

IL Route 3 Roadway Improvements Study

Hartford to Granite City, Madison County, Illinois

Stakeholder Involvement Plan

For Public and Agency Involvement

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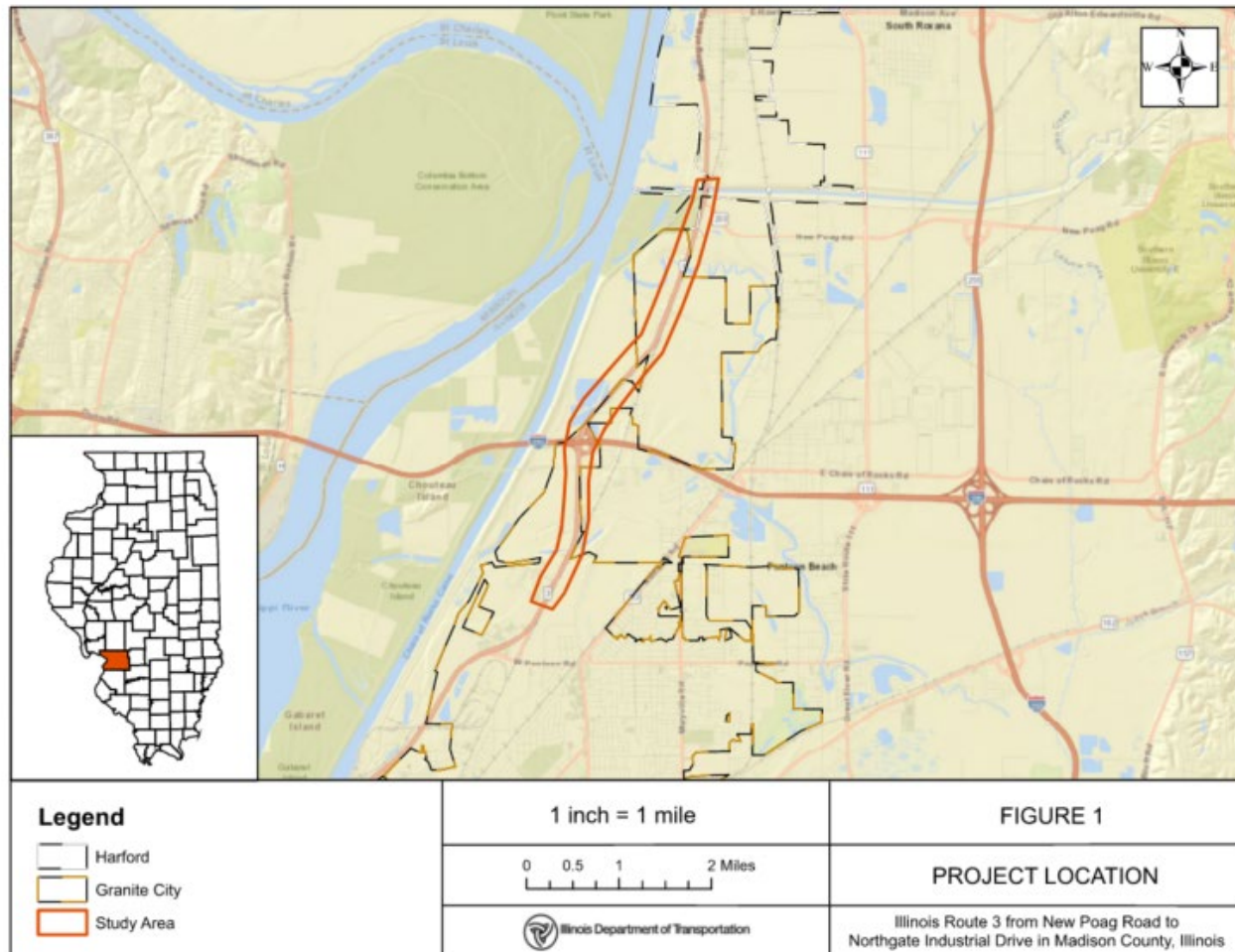
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ACRONYMNS	
BDE	Bureau of Design and Environment
CSS	Context Sensitive Solutions
FHWA	Federal Highway Administration
IDOT	Illinois Department of Transportation
NEPA	National Environmental Policy Act of 1969
PSG	Project Study Group
ROW	Right Of Way
SIP	Stakeholder Involvement Plan

