

Applying the 10 Best Practices: A Guide to Developing and Implementing Meaningful Community Engagement Plans for Feasibility Study Grants



October 2026

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1. Overall Guidance for Applicants

This guide supports applicants to the Oregon Water Resources Department's (OWRD) [Feasibility Study Grants Program](#) (FSG) in developing Community Engagement Plans (CEP). CEPs are regulated through [Oregon Administrative Rules \(OAR\) 690-601](#) which originates from [Oregon Revised Statute \(ORS\) 541.551](#).

“Community Engagement Plan” means a plan to meaningfully engage and provide suitable access to decision-making processes for disproportionately impacted communities, underrepresented communities, Tribal communities and all persons regardless of race, color, national origin or income in planning for water projects using identified best practices (OAR 690-601-0200 (6)).

Applicants to FSG may request community engagement funding to **inform project identification**; and/or **implement a project planning study** as part of their water conservation, reuse, or storage project.

Community engagement activities, funded through FSG, are intended to inform feasibility decisions rather than occur independently of technical study work. This guide is aligned with the Department-recognized [10 Best Practices in Community Engagement around Water Projects](#) and provides practical tools, examples, and strategies to promote meaningful engagement, particularly with disproportionately impacted communities. The guide serves as a planning and implementation resource for eligible applicants seeking to design engagement approaches that are fundable, effective, and consistent with best practices for meaningful engagement in water project planning.

KEY TERMS DEFINED

Meaningful Involvement - means the availability of opportunities to participate in and impact the outcomes of water projects that will likely affect their communities' environment, economy, or health (OAR 690-601-0200 (2)).

Water Project - means projects eligible for funding by grants or loans through ORS 541.561 - 541.581 or ORS 541.651 - 541.696 (OAR 690-601-0200 (7)).

Disproportionately Impacted Communities - may include rural communities; communities of color, tribal communities; coastal communities; areas with above average concentrations of historically disadvantaged households or residents with limited access to educational opportunities or attainment; areas with high unemployment, high linguistic isolation, low levels of homeownership or high rent burden or sensitive populations; or other communities that face barriers to meaningful participation in public processes (OAR 690-601-0200 (1)).

2. Community Engagement Plan Framework

A CEP needs to have a start, middle, and end to guide the feasibility study project through the process of engagement with communities. Each community engagement plan should be unique and fit the needs of the communities and the environments they are serving.

The following outline serves as the minimum required aspects that applicants seeking funds must incorporate in their engagement plans. Additional elements may be included, but each component in this outline must be considered in a Feasibility Study Grant Application.

1. **PROJECT OVERVIEW SECTION**

- Introduction
- Project Geographic Areas and Demographics
- Project Goals and Outcomes
- Project Timeline
- Project Resources
- Previous Planning
- Concurrent Efforts and Coordination
- Decision-Making

2. **EXPLANATION OF COMMUNITY ENGAGEMENT PROCESS SECTION**

- Community and Issues Assessment
- Project Team and Steering Committee(s)
- Public Engagement Overview and Tools
- Communications Strategy

3. **ACCOUNTABILITY AND EVALUATION METRICS SECTION**

- Feedback Loop
- Evaluation and Monitoring of Plans – based on the size and scale of the project

The format and the style of the CEP should meet the needs of the communities and be mindful of community needs, preferences, and norms. This includes accessibility (e.g., APA, language) and access (e.g., internet access).

3. Integration of Community Engagement Best Practices into Applications

The community engagement described in this document should directly support the development, implementation, or both, of feasibility study outcomes. This can include project alternatives, community-supported project goals, environmental considerations, and long-term project viability.

In accordance with [OAR 690-601-0400 and OAR 690-601-0500](#), CEP funded through the FSG program must utilize the [10 Best Practices in Community Engagement around Water Projects](#) or propose an alternative strategy that meets the Plans desired outcomes or advances disproportionately impacted community involvement in water projects. Alternate best practices must be approved by OWRD.

