

HARRIS COUNTY BOND PROJECT COMMUNITY ENGAGEMENT MEETING TEMPLATE/GUIDANCE DOCUMENT

1. Introduction

In compliance with the 2018 Harris County Flood Control Bond Program, the Harris County Flood Control District requires that consultants deliver comprehensive community engagement for each bond project. The purpose of these community engagement efforts is to provide transparent and accessible public information about each bond project and solicit meaningful public comments per the “Order Calling the Election,” approved by Harris County Commissioners Court on June 12, 2018. This includes the stated intention to have at least one meeting for each bond project:

It is the Flood Control District’s intention to be consistent in the type of information presented; the manner in which it is presented; the way in which comments are requested, gathered and documented; and the response to public comments received. Therefore, a uniform process has been developed by the Flood Control District to ensure community engagement consistency and equity across all bond projects. This document serves as a template or guidance to ensure this consistency. A Bond Program Brand Package will be provided to the consultant team at the Bond Project kickoff meeting for utilization in the delivery of consistent community engagement for all Bond Projects. These items are detailed in the Brand Package and are available upon request.

It will be incumbent upon the bond project consultant team to demonstrate public outreach competency and develop a plan in compliance with this guidance document.

2. Bond Program Community Engagement Quality Assurance/Quality Control

All deliverables developed by the consultant to support community engagement for bond projects will be considered internal administrative draft documents until officially declared suitable for public review by the Flood Control District. The Flood Control District will make the final determination to release project information to the public.

Complete drafts of such information will be provided by the consultant to the Flood Control District at least 5 business days in advance for review and comment prior to public distribution deadlines, and all information will be reviewed and vetted by the bond project consultant Project Manager prior to submittal for Flood Control District review. For all information produced and graphically designed, the consultant team will adhere strictly to design standards and guidelines as mandated by the Brand Package provided by the Flood Control District.

The consultant team will maintain responsibility for establishing a reasonable review period for the Flood Control District to review and finalize documents, and the consultant team will express comment deadlines to all involved parties. It is anticipated that the Flood Control District will be in cooperation with these expressed deadlines to accommodate rapid delivery of public information. If it is identified that the public information approvals process is conflicting with the project delivery schedule, a more regimented review process will be established and implemented in accordance with Flood Control District guidance.

3. Bond Project Community Engagement Required Tasks

To maintain consistency across all bond projects, the following community engagement tasks are required by the Flood Control District:

- **Community Meeting Noticing**
- **Community Meeting Logistics and Implementation**
- **Public Comments and Community Meeting Documentation**
- **Community Engagement Completion Activities**

While there may be occasional exceptions to the requirements listed herein, these will be granted on a case-by-case basis by the Flood Control District Communications Task Lead assigned to each bond project.

To determine the noticing methods required for each community meeting, the Flood Control District will partner with the consulting team to identify the level of community engagement required to sufficiently meet the public communications needs for each bond project. The Flood Control District will provide a recommendation for level of community engagement during the project kickoff meeting with the consultant team by identifying the optional noticing methods, if any, that should be utilized. Mandatory and optional noticing methods are detailed within this document. The Flood Control District and the consultant team will reach consensus on the level of community engagement during the project kickoff meeting.

The level of community engagement for each bond project will be determined through the assessment of the following criteria: the size of the area impacted by the project; the size of the population impacted by the project; previous stakeholder interest expressed in the project area /watershed; magnitude (i.e., cost, physical area, public awareness) of the bond project; and the magnitude of anticipated construction impacts (i.e., noise, dust, traffic delays/detours, road closures, etc.).

A. COMMUNITY MEETING NOTICING

In coordination with the Flood Control District, each bond project consultant team will appropriately publicize or notice bond project community meetings according to the following specifications.

Draft public information tools will be developed and provided by the consultant to the Flood Control District for review in accordance with the Flood Control District review process guidelines, as outlined on page 1, section 2 of this document, titled “Bond Program Community Engagement Quality Assurance/Quality Control.”

