ELEMENT 4

COMMITMENT TO POLICY IMPLEMENTATION

ADMINISTRATION OF ENVIRONMENTAL JUSTICE POLICY
OKI will establish a position for overseeing the implementation of the agency’s Environmental Justice policy. This position involves responsibility for:

- Ensuring the proper conduct of the provisions in OKI’s Environmental Justice policy
- Coordinating with EJ organizations and communities
- Monitoring federal EJ policy
- Researching approaches used by other Metropolitan Planning Organizations (MPOs) to address Environmental Justice issues
- Serving as OKI’s advocate for Environmental Justice
- Assessing the need for modifications to OKI’s Environmental Justice policy
- Providing staff support to an OKI Committee on Public Involvement
- Assessing the effectiveness of the policy’s provisions for Environmental Justice

COMMITTEE FOR PUBLIC INVOLVEMENT
OKI will establish a committee to:

- Provide oversight of the application of OKI’s Environmental Justice policy
- Provide oversight of OKI’s public involvement efforts
- Monitor the overall effectiveness of OKI’s Environmental Justice policy and compliance with federal policy
- Coordinate with OKI staff in arranging for a Regional Forum on EJ Transportation Needs
- Ensure input on EJ transportation needs and concerns in OKI’s decision-making process

REGIONAL FORUM ON EJ TRANSPORTATION NEEDS
On an annual basis, OKI will convene a forum on regional transportation issues relevant to agencies and organizations that serve or represent EJ population groups. This will be an interactive session at which information and ideas are presented and discussed by OKI and other transportation agencies/organizations and community-based and social agencies/organizations. The intent is to share information and expand agency and public understanding and perceptions of issues considered in transportation planning. This process is also intended to build OKI’s partnership with social and community-based agencies as a means of making better transportation decisions.
OKI’s Committee on Public Involvement will coordinate with OKI staff in arranging for the Regional Forum. The Committee will coordinate in selecting issues for the Regional Forum, designing the format of the Forum, selecting participants, selecting methods to involve the public and promote the Forum, and selecting a location.

Information presented at the Forum and discussion by participants will be summarized and distributed to Forum participants and OKI Board members and made available to the public.

The success of the Forum in meeting the transportation needs of the under-served will partly depend on the initiatives taken by organizations and individuals that serve as advocates for Environmental Justice populations. Through participation on the Committee for Public Involvement and the effectiveness of the Regional Forum, there is an opportunity to increase awareness of the needs of the transportation under-served and how efforts that succeed in benefiting these groups in fact benefit the entire region.

TECHNICAL SUPPORT FOR POLICY IMPLEMENTATION
OKI will develop data to support the implementation of the provisions in its Environmental Justice policy. Data will be available on request. The types of data will include the following.

- **OKI** will develop and maintain an **EJ Network List** that will identify key agencies/organizations that serve Minority, Low Income, and Elderly populations and People with Disabilities or serve as their advocates. This list will include major churches and ministerial organizations. The list will provide indications of how agencies/organizations may be used for implementing OKI’s Environmental Justice policy, including their interest in providing coordination to OKI, acting as liaison with the community/clients/congregations, and/or disseminating information by newsletter or other means. The list will include names of contacts, phone numbers, and e-mail addresses.

- A **List of Recommended Facilities** will be developed. It will indicate facilities preferred as sites for meetings with EJ Target Groups or in EJ Target Areas or as sites for making information available to EJ Target Groups/in EJ Target Areas (meeting notices, brochures, or reports/materials for review). Information will be provided on transit access, access to people with disabilities, size of meeting space, etc. as well as street address, community, name of contact person, and phone number. The list may include libraries, churches, schools, medical buildings, agencies, EJ organization facilities, and businesses serving EJ populations.
• A **Media List** will be developed. It will include an indication of viability for reaching the general public and also for reaching Environmental Justice population groups. The list will include public newspapers, agency/organization newsletters (for communities, public agencies, private organizations, churches, schools), radio stations (including Radio Reading Service), and special events.

• OKI will develop a database on **EJ Target Areas** designed for public access. It will include but not necessarily be limited to base data and summary analysis of the Target Groups/Areas (see Policy Element 2) and lists/maps of jurisdictions/communities/neighborhoods in EJ Target Areas.

**EVALUATION OF ENVIRONMENTAL JUSTICE POLICY**

OKI will conduct an annual review of the effectiveness of its public involvement process. OKI will develop evaluation forms (as indicated below) for use at public meetings and the annual Regional Forums on EJ Transportation Needs; the forms may also be used for other public involvement efforts. The distribution, collection, review, and maintenance of the forms will be the responsibility of OKI staff responsible for administering the EJ policy. The forms will be made available to OKI’s Committee on Public Involvement following each annual Regional EJ Forum and otherwise available to the public for review on request.

• A **Record of Participation** is to be completed by OKI staff. It will include, at a minimum, information on:
  - Meeting date, time, location, and topics
  - Methods for advertising the meeting (checkboxes)
  - Number of participants (excluding staff) by categories such as OKI committee member, elected official, agency staff, organization affiliate, unaffiliated citizens

• A form for **Evaluation by Participants** is to be made available at each public meeting and annual Regional Forum. Participants will be encouraged to complete the forms before leaving the meeting. The form will include the meeting date, time, location, and topic. Participants will be asked for information that includes:
  - Participant’s gender, age bracket, and interest in coming to the meeting (such as OKI committee member, elected official, agency staff, organization affiliate, community resident, community business, etc.)
  - How participant learned of the meeting (checkboxes)
  - Indications of participant’s opinion of the suitability of meeting location, meeting time, topics presented, format of information presented, opportunity for comment, and overall event (checkboxes and space for comments)
A form will be made available for **Evaluation by Staff**. The form will include the meeting date, time, location, and topic. It will provide an opportunity for staff to provide their impressions of the suitability/effectiveness of:
- Meeting location and timing
- Methods for advertising the meeting
- Topics presented, format of information presented, opportunity for comment, and overall event
- Attendance and participation
- Suggestions that may be useful in assessing the public involvement effort.