

ATTACHMENT 6

STAKEHOLDER INVOLVEMENT PROCESS

Stakeholder Involvement Process Guidance



Alaska Department of Transportation & Public Facilities

Prepared by DOT&PF Southcoast Region

March 2024

Department of Transportation and Public Facilities

2024 | Stakeholder Involvement Process

Introduction

Stakeholder involvement is essential for transportation projects and giving the public and agencies a meaningful opportunity to influence transportation decisions in a manner reflecting community values. An open exchange of information between transportation users and government officials leads to better decision-making. This guidance is intended to be a tool to help achieve meaningful stakeholder involvement for Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), and State-funded projects and provides broad framework to guide engagement efforts. It is not intended to replace other guidance, communications plans, or reference materials.

Keep in mind that public involvement efforts should be flexible. Outreach strategies that are tailored to the affected community can help achieve full and fair participation.

Public Involvement Plan

The stakeholder involvement process begins with development of the Public Involvement Plan (PIP). The Project Manager and team need to begin thinking about the PIP early in the design process. The PIP is a living document and should be revisited during key milestone meetings with the project team. At a minimum, the PIP addresses the following:

- Project team
- Internal communication methods
- Project scope and schedule
- Key stakeholders
- Public outreach tools
- Public involvement schedule (public and stakeholder meetings)
- Construction outreach plan
- Public involvement timeline (lifespan of project)

Stakeholder Involvement by Project Type

The following breakdown provides some parameters and what level of stakeholder involvement might fit certain project types¹:

Roadways	Lower Level of Outreach	Higher Level of Outreach	Other Criteria to Consider (Things to think about requiring a higher level of outreach if present)
	<ul style="list-style-type: none"> • 1R or below • M&O project • Iceroads/Snowmachine Trails/Winter Trails 	<ul style="list-style-type: none"> • 3R • Site dependent considerations such as if a community hasn't seen project in 20 years • Pioneer Roads 	<ul style="list-style-type: none"> • Roadway closures • Urban vs. rural • Tourism Impacts • Available Detours • Right-of-Way Impacts • Utility outages • Night work • Historic resources • Community events • Controversy • Perceived environmental concerns from the community • Impacts to transit and bicycle routes • Average number of daily trips • Underserved communities • Noise impacts • DOT&PF's history and working relationship with the community • Temporary impacts during construction to businesses, pedestrians, and residences
Marine Facilities	<ul style="list-style-type: none"> • Routine maintenance • Modification project • Barge Landings 	<ul style="list-style-type: none"> • Refurbishment project 	<ul style="list-style-type: none"> • Ferry terminal closures

¹ There is flexibility to move a project from lower level to higher level outreach.

	<ul style="list-style-type: none"> • Harbors 	<ul style="list-style-type: none"> • Improvement project • New ferry terminal 	<ul style="list-style-type: none"> • Impacts to passengers (urban and rural) and quantity of people moving through • Impacts to marine mammals or listed species • Historic resources • Noise impacts • Community events • Controversy • Nature of ownership (state owned, MOA) • Funding sources (FHWA, MARAD, FTA) • Perceived environmental concerns from the community • New facility • Modifications to vary the service to a community
Airports	<ul style="list-style-type: none"> • Replacement project • Maintenance projects • Rehabilitation project • Improvement project • Minor new construction or equipment acquisition (examples: SREB, ARFF truck) 	<ul style="list-style-type: none"> • New airport • Expansion of infrastructure • Reconstruction project 	<ul style="list-style-type: none"> • Contamination (PFAS) • Urban vs. rural • Airport closures • Historic resources • Community events • Controversy • Perceived environmental concerns from the community • Certificated vs. non-certificated • Critical aircraft determination

PIP and Stakeholder Involvement Tools

Internal Communications

- Identify DOT&PF team members that will be part of the project/program and include staff that can help contribute to/inform the entire lifecycle of the project, both technical and nontechnical. At a minimum, include the following key team members:

- Design Project Manager
- ROW Representative
- Planner
- Environmental Impact Analyst
- Communications Team
- Construction Project Manager
- Construction Project Engineer (*bring them in ideally 6 months prior to construction or sooner depending on project completion*)
- Establish a team charter, identifying how the team will interact and communicate with the community, and as a team. Consider creating a link to an email listserv embedded into the PIP.

