

Indiana Department of Transportation

Technical Planning + Programming Division

Planning Public Involvement Plan (PPIP)

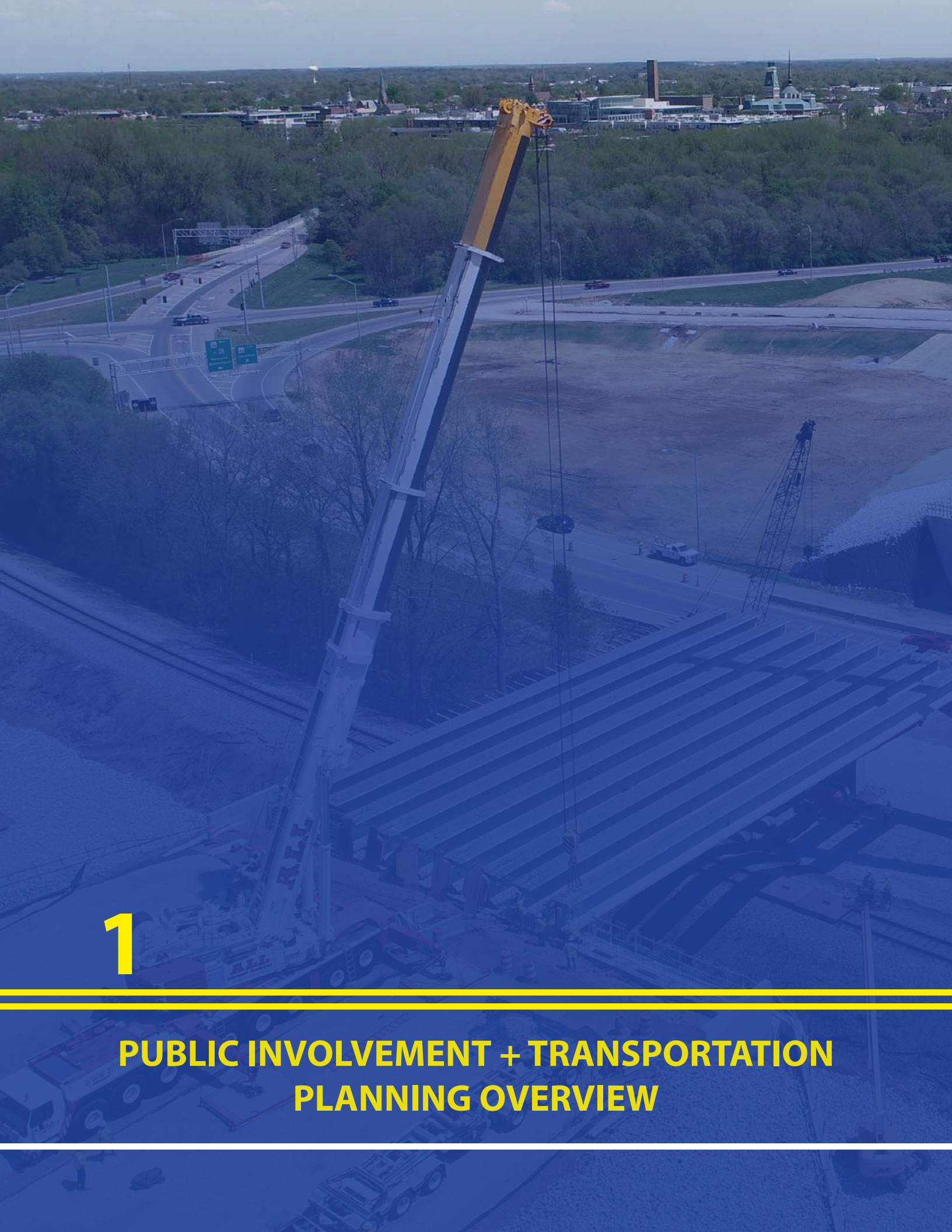


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**PUBLIC INVOLVEMENT + TRANSPORTATION
PLANNING OVERVIEW**

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.

The PPIP 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 (PPIP) is to provide information to educate the 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 previous 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 2022 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 as well as Federal requirements established by the Infrastructure Investments & Jobs Act (IIJA), commonly referred to as the Bipartisan Infrastructure Law (BIL).

Additionally, this update includes strategies to address underinvestment and gaps in infrastructure and public services in disadvantaged communities as outlined in [Executive Order 14008 Section 223](#), the [Justice40 Initiative](#).

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.

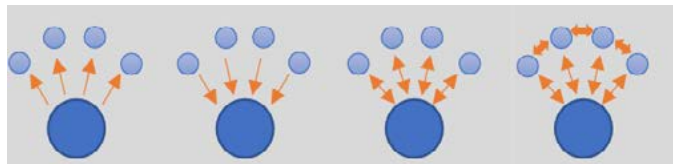
Public Participation Matrix

When developing a public outreach strategy, the first step is to consider the levels of public involvement required to achieve the outreach goals. The Public Participation Matrix on the following page demonstrates the types of participation: Inform, Consult, Involve, and Collaborate. Each of the four levels of participation has specific techniques for public participation, as shown in the Matrix on the following page.

In developing plans and programs, INDOT follows a process that is "continuing, cooperative, and comprehensive to the degree appropriate" (23



INDOT's Public Participation Matrix is depicted below.



Inform	Consult	Involve	Collaborate
Participation Goal:			
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives opportunities and/or solutions.	To obtain public feedback on analysis, alternatives, and/or decisions.	To work diligently with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.
Example Techniques to Consider:			
<ul style="list-style-type: none"> • Brochures, fact sheets • Websites • Social media notifications • Press releases • Newsletters • Open Houses 	<ul style="list-style-type: none"> • Public comment • Surveys • Public Meetings 	<ul style="list-style-type: none"> • Workshops • Community Event • Stakeholder Meetings 	<ul style="list-style-type: none"> • Citizen Advisory Committee • Community Working Groups • Technical Committee

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 solutions, and the needs of all users of the system conducting broader outreach to different groups including traditionally underserved communities.

Public Outreach Procedure Tiers

To better guide public involvement and to ensure all plans undergo the appropriate level of outreach,

plans within INDOT can be categorized into three tiers.

Tier 1 plans include major plans such as the:

- Long-Range Transportation Plan (LRTP)
- Statewide Transportation Improvement Program (STIP)

Tier 2 plans include:

- Transportation Asset Management Plans (TAMPs)
- Major Programs/Initiatives using Federal Funds
- Freight Mobility Plans
- Active Transportation Plans
- Corridor/Planning Studies
- Public Involvement Plans
- Non-Metropolitan Coordination Process
- Federally Funded Initiatives (if required).

Tier 3 plans include:

- Rail Plans
- Air Quality Conformity Reports (15-day comment period)
- Statewide Interchange Studies
- Pavement/Bridge Management Reports
- Local Initiatives (e.g., Community Crossings)
- HSIP
- US Bike Route Proposals
- ADA Transition Plans
- Aviation Plans
- Transit Reports or Transit Asset Management Plans
- select state sponsored initiatives
- INDOT Asset Preservation Programs
- Customer surveys
- Design Manual Changes.

Each tier of plans has two different actions, which result in different outreach strategies. A plan is either published for the first time as a new plan, or is going through a major update that occurs on a regular schedule (ie: annually, every 2 or 4 years, etc.). That action requires a high level of public engagement that covers all four levels of the Public Participation Matrix. At this point, efforts are made to reach the public through all forms of public involvement listed in the table and individuals are encouraged to sign up to continue to receive information via email, text, phone, mail or social media. Information packets are sent to be posted in underserved communities and members of ADA/LEP population and Indiana Tribes are notified through coordination with INDOT



Cultural Resources of how to get involved and stay informed.

A plan amendment is a more minor change that can be made as needed to keep plans current and accurate. Because there has already been a major public outreach effort for the plan, at the point of an amendment, this action will typically only reach the levels of Informing and Consulting and notifications are sent out via the communications channels built up during initial public outreach (email, text, phone, mail) as well as posted on websites, distributed to planning partners to share with their community contacts, and advertised on social media.

It is also important to note that outreach activities in the chart represent the baseline level of outreach that will occur for each Tier of plans. Additional activities may occur outside of those indicated on in the chart. Likewise, public comment periods may be extended beyond the baseline shown in the table if warranted by the individual planning initiative.

INDOT's Public Involvement Principles

- **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 inform and influence decisions. Additionally, planning materials can be translated into Spanish or other languages for non-English speakers. 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:** Identify communities using mapping and screening tools developed by EPA, FHWA and INDOT that analyze census data, and engage marginalized communities through creative and innovative public involvement techniques that are appropriate for the community. For more tools, see Chapter 2.

INDOT Public Outreach Procedure Tiers	Tier 1 Plans		Tier 2 Plans		Tier 3 Plans	
	New Plan/Update	Plan Amendment	New Plan/Update	Plan Amendment	New/Plan Update	Plan Amendment
Collaborate						
Community Groups	✓					
MPO/RPO Meetings	✓		✓		✓	
Involve						
Public Events	✓					
Stakeholder Meetings	✓		✓		optional	
Consult						
Internal/Planning Partner/Federal Review	✓		✓		✓	
Legal Public Notice	✓					
Public Comment Period	45 days	7 days	30-60 days	7 days	7-30 days	7 days
Public Surveys	✓		optional		optional	
Public Meetings/Open House	✓		optional		optional	
Inform						
Email Notifications	✓	✓	✓	✓	✓	✓
Press Releases/Media Advertisement	✓					
Public Comment Summary Memo	✓	✓	✓	✓	✓	✓
Fact Sheets/Printed Material Available	✓	✓	✓			
Information on Website	✓	✓	✓	✓	✓	✓
Social Media Notification	✓	✓	✓	✓	✓	✓



- **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 access to information.
- **Enhancing Stakeholder Relationships:** 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 staff strives to respond to comments quickly and let 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 Plan (LRTP), 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.