The bond project consultant shall:

- **Develop a bond project specific stakeholder database by:**
 - Utilizing GIS and relevant public data resources to identify elected officials, property owners, residents, business owners, and associated community groups (e.g., civic clubs, Homeowner Associations, Super Neighborhoods, etc.) who will be interested in and/or impacted by the bond project. The consultant will develop a database that clearly identifies stakeholder contact name (first name, last name), mailing address (street address, city, state, and zip code), and email address (if available). *The Flood Control District will furnish the consultant with a file template in MS Excel for this database*

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- Utilizing existing Flood Control District contacts and resources (as obtained during the summer 2018 bond program community engagement effort or via contacts achieved through Flood Control District resources, such as SalesForce). *The Flood Control District will furnish the consultant with an MS Excel file of pre-existing contact information for stakeholders pertinent to the bond project; however, this information will only supplement the stakeholder database developed by the consultant.*
- **Draft and distribute public notices for the community meeting** (language specifications for the public notice will be determined by the Flood Control District Communications Task Lead). Once approved by the Flood Control District Communications Task Lead, the finalized notices will be delivered to the Flood Control District and distributed as follows:

Mandatory Noticing Methods:

- Emails will be sent to elected officials (federal, state, county, municipal) at least 20 days in advance of community meetings. The consultant will be responsible for the development of email content and identifying the contact information for elected officials, and the Flood Control District will distribute these emails to elected official from an official Flood Control District email address. *The Flood Control District will furnish the consultant with a file template in MS Word.*
- The meeting notice will be distributed via mass email notices to all contacts listed in the stakeholder database at least 15 days in advance of the bond project community meeting. A second email notice should be distributed at least 5 days in advance of the community meeting as a reminder. This will be developed by the consultant and delivered to the Flood Control District for distribution.
- A meeting-specific media advisory will be published on NewsRouter at least 14 days in advance of the bond project community meeting. The consultant will provide the final meeting notice to the Flood Control District for publish. *The Flood Control District will furnish the consultant with a file template in MS Word.*

Optional Noticing Methods:

- If deemed necessary by the Flood Control District, meeting notices will be mailed (via USPS first class mail) to all contacts identified within the stakeholder database (minus elected officials) at least 15 days in advance of the bond project community meeting. The Flood Control District project manager will be the signatory on this correspondence, should formal be deemed necessary. *The Flood Control District will furnish the consultant with a file template in MS Word.*
- The meeting notice will be published on the Flood Control District website and approved social media sites by the Flood Control District (Twitter and Facebook) at least 14 days in advance of the bond project community meeting. The consultant will provide the final meeting notice to the Flood Control District for posting on the website.
- If deemed necessary by the Flood Control District, door hangers will be distributed at least 10 days in advance of each community meeting by the consultant. *The Flood Control District will furnish the consultant with a file template in MS Word.*
- Multiple yard signs (corrugated plastic, at least 18 inches by 24 inches in size) will be posted in proximate areas at least 5 days in advance of the community meeting. The consultant will be responsible for the production of this signage, placement and removal of yard signs, and delivery of a yard sign placement plan to the Flood Control District for approval in advance of placing signage. The consultant shall be

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additionally responsible for obtaining all prior approvals necessary (municipal, county, etc.) for posting signage in public ROW locations, and signs should be removed by the consultant within 24 hours of the public meeting.

The Flood Control District shall:

- **Submit all relevant stakeholder contact information to the consultant.**

The Flood Control District Communications Task Lead will provide the consultant with existing Flood Control District contacts and resources, including Salesforce data and contact information obtained during the 2018 Bond Program community engagement effort.

- **Provide the consultant with a recommended level of effort for community engagement based on the criteria listed on page 2, section 3 of this document, titled “Bond Project Community Engagement Required Tasks.”**

- **Coordinate with Harris County Commissioners Court for availability to attend community meetings.**

The Flood Control District Communications Task Lead will reach out the appropriate members of Harris County Commissioners Court to determine community meeting dates most suitable for them to attend. It is preferred that a member of Commissioners Court and/or their staff attend each community meeting. The Flood Control District will be responsible for noticing Harris County Commissioners Court of all public meetings at least 21 days in advance.

- **Distribute mass email notices to identified project stakeholders.**

The meeting notice will be distributed via mass email notices to all contacts listed in the stakeholder database at least 15 days in advance of the bond project community meeting. A second email notice should be distributed at least 5 days in advance of the community meeting as a reminder. This will be developed by the consultant and delivered to the Flood Control District for distribution from an official Flood Control District email address.

- **Distribute a meeting-specific media advisory.**

A meeting-specific media advisory will be published on NewsRouter at least 14 days in advance of the bond project community meeting. The consultant will provide the final meeting notice to the Flood Control District for publish.