How to Identify Project Stakeholders

- Identify who the community leaders are – tribal, city, and non-elected opinion makers. Identify any relationships that your team has with those people or others in the community.
- Local government officials. The Department of Community and Regional Affairs has a database that includes government structure and officials contact information for every community in Alaska. This is a good starting point for gathering contact information ([DCRA Community Database \(arcgis.com\)](https://arcgis.com)).
- Tourism operators – think about what time of the year construction is likely to occur and how it may impact tourism.
- Agencies – consider what the potential environmental impacts will be and include agencies with jurisdiction over those resources.
- Partners – consider agency partners who are planning design or construction meetings in the community you will be working in. There may be opportunities to partner on engagement and share contact information to help ease the burden on rural communities and gain more involvement, depending on the project and community location. An example of bundling project work could be the local government upgrading a utility line while DOT&PF constructs a road rehabilitation project.
- Temporary impacts during construction – identify businesses, pedestrians, and residences that would be impacted by construction and conduct specific outreach to them. For instance, reach out to residents if driveways may be impacted and businesses if access would be disrupted during construction.
- Translator needs – consider the diverse or Limited English Proficiency (LEP) population being impacted by the project, and determine if a translator is needed to meet Title VI of the Civil Rights Act of 1964 and Executive Order No. 13166 requirements. DOT&PF identifies LEP persons as those whose proficiency in speaking, reading, writing, or understanding English, as a result of national origin, is such that it would deny or limit their meaningful access to programs and services provided by the DOT&PF if language assistance were not provided. The following resources have been identified to have certified translators/interpreters²:

Language Interpreter Center - Anchorage Office
431 West 7th Avenue, Suite 208

² This is not an endorsement and there may be others that offer this service.

Anchorage, AK 99501
Phone: 907-297-2760
Fax: 907-279-2450
Toll Free: 1-877-273-2457

Language Interpreter Center - Juneau Office
9085 Glacier Highway, Suite 204
Juneau, Alaska 99801
Phone: 907-789-1326
Fax: 907-789-1324
Toll Free 1-877-273-2457

- Contractor listservs – consider reaching out to one of our contractors you may be familiar with to request a list of project stakeholders from a previous project, depending on the project and community location.
- Regional Planners – Reach out to the regional planner where your project is planned for design/construction activities. Regional planners keep a contact list and may be able to help maintain this list and assist with outreach, depending on the project.
- Emergency services – consider whether the project might need feedback from the local police department, fire department, or other emergency services.
- Shipping/trucking – consider whether any local trucking or shipping organizations may be impacted by the project either temporarily or long-term.
- School transport.
- USPS/package delivery.
- Fuel/propane suppliers.
- Garbage/waste management.
- Public meeting/open house attendees – add attendees to the stakeholder list for future correspondence.

Public Outreach Tools and Public Involvement Activities During Design

- When planning outreach, it helps to keep the following three questions in mind when tailoring outreach and activities:

- 1 What's happening?
2. What do you need the public to do?
3. What is DOT doing about it?

Recommended tools by project type:

Lower Level of Outreach	Higher Level of Outreach
<ul style="list-style-type: none">• Website• Newspaper and Online Public Notice• Flyers/Mailers	<ul style="list-style-type: none">• Public Meetings (in-person and virtual)• Online Open Houses• Workshops

	<ul style="list-style-type: none"> • Stakeholder Advisory Groups • Tribal Coordination • Radio Spots • Door-to-door interactions • Monthly Project Updates • Newsletters • Social Media Posts • Utilize organizations/industries to amplify the message • Translator (depending on population and community) • Elder and Youth focused engagement
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note: Keep in mind you still need to maintain flexibility as to what tools are needed for outreach.

- Provide meeting schedule and monthly project updates on the project website. For larger projects, consider a monthly newsletter to stakeholders.
- Consider a mixture of in-person and virtual options to stay connected, including email or written updates.
- If a target audience may have irregular work schedules or other scheduling challenges, hold multiple meetings at various times or host an all-day open house.
- Select venues served by transit and ADA accessible.
- Seek to have meetings locally based and avoid locations requiring extended commutes for stakeholders.
- Consider hiring a translator for projects in rural areas where English is their second language.
- For projects in the YK Delta, specifically, consider having all notifications translated into Yupik so residents can understand the project.
- Be aware of subsistence activities for all projects and communities across the state. Add key subsistence dates (moose hunting, berry picking, fishing, holidays, or tribal convention or related meetings (ex. Alaska Federation of Natives (AFN) convention)) to the outreach calendar to avoid scheduling important meetings when folks are not in town.
- Be aware of local events that may provide an opportunity for the project team to join in on and talk about the project.
- Agency/Committee Coordination – Identify and meet with state and federal partners about project goals and what their active participation is currently in the community, as well as any of their projects or programs in the community.
- Utilize regional transportation organizations to share information with the communities that they are compacted with.

- Use technology such as GIS mapping tools – include other projects going on in each community. For example, include Tribal Transportation, Utility, Housing etc. on our internal mapping effort.
- Use industries to help amplify a message (example: have cruise ship representatives notify passengers and tourism operators needing to give extra time to return to the boat if a road project has delays/closures).
- Use social media such as local community Facebook groups and the DOT Facebook account. See Appendix A for DOT&PF's Social Media Management & Best Practices.
- Flyers and mailers are a good way to reach project stakeholders directly.
- Send meeting notices to schools for children to take to their parents.
- Develop a Construction Phasing Plan. Having a plan in development will greatly support right-of-way negotiations so ROW Agents can better answer property owner's questions thus building trust, and improving consultation with construction during these negotiations.

