

2019

# Stakeholder Engagement Plan



Updated by the Saint  
Cloud Area Planning  
Organization  
Executive Board

1/10/2019

## DISCLAIMER

The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the Minnesota Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. Additional funding was provided locally by the member jurisdictions of the Saint Cloud Area Planning Organization: Benton County, Sherburne County, Stearns County, City of Sartell, City of Sauk Rapids, City of Saint Cloud, City of Saint Joseph, City of Waite Park, and LeSauk Township. The United States Government and the State of Minnesota assume no liability for the contents or use thereof.

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The contents of this document reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the policies of the State and Federal departments of transportation.



*The Saint Cloud Area Planning Organization (APO) hereby gives public notice that it is the policy of the APO to fully comply with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI assures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the APO receives Federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice by the APO has a right to file a formal complaint with the APO, MnDOT or the U.S. DOT. Any such complaint must be in writing and filed with the APO's Title VI Compliance Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see the [St. Cloud APO website](http://www.stcloudapo.org) ([www.stcloudapo.org](http://www.stcloudapo.org)), or you can view a copy at our offices at 1040 County Road 4, Saint Cloud, MN 56303.*



# *Saint Cloud* Area Planning Organization

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## **Resolution 2018-11**

### **Adopting the 2018 Saint Cloud Area Planning Organization Stakeholder Engagement Plan**

**WHEREAS**, the Saint Cloud Area Planning Organization is the body responsible for making transportation policy decisions and for directing the transportation planning and funding programming within the Saint Cloud urbanized area; and

**WHEREAS**, the U.S. Department of Transportation requires each Metropolitan Planning Organization (MPO) such as the Saint Cloud Area Planning Organization the authority to carry out metropolitan transportation planning in their given urbanized area to prepare and maintain a twenty (20) year transportation plan for that area; and

**WHEREAS**, the Saint Cloud Area Planning Organization, a metropolitan planning organization, is a sub-recipient of Federal Transit Administration funds through the Minnesota Department of Transportation; and

**WHEREAS**, discrimination on the basis of race, color, and national origin is prohibited in programs and activities receiving federal financial assistance by Title VI of the Civil Rights Act of 1964; and

**WHEREAS**, the Saint Cloud Area Planning Organization is committed to compliance with Title VI of the Civil Rights Act of 1964. The Saint Cloud Area Planning Organization assures that no person or group(s) of persons shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or activities administered through the Saint Cloud Area Planning Organization; and

**WHEREAS**, the Saint Cloud Area Planning Organization will provide meaningful access to services for persons with limited English proficiency; and

**WHEREAS**, all recipients and sub-recipients of Federal Transit Administration funds are required to have a Title VI program documenting compliance with Title VI regulations and in accordance with Title 49 CFR Section 21.9(b); and

**WHEREAS**, the Saint Cloud Area Planning Organization compiled a Title VI plan which addresses the requirements for Metropolitan Planning Organizations; and

**WHEREAS**, in accordance with the 2015 Fixing America's Surface Transportation (FAST) Act, the Saint Cloud Area Planning Organization and each metropolitan organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan and all activities during the planning process; and

**WHEREAS**, the 2018 Saint Cloud Area Planning Organization draft Stakeholder Engagement Plan was opened to public and agency comment for a forty-five (45) day comment period, and comments have been transmitted to the Saint Cloud Area Planning Organization Policy Board and incorporated into the document as appropriate;

**NOW, THEREFORE BE IT RESOLVED**, that the Saint Cloud Area Planning Organization Policy Board approves the Stakeholder Engagement Plan for submission to the Minnesota Department of Transportation.



Jeff Goerger, Saint Cloud APO Chair

6/14/18  
Date



Brian Gibson, PTP, Executive Director

6/14/18  
Date



# Table of Contents

<b>DISCLAIMER</b> .....	1
<b>GLOSSARY OF TERMS</b> .....	8
<b>1 - INTRODUCTION</b> .....	10
<b>Background</b> .....	10
<b>Purpose</b> .....	10
<b>Authority</b> .....	10
<b>APO Mission Statement</b> .....	11
<b>Organizational Structure</b> .....	11
<i>Policy Board</i> .....	12
<i>Executive Board</i> .....	12
<i>Technical Advisory Committee (TAC)</i> .....	12
<i>Bicycle Pedestrian Advisory Committee (BPAC)</i> .....	12
<b>2 - FEDERAL AND STATE REQUIREMENTS AND REGULATIONS</b> .....	14
<b>Federal Policy</b> .....	14
<b>Title VI</b> .....	15
<i>Title VI Coordinator Responsibilities</i> .....	15
<b>National Environmental Policy Act (NEPA)</b> .....	16
<b>Environmental Justice (EJ)</b> .....	16
<b>Americans with Disabilities Act (ADA) of 1990</b> .....	16
<b>Other Federal Regulations</b> .....	17
<b>Minnesota Open Meeting Law</b> .....	17
<b>3 - DEMOGRAPHIC ANALYSIS AND METHODOLOGY</b> .....	19
<b>APO Planning Area</b> .....	19
<b>Demographic Data</b> .....	21
<i>People-of-color</i> .....	21
<i>Low-income populations</i> .....	24
<i>People with Disabilities</i> .....	27
<i>Limited English Proficiency</i> .....	29
<i>Other demographic data</i> .....	35
<b>Figure 34: APO Environmental Justice Sensitive Areas Map</b> .....	45
<b>EJ and the Transportation Improvement Program (TIP)</b> .....	46
<b>4 - SEP GOALS AND STRATEGIES</b> .....	55
<b>Goal 1:</b> .....	55
<b>Goal 2:</b> .....	55
<b>Goal 3:</b> .....	55
<b>5 - PUBLIC INVOLVEMENT TECHNIQUES</b> .....	57

<b>6 - MEASURING SUCCESS OF PUBLIC INVOLVEMENT TECHNIQUES.....</b>	<b>59</b>
<b>7 - ENGAGEMENT TACTICS USED IN THE DEVELOPMENT OF APO PLANS AND STUDIES</b>	<b>60</b>
<b>Development of the Metropolitan Transportation Plan .....</b>	<b>60</b>
<i>Requirements.....</i>	<i>60</i>
<i>Engagement tactics for the MTP.....</i>	<i>60</i>
<i>Availability of Draft Plan .....</i>	<i>61</i>
<i>Documenting and Addressing Public Input .....</i>	<i>61</i>
<i>Changing the MTP.....</i>	<i>61</i>
<b>Development of the Transportation Improvement Program .....</b>	<b>62</b>
<i>Requirements.....</i>	<i>62</i>
<i>Engagement tactics for the TIP.....</i>	<i>62</i>
<i>Availability of Draft TIP (and Interim Support Materials) .....</i>	<i>63</i>
<i>Documenting and Addressing Public Input .....</i>	<i>63</i>
<i>Changing the TIP.....</i>	<i>63</i>
<b>Development of Corridor and Planning Related Studies .....</b>	<b>65</b>
<i>Availability of Draft Corridor and Planning Related Studies .....</i>	<i>66</i>
<b>Development of the Unified Planning Work Program .....</b>	<b>66</b>
<b>Development of the Stakeholder Engagement Plan .....</b>	<b>66</b>
<b>8 - TITLE VI AND ENVIRONMENTAL JUSTICE PROVISIONS .....</b>	<b>69</b>
<b>Saint Cloud Area Planning Organization Title VI Notice to the Public .....</b>	<b>69</b>
<b>Agenda and Website Accessibility Notice.....</b>	<b>69</b>
<b>Other ADA and Accessibility Provisions .....</b>	<b>69</b>
<b>Procedures for Identifying and Considering Needs of Minorities .....</b>	<b>69</b>
<i>People-of-Color .....</i>	<i>69</i>
<i>Low-Income.....</i>	<i>70</i>
<i>Disability .....</i>	<i>70</i>
<i>Elderly.....</i>	<i>70</i>
<i>General .....</i>	<i>70</i>
<b>9 - LIMITED ENGLISH PROFICIENCY PLAN .....</b>	<b>71</b>
<b>Plan Summary .....</b>	<b>71</b>
<b>Meaningful Access: Four (4)-Factor Analysis .....</b>	<b>71</b>
<i>The number or proportion of persons with limited English language proficiency in the service area who may be served or are likely to require APO services. ....</i>	<i>71</i>
<i>The frequency with which persons with limited English language proficiency come into contact with APO services or programs.....</i>	<i>71</i>
<i>The nature and importance of services and programs provided by the APO to the LEP population.</i>	<i>71</i>
<i>The resources available to the APO and overall costs to provide LEP assistance .....</i>	<i>71</i>
<b>Language Assistance .....</b>	<b>72</b>
<i>Language Assistance Measures .....</i>	<i>72</i>

<i>Translation of Documents</i> .....	72
<i>Staff Training</i> .....	72
<b>Monitoring</b> .....	73
<b>Dissemination of the Saint Cloud APO LEP Plan</b> .....	73
<b>10 - CONCLUSION</b> .....	74
<b>APPENDIX A</b> .....	75
<b>SAINT CLOUD AREA PLANNING ORGANIZATION TITLE VI POLICY STATEMENT AND ASSURANCES</b> .....	75
<b>Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A</b> .....	75
<b>Statutory/Regulatory Authorities</b> .....	75
<b>General Assurances</b> .....	75
<b>Specific Assurances</b> .....	76
<b>APPENDIX B</b> .....	77
<b>APPENDIX C</b> .....	80
<b>CLAUSES FOR DEEDS TRANSFERING UNITED STATES PROPERTY</b> .....	80
<b>APPENDIX D</b> .....	81
<b>APPENDIX E</b> .....	82
<b>APPENDIX F</b> .....	83
<b>APPENDIX G</b> .....	84
<b>Scope of Title VI Complaints</b> .....	84
<b>Formal Title VI Complaint Procedure</b> .....	84
<b>LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, OR LAWSUITS</b>	87
<b>MINORITY REPRESENTATION ON BOARDS AND COMMITTEES</b> .....	88
<b>Saint Cloud Area Planning Organization Title VI Complaint Form</b> .....	89
<b>APPENDIX H</b> .....	93
<b>SOCIAL MEDIA PLAN</b> .....	93
<b>APPENDIX I</b> .....	95
<b>Sign-In sheet example</b> .....	95
<b>APPENDIX J</b> .....	96
<b>"I Speak" Cards</b> .....	96
<b>APPENDIX K</b> .....	101
<b>APPENDIX L</b> .....	106
<i>Introduction</i> .....	106
<i>Accessible Meeting Location</i> .....	106
<i>Accessible Room Set-Up</i> .....	106
<i>Accessible Presentation of Meeting Content</i> .....	107
<i>Presenting Meeting Content Accessibly</i> .....	108
<i>Providing Auxiliary Aids and Services</i> .....	110
<i>Evaluating the Accessibility of a Meeting Site</i> .....	111

<b><i>Temporary Barrier Removal Suggestions for Accessible Features</i></b> .....	114
<b>Feature 1 - Temporary Barrier Removal, Parking and Passenger Drop-Off Areas</b> .....	114
Region 2 (NJ, NY, PR, VI) .....	120
Region 3 (DE, DC, MD, PA, VA, WV) .....	120
Region 4 (AL, FL, GA, KY, MS, NC, SC, TN) .....	120
Region 5 (IL, IN, MI, MN, OH, WI) .....	120
Region 6 (AR, LA, NM, OK, TX) .....	120
Region 7 (IA, KS, MO, NE) .....	121
Region 8 (CO, MT, ND, SD, UT, WY) .....	121
Region 10 (AK, ID, OR, WA).....	121



# GLOSSARY OF TERMS

**Accessible Formats:** Formats that are alternative to standard print or online materials that are accessible to people with disabilities. This may include large print, recorded audio and other electronic formats, and Braille.

**Americans with Disabilities Act (ADA):** Civil rights legislation passed in 1990 and effective July 1992 that sets design guidelines for accessibility to public facilities and public meetings for individuals with disabilities.

**Bicycle Pedestrian Advisory Committee (BPAC):** The Bicycle Pedestrian Advisory Committee consists of citizen volunteers representing the APO planning area who have a special interest in bicycle and pedestrian issues. The BPAC reviews transportation studies, plans, and projects from a citizen's perspective.

**Environmental Justice (EJ):** Identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of programs, policies, and activities on minority populations and low-income populations in the United States. Each Federal agency, including Metropolitan Planning Organizations like the Saint Cloud Area Planning Organization, must comply with this executive order.

**Federal Highway Administration (FHWA):** A branch of the U.S. Department of Transportation that administers the Federal-Aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

**Federal Transit Administration (FTA):** A branch of the U.S. Department of Transportation that provides financial and technical assistance to local public transit systems and oversees safety measures for those systems.

**Fixing America's Surface Transportation (FAST) Act:** The FAST Act was signed into law on Dec. 4, 2015, by President Obama. The Act reauthorized the Federal-Aid Highway Program through fiscal year 2020, while consolidating the number of federal programs to focus resources on key national goals and reduce duplicative programs. The Act also emphasizes expedited project delivery.

**Limited English Proficiency (LEP):** Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

**Metropolitan Transportation Plan (MTP):** A transportation plan addressing no less than a twenty (20) year planning horizon. The MTP includes both long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system.

**Minnesota Department of Transportation (MnDOT):** The state department of transportation for Minnesota. MnDOT's mission is to plan, build, operate, and maintain a safe, accessible, efficient, and reliable multimodal transportation system that connects people to destinations and markets throughout the state, regionally, and around the world.

**National Environmental Policy Act (NEPA):** NEPA was signed into law on Jan. 1, 1970, by President Nixon. The Act is designed to encourage productive and enjoyable harmony between humans and their environment; promote efforts which will prevent or eliminate damage to the environment and biosphere and stimulate the health and welfare of humankind; to enrich the understanding of the ecological systems and natural resources important to the Nation; and to establish a Council on Environmental Quality.

**Saint Cloud Area Planning Organization (APO):** The APO is the Metropolitan Planning Organization serving nineteen (19) jurisdictions and representing 131,666 residents as of the U.S. Census Bureau 2011-2015 American Community Survey Five (5) Year Estimates. There are nine (9) jurisdictions who are subscribed, planning partner members of the APO. Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus) is also a subscribed, planning partner member.

**Stakeholder:** A stakeholder is any person or group that is affected by a transportation plan, program, or project, including those not aware they are affected. Stakeholders may also be any person or group that

thinks they may be affected by a transportation plan, program, or project even if they are not actually affected. Examples of stakeholders include: non-governmental organizations, traditionally underserved communities, residents of affected geographic areas, commuters and tourists, transportation professionals, and government agencies.

**Stakeholder Engagement Plan (SEP):** The public participation plan of the Saint Cloud Area Planning Organization.<sup>1</sup>

**Technical Advisory Committee (TAC):** The Technical Advisory Committee consists of thirteen (13) voting members representing local and state planners, engineers, and transit operators from Benton, Stearns, and Sherburne counties and MnDOT. The TAC reviews plans and programs from a technical perspective and makes recommendations to the APO's decision-makers.

**Title VI:** A portion of the Civil Rights Act of 1964 that prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance.

**Transportation Improvement Program (TIP):** The TIP covers up to a five (5) year time frame, and all projects included in the TIP must be consistent with the MTP. The TIP is a comprehensive listing of the region's surface transportation projects – including transit, highway, local roadway, and bicycle and pedestrian investments – that receive federal or state funds or are regionally significant regardless of funding source.

**Unified Planning Work Program (UPWP):** The UPWP is a one (1) year work program and is reflective of the actions and activities to maintain a comprehensive, continuous, and coordinated transportation planning process. The UPWP represents the planning priorities to be carried out within the Saint Cloud Metropolitan Planning Area.

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<sup>1</sup> Public participation plans are required by 23 CFR §450.316. This Stakeholder Engagement Plan is intended to fulfill the Saint Cloud APO's requirement for such a plan.

# 1 - INTRODUCTION

## Background

This Stakeholder Engagement Plan (SEP), hereafter referred to as the SEP, reinforces the Saint Cloud Area Planning Organization's (APO's) commitment to meaningful public involvement in its planning and programming efforts.

