

Document Release Notice

Document #:	PI-07	Title:	Public Involvement Plan Development	
Current Revision #:	4	Type of Change:	<input type="checkbox"/> ORIG RELEASE <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> ARCHIVE <input type="checkbox"/> OBSOLETE	
New Revision #:	5	DRN Number:	10904	<input type="checkbox"/> MAJOR <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> ADMIN
Date Submitted:	11/4/2022	Document Type:	QMS Document - PI	Choose from Drop Down Menu

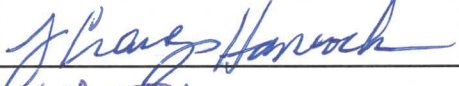

Summary of Proposed Changes:
 - Include paragraph numbers or other references & attach a copy of the new or revised documents
 - For new documents, indicate "Original Release"

QMS Procedure "PI-07", Revision 5 updates include: procedures and responsibilities.

Reason for New Release / Revision / Obsolescence:

Revisions are needed to QMS Procedure "PI-07", Revision 5 updates include: procedures and responsibilities.

Required Signatures:

Title	Printed Name	Signature	Date
Originator	Bryan Dennis		11/4/22
Subject Matter Expert	Shannon McCord Craig Hancock		11/4/2022
NTTA Manager	Sam Lopez Kelly Johnson		11/7/2022
PD Manager of Contracts	Ben King		02/14/23
Director of Project Delivery	Elizabeth Mow		2-16-23
Document Control/Quality Manager	Md Omar Faruk		4/4/2023

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Title: Public Involvement Plan Development		

1.0 PURPOSE:

The purpose of this procedure is to establish the process for developing and maintaining a public involvement plan for each NTTA corridor.

2.0 RESPONSIBILITIES:

2.1 Corridor Manager (CM) / Project Manager (PM) – The CM or PM shall be responsible for:

- Working with the public involvement (consultant) representative to develop a public involvement plan for the specific corridor.

2.2 Project Communications Manager (PCM) – The PCM shall be responsible for:

- Overseeing the development of public involvement plans and
- Reviewing and editing of the public involvement plan

2.3 Public Involvement (PI) Staff – The PI Staff shall be responsible for:

- Supporting the public involvement representatives in the public involvement and communications efforts within each specific plan.

2.4 Planning Manager/Planning Staff – The Planning Manager/Planning Staff shall be responsible for:

- Working with the designated public involvement team to assure all environmental requirements for each specific project have been included and communicated to the public. This can include project constraints, noise analysis and affected right-of-way, among others.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

4.0 REFERENCES:

- [PI-02 Stakeholder Advisory Groups](#) procedure
- [PI-03 Stakeholder Communications](#) procedure
- [PI-04 Public Meeting](#) procedure
- [PI-05 Public Hearing](#) procedure
- PI-11 Community Meeting procedure
- [Public Involvement Toolkit \(txdot.gov\)](#)
- TxDOT Policy regarding public involvement procedures also is based on:
 - ◆ 23 CFR Part 771.111 and ◆ 43 TAC §2.43(b) (2-6)

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5.0 DEFINITIONS & ACRONYMS:

N/A

6.0 PROCEDURES:

6.1 The CM or PM and Public Involvement Representative shall coordinate to determine the required efforts for each NTTA Corridor and a public involvement plan shall be developed. The public involvement plan is a critical element in ensuring that project and community needs are identified and addressed. The plan shall be developed by investigating the needs of the project and community, and outlining the opportunities for sharing information with the interested stakeholders, identifying methods of communication and tools that shall be used in communicating, and outlining the timeline of specific public interactions. Specifically, the public involvement plan shall include:

- Objectives to be accomplished
- Description of community needs and values
- Public involvement activities to take place
- Description of vehicles to be used for communication
- Definition of responsibilities

6.2 Once drafted, the public involvement plan shall be submitted to and approved by the Project Communications Manager.

6.3 Public involvement plans should be updated as necessary.

7.0 REGULATORY REQUIREMENTS:

N/A

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

N/A

10.0 FLOWCHART:

N/A

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11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Leigh Hornsby	06/05/2008		Original Issue
1	Leigh Hornsby	07/10/2008		Added section 3.6 and 7.3
2	Leigh Hornsby	10/09/2009	10034	Removed 2.0 Guiding Principles. Changed "Senior Manager" to "Manager". Changed "Public Involvement Representatives" to "Representatives". Changed "Public Involvement Plan" to "PIP". Changed "Project Management Office" to "Program Management Office". Changed "Public Involvement Team" to "Public Involvement Staff".
3	Leigh Hornsby	04/28/2011	10275	Removal of Program Management Office terminology
4	Sam Lopez	01/14/2019	10727	Removal of MPDR references and other updates
5	Julie Morse	TBD	TBD	Updated position titles.

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1.0 PURPOSE:

The purpose of this procedure is to establish the process for developing and maintaining a public involvement plan for each NTTA corridor.

2.0 RESPONSIBILITIES:

2.1 Corridor Manager (CM) and/or Project Manager (PM) – The ~~NTTA corridor manager and/or project manager~~ CM or PM shall be responsible for ~~working~~:

- 2.1.1** Working with the public involvement (consultant) representative to develop a public involvement plan for the specific corridor.

2.2 Project Communications Manager – ~~The Public Affairs Department’s project communications manager shall oversee the development of public involvement plans and will review and edit the plans.~~ (PCM) – The PCM shall be responsible for:

- Overseeing the development of public involvement plans and
- Reviewing and editing of the public involvement plan

2.3 Public Involvement (PI) Staff – The ~~public involvement department~~ PI Staff shall be responsible for ~~supporting~~:

- 2.3.1** Supporting the public involvement representatives in the public involvement and communications efforts within each specific plan.

2.4 ~~Project Delivery Environmental (consultant) Coordinator~~ Planning Manager/Planning Staff – The ~~Project Delivery Department’s environmental coordinator~~ Planning Manager/Planning Staff shall be responsible for ~~working~~:

- 2.4.1** Working with the designated public involvement team to assure all environmental requirements for each specific project have been included and communicated to the public. This can include project constraints, noise analysis and affected right-of-way, among others.

3.0 SCOPE/APPLICABILITY:

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- ~~NTTA Environmental Manual~~
- ~~Chapter 4—Public Involvement, Environmental Manual, the Texas Department of Transportation~~
- ~~MJ1~~MJ2 [Public Involvement Toolkit \(txdot.gov\)](#)
- TxDOT Policy regarding public involvement procedures also is based on:
 - ◆ 23 CFR Part 771.111 and ◆ 43 TAC §2.43(b) (2-6)

6.05.0 DEFINITIONS & ACRONYMS:

~~None~~
N/A

7.06.0 PROCEDURES:

7.16.1 ~~The corridor manager~~CM or PM ~~and/or project manager and public involvement representative~~ Public Involvement Representative shall coordinate to determine the required efforts for each NTTA ~~corridor~~Corridor and a public involvement plan shall be developed. The public involvement plan is a critical element in ensuring that project and community needs are identified and addressed. The plan shall be developed by investigating the needs of the project and community, and outlining the opportunities for sharing information with the interested stakeholders, identifying methods of communication and tools that shall be used in communicating, and outlining the timeline of specific public interactions. Specifically, the public involvement plan shall include:

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7.26.2 ~~Once drafted, the public involvement plan shall be submitted to and approved by the project communications manager~~Project Communications Manager.

7.36.3 ~~Public involvement plans should be updated as necessary.~~

8.07.0 REGULATORY REQUIREMENTS:

N/A

9.08.0 RELATED BOARD POLICY:

N/A

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~~40.09.0~~ 10.0 COMPONENT DOCUMENTS:

N/A

~~41.0~~ 10.0 FLOWCHART:

N/A

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5.0 DEFINITIONS & ACRONYMS:

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10.0 FLOWCHART:

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