

Indiana Department of Transportation

Technical Planning + Programming Division

Planning Public Involvement Plan (PPIP)



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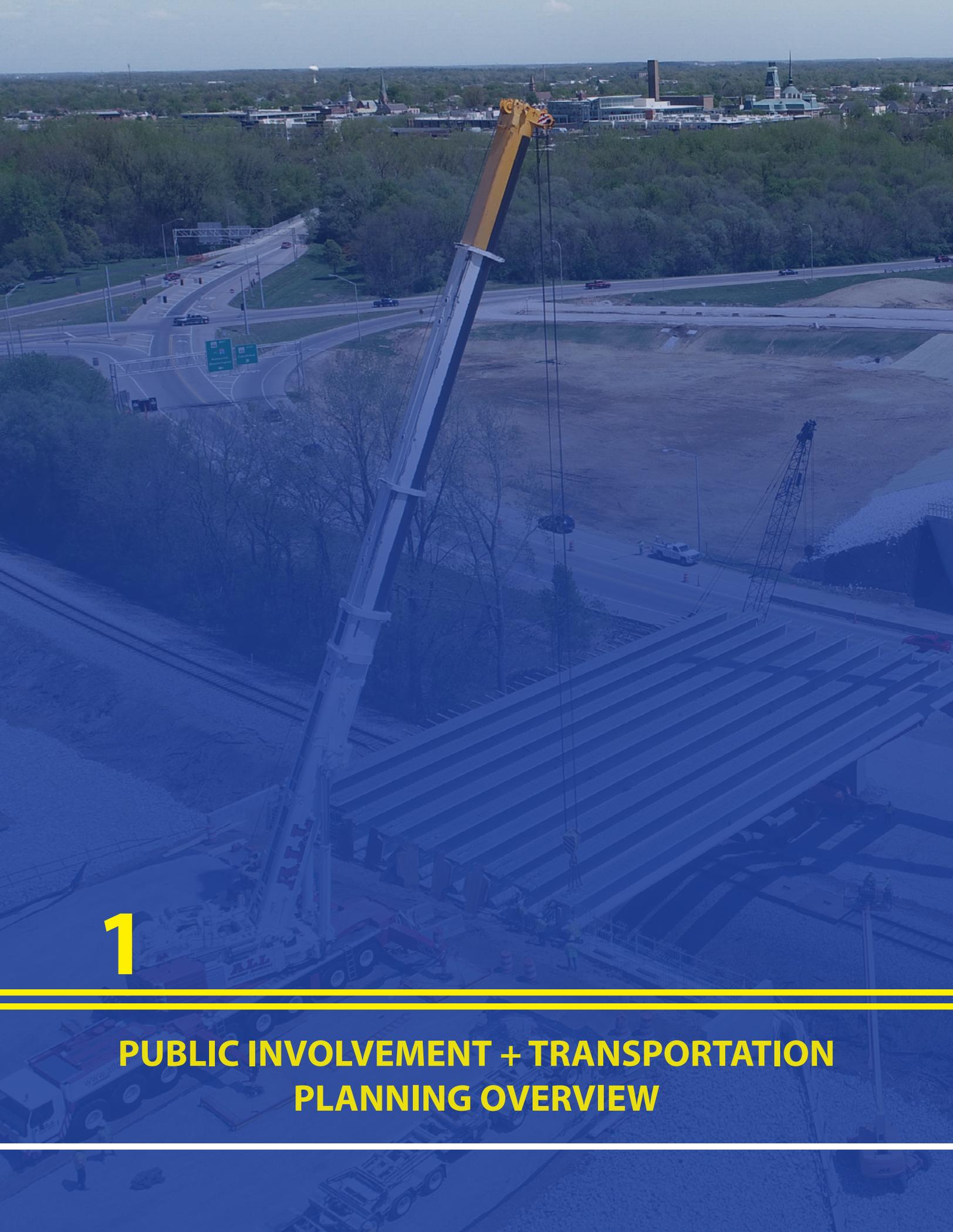
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**PUBLIC INVOLVEMENT + TRANSPORTATION
PLANNING OVERVIEW**

Introduction

Indiana is a socially, culturally, and economically diverse state that is facing exciting and challenging times for transportation. Indiana's multimodal transportation system is key to a vibrant and globalized state economy. Transportation investments create and enhance access to jobs and freight movement, support increased trade and improve Indiana's economic competitiveness. Public and stakeholder participation is a key ingredient in planning for and developing a viable multimodal transportation system today and in the future.

The Indiana Department of Transportation (INDOT) is responsible for conducting several planning activities, ranging from Long-Range Transportation Plans (LRTPs) and State Transportation Improvement Programs (STIPs) to specific modal, freight, and safety plans.

INDOT is committed to conducting these activities in an open and transparent manner, providing the public and stakeholders with opportunities to learn about transportation issues and participate in planning processes.

A Word to INDOT staff

INDOT planning and program managers are encouraged to use this document when developing specific public engagement strategies as part of their planning efforts.

It should be viewed as a tool and reference manual for determining appropriate public involvement activities and complying with Federal requirements based on current regulations

Purpose of the Public Involvement Plan

The purpose of the INDOT Planning Public Involvement Plan (PIIP) is to provide information to educate the general public and stakeholder groups on participating in the transportation planning and programming processes, while providing a resource for INDOT staff and our transportation planning partners. Information is provided about INDOT,

stakeholders, the transportation planning and programming processes, public involvement tools/ techniques, and why public involvement is key.

INDOT's most recent Public Involvement Plan was developed in 2012 and satisfied Federal public involvement and consultation requirements for statewide planning and programming as outlined in the Moving Ahead for Progress in the 21st Century Act (MAP-21). This 2021 update is intended to build upon the previous document, with a focus on providing a practical tool for INDOT staff and others to use when planning for public involvement. It addresses the "what, why, how, and when" of public involvement activities within the context of INDOT transportation planning and Federal requirements established by the Fixing America's Surface Transportation (FAST) Act.

While all INDOT plans and planning processes must meet Federal and state requirements for public involvement, the approaches to engaging the public vary depending on the plan's unique objectives and the needs of the target audiences. This PPIP provides guidance to obtain sufficient public engagement as required by Federal and state regulations, while allowing for the flexibility to adapt public outreach approaches that are most appropriate for each individual plan.

In developing plans and programs, INDOT follows a process that is "continuing, cooperative, and comprehensive to the degree appropriate" (23 United States Code [USC] §135). INDOT uses the input gathered from the public along with data to identify the issues, needs, and priorities for a better multimodal transportation system. This information is used to make informed decisions on transportation improvements and strategies with limited funding. These collaborative and inclusive discussions during the planning process result in planning and programming that consider all transportation modes, both construction and non-construction-based solutions, and the needs of all users of the system. This process also emphasizes the broadening of engagement to include as many stakeholders as possible. This is accomplished by conducting broader outreach to different groups including traditionally underserved communities.



Public Involvement Principles

The following principles guide all INDOT planning public involvement efforts:

Early and Continuous Involvement - Provide timely information about transportation issues and decision-making processes to stakeholders early and throughout the process.

Information Accessibility - Provide planning and programming information in a variety of forms including visual/print, digital, web-based, and social media, allowing stakeholders easy access to information and influence decisions. Additionally, planning materials can be translated into Spanish for areas of the state with high numbers of Spanish speakers as needed or requested. Please view our [Standard Operating Procedures for the Coordination and Arrangement of Support Services for Americans with Disabilities and Limited English Proficiency Stakeholders](#) document.

Involving Underserved Communities - Engage marginalized communities through creative and innovative public involvement techniques that are appropriate for the community.

Reasonable Access - Provide reasonable accommodations for persons with disabilities upon request and ensure meeting locations are accessible per the Americans with Disabilities Act.

Diversified Approach - Understanding that no single method or technique is optimal for every stakeholder group, INDOT considers stakeholder needs in providing communication flexibility and innovation to ensure easy and equitable information access.

Enhancing Stakeholder Relationships - Expanding upon long standing relationships and actively engaging new stakeholder groups is an evolving process and one that INDOT continually improves and expands upon.

Incorporation of Public Comments - INDOT appreciates the comments and input received through outreach efforts. Comments are considered and incorporated, as appropriate and help guide

planning, programming, and outcomes.

Timely Response - INDOT understands that slow responses to public comment send the message that the public's input is not important. Therefore, staff attempts to respond to comments received quickly and lets stakeholders know how input is used.

Process Review - INDOT reviews and solicits comments periodically from all interested parties on the effectiveness of the public involvement process and any proposed changes.

The Benefits of Public Involvement

The two-way communication process between INDOT and the public that results from proactive public involvement assists INDOT in:

- Enhancing decisions and creating a better final product, especially context-sensitive solutions. Effective public involvement enhances sound engineering. It promotes fuller exploration of community needs, communications on objectives and trade-offs, and application of engineering judgment to the full range of alternatives.
- Obtaining funding and support for INDOT programs, ensuring effective use of limited financial resources. When project impacts on the community can be minimized while transportation is improved, then stakeholders (traveling public, community, and taxpayers) benefit from cost-effective projects.
- Complying with regulations, such as national transportation authorization acts and the National Environmental Policy Act (NEPA).
- Increasing customer satisfaction, public trust, and public acceptance which can reduce project re-design and delays. When people feel their concerns are addressed, they better understand transportation plans and projects, which helps decrease the possibility of costly project modifications.
- Enhancing INDOT's credibility and public perception as a responsible public works agency that is a leader in public and transportation issues.



- Achieving a final product which is a transportation system that meets the transportation needs of Indiana and its visitors.
- Educating its constituents on the various intricacies of project selection, development, delivery, and maintenance.

Partners & Stakeholder Groups

In the transportation decision-making process, public and stakeholder involvement is a key federally required component in the planning process resulting in products such as the State Transportation Improvement Program (STIP), Long-Range Transportation Plans, corridor visioning, and planning for major transportation needs (new corridors, added travel lanes, new interchanges, and corridor level improvements). Public and stakeholder involvement needs to be an early and continuing part of the transportation and project development process.

Planning partners and stakeholders are defined as individuals and groups who are, or may be impacted by, or have an interest in a project. In some cases, federal regulations define who stakeholders are. Typically stakeholders include:

Pedestrian and Bicyclist Interest Groups

Community leaders, non-profit organizations, and advocates for bike and pedestrian initiatives, policies, safety, enforcement, public health, quality of life, and environmental considerations.

Federal Agencies (Highway, Transit, & Aviation)

Oversees federal regulatory requirements, programs, funds/grants, aviation and transit operations/facilities, actions, and ensuring the use of federal funds or required actions meet federal requirements, safety, environmental standards.

Freight Advisory Council (Truck, Rail, Marine, Aviation)

Serves as a forum for agency transportation decisions, future planning, policies, permitting and identifying issues/concerns affecting Indiana freight

mobility, safety, and livability. The council include a cross-section of public and private sector freight representatives for ports, rail carriers, shippers, carriers, parcel delivery, pipeline carriers, third-party freight logistics providers, freight industry workforce, university researchers, advocates, economic development representatives, and others).

Indiana Economic Development Corporation

A Indiana quasi-public body that focuses on encouraging business to launch, expand, and locate their existing operations within the state with performance-based tax credits, workforce training grants, innovation/entrepreneurship resources, public infrastructure assistance, talent attraction/retention, and other incentives authorized by the state.

INDOT Districts

Serves as the frontline coordination and outreach with elected officials, stakeholders, and partners in tandem with the Central Office divisions in Indianapolis, Indiana to serve Indiana's transportation needs. INDOT Districts are directly responsible for state facility (interstates, US highways, and state routes) infrastructure asset management, maintenance, and construction activities. See the map of INDOT Districts on page 8 to find out which District you are in as well as contact information for that district.

Local Government & Elected/Appointed Officials

Continuous and cooperative coordinator with local elected officials is a crucial aspect of effective transportation planning

Metropolitan Planning Organizations (MPOs)

Federally required bodies that serve the transportation planning and outreach needs of urbanized areas with populations of 50,000 or greater. MPOs are comprised of elected and appointed officials and technical staff. MPOs develop a number of federally required planning documents; manage both local and state projects in their respected areas; and perform various support related transportation planning activities. Together with INDOT Central Office Planning Staff and District Offices, MPOs serves as a primary



source for local and public input as fundamental cooperating partners in the mode-specific planning and program implementation process.

Regional Planning Organizations (RPOs)

RPOs serve the transportation planning and outreach needs of small urban and rural areas of the state. RPOs perform eligible planning activities in order to provide planning support to local communities.

Non-MPO/RPO Areas

These include small towns and cities not included in an MPO or RPO area. In non-metropolitan areas, INDOT district offices coordinate transportation planning activities and develop lists of projects to be included in the STIP. INDOT consults with the Regional and/or Rural Planning Organizations, rural area local elected officials, local government agency representatives, special interest groups, and other key transportation stakeholders.

Resource Agencies

Government agencies with regulatory authority over an environmental resource and have some sort of stake in transportation related improvements. It is critical to get the resource agencies involved for transportation decision-making early to ensure potential issues are resolved and documented:

- Indiana Department of Agriculture, Energy Management, Health, and Natural Resources
- State Historic Preservation Officer
- U.S. Army Corps of Engineers, Census Bureau, Coast Guard, and Environmental Protection Agency
- National Park Services, Natural Resources Conservation Services

Public Transit & Passenger Rail Advisory Committee

Serves as a forum for discussing and identifying public transportation issues and solutions and providing advice to the INDOT Office of Transit on policy, system performance targets, asset management, and funding areas that impact public transit users and providers.

Various Transportation Special Interest and Advocacy Groups (Urban & Rural)

Community and business leaders, non-profit organizations, and advocates for various aspects of transportation decision-making, investments, equity, environmental justice, safety, enforcement, policy, corridor beautification, clean-air/water, economic development, public health, quality of life, and environmental considerations.

Public Involvement Federal Regulation

Federal Requirements are the foundation of public involvement activities and provide guidance to state departments of transportation. See page 46 in the Appendix for a list of Federal Regulations regarding public involvement in transportation planning.



Find out which INDOT District you are a part of, and see the contact information below!

INDOT LaPorte District
315 E. Boyd Blvd.
LaPorte, IN 46350
INDOT@indot.in.gov

INDOT Fort Wayne District
5333 Hatfield Road
Fort Wayne, IN 46808
INDOT@indot.in.gov

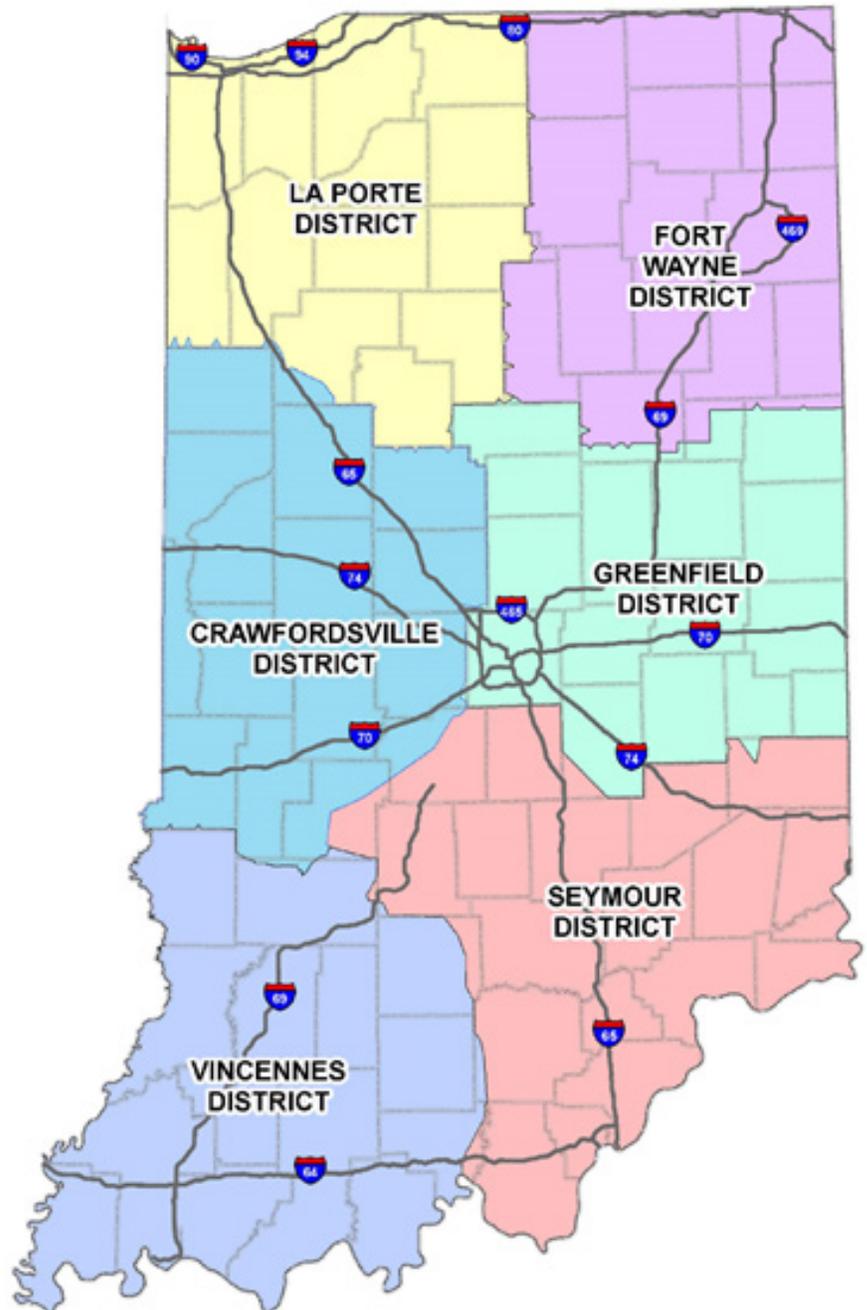
INDOT Crawfordsville District
41 West 300 North
Crawfordsville, IN 47933
INDOT@indot.in.gov

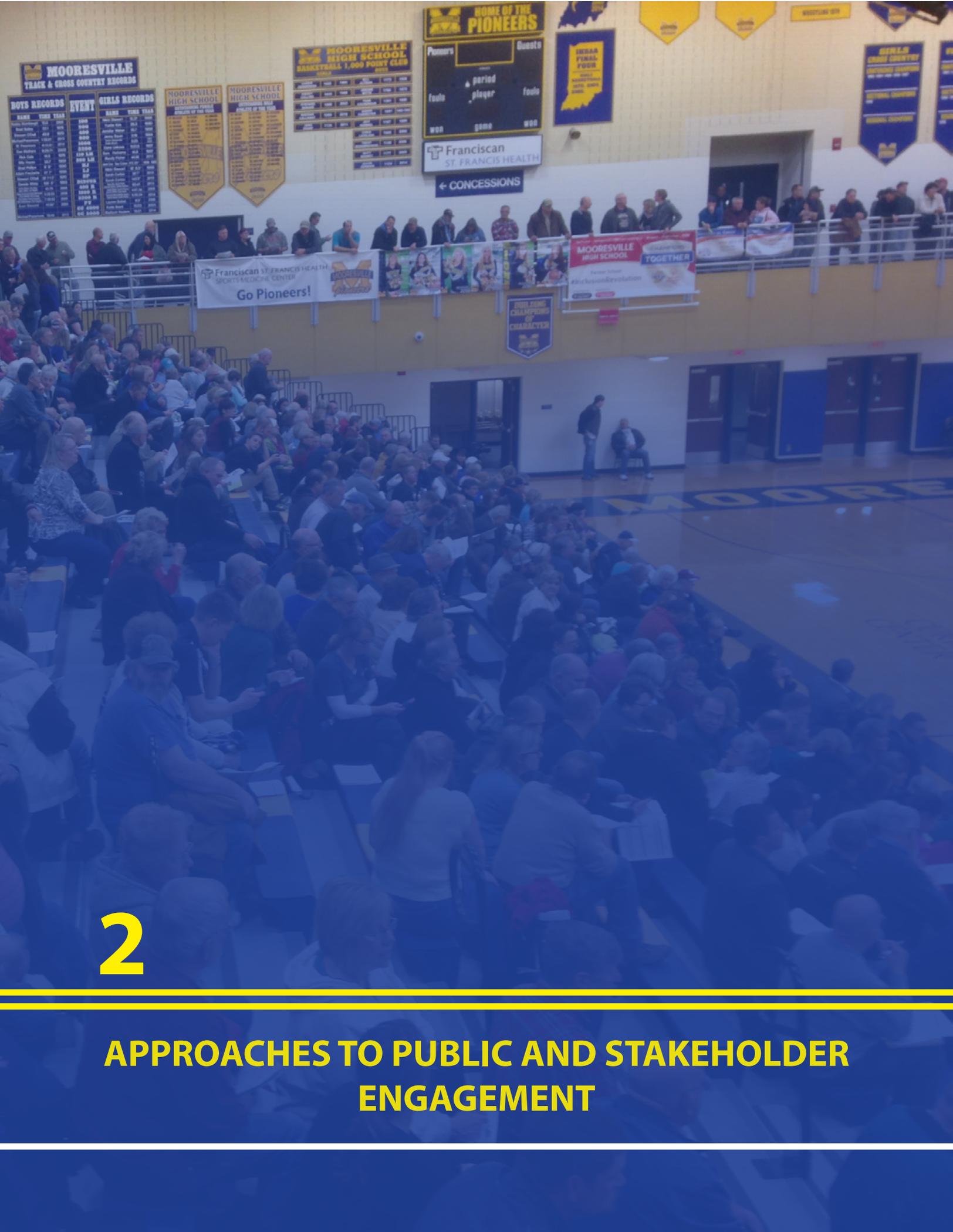
INDOT Greenfield District
32 South Broadway
Greenfield, IN 46140
INDOT@indot.in.gov

INDOT Vincennes District
3650 South U.S. Highway 41
Vincennes, IN 47591
INDOT@indot.in.gov

INDOT Seymour District
185 Agrico Lane
Seymour, IN 47274
INDOT@indot.in.gov

INDOT Central Office
100 North Senate Avenue, Room N758
Indianapolis, Indiana 46204
INDOT@indot.in.gov





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APPROACHES TO PUBLIC AND STAKEHOLDER ENGAGEMENT

Outreach to the Underserved

Title VI of the federal Civil Rights Act of 1964 (Title VI) and the president's Environmental Justice Executive Order 12898 are a few of the many non-discrimination laws and presidential orders that apply to planning. Title VI and environmental justice requirements include a careful analysis of impacts and possible mitigation factors that help avoid disproportionate impacts caused by transportation projects and services.

Social impacts should be recognized early and monitored continually throughout the transportation decision-making process. Enhanced public input and participation at all points of the statewide transportation planning process ensures meaningful participation and non-discrimination as mandated by Title VI and environmental justice requirements. To address environmental justice issues, the transportation needs of low-income and minority populations must be considered. The integration of environmental justice principles into the transportation planning process is consistent across all areas of INDOT.

Addressing Environmental Justice Concerns

Through the Public Involvement Process Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations directs federal agencies to identify and address disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations, to the greatest extent practicable and permitted by law.

INDOT has mapped low-income and minority populations using the most recently available census tracts. INDOT uses [Department of Health and Human Services Poverty Guidelines](#) to identify low-income populations. Using this information, INDOT will ensure that communities with underserved populations are properly notified on Long-Range Transportation Plan and STIP related public involvement opportunities and able to participate in the planning process. Notification activities may include, but are not limited to:

- Providing notifications to and via MPO, RPO, and LPA partners for new STIP and LRTP meetings, dates, time, links to documents, procedures, materials, comment forms, surveys, and access to any online meetings/public early coordination meetings
- Providing notification through local libraries in partnership with the State Library on STIP/LRTP meetings and providing packages with links for STIP/LRTP documents, comment forms, links to materials, links to virtual meetings, links to recorded meetings, surveys, early public coordination meetings, and links to our PPIP and planning sites.
- Ensuring virtual town halls and meetings specific to the new STIP and LRTP will be available via phone call if Wi-Fi is not accessible

Limited English Proficiency

On Aug. 11, 2000, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)" was signed into law. The Executive Order requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency. The Executive Order also requires that the federal agencies work to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Pursuant to Executive Order 13166, INDOT must take reasonable steps to ensure meaningful access to its services to persons that may be entitled to language assistance. In accordance with the Executive Order, the U.S. Department of Transportation issued [Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient \(LEP\) Persons](#) DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure



meaningful access for LEP persons:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee
- The frequency with which LEP individuals come in contact with the program
- The nature and importance of the program, activity, or service provided by the recipient to people's lives
- The resources available to the recipient and costs

INDOT based its four-factor analysis on the U.S. Census Bureau American Community Survey (ACS) data. Through this analysis a LEP plan was developed. See the Nondiscrimination at INDOT webpage <http://www.in.gov/indot/3584.htm> for guidance in serving persons with LEP, access to the INDOT LEP Plan, and ensuring access to program and project decision-making.

Limited English Proficiency reports are one tool that assists INDOT in documenting instances where enhanced language services are needed. INDOT values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this state. As a recipient of federal funds, INDOT is required to conform to Title VI of the Civil Rights Act of 1964 (Title VI) and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color or national origin.

A voluntary public involvement survey 23 CFR 200.9(b)(4) assists INDOT in gathering data to ensure its programs and activities comply with Title VI of the Civil Rights Act of 1964. The voluntary survey is made available via the INDOT website and is available at public involvement events (open houses, public meetings and hearings). More about the survey:

- Available online and at public involvement events

- INDOT monitors, tracks and documents data received as a result of the survey to comply with Title VI of the Civil Rights Act of 1964
- Documentation is submitted to FHWA for evaluation and review
- INDOT makes changes and modifications to its program and project development activities based upon this information

INDOT strives to provide an opportunity for public involvement and access to the transportation decision-making process in every stage of the planning and development of transportation projects to everyone, including minority or low-income communities and populations who are not proficient in English.

INDOT's Public Involvement Plan addresses how all persons can have equal access to programs and how participation opportunities are made available. More information about public involvement opportunities can be found at www.in.gov/indot/2366.htm

The U.S. Department of Transportation has created guidance using a four-factor framework that should be adhered to when developing and carrying out public involvement activities. For further guidance see the Federal Transit Administration's [Limited English Proficiency Guidance](#) Webpage.

Optional Statewide Public Involvement Activities

Community Events - INDOT may participate at local or state fairs, minority expos and community events to solicit input related to planning, programming, and other programs. These types of events are opportunities to engage the public and receive valuable input.

Stakeholder Group Meetings - INDOT may conduct focus groups of urban and/or rural stakeholders to collect information on public perceptions of the Indiana transportation system. In addition, INDOT may conduct focus groups to identify transportation needs and perceptions of how well transportation services are being



delivered to minority and low-income groups in order to improve INDOT's ability to include minority and low-income groups in the transportation planning process and decision-making on future system improvements.

Public Outreach Tools and Techniques

INDOT is committed to the continual expansion of its public engagement "toolkit" to help inform and educate the public about transportation planning and provide opportunities for input and feedback.

The following list of public involvement tools and techniques may be used within the appropriate context for maximum effectiveness. INDOT considers the appropriateness and practicality of a wide range of tools and techniques, which include, but are not limited to:

World Wide Web/Internet

INDOT, to the maximum effort practicable, makes public information accessible in electronic formats via the Internet and uses innovative techniques to communicate complex information and improve comment solicitation. Through the use of a combination of text, video, audio, and interactive elements, the Internet can be an excellent tool to communicate with the public.

To get in contact with our Communications Office, please see the information on the following webpage: <https://www.in.gov/indot/2673.htm>

Social Media

INDOT embraces the use of two of the currently most popular social media platforms, Twitter and Facebook. These tools are ideal for obtaining quick reactions and developing on-going conversations with the public. Staff from the Office of Communications continually monitor INDOT's social media accounts and post informative information as well as respond to user comments and questions. Please visit <https://www.in.gov/indot/3074.htm> to connect with and learn more about INDOT's social media services.

Online Surveys

Online surveys allow the public to provide valuable input on a specific set (or sets) of questions without requiring participation at a meeting. In the past, INDOT has used online and mail-in surveys to help determine regional priorities and made those surveys available in both English and Spanish.

Digital Presentations

INDOT employs PowerPoint and other presentation platforms to help display and communicate information to stakeholder groups, citizens, elected officials and others. These presentation tools can be used to deliver information in-person, remotely, or via the web and allow the public to consume information at their own pace.

Videos

The use and distribution of videos for the purpose of public education and engagement has made significant advancement in recent years. Distribution and viewing of public involvement videos has been helped greatly through platforms including YouTube. A few notable examples of INDOT public education videos include:

- [The Story of Indiana Hoosier Helpers \(Youtube\)](#)
- [Allisonville Road Bridge Project Over I-465 \(.wmv file\)](#)
- [A Greener Welcome \(Youtube\)](#)
- [Double-Crossover Diamond Interchange Concept \(Youtube\)](#)

Media Strategy

Media strategies inform the traveling public about projects and programs through a wide range of media approaches which include but are not limited to newspapers, videos, posters, brochures, or newsletters. INDOT's Office of Communication coordinates the development and implementation of media strategies.

Maps

INDOT uses both electronic and large print maps to illustrate locations, transportation data, and analysis that help the public better understand



the subject area and provide comment on any proposed plans, projects, or help determine priorities. Recently, INDOT has used web-based mapping applications to better link project locations with comments provided by environmental resource and regulatory agencies.

Online Mapping and Commenting Tools

INDOT has developed a statewide mapping application that locates and provides information on current projects, corridor visions, and allows the public to provide location-specific comments. Example includes Citizen Remarks online app for the agency's statewide corridor vision study.

Public Meetings

INDOT may use public physical or virtual meetings that range from formal meetings that include a formal presentation and a transcript, to informal open house meetings that include exhibits and project staff available to answer questions. It is important to note that INDOT hosts all public meetings in locations that are compliant with the Americans with Disabilities Act.

Interactive Electronic Voting

INDOT may use interactive electronic polling devices where participants are asked a series of questions on a variety of transportation issues and are able to respond in real time using handheld electronic keypad devices. The electronic keypads register participants' responses and project them graphically on a screen providing the opportunity for discussion and instantaneously capturing public opinions.

