



PUBLIC INVOLVEMENT PLAN

Florida Department of Transportation, District One

[Roadway Name] PD&E Study

From *[project limit]* to *[project limit]*

[__ County]

FPID *[Number(s)]*

Federal Aid Project Number *[Number(s)]*

ETDM Number *[Number(s)]*

[INSTRUCTIONS: THE TEXT IN BLACK IS STANDARD FOR DISTRICT ONE DEMO AND SHOULD NOT BE CHANGED. ANY CHANGED/ADDED TEXT SHOULD BE THE BLUE SECTIONS ONLY. FOR THESE SECTIONS, REMOVE THE ITALICS, BOLD, AND BRACKETS, BUT KEEP THE TEXT COLOR BLUE.

ALSO NOTE THAT ANY MEETING NAMES (MEETING vs. WORKSHOP) OR DOCUMENT NAMES SHOULD MATCH THE ORIGINAL SCOPE NAMING CONVENTIONS AND SHOULD BE ADJUSTED ACCORDINGLY.

MAINTAIN CONSISTENCY WITH ETDM LANGUAGE AND PD&E SCOPE WHENEVER POSSIBLE.]

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: _____ Date: _____

Consultant Project Manager, *Firm*

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 FHWA and FDOT.

Approved by: _____ Date: _____

FDOT Project Manager, District One

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PUBLIC INVOLVEMENT PLAN

[Roadway Name] PD&E Study

From *[project limit]* to *[project limit]*

[__ County]

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 governmental entities. The overall goal of this plan is to help ensure that the study 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*.

I. Description of Proposed Improvements

Financial Project ID: *[FPID Number]*

Federal Aid Project Number: *[FAP Number]*

Efficient Transportation
Decision Making (ETDM)
Number: *[ETDM Number]*

Project Limits: *[Use descriptive sentences. Alter as necessary to describe study area].* The *[Project Name]* extends from *[limit]* *[direction...i.e. north or west]* approximately *[xx]* miles to *[limit]*, as shown in Figure 1.

Proposed Activity: ***FOR CONSISTENCY, USE LANGUAGE FROM ETDM IF AVAILABLE.*** The purpose of the study is to *[insert short project description; e.g.: widen this segment of US 92; convert the existing signalized intersection of US 41 at Ringling Boulevard and US 41 Main Street to partial two-lane roundabouts]* in *[County]* County, Florida. Alternatives to be evaluated shall include *[insert short description of all build alternatives to be considered; e.g.: the widening of the existing two-lane undivided roadway to a four-lane divided road, the addition of paved shoulders, and possible improvements at the SR 70 and US 27 intersection. Additional alternatives shall include operational improvements to the existing two-lane section, including the addition of turn lanes.]*

Tentative Class of Action: It is anticipated that the class of action for this project will be a *[i.e.: Environmental Assessment, Type II Categorical Exclusion, Environmental Impact Statement, State Environmental Impact Report, or may be unknown at time of PIP]*.

*Figure 1 –
Project Location Map*

[Insert Project Location Map on this page].

Project Contact Information

For additional information regarding this project, contact:

[Name of FDOT PM]

FDOT District One Project Manager
801 North Broadway Avenue
Bartow, Florida 33830
Telephone: 863.519.*[xxxx]*
Email: *[first.last]*@dot.state.fl.us

[Name of Consultant PM]

Consultant Project Manager
[Consulting firm]
[Consulting firm street address]
[Consulting firm city, state zip]
[Consultant PM telephone number]
[Consultant PM email address]

II. Project Background

[This section can be 2-3 paragraphs long, depending on the complexity of the project and background. –FOR CONSISTENCY, USE LANGUAGE FROM ETDM IF AVAILABLE-- Include a description of the project, its location, alternatives under consideration, and any information obtained by answering the following questions: 1. What is the project history? 2. Has the community previously heard of the project? If so, how long ago? 3. Has the project situation (either the proposed improvement or the project environment) changed since the last public involvement activity? 4. Have any commitments (either real or implied) been made or broken? 5. What are the major concerns and issues on the project? 6. Are there any known controversial issues on the project?]

III. Project Goals

[FOR CONSISTENCY, USE LANGUAGE FROM ETDM IF AVAILABLE --e.g.:

The following goals and objectives have been identified for this study:

- *Create a unified vision for Old US 41 while accommodating the current and future needs of Collier County, Lee County, and the City of Bonita Springs.*
- *Increase roadway safety.*
- *Provide accommodation for pedestrians and bikes.*
- *Facilitate the movement of people and goods.*
- *Improve transit facilities.*
- *Coordinate with key stakeholders and engage the public in order to facilitate community vision and encourage effective communication with the public.]*

IV. Identification of Elected/Appointed Officials and Agencies

[THERE MUST BE PROOF OF COMMUNICATION WITH ALL AGENCIES, INTERESTED PARTIES, OR STAKEHOLDERS LISTED IN THIS DOCUMENT. All communications must be packaged in the Comments & Coordination Report.]

Federal and State agencies, as well as Native American Tribes, having a concern in this project due to jurisdictional review or expressed interest have been identified and will be contacted directly by the Florida Department of Transportation (FDOT) through the Advance Notification (AN) process at the outset of the project in accordance with the PD&E Manual, Part 1, Chapter 3, Preliminary Environmental Discussion and Advance Notification. These contacts can be found in the AN package in the Environmental Screening Tool, project #

[xxxxx]. Visit <https://etdmpub.fla-etat.org> to view the Official Transmittal List in the AN Package. Subsequent contact list updates can be found in the Comments and Coordination Report.

Federal Agencies

[List agencies from ETDM]

Native American Tribes

[Communication with tribes should always/ONLY occur through the Environmental Manager. List tribes from ETDM if different from below].

Miccosukee Tribe of Indians of Florida
Muscogee (Creek) Nation
Poarch Band of Creek Indians of Alabama
Seminole Nation of Oklahoma
Seminole Tribe of Florida

State Agencies

[List agencies from ETDM]

Regional Agencies

The following Regional Agencies will also be contacted. As other concerned public agencies are identified throughout the study, they also will be listed and contacted. This list will be updated prior to each mailing. Subsequent contact list updates can be found in the Comments and Coordination Report.

[List Chamber of Commerce, Regional Planning Council, TPO/MPO, Water Management District, etc., e.g.:

Southwest Florida Water Management District (SWFWMD)

Central Florida Regional Planning Council

Heartland Regional Transportation Planning Organization]

Local Elected and Appointed Officials

The following elected officials will be contacted directly by FDOT. **Appendix A** lists contact information for the following elected officials at project execution. Subsequent contact list updates can be found in the Comments and Coordination Report.

Federal Delegation

[Add districts of U.S. Reps in study area and more lines if needed. NO NAMES]

U.S. Senators

U.S. Representative, District [XX]

U.S. Representative, District [XX]

Florida Senators for Local District

[Add districts of all FL Senators in study area. NO NAMES]

Senator, District [XX]

Florida State House of Representatives for Local Districts *[Add districts of all FL Reps in study area. NO NAMES]*

Representative, District *[XX]*

[X] County *[List elected officials (e.g. Commissioners and Constitutional Offices) and staff positions that would have an interest in the study. Names will be listed in actual mailing list in appendix.]*

Clerk of Court

Property Appraiser

Sheriff

Supervisor of Elections

Tax Collector

Subsequent contact list updates can be found in the Comments and Coordination Report. Updates are expected to occur prior to the public meeting, the public hearing, and Federal Location and Design Concept Acceptance (LDCA).

V. Identification of Affected Communities and Stakeholders

This project is within *[city, county]*. A map of the project area is provided on page *[2]* of this document. The study area is home to *[describe demographic findings including items such as ability to communicate in English, primary languages spoken, age, access to vehicles, and any other findings that could require additional outreach accommodations, including those for Environmental Justice populations. Include any targeted measures of involvement for this project (e.g. newsletters and fliers in Spanish)].* See **Appendix B** for the Sociocultural Data Report. *[include as soon as available or provide US Census Data.]*

The following local, state, and national public interest groups or organizations having a direct or expressed interest in the project study have been identified and will be contacted by the Florida Department of Transportation. **Appendix C** lists contact information for potential stakeholders. *[List public interest, civic, NGOs, Environmental Orgs that would have an interest in the project, e.g.:*

Nature Conservancy 1000 Friends of Florida

Defenders of Wildlife

Florida Defenders of the Environment Florida Sierra Club

Florida Wildlife Federation]

Plus all public and private groups, organizations, agencies and/or businesses that request placement on the project mailing list.

VI. Outreach Activities

The following techniques will be used to notify the public of the proposed transportation improvement and to solicit public input into the project development process.

Newspapers:

[List newspaper with largest circulation in project area with contact info. List additional newspapers in project area, including those published in foreign languages, with contact

info. The following list is in a table with no borders. If needed, add more cells.]

*[Newspaper
Contact info]*

*[Newspaper
Contact Info]*

*[Newspaper
Contact info]*

Television:

[List television stations (with contact information) that cover local news in the project area, including those broadcasted in foreign languages. List as many as necessary. The following list is in a table with no borders. If needed, add more cells.]

*[TV Station
Contact info]*

*[TV Station
Contact Info]*

*[TV Station
Contact info]*

Radio:

[List radio stations (with contact information) that cover local news in the project area, including those broadcasted in foreign languages. List as many as necessary. The following list is in a table with no borders. If needed, add more cells.]

*[Radio Station
Contact info]*

*[Radio Station
Contact Info]*

*[Radio Station
Contact info]*

In addition to working with the media, different notification techniques will be used throughout the project development process. A brief description of these techniques is provided below.

Letters/Newsletters:

Invitational and informational letters and newsletters will be distributed to elected and appointed officials, property owners/tenants, business owners/operators, and interested parties as necessary. It is anticipated that *four* newsletters will be distributed for this study: *at the project kickoff, in advance of the alternatives public information meeting, in advance of the public hearing, and upon completion of the study*. Notices may be hand delivered to residences and business located directly along the project corridor as deemed necessary by FDOT. Elected Officials will receive notification via email from the District Director of Transportation Development. Appointed officials will receive notification via email from the District Environmental Manager or designee.

News/Press Releases:

News/press releases will be submitted by the District’s Public Information Office (PIO) seven days prior to each public meeting and the public hearing. A press release will also be distributed to announce Federal LDCA at the end of the study.

Public Notices/

Legal Display Ads:

Public advertisement will consist of a legal display advertisement published in the area newspaper with the largest circulation, *[name of publication]*, once prior to the public meeting *[optional]*, twice prior to the public hearing, and once to announce Federal LDCA at the end of the study. Notices will also be published in the Florida Administrative Register and FDOT Public Meeting Notices Website at least seven days prior to each meeting/hearing.

Public Announcements:

To distribute PD&E study information, fliers will be made available to organizations such as neighborhood and civic groups, FDOT and *[XX]* County, to publish in existing newsletters and websites. Any such correspondence will be coordinated through the District’s PIO.

**Direct Mail List
For Notifications:**

The following will be contacted by direct mail to obtain input throughout the project development process and/or to provide project information:

- Those whose property lies, in whole or part, within at least 300 feet on either side of the centerline of each project alternative (Section 339.155 FS), as well as other local citizens who may be impacted by the construction of this project. This portion of the mailing list will be based on the County Property Appraiser’s tax rolls. A map showing the parcels to receive these notifications and the initial property owners *[note tenants also if included]* mailing list can be found in **Appendix D**.
- Appointed public officials or individuals who request to be placed on the mailing list for this project. (Elected officials will receive notification via email from the District Director of Transportation Development.)
- Public and private groups, organizations, agencies, or businesses that request to be placed on the mailing list for this project.

Techniques:

Local Advisory Group: A local advisory group (or public advisory committee) will be selected with the assistance of local governments; composed of local citizens having an active role in the community, such as representatives from impacted/interested cities, counties, regional agencies, MPOs and committees, and neighborhood associations or other groups within the project area. This group will be organized at the beginning of the project to involve local participants for advisory purposes, especially on highly controversial or sensitive projects (See PD&E, Part 1, Chapter 11, Section 11.2.2). *(optional)*

Presentations to Local Officials: Presentations may be given to local officials and agencies such as the *[local MPO, TPO or*

planning organization] prior to the public information meeting(s) and the public hearing to apprise local officials of the project status, specific location and design concepts, and receive their comments.

Public Information Meetings: [(optional) A Public Kickoff Meeting will be held at the onset of the project to introduce the study to the public.] An Alternatives Public Meeting will be conducted as the project progresses, to present the project [edit if public kickoff meeting held], the conceptual project alternatives being considered, and to obtain comments from the public. The public meeting(s) will be informal and conducted in an open house format. Public meetings must be advertised in the Florida Administrative Register and on the FDOT Public Meeting Notices Website at least seven days prior to the meeting.

Public Hearing: A formal public hearing, as required by Federal Regulations and State Law, will be held.

Informal Meetings: In addition to scheduled public meetings, there may be additional unscheduled meetings with the public, elected and appointed officials, public agencies, or civic groups. The purpose of these meetings will be to apprise the attendees of the project status, specific location and design concepts, and to receive input. The Department will be available with appropriate notice to attend meetings or make presentations.

Community Events: To maximize awareness of the project, study team members may appear and staff an information booth at community events. The booth may contain survey questionnaires, newsletters, or other collateral. Staff will be available to discuss the study and public issues, concerns, and ideas. Event summaries will be prepared for each event. (optional)

Project Website: A project website will be developed to provide current project information to elected officials, agencies, and the public. The website will include the following pages: [Pages listed below are a sample. Follow scope to determine required pages].

- *[Home*
- *About the Study*
- *Documents & Publications*
- *Email Updates*
- *FAQ's*
- *Photos*
- *Public Notices*
- *Schedule*
- *More]*

Links will be provided to allow the public to submit comment, sign up for the mailing list and to view or download project documents:

The address for the website will be: *[www.swflroads.com/.....]*.

Public Outreach Activity Schedule:

[Insert image of project schedule showing anticipated approximate dates (seasons) for project kickoff, newsletter distributions, public meetings, stakeholder meetings (if applicable and known), public hearing and project completion.]

INSERT SCHEDULE HERE

Figure 2 – Public Outreach Schedule

VII. Coordination with Local Agencies

Copies of aerial maps depicting all alignment and design concepts under consideration, along with draft copies of engineering and environmental study documentation, will be furnished to the County Engineers, with their review and written comments solicited. Updated information will also be forwarded to the county(s) for review and comment prior to the scheduled public hearing.

The Consultant will notify the Department's liaison for [XX] County of project execution. The Department's liaison will coordinate with the Project Manager to schedule meetings with the [X] County and the *[corresponding planning organization and local agencies]*.

VIII. Public Hearing

In compliance with the Project Development and Environment (PD&E) Manual, 23 CFR 771, and Section 339.155, FS, a public hearing will be held.

