**Nebraska Department of Transportation Communications and Public Policy Division**

**Public Involvement Section**

Project-Specific Public Involvement Plan Template Instructions:

A project-specific public involvement plan (PIP) should be produced for any project in which public involvement outreach is anticipated. The project-specific PIP documents the outreach that will be undertaken for a specific project and who will be responsible for each outreach component, as needed. The project-specific PIP considers the impact that the proposed project would have and the potential effects on the community and environment, and it outlines the best outreach for that specific project. The level of detail in the project-specific PIP should be commensurate with project size, complexity, community composition, and potential for controversy.

At a minimum, the project-specific PIP must do the following:

• **Briefly describe the project**

* This should include, but is not limited to, items such as the location, purpose and need, scope of work, and overall general description of the proposed project.

• **Address public involvement requirements**

* This should include any information and recommendations per the NDOT-53, information and determinations made at Project Coordination Meetings (PCM), special requests for public involvement from agencies, partners, or the public, and/or any public involvement activities deemed mandatory or required per regulations

• **Describe the audiences for the project**

* This should include information about who would be the target audience for the public involvement event and outreach. This would include information about the compiled distribution list(s), as well as any specific targeted users and/or groups that may have potential interest in the project.

• **Identify public involvement tools and strategies to be used and the rationale for using them (see Section 9.5 of Chapter 9 from the Environmental Procedures Manual for information on tools and strategies)**

* This should include any specific outreach and strategies to implement public involvement and the tools that would help aid in the planned outreach. If the chosen tools and strategies are significantly different from what would be standardly used, a rationale should be provided.

• **Identify potential issues and any additional outreach targeted to these issues**

* This should include any additional identified issues regarding the project that has not already been discussed and/or the public involvement strategy – use this to address and manage any risks.

• **Assign responsibility for implementation of each element of the project-specific PIP**

* This should include clearly assigned roles and responsibilities of members/groups of the project team to make sure the public involvement is carried out successfully and timely and creates accountability. This may be discussed in other areas of the project-specific PIP.

• **Outline the schedule for implementation of the project-specific PIP**

* This should include dates and timing of activities, events, and deliverables, if possible. If the schedule is still to be determined but the plan is being submitted early on for approval – a general outline or estimated schedule would be acceptable.

*It should be noted that not all elements above will have in-depth information initially and/or may not be applicable at a given time. Include any information available and as appropriate. Each project-specific PIP should be treated as a living document and modified as necessary when new information emerges, and the public involvement needs of the proposed project evolves.*

*For EIS projects, the project-specific PIP contents are incorporated into the larger project coordination plan required by 23 USC 139.*

Project-Specific Public Involvement Plan

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Location, purpose and need, scope of work, project description, etc.

Any information per the NDOT-53, determinations made from PCMs, special requests for public involvement, public involvement activities deemed mandatory or required per regulations, etc.

Include information about the distribution list, as well as any specific targeted users and/or groups that may have potential interest in the project.

Identify tools to be utilized for public outreach on the project. Include rationale for chosen tools and strategies if differing from standard strategies.

Identify any potential issues and any additional outreach targeted to the issues in addition to the above identified tools and strategies, as applicable.

Identify and assign roles and responsibilities of each element of this plan, if not already discussed in other areas.

Include dates and timing of activities, events, and deliverables, if possible.