



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

TECHNOLOGY IMPLEMENTATION OFFICE (TIO)
STEERING COMMITTEE

COMMITTEE MEMBERS

Bud Beebe, Sacramento Municipal Utility District (Retired)
Cindy Chavez, Air District Board of Directors (Committee Chair)
Mark Cupta, Prelude Ventures
Ahmad Ganji, San Francisco State Industrial Assessment Center
Rob Rennie, Air District Board of Directors
Michael Montgomery, San Francisco Bay Regional Water Quality Control Board
Jetta Wong, JLW Advising

**THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY
EXECUTIVE ORDER N-29-20 ISSUED BY
GOVERNOR GAVIN NEWSOM**

- **THE PUBLIC MAY OBSERVE THIS MEETING THROUGH THE WEBCAST BY
CLICKING THE LINK AVAILABLE ON THE AIR DISTRICT'S AGENDA
WEBPAGE AT**

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- **THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE
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<https://bayareametro.zoom.us/j/84002528860>

(669) 900-6833 or (408) 638-0968

WEBINAR ID: 840 0252 8860

- **THOSE PARTICIPATING BY PHONE WHO WOULD LIKE TO MAKE A
COMMENT CAN USE THE "RAISE HAND" FEATURE BY DIALING "**9". IN
ORDER TO RECEIVE THE FULL ZOOM EXPERIENCE, PLEASE MAKE SURE
YOUR APPLICATION IS UP TO DATE**

**FRIDAY
SEPTEMBER 17, 2021
1:00 P.M.**

AGENDA

1. CALL TO ORDER - ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC MEETING PROCEDURE

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.

This meeting will be webcast. To see the webcast, please visit www.baaqmd.gov/bodagendas at the time of the meeting. Closed captioning may contain errors and omissions and are not certified for their content or form.

***Public Comment on Agenda Items** The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on matters on the agenda for the meeting, will have three minutes each to address the Committee. No speaker who has already spoken on that item will be entitled to speak to that item again.*

Staff/Phone (415) 749-

CONSENT CALENDAR (ITEM 2)

2. APPROVAL OF THE MINUTES OF MAY 28, 2021 Clerk of the Boards/5073

The Committee will consider approving the draft minutes of the Technology Implementation Office Steering Committee meeting of May 28, 2021.

END OF CONSENT CALENDAR

REGULAR AGENDA (ITEMS 3-4)

3. CLIMATE TECH FINANCE: POTENTIAL STATEWIDE EXPANSION

D. Tang/8726
dtang@baaqmd.gov

The Committee will receive an update on opportunities to expand the Climate Tech Finance program statewide.

4. **CLIMATE TECH FINANCE: RACIAL EQUITY FRAMEWORK** **D. Tang/8726**
dtang@baaqmd.gov

The Steering Committee will receive an update on the development of a racial equity framework for Climate Tech Finance.

END OF REGULAR AGENDA

5. **PUBLIC COMMENT ON NON-AGENDA MATTERS**

Members of the public who wish to speak on matters not on the agenda for the meeting, will have three minutes each to address the Committee.

6. **COMMITTEE MEMBER COMMENTS**

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)

7. **TIME AND PLACE OF NEXT MEETING**

Thursday, December 9, 2021, at 1:00 p.m., via webcast, pursuant to procedures authorized by Executive Order N-29-20 issued by Governor Gavin Newsom.

8. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
vjohnson@baaqmd.gov

(415) 749-4941
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District's policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District's Non-Discrimination Coordinator, Terri Levels, at (415) 749-4667 or by email at tlevels@baaqmd.gov.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 BEALE STREET, SAN FRANCISCO, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE:

MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

SEPTEMBER 2021

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Meeting	Monday	13	8:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Special Meeting	Wednesday	15	9:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Administration Committee	Wednesday	15	10:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Legislative Committee - CANCELLED	Wednesday	15	1:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Technology Implementation Office (TIO) Steering Committee	Friday	17	1:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Stationary Source and Climate Impacts Committee - CANCELLED & RESCHEDULED TO MONDAY, SEPTEMBER 27, 2021 at 9:00 A.M.	Thursday	20	9:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	23	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Stationary Source and Climate Impacts Committee	Monday	27	9:00 a.m.	Webcast only pursuant to Executive Order N-29-20

HL - 9/2/2021 - 2:35 P.M.

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Cindy Chavez and Members
of the Technology Implementation Office Steering Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 9, 2021

Re: Approval of the Minutes of May 28, 2021

RECOMMENDED ACTION

Approve the attached draft minutes of the Technology Implementation Office Steering Committee (Committee) meeting of May 28, 2021.

DISCUSSION

Attached for your review and approval are the draft minutes of the Technology Implementation Office Steering Committee meeting of May 28, 2021.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

Attachment 2A: Draft Minutes of the Committee Meeting of May 28, 2021

AGENDA: 2A – ATTACHMENT

Draft Minutes – Technology Implementation Office Steering Committee Meeting of May 28, 2021

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Technology Implementation Office Steering Committee Meeting
Friday, May 28, 2021

1. CALL TO ORDER – ROLL CALL

Technology Implementation Office (TIO) Steering Committee (Committee) Chairperson Cindy Chavez called the meeting to order at 1:00 p.m.

