

# Appendix B

## Community Emissions Reduction Program Checklist

### Purpose

This Blueprint 2.0 appendix contains guidance and the minimum requirements to help air districts and community steering committees (CSC) create a Community Emissions Reduction Program (CERP). If you need clarification on this appendix or *Blueprint 2.0*, contact CARB staff at [communityair@arb.ca.gov](mailto:communityair@arb.ca.gov).

### Community Emissions Reduction Program Process

*Assembly Bill (AB) 617* requires the CARB Governing Board, in consultation with specified partners, to *annually consider the selection of communities* for the preparation of a CERP, as appropriate. Once CARB selects a community, the applicable air district must develop and adopt a CERP within one or two years of selection and provide annual progress reports to CARB. Creating a successful CERP requires meaningful involvement and communications with community members and other stakeholders identified in AB 617 throughout development, review, approval, and implementation.

Each CERP will be reviewed by CARB staff, based on the checklist in Table B-1. After engaging with the CSC and community, CARB staff will then develop a recommendation and make it available for public review and comment, before presenting the CERP for consideration. It is essential for CARB staff to confirm that the CERP has significant community backing. Figure B-1 provides an overview of the CERP process.

Figure B-1 Overview of Community Emissions Reduction Program Process



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### CERP Checklist

CARB has identified specific minimum requirements for each element required by AB 617 as well as for additional elements that are necessary for air districts to develop and implement an effective CERP. The minimum CERP requirements of AB 617 include emissions reduction targets, emissions and exposure reduction strategies, an implementation schedule, and an enforcement plan. To be approvable by CARB, a CERP must contain:

- A description of the CSC as the forum for engagement with the community whose role is to guide development and implementation of the CERP.
- A strong technical foundation for understanding the sources of air pollution impacting the community.
- A characterization of current public health data related to air pollution in the community.
- As prioritized by the CSC, regulatory, enforcement, incentive, and permitting actions and the most stringent approaches for reducing emissions, with a focus on zero emission technologies where feasible.
- As prioritized by the CSC, land use and transportation strategies to implement and defining specific actions for engaging with local government agencies to actively promote these strategies.
- An enforcement plan to ensure effective implementation and engagement with community members to address compliance issues; community-focused enforcement approaches are highly encouraged.
- Specific, quantifiable emissions reduction targets, when feasible, to be achieved within five years.
- Description of each CERP action and a general designation of category or categories it falls under (such as enforcement, incentives, outreach etc.)
- Specific, quantifiable metrics to track progress for each CERP action.

Air districts must provide sufficient information in the CERP submittal to assess whether they meet the minimum requirements. Subsequent annual reports to CARB must, at minimum, provide progress to meet the CERP commitments for each specific action using the appropriate metrics developed for that action.

The checklist to use in evaluating CERPs (Table B-1) includes a high-level summary of the required elements and is designed to both guide the air districts and CSC in developing the CERP and promote transparency in CARB's consideration and staff recommendations for action on CERPs submitted to CARB by air districts. To aid evaluation of the CERP by the

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public and CARB staff, CARB encourages air districts to address the required elements in a concise manner using plain language.

