

Cahuilla Community Outreach Plan:

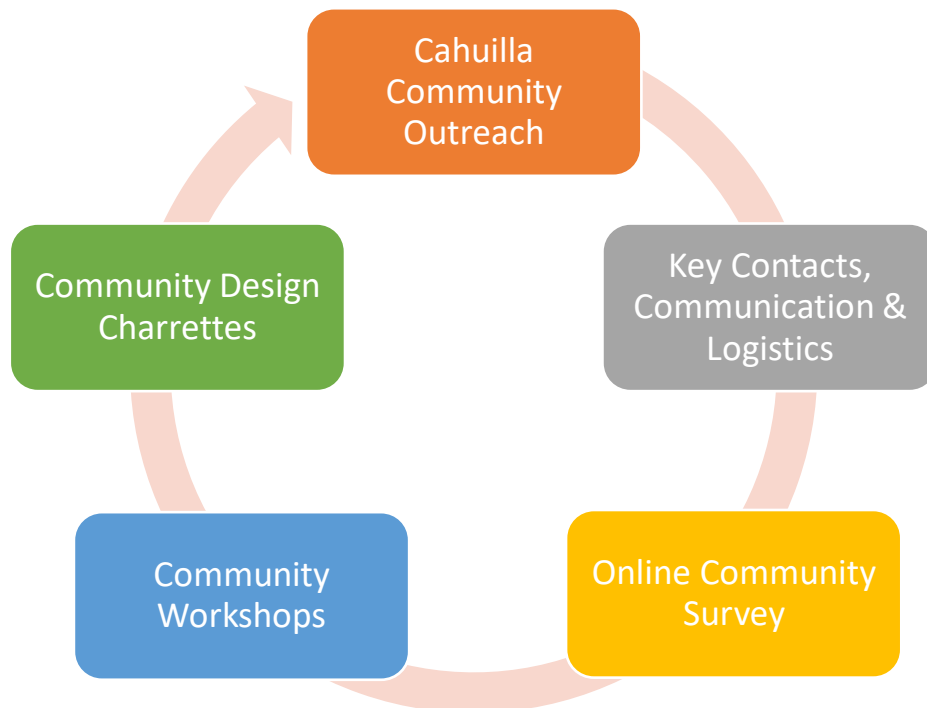
Project: Cahuilla Long-Range Transportation Plan

Outreach Plan Objective: To develop a robust Tribal community outreach plan to provide project updates and gain valuable community feedback from the Cahuilla community members and stakeholders for the Cahuilla Long-Range Transportation Plan.

Tribal Outreach Efforts:

- Informs the Tribal community about who we are, what project we are working on, what the process is, what events will be happening, what feedback we heard, what are the updates and what are the outcomes.
- Builds trust and relationship with the Tribal communities.
- Provide the opportunity for Tribal members to be part of the project and process by letting their voices to be heard.
- Increases communication, collaboration and shared resources with Tribal community members, stakeholders and key partnerships.

Audience: Cahuilla community members, employees (Tribal government and casino), stakeholders, local and regional partners.



Strategy #1: Establish Prime Contact, Contact Info, Communication & Logistics

Purpose: To obtain contact information to communicate outreach activities to the Cahuilla community members, stakeholders and partners.

Description: The MBI Outreach Team will coordinate with the Cahuilla prime contact to assist in reaching out to the Cahuilla community members to inform them of scheduled community meetings, charrettes, surveys, and workshops within the community. This will include informing the Cahuilla community members by email, phone, flyers, social media and website. The MBI Team will also work closely with the Cahuilla prime contact on the logistics of setting up for each community meeting, survey, charrette and workshop.

Audience: Cahuilla community members, employees (Tribal government and casino), stakeholders, local and regional partners.

Contact Info:

1. Establish a Cahuilla prime contact – Steven Leash and Garrette Pewe
2. Develop a Contact Sheet with community members and key stakeholders contact information.

Communication + Logistics:

3. Determine communication strategy via email, phone, text, smart phone, flyer, social media, website, newspaper, radio, newsletter, etc. for each event.
 - a. Email – Email prime contact to forward to Cahuilla members email distribution list. Cc: Kim Kanuho
4. Determine strategy to encourage attendance/participation for each event.
5. Determine strategy to make easily assessable for each event
6. Determine meeting location(s) and logistics for each event
7. Determine tentative meeting dates per the project schedule

Deliverables:

8. Contact Sheet

Questions: Who needs to be on the contact list? Who do we need to invite? Who are the key stakeholders? Are there any concerns? Do we need translators? COVID Precautions? Tribal Website?

Action Items:

1. Draft Contact Sheet – KK
2. Steven Leash and Garrett Pewe will inform and forward emails to Cahuilla Community Members, Cahuilla Economic Development Corporation, Tribal Government and Casino Employees.

