

PUBLIC INVOLVEMENT PLAN SAMPLE



PUBLIC INVOLVEMENT PLAN

(Project Name) PD&E Study

From (Project Limit) to (Project Limit)

(Location)

Financial Project Identification: (number)

Federal Aid Project: (number)

Efficient Transportation Decision Making: (number)

(Month Year)

In accordance with Part 1, Chapter 11 of the Project Development and Environment (PD&E) Manual, this Public Involvement Plan is submitted to the *[manager of the District office in charge of PD&E studies as appropriate based on District organizational structure for his/her review and approval]*.

Submitted by:

Consultant Project Manager

Received by:

[FDOT Project Manager]

Approved by:

FDOT PD&E Department Manager

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated May 26, 2022 and executed by the Federal Highway Administration and FDOT.

PUBLIC INVOLVEMENT PLAN SAMPLE

Table of Contents

1.0	Project Information	3
2.0	Federal and State Agencies	4
3.0	Elected Officials and Local Agencies.....	4
4.0	Identification of Affected Communities and Stakeholders.....	6
5.0	Outreach Accommodations	6
6.0	Public Outreach Schedule.....	6
7.0	Public Outreach Activities.....	7
8.0	Summary of Public Involvement.....	10
9.0	Final Notifications and Project Approval	10

Figures

Figure 1 – Project Location Map	3
Figure 2 – Project Location Map	4

Appendices	11
------------------	----

Appendix A – Initial Elected Officials/Local Agencies Contact List

Appendix B – Initial Stakeholder Contact List

Appendix C – Initial Property Owner Map and Mailing List

Appendix D – Sociocultural Data Report

1.0 Project Information

Project Name:
 Project Limits:
 County:
 Financial Project Identification:
 Federal Aid Project:
 ETDM:
 Anticipated Environmental Document Type:
 Project Contact:

<p>Name FDOT District (Number) Project Manager or Representative Address City, Florida Zip Code Telephone: Phone Email: name@dot.state.fl.us</p>	<p>Name Consultant Project Manager Firm Name Address City, Florida Zip Code Telephone: Phone Email: Email</p>
---	--

The purpose of this Public Involvement Plan (PIP) is to assist in providing information to and obtaining input from concerned citizens, agencies, private groups (residential/business), and local governmental entities. The overall goal of this plan is to help ensure that the project reflects the values and needs of the communities it is designed to benefit. This plan is in compliance with the Florida Department of Transportation's *Project Development and Environment (PD&E) Manual, Part 1, Chapter 11*.

The proposed public engagement activities for the project are intended to follow Title VI and the Americans with Disabilities Act (ADA). Information about the Title VI Program will be provided in presentations, by handout, signage, and through availability of personnel. Notification of the Department's intent to comply with ADA and Title VI will be provided in the public advertisements for any public meetings/hearings, in invitational letters to property owners/tenants and local officials, in handouts, and by selection of public meeting/hearing sites that meet all ADA requirements.

1.1 Project Overview

[Overview: Describe the project, its location, the history of any previous studies/engagement, and a discussion of what the project is trying to achieve.]

[Insert Project Location Map here.]

Figure 1 – Project Location Map

2.0 Federal and State Agencies

Federal and state agencies, as well as Native American Tribes, having an interest in this project due to jurisdictional review or expressed interest have been identified. These contacts can be found in the Advance Notification (AN) package in the Environmental Screening Tool (EST), Efficient Transportation Decision Making (ETDM) (number). Visit <https://etdmpub.fl-a-etat.org> to view the official transmittal list in the AN Package. Subsequent contact list updates can be obtained through the District Environmental Office. **The following agencies will be contacted/updated about the project via (EST and/or other typical coordination methods).**

Federal

[Use information from ETDM (ETAT list) for appropriate District. Notification takes place through EST and standard consultation methods. Do not include in PIP appendix.]

State

[Use information from ETDM (ETAT list) for appropriate District. Notification takes place through EST and standard consultation methods. Do not include in PIP appendix.]

Native American Tribes

[Use information from ETDM (ETAT list) for appropriate District. Notification takes place through EST and standard consultation methods. Do not include in PIP appendix. Districts will coordinate with OEM for any direct communication with the Native American Tribes.]

3.0 Elected Officials and Local Agencies

[Add as many entries as needed. List only positions below. Include names and contact info in appendix only since change in office may occur prior to project completion. Subsequent lists will be included in the Summary of Public Involvement (SPI).]

The following local agencies and officials will be contacted directly via email/mail by the District.

Federal Elected

PUBLIC INVOLVEMENT PLAN SAMPLE

United States Senators representing Florida

United States Representative, District (number)

State Elected

Florida Senator, District (number)

Florida Representative, District (number)

Local Elected Officials and Staff

[Include all constitutional offices (elected positions) and add staff positions as needed.]

Location

[List County (and City/Town if appropriate) elected, appointed, staff to be contacted by the district.]

Clerk of Courts

Property Appraiser

Sheriff

Supervisor of Elections

Tax Collector

County Manager

Public Works Director

Communications Director

[Repeat with other municipalities within project area if applicable.]

Regional/Local Agencies

[List Regional/Local Agencies to be contacted by the district (e.g. MPOs, TPOs, etc.)]

Appendix A lists contact information for elected officials, local agencies, and appropriate staff contacted at project execution. Subsequent contact list updates

will be found in the Summary of Public Involvement (SPI).

4.0 Identification of Affected Communities and Stakeholders

The following local, state, and national public interest/civic groups or organizations having a potential direct or expressed interest in the project have been identified and will be contacted by the Florida Department of Transportation.

