

**Rapid City Area Metropolitan Planning Organization
Public Participation Project Plan Worksheet**

Prior to developing any transportation product, Metropolitan Planning Organization staff should consider the following information when designing a specific public participation plan.

1. Determine the specific goals and objectives that public involvement is to accomplish.

The public involvement activities seek to gain an understanding of the most effective techniques for engaging the public in transportation planning activities.

2. Identify the public that either might be interested in participating or whose involvement is necessary in order to achieve the objectives.

The general public who are interested in the transportation planning process in Rapid City and the surrounding area.

3. Select a technique(s) for interacting with the public that will achieve the objectives.

Public open houses and mailed surveys.

4. Select suitable notification techniques for reaching the desired public with the desired information.

Advertisements and notices in local newspapers, on all MPO member agency websites, and social media outlets

5. Conduct the appropriate involvement technique(s).

Surveys, websites, social media and daytime and evening public meetings.

6. Determine how the techniques are to be evaluated.

Number of people attending public meetings/completing surveys and/or comments received.

7. Incorporate the results of the involvement into the plan, document, special study, or project.

Input from the public and stakeholder activities will be used to develop the Public Participation Plan.

Project: **Public Participation Plan** Today's Date: **10/3/2016** Staff: **Kip Harrington**