As part of its planning and programming process, the APO will involve citizens, member jurisdictions, affected public agencies, representatives of transportation agency employees or unions, public and private providers of transportation, and other stakeholders who have a known interest in the process.

It is the goal of the APO to ensure that no one who uses services provided by the organization or its member jurisdictions will be excluded from participation, denied benefits, or discriminated against while using these services on the basis of their race, color, or national origin in compliance with Title VI of the Civil Rights Act of 1964.

APO programs shall also adhere to the following executive orders:

- EO 12898: Federal Action to Address Environmental Justice in Minority and Low-Income Populations.
- EO 13166: Improving Access to Services for Persons with Limited English Proficiency.

Engaging stakeholders improves decision-making at all levels by incorporating technical and non-technical input. The SEP provides the vision and the process for engaging the full range of community constituents in regional decision-making. It allows for addressing public priorities and concerns, minimizing negative impacts, and improving public agency-to-community relationships.

## Purpose

The APO's SEP provides detailed information regarding how the public will be involved in the APO's planning and programming processes, including: 1) the Metropolitan Transportation Plan (MTP), 2) the Transportation Improvement Program (TIP), and 3) the Unified Planning Work Program (UPWP). It also provides general guidance for all other planning products done by the APO, such as region-wide planning studies, corridor studies, and sub-area studies.

This updated document is based on evaluating previous public involvement efforts both within and outside the APO. The SEP complies with the 2015 Fixing America's Surface Transportation (FAST) Act provisions and was prepared in accordance with Federal Highway Administration (FHWA) regulations (23 CFR §450.316)

## Authority

The Code of Federal Regulations (23 CFR §450.316) requires all Metropolitan Planning Organizations (MPOs) like the APO to develop and use a documented public participation plan that defines a process for providing citizens, affected public agencies, and others with reasonable opportunities to be involved in the metropolitan transportation planning process. The SEP fulfills that requirement.

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance including organizations like the APO. The Civil Rights Restoration Act of 1987 broadened the scope of the Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs are federally assisted or not.

Further Title VI requirements and guidelines for MPOs and transit agencies are outlined in Federal Transit Administration (FTA) Circular 4702.1B titled "Title VI Requirements and Guidelines for Federal Transit Administration Recipients." This document ensures the level and quality of public transportation service provided by FTA funded organizations is provided in a nondiscriminatory manner; promotes full and fair

participation in public transportation decision-making without regard to race, color, or national origin; and ensures meaningful access to transit-related programs and activities by persons with limited English proficiency.

### APO Mission Statement

The APO is committed to coordinated planning – in a fair and mutually beneficial manner – on select issues transcending jurisdictional boundaries for the betterment of the entire Saint Cloud Metropolitan Planning Area. This mission is accomplished through professional planning initiatives, the provision of objective information, and building collaborative partnerships that foster consensus.

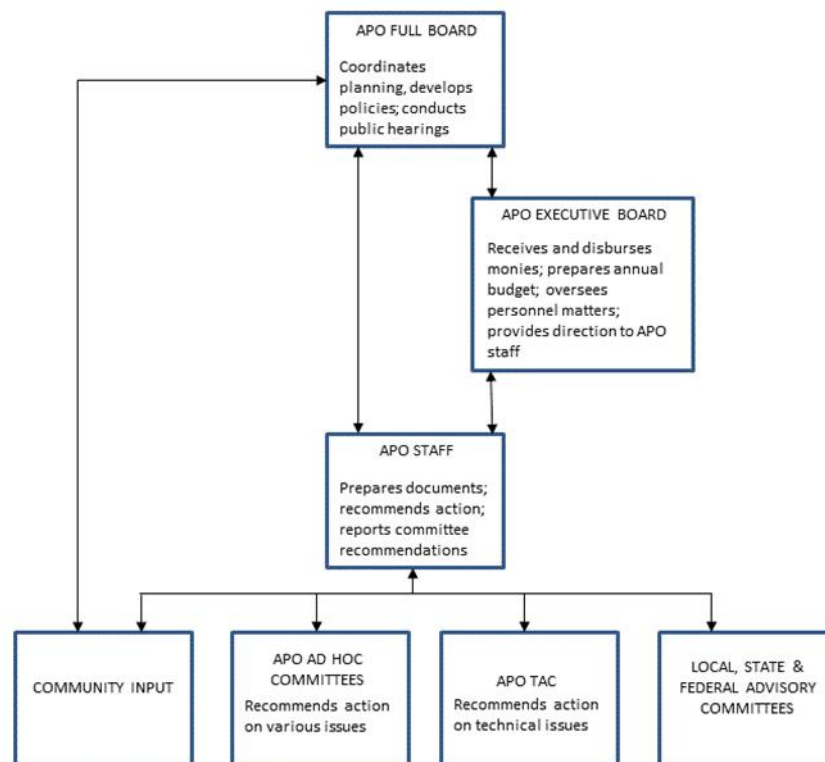
The APO strives to be:

- Public service oriented by providing accountability to constituents and exhibiting the highest standards of ethical conduct.
- Creative problem solvers by anticipating potential challenges and developing creative solutions based on professional knowledge, public involvement, and collaboration with our partners.
- Continuous learners who constantly seek new information, knowledge, and skills to better serve the Saint Cloud Metropolitan Planning Area.

### Organizational Structure

As a comprehensive, intergovernmental transportation planning agency for the Saint Cloud Metropolitan Planning Area, the APO receives local, state, and federal funds to administer programs and improvement projects.

The APO currently has two (2) governing boards – the Policy Board and the Executive Board – which are the decision-making bodies of the APO and provide guidance and direction to staff. The Boards are advised by a Technical Advisory Committee (TAC) and a TAC subcommittee for bicycle and pedestrian issues.



**Figure 1: APO Organizational Chart**

### *Policy Board*

The full Policy Board is comprised of representatives from nine (9) member jurisdictions, as well as representatives from the Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus). The APO's metropolitan planning area is comprised of nineteen (19) jurisdictions, representing 131,666 residents as of the U.S. Census Bureau 2011-2015 American Community Survey Five (5) Year Estimate. The Policy Board consists of thirty-five (35) members of which thirty-one (31) are elected officials from local governing boards (e.g., city, county, and township). Non-elected persons representing planning and community interests hold the remaining four (4) voting membership positions. The Policy Board is responsible for the adoption of policies on all transportation matters.

### *Executive Board*

As a subcommittee of the Policy Board, the Executive Board is a smaller working body, responsible for detailed analysis of operational matters. This committee is comprised of eleven (11) members who currently hold voting membership on the Policy Board. The Executive Board has been authorized by the Policy Board to:

1. Prepare an agenda for regular meetings of the APO Policy Board;
2. Receive and disburse monies within the approved budget;
3. Handle personnel matters consistent with the APO's Personnel Policies;
4. Prepare the annual budget and work program;
5. Nominate a slate of officers for the annual meeting;
6. Provide direction to the Executive Director;
7. Speak for the APO;
8. Recommend action and policy to the APO Policy Board.

### *Technical Advisory Committee (TAC)*

The Technical Advisory Committee consists of up to thirteen (13) voting members representing local and state planners, engineers and transit operators from Benton, Stearns, and Sherburne counties and the Minnesota Department of Transportation (MnDOT). The TAC reviews plans and programs from a technical perspective and makes recommendations to the APO's decision-makers. During the TAC's review of transportation planning products, the recommendation of the APO staff is considered and both recommendations are carried forward for consideration and final action by the Executive and/or Policy Board.

### *Bicycle Pedestrian Advisory Committee (BPAC)*

The Bicycle Pedestrian Advisory Committee consists of citizen volunteers who have a special interest in bicycle and pedestrian issues. The BPAC reviews transportation studies, plans, and projects from the perspective of bicycle and pedestrian transportation users and makes recommendations to the TAC.

Board/ committee	Membership	Responsibilities	Meeting Frequency	Meeting Materials (hard copy)	Meeting Materials (electronic copy)	Information on Website	Past Meeting Minutes
<b>Policy Board</b>	Appointed representatives from local units of government (elected and non-elected)	Administrative leadership with authority on budget, policy, and planning activities	Meetings held three times a year	Members only	Email list of interested parties	Full agenda packet	Available on website
<b>Executive Board</b>	Subcommittee of the Policy Board	Advise Policy Board on appropriate actions. Can act as a decision making body on behalf of the Policy Board in some cases.	Generally held once a month on the second Thursday of the month	Members only	Email list of interested parties	Full agenda packet	Available on website
<b>Technical Advisory Committee</b>	Technical staff from local units of government and cognizant agencies	Advise Policy and Executive Boards on planning and policy activities	First Thursday of every month	Members only	Email list of interested parties	Full agenda packet	Available on website
<b>Bicycle Pedestrian Advisory Committee</b>	Technical staff and citizen members	Advise the TAC on bicycle and pedestrian issues	As needed	Members only	Email list of interested parties	Full agenda packet	Available on website

**Figure 2: Summary of APO Boards and Committees**

## 2 - FEDERAL AND STATE REQUIREMENTS AND REGULATIONS

### Federal Policy

Federal statutes and regulations provide general guidelines for locally developed public involvement processes and procedures. The APO's SEP incorporates FHWA regulatory requirements (23 CFR 450.316).

The principle objectives of the APO's SEP are outlined in detail below and are generally set forth pursuant to the requirements outlined in 23 CFR 450.316:

- To establish a consistent means of notification and involvement for the public;
- To actively seek input and involvement from a wide variety of individuals, groups, and organizations affected by the transportation system;
- To establish and facilitate effective public involvement early in the planning process, before key decisions are made and while there is ample opportunity to influence decisions;
- To promote informed and thoughtful public input in regards to the decision-making process by providing access to information in a timely manner;
- To fully document and consider public input;
- To utilize public involvement in the development of transportation plans, programs, and projects which are representative of local, regional, and state priorities/needs while incorporating a range of transportation options;
- To develop a public participation plan in consultation with interested parties and to update it periodically as necessary;
- To employ to the maximum extent practicable, visualization techniques, which may include: artist renderings, computer model images, computer simulations, drawings, flowcharts, maps, models, photo manipulation, scenario planning tools, simulated photos, sketches, videos, or visual preference surveys;
- To require a minimum public comment period of forty-five (45) days before the APO's SEP is adopted, revised, or updated;
- To provide for the early involvement of various transportation interest groups (e.g., traffic, bicyclists, pedestrians, rideshare, parking, transportation safety and enforcement agencies, rail operators, toll authorities, airport, private transportation providers, public officials, freight shippers, environmental resources, and permit agencies);
- To coordinate APO's SEP with statewide public participation plans to enhance public consideration and understanding of the issues, plans, and programs as well as to reduce redundancies and costs; and
- To evaluate, on a periodic basis, APO's SEP to verify that the process is open to all individuals with interest and that the procedures of this policy are being implemented and followed in accordance with federal regulation and that the objectives/criteria set forth therein is administered appropriately.

The Fixing America's Surface Transportation (FAST) Act was signed into law on Dec. 4, 2015, by President Obama. The Act reauthorized the Federal-Aid Highway Program through fiscal year 2020, while consolidating the number of federal programs in order to focus resources on key national goals and reduce duplicative programs. The Act also emphasizes expedited project delivery.

The FAST Act continues the previous transportation act's commitment to public participation, directing MPOs like the APO to have a public participation plan that provides people, "affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan."

The FAST Act directs MPO public participation plans to "be developed in consultation with all interested parties," and "provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan."

It further directs MPOs "to the maximum extent practicable" to "hold any public meetings at convenient and accessible locations and times," to "employ visualization techniques to describe plans," and to "make public



information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information.”

## Title VI

The APO strives to be consistent with Title VI of the Civil Rights Act of 1964 (23 USC 140, 23 CFR 200, and 49 CFR 21) which ensures that no person shall, on the ground of race, color, sex, national origin, or physical handicap, be excluded from participating in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving federal assistance from the U.S. Department of Transportation.

### *Title VI Coordinator Responsibilities*

The APO’s Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring the APO’s compliance with Title VI regulations. Complaint processing procedures against the APO for alleged violation of Title VI regulations can be found in Appendix G of this document.

Title VI Coordinator’s responsibilities are as follows:

1. Process the disposition of Title VI complaints received by the APO.
2. Collect statistical data (race, color, or national origin) of participants in and beneficiaries of state highway programs, e.g. affected citizens and impacted communities.
3. Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of consultant contractors and other recipients of Federal-Aid Highway Fund contracts administered through the APO.
5. Review APO program directives. Where applicable, include Title VI language and related requirements.
6. Conduct training programs on Title VI and other related statutes for APO employees and recipients of federal highway funds. Post a copy of the Title VI Plan on the APO website. Post the Title VI Plan on the employee bulletin board and bulletin boards near the front desk at the APO worksite. Inform all employees that a copy of the Title VI Plan is available upon request. Instruct all new employees about the Title VI Plan during orientation.
7. Prepare a yearly report of Title VI accomplishments and goals, as required.
8. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
9. Conduct post-grant reviews of APO programs and applicants for compliance with Title VI requirements.
10. Identify and take corrective action to help eliminate discrimination.
11. Establish procedures to promptly resolve identified Title VI deficiencies. Document remedial actions agreed to be necessary. Provide remedial actions within ninety (90) days of identification of a deficiency.

The person responsible for ensuring the APO’s compliance with Title VI regulations is the APO Executive Director. However, he or she may delegate specific monitoring or compliance tasks to staff members. Any member of the public may contact the APO’s Executive Director to discuss Title VI compliance by one of the following means:

- By Mail: 1040 County Road 4, Saint Cloud, MN 56303
- By Phone: (320) 252-7568
- By Email: [admin@stcloudapo.org](mailto:admin@stcloudapo.org)

As a pass through FTA funding recipient from MnDOT to Saint Cloud Metropolitan Transit Commission (MTC, more commonly known as Saint Cloud Metro Bus), the APO is responsible for ensuring the Title VI compliance of its sub-recipients. In accordance with the 2012 FTA Circular C 4702.1B titled “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” the APO shall document that they pass through FTA funds under any FTA programs to sub-recipients without regard to race, color, or national origin, and assure that minority populations are not being denied the benefits of or excluded from participation in these programs.

Title VI Provisions for the APO can be found in Section 8 of this document. Complaint procedures and other Title VI compliance documentation can be found in Appendices A through G. This portion of the document will be updated every three (3) years.

### National Environmental Policy Act (NEPA)

The National Environmental Policy Act, as amended in 1970, recognizes the need to protect the natural environment from profound influences of population growth, high-density urbanization, industrial expansion, resource exploitation, and new and expanding technological advances.

The Act requires agencies to undertake an assessment of the environmental effects of their proposed actions prior to making decisions. In cooperation with State and local governments, and other concerned public and private organizations, NEPA calls for the following:

“To use all practicable means and measures, including financial and technical assistance, in a manner calculated to foster and promote the general welfare, to create and maintain conditions under which man and nature can exist in productive harmony, and fulfill the social, economic, and other requirements of present and future generations of Americans.”

As an agency receiving funding by the Federal Government, MPOs such as the APO must review its present statutory authority, administrative regulations, and current policies and procedures for the purpose of determining whether there are any deficiencies or inconsistencies therein which prohibit full compliance with the Act.

### Environmental Justice (EJ)

Presidential Executive Order (EO) 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations further supports Title VI. The order reads:

“Each Federal agency shall make achieving Environmental Justice part of its mission by identifying and addressing as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

EO 12898 was signed into law by President Clinton in 1994.

MPOs like the APO are required to identify disproportionately high or adverse effects to these populations. The APO has established a process identifying significant EJ populations and incorporates an EJ analysis into its planning process to identify baseline information on EJ populations at a regional level. The APO analyzes the distribution of potential benefits and adverse impacts and identifies measures to mitigate adverse impacts.

During planning processes, the APO follows the three (3) federally mandated EJ principles:

- Identify and appropriately address disproportionate adverse human health and environmental impacts on people-of-color and low-income populations;
- Ensure the full and fair participation by all potentially affected communities; and
- Prevent denial/delay/reduction of benefits for people-of-color and low-income populations.

