

# Guidance for Drafting the Vermont Climate Action Plan – November 2021

As the drafting of the Climate Action Plan will be a team effort from multiple authors, guidelines have been developed for formatting of drafts that will be reviewed by the Climate Council. Please follow these guidelines to ensure easy review and assimilation of drafts into a complete Plan.

*Section authors can be viewed in the [CAP Outline Assignments document](#) saved on the Climate Council website.*

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## Document Name

When saving the document, use the following format to title the document:

[number of section as listed in the CAP Outline] [DRAFT, name of section as listed in CAP Outline] – [date document will be posted online for Council review]

For example:

*3 DRAFT Executive Summary – 11-16-21*

Once feedback from Council meeting has been shared with section author and incorporated into section, resave the document, replacing DRAFT with FINAL.

## Titling & Headers

The title of the section should be listed at the top of the document in **BOLD**, Times New Roman, size 16 font. Any additional headers in the document should be listed in bold, Times New Roman, size 14 font.

## Font & Size

Text of the document should be written in Times New Roman, size 12 font.

## Spacing

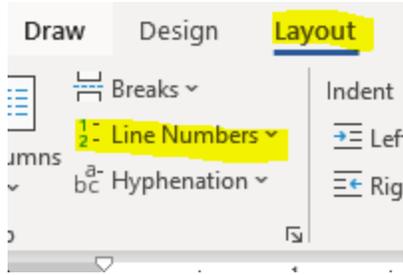
For ease of review by the Climate Council, 1.5 spacing should be used when submitting drafts for review. When finalizing drafts, standard 1.0 spacing can be used. To change spacing in Microsoft Word, select the spacing icon in the Paragraph toolbar and select spacing for 1.5:



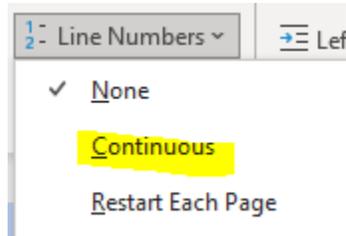
## Line Numbering

For ease of review and editing by the Vermont Climate Council, drafts should be submitted with line numbering. To insert line numbering, select **Layout**, and then the Line Numbers drop down under Page Setup.

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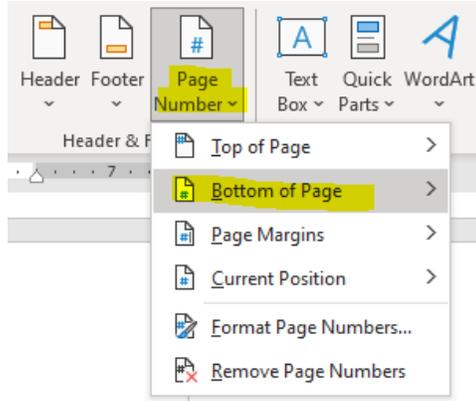


Once the drop down is open, select the option for continuous:



## Page Numbers

Page numbers should be included in drafts to ensure easy reference when reviewing and editing. To add page numbers to your document, click INSERT, Page Number under the Header & Footer tool bar. Page numbers should be inserted in the bottom right-hand corner of the page.



## Citations

If citing another text or report, online tool, or data source, please use a footnote and include the URL and/or Chicago style citation.

If using charts, graphics, tables, etc. from other reports, ensure the source is listed as a caption under the image.

## Acronyms

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When using acronyms, always spell out the acronym the first time it is being used and include the acronym in parentheses after the full spelling. When using an acronym after that first occurrence, just the acronym can be used.

## Glossary of Terms

The Climate Action Plan will have a glossary of terms. When drafting sections of the plan, please highlight any terms you would like included in the glossary at the end of the CAP. If the term is not defined in the Global Warming Solutions Act and you have definition that you would like used to define a term you have highlighted, please include that word, the definition, and a reference for the definition at the end of the draft documents. All terms will be compiled into one glossary of terms for the CAP.

## Pathway and Strategy Sections

### Framing

There are four grouping of pathways in the Climate Action Plan:

- Pathways for Emission Reductions
- Pathways for Adaptation and Building Resilience in Natural and Working Lands
- Pathways for Adaptation and Building Resilience in the Built Environment
- Pathways for Sequestration and Storing Carbon
- Cross-cutting pathways

Each of those sections will include multiple pathways and will begin with a framing of goals and a high-level summary of the work included in that section.