Public Outreach Best Practices

- Remember to be genuine—these are Alaskans, like yourself that want the best for their community.
- Find ways to develop relationships with key leaders which will help advance items needed for public outreach and the project.
- Take time to get to know the community, join in on a community event, have coffee or lunch with a leader to let them educate you on what the best method is to gain consensus on a project or topic.
- Use plain language. For all communications where the primary audience is the general public, use plain talk.
- Use graphical communication and photos! Most of the public in Alaska is overwhelmed by meetings and communication. Keep it Simple!
- Nationwide, the average adult reads at the 7th to 8th grade level. That means that unless it's a technical document or something aimed at contractors or other subject matter experts limit our use of technical jargon and acronyms.
- Do your best to coordinate with another agency or contractor that may be scheduling outreach meetings on another project. Think outside of the box of just transportation. This could be a housing, energy, community development meeting. The more we can coordinate with other agencies, the less burden for the communities. Remember there are multiple layers of government and agencies trying to develop and construct projects throughout the state. This is overwhelming for the public and the community.

Communications

- The Project Manager can reach out to the Public Information Officer for assistance with external communications, such as notifications for public meetings.
- Coordinate with the Public Information Officer for social media postings, responses, and monitoring
- Coordinate with the Public Information Officer on any legislative requests. The Public Information Officer will work with the Legislative Liaison to respond.

- The PM should work with the Public Information Officer on responding to any challenging public requests.
- The Public Information Officer will use GovDelivery to send out updates to projects for members of the public who have signed up for email updates.
- Route all media inquiries to the Public Information Officer.

Construction Outreach

- Carry the stakeholder list over from Design into Construction outreach.
- Follow Section 643-3.03 Public Notice.
- Construction contracts specify the use of a Public Information Officer for projects that require a high level of outreach.
- APEX updates throughout the entirety of field activities.
- Ensure compliance with FHWA Stewardship Agreement and their requirements for any projects classified as Projects of Divisional Interest (PODI).
- Contractor will post all public notices required in the contract at or near the job site.
- Publicly distribute the Construction Phasing Plan.
- For airport projects – Conform with FAA Circular 150, Operational Safety on Airport During Construction. Submit *Form 7480 Notice for Construction, Alteration and Deactivation of Airports* to FAA Alaskan Region Airports Division 90 days prior to construction.

Public Involvement Timeline

- Include a draft schedule of the public involvement timeline for the project.

Tribal Coordination

Design

It is important to develop culturally sensitive methods of communication depending on individual community cultural norms. When planning public meetings, appropriate outreach includes coordinating with the Tribal Leader on meeting times, places, and format. The Project Manager will also offer an individual site visit with the Tribal Leader as well offer to present project information directly to the Tribal Council.

Work closely with the Cultural Resources Specialist and Tribal Coordinator when there are culturally sensitive resources in or near the project area.

Within the Alaska Native groups, some still speak the traditional language and English. When DOT&PF has projects in these regions/areas, personnel will develop flyers and other documents to inform community members of the upcoming project and inform the local community that translation and interpretation services can be provided if needed.

Refer to the [Title VI Nondiscrimination Plan](#) for more details.

Construction

If the project will have impacts to culturally sensitive resources or is near areas of concern to a tribe, invite the tribe to stakeholder meetings. This meeting is to occur with Construction and Contractor

personnel prior to any impacts to the culturally sensitive resources. This will allow the Project Team to carry the working relationship into Construction as well as provide the tribe with an opportunity to meet the Contractor.

Implementation of PIP during Project Phases

Design and Environmental

The PIP is prepared as part of the Project Management Plan (PMP) before the Pre-Environmental Review (PER). Once the project has completed the PER, the project team should make any updates to the PIP as needed. The Project Manager, Regional Environmental Manager, and Construction Manager concur with the PIP before implementation. The PIP template is available in Appendix B and the editable documents are located on the DOT&PF Shared Drive.

The first step when implementing the PIP is the *Notice to Begin Engineering and Environmental Studies*. This is required by the National Environmental Policy Act (NEPA) and is a notification to the public and agencies of DOT&PF's intent to begin the environmental review of a project. The Environmental Analyst will work with the Publications Specialist to publish the notice in the newspaper and on the State's online public notice system.

Any stakeholder, agency, or public meetings for the project occur after this initial notice and before completion of the environmental document. This includes direct outreach to businesses, pedestrians, and residences that would be impacted by construction and includes disruptions to access points and driveways.

For airport projects or projects that require a higher level of outreach, stakeholder meetings and open houses may occur before the PER in order to receive early input.

Right of Way (ROW)

During the ROW process, public outreach must remain status oriented. Seeking public input after "commencement of negotiations" (as defined by FHWA) or during the acquisition process is considered by FHWA (and other federal agencies) as **coercive**, placing undue social/public pressure on a private property owner to convey their interests.

Per 49CFR §24.102(h) **coercive action** is defined as "The Agency shall not... take any other coercive action in order to induce an agreement on the price to be paid for the property." See *Uniform Act* ban on *coercive action (section 301(7) of the Uniform Act)*.

This guidance was part of a federal court decision in 2009: Highway J Citizens Group vs. WisDOT, the U.S. Department of Transportation, the FHWA, and the U.S. Army Corps of Engineers. In this decision the court defined the parameters and meaning of public hearings. The practice of a public meeting or hearings may infringe on the right of confidential negotiations or negotiations in good faith.

While this is a sensitive time in the project development, it is critical to keep the public informed about the status of the project preparing them for coming construction. It is highly encouraged to have continued written and in-person communications with the public. Appropriate tools will need to be used

to keep stakeholders apprised of the project status. These tools may include but are not limited to mailers, email lists, website updates, and quarterly in-person community status updates. Communication terms during this development period shall use language reflecting the project's potentiality of construction delivery. An example would be "The project could start as early as...".

Time between Environmental Document Completion and Construction

The time between the completion of the environmental document and the start of a construction project can be long due to Right-of-Way acquisition, detailed design development, or other factors. It is critical the project team understands this time gap, and stays engaged with the community and stakeholders especially on large projects. Using tools like monthly or quarterly updates to stakeholders, or a well-timed open house informative meeting can keep stakeholders informed of the progress of the project and lessen the public stress when the construction project arrives. In these efforts it is also important to remember Right-of-Way acquisition offer timing and coordinate any outreach to avoid conflicts in negotiations. Finding ways to keep stakeholders aware of project progress during this time helps prepare them for the future impact, and aids the construction team's transition onto the project with better relations in place.

Construction

It is important to carry meaningful stakeholder involvement into Construction because this is when the project impacts truly begin. The Design Project team will have a hand-off meeting with Construction prior to contract award to discuss the PIP and stakeholder involvement. This is required for all projects. Depending on the level of stakeholder involvement the team may meet again at any point during the project to ensure we are in conformance with the PIP.

Appendices:

Appendix A – DOT&PF's Social Media Management & Best Practices.

Appendix B – PIP Template

Appendix C - Indigenous Peoples and Languages of Alaska

Appendix A

DOT&PF's Social Media Management & Best Practices



This policy provides guidance for Social Media Managers (SMMs) use, management and best practices of DOT&PF social networking platforms.

Management

The following principles apply to professional use of social media on behalf of DOT&PF, as well as personal use of social media when referencing the Department. Current platforms include Facebook, Instagram, Twitter, Instagram, LinkedIn, YouTube, Vimeo, Flickr.

- **Tone and intention.** SMMs are tasked with creating and posting newsworthy content for the public and media dissemination that is engaging and upholds DOT&PF's mission, vision and values. DOT&PF's social media intent is to inform with thoughtful, purposeful content in a straightforward yet conversational tone; light-hearted, even enthusiastic when possible.
- **Campaigns.** A series of posts (eg. Work Zone Awareness Week) should embody a consistent theme throughout the copy, images and hashtags.
- **Get a second opinion.** When creating content, ask another SMMs to review the work for appropriateness. While we use humor quite a bit, sometimes a humorous post can hit the audience with unintended consequences. A second opinion is helpful in identifying another interpretation of a post.
- **Stay unbiased.** Do not share your unrelated, personal beliefs, ideals and opinions on DOT&PF social media.
- **Comment responses.** We respond to comments when our responses can be helpful to the commenter and/or the public. If you respond, it's best to do so as quickly as possible, 24-48 hours after the comment is made. Getting a second opinion from someone on the team can be useful if you're uncertain of how the response might be received.
- **Conflict.** If SMMs encounters a situation while managing DOT&PF social media that threatens to become antagonistic, SMMs should disengage from the dialogue in a polite manner and seek the advice of the Communication Director.
- **Removal.** Removing or hiding a comment is a very serious step considering that our page is a government page. BEFORE removing or hiding comments, review the [DOT&PF Social Media Policy](#) to confirm a violation has occurred. If you feel there's a violation, consult with the Communication Director for agreement on the decision of hiding or removing a comment. Consideration to blocking a follower/fan (an even more serious step) must be well-documented and authorized by the Communication Director, and possibly other leadership.
- **Access.** SMMs agree not to provide account access to any third party outside of DOT&PF without the Communication Director's authorization.

READ THE ROOM

Identify the correct tone for the post's subject and timing. Light-hearted? Serious? Educational? Celebratory?

