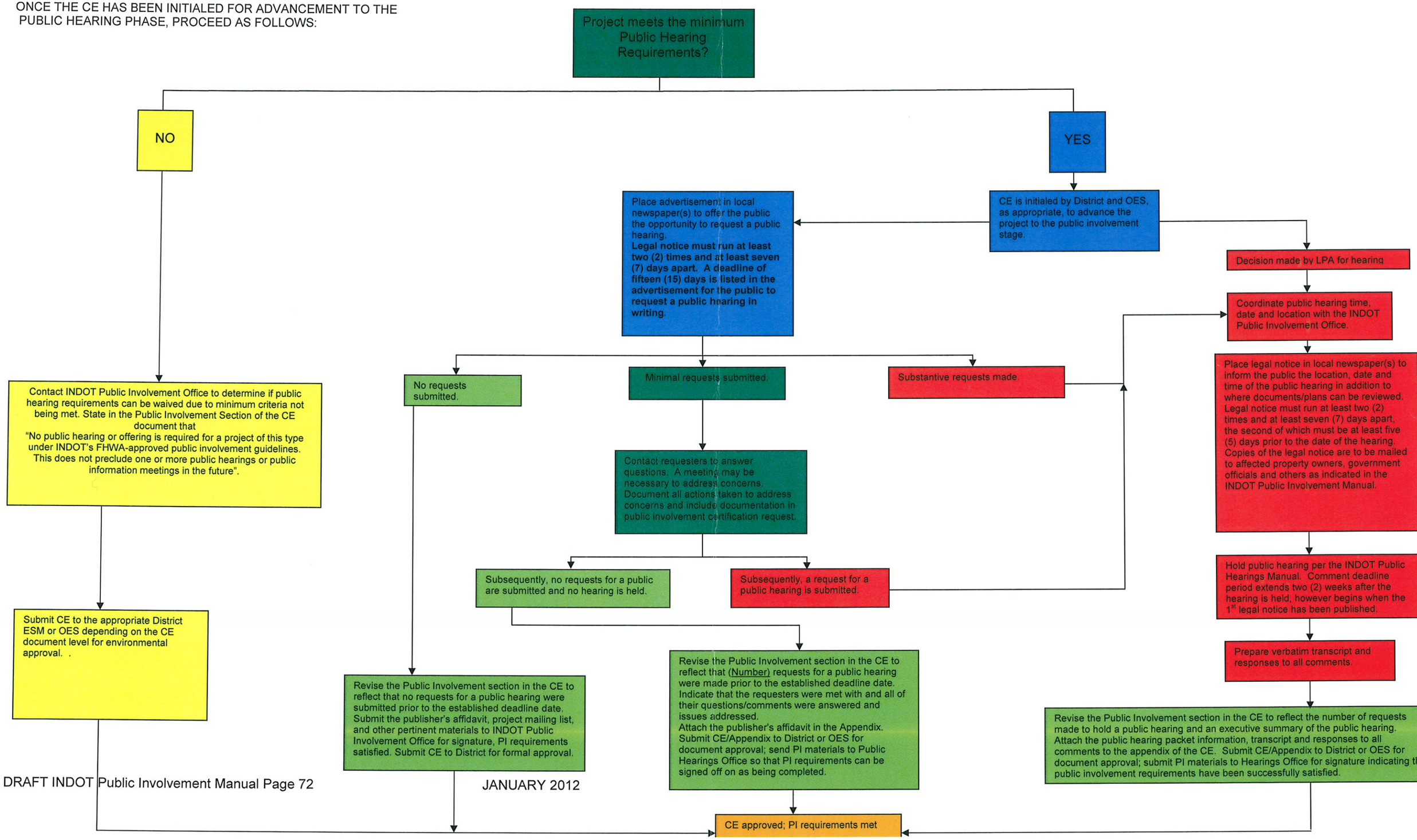
ONCE THE CE HAS BEEN INITIALED FOR ADVANCEMENT TO THE PUBLIC HEARING PHASE, PROCEED AS FOLLOWS:



