

Covered Agency Deliverables Under the Vermont Environmental Justice Law (Act 154 of 2022)

11.18.2024

The following document was created by the Environmental Justice (EJ) Coordinators to support covered agencies in implementing deliverables in the Vermont Environmental Justice Law (Act 154 of 2022).

Note: The tasks outlined under each deliverable are intended to help visualize the path forward for implementing the mandates of the Environmental Justice (EJ) Law. Covered agencies may find that certain tasks are not applicable to their specific work or organizational structure, and approaches for some deliverables may evolve as dependencies are identified and developed.

Note: This document only includes deliverables whose responsible party are the covered agencies. This document does not include deliverables whose responsible parties are the Interagency Committee and/or Advisory Council or deliverables which are the sole responsibility of the lead covered agency, the Agency of Natural Resources. See [VT EJ Law](#) for details.

See the [Due Date Revisions for the VT EJ Law](#) for more information on due dates.

Initial Assessment and Planning for all deliverables under the EJ Law

- **Objective:** Understand the scope and requirements of each deliverable to plan accordingly.
- **Tasks:**
 - Review each deliverable and identify specific requirements and timelines.
 - Determine if any dependencies exist with other agencies, councils, or departments.
 - Assign lead staff and form working groups if needed.
 - Develop an initial timeline and allocate resources for each deliverable.

Mode of Influence: Community Engagement

Deliverable: Creation of Community Engagement Plans

Tasks in support of implementation of this deliverable:

- ❖ **Define the Scope and Objectives of the Community Engagement Plan**

- **Objective:** Establish a clear understanding of the community engagement requirements and outcomes aligned with the EJ Law.
- **Tasks:**
 - Review the specific requirements of the EJ Law regarding community engagement.
 - Set general objectives that outline what the engagement plan aims to achieve, focusing on inclusive participation, transparency, and accessibility.
 - Identify target communities, particularly those historically marginalized or impacted by environmental justice issues.
- ❖ **Build capacity within the agency:**
 - Create awareness of the Community Engagement Plan (CEP) deliverable and requirements amongst agency staff/leadership
 - Develop a task group/working group amongst agency staff to support in the development of a CEP
- Information gathering:
 - Review the Core Principles of Community Engagement
 - Gather information about current agency community engagement efforts
 - Assess effectiveness of current agency community engagement efforts
 - Gather information about other CEPs by other entities
- First draft and review:
 - Develop an initial draft of a CEP
 - Solicit feedback from agency staff on initial draft of CEP
- Second draft and review:
 - Develop a second draft of a CEP in accordance with agency staff feedback
 - Solicit feedback from agency leadership on second draft of a CEP
- Third draft and public comment:
 - Develop a third draft of a CEP in accordance with agency leadership feedback
 - Host a public comment period to receive public feedback on the CEP (not statutorily required but highly recommended)
- Finalization:
 - Develop a final draft of a CEP in accordance with public feedback
 - Develop a responsiveness summary that speaks to public feedback
 - Prepare the CEP for finalization
 - Publish the CEP for public consumption

Dependencies:

- Completion of the Core Principles of Community Engagement
 - Responsible party: Interagency Committee & Advisory Council
 - Deadline: July 1, 2025
 - Status: Complete
- *Completion of an agency Language Access Plan*
 - *Responsible party: Covered agencies*
 - *Note: Not a statutory requirement under Act 154 but highly recommended*

Deliverable Deadline: July 1, 2027

Mode of Influence: The Equitable Distribution of Environmental Benefits

Deliverable: Baseline Environmental Benefits Spending Reports (i.e. 3-Year Lookback Reports)

Tasks in support of implementation of this deliverable:

- Build capacity within the agency:
 - Create awareness of the Baseline Environmental Benefits Spending Report (Spending Report) deliverable and requirements amongst agency staff/leadership
 - Identify key program/business office staff responsible for gathering investment data for the completion of this deliverable
- Data gathering:
 - Review the Environmental Benefits Spending Guidance
 - Identify the environmental benefits provided by the covered agency
 - Complete a program assessment to identify which programs within the agency provide environmental benefits
 - Complete an investment inventory of all investments of environmental benefits made by identified programs
- Completing the Spending Report:
 - Develop a prioritization scheme for reporting on investments to environmental benefits
 - Create a quantitative Spending Report on investments made to environmental benefits by the agency (including all required

fields outlined in the Environmental Benefits Spending Guidance)