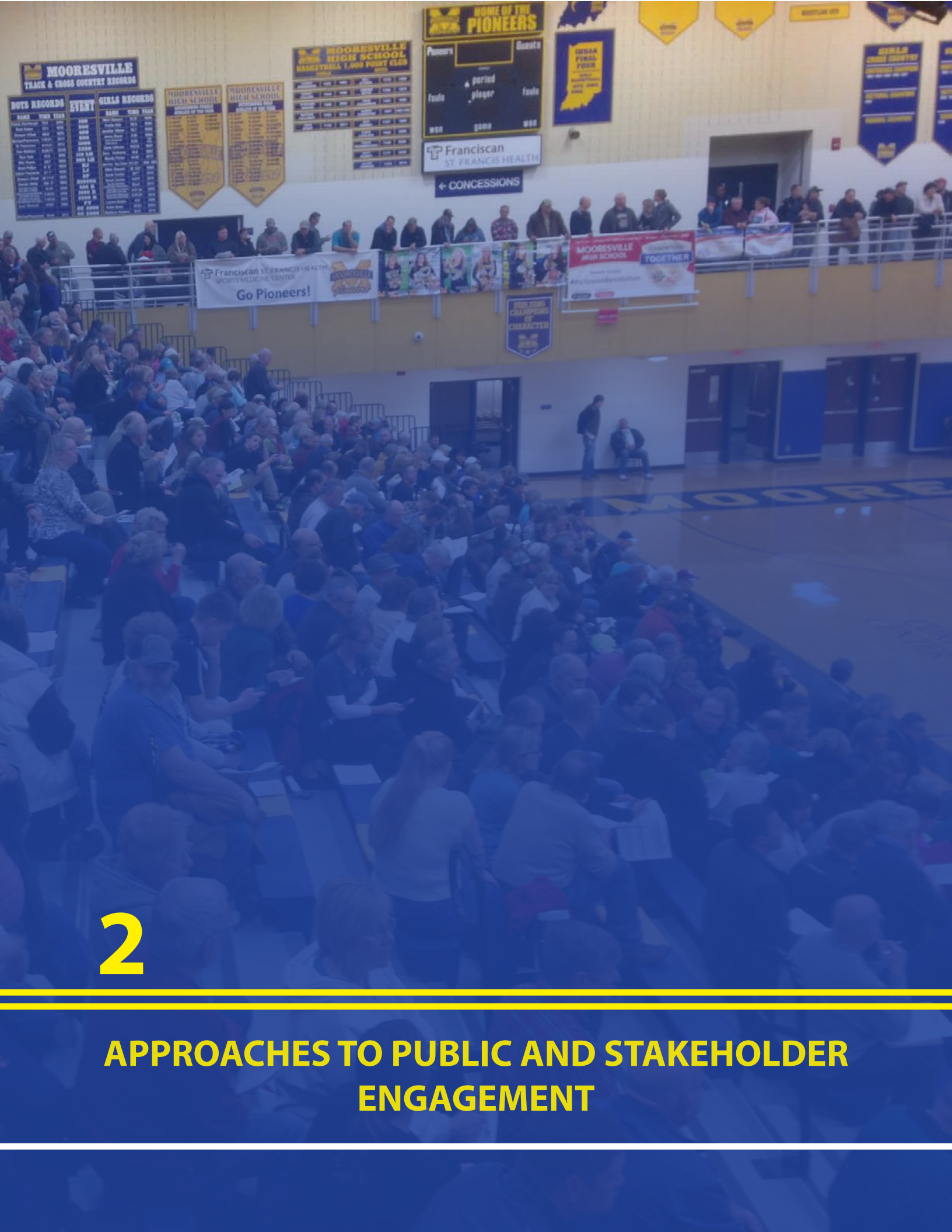


- **Freight Advisory Council (Truck, Rail, Marine, Aviation):** Serves as a forum for agency transportation decisions, future planning, policies, permitting and identifying issues/concerns affecting Indiana freight mobility, safety, and livability. The council includes a cross-section of public and private 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:** An 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 page 64 of the Appendix for a map of the six INDOT Districts.
- **Local Government & Elected/Appointed Officials:** Continuous and cooperative coordination 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 respective areas; and perform various support related to 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 planning activities 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. Resources agencies include the following: 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.
- **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 in 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.





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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), the president's Environmental Justice Executive Order 12898, and the Justice40 Initiative of Executive Order 14008 are a few of the many non-discrimination laws and presidential orders that apply to transportation 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, while [Justice40](#) aims to address underinvestment in disadvantaged communities by addressing gaps in transportation infrastructure and public services.

Impacts to communities should be recognized early and monitored continually throughout the transportation decision-making process. Enhanced public outreach and participation methods at all points of the statewide transportation planning process ensures meaningful participation by citizens, including traditionally underserved communities. The integration of environmental justice principles into the transportation planning process is consistent across all areas of INDOT.

Step 1: Identification of Populations

When?

At the start or during the development or full update of planning level documents, programs, and initiatives

How?

- Following Title VI, EJ, EO 12898 & 1408, and Justice40, requirements
- Using available online tools (Climate and Economic Justice Screening Tool, STEAP, and/or INDOT mapping tools)
- Following Executive Order 13166 and INDOT 6-Point LEP Plan
- Developing a report of the findings

INDOT will use tools and maps, discussed in further detail in this chapter, to conduct a population analysis to locate disadvantaged communities at the start of any new planning initiative or update to an existing plan, such as the STIP and LRTP. Once disadvantaged communities have been identified,

INDOT will be able to target outreach to those areas and in ways that meet their needs, such as through translation.

The strategies discussed later in Step 3 will be tailored to fit to the communities as well, for example, printed information and in-person meetings to educate and using tablets at kiosks to collect survey data may be more effective in communities with limited internet access.

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.

Through the Justice40 Initiative, various tools have been developed to help locate disadvantaged communities (DACs), which allows public agencies to determine appropriate location-based outreach strategies to ensure participation in the planning process. The definition of DACs located by this tool was set forth in OMB guidance, and includes (a) certain qualifying census tracts, (b) any Tribal land, or (c) any territory or possession of the United States.

One available tool, [The Climate and Economic Justice Screening Tool \(CEJST\)](#), was developed by the White House Council on Environmental Quality. USDOT has also provided a mapping tool available at [Transportation Disadvantaged Census Tracts \(arcgis.com\)](#) and made a [shapefile](#) is available.

INDOT has mapped low-income and minority populations using the most recently available census tracts, and uses the [Department of Health and Human Services Poverty Guidelines](#) to identify low-income populations. Using these available tools, INDOT will ensure that communities with underserved populations are properly informed on Long-Range Transportation Plan and STIP related public involvement opportunities and actively included in the planning process.



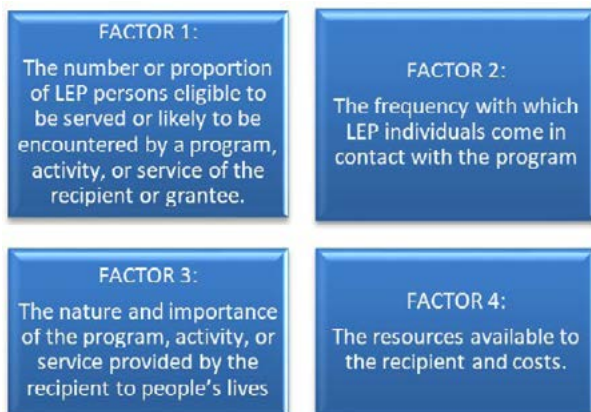
Limited English Proficiency

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 a four factor framework that 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.

Four Factor Analysis

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](#) for guidance in serving persons with LEP, access to the INDOT LEP Plan, and ensuring access to program and project decision-making.



For further guidance see the Federal Transit Administration's [Limited English Proficiency Guidance](#) Webpage.

LEP Tools at INDOT

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 strives 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:

- 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. This Public Involvement Plan addresses how all persons can have equal access to programs and how participation opportunities are made available; find [more information about public](#)



[involvement opportunities](#).

Step 2: Notification to Underserved

When?

Within 1 day of publishing and 7-10 days prior to an event (public meeting, workshop, or other)

How? Notifications will include:

- Brief description of the notification
- Links to website
- Links to documents, materials, meetings, and other
- Links to comment forms and comment contact.
- Links to surveys

How? Notification Sources (non-amendments):

- INDOT Main Listservs – customers will be given the option to sign up for specific planning listservs and monthly amendment updates as available
- Notification Post on Social Media Sites
- Notifications and/or flyers to: MPOs, RPOs, LTAP, and Local Libraries
- Notifications to Indian Tribes thru INDOT Cultural Service Office and Federal Resource Offices
- Notifications and Legal Ads in Local Newspaper and/or Community Newsletters (STIP and LRTP Updates Only)
- Notification to HUD Offices, Senior Community Centers, Indiana University Centers
- INDOT ADA & Title VI Contacts (When Available)

Notification activities should follow the appropriate guidance from the Planning Outreach Procedure Checklist (Found on page 57 of the Appendix). They should be translated if necessary and provided in multiple formats, including email, print, audible, etc. so they can be accessed by all people with varying communication needs.

