ADVOCACY ACADEMY · NA2

The Comment That Counts Worksheet

Build a written comment the record has to answer: the local-knowledge inventory, the five-part shape, and which record it belongs in. Plan here; write the comment yourself.

What only you know

Fact 1
Something firsthand a consultant would likely miss. Where, when, how far, how many, and how you know it.

Fact 2
Access and evacuation, water, living things, fire, work, culture and history.

Fact 3
State it as precisely as you can. An adjective is not a fact.

The five-part shape

Locate
Who you are, where you are in relation to the project, and which proceeding or document.

Point
The section, page, figure or table you are responding to.

Fact
The one fact that matters most, with how you know it.

Ask
What you want done: study an impact, analyze an alternative, add a mitigation, correct an error.

Source
What you will attach or cite: dated photos, records, a public document.

Which record

Docket or environmental review?

Need, cost and the public interest go to the decision record. Environmental effects and alternatives go to the environmental review. Some points go to both.

Deadline and address

Taken from the notice itself.

Before you send

- ☐ It is in my own words, not a form letter or generated text
- ☐ It points at a specific section of the document
- ☐ Every number matches its source
- ☐ It has one clear ask the agency can act on
- ☐ My group has divided the ground so we are not repeating each other
- ☐ I kept a copy and noted the date I sent it