Present: Committee Chairperson, Cindy Chavez; Ex-Officio Board of Directors (Board) Member, Rob Rennie; and Members Bud Beebe, Mark Cupta Ahmad Ganji, Michael Montgomery, and Jetta Wong.

Absent: Members Janea Scott and Marilyn Waite.

Also Present: None.

2. APPROVAL OF THE MINUTES OF MAY 15, 2020

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Member Montgomery made a motion, seconded by Member Beebe, to approve the Minutes of May 15, 2020; and the motion carried by the following vote of the Committee:

AYES: Beebe, Chavez, Cupta, Montgomery, Rennie, Wong.
NOES: None.
ABSTAIN: None.
ABSENT: Ganji, Scott, Waite.

3. **BAY AREA ELECTRIC VEHICLE (EV) ACCELERATION PLAN UPDATE**

Karissa White, Assistant Staff Specialist, gave the staff presentation *Bay Area Electric Vehicle (EV) Acceleration Plan*, including: outcome; outline; requested action; components of the Plan; timeline; Bay Area EV registrations; Bay Area EVs and projected increase to meet 2050 goal; Bay Area EV charging stations; stakeholder outreach; market research and surveys; Air District goals; barriers to EV adoption; recommendations; Air District recommendations; and feedback requested/questions.

NOTED PRESENT: Professor Ganji was noted present at 1:19 p.m.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the ratio of Direct Current (DC) fast charging chargers versus Level 2 chargers that are being installed in the Bay Area, and how that affects potential buyers' range anxiety and their decision to drive (only an) EV; concerns about potential competition and disputes over chargers at multi-family dwellings, especially if the chargers aren't fast-charging; target locations for public charging stations, and which stakeholders should decide future locations; benefits of new EV charging stations sharing transformers with existing infrastructure; power sources in the home that can power Level 2 chargers; the suggestion that the Air District collects feedback and best practices from electricians who install EV charging infrastructure; whether city and county projects include retrofit construction target goals, versus new construction; the request that Steering Committee members know when Bay Area Electric Vehicle Coordinating Council meetings are to be held; the request that the Air District compiles ways to develop and expand electrical grids using microgrids or other innovations, including whether legislation will be needed, and sends that information to the Steering Committee members before the next meeting; the suggestion of asking Community Choice Energy organizations to assist with the packaging of onsite storage microgrid technology; the suggestion of asking energy utility companies for their models for loads (the amounts of electricity on the grid at any given time, as it makes its journey from the power source to all the homes, businesses and industries within a utility's territory) in different parts of the Bay Area; and the suggestion of reaching out to smaller publicly owned utilities, which may be making faster process than Pacific Gas & Energy.

Committee Action

None; receive and file.

4. CLIMATE TECH FINANCE IMPACT REPORT

Damian Breen, Senior Deputy Executive Officer of Operations, introduced Derrick Tang, Manager of the Air District’s Technology Implementation Office, who gave the staff presentation *Climate Tech Finance Impact Report*, including: outcome; requested action; outline; overview; funded and qualified projects; project pipeline; key lessons learned; and feedback requested.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed how certain loan guarantee projects were able to be executed through the existing State Loan Guarantee Program, without utilizing Air District dollars; appreciation for Air District staff’s procurement of new lenders within the Climate Tech Finance program; whether the Air District should give special considerations to projects in disadvantaged communities, and if this happened, whether the Air District’s potential absorption of loss would be worth the potential tradeoff of an increase in applicants; which party sets the default rate; how much loss the Air District can tolerate; how the Air District assesses its risk tolerance; whether any wastewater treatment plant project applications have been submitted; and advantages and disadvantages of biosolids from wastewater facilities.

Committee Action

None; receive and file.

5. CLIMATE TECH FINANCE STRATEGIC PLAN

Mr. Tang gave the staff presentation *Climate Tech Finance Strategic Plan*, including: outcome; requested action; outline; Strategic Plan development; stakeholder interviews; Climate Tech Finance mission; program growth; potential program offerings; and feedback requested.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed how federal stimulus bills help increase the amount of funds that Climate Tech Finance can leverage; the suggestion of reviewing the evaluation reports of state programs that are similar to the Climate Tech Finance program; the suggestion of using the Air District’s existing network and partners to help the California Infrastructure and Economic Development Bank (IBank) get applicants funded, and whether the Air District has asked the IBank how it can help in that regard; current investment trends; the suggestion of maximizing success by cooperating with funding agencies that are already funding climate technologies; the suggestion of aligning contract boilerplate language with that of federal language to poise projects to become recipients of federal funds; the request for a whitepaper on the framework of climate

change and investments; the suggestion of asking likeminded agencies what climate projects they want to see funded, and positioning the Air District to be a leader in this space; the suggestion of reaching out to talk to members of congress about this opportunity; and branding options.

Committee Action

None; receive and file.

6. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

7. COMMITTEE MEMBER COMMENTS

None.

