



Public Engagement Guidelines and Best Practices

February 2011



Prepared for Caltrans District 10



Report Purpose

The following report has been prepared to provide Caltrans staff with an overview of public engagement methods, meeting materials and logistical considerations and outreach and advertising to support a workshop or other public engagement activity.

This report is divided into the following sections:

- I. Success Factors
- II. Public Participation Methods
- III. Meeting Materials and Logistical Considerations
- IV. Outreach and Advertising
- V. Public Engagement Design

I. Success Factors

In February, 2011, MIG staff made an overview presentation on best practices for public engagement at Caltrans Planning Horizons. The presentation identified 10 success factors that help ensure Caltrans public participation activities are designed to achieve positive outcomes, prepare for and manage the unpredictable nature of public interactions, and ensure that the project team is flexible and prepared. These success factors are listed and described below:

1. Develop shared goals and objectives

Develop shared goals and objectives. This includes identifying clear outcomes and a shared understanding of success – for both Caltrans and its project partners. Key questions to consider in this process include:

- What is Caltrans hoping to achieve?
- What problem will this project or plan address?
- How will your partners benefit by participating?

2. Identify your partners and key stakeholders up front and throughout the process

Create a stakeholder list at the beginning of project planning. Identify agencies, organizations, interest groups, elected officials and environmental justice advocates, and continue to add to the stakeholder list throughout the project.

3. Develop agreements within Caltrans

Involve Caltrans departments and Headquarters early in any project, before bringing in stakeholders. This advance communication and planning will allow Caltrans to develop any necessary internal agreements and speak with one voice.

4. Develop agreements with your partners

Develop agreements with your partners and allow partners to ask questions and discuss issues. Developing these agreements will help ensure that Caltrans and partners are on the same page before going to the public. Key steps for these agreements include:

- Identifying jurisdictions and agencies affected by the project
- Identifying mutual goals that can be achieved through collaboration
- Investing time to build and grow relationships.

5. Create a solid foundation of facts

Establish a firm foundation of facts and shared definition of terms as this foundation will help ensure that Caltrans and partners agree on data and conclusions. Over the course of a project, the opinions will vary and change, but facts remain the same.

6. Determine your readiness to go out to the public

Identify and agree on what elements of a project are open to public influence before going out to the public. With agreed upon opportunities for influence, the project team can be united in its approach and process and determine the appropriate scope, scale and reach of the outreach.

7. Start where you have agreement

Focus on areas of agreements to engage partners and the public. Key areas of agreement to establish include:

- Importance of finding a solution to a problem
- Desired outcomes and desired result.

8. Understand where there are disagreements

Identify the source of any disagreement – root, outcome, method of achievement, and address them early and openly. Identifying and discussing these sources of disagreement early will help ensure that they do not derail the participation and planning processes.

9. Focus on outcomes

Identify potential solutions and test them against outcomes. Test how well the proposed solutions respond to the identified areas of disagreement.

10. Evaluate your results

Acknowledge and document your successes and evaluate the results. Evaluating your results and reflecting on your efforts lays the groundwork for ongoing growth and positive outcomes in the future and strengthens the community trust built to date.

II. **Public Participation Methods**

There are a variety of public participation methods, including those used to educate and inform (Public Information); reach out and invite participation (Outreach); and seek input (Public Input). The methods are not listed in priority order.

The following factors will guide Caltrans in designing an appropriate public participation program and determining which methods should be employed in relation to various transportation planning projects. Outreach activities should be scaled in intensity, duration, number and frequency of methods used, with consideration of the following:

- Scale of plan or project (region-wide, county level, neighborhood level)
- Level of potential impact
- Cost of potential decision for Caltrans, taxpayers and customers

Title VI Considerations

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. The rights of women, the elderly and the disabled are protected under related statutes. These Presidential Executive Orders and the related statutes fall under the umbrella of Title VI.

Federal-aid recipients, sub recipients and contractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities and services whether these programs, activities and services are federally funded or not. The California Department of Transportation (Department) Civil Rights Title VI Coordinator is responsible for providing leadership, direction and policy to ensure compliance with Title VI of the 1964 Civil Rights Act and environmental justice principles.

Caltrans uses a Title VI Survey Form and a Visual Talley Survey Form (samples attached to this document) to document participation in public meetings and workshops.