1. INTRODUCTION

1.1. Study Background and History

The Illinois Department of Transportation (IDOT) is performing a Preliminary Engineering and Environmental Study to analyze the proposed improvements along IL Route 3 from New Poag Road to Northgate Industrial Drive in Madison County, Illinois. See the general study location map below. The roadway was constructed in the early 1960s and has been rehabilitated multiple times since. The Average Annual Daily Traffic (AADT) within this corridor ranges from 12,400 to 16,100 vehicles per day. The project was initiated due to the poor condition rating survey and continually deteriorating pavement condition. IDOT is proposing to replace the pavement along the corridor to improve the serviceability of the roadway.



The Preliminary Engineering and Environmental Study is considered an IDOT Phase I Study, as it is the first phase of IDOT's three-phase project development process. This proposed study will evaluate potential improvements to the roadway corridor needed to enhance the pavement condition and safety. It is anticipated that coordination with the Federal Highway Administration (FHWA) Illinois Division will result in the decision to process this study as a Categorical Exclusion, since there are no known significant environmental resources within the study area.

1.2. Stakeholder Involvement Plan Goals and Objectives

The Stakeholder Involvement Plan (SIP) serves as a guide for implementing stakeholder involvement activities during the IL Route 3 Roadway Improvements Study from New Poag Road to Northgate Industrial Drive. Stakeholders can include local, regional, state, and federal agency representatives; local, regional, state, and federal elected officials; business leaders; property owners; interest groups; media outlets; school districts and any stakeholders as identified by IDOT.

The goal of the SIP is to outline a program of activities to actively engage stakeholders throughout the planning process. The objectives of the SIP are to:

- Identify stakeholders
- Identify the roles and responsibilities of the lead agency
- Establish the timing and type of outreach activities with all stakeholders
- Establish stakeholder requirements for providing timely input to the study development process
- Provide an approach for evaluating the effectiveness of the public-participation program and refine, as appropriate, to respond to public needs and concerns

1.3. Context Sensitive Solutions

IDOT is applying the Context Sensitive Solutions (CSS) process to the IL Route 3 Roadway Improvements Study as outlined in Chapter 19 of the Illinois Bureau of Design and Environment (BDE) Manual. CSS is an interdisciplinary approach that seeks effective, multimodal transportation solutions by working with stakeholders to develop, build, and maintain cost-effective transportation facilities which fit into and reflect the project's surroundings (its "context"). Through early, frequent, and meaningful communication with stakeholders and a flexible, creative approach to design, the resulting project will improve safety and mobility for the traveling public while seeking to preserve and enhance the scenic, economic, historic, and natural qualities of the settings through which they pass.

The CSS approach will provide stakeholders with the tools and information required to effectively participate in the study process. Stakeholders are given an understanding of the National Environmental Policy Act (NEPA) process, transportation planning guidelines, design guidelines, and the relationship between transportation issues (needs) and study alternatives. In other words, using the CSS process should provide all study stakeholders a mechanism to share comments or concerns about transportation objectives and study alternatives, as well as improve the ability of the study team to understand and address the stakeholder's concerns. This integrated approach to problem solving and decision-making will help build community consensus and promote involvement throughout the study process.

