

DDOT Public Involvement Plan Checklist

Project Name:

Project Scope:

Ward(s):

Community Engagement Liaison:

Neighborhoods:

ANC(s):

Project Manager:

Project Manager Supervisor:

DDOT Division:

Project Phase (circle 1): Planning, Environmental/Prelim Design, Final Design, Construction

Consultant(s):

Public Involvement Consultant(s):

Key Stakeholders:

ANC(s):

BID, Main Street, Civic Associations:

Other:

Neighborhood(s):

Community Impacts:

How will this project impact the local community?

How do plan to mitigate or address negative impacts to the community?

Aside from transportation, what issues is this community most concerned with?

Will this project impact those non-transportation concerns?

Title VI and Outreach to Vulnerable Populations:

Does this project impact minority and/or low-income communities?

If so, how do you plan to engage those communities?

Demographic profile of impacted community (based on Census or ACS data):

Please check the strategies you will implement to reach these communities:

- Advertising public meetings, etc. in diverse media resources.
- Making technical information available in user-friendly format.
- Making information available electronically (websites, social media, etc.).
- Contacting minority groups or leaders to identify information needs and issues of concerns.
- Consulting citizen advisory groups.
- Holding meetings at accessible locations/convenient dates/times.
- Utilizing non-traditional meeting formats.
- Bilingual Rack Cards and Postcards

Please summarize your planned efforts to engage impacted minority and/or low-income communities effectively:

Will your public meetings be held in metro and ADA accessible locations? If not, why not?

Will you need translation services to ensure effective outreach to LEP/NEP populations? Which languages do you anticipate needing translation services for? Have you included language translation services in your project budget?

Have you included notices for requests for English or ASL translation services in your public notices?

Who is responsible for collecting and reporting to OCR demographic data at DDOT-sponsored public meetings via the Public Involvement Questionnaire?

Who is responsible for collecting language access data via live and phone encounters with LEP/NEP individuals?

Public Involvement Tools

Please summarize your planned public involvement efforts with the ANC(s):

Please summarize your planned public involvement efforts beyond ANC outreach:

Please Circle the DDOT public involvement tools you plan to use:

- Project Website
- Project Branding
- DDOT Website Calendar
- DDOT Social Media
 - Facebook
 - Twitter
- Community Presentations
 - ANC Meetings
 - Civic Association Meetings

- Citizens Advisory Group Meetings
- Neighborhood Meetings
- DDOT Public Meetings
 - Open House
 - Technical Presentation
 - Citizen Engagement Events -“Pop-Up”
 - Demonstration Event
 - Neighborhood Meeting
- Outreach materials:
 - Rack Cards
 - Posters
 - Door Hangers
 - Mailings
 - Postcards

Event Notification:

Will you provide 10 business days’ notice for DDOT hosted events?

How will you publicize DDOT hosted events?

Project Close-Out:

How to you plan to inform CE and OCR of any challenges implementing your PIP?

Have you scheduled your close-out meeting with OCR and CE?

What is the meeting date?

PIP Approved (Print, Sign, and Date Below):

Office of Civil Rights

Community Engagement

Project Manager

Project Manager Supervisor