

**PRIORITY CLIMATE ACTION PLAN TEMPLATE**

STATES DEPLOYMENT INITIATIVE

Supporting CPRG Plan Execution

Updated November 22, 2023

# Proviso

This template is intentionally generic such that it could be adapted by any state. Sample text and prompts show a possible way of addressing both required and optional (encouraged) elements of Climate Pollution Reduction Planning Grant priority climate action plans. But any of these elements could be presented in different ways based on the needs and preferences of states. Additional directions, tips, and considerations are presented in comments. Therefore, ensure that you can view the comments when you use this template. Optional sections are denoted with both watermarks and in the comments. Text that must be replaced with state-specific information are denoted with angle brackets and yellow highlight.

# About the Conveners Network

The Conveners Network is a cooperative group of non-partisan organizations working with states to accelerate the development and adoption of sound energy policy. Each organization has a core competency in a particular region of the country while often doing work that is inter-regional or national in scope. The Conveners Network offers a unique space in which states can:

* Achieve their goals more quickly and easily by learning from one another’s real-world, practical experience.
* Have candid, in-depth discussions tailored to issues of common interest paired with rigorous follow-up and assistance.
* Capture efficiencies in tasks common to all states, such as stakeholder engagement, modeling, analysis, policy design, and implementation best practices.
* Access technical and expert resources on a wide range of energy-related topics, including federal funding opportunities.
* Identify and pursue multi-state and/or multi-region initiatives when it makes sense to do so.

To learn more about each organization within The Conveners Network, please visit their websites below.

* [Center for the New Energy Economy](https://cnee.colostate.edu/)
* [Duke Nicholas Institute for Energy, Environment, & Sustainability](https://nicholasinstitute.duke.edu/)
* [Georgetown Climate Center](https://nicholasinstitute.duke.edu/)
* [Great Plains Institute](betterenergy.org)
* [Harvard Law School Environmental & Energy Law Program](https://eelp.law.harvard.edu/)
* [Atlas Public Policy](https://atlaspolicy.com/) (Conveners Network Partner)

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# Acronyms and Abbreviations

|  |  |
| --- | --- |
| **Acronym or Abbreviation** | **Definition** |
| <insert acronym> | <insert definition> |
|  |  |
|  |  |
|  |  |

# Introduction

The <lead agency> has partnered with <insert organizations collaborating to support development of PCAP> to produce this priority climate action plan (PCAP) to support investment in policies, practices, and technologies that reduce pollutant emissions, create high-quality jobs, spur economic growth, and enhance the quality of life for all <insert state demonym>. This project has been funded wholly or in part by the United States Environmental Protection Agency (EPA) under assistance agreement <number> to <recipient>. The contents of this document do not necessarily reflect the views and policies of the EPA, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.

The measures contained herein should be construed as broadly available to any entity in the state eligible for receiving funding under the EPA’s Climate Pollution Reduction Implementation Grants (CPRG) and other funding streams, as applicable.

This PCAP is organized into <#> sections:

1. Introduction
2. Greenhouse Gas (GHG) Emissions Inventory
3. <Emissions Projections and Reduction Targets>
4. Priority Measures
5. <Benefits Analysis>
6. Low-Income/Disadvantaged Community Benefits Analysis
7. Review of Authority to Implement
8. <Intersection with Other Funding Availability>
9. <Workforce Planning Analysis>
10. Coordination and Outreach
11. Conclusion

# Greenhouse Gas Emissions Inventory

The <lead agency> has developed a statewide inventory of major sources of GHG emissions within <State>. This inventory was prepared using the following data resource(s):

* State-level GHG inventories prepared by the EPA;[[1]](#footnote-2)
* EPA’s State Inventory Tool (SIT);[[2]](#footnote-3)
* Data reported to the EPA’s Greenhouse Gas Reporting Program;[[3]](#footnote-4) and
* <other data set(s) used>.

Detailed methodology and quality assurance procedures for preparation of this inventory are contained in Appendix A.

The <State> inventory includes the following sectors and gases:

|  |  |
| --- | --- |
| ***Sectors*** | ***Greenhouse Gases (across all sectors)*** |
| 1. Transportation
2. Electricity generation and/or use
3. Natural and working lands
4. Industry
5. Agriculture
6. Commercial and residential buildings
7. Waste and materials management
8. Wastewater
 | carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), fluorinated gases (F-gases) including hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF6), and nitrogen trifluoride (NF3) |

Table 1 details GHG emissions in million metric tons (MMT) of carbon dioxide equivalents (CO2e) for all economic sectors. Table 2 details emissions of specific GHGs across all sectors.