### Americans with Disabilities Act (ADA) of 1990

Under the Americans with Disabilities Act (ADA) of 1990, a qualified individual with a disability is a person that 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

The Act includes provisions that ensure those with disabilities have accommodations included in transportation facility development, are able to access the sites where public participation activities occur, and are guaranteed access to information available at those forums.

The APO strives to be consistent with the ADA by utilizing meeting facilities that comply with the requirements of the law. Specific public involvement activities related to ADA compliance include an ADA

stakeholder list and notifications, ADA compliant meeting facilities, and allowance of ample time for comment, including alternate formats of documents and feedback forms.

## Other Federal Regulations

In addition, the APO strives to be consistent with EO 13116: Improving Access to Services for Persons with Limited English Proficiency. This order states that people who speak limited English should have meaningful access to federally-conducted and federally-funded programs and activities. It requires that all federal agencies identify the need for services to those with limited English proficiency and develop and implement a system to provide those services so all persons can have meaningful access to services.

In order to comply with EO 13116, the APO has developed a Limited English Proficiency (LEP) plan to address the APO's responsibilities as a recipient of federal financial assistance. The plan has been prepared in accordance with Title VI and its discrimination on the basis of race, color, or national origin.

More information on APO Limited English Proficiency can be found in Section 9 of this document.

## Minnesota Open Meeting Law

The Minnesota Open Meeting Law was originally enacted in Laws 1957, chapter 773, section 1. It is now codified in Minnesota Statutes, Chapter 13D. The Minnesota Supreme Court has articulated three (3) purposes of the open meeting law:

- To prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences;
- To assure the public's right to be informed; and
- To afford the public an opportunity to present its views to the public body.

The Minnesota Supreme Court has held that the open meeting law applies to all gatherings of members of a governing body, whether or not action is taken or contemplated, with the exception of advisory groups or committees that do not make decisions but instead recommend action by other decision-making bodies.

The open meeting law does not apply to chance or social gatherings of members of a public body. However, a quorum of a public body may not, as a group, discuss or receive information on official business in any setting under the guise of a private social gathering.

The Minnesota Open Meeting Law requires that votes in open meetings be recorded and those notes – or minutes – be made available to the public. Meetings must be held in a public place within the jurisdictional boundary area.

All public bodies must:

- Keep schedules of regular meetings on file at their offices.
- Post notice of special meetings (meetings held at a time or place different for regular meetings) on their principal bulletin board. The public body must also either mail notice to people who have requested such mailings, or publish notice in the official newspaper, at least three (3) days before the meeting.
- Make good faith efforts to notify news media that have filed written requests (with telephone numbers) for notice of emergency meetings called because of circumstances that require immediate consideration. Because of the nature of these meetings, a three (3) day notice would not be feasible.

At least one (1) copy of any printed material prepared by the public body and distributed or available to all members of the public body must also be made available in the meeting room for inspection by the public.

Closed meetings defined under the Minnesota Open Meeting Law can be applied to:

- Performance evaluations and disciplinary hearings of an individual who is subject to its authority.
  - The public body must summarize the conclusions of the evaluation at its next open meeting.
- Meetings discussing labor negotiations.
- Meetings addressing certain security issues.

- Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- Meetings discussing certain issues relating to government property sales or purchases.
  - An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting.

Civil penalties and fees can be enforced for intentional violation of the open meeting law.

As a public governing body, the Minnesota Open Meeting Law is applicable to the APO.

### **Other Minnesota Regulations**

While not a state agency, board, commission, department, or committee, the APO will not conduct public meetings on the day of the state primary or general election. This decision is in accordance with Public Meetings Prohibited on Election Day documented in Minnesota State Statute 204C.03 Subd. 4.

### **3 - DEMOGRAPHIC ANALYSIS AND METHODOLOGY**

#### **APO Planning Area**

The APO Urbanized Area is designated by the U.S. Census Bureau every decennial census year. Criteria for defining this area include population density and density of development. The APO approves a twenty (20) year planning boundary that includes the Census-defined Urbanized Area, but which also considers expected urbanized growth within that time period. Member jurisdictions include Stearns County, Benton County, Sherburne County, City of Saint Cloud, City of Sartell, City of Sauk Rapids, City of Waite Park, City of Saint Joseph, and LeSauk Township. Saint Cloud MTC is also a member.

The cities of Rockville, Saint Stephen, and Saint Augusta along with Brockway Township, Haven Township, Minden Township, Sauk Rapids Township, Saint Wendel Township, Saint Joseph Township, and Watab Township are located within the designated APO twenty (20) year planning boundary but are not formal member jurisdictions. Instead they are represented through their respective counties.

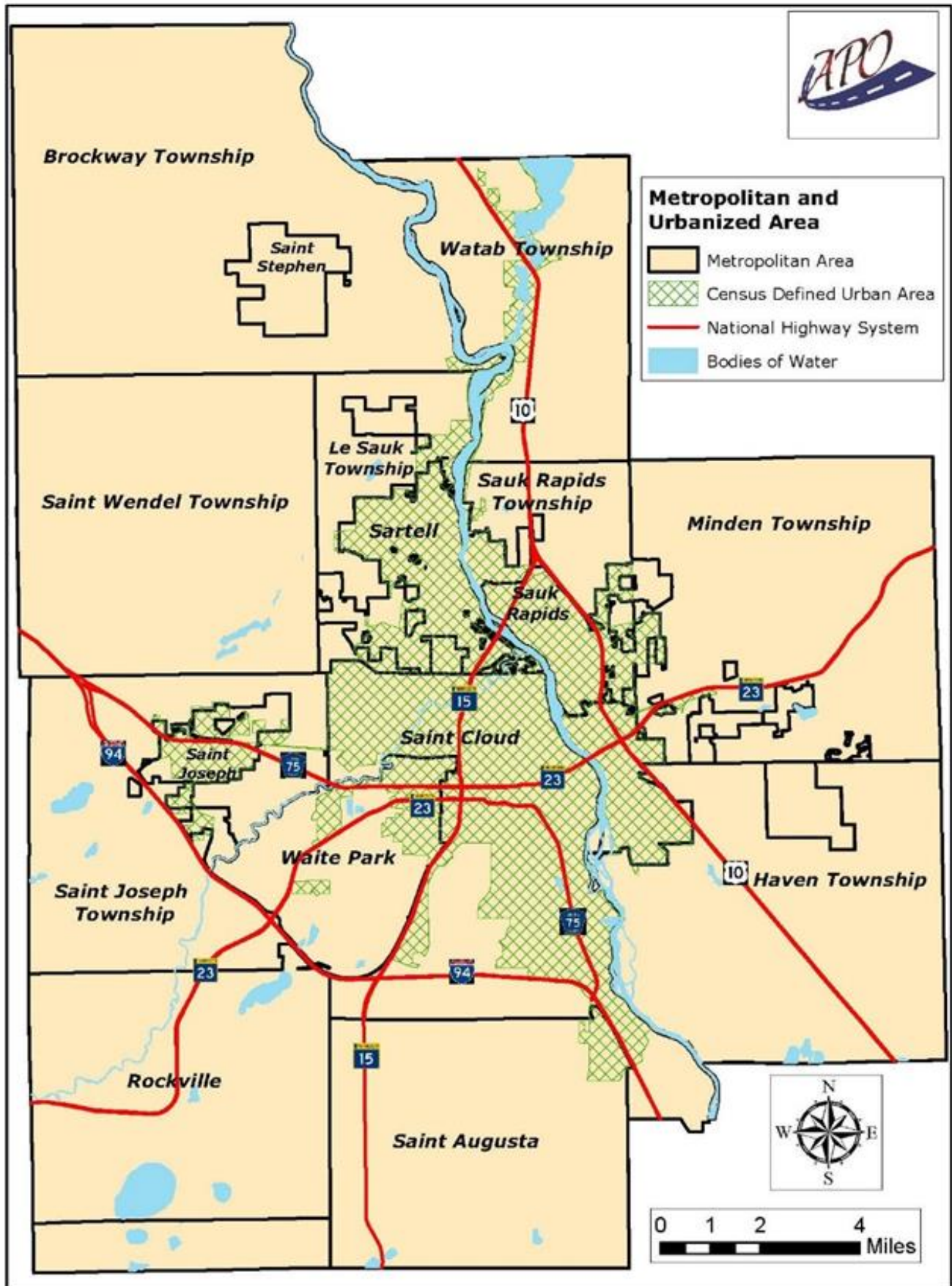


Figure 3: APO Jurisdictional Map

## Demographic Data

According to the U.S. Census Bureau's 2011-2015 American Community Survey (ACS) Five (5) Year Estimates, the APO's metropolitan planning area has a population of 131,666. In comparison to the most recent U.S. Census in 2010, the population for the APO's planning area has increased by 1,441 people or 1.1 percent.

In order to comply with Federal and State regulations, the APO is mandated to document specific demographic characteristics including people-of-color, people living in poverty, people with disabilities, and individuals who have limited English proficiency. In conjunction with Title VI, Executive Order 12898 on EJ, ADA, and Executive Order 13116 on LEP, the APO is to be mindful of these populations throughout the planning process in order to limit disproportionate adverse effects and insure equitable access to transportation and transportation resources.

### *People-of-color*

A total of 15,417 area residents have been identified by the U.S. Census Bureau's 2011-2015 ACS Five (5) Year Estimates as being people-of-color. This corresponds to a regional average of 11.7 percent of the population being identified as people-of-color.

People-of-color as defined by ACS included individuals who identify as: Black/African-American alone; American Indian and Alaska Native alone; Asian alone; Native Hawaiian and other Pacific Islander alone; some other race; or two (2) or more races.

Populations for people-of-color within the APO's planning area have increased. According to the 2010 U.S. Census, the APO's planning area had a population of 13,858 people who identified as people-of-color. That number has increased by approximately 1,500 people by 2015.

APO Area Population		
Year	2010	2015
<b>Total Population</b>	130,225	131,666
<b>People-of-Color</b>	13,858	15,417
<b>Percent of population who are People-of-Color*</b>	10.6%	11.7%
<b>Caucasian Population</b>	116,367	116,249
<b>Percent Caucasian*</b>	89.4%	88.3%

\* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

**Figure 4: APO People-of-Color Population**

People who have identified as Caucasian make up the largest portion of the APO planning area with 89.4 percent of the population identifying as such. This percentage excludes those who have identified their ethnicity as being Hispanic or Latino (2.7 percent of the area's population). The next largest racial group is black or African-American at 5.6 percent followed by Asian at 2.4 percent.

Out of the APO member jurisdictions, Waite Park has the largest percentage of individuals in its population who identify as people-of-color – 23.2 percent of its population. Saint Cloud had the next largest percentage of its population identifying as people-of-color at 16.2 percent, followed by Rockville at 11.6 percent, and Sartell at 6.7 percent.



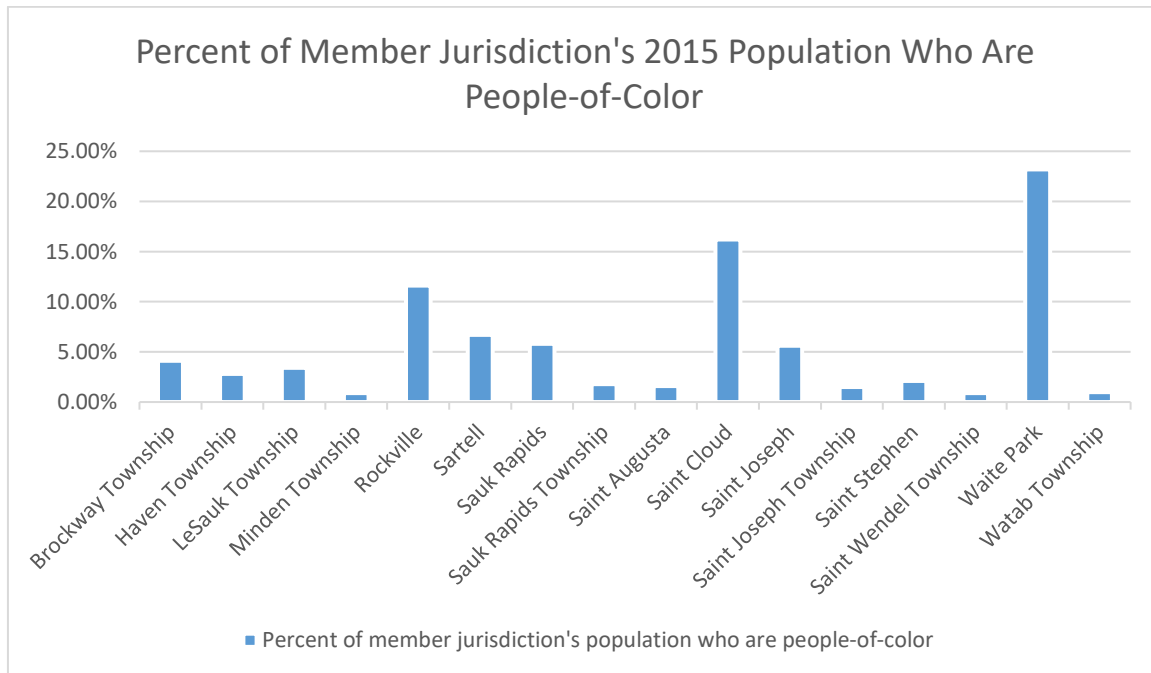
Saint Cloud APO member jurisdictions	2015 Population Total	2015 People-of-Color Population*	Percent of Member Jurisdiction's 2015 Population Who Are People-of-Color**
<b>Brockway Township</b>	2,763	112	4.1%
<b>Haven Township</b>	1,841	55	3.0%
<b>LeSauk Township</b>	1,629	55	3.4%
<b>Minden Township</b>	1,524	13	0.9%
<b>Rockville</b>	2,481	288	11.6%
<b>Sartell</b>	16,274	1,097	6.7%
<b>Sauk Rapids</b>	13,196	769	5.8%
<b>Sauk Rapids Township</b>	454	8	1.8%
<b>Saint Augusta</b>	3,486	55	1.6%
<b>Saint Cloud</b>	66,298	10,767	16.2%
<b>Saint Joseph</b>	6,749	381	5.6%
<b>Saint Joseph Township</b>	1,231	18	1.5%
<b>Saint Stephen</b>	953	20	2.1%
<b>Saint Wendel Township</b>	2,218	21	0.9%
<b>Waite Park</b>	7,429	1,727	23.2%
<b>Watab Township</b>	3,140	32	1.0%
<b>Totals</b>	<b>131,666</b>	<b>15,417</b>	<b>11.7%</b>

\* Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers.