Strategy #2: Develop Community Survey Online via Survey Monkey

Purpose: To identify community needs, cultural values and gain valuable input and feedback from the Cahuilla community members, stakeholders and partners.

Description: The MBI Outreach Team will develop a Community Survey to identify community needs, cultural values and gain valuable input and feedback for the Cahuilla Long-Range Transportation Plan project and project site. The Community Survey will be distributed to the Cahuilla community members via online, email, phone and hardcopy.

Audience: Cahuilla community members, employees (Tribal government and casino), and stakeholders.

Community Survey:

1. Sign-up for online membership with Survey Monkey
2. Draft 5-10 Question Survey in Word format for review/edit/approval
3. Finalize 5-10 Question Survey in Word format
4. Upload Final Survey online in Survey Monkey
5. Review, edit and test survey online in Survey Monkey
6. Create a Survey Monkey Link
7. Publish Final Survey online in Survey Monkey – **2-3 weeks after Workshop #1**
8. Send Survey Monkey Link to Cahuilla Prime Contact to advertise via email, smart phone, social media and website
9. Send final survey numbers to the Cahuilla prime contact
10. Download survey data from Survey Monkey in word, excel and pdf format
11. Close out online membership

Communication + Logistics:

12. Determine communication strategy via email, phone, text, smartphone, flyer, social media, website, newspaper, radio, newsletter, etc. for each event.
 - a. Email – Email prime contact to forward to Cahuilla members email distribution list. Cc: Kim Kanuho
13. Determine strategy to encourage survey participation.
14. Determine strategy to make survey easily assessable.
15. No meeting location(s) and logistics set up needed.
16. Determine timeframe for the community survey per the Project Schedule.
November 25, 2021 – December 2, 2021 (2-week timeframe)

Deliverables:

17. Final Community Survey
18. Final Survey Analysis and Results Technical Memorandum.

Questions: What feedback do we need exactly? What do we need to know from the community? What questions do we need to ask? Cultural? Demographics? Circulation Patterns? Are there any concerns? Do we need translators? COVID Precautions?

Action Items:

1. Draft Survey Questions in Word – KK
- 2.

Strategy #3: Conduct Community Workshops

Purpose: To keep the community updated, informed and engaged in the transportation planning process and project and to gain valuable feedback from the Cahuilla community members, stakeholders and partners.

Description: The MBI Outreach Team will organize and conduct (3) community workshops with the Cahuilla community members and key stakeholders to introduce the project team, provide project overviews, project updates, review existing conditions, provide input on concepts, and final reviews. This will include presenting preliminary findings regarding needs and opportunities, strategies and recommendations from the community surveys, charrettes and community workshops. Lastly, reviewing and providing input on visual displays, including community maps, draft planning level renderings, conceptual layouts, diagrams, cross sections regarding potential project improvements to gain valuable community input and feedback for the Cahuilla Long-Range Transportation Plan project.

Audience: Cahuilla community members, employees (Tribal government and casino), stakeholders, local and regional partners.

Workshop #1: Existing Conditions Review

1. Coordinate and confirm community workshop location, date, time and logistics with Cahuilla prime contact
2. Coordinate with MBI Design Team on project updates and visual displays, including community maps, planning level renderings, conceptual layouts, diagrams and cross sections for each community workshop.
3. Prepare Meeting Flyer, Sign-In Sheets, Agendas and PPT Presentations
4. **Facilitate Community Workshop #1 – Confirmed Saturday, November 13, 2021 at Time TBD (Virtually) per project schedule**
 - a. **Existing Conditions Review**
5. Prepare Post Meeting Sign-In Sheets, Meeting Minutes and Photos

Workshop #2: Input on Concepts

6. Coordinate and confirm community workshop location, date, time and logistics with Cahuilla prime contact
7. Coordinate with MBI Design Team on project updates and visual displays, including maps, planning level renderings, conceptual layouts, diagrams and cross sections for each community workshop.
8. Prepare Meeting Flyer, Sign-In Sheets, Agendas and PPT Presentations
9. **Facilitate Community Workshop #2 – Tentative September 15, 2022 (Virtual or In-Person) per project schedule**
 - a. **Input on Concepts**
10. Prepare Post Meeting Sign-In Sheets, Meeting Minutes and Photos

Workshop #3: Final Review

11. Coordinate and confirm community workshop location, date, time and logistics with Cahuilla prime contact
12. Coordinate with MBI Design Team on project updates and visual displays, including maps, planning level renderings, conceptual layouts, diagrams and cross sections for each community workshop.
13. Prepare Meeting Flyer, Sign-In Sheets, Agendas and PPT Presentations

14. **Facilitate Community Workshop #3** – Tentative January 12, 2023 (Virtual or In-Person) per project schedule

a. **Final Review**

15. Prepare Post Meeting Sign-In Sheets, Meeting Minutes and Photos

Communication + Logistics:

16. Determine communication strategy via email, phone, text, smartphone, flyer, social media, website, newspaper, radio, newsletter, etc. for each event.
17. Determine strategy to encourage attendance/participation.
18. Determine strategy to make meeting easily assessable.
19. No Meeting Location(s) and Logistics set up needed.
20. Determine timeframe for the community survey per the Project Schedule.

