



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Mitchell E. Daniels, Jr., Governor
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INTRODUCTION TO THE INDOT PUBLIC INVOLVEMENT MANUAL

The Indiana Department of Transportation (INDOT) has prepared the **INDOT Public Involvement Procedures Manual** to provide guidance to those who are engaged in providing public involvement opportunities related to INDOT decisions and actions and to let the public know what they can expect in terms of INDOT public involvement policies and practices.

This *Manual* is primarily addressed to INDOT staff and their consultants who will carry out INDOT's public involvement activities. This document will also be useful to Metropolitan Planning Organizations (MPOs), Regional/Rural Planning Organizations (RPOs) and local officials that conduct their own public involvement activities. The document will help the MPOs, RPOs and local officials understand where their processes fit with INDOT public involvement approaches and will provide them with ideas on how to implement their own public involvement programs. In addition, the document is intended to provide the interested public reader with information about INDOT's commitment to public involvement and about how and where the public can become involved in the planning and project development processes.

INDIANA DEPARTMENT OF TRANSPORTATION PUBLIC INVOLVEMENT MANUAL

- Sets policy
- Provides guidance
- Procedures exceed minimum requirements
- Significant coordination with FHWA
- Procedures last updated in 2009
- Compliments Context Sensitive Solutions Framework
- Promotes timely engagement of INDOT customers

INDOT's *Public Involvement Webpage* at: <http://www.in.gov/indot/2366.htm> will be utilized to provide information on public involvement approaches and methods employed by INDOT to inform and engage the public. Since INDOT uses a range of activities to fulfill its goal of providing proactive, open, and continuous public involvement, the webpage will provide a menu of options to assist INDOT planners, project managers, engineers, public involvement staff and consultants, as they choose how to implement the requirements and the intent of the law, regulations, and policies on planning and project initiatives. The webpage will reflect the range of INDOT practices that extend beyond the baseline requirements in engaging the public.



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Appendices will include a list of acronyms and glossary of terms, text of official federal regulations and guidance on public involvement, key contacts related to public involvement in transportation decision making, in addition to example of public involvement templates and forms.

INDOT 2012 Public Involvement Procedures Manual Includes:

- Enhanced language regarding INDOT Planning & Programming including STIP development
- Requiring additional formal public involvement action for projects of lower environmental impact, thus completing a public feedback loop and adding a layer of customer responsiveness
- Document preparation developed through significant coordination with FHWA
- Coordination with INDOT Business Units contributing to, and participating in, the review process for the development of these procedures
- A documented process for disseminating the procedures document for public review and comment via statewide legal advertisement in 28 widely circulated newspapers (statewide) for a period of 45 days; INDOT used its Public Involvement List Serve and webpage to engage the public
- INDOT received 9 letters during public comment period; each letter was formally responded to in writing with copies attached for review
- Thorough explanation of public involvement under Section 106 of the National Historic Preservation Act
- Procedures do exceed minimum requirements for public involvement in transportation decision making
- Enhanced guidance regarding public involvement for Local Public Agencies
- Proactive engagement of several key stakeholder groups including INDOT Long Range Planning, STIP development, District Offices, Environmental Services, MPOs, RPOs, the consultant community and FHWA



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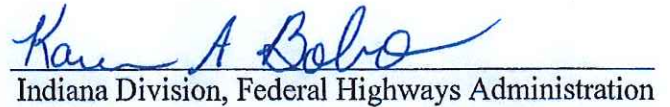
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INDOT Public Involvement Policies and Procedures lays out INDOT's fundamental requirements for public involvement, established by Federal and State law and regulations and by INDOT policies. The *Policies and Procedures* have been approved by the Federal Highway Administration (FHWA) on 8/16/2012.¹

INDOT will review the public involvement *Policies and Procedures* as required by 23 CFR 450.212(a)(7).² FHWA must approve any changes to these *Policies and Procedures*.

INDOT Public Involvement Procedures Manual approved on 8/15/12


Indiana Department of Transportation


Indiana Division, Federal Highways Administration

¹ Code of Federal Regulations, Title 23, Section 771 (CFR 771.111(h)(1)) states: "Each State must have procedures approved by the FHWA to carry out a public involvement/public hearing program."

² 23 CFR 450.212(a)(7) states: "Public involvement processes shall provide for periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all and revision of the process as necessary."

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