

## APPENDIX H

### Staff & Consultant Guidance

#### **Who is this appendix for?**

Appendix H provides AMATS staff with information to guide their actions when preparing for or initiating public outreach. It supplements the public participation plan with specifics on how to provide the public with the what, when and where of AMATS activities.

#### **What is included in this appendix?**

- Public Involvement Worksheet
- Staff/Consultant Guidelines
- Examples of these online documents for public outreach:
  - AMATS Hot Topic News Bulletin
  - Community Calendar notice
  - Federation of Community Councils notice
  - AMATS meeting e-mail reminder
  - Municipality of Anchorage newspaper notice
  - Municipality of Anchorage advertising contractor notice – Alaska Journal of Commerce
  - Project update notice for AMATS agenda — business item
  - Project update notice for AMATS agenda — information item
  - State of Alaska online notice
  - A list of AMATS Resources Kit contents

#### **How should this appendix be used?**

The Public Involvement Worksheet and the Staff/Consultant Guidelines provide a framework for public outreach as it applies to any AMATS program or plan.

The Public Involvement Worksheet allows AMATS staff to outline public involvement tools to be used for any planning process or document preparation. It integrates the tools outlined in the AMATS Public Participation Plan. It includes tools more typical of project development once a consultant is involved.

For example, if the staff is beginning an amendment to the Long-Range Transportation Plan, they can use the worksheet as a guide to think through public outreach. The result will be a public involvement plan outline that meshes with the AMATS Public Participation Plan. In addition, it helps staff think through the timeline for the project and how to integrate good public involvement practices. Should AMATS decide a consultant is needed to do the project, they can include the worksheet in the request for proposal and the consultant's level of effort for public process will mesh with staff's considerations.

The Staff/Consultant Guidelines provide contact information and sample documents to guide staff and consultants, along with a checklist to be used to “check off” the public outreach steps required by certain scenarios. The guidelines are intended to provide an outline of the desired steps to keep the public informed about the project or activity.

**Is this all a project team or AMATS staff has to do for public participation?**

No. The worksheet and staff/consultant guidelines do not represent all the steps, activities or tools to be used for public participation. Each project brings its own issues, concerns and constituencies for whom a project-specific public participation plan should be crafted. The worksheet and staff/consultant guidelines do provide a connection to the AMATS-sponsored activities that a project team can piggyback on as part of a typical public process, or to extend outreach.