

Fact Sheet

Air National Guard Restoration Community Involvement Plans

February 2024

This fact sheet summarizes the purpose of a Community Involvement Plan (CIP) and how DAWSON can support the community interview component of the CIP.

What is a CIP?

A CIP is a site-specific strategy to enable meaningful community involvement and improved agency decision-making throughout the CERCLA (also known as Superfund) cleanup process with the intent to be updated over the course of the process.

[The Department of Defense](#) utilizes CIPs as one tool to foster positive relationships, improve communications, and ensure transparency with the local community in matters related to the Environmental Restoration Program. These plans outline how the public can participate in the decision-making process and are part of the public record of community involvement during the investigation and remedial phases of CERCLA.

The Community Interview Effort

Community interviews are conducted to learn about community needs and concerns, and how the community gets and prefers to receive site-related information. DAWSON will attempt to survey 25 community members per site. DAWSON will coordinate with base Public Affairs Offices (PAOs) and/or Remedial Project Managers (RPMs) to best understand the current installation-community dynamic, identify best outreach methods, and be aware of any potential sensitive and/or contentious topics that may arise during the interview process. If a community topic is identified, DAWSON will consult with PAO and direct community members to specific resources or points of contact (POCs) for further assistance. This limits potential for message miscommunication while still allowing community feedback. DAWSON will submit a draft questionnaire to base POCs for approval before interview efforts begin. Upon submitting the questionnaire, interview respondents provide their zip codes to ensure they are local to the affected area. DAWSON will analyze the data from the community interviews and identify key community concerns, preferred methods of communication, interest levels in participating in a Restoration Advisory Board (RAB), and summarize community needs to be included in the CIP. Additionally, the interview results specific to the community's interest in participating in a RAB will be presented to the base during a briefing, where guidance for forming a RAB will also be provided. The base commander will ultimately have the final decision to form or not form a RAB at the base. A summary of the briefing and the final decision will be developed into a RAB assessment, which will be included into the Final CIP as an addendum.

How can DAWSON support community interviews?

DAWSON can support community interviews in a variety of ways, including:

A. Virtual interview method

SurveyMonkey link with community interview questionnaire

- Link can be posted to installation webpage with an announcement.
- Link can be posted to installation social media page(s).
 - Can include specific social media language for post and/or a solicitation flyer.
- Can be backfilled with alternative interview effort (typically used if 25 responses are not received during interview timeframe).
- Can include a reference to a Base Public Affairs POCs should one be recommended.

Example Virtual Questionnaire

Follow the below link or scan the QR code to see an example community interview questionnaire:

<https://www.surveymonkey.com/r/ExampleCommunityInterview>



DAWSON recommends this approach as it is easily accessible for most community members, responses are collected securely, it allows the opportunity for Public Affairs reach back, and provides flexibility for backfill efforts as necessary. DAWSON has found this approach to greatly increase the amount of community feedback received.

General List of Community Interviewees:

Government/elected officials (mayor, sheriff, judges, fire department chief, board/council/committee members etc.), education personnel (principals, superintendents, teachers, school administrators, daycare employees, local colleges/universities, etc.), librarians, public utility employees, environmental offices, chamber of commerce for local business owners (hotel/apartment building owners and residents, restaurants, grocery store owners/workers, print shops, etc.), churches/places of worship, local airport personnel, local weather station personnel, local community clubs, veterans affair offices, nonprofit organizations, title I schools, boys and girls clubs, local food banks, specific local environmental clubs (Sierra clubs, water authorities, Audubon Society, volunteer based-clubs, etc.), RAB members if established, and any interested parties identified by the base.

B. Telephonic interviews: DAWSON can call community members and record their responses to interview questions

- DAWSON can help generate an interviewee list and can meet with base personnel to discuss the list rationale and as an opportunity for base personnel to review.
- DAWSON will try to reach out to as many of the listed general community members to get a representative sample of the population.
- DAWSON will consult hydrologic and environmental justice concerns when identifying stakeholders to interview.

C. In-person interviews: DAWSON can conduct face-to-face interviews with community members

- Similar to telephonic approach with identifying community members to interview.

D. Mailing directly to stakeholders: DAWSON can mail a cover letter and hard copies of the questionnaire that can be returned to DAWSON

- Cover letters for the mailing effort will be included along with a QR code and link to the SurveyMonkey questionnaire as an option for stakeholders.

- Hard copies of questionnaires will be included with a return to sender envelope and prepared postage.
- *An ideal option if the base has an existing active mailing list.*

E. E-mailing directly to stakeholders: DAWSON can e-mail community members directly with survey information

- Similar to physical mailing approach.
- *An ideal option if the base has an existing active email list.*

F. Public notice in newspaper: DAWSON can create a public notice to publish in a local newspaper(s) to advertise the CIP development and interview availability to stakeholders

- *An ideal option if the base regularly works with newspapers for their advertisement needs and has received positive engagement with their local community.*

Contacts

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