



## **Community Notification Process**

1. At the project kick-off meeting for both a feasibility study or design the principal, PTA president, planner and DOC project manager will determine the times and dates for the community meetings. The principal will advise of the necessity for providing notification in languages other than English.
2. DOC has a standard notification letter which is sent to the community. The basic letter has been translated in the five main languages (Spanish, Chinese, French, Vietnamese and Korean) that are used in the school system. Only the names and dates need to be changed for each project. Additional translations of other languages are available through the Language Assistance Services Unit at <http://montgomeryschoolsmd.org/curriculum/esol/lasu/translations/>.
3. At least two weeks prior to the public meetings of the Facility Advisory Committee to either evaluate options at a facility (feasibility study) or the meeting to discuss the schematic design for an approved construction project; the following steps are taken to notify the surrounding community:

Letters are sent from the Division of Construction to adjacent neighbors, civic and homeowner's associations near the schools, based upon links on the Division of Long-Range Planning website for adjacent property look-up and civic and homeowner's associations (HOA) look-up, the time and place for the meetings. <http://gis2.mcpsmd.org/> Excel spreadsheets are downloaded for a mail merge.
4. The DOC project manager will request Maintenance to make and post a sign at the school site in multiple languages if necessary.
5. The school notifies the parents, staff and other interested community members who may not be in the data bases of the dates and times for the meetings. They will review the list of people notified and provide DOC with any additional contacts that need to be notified.
6. The people who choose to attend the public meetings become members of the Facility Advisory Committee and the process for the feasibility study or project design begin.