Joint Powers Agreement (JPA) establishing the CAC currently states:

Administration: The Administering Agency will be advised in the implementation of its duties under this Agreement by the CAC, a standing body consisting of 12 elected officials, with two (2) representatives from each of the Member Agencies. The CAC shall adopt by-laws to govern its conduct and shall comply with the Ralph M. Brown Act, Government Code 54950 et seq. The CAC shall act as a community round table or forum for the sharing of information, providing public education, promoting events and grants relevant to climate change, developing a regional greenhouse gas inventory, and identifying mutually agreed upon climate goals and action items for consideration by the individual Member Agencies.

For comparison, the Napa County Flood Control and Water Conservation District (District) is a multi-jurisdictional organization similar to the CAC that currently allows for alternates. Alternates to the District are only allowed for Board of Supervisor members and the five Mayors. The preamble to their Bylaws reads as follows:

Effective January 1, 1997, the Napa County Flood Control and Water Conservation District Act (“the Act”) was amended by Sections 3 through 6 of Chapter 308 of the Statutes of 1996 to reorganize and expand the governing board of the District from a five-member board of directors comprised of the Napa County Board of Supervisors serving ex-officio to an eleven-member board of directors composed as follows: five directors who are members of the Napa County Board of Supervisors, serving ex-officio and having two votes each; one director who is the mayor of the City of Napa, serving ex-officio and having two votes; four directors who are the mayors of the Cities of Calistoga, St. Helena, and American Canyon, and the Town of Yountville, serving ex-officio and having one vote each; and one director who is a member of the Napa City Council, appointed annually by the Napa City Council and having one vote. Effective January 1, 2003, the Act was further amended by Chapter 283 of the Statutes of 2002 to provide for alternate members for each mayor and for two floating alternates for the members of the board of supervisors, as well as to increase the flexibility of the District Board in regard to certain administrative matters. These amended Bylaws are adopted to govern the conduct of the District Board as reorganized and expanded by these statutes.

The Watershed Information and Conservation Council (WICC) is another multi-jurisdictional organization that allows alternates, but for all members, as indicated in their Bylaws:

Term of WICC members. Each member of the WICC shall serve for a period of four (4) years. Members serving on the WICC as elected officials and their alternates shall serve the same term as their elected office.

If the CAC wants to include alternate members, a recommendation to amend the JPA would have to be considered by each of the signatory jurisdictions. Once approved, staff would then bring revised Bylaws to the CAC for its consideration.



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Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

David Morrison
CEO

MEMORANDUM

Date: May 24, 2023
To: Napa County Climate Action Committee (CAC)
From: Ryan Melendez
Subject: **CAC Agenda for May 26, 2023 Meeting Consent Item B**

Consent Item B for the May 26, 2023 CAC meeting: “Staff requests that the Climate Action Committee (CAC) discuss and consider whether to amend the Bylaws and Joint Powers Agreement to allow for the appointment of Alternate representatives to the CAC by their respective jurisdictions” is a continuation of discussions from the February 24, 2023 and April 28, 2023 meetings. At the April meeting, the CAC decided to move forward with amending the Bylaws.

This consent item’s background and discussion section was erroneously not updated to include a Draft of Amended Bylaws. This memorandum and supplemental attachments serve as the correction to that error.

The attachment “May 2023 CAC Updates to Bylaws” highlights the changes that were made in the draft Bylaws.

The attachment “DRAFT CAC Bylaws Amended 5-23-23” is the draft of the amended Bylaws to be voted on by the CAC to approve or not.

Following a request from the Town of Yountville at the February 24, 2023, CAC meeting to discuss and consider whether to amend Bylaws and Joint Powers Agreement to allow for the appointment of Alternate representatives to the CAC by their respective jurisdictions and a follow-up discussion at the April 28, 2023 meeting, the CAC has decided to amend the Bylaws.

The draft amended Bylaws is attached to this agenda item. Key changes highlighted below are as follows:

Preamble

If approved: Effective May 26, 2023, the Napa County Climate Action Committee bylaws were amended by sections I through VIII to provide for one alternate representative for each acting committee member.

Section I THE NAPA COUNTY CLIMATE ACTION COMMITTEE

- C. **Composition.** Pursuant to the Agreement, the CAC shall be a standing body consisting of 12 elected officials, with two (2) representatives from each of the Member Agencies, Napa County, American Canyon, Napa, St. Helena, Calistoga, and Yountville, which are appointed by the respective Agencies on an annual basis. Each jurisdiction's Council or Board shall also appoint one alternate to serve in a members' place in the event they will be absent during a committee meeting

Section II OFFICERS. The officers of the CAC shall be the Chair, Vice-Chair and Secretary, chosen as follows:

- C. **Duties of the Chair and Vice-Chair.** The Chair, or the Vice Chair in the absence of the Chair, shall act as the presiding officer of the CAC and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a two-thirds vote and perform such other duties as are required by the CAC. The Chair shall have all the rights and duties enjoyed by any other member of the CAC, including the right to make and second motions. If both the Chair and Vice-Chair are absent, but the Alternate for the Chair is present, the Alternate shall serve as Chair. If the Alternate for the Chair is also absent, but the Alternate for the Vice-Chair is present, that Alternate shall serve as Chair. If both Officers and their respective Alternates are absent, the Secretary shall call for the election of a temporary Chair by the Members, or their Alternates, who are serving and present.

Section VI ALTERNATE MEMBERS

- A. **Member Alternates.** Each jurisdiction's Council or Board may appoint one (1) alternate who is a current member of their respective city or town council of American Canyon, Calistoga, Napa, St. Helena, or Yountville, or a member of the Napa County Board of Supervisors. Alternate Members of the CAC may sit, vote, and otherwise fully participate as an alternate Member in the absence of the

appointed CAC Member they are replacing. Each jurisdiction shall present their alternate at the first meeting of the calendar year. If an Alternate Member ceases to represent their jurisdiction during the calendar year, a new Alternate Member shall be appointed at the earliest meeting, thereafter.

*Note: There are minor changes in the language of other sections to include Alternate Members.

BYLAWS OF THE NAPA COUNTY CLIMATE ACTION COMMITTEE

(as amended May 22, 2023)

Preamble

Effective May 26, 2023, the Napa County Climate Action Committee bylaws were amended by sections I through VIII to provide for one alternate representative for each acting committee member.

Bylaws

I. THE NAPA COUNTY CLIMATE ACTION COMMITTEE

- A. Name.** The official name of the Committee shall be the Napa County Climate Action Committee, hereinafter referred to as the "CAC."
- B. Purpose.** The CAC shall act as a community round table or forum for the sharing of information, providing public education, promoting events and grants relevant to climate change, developing a regional greenhouse gas inventory, and identifying mutually agreed upon climate goals and action items for consideration by the individual Member Agencies which are party to the Climate Action Program Joint Powers Agreement (Agreement).
- C. Composition.** Pursuant to the Agreement, the CAC shall be a standing body consisting of 12 elected officials, with two (2) representatives from each of the Member Agencies, Napa County, American Canyon, Napa, St. Helena, Calistoga, and Yountville, which are appointed by the respective Agencies on an annual basis. Each jurisdiction's Council or Board shall also appoint one alternate to serve in a members' place in the event they will be absent during a committee meeting.

II. OFFICERS. The officers of the CAC shall be the Chair, Vice-Chair and Secretary, chosen as follows:

- A. Time of Election of the Chair and Vice-Chair.** At the first organizational meeting and thereafter at the CAC's annual organizational meeting, the

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membership of the CAC shall elect the Chair and Vice-Chair from among themselves.

