

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	EJ training has been incorporated into the annual mandatory sexual harassment and violence in the workplace training that is mandatory for all staff.	100%
	1.2	Identify an Environmental Justice (EJ) "go to" person to serve as the primary contact for all EJ-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 was being presented at the August 2007 Board meeting. The final report is being presented in August 2008	100%
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 has 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.	The District has developed a program for 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 program was fully operational for the 2008 Spare The Air season.	100%

	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.	The District has a contract with a company to provide List serve services. Using a contract service allows the District to preserve the integrity of the firewall security system. The "user opt-in" functionality is currently being developed and is expected to be fully functional by mid-September.	95%
3 ⁽¹⁾	3.1	Finalize, seek board approval and submit to CARB and EPA an 8-hr ozone SIP that demonstrates attainment.	The draft final SIP has been completed and will be out for public comment in early September. It is scheduled for consideration by the District board in January 2009.	90%
	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 is statutorily required for notification near a school.	100%
	4.2	Develop, translate and distribute a "Public Participation Handbook."	The public participation handbook has been written in English and is in the process of being designed and printed for distribution this fall. It will subsequently be submitted for translated into Spanish.	90%
	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 includes EJ as a component of every Division Staff meeting. EJ is included as a component of every District Managers' meeting.	100%
5	5.1	Use one half of the funding dedicated to the Wood Stove Replacement Program in Environmental Justice communities.	The Wood Stove/Fireplace Replacement Program has two components: 1) a voucher program to give monetary incentives for the replacement; and 2) a low income assistance program to fully fund replacements for qualified applicants. For both components, 50% of the allocated incentive funding is reserved for EJ areas. The voucher program has been implemented in phases starting during FY 06/07. The third phase of the voucher program was completed June 30, 2008. To date, 42% of the funding has been spent in EJ areas. The low income assistance program is being implemented through a partnership with the Community Resource Project. That program began replacements during the end of FY 07/08. To date, 60% of the funding has been spent in EJ areas.	100%

	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.	The GIS-enhanced Land Use Tracking Database went “live” in July of 2008.	100%
	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.*