

SMAQMD Environmental Justice Implementation Plan

(Adopted July 27, 2006)

Policy No	Step No	Implementation Action	Status	Percent Complete
1	1.1	Increase District staff awareness of race and cultural differences within the Sacramento community with an emphasis on the sector of the community that is subject to District regulations	An RFP was issued to select a consultant to develop a training curriculum and provide staff training. The responses to the RFP have been received and are being evaluated. Training should be completed by 12/31/07	10%
	1.2	Identify an Environmental Justice (EJ) "go to" person to serve as the primary contact for all EF-related issues.	Tim Taylor has been designated as the management employee responsible for EJ within the district.	100%
	1.3	Provide an annual report to the District's Board of Directors and the community regarding our progress in implementing the District's EJ work plan.	The first annual report is being presented at the August 2007 Board meeting following a process to identify our current status and developing a plan for completing all items. The final status report will be aendized for the summer of 2008.	50%
2	2.1	Strengthen the District's position as a health information agency by: <ul style="list-style-type: none"> • Incorporating health-related air pollution impact information onto the web and print collateral, as appropriate; • Incorporating this information into briefings with reporters and editorial boards; • Incorporating this information into media interviews, as appropriate 	<ul style="list-style-type: none"> • The website has been updated for multilingual access; • Some materials have been printed in languages other than English and a contractor has been retained to assist with this process on an on-going basis as necessary; • Non-English media have been identified and they are regularly included in press release distribution and other outreach efforts as necessary. 	100%
	2.2	Develop a Multicultural/Ethnic Media List for distribution of District news releases	The media list has been developed and is being used. Maintenance and expansion of the list is an on-going assignment in the Communications Office.	100%
	2.3	Establish a toll free phone number for contacting the district with Sacramento County.	A toll free number has been established and is published on the website, on press releases and on printed materials.	100%
	2.4	Establish a phone-based translation service to assist communications between the District and the community.	A phone-based translation service has been established and District reception staff have been trained in its use.	100%
	2.5	Establish a document translation service for District-generated documents, including public notices, brochures and other documents as prioritized by staff and the community.	A document translation service has been hired and is under contract.	100%
	2.6	Expand the Spare The Air program media buys to include non-English media.	Spare The Air information is now being published in non-English media.	100%
	2.7	Develop partnerships with ethnic media and community-based organizations to expand the reach of the clean air message	This is an on-going process. The assessment report done by an outside contractor identified a wide variety of ethnic and community-based organizations. This list is being maintained and updated on a continuous basis and the District has begun sending notices and press releases to them as appropriate.	100%
	2.8	Explore an alert system for schools to warn parents, children and educators of bad air days.	During the 2007 Ozone Season, the District did the following: <ul style="list-style-type: none"> • Distributed Kids Air Quality Index (AQI) Activity Chart and Air Alert subscription information to almost 8,500 elementary school students and their teachers; • Maintained and updated fax database for Health Advisory 	40%

			<p>Notifications to all school district superintendents in Sacramento County. A Health Advisory is issued when the one-hour ozone level is forecast to reach .15 parts per million;</p> <ul style="list-style-type: none"> Created a 30 second television commercial targeted to parents alerting them to the dangers of air pollution and where to go for tips on how to protect themselves and their families. This television commercial, which is airing on broadcast and cable television stations, runs for 10 weeks from June through September; Enrolled 228 family oriented businesses for Spare The Air message distribution including 139 schools, 19 learning centers, 38 community centers, 23 family fitness centers and 9 children's fitness centers. <p>The District is currently developing a program to enroll all Sacramento County elementary, middle, and high school front office staff in either the District's Air Alert e-mail program, or fax distribution network. This effort will be fully operational prior to the 2008 Spare The Air season.</p>	
	2.9	Develop a List Serve for outreach regarding the district's State Implementation Planning (SIP) and rule development efforts and investigate surveying methods to obtain information to better assess the communication needs of the regulated community.	List serve software has been purchased and beta tested inside the office network and works properly. However, the Air District firewall and the Domain name Service do not allow subscriptions of email lists outside the office network. The firewall protects the District computer network and it also blocks any public subscribe/unsubscribe activity. Additional work needs to be done to resolve this issue. This may include creating a list manager server in a "Demilitarized Zone (DMZ)" which may create additional network security issues.	50%
3 ⁽¹⁾	3.1	Finalize, seek board approval and submit to CARB and EPA an 8-hr ozone SIP that demonstrates attainment.	The District has completed a draft 8-hr Ozone SIP and has held extensive public workshops seeking input to the proposed measures. The final SIP is schedule to be completed in March, 2008.	70%
	3.2	The District will develop a toxics analysis tool for developers to use when locating new developments.	The District has developed and adopted guidance for local land use jurisdictions and developers to use when locating sensitive land uses adjacent to major roadways.	100%
4	4.1	Develop a procedure to recognize when Emission Reduction Credit use occurs in Environmental Justice communities	Whenever use of an ERC creates a statutory requirement for public notification, the Permit Engineers will work with the Communications Office to assess any unique language or cultural needs of the community affected and develop appropriate notification documents. This same procedure is currently in place when notification are statutorily required for notification near a school.	100%