IT IS IMPORTANT TO NOTE THAT ALL PROJECT-RELATED MATERIAL TO BE DISTRIBUTED PUBLICLY (including newsletters, flyers, posters, advertisements, press releases, etc.) MUST BE REVIEWED AND APPROVED BY THE DISTRICT'S PUBLIC INFORMATION OFFICE.

Printed materials produced by Caltrans

(Public information and outreach)

Participation activities can be publicized in print materials produced by Caltrans such as newsletters, flyers and posters. Newsletters are likely to provide more content and serve as an information source. Posters are designed to publicize activities and highlight key information such as the date, time and location of the activity. Print materials can be produced in multiple languages to ensure inclusivity.

These materials can be distributed system wide or in targeted areas. Print materials can also be produced in a format suitable for electronic distribution through Caltrans website and email communications.

Printed Materials Produced by Other Organizations

(Public information and outreach)

By coordinating with community partners, Caltrans can cost-effectively extend its reach and help partner organizations provide information that is of interest to the groups they represent. Participation activities can be publicized in local and regional community newsletters, flyers and other publications. Caltrans can provide text and, as appropriate, photos or maps that an organization can adapt for inclusion in its own publications. If needed, Caltrans should provide translated text. Caltrans should maintain communications with community partners so it is aware of publications schedules and key communication activities.

Postcards and Letters Distributed by Mail

(Public information and outreach)

Participation activities can be publicized by letter or postcard distributed by mail. While it is costly for Caltrans to contact all interested persons by mail (regardless of their communications preference), it can be the most effective method for reaching a specific geographic area or population group.

For example, sending a postcard in English and additional languages to promote a participation activity may be an effective and cost efficient manner to reach members of a specific community who may be directly impacted by a specific activity.

Media Targeted to Ethnic Communities

(Public information and outreach)

Participation opportunities can be publicized through radio, television and newspapers that serve both English speaking and language-specific audiences. Some local news or radio shows may be willing to help Caltrans promote its activities. Some publications,

such as free neighborhood weekly papers, are considered to be the best source of information and events in the immediate area. Caltrans should tailor its message to the appropriate audience and remind participants that they can contact Caltrans and receive information in their preferred language.

Coordination with Community Events

(Public information, outreach and public input)

In cooperation with community organizations, Caltrans can host information tables that provide materials about Caltrans service and outreach activities at community events and activities. These activities can range in scale from large city-wide events to localized activities. Most community events can help Caltrans reach specific audiences such as seniors, youth, and families with children, commuters and others. Caltrans may need a representative or assistance from a bi-lingual community partner to ensure participants can get information in the language they need.

Along with providing information, Caltrans should let participants know how they can stay informed about Caltrans activities, both from Caltrans and partner organizations. Several communication methods should be suggested so the participants can select their preferred method. For example, some participants may not be comfortable in a large group meeting, but they may prefer to complete a written survey, participate in a walking tour or get their questions answered in their preferred language through a telephone information line.

Government Meetings

(Public information and outreach)

Caltrans can continue to provide updates on its plans and projects to federal, state local transit agencies and elected officials through regularly scheduled civic meetings. Caltrans regularly sends letters and emails that summarize decisions and potential decisions. Caltrans will need to contact these entities in advance to ensure they are on the agenda and that any helpful information can be included in the meeting packet.

The description above applies to public information and outreach activities. It should be noted that elected Boards have specific legal notification and information sharing requirements when making decisions or providing input on Caltrans-related activities in their community.

Regular Meetings of Civic and Community Organizations

(Public information, outreach and public input)

Caltrans can provide updates on its policies, projects, programs and activities by participating periodically in scheduled meetings of local civic and community organizations. These gatherings provide an opportunity to make a presentation and answer questions. Depending on the agenda and meeting format, Caltrans may be able to solicit public input at these meetings as well.

Community Meetings

(Public information, outreach and public input)

Community members have a variety of preferences for public input opportunities at public meetings. Meeting formats should be tailored to help achieve specific public participation goals. Some meetings are designed to share information and answer questions. Others are designed to engage the public in providing input, establishing priorities and helping to achieve consensus on a specific recommendation.

For all meetings, the venue should be a facility that is fully accessible for persons with disabilities (ADA) and, preferably, is served by public transit. Facilities should also be identified that are low to no-cost. Many facilities are provided to government agencies at reduced rates. The meeting venue should be in a location that is familiar and comfortable for its target audience. If a series of meetings are scheduled on a topic, Caltrans may consider different meeting locations, since no one location is usually convenient to all participants.