Table 1. <State> GHG emissions in MMT CO2e by Sector[[4]](#footnote-5)

|  |  |  |
| --- | --- | --- |
| **Sector/Source** | **<base year>** | **2021** |
|  |  |  |
| **Transportation** |  |  |
| CO2 from Fossil Fuel Combustion |  |  |
| Substitution of Ozone Depleting Substances |  |  |
| Mobile Combustion |  |  |
| Non-Energy Use of Fuels |  |  |
| **Electric Power Industry** |  |  |
| CO2 from Fossil Fuel Combustion |  |  |
| Stationary Combustion |  |  |
| Incineration of Waste |  |  |
| Electrical Equipment |  |  |
| Other Process Uses of Carbonates |  |  |
| **Industry** |  |  |
| CO2 from Fossil Fuel Combustion |  |  |
| Natural Gas Systems |  |  |
| Non-Energy Use of Fuels |  |  |
| Petroleum Systems |  |  |
| Coal Mining |  |  |
| Iron and Steel Production |  |  |
| Cement Production |  |  |
| Substitution of Ozone Depleting Substances |  |  |
| Petrochemical Production |  |  |
| Lime Production |  |  |
| Ammonia Production |  |  |
| Nitric Acid Production |  |  |
| Abandoned Oil and Gas Wells |  |  |
| Wastewater Treatment |  |  |
| Urea Consumption for Non-Agricultural Purposes |  |  |
| Mobile Combustion |  |  |
| Abandoned Underground Coal Mines |  |  |
| Adipic Acid Production |  |  |
| Carbon Dioxide Consumption |  |  |
| Electronics Industry |  |  |
| N2O from Product Uses |  |  |
| Stationary Combustion |  |  |
| Other Process Uses of Carbonates |  |  |
| Fluorochemical Production |  |  |
| Aluminum Production |  |  |
| Soda Ash Production |  |  |
| Ferroalloy Production |  |  |
| Titanium Dioxide Production |  |  |
| Caprolactam, Glyoxal, and Glyoxylic Acid Production |  |  |
| Glass Production |  |  |
| Magnesium Production and Processing |  |  |
| Zinc Production |  |  |
| Phosphoric Acid Production |  |  |
| Lead Production |  |  |
| Landfills (Industrial) |  |  |
| Carbide Production and Consumption |  |  |
| **Agriculture** |  |  |
| N2O from Agricultural Soil Management1,2 |  |  |
| Enteric Fermentation |  |  |
| Manure Management |  |  |
| CO2 from Fossil Fuel Combustion |  |  |
| Rice Cultivation |  |  |
| Urea Fertilization |  |  |
| Liming |  |  |
| Mobile Combustion |  |  |
| Field Burning of Agricultural Residues1,2 |  |  |
| Stationary Combustion |  |  |
| **Commercial** |  |  |
| CO2 from Fossil Fuel Combustion |  |  |
| Landfills (Municipal) |  |  |
| Substitution of Ozone Depleting Substances |  |  |
| Wastewater Treatment |  |  |
| Composting |  |  |
| Stationary Combustion |  |  |
| Anaerobic Digestion at Biogas Facilities |  |  |
| **Residential** |  |  |
| CO2 from Fossil Fuel Combustion |  |  |
| Substitution of Ozone Depleting Substances |  |  |
| Stationary Combustion |  |  |
| **Total Emissions (Sources)** |  |  |
| **Land-Use, Land-Use Change, and Forestry** **(LULUCF) Sector Net Total** |  |  |
| **Net Emissions (Sources and Sinks)** |  |  |

Table 2. <State> GHG emissions in MMT CO2e by Gas[[5]](#footnote-6)