INDOT will reach underserved communities and LEP with specific notification methods to ensure everyone has a voice in the future of transportation in Indiana. By working cooperatively with MPO, RPO and LPA partners, it will be possible to distribute notification of upcoming planning and public involvement events and comment periods directly to underserved communities, such as minority, low-income, limited English proficiency, aging populations over 64 years old, and rural populations. Notifications will go to:

- **Planning Partners:** INDOT Districts, RPOs, MPOs, LTAP, Local Officials, Federal Land Management & Resource Agencies, FTA, FHWA, Economic Development Corporations, Indiana Tribal Nations Agencies, and Transit Operators
- **Social Services Providers:** Local Indiana Housing & Urban Development Offices, Local Libraries, Senior Citizen Centers, Health Care Providers, & Clinics
- **Special Interests Groups:** Agency Title VI contacts, Faith-Based/Community Organizations, Rural Community Centers (Farmers & Amish Communities Newsletters)

In the notifications, INDOT will emphasize the importance of spreading the information throughout communities and work to ensure notices are being posted in locations where communities gather and frequent. INDOT will also request that notifications be presented in local news and social media outlets. All communications with planning partners and media publications will:

- Name the project, plan, or program; describe how to participate in the opportunity at hand; provide the location of events or how and where to submit comments; and provide the beginning and ending times and dates for all public comment opportunities.
- Describe how to request translators for LEP populations, interpreters, or services for those with a visual/hearing disability.
- Be distributed at least 15 calendar days prior to the public engagement opportunity or no less than 2-days prior to the public engagement for newspaper notification/advertisement.

All notifications, comments received and responses will be recorded in the planning initiative's Public Outreach Log along with review and coordination points with Federal, State and Local partners during the development process of creating the planning initiative subject to public outreach. This log will be published and distributed along with the final plan for which the outreach effort supported.

Step 3: Public Outreach Strategies

When?

- **Collaboration Activities:** At the start and mid points of document/program development (e.g. TAMP, LRTP, STIP, CRP) and may involve up to two meetings with MPOs, RPO, Districts Staff, Federal Staff/Resource Agencies,



Tribes, internal central office staff, community groups, and special interest groups to discuss goals, needs, objectives, and other.

- **Consult Activities:** At the start or prior to finalizing draft documents (FHWA/FTA, MPO Chairs, Legal)
- **Involve Activities:** Mid-point or at draft finalization stages (stakeholder, public comment periods, input sessions)
- **Inform Activities:** Simple release of program information within 1-2 days prior to a comment period

How? INDOT will:

- Publish content online -Internet/websites and on social media.
- Public Meetings (non-amendment STIP and LRTP Update activities)
- Comment Periods and comments from social media, online forms, email, and telephone

How? INDOT may:

- Videos (recorded sessions)
- Surveys and interactive voting
- Digital Presentations
- Visual aids (maps, infographics, charts, and other)
- Public Meetings
- Community Event/Pop up meetings

INDOT is committed to the continual expansion of its public engagement strategies 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 a combination of text, video, audio, and interactive elements, the Internet can be an excellent tool to communicate with the public.

Visit the [INDOT Communications](#) website for more info.

Social Media

INDOT embraces the use of podcasts, YouTube, Instagram, 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 INDOT's [Social Media](#) webpage to follow and learn more.

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 \(Youtube\)](#)
- [A Greener Welcome \(Youtube\)](#)
- [Double-Crossover Diamond Interchange Concept \(Youtube\)](#)

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.

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 press releases, newspapers, videos, posters, brochures, and printed or e-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.

Additionally, 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. One example includes Citizen Remarks online app for the agency's statewide corridor vision study. Also, [INDOT NextLevel Roads interactive map](#) makes it easy to identify projects in specific areas.

Public Meetings

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

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/ create Community Advisory Committees 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.

Interactive Electronic Voting

INDOT may use interactive electronic polling devices at public meetings 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

LISTSERV

INDOT maintains contact lists to provide public information, meeting notices, and other information to interested parties. Check out the [State of Indiana's GovDelivery](#) page to stay up to date information coming from state government.

Public Comments

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



- Documenting and recording all comments
- Providing timely written 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 and are available for public viewing

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 impressions
- # of comments received or posted during comment periods
- # of individuals signed up and/or participated in public meetings/town halls (in-person and virtual)

INDOT will also use surveys to engage with planning partners, including MPO, RPO, LPA, stakeholders and the general public and inquire about the effectiveness of the planning processes (STIP, LRTP or other). Surveys can be sent at key times, for example, upon the completion of a new STIP or LRTP. Additionally, INDOT may use surveys and a 60-day comment period to solicit comments strictly from nonmetropolitan local officials. All comments received through this process will be documented and addressed in the plans, or if not addressed, the reasons for that decision will be provided to the nonmetropolitan local officials or their associations.

Participation in the planning process will be compiled, allowing INDOT to chart trends over a number of years. This information will inform

INDOT whether the techniques used to provide outreach to the public are effective, or whether different or additional strategies are needed.

Emergency Public Involvement Procedures

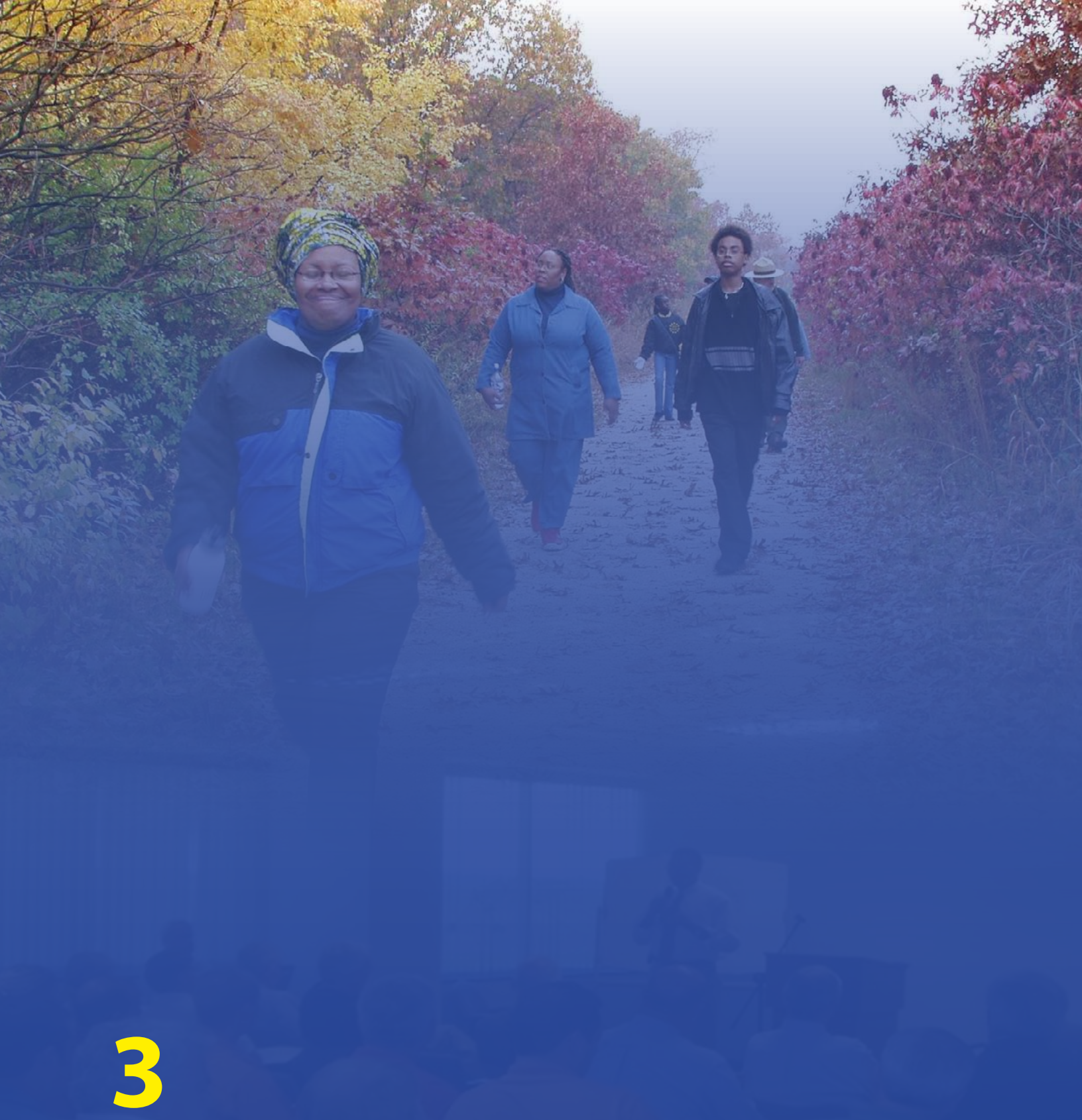
An emergency situation would occur when the Governor and/or President declares a health or other emergency and/or a local government jurisdiction determines that an in-person public hearing and/or in-person inspection of documents should be limited out of concerns for public health and/or safety. As federal, state and local municipalities issue guidance related to any current emergency situations, in-person viewing locations may change from normal operations.

When in-person 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 documents.