[List public interest, civic, NGOs, HOAs, Environmental Orgs that would have an interest in the project.]

Affected communities include those whose property lies, in whole or part, within at least 300 feet on either side of the centerline (or Right of Way (ROW) line for interstates) of each project alternative (Section 339.155 F.S.), as well as tenants of these properties.

Additionally public and private groups, organizations, local agencies, businesses and citizens that request placement on the project mailing list will be included as *Interested Parties* as the project progresses.

Subsequent list updates will be found in the Summary of Public Involvement (SPI).

See Appendix B for Initial Stakeholder Contact List and Appendix C for Initial Property Owner Map and Mailing List.

5.0 Outreach Accommodations

Based on the Sociocultural Data Report and other research, the following accommodations will be anticipated for any public outreach:

[List any targeted measures of involvement (i.e. newsletters/flyers in Spanish).]

Additionally, the following efforts are anticipated for small group meetings:

[List any targeted measures of involvement (i.e. newsletters/flyers in Spanish).]

See Appendix D for the Sociocultural Data Report on which these accommodations were based.

6.0 Public Outreach Schedule

The following activities will be completed for this project:

[Include only those items scoped for this project.]

Public Kick-off (Notification/Meeting)

PUBLIC INVOLVEMENT PLAN SAMPLE

Scoping Meeting
Public Meeting/Workshop
Public Hearing
Presentations to Local Officials and Agencies (number)
Small Group/Stakeholder/Project Advisory Group meetings (number)
Unscheduled Meetings (number)
Community Events *[Include names of events if available.]*

Below is a preliminary schedule of anticipated public outreach activities:

[Insert initial public outreach schedule or list here.]

Figure 2 - Initial Public Outreach Schedule

7.0 Public Outreach Activities

[Delete sections not applicable per the project's executed Scope of Services.]

The following activities are scoped to be completed for this study:

Scoping Meeting

Notifications

Florida Administrative Register (FAR) notice (per Section 120.525, F.S.)
FDOT *Public Meeting Notices Website* notice (per Section 120.525, F.S.)
Direct Mail to Property Owners
Elected/Appointed Officials (email or mail)
Interested Parties Email
Newspaper Advertisement
Radio
Television
Press Release
Social Media
Other: *[Describe any other innovations.]*

Format

In-person Open House
Project Video/Presentation
Exhibits
Discussion with Project Team
Roll Plots
Live Virtual Component

PUBLIC INVOLVEMENT PLAN SAMPLE

Public Kick-off Meeting

Notifications

Florida Administrative Register (FAR) notice (per Section 120.525, F.S.)

FDOT *Public Meeting Notices Website* notice (per Section 120.525, F.S.)

Direct Mail to Property Owners (per Section 339.155, F.S.)

Elected/Appointed Officials: (email or mail)

Interested Parties Email

Newspaper Advertisement

Radio

Television

Press Release

Social Media

Other: *[Describe any other innovations.]*

Format

In-Person Open House

Project Video

Exhibits

Discussion with Project Team

Roll Plots

Live Virtual Component

Other: *[Describe any other innovations.]*

Public Meeting

Notifications

Florida Administrative Register (FAR) notice (per Section 120.525, F.S.)

FDOT *Public Meeting Notices Website* notice (per Section 120.525, F.S.)

Direct Mail to Property Owners (per Section 339.155, F.S.)

Elected/Appointed Officials: (email or mail)

Interested Parties Email

Newspaper Advertisement

Radio

Television

Press Release

Social Media

Other: *[Describe any other innovations.]*

Format

Open House

Project Video

Exhibits

PUBLIC INVOLVEMENT PLAN SAMPLE

Discussion with Project Team
Roll Plots
Live Virtual Component
Other: *[Describe any other innovations.]*

Public Hearing

Notifications

Florida Administrative Register (FAR) notice (per Section 120.525, F.S.)
FDOT *Public Meeting Notices Website* notice (per Section 120.525, F.S.)
Newspaper Advertisement (Two per Section 339.155, F.S.)
Documents for Public Review
Direct Mail to Property Owners (per Section 339.155, F.S.)
Elected/Appointed Officials: (email or mail)
Interested Parties Email
Radio
Television
Press Release
Social Media
Other: *[Describe any other innovations.]*

Format

Open House
Project Video
Exhibits
Presentation area for formal comment/proceedings
Discussion with Project Team
Roll Plots
Live Virtual Component
Other: *[Describe any other innovations.]*

Project Approval

Announcement of LDCA
Email to Public Officials
Newsletter/Property Owner notification
Limitation on Claims notice
Final Notifications Package

Stakeholder/Unscheduled Meetings

[Describe known details. Do not include specifics if not determined at this time.]

PUBLIC INVOLVEMENT PLAN SAMPLE

The team acknowledges that any meeting hosted by FDOT (and that may include the presence of one or more public officials) must include notice via the FAR and the FDOT *Public Meeting Notices Website* at least seven days prior to the meeting (per Section 120.525, F.S.).

8.0 Summary of Public Involvement

Public outreach activities will be documented in a Summary of Public Involvement (SPI). This summary will include mailing lists, proof of notifications and advertisements, and comments received during public outreach activities. The Public Hearing Certification, Public Hearing Transcript and additional public comment will be included in the project file.

9.0 Final Notifications and Project Approval

Upon receipt of project approval by FDOT's Office of Environmental Management (OEM), a Final Notifications Package will be compiled under separate cover. Any notices regarding the project's conclusion will be specified in that document.