



Community Engagement Planning Template

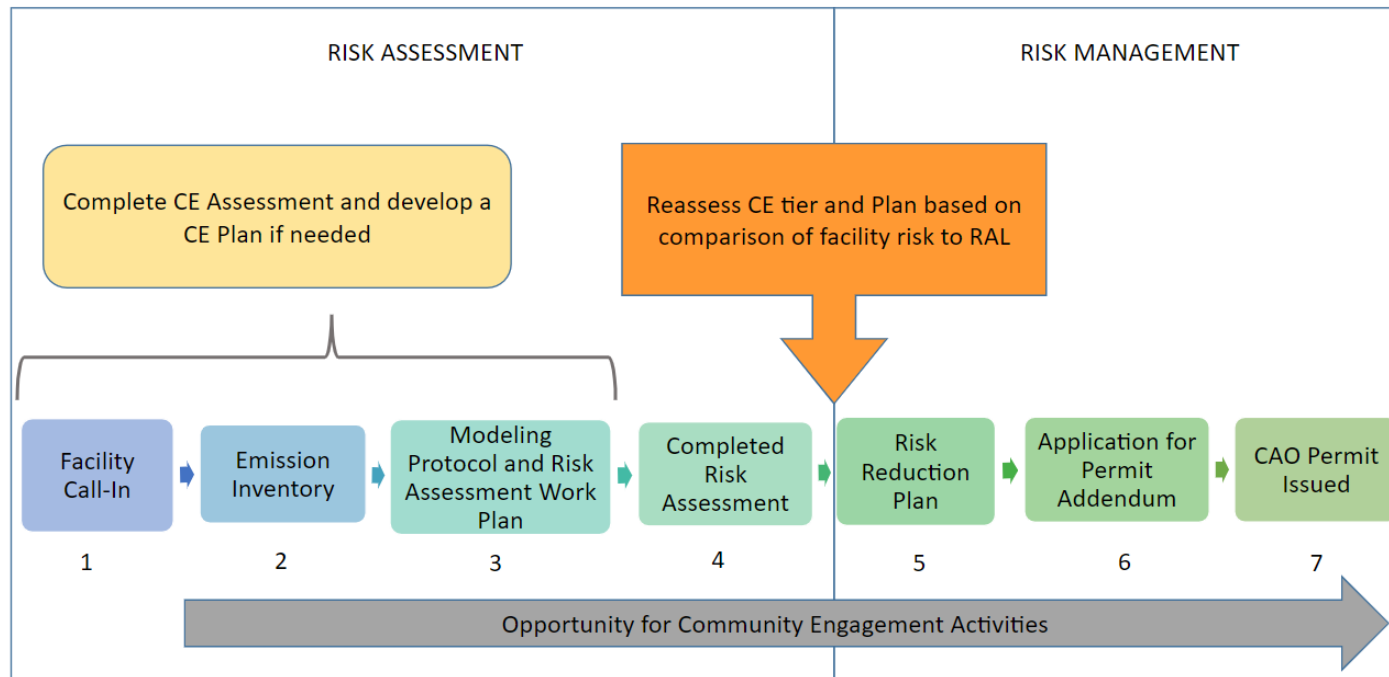
FACILITY NAME

DATE

The Cleaner Air Oregon (CAO) Community Engagement Plan is a living document where information will be completed and revised as the facility progresses through the CAO permitting process. The CAO Community Engagement Coordinator is responsible for completing this template and will consult, coordinate, and communicate these plans with relevant CAO staff, including but not limited to: DEQ regional staff, DEQ permit writers, DEQ compliance staff, CAO technical teams, DEQ Regional Solutions staff, and the Oregon Health Authority.

This optional template is designed for discretionary community engagement and public involvement activities; however, it may also be used to plan and record mandated community engagement. This template should be completed, revisited, or revised once the facility has completed a risk assessment and the facility's Risk Action Level (RAL) is known. Additional engagement activities will be dependent on the specific regulatory requirements associated with the facility's RAL (Appendix A and B).

Figure 1: Community Engagement within the CAO Regulatory Process



I: Project Summary

Provide a brief summary of the facility. This should include the facility location, type of industry (what they produce or provide), air toxics of concern, environmental justice considerations, and recommendations for discretionary community engagement and public involvement. This information can be pulled from Page 1 of the Community Engagement Assessment (Summary and Recommendations section).

