# Public Engagement Summary

**Project Name**

[If applicable, include location details / additional project information / project image]

**Prepared for**

**INDOT District [Insert District Name Here]**

**Date (Month & Year)**

**Updated Date (Month & Year)**

Prepared by:

**Name of the entity producing the document**

(Use of company logo permitted, but no larger than INDOT’s)

# Executive Summary

**Provide a brief overview of the project, public involvement activities conducted, and results**

* What we heard
* Who we reached
* What’s been done
* What comes next

# Project Overview

**Project Description & Background Summary**

* Please include a:
  + Short description of project
  + General idea of what the project is about

**Purpose & Need Summary**

* Please provide a summary (not a full restating) of the approved Purpose & Need Statement

**Project Team: Management & Staffing**

* Identify Project Sponsor(s) (if multiple list each one) and include information about each and their involvement with the project
* Identify Project Team
  + Describe the role and responsibilities of each team member

**Project Schedule**

* Provide an overview of major milestones for the project
  + Share details regarding any missed milestones, including the cause for any delays
  + Share details regarding any accelerations in the timeline and the cause for advancement

**Project Issues, Potential Controversy, and/or Risks**

* Provide an overview of issues, controversy, and/or risks related to the project

# Public Engagement Summary

**Community Demographics, History, & Background**

* Briefly summarize the demographic information and the relatively recent, relevant history and background of the community, as it relates to the project.
* Identify known social, economic, cultural, and environmental concerns and/or needs of the community (such as property values and economic base, types of housing, travel patterns, transit stops, etc.)

**Identify Key Stakeholders – Who was involved in project decisions? What was their interest in the project?**

* What role did stakeholders have in decision-making?
* At what Decision Points or Project Phase(s) were stakeholders consulted?
* How was stakeholder input solicited and obtained?
  + Communication Methods (email, conference calls, meetings, etc.)
  + Timeframes (regularly scheduled, as needed, per specific project phases, etc.)
* What were the stakeholders’ specific concerns?

**Identify Stakeholder Concerns – Which project issues are important to the public?**

* What issues and needs caused concern for the community?
* Does existing public opinion support or oppose the project?
* Does substantial controversy exist?
* Is controversy anticipated?
* Did previous planning studies, projects, or public involvement (or lack thereof) influence public opinion?
* Were commitments made for previous projects broken?

# Implementation Strategy and Schedule

Describe the overall implementation strategy for carrying out public involvement activities and include the schedule that was followed.

**Engagement Strategy, Resources, Tools, & Activities Summary**

* Outline the general approach and public involvement processes including, but not limited to:

**Activities and efforts implemented for each Project Phase**

* When was the public notified of impacts and invited to participate in decision-making?

**Describe how outreach was conducted**

* How was information shared and outreach conducted? (e.g. Traditional Media, Flyer, Fact Sheet, Newsletter, Project Website, Social Media, Interview, Public Meeting, Survey, Door-to-Door, etc.)
* Underserved Populations:
  + How were Underserved Populations identified?
  + What was the outreach strategy for Underserved Populations?
  + How was proactive involvement encouraged?
  + What methods were used to solicit information, ideas, and opinions of Underserved Populations?
* Public Meetings:
  + Identify locations for Stakeholder and/or Public Meetings or Hearings.
  + What public involvement materials were used (displays, handouts, notifications, etc.)?

# Engagement Results

**Public Involvement Comments and Responses**

Provide a summary of comments, including how comments were received, addressed, and responded to.

* How were comments submitted?
* Who were comments directed to?
* How were comments responded to and by whom?
* When were responses provided?
* What were the key concerns of the public?

# Conclusion

Provide a summary of how the input provided was considered during the final product development and outline next steps.