Deliverables:

21. Visual displays, including maps, planning level renderings, conceptual layouts, diagrams and cross sections – MB
22. Meeting Flyer, Sign-In Sheet, Agenda, PPT Presentation, Meeting Minutes and Photos
23. Final Survey Analysis and Results Technical Memorandum.

Questions: What feedback do we need exactly? What do we need to know from the community? What questions do we need to ask? Cultural? Demographics? Circulation Patterns? Are there any concerns? Do we need translators? Is Childcare available? COVID Precautions? Virtual/In-Person? Evening/Weekends?

Action Items:

1. Secure a Facility/Location/Date and Time for Workshop #1
 - a. Confirmed Saturday, November 13, 2021 at Time TBD (Virtual)
 - b. Date may change if there is a death within the Tribe
 - c. Future In-Person most likely Tribal Hall near Tribal Administration Building
 - d. Also, Casino Space if needed for 40 ppl
2. Draft Community Meeting Flyer - KK
3. Discuss Feedback Exercises for Community Meetings – DW & KK

Strategy #4: Conduct Community Design Charrettes

Purpose: To encourage residents to share their experiences as residents of the community through a community collaboration process to gain valuable input and feedback from the Cahuilla community members, stakeholders and partners.

Description: The MBI Outreach Team will organize and facilitate two (2) half-day charrettes with Cahuilla community members and key stakeholders to encourage residents to share their experiences as residents of the community, discuss their community and transportation needs, opportunities, local priorities, potential solutions, and review visualizations, including but not limited to maps, graphics, charts, display boards, and describe current roadway conditions to encourage discussion to gain valuable community feedback for the Cahuilla Long-Range Transportation Plan. The Charrettes will be designed as smaller, open-house, two-hour sessions to give more access for community members to provide input and feedback.

Audience: Cahuilla community members, employees (Tribal government and casino), stakeholders, local and regional partners.

Charrette #1: Review Workshop Info, Listen & Gather Feedback

1. Coordinate and confirm charrette location, date, time and logistics with Cahuilla prime contact
2. Coordinate with MBI Design Team on project updates and visualizations, including but not limited to maps, graphics, charts, display boards and current roadway conditions for each charrette.
3. Prepare Meeting Flyer, Sign-In Sheets, Agendas and PPT Presentations
24. **Facilitate Half-day Charrette #1 – Tentative March 10, 2022 (Virtual or In-Person) per project schedule**
4. **Develop Feedback Exercises**
5. Prepare Post Meeting Sign-In Sheets, Meeting Minutes and Photos

Charrette #2: Review Findings, Feedback and Recommendations

6. Coordinate and confirm charrette location, date, time and logistics with Cahuilla prime contact
7. Coordinate with MBI Design Team on project updates and visualizations, including but not limited to maps, graphics, charts, display boards and current roadway conditions for each charrette.
8. Prepare Meeting Flyer, Sign-In Sheets, Agendas and PPT Presentations
25. **Facilitate Half-day Charrette #2 – Tentative April 7, 2022 (Virtual or In-Person) per project schedule**
9. **Develop Feedback Exercises**
10. Prepare Post Meeting Sign-In Sheets, Meeting Minutes and Photos

Communication + Logistics:

11. Determine communication strategy via email, phone, text, smartphone, flyer, social media, website, newspaper, radio, newsletter, etc. for each event.
12. Determine strategy to encourage attendance/participation for each event
13. Determine strategy to make easily assessable for each event
14. Determine meeting location(s) and logistics for each event
15. Determine tentative meeting dates per the project schedule

Deliverables:

16. Visualizations, including but not limited to maps, graphics, charts, and display boards.
17. Meeting Flyer, Sign-In Sheet, Agenda, PPT Presentation, Meeting Minutes and Photos
18. Draft and Final Charrette Technical Memorandum.

Questions: What feedback do we need exactly? What do we need to know from the community? What questions do we need to ask? Cultural? Demographics? Circulation Patterns? Are there any concerns? Do we need translators? Is Childcare available? COVID Precautions? Virtual/In-Person? Evening/Weekends?

Action Items:

1. Secure a Facility/Location/Date and Time for Charrette #1
- 2.