

Initiating a Decarbonization Project

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This checklist outlines the key actions and stakeholders involved in organizing a team to lead the decarbonization process for your building, communicating co-benefits, and keeping residents informed so the project can move forward smoothly.

STATUS **ACTION** **STAKEHOLDERS**

Determine who is available to support and assemble a team consisting of board members and shareholders delegated to a working committee.



BOARD LIASONS:

WORKING COMMITTEE MEMBERS:

Contact [NYC Accelerator](#) to open an account with a case handled by a dedicated account manager. Note the case manager's information:



NAME:

EMAIL:

PHONE NUMBER:

Gather the team and residents and use the slide deck presentation to inform all residents about Local Law 97, its implications, the communication methods that are going to be used to keep residents informed, and who can be contacted for more information.



DATE OF PRESENTATION:

Determine what communication formats will work best with the residents in the building, and set up any relevant group chats, email lists, or newsletters (as appropriate). Note the communication formats that will be used.



COMMUNICATION FORMAT(S):

COMPLETED BY: DATE COMPLETED: