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**Public Involvement Plan**

**[Refer to Facilities Development Manual (FDM) for instructions to complete this template]**

(Highway)

(Termini/Location)

(County)

(Project ID)

**If a build alternative is selected, currently scheduled for construction in:** (year)

**If a build alternative is selected, construction could occur as early as:** (year)

**Project must be completed by:** (sunset date)

Design Consultant: (name)

Project Sponsor: (name)

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by LPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project purpose and need**

*Project purpose and need should be a very similar Purpose & Need statement as will be included in the Categorical Exclusion Checklist (CEC)*

*What are the issues we need to address? Use non-technical language and be thorough.*

**Conceptual solutions that could address the purpose and need**

*Insert information about potential solutions to meet the identified needs that was discussed during scoping.*

**Public involvement goals and objectives**

*What are our objectives for our outreach? What do we want to accomplish?*

*Establish goals required by FDM Chapter. 6.*

**Stakeholders and target audiences**

*Insert each stakeholder and target audience in the table. Please be specific. What county officials, what town officials, regulatory agencies, etc. This is important because different tactics will be used to address the needs of different stakeholders. Important reminder: See FDM Chapter 6 - Public Involvement for guidance on identifying and including Environmental Justice and other special needs populations.*

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| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Municipality/Agency** | **Address** | **City, State, Zip** |
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**Plan timeline/public involvement techniques to be used**

*Insert key phases and delivery milestones of the public involvement plan.*

*What meetings will you conduct and when?*

*Ensure Public Involvement Meeting (PIM) facility is ADA Compliant and, in announcements, specify project contact for deaf/hard of hearing to contact via 711.*

*What deliverables will be needed for each stage: invitations, handouts, exhibits, news releases, etc.?*

*If EJ or other special needs populations have been identified, project staff should work with the Management Consultant to determine what techniques will be used. Include information in the timeline below.*

*During which phase of the project will a website be needed? Design and/or construction?*

*What other forms of social media and multi-media production will help communicate the project development?*

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| --- | --- | --- |
| **Task** | **Description/Objective** | **Anticipated Date** |
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**Project messages**

1. **Purpose and need**
2. **Conceptual solutions that could address the purpose and need**
3. **Proposed schedule and cost range**

If a build alternative is selected, currently scheduled for construction in: (year)

If a build alternative is selected, construction could occur as early as: (year)

If a build alternative is selected, the estimated cost for the project is (ranges)

Include project funding CAP

1. **Potential traffic impacts/ traffic management objectives**

Will roadway be open or closed during construction?

Will a detour be provided?

1. **Related projects, if any**
2. **Potential real estate impacts**
3. **Potential access modifications**
4. **Any other issues to be aware of**

Any community events? Cancer walk, festivals, 4th of July, etc.?

1. **Basic facts about the highway (ADT, truck percentages, National Highway System, etc.)**

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