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 the INDOT website for [more information regarding public involvement during emergency situations.](#)





3

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
- Stakeholder outreach and public involvement
- Construction

Maintenance & Operations

- District operations (winter operation, resurfacing, potholes)
- Pavement and bridge preservation
- Operation improvements (ITS, signal modernization, turn lanes)
- Ongoing INDOT customer service
- Stakeholder outreach and public involvement

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 proposes 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 safety and mobility 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 acquisition, 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 described as follows. Each of these stages are discussed in more detail 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, rural planning 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

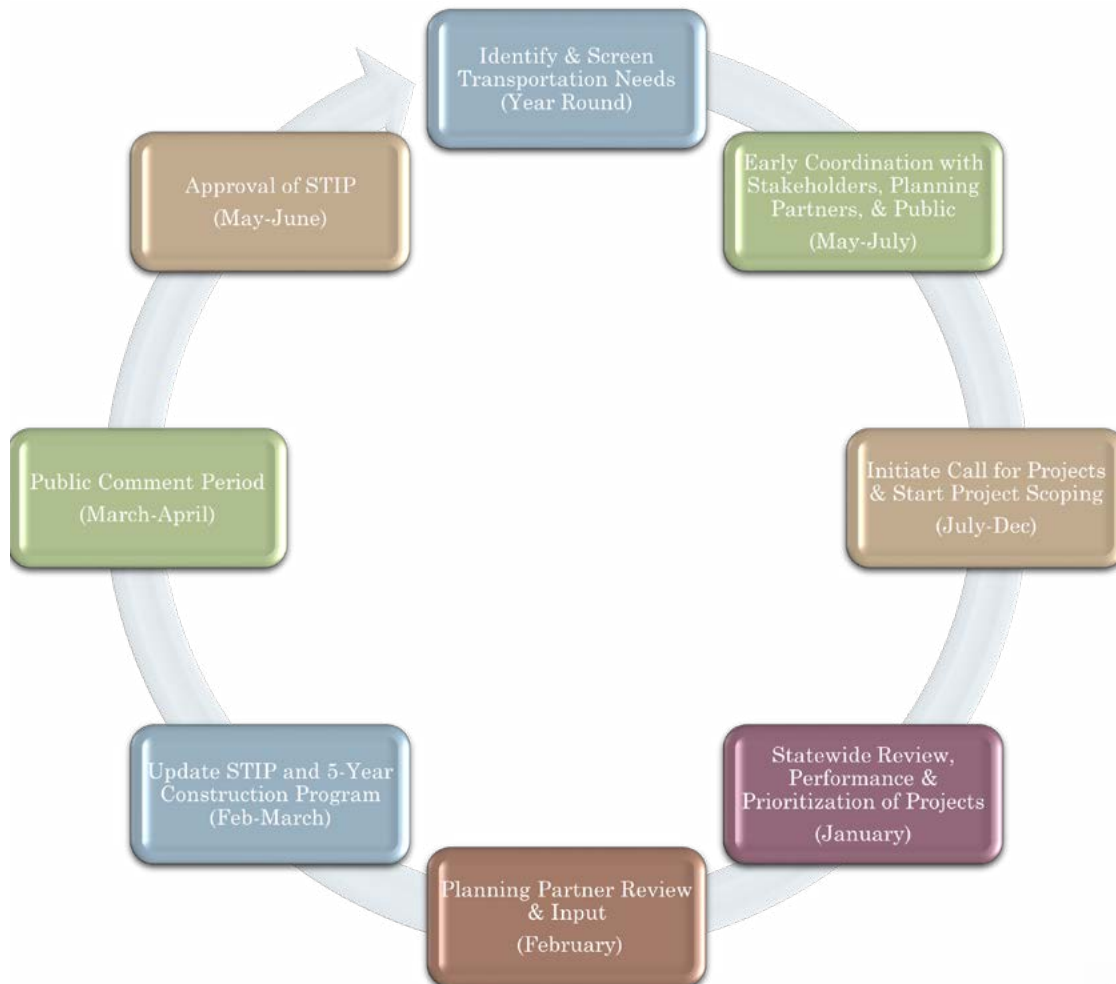
- MPO and RPO public involvement input relative to INDOT facilities and transportation needs
- Community audit results for select areas and projects (as completed)

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

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 INDOT Planning Partners and for which agreement has been reached.

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



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

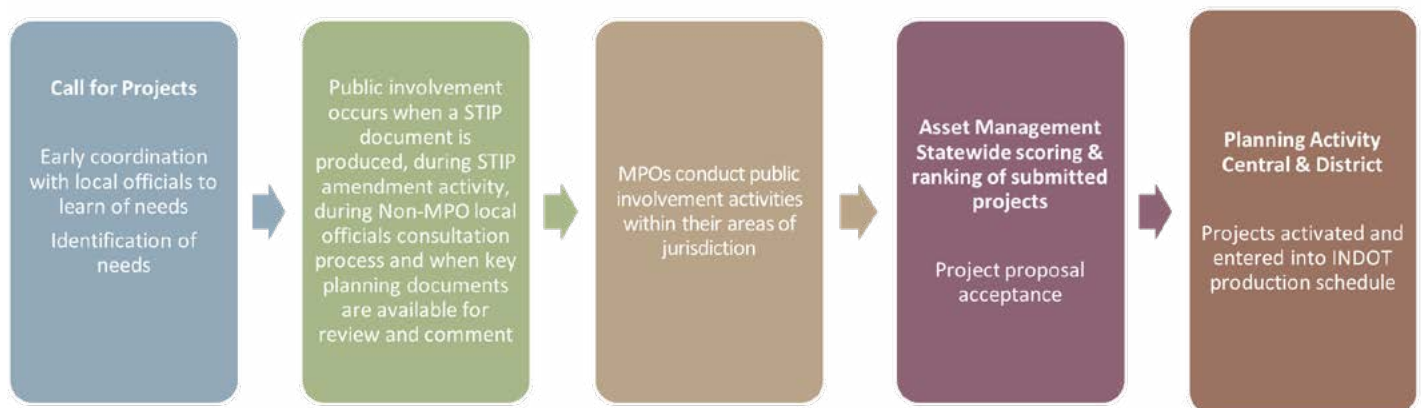
A Call for Projects is the beginning of a process by which proposals for new projects can be presented, reviewed, and prioritized. If approved, these projects are programmed or accepted into a production schedule. Although changes to existing projects can occur at any time, proposals for new projects 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).

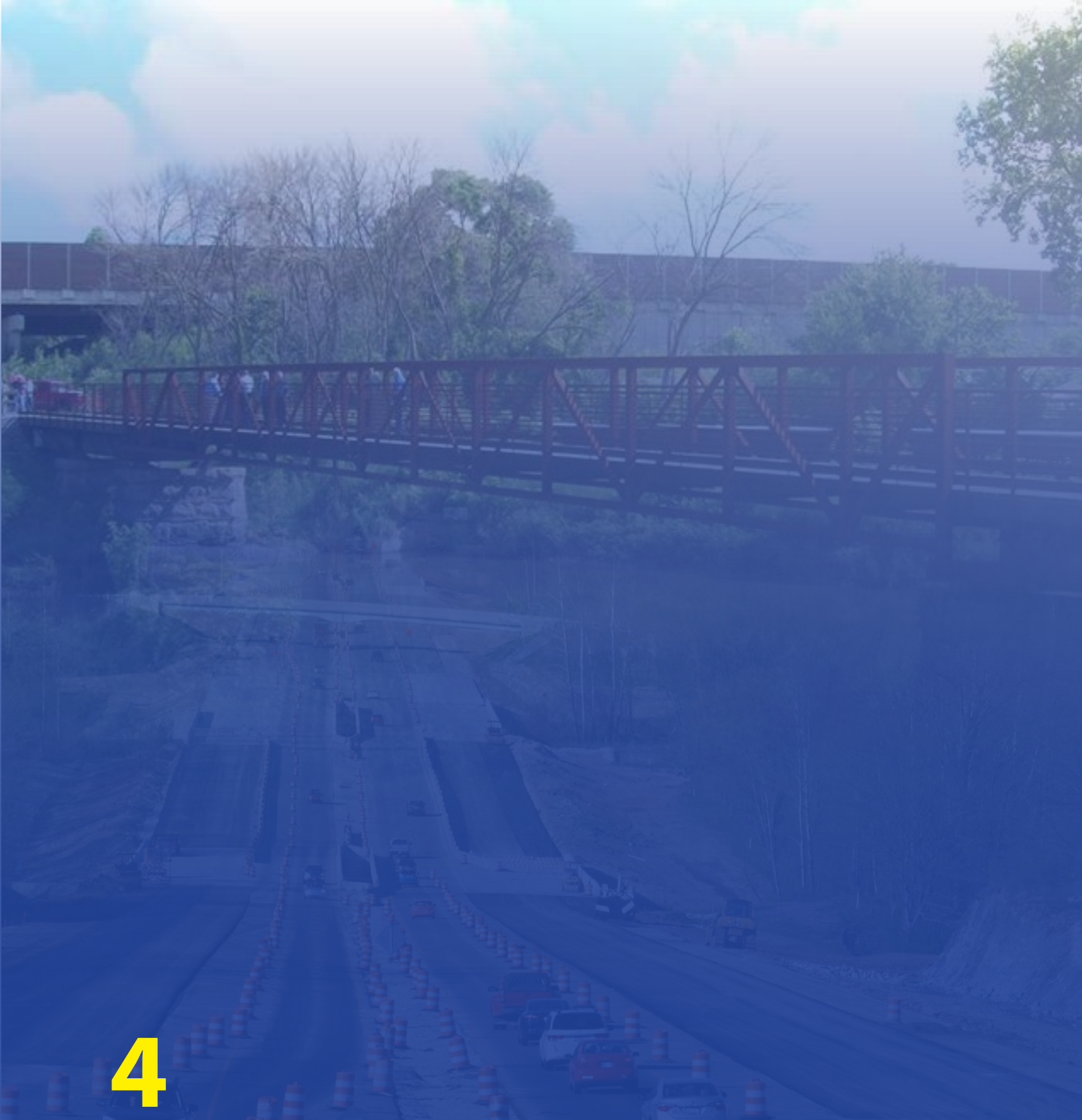
Those needs are then reviewed and prioritized and may be pre-scoped as potential projects at the District level and passed onto the state level for final refinement and project selection. The state level groups who evaluate the projects are referred to as Asset Management Teams, and each has a different 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 that is available for public review and inspection.
- Conducting up to 4-8 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. Hard copies of the 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 procedures set forth in the Planning Outreach Procedure (POP) Checklist and displayed in the charts in Chapter 2.

