



***MDT's Guide to
Public Involvement***

*Published by the Transportation
Planning Division*



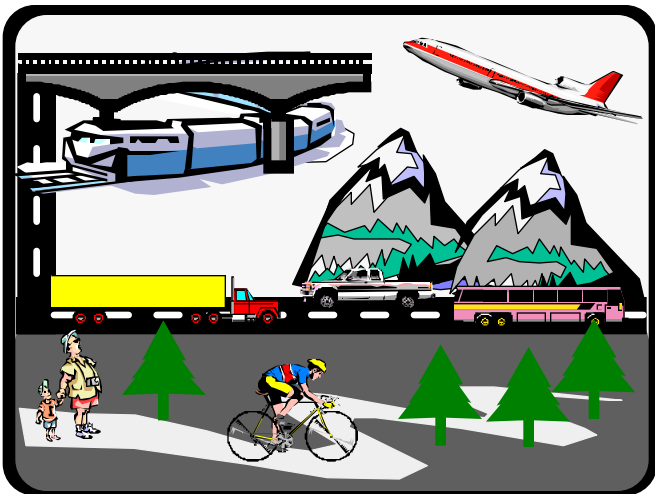
Montana Department of Transportation



Montana Department of Transportation Transportation Planning Division

2701 Prospect Ave.
P.O. Box 201001
Helena, MT 59620

Toll Free: 1-800-714-7296(Montana Only)
Fax: (406) 444-7671
Voice: (406) 444-3423
Road Conditions: 1-800-226-7623
TDD: (406) 444-7696
E-Mail: U2272@long.mdt.mt.gov
Transportation Commission: (406) 444-7200
Internet Home Page Address: <http://www.mdt.mt.gov>





Introduction

The Transportation Planning Division of the Montana Department of Transportation (MDT) is involved in a variety of programs and efforts that require constant interaction with our customers.

This guide describes the various methods the Division uses to involve the public in Division activities, and also includes a chart that provides the names of staff people responsible for various Division programs. It should also be noted that the Division develops customized public involvement methods for special efforts.

Because of the complexity of MDT's project specific public involvement efforts, it is not feasible to describe all the details in this publication. However, because many people are interested in this information a brief summary including contact people is included on Pages 2-5.

Additional Department contacts are listed on the last page of this guide.

For more information about the guide or to request additional copies, please call (406)444-3475 or 1-800-714-7296 (Montana Only).



Summary of Project Specific

Each transportation proposal requires a public involvement plan tailored to the specifics of the project. The level of public involvement can vary significantly from project to project.

Basically, there are four levels of suggested public involvement. Level A is intended for the simplest project and Level D envisions complex projects where a high degree of public involvement is essential to successfully complete the project. Level B & C are progressively more complex and the public involvement plan is similarly complex. Actual plans may include a combination of items from all four levels and are flexible in that items are added if needed to keep the public informed and involved.

Examples Of Public Involvement Level A & D Are Presented Understanding That Level B & C Projects Would Fall In Between Them.

Level A

- I. News release explaining the project.



Level D

- I. Notice of Intent and News Release. Schedule contacts with a newspaper or papers serving the area to develop a story and graphics that explain and illustrate the proposal. Radio and TV contacts. Federal Register Notice of Intent (projects requiring EIS.)

Public Involvement



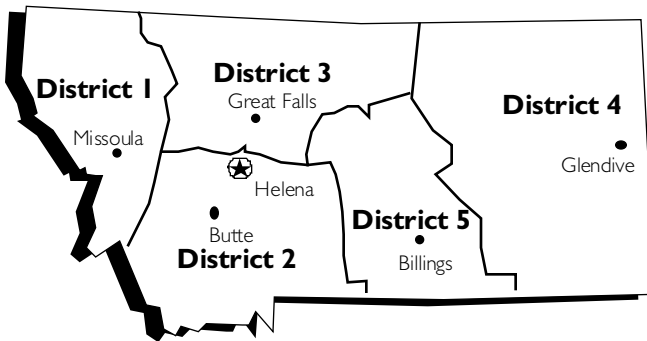
Level D (con't)

2. Establish "advisory committee" to guide the study.
3. Establish inter-disciplinary (ID) team.
4. Personal contacts with adjacent landowners for right-of-entry and preliminary right-of-way report.
5. Personal contacts with local government officials, interest groups and civic organizations.
6. Scoping meetings:
 - Public meeting to determine the scope of the issues.
 - Public meeting to identify possible alternatives.
 - Public meetings on findings and significant issues.
7. Personal contacts with landowners, government officials, interest groups during Environmental Assessment & Environmental Impact Statement preparation.
8. Public Hearing.
9. News account of the public hearing.
10. Personal contacts with landowners, government officials interest groups explaining decision, alternative.
11. News release announcing the decision, selected alternative. Or contact with a newspaper or papers serving the area to develop another story and graphics that explain and illustrate the decision. Radio and TV contacts (or news release, depending on the level of interest).
12. Personal contacts with adjacent landowners explaining final design (construction limits, approaches, etc.)
13. Construction notification and information during construction.