Applicants are encouraged to use this guide while completing the following FSG application components:

FSG Application Section/Question	Relevant Engagement Best Practices <i>(additional Best Practices may be relevant based on specific study design)</i>	What Applicants Should Demonstrate
• Water Need, Issue, or Concern • Impacted Communities	1, 2	Community-defined problems and impacts
• Community Engagement • Community Interests and Concerns	3, 4, 6	Community input informs alternatives
• Potential Impacts and Benefits • Evaluation Metrics	4, 5, 8	Benefits to disproportionately impacted communities
• Water Planning and Preparation • Expertise and Qualifications	6, 7	Existing relationships and partners
• Engagement Goals, Potential Impacts and Benefits • Evaluation Metrics	9, 10	How engagement informs feasibility outcomes

4. Community Engagement Best Practice Tools and Techniques

Tools and techniques to use:



Before beginning a water project



During the development of a water project



During implementation of a water project



After completing a water project

The tools and techniques listed in this section provide practical approaches for implementing the [10 Best Practices in Community Engagement around Water Projects](#). They are intended to help applicants prepare for meaningful engagement by identifying communities, clarifying project goals, strengthening decision making structures, and building equitable, accessible processes.

Applicants may use these tools during early project development, feasibility study planning, or engagement design to ensure their work is informed, inclusive, and responsive to disproportionately impacted communities.

Best Practices:

1. Identify disproportionately impacted communities with interest in engaging in water project planning.
2. Define the water project purpose and goals, including what will be done to involve disproportionately impacted communities.
3. Develop new, or assess current, decision-making frameworks to identify opportunities to enhance access to the decision-making process for disproportionately impacted communities.
4. Invite Tribal communities in Oregon to participate in the water project, acknowledging their preferences and capacity for collaboration.
5. Co-create water project capacity opportunities that are inclusive, including to disproportionately impacted communities.
6. Build collaborative relationships with disproportionately impacted communities and ensure all parties' voices are heard in the water project.
7. Coordinate with the community and across water project participants to leverage resources, staff, and data.
8. Ensure water project communications and information are shared in a timely, transparent manner, and in languages and formats commonly used or preferred by disproportionately impacted communities.
9. Evaluate community engagement effectiveness before, during, and after the water project, based on communities' and projects' purposes and goals as well as capacities, and adapt future projects as appropriate.
10. Strive to monitor and document the positive and negative impacts of the water project on disproportionately impacted communities and their environments.

Best Practice #1:

Identify disproportionately impacted communities with interest in engaging in water project planning.

Although it may be difficult to identify all interested parties, applicants should thoughtfully consider those who may benefit from or may be harmed by the project, and those who have important perspectives to share based on their connection with the project location, project partners, and community. The identification of disproportionately impacted communities and local demographics using established systems is a critical first step to meaningful community engagement.



To implement Best Practice #1, the following tools and techniques may be used before beginning a water project:

Conduct a demographic analysis to assess who lives in the community or project area. Applicants should thoughtfully try to understand who is living in the project area. Information should be included in the feasibility study's problem statement and explain how identified communities influenced study priorities, alternatives development, or outreach design.

Conduct a social equity lens assessment and share the results with the community. Not all communities have the same regional history, and experience policies or projects in the same way. This is especially true for those communities who face historic inequities such as Tribes.

Create a community asset inventory and/or mapping (i.e., what resources exist in the community). Resources should not only be considered physical, but many communities also have extensive knowledge and networks to share information. When considering these as part of a project, applicants are encouraged to ensure that communities are compensated, including financial, for their time and resources.

RESOURCES:

- [*River Network: Equity Assessment Tool*](#)
- [*Oregon Economic Analysis Demographic Forecast*](#)
- [*Housing Assistance Council – The Rural Data Portal Oregon*](#)
- [*Depaul Mapping Community Assets Workbook*](#)

KEY TERMS DEFINED

Demographic Analysis - the study of a population-based on factors. Demographic data refers to socioeconomic information expressed statistically, including employment, education, income, marriage rates, birth, and death rates.

Social Equity Lens Assessment - systematic examinations of available data and expert input on how various groups, especially those facing inequity or disparities are, or likely, will be affected by a policy, program, or process.

Community Asset Inventory - the process of documenting community features: both physical (e.g., buildings and parks) and social assets (e.g., residents, businesses, and organizations).

Best Practice #2:

Define the water project purpose and goals, including what will be done to involve disproportionately impacted communities.

Communities may be impacted both positively and negatively by work and projects. Negative project impacts from the project purposes and goals should be mitigated as much as possible prior to starting the water project.

Ensure that the project team understands applicable local, state, federal, and Tribal requirements, including Tribal trust and treaty responsibilities and existing intergovernmental agreements. Consider how these requirements may affect the project scope, decision-making process, and opportunities for engagement.



