

PVMPO TITLE VI AND LEP PUBLIC PARTICIPATION CHECKLIST

Preliminary Planning		
Review public participation plan materials on inclusive interactions	(Language) (Accessibility)	<input checked="" type="checkbox"/>
Coordinate internally within PVRTA/PVPC	(Small Groups) (Individuals)	<input checked="" type="checkbox"/>
Conduct preliminary community research and draft strategic plan of engagement, as needed	(Meetings) (Small Groups)	<input checked="" type="checkbox"/>
Identify potential barriers to inclusive participation		<input checked="" type="checkbox"/>
Coordinate accessibility accommodation notice		<input checked="" type="checkbox"/>
Coordinate language accommodations notice		<input checked="" type="checkbox"/>
Develop notice dissemination plan	(Timing)	<input checked="" type="checkbox"/>
Notice & Meeting Logistics		
Identify accessible locations		<input checked="" type="checkbox"/>
Establish times and locations for meetings		<input checked="" type="checkbox"/>
Disseminate notice and contact media		<input checked="" type="checkbox"/>
Follow up with contacts to increase knowledge of community interests and engage broader community meetings		<input checked="" type="checkbox"/>
Conduct key stakeholder outreach (small groups)		<input checked="" type="checkbox"/>
Incorporate demographics and community needs into plan		<input checked="" type="checkbox"/>
Coordinate accessible meeting venue		<input checked="" type="checkbox"/>
Coordinate preparation of meeting materials in simple and clear language and to meet civil rights obligations	Meetings Open Houses	<input checked="" type="checkbox"/>
Address accommodations requests		<input checked="" type="checkbox"/>
Address language assistance requests		<input checked="" type="checkbox"/>
Address challenging requests for accommodations		<input checked="" type="checkbox"/>
Meeting Location – Accessibility & Language		
Accessibility – Ensure accessibility of location and sufficiency of accommodations	Meetings Open Houses One to One	<input checked="" type="checkbox"/>
Verify and place way finding signage, as needed	Meetings	<input checked="" type="checkbox"/>
Test assistive devices		<input checked="" type="checkbox"/>
Language – Ensure availability of language assistance, as needed	Meetings Open Houses One to One	<input checked="" type="checkbox"/>
Prepare for accommodation of potential late language assistance requests	Meetings One to One	<input checked="" type="checkbox"/>
Conducting the Meeting		
Distribute and collect demographic survey		<input checked="" type="checkbox"/>

Announce available accommodations		<input checked="" type="checkbox"/>
Use assistive technology		<input checked="" type="checkbox"/>
Use language and accessibility accommodations effectively		<input checked="" type="checkbox"/>
Provide additional accommodation and language assistance as requested,when possible	Meetings One to one	<input checked="" type="checkbox"/>
Meeting Follow Up		
Document all efforts to achieve diversity of involvement and results	Meetings	<input checked="" type="checkbox"/>
Share meeting insights with project manager and/or across PVPC/PVTA departments		<input checked="" type="checkbox"/>
Respond to questions, especially from Title VI communities		<input checked="" type="checkbox"/>
Summarize demographic information		<input checked="" type="checkbox"/>
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Revised 12/138/2024