Open House

(Public information, outreach and public input)

This format provides opportunities for participants to receive information at their own pace by visiting a series of information stations that may include table top displays, maps, photographs, visualizations and other tools. Individual questions are responded to by staff and technical experts. Some open houses include a short educational presentation and comment period at a designated time. Participants are often given comment cards so they can provide written comments. Staff may be assigned to take verbal comments and transcribe them to provide a written record.

The Open House Format can be effective when Caltrans is seeking to introduce a new concept or when a lengthy process has been finalized and Caltrans is sharing the final results.

Workshops

(Public information, outreach and public input)

Workshops feature an educational presentation designed to orient participants to the issue being discussed. Workshops often include break-out or discussion groups, where participants have the opportunity to discuss topics in small groups. Participants can share their feedback orally during the small group discussion and in writing on comment cards.

Workshops include the use of tools that promote interaction and may include: electronic or show-of-hands polling, mapping exercises, discussion questions, priority setting activities and other techniques to promote dialogue and discussion.

Large Group Discussion

(Public information, outreach and public input)

These meetings are usually focused on a specific topic and feature an informational presentation followed by a comment period. The comment period can be formal or informal depending on the number of participants and the meeting venue. Individual comments are often limited to 2-3 minutes, especially when there are a large number of people wanting to comment.

This format can also include some interactive techniques suitable for a large group such as electronic or show of hands polling or short questionnaires or surveys.

Special Events

(Public information, outreach and public input)

Caltrans can develop special events to announce, highlight or kick-off its outreach about a policy, program, project or activity. Events can be region-wide or focus on a specific station or geographic area. Along with providing information and/or collecting input, the events should include something interactive and/or entertaining to attract participation.

Walking Tours and On-Site Meetings

(Public information, outreach and public input)

Caltrans can host walking tours and on-site meetings specific to locations that interest the public, in order to highlight an initiative, project or facility. Walking tours can be primarily educational and Caltrans may ask participants to complete a survey or questionnaire during or after the tour. Walking tours may be helpful in helping Caltrans collect community opinion on issues such as station improvements and proposed extensions. Caltrans can work with a community partners to host language specific meetings. For example; meetings can be held for specific populations in Spanish-only, etc.

Focus Groups

(Public information, outreach and public input)

Many participants expressed discomfort with large meeting formats. Caltrans can continue to host discussion groups held with small targeted groups of participants. Focus groups can provide in-depth information about projects, plans or issues that may impact a specific group or community. These groups can be both formal and informal and can be conducted in a specific language.

Key Person Interviews

(Public information, outreach and public input)

Caltrans staff and Directors will continue to meet individually with community leaders and stakeholders to exchange information and gain early insight into upcoming outreach and engagement activities. Interviewees are asked the same set of questions

to allow Caltrans to compare responses and identify key themes and issues. Caltrans may contact interviewees throughout the span of a project or activity to keep them engaged in the public participation process.

Surveys

(Public information, outreach and public input)

Caltrans may conduct surveys in print, by telephone and online to collect public opinion on specific topics or issues. Web surveys provide general qualitative data, since it is difficult to control who responds. Print surveys can also provide substantial information, but response rates are typically low. Depending on the data being collected, Caltrans should consider methodologies that provide statistically valid data when possible.

III. Meeting Materials and Logistical Considerations

The following section identifies the variety of meeting materials that need to be prepared to support a successful public participation activity and the logistical considerations that should be addressed in advance of the event or events.

Scheduling

Caltrans staff can coordinate the scheduling of community meetings with community partners to minimize conflicts. However, some scheduling conflicts may be unavoidable when a public participation activity is urgent or linked to a time-sensitive topic.

Meeting Locations

Caltrans can host meetings in a variety of venues recommended by community members. Community members identified locations specific to their area including the local branch libraries, YMCA, local school or community college, churches and many others. It is important that meetings are held in different venues since it is unlikely that no one location is ideal for all community members. Community partners should be reminded that regardless of the popularity or convenience of a venue, Caltrans is required to conduct all public participation activities in locations that are fully accessible to persons with disabilities (ADA) and, preferably, the venues should be served by public transit.