PRO TIP

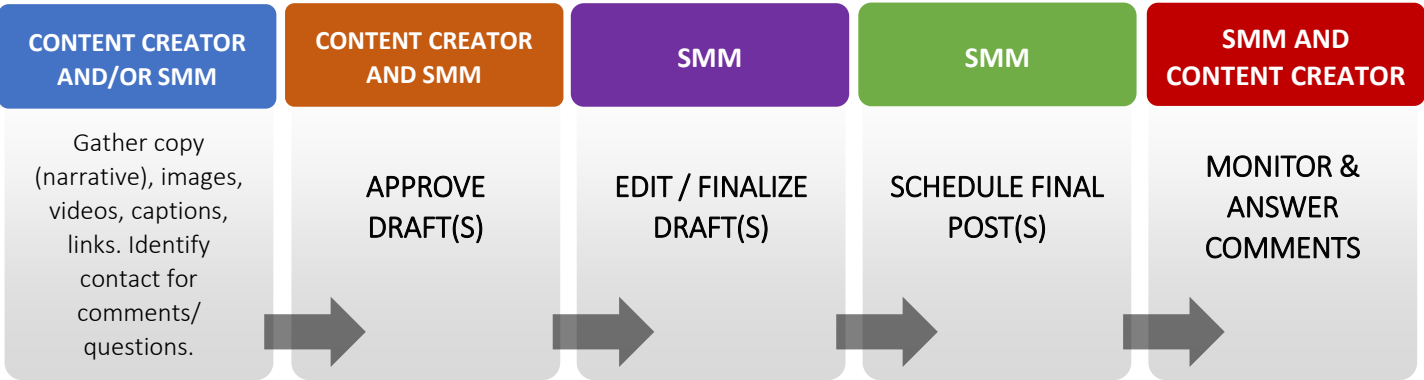
Posts WITH images get 90% more views than without. Video gets 270% more clicks and 80% more conversation! Always include a relevant photo, graphic or video (with few exceptions, like an emergency post). This calls attention to the post and it won't get lost in the feed.

- **Permissions.** SMMs should get appropriate permission before referring to or posting images of current or former employees, members, vendors or suppliers. Additionally, SMMs should get appropriate permission to use third-party's copyrights, copyrighted material, trademarks, service marks or other intellectual property. Captions and photographer credit should accompany photos, either in the narrative body or superimposed on the actual photo.
- **Branding.** DOT&PF photos and images should be branded with the DOT&PF logo. Whenever possible/appropriate, use the hashtag #KeepAlaskaMoving on your posts to reinforce DOT&PF's mission.
- **Misuse.** When using State of Alaska computer systems, use of social media for DOT&PF media purposes is allowed, but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- **Who does what?** Region/division postings should be performed by SMMs in charge of that area. Statewide posts will be performed by the Communications Director and Commissioner's Office Pub Spec. Sections without a designated SMMs should contact the Director to discuss their needs.
- **Frequency.** An overall average minimum of two posts per day for the Department's accounts (e.g. one post about ABC across Facebook, Instagram, Twitter, and a second post about XYZ across the same platforms).
- **Personal social media.** Careful consideration should be applied before posting any content on personal accounts. SMMs should be aware of the effect their actions may have on their personal image, as well as DOT&PF's image. The information that SMMs post or publish may be public information for a long time. It is especially important that you present yourself in an appropriate manner when sharing content on your personal profiles when including your affiliation with DOT&PF.

Posts should be thoughtful and done with purpose.
Remember: once posted, always posted.

PRO TIP
When possible, develop your content ahead of time and use Sprout to schedule it in advance. That way, you have time to collaborate with the team and make any edits before it "goes live" to the world.

Social media posts should flow as follows:



Best Practices

DOT&PF Value Proposition. Keep Alaska moving strong with reliable modes of transportation, efficient use of resources and in a safe, transparent, and timely manner to ensure Alaskans and Alaska businesses can get where they need to go.

DOT&PF Social Media Platforms. Facebook, Twitter, Instagram, LinkedIn, YouTube, Vimeo, Flickr

COMMUNITY

DOT P&F uses social media, first and foremost, to educate and inform our various audiences. We are mindful of how our audiences receive the content and voice of our content. We strive to appeal to these audiences with relevant information and education through humor and conversational tone.

One of the overarching goals of social media is to continue *building* community, to grow our audiences.

Top Audiences in rank of importance:

- **Alaska residents**
- **Alaska businesses/owners**
- **DOT P&F employees**
- **Policy makers**
- **Media**
- **Potential/Future Employees**
- **Out of state followers**
- **Tourists**

CONTENT

DOT&PF content strategy should contain the latest trends and tactics to ensure our content is perceived as current, relevant, and engaging on each platform.

Each social channel has its unique attributes, and so our content should be aligned to the unique culture of each channel. Not all content needs to be on each channel. If possible, our “voice” should match the culture of each channel.

