

## POST MEETING SUMMARY CHECKLIST

<b>Title VI Public Meeting:</b>		<b>Date of Meeting:</b>
Submitted by	Title	Program Area/Unit

Name and purpose of meeting:    ☐ Yes    ☐ No    ☐ N/A

Date, location and summary of activities at meeting:    ☐ Yes    ☐ No    ☐ N/A

Were there any attendees?    ☐ Yes    ☐ No    ☐ N/A

Accommodation Request for Limited English Proficiency (LEP) and ADA:    ☐ Yes    ☐ No    ☐ N/A

Were there any Self-Identification Surveys returned?    ☐ Yes    ☐ No    ☐ N/A

Where were meeting notices advertised? Please provide the name of the publication, web addresses if posted online, and any physical locations of where notices were posted.    ☐ Yes    ☐ No    ☐ N/A

Were there any EJ (low-income or minority) populations identified as potentially affected communities?  
If Yes, what community engagement tools were used?    ☐ Yes    ☐ No    ☐ N/A

Is LEP and EJ Demographic information that was collected attached? Data should include in-person and online data.    ☐ Yes    ☐ No    ☐ N/A

Are these documents attached?	Comments
<ul style="list-style-type: none"> <li>• Advertisement(s) used to publicize this meeting    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</li> <li>• Mailer(s) that were used to publicize this meeting    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</li> <li>• A copy of the Public Involvement Plan (if applicable)    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</li> <li>• Photo(s) of the Title VI display to include:               <ul style="list-style-type: none"> <li>○ Title VI Notice to the Public    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</li> <li>○ Title VI brochures (English &amp; Spanish)    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</li> <li>○ Self-Identification Surveys    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</li> <li>○ Sign-in sheet with the date of the meeting    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</li> </ul> </li> </ul>	

**Recommendations**

Completed by