- Create a qualitative transparency report on methodology for reporting, rationale for including/not including certain investments, development of a prioritization scheme, and reflections of how the agency can improve its data collection and management to support future reporting
- Review and revise:
 - Solicit feedback from agency staff/leadership on Spending Report and qualitative transparency report
 - Revise reports in accordance with agency feedback
- Finalization:
 - Prepare Spending Report and accompanying transparency report for finalization
 - Submit Spending Report to Civil Rights and Environmental Justice Unit for publishing for public consumption

Dependencies:

- Completion of the Environmental Benefits Spending Guidance
 - Responsible party: Agency of Natural Resources
 - Deadline: September 15, 2025
 - Status: In process
- Revision of the Environmental Justice Focus Population definition
 - Responsible party: Advisory Council & Interagency Committee
 - Deadline: December 1, 2025
 - Status: In process

Deliverable Deadline: February 15, 2026

Deliverable: Establish Goal of Proportionate Investment

Tasks in support of implementation of this deliverable:

Dependencies:

- Completion of Baseline Environmental Benefits Spending Reports
 - Responsible party: Covered agencies
 - Deadline: February 15, 2026
 - Status: Not in process

Deliverable Deadline: July 1, 2026

Deliverable: Changes to rules, policies, procedures to implement EJ Law

Tasks in support of implementation of this deliverable:

Dependencies:

- Completion of Baseline Environmental Benefits Spending Report Summary
 - Responsible party: Agency of Natural Resources
 - Deadline: December 15, 2027
 - Status: Not in process

Deliverable Deadline: July 1, 2028

Mode of Influence: The Mitigation of Cumulative Environmental Burdens

Deliverable: Changes to rules, policies, procedures to implement EJ Law

Tasks in support of implementation of this deliverable:

Dependencies:

- Revision of the Environmental Justice Focus Population definition
 - Responsible party: Advisory Council & Interagency Committee
 - Deadline: December 1, 2025
 - Status: In process
- Completion of the Environmental Justice Mapping Tool
 - Responsible party: Agency of Natural Resources
 - Deadline: January 1, 2027
 - Status: In process
- Completion of Environmental Burden Rulemaking
 - Responsible party: Agency of Natural Resources
 - Deadline: July 1, 2027
 - Status: Not in process

Deliverable Deadline: July 1, 2028

Mode of Influence: Annual Agency Reporting

Deliverable: Civil Rights and Environmental Justice Complaint Summaries

Tasks in support of implementation of this deliverable:

- Build capacity within the agency:
 - Create awareness of the Civil Rights and Environmental Justice Complaint Summaries report amongst agency staff/leadership
 - Identify key program/legal staff responsible for gathering information related to complaints for the completion of this deliverable
- Information gathering:
 - Review the Advisory Council's recommendations from the previous reporting year
 - Identify the complaints, both pertaining to Civil Rights and Environmental Justice, received from members of the public during the reporting period
 - Collect information pertaining to the response to and resolution of those identified complaints
- Completing the Civil Rights and Environmental Justice Complaint Summaries report:
 - Draft an overview of the agency's complaint reporting process
 - Draft a summary of the agency's complaint from the reporting period, both resolved and pending resolution
 - Where applicable, draft a summary of the actions the agency has taken to resolve the complaints
 - Where applicable, draft a summary of the actions the agency has taken to apply the recommendations of the Advisory Council from the previous reporting period
- Review and revise:
 - Solicit feedback from appropriate agency staff on the Civil Rights and Environmental Justice Complaint Summaries report
 - Revise report in accordance with agency feedback
- Finalization:
 - Prepare the Civil Rights and Environmental Justice Complaint Summaries report for finalization
 - Submit the Civil Rights and Environmental Justice Complaint Summaries report to the Civil Rights and Environmental Justice Unit for submission to the Advisory Council and publishing for public consumption
- Review and respond to Advisory Council recommendations

- Prepare to apply Advisory Council recommendations for next round of reporting

Dependencies:

- Recommendations concerning Civil Rights and Environmental Justice Complaints
 - Responsible party: Advisory Council
 - Deadline: May 15, 2025 (and annually thereafter)
 - Status: Complete for 2024

Deliverable Deadline: March 15, 2024 (and annually thereafter)

Deliverable: Annual Environmental Justice Action Reports

Tasks in support of implementation of this deliverable:

Dependencies: None at this time

Deliverable Deadline: January 15, 2027 (and annually thereafter)