

Instructions for Worksheet # 1a: Stakeholder Information

Stakeholder Information (Worksheet # 1a)

[Worksheet # 1a](#) is used to identify all stakeholders and document their role in the evaluation process including participation in the Sponsor Group or a Stakeholder Committee. *This worksheet is not part of the original worksheets provided in the PREPARED Workbook.*

Project Name/Identifier

Enter a short name for your project. This project identifier will be added to each subsequent worksheet for this project.

Stakeholder Name

Enter the name of the organization or individual. The stakeholder list should include individuals or organizations identified as part of the Sponsor Group and Stakeholder Committee.

Stakeholder Category

Identify the type of group the stakeholder is associated with. Stakeholder categories can include:

- **Local Government** such as economic development, planning, public works, public safety, engineering, parks & recreation, and legal
- **Regional Organizations** such as metropolitan planning organizations, councils of government
- **State Government** such as state environmental agencies, economic development agencies, department of transportation
- **Federal Government** such as USEPA, HUD
- **Community** such as residents, local businesses, neighborhood organizations
- **Private Sector** such as banks, local business, developers
- **Community Development Corporations (CDC)**
- **Non-Government Organizations (NGO)** such as community organizations, Chamber of Commerce, business coalitions, ethnic groups, educational groups
- **Educational Institutions** such as colleges, universities
- **Technical Resource** such as consultants, engineering firms, legal support, real estate support, financial specialists

Sponsor Group/Stakeholder Committee

Place a check in the appropriate column if the stakeholder is a member of the Sponsor Group or a Stakeholder Committee.

Stakeholder Resource

It is important to understand that each stakeholder provides one or more resources to the evaluation process. For each stakeholder, identify their role in the project. In a general sense, the types of resources provided by stakeholders include:

- Financial and economic expertise
- Legal and regulatory expertise
- Technical knowledge and expertise

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- Personal knowledge or experience
- Social knowledge or experience
- Political knowledge or experience

Contact Information

Document the contact information for each stakeholder. The documentation should include their preferred method of contact. For organizations, provide the name of the individual representing the organization and their contact information.

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