- **Post meeting information on approved social media.**

The meeting notice will be published on the Flood Control District website and approved social media sites by the Flood Control District (Twitter and Facebook) at least 14 days in advance of the bond project community meeting. The consultant will provide the final meeting notice to the Flood Control District for posting on the website.

- **Post community meeting to the internal Flood Control District Outlook Meeting Calendar.**

The Flood Control District Communications Task Lead will post each upcoming community meeting to the Flood Control District’s internal Outlook Meeting Calendar to ensure all necessary staff is aware of the meeting.

- **Live stream each community meeting.**

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The Flood Control District will provide personnel and the necessary equipment to live stream the presentation at each community meeting. The live feed will be available on the Flood Control District's Facebook page.

B. BOND PROJECT COMMUNITY MEETING LOGISTICS AND IMPLEMENTATION

In coordination with the Flood Control District, each bond project consultant team will appropriately plan and develop public information and tools to support and host well-organized bond project community meetings according to the following specifications.

The bond project consultant team shall:

- **Plan a meeting format that is compliant with this guidance document.**
Bond project community meetings will be held in a consistent format, with the following recommended itinerary:
 - ✓ Opening remarks and introduction, led by the Flood Control District (approximately 10 minutes) to include:
 - Welcome and acknowledgement of elected officials; only Commissioners Court members will be allowed to speak if desired
 - HCFCD 101
 - Bond program overview
 - Information about the HCFCD project lifecycle and the final deliverables that will be yielded as a result of this bond project
 - Introduction of bond project consultant
 - ✓ Description of the meeting format, led by bond project consultant (approximately 5 minutes)
 - ✓ Project-specific information, led by bond project consultant team (approximately 10 minutes) to include:
 - A clear description of the specific problem the bond project is proposed to address and benefits associated with this project
 - ✓ Standard closing remarks, led by the Flood Control District (approximately 5 minutes) to include:
 - Where to find more information about the bond project
 - How and when to provide public comments for the bond project
 - What the public may expect going forward (including an approximate timelines)
 - ✓ Open house format meeting with breakout tables for one-on-one project discussion (approximately 90 minutes)

Bond project community meetings should be scheduled on Monday, Tuesday, Wednesday, or Thursday evenings between the hours of 6 P.M. and 8 P.M. Alternatively, community meetings may be scheduled on Saturday mornings from 10 A.M. to 12 P.M., if it is determined that this timeframe would better serve the respective bond project watershed communities.

- **Prepare a written meeting plan, including a detailed delivery schedule that is compliant with this guidance document.**

In compliance with this guidance, the consultant shall prepare a written bond project community meeting plan, as well as a detailed delivery schedule (preferably in Gantt chart format, i.e. MS Project).

The detailed delivery timeline will clearly identify necessary consultant production timelines, Flood Control District review timelines, and opportunities for internal pre-planning meetings,

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including a required Community Meeting Dress Rehearsal. All tasks associated with this guidance document should be accounted for and reflected in this schedule.

This written plan will identify roles and responsibilities, tasks, and special considerations associated with the project. The plan will also include a meeting staffing plan (internal Flood Control District and consultant personnel) and a venue-specific meeting layout. This draft plan should be submitted to the Flood Control District at least 45 days in advance of the community meeting.

- **Develop public information tools for distribution at the bond project community meeting and online.** This includes, but is not limited to:
 - a project-specific PowerPoint presentation
 - Project-specific informational handout (consisting of meeting agenda and project problem statement) to be translated into Spanish and Vietnamese, as needed
 - Project-specific website content and graphics
 - Roll plots, informational maps, and exhibits
 - Community meeting registration documents
 - Hardcopy bond project public comment forms
 - Nametags

The presentation should follow the following format:

- *Opening remarks and introduction, led by the Flood Control District (approximately 10 minutes) to include:*
 - *Welcome and acknowledgement of elected officials*
 - *HCFCD 101*
 - *Bond program overview*
 - *Information about the HCFCD project lifecycle and the final deliverables that will be yielded as a result of this bond project*
 - *Introduction of bond project consultant*
- *Description of the meeting format, led by bond project consultant (approximately 5 minutes)*
- *Project-specific information, led by bond project consultant team (approximately 10 minutes) to include:*
 - *A clear description of the specific problem the bond project is proposed to address and benefits associated with this project*
- *Standard closing remarks, led by the Flood Control District (approximately 5 minutes) to include:*
 - *Where to find more information about the bond project*
 - *How and when to provide public comments for the bond project*
 - *What the public may expect going forward (including approximate timelines)*

The Flood Control District will provide an appropriate Bond Program Brand Package, as well as MS Word and Adobe templates, to support the production of high-quality, consistent public information tools for all bond projects.

