

Climate Pollution Reduction Grants – Planning Grant State of Idaho Workplan

A. WORKPLAN SUMMARY

The Idaho Department of Environmental Quality (DEQ) will use the funding provided by the Climate Pollution Reduction Planning Grant to develop an Idaho focused action plan that supports existing and new communities, government, industry, and non-governmental organization projects while engaging stakeholders to improve air quality and reduce emissions. For this effort, stakeholder means Idaho Tribes, industry, general public, metropolitan planning organizations, cities, counties, as well as others that are identified through the implementation of this grant. Idaho's action plan will be focused on voluntary measures that can be implemented to reduce greenhouse gas (GHG) emissions and enhance carbon sinks. This work will rely heavily on stakeholders and interagency/intergovernmental coordination and collaboration.

DEQ, Air Quality Division is the lead agency for this planning grant. The McClure Center for Public Policy Research at the University of Idaho (McClure Center) will be significantly involved in the execution of this grant through a subaward. Generally, DEQ will be responsible for the technical components of this workplan while the McClure Center will be responsible for the stakeholder engagement.

DEQ will develop a priority action plan (PAP), comprehensive action plan (CAP), and a Status Report that provides an update on the information included in the CAP. The PAP will focus on priority sectors and implementable voluntary emission reduction measures while the CAP will include a full suite of voluntary reduction measures. The development of these deliverables will rely heavily on the feedback from the stakeholders. DEQ will lead the interagency coordination and the McClure Center will lead the stakeholder and intergovernmental coordination and collaboration effort. This effort will include working with municipalities, tribal governments, sector specific stakeholders, metropolitan planning organizations, disadvantaged communities, and members of the public.

DEQ has developed a timeline, milestones, and budget that will ensure Idaho's success in the implementation of this grant.

B. RESPONSIBLE ENTITIES

Lead Organization:

DEQ, Air Quality Division is the lead agency for the State of Idaho's CPRG planning grant. The points of contact are:

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Planning Bureau Chief
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Coordinating Entities:

The McClure Center will be significantly involved in the execution of this grant. Other agencies and groups may be involved and will be identified during the early months of the grant.

C. DELIVERABLES DEVELOPMENT PROCESS:

DEQ will lead the effort on this grant with substantial involvement and support by the McClure Public Policy Center. Idaho will submit the required deliverables as follows:

- Priority Action Plan (PAP) – March 1, 2024
- Comprehensive Action Plan (CAP) – 2 years from award (summer-fall 2025)
- Status Report – 4 years from award (summer-fall 2027)

DEQ will ensure the above deliverables include the required elements as listed in the Program Guidance for the grant. DEQ will issue a subaward to the McClure Center for their support. Generally, DEQ will be responsible for the technical components of this workplan while the McClure Center will be responsible for the stakeholder engagement. Specific responsibilities for each required element and deliverable are described below.

DEQ plans to create a development protocol for each of the above deliverables. This protocol will include the details of how DEQ will create the deliverables, such as how the preliminary GHG emission inventory will be developed and how voluntary emission reduction measures will be identified. This protocol will also identify how each deliverable will be developed and how decisions will be made.

The McClure Center, in coordination with DEQ, plans on creating an outreach and engagement plan for each deliverable. This document will include specifics on how meetings will be held and how information will be disseminated to stakeholders. These documents are included in the timeline below.

Throughout this grant, DEQ will coordinate with municipalities and other state agencies to ensure their input is captured during the development of the required deliverables.

Key Deliverable #1: Priority Action Plan

DEQ and the McClure Center will coordinate with Idaho municipalities, state agencies, and other stakeholders in Idaho to ensure their priority, implementable voluntary measures are included in the PAP. DEQ will ensure the final PAP is available to all eligible entities for their use in developing an implementation grant application. Idaho's PAP will include a focused list of near-term, high-priority, implementation-ready measures. DEQ will describe the programs, policies, measures, and projects entities in Idaho will carry out with the implementation grant funding. The timeline and milestones for the PAP are included in Section E below. DEQ will ensure the following required elements are included in the final PAP.

GHG Inventory – DEQ will lead the development of the preliminary greenhouse gas (GHG) emission inventory and quantifying the voluntary GHG reduction measures for priority sectors. DEQ will develop a simplified GHG emission inventory using readily available data and focus on priority sectors in Idaho.