8. TIME AND PLACE OF NEXT MEETING

At the end of the meeting, the next meeting was to be held at the Call of the Chair. Following the adjournment of the meeting, the next meeting was scheduled for Friday, September 17, 2021, at 1:00 p.m., via webcast, pursuant to procedures authorized by Executive Order N-29-20 issued by Governor Gavin Newsom.

9. ADJOURNMENT

The meeting adjourned at 2:55 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Cindy Chavez and Members
of the Technology Implementation Office Steering Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 9, 2021

Re: Climate Tech Finance: Potential Statewide Expansion

RECOMMENDED ACTION

None; receive, and file.

BACKGROUND

In 2019, the Air District partnered with the California Infrastructure and Economic Development Bank (IBank) to launch Climate Tech Finance, the Air District's first loan program. The mission of Climate Tech Finance is to reduce greenhouse gases by increasing access to capital to accelerate climate technology commercialization.

The Climate Tech Finance program closed on \$7 million in loans for climate projects in the past year. The program established a roster of over a dozen climate-oriented banks and a growing pipeline of climate projects in need of near-term financing. The program has also seen increasing inbound interest from borrowers and lenders, fueled by imminent regulatory changes and banks' goalsetting around climate investments.

The American Rescue Plan Act of 2021 allocated \$10 billion to the State Small Business Credit Initiative (SSBCI), of which California is slated to receive \$895 million—roughly seven times larger than the previous SSBCI program in 2010. IBank is a primary beneficiary of these funds, which will directly benefit the Climate Tech Finance partnership. There is also an opportunity for IBank to apply for additional SSBCI funding allocated to programs benefiting Socially and Economically Disadvantaged Individuals (SEDI), including climate equity and climate justice programs.

DISCUSSION

The new SSBCI funds represent a significant opportunity to expand the Climate Tech Finance partnership by scaling up the program statewide. Staff have engaged in discussions with IBank on what this expansion could look like, focusing on the following key areas for growth:

- **Scale up technology and impact evaluations.** Administrative funding from SSBCI could facilitate the expansion of Climate Tech Finance technical services statewide. This could be done in collaboration with other air districts. Evaluations can prioritize projects supporting historically underserved communities. This would provide an opportunity to standardize reporting and program evaluation for a statewide funding program.
- **Expand the network of climate entrepreneurs.** Use existing Climate Tech Finance networks and regional Financial Development Corporations in California to scale up outreach to climate startups statewide. Identify projects with shared characteristics for more efficient lender matching.
- **Expand the network of climate lenders.** Increase the inventory of registered climate- and mission-oriented lenders. Take advantage of imminent regulatory changes and banks' goalsetting around climate investments and Community Reinvestment Act.
- **Introduce new financial products.** Based on lender feedback, larger loan guarantees (\$5 million and greater) would significantly increase program pipeline and activity. Partner with IBank and the Governor's Office on the design of the Climate Catalyst program and a potential venture capital fund focused on SEDI and climate equity and justice. Explore opportunities to attract private investment.

Staff are seeking feedback from the Steering Committee on these potential strategies to expand the Climate Tech Finance program statewide.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Derrick Tang
Reviewed by: Damian Breen, Jeff McKay, and Anthony Fournier

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Cindy Chavez and Members
of the Technology Implementation Office Steering Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 9, 2021

Re: Climate Tech Finance: Racial Equity Framework

RECOMMENDED ACTION

None; receive, and file.

BACKGROUND

Climate Tech Finance is the Air District's first loan program, with the aim of reducing greenhouse gases by increasing access to capital to accelerate climate technology commercialization. In partnership with the California Infrastructure and Economic Development Bank (IBank), the program offers loans and loan guarantees to support businesses that develop or adopt technologies that reduce greenhouse gases. In addition to financial support, the program offers technical evaluations of proposed climate projects and helps match entrepreneurs with potential lenders to support business scale-up.

DISCUSSION

Staff developed a draft racial equity tool (Attachment 1) based on a framework designed by the Government Alliance on Race & Equity (GARE). GARE is a national network of government working to achieve racial equity and advance opportunities for all. This framework has been utilized successfully by cities, counties, and agencies across the country for several years.

By applying the racial equity tool to Climate Tech Finance and other Air District incentive programs, five key themes have emerged as guiding principles for programs striving to achieve racial equity:

1. Collect (the right) data.

- Collect demographic and socioeconomic data for all programs through applications and reporting.
- Research the appropriate baseline data for the program, keeping in mind the specific communities impacted by a program (e.g., low-income Bay Area residents, commercial banks, entrepreneurs).
- Measure and track by race: both funding (\$ spent on whom) and service (time/effort spent on whom) and compare to appropriate baselines. Maintain long-term, longitudinal data collection on demographics and outcomes of programs to understand how they, and any changes made to them, impact communities over time (either positively or negatively).

2. Emphasize technical assistance.

- Technical assistance is equally as important as funding when that service is necessary to help someone access our programs.
- Train staff to apply a racial equity lens to outreach and implementation.
- Explicitly allocate resources to provide technical assistance:
 - Help applicants navigate the variety of grant programs at Air District and other sources.
 - Make sure that communications can be translated and use wording that is easy to understand and avoid too much government terminology.