Meeting Times

Public participation activities can be scheduled at varying times of day and on different days of the week. This includes weekend and weekday evenings. Fewer community members can participate during the work day; however, seniors are more likely to attend daytime activities scheduled during the week.

Meeting Materials

A variety of clear and concise meeting materials that provide participants with an understanding of what to expect are the key to a successful public participation event. Materials that should be developed and brought to any event include:

- Meeting Agenda
- Comment Card
- Caltrans Public Participation Survey (Title VI requirement for public meetings/workshops)
- Public Participation Visual Tally (Title VI requirement for public meetings/workshops)
- Project Fact Sheet
- Informational Project Boards
- Project PowerPoint
- Directional Signage
- Sign-in Sheet
- Name Tags
- Pens and Tape

Refreshments

Depending on the length and timing of the meeting, refreshments should be provided. This is a relatively low-cost but important way of acknowledging the value of people's time in participating.

Translation and Interpretive Services

Each community has different language translation and interpretation needs. Caltrans staff should work with Community-Based Organizations (CBOs) to identify the specific language services that community members may expect to be provided. Caltrans materials can be translated into requested languages and interpretive services provided as needed or requested. To accommodate these requests, Caltrans should ask to receive requests for translation and interpretive services at least 72 hours in advance.

Childcare

Many adults with childcare responsibilities can only participate if childcare is provided. Childcare services can be available on-site and provided by a community partner staff or volunteers who are screened to work with youth and have appropriate training. Bilingual childcare providers may also be needed, depending on community interpretation needs. Caltrans should ask to receive requests for childcare at least 72 hours in advance.

IV. Outreach and Advertising

Outreach and Advertising

All outreach and advertising, including flyers, notices, Public Service Announcements (PSAs) and advertisements, must be approved by the District Public Information Officer (PIO). Caltrans staff should coordinate with the PIO up to six weeks in advance of any public events to ensure there is adequate time for completing approved materials that can be submitted to meet publication deadlines, which vary depending on when they are printed.

Tribal Outreach

Caltrans District staff coordinate tribal outreach with the District Tribal contact. Standard procedure typically includes sending a letter via USPS to tribal representatives and then following up with a phone call. E-mails are not typically sent to the tribes unless this precedent has already been established.

Community-Based Organizations

CBOs are often receptive to requests for assistance from Caltrans staff that can work closely with the CBOs to schedule and conduct outreach for meetings. The CBOs can assist Caltrans with selecting meeting venues, recommending languages for translation and interpretive services, providing refreshments and childcare assistance, and helping to publicize the meeting and recruit participants.

Contact Database

A database containing contact information for local stakeholder and agencies collected from outreach and sign-in sheets at community workshops should be compiled and kept updated. Caltrans staff can use this database to ensure that notice of public participation events is received in a timely manner by as many interested parties as possible.

Local Media

Local and ethnic media sources, including TV PSAs, radio; print and web-based outlets can be effective outlets for advising the public about workshop activities. Free and low cost weekly newspapers published in English or other languages that are important sources of local events.

Notices and Flyers

Posters and flyers can be posted in popular gathering areas, local bulletin boards, storefront windows (with permission) and other high traffic areas to encourage community participation. Potential locations include bulletin boards at local branch libraries, YMCAs, supermarkets and coffee shops. Caltrans can work with community partners and local agencies to distribute copies of the notices and flyers. Caltrans staff can also notify minority and low-income people and people with limited English

proficiency about comment opportunities. Notices will describe how to request translation and interpretive services.

Coordination with Local Schools

Caltrans may be able to reach parents of school children by coordinating with local schools. Notices and flyers can be provided to the school, with students taking the notices home to their parents. Caltrans can provide translated materials as recommended by school officials. Caltrans should provide the copies to the schools for assistance with distribution. Community members who are parents or guardians of school-age children often identify this as an effective method for getting information to them.

