

Public Involvement Plan
July 14, 2006
Revised May 1, 2008

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NOTE: This Public Involvement Plan functions as the project's coordination plan per SAFETEA-LU and is subject to change as the project progresses

14th Street Bridges Corridor EIS

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I. Professional Standards

This public participation plan adheres to the following codes of practice and public involvement policies:

- “Core Values for Public Participation”, International Association for Public Participation, Code of Ethics, 1990
- “Model Plan for Public Participation” Environmental Protection Agency, 1996
- Guidelines for Public Involvement (draft), Department of Transportation, District of Columbia

II. Goals

1. A highly participatory public participation process.
2. An information and education rich process for all stakeholders and participants.
3. A process significantly enriched by real and virtual pre- and post-public meeting components.
4. A process that reflects best practice “design for intent” components.
5. An extensively facilitated and documented process.

III. Measurable Objectives

- Objectively convened 14th Street Bridges Steering Committee and Citizen Participation Panel that successfully advises the project team on a regular basis.
- Successful coordination with key stakeholders in relevant federal and local government agencies.
- Evidence of constituency development as evidenced by the attendance at each public meeting.
- Written evaluations from 10% of all registrants.
- “Satisfactory” or “Very Satisfactory” evaluations of process and content from 50% of all written evaluations received.
- Compliance with the provisions of the public involvement provisions of the 14th Street EIS scope of work as approved.

IV. Strategy

- Coordinate overall project activities through a Steering Committee consisting of representatives from FHWA, VDOT, DDOT, DOD/Pentagon, NPS, and Arlington County.
- Involve federal, state, regional and local government agencies in the project review process through an Interagency Technical Group (ITG) to help increase multi-agency integration.
- Identify and invite informed residents from the study area to serve on the 14th Street Bridges Citizen Participation Panel (CPP).
- Use the 14th Street Corridor ITG and CPP meetings to vet materials for use in public meetings and help reach consensus on specific “success outcomes”, where possible.
- Use extensive and effective pre- and post-public meeting information, education, and communication to help increase the public’s “digestion” of complex data and information.
- Document all legitimate inputs and demonstrate linkage to final recommendations.

V. Schedule

The schedule below conforms to a sequence of stakeholder interactions that will permit highly informed decisions regarding agenda setting, workshop design, and measurable success outcomes for the four sets of public meetings and one set of public hearings that are anticipated for this project during an approximately 33-month period. It also respects cultural and social preferences as regards to night of the week, time of day, vacation periods, frequency of contact, and predictability.

For the month of August, neither a citizen participation panel meeting nor a public meeting is scheduled due to a lack of information to share with the groups and low expectation of attendance. To the extent possible, Committee or Public Meetings will be scheduled with the objective of maximizing public attendance. Holidays, holy days, conflicts with regular meeting schedules, etc., will be considered prior to finalizing a meeting date. Likewise, opportunities to satisfy the public involvement needs of multiple community development projects, in the same area or on related topics, will be considered whenever possible.

Public Involvement Schedule (Month 1/June 2006 to Month 36/June 2009)

Month number	Month	Subject
1	June 2006	Kick-off meeting
2	July 2006	Steering Committee meeting 1
4	September 2006	Steering Committee meeting 2
5	October 2006	Public Information Meeting #1: Public Scoping
5	October 2006	Interagency Working Group 1 (Agency Scoping)
8	January 2007	Citizen Participation Panel appointments
9	February 2007	Steering Committee meeting 3
9	February 2007	Interagency Working Group 2
9	February 2007	Public Information Meeting #2: Data collection, Preliminary Alternatives
10	April 2007	Citizen Participation Panel 1
10	March 2007	Steering Committee meeting 4
11	April 2007	Steering Committee meeting 5
12	June 2007	Steering Committee meeting 6
13	July 2007	Presentation to Metropolitan Washington TPB
16	September 2007	Steering Committee meeting 7
16	September 2007	Interagency Working Group 3
16	September 2007	Citizen Participation Panel 2
17	October 2007	Public Information Meeting #3: Alternatives & General Impacts
18	November 2007	Steering Committee meeting 8
		MWCOG Regional Travel Model Finalization (November- mid- March)
24	June 2008	Citizen Participation Panel 3
24	June 2008	Steering Committee meeting 9
24	June 2008	Interagency Working Group 4
25	July 2008	Public Information Meeting #4: Preferred Alternatives
26	August 2008	Steering Committee meeting 10
28	October 2008	Citizen Participation Panel 4
28	October 2008	Steering Committee meeting 11
28	October 2008	Interagency Working Group 5
29	November 2008	Public Hearings – DEIS
30	December 2008	Steering Committee meeting 12
32	February 2009	Interagency Working Group 6 – Public comments
32	February 2009	Steering Committee meeting 13
33	March 2009	Citizen Participation Panel 5
34	April 2009	Steering Committee meeting 14
34	April 2009	Interagency Working Group 7 – pre-FEIS Comments
36	June 2009	Steering Committee meeting 15