Table B-1 Checklist for Community Emissions Reduction Program Evaluation

<b>Criteria</b>	<input checked="" type="checkbox"/>
<b>Health-Based Air Quality Actions</b>	
<p>Develop actions to reduce negative health impacts by:</p> <ul style="list-style-type: none"> <li>• Reducing emissions of, and exposure to, toxic air contaminants that contribute to the cumulative exposure burden within the community.</li> <li>• Reducing emissions of, and exposure to, local sources of PM<sub>2.5</sub> that contribute to the cumulative exposure burden within the community.</li> </ul>	<input type="checkbox"/>
<b>Community Steering Committee</b>	
<p>Provide documentation on the community steering committee:</p> <ul style="list-style-type: none"> <li>• Membership, including core community representation.</li> <li>• Charter that covers the following topics:               <ul style="list-style-type: none"> <li>○ CSC objectives.</li> <li>○ Roles and responsibilities.</li> <li>○ Time, term expectations, stipends (<i>CARB guidance</i>).</li> <li>○ Eligibility, recruitment, and on-boarding procedures.</li> <li>○ Meeting frequency.</li> <li>○ Meeting dates, times, and locations to ensure accessibility/participation.</li> <li>○ Use of interpretation services at CSC meetings and in broader public outreach efforts.</li> <li>○ Use of facilitation services.</li> <li>○ Expectations for the timing and method of communications such as distributing information/data, meeting announcements and agendas, and specifying the expected deadlines for distribution in advance of events/activities.</li> <li>○ A decision-making process, including whether consensus, majority vote, supermajority, or any other method will be used to approve an item.</li> </ul> </li> </ul>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>○ Provisions for dispute resolutions.</li> <li>○ A clear conflict-of-interest and/or disclosure policy.</li> <li>○ How CERP modifications can be made post-adoption.</li> </ul>	
<b>Outreach and Engagement</b>	
<p>Provide documentation that the air district board held a public board hearing when presenting the final CERP for air district board consideration.</p>	<input type="checkbox"/>
<p>Provide documentation that the air district provided materials in appropriate languages and that interpretation services were available at workshops and public board hearings in accordance with the steering committee charter.</p>	<input type="checkbox"/>
<p>Provide documentation of a dedicated public webpage that contains:</p> <ul style="list-style-type: none"> <li>● Phone number and e-mail address for a dedicated contact person.</li> <li>● An up-to-date outreach calendar and notices for workshops and community steering committee meetings.</li> <li>● Any draft materials that will be shared at air district workshops and public board hearings.</li> <li>● Links to any relevant air quality data for the community.</li> <li>● A link to CARB’s Community Air Protection Program main webpage.</li> <li>● Access in multiple languages, as appropriate.</li> </ul>	<input type="checkbox"/>
<p>Provide a summary of the results of public outreach during CERP development and an overview of the planned approach for public engagement moving forward into implementation that includes:</p> <ul style="list-style-type: none"> <li>● Ongoing outreach/recruitment/onboarding mechanisms.</li> <li>● Meeting frequency and attendance.</li> <li>● Outreach regarding annual reporting.</li> <li>● Summary of steering committee’s perspectives and other public input regarding the CERP (both the process and the document).</li> </ul>	<input type="checkbox"/>
<b>Community Profile</b>	
<p>Provide a description of the community and include a discussion of community issues, including final geographic boundary, types of pollution impacting the community,</p>	<input type="checkbox"/>

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sensitive receptors, a characterization of current public health data, and socioeconomic indicators.	
<b>Technical Foundation</b>	
Provide a community-level emissions inventory developed in accordance with CARB’s community inventory guidance ( <i>AB 617 Community Planning Emission Inventory: Key Elements, AB 617 Calendar Years for Community Planning Emission Inventories</i> ) that identifies relative contribution of toxic air contaminants and criteria air pollutants emissions in mobile, stationary, and area-wide source categories impacting the community. If requested, CARB, with input and support from air districts, can develop the community-level emissions inventory.	<input type="checkbox"/>
Provide results, if available, that augment the community-level emissions inventory using existing air quality monitoring data or best available modeling data and applying at least one of the <i>source attribution approaches</i> discussed in the online <i>Resource Center</i> .	<input type="checkbox"/>
Provide supporting documentation on methodologies and data sources used in the technical assessment.	<input type="checkbox"/>
<b>Emissions and Exposure Reduction Targets</b>	
Specify emissions reduction targets to be achieved within five years for directly emitted applicable toxic air contaminants, PM <sub>2.5</sub> , and any other identified criteria pollutants (e.g., PM <sub>10</sub> ) as defined in the technical assessment, designed to maximize reductions of emissions of PM <sub>2.5</sub> and toxic air contaminants. Targets are to be presented in 5 <sup>th</sup> year benefits (tons per year) and lifetime benefits (total tons), as appropriate.	<input type="checkbox"/>
Specify metrics and mechanisms to track and achieve exposure reduction targets for any exposure reduction actions.	<input type="checkbox"/>