Telephone Town Halls

A telephone town hall can be used to poll a large number of participants to provide input on transportation policies, projects or improvements. The telephone town hall allows participants to ask questions of INDOT staff over the phone and make participation convenient while reducing the need to travel to a public meeting.

Public Information Materials

Public information materials quickly communicate INDOT's message. They are often visually appealing, and often do not require a great level of

detail. Examples of public information materials are:

- Advertisements (displays and legal notices)
- Newsletters and brochures
- Summary of Reports/Dashboards of Performance
- Fact Sheets

List Serves

INDOT maintains lists to provide public information, meeting notices, and other information to interested parties.

Public Comments

INDOT values the comments received through all public involvement efforts. INDOT strives to adhere to the following guidance regarding public comments:

- Providing timely responses to public comments
- Recognizing that all people are important and can contribute valuable perspectives
- Providing clear, definite responses to substantive comments; differentiating between philosophical and factual differences; and providing an explanation of why one approach or option was selected over others
- Ensuring that all public comment becomes a part of the public record for any transportation planning or programming effort
- Tracking and responding to (in a written format) comments and ensuring that all comments received from the public are available for public viewing during normal business hours

Measures of Effectiveness

One of the most important questions asked at the end of a planning process is "how effective was the process?" It is important to determine whether goals were met, how information received was used, and how best to improve the process. The following are sample measures INDOT will use to



determine if its approaches and techniques used during the planning process were effective:

- How many visitors did the web page receive?
- # of subscribers to listserv, distribution lists, social media likes, and other
- # of comments received or posted during comment periods
- # of individuals signed up and/or participated in public meetings/town halls (physical and virtual)

Emergency Public Involvement Procedures

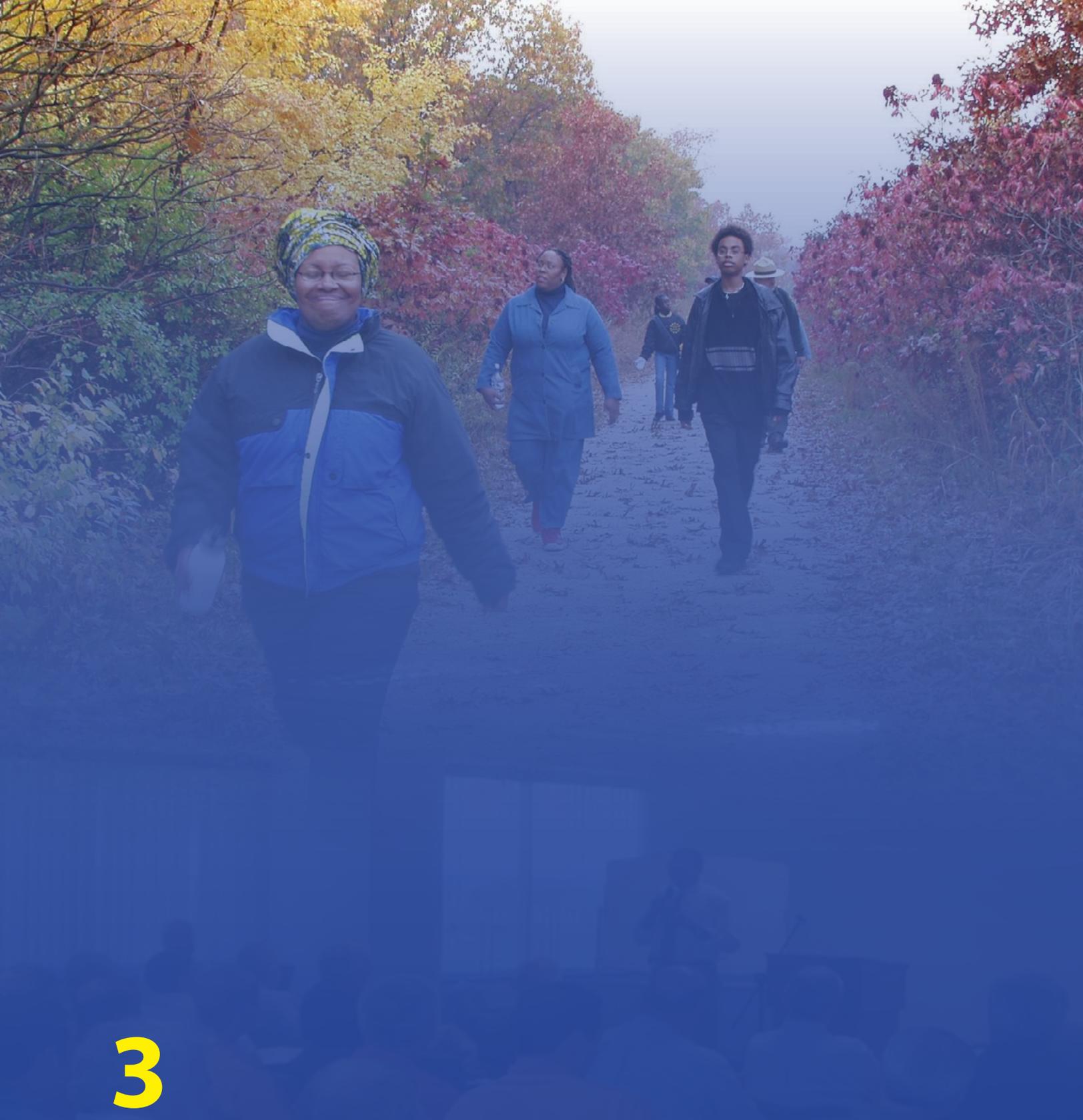
An emergency situation would be defined when the Governor and/or President declares a health or other emergency and/or a local government jurisdiction determines that an in-person public hearing and/or in-person inspection of documents should be limited out of concerns for public health and/or safety. As federal, state and local municipalities issue guidance related to any current emergency situations, physical viewing locations may change from normal operations. When physical locations change in availability for use as project document repositories (i.e. public libraries, municipal offices, community centers), the currently available locations should be listed in public notices. The notice must also list any restrictions, limitations and/or any modified procedure that would apply. INDOT will continue to monitor these situations and related guidance at both the national and local levels. Planning staff should closely monitor local jurisdiction guidance for their assigned areas to determine the status of emergency restrictions and how these restrictions will impact public involvement activities specific to the STIP, LRTP, and other transportation planning document.

It is important to remember to include a statement in a public notice that offers the public the opportunity to request planning document information be mailed to them upon request. It is also required to offer the public the opportunity to

request a public meeting in your notice. It may be that certain emergency situations may restrict how a public meeting will be held, however opportunities to interact with the public virtually may assist in reaching out to those that may not be able to attend in person as a result of the emergency conditions.

Please visit <https://www.in.gov/indot/4039.htm> for more information regarding public involvement during emergency situations.





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PROGRAM DEVELOPMENT PROCESS

Introduction

Transportation planning and programming processes are to consider the desires of communities and include both the natural and human impacts to the environment. Transportation plans help regions and communities reach their goals. Therefore, involvement of local communities, primarily through their elected public officials, is essential to developing INDOT's long-range plans and Indiana's STIP. INDOT works through its six district offices and develops the agency's long range and multimodal transportation plans and various federally required planning documents. INDOT cooperates, coordinates, and consults with the 14 Metropolitan Planning Organizations and 15-Regional Planning Organizations on the development of various planning documents.

A brief overview of different steps in the program development process may look like the following:

Planning

- Future Trends (land use, technology, and demographics)
- System assessment, needs analysis, studies & call for projects
- Stakeholder outreach and public involvement
- Preliminary engineering, performance assessment
- Scoring and selection

Project Development

- Project specifications and estimates
- Project funding, programming, and scheduling
- Environmental analysis and compliance activities
- Stakeholder outreach and public involvement
- Design, right of way, and utilities coordination

Project Delivery

- Project letting, award, and contracts
- Public involvement
- Construction

Maintenance & Operations

- District operations (winter operations, resurfacing, pot holes)
- Pavement and bridge preservation
- Operation improvements (ITS, signal modernization, turn lanes)
- Ongoing INDOT customer service
- Coordination with locals

INDOT Planning Documents

Transportation planning involves examining the long-term and strategic transportation goals of the state and specific areas within the state, studying respective demographic characteristics and travel patterns, assessing existing and possible future transportation assets, looking at how these considerations and factors interrelate, forecasting possible changes over multiple years, estimating resources and funds potentially available to address transportation concerns, and evaluating alternatives for meeting current and future transportation needs to bring the area closer to achieving its vision. In coordination with our planning partners and stakeholders, INDOT identifies current and projected transportation challenges and propose discussed solutions to those challenges in the Statewide Long-Range Transportation Plan.

Transportation planning is a continuous, cooperative, and comprehensive process. It establishes a vision for transportation investments, examining critical trends, issues, and future-year needs to provide Hoosiers the highest level of mobility and safety possible to meet the needs of economic development and quality of life.

INDOT planning documents must meet Federal and State requirements for public involvement, but otherwise the approaches to engaging the public vary depending on the plan's unique objectives and the particular needs of the target audiences. This PPIP provides the guidance to obtain sufficient public engagement as required by Federal and state regulations, while allowing for the flexibility to adapt public outreach approaches that are most appropriate for each individual plan.



Annual Program Development Process

The Annual Program Development Process (shown on page 18) for State Projects (APDP-S) generally describes INDOT's project selection and programming mechanism for the near-term program and Indiana's STIP. The APDP-S also provides support and potential input to INDOT's long-range planning operations. Most projects require approximately three to five years (or more) to be planned, programmed, developed and delivered, with each of its development phases (e.g., environmental analysis, design, right-of-way, and construction) programmed in Indiana's STIP when federal funds are used.

The APDP-S process provides the mechanism for identifying transportation needs and programming of major capacity projects considered for inclusion in the INDOT Long Range Transportation Plan, INDOT 5-year Construction Program, and the INDOT State Transportation Improvement Program (STIP).

The APDP-S consists of five stages as described as follows. Each of these stages will be discussed in more detailed in the [APDP-S document](#):

- **Stage I:** Call for New State Projects and Program Revisions
- **Stage II:** Statewide Review and Program Update
- **Stage III:** Draft INDOT STIP and 5-Year Construction Plan Documents
- **Stage IV:** Document Coordination with INDOT Planning Partner's Long-Range Metropolitan Transportation Plans and Transportation Improvement Programs (TIP)
- **Stage V:** Update of State Transportation Improvement Program (STIP), 5-Year Construction Program; and Long-Range Transportation Plan document publications (as needed)

The APDP-S transportation decision-making

approach provides a seamless process from planning through construction and encourages open communication for making informed decisions during all stages of project development. By involving all disciplines at the earliest stages of the process, issues affecting project type, scope, preliminary engineering, design, and cost are identified in advance. Resolving these issues in the early stages minimizes project development delays, while allowing the development and review of more context appropriate alternative improvements.

Public and stakeholder involvement is a key federally required component in the APDP-S process, especially for major projects (new corridors, added travel lanes, new interchanges, and connected corridor level operational improvements). Public and stakeholder involvement needs to be an early and continuing part of the transportation and project development process.

INDOT has established a proactive public involvement process in the planning and development of transportation projects. This process provides complete information, timely public notice, and full public access to key decisions, and supports early and continuing involvement of the public in developing plans and transportation programs.

Early Consultation Meetings

INDOT Technical Planning, in coordination with the INDOT Districts, may arrange and host meetings in each district in the spring and early summer to discuss proposed projects, needs, the INDOT Long-Range Transportation Plan, STIP and other transportation-related issues. Although a district may hold any number of meetings throughout the year, there will generally be one meeting in each district focusing on consultation with local elected officials, key stakeholders, and rural organizations (RPOs), MPO representatives, and representatives from other INDOT divisions, as warranted.

The goal of these meetings is to produce a list of identified transportation deficiencies and proposed future strategies for inclusion into the annual Call for State Projects including those in MPO and RPO planning areas.



It is important to note that the elected officials within an MPO area are typically represented by the MPO. For communities outside an MPO, input from elected officials is sought. This can be a mayor, town manager, or county commissioner. The purpose of the meeting or meetings is to reach agreement between all parties, through consultation, coordination, and cooperation, on the following:

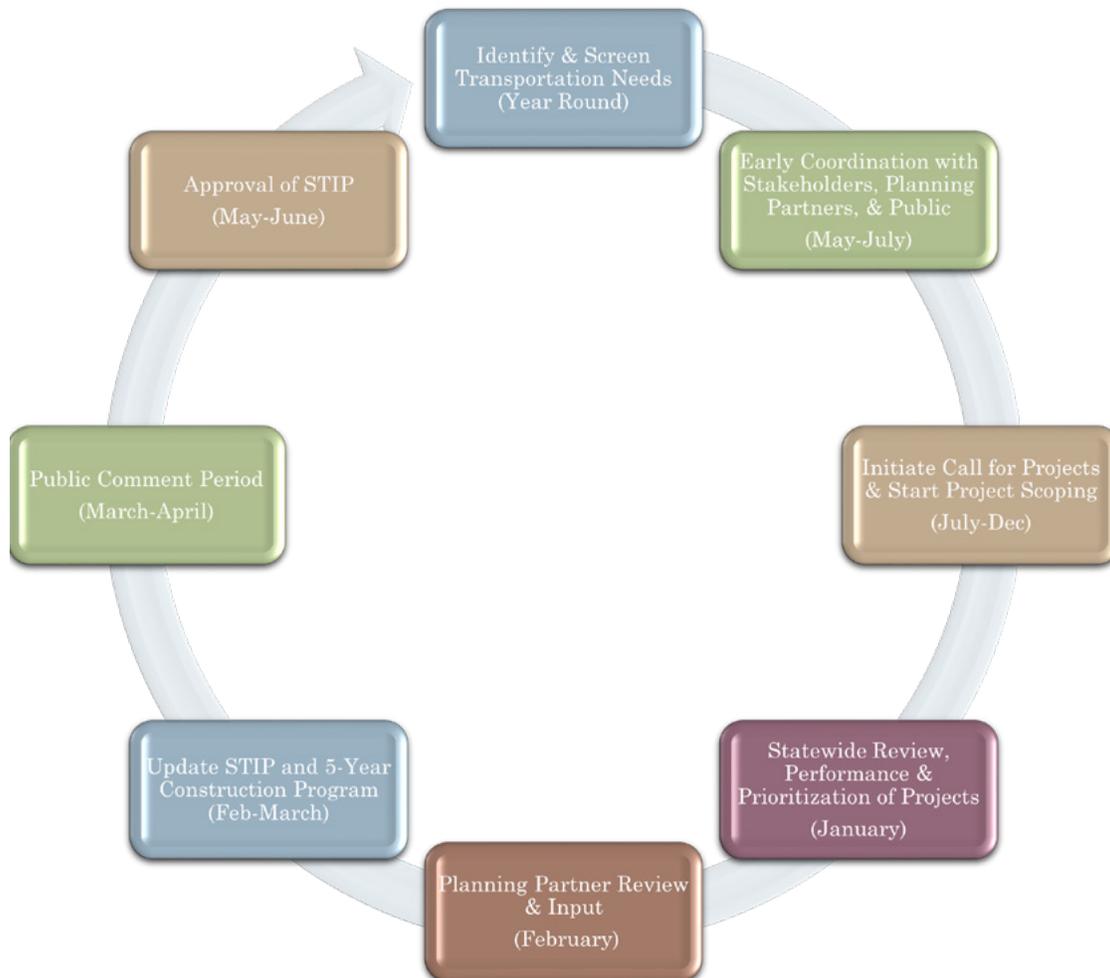
- Proposed new state projects (if any)
- Changes (if any) to the existing program of state and local projects
- Transportation needs prioritization discussion
- Discussion regarding existing and potential local policies and programs (i.e. transit expansion, bike and pedestrian

plans, ADA Transition needs, economic development, parking restrictions, etc.)

