

SRPEDD Project Development: Scoping Process

The process of project initiation is important to establishing certain norms and practices that will guide outreach during any project. A formal scoping process enables a well-documented and thorough assessment of data to identify vulnerable and significant populations and ultimately inform the public engagement practices used during the course of a project.

1. **Background Information and Research period** – to take place at least 2 weeks before the project scoping meeting in step 2.
 - Data
 - Data Center - ensure that necessary data sets (e.g. “Environmental Justice”) are available and regularly updated.
 - Introduce Census tracts and block group data
 - “Lit Review” and Anecdotal Information
 - Newspaper
 - Past Master Plans & Studies
 - Facebook pages
 - Google alerts
 - Field Work
 - Work with project point of contact (“POC,” e.g. Planning Board or Select Board member) to assist in identifying groups that MP team should talk to.
 - Reach out to community groups, church groups, Chambers of Commerce, black business associations, and any other stakeholders
2. **Scoping Meeting** – the project team meets to flesh out public participation and outreach.
 - Confirm Key Stakeholders.
 - Vulnerable Populations
 1. What geographic areas might reveal different stakeholder groups?
 - Minority Populations
 - Colleges/University Populations
 - Identify Languages spoken other than English (Spanish, Portuguese, Haitian-Creole) and consider application to the following materials and activities:
 - Outreach materials
 - Meeting materials
 - Activity Instructions and Execution
 - Identify Impacts (e.g. displacement or gentrification) and Mitigation (e.g. Inclusionary Zoning or other Affordable Housing initiatives).

3. Engagement Plan

- Utilize *Resources for Scoping a Comprehensive Public Engagement Process* to assess best engagement practices based on the populations identified and languages spoken (see Engagement Plan Matrix)
- The final Engagement Plan may be presented to POC after the signing of the contract and before the first workshop or be used for internal use and reference based on the intensity of impacts and mitigation in a community.