

SUMMARY OF PUBLIC INVOLVEMENT SAMPLE



## SUMMARY OF PUBLIC INVOLVEMENT

(Study Name) PD&E Study

From (Project Limit) to (Project Limit)

(Location)

Financial Project Identification: (number)

Federal Aid Project Number: (number)

Efficient Transportation Decision Making Number: (number)

(Month Year)

*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.*

*This document is in compliance with the Florida Department of Transportation's Project Development and Environment (PD&E) Manual, Part 1, Chapter 11.*

# SUMMARY OF PUBLIC INVOLVEMENT SAMPLE

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# 1.0 Project Information

Project Name:  
 Project Limits:  
 Financial Project Identification Number:  
 County:  
 Federal Aid No.:  
 ETDM Number:  
 Environmental Document Type:  
 Project Contact:

<p><b>Name</b>          FDOT District (number)          Project Manager or Representative          Address          City, Florida Zip Code          Telephone: Phone          Email: Name@dot.state.fl.us</p>	<p><b>Name</b>          Consultant Project Manager          Firm Name          Address          City, Florida Zip Code          Telephone: Phone          Email: Email</p>
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In compliance with state and federal requirements, a Public Involvement Plan (PIP) was developed and implemented as an integral part of this project. The purpose of this Summary of Public Involvement (SPI) is to document public engagement previously outlined in the PIP and public involvement activities that occurred during the PD&E phase. The Florida Department of Transportation (FDOT) recognizes that the success of any transportation improvement is dependent upon a comprehensive public outreach effort.

*[Insert project location map here.]*

*Figure 1: Project Location Map*

*[Insert final public outreach schedule here.]*

*Figure 2: Public Outreach Schedule*

## 2.0 Project Kick-off

### 2.1 ETDM Screening

A copy of the FDOT's Efficient Transportation Decision Making (ETDM) programming screen is publicly available and can be found on the ETDM public website (<https://etdmpub.fl-a-etat.org/est/>) through searching ETDM #(number).

### 2.2 Advance Notification

The Advance Notification (AN) package for this project was completed using the Environmental Screening Tool (EST) and sent to the Florida State Clearinghouse, Environmental Technical Advisory Team (ETAT), and other local, state, and federal agencies on (date) (per Governor's Executive Order 95-359 – Florida State Clearing House and President's Executive Order 12372 – Intergovernmental Review of Federal Programs). A copy of the AN can be found on (URL). A copy of the AN can be found on (URL).

Any comments received are addressed in the environmental document.

### 2.3 Public Involvement Plan

The Public Involvement Plan (PIP) for this project, approved on (date), can be found in the project file. Any departure or additions from the public engagement strategies described in the PIP are detailed in the following sections, as well as their reasoning.

*[Delete sections below not applicable per the project's executed Scope of Services. Match meeting naming conventions to scope of services.]*

## 3.0 Scoping Meeting

*[Use this space to describe any deviations from initial scope/PIP.]*

#### **In-Person**

Day, Date

Time

Location

Address

#### **Virtually**

Day, Date

Time

Registration Link

Agency attendees: (number) at in-person, (number) on virtual

Public Official attendees: number and names/titles

Media attendees: number and names/outlet

Public observers: [number](#)

### Notifications

The Scoping Meeting was advertised in the following manner:

- Florida Administrative Register (FAR) notice published: [date](#)
- FDOT *Public Meeting Notices Website* notice published: [date](#)
- Email to # Elected Officials distributed: [date](#)
- Email to # Appointed Officials distributed: [date](#)
- Invitation: emailed/mailed on [date](#)

### Format/Materials

*[Include short meeting description and/or materials list here.]*

A summary of the meeting was distributed to invitees who could not attend the meeting on [\(date\)](#).

### Appendix

Copies of mailing lists and notifications as well as a summary (including a full list of attendees and the scoping presentation) are located in Appendix A.

