

ACTIVITY CHECKLIST

PERMIT YEAR: _____

Public Involvement and Participation (MCM #2)

<input type="checkbox"/> Annual PIPP (MCM #2) Update	Task	Document(s)
Changes/updates/focus area notes from assessment	<input type="checkbox"/>	<input type="checkbox"/>
Short-term and long-term involvement activities list updated	<input type="checkbox"/>	
Target areas noted ("tagged") for involvement activities	<input type="checkbox"/>	
TAGs selected for involvement	<input type="checkbox"/>	
Summary basis provided for each TAG selection	<input type="checkbox"/>	
Master TAG list in PEOP marked with PIPP denotation	<input type="checkbox"/>	<input type="checkbox"/>
Partner outreach for potential activities	<input type="checkbox"/>	
Outline for new and/or on-going plans updated	<input type="checkbox"/>	
Roles and responsibilities for implementation	<input type="checkbox"/>	
Schedule for implementation	<input type="checkbox"/>	
Updated notes/documents inserted into the PIPP	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Annual Public Meeting		
Date selected for meeting	<input type="checkbox"/>	
Agenda developed	<input type="checkbox"/>	<input type="checkbox"/>
Meeting notice	<input type="checkbox"/>	<input type="checkbox"/>
Meeting conducted	<input type="checkbox"/>	
Meeting minutes generated	<input type="checkbox"/>	<input type="checkbox"/>
Documents inserted into the PIPP	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Selection of involvement activities		
Partner activities match an activity on outline list (or altered)	<input type="checkbox"/>	
Activities on outline list selected	<input type="checkbox"/>	<input type="checkbox"/>

Schedule for each activity outlined

Summary for each activity generated for website/notices

Measureables (goal(s)) developed for each activity (or SWMP)

Activities included on public meeting agenda

Activities conducted