- B. Term of the Chair and Vice-Chair.** The Chair and Vice-Chair shall serve one calendar year or until their successors are elected and assume office. If the office of Chair becomes vacant during the term, the Vice-Chair shall become Chair. Vacancy in the office of Vice-Chair during the term shall be filled by election to serve the remainder of the term.
- C. Duties of the Chair and Vice-Chair.** The Chair, or the Vice Chair in the absence of the Chair, shall act as the presiding officer of the CAC and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a two-thirds vote and perform such other duties as are required by the CAC. The Chair shall have all the rights and duties enjoyed by any other member of the CAC, including the right to make and second motions. If both the Chairperson and Vice-Chair person are absent, but the Alternate for the Chairperson is present, the Alternate shall serve as Chairperson. If the Alternate for the Chairperson is also absent, but the Alternate for the Vice-Chairperson is present, that Alternate shall serve as Chairperson. If both Officers and their respective Alternates are absent, the Secretary shall call for the election of a temporary Chairperson by the Members, or their Alternates, who are serving and present.
- D. Secretary.** The Director of the Planning, Building and Environmental Services Department, shall serve ex officio as the Secretary of the CAC.
- E. Authority to Bind the CAC.** No Mmember, or Alternate, of the CAC shall have any power or authority to bind the CAC by any contract, to pledge its credit, or to render it liable for any purpose in any amount.

III. MEETINGS

- A. Date of Regular Meetings.** All regular meetings of the CAC shall be held on a monthly basis on the fourth Friday of every month, as shown on a calendar, which the CAC shall adopt at the first meeting of the CAC, of each calendar year. Notwithstanding the foregoing, any regularly scheduled meeting of the CAC may be canceled by majority vote or, if there

is not a quorum, be adjourned by the Chair or Secretary in the manner set forth in Section III(G) of these by-laws.

- B. **Time of Regular Meetings.** Regular meetings shall commence at 9:30 am and continue until all agenda business is concluded unless adjourned earlier on motion of the CAC for any reason or by the Secretary for lack of a quorum.
- C. **Location of Regular Meetings.** Unless specially noticed otherwise, regular meetings shall be held at the Napa County Administration Building, Board Chambers, 1195 Third Street, Third Floor, Napa, California.
- D. **Emergency Meetings.** Emergency meetings shall be called in conformance with Section 54956.5 of the California Government Code
- E. **Special Meetings.** A special meeting may be called at any time by the ~~Chairman~~ Chairperson or upon the request of a majority of the members of the CAC by delivering written notice to each member and to each person or entity entitled by law to receive such notices in the manner required by Government Code Section 54956 at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed and shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. No other business shall be considered at such meetings by the CAC. Such written notice may be dispensed with as to any CAC member who at or prior to the time the meeting convenes files with the Secretary of the CAC a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the time the meeting convenes.
- F. **Agendas Involving Regular Meetings.** At least 72 hours before a regular meeting, an agenda containing a brief general description of each item of business to be transacted or discussed shall be posted at a location freely accessible to members of the public. All agendas shall include a time period for public comment and shall specify the time and location of the regular meeting. No discussion shall occur, or action be taken, on any item not appearing on the posted agenda except as permitted by law. Questions

or comments regarding items not included on the agenda shall be limited to the scope permitted for “public comment”. Supplemental agendas involved in a regular meeting will be prepared and considered by the CAC only under the following conditions:

1. **Emergencies.** Upon a determination by the CAC that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
 2. **Need Arising after Posting.** Upon a determination by a two-thirds vote of the CAC or, if less than two-thirds of the potential votes are present, a unanimous vote of the CAC members present, that there is a need to take immediate action and the need to take action came to the attention of CAC or staff subsequent to the regular agenda being posted.
 3. **Recently Continued Item.** The item was properly posted for a prior meeting of the CAC occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
- G. **Adjourning Meetings.** The CAC may adjourn any meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all CAC ~~M~~members and Alternates are absent from any regular meeting or adjourned regular meeting the Secretary or Acting Secretary of the CAC may declare the meeting adjourned to the next regular meeting of the CAC. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.
- H. **Meetings to be Open and Public.** All meetings of the CAC to take action or to deliberate concerning CAC business and its conduct shall be open and public. All persons shall be permitted to attend any such meetings except

as otherwise provided or permitted by law.

IV. CONDUCT OF MEETINGS

A. **Order of Business.** The regular order of business of the CAC shall be:

1. Call to order.
2. Approval of the minutes of the previous meeting.
3. Public comment on unagendized items. In the event total public comment exceeds ten minutes, the Chair may, in the Chair's discretion, continue public comment on the unagendized items to the end of the meeting.
4. Consideration and Action on Agenda Items.

5. Future Agenda Items

6. Adjournment.

B. **Parliamentary Procedure.** Unless otherwise provided by these Bylaws, all proceedings before the CAC shall be conducted in accordance with and pursuant to the parliamentary procedure prescribed in the most current version of the "American Institute of Parliamentarians Standard Code of Parliamentary Procedure."

C. **Recording of Meetings.** Any meeting of the CAC, other than a closed session permitted under the Brown Act, may be recorded by any person, unless the CAC determines that such recording could constitute a disruption of the proceedings.

D. **Presentations to the CAC.** Any person desiring to address the CAC shall, when recognized by the Chair, give their name and/or address. The Chair may, in the interest of facilitating the business of the CAC, set in advance of the presentation of testimony reasonable time limits for oral presentations. Persons may be required to submit written testimony in lieu of oral testimony if the Chair determines that a reasonable opportunity for oral

presentations has been provided, and in such a case, the matter may be continued to a later date to allow a reasonable time for such submittals to occur.

- E. **Recordation of CAC Actions.** All official actions or decisions by the CAC shall be documented and kept by the Secretary. The vote or votes of each member of the CAC on every question shall be recorded. Action minutes will be prepared for each meeting, as well as a brief summary of the meeting highlights. In addition, electronic recordings will be made of each meeting of the CAC whenever possible and shall be available to the public at the CAC offices.

F. Future Agenda Items.

1. Any Member or Alternate may request that an item be placed on a future agenda, subject to support by a majority of the Committee. Alternatively, the Chair, or Vice Chair acting in their place, may place an item on a future agenda, unless overruled at the next regular meeting by a majority of the committee.
2. When an item has been placed on a future agenda, there will be a presentation at the next regular meeting to identify the estimated staff time and/or resources required to satisfy the request.

Future agenda items and order of business for regular and special meetings shall be determined by the Chair, or in their absence the Vice Chair.

OR

2. Any CAC member may request a future agenda item by forwarding the request to the Chair, Vice Chair and staff. Alternatively, at a CAC meeting, any CAC member may request that an item be placed on a future agenda. The Chair will determine when the item will be scheduled.

OR

3. A CAC member may only request a future agenda item by proposing an item during Future Agenda Items at a regular or special meeting. At least seven (7) affirmative votes must concur to place the item on a future agenda.

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V. VOTING AND QUORUM

- A. **Roll Call Vote.** A roll call vote may be required in voting upon any motion of the CAC at the discretion of the Chair.
- B. **Inaudible Votes.** Any ~~Member~~, or Alternate, present who does not vote in an audible voice or abstains for a legally insufficient reason shall be recorded as voting "aye".
- C. **Quorum.** A quorum for the transaction of business shall exist only as long as a majority (7) of the 12 ~~Members~~, or their respective Alternates, are present.
- D. **Number of Votes Required for Action.** No action or recommendation of the CAC shall be valid and binding unless at least seven (7) affirmative votes concur therein.
- E. **Continuance Where Insufficient Votes Present.** In any case where, due to the absence of one or more members, the number of affirmative votes required by V.
(D.) cannot be obtained on a question before the Committee, the Secretary shall automatically cause the matter to be placed on the next agenda for further consideration and vote. No motion shall be required to take such action.
- F. **Voting Affected by Conflict of Interest.** As a general rule, no member shall participate as a member in any discussion or voting if to do so would constitute a conflict of interest. However, if a quorum cannot be achieved or the required number of affirmative votes for action obtained because conflicts of interest exist that prevent members having such conflicts from discussing or voting on the matter, and the conflicts are such that the members with conflicts will be unable to vote at a later date even if the matter is continued, the matter shall not be continued and a sufficient number of members having conflicts of interest, selected by lot, shall be allowed to participate to provide enough votes for the CAC to form a quorum and take affirmative action.

1. A final vote on any matter before the CAC may be reconsidered

during the meeting at which the vote was taken provided all persons concerned with the matter are still present, and further provided the motion to reconsider shall be made by a member voting with the majority on the final vote.

