

Appendix K: Path to Clean Air Strategy Writer's Guide

The **Writer's Guide** is a tool developed with the Path to Clean Air (PTCA) Community Steering Committee (CSC) to guide strategy writing and review. The guide also includes criteria to assess whether strategies meet feasibility criteria and align with the PTCA Visions and Principles.

STRATEGY AND ACTION TABLES

Strategy Tables	
Strategy ID	<i>Alpha-numeric ID</i>
Strategy Name	<i>Brief descriptive name</i>
Key Issue Addressed	<i>The Key Issue(s) addressed by the strategy.</i>
Objective	<i>What the strategy is meant to achieve, overarching goal of the strategy</i>
Feasibility	<i>How the strategy does or does not meet the feasibility criteria</i>
Vision and Principles	<i>How the strategy does or does not meet the Vision and Principles criteria</i>
List of Actions	<i>Actions to achieve the strategy objective</i>

Action Tables	
Action ID	<i>Numeric ID</i>
Action Name	<i>Brief descriptive name</i>
Type of Action	<i>Type of action e.g., regulatory, enforcement, incentives, further research, education/outreach</i>
Lead Action Implementer	<i>The agency, organization, or group primarily responsible for implementing the action</i>
Related Existing Program, Policy, or Initiative	<i>Programs, policies, or initiatives that relates to or aligns with the action</i>
Partners in Implementation	<i>Partners who will work to help implement the action</i>
Key stakeholders	<i>Stakeholders in action implementation, e.g., those most burdened, most likely to benefit, and who may be subject to unintended consequences</i>
Potential Obstacles	<i>Potential obstacles to implement action and plan for overcoming</i>

Action Tables	
Action Initiation Timeframe	<i>Timeframe to initiate action</i>
Action Intervention Point*	<i>Point in Causal Chain of Air Pollution and Health action intervenes</i>
Action Impact Timeframe	<i>Timeframe for the action impact to be observed</i>
Measure/Metric	<i>How progress on action implementation will be evaluated</i>
Estimate of Emission and/or Exposure Reduction	<i>Can emissions or exposure reduction be quantified during/after implementation?</i>

STRATEGY CRITERIA

Feasibility: Can the strategy be implemented successfully today? If you identify obstacles to implementation, can you also identify options to overcome these or change the strategy or action to increase the chance of success?

Funding: can the strategy be implemented with existing or expected funding sources?

Political support: is there a high likelihood of political support for the strategy?

Technical: how much certainty is there that the strategy can be implemented and achieve the expected benefits with existing technology or know-how?

Authority/Legality: can the strategy be implemented within existing authorities of the lead or partners?

Champion: does the strategy have a champion that will help ensure its success?

Timeline: will the community benefit from this strategy within a reasonable timeframe, i.e., for strategies that will have long timelines, are they worth the wait?

Alignment with Vision & Principles: Does the strategy align with the [PTCA Vision and Principles](#)?

Vision: Does the strategy, and particularly the objective, reflect the needs of the people who have been disproportionately harmed by environmental injustice? (expected racial and social equity outcomes)

Principle #3: Is the strategy based on, or does it reflect, the information we have about racial and social disparities, and their root causes, and if not, what information do you need? (analysis of information)

Principle #2: Does the strategy center the stakeholders who benefit and/or are burdened to be included, at what level of participation, and will this participation be meaningful (see definition of meaningful participation in glossary above)? (stakeholder inclusion)

Principle #5: Does the strategy further or create disparities or inequities in communities that have been disproportionately harmed? (who is burdened)

Principle #5: Does the strategy lead to investment, or dismantle barriers, in communities that have been disproportionately harmed by environmental injustice? (who benefits)

Principle #4: Does the strategy achieve the highest emissions and exposure reductions possible in a manner that is sustainable for the long-term? (strategies and implementation)

Principle #4: Will strategy implementation result in unintended consequences for communities most disproportionately harmed by environmental justice? [e.g. increased property value, leading to gentrification] (strategies and implementation)

Principles #1, 3 and 5: (evaluation and accountability)

- Are the metrics and measures understandable to community?
- Are the metrics and measures data-driven and evidence based?
- Will the metrics and measures demonstrate progress towards addressing longstanding disproportionate injustices and inequities?

*Causal Chain of Air Pollution and Health

see PTCA CSC [Technical Assessment presentation #2](#) or [PTCA CSC Nov 15, 2022 Meeting](#)

