

 INTEROFFICE PROCEDURE	INTEROFFICE PROCEDURE APPLICATION: All Employees		
TITLE: Community Engagement	EFFECTIVE DATE	SUPERSEDE	POLICY NUMBER

Major Project - Track 1		Minor Project - Track 2		Routine Maintenance - Track 3	
Project Scope		Project Scope		Project Scope	
-Project costs more than \$500,000 AND/OR -Project is changing the character of the road AND/OR -If a major road will be closed for more than two weeks AND/OR -Project includes significant tree removal		-Road will be closed more than a day, but less than two weeks AND/OR -Emergency repair work AND/OR -Other significant traffic impacts		-Routine Maintenance AND/OR -Road will be closed for less than a day	
Required Steps	Optional Steps	Required Steps	Optional Steps	Required Steps	Optional Steps
Staff will notify chief township officials through email, phone call and/or “Project Announcement” release.	During the grant application process, staff will inform the County Board of Road Commissioners of the call for projects and grant applications submitted.	Staff will notify chief township officials through email or phone call.	Staff will create a project webpage on wcroads.org.	Staff will share general information on WCRC's webpage.	Staff will post work updates on WCRC's social media pages.
Staff will mail letter to residents within the project limits explaining project details, and will mail/email a copy of the letter to township officials and county commissioner for that district.	If a grant is approved, staff will inform the County Board of Road Commissioners and post the grant application and approval notice to wcroads.org.	Staff will include the project on the Weekly Road Work Update during construction.	Staff will post project updates on WCRC's social media pages.		Staff will send out Media Advisory to township list when road is closed or lane restricted.
Staff will hold construction information meeting before project starts and invite residents within the project limits via mailed letter and other impacted residents via social media and website.	<i>When appropriate:</i> Staff will hold public meeting during design phase and invite residents within the project limits via mailed letter and other impacted residents via social media and website.	Staff will send out Media Advisory to township list when road is closed or lane restricted.	<i>When appropriate:</i> Staff will set-up message boards near project area providing project information (meeting dates, start dates, project webpage etc.)		Staff will distribute informational flyer explaining upcoming work.
Staff will create a project email list and webpage. Staff will provide at least monthly project updates to this page and email list.	<i>When appropriate:</i> Staff will set-up message boards near project area providing project information (meeting dates, start dates, project webpage etc.).		Once completed, staff will send a “we’re open” email to residents, elected officials and post to social media		
Staff will post project updates on WCRC's social media pages.					
Staff will include the project on the Weekly Road Work Update during construction.					
Once completed, staff will send a “we’re open” email to residents, elected officials and post to social media.					