**Hearing Handout Packet**

[Place project brand here if applicable]

**Public Hearing For**

**(Environmental Document Type)**

**(Project/Roadway Name)**

**(Termini)**

**(County Name)**

**(Project ID:)**

**(Hearing Location)**

**(Date/Time)**

[Place WisDOT Logo and FHWA Logo if applicable here]

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**Welcome**

Thank you for attending today’s public hearing for the (Project Name) project. This public hearing provides you the opportunity to give testimony on the (Environmental Document Type) that contains information regarding proposed transportation improvements that affect both near-term and long-term changes to the corridor.

**Public Hearing Agenda**

|  |  |
| --- | --- |
| Time | Item |
| (Time) | Sign in, pick up handout, review exhibits, visit with project staff and ask questions about the proposed improvements. |
|  | **Important!** – Determine if you will be providing testimony. If so, determine which option(s) and follow the instructions\*. |
|  | Availability to provide **Private Verbal Testimony\*** and **Written Testimony\*** begins. Both options are available until the end of the public hearing. |
| (Time) | Project presentation in [location]. |
| (Time) | **Public Verbal Testimony\*** option begins in [location] upon completion of project presentation. |
|  | Opportunity to review exhibits and visit with project staff continues. |
| (Time) | Public Hearing ends. |
|  | **Written (mail in [and email if applicable]) testimony\*** available until [date]. |

**\*See the following “Options and Instructions for Providing Testimony”**

**Options and Instructions for Providing Testimony**

There are several options for providing testimony as described below. Your testimony will be reviewed and considered by WisDOT and FHWA as part of the process for choosing the preferred alternative. **Testimony should be limited to tonight’s public hearing aspects (see Page** [page number]**), and statements or opinions about the project.** Provide comments on the alternative(s) you support or oppose and your reasons. Questions related to the project can be directed to project staff during the informal discussions, but will not be recorded by the court reporter or included in the public hearing record.

**Private Verbal Testimony**

This option may be preferred if you wish to make your statement privately to the court reporter rather than in front of an audience. This option is available during the entire public hearing [start time to end time], although you are also encouraged to attend the project presentation starting at [time]. Follow the signs or ask for directions to the location for providing private verbal testimony. Wait for an opening, provide the court reporter with your completed “Registration Slip for Verbal Testimony” (included in this handout packet or on a table in the [location]), state your name, address, and if applicable, the group, organization or business you are representing. Then give the court reporter your testimony.

**Public Verbal Testimony**

Following the project presentation [start time] in the [location], public verbal testimony will be accepted. Complete a “Registration Slip for Verbal Testimony” (included in this handout packet or on a table in the [location]). Give it to designate project staff anytime before, during or immediately following the project presentation. Your name will be called in the order the registration slips are received. When you are called to the microphone to provide testimony, please state your name, address, and if applicable, the group, organization or business you are representing. Please limit your testimony to approximately 3 minutes to allow time for others to provide their testimony in public. You can testify again as part of the public verbal testimony after others wishing to testify have done so. Public verbal testimony will continue until everyone interested in providing testimony has had the opportunity to do so or until the public hearing ends at [time], whichever comes first.

**Written Testimony**

You may provide written testimony in addition to, or in place of, verbal testimony. Complete the “Written Testimony Form” (included in this handout packet or on a table in the [location]). You may also use your own stationary. Include your name, address, and if applicable, the group, organization or business you are representing. If you prepared written testimony prior to the public hearing, you may submit that also. There are two options for submitting your written testimony as described below.

**Submit Tonight:** Complete the Written Testimony Form and place the form along with any other supporting documentation in the box located on the table in the (location).

**OR,**

**Mail In:** You may prefer this option if you would like additional time to organize your thoughts/testimony. The Written Testimony Form is pre-addressed (or provide a pre-addressed sticker at the registration table) and does not require postage. You may also send written testimony via e-mail. See “WisDOT Contact Information” on Page (page number) of this handout. Mailed or e-mailed testimony must be postmarked or received no later than (date) to be included in the official public hearing record.

**Project/Study Location Map** [Include project or study location map(s) here.]

**Purpose of the Public Hearing**

The objective of the public hearing and environmental document availability period is to get the most complete expression of public opinion regarding the project aspects listed in this handout on the record. Testimony provided during this public hearing and during the environmental document availability period will be considered along with all other judgments and opinions received before further decisions are made on the proposed project alternatives. This public hearing includes a project presentation and opportunities to provide public/private verbal testimony to a court reporter and/or written testimony. All testimony will be entered into the public hearing record along with other public hearing presentations, exhibits and materials

This public hearing will focus on the following aspects of the proposed (project name) project:

* The location and design features of the proposed improvements and alternatives being considered.
* The National and Wisconsin Environmental Policy Act public hearing process, as applicable, on projects which include preparation of an environmental document. The final environmental document prepared following this public hearing will be the decision document for the proposed improvements. Copies of the environmental document are available for review at this public hearing.
* Project activities that require authorization from the U.S. Army Corps of Engineers under the Clean Water Act for placing fill into waters of the United States including wetlands. (Note: Use this sentence only if applicable)

**Environmental Document Process**

The environmental documentation process includes development of a project purpose and need, range of alternatives, evaluation and screening of alternatives and selection of a preferred alternative. Numerous factors are considered throughout the environmental document development process including safety, mobility, compatibility with state/regional/local plans, engineering design standards, impacts to the socio-economic, natural and physical environment, cost, and input from the public and state/federal review agencies.