- Land-use development patterns and zoning permits
- Short- and long-range transportation system development goals and needs
- MPO and RPO public involvement input relative to INDOT facilities and transportation needs
- Community audit results for select areas and projects (as completed)

These meetings will be documented, discussion points will be summarized, and posted online for general public comment opportunities.

Below: A flowchart of the Annual Program Development Process (APDP-S). These processes often overlap and date ranges may be subject to change.



Project Recommendations

Following the outcomes from consultation meetings, discussion and evaluation, each district will then submit its prioritized list of proposed district area projects to the asset management team. This list will include project proposed by others and for which agreement has been reached.

Minutes of the consultation meeting or meetings will also be submitted by each district and Technical Planning Liaison to the asset management team along with a brief report explaining how priorities were set.

The programming of projects entails prioritization, scheduling, and budgeting for anticipated projects in the near-term timeframe. This process is generally described in the APDP-S.

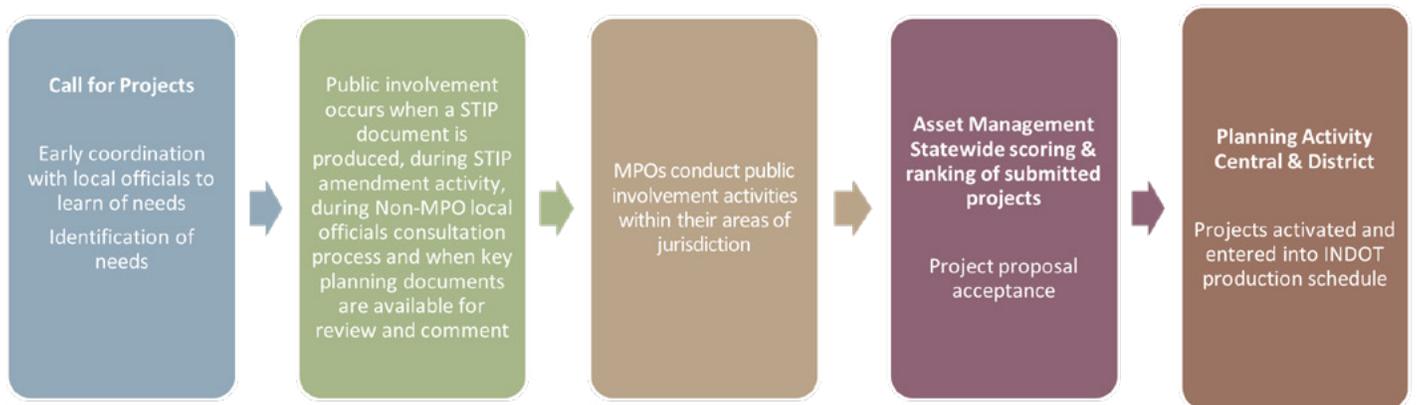
INDOT Annual Call for State Projects

A Call for Projects is the beginning of a process by which proposals for new projects can be presented, reviewed, and prioritized. If approved, these projects are programmed or accepted into a

production schedule. Although changes to existing projects can occur at any time, proposals for new projects can be submitted only in response to a Call for New Projects. Separate Call for Projects processes are held for local projects and multiple calls may be issued each year.

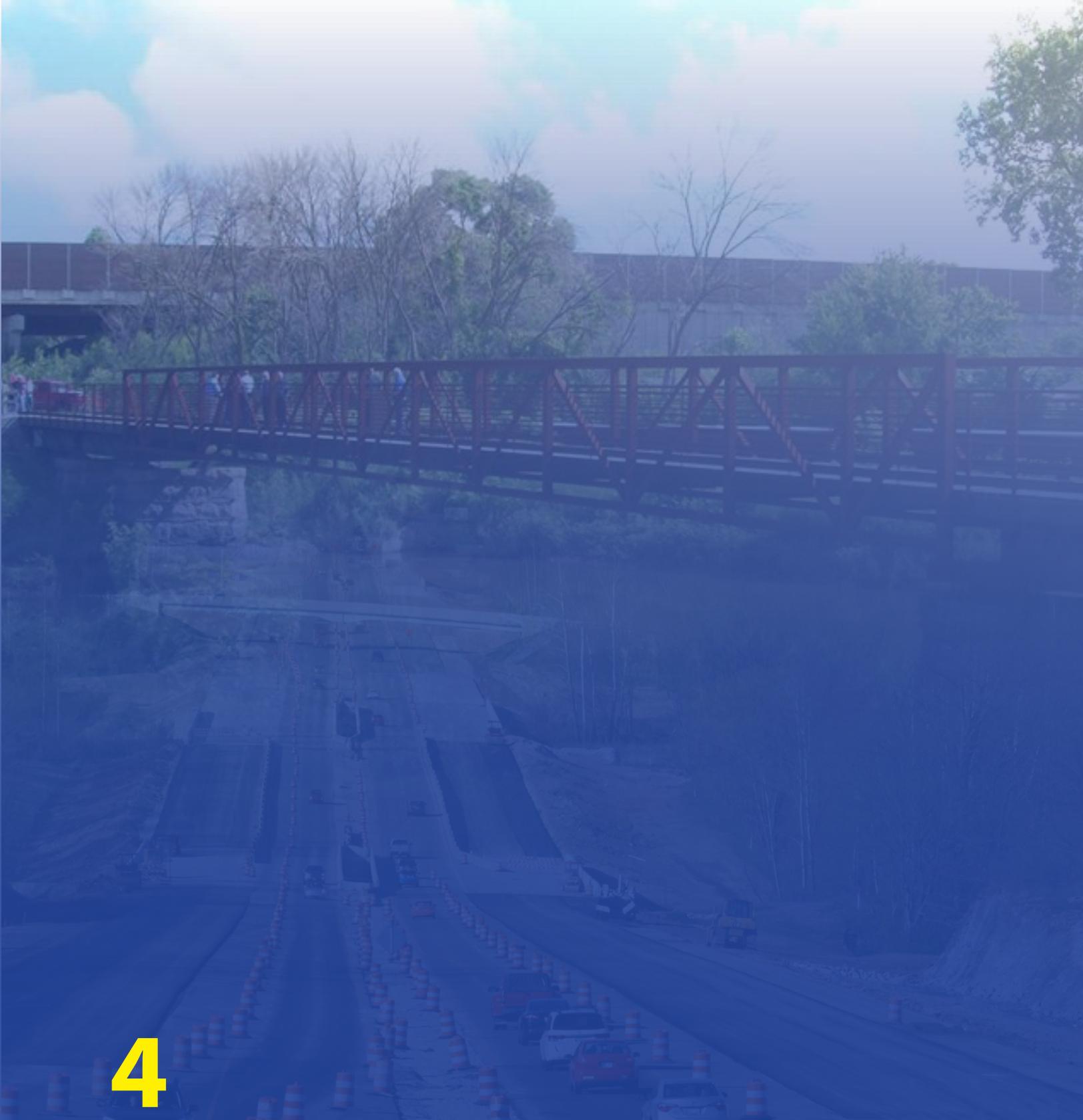
The purpose of the call is to give the opportunity for submittal of identified transportation needs, which can originate from cities, towns, Regional and/or Rural Planning Organizations (RPOs) and Metropolitan Planning Organizations (MPOs). Those needs are then reviewed and prioritized and may be pre-scoped as potential projects at the District level and passed onto the state level for final refinement and project selection. The state level groups who evaluate the projects are referred to as Asset Management Teams, and each has a different area of focus. When projects make it through the selection process and receive final approval, they are programmed into the STIP by project phase (preliminary engineering, right-of-way, and/or construction), for the year in which the work is intended to be done.

Below: A diagram showing a brief overview of the Call for Projects process.



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4

STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)

What is the STIP?

The Statewide Transportation Improvement Program (STIP) is a federally mandated document that includes surface transportation projects such as road, highway, pedestrian trails, bicycle facilities, bridge facilities and transit projects in Indiana. It includes projects on the federal, state, city and county transportation systems as well as multimodal projects.

The STIP is a programming document that is used to schedule and fund these projects, which is important because neither federal nor state money can be spent on transportation projects unless they are listed in the STIP.

The STIP is developed on a two-year cycle and coincides with the Indiana General Assembly two-year state budget cycle. Following opportunities for public review and comment, the Indiana STIP is forwarded to FHWA and FTA for federal approval.

Based on federal requirements 23 CFR 450.218, the STIP:

- Must be updated at least once every 4 years
- Must cover a period no less than 4 years
- Must list projects by fiscal year
- Must be financially constrained by year using current and anticipated revenue sources
- Must include all regionally significant projects that could affect air quality
- Must be consistent with long-range state and metropolitan transportation plans
- Must be found to meet air quality conformity requirements

Public Involvement in the STIP

Proactive public involvement is a key component of the state's transportation planning processes. This includes the following:

- Maintaining a STIP website containing all related processes, documents and updates of current and archived STIP information is available for public review and inspection
- Conducting up to 2 public involvement or outreach events that may include public meetings, open houses, or virtual public meetings/outreach events. When a draft STIP is produced (typically every 2 years). Public meetings or outreach events may be held in both MPO and Non-MPO areas within each of INDOT's six district areas
- 45-day minimum public review and comment period when a STIP is developed. Draft documents can be made available at INDOT offices, MPO and RPO Offices, or local libraries as needed or requested.
- 7-day public review and comment period on monthly STIP amendments

The public is notified of the STIP review and comment period multiple ways, which may include but is not limited to:

- Media release(s) , posts on websites , newspaper , and social media avenues
- Legal notices / classified advertisement in traditional and minority publications
- List serve and other electronic messaging services
- The public may review and comment on the draft STIP electronically via the [STIP website](#)



The chart below describes INDOT's general process when developing the STIP.

General Process for STIP Development	
1	<ul style="list-style-type: none"> • Generate a draft list of project proposals for consideration as part of Early Coordination Meetings to be held at district offices. Meetings will include MPOs, RPOs, INDOT Central Office and District personnel
2	<ul style="list-style-type: none"> • INDOT conducts early STIP coordination meetings • MPOs conduct public involvement activities within areas of jurisdiction in their metropolitan planning areas and meet with INDOT district offices • Local Officials outside of MPO areas meet with INDOT district offices • STIP related activities and documents are posted to INDOT website; contact appropriate INDOT district office or MPO office to participate during this process • INDOT district office listings and MPO contact information available via website
3	<ul style="list-style-type: none"> • Generate Draft STIP listing and complete Fiscal Constraint using project revenue numbers
4	<ul style="list-style-type: none"> • Provide MPOs with draft list of projects to include in MPO TIP cycles
5	<ul style="list-style-type: none"> • Meet with MPOs to review draft lists and finalize non MPO lists with appropriate district, transit and asset management personnel
6	<ul style="list-style-type: none"> • Conduct public or virtual meetings/open houses in each district for STIP involvement • May elect to hold 2 meetings per district ; MPO area and non-MPO areas • Meetings must be held in an ADA accessible venue with ADA accommodations and services provided by INDOT • Meetings must be announced via media release and posted on the INDOT website, additional steps should be taken to accommodate Limited English Speaking (LEP) persons • Notification activities cited above must take place, at minimum, 48 hours prior to the date and time the meeting is scheduled to begin, advance notification is always encouraged. A physical notice must be posted at the INDOT Central and district office (or other meeting location) with notice given to those who specifically request (in writing) to be notified • Additional outreach activities may be undertaken at INDOT's discretion
7	<ul style="list-style-type: none"> • Receive and review draft MPO TIPs and issue approval Letters. This must be completed to be included in draft STIP submittal to FHWA
8	<ul style="list-style-type: none"> • Notify the public which may include listserve, social -media, legal notices, media releases, and website posts and other electronic media/messaging services for public comment period to satisfy public involvement process • Minimum 45-day public comment period set by INDOT • Review and address public comments • INDOT Planning office coordinates public comment response process
9	<ul style="list-style-type: none"> • Draft STIP submitted to FHWA and FTA for review • FHWA to review draft STIP document
10	<ul style="list-style-type: none"> • Receive approval of STIP • Post approved STIP to INDOT website



There are a variety of opportunities for the public and stakeholders to have a voice in the STIP process. The most effective way to be involved is to participate in the project discussion early and frequently.

STIP Public Comment Period

INDOT publishes the STIP for a 45-day public comment period. Public comments may be submitted by mail, email, [public comment form](#), or the [INDOT4U](#) link. Comments and responses are documented and coordinated through the agency's Communications Division

INDOT welcomes public input regarding draft amendments (see more about amendments to the STIP on the following page). The draft amendments are posted to the INDOT STIP Public Comment Webpage for a minimum period of 7-days (may be extended in some cases).

The public is encouraged to review draft amendments and offer comment. Draft amendments are posted monthly (typically during the third week of each month) onto the INDOT website. Announcements are also posted onto the website public involvement calendar.

MPO Board Meetings

Another great start is to attend local MPO policy and technical committee meeting in your area. INDOT Planners, Engineers, and Project Managers often meet with MPO Board Members and Technical Advisory Members, to discuss project concepts and answer questions from local and regional officials. Depending on the MPO, these opportunities may occur every 2-4 months.

INDOT Call for Projects

There are even more opportunities to get involved in the STIP development process throughout INDOT's Annual Call for Projects. These bullets cover some of the previously mentioned public involvement opportunities in greater detail:

- Local officials, transportation stakeholders, and the general public within an MPO areas are encouraged to meet with their respective MPO office between July-September to discuss transportation needs and

challenges. MPOs will document and meet with INDOT Planning to discuss challenges and needs.

- Local officials, transportation stakeholders, and the general public outside of MPO areas are encouraged to meet with their respective INDOT district office or RPO office between July-September to discuss transportation needs and challenges. RPO and INDOT Districts will document and meet with INDOT Planning to discuss challenges and needs.
- Visit INDOT's Public Involvement Website for access to public involvement procedures, events, documents, and links to various related resources
- Visit the INDOT website Agency News website to sign up to agency list serve (GovDelivery) to receive news, updates, program and project correspondence to learn of opportunities for participation
- Visit the INDOT Planning website for information on planning documents, interactive tools, outreach information, and links for public comment and involvement.
- Information requests regarding construction projects, general INDOT activities, or desire to submit comments or concerns can be requested from or submitted to INDOT customer service hotline www.INDOT4U.com or by phone at 1-855-INDOT-4U

For more information regarding how the INDOT Districts are involved in the development of Indiana's STIP as well as more opportunities to get involved with the STIP development process, please refer to Chapter 6 starting on page 35.

Changes to the STIP (Amendments vs. Administrative Modifications)

Periodically, changes are made to a project's scope, cost, or year of proposed construction. When these changes occur, we determine if the change requires an amendment or an administrative modification to the STIP.

INDOT has developed specific guidelines to define requirements for STIP amendments and



modifications.

Important: While amendments to the STIP require FHWA and FTA approval, administrative modifications do not.