Framing sections should be used to define why the work (group of pathways and subsequent strategies and actions) included in that section is important to Vermont's climate change objectives. These framing sections should be no more than one to two pages of narrative text.

While subcommittees can be referenced in these sections, this is not the place to detail the process that subcommittees took to develop the body of work. The process of the Climate Council and subcommittees will be outlined in the The Process section of the Executive Summary of the CAP.

### Pathway

Each pathway subsection indicates a new grouping of priority work from the Climate Action Plan. The pathway should be written as a sub header in Bold, Times New Roman, size 14 font.

Under the pathway header, the pathway should be expanded upon in no more than one paragraph. As pathways are framed as the “what” of the Climate Action Plan, or the high-level means of achieving GHG emissions reductions or adaptation, resilience, and sequestration goals, the paragraph below the pathway should be used to detail why that

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pathway is important to meeting CAP objectives. Please use layman’s terms in this section so that anyone reading the CAP can get a general understanding of why this pathway was included the CAP.

For examples from other climate action plans, see:

- [Chicago Regional Climate Action Plan](#), starting on pg 28 of the plan (pg 40 of the PDF), paragraph directly under the header on each page objective page.
- [Montana Climate Solutions Plan](#), starting on pg 28 of the plan (pg 29 of the PDF), paragraph under the initial recommendation listed at the top of the page.
- [LA County Sustainability Plan](#), starting on pg 24 of the plan and PDF, paragraphs under the goal header.

### **Strategy**

Strategies are defined as the “how” of the CAP and should have described in clear language the role of the strategy in working towards the pathway. In many cases, there will be multiple strategies under each pathway. Strategies should be numbered, starting again at 1 under each new pathway.

**For the Emission Reductions Pathways**, strategies will have space for no more than one paragraph to explain why it was included and is important to reaching the “what” of the pathway.

**For the other pathways sections:**

- **Adaptation and Building Resilience in Natural and Working Lands,**
- **Adaptation and Building Resilience in Communities and the Built Environment,**
- **Sequestration and Storing Carbon,**
- **Cross-cutting pathways,**

The focus of the assessments for the other four pathways sections will be at the strategy level. As such, in addition to paragraph explaining a description of the strategy (“the what”) as well as suggested next steps, a table should be for each strategy that speaks to the following:

- a. Preliminary Assessment of Impact, Cost-Effectiveness, Co-benefits, Equity, and Technical Feasibility

The table should be included below the bulleted list of actions, as a way to summarize the assessment of work on the entire strategy.

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### Sample strategy / foundational criteria table:

<i>Preliminary Assessment of <u>Strategy</u> against Criteria</i>
<i>Impact:</i> Education and training for farmers and foresters will have a significant positive impact on adoption of climate adaptation practices and planning among land manager.
<i>Equity:</i> To enhance equity of this strategy, traditionally underserved and impacted communities will be identified. Then they will be included as subject matter experts during the design of trainings, and targeted programming must be developed to meet their contextually specific needs.
<i>Cost-effectiveness:</i> Proactively investing in climate adaptation on natural and working lands costs far less than the cost of recovering and rebuilding from climate-related damages and is extremely cost effective.
<i>Co-Benefits:</i> This strategy is primarily focused on resilience and adaptation but will have mitigation benefits of carbon sequestration, as well as biodiversity, water quality, soil conservation, buffering damage to downstream built communities; create jobs in rural communities; enhance sustainability of rural and working livelihoods; and reach impacted communities.
<i>Technical Feasibility:</i> Yes

### **High (and Consensus Medium) Priority Actions**

As described in the [CAP Prioritization Guidance](#), only those actions rated as high priority, or those medium and low priority actions that subcommittees agreed should be included in the body of the CAP, will be detailed in this section. The spreadsheet's that subcommittees used to list actions, and conduct the prioritization process, will be included as appendices to the CAP. The hope is that the work conducted and captured in the spreadsheets, will make writing the Action sections of the CAP straightforward.

As there will likely be numerous priority actions per strategy, actions will be need to concise and listed out in the CAP. **For the emission reductions pathways only**, actions will be listed in a table format. See below for guidance on how to format action tables. For the four other pathways in the CAP, actions will simply be bulleted under each strategy. Actions should be no more than one or two sentences.