2. If all persons concerned with a matter are not present, or if a ~~M~~member so chooses, a motion to reconsider a final vote on any matter may be given not later than the next regular meeting by a member voting with the majority on the final vote, provided notice of intention to move such reconsideration shall have been given at the meeting on which the final vote was taken.
3. A motion for reconsideration shall have precedence over every motion except a motion to adjourn.

G. ONE VOTE PER MEMBER. Each Member shall have one vote on all matters presented to the Committee for a vote.

~~WEIGHTED VOTING.~~

Voting shall be one of the following options:

~~Equal vote for all CAC members;~~

~~OR~~

~~Weighted vote for all matters by population, as defined in the most recent California Department of Finance estimates;~~

~~OR~~

~~Weighted vote for all matters, with the City of Napa and County of Napa members receiving two votes each, and all other CAC members receiving one vote;~~

~~OR~~

~~1. Weighted vote for items that may impact the CAC budget (either by population or by providing two votes to each City and County of Napa member) and equal vote for all other programmatic items.~~

VI. ALTERNATE MEMBERS

A. Member Alternates. Each jurisdiction's Council or Board may appoint one (1) alternate who is a current member of their respective city or town

council of American Canyon, Calistoga, Napa, St. Helena, or Yountville, or a member of the Napa County Board of Supervisors. Alternate Members of the CAC may sit, vote, and otherwise fully participate as an alternate Member in the absence of the appointed CAC Member they are replacing. Each jurisdiction shall present their alternate at the first meeting of the calendar year. If an Alternate Member ceases to represent their jurisdiction during the calendar year, a new Alternate Member shall be appointed at the earliest meeting, thereafter.

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VII. CHANGES TO BYLAWS

The provisions of these Bylaws may be altered, amended, or repealed at any time, within limitations imposed by the Brown Act.

VIII. SUBCOMMITTEES

A. The CAC may authorize the establishment of one or more Ad Hoc or Standing committees to meet the needs of the CAC.

1. Ad hoc subcommittees may be appointed by the CAC as the need arises to accomplish specific tasks. The work of the Ad Hoc Committee shall be advisory to the CAC. When creating an Ad Hoc Committee, the CAC shall specify its purpose and term, and shall appoint the number of committee members to serve on the Ad Hoc Committee. The number of members appointed to an Ad Hoc Committees shall be less than the number of members required to constitute a quorum of the full CAC. Upon presentation of its report to the CAC on its findings, each ad hoc subcommittee shall cease to exist. Ad Hoc Committees created pursuant to this rule shall not be subject to the Brown Act.
2. Standing Committees may be appointed by the CAC as the need arises. The work of a Standing Committee shall be advisory to the CAC. When creating a Standing Committee, the CAC shall amend its bylaws to specify the purpose and the number of committee members who will serve on the Standing Committee. The number of members appointed to a Standing Committee shall be less than the number of members required to constitute a quorum of the full CAC. Standing Committee shall provide regular updates and reports to

the CAC on the work they perform. Standing Committees shall conduct their business in a manner consistent with the adopted CAC bylaws. Standing Committees created pursuant to this rule shall be subject to the Brown Act.

###



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Climate Action Committee

Agenda Date: 5/26/2023

File ID #: 23-0950

TO: Napa County Climate Action Committee
FROM: David Morrison, Interim County Executive Officer
REPORT BY: David Morrison, Interim County Executive Officer
SUBJECT: Climate Action Committee (CAC) Priorities for Fiscal Year 2023 - 2024
(FY23/24)

RECOMMENDATION

The Interim County Executive Officer requests that the Climate Action Committee provide direction to staff on priorities for fiscal year 2023/2024 (FY23/24).

EXECUTIVE SUMMARY

With the substantial change in CAC membership and staffing in recent months, and the need to prepare budget estimates for FY 23-24, staff requests that the CAC provide direction on priorities for the coming fiscal year.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

At the February 2022 CAC meeting, staff presented the results of a survey that was sent to CAC members as to what actions should be prioritized for the coming fiscal year. The CAC discussed the top five prioritized items from that survey as well as others that were brought up by CAC members. In March 2022, the CAC established the following three priorities (updated by staff). These were in addition to the priority of preparing a Regional GHG inventory.

1) EV Charging Station Plan

Work Plan: evaluate constraints and opportunities to accelerate EV adoption and increase EV charging stations strategically throughout the County, in accordance with CEC goals.

GHG Sector: On-Road Transportation

Timeline: 9-12 months

Partners: NVTa, jurisdictions, regional agencies, local stakeholders

Potential Cost: \$50K - \$75K in either consultant costs or staff costs, potential grant funding

Status: Not started

2) Streamline solar permits through the adoption of SolarAPP+

Work Plan: SolarAPP+ is a standardized plan review software developed by the National Renewable Energy Laboratory (NREL) that can run compliance checks and process building permit approvals for eligible rooftop solar systems.

GHG Sector: Building Energy

Timeline: 6 months

Partners: Jurisdictions

Potential Cost: \$2K - \$5K in staff costs. Potential grant funding

Status: Not started

3) Develop a program to achieve 90% waste diversion by 2030

Work Plan: Collaborate with partners to develop policies, programs, and education campaigns to severely reduce the amount waste sent to landfills.

GHG Sector: Solid Waste

Timeline: 1-2 years. Solid waste staff is currently focused on implementing SB 1382 to achieve 80% waste diversion

Partners: Waste haulers, jurisdictional staff

Potential Cost: \$20k-\$30k

Status: Not started

In November 2022, the CAC added a fourth priority of preparing a Regional Climate Action Plan:

4) Regional Climate Action Plan

Work Plan: Develop a menu of quantifiable and measurable actions to reduce GHG emissions as identified in the regional inventory to achieve net zero emissions

GHG Sector: All

Timeline: 1 year

Partners: local stakeholders, jurisdictional staff,

Potential Cost: \$250K - \$500K, including CEQA review

Status: Grant application submitted

Two priorities considered by the CAC in March 2022 were not moved forward:

5) New Building Reach Code (all-electric for new residential construction)

Work Plan: Work with stakeholders, the CAC and jurisdictional staff to develop a uniform reach code that can be adopted by each jurisdiction.

GHG Sector: Building Energy

Timeline: No later than adoption of the 2025 California Building Code on January 1, 2026.

Partners: local stakeholders, jurisdictional staff, BayREN staff

Potential Cost: Overall costs to the CAC would be low, but each jurisdiction would have staffing requirements to update and pass the updated code.

6) Develop a program to support conversion of agricultural equipment, off-road equipment, and freight from diesel to alternatives

Work Plan: Off-road diesel engines are widely used in agricultural goods production and supply operations: from planting to harvesting and processing. The work plan could include outreach, incentives and/or education around fuel switching and/or electric technologies.

GHG Sector: Off-Road Equipment

Timeline: 1 year

Partners: Ag stakeholders, electric technology developers, alternative fuels developers, jurisdictional staff.

Potential Cost: \$50k-100K

Other priorities discussed but not adopted included the following.

- E-bikes and how to encourage their use (along with efforts to enhance bike lanes).
- Expand recycled water infrastructure in all jurisdictions

- Advance health forest initiatives (fuel reduction, thinning of non-native and flammable species) that support wildfire mitigation and environmental habitat protection
- Identify grant opportunities in general that will help reduce carbon emissions.
- Have a legislation watch that will inform members of pending or developing issues.
- Collaborate with other committees and agencies in the County that share efforts to reduce our carbon footprint.
- Find ways to coordinate and avoid duplication of effort and at the same time be supportive of those efforts.
- Consider Ad Hoc committees which include subject matter experts that are not members of the CAC to help guide our efforts and find new approaches.
- Evaluate existing power grid and make recommendations for future grid improvements
- Evaluate need for additional water retention infrastructure
- Financial Options/Strategies: 1. Grants, which may be for program development and or incentives. 2. Cash incentives from State and Federal agencies to support climate action crisis.
- Review and discuss the current electric grid and its capacity to take on future electricity demands.