Content elements to include graphics, photos or video, conversational and “Alaskan” tone. We approach each channel’s content with professionalism, friendliness, humor as applicable. Our content informs the public and therefore must be deemed trustworthy, so we strive to provide a complete picture of transportation in Alaska across all modes of travel and with a sense of where we’re going and from where we’ve come in line with DOT P&F value proposition. Overall, our content should provide *value* to our followers/community.

CURATION

Curation of content across our channels depends on what is the top message to convey at any given time as determined by leadership. In addition to our original content, DOT P&F Curation Strategy can include fostering and encouraging user generated content that aligns with our value proposition then sharing it and relevant content from other state and federal agencies, and outside transportation organizations.

CREATION

Creation strategy for DOT P&F is a mix of latest engagement trends (ie hashtags, mentions, links, emojis etc) and the intent to tell our story in a way that is compelling to our audiences. Creation should also consider what social channel is being used. Every post should have a type of interactive element – photo, video, graphic – and the content should be truthful and trustworthy.

The goal is to be memorable, conversational, and elicit a response. We want posts that grabs attention and gains traction in the form of comments and shares and new followers.

CONNECTION

By paying attention to our audiences, with likes, comments and feedback, we continue to build connections. So, it's important to monitor, listen, understand and act where it makes sense.

CONVERSATION

Engagement is the key to understanding, growing, and respecting our audience. We provide clear and understandable replies with factual links to prevent misinformation and improve our credibility. We strive to understand and interact with our community but don't engage with clearly disgruntled or angry commentors.

CONVERSION

Our top conversion metric is to grow our audience organically and reliably reach Alaskans with timely information and updates. Our second top conversion should be to build trust in the DOT, its employees, and the work we do.

With each post, a main audience should be identified. That post should then have the most relevant content for that audience, it should be released at the most opportune time for that audience to see the post and lastly, the content should encourage the audience to engage with it to ensure the organic reach is maximized.

Questions? Contact:

Shannon McCarthy, Communications Director

Shannon.Mccarthy@alaska.gov

907-269-0448

Appendix B

Public Involvement Plan Template



Public Involvement Plan

State Project # (Federal Project #)

Project Name

Date

Prepared by DOT&PF Southcoast Region

The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by DOT&PF pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated April 13, 2023, and executed by FHWA and DOT&PF.

Acronyms:

CE	Categorical Exclusion
DOT&PF	Alaska Department of Transportation and Public Facilities
FHWA	Federal Highway Administration
NEPA	National Environmental Policy Act
PIP	Public Involvement Plan

DRAFT

State Project #/Federal Project #

Project Name

Overview and Introduction:

The Alaska Department of Transportation and Public Facilities (DOT&PF) has developed this Public Involvement Plan (PIP) to explain and summarize the public and agency outreach that will be conducted in support of the **project name**.

Figure 1 Vicinity Map

Purpose & Need

Fill in P&N.

Project Description

Fill in project description and anticipated construction timeframe. Identify if the project is classified as a Projects of Divisional Interest (FHWA decides if it's a PODI project, PM will know).

Project and Involvement Team:

Name: Angelo Saggiomo
Position: Publications Specialist II
Phone: (907)465-6568
Email: angelo.saggiomo@alaska.gov

Name: Benjamin Storey
Position: Regional Environmental Manager
Phone: (907)465-4509
Email: benjamin.storey@alaska.gov

Name:
Position: Environmental Impact Analyst
Phone:
Email:

Name:
Position: Project Manager
Phone:
Email:

Name:
Position: Construction Project Manager
Phone:
Email:

State Project #/Federal Project #
Project Name

Public Involvement Objectives

Following generally accepted community engagement principles, the Project Team will work to raise community and stakeholder awareness about the project, inform the public about next steps, and involve the public and agencies in the decision-making process. The Project Team will coordinate with potentially affected local business owners, property owners, representatives from affected groups, local government, and representatives from agencies.

Public Outreach Tools

Public Notice – A notice of intent to begin environmental and engineering studies and a request for comments will be posted on the State’s online public notice system. The same notice will be published in the **local newspaper name**. The notice will include language asking the public to provide comments to help DOT&PF evaluate potential environmental, social, and economic impacts of the project. Additional noticing efforts may occur if needed.

If applicable include whether a mailer/flyer will be sent to any residents near the project

Assumptions:

- Comments are anticipated to be received via email. The environmental analyst will discuss comments and questions with the Project Team and provide a detailed written response in a timely manner.

Deliverables:

- Comment log and resolution excel file.

Agency Scoping – An agency scoping letter will be sent to agencies. The scoping letter will include information about the project along with identification of resources within the project area. Additional scoping efforts may occur if needed.

Assumptions:

- Comments are anticipated to be received via email. The environmental analyst will discuss comments and questions with the Project Team and provide a detailed written response in a timely manner.

Deliverables:

- Comment log and resolution excel file.