To implement Best Practice #2, the following tools and techniques may be used before beginning a water project:

Explore projects scopes and needs to ensure the applicants have clarified, entered, and verified as much information as possible prior to addressing gaps, barriers, or opportunities with partners. There are many methods to do this, but it is important to ensure that information is archived for transparency and clarity with communities.

Conduct a Disparate Impact Analysis and share results with the community. This includes thinking thoughtfully through all the possible unintended negative outcomes a project may have on communities and achieving these.

Set up an Equitable Engagement Compensation Policy to ensure community voices are included in water planning and decision-making processes (e.g., paying community and Tribal members for their knowledge and expertise and time to attend meetings, childcare, etc.). More information can be found in [690-601-0300](tel:690-601-0300).

RESOURCES:

- [ODOT: Equitable Community Engagement Guide 2020-2023](#)
- [Oregon Department of Transportation - The Equitable Engagement Compensation Program](#)

KEY TERMS DEFINED

Disparate Impact Analysis - a legal theory of discrimination liability that holds employers, housing authorities, and other entities accountable for practices that have discriminatory effects on groups protected under anti-discrimination laws, even when there is no intent to discriminate.

Equitable Engagement Compensation Policy - One of the most significant barriers to community participation and feedback is unpaid time for participation in an activity. The Equitable Engagement Compensation Program pays participants for their time spent in engagement activities.

Best Practice #3:

Develop new, or assess current, decision-making frameworks to identify opportunities to enhance access to the decision-making process for disproportionately impacted communities.

Engagement should be designed to inform water project processes and outcomes and incorporate communities' perspectives and needs. Frameworks should be scaled to the water project goals.



To implement Best Practice #3, the following tools and techniques may be used during the development of a water project:

Determine the level of engagement. There are various methods for identifying environmental justice communities. To support OWRD's commitment to protecting public health, equitable access to water resources, and Oregon's environment, the Department encourages projects to determine the best approach based on project-specific needs and each community's concerns. One commonly used tool by the agency is the EPA's EJSCREEN tool (or other similar tools) to integrate environmental justice considerations into water project planning. EJSCREEN's consistent environmental and demographic indicators help identify communities where water related actions may have disproportionate impacts. Using tools such as these can help enhance transparency, provide communities with accessible information, and create a common foundation for dialogue with partners, Tribes, and the public, ensuring that environmental justice is built into water management decisions from the start.

Create a shared vision statement that values and honors different ways of seeing and experiencing the world around us. Ensure that the work recognizes that diverse cultural perspectives and relationships to water strengthen our understanding of community needs and guide more inclusive decision making.

RESOURCES:

- [Access EJ Screen](#)
- [Facilitating Power: The Spectrum of Community Engagement to Ownership](#)
- [US Department of Energy: Creating a Community and Stakeholder Engagement Plan, Aug 2022](#)
- [River Network, Tools for Equitable Climate Resilience: Fostering Community Leadership](#)

Best Practice #4:

Invite Tribal communities in Oregon to participate in the water project, honoring their preferences and capacity to engage.

Tribal communities may wish to participate in water projects as sovereign governments, interested parties, or both. Note that community engagement does not replace the State's independent obligation to invite coordination and formal government-to-government consultation with Oregon's nine federally recognized Tribes on projects that may be of interest or concern to the Tribes. Community engagement activities cannot create or modify legal decision-making authorities, treaties, or Tribal rights.



To implement Best Practice #4, the following tools and techniques may be used during the development of a water project:

Recognize Tribes as both sovereigns and interested parties; engage Tribal communities, in a manner consistent with their preferred level and method of participation. Applicant engagement with Tribal governments would typically occur informally through coordination at a staff level rather than formally at a leadership level. Engagement with the Tribal public focuses on respectful information-sharing to support community access to information and does not replace or alter legal authorities, decision-making processes, or responsibilities. Tribal public outreach is best coordinated through Tribal communications staff and social media channels, while Tribal government engagement should occur through direct communication with leadership in relevant departments.

Engage potentially affected Tribes early to understand their interests, preferred methods of coordination, and capacity to participate. Do not assume that a Tribe has the staff capacity or resources to participate extensively in a project planning process.