Project Specific

While District Administrators are not always the lead office, they are always familiar with the projects in their area. If they can't help you themselves, they will direct you to the appropriate people.



District 1 Administrator - Missoula **Jim Weaver**

P.O. Box 7039
Missoula, MT 59807-7039

(406)523-5800

E-Mail: U9458@MDTMIS.mdt.mt.gov

District 2 Administrator - Butte **Jason Giard**

P.O. Box 3068
Butte, MT 59702-3068

(406)494-3224

E-Mail: U2988@MDTBUT.mdt.mt.gov

Contacts



District 3 Administrator - Great Falls

Gene Stettler

P.O. Box 1359

Great Falls, MT 59403-1359

(406)727-4350

E-Mail: U8606@MDTGTF.mdt.mt.gov

District 4 Administrator - Glendive

Michael (Mick) Johnson

P.O. Box 890

Glendive, MT 59330-0890

(406)365-5296

E-Mail: U4525@MDTGLD.mdt.mt.gov

District 5 Administrator - Billings

Bruce Barrett

P.O. Box 20437

Billings, MT 59104-0437

1-888-863-8465 or (406)252-4138

E-Mail: U0356@MDTBLG.mdt.mt.gov

All Other Inquiries

Dave Dreher

P.O. Box 201001

Helena, MT 59620

1-800-714-7296 or (406)444-6245

E-Mail: U2272@long.mdt.mt.gov



Mission

The overall goal of the Transportation Planning Division's public involvement is to...

Provide multiple ways for interested citizens and stakeholders to obtain information and provide input into the transportation planning and decision-making process through a flexible, responsive and cost-effective public involvement process.



Target Audience

The target audience for the Transportation Planning Division's public involvement includes the following groups:

- ◆ General Public
- ◆ Transportation Professionals
(Planners, engineers, transit providers, etc.)
- ◆ Advocacy Groups
(Environmental, agricultural, highway user organizations, etc.)
- ◆ Tribal Governments
- ◆ Political Leaders
(Legislators, mayors, city & county commissioners, etc.)





Ongoing Public

The target audience is directly involved in the Division's public involvement process through the following ongoing strategies:

Quarterly Newsletter



The Transportation Planning Division's quarterly newsletter, *Newslines*, is mailed to over 4,000 citizens, stakeholder organizations, and elected and appointed officials.

The Transportation Planning Division uses *Newslines* to provide information and gather input on planning activities and topics, and is constantly working to expand the mailing list.

The design and content of *Newslines* is appropriate for the general public, and articles and graphics are presented in a nontechnical user-friendly manner.

Speaker's Bureau



The Transportation Planning Speakers' Bureau provides citizens with an easy way to request speakers on specific transportation planning-related topics.

Involvement...

The Bureau is periodically highlighted in *Newsline*. Interested individuals or groups can call the Division's toll-free information line and arrange for appropriate staff members to talk to them about their specific issue.

Toll-free Information and Comment Line

**1-800-714-7296
(Montana only)**



The Division's toll-free information and comment line provides a quick and inexpensive way to request information, provide comments, ask to receive *Newsline*, and discuss transportation issues with Division staff. The toll-free line is also used extensively during the annual development of the Statewide Transportation Improvement Program (STIP).

Issue or Study-Specific Focus or Advisory Groups

The Division uses study or project-specific advisory groups during the development of special studies or projects to provide valuable input from individuals and groups knowledgeable about the specific issues being addressed.



Ongoing Public

Press Releases and/or Advertisements Announcing Availability of Special Planning Products

The Division occasionally publishes special reports addressing specific transportation issues. In some cases, these reports are of interest to various members of the target audience. The Division uses *Newsline*, press releases, the MDT Internet Home Page, or advertisements, as appropriate, to notify the general public of the availability and content of these reports.



Input Received During Development of the STIP

The Multimodal Programming Bureau conducts an extensive public involvement process in support of the Statewide Transportation Improvement Program (STIP). The STIP is the three-year list of planned transportation projects. Although the input received during this process is usually project-specific, some commenters provide input on broader, planning-related issues. These comments are shared with appropriate offices within the Division and Department to ensure that all public input is monitored, considered, and responded to.



Involvement...

Special Mailings to Groups and Individuals

Occasionally, state and national transportation issues require the development of “white papers”. The Division mails these reports to groups or individuals interested in the issue or issues addressed. These reports are also noted in *Newsline* and on MDT’s Internet Home Page.