Also include special **timing considerations**, such as whether there are requests to move quickly through the permitting process, whether delays are expected, or whether there are other ongoing or anticipated DEQ regulatory actions at the facility. **Economic considerations** may include whether the community is anticipating new jobs or the facility is laying off employees.

Facility Description

Environmental Justice Considerations

Timing, Economic, or Any Additional Considerations

Relevant Information and Resources:

- **Link to Facility Webpage:**
- **Link to Community Engagement Assessment:**
- **Link to DEQ Communications Plan:**

Facility Timeline

Provide anticipated and actual completion dates for CAO regulatory milestones and any associated outcomes, considerations, and concerns. Use this timeline to inform deadlines for community engagement activities. Add any other significant, facility-specific milestones into the timeline. Please use any additional, more detailed project management timelines as appropriate for facility and community planning. Attach or link additional documents to this template.

Table 1: Facility Timeline

CAO Step	Milestone	Anticipated/Actual Completion Date	Outcomes, Considerations, or Concerns
1	Facility called into CAO		
2	Emission inventory approved		
3	Modeling protocol and risk assessment work plan approved		
4	Risk assessment completed		
5	Risk reduction plan approved		
6	Application for permit addendum approved		
7	CAO permit Issued		

II: Engagement Planning & Implementation

Internal Agency Partners

Identify specific individuals at DEQ and OHA that will have a role in engagement or public involvement activities, and briefly describe their role. This table should include DEQ and OHA community engagement team members; the regional permit writer, PIO, and Air Manager; and CAO Headquarters staff (manager, permit engineer, modeler, permit writer). Refer to this [graphic](#) for a summary appropriate agency community engagement roles.

Table 2: Internal Agency Partners

Name	Title & Agency	Role

Community Partners & Stakeholders

Identify existing community contacts, known community leaders, community/advocacy groups, business owners, local elected officials, local government agencies, tribal representatives, or other stakeholders that should be engaged. These individuals or groups may be engaged to help inform, plan, or implement engagement activities. Maintain an ongoing record of these contacts.

The CAO Community Engagement Coordinator will generally lead engagement with these stakeholders, but will first consult with the CAO manager and the regional PIOs to decide who will be making initial or ongoing contacts. For example, if there are sensitive issues or owned regional relationships, others may want to make initial contacts and introduce the Community Engagement Coordinator.

Note: Contact and inform local government agencies prior to implementing any CAO community engagement activities beyond developing a facility webpage.

Table 3: Partner & Stakeholder Contact Log

Contact Name	Contact Information	Engagement Date & Outcome
Elected Officials		
Government Agencies		
Tribal Representatives		
Community/Advocacy Groups		

Check on any relevant available modeling or monitoring information.			
Objective 2: Identify interested community members			
Engage community organizers, community leaders, and/or community organizations			
Engage local government			
Objective 3: Identify impacted community interests and information needs regarding facility emissions, the CAO process and local monitored or modeled pollutant information			
Synthesize information gathered through conversations and research to gauge community interest and capacity needs			
Objective 4: Determine most effective ways to engage the interested and/or impacted community			
Synthesize information gathered through conversations and research to gauge community interest, capacity needs, and communication methods			
Objective 5: Develop and deliver initial communication and outreach materials			
Evaluate community understanding, additional questions, and information needs			
Launch facility webpage			
Develop tailored facility fact sheet			
Placeholder: other activities re: initial material development			
Objective 6: Develop and deliver information on emissions inventory			

Evaluate need for virtual meeting after emission inventory has been submitted			
Placeholder: subsequent activities on emission inventory, based on evaluation			
Objective 7: Develop and deliver information on modeling and risk assessment			
Evaluate need for virtual meeting to discuss modeling and risk assessment plans			
Placeholder: subsequent activities on modeling and risk assessment, based on evaluation			
Objective 8: Develop and deliver information on risk assessment results			
Evaluate need for meeting to discuss risk assessment results			
Placeholder: subsequent activities based on risk assessment results			
Placeholder: subsequent activities based on risk assessment results			
Placeholder: subsequent activities based on risk assessment results			
Objective 9: Prepare notice for proposed permit			
Placeholder: subsequent activities based on comment period for proposed permit			
Objective 10: Evaluate engagement outcomes			
Record outcomes in appropriate tracking tools			
Report final engagement outcomes			
Objective 11: Support ongoing community interest			

Follow up with interested community members			
Placeholder: subsequent communication and engagement			

III: Evaluation & Reporting

Evaluation Planning

Describe how you will measure your community engagement outcomes by defining the evaluation metrics and data sources associated with your engagement objectives and activities. Record the outcome and any relevant notes in Table 5 after each engagement activity is complete. The CAO Community Engagement Coordinator leads evaluation and reporting efforts with support from OHA community engagement staff.