### **Formatting Action Tables**

As strategies will be numbered, actions should be labeled using lowercase letters. See the example table below for a labeling reference. Labeling with lowercase letters should restart with each strategy.

As actions are prioritized, additional detail will likely be captured through discussion that will inform how that action can be implemented. That detail should be included in a

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concise manner either in the Action Details box, or in the relevant foundational criteria boxes.

Actions will be grouped under each strategy by lead implementer, and then listed by timeline to implement. The table below will need to be repeated for each set of actions grouped under a new implementer.

Lead implementer should be selected from the following list: Legislative, State Agency, Regional/Municipal, Non-Profit, Private Sector.

Timeline to implement should be selected from the following list: 0-6 months, 0-1 year, 1-2 years, 2-4 years, 4+ years.

<b>LEAD IMPLEMENTER 1</b>		
<b>a.</b>	<b>Action Details</b> (one paragraph)	<b>Impact</b> (one paragraph)
		<b>Equity</b> (one paragraph)
		<b>Cost-Effectiveness</b> (one paragraph)
	<b>Timeline to Implement</b>	<b>Co-Benefits</b> (bulleted list of co-benefits)
		<b>Technical Feasibility</b> (Yes/No)
<b>b.</b>	<b>Action Details</b> (one paragraph)	<b>Impact</b> (one paragraph)
		<b>Equity</b> (one paragraph)
		<b>Cost-Effectiveness</b> (one paragraph)
	<b>Timeline to Implement</b>	<b>Co-Benefits</b> (bulleted list of co-benefits)
		<b>Technical Feasibility</b> (Yes/No)
<b>c.</b>	<b>Action Details</b> (one paragraph)	<b>Impact</b> (one paragraph)
		<b>Equity</b> (one paragraph)
		<b>Cost-Effectiveness</b> (one paragraph)
	<b>Timeline to Implement</b>	<b>Co-Benefits</b> (bulleted list of co-benefits)
		<b>Technical Feasibility</b> (Yes/No)
<b>LEAD IMPLEMENTER 2</b>		
<b>a.</b>	<b>Action Details</b> (one paragraph)	<b>Impact</b> (one paragraph)
		<b>Equity</b> (one paragraph)
		<b>Cost-Effectiveness</b> (one paragraph)
	<b>Timeline to Implement</b>	<b>Co-Benefits</b> (bulleted list of co-benefits)
		<b>Technical Feasibility</b> (Yes/No)

### Councilor Submission of Comments on Draft Sections of the Climate Action Plan

As identified in the [CAP Timeline](#) and [CAP Outline](#) documents, draft sections of the CAP will be posted online for Climate Council review one week prior to the Climate Council meeting at

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which that section will be discussed. The CAP Timeline and CAP Outline documents identify those dates when section of the CAP are due to be posted online.

Comments on draft section of the CAP can be submitted in written format, either in an email using the line numbers listed in the draft section to reference edits and comments, or as tracked changes in a Word document. All draft sections of the CAP will be posted online as Word documents so Councilors can download and edit in track changes. If providing written comments, **comments should be shared by the morning of the Council meeting when the draft section will be discussed. Comments can also be provided verbally at the Council meetings.** Comments provided verbally at Council meetings will be documented in detail in the meeting minutes, and will be shared with the appropriate section authors no later than two days after the Council meeting.

**Written comments should be sent to Jane ([jane.lazorchak@vermont.gov](mailto:jane.lazorchak@vermont.gov)) and Marian ([marian.wolz@vermont.gov](mailto:marian.wolz@vermont.gov)), as well as the lead authors of the section of the CAP.** Section authors are identified in the [CAP Outline](#) document on the Climate Council website. Section authors should make note of all comments received, and should track where comments and edits were incorporated, and if not incorporated, why. Please see the sample table below for guidance on how to track comments:

Comment Received From:	Date Received:	Comment:	Response to Comment:
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If there are substantial comments or issues with content in the section under review, Councilors should raise those concerns verbally at the Council meeting where that section is being discussed. **Council meetings will be the space to discuss conflicting comments, so Councilors should be prepared to speak to major concerns or suggested edits at those meetings.**

Final revised sections of the CAP will be posted to the Climate Council website one week after the Council meeting at which they were discussed. Final sections should be sent to Jane and Marian in two formats:

- 1) PDF with changes incorporated
- 2) Word document with track changes visible
  - a. A record of comments received and whether they were incorporated or not should be included with this version.