

Involving the Public

Tool Kit Guidance



Keep Local Officials & the Public Updated

- o **Progress Reports**
- o **Project Sign**
 - o Submit to TSEP prior to printing
- o **Press Releases**
 - o Submit to TSEP prior to publishing
 - o Groundbreaking, ribbon cuttings, open house tours, etc
- o **Newsletters**
- o **Local Government or District website, Facebook page, email lists, etc.**

Project Signs: Include TSEP on List of Funding Sources

And... Commerce logo if space allows



Dealing with Complaints

- o **Complaints are bound to happen**
 - o Know who will deal with them (local government human resource officer?) and how they will be addressed
 - o Keep written records of the who, what, when, and where relative to the complaint
 - o Resolve the complaint ASAP

Questions?

See additional tool kit guidance on TSEP website at
<http://comdev.mt.gov/TSEP/tsepapplyingforgrants.mcp>

Call us, we are here to help

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