Respect Tribal decisions on information sharing. Tribes may choose not to share culturally sensitive, proprietary, or other information. Applicants should work with Tribes to understand their protocols for requesting, receiving, using, and protecting information.

Work with Tribes to understand their distinct cultural connections and relationships with water. Ensure that the project engages with Tribes on a wide range of topics related to the project such as environmental, economic, and overall health and well-being. This could include conversations regarding both their needs to establish and protect in-stream flows as well as meeting water demands for consumptive uses for the Tribal community.

RESOURCES:

- Reach out to [Grant Staff](#) for an updated list of Tribal contacts for water resources, public works, and communications departments/programs to ensure outreach is meaningful and targeted to those involved in the work.

Best Practice #5:

Co-create water project capacity opportunities that are inclusive, including disproportionately impacted communities.

When possible, invest in community-based organizations to build their own capacity to engage and maintain authentic relationships among communities and the water projects. Community investment can take many forms including compensating community members for their participation.



To implement Best Practice #5, the following tools and techniques may be used during the development of a water project:

Proactively identify barriers to meaningful participation and steps that can be taken to remove them. Consider why some groups are not participating? Are there historical, cultural, or knowledge actions/gaps preventing participation?

Take measures to ensure meaningful engagement, such as meeting at community-preferred locations, providing services for families with children, recording meetings for later viewing, and offering meetings outside regular business hours.

Consider what are communities already doing around their water interests and are there synergies or areas where combining efforts would make sense?

- Check in with local churches, schools, trusted community-based organizations, and other local organizations to help make introductions to community members to invite and initiate relationship building.
- Identify trusted community leaders living in the community and ask if they can assist in introducing you to people within the community.
- Attend events and other gatherings in the community such as Farmer's or Saturday Markets, fairs, and other neighborhood gatherings.
- Explore online information postings websites as a starting place for information, including but not limited to: Nextdoor, Facebook Groups, or Eventbrite.

Best Practice #6:

Build collaborative relationships with disproportionately impacted communities and ensure all parties' voices are heard in the water project.

When possible, water project actions should be focused on the best interest of the community and center on community needs, priorities, and voices. This may include structuring project budgets and timelines to account for resources associated with conducting engagement.



To implement Best Practice #6, the following tools and techniques may be used during implementation of a water project:

Work alongside communities to enhance relationship building. As part of a state-wide Climate Change Vulnerability Assessment Oregon natural resource agencies conducted outreach throughout the state from 2021-2023, culminating with an assessment tool which outlines how specific communities in Oregon may be impacted by climate and water shortages (tool linked in Resources below).

Create open, honest, and transparent spaces for communications among governments, community, and partners to be responsive to the inter-connectedness of community concerns related to water. OWRD water projects rely on strong, trust-based relationships with the communities they serve, making effective engagement essential to project success. The EPA's 2024 booklet on capacity building through meaningful community engagement (see reference below) offers guidance that supports this work. It provides adaptable examples and planning steps that help agencies design engagement approaches suited to different project goals, levels of community interest, and available resources. These examples range from using art and literature to spark dialogue, to expanding environmental health training, to partnering with schools to deepen community involvement.

RESOURCES:

- [Oregon Climate Change Vulnerability Assessment](#)
- [2024 EPA Booklet on State and Local Governments Capacity through Community Engagement](#)
- [Energy Trust of Oregon Investing in Relationships, Strategies for State Agencies to Equitably Partner with Communities \(2023\)](#)
- [US Department of Energy: Creating a Community and Stakeholder Engagement Plan \(2022\)](#)

Best Practice #7:

Coordinate with the community and across water project participants to leverage resources, staff, and data.

Water projects should clearly identify ways to optimize community engagement considering effective use of community members' time and resources.

It is important to consider community data ownership and any concerns about sharing information. Projects must ensure they are respectful of partners and communities' preferences around data usage and understand that some sensitive data sets may not be shared such as demographic, economic, as well as cultural heritage and natural resource locations.



To implement Best Practice #7, the following tools and techniques may be used during implementation of a water project:

Learn from communities how they define issues and needs and the methods and approaches they prefer to meet those needs and resolve issues within the project.

Consider if there are others doing the data collection already and if there are resources that can be shared? Offer multiple ways for community members to provide feedback:

- Use art-based activities to foster connection, spark conversation, and offer insights into how community members perceive and understand water in their community.
- Incorporate purposefully designed games that are engaging while encouraging critical thinking and dialogue.
- Send prepaid postcards with open-ended questions to gather feedback from community members who may prefer written responses.
- Release online surveys and polls periodically, focusing on different aspects of the water project to capture a broad range of perspectives.