Public Involvement Plan – for Major/Minor Projects

Des. No.:_____ Route:_____ Location:_____ Project Manager:_____

Milestones in the Minor Project Development Process	Involvement Technique	Description of Involvement Technique	Applicable?	Project Specifics (Detailed description, purpose, who to involve, etc.)	Date Completed:	Completed by:
NEPA Initiation Early Coordination Letter	Kickoff Meeting	Introduce the project, understand the context, define the process, discuss appropriate involvement				
	Community Context Audit	Complete the Community Context Audit form to better understand the total context of a project area.				
	Local Coordination	Phone call, email, letter, or meeting with Local Representative(s) about the project.				
	Media Coordination	Inform public of specific activities via local newspapers, media outlets to raise public's awareness of project and related activities.				
	Public Information Meeting Open House	Present information and engage in discussions with the public. Less formal than Public Hearings. Public Meeting requirements vary for EA and CE projects and are required for EIS. Refer to INDOT Public Involvement Policies and Procedures for additional direction.				
	Property Owner / Project Stakeholder Outreach	May elect to develop and distribute a project specific newsletter, postcard, etc to raise public awareness of project initiation and activities. Refer to INDOT Public Involvement Policies and Procedures for additional direction.				
	Distribute Informative Materials	Provide project information to a broad audience in any of a variety of formats: news media, newsletter, email, website, list serve, etc.				
NEPA Document Development	Local Coordination	Phone call, email, letter, or meeting with Local Representative(s) about the project.				
	Media Coordination	Inform public of specific activities via local newspapers, media outlets to raise public's awareness of project and related activities.				
	Public Information Meeting Open House	Present information and engage in discussions with the public. Less formal than Public Hearings. Public Meeting requirements vary for EA and CE projects and are required for EIS. Refer to INDOT Public Involvement Policies and Procedures for additional direction.				
	Property Owner / Project Stakeholder Outreach	May elect to develop and distribute a project specific newsletter, postcard, etc to raise public awareness of project initiation activities. Refer to INDOT Public Involvement Policies and Procedures for additional direction.				
	Distribute Informative Materials	Provide project information to a broad audience in any of a variety of formats: news media, newsletter, email, website, list serve, etc.				
Release of Draft NEPA Document	Local Coordination	Phone call, email, letter, or meeting with Local Representative(s) about the project.				
	Public Notice/Opportunity to request a Public Hearing	Inform public of specific activities via local newspapers or direct mail - opportunity for hearing or other actions.				
	Property Owner / Project Stakeholder Outreach	May elect to develop and distribute a project specific newsletter, postcard, etc to raise public awareness of project initiation activities. Refer to INDOT Public Involvement Policies and Procedures for additional direction.				
	Public Hearing	Formal, federal-required activity to allow public to comment on proposed project. Public Hearings are required for all EIS and EA projects. Public Hearing or opportunity required for CE's. Refer to INDOT Public Involvement Policies and Procedures for additional direction.				
	Distribute Informative Materials	Provide project information to a broad audience in any of a variety of formats: news media, newsletter, email, website, list serve, etc.				
Design Activities Finalize NEPA Document	Local Coordination	Phone call, email, letter, or meeting with Local Representative(s) about the project.				
	Public Notice	Required for EIS and EA projects only to announce FONSI, FEIS, and ROD NEPA document milestones.				
	Property Owner / Project Stakeholder Outreach	May elect to develop and distribute a project specific newsletter, postcard, etc to raise public awareness of project initiation activities. Refer to INDOT Public Involvement Policies and Procedures for additional direction.				
	Community Context Audit	Review initial Community Context Audit to ensure that community issues are identified.				
	Distribute Informative Materials	Provide project information to a broad audience in any of a variety of formats: news media, newsletter, email, website, list serve etc.				

Primary Local Contact(s):

Name	Organization	Title	Address	Phone	Email

Other Key Stakeholder(s):

Name	Organization	Title	Address	Phone	Email

Notes: