**Project Name:**

**Project Key Number:**

**Project Manager/Consultant Project Manager**

**Date:**

# PROJECT OVERVIEW

*Include a brief description of the project.*

# PROJECT TIMELINE

*Address key milestones throughout each phase of the project:*

|  |  |  |  |
| --- | --- | --- | --- |
| **MILESTONE** | **DATE** | **MILESTONE** | **DATE** |
|  |  |  |  |
|  |  |  |  |

# PROJECT CONTACTS

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **NAME** | **ROLE** | **PHONE** | **EMAIL** |
| *Any key contacts including project managers, owner staff, and public information staff* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PROJECT TEAM ROLES AND RESPONSIBILITIES**

# *List key Team Leads for ODOT and Consultant (if applicable)*

# PUBLIC INFORMATION GOALS

The purpose of the public information plan is to build awareness and understanding of the project. The public information goals are to:

* Communicate complete, accurate, understandable, and timely information to the public throughout the project.
* Lead all information efforts through an equity framework guided by an understanding of demographics, meaningful involvement tactics, and a reliance on trusted community resources.

# KEY IMPACTED AND INTERESTED INDIVIDUALS IDENTIFICATION

The public information efforts seek to inform impacted and interested individuals, businesses, jurisdictions, and organizations. The PI process will seek to inform and engage the following types of affected and interested people and organizations in the project area:

* Adjacent businesses, residents, and property owners
* City officials
* Chamber of Commerce
* Visit City Officials
* Traditionally underserved communities
* Bike and pedestrian
* Local media outlets

# KEY MESSAGES

The key messages can change and expand as the project evolves.

* We are bringing sidewalk curb ramps to the current Americans with Disabilities Act (ADA) accessibility standards on a section of \_\_\_\_\_\_\_\_\_\_ in (Name of the town or community). Work includes replacing existing, non-compliant curb ramps between \_\_\_\_\_\_\_\_\_\_\_\_\_, and/or installing missing curb ramps between\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Everyone who uses sidewalks on or along the highway will benefit from these upgrades.
* This work will cause intermittent temporary lane, shoulder, and sidewalk closures. All roads will remain open. We will provide ADA-accessible pedestrian and bicycle detours around the work zones and maintain access for customers of adjacent businesses. One lane in both directions may be closed during non-peak driving times. We will coordinate with affected property and business owners.
* There will be no removal of business signs or trees unless they are in conflict with the new ramp locations.
* Some public sidewalk garbage cans may be temporarily relocated during construction. There will be no permanent removal of public sidewalk garbage cans.
* There ***“WILL/WILL NOT”*** be permanent changes to on-street parking or private parking.
* In Oregon, every intersection is a crosswalk unless it's marked otherwise. Even if it doesn't look like a crosswalk, it still counts as one. We're putting up signs that say "crosswalk closed" at places where it's not safe to cross. For example, places where there is an obstacle or driveway. You can view a list of the locations at: **ADD WEB LINK HERE**.
* Work is expected to take place during the day, when at all possible. For any noise-related concerns, contact the 24/7 noise hotline at 503-276-7810.
* Construction will begin **ADD DATE HERE** and will continue through to **ADD DATE HERE**. Generally, it takes 1-2 weeks to complete work on an individual corner, with construction on several corners happening concurrently. However, only one side of the intersection will be under construction at a time.
* The ODOT ADA Program is working to bring more than 25,000 curb ramps throughout Oregon into compliance with Americans with Disabilities Act (ADA) standards. The effort was launched in response to a formal complaint from the Association of Oregon Centers for Independent Living (AOCIL). Together we reached an agreement to improve curb ramps and pedestrian signals along all state highways. We are committed to new standards for accessible routes through work zones, outreach, and addressing public concerns. Everyone who uses sidewalks along our highways will benefit from this commitment and the improvements we make to the curb ramps.

# PUBLIC INFORMATION STRATEGIES AND TACTICS

Appropriate participation tools are critical to building awareness and transparency of potential impacts and mitigation measures throughout the design process. The following table includes tools and activities that will be used throughout the project to inform key impacted and interested parties and the broader public.

| **Task** | **Lead** | **Timeline** | **Due by** |
| --- | --- | --- | --- |
| Draft graphic of city map showing ramp locations provided to APM for review and comment (in .pdf format).  |  |  |  |
| Begin drafting fact sheet, web content, and stakeholder email list. |  |  |  |
| Draft city fact sheet provided to APM for review and comment (in MS Word format). |  |  |  |
| Contact print house re: print and distribution schedule. |  |  |  |
| The agency reviews the draft fact sheet and provides comments.  |  |  |  |
| Final fact sheet and website content within 3 business days from receipt of Agency comments + draft stakeholder email list. |  |  |  |
| Final approval of fact sheet and comments on the stakeholder email list. |  |  |  |
| Submit fact sheet and selected mail routes to print house to print and distribute. |  |  |  |
| Translation (to other appropriate language) of approved fact sheet and intro text for the website within 2 business days of the approved fact sheet. |  |  |  |
| **NEPA (Cultural Resources)**  |  |  |  |
| * Archaeology
 |  |  |  |
| * Historic
 |  |  |  |
| * Tribal Coordination
 |  |  |  |
| Equity Engagement Tracking Form  |  |  |  |
| Publish website updates, conduct accessibility check of English and (other appropriate language) versions of the fact sheet and upload to the Agency website.  |  |  |  |
| Distribute the fact sheet mailer. |  |  |  |
| **Pre-Construction Meeting** |  |  |  |
| Begin updating fact sheet, web content, and stakeholder email list. |  |  |  |
| Draft fact sheet provided to APM for review and comment (in MS Word format). |  |  |  |
| Contact print house re: print and distribution schedule. |  |  |  |
| The agency reviews the draft fact sheet and provides comments.  |  |  |  |
| Final fact sheet and website content within 3 business days from receipt of Agency comments + draft stakeholder email list. |  |  |  |
| Final approval of fact sheet and comments on the stakeholder email list. |  |  |  |
| Submit fact sheet and selected mail routes to print house to print and distribute within 8 business days of receipt. |  |  |  |
| Spanish translation of approved fact sheet and Spanish intro text for the website within 2 business days of the approved fact sheet. |  |  |  |
| Draft news release in GovDelivery to APM for review. |  |  |  |
| Agency approves GovDelivery news release and distribution to local community news outlets. |  |  |  |
| Direct outreach activities begin (TDB, door-to-door and/or phone calls)  |  |  |  |
| Construction starts. |  |  |  |
| Doorhangers |  |  |  |
| Local Agency Coordination |  |  |  |