Encourage generation of community-driven solutions, which can often result in quicker identification of issues and encourage accountability within the project.

RESOURCE:

- [*Northwest Regional Educational Laboratory, Portland Oregon: Mapping Community Assets Workbook*](#)

KEY TERMS DEFINED

Community Asset Inventory - An asset inventory is the process of collecting and documenting the positive attributes and features of your neighborhood: both physical things such as buildings and parks, and social assets like residents, businesses, and organizations.

Best Practice #8:

Ensure water project communications and information are shared in a timely, transparent manner, and in languages and formats commonly used or preferred by disproportionately impacted communities.

Transparency and accountability of water projects should be incorporated into all aspects of the water project.



To implement Best Practice #8, the following tools and techniques may be used during implementation of a water project:

Provide all communications in languages commonly used within communities, and have translations conducted by native speakers to ensure appropriate tone, word use, and cultural context.

- Engage local community leaders to review translated language to confirm that messages are interpreted as intended. Some English words may not translate directly or may lack an equivalent in another language.
- Collaborate with communities to identify both the written and spoken languages used within the community to ensure communication materials are accessible and appropriate.

Keep a communication log, which records the time, frequency, method of delivery, purpose, outcome to ensure accountability.

Take measures to ensure open and accessible communications (e.g., dedicated communication staff, website access, internet access and equipment, etc.). Consider whether there may be generational or cultural differences in how information is best received and used by communities as a whole and those within communities.

- Word of mouth is a great way to build authentic relationships. People talk and share with their friends and neighbors, and news can travel fast this way.
- Urban city apartments often have community boards where you can post and share information about events and opportunities in their neighborhoods.
- Tabling at community events and places community members go to receive assistance like county fairs, health fairs, community workshops and programs, and local community colleges and universities.

RESOURCES:

- [*Oregon Health Authority: Community Engagement Strategies Checklist*](#)
- [*The Americans with Disabilities Act \(ADA\) requires that all city activities be made accessible to persons with disabilities.*](#)

Best Practice #9:

Evaluate community engagement effectiveness before, during, and after the water project, based on communities' and projects' purposes and goals as well as capacities, and adapt future projects as appropriate.

This ensures community feedback is integrated timely and projects are adaptively managed. Water project evaluation will take different forms depending on the project scope of work and the level of community impacts.



To implement Best Practice #9, the following tools and techniques may be used after completing a water project:

Work with communities to evaluate success of engagement and the project goals (e.g., surveys, interviews, one-on-one meetings).

- Water project success can take many forms, and it is important to consider that project overall success for them from a design and science standpoint, may or may not align with how communities consider project success.
- Creating a thoughtful evaluation plan and measurable outcomes are important for the project team to create. Resources on how to create a meaningful evaluation plan:

RESOURCES:

- [*Are We There Yet? A Communications Evaluation Guide*](#)
- [*Introduction to Survey Design & Delivery*](#)
- [*Meeting Engagement Tools*](#)
- [*Active Listening Handout*](#)

Best Practice #10:

Strive to monitor and document the positive and negative impacts of the water project on disproportionately impacted communities and their environments.

Reconnecting with communities after projects are completed ensures lasting relationships and leads to improvement of future water projects. Monitoring should occur on scales that are appropriate for the goals and impacts of the water project.



To implement Best Practice #10, the following tools and techniques may be used [after completing](#) a water project:

Develop and implement a process to maintain reciprocal and authentic relationships with project communities. This process could include regular check-ins that invite two-way dialogue, allowing community members to share feedback long after construction or implementation ends. Maintaining reciprocity also means clearly communicating how community input is being used and acknowledging local expertise. Over time, these practices build trust and demonstrate a genuine commitment to collaborative water stewardship.

Develop and implement timeline for continued communications to ensure ongoing project impacts shared. A structured communications timeline helps ensure that updates about project outcomes, environmental monitoring, and any emerging concerns are shared consistently. This timeline can include seasonal reports, community meetings, or digital updates tailored to community preferences. Clear and predictable communication supports transparency and reinforces long-term engagement.

