Components of Good Reports

- Deliver clear recommendations
- Address the needs of the audience
- Include only what is necessary
- Provide findings that will support decision making
- Use a format that addresses the audience
- Involve the audience
## How to Formulate Recommendations

- Explore what had been done elsewhere
- Use common sense
- Determine what is feasible
- Provide several options reflecting different cost and impact levels
- Look to the community and stakeholders for creative solutions
- Provide incentives such as tax breaks or a quick approval process
- Indicate who is responsible for specific actions

## How to Produce Effective HIA Documents

- Who is the audience?
- What are the barriers for that audience?
- What is the point of view of the audience?
### Reports for Different Audiences

- A detailed report for stakeholders with technical expertise
- A brief summary for the public, stakeholders and the media
- A manuscript for academics (sometimes)

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### Other Forms of Reporting

- Formal comprehensive report of HIA process and findings
- Comment letter on a plan or project
- Testimony at a public hearing
- Presentations to stakeholders
- Outreach to the media
- Posting reports on a website for wide distribution
- HIAs can be integrated into EIA findings
What to Include?

- HIA questions
- Potential impacts
- Research methods
- Mitigation strategies
- Recommendations that have been prioritized
- Existing conditions
- Applicable federal, state, local goals, objectives, standards and regulations

Involving the Community

- Present findings to community residents and stakeholders
- Have community stakeholders jointly interpret and prioritize findings and recommendations
- Have community stakeholders jointly present results to public officials
TABLE ACTIVITY: Sunnyvale Highway