2023 Achievement in Community Engagement Award

Applications accepted through June 5, 2023

Each year, Oregon's Citizen Involvement Advisory Committee reviews applications for the Achievement in Community Engagement or ACE Awards. Local governments, special districts, and community organizations are all welcome to apply.

In establishing Oregon's land use planning program, the Oregon legislature recognized that effective community engagement is key to the successful implementation of community planning. It is no accident that the statewide planning goal with top billing, Goal 1, requires local agencies to meaningfully engage community members in the land use planning process. Under Goal 1, governmental agencies are required to:

- **Provide for widespread community engagement in all phases of the planning process,**
- **Provide for two-way communication between members of the public and decision-makers as plans are prepared, assuring that responses to public inquiries and input are provided;**
- **Make technical information available and understandable.**

The ACE Award recognizes land use planning projects that support and expand our ideas of what it means to pursue "best practices" in community engagement. "Land use planning projects" are projects with outcomes that guide the future actions or development of a community. It presents a vision for the future, with long-range goals and objectives that affect use of the land, the built environment, and local government.

Note: In Survey Monkey, respondents are unable to save and return to this application. Unfortunately, applications that are not submitted upon completion will be lost. If you plan to apply, we recommend you review the pdf question guide {link} before completing the online survey.

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ACE Award Application

Eligibility: Project submissions must address excellence in engaging the community in community planning. Eligible projects must have completed at least one phase of public outreach prior to submission.

Deadline: Applications are due to DLCD by 12pm, Monday, June 5, 2023. If you have questions, please contact Sadie Carney, 503-383-6648, sadie.carney@dlcd.oregon.gov; or Ingrid Caudel, 971-701-1133, ingrid.caudel@dlcd.oregon.gov.

Award Notification: On the CIAC's behalf, DLCD will announce the results in the

summer of 2023.

* 1. Name of Project:

[   ]

* 2. Jurisdiction or Local Government:

[   ]

* 3. Applicant name:

[   ]

* 4. Contact email:

[   ]

5. Contact phone number:

[   ]

* 6. Name of organization or agency:

[   ]

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Project Team and Partners

7. Who led the community engagement effort for this project?

◯ City government

◯ County government

◯ Special District

◯ Community based organization

◯ Consultant

◯ Other (please specify)

[   ]

8. Project start date:

Generalizations acceptable: e.g. "Spring 2021" or "2019"

[   ]

9. Target project completion date:

[   ]

10. What organizations participated in the project team and/or as project partners?

If community-based or community-serving organizations were involved in community engagement efforts, please identify the community or communities they represent in your response.

[   ]

11. Were any of Oregon's nine federally recognized or other tribes invited to engage in this work?

- ○ No
- ○ Unsure
- ○ Yes, the following tribes were engaged:

  [   ]

12. Was a compensation model used for participation? If so, briefly describe.

- ○ No
- ○ Yes, we used a compensation model that:

  [   ]

13. Was this project supported through grant funding?

- ○ No
- ○ Unsure
- ○ Yes, this project received grant funding from:

  [   ]

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Project Description

The CIAC considers projects of all sizes in ACE Award applications. Their evaluation process takes into consideration jurisdiction size and the creative use of local resources when reviewing applications.

Answers to questions must stand on their own, for purposes of evaluation. However, applicants may feel free to add links to project documents, web pages, online

surveys, or other materials at any point. Linked support materials add important context and help us create a robust body of tools for local governments throughout Oregon.

14. Please describe the area affected by this project.

15. Where is your project in the planning cycle?

| | | Implementation and | |
| Plan Development | Plan Adoption | Review | |

16. What is the desired outcome of this planning process?
What will this land use planning effort accomplish?

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Community Engagement

Community engagement is foundational to successful publicly funded plans and projects. By gathering and using information from multiple points of view, agencies can ensure that plans reflect their community's varied needs and concerns. Engaging community members in a meaningful way as decisions are made is key, rather than simply conducting participation activities because they are required. A great community engagement program gives participants assurance that they will be heard, and gives elected leaders confidence that decisions will be balanced and positioned for the public good.

17. What are the community engagement objectives for this plan or project?

18. How did decision-makers use or consider this information in the decision-making process? (if applicable)

19. What tools did you use for communication and community engagement?

Refer to *Putting the People in Planning* *for descriptions of the tools below.*

- [ ] Project website
- [ ] Email updates
- [ ] Newsletter or newsletter articles
- [ ] Translation Services
- [ ] Advisory Committee or Group
- [ ] Community Listening Session
- [ ] Focus Groups
- [ ] Stakeholder Interviews
- [ ] Traditional Open Houses
- [ ] Online Open Houses
- [ ] Social Media
- [ ] Neighborhood Association meetings
- [ ] Fact Sheets, Brochures or Flyers
- [ ] Fact Sheets, Brochures or Flyers (translated)
- [ ] Online survey
- [ ] Online survey (translated)
- [ ] FAQs
- [ ] Infographics
- [ ] Media Packet or Media Kit
- [ ] TV, Radio or Newspaper Interviews
- [ ] Editorial Board
- [ ] Newspaper ads
- [ ] Radio ads
- [ ] Radio ads in language other than english
- [ ] Television ads
- [ ] Online ads or promoted posts
- [ ] In person presentations
- [ ] Speakers' Bureau
- [ ] Other

20. If you answered "other" to the previous question, please describe what additional communication and community engagement tools were or are used.

Active Outreach and Engagement

This means that agencies have proactively sought out their intended audiences and worked hard to seek guidance and feedback.

"Engaging" means having two-way communication with community members as plans are prepared and decisions are made.

21. Did you consult a local or agency Diversity, Equity and Inclusion Plan or committee in developing a community engagement plan?

☐ No

☐ Yes, we consulted a DEI plan

☐ Yes, we consulted a DEI committee

☐ Other (please specify)

[   ]

22. What process did you use to identify priority populations/underserved communities affected by this work?

[   ]

23. What intentional efforts did you make to include priority populations/underserved communities?

[   ]

Monitoring, Evaluation and Documenting Your Community Engagement Program

24. What assessments/evaluations have you conducted of the community engagement work to date?

☐ Tracking public meeting attendance

☐ Tracking website traffic

☐ Tracking social media impressions

☐ Tracking newsletter or email engagement

☐ Project team debrief after events

☐ Updating or changing plans based on evaluation

☐ Evaluation form for participants in engagement activities

☐ Multiple opportunities for communities, individuals, or organization to express concerns about engagement

☐ Open log of public comments available to the public

☐ Synthesis of public comments and feedback

☐ Other (please specify)

25. If the project is ongoing, describe assessments or evaluations planned as the project moves forward.

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Lessons Learned

26. What did you learn through the assessment and evaluation of the community engagement process?

27. Do any lessons learned have the potential to inform other, future phases, or new community engagement efforts? If so, please explain.

28. How does the community engagement for this project align with overall community engagement efforts for this organization?