At the April 2023 meeting, the CAC requested that staff prepare a draft ordinance to prohibit the use of natural gas in new construction. That item will be brought forward as a future agenda item. The CAC may want to also review this task in its consideration of priorities for the next fiscal year.



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
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Climate Action Committee

Agenda Date: 5/26/2023

File ID #: 23-0962

TO: Napa County Climate Action Committee

FROM: David Morrison, Interim County Executive Officer

REPORT BY: Ryan Melendez, Sustainability Planner

SUBJECT: Letter of Support for Napa Resource Conservation District (RCD) application for funding opportunity by the USDA Forest Service Urban & Community Forestry through the Inflation Reduction Act

RECOMMENDATION

Staff is requesting that the Climate Action Committee (CAC) sign a Letter of Support for the U.S. Department of Agriculture Forest Service applications by Napa Resource Conservation District (RCD).

EXECUTIVE SUMMARY

Napa RCD will be applying for Inflation Reduction Act funding through the USDA Forest Service Urban & Community Forestry for their "Our Napa Forests: Growing an Equitable Tree Canopy Through Cross-Jurisdictional Collaboration" project. As a part of the application process, staff requests that the CAC authorize the Chair to sign the attached letter. This letter does not make any commitments on the part of the CAC or its member jurisdictions.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

This discussion arose from a request by Napa RCD to send a letter to the US Department of Agriculture (USDA) to support the grant application for the Napa RCD "Our Napa Forests: Growing an Equitable Tree Canopy Through Cross-Jurisdictional Collaboration" project for the Inflation Reduction Act - Urban and Community Forest funding opportunity.

The U.S. Department of Agriculture (USDA) Forest Service (FS), through the Inflation Reduction Act (IRA), may provide up to \$1 billion for Urban and Community Forestry investments through this opportunity (based on availability of funding, the quality of applications received, agency priorities, and other applicable considerations). Funding agreements will be for a period of 5 years. All activities and expenses must be completed within this 5-year period. Recipients will be expected to implement and demonstrate measurable progress within 12 months of award. Project funding awards will range from a minimum of \$100,000 to \$50 million.

State and local government entities; agency or government entity of an insular area (as defined in section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977); federally recognized tribes, Alaska Native Corporations/villages, and Tribal organizations as defined in 24 USC 5304 (I) and operating within the U.S. and its territories; non-profit organizations; public and state-controlled institutions of higher education; and community based organizations are eligible to apply. Applicants that include contributing partners must clearly describe the relationship between the applicant and the “partner(s).” Partner organizations from disadvantaged communities must be full partners in the project. A letter of commitment is required to be submitted by each contributing partner.

Projects must be conducted on non-Federal lands such as: state and local government, homeowner associations, private lands, and Tribal/Alaska native corporation (includes Trust lands). Lands owned or administered by the federal government are not eligible for this funding opportunity except for lands held in trust for Native American Tribes and individuals (hereinafter Trust lands).

Napa RCD proposes to focus on growing equitable tree canopy across Napa County’s urban forests by: (1) increasing healthy tree canopy in urban and community spaces through strategic planting and active stewardship, (2) educating and empowering community members to become urban forest stewards, and (3) facilitating workforce development and career pathways in urban forestry.

The proposed project will prioritize activities that benefit disadvantaged communities, such as planting and stewardship in disadvantaged neighborhoods or publicly accessible parks and green spaces, plant giveaways, and inclusive community education and workforce development. This project seeks to maximize community benefit by collaborating across jurisdictional boundaries, facilitating the sharing of resources and existing expertise as well as laying the foundation for sustained longer-term collaboration at a landscape scale.

The deadline to apply for the USDA Urban and Community Forestry funding opportunity is June 1, 2023.

Napa RCD and LACO Associates staff are putting together this grant application. Staff requests that the CAC authorize the Chair to sign the attached letter. This letter does not represent an endorsement by any member jurisdictions. It only shows support by the CAC to Napa RCD for the USDA FS funding opportunity so that an application may be submitted.



USDA Forest Service Urban & Community Forestry Inflation Reduction Act Notice of Funding Opportunity (NOFO)

SUMMARY INFORMATION

Federal Awarding Agency Name: U.S. Department of Agriculture – Forest Service (FS) Urban and Community Forestry Program.

Notice of Funding Opportunity Title: Inflation Reduction Act – Urban and Community Forestry

Notice of Funding Opportunity Number: USDA-FS-2023-UCF-IRA-01 Grants.gov
<https://www.grants.gov/web/grants/home.html>

Assistance Listing: This program is listed in the Assistance Listings on [Sam.gov](https://sam.gov) under [10.727 Inflation Reduction Act – Urban & Community Forestry](#)

SAM.gov Registration: All applicants must have an active registration at sam.gov and maintain active registration throughout the life of the award. This is the government-wide web-based system that supports all contracts, grants, and the electronic payment system. This requirement for registration may be found at 2 CFR 25.200.

Notice of Funding Opportunity Summary

Inflation Reduction Act of 2022, Public Law No: 117-169. Subtitle D, Sec. 23003 (a). State and Private Forestry Conservation Programs, (2) Urban and Community Forestry (2022-2031) to provide multiyear, programmatic, competitive grants for tree planting and related activities, with a priority for projects that benefit underserved populations and areas through the Urban and Community Forestry Assistance program established under section 9(c) of the Cooperative Forestry Assistance Act Of 1978 (16U.S.C.2105(c))

Key Dates

Applicant materials can be found by searching for this funding opportunity through Grants.gov. Search for grant Opportunity Number USDA-FS-2023-UCF-IRA 01. Applications will be submitted through the UCF Online Grant Portal All application materials must be received by **11:59 pm Eastern Time on June 1, 2023.**

For inquiries specific to the content of the NOFO requirements, contact the following shared inbox: SM.FS.UCF_IRA@usda.gov). Please limit questions to those regarding specific information contained in

this NOFO (such as dates, page numbers, clarification of discrepancies, etc.). Questions related to eligibility, or the merits of a specific proposal will not be addressed.

Information on available pre-award webinars and other supporting information for this funding opportunity will be posted at: <https://www.fs.usda.gov/managing-land/urban-forests/ucf>

Contents

SUMMARY INFORMATION.....	1
PROGRAM DESCRIPTION.....	2
Legislative Authority and Funding Priorities	2
FEDERAL AWARD INFORMATION	3
Available Funding.....	3
Eligibility Information.....	3
Pass-Through Funding (Sub-Awards)	7
APPLICATION, SUBMISSION, AND REPORTING REQUIREMENTS.....	8
Electronic Application Package	8
Content and Form of Application Submission	8
PROPOSAL EVALUATION	11
REPORTING REQUIREMENTS	12
APPLICATION SUBMITTAL	12
CONTACT FOR FURTHER INFORMATION	12

PROGRAM DESCRIPTION

Legislative Authority and Funding Priorities

Subtitle D, Sec. 23003 (a). State and Private Forestry Conservation Programs - Appropriations:

\$1,500,000,000 to provide multiyear, programmatic, competitive grants to a State agency, a local governmental entity, an agency or governmental entity of the District of Columbia, an agency or governmental entity of an insular area (as defined in section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3103)), an Indian Tribe, or a nonprofit organization.

Urban and Community Forestry (UCF) is a covered program under the Agency's [Justice40 Initiative](#) established through Executive Order 13985. To advance the mission of Justice40, proposals that deliver 40% of the benefits of IRA investments through established partnerships with local organizations working to support disadvantaged communities experiencing low tree canopy and environmental justice will receive priority consideration.

USDA is a partner on the Interagency [Memorandum of Understanding \(MOU\) on Promoting Equitable Access to Nature in Nature-Deprived Communities](#), which seeks to reduce the number of people without access to parks and nature in their communities. The [America the Beautiful Initiative](#) supports the prioritization of locally led conservation and park projects in communities that disproportionately lack access to nature and its benefits.

FEDERAL AWARD INFORMATION

Available Funding

A. Estimated Funding

The USDA Forest Service may provide up to \$1 Billion for Urban and Community Forestry investments through this opportunity (based on availability of funding, the quality of applications received, agency priorities, and other applicable considerations).

