

**CIVIL RIGHTS OFFICE  
PUBLIC MEETING CHECKLIST**

**Name of Public Meeting:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Purpose of meeting:			
Location, time of meeting and summary of activities at meeting:			
<b>**Prior to attending Meeting**</b>	<b>Yes</b>	<b>No</b>	<b>COMMENTS</b>
Create Title VI kit with brochures, Title VI poster, Self-ID cards, business cards, ispeak cards and complaint form.			
Are there language needs? (Based on Four Factor Analysis list the languages that meet the Safe Harbor Threshold.)			
List the Demographic information for the Public Meeting? Race, income and minority:			
1. Where were meeting notices advertised? (Newspaper, Media, Etc.)			
2. Did the meeting notices have the Nondiscrimination Language?			
3. Review of Public Involvement Plan (PIP) if submitted to ECR. (Project Specific)			
4. Is this meeting in compliance with ADOT's PIP requirements for Title VI, ADA, EJ or LEP?			
5. Is this meeting adhering to the project PIP requirements?			
<b>**Checklist at Public Meeting**</b>			
Racial estimation conducted?			
Hispanic/Latino:			
African American/Black:			
White:			
Asian:			
Native Hawaiian/Other Pacific Islander:			
American Indian/Alaskan Native:			
Who is the PIO? (Get familiar with staff)			
Is the meeting location near a transit line?			
Was the meeting location easy to access?			
Was the meeting location accessible to individuals with disabilities?			
Was there ADA labeled parking?			
Was there one route to the meeting room that didn't require the use of stairs?			
Was parking free?			
Was the meeting entrance located near an ADA entrance?			

Collect all meeting collateral (Project information, handouts, etc.)			
How was public informed of the meeting?			
<ul style="list-style-type: none"> <li>• Title VI display to include: <ul style="list-style-type: none"> <li>○ Title VI Notice to the Public</li> <li>○ Title VI brochures (English &amp; Spanish)</li> <li>○ Self-Identification Surveys</li> <li>○ Sign-in sheet with the date of the meeting</li> <li>○ Were the interpreters easily identifiable with name tags etc?</li> </ul> </li> </ul>			
Comments or observations (to include general public comments made if meeting was a hearing):			

Reviewed by: \_\_\_\_\_