As identified in IDOT's CSS policies, stakeholder involvement is critical to study success. The CSS process strives to achieve the following:

- Understand stakeholder's key issues and concerns
- Involve stakeholders in the decision-making process early and often
- Establish an understanding of the stakeholder's role in the study
- Consider all modes of transportation
- Apply flexibility in design to address stakeholder's concerns whenever possible

The CSS process will address various potential effects to study area resources including:

- Water resources, wetlands, and floodplains
- Natural resources, including threatened and endangered species
- Public resources
- Socioeconomic, including potential detour routes

2. STAKEHOLDER GROUP ORGANIZATION

The study development and CSS process outlined in this SIP will be implemented using a variety of stakeholder coordination and outreach mechanisms and techniques as described in this section. The study team will identify and coordinate with agencies, technical professionals, community leaders and other stakeholders. Outreach activities may include a study website, small group meetings, public meetings, newsletters, media outreach and other tools.

Multiple stakeholder meetings will be conducted throughout the development of the study to obtain stakeholder input regarding various study issues and potential solutions. These meetings will provide an opportunity to facilitate initial public input on the alternatives that should be considered and will help create a shared vision for the study. Renderings and visualizations may be developed to illustrate concepts and issues that have been raised, developed, and evaluated. The renderings and visualizations will depend on the topics of discussion and format of the particular meeting in which it is presented.

2.1. Stakeholder Identification Procedures

Per IDOT CSS procedures, a stakeholder is anyone who could be affected by the study and has a stake in its outcome. This includes the public, property owners, business owners, state, and local officials, federal and state resource & regulatory agencies, special interest groups, and motorists who utilize the facility.

Early coordination and/or meetings will be conducted with city, county, state, and federal organizations as applicable within the study area as a means of identifying interested parties and stakeholders, including individuals, businesses, community leaders and organizations. The identification of stakeholders will be done through a combination of research and input from local community leaders and the public. It is anticipated that new stakeholders may be added to the initial stakeholder list throughout the study. All stakeholders expressing interest in the study will be added to the study mailing list and will be able to participate in the process through various public outreach opportunities. These opportunities include, but are not limited to, the study website, public meetings, newsletters, and press releases. The study mailing list will be updated and maintained throughout the duration of the study. Please see **Appendix A** for list of potential stakeholders for the IL Route 3 Roadway Improvements Study.

2.2. Project Study Group (PSG)

The PSG consists of representatives from IDOT, FHWA, and the study consultant team. See **Appendix B** for a list of the PSG members. The PSG is tasked with performing detailed analyses of subjects that require various environmental, engineering and project development expertise. As a result, the PSG will determine study recommendations and decisions for this study. Per IDOT's CSS procedures, IDOT has formed the initial PSG. However, to maintain an optimal multi-disciplinary team, this group may change as the study progresses and the understanding of the study's context is clarified.

The PSG has the primary responsibility for the study development process. The group will meet throughout the study process to provide technical oversight and expertise in key areas including study process, agency procedures and standards, and technical approaches. The project team also has primary responsibility for ensuring compliance with the SIP.

Other responsibilities of the PSG include the following:

- Expediting the study development process
- Identifying and resolving study development issues
- Promoting partnership with stakeholders to address identified study needs
- Working to develop consensus among stakeholders

2.3. Implementation

Public involvement in the planning process begins at the start of the study and continues throughout the entire study. The SIP serves as a guide for public involvement in this study but includes strategies that can be used throughout all phases, including construction. Implementation of this plan requires the commitment and efforts of all involved parties along with the expected actions, responsibilities, and timing. The PSG will be responsible for the overall development, implementation, and coordination of the SIP.

2.4. Stakeholder Involvement

Any stakeholder that shows interest in the study will be added to the stakeholder list, ensuring they will receive newsletters, meeting invitations, and study updates. The PSG will also be available to meet stakeholder groups on a one-on-one basis throughout the study, if deemed necessary. In addition, stakeholders will be informed about the study website where they can access information and submit comments.

2.5. Stakeholder Consensus

IDOT is committed to working with stakeholders during the study process and to building stakeholder consensus for decisions driving the project development process. However, if a consensus cannot be reached after making good faith efforts to address unresolved concerns, IDOT may proceed to the next step of project development without achieving consensus.