INDOT provides notification of STIP review and comment period by

- Presenting the information via local media (newspapers, radio, TV) including publication of legal notice
- Sending notice via email distribution groups
- Posting information on INDOT website and sharing via social media.
- Special emphasis is placed on reaching underserved communities by following the Notification to Underserved Plan in Chapter 2, Step 2 on page 11.



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 • Meet with MPOs to review draft lists and finalize non MPO lists with appropriate district, transit and asset management personnel • 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 Final Draft STIP Fiscally Constrained listing using projected 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"> • Notify the public which may include listserv, 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
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 INDOT District, including an online/virtual viewing option • 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"> • Draft STIP submitted to FHWA and FTA for review • FHWA to review draft STIP document
9	<ul style="list-style-type: none"> • Receive approval of STIP
10	<ul style="list-style-type: none"> • 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.

MPO Board Meetings

Another way for the public to get involved is to attend MPO policy and technical committee meetings. 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

Yet another opportunity for public involvement in the STIP development process is INDOT's Annual Call for Projects.

INDOT Public Comment Period for Air Quality

Regionally Significant (air quality non-exempt) Transportation projects located in isolated rural non-attainment or maintenance areas that are not a part of a metropolitan area must undergo an air quality conformity determination before they can be added into the INDOT STIP. Regionally Significant, non-exempt projects are projects that add capacity to a roadway system, such as an added travel lanes or a new roadway project. The air quality conformity finding process requires INDOT to prepare the project's air quality conformity report and make the report available to public for review and comment.

INDOT's public involvement process for the regionally significant projects located in isolated rural air quality non-attainment or maintenance areas is to provide a two-week, 14-day opportunity for the public to review and submit comments on

the report. The comment period is, at minimum, advertised on the INDOT website, via social media, and through strategies targeted to the local area of the project, including any underserved populations affected by the project. INDOT may utilize any of the public outreach strategies mentioned in Chapter 2 to make the public aware of a project undergoing an Air Quality Conformity Review through strategies targeted to the local area of the project, including any underserved populations affected by the project.

The points below 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.
- The INDOT customer service hotline, 1-855-INDOT4U, and website [INDOT4u.com](#), can be used to request information regarding construction projects or general INDOT activities. Our customer service hotline and



website can be used to submit comments or concerns related to any INDOT activity.

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 33.

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 major revision to a federally funded or regionally significant transportation project. An amendment is also required to add or delete a project to an approved plan.

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 administrative modification. Examples of minor changes would be:

- A designation number, or DES #, 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](#).

Public Outreach for STIP Amendments

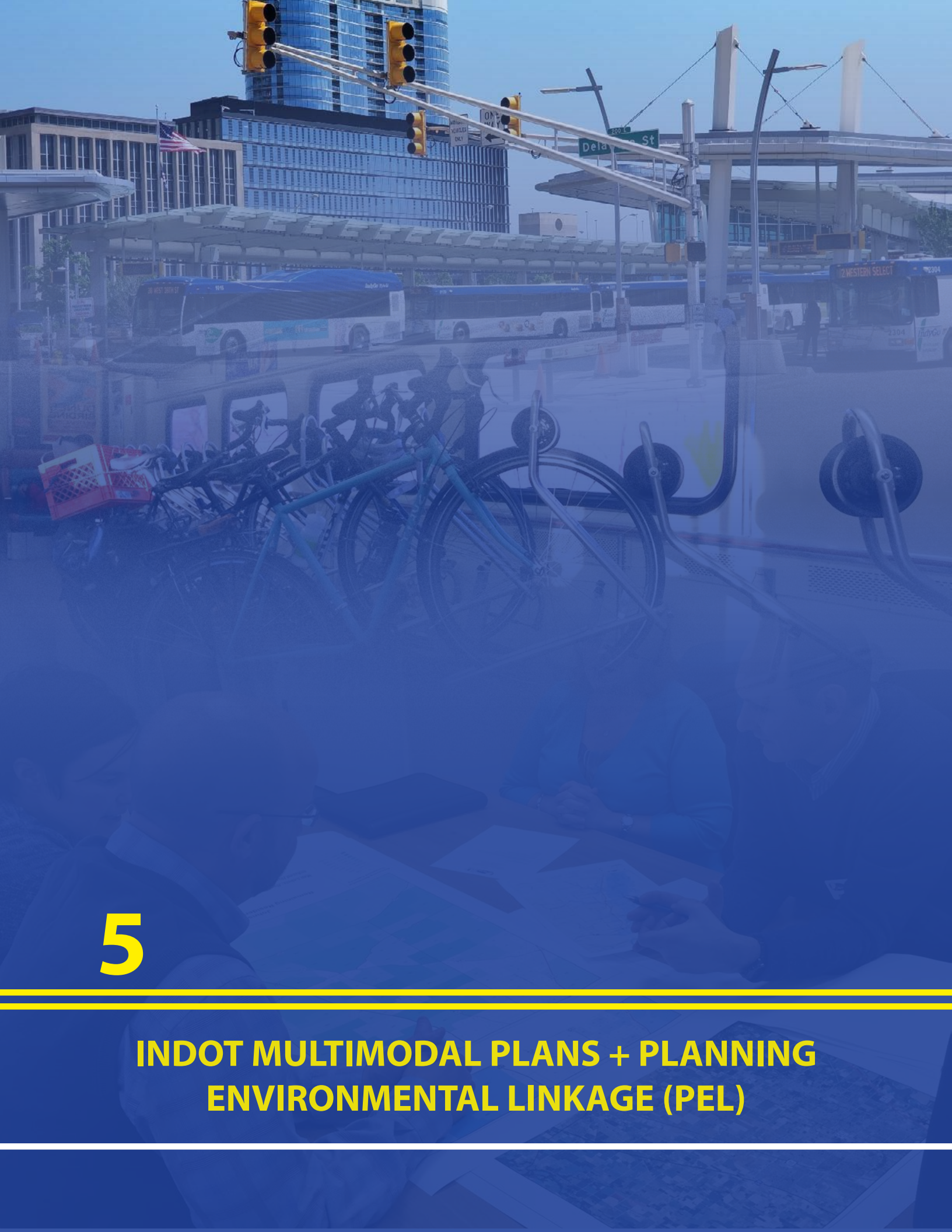
INDOT welcomes public input regarding draft amendments to the STIP (covered in more detail on the following page). Draft STIP amendments are posted to the [INDOT STIP Public Comment Webpage](#) for a minimum period of 7-days. Draft amendments are posted monthly, typically during the third week of each month. Announcements are also posted onto the website public involvement calendar.

Additional outreach for STIP amendments takes place in accordance with Tier 1 plan amendments described in detail in Chapter 2.



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5

INDOT MULTIMODAL PLANS + PLANNING ENVIRONMENTAL LINKAGE (PEL)

Introduction

The [INDOT Long-Range Transportation Plan \(LRTP\)](#) was developed and carried out under 23 CFR 450.216, 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 including:

- 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: 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 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 holds Annual Regional Planning Coordination meetings with our district, MPO, RPO economic development representatives, appointed local officials, business leaders and other key stakeholders. While not open to the public, meeting minutes can be recorded and shared, along with survey tools, in order to inform and gather input from the public.

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

- 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 booths at state transportation conferences and annual events (e.g. Purdue Road School, Minority Expos, Indiana State Fair)

- LISTSERVs soliciting comments via email, comment forms, calls into INDOT Customer Service Hotline, or social media. INDOT also has a [web-based customer service line](#) as well as [various social media platforms](#).
- Posting 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, and 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: (continued on page 30)

- 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

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.