3. Invest in developing relationships with communities to increase participation.

- Go beyond “Inform”: Outreach is often one-way, yet word-of-mouth is a major driver for programs.
 - Dig deeper in areas where a program is less effective to determine root causes and what could lead to more success.
- Work toward “Empower”: Bring community into program design.
 - Requires explicit allocation of time and resources for developing authentic relationships with specific communities.

4. Explore potential changes to program policies and design.

- Strategies for Climate Tech Finance:
 - Conducted and maintaining customer discovery with entrepreneurs of color, community lenders, and related support organizations.
 - Incorporated in application materials an evaluation of how a project advances racial equity.
 - Collected and maintaining demographic and socioeconomic data from applicants on a voluntary basis, separate from the application process.
 - Offering technical assistance to help businesses prepare finances for bank review.
 - Based on stakeholder feedback, exploring potential program enhancements around local project finance for community health benefits.
- Relate proposed changes to root causes of racial inequity: policies that restrict communities from building wealth and accessing things that are expensive (newer technologies, infrastructure, labor).

5. Establish priorities to scale up work that advances racial equity.

- Government programs inherently provide more benefit to people who are comfortable working with government than to people who are not.
- Create structure to help racial equity work scale:
 - Apply racial equity tool to other programs and processes.
 - Expand trainings for all staff as the first step in a development process.
 - Incorporate racial equity objectives and metrics as core priorities in performance evaluations.
- Enforce priorities by allocating time for racial equity work as part of strategic planning and workload management.

Staff are seeking input from the Steering Committee on this racial equity framework and potential resources, including baseline demographic data, stakeholder connections, and other programs to model.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Derrick Tang
Reviewed by: Damian Breen, Jeff McKay, and Anthony Fournier

Attachment 1: Draft Racial Equity Tool

ATTACHMENT 1 – Draft Racial Equity Tool

Racial Equity Tool

This racial equity tool is designed to integrate explicit consideration of racial equity in decisions, including policies, practices, programs, and budgets. It is both a product and a process. Use of this racial equity tool can help to develop strategies and actions that reduce racial inequities and improve success for all groups.

This racial equity tool:

- proactively seeks to eliminate racial inequities and advance equity;
- identifies clear goals, objectives and measurable outcomes;
- engages community in decision-making processes;
- identifies who will benefit or be burdened by a given decision, examines potential unintended consequences of a decision, and develops strategies to advance racial equity and mitigate unintended negative consequences; and,
- develops mechanisms for successful implementation and evaluation of impact.

Who should use this racial equity tool?

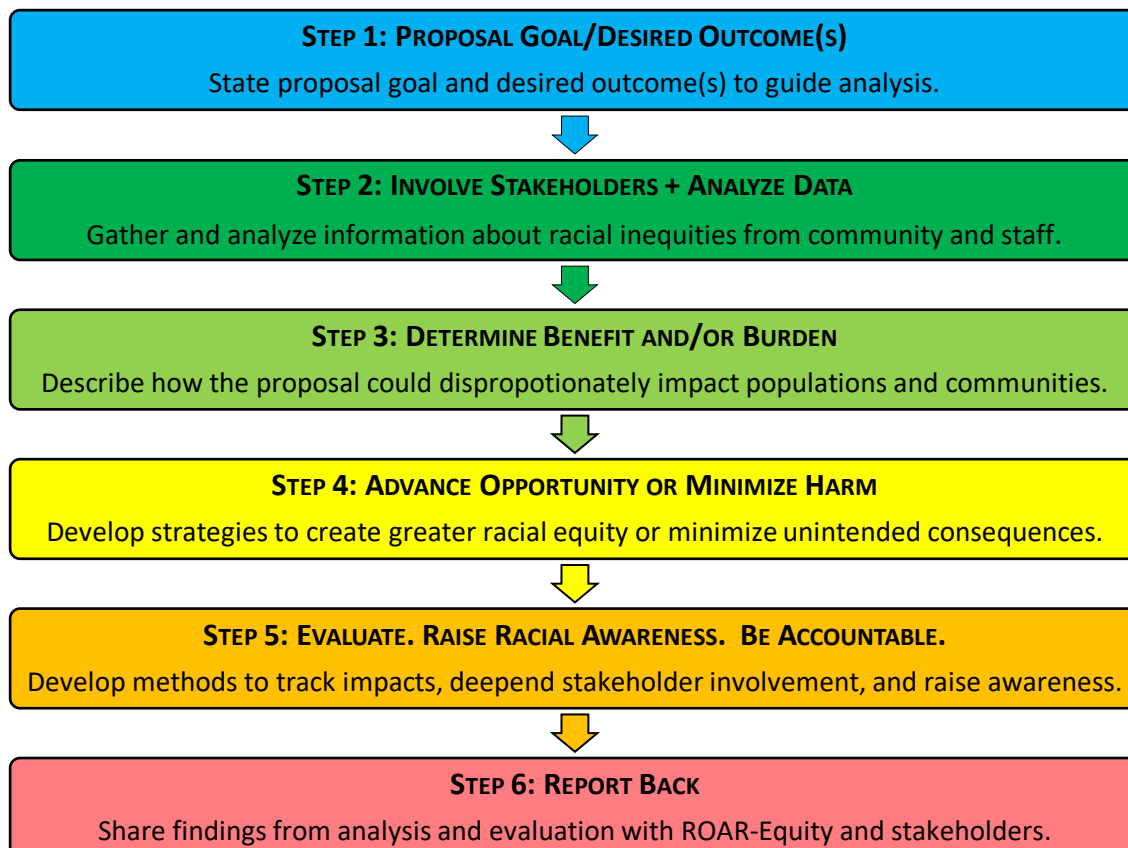
This tool should be used at multiple levels within the agency to increase effectiveness. For example, policy analysts can integrate racial equity into policy development and implementation, and budget analysts can integrate racial equity into budget proposals.

