MassDOT Public Participation Plan Quick Reference Guide

http://www.massdot.state.ma.us/OfficeofCivilRights/TitleVI.aspx

Торіс	Section in Chapter 3.1	Page(s)
Preliminary Planning		
Review public participation plan materials on inclusive interactions	1	17
	5.1 (Language)	42
	5.2 (Accessibility)	46
Coordinate internally within MassDOT	4.1 (Small Groups)	36
	4.2	37
Conduct preliminary community research and draft strategic plan of engagement, as needed	2.1 (Meetings)	19
	4.1 (Small Groups)	36
	4.4-4.6 (Plan)	38
Identify potential barriers to inclusive participation	4.5 (2)-(3)	39
Coordinate accessibility accommodation notice	2.3	22
Coordinate language accommodations notice	2.3 (3)	22
Develop notice dissemination plan	2.3 (1) (Notice)	22
	2.3 (4) (Timing)	24
Notice & Meeting Logistics		
Identify accessible locations	2.2 (2)	21
Establish times and locations for meetings	2.2 (1)	20
Disseminate notice and contact media	2.3	22
Follow up with contacts to increase knowledge of community interests and engage broader community	2.4 (2) (Meetings)	26
	4.1	36
	4.4-4.5	38-39
Conduct key stakeholder outreach (small groups)	4.1-4.7	36-41
Incorporate demographics and community needs into plan	2.4 (2)	26
	4.1	36
	4.4	38
Coordinate accessible meeting venue	2.5 (Meetings)	30
Coordinate preparation of meeting materials in simple and clear language and to meet civil rights obligations	2.4 (3)-(6)	26-30
	2.5 (2)d.iii	32
	3.1 (Open houses)	34
	3.2	35
Address accommodations requests	2.4 (6)a-b	28
	2.4 (6)d	28
	5.2	46
Address language assistance requests	2.4 (6)c	28
	5.1 (1)-(3)	42-44

Address challenging requests for accommodations See also: Accessible Meeting Policy, Chapter 3.2	2.4 (6)e (Meetings)	30 49
Meeting Location – Accessibility & Language		
Accessibility		
Ensure accessibility of location and sufficiency of accommodations	2.5 (1) (Meetings)	31
	3.2 (Open houses)	35
	5.2 (One-to-one)	46
See also: Accessible Meeting Policy, Chapter 3.2		49
See also: Accessibility Checklist for Meeting Planners		64
Verify and place wayfinding signage, as needed	2.5 (1) (Meetings)	31
Test assistive devices	2.5 (1)	31
Language		
Ensure availability of language assistance, as needed	2.5 (2) (Meetings)	31
	3.1 (Open Houses)	35
	5.1 (One-to-one)	42
	2.6 (3) (Meetings)	32
Prepare for accommodation of potential late language assistance requests	5.1 (One-to-one)	42
Conducting the Meeting		
Distribute and collect demographic survey	2.4 (6)b.ii.1	28
	2.5 (2)d.iii	32
	2.6 (2)c	32
Announce available accommodations	2.6 (2)	32
	3.1 (2)	34
Use assistive technology		32
See also: Accessible Meeting Policy, Chapter 3.2	2.6 (2)	49
Use language and accessibility accommodations effectively	2.6 (2) (Interpreters)	32
	3.1	34
Provide additional accommodation and language assistance as requested, when possible	2.6 (3) (Meetings)	32
	5.1 (One-to-one)	42
Meeting Follow Up	5.1 (One-to-one)	42
	26(2) (Maatinga)	
Document all efforts to achieve diversity of involvement and results	2.6 (3) (Meetings)	32
	2.7	33
	4.7	41
Share meeting insights with project manager and/or across MassDOT departments	2.7 (1)	33
	3.1 (3)	34
Respond to questions, especially from Title VI communities	2.7	33
Summarize demographic information	3.1 (3)	37
	2.4 (6)b.ii.1	28
	2.5 (2)d.iii	32