|  |  |  |
| --- | --- | --- |
| **Gas/Source** | **<base year>** | **2021** |
|  |  |  |
| **CO₂** |  |  |
| Fossil Fuel Combustion |  |  |
| *Electric Power Sector* |  |  |
| *Transportation* |  |  |
| *Industrial* |  |  |
| *Residential* |  |  |
| *Commercial* |  |  |
| Non-Energy Use of Fuels |  |  |
| Natural Gas Systems |  |  |
| Cement Production |  |  |
| Lime Production |  |  |
| Other Process Uses of Carbonates |  |  |
| Glass Production |  |  |
| Soda Ash Production |  |  |
| Carbon Dioxide Consumption |  |  |
| Incineration of Waste |  |  |
| Titanium Dioxide Production |  |  |
| Aluminum Production |  |  |
| Iron and Steel Production & Metallurgical Coke Production |  |  |
| Ferroalloy Production |  |  |
| Ammonia Production |  |  |
| Urea Consumption for Non-Agricultural Purposes |  |  |
| Phosphoric Acid Production |  |  |
| Petrochemical Production |  |  |
| Carbide Production and Consumption |  |  |
| Lead Production |  |  |
| Zinc Production |  |  |
| Petroleum Systems |  |  |
| Abandoned Oil and Gas Wells |  |  |
| Magnesium Production and Processing |  |  |
| Coal Mining |  |  |
| Liming |  |  |
| Urea Fertilization |  |  |
| Substitution of Ozone Depleting Substances |  |  |
| *International Bunker Fuels[[6]](#footnote-7)* |  |  |
| *Wood Biomass, Ethanol, and Biodiesel Consumption[[7]](#footnote-8)* |  |  |
| **CH₄** |  |  |
| Stationary Combustion |  |  |
| Mobile Combustion |  |  |
| Coal Mining |  |  |
| Abandoned Underground Coal Mines |  |  |
| Natural Gas Systems |  |  |
| Petroleum Systems |  |  |
| Abandoned Oil and Gas Wells |  |  |
| Petrochemical Production |  |  |
| Carbide Production and Consumption |  |  |
| Iron and Steel Production & Metallurgical Coke Production |  |  |
| Ferroalloy Production |  |  |
| Enteric Fermentation |  |  |
| Manure Management |  |  |
| Rice Cultivation |  |  |
| Field Burning of Agricultural Residues |  |  |
| Landfills |  |  |
| Wastewater Treatment |  |  |
| Composting |  |  |
| Anaerobic Digestion at Biogas Facilities |  |  |
| Incineration of Waste |  |  |
| *International Bunker Fuels[[8]](#footnote-9)* |  |  |
| **N₂O** |  |  |
| Stationary Combustion |  |  |
| Mobile Combustion |  |  |
| Adipic Acid Production |  |  |
| Nitric Acid Production |  |  |
| Manure Management |  |  |
| Agricultural Soil Management |  |  |
| Field Burning of Agricultural Residues |  |  |
| Wastewater Treatment |  |  |
| N₂O from Product Uses |  |  |
| Caprolactam, Glyoxal, and Glyoxylic Acid Production |  |  |
| Incineration of Waste |  |  |
| Composting |  |  |
| Electronics Industry |  |  |
| Natural Gas Systems |  |  |
| Petroleum Systems |  |  |
| *International Bunker Fuels[[9]](#footnote-10)* |  |  |
| **HFCs, PFCs, SF₆ and NF₃** |  |  |
| **HFCs** |  |  |
| Substitution of Ozone Depleting Substances |  |  |
| Fluorochemical Production |  |  |
| Electronics Industry |  |  |
| Magnesium Production |  |  |
| **PFCs** |  |  |
| Aluminum Production |  |  |
| Electronics Industry |  |  |
| Electrical Equipment |  |  |
| Substitution of Ozone Depleting Substances[[10]](#footnote-11) |  |  |
| **SF₆** |  |  |
| Electrical Equipment |  |  |
| Electronics Industry |  |  |
| Magnesium Production |  |  |
| **NF₃** |  |  |
| Electronics Industry |  |  |
| **Total (Sources) Emissions[[11]](#footnote-12)** |  |  |
| **LULUCF Emissions[[12]](#footnote-13)** |  |  |
| LULUCF CH4 Emissions |  |  |
| LULUCF N2O Emissions |  |  |
| **LULUCF Carbon Stock Change[[13]](#footnote-14)** |  |  |
| **LULUCF Sector Net Total[[14]](#footnote-15)** |  |  |
| **Net Emissions (Sources and Sinks)[[15]](#footnote-16)** |  |  |

# GHG Emissions Projections and Targets

The <lead agency> has developed near-term (2030) and long-term (2050) projections of GHG emissions that would occur in a “business-as-usual” (BAU) scenario where the PCAP measures are not implemented and under a scenario where the measures in this PCAP are fully implemented (PCAP scenario). Detailed methodology and quality assurance procedures for preparation of these projections are contained in Appendix A. Table 3 lists base year GHG emissions and near-term and long-term GHG emissions projections by sector for <state> under the BAU and PCAP scenarios.