Major Changes (Amendments)

An amendment means a revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Plan (TIP), or STIP that involves a major change to a federally funded or regionally significant project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes).

An amendment is a revision that requires public review and comment, demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas).

Major changes to the STIP require an amendment. Examples of major changes would be:

- Adding a new project that is not included in the current STIP
- Adding a new phase of a project not currently included in the STIP (preliminary engineering, right-of-way acquisition, construction)
- A significant increase or decrease in project cost
- A change in project scope
- Changes to projects that are included only for illustrative purposes do not require an amendment

Minor Changes (Administrative Modification)

Minor changes to the STIP require an administration modification. Examples of minor changes would be:

- A designation number change (this identifies what year the project was accepted into the production schedule)

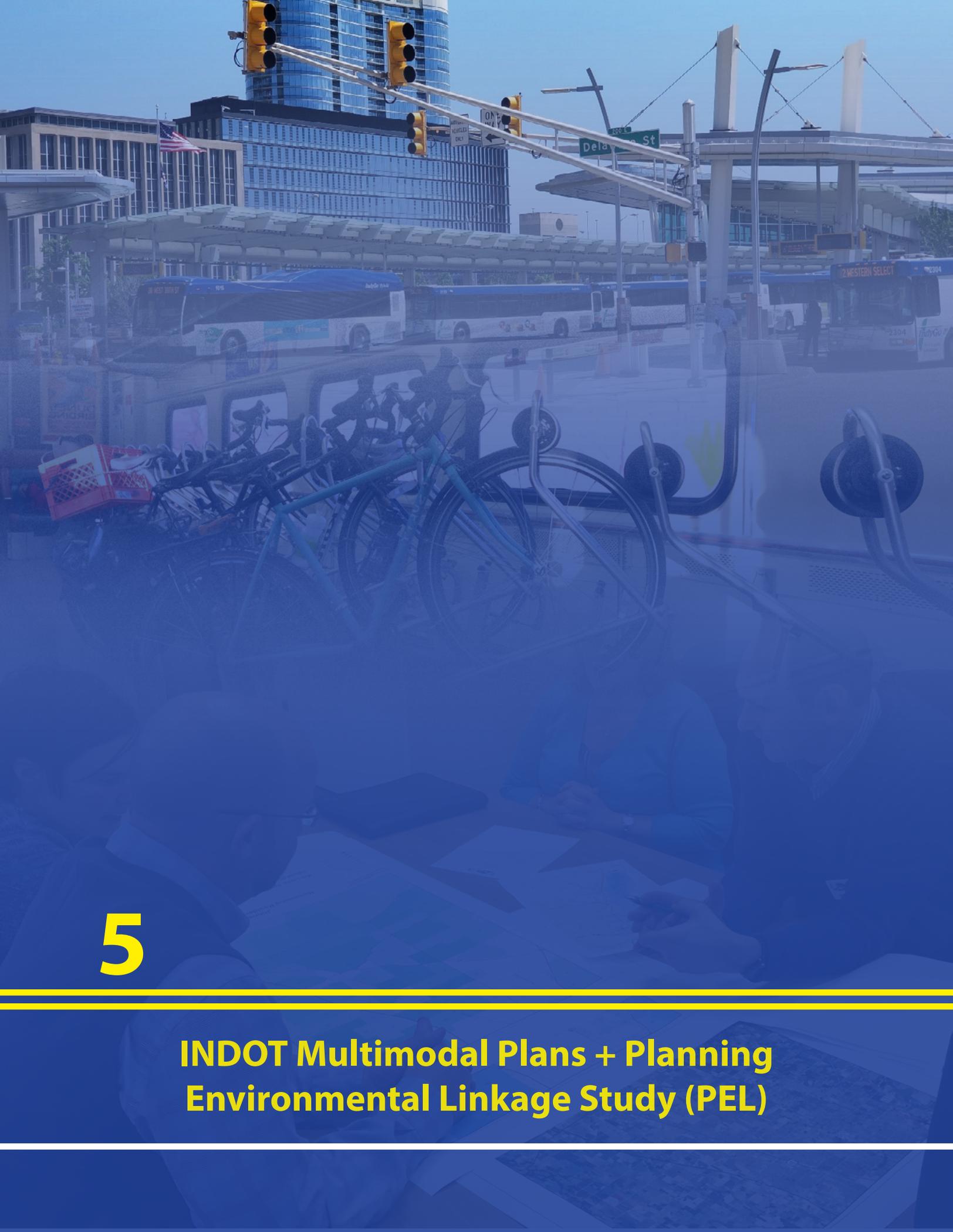
- A change in project schedule whereas the timing of activities is modified to occur within an adjusted timeframe (within the 4-year funding period)

For more information regarding the STIP document, please visit INDOT’s [STIP Website](#).



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5

INDOT Multimodal Plans + Planning Environmental Linkage Study (PEL)

Introduction

The [INDOT Long-Range Transportation Plan \(LRTP\)](#) was developed and carried out under 23 CFR 450.216 federal regulations, which requires states to develop and periodically update statewide transportation plans with a minimum of a 20-year planning horizon. The purpose of the LRTP is to assure that the transportation infrastructure network will adequately serve future needs.

The plan links to various multimodal and asset management planning documents and programs include:

- Indiana's \$30 billion [Next Level Roads Construction Program](#)
- INDOT's 10-Year [Transportation Asset Management Plan](#)
- Indiana's [Bike & Pedestrian/Active Transportation Programs](#)

- INDOT [Multimodal Documents](#)
- [Indiana's State Transportation Improvement Program](#)
- [State Highway Safety Plan](#)

INDOT has adopted a non-project specific, broad-based policy document that is used to guide the development of Indiana's transportation system. The document identifies emerging challenges, trends, future transportation needs, establishes long term goals and performance measures and describes overarching strategies and opportunities to accomplish future results. This approach will provide a flexible and opportunistic framework for addressing transportation issues and needs for the next 20-25 years.

Please Note: Before improvements in the state transportation system can be made, projects must be identified, and project funding allocated in Indiana's Statewide Transportation Improvement Program (STIP).

Below: A diagram of INDOT's Long-Range Transportation Plan process.



Public and Stakeholder Involvement for Multimodal Plans

Stakeholder Public outreach is critical in the development of INDOT's suite of Multimodal Transportation Plans. These plans are often associated with policies and strategic actions and are often updated every 3-5 years based on need and/or federal requirements.

State Plans and Programs

- INDOT Long-Range Transportation Plan
- Indiana Next Level Roads & Trails Program
- Indiana Multimodal Freight Plan
- Indiana Active Transportation Plan (Bike and Ped Plan)
- INDOT Asset Management Plan
- Indiana Aviation System Plan
- Indiana Rail Plan
- Indiana Transit Asset Management Group Plan

Get Involved in the INDOT Planning Process

INDOT utilizes several outreach strategies in the development and major updates of these planning documents including:

- Annual Regional Planning Coordination meetings held with our district, MPO, RPO, economic development representatives, appointed local officials, business leaders, and other key stakeholders.
- Working with our MPO partners providing opportunities for comment by MPO staff, technical and policy boards, and to coordinate with their public outreach activities
- Coordination through the Freight Advisory Council and mode specific stakeholders
- Virtual and in-person Public District Meetings, Open Houses, Town Hall, or Statewide Transportation Forums specific to major transportation plan updates
- Presentations, brochures, and or booths at state transportation conferences and annual events (e.g. Purdue Road School, Minority Expos, Indiana State Fair, and others)
- List serves soliciting comments via email, comment forms, calls into INDOT Customer Service Hotline, or social

media. Please go to <https://indottsc.service-now.com/csm> to reach our web-based customer service line. Readers may also check out <https://www.in.gov/indot/3074.htm> to find links to our various social media platforms.

- Post development documents online and coordinating with stakeholders
- Distribute planning and programming documents to state library and/or key local public libraries for review and comment.
- Online Surveys

Planning and Environmental Linkage Study (PEL)

Planning and Environmental Linkages (PEL) is a federally recognized pro-active study process approach that can be used to identify transportation issues, priorities, along with environmental concerns, in a corridor or a specific location. It is generally conducted before any project construction phasing is identified, and before specific problems and solutions are known.

PEL is a coordinated, systematic approach that weaves together environmental review elements into transportation planning process. The overarching goals of PEL include creating a seamless decision-making process for needed transportation improvements and programs in a manner that minimizes duplication of effort, builds public and stakeholder support, reduces costly unexpected project delivery delays, and considers the impact to the environment.

The PEL approach is intended to establish coordination early, starting with transportation problem identification in planning and continuing through the rest of the project delivery process in such a way that environmental, community, and economic issues and concerns are appropriately considered and addressed.

Why PEL?

The PEL process can be applied to make planning decisions and perform planning level analysis that



can be used to:

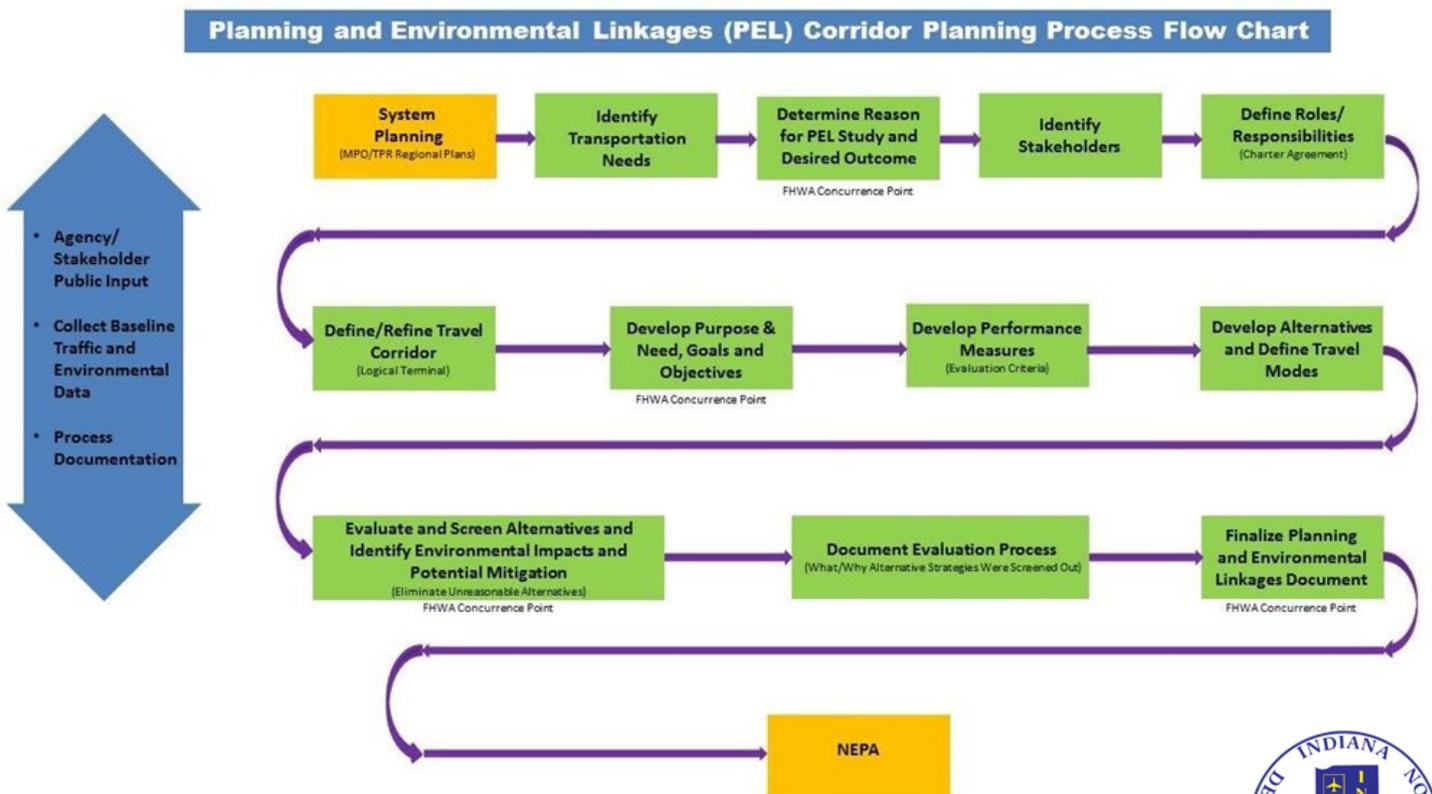
- Create valuable documentation of discussions, analysis, concerns/issues, assumptions, decisions, outreach, and coordination activities
- Determine the reason for the study and desired outcome/ goals to streamline the core purpose and need or project intent statements for additional discussion and coordination with stakeholders
- Gather existing conditions and data to determine the scope of the study
- Determine the size, length, and potential scope of the project
- Develop, evaluate, and refine a range of alternative concepts, strategies, and costs for discussion with stakeholders
- Identify, recommend, and prioritize future projects and

funding alternatives based on environmental impacts and overall performance for discussion with stakeholders and the general public

PEL lays the foundation for a broad consensus on goals and priorities when developing solutions for the complex issues surrounding the management and construction of the transportation system. The PEL process can be useful to discover needs and desires when a corridor crosses multiple jurisdictions and can be used as a prioritization tool. For example, a PEL study for a corridor could result in identification of multiple potential projects (i.e., capacity improvements for a portion of a corridor, and intersection improvements). Those can then be prioritized for implementation.

PEL studies should be able to link planning to environmental issues and result in useful information that can be carried forward into the National Environmental Policy Act (NEPA) process. The adoption and use of a PEL study in the NEPA

Below: Flowchart displaying the PEL process and showing the four FHWA concurrence points that are required. Source: Colorado Department of Transportation



Public and Stakeholder Input in PEL

- Planners should meet with project development teams early in project scoping to fully explain the nature and sensitivity of public and other stakeholder concerns.
- Project managers should consult any planning reports that have been produced to better understand what issues were identified and explored, as well as any complexities associated with those issues.
- Planners should provide opportunities for the public to help define the transportation problem that needs resolution, help identify possible alternatives, and to understand why possible alternatives may not be viable.
- Public involvement plans for PEL efforts should consider the life of the project/s during both the planning effort as well as the NEPA effort. Be considerate of the NEPA process which will follow. Involve the public strategically, and work to avoid stakeholder burnout by holding meetings at key decision points.