When should you use this racial equity tool?

This tool should be used early and often. Early use of this tool will ensure that decisions are aligned with organizational racial equity goals and outcomes. Using a racial equity tool more than once means that equity is incorporated throughout all phases, from development to implementation and evaluation.

Below are the steps to complete tool:

See Appendix A for a detailed description of steps.



Racial Equity Toolkit Assessment Worksheet

For detailed step by step instructions, examples of community strategies, glossary of common terms, and data sources, please refer to Appendix A-D at the end of this document.

Please answer all applicable questions to the best of your ability.

PREPARED BY		DATE	
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PROPOSAL INFORMATION				
AGENCY		DEPARTMENT		
PROPOSAL TITLE				
TYPE	<input type="checkbox"/> Policy	<input type="checkbox"/> Initiative	<input type="checkbox"/> Program	<input type="checkbox"/> Budget
DURATION	Start		End	
			Total	
COST		FUND SOURCE		

BRIEF SUMMARY				

STAKEHOLDERS	ORGANIZATION	NAME	TITLE	EMAIL
Internal				
External				

Step 1: Proposal Goal/Desired Outcome(s)

1a. What is the overall goal of this proposal?

1b. What are the racial equity opportunity areas?

[Customize by agency]

- | | | |
|---|--|---|
| <input type="checkbox"/> Children and youth | <input type="checkbox"/> Food access and affordability | <input type="checkbox"/> Jobs |
| <input type="checkbox"/> Community engagement | <input type="checkbox"/> Government practices | <input type="checkbox"/> Public Access |
| <input type="checkbox"/> Contracting equity | <input type="checkbox"/> Health | <input type="checkbox"/> Parks and recreation |
| <input type="checkbox"/> Criminal justice | <input type="checkbox"/> Housing | <input type="checkbox"/> Planning development |
| <input type="checkbox"/> Economic development | <input type="checkbox"/> Land Use | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Education | <input type="checkbox"/> Human services | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Environment | | <input type="checkbox"/> Workforce equity |
| <input type="checkbox"/> Other (specify): | | |

Step 2: Involve Stakeholders and Analyze Data

2a. Which geographic areas are impacted by the proposal?¹

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> All SF Bay Area | <input type="checkbox"/> San Mateo |
| <input type="checkbox"/> Alameda | <input type="checkbox"/> Santa Clara |
| <input type="checkbox"/> Contra Costa | <input type="checkbox"/> Solano |
| <input type="checkbox"/> Marin | <input type="checkbox"/> Sonoma |
| <input type="checkbox"/> Napa | <input type="checkbox"/> Other: |
| <input type="checkbox"/> San Francisco | |

SPECIFIC CITIES OR COMMUNITIES IMPACTED:

_____	_____
_____	_____
_____	_____
_____	_____

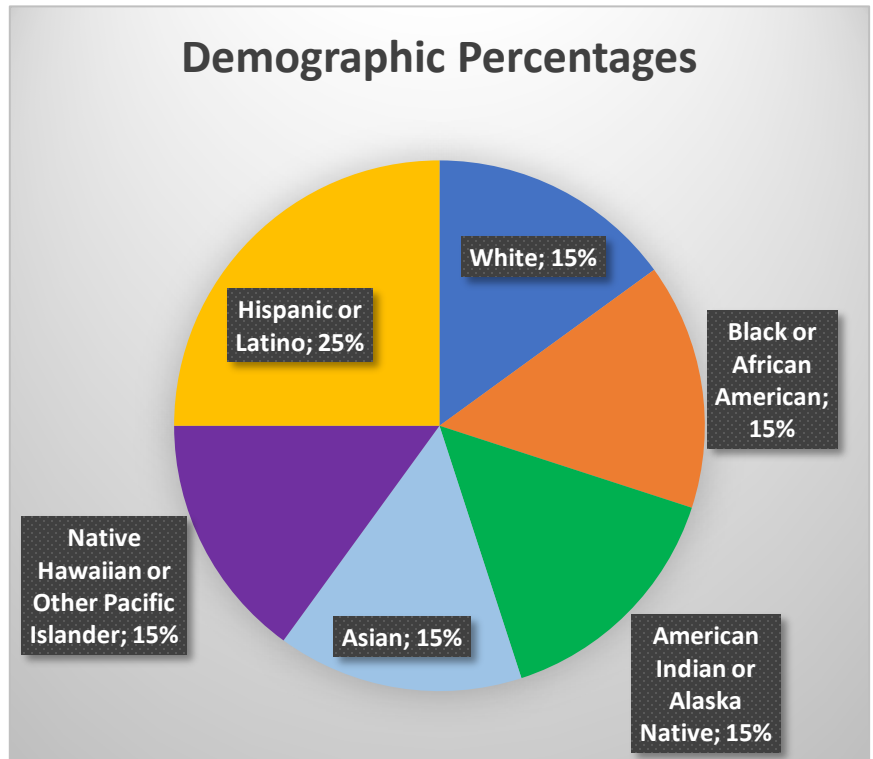


¹ See Metropolitan Transportation Commission Open Data Catalog for modeling and GIS data: <http://opendata.mtc.ca.gov/>