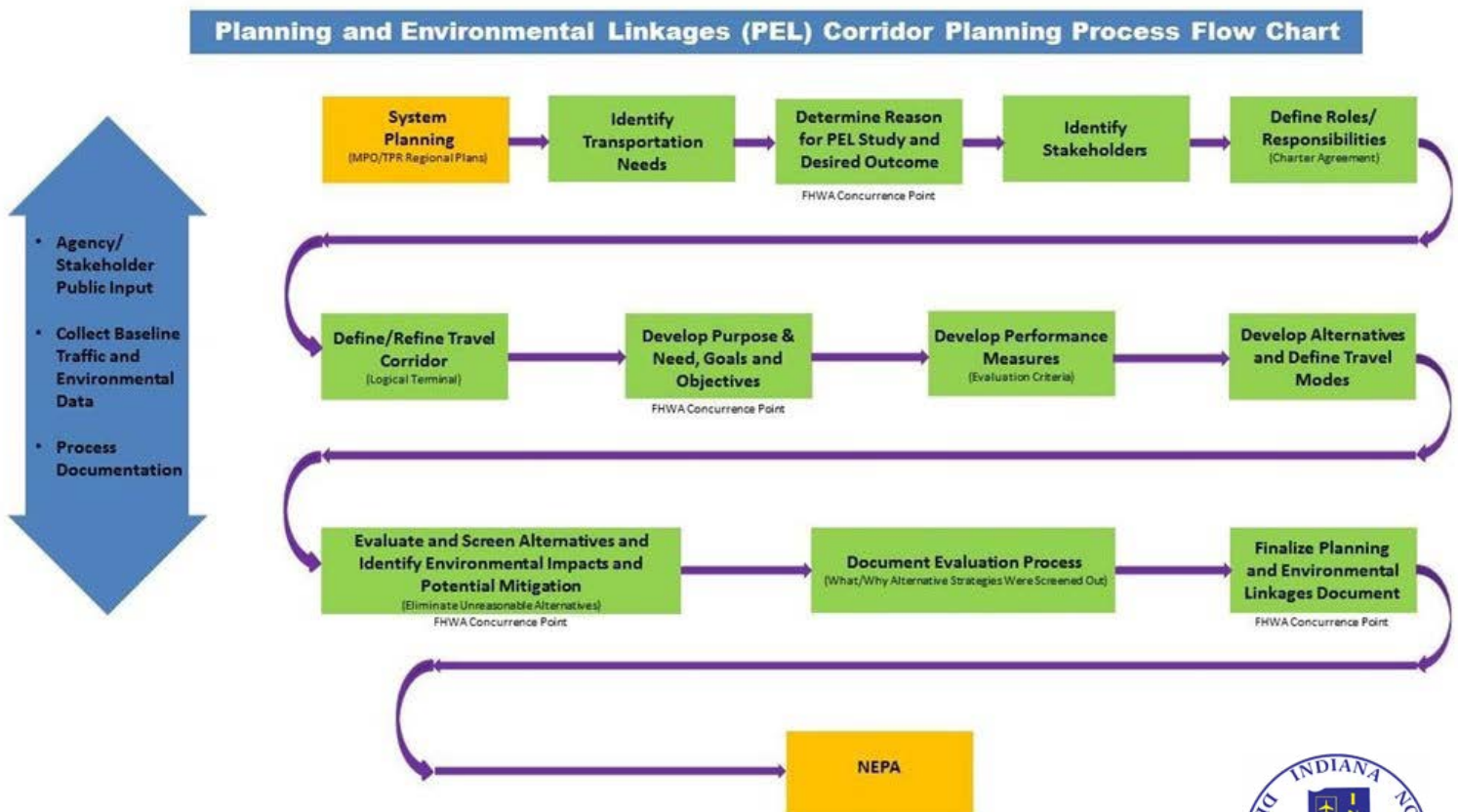
The PEL process can be useful to discover needs and desires when a corridor crosses multiple jurisdictions and can be used as a prioritization tool. For example, a PEL study for a corridor could result in identification of multiple potential projects (i.e., capacity improvements for a portion of a corridor, 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 process is subject to determination by the Federal Highway Administration (FHWA).

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.

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



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.

Transportation 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.

Find more information on INDOT's [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 [INDOT District Offices](#) arrange and host these meetings in each district.

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 meetings per district or 4-statewide virtual district meetings to coordinate and document input from the various communities within the respective district area. These meetings solicit overall public and stakeholder input on transportation needs for both the update of the INDOT Long-Range Transportation 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 by 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, holding 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

Starting from Feb. 24, 2016 and every 5-years thereafter, INDOT formally solicits 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. The process is as follows:

- INDOT gathers input from rural local officials in the statewide planning process
- Consultation process with local officials is documented
- Consultation process is collaborative to ensure priority issues are addressed through statewide and regional planning
- Key transportation stakeholder engagement
- A letter explaining the process is mailed or sent electronically to rural, nonmetropolitan elected officials, mayors, town board presidents, and/or county commissioners
- INDOT District and Central Office contact information must be included in letter
- District 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



More information on the Non-Metropolitan Consultation Process can be found in the Guidebook [INDOT's Non-Metropolitan Local Official Consultation Guidebook](#).

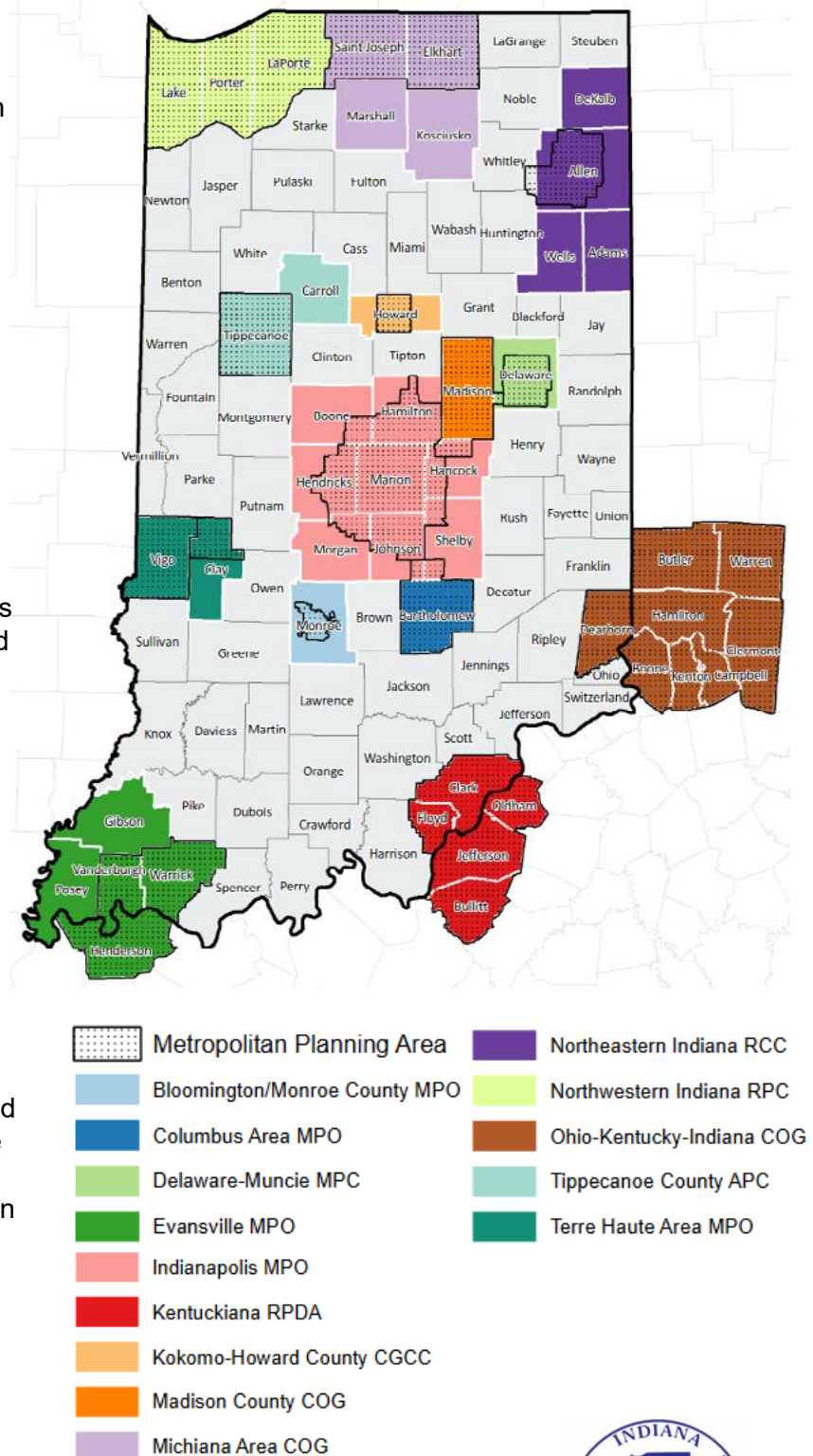
Coordination with MPO Planning Partners

Metropolitan Planning Organizations (MPO) 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; assist with the oversight for local projects; assist with the development and analysis of state jurisdictional projects in their respective areas; and perform various support related to 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 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 directions of the MTP into specific decisions on project and investments during the short-term TIP time horizon. 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 coordinated with the [Indiana's MPOs](#) fulfillment of INDOT's public involvement responsibilities, [mapped](#) below.



INDOT's projects are included in the MPOs' Metropolitan 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. INDOT encourages Indiana's MPOs to 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 for a regionally significant project paid for with non-Federal transportation funding.

ICG concurrence must be 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 activities and methods set forth in this Public Involvement Plan.

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



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 February 24, 2016, every 5-years INDOT formally solicits comments on current procedures to ensure non-metropolitan local officials are included in an established consultation process. This gives Non-MPO local officials 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

(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. comment before the procedures and any major



- 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.