Draft public information tools will be developed and provided by the consultant to the Flood Control District for review in accordance with the Flood Control District review process guidelines, as outlined on page 1, section 2 of this document, titled “Bond Program Community Engagement Quality Assurance/Quality Control.”

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These documents should be drafted and provided to the Flood Control District for review 14 days in advance of the community meeting.

- **Furnish all necessary community meeting resources and infrastructure.** This includes, but is not limited to:
 - Outdoor and indoor directional signage
 - Community meeting equipment, including easels, a microphone/PA system, projector, projection screen, multiple computers, required cables, podium, pens, comment collection boxes, name badge holders, a digital camera and staff to document the meeting, and additional tables and chairs (if required by the meeting facility).
 - Printed public information tools as identified above (quantity should exceed anticipated attendance/venue capacity)

The consultant is responsible for furnishing sufficient quantities of all items necessary to support the community meeting.

- **Participate in a “Dress Rehearsal” at least five business days (one week) before the community meeting.**

Working with the Project Manager, the Flood Control District Communications Task Lead will schedule a dress rehearsal that will be conducted as if it is the community meeting. Come dressed for the public meeting, and prepared to give the entire presentation. Draft exhibits and handouts need to be available for review and final approval.

- **Coordinate security and Harris County Fire Marshall personnel.**

For each meeting, the minimum security shall consist of at least one licensed officer from either the Fire Marshall’s office or the Constable’s office. The consultant will make appropriate recommendations for additional security in coordination with the Harris County Engineer’s office or Flood Control District, as appropriate. Additional security personnel requests will go through the appropriate County department who will call the FMO or Constable and request additional resources, if needed. Attendance of elected officials or expected high numbers of public attendance will be factors taken into consideration when making security recommendations.

- **Secure an appropriate venue within the bond project watershed.**

The consultant will identify appropriate venues within the watershed that meet anticipated capacity needs for the Flood Control District to review. Through the utilization of the Flood Control District Community Meeting Facility Checklist, the consultant will be responsible for confirming that the venue has the appropriate attendee capacity, parking capacity, and all necessary meeting infrastructure (e.g. tables, chairs, etc.) Preference will be given to County, municipal and public venues. The Flood Control District will make contact with the facility to check availability and reserve the venue. The consultant will be responsible for any costs required to reserve or utilize a facility.

The Flood Control District shall:

- **Schedule a “Dress Rehearsal” meeting.**

The Flood Control District Communications Task Lead will schedule a “Dress Rehearsal” meeting in Room 100 at least five business days before the community meeting.
- **Provide staffing for a general information table at each community meeting.**

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The Flood Control District will provide staffing for a general information table at each community meeting to provide meeting attendees the opportunity submit general requests forms. Harris County Precinct personnel will also be stationed at this table if present at the meeting.

- **Identify requirements for multilingual notices and informational tools.**

The Flood Control District will identify requirements for multilingual notices and information tools during the project kickoff meeting.

C. PUBLIC COMMENTS AND COMMUNITY ENGAGEMENT DOCUMENTATION

In coordination with the Flood Control District, each bond project consultant team will consistently request, collect, document, and respond to public comments received according to the following specifications.

The bond project consultant shall:

- **Consistently request how and by when public comments may be submitted to the Flood Control District for consideration.**

Public comments for each bond project will be accepted via public comment forms at community meetings; by mail to the Harris County Flood Control District, ATTN: Bond Program, 9900 Northwest Freeway, Houston, TX 77092; or via the electronic comment submittal form located online at www.hcfd.org/bondprogram. Public comments will be accepted for 14 days following each community meeting. Information about how to provide public comments and the public comment deadline should be prominently displayed in all public noticing and information tools developed to support the bond project community meeting.