Table 3. <State> GHG baseline and projected emissions in MMTCO2e by Sector

|  |  |  |  |
| --- | --- | --- | --- |
| **Sector/Source** | **<base year>** | **BAU** | **PCAP** |
| **2030** | **2050** | **2030** | **2050** |
| **Transportation** |  |  |  |  |  |
| **Electric Power Industry** |  |  |  |  |  |
| **Industry** |  |  |  |  |  |
| **Agriculture** |  |  |  |  |  |
| **Commercial and Residential Buildings** |  |  |  |  |  |
| **Waste and Materials Management** |  |  |  |  |  |
| **Total Emissions (Sources)** |  |  |  |  |  |
| **LULUCF Sector Net Total** |  |  |  |  |  |
| **Net Emissions** **(Sources and Sinks)** |  |  |  |  |  |

Table 4. presents near-term and long-term emissions reduction targets based on <lead agency>’s assessment of projected emissions and emission reductions anticipated as result of implementation of priority measures included in this PCAP. Inclusion of targets in this PCAP does not render achievement of the targets binding on any entity of the state of <insert state>, its subdivisions, organizations operating in the state, and individuals living within the state.

Table 4. <State> PCAP GHG emission reduction targets in MMTCO2e by Sector

|  |  |
| --- | --- |
| **Sector/Source** | **Targets** |
| **2030** | **2050** |
| **Transportation** |  |  |
| **Electric Power Industry** |  |  |
| **Industry** |  |  |
| **Agriculture** |  |  |
| **Commercial and Residential Buildings** |  |  |
| **Waste and Materials Management** |  |  |
| **Total Emissions (Sources)** |  |  |
| **LULUCF Sector Net Total** |  |  |
| **Net Emissions** **(Sources and Sinks)** |  |  |

# Priority Measures

The measures in this section have been identified as “priority measures” for the purposes of pursuing funding through CPRG implementation grants. This list is not exhaustive of the <state>’s priorities. Instead, the selected priority measures included in this PCAP meet the following criteria:

* The measure is implementation ready, meaning that the design work for the policy, program, or project is complete enough that a full scope of work and budget can be included in a CPRG implementation grant application.
* The measure can be completed in the near term, meaning that all funds will be expended, and the project completed, within the five-year performance period for the CPRG implementation grants.
* The measure advances the following state priorities: <insert list of priorities>.

For each priority measure, an appendix to this PCAP provides additional details about the following information:

* An estimate of the cumulative GHG emission reductions from 2025 through 2035;
* An estimate of the cumulative GHG emission reductions from 2025 through 2050;
* Key implementing agency or agencies;
* Implementation schedule and milestones;
* Geographic scope;
* Metrics for tracking progress;
* Cost estimates for implementation;
* Co-benefits;
* Impacts on low-income and disadvantaged communities;
* Authority to implement;
* Intersection with other funding availability; and
* Workforce needs.

Table 5 summarizes <state> PCAP priority measures.

<For more information on <<state’s>> plans for reducing GHG emissions, see <<insert link to pre-existing climate action plan.>>>

Table 5. <State> PCAP Priority Measures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority Measure** | **Cumulative GHG emission reductions** **(MMT CO2e)** | **Implementing Agency or Agencies** | **Geographic Scope** | **Priority Measure Appendix** |
| **2025–2035** | **2025–2050** |
| **<Measure Description>[[16]](#footnote-17)** |  |  | <state agency or coalition of state agencies> | <state or collection of states> | B |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Benefits Analysis

The implementation of the measures included in this PCAP are anticipated to have a broad range of benefits. This section details the anticipated co-pollutant reductions associated with implementation of the priority measures identified in this PCAP <as well as air quality improvements, improved public health outcomes, economic benefits, increased climate resilience, and other environmental benefits>. In addition, this section identifies mechanisms to track, minimize, and mitigate, to the extent possible, any potential disbenefits resulting from implementation of the priority measures.

## 2020 Inventory for Co-Pollutants

<Lead agency> obtained emissions data from EPA’s 2020 National Emissions Inventory and extracted criteria pollutant and hazardous air pollutant (HAP) emissions data to create a 2020 base county-level inventory for the sectors targeted by the priority measures included in this PCAP.[[17]](#footnote-18) Table 6 presents these nitrogen oxides (NOx), direct fine particulate matter (PM2.5), sulfur dioxide (SO2), volatile organic compounds (VOC), and HAP data by sector, county, and pollutant for <state>.

Table 6. 2020 <State> Criteria Pollutant and HAP Emissions Inventory by Sector, County, and Pollutant

| **Sector(s)/County** | **NOx****(tons)** | **PM2.5****(tons)** | **SO2****(tons)** | **VOC****(tons)** | **HAP****(lbs)** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **<Sector(s)>** |  |  |  |  |  |
| <County Name> |  |  |  |  |  |
| <County Name>> |  |  |  |  |  |
| <County Name> |  |  |  |  |  |
| **State Total** |  |  |  |  |  |
| **<Sector(s)>** |  |  |  |  |  |
| <County Name> |  |  |  |  |  |
| <County Name>> |  |  |  |  |  |
| <County Name> |  |  |  |  |  |
| **State Total** |  |  |  |  |  |

## Co-pollutants Emission Changes from Priority Measures

Table 7 lists anticipated changes in co-pollutants for each measure. Additional details about assumptions and methods for quantification of emissions changes are included in the appendix corresponding to each measure.