V. Public Engagement Design

At the community level, Caltrans can take the following steps to implement a geographically-focused and inclusive public participation program:

- 1) Caltrans can, as early as possible, work with CBOs and local agency partners – “community advisors” – to present the topic and get input into the draft public participation program. Caltrans and its community advisors can identify the best way to publicize the public participation activities, select meeting dates and venues, and determine translation needs. The community advisors can help Caltrans avoid potential scheduling conflicts and take advantage of existing events where they can easily reach a significant number of community members.
- 2) The desired outcomes for the different public participation activities such as sharing information, collecting input and setting community priorities, need to be clearly explained to the public.
- 3) Caltrans and its community advisors can then identify the recommended participation methods to achieve these outcomes. For example, a CBO may recommend a meeting format that allows small group discussion so that participants have an opportunity to discuss and understand the information being presented. For a construction project, Caltrans might host some on-site informational tours to help community members better understand the impact the project would have on their immediate neighborhood.
- 4) Once the outreach and participation methods are confirmed, Caltrans must work to publicize the activities, identify performance measurements and set targets for participation from the area.
- 5) Caltrans should ensure that flyers, notices and other outreach methods clearly describe the issue and purpose of the meeting or public participation activity.

- 6) Caltrans should identify a specific number and sequence of public participation activities and clearly communicate how the public input would be used by Caltrans decision makers.
- 7) Caltrans should continue to review the participation goals established at the beginning of Public Participation Plan program development and monitor progress and performance.
- 8) Caltrans should regularly update the community on the status of the issue and identify additional opportunities for community input.
- 9) Caltrans staff should make sure the community is aware of key decision making activities and where action would be taken, so community members can see how the decision was made.
- 10) Caltrans staff should then communicate the results back to the community.

Attachments:

- **Workshop Checklist**
- **Caltrans Public Participation Survey**
(Title VI requirement for public meetings/workshops)
- **Public Participation Visual Tally**
(Title VI requirement for public meetings/workshops)

Workshop Checklist

See Reverse for:

- Room Setup
- Refreshments
- Audio/Video

Event Information

Workshop Name: _____ Workshop Date: _____

Workshop Location: _____ Workshop Time: _____

Map attached _____

Location Contact/☎: _____

Project Information

Project Name: _____ Project Number: _____

Client Contact/☎: _____ Task Number: _____

Project Manager: _____

Staff Attending: _____

Handout Materials

Item	Quantity	Responsibility
<input type="checkbox"/> Agenda		
<input type="checkbox"/> Comment Form		
<input type="checkbox"/> Sign-in sheets		
<input type="checkbox"/> Fact Sheet		
<input type="checkbox"/> PowerPoint slides		
<input type="checkbox"/> Title VI survey		
<input type="checkbox"/> Visual Tally Survey Form		

Display/Presentation Materials

Item	Quantity	Responsibility
<input type="checkbox"/> Display Boards		
<input type="checkbox"/> Name tags		
<input type="checkbox"/> Directional signs		
<input type="checkbox"/> Cardboard wall		
<input type="checkbox"/> Extra community maps		
<input type="checkbox"/>		
<input type="checkbox"/>		

Supplies

Item	Quantity	Responsibility	Item	Quantity	Responsibility
<input type="checkbox"/> Name Tags			<input type="checkbox"/> Flip Chart pads		
<input type="checkbox"/> Table Tents			<input type="checkbox"/> Easels		
<input type="checkbox"/> Wallgraphic Paper			<input type="checkbox"/> Scissors		
<input type="checkbox"/> Pens + Baskets			<input type="checkbox"/> Masking Tape		
<input type="checkbox"/> Post-its			<input type="checkbox"/> Duct Tape		
<input type="checkbox"/> Index Cards			<input type="checkbox"/> Scotch Tape		
<input type="checkbox"/> Markers			<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

ROOM SETUP

Audio/Visual Materials		
Item	Quantity	Responsibility
<input type="checkbox"/> Computer		
<input type="checkbox"/> Screen		
<input type="checkbox"/> LCD Projector		
<input type="checkbox"/> Projector Remote		
<input type="checkbox"/> Power Strips		
<input type="checkbox"/> Extension Cords		
<input type="checkbox"/> Sound system		
<input type="checkbox"/> Microphones		
<input type="checkbox"/> Digital Camera		

Refreshments		
Item	Quantity	Responsibility
<input type="checkbox"/> Beverages		
<input type="checkbox"/> Food		
<input type="checkbox"/> Cups		
<input type="checkbox"/> Plates		
<input type="checkbox"/> Napkins		
<input type="checkbox"/> Utensils		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Caltrans Public Participation Survey

The following information is being collected by the California Department of Transportation (Caltrans) in order to comply with Title VI of the Civil Rights Act of 1964, *Nondiscrimination in Federally Assisted Programs*. Please take a few moments to complete the following questions. The data you provide will enable Caltrans to identify residents and communities impacted by federally funded projects/or activities. Please check the appropriate boxes with an "X" that best describes you and return the completed survey to the event coordinator. Submittal of this information is *voluntary*. Thank you.