3. STEPS OF STUDY DEVELOPMENT AND CSS ACTIVITIES

Outreach activities have been coordinated to support NEPA milestones, incorporate the CSS process, and gather input at key decision points. This section describes the general study development process, study activities, and associated stakeholder involvement activities. These steps may be consolidated or expanded as needed as a result of the complexity of the project design, as it is developed. A comprehensive schedule of anticipated outreach activities and corresponding milestones is shown in **Appendix C**.

3.1. Step One: Stakeholder Identification, Development of the SIP, & Study Scoping

This step of the study development process begins the CSS process with identifying stakeholders, notifying agencies of the study, establishing the PSG, scoping activities, collecting information about the study area, and identifying existing transportation needs. These activities include, but are not limited to, the following:

- Develop the SIP and make the plan available for review
- Assemble and organize the PSG
- Organize and hold stakeholder meetings
- Launch study website
- Conduct the initial public involvement activities to inform stakeholders of the study process, defined study area, study history, study area issues/concerns, and to seek stakeholder participation. This includes the first public meeting.

3.2. Step Two: Alternatives Development

During the alternatives development process, stakeholders will be provided with opportunities to provide input. Steps in the alternatives development process include the following:

- PSG develops a preliminary design that meets the project's Purpose & Need. This may include more than one alternative for stakeholder input.
- PSG conducts public involvement activities, such as holding a public meeting to present the preliminary design and possible alternatives.
- Conducting small group meetings, as necessary.
- Issuing study website updates and other study materials, as necessary.

3.3. Step Three: Preferred Alternative

In this step, the proposed design and possible alternatives are further developed to screen additional environmental and design issues. These issues are summarized and presented to the stakeholders for their consideration, evaluation, and input on the final decision. The objective of this step is to achieve consensus on the proposed Phase I design.

- The PSG refines the proposed Phase I design, which may include elimination of possible alternatives. Proposed right-of-way (ROW) needs will also be identified.
- Hold a public meeting to present the refined Phase I design.
- Adjust the Phase I design to address stakeholder comments, if necessary.
- Conduct stakeholder meetings, as necessary.
- Update the study website, as necessary.

4. PUBLIC INVOLVEMENT ACTIVITIES

The following public involvement activities in this section are proposed for the IL Route 3 Roadway Improvements Study. Unless otherwise noted, the PSG is the responsible party for activities and coordination, and all activities will be approved by IDOT before proceeding. The PSG designated point of contact is the IDOT Location Studies Engineer, or a designee with IDOT District 8. They will manage integral IDOT reviews and approvals, consolidate review comments, and coordinate the resolution of conflicting study issues.



The intent of these public involvement activities is to include all interested stakeholders so that appropriate consideration of stakeholder input at key points in the project is conducted during the decision-making process.

Stakeholder involvement for the IL Route 3 Roadway Improvements Study will be an ongoing process from study initiation through the duration of the study. Various meetings will be held throughout the study development process to provide outreach opportunities to all stakeholders. Meeting opportunities are listed below.

4.1. Agency Coordination

The preparation of the Categorical Exclusion document requires compliance with many state and federal rules, regulations, and laws. In order to ensure compliance, coordination with resource agencies will occur throughout the study process.

4.2. Stakeholder Meetings

Stakeholder meetings will be held to engage the public and share information. Meetings usually include:

- Addressing specific study issues
- Allowing for more specialized discussions and input
- Aiding the public in developing a better understanding of the study goals and objectives

Stakeholder meetings will be held throughout the study as they are identified. These meetings could include members of the PSG, local agencies and organizations, members of the business community, and affected property owners. Study handouts or other appropriate meeting materials will be prepared for distribution at these meetings.