Table 7. <State> Co-Pollutant Emissions Reductions Anticipated from Implementation of PCAP Priority Measures

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Priority Measure**  | **NOx****(tons)** | **PM2.5****(tons)** | **SO2****(tons)** | **VOC****(tons)** | **HAP****(lbs)** | **Priority Measure Appendix** |
| **<Measure Description>** |  |  |  |  |  | B |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

## Projected Future Year Co-Pollutant Emissions Reductions

Table 8 lists projected future year 2030 co-pollutant emissions under a BAU scenario and PCAP scenario. <Insert where data was obtained from, when, methods used, assumptions, etc. for the BAU projections. If the change in emissions reductions isn’t dependent on something like the energy mix at the time (i.e. static) then you can simply add or subtract the change in emissions for each of your measures from the BAU numbers. If the measure affects a dynamic system, such as the power sector, you will likely need to redo your emissions change calculations for the selected future year based on anticipated generation assets operating in that future year.>

Table 8. <State> Future-Year Co-Pollutant Emissions under BAU and PCAP Scenarios

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scenario** | **NOx****(tons)** | **PM2.5****(tons)** | **SO2****(tons)** | **VOC****(tons)** | **HAP****(lbs)** |
| **BAU** |  |  |  |  |  |
| **PCAP** |  |  |  |  |  |

# Low-Income and Disadvantaged Community Analysis

The implementation of the measures included in this PCAP are anticipated to provide significant benefits to low-income and disadvantaged communities (LIDACs). This section identifies each LIDAC within the jurisdiction covered by this PCAP, how <state> meaningfully engaged with LIDACs in the development of this PCAP, and how <state> will continue to engage into the future.

## Identification of and Engagement with LIDACs

<Lead Agency> identified LIDACs using the <Climate and Economic Justice Screening Tool (CEJST)>. <Lead Agency> created an engagement plan for seeking feedback on community priorities during development of this PCAP. See <<Appendix <letter number> or <Outreach and Coordination section of this PCAP>> for the engagement plan, a record of outreach activities, and a summary of input received during the engagement process. Strategies for engagement with LIDACs are summarized below:

* Online resources:
	+ State CPRG webpage: <link>;
	+ Email list;
	+ Social media;
	+ Portal for submitting ideas: <link>;
	+ Community Survey: <link>;
* Community meetings across the state with options for in-person, livestream, and video conference participation;
* Targeted outreach to known community-based organizations;
* Push cards and flyers;
* Attendance at known community events to disseminate information about how to provide input; and
* Public comment period on the draft plan.

## Impact of PCAP Implementation on LIDACs

Table 9 lists the LIDACs anticipated to be affected by implementation of each priority measure included in this PCAP. Anticipated benefits or potential disbenefits associated with measure implementation are summarized in this section. Specific methods and assumptions for quantitative assessment of benefits are described in the appendix associated with each priority measure.

Table 9. LIDACs Affected by Priority Measures

|  |  |  |
| --- | --- | --- |
| **Priority Measure**  | **Affected LIDAC Census Tracts** | **Priority Measure Appendix** |
| **<Measure Description>** |  | B |
|  |  |  |
|  |  |  |
|  |  |  |

### Anticipated Benefits and Disbenefits of <Measure Description>

<Insert discussion of benefits for LIDACs, examples include:>

* Reductions in GHG, criteria pollutants, HAPs at the county-level, census tract, or source specific in identified communities>
* Number of jobs created in identified communities>
* Dollars spent and/or number of participants from identified communities in clean energy job training or apprenticeship programs>
* Decreased energy costs for residents in identified communities>
* Area of green space created for urban heat island mitigation>
* Number of stakeholder events, participants, and/or dollars spent to engage with organizations and residents of identified communities>
* Other qualitative descriptions>

<Insert discussion of any disbenefits for LIDACs and strategies to mitigate them, examples include:>

* Jobs lost paired with workforce transition strategies>
* Resistance to infrastructure development paired with strategies for outreach and appropriate siting>
* Energy security and reliability concerns for intermittent generation assets paired with increased transmission and storage strategies>
* Gentrification paired with strategies to combat displacement and increased cost of living for current residents of LIDACs>

<Insert discussion of how the lead agency and partners intend to continue to engage LIDACs throughout the implementation process.>

# Review of Authority

<Lead agency> has reviewed existing statutory and regulatory authority to implement each priority measure continued in this PCAP. For any priority measure where authority must still be obtained, this section contains a schedule of milestones for actions needed by key entities (e.g, legislature, administrative agency, etc.) for obtaining any authority needed to implement such measure(s).