The Small Urban and Rural Transportation

This planning assistance program (SURPT) seeks to enhance the capabilities of Regional Planning

Organizations (RPOs) by providing expanded resources to RPOs as they perform transportation planning activities in non-metropolitan areas.

Visit INDOT's website for more information on [Small Urban and Rural Transportation Planning Assistance Program](#).

The Association of Regional Councils (IARC) has an [online jurisdiction map](#) to help Indiana residents find out if they are in an RPO planning area. See page 41 for IARC's map of Indiana RPOs.

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.

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, rural area local elected officials, local government agency representatives, special interest groups, and other key transportation stakeholders.



The map below showcases the county boundaries for each RPO in the State of Indiana.

<p>1 Economic Development Coalition of Southwest Indiana</p> <p>Debbie Bennett-Stearnsman, Vice President 318 Main Street, Suite 400, Evansville, IN 47708 P: 812.423.2020 F: 812.423.2080 dbennett@southwestindiana.org www.southwestindiana.org</p>	<p>2 East Central Indiana Regional Planning District</p> <p>Bill Walters Executive Director 1208 White River Blvd, Ste 127, Muncie, IN 47303 P: 765.254.0116 F: 765.286.0565 bwalters@ecirpd.org www.ecirpd.org</p>	<p>3 Indiana 15 Regional Planning Commission</p> <p>Lisa Gehlhausen, Executive Director 221 E First Street, Ferdinand, IN 47532 P: 812.367.8455 F: 812.367.8171 lisa@ind15rpc.org www.ind15rpc.org</p>	<p>4 Kankakee - Iroquois Regional Planning Commission</p> <p>Edwin Buswell, Executive Director 115 E 4th Street, PO Box 127 Monon, IN 47959 P: 219.253.6658 F: 219.253.6659 ebuswell@urhere.net www.kirpc.net</p>	<p>5 Madison County Council of Governments</p> <p>Jerrold Bridges, Executive Director 739 Main Street, Anderson, IN 46016 P: 765.641.9482 F: 765.641.9486 jerry@heartlandmco.org www.mccog.net</p>	<p>6 Michiana Area Council of Governments</p> <p>James Turnwald, Executive Director 227 W Jefferson Blvd, 1120 County/City Building South Bend, IN 46601 P: 574.287.1829 F: 574.287.1840 jturnwald@macog.com - www.macog.com</p>	<p>7 Northeastern Indiana Regional Coordinating Council</p> <p>Dan Avery, Executive Director 200 E. Berry Street, Suite 230 Fl. Wayne, IN 46802 P: 260.449.7309 F: 260.449.7682 Dan.avery@co.allen.in.us - www.nircc.com</p>	<p>8 Northwestern Indiana Regional Planning Commission</p> <p>Ty Warner, Executive Director 6100 Southport Rd, Portage, IN 46368 P: 219.763.6060 F: 219.762.1653 twarner@nirpc.org www.nirpc.org</p>	<p>9 Region III-A Economic Development District & Regional Planning Commission</p> <p>Matt Brinkman, Executive Director 217 Fairview Blvd, Kendallville, IN 46755 P: 260.347.4714 F: 260.347.4718 mbrinkman@region3a.org www.region3a.org</p>	<p>10 River Hills Economic Development District & Regional Planning Commission</p> <p>Cory Cochran, Executive Director 300 Spring St, Suite 2A, Jeffersonville, IN 47130 P: 812.288.4624 F: 812.288.8105 ccochran@riverhills.cc www.riverhills.cc</p>	<p>11 Southeastern Indiana Regional Planning Commission</p> <p>Susan Craig, Executive Director 405 W. US Hwy 50, PO Box 765 Versailles, IN 47042 P: 812.689.5505 F: 812.689.3526 susan.craig@sirpc.org www.sirpc.org</p>
<p>12 Southern Indiana Development Commission</p> <p>Greg Jones, Executive Director PO Box 442, Loogootee, IN 47553 P: 812.295.3707 F: 812.295.3717 gejones@sidc.cc www.sidc.cc</p>	<p>13 West Central Indiana Economic Development District</p> <p>Ryan Keller, Executive Director 2800 Poplar St. STE 9A, Terre Haute, IN 47803 P: 812.238.1561 F: 812.238.1564 rkeller@westcentralin.com www.westcentralin.com</p>	<p>14 North Central Indiana Regional Planning Council</p> <p>Steven Ray, Executive Director 1525 West Hoosier Boulevard, Suite 204 Peru, IN 46970 P: 765.689.4026 sray@ncirpc.com www.ncirpc.com</p>	<p>15 Eastern Indiana Regional Planning Commission</p> <p>Jeff Plasterer, Executive Director 401 East Main Street Richmond, IN 47374 P: 765.977.3907 jeffplasterer@gmail.com</p>							



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 all of Indiana'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 ensure safety; plan, build, and maintain a superior transportation system that promotes economic growth, and comply 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.
- Identifying the important and the required legal, primary and process elements.

The ERC serves as the liaison for the LPA and local boards or administrative body regarding financial and managerial decisions 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 \(ITAP\)](#). 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)

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).

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 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 [INDOT's LPA website](#). Additionally, INDOT's website provides information on [LPA training, tools, and resources](#).



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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 47 - 49 contain a list of different planning documents, their contents, public involvement criteria, as well as the primary organization that 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



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	INDOT Transportation Planning Division 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

- The MPOs' public involvement processes support INDOT's outreach efforts 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)
- The MPOs' public involvement processes support INDOT's outreach efforts 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



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>



Public Comment Received	INDOT Response
<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>



PLANNING OUTREACH PROCEDURE CHECKLIST

- For INDOT Long-Range Transportation Plans, STIPs, Planning Level Studies, & Regional Planning Coordination Meetings
- Serving all populations, including traditionally underserved



PHASE 1: PUBLISHING THE PLANNING DOCUMENT

- Provide Federal Partners opportunity to review and comment on the draft planning document(s) and reasonably address comments prior to publishing the documents and starting the public comment period. (Document in Outreach Log described in *POP Companion 1.1*)
- Contact MPOs, RPOs, Districts TSDs/CPMDs, & key INDOT staff (LPA, Title VI, Communications, Environmental Services, Transit, Freight, and Mobility Teams) and make them aware of the planning product to be published. Ensure all questions and concerns are addressed and the outreach plan is understood. (Document in Outreach Log described in *POP Companion 1.1*)
- Leverage INDOT's Communications and/or Title VI Teams to invite and encourage participation of Limited English-Speaking communities and utilize their resources if accommodations such as American Sign Language (ASL), foreign language interpreter, documents in an alternative format (such as braille, large print or in a different language), or other are needed.
- Update the INDOT Planning website that will house the planning product/documents. Ensure all links are active, point to the correct documents/partner sites, and contact information is accurate.
- Include the following on the website:
 - Information on what is the STIP or LRTP and links to documents, materials, and comment period/forms
 - Outreach materials written and presented in a reader-friendly format and easy to understand graphics/infographics, maps, and other.
 - Documents and materials with file size reduced as much as possible for easier downloads and accessibility for non-high speed internet connections (See *POP Companion 1.2*).
 - General description of what has changed or been updated in the documents and what input is needed.
 - Options for the public to view hard copies of the document (see *POP Companion 1.3* for list), request physical copies of the document from INDOT, or print the document and materials themselves.
 - Explanation of why public comment/input is important, how to participate, options for providing comments, and a brief description of how comments are processed or handled.

PHASE 2: PLANNING THE PUBLIC EVENTS & COMMENT OPPORTUNITIES



Please note: *Planning and scheduling meetings/events is an intense activity that often requires extensive coordination, time investments, early notifications, reservations, and other preparations. A minimum lead time of 30-45 days is recommended for proper planning, coordination, targeted outreach, website changes, sending out early notification, securing or reserving a location, assigning roles/responsibilities, developing and printing materials and related activities for an effective meeting/event.*

Informal Meetings

INDOT will provide informal stakeholder and/or public outreach opportunities at the following key decision points in our planning process:

- **Long-Range & Active Transportation Planning** – Identifying needs, defining goals, objectives, & policy considerations
- **Statewide/Corridor Level Planning Studies** - Discussion of needs, visioning, and identification of alternatives
- **During and/or/End of the Annual Call for State Projects** – Identifying transportation needs
- **Project Programming** - Draft STIP Project Listing reviews

Tribal Nations Meetings

INDOT requires that the principles of the Indiana Tribal Nations policy are to be considered at all phases of planning and project development in the establishment, development, operation, and maintenance of a comprehensive, integrated, and connected multimodal transportation system. The following steps will ensure Tribes have review and comment opportunities aligning with all state and federal laws, regulations, tribal laws, and the MOU.

- Coordinate with INDOT’s Cultural Resource Office (CRO) and follow guiding principles to promote successful consultation and collaboration between tribal governments and the state.
- Commit to meet annually with Indiana Tribal Nations to identify transportation priority issues and needs for meaningful communication and coordination between INDOT and tribal officials prior to taking actions or implementing planning decisions that may affect tribes or tribal interests. Meeting events can be in-person, virtual, or via telephone and will include consultation for INDOT 20-Year Asset Management Plan, Annual Regional Coordination Meetings, Changes to INDOT’s Planning Procedures, and State Level Planning Studies.
- Work through INDOT’s CRO to email tribal contacts the STIP website for review and notify tribal contacts by email when INDOT offers public comment periods or public meetings in the development of a new STIP document or LRTP update.
- Add comments to Outreach Log starting during Phase 1

Meetings & Public Events

INDOT will provide and document multiple engagement opportunities using a variety of methods to reach a broader audience (See *POP Companion 2.1* for a complete list of methods as outlined in detail in the PPIP).