4.3. Public Meetings

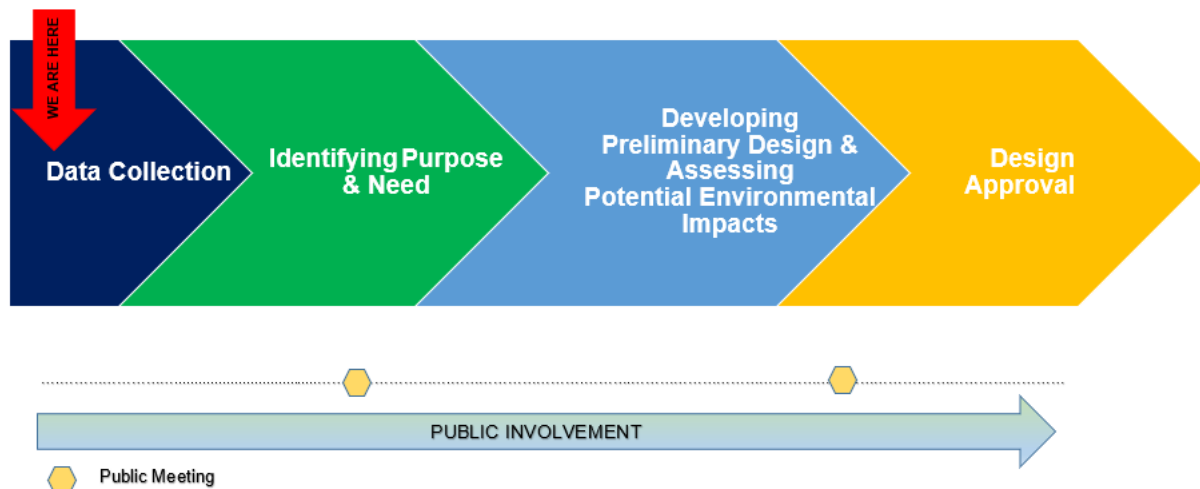
Public involvement for the IL Route 3 Roadway Improvements Study will include multiple opportunities for the public to participate through public meetings. These large-scale meetings will encourage public attendance to foster public awareness of study developments and potential alternatives that may be evaluated. These meetings will also provide a forum for general stakeholder input, including concerns and comments regarding decisions during the project development process. A press release, public notices, changeable message boards along the project, website updates, social media and e-blasts will be utilized to announce the meetings. All public meeting exhibits and associated information will be available on the project website after the public meeting is held. Public meetings will be held as necessary throughout the project study.



The intent of the public meetings will be to provide the public with the opportunity to provide their perspective and opinions on:

- the goals of the study,
- possible alternatives and their associated impacts, and
- the preferred alternative

These meetings will utilize a range of presentation methods and techniques including study boards, handouts, and PowerPoint or multimedia presentations. Translation services will be provided when requested in advance. The figure below illustrates the anticipated study schedule.



4.4. Virtual Meetings

Virtual Stakeholder and Public Meetings will be held in accordance with IDOT BDE Manual Section 19.3.03 (c) 5 *Virtual Public Meetings*. The following will be prepared and carried out by the consultant team in coordination with IDOT District 8:

- A method for the public to submit comments electronically for the project.
- The notice shall also contain a starting date and ending date of when official comments may be made as part of the public record (a minimum timeframe should be seven calendar days). Typically, it is assumed the starting time of the meeting is the starting date of when official comments can be received.
- IDOT will publish public meeting notices on several social media sites (e.g., Facebook, LinkedIn, Twitter, etc.) as well as press releases to local media. A virtual presentation of the project may be conducted via posting of the displays on the website. Comments will also be received through the website. Responses to comments will be

sent either via e-mail or letter in conjunction with the responses to the comments from the in-person meeting. The presentation will be available for streaming later if a live presentation was used for the virtual public meeting.

- Develop a brochure/pamphlet to be distributed that includes project information, project website, and it is suggested to have a pre-paid mailer included as part of the brochure/pamphlet for the public to submit comments.
- The consultant team will be mindful that these methods be accessible to ADA stakeholders included in the virtual public meeting process.

5. COMMUNICATION TOOLS

Several communication tools will be used throughout the IL Route 3 Roadway Improvements Study to engage stakeholders. These tools are designed to reach local stakeholders, those with regional or national interest in the study. Communication tools will include a study website, newsletters, media outreach, and other tools.

5.1. Study Website

A study website will be maintained throughout the study. The website will support broader outreach and provide access to study information to accommodate regional and national interest in the study.