Transportation Planning Conference

As the division responsible for statewide transportation planning, the Transportation Planning Division strives to stay aware of local transportation issues and concerns. In addition to the Division’s ongoing communications, this goal is addressed in Division-sponsored conferences that bring together State, local and tribal government planners to discuss planning issues and provide technical assistance.





Ongoing Public

Internet Home Page

MDT has developed an extensive Internet Home Page. The Transportation Planning Division uses this “high-tech” communication tool to provide information and solicit comments. Various types of information available are: an overview of the current *Newsline*, various publications available upon request from the Division, rail and transit maps, as well as information from each MDT Division.

Internet Home Page Address:
<http://www.mdt.mt.gov>

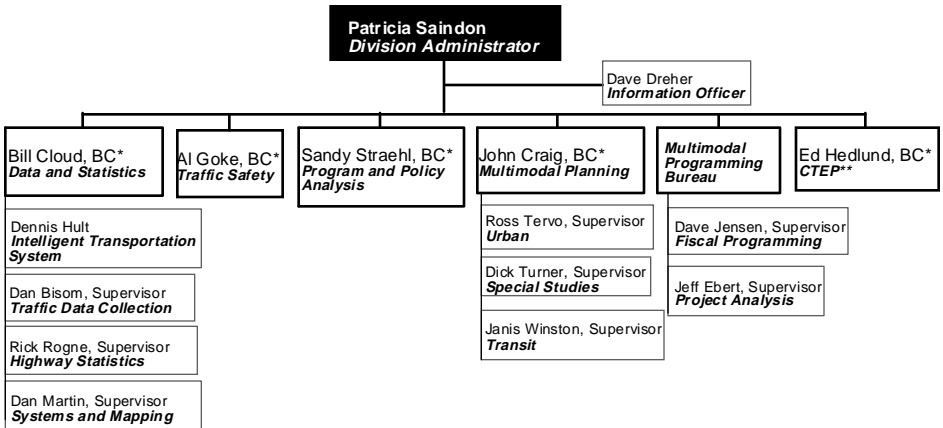


Involvement...

Staff Contacts

Routine staff contacts with the public are an important and often overlooked element of effective public involvement processes. All Division (and MDT) staff members are encouraged to treat all contacts as customers. This customer-service orientation stresses direct interaction between our customers and the staff people responsible for managing the Division's programs. The following chart provides the names of key Division staff people who can be contacted by address or by calling 1-800-714-7296.