- **Provide responses for all public comments received during the stated public commenting period.**

In coordination with the Flood Control District, the consultant will be responsible for managing the public comment response process and developing draft responses to all comments received during the public commenting period for the project. Comment responses will be drafted by the consultant and then provided to the Flood Control District for review and distribution. The consultant will be responsible for comment tracking and ensuring that the inquiring public receives:

- a preliminary response within 1 business day of receipt of the public comment
- a vetted, follow-up response within 7 days of receipt of the public comment

Comment responses will be primarily provided via email directly from the Flood Control District's internal comment tracking system (SalesForce); however, phone calls will be required from time to time for those who have limited access to email or prefer telephone communication. The Flood Control District Communications Task Lead will complete email communications via SalesForce; however, it will be the responsibility of the consultant to make any necessary phone calls and ensure and document that all public comments/inquiries have been addressed according to the schedule stated above.

- **Ensure that all public-facing tools and materials are updated to convey the end of the public commenting period for the project.**

Fourteen days following the bond project community meeting, the consultant will be responsible for communicating and coordinating with the Flood Control District

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Communications Task Lead to ensure that the information posted online about the bond project community meeting and the associated public commenting period is accurate and up-to-date.

- **Appropriately document community engagement efforts, including public comments and responses related to bond project.**

Utilizing a Bond Project Community Meeting Summary Memo template to be provided by the Flood Control District, the consultant will develop a document that efficiently documents all noticing and meeting tasks associated with the bond project. This will include color photographs, electronic links to video files, and examples of public noticing and public information tools prepared to support the meeting. This document will be provided by the consultant to the Flood Control District within 5 days of the public comment deadline (or 19 days after the bond project community meeting).

Once this document is approved by the Flood Control District, the consultant is responsible for communicating and coordinating with the Flood Control District Communications Task Lead to ensure that this document is posted online appropriately.

D. COMMUNITY ENGAGEMENT COMPLETION

In coordination with the Flood Control District, each bond project consultant team shall complete the following tasks to close the public communication loop and ensure consistency.

In compliance with this guidance document, the consultant shall:

- **Draft a “thank you” letter to be furnished to the meeting venue staff (e.g., precinct staff that helped secure the meeting venue) acknowledging their support and assistance.**

This letter will be drafted by the consultant and provided to the Flood Control District for review and approval.

- **Provide finalized, project-related files to the Flood Control District at the close of the community engagement process for the project.**

At the close of the community engagement process (approximately 30 days after the bond project community meeting), the consultant will provide the Flood Control District with raw/electronic files supporting the bond project community meeting. This includes, but is not limited to:

- Bond Project Stakeholder Database (in MS Excel format)
- Bond Project Community Meeting Attendee Database (in MS Excel format)
- Bond Project Community Meeting Comment Database with Responses (in MS Excel format)
- Raw image files and photographs included in public information tools
- Video file(s) of the bond project community meeting presentation (collected during the bond project community meeting to livestream the meeting via social media)

- **Participate in a “Community Engagement Close Out” meeting with the Flood Control District.**

At this meeting, the consultant and the Flood Control District will debrief about lessons learned during the bond project community meeting planning and implementation process,

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address any continuing concerns expressed by the public, and identify any additional or outstanding community engagement task items to be completed. The Flood Control District will update this document, incorporating all lessons learned to be implemented in future bond project community engagement meetings. The Flood Control District will also confirm receipt of all necessary community engagement files from the consultant at this time.

- **Make recommendations on whether additional meetings are needed based upon input received, size and scope of the project.**
- **Community Engagement meetings will be held for all projects during the PER phase and for projects with completed PER's prior to start of construction.**

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Attachments:

Brand Package:

- Stakeholder database template (compliant with Salesforce)
- Media advisory template – HCFCD letterhead
- Public notice template – Bond program letterhead
- Letter template for formal letters (public notice) – Bond Program letterhead
- Attendee database (consistent with Salesforce so this data may be uploaded into Sales Force)
- Comment form (consistent with HCFCD Sales Force comment form online)
- HCFCD Logo file
- HCFCD Bond Program header file (image file)
- Outdoor yard signage template
- Indoor/outdoor signage template (directional)
- Meeting agenda/handout
- PowerPoint template/presentation
- Community meeting registration documents
- Nametags
- Project life cycle exhibits and whole county bond program
- Meeting summary report template

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FOR INTERNAL USE ONLY: BOND PROJECT COMMUNITY MEETING CHECKLIST

This document has been prepared for the internal use of the Flood Control District to ensure consultant adherence to and compliance with the Bond Program Community Engagement Public Meeting Guidelines.

