Agency Climate Implementation Plan

Maryland Office of the Secretary of State

November 1, 2024

Agency Climate Implementation Plan

Office of the Secretary of State Climate Implementation Plan required by Executive Order, "Leadership by State Government: Implementing Maryland's Climate Pollution Reduction Plan"

In accordance with Governor Moore's Executive Order 01.01.2024.19, "Leadership by State Government: Implementing Maryland's Climate Pollution Reduction Plan," the Office of the Secretary of State affirms its commitment to:

- Work to address climate change and ensure a just transition to a clean economy;
- Advance environmental justice by working to address the disproportionate impacts of climate change for underserved and overburdened communities, including the application of Justice40 goals, initiatives, and funding;
- Equitably implement all existing laws, regulations, and policies under our jurisdiction related to climate change, incorporating robust community and stakeholder engagement; and
- Continue to maximize federal funding opportunities on climate.

The Office of the Secretary of State hereby submits its own Climate Implementation Plan (CIP) to demonstrate its commitment to a whole-of-government approach to addressing climate change and fully implementing Maryland's Climate Pollution Reduction Plan.

Part 1: Agency Actions Under the Climate Pollution Reduction Plan

While the Office of the Secretary of State is not explicitly identified as an “owner” of specific climate-related programs in the Maryland Climate Pollution Reduction Plan, the Office plans to “Lead by Example” and adopt the measures listed in Part 2 of our Climate Implementation Plan in support of the State Plan.

Part 2: Recommended Actions to Address Climate Change

State law (MD Code, Environment, § 2-1305) requires that each State agency shall review its planning, regulatory, and fiscal programs to identify and recommend actions to more fully integrate the consideration of Maryland's greenhouse gas reduction goal and the impacts of climate change.

In compliance with the law, the Office of the Secretary of State is taking or recommending the following actions to more fully integrate the consideration of Maryland's greenhouse gas reduction goal and the impacts of climate change. The Office is prioritizing all of these actions to be implemented immediately, and many actions are currently underway.

Wineland Building Energy Performance

The Office of the Secretary of State is a tenant of the Wineland Building, along with other State Agencies. The Wineland Building is managed by the Department of General Services (DGS). Together with other Wineland Building tenants, the Office of the Secretary of State will plan to engage DGS on strategies to improve the energy performance of the Wineland Building. Building energy performance measures for consideration include:

1. Working with DGS to ensure the Wineland Building roof and window replacement projects, currently underway, continue to progress smoothly. The following are projects that DGS's Design, Construction & Energy (DCE) team has managed, or are currently managing, at the Wineland Building:
    a. Upgrade the Heating, Ventilation and Air Conditioning (HVAC) system in the building. This project included installation of a new roof top unit, new air handlers for each floor, reconfiguration of the ductwork, and new variable air volume (VAV) systems that enable energy-efficient HVAC distribution by optimizing the amount and temperature of distributed air. The installed system was sized correctly and designed to exceed the International Energy Conservation Code (IECC) 2018

guidelines by a minimum of 15%. The project followed the current guidelines for refrigerants and utilized products that meet low global warming potential. The increased efficiency of the new systems will reduce carbon emissions and will reduce energy consumption. The boiler in the building was also replaced with a more energy efficient unit.

b. Upgrade of the building envelope. The new insulation installed as part of the roof replacement has an average R-Value of 32.5 which exceeds the current code required R-Value of 30. Additionally, the new roof consists of a reflective roofing material that will reduce heat transmission into building interior spaces, resulting in improved tenant comfort and a reduction in energy consumption.

c. The new windows have solar heat gain coefficient ratings of 0.33 and 0.36 so they are more efficient than Energy Star rated windows which are rated at 0.40.

d. Repairs to brick joints and replacement of masonry sealant joints will improve the integrity of the building envelope and mitigate the potential for air and water infiltration.

e. Additionally, there is a capital project currently scheduled for funding to begin in FY27. The project will reconfigure and widen spaces to address ADA compliance issues, extend fire suppression systems throughout the building and modernize elevators.

2. Replacing light switches with motion sensors so that ceiling lighting is lit only when the room is occupied.
3. Replacing ceiling and lamp bulbs with energy-efficient LED bulbs.
4. Assessing the feasibility of installing electric charging stations inside the building garage.
5. Assessing the feasibility of installing solar panels and/or implementing other clean power systems.
6. Assessing the feasibility of installing a green roof.

Agency Operations and Programs

Operations

1. Maintain a hybrid work schedule to reduce cars on the road and to reduce electricity and water used by the building occupants.
2. Review public-facing services and application processes, such as those for Apostilles, notaries, charity filings, etc., and determine feasibility of moving these processes fully online to reduce emissions caused by using paper products and using the mail service.

3. Continue to maintain an electric vehicle fleet (currently 1 car). Sell the 2nd car which uses traditional gasoline fuel.
4. Review procurement practices and purchase procured goods made with sustainable materials and goods made locally when possible, and have a procurement officer complete Green Purchasing Specialization training through DGS.

Programs

1. The Office of the Secretary of State engages with international stakeholders to promote the State's interests abroad through its routine operations. The Office will continue to engage with international stakeholders in topics related to climate change technologies and academic exchanges, and continue to connect international stakeholders with the relevant State agencies. During these exchanges, as appropriate, the Office will employ a "Governing through Partnership" approach and disseminate information on industrial, public infrastructure, and nature-based solutions incentives as managed by MEA, MDE, DNR, MDA, and local governments for a wide range of emission reduction and sequestration projects in Maryland's industrial, waste, agricultural, and forestry & land use sectors.
2. The Secretary of State serves as Chair of the Governor's Subcabinet for International Affairs, and the Office's Division of International Affairs and Executive Team provide the staff support to operate the Subcabinet. One of the stated Strategic Goals of the Subcabinet is to promote and attract green and blue technologies. The Office will continue to utilize the Subcabinet for International Affairs to amplify and coordinate interagency collaboration to maximize climate (blue and green) technology development opportunities.
3. The Office's Division of State Documents is in the development phase of a new tool (ELF 3.0) which will allow the public to easily access the digital version of COMAR. The successful implementation and maintenance of ELF 3.0 is expected to reduce subscriptions communities to hard copy COMAR editions, thereby reducing the greenhouse gas impact of the printing and mailing of COMAR.
4. The Office will consider using its social media platforms to amplify the Administration's climate plan and programs available from other agencies.

Part 3: Considering Greenhouse Gas Emissions Reductions and Impacts on Disproportionately Affected Communities

In compliance with the law and Executive Order 01.01.2024.19, the Office of the Secretary of State is taking the following steps to meet these requirements:

1. The Office when conducting long-term planning, developing policy, and drafting regulations will take into consideration: (1) the likely climate impact of the agency's decisions relative to Maryland's greenhouse gas emissions reduction goals; and (2) the likely impact of the agency's decisions on disproportionately affected identified according to the methodology adopted under § 1-702 of the Environment article.
2. The Office will advance environmental justice by working to address the disproportionate impacts of climate change for underserved and overburdened communities by utilizing the MDE Climate Vulnerability Score Tool if and when the Office considers developing programs in locations outside of the Wineland Building.

A snapshot of the Office's Climate Vulnerability Score, based on its activities primarily taking place within the Wineland Building, is provided below.

Census Tract ID	24003706103
Climate Vulnerability Score (Percentile)	67.24
Climate Exposure (Percentile)	81.87
Urban Heat Island	2.00
Drought	3.00
Flood and Storm Surge	4.00
Community Impact (Percentile)	50.48
Tree Canopy Cover	26.79
Environmental Justice Score (Underserved and Overburdened Community)	21.53

Ranges for climate exposure indicators:

Urban Heat Island: 0 (None) - 4 (Severe heat)

Drought: 1 (Abnormally dry) - 3 (Severely dry)

Flood and Storm Surge: 0 (None) - 4 (more flooding hazards compared to State)

Figure 1: Source: MDE Climate Vulnerability Score Tool 1.0 Accessed September 19, 2024.

Part 4: Resources for Implementation

All Agencies

Under the leadership and coordination of the Governor's Federal Office and working in partnership with DGS and DBM (Mike Morello), all agencies will apply for federal funding to implement actions that support the achievement of this plan. State agencies will work closely with local governments, nonprofits, and community-based organizations to ensure Maryland is competitive for federal climate action implementation funds and to build capacity for local-level implementation. State agencies will offer support to Maryland's businesses and private sector to ensure they are competitive for historic federal investments.

Implementing Maryland's Climate Pollution Reduction Plan

Implementing the Wineland Building Energy Performance measures outlined in our Office's Climate Implementation Plan requires working in close collaboration with DGS for funding and project management support. Due to ongoing projects with DGS, our Office is already in communication with the DGS Assistant Secretary for Design, Construction and Energy about the measures outlined in the Office's Climate Implementation Plan, and understand that some measures such as LED bulb upgrades and motion sensor lighting could be rolled into projects currently underway. Our Office understands that there is non-competitive federal funding available through the IRS Elective Pay program to help cover the costs of these projects (typically 30%).

Implementing the Agency Operations and Programs measures outline on our Office's Climate Implementation Plan requires the members of the Secretary's Executive Team, Office of Finance and Administration, Division of International Affairs, and Division of State Documents to implement the measures into their routine operations, which is already underway. The measures which require additional funding are the technology-related measures, namely the ELF 3.0 project which was submitted as a request to the Administration as part of the FY26 Budget, and measures which may be identified in the evaluation process to determine other standard processes which may be transitioned to an online platform.

Part 5: Outcomes from Implementation

By implementing our Office's Climate Implementation Plan, the following outcomes are expected:

1. Decreased energy usage for Office operations.
2. Increased incentives for employees to choose electric vehicles for personal use.
3. Reduction of fossil fuel emission by employees driving to work and members of the public driving to our building to use our services.
4. Attraction and retention of businesses involved in the green and blue economy.
5. Reduction of our Office's carbon footprint as a whole by procuring local and sustainable products.