Notes: Unscheduled - Steering Committee meeting 16, Citizen's Participation Panel meeting 6, 7 & 8
 Grey-shaded activities are completed. TPB presentation substitutes for one Interagency Work Group meeting.
 Meetings with specific stakeholder groups (transit providers, bicyclists, etc may be substituted for CPP meetings.
 Meetings scheduled for the future are subject to change.

Revised May 1, 2008

Prepared by KCI Technologies, Inc. and
 Justice and Sustainability Associates

VI. Communication Protocol

All information and messages sent to (or made available to) the public and external stakeholders will first be reviewed by the KCI Technologies Project Manager, or the designated assistant manager. The KCI Technologies Project Manager will forward them to the EFL-HD Project Manager for approval to release. The EFL-HD Project Manager will obtain any other required approvals within the FHWA.

Copies of all inquiries and responses received from the public and external stakeholders will be forwarded to the KCI Technologies Project Manager (or representative) and the JSA Project Manager, depending on where they are first received.

Original hardcopies (or printouts if electronic) of all external communications (in and out) will become part of the Administrative Record maintained by KCI Technologies at their 10 North Park Drive, Hunt Valley, MD office. JSA will forward hardcopies to KCI Technologies.

Contact information for all external communications will be forwarded to KCI Technologies, along with the information/ message, as follows:

- Postal mail: list of names and addresses, letter, any attachments
- Emails: email addresses, a copy of the email and any attachments
- Meetings: attendance lists, agenda, summary of discussion (unless there is a transcript)
- Phone calls: a record of the person, telephone number, date, and synopsis of the conversation
- Website comments: zip code will be required as minimum identifier

JSA and KCI Technologies will participate in team telephone conferences, as well as bi-monthly client progress meetings with EFL-HD as requested. However, matters requiring prompt action will not be held until those meetings.

Before each public meeting (see below) and other outreach activities, the team will meet in person or by conference call, to coordinate on messages and anticipated questions, and to ensure that recent developments are known to all.

VII. Public Involvement Tasks and Rationales

1. Prepare a Public Involvement Plan (PIP)

Public involvement in the project process is coordinated through three project committees:

- Project Steering Committee
- Interagency Technical Group (ITG)

- Citizen Participation Panel (CPP)

This PIP outlines the roles and relationships between the three project committees and includes community meetings, public meetings, and meeting announcement modes.

The PIP builds on the successes of and knowledge obtained by the previous public involvement efforts and results from previous planning studies in the vicinity including, but not limited to:

- The 14th Street Bridge Corridor Improvement Feasibility Study
- The Middle Anacostia Crossings Transportation Study
- Anacostia Gateway Transportation Study
- DC Alternatives Analysis Study
- The Anacostia Streetcar Study
- The George Washington Parkway Study
- TransAction 2030
- Arlington County Master Transportation Plan Update
- Arlington Metro Station Access Studies
- Columbia Pike Transit Alternatives Analysis
- Washington's Waterfronts
- Comprehensive Plan for the National Capital: Federal Elements
- District of Columbia Bicycle Master Plan

The PIP is designed to meet the requirements of NEPA and federal guidelines as well as to coordinate with other FHWA/VDOT/DDOT/Arlington County planning, design, and construction projects.