Quantified Voluntary GHG Reduction Measures – DEQ will identify the priority sectors and voluntary reduction measures through the stakeholder and interagency/intergovernmental coordination described below. DEQ will focus on those voluntary reduction measures identified by the stakeholders as readily implementable with funding. Once the voluntary reduction measures are identified, DEQ will quantify the voluntary emission reductions for the priority measures included in the PAP using readily available tools.

Low Income and Disadvantaged Communities Benefits Analysis (LI-DC) – DEQ will conduct the LI-DC benefits analysis for the priority measures using available guidance DEQ will identify the low income and disadvantaged communities using available tools, such as EJSCREEN.

Review of Authority to Implement – Once voluntary reduction measures have been identified, DEQ will review Idaho's authority to implement these measures.

Interagency and Intergovernmental Coordination – The McClure Center, in coordination with DEQ, will develop an outreach plan for the PAP, including a list of entities and contacts.

DEQ will lead the collaboration and coordination with state agencies. DEQ currently has monthly meetings with the Governor's Office of Energy and Mineral Resources and the Idaho Transportation Department. Additional meetings and cross-agency collaboration will be expanded as needed to carry out the deliverables for the grant. DEQ will coordinate with agencies on adoption of the PAP.

In coordination with DEQ, the McClure Center will lead communications with local and tribal governments. The McClure Center will convene meetings and/or conversations throughout the PAP process, with frequency and size tailored to specific needs of communities and entities. Information gathered during these meetings will inform the final draft of the PAP. Once the PAP is completed, DEQ and the McClure Center will work together to ensure the PAP is provided to these entities in a timely manner.

Public and Stakeholder Engagement – The McClure Center will lead public and stakeholder engagement. In 2021, the McClure Center released the Idaho Climate-Economy Impacts Assessment, the first statewide collaborative effort to identify economic risks and opportunities associated with climate change, specific to Idaho. An advisory board of 40 leaders from Idaho businesses, industries, and nonprofits; Idaho communities; and local, state, federal, and tribal governments ensured that the assessment benefited from diverse perspectives and was broadly relevant, engaging, and actionable. To engage stakeholders, the McClure Center will leverage relationships that were built with this advisory board and connections that were made during 40+ presentations of the assessment to Idaho entities.

The McClure Center also has connections with local community groups across Idaho. The McClure Center will construct a contact list. Low-income and disadvantaged communities identified by DEQ will be included, and the McClure Center will develop these contacts through consultation with governments and community organizations. Meetings and conversations will take place to identify priorities and create the PAP.

Key Deliverable #2: Comprehensive Action Plan

DEQ and the McClure Center will continue the coordination with municipalities, state agencies, and other stakeholders. As stated above, the first two tasks DEQ and the McClure Center will complete are the development protocol and outreach and engagement plan that will guide the development of the CAP and stakeholder involvement. The timeline and milestones for the CAP are included in Section E below. DEQ will ensure the following required elements are included in the final CAP.

GHG Inventory – Building on the preliminary GHG inventory from the PAP, DEQ will develop a comprehensive GHG emissions and sinks inventory that includes all significant GHG sources and sinks by

emission source and sink category for the following sectors: industry, electricity generation and/or use, transportation, commercial and residential building, agriculture, natural and working lands, and waste and materials management. This inventory will be developed following commonly accepted protocols. DEQ will be responsible for this element and anticipates issuing a contract for the development of the Idaho specific GHG emissions and sinks inventory.

GHG Emissions Projections – DEQ will develop near-term (2030-2035) and long-term (e.g., 2050) projections of GHG emissions for inclusion in the CAP. These projections will include two scenarios: absence of plan measures, and plan measures fully implemented. DEQ plans to provide sector-based projections, as appropriate. DEQ will be responsible for this element and anticipates issuing a contract for the development of the Idaho specific GHG emissions projections.

GHG Reduction Goals – DEQ will develop a near-term (2030-2035) and long-term (e.g., 2050) GHG emission reduction goals (on either a gross or net GHG emission basis) for Idaho. DEQ plans on developing sector-based emission reduction goals for the highest priority sectors, if appropriate. These reduction goals will be developed based on the voluntary reduction measures included in the PAP, additional voluntary reduction measures identified during the development of the CAP, and feedback received during stakeholder and interagency/intergovernmental coordination described below.

