

201 Public Involvement Plan

Public Involvement Plan (PIP) Guidelines

A comprehensive PIP is required for Project Development and Environment (PD&E) projects. The plan is prepared at the beginning of the PD&E phase, prior to any public involvement activities. The requirements and specific details can be found in the PD&E Manual, Part 1, Chapter 11. The PD&E Manual is accessible on the [FDOT website](#).

The purpose of a PIP is to identify and outline the methods that will be used to reach people who may be affected by or are interested in a proposed project. The PIP should include the following, depending on the scope of the project:

- Project background and summary of any previous public involvement
- Public involvement goals and related performance measures (Refer to *Section 900 Performance Measures*)
- Affected public (includes affected communities, elected and appointed officials, users of the facility, and other interested or affected audiences)
- Proposed outreach activities
- Plan for response to comments (Refer to *Section 801 Responding to Public Comments*)
- Methods for documenting and evaluating the public involvement for the project (Refer to *Section 1000 Documentation*)
- Summary of project-area demographics from the Sociocultural Data Report (SDR)

The PIP outlines ways to identify and contact the community affected by the plan or project (for more information refer to *Section 400 Identifying the Public*; methods for sharing information and receiving input; and how to involve the public in decision-making. Thorough and well-thought-out PIPs simplify the public involvement process by providing a systematic approach, maximizing the use of available resources, and minimizing delays by ensuring that public involvement activities are coordinated with other project tasks and milestones.

The PIP should outline how the public involvement efforts will be undertaken and what methods will be used, including the number and types of meetings expected and how the public will be notified.

The PIP is a living document and should be flexible enough to be adapted to changing conditions and situations. A sample PIP can be found in the PD&E Manual, Part 1, Chapter 11, Figure 11.4.

At the conclusion of the PD&E study, any commitments and recommendations made to the public should be documented in the environmental document and carried forward into the design phase for implementation. Those commitments and recommendations should be tracked and monitored for adherence and for building community trust.