2b. What are the racial demographics of those impacted by the proposal?²

Ethnicity	Percent
White	
Black or African American	
American Indian or Alaska Native	
Asian	
Native Hawaiian or Other Pacific Islander	
Hispanic or Latino	

[To create the chart on the right—mouse click on it. Select “Edit Data.” In the pop-up table that appears, input the demographic percentages in Column B. The chart will automatically update.]



2c. How have you identified, involved and informed community members and stakeholders – especially those most impacted – of this proposal?

2d. Which relevant community members or stakeholders are not involved in the discussion and how can they be engaged?

2e. What do data and your conversation with stakeholders tell you about existing racial inequities that influence people’s lives and should be taken into consideration?

2f. What are the root causes or factors creating these racial inequities?

² See US Census Bureau - American FactFinder for online access to population, housing, economic and geographic data: <http://factfinder.census.gov>

Step 3: Determine Benefit and/or Burden

- 3a. Describe who (individuals and/or groups) benefits from or is burdened by this proposal, and how.
- 3b. Which, if any, communities disproportionately benefit or are burdened by this proposal?

Step 4: Advance Opportunity or Minimize Harm

- 4a. Describe recommended strategies to address adverse impacts, prevent unintended negative consequences, and advance racial equity (e.g. potential program, policy, partnership and/or budget/fiscal strategies).
- 4b. What strategies address root causes of inequity listed in question (2f) above?
- 4c. Are the proposed strategies to address inequities (mark all that apply):
- Aligned with mission/values of your Agency?
 - Adequately funded?
 - Adequately resourced with personnel?
 - Adequately resourced with mechanisms (policy, systems) to ensure successful implementation and enforcement?
 - Adequately resourced with provisions to ensure ongoing data collection, public reporting, stakeholder participation and public accountability?
 - Aligned with community-desired outcomes (if applicable)?
- 4d. If any of the above in (4c) are not marked, what resources or actions are needed?

Step 5: Evaluate - Raise Racial Awareness - Be Accountable

- 5a. How will impacts and performance be documented and evaluated? What methodology will be used? How will results be used?
- 5b. What opportunities are there to raise awareness about racial equity related to this proposal?
- 5c. How will you continue to partner and deepen relationships with communities of color to make sure your proposal is working and sustainable?
- 5d. How will you incorporate community feedback into the evaluation (if applicable)?

Step 6: Report Back

- 6a. Share analysis and report responses from Step 5 with leadership and community members (if applicable) involved in development of this worksheet.

Appendix A

STEP #1 - Proposal Goal/Desired Outcome(s)

What is the proposal goal and what are the desired results and outcomes?

Develop a clear description of the policy, program, practice, or budget decision (referred to as “proposal” in the remainder of these steps).

What is your desired impact or result?

We encourage you to be clear about the changes the proposal seeks to make and intended results. Results are the improvements made at the community, locality or regional scale.

Community indicators are how we measure impact in the community and should be disaggregated by race considering how race plays into the data collection and results – something to this effect).

Outcomes are at the agency, department, or program level. Performance measures are used to monitor implementation of actions. Actions should influence community indicators and contribute to desired results. Performance measures respond to three different levels:

- a. Quantity—how much did we do?
- b. Quality—how well did we do it?
- c. Is anyone better off?

When you align community indicators, agency strategies, and performance measures, you maximize the likelihood for impact.

STEP #2 - Involve Stakeholders + Analyze Data

What are the data? What does the data tell us?

Measurement matters. Organizational commitment to racial equity becomes focused and measurable with the use of data. Using relevant and reliable data appropriately will allow you to assess whether you are achieving desired impacts and what improvements are needed. Data also provides the opportunity to create measurable strategies and actions that are grounded in community conditions.

Often data are available, but not used to inform strategies and track results. For this tool, data collection should occur at the community and organizational level. Data should include 1) community indicators and desired results, and 2) specific program or policy outcomes and performance measures.

In analyzing data, it is important to include qualitative data and experiences in the community. Sometimes data can describe communities as a homogeneous group, without respect to subpopulations with differing socioeconomic and cultural experience. Using this data could perpetuate historic inequities. Missing data can demonstrate that certain communities, issues or inequities have historically been overlooked. For us to have impact in the community, we must form partnerships and assess cumulative impacts.

Step #3 - Determine Benefit and/or Burden

Who benefits from or will be burdened by your proposal? What are your strategies for advancing racial equity or mitigating unintended consequences?