## 4.0 Public Kick-off Notifications

- [Email/Mail](#) to # Elected Officials distributed: [date](#)
- [Email/Mail](#) to # Appointed Officials distributed: [date](#)
- [Email/Mail](#) to # Interested Parties distributed: [date](#)
- [EST Notice to ETAT Members](#) distributed: [date](#)
- Notification to # Property Owners mailed: [date](#)
- *[List additional notifications here (e.g. media release, social media postings).]*

## 5.0 Kick-off Meeting

*[Use this space to describe any deviations from initial scope/PIP.]*

#### **In-Person**

[Day, Date](#)  
[Time](#)  
[Location](#)  
[Address](#)

#### **Virtually**

[Day, Date](#)  
[Time](#)  
[Registration Link](#)

Facility Justification: *[Use this space to discuss justification for meeting location/facility.]*

Citizen attendees: [\(number\)](#) at in-person, [\(number\)](#) on virtual

Public Official attendees: [number and names/titles](#)

Media attendees: [number and names/outlet](#)

### Notifications

The Kick-off Meeting was advertised in the following manner:

- [Email/Mail to # Elected Officials distributed: date](#)
- [Email/Mail to # Appointed Officials distributed: date](#)
- [Email/Mail to # Interested Parties distributed: date](#)
- [EST Notice to ETAT Members distributed: date](#)
- Notification to [# Property Owners mailed: date](#)
- FAR notice published: [date](#)
- FDOT *Public Meeting Notices Website* notice published: [date](#)
- [Advertisement published in Newspaper Name: date](#)
- [\[List additional notifications here \(e.g. media release, social media postings\).\]](#)

### Materials

Materials posted to webpage on: [date](#)

- [Handout](#)
- [Roll Plots](#)
- [Project Video/Presentation](#)
- Boards
  - Title VI
  - Welcome/Thank You
  - Project Location Map

[Separate stations for: \(e.g. Right of Way, Access Management, etc.\)](#)

### Comments

Comment period: [\(date – date\)](#)

Total comments received: [number of total comments](#)

- Submitted at the in-person event: [number](#)
- Received electronically during the comment period: [number](#)

Comment Summary:

[\[Add bulleted high level list here.\]](#)

### Appendix

The following can be found in Appendix B:

- Proof of notifications and advertisements
- Email/mailling lists
- Screenshot of the notice on FDOT *Public Meeting Notices* webpage
- Copies of meeting materials

- Scans of sign-in sheets
- Comments received during the comment period

## 6.0 Public Meeting

*[Use this space to describe any deviations from initial scope/PIP.]*

### **In-Person**

Day, Date

Time

Location

Address

### **Virtually**

Day, Date

Time

Registration Link

Facility Justification: *[Use this space to discuss justification for meeting location/facility.]*

Citizen attendees: (number) at in-person, (number) on virtual

Public Official attendees: number and names/titles

Media attendees: number and names/outlet

### **Notifications**

The Public Meeting was advertised in the following manner:

- Email/Mail to # Elected Officials distributed: date
- Email/Mail to # Appointed Officials distributed: date
- Email/Mail to # Interested Parties distributed: date
- EST Notice to ETAT Members distributed: date
- Notification to # Property Owners mailed: date
- FAR notice published: date
- FDOT *Public Meeting Notices Website* notice published: date
- Advertisement published in Newspaper Name: date
- *[List additional notifications here (e.g. media release, social media postings).]*

### **Materials**

Materials posted to webpage on: date

- Handout
- Roll Plots
- Project Video/Presentation
- Boards
  - Title VI
  - Welcome/Thank You
  - Project Location Map

Separate stations for: (e.g. Right of Way, Access Management, etc.)