B. Performance Period

All funding agreements will be for a period of 5 years. All activities and expenses must be completed within 5 years of award. Funding agreements will not be extended beyond 5 years.

Note: Recipients will be expected to implement and demonstrate measurable progress within 12 months of award.

C. Amount of Awards

The USDA Forest Service welcomes proposals spanning a broad range of costs from eligible entities working at a community, regional and national scale. The *minimum* Federal funding amount for projects is \$100,000. The *maximum* Federal funding limit is \$50,000,000.

D. Additional Funding

FS may at its discretion, increase the total level of funding available in this funding round or in any category in this funding round from any available source provided the awards meet the requirements of the statute which made the funding available to the agency.

Eligibility Information

Projects must conform to laws and authorities in the [Cooperative Forestry Assistance Act \(Section 9. \[16 U.S.C. 2105\] Urban and Community Forestry Assistance.](#)

Costs must conform to [2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.](#)

A. Who Can Apply

Entities eligible to apply for funding under this NOFO include:

- State government entity
- Local government entity
- Agency or governmental entity of the District of Columbia

- Agency or governmental entity of an insular area (as defined in section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3103))
- Federally Recognized Tribes, Alaska Native Corporations/villages, and Tribal organizations as defined in 25 USC 5304 (I) and operating within the United States, or its territories
- Non-profit organizations
- Public and State-controlled institutions of higher education
- Community Based Organization

Applicants that include contributing partners must clearly describe the relationship between the applicant and the “partner(s).” Partner organizations from disadvantaged communities must be full partners in the project. A letter of commitment is required to be submitted by each contributing partner.

B. Eligible Lands

Eligible applicants may apply for funding for a project to be conducted on non-Federal lands such as:

- State and local government,
- Homeowner associations,
- Private lands, and
- Tribal/Alaska native corporation (includes Trust lands).

Lands owned or administered by the federal government are not eligible for this funding opportunity except for lands held in trust for Native American Tribes and individuals (hereinafter Trust lands).

C. Eligible Uses of Funding

1. Examples of eligible activities include projects that:

- Foster individuals, groups, and organizations in the communities served to become engaged participants in urban forest planning, planting, and management, especially those in disadvantaged communities that do not have adequate resources to install or maintain green infrastructure or are underrepresented.
- Protect, enhance, and expand equitable urban tree canopy cover to maximize community access to human health, social, ecological, and economic benefits particularly in disadvantaged and nature-deprived communities experiencing low tree canopy cover, extreme heat and frequent flooding. Improve and increase access to parks and nature in communities.
- Encourage long-term urban forest planning, assessment, and management.
- Encourage proactive and systematic maintenance and monitoring of urban trees and forested natural areas to improve forest health; assess risk to forests from pests, disease, and adverse climate impacts; and formulate adaptive management strategies to improve forest resilience.

- e. Advance the use of tree and forest inventories, monitoring, and assessment tools in priority areas, including monitoring and measurement of extreme heat.
 - f. Improve preparation for severe storms and the recovery of damaged or deteriorated landscapes to more healthy and resilient conditions.
 - g. Protect, enhance and increase access to watersheds in urban and developing areas with a focus on conserving and managing forest patches, and green stormwater infrastructure.
 - h. Provide paid training experiences for urban forestry crews to establish and maintain urban forests into the future. Support youth employment opportunities, including workforce development and training for the creation and maintenance of green jobs and economic opportunities for planning, planting, and sustainably maintaining trees and forests, including training and retaining urban arborists, and producing and using urban forest products.
 - i. Develop paid on-the-job training opportunities, including pre-apprenticeships and apprenticeships, to expand workforce development pathways for green careers in urban and community forestry.
 - j. Address exotic invasive pest species that adversely impact urban forests.
 - k. Work across jurisdictional boundaries, leveraging ideas and resources to increase capacity to provide equitable access to benefits across the larger landscape and at a greater geographic scale.
 - l. Aid in planning, goal setting, and skill sharing with other professions such as urban planners, engineers, educators, recreational and public health officials.
2. Examples of project activities that are NOT eligible for funding under Urban and Community Forestry Authorities include:
- a. Research: Basic research as defined in 2CFR 422.1, "Systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind." Note: Technical transfer, education, and outreach activities associated with applying research can be included in the application.).
 - b. Construction and capital improvements. Examples of construction include facilities, infrastructure, roads, new buildings, culverts, and boardwalks.
 - c. Land acquisition (conservation easement and fee simple) projects.
 - d. Cost-share, reimbursement, and other types of payment provided directly to private landowners. However, Urban and Community Forestry funding (and match) may be used to perform work on private lands; for example, an eligible entity could pay for trees to be planted on private lands with permission of the landowner.

- e. Small business start-up funding.
- f. Equipment purchases are rarely approved and will be reviewed prior to grant award. Equipment rental should be considered as an alternative. Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

3. Match Waiver

Any Non-Federal cost-share requirement otherwise applicable to projects carried out under this section may be waived at the discretion of the Secretary. **Match may be waived for proposals that deliver 100 percent of the funding/program benefits to disadvantaged communities.**

Applications seeking match waiver must clearly describe the scope of work to be performed in applicable disadvantaged communities, and identify online vulnerability and environmental justice equity data tools referenced to support a disadvantaged community designation, (e.g., White House Climate and Economic Justice Screening Tool ([CEJST](#)), EPA Environmental Justice and Screening Mapping Tool ([EJScreen](#)), EPA [EnviroAtlas Interactive Map](#), [Opportunity Zones](#)), or other government sponsored vulnerability tools which inform metrics applicable to the scope of work. Multiple tools may be used. **All work must be tracked at the level that designates disadvantaged communities.** Applicants receiving match waiver approval that pass-through funding (sub-award) for work in disadvantaged communities must pass the match waiver to sub-awardees performing the work.

While the pace of federal expenditures and cost sharing/matching may vary throughout the award period, the agency will actively monitor expenditure rates and cost sharing/matching levels as it receives payment requests to ensure the total cost sharing/matching requirement is met by the award period of performance end date. Additional details about cost sharing or matching funds/contributions are located at [2 CFR 200.306](#).

Cost Sharing or Matching Requirements

All federal grant funds are to be matched at least equally (**dollar for dollar**) with non-federal match which may include allowable and allocable in-kind contributions (i.e., personnel salary, fringe, and indirect costs; services, materials, supplies, equipment donations; and volunteer assistance), and private and public (non- federal) monetary contributions.

Cash match is from the applicant's budget, such as personnel salary, fringe benefits, travel, equipment, and supplies, or cash provided by another party. The source of the cash match cannot be derived from another Federal award or grant.

In-kind match is a non-cash contribution of value. A non-Federal entity's in-kind match must meet the following criteria:

- Verifiable from the non-Federal entity's records
- Not included as contributions for any other Federal award.
- Necessary and reasonable for accomplishment of project or program objectives.
- Allowable under subpart E of 2 CFR 200.

- Not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs.
- Provided for in the approved budget when required by the Federal awarding agency; and
- Conform to other provisions of 2 CFR 200, as applicable.

Matching funds must be derived entirely from non-Federal sources (unless expressly authorized in law by the other federal program).

Pass-Through Funding (Sub-Awards)

In response to stakeholder feedback and to alleviate the administrative burden on small, capacity-strained applicants, to expedite funding to communities in greatest need, and to increase opportunities to award high volumes of grants in condensed timeframes, applications from eligible entities with demonstrated ability to competitively pass-through (subaward) funding to community-based organizations and other partners serving disadvantaged communities are encouraged. **A minimum of 80% of all funding to a pass-through entity must be competitively sub-awarded to community-based organizations, or other partners serving disadvantaged communities.** Funding to Pass-Through Entities will be executed through a grant or cooperative agreement with substantial Forest Service involvement, at the discretion of the Forest Service.

For this funding opportunity, a “**Community Based Organization**” is defined as a public or nonprofit organization that supports and/or represents a community and/or certain populations within a community through engagement, education, and other related services provided to individual community residents and community stakeholders. A “community” can be characterized by a particular geographic area and/or by the relationships among members with similar interests and can be characterized as part of a broader national or regional community where organizations can be focused on the needs of urban, rural and/or tribal areas, and other similar groups.