2. Convene the Project Steering Committee

The 14th Street Bridges EIS Steering committee will consist of representatives from FHWA, VDOT, DDOT, DOD/Pentagon, NPS and Arlington County. There are expected to be 17 meetings within the estimated 33-month span of the project. The initial meeting will be to present and review the Task 1 Study Plan and discuss the proposed Purpose and Need statement. Each meeting will follow a prepared agenda to include the following items: (1) project schedule and budget, (2) progress of individual tasks, (3) problems encountered and options for their resolution, (4) project milestones, and (5) upcoming coordination meetings. Meeting minutes will be recorded and distributed to the appropriate personnel. Meetings will be held at the EFL-HD office in Sterling, Virginia, or elsewhere as determined by FHWA, likely alternating between Virginia and the District.

The staff from the consultant team will attend the Project Steering Committee meetings. Each meeting is expected to last two hours. These meetings are part of the project

management to coordinate the project and to make sure everyone is working toward a common goal. Following each meeting, KCI will prepare the meeting minutes and distribute them electronically to the members of the Steering Committee. Hard copies of the minutes will be available upon request.

3. Convene the 14th Street Bridges Interagency Technical Group

The 14th Street Bridges EIS Interagency Technical Group (ITG) will consist of representatives from the following public agencies:

- Agencies on the Steering Committee (FHWA, VDOT, DDOT, DOD/Pentagon, NPS and Arlington County)
- Metropolitan Washington Council of Governments
- Transportation Planning Board
- National Capital Planning Commission
- Environmental Protection Agency
- US Fish and Wildlife Service
- US Army Corps of Engineers
- Washington Metropolitan Area Transit Authority
- Virginia Department of Historic Resources
- DC Office of Historic Preservation
- Northern Virginia Transportation Authority
- Fluor (private sector partner in the VDOT Hot Lanes project)
- Virginia Department of Environmental Quality
- DC Department of Health, Bureau of Environmental Quality
- Affected federal agencies with offices in the corridor

The group will be convened by invitation or appointment by invited agencies, not by general advertisement; however, interested non-members who ask to attend will be welcome and the meetings will be open to the public.

There will be 5-7 meetings of the ITG within the estimated 33-month span of the project. The meetings will provide an opportunity to coordinate various project issues with participating federal, regional, and local agencies. As the schedule permits, the project team will use ITG meetings to initially vet presentations for public meetings. Appropriate handouts and graphic displays will be prepared for each meeting. All materials to be displayed will be reviewed and approved by EFL-HD. Following each meeting, KCI will prepare the meeting minutes and distribute them electronically to the members of the Steering Committee and ITG. Hard copies of the minutes will be available upon request.

4. Convene the 14th Street Bridges Citizen Participation Panel

The 14th Street Bridges Citizen Participation Panel (CPP) will consist of four to six members, appointed by the Council for the District of Columbia and the Arlington County Board of Supervisors. The CPP will be convened to provide advice and input to the project team on the public participation process and outreach as well as the presentation of the assessment of alternatives.

The CPP will be a working group of people who will meet consistently throughout the study, generally in advance of public information meetings. The group will be convened by invitation or appointment by invited organizations, not by general advertisement; however, interested non-members who ask to attend will be welcome and the meetings will be open to the public.

The proposed schedule (see V. schedule) of CPP meetings is generally between public meetings, to enable the CPP to review proposed responses to prior public comment and to vet the materials intended for the next public meeting.

The agenda of the CPP meetings will be focused on evaluation of materials for public distribution, display maps, and concept drawings prepared by the project team from a public perspective. Information materials will be consistent with a “Working Session” format, as opposed to formal public meetings. All materials to be displayed will be reviewed and approved by EFL-HD. Following each meeting, JSA will prepare the meeting minutes and distribute them electronically to the members of the Steering Committee, KCI, and the Citizens Participation Panel. Hard copies of the minutes will be available upon request.

Direction to incorporate any suggestions received at the CPP meetings will be provided by the EFL-HD Project Manager.