## Comments

Comment period: (date – date)

Total comments received: number of total comments

- Submitted at the in-person event: number
- Received electronically during the comment period: number

Comment Summary:

*[Add bulleted high level list here.]*

## Appendix

The following can be found in Appendix C:

- Proof of notifications and advertisements
- Email/mailing lists
- Screenshot of the notice on FDOT *Public Meeting Notices* webpage
- Copies of meeting materials
- Scans of sign-in sheets
- Comments received during the comment period

## 7.0 Public Hearing

*[Use this space to describe any deviations from initial scope/PIP.]*

### **In-Person**

Day, Date

Time

Location

Address

### **Virtually**

Day, Date

Time

Registration Link

Facility Justification: *[Use this space to discuss justification for meeting location/facility.]*

Citizen attendees: (number) at in-person, (number) on virtual

Public Official attendees: number and names/titles

Media attendees: number and names/outlet

## Notifications

The Public Hearing was advertised in the following manner:

- Email/Mail to # Elected Officials distributed: date
- Email/Mail to # Appointed Officials distributed: date
- Email/Mail to # Interested Parties distributed: date
- EST Notice to ETAT Members distributed: date
- Notification to # Property Owners mailed: date
- FAR notice published: date

- FDOT *Public Meeting Notices Website* notice published: [date](#)
- Advertisement – Published in [Newspaper Name](#): [date](#) and [date](#)
- [\[List additional notifications here \(e.g. media release, social media postings\).\]](#)

## Materials

Materials posted to webpage on: [date](#)

- [Handout](#)
- [Roll Plots](#)
- [Project Video/Presentation](#)
- Boards
  - Title VI
  - Welcome/Thank You
  - Project Location Map

[Separate stations for: \(e.g. Right of Way, Access Management, etc.\)](#)

## Comments

Comment period: [\(date – date\)](#)

Total comments received: [number of total comments](#)

- During Formal Testimony: [number](#)
- Submitted at the in-person event: [number](#)
- Received electronically during the comment period: [number](#)

Comment Summary:

[\[Add bulleted high level list here.\]](#)

## Appendix

The following can be found in Appendix D:

- Proof of notifications and advertisements
- Email/mailling lists
- Screenshot of the notice on FDOT *Public Meeting Notices* webpage
- Copies of public hearing materials
- Scans of sign-in sheets
- Comments received during the comment period

# 8.0 Agency and Stakeholder Coordination

## Agency Presentations

[\(Number\)](#) anticipated in the scope, [\(number\)](#) anticipated in the PIP, [\(number\)](#) completed  
[\[Document the ‘why’ for any changes from initial scope or PIP here.\]](#)

Date	Agency	Meeting Details	Notice Info (if needed)
		Presentation Purpose	Invitation: date FAR: date FDOT <i>Public Meeting</i> Notices Website: date

### Project Advisory Group Meetings

(Number) anticipated in the scope, (number) anticipated in the PIP, (number) completed  
*[Document the 'why' for any changes from initial scope or PIP here.]*

Date	Meeting Details	Notice Info
	Attendees # Reason for Meeting Meeting Format Comments received	Invitation: date FAR: date FDOT <i>Public Meeting</i> Notices Website: date

### Small Group Meetings

(Number) anticipated in the scope, (number) anticipated in the PIP, (number) completed  
*[Document the 'why' for any changes from initial scope or PIP here.]*

Date	Meeting Details	Notice Info
	Attendees # Reason for Meeting Meeting Format Comments received	Invitation: date FAR: date FDOT <i>Public Meeting</i> Notices Website: date

### Appendix

As applicable, documentation of meeting notifications (mailing lists, invitations, FAR notice and screenshot of the FDOT *Public Meeting Notices* webpage) meeting materials, and meeting minutes for these events can be found in Appendix E.

## 9.0 Media and Online Exposure

Additional media coverage received included:

*[Add bulleted list with dates or table.]*

Website: website was active (date – date) at (URL)

### Appendix

Documentation of known media exposure can be found in Appendix F.

## 10.0 Additional Outreach Activities

Additional activities used to notify and involve the public in the project include the following:

*[Add bulleted list with dates or table.]*

### **Appendix**

Details of these activities can be found in Appendix G.

## 11.0 Additional Public Comment

Additional public comment was received through the website and by mail/email throughout the course of the study. These comments are included in the project file.

## 12.0 Final Notifications

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.