The (project name) is currently at the (Draft EIS, Environmental Assessment, Draft Environmental Report) stage. The (Draft EIS, Environmental Assessment, Draft Environmental Report) documents the project purpose and need for the proposed improvements, alternatives considered, environmental impacts of the alternatives retained for detailed study, and public involvement and agency coordination during the development of the purpose and need and refinement of alternatives. The final environmental document will identify the preferred alternative, reasons for its selection and summarize the results of public testimony provided during the public hearing and document availability period along with agency comments on the (Draft EIS, Environmental Assessment, Draft Environmental Report).

**Information for the Public Hearing Record**

In addition to the testimony provided at this public hearing, all exhibits, handouts, audio/visual presentations and displays available for viewing at the public hearing will be included in the official public hearing record. Page (page number) of this handout contains a complete listing of these materials. Other materials, along with other written testimony received after the public hearing, will be added to the official public hearing record provided they are postmarked or received no later than (date).

**Project Statement**

[The project statement should include a project description, project purpose and need, alternatives description along with maps if necessary and any other information necessary to provide a summary of the proposed project. Enough information should be provided here so the Hearing Chairperson can refer to this handout for the full project statement and provide only a Project Statement summary during the traditional-style portion of the public hearing.]

**Alternatives Comparison Matrix**

[The alternatives comparison matrix from the environmental document or some similar display should be included here to inform the public of impacts resulting from the proposed project alternative(s).]

**Property Acquisition/Relocation Assistance and Benefits**

[If property will be acquired, the standard language used to explain the property acquisition/relocation assistance and benefits process should be included here. The discussion should conclude with a paragraph explaining the anticipated acquisition timeframe if a build alternative is identified as the preferred alternative in the final environmental document.]

**Next Steps**

At the end of the document availability period, the project team will review and consider all public hearing testimony received on the (Draft EIS, Environmental Assessment, Draft Environmental Report). This input will assist the project team in selecting the preferred alternative. Upcoming milestones in completing the engineering and environmental study for the (project name) project include the following:

[Add bullets of major milestone timeframes and/or a project schedule here.]

**Description of Public Hearing Exhibits**

[All exhibits, audio/visual displays and presentations, brochures, handouts, documents, etc. available at the public hearing should be listed and described here. The list should be comprehensive so the Hearing Chairperson can enter this handout into the record as the full list of hearing exhibits rather than describing each exhibit during the traditional-style portion of the public hearing.]

**PowerPoint Presentation**

WisDOT is providing a brief PowerPoint presentation as part of the traditional-style portion of this public hearing to update the public on the proposed project alternatives and to explain the public hearing process. The PowerPoint presentation also serves the purpose of providing information required as part of the public hearing Project Statement.

**Contact Information**

**Submittal of Written testimony or general project questions**

Additional written public hearing testimony on the (Draft EIS, Environmental Assessment, Draft Environmental Report) after this public hearing should be sent to the WisDOT project manager at the address or email address given below. Additional testimony will be added to the official public hearing record and considered in the final environmental document provided it is postmarked or received no later than (date).

[Add project contact information here]

**Property acquisition/relocation questions**

Questions specific to property acquisition and/or relocations of homes and businesses can be most efficiently answered by real estate staff.

[Add project contact information here]

**Project website (project information, schedule and updates)**

[Add project website information if applicable]

**Written Testimony Form**

(Project Name and Termini) (WisDOT Logo)

Public Hearing (Project Brand, if applicable)

(Public Hearing Location)

(Public Hearing Date)

**Please place this form in the box on the table located in the (location) or mail by (date)**

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Testimony (use additional pages if necessary):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fold here

 [*Stamp or Pre-paid Postage*]

Wisconsin Department of Transportation

(*Address*)

Attn: (*Name*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fold here and staple to mail

**Registration Slip for Verbal Testimony**

(Project Name and Termini) (WisDOT Logo)

Public Hearing (Project Brand, if applicable)

(Public Hearing Location)

(Public Hearing Date)

This registration slip may be used for providing public or private verbal testimony. Following the project presentation (time) in the (location), public verbal testimony will take place. Complete this registration slip and submit it to a project team representative during or immediately following the presentation. Your name will be called in the order registration slips are received. When you are called to the microphone to provide testimony, please state your name, address, and who you represent if applicable (for example a business). Please speak slowly and clearly. A court reporter will record your testimony. Please limit your testimony to comments and/or opinions regarding the proposed project aspects for which this public hearing is being held. To allow everyone a chance to speak, please limit your testimony to approximately 3 minutes.

The same process applies for providing private verbal testimony, but this registration slip should be presented directly to the court reporter when a spot is available to provide your private verbal testimony.

If you do not wish to speak, but would like to use this registration slip to record your position on the alternatives being considered at the public hearing, please check the applicable boxes below.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If applicable - group, organization, or business you are representing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Wishing to speak**

[ ]  **Not wishing to speak, but please record my position on the alternatives being considered at the public hearing:**

 [ ]  Support, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Do Not Support, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_