## Authority to Implement <Incentive measure description>

<Implementing agency> is authorized under <insert statutory or regulatory authority> to <insert specifics for your state>. <Insert an explanation of how this program is consistent with authorizing statutes or regulations>

## Authority to Implement <Policy without current authority example>

<Implementing agency> is not currently authorized to implement <policy>. To implement this policy, <legislative body> will need to pass legislation to authorize implementation. Then, <implementing agency> must adopt rules to implement and enforce <policy>. <Insert state-specific strategy and timeline/milestones for achieving authority>

# Intersection with Other Funding Availability

Many of the priority measures included in this PCAP expand upon or complement existing programs. <Lead agency> has explored federal and non-federal funding sources to determine whether these sources could fund each priority measure and whether such funding is sufficient to fully implement the measure. This section describes the results of this analysis for each priority measure.

## Funding for <measure description>

<Describe funding need to implement the measure, provide a list of funding stream that could be used for or that complements the measure (including funding for workforce development), list the funding streams that the state is pursuing or has secured to implement the measure and associated workforce development, describe how additional implementation grant dollars are necessary to fund the measure>

# Workforce Planning Analysis

The priority measures included in this PCAP will result in the creation of high-quality jobs for <insert state denonym>. This section details <state’s> strategies and commitments to ensure job quality, strong labor standards, and a diverse, highly skilled workforce for implementation of the priority measures.

## Workforce Partnerships

<Insert discussion of how the lead agency will partner with the State’s commerce and/or labor agencies, local workforce development boards, etc. to align workforce funding priorities with areas of growth anticipated because of PCAP priority measures implementation.>

<Insert discussion of how the lead agency pursued other partnerships with businesses and employers, labor unions, community-based organizations, economic development organizations, local community colleges, Minority-Serving institutions and similar organizations.>

## Anticipated Labor Changes

<Considering investments anticipated because of PCAP implementation, describe the types of jobs that will be created and forecast the number of jobs that will be created and in which sectors. What types of skills will be needed to do these jobs? You can use the career maps that DOE has developed to identify jobs needed and skills: [Map a Career in Clean Energy | Department of Energy](https://www.energy.gov/energysaver/map-career-clean-energy). What training pathways exist or need to be developed? See [Registered Apprenticeship Program | Apprenticeship.gov](https://www.apprenticeship.gov/employers/registered-apprenticeship-program). Will any jobs be lost or displaced? What strategies will the state and partners explore to connect workers to re-skilling opportunities?>

## Strengths, Risks, and Opportunities

<Describe your state’s strengths and opportunities for improvement as it relates to connecting PCAP investments to good jobs and meeting state labor demands. See [WorkforceGPS - Guide to State and Local Workforce Data](https://lmi.workforcegps.org/resources/2015/04/03/15/48/Guide_to_State_and_Local_Workforce_Data) or contact your state’s commerce or labor agency for information. What are existing best practices that could be scaled? Where might demand for jobs outstrip existing training capacity? For each opportunity for improvement, discuss actionable strategies that the state and its partners could implement. DOL has developed a list of workforce strategies and how to ensure that jobs created are high quality that could be used: [Workforce Development Solutions | U.S. Department of Labor (dol.gov)](https://www.dol.gov/agencies/eta/employers/workforce-development-solutions) and [GOOD JOBS IN FEDERAL INVESTMENTS: A TOOLKIT FOR EMPLOYERS, WORKERS, AND GOVERNMENT (dol.gov)](https://www.dol.gov/sites/dolgov/files/OPA/Good%20Jobs%20Initiative/Toolkit/Good-Jobs-Toolkit.pdf)>

## Equity and Underserved Communities

<Describe barriers that underserved communities face in your state to workforce opportunities related to the priority measures in your PCAP. What strategies might the state and partners explore for ensuring equitable access to training and job opportunities? Examples: connecting residents of underserved communities with American Job Centers (locations available at [American Job Center Finder | CareerOneStop](https://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx)), implement strategies from [WorkforceGPS - Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development](https://careerpathways.workforcegps.org/resources/2016/10/20/10/11/Enhanced_Career_Pathways_Toolkit).>

## Messaging Opportunities

<Describe strategies for expanding awareness about the benefits to local communities that will result from jobs created through investment in PCAP priority measures. Are there local businesses making significant investments in climate and sustainability? How can the state help to highlight best practices and scalable opportunities? How can the state work to attract new businesses making investments that align with this PCAP?>