Project Website – A public website will be maintained by DOT&PF for the duration of the project. It will include a brief project description and provide up-to-date information of project developments. The website is only anticipated to be updated with major project developments.

Public Involvement Timeline

State Project #/Federal Project #

Project Name

This section can include a graphic or description as outlined below.

Collect public feedback:

Meeting(s):

Preliminary Design / NEPA Review:

Final Design:

Construction:

Project Stakeholders

A preliminary list of stakeholders for this project has been created and is maintained in a spreadsheet in the project file. Additional agencies, businesses, and members of the public may be included and added to the project contact list as public outreach occurs.

List of Concurrences:

Insert names of the REM, PM, Construction Manager

State Project #/Federal Project #

Project Name



Public Meeting Sign In Sheet

Meeting:

Date:

Location:

This information is voluntary. Its purpose is to ensure fair and equal representation by the public in all projects and programs administered by the Alaska Department of Transportation and Public Facilities.

Please print legibly- Thanks!

Name/Email/Phone	Company/Address/ Signature	Please check all that apply:			
		Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
		White	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>
		AK Native	<input type="checkbox"/>	Asian	<input type="checkbox"/>
		N. American	<input type="checkbox"/>	Pac. Islander	<input type="checkbox"/>
		Black	<input type="checkbox"/>	Other	<input type="checkbox"/>
		Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
		White	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>
		AK Native	<input type="checkbox"/>	Asian	<input type="checkbox"/>
		N. American	<input type="checkbox"/>	Pac. Islander	<input type="checkbox"/>
		Black	<input type="checkbox"/>	Other	<input type="checkbox"/>
		Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
		White	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>
		AK Native	<input type="checkbox"/>	Asian	<input type="checkbox"/>
		N. American	<input type="checkbox"/>	Pac. Islander	<input type="checkbox"/>
		Black	<input type="checkbox"/>	Other	<input type="checkbox"/>
		Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
		White	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>
		AK Native	<input type="checkbox"/>	Asian	<input type="checkbox"/>
		N. American	<input type="checkbox"/>	Pac. Islander	<input type="checkbox"/>
		Black	<input type="checkbox"/>	Other	<input type="checkbox"/>
		Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
		White	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>
		AK Native	<input type="checkbox"/>	Asian	<input type="checkbox"/>
		N. American	<input type="checkbox"/>	Pac. Islander	<input type="checkbox"/>
		Black	<input type="checkbox"/>	Other	<input type="checkbox"/>