5. Conduct public meetings

Four sets of public meetings and one set of public hearings are anticipated for this project during an estimated 33-month period. The initial public scoping and subsequent public meetings will be held at a location in, or in the immediate vicinity of the project area in two sessions on successive days (one in DC and one in VA). The meeting format will include combinations of an open house forum for informational displays, scheduled presentation (including power point presentations by the consultant,) and a Q&A session. At the first Steering Committee meeting after each set of public meetings, there will be a review of the questions comments and information obtained at the public meeting.

- a. The first set of meetings will be held early in the study process to present an overview of the project and the study process (public scoping). The project overview will identify the study area limits as well as types and range of alternatives being considered; explain the NEPA process and review document the purpose and

need for the project. Citizens attending the first set of meetings will be able to participate in the earliest stages of the NEPA process by providing input about the presence of local environmental resources and possible comments on alternatives/solutions and previous proposals.

- b. The second set of public meetings will be held near the conclusion of the data collection phase and early, broad range alternative identification phase. An overview of the environmental and socioeconomic conditions in the study will be presented.
- c. The third set of public meetings will be scheduled early in the alternatives development process when options have been identified, but prior to the development of formal alternatives. A project overview will again be presented to explain the NEPA process and review the purpose and need for the project. Traffic findings, and initial engineering studies, in the study will also be presented. Options to include in the alternatives proposed for detailed study will be identified.
- d. The fourth set of meetings will be scheduled at the conclusion of the detailed study of selected alternatives. Detailed traffic findings, preliminary engineering studies, and quantified impacts to environmental and socioeconomic conditions in the study area will be presented for each alternative.
- e. Two public hearings will be held after circulation of the Draft EIS. The public hearings will be held at a location in, or in the immediate vicinity of the project area in two sessions on successive days (one in DC and one in VA). Activities in support of the Public Hearings are more fully described in Section VIII below.

KCI and JSA will develop text and graphics for approval by EFL-HD for newspaper notices to announce the public information meetings. The notice(s) will be approved by EFL-HD prior to publication. At a minimum meeting notices will be published in *The Southwester*, and *The Arlington Sun Gazette*, a minimum 15 days prior to the scheduled meeting date(s). The notice will appear in the newspaper "Metro" section as a minimum 3" x 5" size. Additional advertisements may be placed as determined to be appropriate by EFL-HD.

Additional advertisements or press releases announcing the public meetings will be submitted prior to the meetings to media publications such as:

- Washington Post newspaper – "District Extra" weekly edition
- Washington Post Express
- The Arlington Sun Gazette

- El Tiempo Latino

- The Southwester

The scope of work specifies the Post as an advertising vehicle for public hearings.

KCI will develop approximately 10 display boards for each set of public information meetings. The display boards will illustrate the study process and outcome, purpose and need, public participation process, schedule, environmental constraints, conceptual and candidate build alternative(s), and potential impacts in an easily understood format. Display boards will summarize various areas of technical evaluation (e.g., traffic, environmental, engineering, and cost) and future opportunities for participation, as appropriate.

If needed, KCI will develop handouts for each of the public information meetings. The information presented in the handouts will supplement the display boards that will be used at these meetings so that citizens and other interested parties can review project data after the meeting. To gain additional citizen input, each handout will include a comment form.

The Public Scoping Meetings and Public Hearings will have a Court Reporter present during the posted hours of the meeting/hearing to record statements and comments by meeting/hearing participants (individuals will have the ability to sit individually with the Court Reporter to present their statement and comments for the record). After each set of public participation meetings, JSA will prepare a Public Meeting Summary Report to document the information displayed, attendance, and comments received following a 30-day comment period.

6. Develop and maintain public interest and agency coordination mailing lists

JSA will disseminate informational flyers or newsletters by mail and electronically during the course of the study to those on a Public Interest Mailing List. Newsletters will be produced and disseminated six times during the anticipated 33-month contract period.

The Public Interest Mailing List database will build on mailing lists developed by EFL-HD studies and from information provided by members of the Steering committee (FHWA, NPS, DDOT, VDOT, DOD/Pentagon, and Arlington County). Special attention will be given to including contacts drawn from other contiguous transportation and land use studies. Relevant federal and local agency representatives will be included. It will be updated using sign-in sheets obtained at each public event, mailing list sign-up on the website and all other correspondence received from members of the public. The mailing list will support mail by post and via e-mail. This mailing list will be used to send out meeting notices and any other project information to interested members of the public.