Quantified Voluntary GHG Reduction Measures – Building on the voluntary reduction measures included in the PAP, DEQ will identify a full suite of voluntary measures that reduce GHG emissions and, if possible, voluntary measures that enhance carbon sinks that will enable Idaho to meet the near-term and long-term reduction goals discussed above. These voluntary measures will be identified through the stakeholder and interagency/intergovernmental coordination described below. In addition to voluntary GHG emission reductions, DEQ plans to focus on those measures that reduce criteria pollutants, are cost-effective, and readily accepted by the affected sector. Once the voluntary measures are identified, DEQ will quantify GHG emission reductions for the full suite of voluntary measures using readily available tools. For each voluntary reduction measure and carbon sink enhancement measure, DEQ will include the following information in the CAP:

- Metric tons of each GHG and/or metric tons of carbon dioxide equivalent (CO₂e)
- Key implementing agency (e.g., municipalities, Idaho Department of Agriculture)
- Implementation schedule and milestones
- Expected geographic location, if applicable
- Milestones for obtaining authority, if applicable
- Identification of funding sources, if applicable
- Metrics for tracking progress
- Cost of implementation

Benefits Analysis – DEQ will assess the benefits of voluntary GHG emission reduction measures across Idaho. DEQ will lead the quantification of co-pollutants reductions for the suite of voluntary measures included in the CAP. DEQ will also track, minimize, and mitigate, to the extent possible, any potential disbenefits resulting from implementation of the voluntary GHG reduction measures included in the CAP.

Low Income and Disadvantaged Communities Benefits Analysis – DEQ will update the LI-DC benefits analysis included in the PAP to include the full suite of voluntary reduction measures identified for the CAP. DEQ will lead the evaluation of the extent to which any voluntary GHG reduction measures in the

CAP will deliver co-pollutant emission reductions and other benefits to low-income and disadvantaged communities using available guidance.

Review of Authority to Implement – DEQ will update the review of authority to implement included in the PAP to include the full suite of voluntary reduction measures identified for the CAP. DEQ will review the suite of voluntary GHG reduction measures included in the CAP and indicate whether statutory or regulatory authority to implement the voluntary measure currently exists or whether such authority still must be obtained. If authority does not currently exist, a schedule of milestones for actions needed by key entities for obtaining authority needed to implement each measure to be implemented.

Intersection with Other Funding Availability—DEQ will identify other funding programs that are available to potential recipients or have been secured by recipients from federal, state, local, and private sources that could be leveraged to pursue the voluntary GHG reduction measures identified in the CAP. DEQ and the McClure Center will collaborate on the identification and applicability of funding programs.

Workforce Planning Analysis— The McClure Center will lead a workforce planning analysis for the CAP and will connect with Idaho entities on workforce development. The analysis will contain workforce related challenges and opportunities associated with the proposed reduction measures. This could include skilled labor shortages, impacts on existing jobs and industries, opportunities to create high-quality jobs, and expanded opportunities to support underserved workers through activities described in the CAP. The analysis will also describe anticipated workforce shortages that could limit Idaho from achieving the goals described in the CAP and identify potential opportunities and partners at the state, regional, and/or local level that are equipped to help address those challenges.

Interagency and Intergovernmental Coordination – The McClure Center, in coordination with DEQ, will develop an outreach plan for the CAP, including a list of entities and contacts. As outreach takes place, this list will be expanded based upon recommendations from initial contacts.

DEQ will lead the collaboration and coordination with state agencies and offices. DEQ currently has monthly meetings with the Governor's Office of Energy and Mineral Resources and the Idaho Transportation Department. Additional meetings and cross-agency collaboration will be expanded as needed to carry out the deliverables for the grant. DEQ will coordinate with agencies on adoption of the CAP.

In coordination with DEQ, the McClure Center will lead communications with local and tribal governments. Throughout the CAP process, the McClure Center will convene meetings and/or conversations, with frequency and size tailored to specific needs of communities and entities. Information gathered during these meetings will inform the final draft of the CAP.

Public and Stakeholder Engagement – The McClure Center will lead public and stakeholder engagement. The McClure Center will oversee consultants/facilitators who will lead in-depth focus groups and conversations on key priority areas and voluntary actions that can reduce emissions. Drawing on connections created in the PAP process, the McClure Center and/or facilitators will continue to invite stakeholders and communities to these conversations. As noted in the PAP section, low-income and disadvantaged community contacts will be identified early in the PAP process. Workshops across the state will be held during the CAP process for stakeholders to share input to inform the CAP. In addition, stakeholders (including low-income and disadvantaged communities) will be encouraged to share input throughout the CAP process. Once the CAP is finalized, resources, likely in both English and

Spanish, will be provided and disseminated to all interested parties. Stakeholders will be encouraged to share these resources with their networks.

Key Deliverable #3: Status Report

DEQ will build on the efforts started during PAP and CAP by continuing the coordination with municipalities, state agencies, and other stakeholders. Idaho's Status Report will include required elements as identified in the Program Guidance for this grant. The first two tasks DEQ and the McClure Center will complete are the development protocol and outreach and engagement plan that will guide the development of the Status Report and stakeholder involvement during the development. The timeline and milestones for the Status Report are included in Section E below. DEQ will ensure the following required elements are included in the final Status Report.

GHG Inventory – DEQ may update the comprehensive GHG emissions and carbon sinks inventory if needed.

Quantified Voluntary GHG Reduction Measures – DEQ will lead the effort to update the status of the CAP implementation, including the status of implementation for the individual voluntary measures identified in the CAP.

Benefits Analysis – DEQ will lead the effort to update the estimates of co-pollutant reductions associated with voluntary GHG reduction measures identified in the CAP that have been implemented or are expected to be implemented. DEQ will track, minimize, and mitigate, to the extent possible, any potential disbenefits resulting from implementation of voluntary GHG reduction measures included in the CAP.

Low Income and Disadvantaged Communities Benefits Analysis – DEQ will lead the effort to update the analysis of co-pollutant emission reductions and other program benefits to low-income and disadvantaged communities associated with- voluntary GHG reduction measures included in the CAP that have been implemented or are expected to be implemented.

Review of Authority to Implement – DEQ will update the information included in Idaho's CAP.

Intersection with Other Funding Availability – DEQ and the McClure Center will collaborate to update the funding analysis included in Idaho's CAP.

Workforce Planning Analysis – The McClure Center will evaluate workforce development progress that has been made since submitting Idaho's CAP, as well as any ongoing workforce development challenges that are limiting progress toward meeting Idaho's goals.

Next Steps/Future Budget and Staffing Needs – DEQ and the McClure Center will collaborate on identifying next steps Idaho expects to take to continue implementation of Idaho's CAP following closeout of this grant. These next steps may include steps that would need additional funding.

Status Report Interagency and Intergovernmental Coordination – DEQ will continue state agency collaboration and determine what steps to address the plan have taken place since its release.

In coordination with DEQ, the McClure Center will continue to lead communications with local and tribal governments. Through conversations with these entities, an update on steps that have been taken to address the goals and actions listed in the CAP will be completed.

Status Report Public and Stakeholder Engagement – The McClure Center will continue engagement with stakeholders and communities. The McClure Center will connect with those who participated in the PAP and CAP process to learn about and share steps that have been taken to address the goals and actions listed in the CAP. This will also include the opportunity for stakeholders and communities, including low-income and disadvantaged communities, to share ideas around next steps that can further the goals listed in the CAP.

D. ENVIRONMENTAL RESULTS, OUTPUTS, AND OUTCOMES:

DEQ will utilize existing performance measures to track progress and develop annual reports. DEQ will track the following performance measures for this project:

- DEQ will conduct oversight of contractors and project partners in accordance with DEQ contract policies.
- DEQ will track and report project progress on all fiscal activities, including expenditures and purchases, through the quarterly report process.
- DEQ will review and report on actual project accomplishments and compare them to the proposed outputs/outcomes during the annual reporting process.

The following are outputs and outcomes of the deliverables funded by this grant:

Outputs

- Priority Action Plan
- Comprehensive Action Plan
- Status Report
- Meetings, events, stakeholder sessions held
- Dissemination of information and final deliverables via list serves, websites, journals and outreach events

Outcomes

- Tons of pollution (GHGs and co-pollutants) reduced over the lifetime of the voluntary measures identified in the PAP and CAP
- Tons of pollution (GHGs and co-pollutants) reduced annually from the voluntary measures identified in the PAP and CAP
- Tons of pollution (GHGs and co-pollutants) reduced with respect to low-income and disadvantaged communities of the voluntary measures identified in the PAP and CAP
- Enhanced community engagement

F. REPORTING

DEQ will submit quarterly performance progress reports and conduct a quarterly check-in with the EPA Project Officer within 30 days after the end of the reporting period, as identified in the timeline above. These quarterly reports will include work status, work progress, difficulties encountered, financial expenditures, preliminary data results if applicable, anticipated future activities, and any changes of key personnel.

Within 120 calendar days of the grant end date, DEQ will submit a final report. This final report will include a high-level summary of activities completed during the grant period, links for access of all deliverables, a synopsis of outputs and outcomes achieved, and a financial summary of expenditures during the grant period.