## Workforce Funding Needs

<Describe the capacity needed and a budget for staff or contract support needed to support workforce planning activities in support of PCAP implementation. What specific activities might you implement based on the strategies discussed above? Create a list of activities and a budget for personnel, supplies, contract support, etc. associated with implementing those activities.>

Table 10. Workforce Planning Budget

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |  **Year 1**  |  **Year 2**  |  **Year 3**  |  **Year 4**  | **Year 5** |  **Total**  |
|  **Personnel**  |   |   |   |   |  |   |
| 1 FTE, <Job Title> @ $<#> |  |  |  |  |  |  |
| 2 FTE, <Job Title> @ $<#> |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|   TOTAL PERSONNEL  |  |  |  |  |  |  |
|  **Fringe Benefits**  |   |   |   |   |  |   |
| 1 FTE, <Job Title> @ $<#> |  |  |  |  |  |  |
| 2 FTE, <Job Title> @ $<#> |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  TOTAL FRINGE BENEFITS  |  |  |  |  |  |  |
|  **Travel**  |   |   |   |   |  |   |
|  Local Mileage  |   |   |   |   |  |   |
| <x> mi/mo @ $.54/mi x 12 mo  |  |  |  |  |  |  |
|  TOTAL TRAVEL  |  |  |  |  |  |  |
|  **Equipment**  |   |   |   |   |  |   |
|  <items exceeding $5000> |   |   |   |   |  |   |
|  TOTAL EQUIPMENT  |  |  |  |  |  |  |
|  **Supplies**  |   |   |   |   |  |   |
|  Office and related supplies  |  |  |  |  |  |  |
|  TOTAL SUPPLIES  |  |  |  |  |  |  |
|  **Contractual**  |   |   |   |   |  |   |
| Contractor support  |  |  |  |  |  |  |
|  Translation Services  |  |  |  |  |  |  |
|  TOTAL CONTRACTUAL  |  |  |  |  |  |  |
|  **Other**  |   |   |   |   |  |   |
|  Postage  |  |  |  |  |  |  |
|  Printing and Publication Fees  |  |  |  |  |  |  |
|  Participant support costs  |  |  |  |  |  |  |
|  TOTAL OTHER  |  |  |  |  |  |  |
|  **Indirect Charges**  |   |   |   |   |  |   |
|  Federal Negotiated Indirect Cost Rate = <%>  |  |  |  |  |  |  |
|  (Indirect Rate x Personnel = Indirect Costs)  |   |   |   |   |   |   |
|  TOTAL INDIRECT  |  |  |  |  |  |  |
|  TOTAL FUNDING  |  |  |  |  |  |  |

# Coordination and Outreach

<Lead agency> conducted extensive intergovernmental coordination and outreach in the development of this PCAP. This section describes the framework <lead agency> used to support robust and meaningful engagement strategies to ensure comprehensive stakeholder representation and overcome obstacles to engagement, including linguistic, cultural, institutional, geographic, and other barriers.

## Identification of Stakeholders

<Lead agency> identified stakeholders representative of the entities, groups, and individuals who may be impacted by implementation of this PCAP. Stakeholders included, without limitation:

* Other state agencies;
* Metropolitan planning organizations;
* Economic development organizations;
* Environmental advocates;
* Industrial associations;
* Automotive associations;
* Utilities;
* Agricultural associations;
* Waste management organizations;
* Industrial organizations;
* Consumer advocates;
* Local elected officials;
* Community-based organizations;
* Chambers of commerce;
* Other interested organizations; and
* Residents of <state>.

To identify stakeholders, <lead agency> contacted local elected officials, community organizations, and advocacy organizations known to be interested in clean energy infrastructure and practices. The list of identified stakeholders as of the publication of this PCAP is included in Appendix <letter>. <Lead agency> will update this list of stakeholders as needed.

## Interagency and Intergovernmental Coordination

<Describe the process the lead agency used to coordinate with other appropriate agencies and offices within state government and involve municipalities, tribes, and other organizations in plan development. Were any subawards issued? What were the roles of any subawardees and other cooperating agencies in this process?>

## Outreach Plan

<Insert description of state-specific intergovernmental coordination efforts, stakeholder engagement, and identification and meaningful engagement with LIDACs.>

## Strategies to Overcome Linguistic, Cultural, Institutional, Geographic, and Other Barriers to Participation

<Insert description of state strategies and resources such as Limited English Proficiency Plans; translation services; accessibility of resources (webpage, email lists, news releases, newspaper publications, social media, public meeting recordings or summaries, livestream, video conferencing, etc.); and meeting location choice; etc. Where can documentation of these resources be found?>

## Outreach and Coordination Documentation

Table 11 provides a log of interagency and intergovernmental coordination and stakeholder and public engagement efforts associated with development of this PCAP. Meeting and outreach materials and resources are available at <link>.

