

## **PE1 Action: CSC Coordinator**

**10 Points**



BRONZE MANDATORY



SILVER MANDATORY

### **A. Why is this action important?**

To support steady progress on local climate mitigation and adaptation, it is helpful to have a coordinator to serve as a point of contact for the Climate Smart Communities (CSC) program and facilitate project implementation.

### **B. How to implement this action**

Select and appoint an individual to be responsible for coordinating the activities of the CSC task force and associated climate mitigation and adaptation activities. The CSC coordinator can be a local government representative (staff or elected official), a contractor hired by the local government, or a volunteer from the community. The coordinator would generally be the chair (or, at minimum, be a member) of the CSC task force, and serve as a liaison between the CSC task force and the chief executive officer and other officials.

### **C. Time frame, project costs, and resources needs**

Determine the individual best suited to serve as the CSC coordinator by considering his or her capacity to execute the tasks associated with this role. Depending on the responsibilities for the position, determine if it is most appropriate to create a new position or assign the responsibilities to an existing staff member, contractor, or volunteer. Consider the person's availability for additional responsibilities, knowledge of climate and sustainability topics, experience with project management and coordination, and experience with facilitating task forces and working groups. Neighboring small local governments may consider collectively hiring one dedicated coordinator to share.

### **D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

This action is applicable to all types of local governments. The chief executive officer typically has the responsibility of assigning someone to this role, although the governing body may take on this responsibility.

### **E. How to obtain points for this action**

In order to earn points, a local government must define the responsibilities of the CSC coordinator and appoint a staff member, contractor, or volunteer to act in this role. The coordinator may be appointed by the governing body or by the chief executive officer (or by the chief executive's designee).

### **F. What to submit**

Local governments should submit documentation demonstrating that a staff member, contractor, or volunteer has been appointed to serve as the local government's CSC coordinator and is actively functioning in this role. At minimum, documentation should include an executive memorandum or resolution appointing the coordinator and describing his or her responsibilities. Submitted documents should be dated and name the specific individual assigned as CSC coordinator. The position must be currently filled to earn points for this action.

All action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

## **G. Links to additional resources or best practices**

- To see examples of the documentation submitted for this action, go to the [Participating Communities webpage](#), use the filters on the left hand side to show certified communities, click on their pins on the map, and look at their certification reports.

## **H. Recertification requirements**

At recertification, applicants should provide evidence that the CSC coordinator has been active in implementing CSC projects and participating in CSC task force meetings.