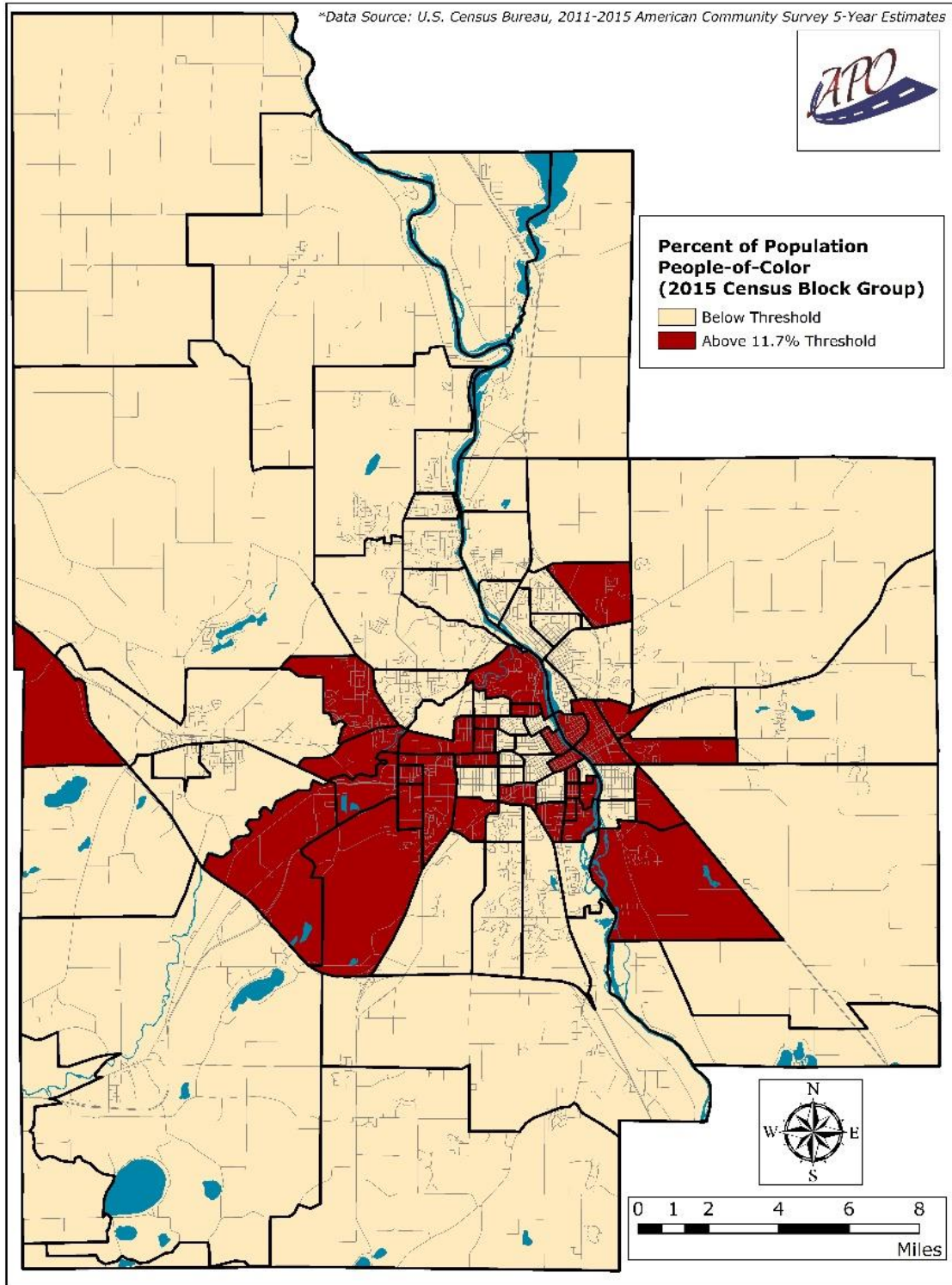
\*\*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

**Figure 5: APO Member Jurisdiction People-of-Color Population**



**Figure 6: Percent of APO Member Jurisdiction's Population Who Are People-of-Color**



**Figure 7: Percent of APO Member Jurisdiction's Population Who Are People-of-Color Map**

### Low-income populations

A total of 21,797 individuals over the age of five (5) have been identified as being low-income according to ACS data. That represents 17.7 percent of the APO metropolitan planning area's population over the age of five (5) – 122,849 people.

The number of individuals ages five (5) and older identified as living in poverty has increased by 2,510 people between 2010 and 2015.

Individuals living in poverty		
Year	2010	2015
Population 5-years and older	117,608	122,849
Individuals living in poverty	19,287	21,797
Percent of individuals living in poverty*	16.4%	17.7%

\* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

**Figure 8: APO Individuals Living in Poverty Population**

Out of the APO member jurisdictions, Saint Joseph has the largest percent of its population living in poverty at 29.8 percent. Saint Cloud has the second largest percentage of its population living in poverty at 23.3 percent, followed by Sauk Rapids at 21.5 percent, and Waite Park at 20.9 percent.

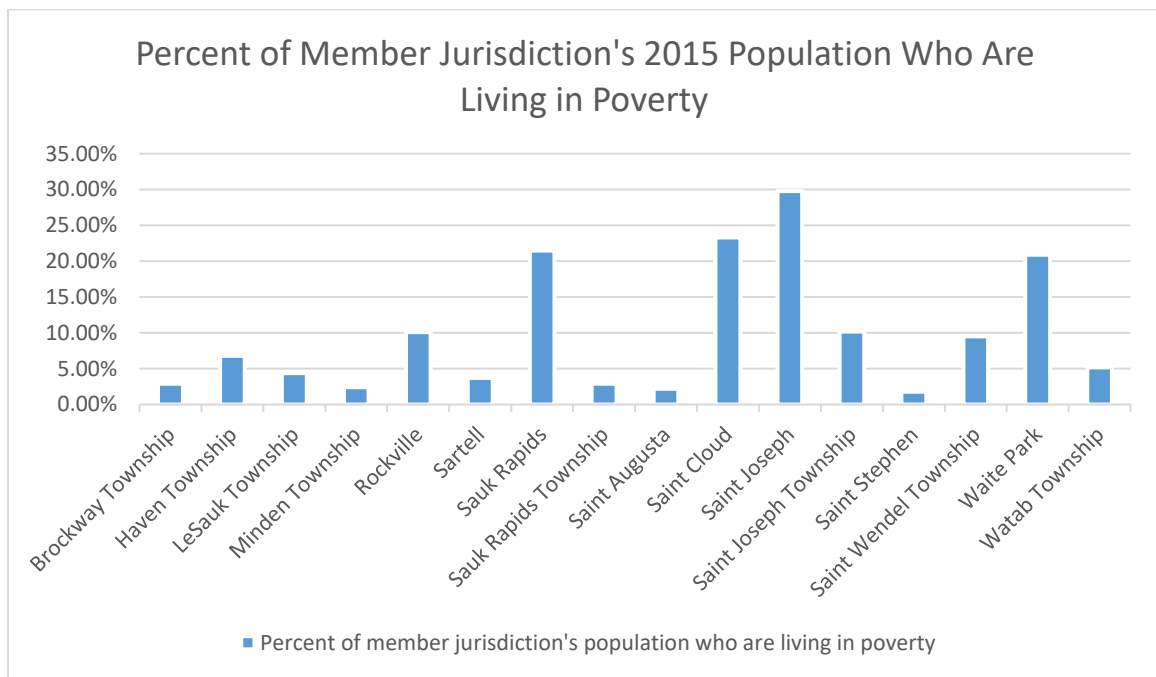
Jurisdiction	2015 Population 5-Years and Older	2015 Population 5-Years and Older Who Are Living in Poverty*	Percent of Individuals 5-Years and Older Living in Poverty in 2015**
<b>Brockway Township</b>	2,747	81	2.9%
<b>Haven Township</b>	1,841	125	6.8%
<b>LeSauk Township</b>	1,629	72	4.4%
<b>Minden Township</b>	1,524	37	2.4%
<b>Rockville</b>	2,481	251	10.1%
<b>Sartell</b>	16,125	595	3.7%
<b>Sauk Rapids</b>	12,952	2,791	21.5%
<b>Sauk Rapids Township</b>	454	13	2.9%
<b>Saint Augusta</b>	3,480	76	2.2%
<b>Saint Cloud</b>	61,724	14,375	23.3%
<b>Saint Joseph</b>	5,124	1,528	29.8%
<b>Saint Joseph Township</b>	1,231	126	10.2%
<b>Saint Stephen</b>	949	17	1.8%
<b>Saint Wendel Township</b>	116	11	9.5%
<b>Waite Park</b>	7,350	1,537	20.9%
<b>Watab Township</b>	3,126	162	5.2%
<b>Totals</b>	<b>122,849</b>	<b>21,797</b>	<b>17.7%</b>

\* Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers.

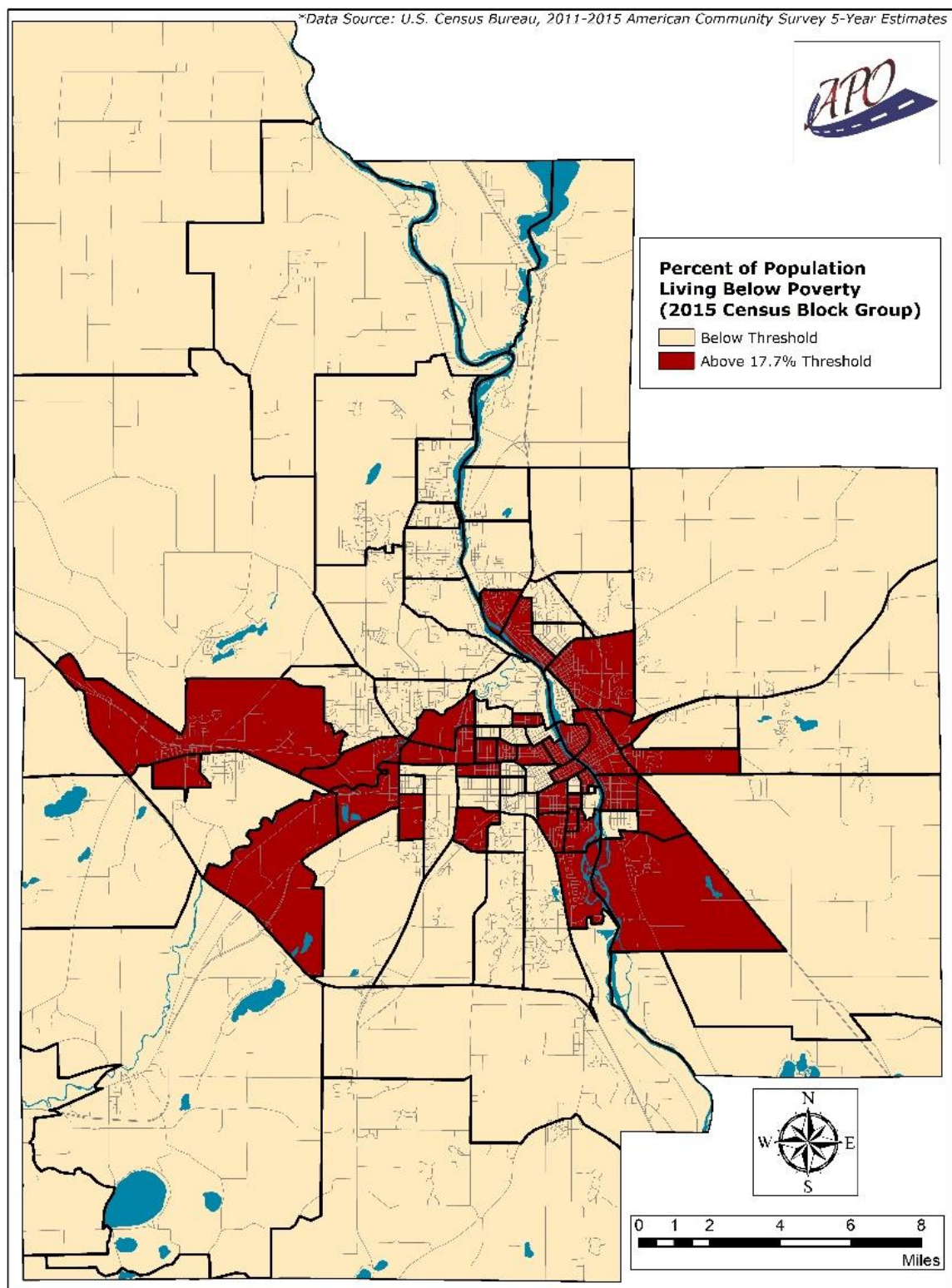
\*\*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 9: APO Member Jurisdiction Individuals Living in Poverty Population**



**Figure 10: Percent of APO Member Jurisdiction's Population Who Are Individuals Living in Poverty**



**Figure 11: APO Member Jurisdiction's Population Who Are Individuals Living in Poverty Map**



## People with Disabilities

The U.S. Census Bureau's 2011-2015 ACS Five (5) Year Estimates have reported 15,050 people within the APO's planning area as having some form of a disability. This data source utilizes information from people who are not institutionalized. The total number of people who are not institutionalized in the APO planning area is 129,380. Based on this information, approximately 11.6 percent of the APO area's population has identified as having a disability.

No data was collected from the 2010 Census on the number of people with disabilities.

People with disabilities		
Year	2010	2015
<b>Population total</b>	N/A	131,666
<b>Population of non-institutionalized individuals</b>	N/A	129,380
<b>Population of non-institutionalized individuals with disabilities</b>	N/A	15,050
<b>Percent of population of non-institutionalized individuals with disabilities</b>	N/A	11.6%

\* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 12: APO Individuals with a Disability Population**

Out of the APO's member jurisdictions, Sauk Rapids has the highest percentage of its population as identifying as having a disability at 14.1 percent. That is followed by Sauk Rapids Township at 13.7 percent, Saint Cloud at 12.3 percent, and Haven Township at 12.4 percent.

Jurisdiction	Total 2015 Population*	2015 Population Identifying As Having a Disability**	Percent of 2015 Population Identifying As Having a Disability***
<b>Brockway Township</b>	2,763	173	6.3%
<b>Haven Township</b>	1,841	228	12.4%
<b>LeSauk Township</b>	1,629	160	9.8%
<b>Minden Township</b>	1,524	174	11.4%
<b>Rockville</b>	2,481	182	7.3%
<b>Sartell</b>	16,113	1,818	11.3%
<b>Sauk Rapids</b>	12,986	1,826	14.1%
<b>Sauk Rapids Township</b>	454	62	13.7%
<b>Saint Augusta</b>	3,473	331	9.5%
<b>Saint Cloud</b>	64,453	7,936	12.3%
<b>Saint Joseph</b>	6,749	451	6.7%
<b>Saint Joseph Township</b>	1,231	128	10.4%
<b>Saint Stephen</b>	953	71	7.5%
<b>Saint Wendel Township</b>	2,218	207	9.3%
<b>Waite Park</b>	7,377	926	12.6%
<b>Watab Township</b>	3,135	377	12.0%
<b>Totals</b>	<b>129,380</b>	<b>15,050</b>	<b>11.6%</b>

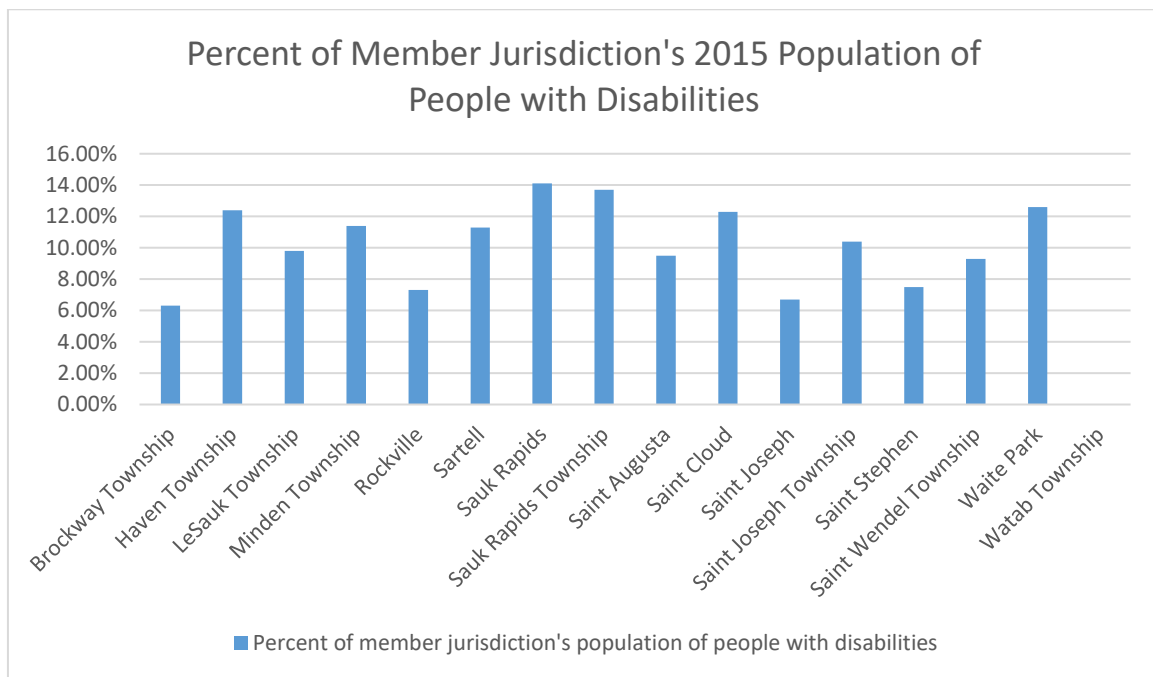
\*Total population is the total of non-institutionalized individuals.