Refer to the [Community Engagement Evaluation Plan](#) for indicators and data sources associated with each anticipated engagement activity.

Table 5 contains suggested evaluation metrics. Modify these based on the community engagement objectives and activities defined for this community..

Table 5: Evaluation

Engagement Activities	Indicator/ Measure	Data Source	Outcome	Notes
Objective 1: Identify community with potential health impact from facility air toxics emissions				
Read PSR analysis, check with modelers on impact area				
Ask appropriate technical staff to run a hypothetical/generic area of impact modeling estimate using stack height and estimated emissions.				
Check NATA modeling files for facility to see if they address the area of impact				
Objective 2: Identify interested community members				

Engage community organizers, community leaders, and/or community organizations	# engaged	Partner & Stakeholder Contact Log (Table 3)		
Engage local government	# engaged	Partner & Stakeholder Contact Log (Table 3)		
Objective 3: Identify impacted community interests and information needs regarding facility emissions and CAO process				
Synthesize information gathered through conversations and research to gauge community interest and capacity needs	# of community interests and needs identified	Partner & Stakeholder Contact Log (Table 3)		
Objective 4: Determine most effective ways to engage the interested and/or impacted community				
Synthesize information gathered through conversations and research to gauge community interest, capacity needs, and communication methods	# of interests, needs, and methods identified	Partner & Stakeholder Contact Log (Table 3)		
Objective 5: Develop and deliver initial communication and outreach materials				
Evaluate community understanding, additional questions, and information needs	<i>This will be dependent on the communication methods - TBD</i>	<i>This will be dependent on the communication methods - TBD</i>		
Launch facility webpage	# of web page hits	DEQ analytics		
Develop tailored facility fact sheet	# of hits on web # distributed at meeting/in community	DEQ analytics Meeting sign-in sheet		
Placeholder: other activities re: initial material development				
Objective 6: Develop and deliver information on emissions inventory				
Evaluate need for virtual meeting after emission inventory has been submitted				

Placeholder: subsequent activities on emission inventory, based on evaluation				
Objective 7: Develop and deliver information on modeling and risk assessment				
Evaluate need for virtual meeting to discuss modeling and risk assessment plans				
Placeholder: subsequent activities on modeling and risk assessment, based on evaluation				
Objective 8: Develop and deliver information on risk assessment results				
Evaluate need for meeting to discuss risk assessment results				
Placeholder: subsequent activities based on risk assessment results				
Placeholder: subsequent activities based on risk assessment results				
Placeholder: subsequent activities based on risk assessment results				
Objective 9: Prepare notice for proposed permit				
Placeholder: subsequent activities				
Objective 10: Evaluate engagement outcomes				
Record outcomes in appropriate tracking tools				
Report final engagement outcomes				
Objective 11: Support ongoing community interest				
Follow up with interested community members				
Placeholder: subsequent communication and engagement				

Reporting

Describe what engagement or evaluation information will be reported to the facility, the community, and the broader public. Define the timeline and methods for this communication.

A large, empty rectangular box with a thin black border, intended for the user to provide details on reporting engagement or evaluation information to the facility, community, and public. The box is currently blank.

Appendix A: Risk Action Levels for Existing Facilities

How Risk Actions Levels Work for Existing Facilities

Actions Required at Different Risk Levels		Community Engagement Risk Action Level			
		a. Excess Cancer Risk per Million	b. Standard Non Cancer Hazard Index	c. Severe Health Effect Non Cancer Hazard Index	d. Risk Determination Ratio if both (b) and (c) apply to emissions
Immediate Curtailment	500	20	12	4.0	
Risk Reduction	200	10	6	2.0	
Risk Reduction or Best Available Control Technology	50	5	3	1.0	
Notification and Meeting with Community or Risk Reduction	25	1	Not applicable		
Permit Required	5	.5	Not applicable		
Emissions Reporting and Risk Screening	Below 5	Below .5	Not applicable		

Appendix B: Risk Action Levels for New Facilities

How Risk Actions Levels Work for New Facilities