RESOURCES:

- [Fostering Partnerships for Community Engagement](#)

5. Applicant Checklist: Community Engagement Plan Readiness Tool

Purpose:

This checklist is intended to help Feasibility Study Grant applicants confirm they have addressed required elements if requesting community engagement funding. Applicants are encouraged to use this checklist during application development.

Project Need and Community Context

- ☐ The project problem statement describes community-identified needs or concerns or how the applicant will identify them.
- ☐ Disproportionately impacted communities have been identified using demographic or equity analysis tools, or the applicant describes the process they will use to identify them.
- ☐ Potential project impacts (positive and/or negative) project impacts have been considered or will be evaluated and documented.
- ☐ The application explains how engagement will help define or refine project alternatives.

Project Scope Alignment

- ☐ Engagement activities are appropriate to a feasibility study (planning, information-gathering, analysis).
- ☐ Engagement activities will inform technical or feasibility decisions rather than functioning as outreach only.
- ☐ Engagement tasks are included in the feasibility study work plan and schedule.

Identification and Inclusion of Communities *(see Best Practices 1 & 2)*

- ☐ Demographic analysis or equivalent assessment has been or will be conducted.
- ☐ Disproportionately impacted communities are or will be clearly identified.
- ☐ Community assets, organizations, or trusted partners have or will be identified.
- ☐ Barriers to participation (language, time, transportation, cost, access) have or will be considered.
- ☐ Engagement goals explain how identified (or to-be identified) communities will influence feasibility study outcomes.

Decision-Making and Engagement Structure *(Best Practices 3 & 6)*

- ☐ The level of engagement (inform, consult, involve, collaborate, co-create) is defined OR the applicant describes how this will be scoped.
- ☐ The proposal explains when engagement is planned relative to technical study tasks.
- ☐ Decision-making roles and responsibilities are clear.
- ☐ Resources have been or will be identified that support partnership development and engagement.

Tribal Engagement *(see Best Practice 4)*

- ☐ Federally recognized Tribes with interests in the project have been identified or the applicant describes how Tribes will be identified.
- ☐ Tribal engagement is distinct from public engagement or the application describes how Tribal engagement will be structured.
- ☐ Tribal participation is or will be invited in a manner consistent with sovereignty and capacity.
- ☐ Engagement activities do not substitute for formal consultation requirements.

- ☐ The budget accounts for necessary Tribal engagement, participant compensation, and staff capacity needs.

Capacity Building and Access *(see Best Practice 5)*

- ☐ Barriers to participation have been or will be identified and addressed.
- ☐ Compensation or support for participation has been considered or will be considered where appropriate and included in the budget for disproportionately impacted communities.
- ☐ Engagement activities are scheduled at accessible times and locations, or applicant describes how accessibility will be ensured.
- ☐ Community-based organizations or local partners are involved or the applicant explains how they will be involved where appropriate.

Coordination and Resource Efficiency *(see Best Practice 7)*

- ☐ Existing planning efforts or data sources have been identified, or the application explains how these will be reviewed.
- ☐ Engagement activities avoid duplication of community efforts, or the applicant describes how duplication will be avoided.
- ☐ Opportunities to coordinate with other agencies or projects are identified or will be identified.
- ☐ Community feedback mechanisms include multiple participation options, or the applicant explains how they will design accessible mechanisms.

Communication and Transparency *(see Best Practice 8)*

- ☐ Proposed communication methods reflect community preferences or the applicant explains how preferences will be learned.
- ☐ Materials will be provided in appropriate languages and formats or the applicant explains their approach to language access.
- ☐ Communication timelines are proposed or the applicant describes how timelines will be developed.
- ☐ A communication log or documentation method is identified or proposed.
- ☐ Information will be shared consistently throughout the study.

Evaluation and Adaptive Management *(see Best Practices 9 & 10)*

- ☐ The proposed engagement plan includes or will include measurable evaluation criteria.
- ☐ Methods for collecting feedback are identified (surveys, interviews, meetings, etc.) or will be identified.
- ☐ The proposed engagement plan explains how engagement results will be documented.
- ☐ The project team will evaluate engagement effectiveness during and after the study.

Applicant Capacity and Partnerships

- ☐ The application describes team experience with community engagement.
- ☐ Community partners and their roles are identified, or applicant explains how partners will be identified.
- ☐ Letters of support or collaboration are included where appropriate.
- ☐ Staff responsibilities for engagement are clearly assigned.