\*\* Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers.

\*\*\*Percentages have been rounded to the nearest tenth.

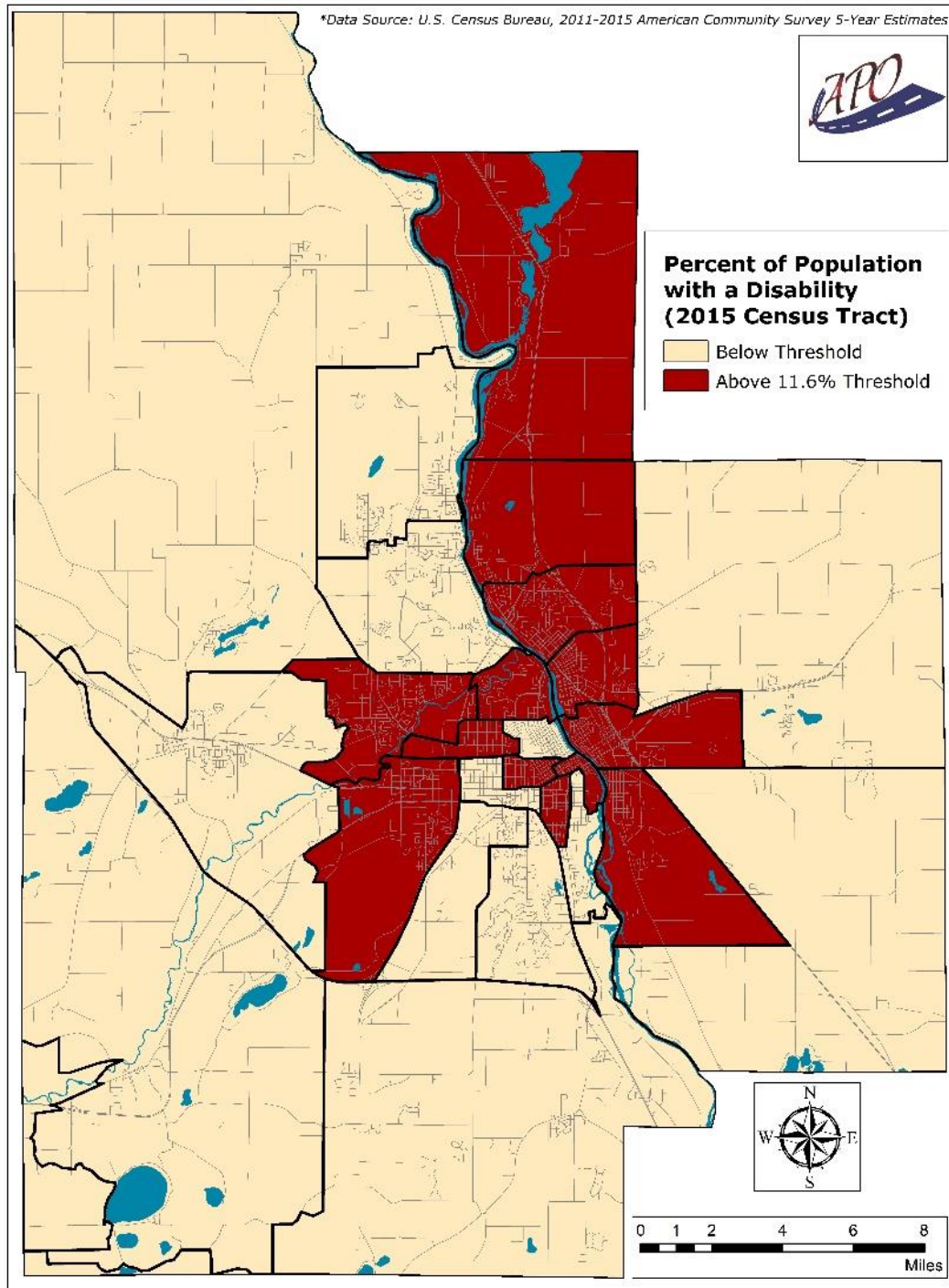
Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 13: APO Member Jurisdiction Individuals with a Disability Population**



**Figure 14: Percent of APO Member Jurisdiction's Population Who Are Individuals with a Disability**





**Figure 15: APO Member Jurisdiction's Population Who Are Individuals with a Disability Map**

### *Limited English Proficiency*

A total of 3,922 people over the age of five (5) have been identified by ACS as being able to speak English less than very well. That represents 3.2 percent of the APO area's population over the age of five (5) – 122,849 people.

Languages Spoken at Home		
Year	2010	2015
Population 5-years and older	119,738	122,849
Language other than English	6,670	10,491
Percent of population who speak a language other than English	5.6%	8.5%
Speak English less than 'very well'	2,491	3,922
Percent of population who speak English less than 'very well'	2.1%	3.2%

\* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

**Figure 16: APO Languages Spoken at Home Population**

ACS data breaks down the languages spoken by Spanish, other Indo-European languages, Asian and Pacific Island languages, and other languages. A majority (37.4 percent) of the individuals identified as speaking another language fall under the "other languages" category.

Waite Park has the largest percentage of its population speaking English less than very well at 9.8 percent. This is followed by Rockville at 8 percent, Saint Cloud at 4.2 percent, and Saint Joseph at 3.8 percent.

Jurisdiction	2015 Population 5 Years and Over	2015 Population That Speaks English Only*	Percentage** of 2015 Population That Speaks English Only	2015 Population That Speak English Less Than 'Very Well'*	Percentage** of 2015 Population Who Speak English Less Than 'Very Well'
<b>Brockway Township</b>	2,591	2,535	97.8%	0	0.0%
<b>Haven Township</b>	1,765	1,723	97.6%	6	0.3%
<b>LeSauk Township</b>	1,564	1,518	97.1%	17	1.1%
<b>Minden Township</b>	1,460	1,448	99.2%	0	0.0%
<b>Rockville</b>	2,281	2,078	91.1%	182	8.0%
<b>Sartell</b>	15,166	14,515	95.7%	77	0.5%
<b>Sauk Rapids</b>	11,937	11,507	96.4%	112	0.9%
<b>Sauk Rapids Township</b>	438	428	97.7%	0	0.0%
<b>Saint Augusta</b>	3,230	3,185	98.6%	28	0.9%
<b>Saint Cloud</b>	62,041	54,947	88.6%	2,582	4.2%
<b>Saint Joseph</b>	6,408	5,988	93.4%	243	3.8%
<b>Saint Joseph Township</b>	1,169	1,158	99.1%	0	0.0%
<b>Saint Stephen</b>	882	858	97.3%	5	0.6%
<b>Saint Wendel Township</b>	2,157	2,125	98.5%	6	0.3%
<b>Waite Park</b>	6,792	5,444	80.2%	664	9.8%
<b>Watab Township</b>	2,968	2,901	97.7%	0	0.0%
<b>Totals</b>	<b>122,849</b>	<b>112,358</b>	<b>91.4%</b>	<b>3,922</b>	<b>3.2%</b>

\*Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers.

\*\*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 17: APO Member Jurisdiction English Language Spoken at Home**

Jurisdiction	2015 Population 5 Years and Over	2015 Population of Spanish Speakers Who Speak English Less Than 'Very Well'*	Percentage** of 2015 Spanish Speakers Who Speak English Less Than 'Very Well'	2015 Population of Other Indo- European Language Speakers Who Speak English Less Than 'Very Well'*	Percentage** of 2015 Other Indo- European Language Speakers Who Speak English Less Than 'Very Well'
<b>Brockway Township</b>	2,591	0	0.0%	0	0.0%
<b>Haven Township</b>	1,765	4	0.2%	0	0.0%
<b>LeSauk Township</b>	1,564	0	0.0%	0	0.0%
<b>Minden Township</b>	1,460	0	0.0%	0	0.0%
<b>Rockville</b>	2,281	173	7.6%	9	0.4%
<b>Sartell</b>	15,166	15	0.1%	49	0.3%
<b>Sauk Rapids</b>	11,937	85	0.7%	0	0.0%
<b>Sauk Rapids Township</b>	438	0	0.0%	0	0.0%
<b>Saint Augusta</b>	3,230	9	0.3%	6	0.2%
<b>Saint Cloud</b>	62,041	279	0.4%	479	0.8%
<b>Saint Joseph</b>	6,408	0	0.0%	0	0.0%
<b>Saint Joseph Township</b>	1,169	0	0.0%	0	0.0%
<b>Saint Stephen</b>	882	0	0.0%	5	0.6%
<b>Saint Wendel Township</b>	2,157	3	0.1%	3	0.1%
<b>Waite Park</b>	6,792	312	4.6%	14	0.2%
<b>Watab Township</b>	2,968	0	0.0%	0	0.0%
<b>Totals</b>	<b>122,849</b>	<b>880</b>	<b>0.0%</b>	<b>565</b>	<b>0.0%</b>

\*Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers.

\*\*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

**Figure 18: APO Jurisdiction Spanish and other Indo-European Languages Spoken at Home Population**

Jurisdiction	Population 5 Years and Over	2015 Population of Asian and Pacific Island Language Speakers Who Speak English Less Than 'Very Well'*	Percentage** of 2015 Asian and Pacific Island Language Speakers Who Speak English Less Than 'Very Well'	2015 Population of Other Language Speakers Who Speak English Less Than 'Very Well'*	Percentage** of 2015 Other Language Speakers Who Speak English Less Than 'Very Well'
<b>Brockway Township</b>	2,591	0	0.0%	0	0.0%
<b>Haven Township</b>	1,765	2	0.1%	0	0.0%
<b>LeSauk Township</b>	1,564	30	1.1%	0	0.0%
<b>Minden Township</b>	1,460	0	0.0%	0	0.0%
<b>Rockville</b>	2,281	0	0.0%	0	0.0%
<b>Sartell</b>	15,166	313	0.1%	0	0.0%
<b>Sauk Rapids</b>	11,937	126	0.2%	0	0.0%
<b>Sauk Rapids Township</b>	438	3	0.0%	0	0.0%
<b>Saint Augusta</b>	3,230	15	0.4%	0	0.0%
<b>Saint Cloud</b>	62,041	1,430	0.9%	3,136	2.0%
<b>Saint Joseph</b>	6,408	108	0.7%	211	3.0%
<b>Saint Joseph Township</b>	1,169	0	0.0%	0	0.0%
<b>Saint Stephen</b>	882	8	0.0%	0	0.0%
<b>Saint Wendel Township</b>	2,157	3	0.0%	0	0.0%
<b>Waite Park</b>	6,792	204	1.9%	577	3.0%
<b>Watab Township</b>	2,968	0	0.0%	4	0.0%
<b>Totals</b>	<b>122,849</b>	<b>2,242</b>	<b>0.0%</b>	<b>3,928</b>	<b>0.0%</b>

\*Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers.

\*\*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

Figure 19: APO Jurisdiction Asian/Pacific Island and Other Languages Spoken at Home Population

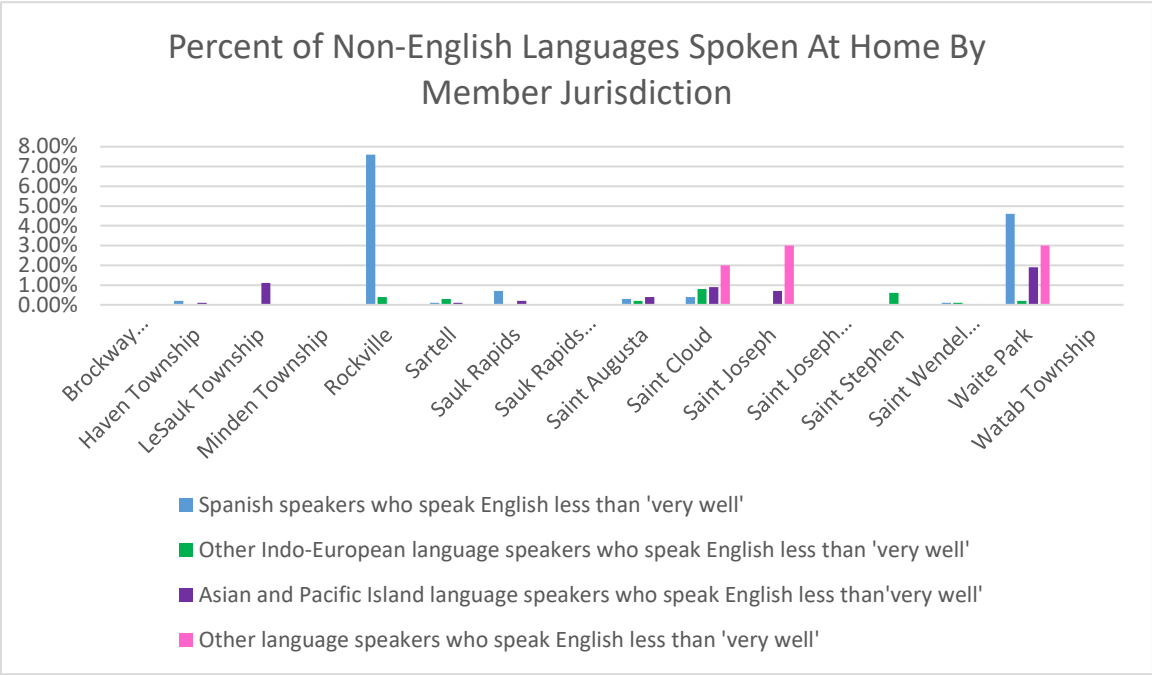
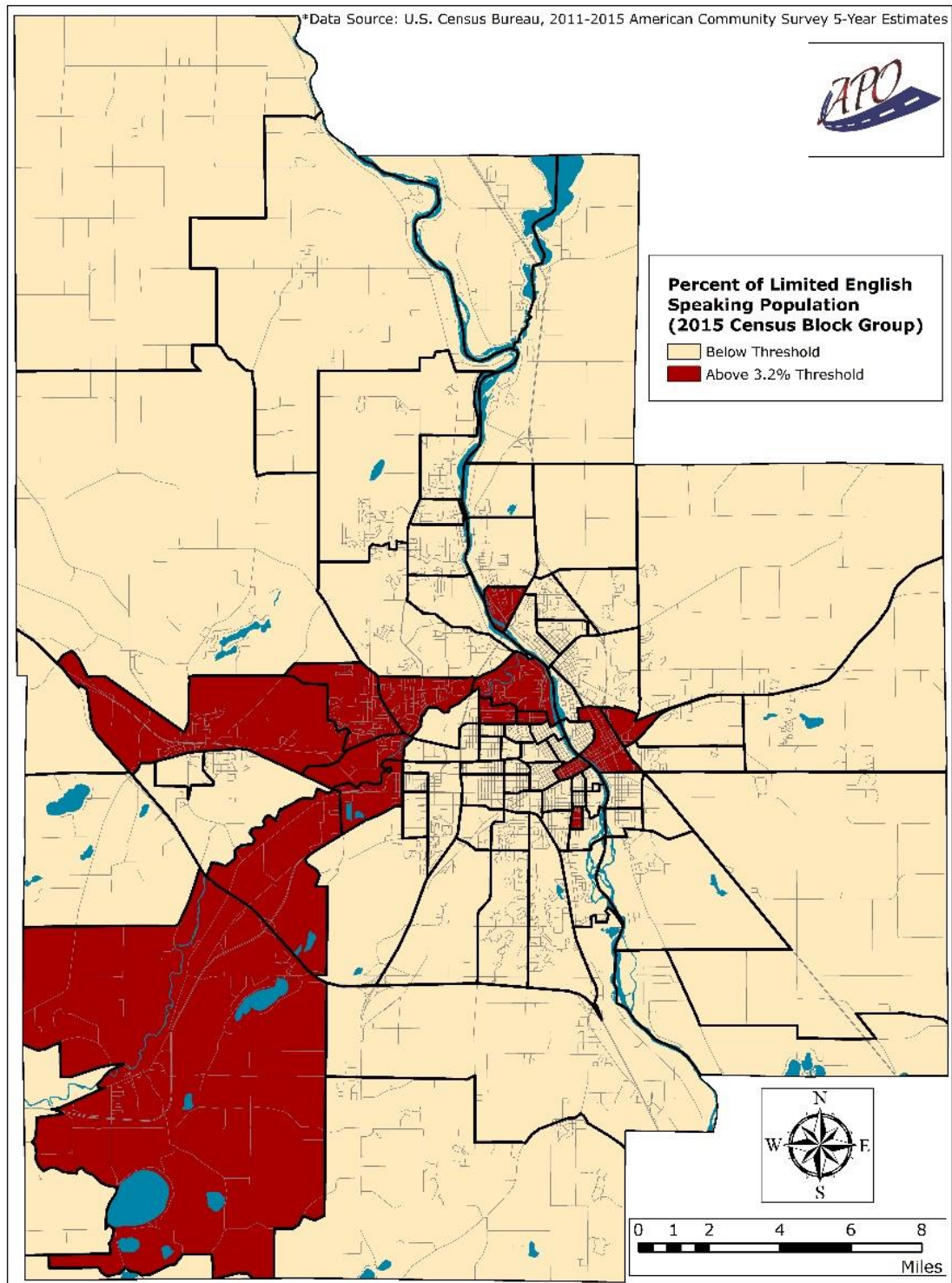


Figure 20: APO Jurisdiction Population by Languages Other Than English Spoken Less Than Very Well





**Figure 21: Percent of APO Member Jurisdiction's LEP Population Map**

### Other demographic data

While not federally obligated to track accessibility to personal vehicles and age demographics, the APO does acknowledge that these demographics will have an impact on stakeholder engagement tactics.

