



1 National Life Drive, Davis 2, Montpelier, VT 05620-3901
(802) 828-1294 | <https://anr.vermont.gov/>

Centralized Environmental Justice Intake System Proposed Workplan

Vermont Environmental Justice Law

Environmental Justice Interagency Committee

March 13, 2026

ANR Notice of Nondiscrimination:

The Vermont Agency of Natural Resources operates its programs, services, and activities without discriminating on the basis of race, religion, creed, color, national origin (including language), ancestry, place of birth, disability, age, marital status, sex, sexual orientation, gender identity, or breastfeeding. We will not tolerate discrimination, intimidation, threats, coercion, or retaliation against any individual or group because they have exercised their rights protected by federal or state law. To file a discrimination complaint, for questions, free language services, or requests for reasonable accommodations, please contact ANR's Nondiscrimination Coordinator at ANR.CivilRights@vermont.gov or visit [ANR's online Notice of Nondiscrimination](#).

ANR Free Language Services Notice:

Free Language Services | SERVICES LINGUISTIQUES GRATUITS | भाषासम्बन्धी निःशुल्क सेवाहरू | SERVICIOS GRATUITOS DE IDIOMAS | 免費語言服務 | BESPLATNE JEZIČKE USLUGE | БЕСПЛАТНЫЕ УСЛУГИ ПЕРЕВОДА | DỊCH VỤ NGÔN NGỮ MIỄN PHÍ | 無料通訳サービス | ከገንዘብ አገልግሎቶች | HUDUMA ZA MSAADA WA LUGHA BILA MALIPO | BESPLATNE JEZIČKE USLUGE | အခမဲ့ ဘာသာစကား

ဝန်ဆောင်မှုများ | ADEEGYO LUUQADA AH OO BILAASH AH | خدمات لغة مجانية:

anr.civilrights@vermont.gov or 802-636-7827.

Introduction

This workplan outlines the phases, key tasks, and milestones for responding to the Environmental Justice (EJ) Advisory Council's (AC) recommendation that the Interagency Committee (IAC) develop a central intake and managed system for environmental justice complaints. The plan is designed to guide covered agencies in establishing a coordinated and transparent process that ensures complaints alleging environmental justice complaints are documented, tracked, and addressed consistently across state government.

This workplan aligns with these statutory requirements and lays out a phased approach to ensure timely compliance, effective interagency coordination, and the development of a complaint intake and management system that advances the state's environmental justice priorities.

- **Phase 0: Core Team Development**
March 2026 – June 2026
- **Phase 1: Comparative Analysis of Existing EJ Intake Models**
July 2026 – December 2026
- **Phase 2: Internal Agency Evaluation**
January 2027 – June 2027
- **Phase 3: Synthesis and Advisory Council Engagement**
July 2027 – October 2027
- **Phase 4: Fiscal Planning and Resource Assessment**
November 2027 – January 2028
- **Phase 5: Detailed System Design and Capacity Assessment**
February 2028 – September 2028
- **Phase 6: Milestone Reporting and Next Steps**
October 2028 – March 2029

Workplan

Phase 0: Core Team Development

March 2026 – June 2026 (4 months)

Objective: Stand up the cross-agency “core team” that will lead this work between public meetings and manage decision-making, pacing, and outputs.

Task 0.1: Identify IAC members and agency staff

Task 0.2: Confirm roles, scope, and internal expectations

Task 0.3: Finalize updated workplan and supporting documents

Milestones:

- Core team formalized
- Updated workplan
- Supporting documents are developed

Phase 1: Comparative Analysis of Existing EJ Intake Models

Objective: Gather and assess intake practices to define the scope of an EJ complaint.

- **Task 1.1:** Identify and collect intake forms from other states (e.g., Colorado) and relevant federal agencies.
- **Task 1.2:** Compile forms and documentation from Vermont state agencies for side-by-side review.
- **Task 1.3:** Conduct a comparative analysis to:
 - Extract definitions and criteria used for EJ complaints versus general concerns.
 - Note common elements, data fields, and process flows.

Milestone: “Comparative Analysis Report” summarizing:

- Definitions and eligibility criteria for EJ complaints
- Key data points and form structures

Best practices and lessons learned

Phase 2: Internal Agency Evaluation

Objective: Understand current intake processes and capacity across agencies.

- **Task 2.1:** Distribute “Comparative Analysis Report” internally to each participating agency.
- **Task 2.2:** Each agency outlines its existing EJ intake workflow and resources.
- **Task 2.3:** Identify gaps, resource needs, and technical constraints.

Milestone: Agency Evaluation Summaries detailing:

- Current workflows and tools in use

- Staffing and technical capacity
- Identified gaps and barriers to integration

Phase 3: Synthesis and Advisory Council Engagement

Objective: Present internal findings and obtain AC feedback on definitions and approach.

- **Task 3.1:** Convene a working session to share “Agency Evaluation Summaries” with the IAC.
- **Task 3.2:** Prepare materials for Advisory Council Consultation:
 - Summary of comparative analysis
 - Agency evaluation highlights
 - Proposed definitions and intake framework
- **Task 3.3:** Solicit feedback from the AC, specifically on:
 - What should constitute an EJ complaint vs. concern
 - Key data elements and user experience considerations
- **Task 3.4:** IAC to develop draft definitions distinguishing "EJ Complaint" vs. "EJ Concern" after consultation.

Milestone: Consultation with AC and development of draft definitions for "EJ Complaint" vs. "EJ Concern"

Phase 4: Fiscal Planning and Resource Assessment (In Coordination with AC)

- **December 2027 – March 2028 (4 months)**
This phase builds directly on Phase 3 outputs.
- **December 2027:** IAC to identify resource needs (Task 4.1)
- **January 2028:** Develop cost estimates, staffing projections, implementation timelines (Task 4.2)
- **February 2028:** In collaboration with the AC draft fiscal analysis and resource framework

- **March 2028:** IAC review, revisions, and finalize fiscal assessment (Tasks 4.3 + milestones)

Milestone Achieved by March 31, 2028

- Fiscal resource analysis finalized and available to inform future executive or legislative budget processes

Phase 5: Detailed System Design and Capacity Assessment

Objective: Translate feedback into a comprehensive implementation plan.

- **Task 5.1:** Incorporate AC feedback to refine definitions and requirements.
- **Task 5.2:** Draft a system architecture for a uniform EJ intake mechanism.
- **Task 5.3:** Conduct a formal capacity and resource assessment:
 - Technical infrastructure needs
 - Staffing and training requirements
 - Estimated costs and timelines

Deliverable: Detailed System Design & Capacity Assessment Plan

Phase 6: Milestone Reporting and Next Steps

Objective: Demonstrate progress and outline steps toward launch.

- **Task 6.1:** Produce a milestone report aligned with VT EJ Law reporting commitments due in March:
 - Summary of all phases to date
 - Revised workplan showing remaining tasks
 - Preliminary implementation timeline (by phases)
- **Task 6.2:** Present milestone report to the Advisory Council in a public meeting following the March IAC reports mandate under the VT EJ Law.
- **Task 6.3:** Confirm ongoing AC review points and decision gates:
 - Final definition of EJ complaint
 - Approval of system design
 - Phased rollout schedule

Milestones: Civil Rights and Environmental Justice Complaints Report and Public Meeting to share progress with AC and receive input.

Overall Goal: By proceeding through these phases, the IAC will establish a clear, AC-endorsed path to deliver a unified, user-friendly, and agency managed EJ intake system.