Sex

- Male Female

Ethnicity

- Hispanic or Latino Not Hispanic or Latino

Race

- American Indian or Alaska Native Asian
 Black or African American White
 Native Hawaiian or Other Pacific Islander Other: _____

Disability

- Yes No

Age

- Under 40 Over 40

Income

- \$22,050 or Less
 Over \$22,051

Language

What language is primarily spoken in your household? _____

Categories and Definitions: The minimum categories for data on race and ethnicity for federal statistics, program administrative reporting, and civil rights compliance reporting are defined as follows:

- a. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- b. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- c. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- d. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- e. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- f. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Caltrans- Encuesta de Participación Pública

La siguiente información esta siendo recolectada por el Departamento de Transportación de California (Caltrans) para cumplir con el Título VI de la Ley de Derechos Civiles de 1964, *No a la Discriminación en Programas que Reciben Asistencia Federal*. Por favor tome unos minutos para completar las siguientes preguntas. La información que usted proporcionará ayudará a Caltrans a identificar residentes y comunidades impactadas por proyectos/o actividades que reciben asistencia federal. Por favor marque las casillas apropiadas que mejor lo describa con una "X" y retorne la encuesta debidamente completada al coordinador del evento. La sumisión de esta información es voluntaria. Gracias.

Sexo

Masculino Femenino

Origen Etnico

Hispano o Latino No Hispano o Latino

Raza

Indio Americano o Nativo de Alaska Asiático
 Negro o Afro Americano Blanco
 Nativo de Hawai o de las Islas del Pacífico Otra: _____

Discapacidad

Si No

Edad

Menor de 40 Mayor de 40

Ingresos

\$22,050 o Menos Mas de \$22,051

Idioma

Cual idioma principalmente se habla en su casa? _____

Categorías y Definiciones: Las categorías mínimas de información sobre razas y origen étnico para estadísticas federales, reportes administrativos de programas y reportes de cumplimiento de los derechos civiles son definidas así:

- a. **Indio Americano o Nativo de Alaska.** Una persona de descendencia de cualquier persona originaria del Norte o Sur de América (incluyendo América Central), y la cual mantiene una afiliación o vínculo con una tribu o comunidad.
- b. **Asiático.** Una persona de descendencia de cualquier persona originaria del Lejano Oriente, Sureste de Asia, o el subcontinente de la India incluyendo, por ejemplo, Cambodiaa, China, India, Japón, Corea, Malasia, Pakistán, Las Islas Filipinas, Tailandia, y Vietnam.
- c. **Negro o Afro Americano.** Una persona de descendencia de cualquier grupo racial negro de África.
- d. **Hispano o Latino.** Una persona de Cuba, Mexico, Puerto Rico, América Central, Sur América o de cualquier otra cultura Hispana sin importar el origen de su raza.
- e. **Nativo de Hawai o de Las Islas del Pacifico.** Una persona de descendencia de cualquier persona originaria de Hawai, Guam, Samoa, u otras Islas del Pacifico.
- f. **Blanco.** Una persona de descendencia de cualquier persona originaria de Europa, Medio Este, o África del Norte.

Public Participation Visual Tally

Project Description _____

Demographic Source(s) Used: _____

Dist 10/Division: _____

Project No.: _____

Mtg _____

Type: _____

Location/ _____

ADA Accessible: _____

Date of Event: _____

Facility _____

Yes/No _____

Purpose: _____

Event Coordinator: _____

Interpreters Used? Y N / Translation of Written Materials? Y N / If yes, what Language? _____

Outreach Methods Used: (flyer, newspaper ad, internet, etc) _____

	Visual Tally	Visual Tally Total	Public Participation Survey	PP Survey Total
Gender				
Female				
Male				
Ethnicity				
Hispanic or Latino				
Not Hispanic or Latino				
Race				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
Other				
Disability				
Yes				
No				
Age				
Under 40				
Over 40				
Income				
\$22,050 or Less				
Over \$22,051				

¹ Record the total count of income provided on the voluntary public participation form.