

Appendix F: Sample Scope for Public Engagement

What are the MPO's Responsibilities in its Plans & Studies?

Public engagement is a fundamental tenet of the MPO's efforts. Each plan or study prepared by the MPO is different, but all should incorporate public engagement as a central part of the scope of work, including:

1. An initial public outreach program or strategy, identifying:
 - a. The study area
 - b. Affected population
 - c. Stakeholders
 - d. Technique(s) to be used to:
 - i. Publicize the plan or study
 - ii. Communicate with the public, especially affected populations and stakeholders
 - iii. Engage the public early and throughout the planning process
 - e. Opportunities for the public to participate at key points in developing the study or plan, at a minimum to include review and comment on draft documents.
 - f. Note that the initial public outreach program or strategy is subject to change to improve the rate of public participation.
2. How public input will be captured and compiled, including but not limited to:
 - a. Who participated (e.g., sign-in sheets)
 - b. Comments offered by individual participants (e.g., meeting notes, comments cards, e-mail correspondence, etc.)
 - c. Results of formal or informal surveys or polls, administered in-person, by mail, or electronically
 - d. Games, exercises or other activities designed to elicit public input.
3. Documenting "what the public said" as part of the report, appendices, or interim products prepared as part of the study or plan. Documentation should compile all input captured under item 2 above in tabular, text or other format.
4. Documenting "how the plan responds to public input" as part of the report, appendices or interim products, synthesizing or summarizing:
 - a. Public concerns, preferences, values, concerns or objectives; and
 - b. How the plan or study explicitly responds to public input, subject to final approval by the MPO Board.