

California Air Resources Board

Co-benefit Assessment Methodology Community Engagement Questionnaire

California Climate Investments Greenhouse Gas Reduction Fund



The questionnaire on the following pages is excerpted from the Community Engagement Co-benefit Assessment Methodology for California Climate Investments. The questionnaire is converted into a fillable table for ease of use. Guidance on how to answer each question is provided in Section C of the full methodology available at: www.arb.ca.gov/cc-cobenefits.

California Climate Investments that result in community engagement co-benefits create opportunities during planning, design, and implementation for communities to directly engage with the project, provide input that is incorporated into it, and collaborate on its development.

Overall, the methods for estimating the community engagement co-benefits are qualitative, based on tracking the extent and impact of public participation in project planning, design, and implementation. The assessment evaluates the quantity, quality, and equity of community engagement.

To estimate the community engagement co-benefit, users will respond to the five questions. Based on the responses to the questions, the level of community engagement will be evaluated as low, medium, or high.

Community Engagement Questionnaire

1. Is the project a neighborhood-scale, city/regional-scale, or rural project?
2. With regard to public events held by the project proponent to discuss this project proposal with the community:
 - a. What was the approximate total attendance at those events?
 - b. Briefly describe the events held. (Please respond in fewer than 100 words)
3. With regard to other opportunities provided by the project proponent for community members to comment or provide input on the project (e.g., internet- or telephone-based input opportunities) or separate meetings with specific stakeholders, community leaders, and organizations, beyond those included above:
 - a. What is the approximate total number of people who provided commentary or input on the project through these opportunities?
 - b. Briefly describe the opportunities provided. (Please respond in fewer than 100 words)

Community Engagement Questionnaire (cont.)

4. Which of the following took place as part of the events and other opportunities identified in questions 2 and 3?

(Check all that apply):

- a. Informed the community about various aspects of the project, including the process by which major decisions about the project would be made. ☐
- b. Solicited and recorded written or spoken input from the community about specific aspects of the project or potential project alternatives before decisions on those aspects and alternatives were finalized. ☐
- c. Incorporated proposals or ideas from the community into project alternatives or components. ☐
- d. Reported back to the community on how the input in 4(b) and 4(c) was incorporated. ☐
- e. Developed project features or project alternatives collaboratively with the community by one or more of the following means:
(Check all that apply):
 - i. One or more workshops or other meetings in which the community developed a project alternative or specific component to address unmet community needs, which was subsequently included in the project's application for funding or final design. ☐
 - ii. Formal cooperation with a community-based organization (i.e., via a memorandum of understanding, community benefits agreement, steering committee, labor agreement, etc.) to acquire or distribute funding, identify project alternatives or project components, or otherwise enhance community engagement in project design, planning and implementation. ☐
 - iii. Delegation of authority to choose between project alternatives or components to the community through a steering committee, organized voting process, representative community-based organization, or other means. ☐
 - iv. A community-based organization, community-driven steering committee, or similar entity designed, planned, and implemented the project in whole or in significant part. ☐

Community Engagement Questionnaire (cont.)

5. Considering all of the events and input opportunities as a whole, which of the following statements are true (check all that apply):
- a. The participants comprised a broadly representative sample of the population potentially benefiting from, or affected by, the project. ☐
 - b. Project proponents identified key community leaders and organizations and engaged them directly. ☐
 - c. The events and input opportunities were hosted at varied and accessible times and locations throughout the area potentially affected by the project, and included both in person and online forms of engagement. ☐
 - d. Events and written materials were offered in languages other than English. ☐
 - e. The participation process was conducted or assisted by a professional facilitator or public participation expert. ☐
 - f. The project proponents, or those acting on their behalf, prepared and followed a community engagement plan that meets the minimum criteria originally established by the Transformative Climate Communities Program (option is available for all project types). ☐

Assessment

To determine the overall Community Engagement Co-benefit, users will assess the responses to the quantity, quality, and equity-oriented questions as low, medium, or high.

For the quantity category, which measures the number of people giving input on the project, the scoring is different for projects of different scales and contexts — neighborhood-scale, city/regional-scale, and rural. These scoring thresholds reflect considerations of total population size and population density in the area potentially affected by the project.

Scores related to quantity, quality, and equity of community engagement are then aggregated to provide a total project community engagement score.

Table 2. Evaluation of Community Engagement in Projects			
	Low	Medium	High
Quantity: Total event attendance + number of people commenting through other opportunities			
For neighborhood-scale projects:	0 – 24	25 – 59	60 or more
For city/regional-scale projects:	0 – 49	50 – 99	100 or more
For rural projects:	0 – 14	15 – 29	30 or more
Quality: Boxes checked in response to Table 1, Question 4	4a or 4b	4c or 4d	Any box in 4e
Equity: Number of boxes checked in response to Table 1, Question 5	None or 1	2 or 3	4 or more

The total community engagement level will then be evaluated based on the quantity, quality, and equity of community engagement as follows:

- ☐ If two or more of these categories are low, the overall engagement level is **low**
- ☐ If two or more of these categories are medium, the overall engagement level is **medium**
- ☐ If two or more of these categories are high, the overall engagement level is **high**
- ☐ If each category is in a separate rank (one low, one medium, and one high), the overall engagement level is **medium**