

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

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|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A. Described the project, purpose and need and alternatives. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | B. Describe the study area and include a demographic map. Explain the rationale for selecting the study limits. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | C. Study approach. (See the Decision Matrices Fig 458-1 through 3 , Chapter 458 of the EPM) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Is an EJ analysis required for the study? (If so, see EJ Discipline Report Checklist for requirements). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Is an Economic analysis required for the study? (If so, see Economic Discipline Report Checklist for requirements). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Is a Relocation report required for the study? (If so, see Relocation Report Checklist for requirements). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Briefly describe the methodology used in the Social analysis. |
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2. Regulations, Studies and Coordination

SAT INC MIS N/A Briefly mention the following

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|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. State that the analysis complies with the following regulations: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | 1. NEPA & SEPA requirements for evaluation to impact to the human environment |

SAT INC MIS N/A

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|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Title VI of the Civil Rights Act of 1964 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Americans with Disabilities Act and the Age Discrimination Act |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Presidential Executive Order 13166 - Limited English Proficiency |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. List the other discipline studies conducted for your project that support this analysis (such as noise, transportation, land use, air quality, visual, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Describe coordination with local jurisdictions and social service providers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Describe how the project complies with adopted local comprehensive plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Describe interviews with local officials and community leaders. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Describe how public input was used to focus the Social analysis on issues of concern to communities within the study area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Describe any public meetings and outreach efforts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Describe any targeted outreach to minority, low-income or LEP populations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Describe how the public will be involved in the decision-making process. |
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3. Existing Conditions

SAT INC MIS N/A

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|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Describe existing community cohesion |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Describe existing social facilities and services. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Describe exiting pedestrian, transit, and bicycle facilities (drawings, maps or air photos are preferred) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Describe exiting physical environment, demographics, and economy. |
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4. Measures to Avoid or Minimize Project Effects

SAT INC MIS N/A

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|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Describe strategies for avoiding and minimizing constructions effects (timing, noise, dust and glare control, and information about travel options). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Describe measures taken to avoid or minimize permanent effects. |
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5. Temporary Impacts

SAT INC MIS N/A Discuss temporary impacts due to construction of the project.

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|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Discuss temporary safety, noise, dust and access issues due to construction. |
|--------------------------|--------------------------|--------------------------|--------------------------|---|

SAT INC MIS N/A

- B. Discuss temporary impacts to bicycle, transit, and pedestrian facilities due to construction.
 - C. Discuss temporary economic impacts to local businesses.
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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.

SAT INC MIS N/A

- 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.
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7. Mitigation

SAT INC MIS N/A

- 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.

SAT INC MIS N/A

- 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.
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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: _____