### Zero Vehicle Households

According to the most recent ACS Five (5) Year Estimates, approximately 7.7 percent of the 50,017 total households within the APO planning area do not have access to a personal vehicle. That number equates to 3,861 occupied housing units.

Zero vehicle households		
Year	2010	2015
Total occupied housing units	49,628	50,017
Total occupied housing units without a vehicle	3,446	3,861
Percent of total occupied housing units without a vehicle*	6.9%	7.7%

\* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 22: APO Zero Vehicle Households Population**

Jurisdiction	2015 Total Occupied Housing Units	2015 Occupied Housing Units Without a Vehicle*	Percent of 2015 Total Occupied Housing Units Without a Vehicle**
<b>Brockway Township</b>	1,054	15	1.4%
<b>Haven Township</b>	629	6	0.9%
<b>LeSauk Township</b>	694	12	1.7%
<b>Minden Township</b>	618	12	1.9%
<b>Rockville</b>	941	38	4.0%
<b>Sartell</b>	6,203	391	6.3%
<b>Sauk Rapids</b>	5,215	539	10.3%
<b>Sauk Rapids Township</b>	213	0	0.0%
<b>Saint Augusta</b>	1,252	11	0.9%
<b>Saint Cloud</b>	25,204	2,438	9.7%
<b>Saint Joseph</b>	1,737	42	2.4%
<b>Saint Joseph Township</b>	491	8	1.6%
<b>Saint Stephen</b>	333	0	0.0%
<b>Saint Wendel Township</b>	825	9	1.1%
<b>Waite Park</b>	3,322	331	10.0%
<b>Watab Township</b>	1,223	9	0.7%
<b>Totals</b>	<b>50,015</b>	<b>3,861</b>	<b>7.7%</b>

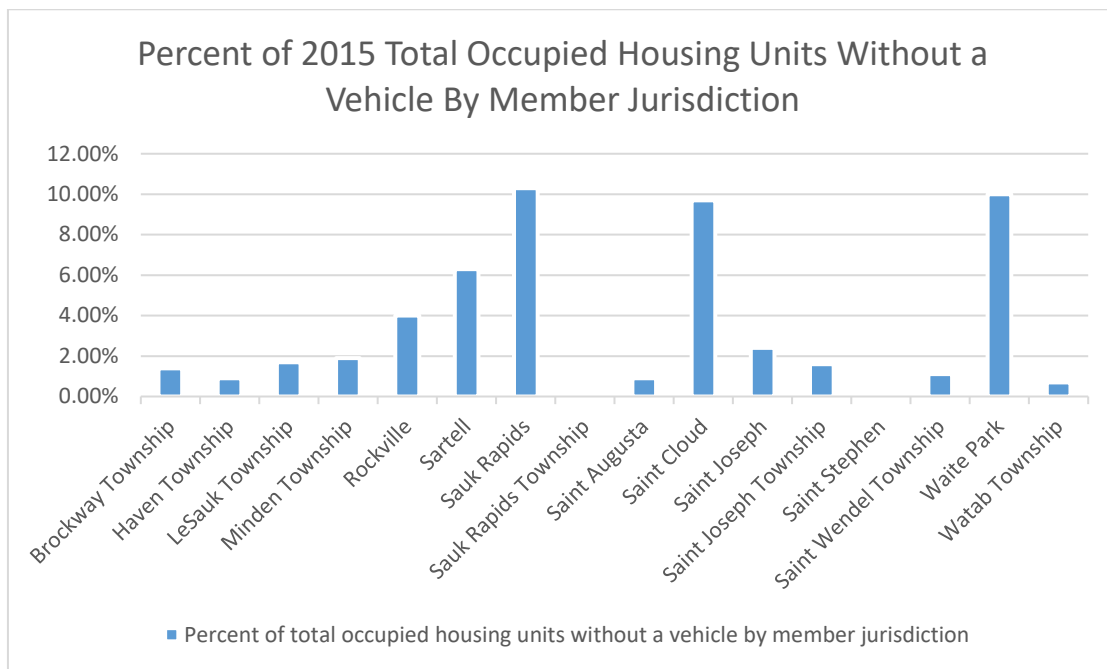
\*Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers.

\*\*Percentages have been rounded to the nearest tenth.

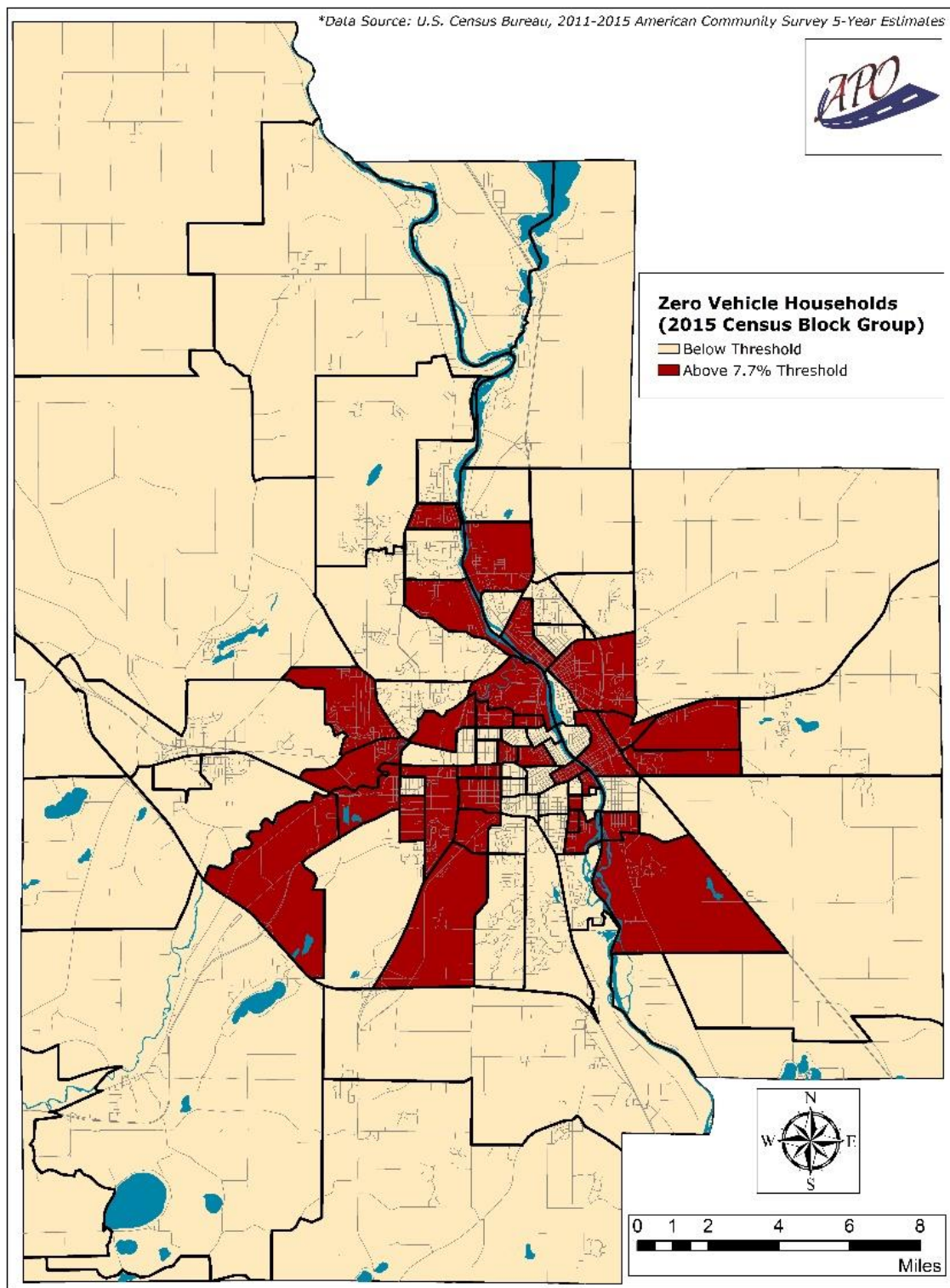
Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 23: APO Member Jurisdiction Zero Vehicle Household Population**





**Figure 24: Percent of APO Member Jurisdiction’s Zero Vehicle Household Population**



**Figure 25: Percent of APO Member Jurisdiction's Zero Vehicle Household Population Map**

### **Persons Age 65 and Older**

A total of 15,314 people within the APO area are 65-years-old or older according to the U.S. Census Bureau's 2011-2015 ACS Five (5) Year Estimates. With a total population of 131,666, the number of those who are 65 or older make up 11.6 percent of the population.

<b>Persons age 65 and older</b>		
<b>Year</b>	2010	2015
<b>Total population</b>	130,220	131,666
<b>Total population age 65 and older</b>	13,943	15,314
<b>Percent of total population age 65 and older*</b>	10.7%	11.6%

\* Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 26: APO Persons Age 65 and Older Population**

Based on its population, Sauk Rapids Township has the largest percentage of people over the age of 65 residing within its jurisdiction. About 25 percent of the township's population is over age 65. The jurisdictions with the next largest percentage of people age 65 and older are Saint Joseph Township with 20.1 percent of its population over age 65, Minden Township at 18 percent, and Haven Township at 16.7 percent.

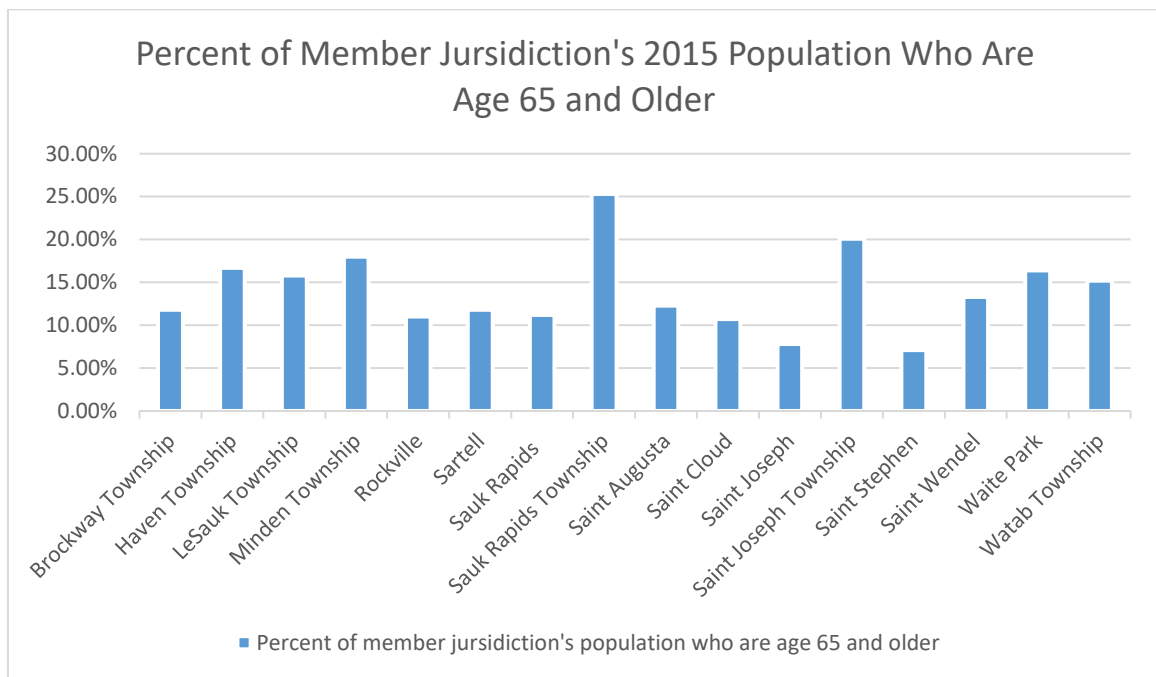
<b>Jurisdiction</b>	<b>2015 Population</b>	<b>2015 Population Age 65 and Older*</b>	<b>Percent of 2015 Population Age 65 and Older**</b>
<b>Brockway Township</b>	2,763	326	11.8%
<b>Haven Township</b>	1,841	308	16.7%
<b>LeSauk Township</b>	1,629	257	15.8%
<b>Minden Township</b>	1,524	274	18.0%
<b>Rockville</b>	2,481	271	11.0%
<b>Sartell</b>	16,274	1,922	11.8%
<b>Sauk Rapids</b>	13,196	1,482	11.2%
<b>Sauk Rapids Township</b>	454	115	25.3%
<b>Saint Augusta</b>	3,486	429	12.3%
<b>Saint Cloud</b>	66,298	7,095	10.7%
<b>Saint Joseph</b>	6,749	525	7.8%
<b>Saint Joseph Township</b>	1,231	247	20.1%
<b>Saint Stephen</b>	953	68	7.1%
<b>Saint Wendel Township</b>	2,218	295	13.3%
<b>Waite Park</b>	7,429	1,222	16.4%
<b>Watab Township</b>	3,140	478	15.2%
<b>Totals</b>	<b>131,666</b>	<b>15,314</b>	<b>11.6%</b>

\*Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers.

