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[ATTACH PROJECT NEWSLETTER TO EMAIL]

Subject for Email: Public Hearing scheduled for *[Project Name]* on *[Date]*, FPID *[#]*, *[County Name]*

The Florida Department of Transportation (FDOT) invites you to a public hearing for the *[Project Name]* from *[limits]* in *[County Name]* on *[Date]*. **The in-person open-house will begin at 5 p.m. The virtual and in-person hearing and testimony portion will begin at 6 p.m.**

The purpose of this project is to *[insert project goal]*. The public hearing is being held to present information about the preferred alternative and engineering and environmental analysis completed to date. The hearing provides the opportunity for the public to offer feedback on the preferred alternative for the official hearing record.

The Department has two ways to participate in the public hearing: online through the project website *[Insert project website]* or by attending the live event. All hearing materials, including the project video, will be available online one week prior to the live public hearing event. A copy of these materials will also be displayed at the in-person event. You may choose any combination of the options provided to review the materials and to submit your comments.

- **Online Option:** Attend virtually from a computer, tablet or mobile device. You can register in advance by visiting *[Insert GoTo Webinar link]*. Once registered, attendees will receive a confirmation email containing information about joining the hearing online. Please note, Internet Explorer cannot be used to register or attend this webinar. **Please review the hearing materials online through the project website prior to this event.**
- **Phone Option (Listen Only):** Join the hearing in listen-only mode by dialing *[Webinar call-in number]* and entering the passcode *[GoToWebinar access code]* when prompted. Callers may submit comments directly to the project manager by using the contact information listed below. **Please review the hearing materials online through the project website prior to calling in.**
- **In-Person Option:** Attend in person at the *[Insert name of venue and address]*. The Department requests advance registration to ensure all attendees are accommodated safely. To register, please visit *[Insert project website]* or contact the project manager. Attendees will be asked to follow all safety and sanitation guidelines, as well as adhere to any local ordinances. Attendees who are not feeling well should not attend the in-person hearing.

A summary of the hearing comments and responses will be available on the website approximately 30 days following the hearing.

Project documents will also be available for public viewing from *[Date]* to *[Date]* at *[list locations and addresses]*. They will also be available on the project website.

FDOT is sending notices to all property owners, business owners, interested persons and organizations to provide the opportunity to give comments to FDOT regarding this project. **While comments about the project are accepted at any time, please send your comments by *[hearing date + 14 days]*, to be included in the formal public hearing record.**

If you have any questions about the hearing, please contact: FDOT Project Manager, *[Name]* by phone at *[phone number]*. Comments about the project should be emailed to *[email address]*, or

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mailed to *[PM Name]*, Florida Department of Transportation, P.O. Box 1249, Bartow, FL 33931-1249.

FDOT solicits public participation without regard to race, color, national origin, age, sex, religion, disability, or family status. People who require special accommodations under the Americans with Disabilities Act or who require translation services (free of charge) should contact Cynthia Sykes, District One Title VI Coordinator, at (863) 519-2287, or email at Cynthia.Sykes@dot.state.fl.us at least seven days prior to the public hearing.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by FDOT pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.

Sincerely,

Abra Horne, P.E.
Project Development Manager