

**Rapid City Area Metropolitan Planning Organization  
Public Participation 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.  
To receive input and feedback on the Coordinated Transit – Human Services Transportation Plan  

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2. Identify the public that either might be interested in participating or whose involvement is necessary in order to achieve the objectives.  
Any person who lives, works, or travels in the Rapid City Metropolitan Planning area including private and nonprofit transportation and human service providers, Rapid City Transit System, and transit users.  

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3. Select a technique(s) for interacting with the public that will achieve the objectives.  
Surveys, focus groups, open houses, presentations, public meetings, and online surveys.  

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4. Select suitable notification techniques for reaching the desired public with the desired information.  
Advertisements and notices in local newspapers, on the City of Rapid City website, on the Rapid City MPO website, and social media outlets.  

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5. Conduct the appropriate involvement technique(s).  
Surveys, focus groups, websites, daytime and evening public meetings.  

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6. Determine how the techniques are to be evaluated.  
Number of people attending public meetings/completing surveys and/or comments received.  

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7. Incorporate the results of the involvement into the plan, document, special study, or project.  
Input from the public input activities will be used to develop the revised/updated Coordinated Transit – Human Services Transportation Plan.  

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Project: **Coordinated Transit – Human Services Transportation Plan** Today's Date: **02/15/2018** Staff: **Kelly Brennan**  

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