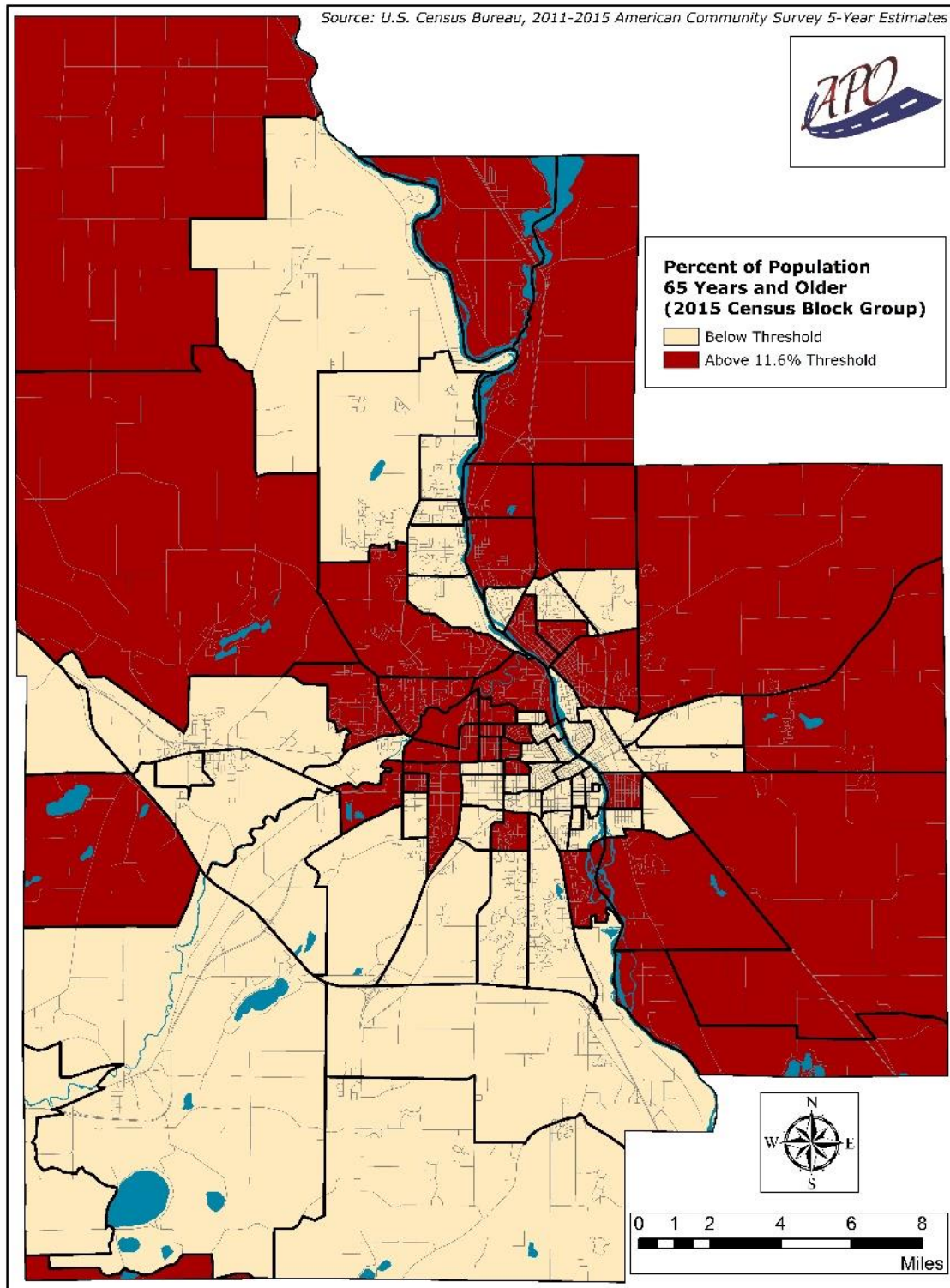
\*\*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 27: APO Member Jurisdiction Population Age 65 and Older**



**Figure 28: Percent of APO Member Jurisdiction's Population Age 65 and Older**



**Figure 29: Percent of APO Member Jurisdiction's Population Age 65 and Older Map**

### **Persons Age 18 and Younger**

A total of 29,256 people within the APO area are 18-years-old or younger according to the U.S. Census Bureau's 2011-2015 ACS five (5) Year Estimates. With a total population of 131,666, the number of those who are 18 or younger make up 22.2 percent of the population.

<b>Persons age 18 and under</b>		
<b>Year</b>	2010	2015
<b>Total population</b>	130,225	131,666
<b>Total population age 18 and younger</b>	28,536	29,256
<b>Percent of total population age 18 and younger*</b>	21.9%	22.2%

\*Percentages have been rounded to the nearest tenth.

Sources: U.S. Census Bureau, 2010 Census; U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 30: APO Persons Age 18 and Younger Population**

Based on its population, Sartell has the largest percentage of people under the age of 18. Nearly 30 percent of Sartell's population is under the age of 18. The jurisdictions with the next largest percentage of people age 18 and under are Saint Stephen at 28.4 percent of its population under 18, Sauk Rapids at 26.9 percent and Saint Augusta at 26 percent.

<b>Jurisdiction</b>	<b>2015 Population</b>	<b>2015 Population Age 18 Years and Younger*</b>	<b>Percent of 2015 Population Age 18 and Younger**</b>
<b>Brockway Township</b>	2,763	661	23.9%
<b>Haven Township</b>	1,841	322	17.5%
<b>LeSauk Township</b>	1,629	364	22.3%
<b>Minden Township</b>	1,524	295	19.4%
<b>Rockville</b>	2,481	626	25.2%
<b>Sartell</b>	16,274	4,849	29.8%
<b>Sauk Rapids</b>	13,196	3,553	26.9%
<b>Sauk Rapids Township</b>	454	41	9.0%
<b>Saint Augusta</b>	3,486	908	26.0%
<b>Saint Cloud</b>	66,298	13,140	19.8%
<b>Saint Joseph</b>	6,749	1,120	16.6%
<b>Saint Joseph Township</b>	1,231	240	19.5%
<b>Saint Stephen</b>	953	271	28.4%
<b>Saint Wendel Township</b>	2,218	468	21.1%
<b>Waite Park</b>	7,429	1,693	22.8%
<b>Watab Township</b>	3,140	705	22.5%
<b>Totals</b>	<b>131,666</b>	<b>29,256</b>	<b>22.2%</b>

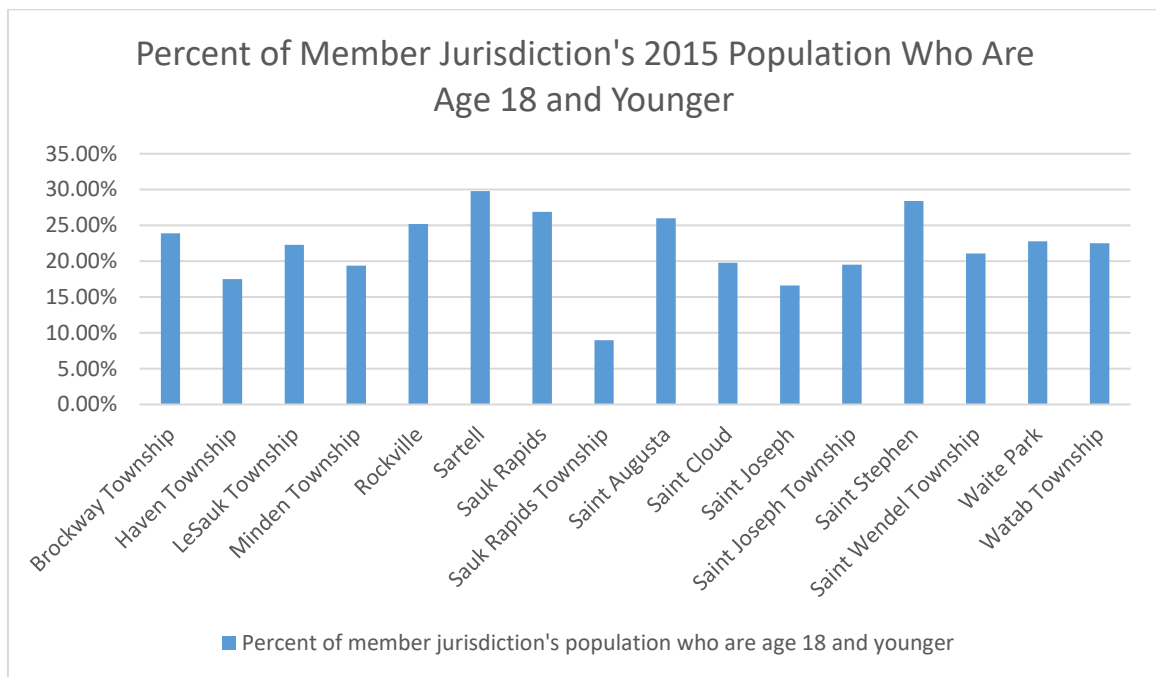
\* Raw numbers reflect the approximate percentage of the targeted population. These numbers may fall within the ACS 5-Year Estimates' margin of error. Caution should be taken when considering these numbers.

\*\*Percentages have been rounded to the nearest tenth.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

**Figure 31: APO Member Jurisdiction Population Age 18 and Younger**







**Figure 32: Percent of APO Member Jurisdiction's Population Age 18 and Younger**

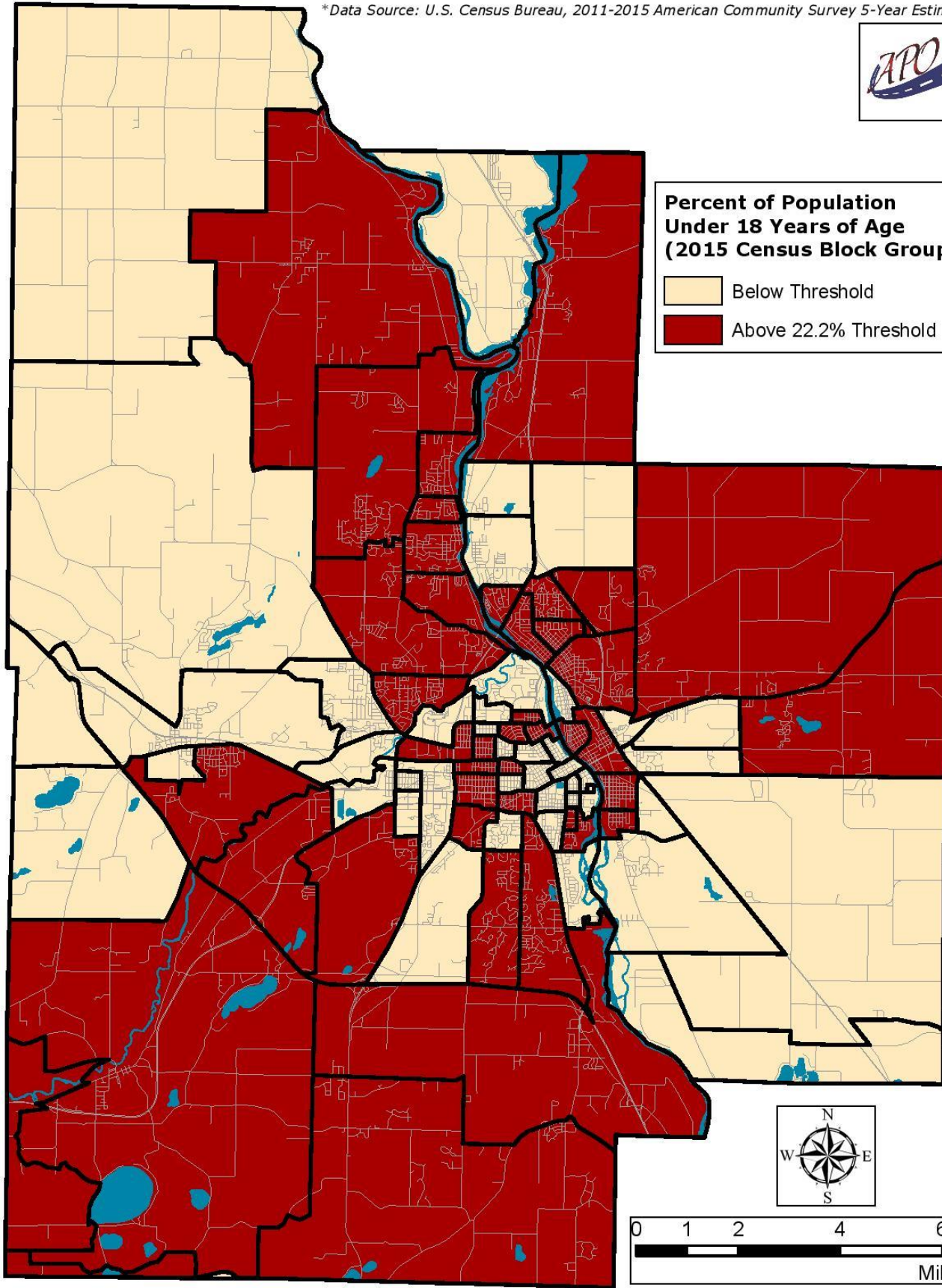


\*Data Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates



**Percent of Population  
Under 18 Years of Age  
(2015 Census Block Group)**

-  Below Threshold
-  Above 22.2% Threshold



**Figure 33: Percent of APO Member Jurisdiction's Population Age 18 and Under Map**

While sensitivity to Title VI and EJ populations need to be a part of all transportation projects, combining these and the remaining demographic factors together (zero vehicle households, populations 65-years-old and older, and populations age 18-years-old and younger) helps to highlight specific neighborhoods for which the APO and its member jurisdictions should be especially sensitive.

The following map is a combination of all Title VI, EJ, and other demographic areas discussed in this section. Of note, no one (1) Census block group had all seven (7) factors present.

\*Data Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

## Environmental Justice



### Environmental Justice Sensitive Areas (2015 Census Block Group)

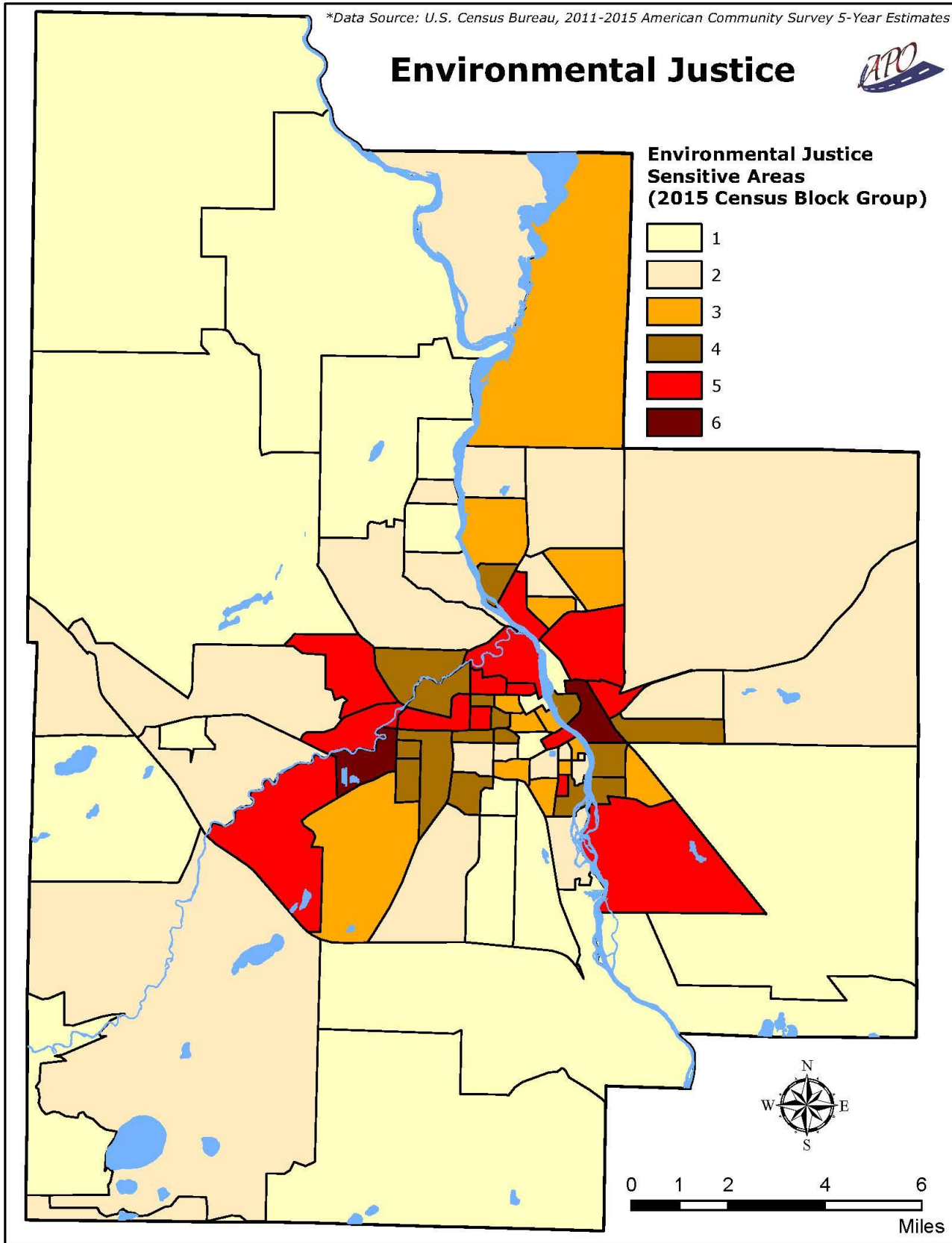
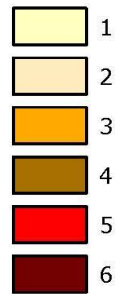


Figure 34: APO Environmental Justice Sensitive Areas Map

The majority – ninety-four (94) – of the ninety-nine (99) census tracts within the APO have at least one (1) Title VI, EJ, or other demographic factor. These factors include people-of-color, low-income populations, people with disabilities, limited English proficient populations, zero vehicle household populations, people age 65 and older, and people age 18 and younger.