A separate Agency Mailing List database will be used for formal correspondence, including invitations to ITG meetings and providing the DEIS for review. It will include the federal, local (District and Arlington County) and state (VA) agencies that may have an interest in the EIS. Any agencies that have declined to be participating agencies will be noted as such for the EIS Administrative Record.

It is expected that there will be overlap between persons/agencies that are included on each of the two mailing lists, but the intended use of each list is distinct from the other:

- The Public Interest Mailing List (maintained by JSA) will be used to encourage participation from the public (including interested agency representatives) and to disseminate public information.
- The Agency Coordination Mailing List (maintained by KCI Technologies) will be used for all formal correspondence from EFL-HD (or the consultants on behalf of the sponsoring agencies) to the Technical Advisory Committee and other agencies with regulatory or other official interests in the project.

7. Develop and host a project website

The project team will develop and maintain a stand-alone four page website for the project (www.14thStreetBridgeCorridorEIS.com). The study website will be an independent website with very likely links to and from the websites for FHWA, VDOT, DDOT, and Arlington County as well as the JSA website (www.publicspaceforum.org).

KCI and JSA, will be responsible for developing both the content and graphics for the website. All content will be approved by EFL-HD before it is posted. Particular attention will be given to facilitating a multi-directional flow of information, with input replicating as much as possible the virtual experience of attending a public meeting.

In addition, the website will provide an active opportunity for public comment and questions, with support services to respond to public inquiries in a timely fashion.

Website content includes:

- Project Home Page
- Project Mapping
- Technical data and information
- Project Schedule
- Contact list
- Schedule of Meetings
- Fact sheets
- Reports

- Links to other related studies or agencies which have web site information
- Power Point Presentations

In addition, the website will provide an opportunity for public comment and questions. The consultant team will respond to public inquiries received via the website in a timely fashion.

8. Conduct public outreach

Multi-modal public outreach will be conducted throughout the course of the project. E-mail Blasts will also be used to inform the public about public participation events, on a fixed schedule of two weeks, 1 week, and 3 days before each meeting date. E-mail Blasts will be sent to interested people using email addresses collected via the website (people who select “keep me informed”) and from existing E-mail Blasts lists provided by members of the Steering Committee.

The project team will contact the District of Columbia and Arlington County Offices of Latino Affairs and the District of Columbia Office of Asian/Pacific Islanders Affairs. The objective is to evaluate the potential interest and appropriate means of engaging any interested ethnic/language minorities, either living in the study area or living elsewhere in the city with an interest in the study area.

Approval and dissemination of all outreach will follow the Communication Protocols described previously.

9. Prepare and distribute project newsletters

A periodic project newsletter will be produced and distributed six (6) times during the anticipated 33-month contract period. The newsletter will be distributed to the public through the general media, mailings to those on the mailing, and disseminated via-email, and website. This effort includes the two sets of newsletters associated with the Public Hearing and the FEIS described in Section VIII below. Submit five (5) drafts of the newsletter to the EFL-HD for review and comment. Following the EFL-HD review of the draft newsletter, KCI and JSA shall revise the draft newsletter based on the comments received, and, upon final written or verbal approval, shall distribute the newsletter to the parties on the updated mailing list. KCI is responsible for the reproduction of the newsletter and JSA will distribute.

VIII. Conduct Public Hearings for DEIS/FEIS and Preparation of the ROD

1. Public hearing newsletters

Announce the DEIS Public Hearing, using one of the newsletters described in Section VII above. Five (5) copies of a draft newsletter will be submitted to the EFL-HD for review prior to distribution. Revise the draft newsletter based on the comments received, and, upon final written or verbal approval, shall distribute the newsletter to the parties on the updated mailing list.

2. Public notification for hearing

After the publication of the Draft Environmental Impact Statement, prepare for and attend a public hearing. The public hearing will include an open house as well as formal testimony. Secure the locations, dates, and times and advertising for the hearings, a court reporter, and audio-visual equipment. A public notification to be advertised in local newspapers will be prepared by the contractor.

3. Conduct the public hearing

Conduct the public hearing. Provide key technical staff and will provide a Court Reporter to prepare a verbatim transcript of the Public Hearing. The Contractor Project Manager will serve as the Hearing Officer to act as Public Hearing facilitator. Submit the Transcript of the Public Hearing to the EFL-HD.

A. Public hearing brochures

Develop a brochure for use as a handout at the public hearing. The information presented in the brochures will supplement the display boards that will be used at the hearing so that citizens and other interested parties can review project data after the hearing. Also include a pre-addressed comment form on a separate sheet inside each brochure to gain additional citizen input. Fifteen (15) draft copies of the public hearing brochure and the comment form will be prepared for review by EFL-HD. Once approved, 200 copies of the brochure and the comment sheet will be produced for the public hearing.

B. Public hearing displays

Develop approximately 20 display boards for the public hearing. The display boards will be used to illustrate the study process and outcome, purpose and need, public participation process, schedule, environmental constraints, conceptual and candidate build alternative(s), and potential impacts in an easily understood format. Also develop display boards to summarize various areas of technical evaluation (e.g., traffic, environmental, engineering, and cost). Prepare (and present) a power point presentation of the project as part of the agenda for the Public Hearing.

4. Prepare public hearing/comment record

Following review and comment on the DEIS by the Cooperating Agencies and the public, a Public Hearing/Comment Record will be prepared for all comments (Public Hearing/information meetings/solicited comments) received during the public involvement tasks and will be utilized, in conjunction with the design, cost, and traffic reports, as a decision-making tool in formulating the final study recommendations.

A. Public hearing comment record

After the Public Hearing, prepare a Public Hearing Summary Report to document the information displayed, attendance, and comments received. Update the mailing list to include the individuals that provided comments at the Public Hearing. Compile comments received during the Public Hearing and the comments received by correspondence during the open public comment period. Provide written preliminary recommendations for responses to these comments and any recommendations for incorporation in the FEIS. It will be assumed that 450 comments will be received, and that the comments will not require the development and evaluation of additional alternatives.

Submit five (5) copies of a draft of the Public Hearing Comment Record. Upon approval, fifteen (15) copies of the report will be prepared.

B. Interagency Technical Group meeting

Attend an ITG Meeting to discuss the comments received at, and subsequent to, the Public Hearing. The ITG Meeting shall review and discuss selection of a Preferred Alternative for inclusion in the FEIS.

Prepare fifteen (15) copies of the meeting minutes from this meeting.

IX. Preparation of the Final Environmental Impact Statement (FEIS)

1. Preliminary FEIS preparation

Prepare responses to each of the comments received on the Draft Environmental Impact Statement during the formal comment period (including those from the Public Hearing). Responses to agency comments will be developed on a point-by-point basis and accompany copies of each agency's correspondence. Proposed responses to agency and public comments will be included in the preliminary Final Environmental Impact Statement sent to EFL-HD for review. Any revisions requested by EFL-HD will be incorporated into the revised Final Environmental Impact Statement draft.

2. ITG meeting

Attend an ITG Meeting to discuss the comments made on the pre-FEIS.

Prepare fifteen (15) copies of the meeting minutes from this meeting.

3. Review and response to comments

Meet with EFL-HD to review comments on the preliminary Final Environmental Impact Statement from the ITG meeting. Recommended changes and other issues of concern will be discussed.

4. FEIS newsletter

Use one of the newsletters described in Section VII above to announce the status of the contract and the Proposed Project, using the format approved by EFL-HD. Fifteen (15) copies of a draft newsletter will be submitted to the EFL-HD for review prior to distribution. Revise the draft newsletter based on the comments received, and, upon final written or verbal approval, shall distribute the newsletter to the parties on the updated mailing list.

X. Evaluation

Process and content evaluation will be conducted at each public meeting and throughout the project. All evaluations will be collated and summarized for the project team within 72 hours post public meeting. All evaluation summary results will be posted on the project web site. Evaluation will also be available online. Comments received by fax and phone will also be documented.

NOTE: This Public Involvement Plan functions as the project's coordination plan per SAFETEA-LU and is subject to change as the project progresses