- Identify your goal and objective for the meeting.
- Plan meetings and events so they are engaging and interactive using quick polling methods, surveys, kiosks, or by providing access to online applications that solicit input/educate public.
- Divide presentation materials into manageable segments or breakout sessions so people can stay engaged and discussions are focused. Develop a one-page information sheet with key information, major objectives and takeaways for meeting attendees who may arrive late or leave early.
- Allow access to project information, goals, objectives, policies, needs, project listings, maps, and provide QR codes for access to online information and materials.



- Work with INDOT Communications Department to determine if and how social media will be used to get out the message or link to information/surveys. Determine who will handle notifications, frequency of postings, who will monitor comments, how will comments be processed using INDOT's Communications Policy, how will statistics be reported (See Draft Social Media Communications Worksheet in *POP Companion Appendix B*).
- Work with the INDOT Office of Communication, District PIO and Major Project Delivery Team for INDOT's position on key issues topics, area projects, regional "hot" subjects/issues and who will be fielding questions for these items.
- Setup a minimum of 4 or up to 8-STIP physical or virtual meetings across the State. LRTP outreach meetings can be combined with meetings. Determine if these meetings format as combination of in-person open house or virtual town hall meetings.
- Hold meetings in transit accessible locations and vary meeting schedules to maximize attendance opportunities. (Please note most district offices are not transit accessible).
- Publish notices/press release in accordance with the schedule in Phase 3.
- Have printed materials available at in-person meetings/events for review and ensure presentation materials are self-explanatory and not too technical.
- Use visuals at public meetings/events and on related websites to enhance understanding of the planning documents, policies, supporting studies, and other related items and technical materials. Visual aids may include informational charts, animations, maps, infographics, videos, aerial photography, and other graphic explanations depending on the type of information to be conveyed.
- Capture attendance at meetings, record meeting minutes, and report performance efforts specific to the underserved populations to INDOT Communications, Title VI, ADA Team, and other external partners (if applicable).
- To support outreach efforts performed by our MPO or RPO partners specific to our planning documents, ensure INDOT planning staff are available, even if remotely, during MPO or RPO open house/public meeting sessions. (See *POP Companion Appendix C* for worksheet to document staff availability). If staff are not present and there are public questions specific to the STIP or LRTP, direct the MPO to ask the person to submit question(s) in a specific form that can be answered by INDOT staffers within 5-business days, or by submitting a comment via INDOT4U Customer Service (see *POP Companion 2.2* for contact information).

PHASE 3: PERFORMING NOTIFICATIONS

- Publish notices/press releases at least 7-10 calendar days prior to the public engagement opportunity or no less than 2-days prior to the public engagement for newspaper notification/advertisement.
- In notice/press release, name the project, plan, or program; describe how to participate in the opportunity at hand; provide the location of events or how and where to submit comments; and provide the beginning and ending times and dates for all public comment opportunities.
- Describe how to request translators for LEP populations, interpreters, or services for those with a visual/hearing disability.
- Directly notify minority, low-income, people with limited English proficiency, aging populations over 64 years old, and rural populations of meetings and comment opportunities. Ensure there are maps that geographically display the study area and impacted groups. Add notifications to Outreach Log started in Phase 1.
- Avoid duplication of effort. Work cooperatively with MPOs and RPOs that may have an inventory of contacts for their underserved population. Ensure their process/procedure is federally compliant, properly documented and referenced, and leverage their outreach efforts. Document outreach that is done in partnership with outside organizations.
- Notification /press release distribution list includes, but is not limited to:



- **Planning Partners:** INDOT Districts, RPOs, MPOs, LTAP, Local Officials, Federal Land Management & Resource Agencies, FTA, FHWA, Economic Development Corporations, Indiana Tribal Nations Agencies, and Transit Operators.
 - **Social Services Providers:** Local Indiana Housing & Urban Development Offices, Local Libraries, Senior Citizen Centers, Health Care Providers, & Clinics.
 - **Special Interests Groups:** Agency Title VI contacts, Faith-Based/Community Organizations, Rural Community Centers (Farmers & Amish Communities Newsletters)
 - **Local Advertisement:** Official County, town, and/or city newspapers, TV & radio
- Documentation of the notification itself will be submitted with STIP update approvals, LRTP adoptions, and other planning level documents along with the documentation to be completed in the Outreach Log started in Phase 1.

PHASE 4: POST OUTREACH ACTIONS/ACTIVITIES

- Post recorded general sessions and presentation slides from select meetings 2 business days after the last public meeting or event on the appropriate INDOT planning document website and request they be added to relevant MPO, RPO and/or local government websites. If applicable, also post to social media outlets. The links should remain live for the entire duration of the public comment period at minimum.
- Summarize comments and surveys results from planning level studies, STIP and LRTP outreach.
- Update Outreach Log started in Phase 1 to include information from public comments.
- Coordinate documented summary with planning partners, INDOT Office of Communication and relevant INDOT Districts. Include summary in the appendices of the document.
- For regional planning coordination meetings, provide breakout session notes to stakeholders for review and comment prior to making the notes official. Share copies of the notes with district TSDs and related staffers, asset and safety teams, traffic engineering team, MPOs, RPOs, freight mobility, and planning staff.

PHASE 5: CLOSEOUT ACTIVITIES

- Provide a final package to FHWA on public/stakeholder outreach activities that includes:
 - Reference to comments documented in the appendices with page number of the document version and a link to the document.
 - A copy of the survey questions, results, and open/close period of the survey.
 - List of actions taken to reach the underserved population, including ways MPO and RPO partners assisted with that outreach. Include documentation of activities (See *POP Companion 5.1* for examples of documentation).
 - Summary of participation by the public, through the different outreach efforts conducted, highlighting participation by traditionally underserved.
- Monitor outreach process and conduct an annual evaluation. Identify barriers encountered specific to public participation efforts in the planning process and ways to mitigate barriers (See *POP Companion 5.2* for specific process guidance).
- Report findings and strategies to INDOT's Communications, Title VI, ADA Team, and other external partners (if applicable).

Procedure Checklist for: _____
(Planning Document/study)

Completed by: _____
(Name, Email, Job Title)



PLANNING OUTREACH PROCEDURE CHECKLIST: COMPANION



PHASE 1: PUBLISHING THE PLANNING DOCUMENT

1. Complete outreach log (Appendix A) to include:
 - Planning partners notified of opportunity to comment
 - FHWA, FTA, MPO, RPO, District staff, INDOT Subject Matter Experts (SMEs)
 - Comments provided by planning partners not incorporated into document and justification of decision
 - Explanation of level of participation that occurred vs level expected and whether level was appropriate or could be improved
2. If document file size on web is extremely large, consider providing an alternative version of document broken into sections or having documents with text/graphics separate to accommodate all types of internet connections.
3. Possible places to provide a hard copy of the document for viewing purposes: MPO, RPO, District, Library, Senior Center, Cultural or Community Center, Church, Local Government Agency, etc.

PHASE 2: PLANNING THE PUBLIC EVENTS & COMMENT OPPORTUNITIES

1. Possible public meeting types:
 - Social Media
 - Online Surveys
 - Digital Presentations
 - Telephone Town Hall
 - Community Advisory Committee Meeting
 - Stakeholder Committee Meeting
 - Email Distribution Group Communication
2. INDOT4U Contact Information:
 - 1-855-463-6848 (INDOT4U)
 - www.indot4u.com
 - indot@indot.IN.gov

PHASE 5: CLOSEOUT ACTIVITIES

1. Documentation of outreach activities:
 - Emails
 - Distribution list memos/surveys
 - Distribution list/email recipients
 - Social media posts
 - Websites
 - Physical posted notices
 - In-person comment submittal locations
 - Public meeting agenda/minutes

INDOT Social Media Communications Strategy Worksheet

Use this worksheet to help you strategize about your audience, and the potential social media tools and channels you may want to use for your campaign or communication activity.

Communications Lead: _____

Social Media To be Used: Twitter Facebook Facebook-Live Instagram YouTube
YouTube Live INDOT Podcast Other _____

Account Owner/Administrator Contact Information for Social-Media (name, email, and phone #):

- Twitter: _____
- Facebook Accounts: _____
- Instagram: _____
- YouTube: _____
- Podcast: _____
- Other: _____

Communication Project: STIP Update or Amendment Long-Range Transportation Plan Update
Planning Survey Planning Study Other _____

What event will be advertised via social media: _____

Communication Objective: _____

Target Audiences: General Public
Advocacy/Special Interest Groups: _____

- Underserved Populations: Low Income Minority ADA Groups
Ages Over 64 Community Centers
Limited English-Speaking Communities
Other _____

Message/Content to be Shared:

Who will be responsible for sharing the contents, where are they located, and how will they be shared?

Who will be managing the postings?

Posting Activities:

- Expected Number of Postings: _____ When (Date & Time): _____
- What Channels: _____

What data analytics will be used to assess performance or effectiveness?



Outreach Staff Availability Worksheet

MPO/RPO Outreach Event Name _____

Date _____ Time (start/end) _____

Address of Event _____

MPO/RPO Staff Member Responsible _____

Email _____ Phone Number _____

INDOT Staff Member to Attend _____

Email _____ Phone Number _____



INDOT District Map and Contact Information

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
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