MDT Transportation Planning Division



* BC = Bureau Chief

**CTEP = Community Transportation Enhancement Program



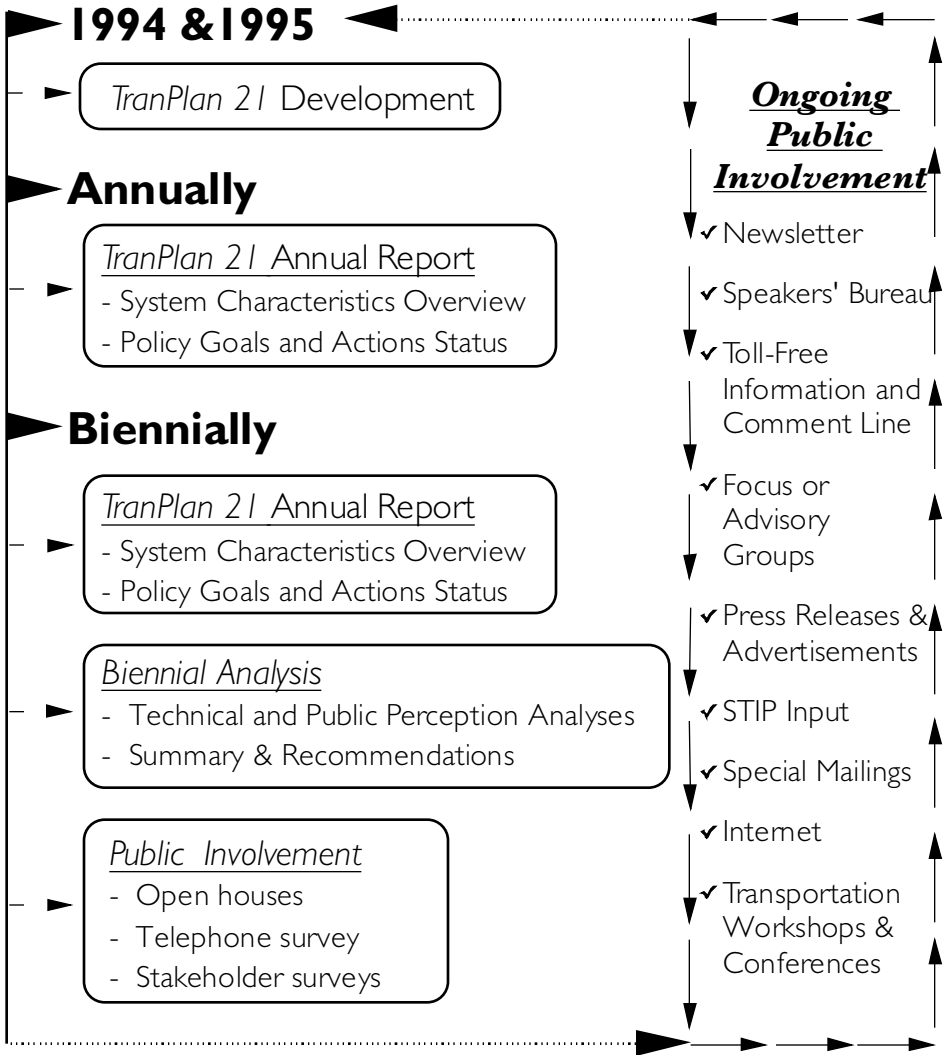
Biennial TranPlan 21 Evaluation

In addition to the ongoing public involvement methods described on Pages 8-13, the Division undertakes additional public involvement activities as part of the biennial TranPlan 21 evaluation process. In general, these activities are modeled on similar activities of the public involvement process for the initial development of TranPlan 21. These activities fall into three categories.

1. Regional Open Houses
2. Telephone Survey
3. Stakeholder Surveys

The results of these activities are summarized in a report along with an analysis of transportation system and socioeconomic conditions. This report is used to determine if TranPlan 21 revisions or updates are necessary.

TranPlan 21 Implementation and Evaluation Process





Division Evaluation

Division staff monitors the effectiveness of its public involvement process by reviewing survey response rates, meeting attendance numbers, and evaluation forms. Because it's difficult to expect any public involvement process to reach all individuals and groups on all issues, the Division constantly works to improve and expand its public involvement process based on the results of this continuing evaluation.





Additional Department Contacts:

Director
 Marv Dye 444-6201

Chief of Staff
 Jim Currie 444-7222

Public Information
 Dennis Unsworth 444-7205

Human Resources
 Russ McDonald 444-6040

Legal Services
 Tim Reardon 444-6090

Environmental Services
 Joel Marshik 444-7632

Tribal & Inter-Governmental Relations
 Ray Brown 444-6333

Divisions:

Administration
 Bill Salisbury 444-6023

Aeronautics / Aeronautics Board
 Mike Ferguson 444-2506

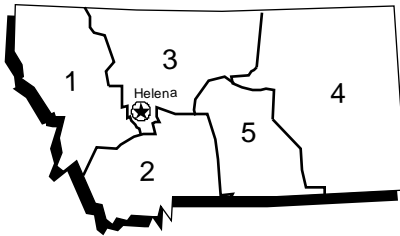
Engineering
 Gary Gilmore 444-6206

Maintenance
 John Blacker 444-6158

Motor Carrier Services
 Dave Galt 444-6140

Transportation Planning
 Patricia Saindon 444-3143

Transportation Commissioners and Related Montana County License Plate Prefixes



District 1
Dan Larson
293-3304

- 4. Missoula
- 7. Flathead
- 13. Ravalli
- 15. Lake
- 28. Powell
- 35. Sanders
- 46. Granite
- 54. Mineral
- 56. Lincoln

District 2
Patricia Abelin
587-0134

- 1. Butte/
Silver Bow
- 6. Gallatin
- 18. Beaverhead
- 25. Madison
- 30. Anaconda/
Deer Lodge
- 47. Meagher
- 43. Broadwater
- 49. Park
- 51. Jefferson

District 3
Wally R. Bell
443-2591

- 2. Cascade
- 5. Lewis & Clark
- 12. Hill
- 19. Chouteau
- 21. Toole
- 24. Blaine
- 26. Pondera
- 31. Teton
- 38. Glacier
- 48. Liberty

District 4
Ed Smith
483-5484

- 9. Powder River
- 11. Phillips
- 14. Custer
- 16. Dawson
- 17. Roosevelt
- 20. Valley
- 27. Richland
- 29. Rosebud
- 34. Sheridan
- 37. Daniels
- 39. Fallon
- 41. McCone
- 42. Carter
- 45. Prairie
- 50. Garfield
- 52. Wibaux

District 5
Thorm Forseth
259-3147

- 3. Yellowstone
- 8. Fergus
- 10. Carbon
- 22. Big Horn
- 23. Musselshell
- 32. Stillwater
- 33. Treasure
- 36. Judith Basin
- 40. Sweet Grass
- 44. Wheatland
- 53. Golden Valley
- 55. Petroleum





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Alternative accessible formats of Montana Department of Transportation publications will be provided upon request.

TDD (406)444-7696