Responsibilities of each pass-through entity include the following:

1. Design an equal opportunity competitive project application submission and evaluation process that alleviates burden, including but not limited to technical and administrative burden, on small, capacity-constrained applicants.
2. Develop outreach efforts and plans to reach all underserved or disadvantaged communities, especially urban communities, tribal governments and indigenous communities, youth, and public minority land grant institutions, for awareness of the availability of sub-award funding.
3. Develop a sub-award process that ensures efficient and effective fund dispersal and completion of sub-awardee projects within a 1year period. All sub-awardee projects must be completed within the five-year, Pass-Through Entity grant performance period.
4. Create an efficient progress and financial tracking and accomplishment reporting system for Urban and Community Forestry IRA sub-award projects.

5. Manage the application in-take processes, evaluations, subawards process, project risk through ongoing monitoring, and project tracking and reporting for communities. Subawards to communities will not be individually approved by the Forest Service. Submit timely financial and progress reports and success stories (brief project description and outcomes, with project photographs and recipient testimonials where feasible) with the USDA Forest Service.
6. Assist sub-awardee with development and distribution of communications and promotional materials that support the funded program of work and reflect IRA as the source of funding.

APPLICATION, SUBMISSION, AND REPORTING REQUIREMENTS

Electronic Application Package

Applicant materials can be found on the [Urban and Community Forestry UCF Grant Portal](#) or by searching for this funding opportunity through Grants.gov. In grants.gov, search for grant Opportunity Number USDA-FS-2023-UCF-IRA-01. Applications are to be submitted through the UCF Online Grant Portal. All application materials must be received by **11:59 pm Eastern Time on June 1, 2023**.

For technical issues while viewing Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Forest Service staff cannot support applicants regarding Grants.gov accounts.

USDA Forest Service will provide two (2) Application Assistance Webinars in late April to assist with specific questions and inquiries. If you would like to receive a direct invitation for these sessions, please send an email to the Urban & Community Forestry Program Inbox: SM.FS.UCF_IRA@USDA.GOV

Content and Form of Application Submission

The Forest Service may choose not to consider applications that fail to comply with the required content, format, and page limits, or those that are incomplete.

To be considered for funding under this opportunity, an application must contain the following documents:

A. Project Narrative

Each page must be numbered and have one-inch margins. The text of the project narrative must be single spaced and typed in a standard typeface (e.g., Times New Roman, Arial, Calibri) with no smaller than 12-point font. The project narrative must not exceed 7 pages. This page limit applies to the project narrative only. Other application materials, such as budget details/narratives, maps, and letters of commitment from contributing partners are not counted in this 7-page limit.

Project Narratives must include all the following information:

1. **Project Title:** Provide a uniquely descriptive title for this project. Use this full title consistently on all submission communications and supplemental documents, including letters of support, until an official application number is assigned by the Forest Service.

2. **Project Applicant:** Provide the name of the organization applying for Federal funding.
3. **Contact Information:** Provide the name, title, address, phone number, and email address for the person leading the project or program.
4. **Project Summary:** In less than 100 words, provide a summary of the project that includes the scope, location, key partners, and expected accomplishments.
5. **Project Scope Alignment:** Describe the issues this project is seeking to address and how the project will contribute to the goals in this funding opportunity, including congressional, Justice40, [State Forest Action Plans](#), and [Ten-Year Urban and Community Forestry Action Plan \(2016-2026\)](#) priorities.
6. **Implementation Strategy/Methodology/Timeline:** Provide a detailed explanation of the proposed approach, methodology, operations strategies, project schedule/timeline with goals/milestones, expected accomplishments or measurable outcomes, and project assessment/evaluation methods.
7. **Capability and Capacity:** Describe how each contributing organization is suited for (mission) and qualified to deliver the project. Provide the names, titles, and organization affiliation and specific roles of key personnel for the project. Include qualifications and experience of key personnel to implement, monitor, and assess/report project outcome.
8. **Project Partners:** Provide the names of partner organizations, describe their involvement and contributions to the project, and qualifications of the organization and personnel as they relate to their roles in project implementation.
9. **Communications Plan:** Share your plans for communication on the project, including plans for 1) signage acknowledging the source of funding at project locations 2) inclusion of funding information in press and promotional materials.
10. **Evidence of Disadvantaged Community Status for projects requesting Match Waiver (if applicable):** Clearly describe the scope of work to be performed in disadvantaged communities, and identify online vulnerability and environmental justice equity data and/or tools referenced to support a disadvantaged community designation, (e.g., White House Council on Environmental Quality [Climate and Economic Justice Screening Tool \(CEJST\)](#), EPA Environmental Justice and Screening Mapping Tool (EJScreen), EPA [EnviroAtlas Interactive Map](#), Opportunity Zones, or other vulnerability data/tools applicable to the scope of work). Multiple tools may be used. **All work must be tracked at the level that designates disadvantaged communities.**

Primary applicants receiving cost-match waiver approval that pass-through funding (sub-award) for work in disadvantaged communities must pass through the cost match waiver to sub-awardees performing the work.

B. Budget Narrative

In a separate document titled “Budget Narrative,” explain and justify all requested budget items/costs. List in detail how the totals on the budget were determined and demonstrate a clear connection between costs and the proposed project activities.

For personnel salary costs, include the base-line salary figures and the estimates of time to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the agency’s approval and estimate its cost.

The pages included as the budget narrative do not count toward the page limit. Cost sharing/matching must be committed at the time of application submission. The budget narrative must show the amounts and sources of match or cost share (including both cash and in-kind contributions).

C. Budget

A budget should be submitted as an attachment and does not count toward the 7-page narrative limit (see sample budget template and instructions). Categories include the following:

- Personnel (salary costs)
- Fringe benefits
- Travel
- Equipment (cost of purchase, not rental. NOTE: The definition of equipment is tangible personal property having a useful life of more than one year and a per-unit acquisition cost of at least \$5000. Equipment purchase is heavily discouraged. Consider equipment rental instead.)
- Supplies (tangible personal property other than equipment--includes tree purchase not completed under a contract for service)
- Contractual (e.g., contract for service, equipment rental)
- Other (sub-grants only)
- Indirect costs (NICRA, de minimis, or none—see below)

De minimis rate: Any Non-Federal entity (except State and local governments that receive more than \$35 million per year in Federal funding) that does not have a current negotiated (including provisional) indirect rate (NICRA) may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10 percent de minimis indirect cost rate. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs,

tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Negotiated Indirect Cost Rate Agreement (NICRA) may be used, if established.

PROPOSAL EVALUATION

Proposals will be evaluated based on the following Evaluation Criteria (100 points):

1. Alignment with Priorities (0-30 points)

Scope of work addresses Justice40, Congressional, [State Forest Action Plan](#) and [Ten-Year National Urban and Community Forestry Plan](#) priorities.

- Increase equitable access to urban tree canopy and associated human health, environmental and economic (workforce) benefits in disadvantaged communities.
- Broaden community engagement in local urban forest planning.
- Improve resilience to climate change, pests, storm/extreme heat events through best management and maintenance practices.

2. Technical Merit (0-20 points)

- Strategy and methodology are logical and appropriate to attain stated results.
- Methodology demonstrates high likelihood of success and long-term outcomes.
- If applicable, methodology for identifying disadvantaged communities is appropriate to meet priorities.

3. Capability and Capacity (0-20 points)

- Organization(s) (including partners) have ability to carry out the proposed work within the grant period and meet federal grant requirements.
- Key personnel (including partners/contractors) have the training opportunities, skills, expertise, and relationships required to complete the work and achieve stated results; hired personnel include union labor, living wage paying jobs.

4. Measurable Results/Outcomes (0-20 points)

- Conditions are significantly improved for communities (people or places) as prioritized in Justice40, Congressional, State Forest Action Plan and Ten-Year National Urban and Community Forestry Plan.
 - Increased equitable access to urban tree canopy and associated human health, environmental and economic (workforce) benefits in disadvantaged communities.
 - Broadened community engagement in local urban forest planning.