Outcomes

PEL studies must be able to link planning to environmental issues and result in useful information that can be carried forward into the National Environmental Policy Act (NEPA) process. These studies must address some aspects of NEPA to be valid for incorporation into a future NEPA analysis (although the PEL study should cost less and take less time than a NEPA process). A PEL Study that is carried out in a manner consistent with FHWA or FTA PEL Guidance will result in:

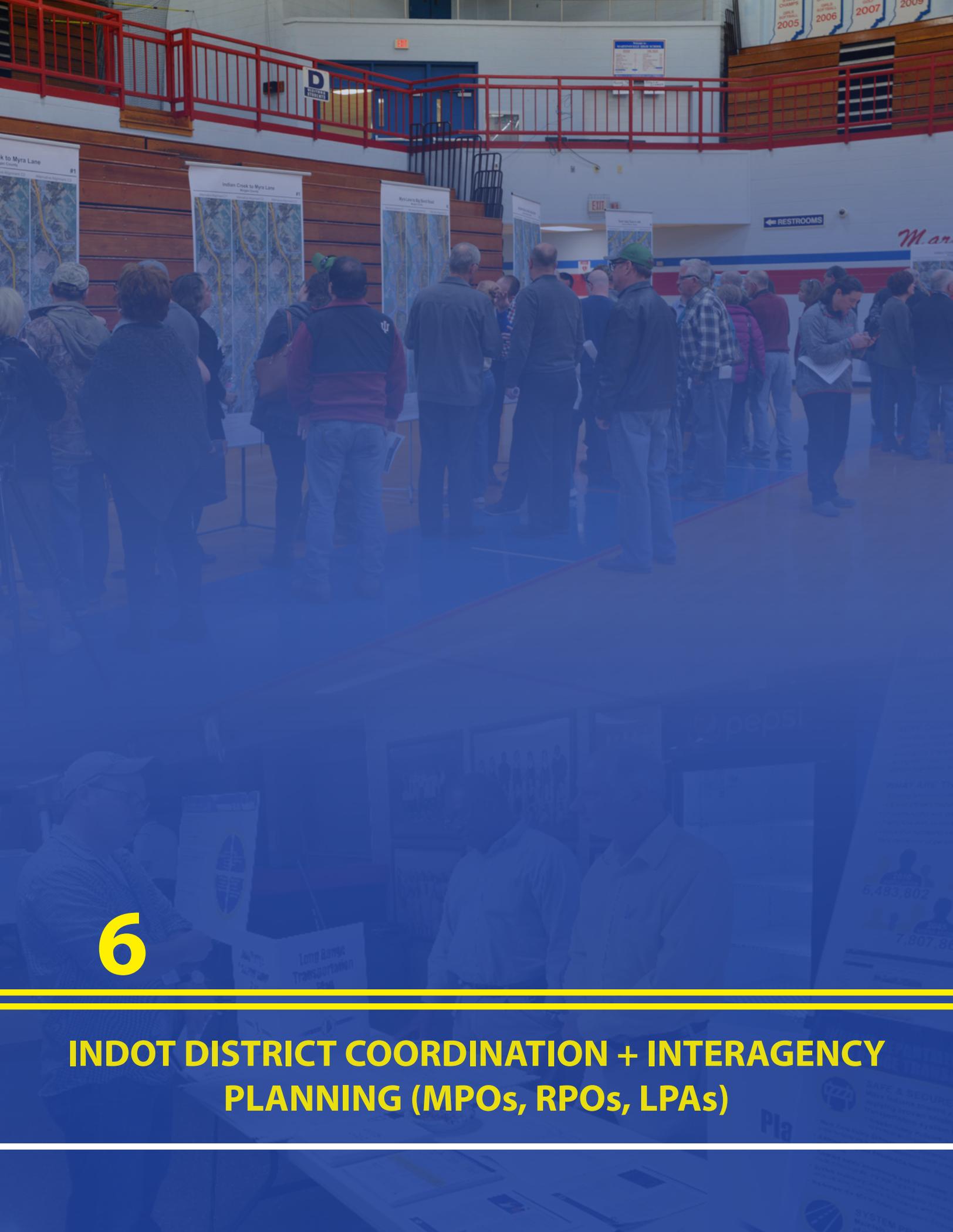
- A comprehensive list of specific project goals
- A detailed corridor description that identifies issues and constraints
- Stakeholder involvement, including public and agency outreach.

For more information on INDOT's PEL initiative, please visit our [PEL Website](#).



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6

INDOT DISTRICT COORDINATION + INTERAGENCY PLANNING (MPOs, RPOs, LPAs)

District Coordination for STIP Public Involvement

Following is a description of how INDOT fulfills the requirements for public involvement in transportation planning and programming (in addition to the MPO public involvement processes).

District-Wide Public Involvement Activities

Each INDOT district office, in coordination with INDOT Technical Planning Team, may hold district-wide early coordination meetings, preferably annually, but as deemed necessary/appropriate by the department. The district offices arrange and host these meetings in each district (visit <https://entapps.indot.in.gov/dotmaps/districtmaps/> for additional information regarding INDOT district offices).

The purpose of each meeting is to discuss the existing program and proposed projects as well as other transportation issues that may arise, and to seek agreement between all parties through consultation and cooperation on: proposed new state projects, changes to the existing program, and the relative priorities of recommended state projects within and across project categories. The goal of these meetings is to produce a list of existing and proposed new state projects district-wide, including those in MPO areas. Organizational details for these meetings are listed below:

- INDOT attendees include both the district office and representatives from the INDOT Central Office
- MPOs, local elected officials (mayors, town managers, county commissioners), local public works staff, and Regional and/or Rural Planning Organizations, and other key transportation stakeholders are notified of this meeting and invited to participate
- The district offices lead the process of establishing needed contacts, issuing invitations, and arranging meeting logistics and act as hosts at the meetings
- MPOs are expected to have conducted public involvement activities to elicit public input and to bring this perspective to these meetings

- Elected officials from communities outside the jurisdiction of an MPO are expected to be aware of those issues important to their constituents
- A brief summary report describing how priorities were set is prepared by each district office

District Public Meetings

Public meetings can be effective tools to effectively engage the public at various stages of project and/or program development. INDOT hosts district public or virtual meetings at the planning and project selection phases, enabling the public to comment on related activities and also the Statewide Transportation Improvement Program. These meetings are held by each INDOT district office, in coordination with Central Office team members, to discuss with the public the planning, selection, and programming of current and future transportation projects.

The INDOT Technical Planning Team will conduct at least 1-in-person or virtual meeting per district or 4-statewide virtual district meetings to coordinate and document input from the various communities within the respective district area. Through these meetings, we will solicit overall public and stakeholder input on transportation needs for both the update of the INDOT Long-Range Plan, the draft Indiana STIP, and the effectiveness of the APDP consultation procedures, typically held every two years when a draft new STIP is developed.

District Open Houses & Virtual Meetings

Participants can discuss projects in the STIP or local problems that still need to be addressed with new projects. The meetings are developed and conducted under the leadership of INDOT Planning (district and Central Office). Organizational details for these meetings are listed below:

- INDOT conducts an extensive public outreach effort to inform the public of these meetings.
- The INDOT Central Communications Office sends notification of these meetings to local agencies, jurisdictions, organizations, and individuals on its general mailing list.



- The INDOT Central Office Communications Office sends out press releases to notify the public of these district meetings. These press releases may include information about particular projects in each district to elicit interest.
- The INDOT [Long-Range Transportation Plan](#) and the draft [STIP](#) are posted on the [INDOT website](#). Information on the schedule for district public meetings and other planning public involvement events can be found on our [Public Involvement](#) webpage
- Public comments may be submitted online via the [INDOT Public Comment Form](#) or visiting the INDOT website

Each district determines the format for its district public meeting. This format may include a combination of:

- An open house session where the public can view displays and talk with INDOT representatives about specific issues and projects
- A more formal presentation session of the INDOT Statewide Long-Range Transportation Plan, the STIP, and the APDP, followed by a comment and question and answer period
- An opportunity to submit written questions, comments, and requests on comment sheets
- If deemed appropriate, to hold two sessions during the day.

Comments from the public and local elected officials are reviewed and addressed by INDOT. In addition, comments are solicited from MPOs regarding any significant changes resulting from these reviews. Any program comments received at these meetings are summarized in the final STIP document, which also includes a response to these comments.

Members of the public who do not attend these meetings can request to review the STIP and provide written public comment. The INDOT Planning team will coordinate with INDOT district offices to publish a record of the district public meetings, including copies of the letters

of invitation, the mailing lists, a listing of those in attendance at each district meeting, copies of the presentations, and the written comments submitted by the general public and community stakeholders. Each district office documents the results of the district public meeting, including outreach methods, comments received, and follow-up.

Non-Metropolitan Consultation Process (every five years) for consulting with non-metropolitan local officials representing units of general purpose local government and local officials with responsibility for transportation that provides an opportunity for their participation in the statewide transportation planning process and development of the statewide transportation improvement program. INDOT Planning Staff send notifications through Local Transportation Assistance Program (LTAP) and email local officials links to INDOT Planning, public involvement documents and processes, requesting input from the non-metropolitan local officials.

In addition, the district offices may conduct other public involvement activities including, for example, public opinion surveys, focus groups, and meetings with key stakeholder groups.

Coordination with MPO Planning Partners

Metropolitan Planning Organizations are policy boards of organizations created and designated to carry out metropolitan transportation planning processes. Indiana has a total of 14 MPOs. MPOs develop several federal planning documents; assists with the oversight for local projects; assists with the development and analysis of state jurisdictional projects in their respective areas; and performs various support related transportation planning activities. They play a vital role in the planning and development of transportation projects and services throughout the urbanized areas of the state. Together with the INDOT District Offices, they serve as primary sources of local input and as fundamental cooperating partners in the multi-modal transportation planning and program implementation process. The development process of INDOT's planning documents considers detailed



local knowledge and insight of Indiana's MPOs.

MPOs serve as a forum for local governments to provide short- and long-term plans to address transportation-related concerns in the area. 23 CFR 450 states that each MPO must prepare and regularly update a metropolitan transportation plan (MTP) that has a planning horizon of no less than 20 years from its formal approval date (MPO Transportation Plan (MTP)) which establishes the long-term transportation investment, service, and policy agenda for the region. MPOs are also to routinely develop a Transportation Improvement Program (TIP) which is a listing of all transportation projects planned and funded for a minimum of four years. The TIP is the document that translates

the policies, strategies, and direction of the TP into specific decisions on project and investments during the short-term TIP time horizon. The MPO MTPs and TIPs can be found on the MPO websites, listed above, or can be accessed through <http://www.indianampo.com/>. INDOT coordinates and cooperates with the MPOs in the development of the INDOT Long-Range Plan and the STIP. The MPOs' TIPs are nested into the INDOT STIP.

In urban areas with over 50,000 residents, INDOT relies on the MPO public involvement process for fulfillment of INDOT's public involvement responsibilities. See MPO Council website for jurisdiction map: <http://indianampo.com/index.html>

MPO COUNCIL

Home About **Indiana MPO Regions** Resources Conference

SELECT A REGION

Click on an MPO region to learn more about each regional planning agency

- Northwestern Indiana Regional Planning Commission (NIRPC)
- Michiana Area Council of Governments (MACOG)
- Northeastern Indiana Regional Coordinating Council (NIRCC)
- Area Plan Commission of Tippecanoe County (TCAPC)
- Kokomo-Howard County Governmental Coordinating Council (KHCGCC)
- Terre Haute Area Metropolitan Planning Organization (THAMPO)
- Indianapolis Metropolitan Planning Organization (IMPO)
- Madison County Council of Governments (MCCOG)
- Delaware-Muncie Metropolitan Plan Commission (DMMPC)
- Bloomington/Monroe County Metropolitan Planning Organization (BMCMP)
- Columbus Area Metropolitan Planning Organization (CAMPO)
- Evansville Metropolitan Planning Organization (EMPO)
- Kentuckiana Regional Planning and Development Agency (KIPDA)
- Ohio-Kentucky-Indiana Regional Council of Governments (OKI)

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INDOT's projects are included in the MPOs' Transportation Plans and TIPS and are subject to public involvement through the MPOs' public involvement process. The MPOs are responsible for conducting a proactive and inclusive public involvement process that will bring the views of the public into MPO planning and programming decisions. Most MPOs post their public involvement procedures on their websites. The regulations regarding MPO responsibilities for public involvement are found at 23 CFR 450. In particular, 23 CFR 450.316(a) states the following.

The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP

(ii) Provide timely notice and reasonable access to information about transportation issues and processes

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPS

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats, via the internet

(v) Holding any public meeting at convenient and accessible locations and times

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan of TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts

(ix) Coordinating with the statewide transportation planning, public involvement and consultation process.

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft transportation plan or TIP, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be posted via the internet, to the maximum extent possible.

Each MPO develops, implements, and periodically updates its public involvement process, which is reviewed and approved by INDOT, to solicit public input and comments on a comprehensive



transportation plan and transportation projects within the given MPO area. The MPOs employ numerous proactive public involvement strategies, including newsletters, website information, and public meetings.

In addition, INDOT relies on the MPOs' public involvement activities to fulfill the requirements of the Clean Air Act and the Transportation Conformity Rule. The Clean Air Act requires that transportation plans and programs conform to air quality standards established by the U.S. Environmental Protection Agency (EPA) in air quality non-attainment and maintenance areas.

The Transportation Conformity Rule 40 CFR Part 93.105 (e) Public Consultation Procedures states:

Affected agencies making conformity determinations on transportation plans, programs, and projects shall establish a proactive public involvement process which provides opportunity for public review and comment by, at a minimum, providing reasonable public access to technical and policy information considered by the agency at the beginning of the public comment period and prior to taking formal action on a conformity determination for all transportation plans and MPO TIPs, consistent with these requirements and those of 23 CFR 450.316(a).

Any charges imposed for public inspection and copying should be consistent with the fee schedule contained in 49 CFR 7.43. In addition, these agencies must specifically address in writing all public comments that known plans for a regionally significant project which is not receiving FHWA or FTA funding or approval have not been properly reflected in the emissions analysis supporting a proposed conformity finding for a transportation plan or TIP. These agencies shall also provide opportunity for public involvement in conformity determinations for projects where otherwise required by law.

INDOT Requirements

As stated previously, in urban areas with more than 50,000 residents, INDOT relies on the MPOs to conduct public involvement programs on the

MPO transportation plans and TIPs, including INDOT projects. INDOT is responsible for public involvement in the remaining areas of the state. Citizens who wish to provide input on transportation projects in non-metropolitan areas are encouraged to do so through their local elected officials who participate in consultation with INDOT and through the activities, listed below, of the INDOT district offices.

During planning and programming, INDOT is required to provide reasonable public access to technical and policy information and opportunity for public review and comment on plans and programs. Federal law sets forth expectations for public involvement for initial development and major revisions of the long-range plan and the statewide transportation improvement program (23 CFR 450.210):

In carrying out the statewide transportation planning process, including the development of the long-range transportation plan and the STIP, the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

The state's public involvement process at a minimum shall:

(i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes to citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services and other interested parties;

(ii) Provide reasonable public access to technical and policy information used in the development of the long-ranges statewide transportation plan and STIP

(iii) Provide adequate public notice of public



involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed statewide transportation plan and the STIP

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times

(v) To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information

(vii) Demonstrate explicit consideration and response to public input received during the development of the long-range statewide transportation plan and the STIP

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

The planning regulations 23 CFR 450.210(a)(2) further state that the state shall provide for public comment on the existing and proposed processes for public involvement in the development of the statewide long-range transportation plan and the STIP. At a minimum, the state shall allow 45 calendar days for public review and written comment before the procedures and any major revisions to existing procedures are adopted.

Non-MPO Local Official Consultation Process

23 CFR 450.210(b) states:

“The State shall provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process(es), copies of the process documents(s) shall be provided to the FHWA and the FTA for informational purposes.”

Starting from Feb. 24, 2016, every 5-years INDOT formally solicit comment on current procedures created to ensure non-metropolitan local officials are included in an established consultation process, affording them the opportunity to comment on and participate in the development of the long-range statewide transportation plan and the STIP.