<b>Reduction Actions and Required Metrics</b>	
<p>Include emissions and/or exposure reduction actions, considering the following types of actions:</p> <ul style="list-style-type: none"> <li>• Regulatory Actions</li> <li>• Air Quality Permitting</li> <li>• Facility-Specific Risk Reduction Actions</li> <li>• Enforcement Actions</li> </ul>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>• Land Use and Transportation Actions</li> <li>• Health and Exposure Mitigation Actions</li> <li>• Incentives Actions</li> </ul> <p>To see actions from existing CERPs, see Emissions Reduction Strategies and Statewide Regulations in the <a href="#">CommunityHub</a>.</p>	
<p>Identify statewide actions to reduce emissions and exposure that CARB will provide.</p>	<input type="checkbox"/>
<p>Specify required annual metrics to track progress (examples below):</p> <ul style="list-style-type: none"> <li>• The emission reductions achieved and progress towards meeting the individual emissions and exposure (if available) reduction targets for each pollutant.</li> <li>• Status of rules and regulations adopted, or other strategies implemented.</li> <li>• Dollar amount invested and number of projects implemented in and/or benefitting the community if incentive strategies are part of the emissions reduction program.</li> <li>• An estimate of percent completion for each action (and when the action is considered complete), for both qualitative and quantifiable actions.</li> <li>• Additional enforcement activities.</li> </ul>	<input type="checkbox"/>
<p>Specify approaches for evaluating air quality and exposure at the five-year milestone.</p>	<input type="checkbox"/>
<p>Identify any additional metrics, as appropriate, to track progress of:</p> <ul style="list-style-type: none"> <li>• Implementation.</li> <li>• Additional co-benefits.</li> </ul>	<input type="checkbox"/>
<p><b>Implementation Schedule</b></p>	
<p>Specify for <b>each action</b>, as applicable:</p> <ul style="list-style-type: none"> <li>• A description of the action.</li> <li>• Metric(s) by which the action’s progress and completion will be measured.</li> <li>• The expected emissions and/or exposure reductions by pollutant, if quantifiable.</li> <li>• Cost-effectiveness, calculated in accordance with the air district’s cost-effectiveness methodologies, along with appropriate documentation.</li> <li>• Implementation roles and responsibilities, including authority.</li> </ul>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>• A timeframe for implementation, including immediate and annual actions over the five-year timeframe.</li> <li>• A description of how the technical assessment informed strategy development, including a discussion of priority pollutants and sources.</li> <li>• The expected benefits beyond the five-year implementation timeframe, if applicable to the action.</li> </ul>	
<p><b>Enforcement Plan Requirements</b></p>	
<p>Document a three-year enforcement history that includes:</p> <ul style="list-style-type: none"> <li>• A summary of complaints received and their resolution.</li> <li>• A listing of all permitted facilities, including facility type.</li> <li>• Number of inspections conducted, including type, date, and location.</li> <li>• Notices of violation and notices to comply issued, including date, location, regulation cited, and description of issue.</li> <li>• An assessment of compliance with existing CARB and air district rules and regulations within and directly surrounding the community.</li> <li>• A discussion of opportunities for enhanced enforcement activities, including community outreach and communication, based on the historical data.</li> </ul>	<input type="checkbox"/>
<p>Specify compliance mechanisms that will be implemented including:</p> <ul style="list-style-type: none"> <li>• Compliance goals to support achieving the emissions and exposure reduction targets.</li> <li>• Specific approaches to enhance complaint reporting, industry compliance, and enforcement-related community outreach.</li> <li>• Formation of a dedicated team to conduct community-level outreach.</li> <li>• A process to track CARB and air district enforcement activities and identify potential solutions based on enforcement results.</li> <li>• A discussion of potential enforcement mechanisms for each new regulatory strategy.</li> </ul>	<input type="checkbox"/>
<p><b>CEQA Analysis</b></p>	
<p>Include any applicable CEQA analysis</p>	<input type="checkbox"/>