- Improved resilience to climate change, pests, storm/extreme heat events through best management and maintenance practices.
- Recipients will be expected to implement and demonstrate measurable progress within 12 months of award.

5. Budget and Cost-Effectiveness (0-10 points)

- Budget and budget narrative adequately describes proposed costs.
- Administrative costs are reasonable compared to other expenditures.
- Costs are in proportion to project input needs and results/outcomes.

REPORTING REQUIREMENTS

Semi-annual financial and progress reports are required for IRA grants: Financial and Progress reports will be submitted for the periods ending June 30 and December 31. Reports are due 30 days from the period end. Timely submittal of financial and progress reports for each grant as indicated in your award agreement will be required. Payments will be withheld until missing reports are received and approved.

Progress reports should highlight direct quantitative and qualitative investment activities and outcomes and include stories and photographs that illustrate these.

APPLICATION SUBMITTAL

[Applications are to be submitted through the UCF Online Grant Portal.](#) The on-line application workflow process is self-explanatory with help links to guide you through the application process. Applicant materials can be found on the grant application portal under the [forms template and resources section](#), or by searching grant opportunity number USDA-FS-2023-UCF-IRA-01 in Grants.gov.

All applications must be completed and submitted by **June 1, 2023, 11:59 PM Eastern**. Once submitted, the applicant will receive an email notice confirming their application was successfully submitted.

CONTACT FOR FURTHER INFORMATION

For inquiries specific to the content of the NOFO requirements, contact the following shared inbox: SM.FS.UCF_IRA@usda.gov. Please limit questions to those regarding specific information contained in this NOFO (such as dates, page numbers, clarification of discrepancies, etc.). Questions related to eligibility, or the merits of a specific proposal will not be addressed.

USDA Forest Service will provide two (2) Application Assistance Webinars in late April to assist with specific questions and inquiries. If you would like to receive a direct invitation for these sessions, please send an email to the Urban & Community Forestry Program Inbox: SM.FS.UCF_IRA@USDA.GOV

RE: Inflation Reduction Act – Urban and Community Forestry Application for “Our Napa Forests: Growing an Equitable Tree Canopy Through Cross-Jurisdictional Collaboration”

Notice of Funding Opportunity: [UCF-IRA-NOFO-04122023.pdf \(usda.gov\)](#)

Project Partners:

- We seek to work across jurisdictional boundaries to maximize community benefits of the project activities and lay the foundation for longer-term collaboration in urban and community forestry.
- We anticipate the following partners will be involved:
 - Napa County Resource Conservation District – *lead applicant*
 - City of American Canyon
 - City of Napa
 - City of St. Helena
 - American Canyon Community & Parks Foundation
 - Napa Valley Vine Trail Coalition

Grant Scope – Project Activities:

- We will be refining the grant scope and associated budget over the next couple of weeks, working with each project partner to better understand opportunity areas.
- In broad strokes, we anticipate that the project activities will include the following:
 - **Goal 1.** Increase healthy tree canopy in urban and community spaces through planting and stewardship, with an emphasis on disadvantaged communities
 - Develop of a planting & stewardship plan for each municipality (level of planning will vary by municipality, depending on needs/goals and existing plans)
 - We will prioritize areas that will increase equitable access to healthy green spaces, such as:
 - Disadvantaged neighborhoods ([Justice 40](#), [tree equity scores](#))
 - Public parks/parklets/community spaces
 - Urban/community forested reas experiencing high level of forest stressors (e.g., invasives, pests/diseases, burned areas)
 - Collaborate with municipalities/partners to implement planting and stewardship activities in high-priority urban and community spaces, including:
 - Planting trees/shrubs
 - Maintenance of existing trees/shrubs (stewardship of mature trees, managing pests/disease)
 - Removal of invasives
 - **Goal 2.** Educate and empower the community to actively steward urban and community green spaces, with an emphasis on engaging disadvantaged community members
 - Host workshops & field days to educate community members on urban forestry and practical actions community members can take to support the health of our urban and community forests
 - Create and disseminate educational resources to support community-led urban forest stewardship (e.g., what types of trees/vegetation to plant where, how to care for existing/mature trees, how to identify and manage invasives, etc.)
 - Volunteer events (tree planting & maintenance, invasives removal) to directly engage community members in efforts to increase healthy urban tree canopy and deepen their connections to urban green spaces
 - Plant giveaways to support community members planting trees/shrubs in yards or apartment complexes, with priority to low-income community members

- **Goal 3.** Provide workforce development to upskill those currently caring for urban/community forests (e.g. parks staff, crews) and facilitate career pathways in forestry, with an emphasis on equitable and inclusive programming
 - County-wide training for parks/public works staff on planting and maintenance best practices, incorporating climate adaptation lens
 - Paid internships for college students (e.g., Napa Valley College, Pacific Union College)

Grant Application and Administration:

- Napa RCD will be the lead applicant, and will manage grant administration.
- Project Partners will be involved in project scoping and implementation, including informing opportunities for planting/stewardship, community education opportunities, workforce development needs etc.

[Put on Letterhead]

RE: Inflation Reduction Act – Urban and Community Forestry Application for “Our Napa Forests: Growing an Equitable Tree Canopy Through Cross-Jurisdictional Collaboration”

To Whom It May Concern:

[Organization Name] is pleased to express our support for the Napa County Resource Conservation District’s (NCRCD’s) “Our Napa Forests: Growing an Equitable Tree Canopy Through Cross-Jurisdictional Collaboration” project proposal for the Inflation Reduction Act - Urban and Community Forest funding opportunity.

[State organization’s mission and its connection to and/or reason for supporting the proposed project]

Despite being home to an unusually diverse array of forest habitats, California’s Napa County has lost much of its historic tree coverage due to residential and urban development, agriculture and, increasingly, climate stressors. The County has lost 98% of its mature valley oaks since the 1800s along the valley floor, where urban development is concentrated. Municipalities have insufficient tree canopy, particularly in disadvantaged neighborhoods, as evidenced by Tree Equity scores and analyses of historic ecology. As a result, not all community members experience the benefits of urban tree canopy, such as cooler temperatures and lower utility costs, increased health and well-being, and more favorable economic conditions. With the compounding effects of extreme heat, drought, and flood events, catastrophic wildfires, and disease and insect infestations, it is of the utmost importance that we invest in expanding and enhancing our urban and community forests.

The present project will focus on growing equitable tree canopy across Napa County’s urban forests by: (1) increasing healthy tree canopy in urban and community spaces through strategic planting and active stewardship, (2) educating and empowering community members to become urban forest stewards, and (3) facilitating workforce development and career pathways in urban forestry.

Importantly, this project will prioritize activities that benefit disadvantaged communities, such as planting and stewardship in disadvantaged neighborhoods or publicly accessible parks and green spaces, plant giveaways, and inclusive community education and workforce development. This project seeks to maximize community benefit by collaborating across jurisdictional boundaries, facilitating the sharing of resources and existing expertise as well as laying the foundation for sustained longer-term collaboration at a landscape scale.

[Organization Name] supports this project proposal and the benefits it will bring to Napa County, disadvantaged neighborhoods, and all community members, if funded, and we encourage you to give it your full consideration.

Sincerely,

INSERT NAME HERE

Title

Organization



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Climate Action Committee

Agenda Date: 5/26/2023

File ID #: 23-0963

TO: Board of Supervisors
FROM: David Morrison, Interim County Executive Officer
REPORT BY: David Morrison, Interim County Executive Officer
SUBJECT: Discussion of CAC Proposed Budget for FY23/24

RECOMMENDATION

The Interim County Executive Officer (CEO) requests that the Climate Action Committee discuss the proposed budget for fiscal year 2023/2024 (FY23/24).

