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| 1. **PROJECT OVERVIEW**   Answer questions below or indicate N/A if not applicable: |
| Today’s Date: |
| Communications OR Consultant Staff Assigned to Project: |
| Project Name (County/Route): |
| MoDOT Project Number: Federal Project Number: |
| Letting Date: NTP Date: |
| Total Project Cost: |
| Project Category (access management, CSR, or other study; CE; EA; EIS): |
| Major or Minor Project: ADT (Const): |
| Project Information – What is being done? |
| Project Area (include location/intersection/boundaries, city or town and county): |
| What Is the Public Involvement/Outreach Radius (e.g. residents, businesses, schools etc. within XXX miles/feet of project)? |
| Purpose & Need (include what is the problem that prompted the project): |
| Delivery Method (Design-Bid-Build, Design-Build, P3, etc.) |
| Design/Engineer(s): |
| Contractor(s): |
| Study phase timeframe? |
| Design phase timeframe? |
| When is construction scheduled to start and end? |
| Total funding allocated for *public involvement/outreach*: |
| Detour Information? |
| Expected traffic control? |
| Additional PI consultant contact person (s) (name, email and phone number): |
| Name, phone number and email address of **primary MoDOT contact** for stakeholders: |
| |  |  |  | | --- | --- | --- | | 1. **PUBLIC MEETING AND PUBLIC HEARING REQUIREMENTS** *\*Public involvement is required for every project\** | | | | **Public Hearing or Opportunity for a Public Hearing** | | | |  | New right of way or permanent easements greater than or equal to 20 acres rural, greater than or equal to 100,000 square feet urban. | | |  | Environmental Assessment (EA) or Environmental Impacts Statement (EIS) | | |  | At least one public hearing or the opportunity for a public hearing(s) offered by MoDOT at a convenient time and place for any Federal-aid project that includes any of the following: | | |  | | Significant right of way (>20 acres of new RW or permanent easements in rural areas or >100,000 square feet new RW or permanent easements urban) | |  | | Substantial changes to the layout or functions of connecting roadways or the facility being improved | |  | | Considerable adverse impacts to adjoining property | |  | | Significant social, economic, environmental, or other effects | |  | | When FHWA determines a public hearing is in the public interest | | **Public Meeting or Opportunity for a Public Meeting** | | | |  | At the District Engineer’s discretion | | | **Other Means of Public Involvement** | | | |  |  | | |  |  |  |  1. **AUDIENCE OVERVIEW**   Check all that apply. Indicate N/A if not applicable: |
| * Local government officials including city, county, public housing authorities |
| * Emergency service providers/Utility providers |
| * State and Federal agencies/State Senators/Representatives |
| * Hospitals/urgent care centers/Nursing homes |
| * Residents/HOAs |
| * Civic organizations (Lions Club, VFW, etc) |
| * Businesses/commercial interests |
| * Churches/religious centers |
| * Chambers of Commerce or Visitor Centers |
| * Airports |
| * Transit providers |
| * Railroad |
| * Missouri Trucking Association and/or other freight-related interests |
| * Other industry or professional association(s)?   + If yes, identify: |
| * Schools, colleges and universities |
| * Event venue(s) |
| * MPO/RPC/RCOG |
| * Parks (local/state/federal 4F/6F)/Recreational facilities/Wildlife Refuges |
| * Traveling public |
| * Other? * Identify others affected by project:   Best Practice Example in SE District – signage added where closures are anticipated with PM phone number for comments/concerns. |

1. **STAKEHOLDER ANALYSIS – Part 1** (INCLUDE Area Engineer OUTREACH)

**PROVIDE INFORMATION GATHERED DURING MEETINGS/INTERVIEWS WITH COMMUNITY AND/OR FROM PRE-PROJECT SURVEYS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Category**  **(elected official/ ER/ business/ resident/ school)** | **Concerns – before or during project** | **Expectations – during and after project** | **Level of Participation**  **(low, med, high)** | **Best communication method** | **Meeting time preference** |
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1. **STAKEHOLDER ANALYSIS – Part 2 (critical contacts)**
2. Which local government(s) is affected and/or involved?
3. Which specific emergency responders will be included in outreach?
4. Which specific hospitals or urgent care centers will be included in outreach?
5. Which specific schools/school districts, colleges, universities or other educational centers will be included in outreach?
6. Which specific business districts/chambers/organization will be included in outreach:
7. List other specific critical contacts that will be included in outreach (**include AE outreach**):
8. **TITLE VI ANALYSIS – Part 1:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DOCUMENTATION OF COMMUNITY INTERVIEWS REGARDING LIMITED ENGLISH PROFICIENCY (LEP):**   |  |  |  | | --- | --- | --- | | **Name & Title of Person Interviewed** | **Interview Date** | **Notes** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  1. **TITLE VI ANALYSIS – Part 2:**   **LEP & CENSUS DATA ANALYSIS (Environmental Specialist can provide assistance):**   1. Did the LEP analysis and/or interviews with community leaders indicate the need to accommodate another language? 2. If YES, which language(s)?   **Percentages of population in project area:**  ***Race***  % White:  % Black or African American:  % American Indian or Alaska Native:  % Asian:  % Native Hawaiian or other Pacific Islander:  ***Sex***  % Male:  % Female:  ***Disability***  % Disabled:  ***Age***  % 40 years and older:  ***Income***  % Below the poverty level per federal guidelines for the contiguous 48 states: |
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1. **COMMUNICATION GOALS:**

What does MoDOT ultimately hope to achieve through this communication/public involvement plan?

1. **STRATEGIES AND TACTICS:**

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| **Strategy** | **Tactic(s)** | **Target Audience** | **Title VI Accommodation?** |
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1. **COMMUNICATION TOOLS ACTION PLAN:**

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| **Deliverable/Action/Outcome** | **Timeline** | **Implementation** | **Responsible Party** | **Status** | **Notes** |
| ***Example: Information on website*** | ***By May 20*** | ***US 61 project page, Lincoln County web page, US 61/MO 47 Interchange improvements*** | ***Marisa E/Gerri*** | ***Completed May 15*** |  |
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