The website will serve as a comprehensive information resource for the study. Study and meeting materials will be available on the website, including newsletters, public meeting announcements, public comment summaries, documents, frequently asked questions, meeting materials, and other information.

The study web pages will be included on IDOT's website. Updates will be made as the study progresses at key study milestones.

5.2. Notifications and Advertising

Press releases will provide descriptions of the public meetings (purpose, date, location, and format) to local newspapers. The press releases are intended to reach a larger audience and inform individuals that are not on the study's mailing list of the upcoming public participation opportunity. The study team will develop newspaper notices following IDOT media guidelines. Announcements will also be placed on the study web page and shared via social media. Press releases will be developed in coordination with IDOT to send to media affiliates including print, radio, and television stations. Legal notices will be posted when required by policy. Advertisements in local media may be used as well if outreach needs to be expanded. Changeable message boards along the project limits will be placed advertising upcoming public meetings.

5.3. Stakeholder Mailing List

A study mailing list consisting of study stakeholder contact information will be maintained throughout the study. The mailing list will be used to distribute notifications about upcoming public participation opportunities and provide study updates. Newsletters, postcards, or email notifications will be distributed to the mailing list to provide study information and announce upcoming public meetings.

6. STAKEHOLDER INVOLVEMENT PLAN AVAILABILITY AND MONITORING UPDATES

The SIP is a dynamic document that will be available to the public and updated as appropriate throughout the duration of the study. This section describes SIP stakeholder review opportunities and plan update procedures.

6.1. Availability of the Stakeholder Involvement Plan

As the study proceeds, the PSG will update the SIP as needed to reflect appropriate changes or additions. The PSG will advise stakeholders of future SIP updates and post the updates on the study website.

6.2. Modifications of the Stakeholder Involvement Plan

The SIP will be reviewed on a regular basis for effectiveness and will be updated as appropriate. Updates to the SIP include, but are not limited to, the following:

- Maintaining a current list of stakeholders,
- Maintaining a list of agency partners,
- Maintaining a detailed list of all public outreach methods used during the CSS process.

APPENDIX A: POTENTIAL STAKEHOLDERS

Municipalities & Elected Officials
Chouteau Township
Granite City, City of
Hartford, Village of
Madison, City of
Transportation
Madison County Engineer
Madison County Transit District
Environment
IL Department of Natural Resources (IDNR)
Industry
Trucking
Factories
Gas/Oil
Recycling
Residents
Farm Owners
Homeowners
Businesses
Special Interest Groups
Granite City School District
Hartford School District
Illinois American Water Co.
Roadway Users

APPENDIX B: AGENCIES & PROJECT STUDY GROUP

PROJECT STUDY GROUP				
NAME	REPRESENTING	ROLE	PHONE	EMAIL
IDOT, District Eight, 1102 Eastport Plaza Drive, Collinsville, IL 62234				
TBD	IDOT District 8	Regional Engineer	(618) 346-3112	
Billie Owen, PE	IDOT District 8	Acting Studies & Plans Engineer	(618) 346-3209	Billie.Owen@Illinois.gov
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Jennifer Hunt	IDOT District 8	Environmental Studies Manager	(618) 346-3156	Jennifer.Hunt@Illinois.gov
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Michael Rosborg	Millenia	Hydraulics Lead	mrosborg@millennia.pro	