EXECUTIVE SUMMARY

In accordance with Section 7(a) of the Joint Powers Agreement, the Administering Agency is providing the Estimated Amount for FY23/24 to all Parties. The Estimated Amount was developed based on the services described above as well as the following CAC support items: agenda, staff report writing, and staff to support monthly meetings of the CAC; administration of any future grants or state/federal funds and related tasks; and other administrative support. If the CAC directs additional actions or efforts, this Estimated Amount may be supplemented with the approval of all Parties.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

At the May 2023 Climate Action Committee (CAC) meeting, the CAC will discuss and give staff direction on the following potential actions for Fiscal Year 2023-2024 (FY23/24). Proposed priorities

including those that carried over from the prior year, as follows:

1) EV Charging Station Blueprint

Work Plan: Evaluate constraints and opportunities to accelerate EV adoption and increase EV charging stations strategically throughout the County.

Potential Cost: \$75,000.

2) Streamline solar permits through the adoption of SolarAPP+

Work Plan: SolarAPP+ is a standardized plan review software developed by the National Renewable Energy Laboratory (NREL) that can run compliance checks and process building permit approvals for eligible rooftop solar systems.

Potential Cost: Approximately 10-20 hours in CAC staff costs.

3) Begin developing a program to achieve 90% waste diversion by 2030

Work Plan: Collaborate with partners to develop policies, programs, and education campaigns to reduce the amount of organic waste sent to landfills.

Potential Cost: \$75,000

4) Regional Climate Action Plan

Work Plan: Develop a menu of quantifiable and measurable actions to reduce GHG emissions as identified in the regional inventory to achieve net zero emissions

Potential Cost: \$200K - \$600K

The total estimated amount for FY 2022-2023 is \$300,000 - \$775,000 in consultant costs plus \$52,052 in staff time, calculated as follows. It should be noted that the FY22-23 Budget was approved at \$138,560. Due to grants and changes/vacancies in staffing, actual costs for the current fiscal year are estimated at approximately \$50,000.

Staff recommends that the CAC move forward based on the Scenario 1 budget listed in the attached

memo. This budget assumes that all four previous projects move forward (as may be modified by the CAC in determining their priorities) and that the Regional Climate Action Plan and associated CEQA document can be paid for using State grants and funding. If State grants and funding are not approved, then staff will return to the CAC for further direction. The costs per jurisdiction would be as follows:

Napa County (33%): \$66,677

Napa (29.9%): \$60,414

American Canyon (12.8%): \$25,863

St. Helena (8.5%): \$17,174

Calistoga (8.3%): \$16,770

Yountville (7.5%): \$15,154

Alternatively, the CAC may wish instead to focus on the Regional Climate Action Plan and redirect funds from the other priorities towards CAP preparation, along with any unused funds from the current fiscal year.

The attached memo details the total proposed budget for FY23/24. Staff requests that the Committee discuss the draft budget and provide feedback, so that the CEO may finalize the numbers with the City Managers.



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Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

David Morrison
Director

MEMORANDUM

To:	Climate Action Committee	From:	
Date:	May 26, 2023	Re:	CAC Potential Budget for FY 23/24

At the May 2023 Climate Action Committee (CAC) meetings, the CAC will discuss and give staff direction on the priorities for Fiscal Year 2023-2024 (FY23/24), including those that carried over from the prior year, as follows:

1) EV Charging Station Blueprint

Work Plan: Evaluate constraints and opportunities to accelerate EV adoption and increase EV charging stations strategically throughout the County.

GHG Sector: On-Road Transportation

Timeline: 9-12 months

Partners: NVTa, jurisdictions, regional agencies, local stakeholders

Potential Cost: Based on reviews of similar documents from other jurisdictions, staff estimates the cost of hiring a consultant to prepare a comprehensive document would be \$75,000.

2) Streamline solar permits through the adoption of SolarAPP+

Work Plan: SolarAPP+ is a standardized plan review software developed by the National Renewable Energy Laboratory (NREL) that can run compliance checks and process building permit approvals for eligible rooftop solar systems.

GHG Sector: Building Energy

Timeline: 2 months

Partners: Building Department staff, jurisdictions.

Potential Cost: Approximately 10-20 hours in CAC staff costs. CAC staff would work with each jurisdiction to ensure that is available to those Building Departments that want to make use of the software program.

3) Develop a program to achieve 90% waste diversion by 2030

Work Plan: Collaborate with partners to develop policies, programs, and education campaigns to reduce the amount of organic and other waste sent to landfills.

GHG Sector: Solid Waste

Timeline: 1 year

Partners: Waste haulers, special districts, and jurisdictional staff

Potential Cost: Staff estimates the cost of hiring a consultant to prepare a comprehensive document would be \$75,000.

4) Regional Climate Action Plan

Work Plan: Develop a menu of quantifiable and measurable actions to reduce GHG emissions as identified in the regional inventory to achieve net zero emissions

GHG Sector: All

Timeline: 1 year

Partners: Local stakeholders, jurisdictional staff

Potential Cost: \$200K - \$600K, including California Environmental Quality Act (CEQA) review. Staff has submitted a grant for \$595,500 to the Integrated Climate Adaptation and Resiliency Program (ICARP), in the Governor's Office of Planning and Research. The ICARP grant would only apply to plan preparation and does not fund CEQA review, but does include an extensive public outreach campaign. A decision should be made in June. In addition, a state budget request has been submitted, which could be used for to pay for CEQA review. Costs for CEQA review will depend on whether an Environmental Impact Report (EIR) is required or not. If neither the grant nor budget requests are successful, funding would have to come from the member jurisdictions.

Due to staffing changes, the additional time needed to complete the Regional Greenhouse Gas Inventory and supplemental memos, onboarding new CAC members, and the interest in a Regional Climate Action Plan, there was not significant progress on the first three priorities from FY22-23, and they are proposed to be carried forward into FY23-24.

In accordance with Section 7(a) of the Joint Powers Agreement, the Administering Agency is providing the Estimated Amount for FY23/24 to all Parties. The Estimated Amount was developed based on the services described above as well as the following CAC support items: agenda, staff report writing, and staff to support monthly meetings of the CAC; administration of any future grants or state/federal funds and related tasks; and other administrative support. If the CAC directs additional actions or efforts, this Estimated Amount may be supplemented with the approval of all Parties.

The total estimated amount for FY 2022-2023 is \$300,000 - \$775,000 in consultant costs plus \$52,052 in staff time, calculated as follows. It should be noted that the FY22-23 Budget was approved at \$138,560. Due to grants and changes/vacancies in staffing, actual costs for the current fiscal year are estimated at approximately \$50,000.

Hourly rates quoted are estimated weighted labor rates. Rates may change depending on contract negotiations.

Planner III – Sustainability: 336 hours at \$66/hour = \$22,176

Director of Planning, Building, & Environmental Services: 112 hours at \$209/hour = \$17,556

Deputy County Counsel IV: 56 hours at \$220/hour = \$12,320

COUNTYWIDE CLIMATE ACTION PROGRAM (CCAP) ADMINISTRATION COSTS

The County shall contribute 33.0% of the actual costs of the CCAP Program Administration costs, from the PBES budget.

COST-SHARE FOR REMAINING BALANCE

The cities and town shall each reimburse the County for the remaining Program Administration, costs for County’s administration of the CCAP according to a formula that allocates costs based on fifty percent (50%) equal shares and fifty percent (50%) proportional share of population exclusive of the unincorporated area population, more specifically as follows:

American Canyon: 12.8%

Calistoga: 8.3%

Napa: 29.9%

St. Helena: 8.5%

Yountville: 7.5%

OPTIONAL SERVICES

The cities and town shall each reimburse the County for the actual costs of any optional services expressly requested in writing by a Party.

TOTAL DRAFT BUDGET

Scenarios 2 and 3 below assume that grants and state budget requests will not be successful. All 3 scenarios assume that the CAC moves forward with the four priorities listed above in FY23-24.

Jurisdiction	Percentage	Estimated Budget		
		(1) With Grant	(2) Low	(3) High
Napa County	33.0%	\$66,677	\$132,744	\$264,744
American Canyon	12.8%	\$25,863	\$51,488	\$102,688
Calistoga	8.3%	\$16,770	\$33,387	\$66,587
Napa	29.9%	\$60,414	\$120,273	\$239,873
St. Helena	8.5%	\$17,174	\$34,191	\$68,191
Yountville	7.5%	\$15,154	\$30,169	\$60,169
Total	100%	\$202,052	\$402,252	\$802,252