



[TOWN/CITY OF , [STATE]
[Project Type]
[Site Address]

Prepared for the [town/city] of by UConn TAB
[Fall/Spring/Summer] [Date]





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EXECUTIVE SUMMARY



LIST OF FIGURES

LIST OF TABLES

ACRONYM/ABBREVIATION LIST



This template is only a suggested guide. Feel free to modify the format and to add sections or subsections, tables, figures, glossaries, reference lists, and appendices that will best accomplish your objectives and provide the greatest value to your municipal client.

SECTION 1 INTRODUCTION & OBJECTIVES

- 1. Identify the municipal entity that requested this Community Engagement*
- 2. Identify the subject property/properties*
- 3. Identify the Objectives of the Community Engagement Support: this should have been provided by the municipality. Such purposes may include establishing why they want community engagement, what type of engagement, what type of resource generated, timeline, etc.*

SECTION 2 SITE/AREA INFORMATION

If there are previous environmental assessment reports, most will contain a good description of the site that you can adapt for your purposes. Note that a report more than a few months old may contain outdated information. Businesses on the site may have changed, buildings may have been demolished or built, cleanup may have occurred, etc. Cite references for all information.

2.1. PROPERTY DESCRIPTION & EXISTING CONDITIONS

Identify the Site by address(es) and municipal tax identifications (tax assessor's parcel I.D. or Map/Block/Lot number(s), and latitude and longitude. Include a property boundary map, ideally from a GIS system, showing parcel boundaries, parcel identifications, and background layers that help to show the site's physical layout. Aerial/satellite images are often useful backgrounds.

Describe the development on the property – the number, types, sizes, ages of all buildings and structures, site utilities, access to roads/railroads/navigable waters

List ownership, past and present, with dates of occupancy

Describe the site's applicable zoning

Provide a brief summary of the operational history of the property. (Details regarding operational history should be presented in the Section on Historical Records Review – Section 3.1 in this suggested format)

2.2. ENVIRONMENTAL SETTING

Describe the site's physical setting – topography, geology, hydrology, wetlands, floodplains. Also describe the surrounding area – is it rural, suburban, or urban; residential, commercial, industrial, mixed.

2.3 SITE HISTORY



SECTION 3 COMMUNITY ENGAGEMENT STRATEGIES

The goal of this section is to outline methods of community engagement that have been successful (or unsuccessful) in the past, strategies for reaching more diverse audiences, what SEEDS framework tools can be utilized and why each of these tools is a good fit for this project/community.

3.1 PAST ENGAGEMENT HISTORY

What have community engagement efforts looked like in the past for this community? What has worked well, what hasn't?

What gaps could be filled to help the community reach a larger, more representative audience?

3.2 SEEDS FRAMEWORK TOOLS

What SEEDS Framework tools can be utilized for this community?

Why does each tool make sense for this specific project?

SECTION 4 ENGAGEMENT PLAN

4.1 DEVELOPED RESOURCE(S)

This should talk about the resource made (which could include flyer, video, email template or newsletter, community webpage, community meeting, etc)

- *What is the resource?*
- *How it will be implemented – recommendations for when, where, how?*
- *Who is the target audience?*
- *Why was this resource selected for this community /project?*
- *How will feedback and input be collected?*

4.2 SUMMARY OF ENGAGEMENT OUTCOMES

This section can include any direct feedback from municipality contact or from other community members, or any general results/findings from the developed resources.

SECTION 5 FINDINGS AND CONCLUSIONS

This section will include:

- *Succinct summarization of all previous report sections*
- *Key takeaways and lessons learned throughout the semester*
- *Recommendations for sustainable outreach and continued community engagement efforts*

REFERENCES



APPENDICES

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