

Community Involvement Checklist for Brownfield Sites

December 17, 2003

Version 1

DNREC's mission is to protect human health and the environment. To achieve this mission, DNREC continues to integrate the knowledge and opinions of others into its decision making process. Effective public involvement improves the content of the Department's decisions while promoting democracy and building public trust in government.

Below are tactics you can implement that will promote opportunities for stakeholders to gain information about your project and provide you with feedback about their understanding of the implications of your actions to their community.

Involving the public early, and often, throughout the decision-making process ensures that your project has allowed DNREC to help stakeholders understand the scientific, financial and technical information relevant to any decision we have made on the project.

DNREC can help you develop an outreach program to gauge community support for your proposal and recommend outreach strategies to help you align your project with community needs and expectations.

DNREC also has resources available to help you identify local media, leaders of local community groups, civic associations and elected officials at the local and state levels.

Recommended outreach tactics:

- Community Advisory Group
 - Have you thought about sponsoring a forum through which broad segments of the community can present ideas and opinions? This is not a decision making body nor does it make decisions on project design and implementation.
- Community Events
 - Has your organization been properly introduced to the community? Have you attended activities in the community organized by existing groups with standing in the community?
- Community Groups Notification
 - Have you attempted to meet with existing civic and community organizations to introduce your project and your organization?
- Coordination for Local Government and Agencies
 - Have you attempted to meet with local elected officials to introduce your project and your organization?
- E-mail

- Do you have an e-mail address or a web site where concerned individuals can go to contact you or find out about your project or your organization's current or past projects and operations?
- Environmental Justice Activities
 - Does your project prevent minority and/or low income, and tribal communities from being subject to disproportionately high and adverse impacts?
- Fact Sheets
 - Have you developed reports, studies, plans, etc. related to controversial issues or significant decisions or timeframes related to your project that are written in a style and at a reading level that will be easily understood by the community?
- Information Repositories
 - Have you developed reports, studies, plans, etc. related to controversial issues or significant decisions or timeframes related to your project that are written in a style and at a reading level that will be easily understood by the community and placed in a location or locations convenient to the public?
- Mailing List
 - Have you developed a mailing list of stakeholders in proximity to your project that will allow you to communicate significant decisions or timeframes related to your project?
- Listserv
 - Do you have an e-mail broadcast capability that will allow you to communicate significant decisions or timeframes related to your project?
- Media Relations
 - If public relations is a significant strategy you are employing to gain acceptance for your project, are you aware of the media outlets that serve stakeholders in your project's proximity?
- Project Site Tour/Visit
 - If your site is safe to tour or visit, have you made an effort to present the site to the public or offered the public a chance to see what you are proposing?
- Public Meeting/Forums/Availability Sessions
 - Has your organization made itself available to the community to explain the impacts of your project on their community?
- Public Notices
 - Have you complied with the public notice requirements for any permits required to successfully complete your project?
- Public Television/Cable Access
 - If public relations is a significant strategy you are employing to gain acceptance for your project, are you aware of the public television or cable access stations that serve stakeholders in your project's proximity?
- Public Service Announcement

- If public relations is a significant strategy you are employing to gain acceptance for your project, are you aware of the local public affairs programs that serve stakeholders in your project's proximity?
- School/Education Outreach Activities
 - Does your project require that you provide outreach to the local school districts? Does your project impact children?
- Sponsorships (Neighborhood Athletic Teams/Recreation Programs)
 - Have you thought about sponsoring community activities or groups as a way of introducing yourself to the community and demonstrating an interest in community activities?
- Survey
 - Have you conducted a survey of the community to see if your project is one that the community will support or welcome?
- Technical Assistance Grant (TAG)
 - Have you offered to work with local civic and community groups to help them obtain a TAG grant to assist with technical questions they may have about your project?
- Technical Outreach Services for Communities (TOSC)
 - Have you offered to work with local civic and community groups to help them obtain a TOSC grant to assist with technical questions they may have about your project?
- Toll-free hotline
 - Is there a number that concerned citizens can call to get information about your project or to express concerns about your project?
- Video Production
 - Do you have a presentation that you are able to present at local community or civic group meetings?
- Visual Aides, Displays, and Events Outreach Materials
 - Have you developed presentation materials that your organization can use with elected officials, civic, or community groups?
- Web Site
 - Do you have an e-mail address or a web site where concerned individual's can go to contact you or find out about your project or your organizations current or past projects and operations.
- Workshops/Seminars
 - Has your organization offered to perform workshops or sponsor seminars to discuss your project with interested parties or project stakeholders?