



Reporting

Module 5



NATIONAL
ASSOCIATION OF
COUNTY & CITY
HEALTH OFFICIALS



Robert Wood Johnson Foundation

UCLA



American Planning Association
Making Great Communities Happen



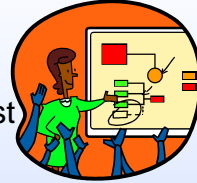
Components of Good Reports

- 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



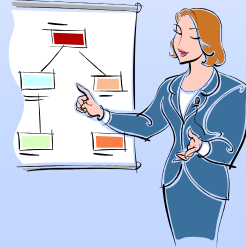
How to Produce Effective HIA Documents

- 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)



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