Appendix C

Indigenous Peoples and Languages of Alaska

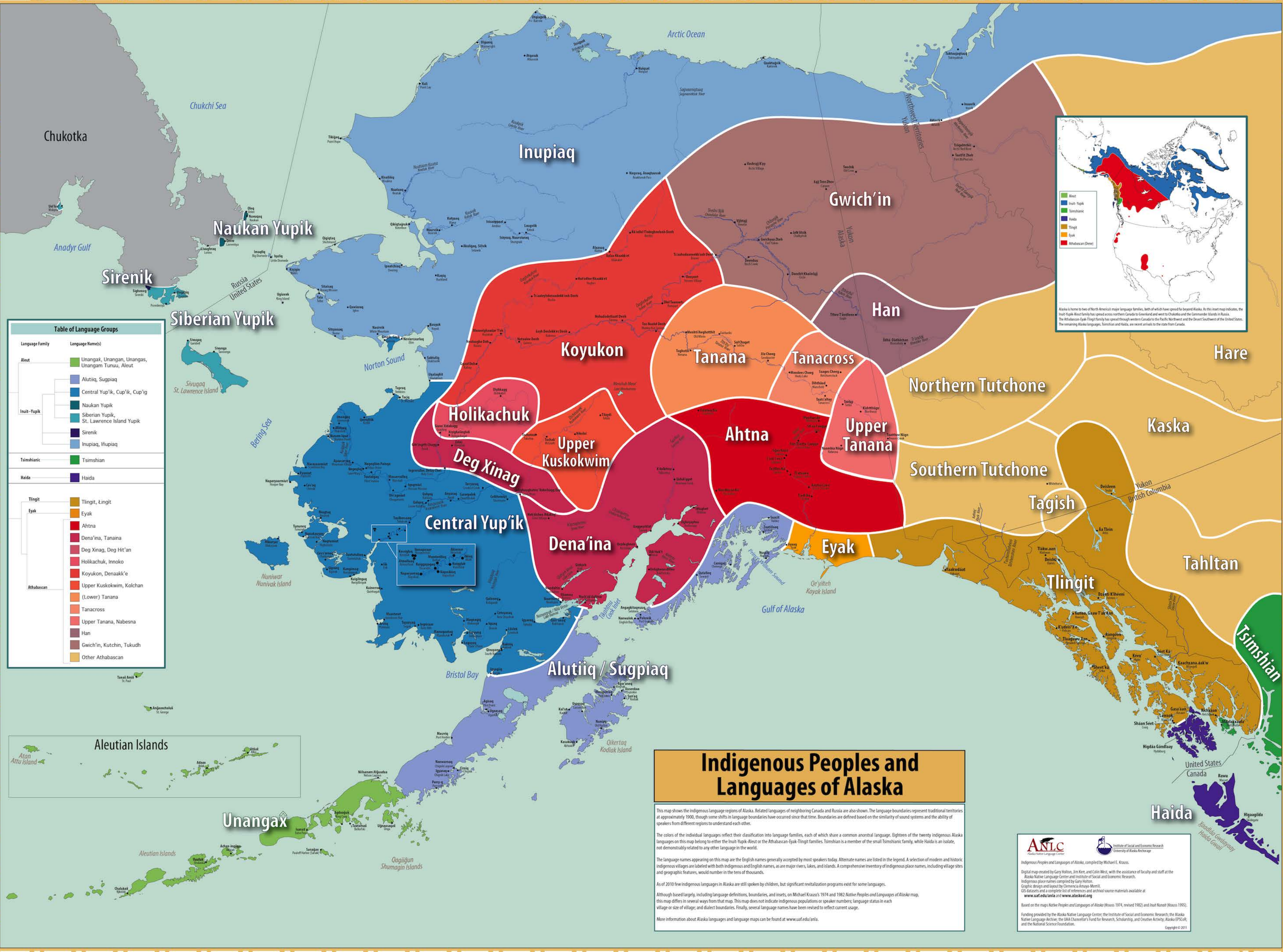


Table of Language Groups	
Language Family	Language Name(s)
Aleut	Unangax, Unangan, Unangas, Unangan Tunuu, Aleut
	Alutiq, Sugpiaq
	Central Yup'ik, Cup'ik, Cup'ig
Inuit-Yupik	Naukan Yupik
	Siberian Yupik, St. Lawrence Island Yupik
	Sirenik
	Inupiaq, Iñupiaq
Tsimshianic	Tsimshian
Haida	Haida
Tlingit	Tlingit, Lingit
	Eyak
Athabaskan	Ahtna
	Dena'ina, Tanaina
	Deg Xinag, Deg Hit'an
	Holikachuk, Innoko
	Koyukon, Denaak'e
	Upper Kuskokwim, Kolchan
	(Lower) Tanana
	Tanacross
	Upper Tanana, Nabesna
	Han
	Gwich'in, Kutchin, Tukudh
	Other Athabaskan

Indigenous Peoples and Languages of Alaska

This map shows the indigenous language regions of Alaska. Related languages of neighboring Canada and Russia are also shown. The language boundaries represent traditional territories at approximately 1900, though some shifts in language boundaries have occurred since that time. Boundaries are defined based on the similarity of sound systems and the ability of speakers from different regions to understand each other.

The colors of the individual languages reflect their classification into language families, each of which share a common ancestral language. Eighteen of the twenty indigenous Alaska languages on this map belong to either the Inuit-Yupik-Aleut or the Athabaskan-Eyak-Tlingit families. Tsimshian is a member of the small Tsimshianic family, while Haida is an isolate, not demonstrably related to any other language in the world.

The language names appearing on this map are the English names generally accepted by most speakers today. Alternate names are listed in the legend. A selection of modern and historic indigenous villages are labeled with both indigenous and English names, as are major rivers, lakes, and islands. A comprehensive inventory of indigenous place names, including village sites and geographic features, would number in the tens of thousands.

As of 2010 few indigenous languages in Alaska are still spoken by children, but significant revitalization programs exist for some languages.

Although based largely, including language definitions, boundaries, and insets, on Michael Krauss's 1974 and 1982 *Native Peoples and Languages of Alaska* map, this map differs in several ways from that map. This map does not indicate indigenous populations or speaker numbers; language status in each village or size of village; and dialect boundaries. Finally, several language names have been revised to reflect current usage.

More information about Alaska languages and language maps can be found at www.uaf.edu/anlc/.



Indigenous Peoples and Languages of Alaska, compiled by Michael E. Krauss.

Digital map created by Gary Holton, Jim Kern, and Colin West, with the assistance of faculty and staff at the Alaska Native Language Center and Institute of Social and Economic Research.

Indigenous place names compiled by Gary Holton.

Graphic design and layout by Clemencia Amaya-Memill.

GIS datasets and a complete list of references and archival source materials available at www.uaf.edu/anlc/ and www.alaskaeln.org.

Based on the maps *Native Peoples and Languages of Alaska* (Krauss 1974, revised 1982) and *Inuit Nunami* (Krauss 1995).

Funding provided by the Alaska Native Language Center, the Institute of Social and Economic Research; the Alaska Native Language Archive; the UAA Chancellor's Fund for Research, Scholarship, and Creative Activity; Alaska EPSRC; and the National Science Foundation.

Copyright © 2011