

PPI Verification Visit Requirements 2017 Manual

2017 CRS Manual (pgs 330-18-19)

The community must update its Program for Public Information at least every five years. This can be a new document or an addendum to the existing document that updates the needs assessment and all sections that should be changed based on evaluations of the projects.

The Program for Public Information update will be reviewed for CRS credit according to the *Coordinator's Manual* currently in effect, not the version used when the community originally requested this credit. The update can qualify as the annual evaluation report for the year it was prepared. The updated Program for Public Information must be adopted following the same process as adoption of the original document.

There is no PPI bonus for projects that are not included in the Program for Public Information or for messages that are not the same message described in the Program for Public Information. (Such projects and messages can be credited under OP and FRP, but they would not get the PPI bonus.)

Page 330-22

- (3) At subsequent verification visits when a Program for Public Information update is due,
- (a) Documentation that the Program for Public Information document has been updated. This can be a new document or an addendum to the existing document that updates the needs assessment and all sections that should be changed based on evaluations of the projects. The update must be adopted following the same process as approval of the original document.
 - (b) Minutes of the meetings, sign-in sheets, or other documentation of the committee members' participation in the update.
 - (c) Documentation that the Program for Public Information update has been adopted by the community.