



PUBLIC OUTREACH SUMMARY FORM

Instructions: This form is for internal use only and must be completed for every public meeting/event **attended** or **hosted** by DDOT. This includes all DDOT-hosted public meetings, ANC meetings, community meetings, civic association meetings, etc. Following the meeting/event, complete this electronic form and submit it to your Title VI Liaison. Only 1 form should be submitted per meeting/event.

NOTE: FOR DDOT SPONSORED/CO-SPONSORED MEETINGS PLEASE COMPLETE ENTIRE FORM, QUESTIONS THROUGH 1 - 15.
For other meetings attended by DDOT staff, please complete Questions 1 - 10.

1. List your name and the names of all DDOT employees in attendance (include Administration):

2. Title of Meeting/Event:

3. Date/Time:

4. Location Type:

5. Ward:

6. Street Address:

7. Summary of the Event/Meeting (include the purpose, pertinent questions and comments, and any action items that require a follow-up relating to Title VI Protected Populations):

8. What agency hosted the Meeting/Event? DDOT _____ ANC Commissioners _____ DC Government _____ MPO/COG _____
Other (List Name of Org.) _____

9. Were any accommodations provided at this event/meeting? Yes No

Were accommodations provided by DDOT? Yes No

Translation of written documents or materials (specify languages) _____ Approx. Cost if known: _____
(Incl. meeting notice, presentation materials, etc.)

Oral language interpretation (specify languages) _____ Approx. Cost if known: _____
Number of individuals utilizing interpretation services _____

Sign Language Interpretation Audio Assistance Site Accessibility Other _____

Additional Comments _____

10. Observe and report the number of attendees by the following categories?

Race/National Origin:

African American _____ Caucasian _____ Hispanic _____ Asian/Pacific Islander _____

American Indian/ Alaskan Native _____ Other (please specify) _____

Male _____ Female _____



DDOT Sponsored/Co-Sponsored Meeting or Event
Community Sponsored Meeting or Event

District Department of Transportation
