

## **APPENDIX D: Best Practices for Disadvantaged Community Engagement**

The Multibenefit Land Repurposing Program prioritizes the achievement of disadvantaged community benefits through the development and execution of all deliverables. For the purposes of this program, a disadvantaged community is defined as a community with a median household income less than 80 percent of the statewide average.

To meet this goal, the Department has outlined basic requirements for disadvantaged community engagement in the Guidelines. This Appendix provides a set of best practices grantees should also consider when engaging disadvantaged communities in their planning and project development efforts to meet the program requirements and meaningfully incorporate disadvantaged communities in their land repurposing efforts. These best practices should serve as a starting place for each grantee's work with disadvantaged communities and should be expanded upon to meet the needs of the disadvantaged communities each grantee works with.

### *Language Access*

- Materials used to conduct outreach to disadvantaged communities should be translated to the most spoken language in the relevant disadvantaged community, and, where feasible, into the second and third most spoken languages in that community.
- Grantees should employ bi-lingual staff or hire bi-lingual subcontractors to facilitate engagement with disadvantaged communities.
- Grantees should provide interpretation services for the most spoken languages in the relevant disadvantaged communities at each meeting.
- Offer at least one meeting during each stage of a plan or project's development in the most spoken language of the relevant disadvantaged community.

### *Meeting Notifications*

- All hearing, workshop and/or meeting times should be posted well in advance, but no less than 72 hours ahead of time.
- Meeting notices should be easy to find and shared via multiple formats (e.g., via door-to-door outreach, mailings, online, at physical locations frequented by disadvantaged community members, etc).
- Door-to-door outreach should be prioritized over online postings and mailings.
- All meeting materials, including agendas, reference documents, translated materials, and detailed information regarding participation should be shared at least 72 hours in advance of the hearing or meeting, and further in advance where feasible.
- All meeting materials, including agendas, reference documents, translated materials, and detailed information regarding participation should be provided to key community-based stakeholders for dissemination to interested residents well in advance of the hearing or meeting.
- Translated materials should be posted at the same time as all other materials.

### *In Person Meetings*

- Provide children's activities (stickers, coloring books, etc.) or childcare to allow caregivers to attend.
- Host meetings at a location accessible via public transit and/or provide transportation to and from the meeting.
- Provide refreshments and/or food at the meeting if the meeting is held during regular meal times.
- Provide multiple options for participation (e.g., in-person or virtual, verbal, written, tactile, etc).
- Offer meetings during non-business hours to allow broad participation by members of the public.

### *Virtual Meetings*

- For meetings conducted via webinar, offer a telephone call-in option for individuals who may not have access to reliable internet.
- In situations where multiple individuals from one household log-in or call-in using one line, allow each person on the line time to speak equal to that allowed for a single commenter calling in from their own line. This should be allowed without the household having to disconnect and reconnect to return to the queue.
- Offer meetings during non-business hours to allow broad participation by members of the public.