Table 11. Outreach and Coordination Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Topic** | **Organizations Involved** | **Coordination/Outreach Method** | **Location** | **Outcome(s) and Next Steps** | **Notes/Links**  |
|  |  |  | <In-person, zoom, livestream, flyer, etc.> |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Conclusion

This PCAP is the first deliverable under the CPRG planning grant awarded to < lead agency>. <Lead agency> and its partners will continue planning, engagement, and action to reduce emissions; invest in sustainable infrastructure, technologies, and practices; build our economy; and enhance the quality of life for all <insert state demonym>. In 2025, <lead agency> will publish a comprehensive climate action plan (CCAP) that establishes equitable and sustainable economic development strategies that reduce emissions across all sectors. The CCAP will include near- and long-term emissions projections, a suite of emission reduction measures, a robust analysis of measure benefits, plans to leverage federal funding, and a workforce planning analysis. In 2027, <lead agency> will publish a status report that details implementation progress for measures included in the PCAP and CCAP, any relevant updates to PCAP and CCAP analyses, and next steps and future budget and staffing needs to continue implementation of CCAP measures.

If you have questions about this PCAP or suggestions for the upcoming CCAP and status report, contact <insert name> at <insert email address>.

1. <https://www.epa.gov/ghgemissions/state-ghg-emissions-and-removals> [↑](#footnote-ref-2)
2. <https://www.epa.gov/statelocalenergy/state-inventory-and-projection-tool> [↑](#footnote-ref-3)
3. <https://www.epa.gov/ghgreporting/data-sets> [↑](#footnote-ref-4)
4. Data were obtained from EPA’s State-level GHG inventories file State-GHG\_Trends\_Emissions\_\_Sinks\_Economic\_Sector\_08312023.xlsx, which was accessed on <insert date>. This data set is available at <<https://www.epa.gov/ghgemissions/state-ghg-emissions-and-removals>>.

NO = Not occurring

Symbols:

“-“ indicates that the value has not be estimated at this time or is not applicable to the State

“+” indicates that the value does not exceed 0.005 MMT CO2E [↑](#footnote-ref-5)
5. Data were obtained from EPA’s State-level GHG inventories file State-GHG\_Trends\_Emissions\_\_Sinks\_By\_Gas\_08312023.xlsx, which was accessed on <insert date>. This data set is available at <<https://www.epa.gov/ghgemissions/state-ghg-emissions-and-removals>>.

NO = Not occurring

Symbols:

“-“ indicates that the value has not be estimated at this time or is not applicable to the State

“+” indicates that the value does not exceed 0.005 MMT CO2E [↑](#footnote-ref-6)
6. Emissions from international bunker fuels are not included in totals. [↑](#footnote-ref-7)
7. Wood biomass, ethanol, and biodiesel consumption emissions are not included in the sum of Energy sector totals. Net carbon fluxes from changes in biogenic carbon reservoirs are accounted for in LULUCF estimates. [↑](#footnote-ref-8)
8. Emissions from international bunker fuels are not included in totals. [↑](#footnote-ref-9)
9. Emissions from international bunker fuels are not included in totals. [↑](#footnote-ref-10)
10. Small amounts of PFC emissions also result from this source. [↑](#footnote-ref-11)
11. Total emissions presented without LULUCF. [↑](#footnote-ref-12)
12. LULUCF emissions of CH4 and N2O are reported separately from gross emissions totals. [↑](#footnote-ref-13)
13. LULUCF Carbon Stock Change is the net C stock change from the following categories: Forest Land Remaining Forest Land, Land Converted to Forest Land, Cropland Remaining Cropland, Land Converted to Cropland, Grassland Remaining Grassland, Land Converted to Grassland, Wetlands Remaining Wetlands, Land Converted to Wetlands, Settlements Remaining Settlements, and Land Converted to Settlements. [↑](#footnote-ref-14)
14. The LULUCF Sector Net Total is the net sum of all CH4 and N2O emissions to the atmosphere plus net carbon stock changes. [↑](#footnote-ref-15)
15. Net emissions include LULUCF. [↑](#footnote-ref-16)
16. Insert reference to existing climate plan strategy if applicable. Otherwise, delete. [↑](#footnote-ref-17)
17. <https://gaftp.epa.gov/air/nei/2020/data_summaries/2020neiMar_county_tribe_allsector.zip> accessed on 10/10/2023. [↑](#footnote-ref-18)