- INDOT gathers input from rural local officials in the statewide planning process
- Consultation process with local officials must be documented
- Consultation process should be collaborative to ensure priority issues are addressed through statewide and regional planning

Process Must Include key transportation stakeholder engagement:

- A letter explaining the process is mailed or sent electronically
- INDOT district and Central Office contact information must be included in letter



- Technical Services Directors are key points of contact
- A required public comment period of 60-days
- A summary report explaining steps taken
- An accounting of public comments and responses prepared
- Posting process content onto INDOT website

Regional Planning Organization Consultation Process

Also known as Rural Planning Organizations, RPOs serve the transportation planning needs of small urban and rural areas of the state. RPOs perform eligible planning activities in order to provide planning support to local communities. The planning activities of RPOs are aimed at supporting INDOT Central and district office planning staff with public outreach, technical assistance to local officials and the collection of transportation-related data.

RPOs are also responsible for transportation planning funds in the form of a matching grant to regional planning commissions. Non-MPO areas include small towns and cities not included in an MPO area. In non-metropolitan areas, INDOT district offices conduct transportation planning and develop partial lists of specific projects to be advanced in the STIP. INDOT consults with RPOs, rural area local elected officials, local government agency/representatives, special interest groups, and other key transportation stakeholders.

INDOT cultivates relationships with its transportation planning partners by working cooperatively to identify solutions to transportation challenges statewide.

The activities performed by planning partners such as RPOs enable INDOT to acquire the data and information necessary to make well-informed transportation infrastructure investment decisions.

RPOs serve the transportation planning needs for

small urban and rural areas and perform eligible planning activities that support local communities. In addition, RPOs provide support to INDOT planning teams in several key areas, including public outreach, technical assistance to local officials, and transportation-related data collection.

The Small Urban and Rural Transportation Planning Assistance Program seeks to enhance the capabilities of RPOs by providing expanded resources to RPOs as they perform transportation planning activities in non-metropolitan areas. For more information regarding the Small Urban and Rural Transportation Planning Assistance Program, view [INDOT's online presentation](#). See Indiana Association of Regional Councils (IARC) jurisdiction map: <http://www.iarc.cc>

Implementation of Planning & Programming Public Involvement Requirements

Public involvement in the planning and programming process is carried out through a combination of MPO, INDOT district office, and INDOT statewide efforts. Decision-making is an iterative process, as input from MPOs, non-metropolitan elected officials, and the public is factored into the updating of plans and programs which are then brought forward for the next review and revision. Whereas INDOT relies on the MPO public involvement process in metropolitan areas, INDOT district offices take the lead in conducting outreach and public involvement in non-metropolitan areas.

There are six INDOT district offices. The district offices play an important role in planning and programming activities, including coordination with the MPOs in their districts, consultation with local officials in rural areas of Indiana that are not within a metropolitan planning area, and conducting public involvement activities for the district as a whole. INDOT's Central Office Planning team is the generator of the Statewide Future Transportation Needs Report and performs statewide programming activities.

In non-metropolitan areas, INDOT district offices conduct transportation planning and develop partial lists of specific projects to be advanced in the STIP.



INDOT consults with the Regional and/or Rural Planning Organizations (see <http://www.iarc.cc/>) for member organizations of the Indiana Association of Regional Councils), rural area local elected officials, local government agency representatives, special interest groups, and other key transportation stakeholders.

framework within which INDOT engages local communities in a two-way information-exchange process to aid decision makers in formulating transportation plans and programs. The APDP procedures may be found at www.in.gov/indot.

INDOT's APDP consultation procedures set the

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Local Public Agency Project Development Process for Local Federal-Aid Projects

The Indiana Department of Transportation (INDOT) provides assistance to Local Public Agencies (LPAs) by providing financial resources in constructing, preserving and improving transportation on the Nation's roads. INDOT is held accountable in ensuring the highway projects approved for federal funding are consistent with all applicable laws, regulations and policies.

The Mission of the INDOT LPA Program is to provide Stewardship and Technical Assistance to Local Public Agencies through excellent education and collaborative relationships, to plan, build and maintain a superior transportation system that promotes economic growth, ensures safety and complies with all local, state, and federal regulations.

INDOT develops and maintains the [LPA Project Development Process Guidance Document](#) for Local Federal-Aid Projects. The primary objective of this Document is to empower the LPA's in managing and developing a local federal-aid project by:

- Empowering the LPAs through Stewardship and Technical Assistance to have legitimate authority over their projects. A [Stewardship-Oversight Agreement](#), requires each LPA to have at least two full-time LPA employees assigned as an Employee in Responsible Charge (ERC) with outlined roles and responsibilities of the ERC. The Stewardship-Oversight Agreement also describes INDOT's approval and responsibilities regarding locally administered federal-aid projects.
- Providing the necessary knowledge and resources toward the management of transportation projects leading to the active involvement of the LPA ERC throughout the life of the project. INDOT ensures that local projects utilizing federal funds made available by INDOT are appropriately utilized in a timely manner and in compliance with all federal and state regulations. The LPA ERC is key to this process and to a successful project.

- Identifying the important and the required legal, primary and process elements.

The ERC services as the liaison for the LPA and local boards or administrative body in regards to financial and managerial decision that affect the project. The ERC is responsible for early coordination, public involvement activities, and completing INDOT district and/or MPO quarterly tracking reports, while ensuring the project meets all state and federal laws.

LPA Call for Projects

In order to apply for federal-aid funds, the Local Public Agency's Employee in Responsible Charge (LPA ERC) must be enrolled in INDOT's Technical Applications Pathway (ITAP) located at <https://itap.indot.in.gov/>. If assistance is needed in obtaining a user account, please contact the District Local Program Director. The LPA ERC will receive a user identification number to log in to request the necessary applications.

The LPA ERC must certify to INDOT during the project application process that they are compliant with the Americans with Disabilities Act (ADA) and Title VI before they can receive federal-aid funds. Completion of the ADA Self-Assurance Survey is required every year and is accessed through ITAP. The time period for completion of the ADA survey is normally July 1st through September 1st of each year. The ERC must also request access to the Local Quarterly Report in order to meet reporting requirements.

LPA and the Indiana Statewide Transportation Improvement Program (STIP)

The STIP is a capital improvement program that includes all state and federally funded transportation system improvements expected to be undertaken during a 4-5 year period. The STIP also includes all Regionally Significant Transportation Projects, regardless of funding source. INDOT develops the STIP in cooperation with the Metropolitan Planning Organizations (MPOs) and in consultation with the Rural Planning Organizations (RPOs) and Non-Metropolitan local officials.



After the LPA project has been awarded, it must be included in the STIP with each phase and estimate listed for the year in which funds are expected to be obligated prior to requesting federal funds authorization. Projects listed in the STIP are broken down into three phases. These phases are Preliminary Engineering (PE), Right-of-Way (R/W) and Construction (CN). The STIP can be accessed at <http://www.in.gov/indot/2348.htm>.

Projects located within an MPO's Planning Area (MPA) must first be included in that MPO's Transportation Improvement Program (TIP) prior to being included in the STIP. The process for including projects in the STIP/TIP is completed by INDOT in cooperation with the MPO as applicable. The LPA shall request inclusion in the TIP before INDOT will issue a contract. The project is then automatically processed by the MPO and INDOT for inclusion in the STIP.

When funding changes occur during the life of the project, it is the responsibility of the LPA to notify the MPO to have the TIP amended. Each project phase intended to use federal funding must be amended into the STIP. Under federal regulations, the MTP, TIP, and STIP must be fiscally constrained (estimated year of expenditure costs cannot exceed reasonably expected revenues from all sources) by year and include a financial plan to implement programmed projects. Further, prior to STIP approval, INDOT will seek public comment from interested parties and citizens following procedures contained in the INDOT Public Involvement Plan.

LPA Early Coordination Meeting

The "Early Coordination Meeting" is a requirement for any LPA selected for a new federally funded project. The ERC must request the early coordination meeting with the District Local Program Director within 30 days of receiving the award notification. Failure of the LPA to request the Early Coordination Meeting within 30 days from award may result in the loss of funding.

The purpose of the Early Coordination Meeting is to discuss and review:

- Project requirements.

- Consultant selection procedures and the Request for Proposals (RFP) process.
- INDOT-LPA Contract.
- Other relevant topics such as planning and programming, scope, schedule and budget, right-of-way and utilities, and project development.

This meeting is invaluable to the ERC as it is designed to help him or her better understand all of the requirements of their specific project and to identify key resource people. One of the most important aspects of this meeting is the discussion of the INDOT – LPA Contract in preparation for signing.

While it is a requirement of the ERC to request the early coordination meeting, it is the role of the District Local Program Director to coordinate with the LPA to schedule the meeting and to invite relevant INDOT staff. For projects within an MPO Planning Area, the ERC should also extend an invitation or provide meeting information to the MPO.

The meeting agenda is an Early Coordination Meeting Checklist. This agenda is a topical list that is signed by both the LPA's ERC and the District Local Program Director at the close of the meeting to verify all topics were discussed.

For more information on LPA program and procedures, please visit the LPA website at: <https://www.in.gov/indot/2390.htm>. Additionally, you can find more information on LPA training, tools, and resources at <https://www.in.gov/indot/3241.htm>



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Appendix

Federal Requirements

Federal Requirements are the foundation of public involvement activities and provide guidance to state departments of transportation. Find legal citations and Federal requirements below.

Legal Citation	Federal Requirements
23 CFR 450.210 (a)(1)(i)	<ul style="list-style-type: none"> ▪ “Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes to stakeholders.”
23 CFR 450.210 (a)(1)(ii)	<ul style="list-style-type: none"> ▪ “Provide reasonable public access to technical and policy information used in development of the long-range statewide plan and the Statewide Transportation Improvement Program.”
23 CFR 450.210 (a)(1)(iii)	<ul style="list-style-type: none"> ▪ “Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed long-range statewide transportation plan and Statewide Transportation Improvement Program.”
23 CFR 450.210 (a)(1)(iv)	<ul style="list-style-type: none"> ▪ “To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times.”
23 CFR 450.210 (a)(1)(vi)	<ul style="list-style-type: none"> ▪ “To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information.”
23 CFR 450.210 (a)(1)(vii)	<ul style="list-style-type: none"> ▪ “Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and Statewide Transportation Improvement Programs.”
23 CFR 450.210 (a)(1)(viii)	<ul style="list-style-type: none"> ▪ “Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.”
23 CFR 450.210 (a)(1)(ix)	<ul style="list-style-type: none"> ▪ “Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.”
23 CFR 450.210 (a)(2)	<ul style="list-style-type: none"> ▪ “At a minimum, the State shall allow 45 calendar days for public review and written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process documents(s) to the Federal Highway Administration and the Federal Transit Administration for information purposes.”
23 CFR 450.210 (a)(1)(v) 40 CFR 93.105 (e)	<ul style="list-style-type: none"> ▪ “To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies.” ▪ “Establish a proactive public involvement process which provides opportunity for public review and comment by, at a minimum, providing reasonable public access to technical and policy information considered by the agency at the beginning of the public comment period and prior to taking formal action”



Summary of Planning & Programming Activities

The following tables on pages 45, 46, and 47 contain a list of different planning documents, their contents, public involvement criteria, as well as the primary organization who prepares the document.

Document Type	Prepared By	Contents and Public Involvement
Long-Range Transportation Plans	Metropolitan Planning Organizations http://www.indianampo.com	<ul style="list-style-type: none"> A minimum of 20-years of projects or identified needs as part of local land-use plans. Plans are typically updated every 2-4 years or as needed. Typically requires 30-day public comment period
State Long-Range Transportation Plans	INDOT Transportation Planning Division https://www.in.gov/indot/3714.htm	<ul style="list-style-type: none"> Minimum of 20-years of identified needs or high priority corridors. Plans are typically updated every 2-4 years or as needed. Requires public involvement activities; a 30-day comment period once draft is made available for public review
Statewide Transportation Improvement Program	INDOT Transportation Planning Division https://www.in.gov/indot/2348.htm	<ul style="list-style-type: none"> Federally mandated and required at least once every 4 years; INDOT produces an updated STIP every 2 years INDOT requires a 45-day public comment period and public involvement activities (including public meetings) to solicit input on STIP
Interchange Planning Studies	INDOT Transportation Planning Division https://www.in.gov/indot/2511.htm	<ul style="list-style-type: none"> Interchange analysis on state facilities with recommendation for operational improvements and potential new interchange locations.
Air Quality	Transportation Conformity Reports prepared during Planning Process; Air Quality also evaluated during NEPA (when applicable)	<ul style="list-style-type: none"> INDOT Planning and Environmental Services https://www.in.gov/indot/2675.htm Requires 15-day public comment period
Statewide Bike and Pedestrian Reports/Documents	INDOT Planning Department MPOs, RPOs, State Department of Health, Natural Resources, and Tourism as well as special interest groups	<ul style="list-style-type: none"> Links to regional and local bike and pedestrian plans/reports, state trails, recommendations, goals, and objectives specific to non-motorized forms of travel. http://www.in.gov/indot/2828.htm
Amendments to the Statewide Transportation Improvement Program	INDOT makes amendments public via STIP web page, solicits input during brief comment period https://www.in.gov/indot/2348.htm	<ul style="list-style-type: none"> Major changes must be approved through formal amendment process by FHWA and FTA; lesser changes amended through administrative modification process.



Document Type	Prepared By	Contents and Public Involvement
Americans with Disabilities Act Program and Initiatives	INDOT ADA Office in coordination with local cities and counties https://www.in.gov/indot/3583.htm	<ul style="list-style-type: none"> Identifies improvements and schedules for addressing pedestrian accommodation issues and obstacles that limits the accessibility of individuals with disabilities.
New or updated Public Involvement Procedures	https://www.in.gov/indot/2366.htm	<ul style="list-style-type: none"> Minimum 45-day public comment period; Written responses to public comments must be issued and documented prior to PIP approval.
Pavement/Bridge Management System	INDOT Pavement / Bridge Asset Management Groups	<ul style="list-style-type: none"> Condition/performance reports, maps, and location of deficient roadway segments, infrastructures, identification major road construction and resurfacing projects.
Small Community Sidewalk Program	INDOT Divisions of Planning & Local Public Agency Programs http://www.in.gov/indot/3428.htm	<ul style="list-style-type: none"> Provide a challenge for locals to develop and improve sidewalks along state jurisdictional facilities, as standalone projects.
Congestion Management Programs Transportation Asset Management Plan	Mobility Asset Management Group and Traffic Management Center http://www.in.gov/indot/3231.htm	<ul style="list-style-type: none"> Condition/performance reports, maps, and location of deficient large in small infrastructures and recommended strategies including operational improvements and intelligent transportation system implementation
State Initiatives and Programs	INDOT Planning Division and Project Sponsors	<ul style="list-style-type: none"> Specifically funded projects that varies.
Common Paths Initiative	INDOT Planning Division	<ul style="list-style-type: none"> Program promoting safe, efficient, accessible transportation to move people and goods http://www.in.gov/indot/3419.htm
Freight Mobility Report/ Plan	INDOT Multimodal Division http://www.in.gov/indot/3198.htm	<ul style="list-style-type: none"> Various recommended improvement strategies on roadways, rail lines, and marine ports to address freight bottlenecks. Plans are typically updated every 2-4 years or as needed.