G. BUDGET

DEQ anticipates issuing a sub-award and two contracts under this grant. The sub-award will be issued to the University of Idaho, McClure Center for Public Policy Research to lead the stakeholder engagement. DEQ intends to issue a contract for facilitation of stakeholder engagement. DEQ intends to issue a contract for technical support needed throughout this grant. DEQ anticipates this technical support contract will include development of an Idaho specific statewide GHG EI, identification and evaluation of possible emission reduction techniques, and energy modeling. The estimated cost for this contract is based on the previous source specific surveys and DEQ resources spent to develop the NEI. The final cost will be dependent on actual scope of work and proposals from contractors in response to request for proposals.

Category	Year 1	Year 2	Year 3	Year 4	Total
Personnel					
1 FTE CPRG Supervisor @ \$80,000/yr	\$80,000	\$83,000	\$87,000	\$90,000	\$340,000
1 FTE Climate Specialist @ \$70,000/yr	\$70,000	\$73,000	\$76,000	\$80,000	\$299,000
1 FTE Summer Intern @ \$2000/month x 3 months	\$0	\$6,000	\$6,000	\$6,000	\$18,000
TOTAL PERSONNEL	\$150,000	\$162,000	\$169,000	\$176,000	\$657,000
Fringe Benefits					
CPRG Supervisor @ 41% of salary	\$32,800	\$34,030	\$35,670	\$36,900	\$139,400
Climate Specialist @ 41% of salary	\$28,700	\$29,930	\$31,160	\$32,800	\$122,590
TOTAL FRINGE BENEFITS	\$61,500	\$63,960	\$66,830	\$69,700	\$261,990
TOTAL PERSONNEL + BENEFITS	\$211,500	\$225,960	\$235,830	\$245,700	\$918,990
Travel					
Out of State Travel for 3 staff to attend Climate					

Category	Year 1	Year 2	Year 3	Year 4	Total
Innovation Team Workshops					
Airfare: 3 @ \$600 round trip	\$1,800	\$1,800	\$1,800	\$1,800	\$7,200
Per Diem: 3 staff X 4 days @ \$60/day	\$720	\$720	\$720	\$720	\$2,880
Hotel: 3 staff X 3 nights @ \$250/night	\$2,250	\$2,250	\$2,250	\$2,250	\$9,000
In-state travel					
Per Diem: 3 staff X 14 days/year @ \$60/day	\$2,520	\$2,520	\$2,520	\$2,520	\$10,080
Hotel: 3 staff X 13 nights/year @ \$125/night	\$4,875	\$4,875	\$4,875	\$4,875	\$19,500
TOTAL TRAVEL	\$12,165	\$12,165	\$12,165	\$12,165	\$48,660
Equipment					
TOTAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0
Supplies					
Office and related supplies to support outreach meetings, trainings, etc	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
TOTAL SUPPLIES	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
Contractual					
Translation Services for Stakeholder Meetings	\$10,000	\$7,500	\$4,000	\$3,500	\$25,000
Contract for Stakeholder engagement Facilitator	\$0	\$100,000	\$0	\$0	\$100,000
Technical Supports (e.g., Statewide GHG EI Development and Possible Energy Modeling)	\$250,000	\$300,000	\$38,000	\$150,000	\$738,000
TOTAL CONTRACTUAL	\$260,000	\$407,500	\$42,000	\$153,500	\$863,000
Other					
Postage	\$500	\$500	\$500	\$500	\$2,000
Registration Fees for Training Events	\$2,000	\$2,000	\$1,898	\$0	\$5,898
Subaward to University of Idaho, McClure Center for Public Policy Research	\$258,000	\$340,000	\$70,000	\$133,000	\$801,000
TOTAL OTHER	\$260,500	\$342,500	\$72,398	\$133,500	\$808,898
Indirect Charges					

Category	Year 1	Year 2	Year 3	Year 4	Total
Federal Negotiated Indirect Cost Rate = 34.87% (Indirect Rate x Personnel = Indirect Costs)	\$73,750	\$78,792	\$82,234	\$85,676	\$320,452
TOTAL INDIRECT	\$73,750	\$78,792	\$82,234	\$85,676	\$320,452
TOTAL FUNDING	\$827,915	\$1,076,917	\$454,627	\$640,541	\$3,000,00

H. CLIMATE INNOVATION TEAMS

DEQ and the McClure Center are interested in participating in the Climate Innovation Teams.