

# Bonneville Environmental Foundation (BEF) Public Participation Policy

## Introduction

Bonneville Environmental Foundation (BEF) is committed to ensuring that all persons, including individuals from historically underserved communities, have opportunities to participate in decision-making processes. This policy is designed to ensure public involvement, foster transparency, and provide accessible participation avenues for all, regardless of race, color, national origin, gender, disability, age, or any other protected group status.

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## Public Involvement Process

BEF will follow an inclusive process to engage the public and ensure that community members, including those from protected groups, are actively involved in public participation opportunities.

1. **Community Involvement:** BEF will make concerted efforts to include all community members in public meetings and other engagement opportunities. Outreach will specifically address the needs of historically marginalized groups.
  2. **Accessibility:** All public notices and materials will be available in formats accessible to individuals with disabilities and in multiple languages where necessary, for individuals with limited English proficiency (LEP).
  3. **Equal Opportunity:** BEF will ensure that all individuals, including those from groups protected from discrimination, are provided equal opportunities to participate in public decision-making processes.
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## Meeting Accessibility

BEF will ensure that all factors related to the time, place, location, and other logistical aspects of public meetings are developed and applied in a non-discriminatory manner. Factors we consider include:

- **Location:** Public meetings will be held in ADA-compliant venues and accessible by public transportation whenever possible.
- **Time:** Meeting times will be scheduled with an effort to accommodate diverse community needs and varying work schedules, including evening or weekend meetings when possible, to facilitate participation.
- **Security:** Public meetings will be conducted in a safe, welcoming, and discrimination-free environment for all attendees, with security measures developed as appropriate based on specific circumstances.

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## Public Participation Procedures

In compliance with federal regulations, BEF will develop and implement clear procedures to ensure effective public participation. These procedures will be followed for every public involvement process and will include the following elements:

- **Community Description:** BEF will maintain a demographic and historical overview of the communities it serves, including key information about the cultural, social, and economic context of these communities.
- **Staff Contact Information:** BEF will provide contact information for key staff members responsible for public engagement, including phone numbers and email addresses, to facilitate easy communication with the public.
- **Past and Present Community Concerns:** BEF will document and address community concerns, including any complaints filed under federal non-discrimination laws. This information will inform future engagement efforts.
- **Detailed Action Plan:** BEF will develop an outreach strategy tailored to each community's unique needs, addressing identified concerns through targeted activities such as public meetings, surveys, and focus groups.
- **Contingency Plan:** A contingency plan will be in place to address potential disruptions to public participation processes, such as inclement weather or other unforeseen circumstances. Virtual participation options will be provided when necessary.

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## Language Assistance Services

BEF will provide language assistance services as needed to ensure that individuals with limited English proficiency (LEP) can fully participate in public meetings and other engagement opportunities. This will include:

- **Translation of Documents:** Key public documents, including notices and meeting agendas, will be translated into relevant languages spoken by the community.
- **Interpreters:** Interpreters will be made available at public meetings, either upon request or as needed based on the community's linguistic needs.
- **List of Language Services:** BEF will maintain a list of qualified translators and interpreters to ensure timely and accurate language support during public engagement activities.

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## Media and Outreach

BEF will ensure that all public participation activities are promoted through media outlets that are accessible and relevant to the community, including:

- **Culturally Appropriate Media:** Media outlets serving specific cultural and linguistic communities will be identified and engaged in outreach efforts.
  - **Local Media:** A list of local media contacts will be maintained to ensure broad public awareness of BEF's public participation activities.
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## **Commitment to Continuous Improvement**

BEF is committed to continuously improving its public participation efforts. Feedback from community members and participants will be actively sought and used to refine and enhance future public involvement processes. BEF will monitor and update this policy regularly to ensure it remains effective in meeting the needs of all community members.