- Public Hearing Site:** The public hearing will be held at an appropriate facility convenient to the study area.
- Public Advertisement:** A display advertisement will appear in the *[newspaper with largest circulation in project area]* twice (at least 15 days and no more than 30 days) prior to the public hearing. All advertisements will be sent to local newspapers via email or by registered mail, return receipt requested.
- In addition, an announcement of the public hearing will be published in the *Florida Administrative Register* and on FDOT's Public Meeting Notices Website at least seven days prior to the public hearing.
- Letters of Invitation:** Letters will be mailed to all property owners as required by Section 339.155, FS, and to local elected and appointed government officials notifying them of the upcoming public hearing. Notices also will be hand-delivered to residences and businesses located directly along the project corridor as deemed necessary by the FDOT *(optional)*.
- Hearing Preparation:** Slide presentations and/or video presentations, project corridor aerial maps, graphics, and handouts will be prepared to supplement the oral public hearing presentation.
- Transcript:** A verbatim transcript of the public hearing will be compiled to include written comments received at the hearing and written comments received within the established comment period after the hearing. All public hearing documentation (handouts, presentation, graphics, etc.) will be included with the transcript. The transcript will include a script of the recorded presentation, if applicable.

Documents for

Public Review:

All draft documents to support PD&E studies will be available for public review at least 21 calendar days prior to the public hearing date.

Locations for Public Review:

Public notice will be provided in the public hearing advertisement and by mail invitational letters as to where the study documents are located for public review. Project documents will also be available digitally on the project website.

Suggested public review sites are:

*Florida Department of Transportation, District One
801 North Broadway Avenue Bartow, Florida 33830*

Or

*Florida Department of Transportation, Southwest Area Office
District One
10041 Daniels Parkway
Fort Myers, FL 33912*

OR

FDOT Local Operations Center

and

[Location within or close to project area such as library, community center, or county or city office].

Title VI and Related Statutes:

Information about the Title VI Program will be provided in the presentation, by handout, signage, and through availability of personnel, on the Title VI Program and the Relocation Assistance Program.

ADA Compliance:

Notification of the Department’s intent to comply with the Americans with Disabilities Act (ADA) will be provided in the public advertisements for the public hearing, in invitational letters to property owners/tenants and local officials, in handouts, and by selection of a public hearing site that meets all ADA requirements.

IX. Public Hearing Follow-Up

The following procedures will occur after the public hearing.

Responses:

Responses to all letters received as a result of the hearing and questions and comments not answered at the public hearing will be made in writing.

Recommendation**Notice:**

A legal notice announcing the Office of Environmental Management's (OEM's) approval of the final document and recommendations (LDCA) will be published in the *[newspaper with highest circulation in area]*. In addition, a press release to local media, a newsletter to property owners, and an email to local officials may be included as a part of the recommendation notice.

Public Hearing**Transcript Package:**

A Transcript Package will be produced per the latest requirements by OEM and submitted following the public hearing. The Transcript Package will include the public hearing transcript prepared by an approved court reporter and an errata sheet detailing any transcript discrepancies, and may include other items such as a copy of all correspondence received by the Department as part of the public hearing record, and affidavits of publication for newspaper ads advertising the hearing.

Comments and**Coordination Report:**

A Comments and Coordination Report (or Public Involvement Summary Report or PISR) will be developed to summarize the public meeting results and recommendations. The report also will contain the overall input provided through the other public involvement techniques utilized in the project development process.

X. Public Involvement During Design

It is anticipated that the Design Project Manager will maintain the appropriate level of public involvement activities throughout the final design process. These public involvement activities may include additional coordination meetings with local government and environmental permitting agencies, work sessions, and small group meetings, as directed by FDOT.

LIST OF APPENDICIES INSTRUCTIONS

[Appendices A, C, and D should be pdfs of excel spreadsheets that at minimum list name, entity, and email address. PDFs should fit to page of 11x17 landscape so that when document is printed, contact information can be read.]

Appendix A:
Initial Public Officials Contact List

Appendix B:
Demographic Information

Appendix C:
Initial Stakeholders Contact List

Appendix D:
Initial Property Owner Map and Mailing List