Based on your data stakeholder input, you should step back and assess your proposal and think about complementary strategies that will help advance racial equity.

You should be able to answer the following questions:

1. Given what you have learned from the data and stakeholder involvement, how will the proposal increase or decrease racial equity? Who would benefit from or be burdened by your proposal?
2. What are potential unintended consequences? What are the ways in which your proposal could be modified to enhance positive impact or reduce negative impacts?
3. Are there complimentary strategies that you can implement? What are ways in which existing partnerships could be strengthened to maximize impact in the community? (if applicable)
4. Are the impacts aligned with the community outcomes? (if applicable)

STEP #4 - Advance Opportunity or Minimize Harm

What is your plan for implementation?

Now that you know what the unintended consequences, benefits, and impacts of the proposal and have developed strategies to mitigate unintended consequences or expand impact, it is important to focus on thoughtful implementation.

Each question within this section should be carefully considered before moving forward. Root causes of inequities should be factored in if long-term solutions wish to be attained.

Ensuring that your project aligns with the mission/values of your Agency is a critical first step. Without adequate resources and funding many proposals will fail.

If these support mechanisms are not in place initially, identify ways or solutions to address.

STEP #5 - Evaluate - Raise Racial Awareness - Be Accountable

How will you ensure accountability, communicate, and evaluate results?

Just as data was critical in analyzing potential impacts of the program or policy, data will be important in seeing whether the program or policy has worked. Developing mechanisms for collecting data and evaluating progress will help measure whether racial equity is being advanced.

Accountability entails putting processes, policies, and leadership in place to ensure that program plans, evaluation recommendations, and actions leading to the identification and elimination of root causes of inequities are actually implemented.

How you communicate about your racial equity proposal is also important for your success. Poor communication about race can trigger implicit bias or perpetuate stereotypes, often times unintentionally. Use a communications tool, such as the Center for Social Inclusion's [Talking About Race Right Toolkit](#) to develop messages and a communications strategy.

Racial equity tools should be used on an ongoing basis. Using a racial equity tool at different phases of a project will allow now opportunities for advancing racial equity to be identified and implemented. Evaluating results means that you will be able to make any adjustments to maximize impact.

You should be able to answer the following questions about accountability and implementation:

1. How will impacts be documented and evaluated? Are you achieving the anticipated outcomes? Are you having impact in the community (if applicable)?
2. What are your messages and communication strategies that are will help advance racial equity?
3. How will you continue to partner and deepen relationships with communities to make sure your work to advance racial equity is working and sustainable for the long haul?

Step #6 - Report Back

Share the findings from your analysis and evaluation with your leadership team, ROAR-Equity team, and key stakeholders. These groups can review your final proposal and assist you anytime during the process. The goal is to create projects and proposals that can reduce inequities and have positive impacts for all.

Appendix B

Community Engagement Continuum

Adapted from *Community Engagement Guide: A tool to advance Equity & Social Justice in King County, Washington*.

The community engagement continuum provides details, characteristics and example strategies for five levels of community engagement. The continuum shows a range of actions from agency-led information sharing that tends to be shorter-term to longer-term community-led activities. The continuum can be used for both simple and complex efforts. As a project develops, the level of community engagement may need to change to meet changing needs and objectives.

The level of engagement will depend on various factors, including program goals, legal requirements, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust. Regardless of the level of engagement, the role of both the regional agencies and community partners as part of the engagement process should always be clearly defined.

Levels of Engagement				
<p>Agency Informs Agency initiates an effort, coordinates with departments and uses a variety of channels to inform community</p>	<p>Agency Consults Agency gathers information from the community to inform agency-led projects</p>	<p>Agency engages in dialogue Agency engages community members to shape priorities and plans</p>	<p>Agency and community work together Community and agency share in decision-making to co-create solutions together</p>	<p>Community directs action Community initiates and directs strategy and action with participation and technical assistance from agency</p>
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of agency and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs agency projects 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Example Strategies				
<p>Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media</p>	<p>Focus groups, interviews, community surveys</p>	<p>Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, workshops, community-wide events</p>	<p>Co-led community meetings, advisory boards, coalitions and partnerships, policy development and advocacy</p>	<p>Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy</p>

Appendix C

Glossary and Common Equity Terms

Accountable: Responsive to the needs and concerns of the public, including people of color, historically underrepresented communities and those impacted by the agency's proposal.

Bias: Prejudice toward one group and its members relative to another group.

Contracting Equity: Efforts to achieve equitable racial outcomes in expenditure of resources, and rendering of goods and services. Investments in contracting, consulting, and procurement that provide equal benefits to the communities a jurisdiction serves.

Community Indicator: The means by which we measure how a community or groups of individuals fare on socioeconomic, environmental, and other conditions.

Community Outcomes: The specific result the proposal seeks to achieve that advances racial equity.

Diversity: Individual differences (e.g. personality, language, learning styles and life experiences) and social differences (e.g. race, ethnicity, class, gender, gender identity, sexual orientation, sexual identity, country of origin and ability status, as well as cultural, political, religious or other affiliations).