	4.2	Develop, translate and distribute a “Public Participation Handbook.”	The District is currently preparing a Public Participation Handbook that will be available in English and seven other languages that will cover: <ul style="list-style-type: none"> • Commenting on permits; • Commenting on rules; • Commenting on plans; • Filing complaints; and • Accessing the Hearing Board. 	20%
	4.3	Assess the feasibility of providing public notices, permits, violation and other core District documents in other languages.	The District’s core brochures are currently printed in English and Spanish. All outreach materials are made available in other languages based on assessed need. Translations of any materials to nearly any language may be requested by the public.	100%
	4.4	Review District activities and redirect efforts where we can achieve a more direct community benefit and incorporate an environmental justice element into the District’s enforcement curriculum.	Each District Division manager will work directly with the consultant retained to develop the EJ training curriculum to ensure that the consultant is aware of how their each division’s staff interact with the public so that the consultant can be sure to include the appropriate components in the training curriculum.	20%
5	5.1	Use one half of the funding dedicated to the Wood Stove Replacement Program in Environmental Justice communities.	The funding incentive program for wood stoves has been released in phases. During phase one, approximately 40% of the funding was claimed in EJ areas. During phase two, the rebate value for EJ areas was increased from \$300 to \$500 but those changes did not result in the EJ goal being met. Phase three will begin in September. During phase three, low income residents will qualify for a free replacement of dirty devices (valued at up to \$2,500 for wood and \$3500 for gas) and more advertising will be done in other languages and ethnic publications. Even though, to-date the EJ goal has not been met, 50% of the allocated incentive funding is reserved for EJ areas.	50%
	5.2	More accurately identify the physical boundaries of the Environmental Justice communities.	The GIS mapping system has been incorporated with the census data and detailed maps are now available electronically and physical “posters” have been printed.	100%
	5.3	Continue to implement the AB1390 Guidelines as part of the District’s distribution of mobile source and Moyer incentive funding.	This is a requirement for the use of Moyer funds and the District has implemented this requirement faithfully.	100%
6	6.1	Develop a Geographic Information System (GIS) component to the District’s Project Tracking Database.	A contractor has been hired and is currently working on this project. It should be completed by 12/31/07	5%
	6.2	Develop Guidelines for Implementing the Air Resources board’s “Air Quality and Land Use Handbook.”	To date, we have developed guidelines for implementing/providing further guidance on the <i>roadways toxics</i> portion of the Handbook per the request of local jurisdictions.	100%

7 ⁽²⁾	7.1	"Institutionalize" Environmental Justice awareness at the Division staff level.	Environmental Justice will be a standing item on all Division staff meetings. (Division staff meetings are conducted at a minimum quarterly within the five divisions of the District.) Any EJ issues that are raised will be brought to the bi-weekly Managers Meetings for action.	100%
	7.2	"Institutionalize" Environmental Justice awareness at the Agency level.	Environmental Justice will be a standing item on all "All Hands" meetings. ("All Hands" meetings are held approximately twice yearly.) Any EJ issues that are raised will be brought to the bi-weekly Managers Meetings for action.	100%

- 1) *The implementation steps under Policy #3 were not outlined in the adopted Implementation Plan. These implementation steps were to be developed by staff subsequent to the adoption of the Implementation Plan.*
- 2) *Item #7 was not part of the originally adopted Implementation Plan but has been added in order to ensure that Environmental Justice is an on-going, continuously refreshed effort within the District.*