INDOT Planning Activities

Public Involvement

Update of INDOT Long-Range Transportation Plan (LRTP)

LRTP requires a minimum 30-day public comment period

- Reliance on MPOs' public involvement processes for the MPO TIP. TIP projects are coordinated with the INDOT Long-Range Transportation Plan (LRTP)
- District-wide Early Coordination Meetings
- District public meetings
- Publication, distribution, and website posting of INDOT Long-Range Transportation Plan
- Website and online comment mechanisms

STIP and amendments to the STIP

INDOT STIP produced every 2 years, includes an amendments process; each requires public involvement

A minimum 45-day public comment period is required for the STIP

Update of Non-MPO Local Officials Consultation Process (every 5 years)

- Public participation through appropriate MPO (District or RPO in non-MPO areas)
- Reliance on MPOs' public involvement processes for the MPO TIP. TIP projects are coordinated with the STIP.
- District-wide Early Coordination Meetings with affected non-metropolitan local officials with transportation responsibilities.
- District public meetings – presentation of draft STIP for public review and comment
- Publication of draft STIP and ultimately final STIP
- Availability of STIP and amendments thereto on INDOT's Website
- Additional proactive outreach as needed
- Minimum of 60-day public comment period on effectiveness of existing consultation process and proposed modifications

Planning activities utilize a variety of techniques to engage communities

- Website, media (traditional/social)
- Meeting with community groups / organizations, key stakeholder groups including ADA and Title VI
- Public meetings and open houses
- Creating program-specific working groups to solicit targeted input and participation
- Partnering with local repositories to ensure program information is accessible at community locations
- Participate in regular meetings with MPO and district planning partners to develop community engagement strategies; use mailers and surveys

- Description of Planning Steps
- Transportation needs and projects are identified
- Coordination with planning partners, transportation stakeholders and the public
- Public input welcomed, considered and included
- Call for Projects issued
- List of proposed projects reviewed
- List of proposed projects narrowed for inclusion in the draft Statewide Transportation Improvement Plan (STIP)
- Proposed projects may or may not be selected; non-selected projects may be resubmitted later
- Selected projects are advanced and incorporated into draft STIP
- Public input again solicited and included
- STIP is formally approved by the Federal Highway Administration
- Projects entered into the INDOT production schedule
- Project development begins



Public Comment Period Feedback + Responses

The 2021 INDOT Project Development Public Involvement Procedures Manual (PIPM) provided a 45-day public comment period from November 2, 2020 to December 24, 2020 per 23 CFR 450.210 (a)(2). The INDOT Project Development Public Involvement Procedures Manual was available on the INDOT Public Involvement website at <https://www.in.gov/indot/4103.htm>. Comments could be sent by email or through standard mail.

Notification of the availability of the INDOT Project Development PIPM was provided weekly/bi-weekly to the Public Meetings & Hearings list serv and Environmental Services list serv which has over 15,000 subscribers. Additionally, social media was utilized to notify the public through INDOT Facebook pages.

Below is a summary of the comments received during the 45-day public comment period and INDOT's response to the comment. Comments that were not related to the INDOT Project Development PIPM were sent to INDOT Transportation Services Call Center for resolution by INDOT customer service representatives.

Public Comment Received	INDOT Response
<p>Document is referenced as PPIP, "Planning Public Involvement Plan" in the notice emails but then referred to as "Planning Public Involvement Procedures" on the website, then "Planning Public Involvement Plan" again in the document.</p> <p>This may lead to some confusion in gathering comments with both having the same PPIP acronym. In the document it is then referred to as just the "Planning Involvement Plan" or PIP. This should be consistent throughout.</p>	<p>Changes were made to the text to consolidate the document title to "Planning Public Involvement Plan (PPIP)."</p> <p>INDOT will work to minimize confusion in terminology so that it is consistent throughout our documents and web pages.</p>
<p>Page 2: "A Word to INDOT Staff. INDOT planning and program managers are encouraged to use this document when developing specific public engagement strategies as part of their planning efforts. It should be viewed as a tool and reference manual for determining appropriate public involvement activities and complying with Federal requirements based on current regulations."</p> <p>Why isn't this a requirement for all planning projects? This seems to say public engagement is optional to some degree.</p>	<p>Please note that this section has been moved to page 4 of the document.</p> <p>The INDOT Technical Planning and Programming Division encourages the Districts to employ the processes outlined in the PPIP to the most feasible extent possible, however INDOT Technical Planning does not have the jurisdiction to mandate policy on district-level public involvement procedures.</p> <p>INDOT Technical Planning will continue to collaborate with the INDOT Districts with the intent to optimize the processes outlined in the PPIP.</p> <p>No change was made to the existing text.</p>



Public Comment Received	INDOT Response
<p>Page 2: “All INDOT plans and planning processes must meet Federal and State requirements for public involvement, but otherwise the approaches to engaging the public vary depending...”</p> <p>How is the degree of variability decided? Does INDOT have an internal policy to hold project managers and project planning to a higher standard of engagement and transparency? It is not clear from the document.</p> <p>“Early and continuous” define early.</p> <p>“Reasonable access” define reasonable, meeting locations with access is one thing, but there are other issues with access.</p>	<p>Changes were made to the text removing language regarding varying approaches to public involvement.</p> <p>INDOT Technical Planning is committed to meeting Federal and state requirements for public involvement and works to fulfill these requirements wherever possible.</p> <p>Defining ‘Early’: There is no quantified definition of the term ‘early’ in this context; the term generally refers to early in the planning process. INDOT Technical Planning works to be in continuous contact with our planning partners so that we may alert them of upcoming decision-making processes as soon as necessary.</p> <p>Defining ‘Reasonable’: The term reasonable is language that stems from Federal citation (see page 44 of the document). INDOT Technical Planning appreciates comments and concerns regarding facets of accessibility outside of accessible meeting locations. We are open to suggestions to improve these facets where possible.</p>
<p>Page 6, Goal 1 : appears to be typo/missing word “process to/for Hoosiers across the state”</p> <p>Goal 3: also typo or missing word between ‘on’ and ‘periodic’</p>	<p>This section was removed in the most recent version of the document.</p>
<p>Page 10: Describes the legal / federal requirements, it would be helpful to see how INDOT translates that to internal policy and how they prioritize stakeholders, public engagement, etc.</p>	<p>Note that these requirements have been moved to page 44 of the document.</p> <p>These citations were provided as a resource for the general public’s convenience. You may find more insight on how these Federal requirements translate to INDOT policy by viewing the INDOT Planning Roles & Responsibilities (PRR) document or our Planning Procedures Manual (PPM).</p> <p>These two documents can be found online at https://www.in.gov/indot/2511.htm.</p>



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<p>Page11: "...Transportation plans help regions and communities reach their goals..."</p> <p>What goals are this referring to? Projects and goals that a community has defined, or goals that INDOT has identified through the STIP. This section does explain it briefly, but it is unclear how an average person can advocate for their community by the time a project has made it to this level in the process.</p> <p>It might be helpful to have a process diagram or section explaining how MPOs, elected officials, FHWA and USDOT all influence and affect the process for INDOT. Page 13 – 15 does go into more detail on the APDP-S process, but this is still very technical for the average community member to follow.</p>	<p>Note that this section has been moved to page 16 of the document.</p> <p>The goals mentioned in the text are referring to any goals that have been explicitly expressed to INDOT by the parties listed in this section. INDOT works to collaborate with these parties to achieve common ground and support local and regional community goals throughout this process and when possible.</p> <p>Process diagram section: Thank you for this suggestion, INDOT Technical Planning is open to suggestions on how digestibility of these processes can be improved via diagrams, infographs, etc.</p> <p>No change was made to the existing text, this is a note for any upcoming updates to the PPIP.</p>
<p>Page 12: What is "sufficient public engagement as required" Again, it would be great to see INDOT raise the bar and provide specific metrics used to determine if an appropriate level of engagement has occurred.</p>	<p>Please note that this section has been moved to page 16 of the document.</p> <p>"Sufficient public engagement as required" refers to Federal regulations that apply to the PPIP.</p> <p>INDOT is exploring metrics and methodologies to accurately and transparently gauge the effectiveness of public involvement procedures.</p> <p>No change to the text was made to the existing text, this is a note for any upcoming updates to the PPIP.</p>



Public Comment Received	INDOT Response
<p>Page 15: Early consultation meetings why only one? Are they made available to view after the fact? If community members are not able to attend how can they participate in the process or advocate for a project?</p> <p>Granted this stage is handled by elected reps, managers, mayors, commissioners, etc. but it would be unclear to someone outside of INDOT how they can connect with those officials to have their concerns present at an early consultation meeting.</p> <p>It is also unclear as to whether they may attend these meetings. Page 17 and Annual Call for State Projects presents same issues. Maybe a call out box or diagram that several community level steps happen prior to this?</p>	<p>Please note that this section has been moved to page 17 of the document.</p> <p>With the decentralization of INDOT's Public Involvement Office, the INDOT Technical Planning & Programming Division is somewhat restrained in staff resources. We are working to create tangible goals that may be expanded upon or changed as we work with our planning partners.</p> <p>Because of varying policies and procedures of different LPAs, MPOs/RPOs, etc. it is difficult for INDOT to effectively create local community steps that are tailored for each community. INDOT encourages those of the public that are interested to reach out to their local or regional representatives with their concerns so that they may be brought up and documented throughout these meetings.</p> <p>These meetings are currently open the local and regional planning partners mentioned in the document, however, INDOT Technical Planning is exploring approaches to other public meetings where similar discussions can be had.</p> <p>No change to the text was made to the existing text, this is a note for any upcoming updates to the PPIP.</p>
<p>Appreciate the description of and explanation of the STIP.</p>	<p>Thank you for your feedback.</p>
<p>Diagram of the 6 districts might be more helpful early on in the document</p>	<p>Please note that this diagram has been moved to page 8 of the document.</p>
<p>Appreciate multiple links to INDOT pages, consider having those "open in a new window" rather than leaving the PPIP PDF document to access them.</p>	<p>Thank you for your feedback, INDOT will work to see if this is something we can change.</p> <p>Please note that readers may "CTRL + [Click]" to open hyperlinks in a new window. Alternatively, readers should be able to "Right Click" hyperlinks and choose to open the link in a new window.</p> <p>No change was made to the existing text.</p>
<p>Page 27 – the efforts for outreach and information sharing great. However, the info on facebook and twitter accounts isn't listed until page 57. Consider listing sooner? Additionally, listing how to connect with people in the office of communications would also be helpful.</p>	<p>Thank you for this comment, please note that the social media information has been moved to page 12 of the new document.</p> <p>A hyperlink to the INDOT Communications webpage has been added to page 12 as well.</p>



Public Comment Received	INDOT Response
<p>Page 29: Optional District Public Involvement – how is it determined what is optional? Why not perform these activities for all projects, or have a some metrics that will trigger a requirement?</p>	<p>Please note that this section is now on Page 35 of the document.</p> <p>The header of this section has been deleted as it is somewhat of a misnomer. This language is meant to allow and encourage the Districts to conduct public outreach activities outside of what is outlined in the PPIP.</p> <p>The text now reads as follows: “In addition, the district offices may conduct other public involvement activities including, for example, public opinion surveys, focus groups, and meetings with key stakeholder groups.”</p>
<p>Page 32-33: Great list of outreach. Social media is listed, but there are no specifics. A consistent listing of which districts use what platforms would be helpful.</p>	<p>Please note that this section has been moved to page 29 of the document.</p> <p>INDOT appreciates this feedback. Hyperlinks have been added to the text to take readers to our web-based customer service as well as social media platforms.</p>
<p>Page 36: Flowchart is difficult to read</p>	<p>Please note that this flowchart has been moved to page 30 of the document.</p> <p>Thank you for this comment, INDOT will consider creating its own version of this flowchart to ease digestibility.</p> <p>No change was made to the existing text, this is a note for any upcoming updates to the PPIP.</p>
<p>Page 41: “Each MPO develops, implements, and periodically updates its public involvement process, which is reviewed and approved by INDOT, to solicit public input and comments on a comprehensive transportation plan and transportation projects within the given MPO area”...an explanation of how INDOT evaluates and approves this process might be helpful.</p>	<p>Please note that this section has been moved to page 37 of the document.</p> <p>INDOT evaluates MPO public involvement processes through Federal regulation and requirements as well as through the Planning Certification Review Process.</p> <p>No change was made to the existing text.</p>



Public Comment Received	INDOT Response
<p>Page 42-43: “ Citizens who wish to provide input on transportation projects in nonmetropolitan areas are encouraged to do so through their local elected officials who participate in consultation with INDOT and through the activities, listed below, of the INDOT district offices”</p> <p>Again, this is where INDOT could be more proactive, go above and beyond, and take advantage of social media platforms and press releases to directly engage with communities and direct/assist them in navigating the process rather than stating people can contact their officials.</p>	<p>Please note that this section has been moved to page 38.</p> <p>INDOT appreciates this feedback and is exploring options to directly engage with communities and their constituents. A successful example of this would be INDOT’s 2021 STIP Virtual Town Hall meetings.</p> <p>While INDOT will continue to explore approaches to more direct public involvement opportunities, we think it is important to: (1) ensure that these local officials are not cut out of these discussions, and (2) not overstep boundaries regarding local jurisdictions and elected officials.</p> <p>No change was made to the existing text, this is a note for any upcoming updates to the PPIP.</p>
<p>Page 50: A link or way to contact District Local Program Directors would be helpful.</p> <p>Does INDOT offer any technical training or assistance on how to designate an ERC? This process may be confusing for some smaller municipalities or when there is employee turnover. Again, the link to the LPA program should open in a new window.</p>	<p>Please note that this section has been moved to page 42 of the document.</p> <p>A hyperlink to the LPA Program’s webpage can be found at the end of the section on page 43 of the document.</p> <p>A hyperlink to a webpage regarding LPA training, tools, and resources has been added at the end of this section as well.</p>



Public Comment Received	INDOT Response
<p>Page 53: Environmental Justice is a huge issue. A diagram or better description of how those impacted by EJ concerns can be involved and voice concerns would be helpful.</p> <p>It is also unclear how INDOT proposes to address historic distrust of planning policies and restorative justice as a component of EJ work and policies.</p>	<p>Please note that this section has been moved to page 10 of the document.</p> <p>INDOT Technical Planning recognizes the Health by Design’s stance on the “historic distrust of planning policies.” This is a multi-faceted issue that permeates a variety of different community development processes and policies that may be directly or indirectly related to transportation planning.</p> <p>INDOT Technical Planning has a desire to work towards addressing this, where possible by working to identify ways to genuinely connect with, empower, and provide access of resources to communities affected by Environmental Justice processes.</p> <p>Restorative and transformative justice processes are much more nuanced in nature than can be properly outlined within a generalized public involvement plan. No change was made to the existing text, this is a note for any upcoming updates to the PPIP.</p>
<p>Page 54: Limited English proficiency -> are all of INDOTs webpages available in Spanish or other languages? Some people may have options for this, but key forms and procedural steps should be readily available.</p>	<p>Please note that this section has been moved to page 10 of the document.</p> <p>INDOT Technical Planning will confirm the availability of different languages for INDOT webpages and look to identify how we appropriately address the need to have more accessible forms and procedural steps for different languages.</p> <p>No change was made to the existing text, this is a note for any upcoming updates to the PPIP.</p>