APPENDIX C: SCHEDULE OF STAKEHOLDER ACTIVITIES

ACTIVITY	DATE	DESCRIPTION
Development of Draft Stakeholder Involvement Plan	Year One	- Develop a Stakeholder Involvement Plan (SIP) to document outreach goals, objectives, stakeholders, tools, and participation opportunities - Coordinate draft with BDE and FHWA
Development of Project Website	Year One	Develop a project website to provide the public with a description of the project.
Stakeholder Meetings #1	Year One	- Discuss study area - Discuss interests and concerns
Newsletter #1	Year Two	- Introduce the study, planning process, schedule, goals, and public participation opportunities - Advertise PM#1
Public Meeting #1	Year Two	- Introduce the study, project need, planning process, schedule, goals, and public participation opportunities. - Present Preliminary Alternatives
Project Study Group (PSG) Meeting #1	Year Two	- Discuss results of Public Meeting #1 - Review and obtain input on identified stakeholders - Discuss upcoming any stakeholder meetings
PSG Meeting #2	Year Two	- Provide update on study - Discuss Alternative Development - Discuss Potential Preferred Alternative - Discuss upcoming Public Meeting
Stakeholder Meetings #2	Year Two	As requested, and/or as necessary.
Public Meeting #2	Year Three	- Present alternatives studied - Discuss how alternatives to be carried forward address the Purpose & Need Statement - Discuss screening and evaluation process that was followed to get to alternatives - Present Potential Preferred Alternative
Newsletter #2	Year Three	- Explain Alternative Development Process - Discuss Potential Preferred Alternative - Discuss results of Public Meeting #2 (Alternatives & impacts) - Bring public up to date on stakeholder meetings
PSG Meeting # 3	Year Three	- Review results of Public Meeting #2 - Present revisions to the preferred alternative
Stakeholder Meetings #3	Year Three	As requested, and/or as necessary
Design Approval	Year Three	Final approval for next phase

APPENDIX D: GLOSSARY

Alternative: One of several specific transportation improvement proposals, alignments, options, and design choices in a study. Following detailed analysis, one improvement alternative is chosen for implementation.

Context: The interrelated condition in which something exist.

Context Sensitive Solutions (CSS): Balance between mobility, community needs and the environment while developing transportation projects. This is achieved through involving stakeholders early and continuously, addressing all modes of transportation, applying flexibility in the design, and incorporating aesthetics to the overall project.

Multi-Modal Transportation: Includes all modes of transportation for a complete transportation system. Examples: cars, trucks, bicycles, pedestrians, high occupancy vehicles, mass transit, rail.

National Environmental Policy Act (NEPA): The federal law requires the preparation of an environmental document to analyze the impacts of projects using federal funds. Documents may include an Environmental Impact Statement (EIS), Environmental Assessment (EA), or Categorical Exclusion (CE) depending on the type of project and anticipated level of impacts. To comply with NEPA, a process has been developed by IDOT to address all potential environmental, social, cultural, and economic impacts of a proposed highway project before decisions are reached on design. Public involvement is an integral component of the NEPA process.

Project Study Group: The Project Study Group (PSG) is a multi-disciplinary team that ensures all federal, state, and local requirements are met as well as full implementation of the CSS process including the SIP. The includes appropriate District, FHWA, Planning and Programming, Bureau of Design and Environment (BDE), Metropolitan Planning Organization, consulting staff, and other representatives as appropriate to the project. The PSG is involved in stakeholder identification and other outreach activities.

Public Involvement: Coordination events and informational materials geared at encouraging the public to participate in the project development process. A successful Stakeholder Involvement Plan facilitates the exchange of information among project sponsors and stakeholders, providing opportunities for input and participation throughout the planning process.

Stakeholder: An individual or group with an interest or investment in a way an issue is resolved. This includes local, regional, state, and federal agency representatives; local, regional, state, and federal officials; business leaders; property owners; key community leaders; civic/community groups; environmental preservation and interest groups; media outlets; and any other targeted stakeholders as directed by IDOT.

Stakeholder Involvement Plan (SIP): A formal written plan explaining how stakeholder input and participation will be facilitated throughout the planning process. The SIP outlines tools and techniques for engaging stakeholders throughout the planning process. The SIP has been designed to ensure that stakeholders are provided a number of opportunities to be informed and engaged as the project progresses. The goal of the SIP is to outline a program of activities to actively seek the participation of stakeholders. The SIP provides the framework for achieving consensus and communicating the decision-making process between stakeholders to identify transportation solutions for the project.

Study Area: The geographic area within which pertinent project matters are contained. Originally defined at the outset of engineering and environmental evaluation, although it may be revised during development of the studies.