

## Climate Pollution Reduction Grants – Planning Grants Sample Workplan Outline For Tribes and Territories

### **WORKPLAN SUMMARY:**

*Include a brief description (~ ½ page) of the expected scope (e.g., covered geographic area and/or sources) of the Priority Climate Action Plan (PCAP) and Comprehensive Climate Action Plan (CCAP); any known expected sectors of emissions to be targeted in the PCAP; connections to existing plans, commitments, regulations, and/or policies; expected grant deliverables, including but not limited to the PCAP and CCAP; timelines and budget. The summary should also include a brief discussion of planned stakeholder outreach.*

### **RESPONSIBLE ENTITIES:**

#### **Lead Organization:**

*Provide the name of the agency and office that will serve as the lead contact for this grant. Please provide the name of a point of contact at this agency and contact information (email address and phone number).*

#### **Coordinating Entities:**

*List other organizations expected to be involved in the deliverable development process. This group can include, but is not limited to, partnering tribes, neighboring state agencies/offices, neighboring municipalities, advisory committees, subawardees (such as non-profit organizations), or contractors (if known). EPA highly recommends including letters of commitment from these coordinating entities.*

### **DELIVERABLES DEVELOPMENT PROCESS:**

*Describe the proposed development process for each of the deliverables outlined in Section 7.4.2 “Planning Grant Deliverables” and Appendix 14.2 “Deliverable Requirements” of the program guidance for tribes, tribal consortia, and territories.*

- *Priority Climate Action Plan (PCAP) – due March 1, 2024*
- *Comprehensive Climate Action Plan (CCAP) – due at the end of the grant period*

*Include the applicant’s general approach to developing all **required** elements of each deliverable; the entities responsible for completing each element; and a schedule with milestones for developing the deliverable. As appropriate, describe the development process for any **recommended** element. Describe the decision-making process and the roles of the coordinating jurisdictions, contractors, subawards, lead organization and the general public. For each of the deliverables below, describe the anticipated approach to interagency and regional coordination, and public and stakeholder engagement. Deliverable-specific workplan details are discussed below.*

#### **Key Deliverable #1: Priority Climate Action Plan:**

##### PCAP Development Approach:

*Describe how the lead organization and coordinating entities expect to develop the PCAP, including key participants, planned development activities, interim deliverables, and timeline. Reference each required PCAP element (i.e., preliminary GHG inventory, quantified GHG reduction measures, benefits analysis, and review of authority to implement) as well as any proposed recommended elements. As appropriate, describe how the lead organization and coordinating entities will consider previously developed climate action plans, GHG inventories, or analyses to inform the PCAP.*

##### PCAP Interagency and Intergovernmental Coordination:

*Describe how the lead organization intends to collaborate with coordinating entities and other appropriate agencies and offices within their own government in the development and adoption of the PCAP. As applicable, the applicant may*

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*discuss existing partnerships and how they will be engaged, the creation or expansion of interagency working groups, the creation of a shared electronic repository for background material and working drafts, and a meeting schedule.*

**PCAP Public and Stakeholder Engagement:**

*Explain how the lead organization will involve stakeholder groups and the public in the PCAP development process, including the approach to conducting meaningful engagement within their communities.*

**Key Deliverable #2: Comprehensive Climate Action Plan:**

**CCAP Development Approach:**

*Describe how the lead organization and coordinating entities expect to develop the CCAP, including key participants, planned development activities, interim deliverables, and timeline. Reference each required CCAP element:*

- *GHG Inventory*
- *GHG Emissions Projections*
- *GHG Reduction Targets*
- *Quantified GHG Reduction Measures*
- *Benefits Analysis*
- *Review of Authority to Implement*
- *Intersection with Other Funding Availability, and*
- *Workforce Planning Analysis*

*As appropriate, describe how the lead organization and coordinating entities will consider previously developed climate action plans; existing GHG inventories, projections, or targets; jurisdictional policies or commitments; implementation feasibility and limitations, including workforce challenges; and/or how the PCAP will inform the CCAP. Applicants are encouraged to provide details on how GHG reduction and co-pollutant (criteria air pollutant and toxic air pollutant) potential, costs, benefits, or other selection factors will be calculated if known at the time of application.*

**CCAP Interagency and Intergovernmental Coordination:**

*Describe how the lead organization intends to coordinate with any partners, and with other appropriate agencies and offices within their own government, in the development and adoption of the CCAP. As applicable, discuss existing partnerships and how they will be engaged; the creation or expansion of interagency working groups; the creation of a shared electronic repository for background material and working drafts; and, a meeting schedule.*

**CCAP Public and Stakeholder Engagement:**

*Describe how the lead organization and coordinating entities intend to conduct meaningful engagement with affected communities in the development of the CCAP. At a minimum, the workplan should describe the method for identifying interested and/or affected stakeholders, the proposed approach for seeking continuous input, and methods of communicating key decisions and overall progress, providing education, and sharing information with stakeholders both during and following CCAP development.*

**ENVIRONMENTAL RESULTS, OUTPUTS, AND OUTCOMES:**

*Define the short-term and long-term environmental outputs and outcomes expected to be achieved under the CPRG planning grant (cooperative agreement) and the process for tracking and measuring progress toward achieving those expected outputs and outcomes.*

**SCHEDULE:**

*Provide a detailed schedule covering the duration of the planning grant (cooperative agreement). Key milestones and completion deadlines should be provided for each deliverable and reporting requirement. The schedule may include reporting and QAPP development, key meetings, public outreach, procurement and hiring deadlines, and completion of required workforce planning analysis and any legal or policy review. Sample schedule.*

**REPORTING:**

*As described in Section 11.6 of the program guidance, quarterly reporting is required. These reports cover work status, work progress, difficulties encountered, financial expenditures, preliminary data results if applicable, anticipated future activities, and any changes of key personnel. The development of these reports should be included in the schedule and accounted for in the budget.*

**BUDGET:**

*Submit a consolidated narrative budget for each year of the grant award that adheres to federal budget categories and guidelines along with the workplan. (See <https://www.epa.gov/sites/default/files/2019-05/documents/applicant-budget-development-guidance.pdf> for more details on budget categories.) The budget must itemize the proposed costs related to:*

- *personnel and fringe benefit costs for staff (including administrative, financial, technical and legal support) to develop the deliverables;*
- *any anticipated travel, which may include in-person attendance to an annual Climate Innovation Team meeting if participating;*
- *equipment (tangible items with useful life of more than one year and a cost of \$5,000 or more per unit);*
- *supplies (e.g., office supplies, modeling software, printing, etc.);*
- *contractual procurements;*
- *other direct costs, which may include subawards, if applicable; and,*
- *indirect charges*

*The budget should also include the cost for each year and for the entire grant period. The budget should be developed consistent with the details provided in the deliverable discussions above. Sample Budgets.*

**CLIMATE INNOVATION TEAMS:**

*A lead organization or any coordinating entity interested in participating in one or more Climate Innovation Teams (as described in Section 13.2 of the program guidance) should express their interest and (if known) any specific topical areas they are most interested in. (Please also identify any specific topics of interest that are not included in the examples in Section 13.2.) Costs associated with participation in the Climate Innovation Teams, such as travel to a potential annual meeting of the teams, should be included in the workplan budget.*