



## Community Relations Plan Checklist

### Wasatch Brownfields Coalition - Revolving Loan Fund

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- Create an administrative file in which all documents will be stored.
- Pick a physical location to store the administrative file. The administrative file must be publicly accessible.
- Establish a website where the public can access the administrative file.
- Document all activity and keep all information in the administrative file.
- Pick a spokesperson.
- Schedule a public meeting date. This date should be after the ABCA is created and included in the administrative file.
- Issue public notices. These should include a newspaper notice and an online notice. This may also likely include posting physical notices around the site. The notice should include the date for a public meeting and notice of a public comment period, with information on how to submit comments.
- Contact people who will be affected. Determine has an interest in the cleanup project and make sure they know what's going on. These people could include neighborhood associations, business associations, government officials, neighbors, etc. Tell them about the public meeting and the public comment period, and how they can submit comments.
- Hold a public comment period (30 days). People should know how to submit comments through your previous outreach efforts. Include comments you receive in the administrative file.
- Hold a public meeting. The meeting should be early on in the public comment period. Everyone should know about it through previous outreach efforts. Document the feedback at the meeting, and keep all notes in the administrative file.
- Respond to comments and include responses in the administrative file.
- Prepare final cleanup plan and include in administrative file.
- Issue progress reports to community.
- Continue to put everything in the administrative file.



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