



**CITY OF CONCORD**  
*New Hampshire's Main Street™*  
***Community Development Department***

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**REPORT TO THE MAYOR AND CITY COUNCIL**

**From:** Energy & Environment Advisory Committee  
**Date:** November 22, 2021  
**Subject:** Proposal for the UNH Sustainability Fellows Program

**Recommendation**

Accept this report and the recommendation from the Energy and Environment Advisory Committee (EEAC) to grant retroactive approval for the submission of a proposal in response to the request for proposals from the University of New Hampshire for the Sustainability Fellows Program.

**Background**

In 2020, the City hosted a UNH Sustainability Fellow to conduct a Green House Gas (GHG) inventory. In the FY 2021 budget, the City Council approved the funding of a membership to Local Governments for Sustainability (ICLEI). With this membership came access to ICLEI's ClearPath software. This software has powerful modeling capabilities that can be used to quantify numerous impacts of projects of various sizes and scopes.

**Discussion**

The Energy and Environment Advisory Committee would like the opportunity to host another Sustainability Fellow through UNH's program. This Fellow will have two primary responsibilities:

1) Enter the data collected for the 2020 GHG inventory into ClearPath and prepare and use the modeling software at Staff's direction.

ClearPath is a comprehensive emissions management platform. The Inventory Module is where the Fellow will enter the data collected for the 2020 inventory. The Fellow will then be able to use the Forecast Module to map future emissions impacts. The Fellow will then use the Planning Module to evaluate policies and programs and visualize ways the City can meet its emissions reductions targets (Resolution 8150). Finally, the Fellow will set up the Monitoring Module so

that Staff will be able to track progress and trends beyond the conclusion of the Fellowship.

2) Use ICLEI's Land Emissions and Removals Navigator (LEARN) tool to develop a clear understanding of land use change over the years and what that means for the City's ability to sequester carbon via open space and green space within the urban core. The Fellow will then update the GHG inventory with the data output from the LEARN tool and input this data into ClearPath. The data generated from the LEARN tool can provide additional insights when making land use policy decisions.

The UNH RFP was announced on November 4<sup>th</sup>. The deadline for submission of a proposal to UNH was December 3<sup>rd</sup>. Staff submitted a proposal ahead of this deadline for the work outlined above. Should the City's proposal be selected, Staff will develop and submit to UNH a detailed 10-week workplan and participate in candidate interviews in order to bring on a Fellow with the necessary skills to complete this work.

A match is required in order to host a Sustainability Fellow. For the 2022 fellowship, UNH is asking \$8,000 per graduate Fellow or \$6,500 per undergraduate Fellow. UNH is offering a grant for a reduced match for municipalities. For our Fellow in 2020, the City provided \$4,000 as a match. A statement of match commitment was required with the December 3<sup>rd</sup> proposal submission. Staff entered \$4,000 as a match commitment with the intent of applying for the grant. Should the City's proposal be accepted, but grant request be denied or approved only in part, Staff will submit an updated report to Council with a request for the required matching funds. UNH expects to make decisions on proposals by early to mid-January. Should Council elect not to fund this Fellowship, the City will be able to withdraw its proposal, before or after UNH's notice of decision.