Cultural Competence: The state of having and applying knowledge and skill in specific areas: awareness of one's own cultural worldview; recognition of one's attitudes toward cultural differences; realization of different cultural practices and worldviews; and thoughtfulness in cross cultural interaction. Over an extended period of time, individuals and organizations develop the wisdom and capability to: 1) Examine critically how cultural worldviews influence perceptions of power, dominance and inequality; and 2) Behave honorably within the complex dynamics of differences and commonalities among humans, groups and systems.

Explicit Bias: Biases that people are aware of and that operate consciously. They are expressed directly.

Equity: The creation of opportunities for historically underrepresented populations to have equal access to opportunities and resources that are capable of closing the demographic disparities in all spheres of social functioning.

Equity Result: The equity outcome the proposal aims to achieve in the community.

Implicit Bias: Biases people are usually unaware of and that operate at the subconscious level. Implicit bias is usually expressed indirectly.

Inclusion: An inclusive organization creates practices that value, engage, and support individuals to promote understanding, connection, and a collaborative culture in a diverse workforce.

Inclusive Outreach and Public Engagement: Processes inclusive of people of diverse races, cultures, and socioeconomic status. Access to information, resources and civic processes so community members can effectively engage in the design and delivery of public services.

Individual Racism: Pre-judgment, bias, discrimination, stereotypes about an individual or group based on race. The impacts of racism on individuals including white people internalizing privilege and people of color internalizing oppression.

Institutional Racism: Organizational programs, policies, practices, and procedures that work to the benefit of the majority racial/ethnic group and to the detriment of the minority racial/ethnic group, often unintentionally or inadvertently.

Performance Measure: A quantifiable indicator used to assess how well an organization is achieving its desired objectives. Performance measures respond to three different levels: 1) Quantity—how much did we do?; 2) Quality—how well did we do it?; and 3) Is anyone better off? A mix of these types of performance measures is contained within the recommendations. Performance measures are at the county, department, or program level.

Proposal: The agency policy, practice, program, budget or decision under evaluation using the racial equity tool.

Racial Equity: When social, economic and political opportunities are not predicted based upon a person's race. Race can no longer be used to predict life outcomes and outcomes for all groups are improved.

Stakeholders: People or entities potentially interested in the agency's proposal. Examples might include: specific racial/ethnic groups, other institutions like the Housing Authority, schools, community-based organizations, employees, unions, etc.

Structural Racism: The interplay of policies, practices and programs of multiple institutions which reinforce ways to perpetuate racial group inequity.

Workforce Equity: The workforce of a jurisdiction reflects the diversity of its residents, including across the breadth (functions and departments) and depth (hierarchy) of government.

Appendix D

Data Sources

Federal

- American FactFinder: The US Census Bureau’s main site for online access to population, housing, economic and geographic data from 2000 onward: <http://factfinder.census.gov>
- US Census Quick Facts: <https://www.census.gov/quickfacts/> Center for Disease Control (CDC): <http://wonder.cdc.gov>
- [National Historical Geographic Information System \(NHGIS\)](#): A data project run by the Minnesota Population Center at the University of Minnesota to provide aggregate census data and GIS-compatible boundary files for the United States from 1790 and onward.
- [Integrated Public Use Microdata Series \(IPUMS\)](#): Harmonized historical population data at the individual-level (microdata) provided by the Minnesota Population Center at the University of Minnesota.
- [Yearbook of Immigration Statistics](#): Reports and tables of legal migration from the Department of Homeland Security.
- [US Environmental Protection Agency EJSCREEN](#): A mapping tool and dataset for evaluating environmental justice concerns which uses 11 indicators for environmental hazard and 6 demographic indicators, including race.

State of California

- Department of Finance Demographics Research Unit is designated as the single official source of demographic data for state planning and budgeting. Includes data, reports, research on [Equal Employment Opportunity Data](#), [Immigration and Migration](#), [Population Projections](#), more
- American FactFinder and the US Census website also have state data: <http://factfinder.census.gov>
- CalEPA and OEHHA CalEnviroScreen

San Francisco Bay Area Region

- Metropolitan Transportation Commission: Demographic data, Communities of Concern(Coc): <http://opendata.mtc.ca.gov/>
 - Communities of Concern (CoC) represent geographical areas (census tracts) which inform the equity analysis of Plan Bay Area—the region’s transportation plan and sustainable communities strategy. CoC designation is based on six characteristics of disadvantage, including race.
- Bay Area Census: <http://www.bayareacensus.ca.gov/>
- SF Bay Conservation and Development Commission (BCDC) Community Indicators for Flood Risk: <http://www.adaptingtorisingtides.org/maps-and-data-products/>
 - Community Indicators for Flood Risk are a data product of the BCDC [Adapting to Rising Tides Program](#). The Indicators consider geographical areas (census block groups) where communities exhibit characteristics which may make them more vulnerable to a flood event of sea level rise. The characteristics are comprised of 10 socioeconomic factors, including race.
- BAAQMD CARE Communities: <http://www.baaqmd.gov/plans-and-climate/community-air-risk-evaluation-care-program>
- BAAQMD Clean Air Plan: <http://www.baaqmd.gov/plans-and-climate/air-quality-plans/current-plans>