Social and Community Effects Discipline Report Checklist

Project Name: ______________________________  Job Number: _______________________
Contact Name: _________________________________________________________________
Date Received: _____________   Date Reviewed: _____________   Reviewer: _____________

(SAT = Satisfactory; INC = Incomplete; MIS = Missing; N/A = Not Applicable)

Answers are required for questions which have no N/A box.

The following checklist is provided as guidance for discipline report writers and reviewers. The Social analysis is often combined with the Economic and Relocation report and may include an Environmental Justice section. An individual checklist is provided for each subject.

The Social Discipline Report can be highly detailed or extremely concise depending on the size of the project, the severity of the impacts, and the level of controversy. Project teams should take care to “right-size” the discipline report so it adequately addresses the impacts without over analyzing the subject.

1. Introduction:

SAT   INC  MIS  N/A

A. Described the project, purpose and need and alternatives.
B. Describe the study area and include a demographic map. Explain the rationale for selecting the study limits.
C. Study approach. (See the Decision Matrices Fig 458-1 through 3, Chapter 458 of the EPM)

1. Is an EJ analysis required for the study? (If so, see EJ Discipline Report Checklist for requirements).
2. Is an Economic analysis required for the study? (If so, see Economic Discipline Report Checklist for requirements).
3. Is a Relocation report required for the study? (If so, see Relocation Report Checklist for requirements).
4. Briefly describe the methodology used in the Social analysis.

2. Regulations, Studies and Coordination

SAT   INC  MIS  N/A  Briefly mention the following

A. State that the analysis complies with the following regulations:

1. NEPA & SEPA requirements for evaluation to impact to the human environment
2. Title VI of the Civil Rights Act of 1964
4. Americans with Disabilities Act and the Age Discrimination Act
5. Presidential Executive Order 13166 - Limited English Proficiency

B. List the other discipline studies conducted for your project that support this analysis (such as noise, transportation, land use, air quality, visual, etc.)

C. Describe coordination with local jurisdictions and social service providers.
   1. Describe how the project complies with adopted local comprehensive plans.
   2. Describe interviews with local officials and community leaders.

D. Describe how public input was used to focus the Social analysis on issues of concern to communities within the study area.
   1. Describe any public meetings and outreach efforts.
   2. Describe any targeted outreach to minority, low-income or LEP populations.
   3. Describe how the public will be involved in the decision-making process.

3. Existing Conditions

A. Describe existing community cohesion
   1. Describe existing social facilities and services.
   2. Describe exiting pedestrian, transit, and bicycle facilities (drawings, maps or air photos are preferred)
   3. Describe exiting physical environment, demographics, and economy.

4. Measures to Avoid or Minimize Project Effects

A. Describe strategies for avoiding and minimizing constructions effects (timing, noise, dust and glare control, and information about travel options).

B. Describe measures taken to avoid or minimize permanent effects.

5. Temporary Impacts

A. Discuss temporary safety, noise, dust and access issues due to construction.
B. Discuss temporary impacts to bicycle, transit, and pedestrian facilities due to construction.

C. Discuss temporary economic impacts to local businesses.

6. Project Effects and Benefits

Discuss the permanent effects of each alternative including no-build on the human environment. Include enough detail so the reader can clearly understand the effects and support your conclusions. Issues with a higher level of controversy should be discussed in more detail. When appropriate describe the following effects.

A. Discuss permanent changes to neighborhoods, social resources, and community cohesion, noise, air quality and visual effects.

B. Discuss the effect of relocations and any potential for dividing the community.

C. Describe any project benefits received by the affected neighborhoods or businesses (safety improvements, improved air quality due to less congestion, pedestrian and bike facilities, improved access). All of these have a positive effect on community cohesion.

D. If an EJ analysis was needed describe the overall effects and reference the report.

E. If residential or business Relocations were needed, describe the overall effects and reference the report.

F. If an Economic analysis was needed, describe overall effects and reference the report.

G. Describe community response to the project impacts and how their input affected project design. Document public outreach efforts.

7. Mitigation

A. Describe any mitigation measures and commitments made to reduce or minimize social and economic impacts (e.g., access control, commitments to minority/low-income populations.) Reference the Economic analysis and EJ report as needed.

B. Mitigation measures considered or available but not included, with reasons why.

C. Describe specific relocation assistance or special services beyond those provided by the Uniform Relocation Assistance Act and reference the Relocation Report.

D. Describe public perception of proposed mitigation measures and document public outreach conducted. Reference EJ analysis as appropriate.
E. If EJ analysis found project impacts to be “disproportionately high and adverse effect” discuss at length in the document.

8. Summary

Briefly describe the project, including the project study area, key points from this report, and proposed solution, for inclusion in the summary should include the following information. The summary should be written in Plain Talk, for inclusion in larger environmental document (e.g. EA, EIS, DCE).

SAT INC MIS N/A

A. Brief project description.
B. Study area and approach
C. Baseline conditions
D. Measures to avoid and minimize effects.
E. Alignment with any local comprehensive and/or neighborhood plans.
F. Project effects and benefits, including a comparison of the effect of all alternatives including no-build.
G. Determination of disproportionately high and adverse effects. (If you do not have an EJ population, or you do not have a “disproportionately high and adverse effect” state that in the document).
H. Unavoidable adverse effects
I. Discussion of proposed mitigation.
J. Public comment and affect on project design.

General Comments: _____________________________________________________________
______________________________________________________________________________
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