BOND PROJECT ID: _____

BOND PROJECT WATERSHED(S): _____

HC PRECINCT(S): _____

TASK	Due Date*** (days prior to community meeting)	Completion Date
BOND PROJECT COMMUNITY MEETING NOTICING		
1. Supply consultant with Bond Program Brand Package and all appropriate public noticing templates. (HCFCD TASK)	Month XX, Year (45 days)	Month XX, Year
2. Stakeholder database development (including elected officials, property owners, residents, business owners, community groups, and 2018 bond election stakeholders)	Month XX, Year (30 days)	Month XX, Year
3. Elected official notices	Month XX, Year (20 days)	Month XX, Year
4. Mailed public notices	Month XX, Year (15 days)	Month XX, Year
5. Bond project community meeting notice on HCFCD website, Facebook, and Twitter (HCFCD TASK)	Month XX, Year (14 days)	Month XX, Year
6. NewsRouter Media Advisory – 14 Days (HCFCD TASK)	Month XX, Year (14 days)	Month XX, Year
7. 1 st Emailed public notice – 15 Days	Month XX, Year (15 days)	Month XX, Year
8. Door hangers	Month XX, Year (10 days)	Month XX, Year
9. Yard signs placed	Month XX, Year (5days)	Month XX, Year
10. 2 nd Emailed public notice – 5 Days	Month XX, Year (5 days)	Month XX, Year

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TASK	Due Date*** (days prior to community meeting)	Completion Date
BOND PROJECT COMMUNITY MEETING LOGISTICS AND IMPLEMENTATION		
1. Supply consultant with Bond Program Brand Package and all appropriate public meeting/public information tool templates (HCFCD TASK) .	Month XX, Year (45 days)	Month XX, Year
2. Secure ADA-accessible venue, considering attendee and parking capacity requirements	Month XX, Year (45 days)	Month XX, Year
3. Comprehensive community meeting plan and delivery schedule (including meeting security recommendations) developed and provided for review	Month XX, Year (45 days)	Month XX, Year
4. Public information tools developed, provided for review, and finalized by consultant: <ul style="list-style-type: none"> - HCFCD Introduction PowerPoint - Project PowerPoint - Informational handout - Website content - Roll plots - Exhibits - Community Meeting Registration Documents - Comment Forms - Nametags 	Month XX, Year (14 days)	Month XX, Year
5. Confirm that the consultant is prepared with all bond project community meeting resources and printed materials necessary for a successful meeting (HCFCD TASK) .	Month XX, Year (10 days)	Month XX, Year
6. Confirm that all necessary arrangements are in place to livestream the bond project community meeting (HCFCD TASK) .	Month XX, Year (10 days)	Month XX, Year

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TASK	Due Date*** (days prior to public meeting)	Completion Date
PUBLIC COMMENTS AND COMMUNITY ENGAGEMENT DOCUMENTATION		
1. Confirm that all public-facing tools (online) are updated to convey the end of the public commenting period.	Month XX, Year (-14 Days)	Month XX, Year
2. Bond Project Community Meeting Summary Memo delivered to HCFCFCD for review.	Month XX, Year (-19 Days)	Month XX, Year
3. Following community meeting, confirm that all public comments have been sufficiently addressed.	Month XX, Year (-17 Days)	Month XX, Year
4. Post finalized Bond Project Community Meeting Summary Memo on HCFCFCD website (HCFCFCD TASK)	Month XX, Year (-30 Days)	Month XX, Year

COMMUNITY ENGAGEMENT COMPLETION		
1. Submit "Thank you" letter to public meeting venue. (HCFCFCD TASK)	Month XX, Year (-7 Days)	Month XX, Year
2. Confirm receipt of finalized, electronic community engagement files for the project: <ul style="list-style-type: none"> o Bond Project Stakeholder Database (in MS Excel format) o Public Meeting Attendee Database (in MS Excel format) o Public Meeting Comment Database with Responses (in MS Excel format) o Raw image files and photographs included in public information tools o Video file(s) of the bond project community meeting presentation (collected during the community meeting to livestream the meeting via social media) 	Month XX, Year (-30 Days)	Month XX, Year
3. Complete "Community Engagement Close Out" meeting with the consultant	Month XX, Year (-30 Days)	Month XX, Year

*****NOTE: PLEASE REFER TO CONSULTANT -DEVELOPED DELIVERY SCHEDULE TO CONFIRM THAT ALL DATES HEREIN ARE ACCURATE AND UP-TO-DATE, PER THIS BOND PROJECT.**