This covers a significant portion of the APO's jurisdictional area.

### EJ and the Transportation Improvement Program (TIP)

The TIP is a federally mandated, annually prepared document that contains highway, transit, and other transportation projects that are being programmed for Federal funding during the next four (4) years in the metropolitan area.

In previous years the APO had adopted a five (5) year/four (4) year TIP cycle. In May 2018, the APO had opted to move to a four (4) year TIP cycle with updates to the document being completed on an annual basis. As such, the [APO's FY 2019-2023 TIP](https://bit.ly/2R1L2IO) (<https://bit.ly/2R1L2IO>) is the last TIP that will extend beyond the four (4) year timeframe.

The projects included in each year's TIP ultimately come from the area's MTP and are aimed at meeting the long-range needs of the transportation system.

Implementing jurisdictions propose projects to the APO on an annual basis to be coordinated into a comprehensive listing of the area's federally funded transportation improvements planned for the next four (4) years.

The APO TIP document includes projects from MnDOT District 3 (D3) in the APO planning area, Saint Cloud MTC, and local projects with Federal funding. Local projects that are fully funded by a township, city, or county are not included in the APO TIP unless they are regionally significant.

In terms of complying with EO 12898, agencies like MPOs – and subsequently the APO – must incorporate EJ in its mission by analyzing and addressing the effects of all programs, policies, and activities specifically on minority and low-income populations.

A total of \$70,739,375 of Federal, State, and local dollars will be programmed through the TIP on a total of thirty-eight (38) projects constructed in the APO's planning area between 2019 and 2023. This list excludes Saint Cloud MTC projects – which have benefits for a good portion of the APO's metropolitan planning area – and MnDOT D3 districtwide set asides – which have the potential to be allocated to areas outside of the APO's planning area.



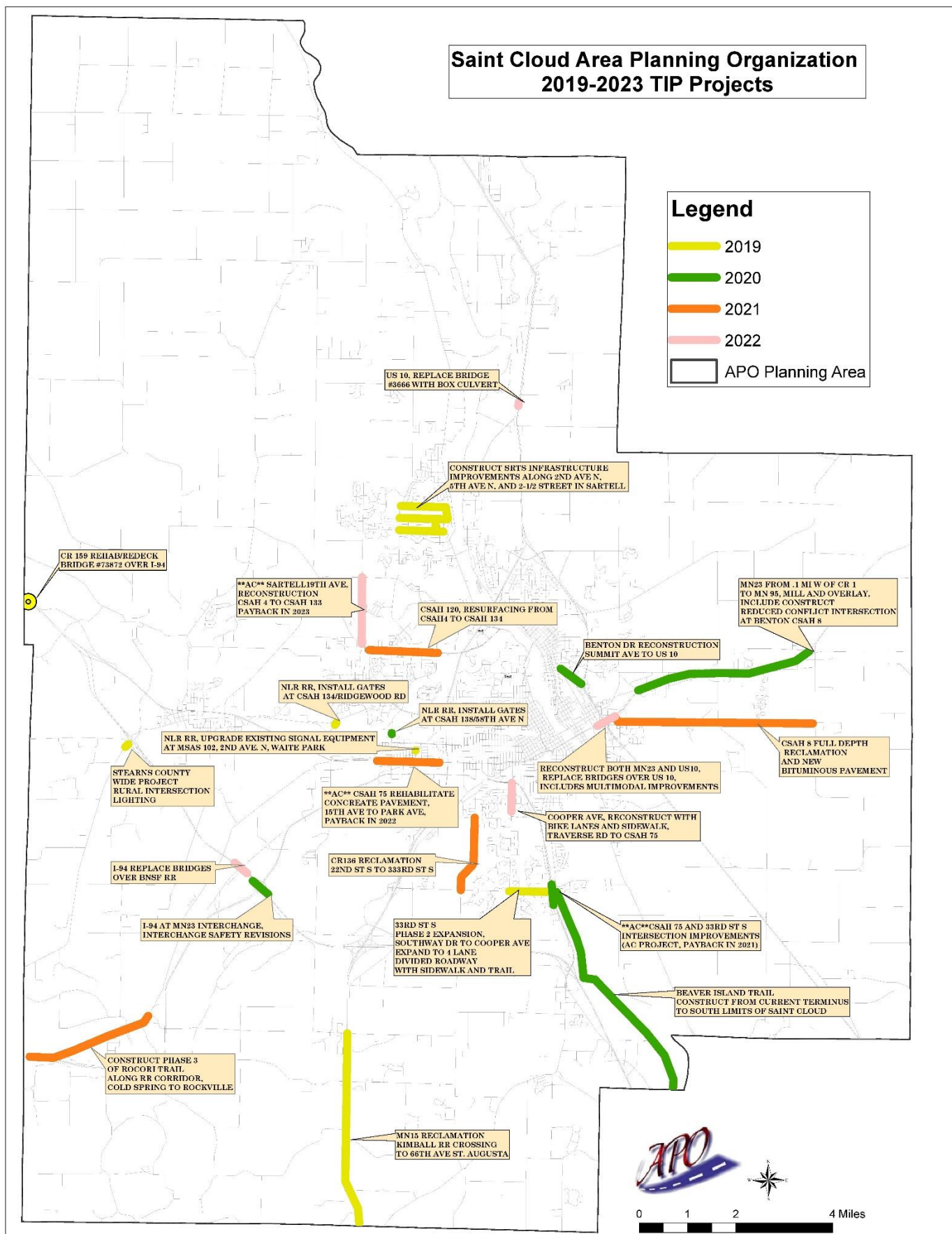
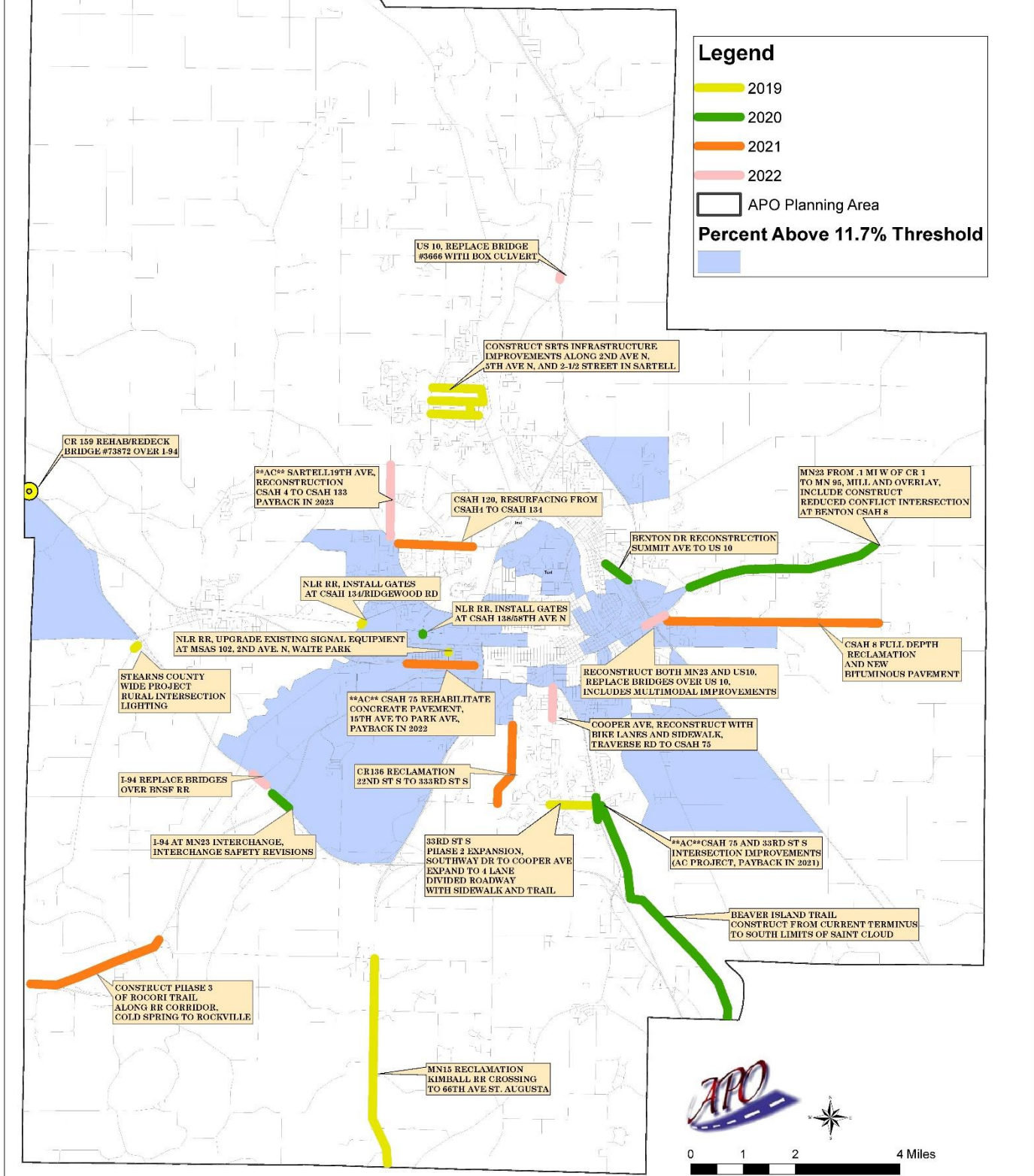


Figure 35: FY 2019-2023 TIP projects within the APO planning area.

Of those thirty-eight (38) projects, eighteen (18) intersect, at least in part, with block groups with a high percentage of minority populations. A total of sixteen (16) projects intersect with block groups with a high percentage of populations living in poverty.

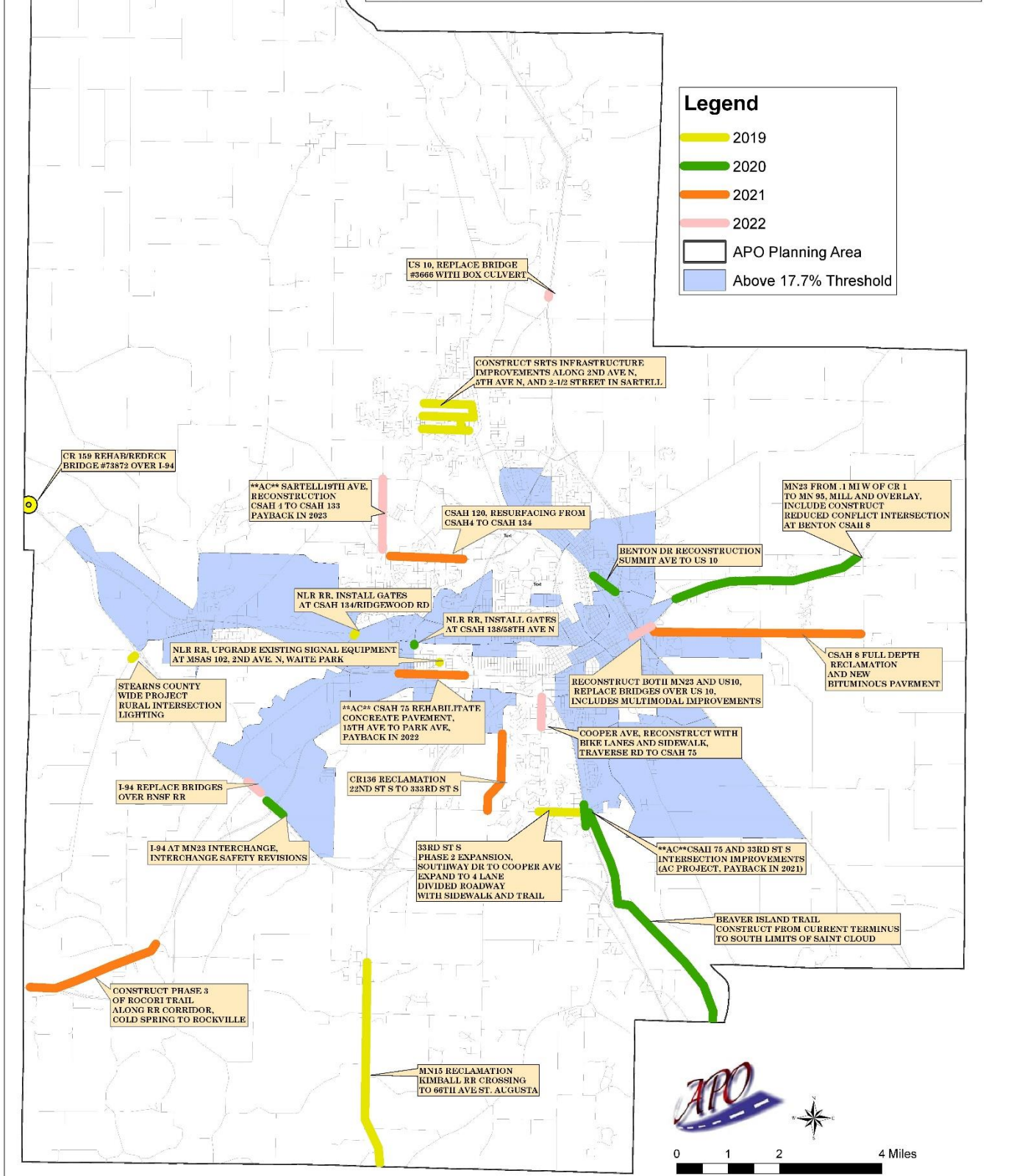
**Saint Cloud Area Planning Organization  
2019-2023 TIP Projects  
Environmental Justice Review  
Minority Population Concentration by Census Block Group**



**Figure 36: FY 2019-2023 TIP programmed projects to be constructed compared to areas within the APO planning area with a higher concentration of minority populations.**



**Saint Cloud Area Planning Organization  
2019-2023 TIP Projects  
Environmental Justice Review  
Population Below Poverty Level by Census Block Group**



**Figure 37: FY 2019-2023 TIP programmed projects to be constructed compared to areas within the APO planning area with a higher concentration of low-income populations.**

As is evident in the charts below, a majority of TIP investment projects occur within Census block groups identified as having populations above the respective thresholds for minority and low-income populations. These projects, however, primarily focus on safety improvements and/or system preservation for the transportation network. Both of these styles of projects have lasting benefits for the entire region. Therefore, no disparate impacts were found based on funding distributions. While construction could have adverse impacts on populations living within close proximity of the project – i.e. delays, detours, noise, and dust – once complete, the projects are anticipated to result in positive benefits such as increased capacity, lower commute times, increased safety, and the addition of bicycle and pedestrian facilities to neighborhoods. It will fall upon the agencies implementing the project to work toward mitigating and/or minimizing adverse impacts of project construction to both the traveling public and neighborhood areas.

	2015 Population	Population percentage	TIP investment	Percentage of TIP investment
<b>Minority population</b>	15,417	11.7%	\$56,245,928	80%
<b>Non-minority population</b>	116,249	88.3%	\$14,493,447	20%
<b>Total</b>	131,666	100%	\$70,739,375	100%

**Figure 38: Minority population within the APO planning area and TIP projects investments within the APO area excluding MnDOT districtwide setasides and Saint Cloud Metropolitan Transit Commission projects. Population data courtesy of U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates. TIP data courtesy of Saint Cloud APO.**

	2015 Population 5-years and older	Population 5-years and older percentage	TIP investment	Percentage of TIP investment
<b>Persons with low-income</b>	21,797	17.7%	\$48,844,170	69%
<b>Non-low-income population</b>	101,052	82.3%	\$21,895,205	31%
<b>Total</b>	122,849	100%	\$70,739,375	100%

**Figure 39: Individuals living in poverty within the APO planning area and TIP projects investments within the APO area excluding MnDOT districtwide setasides and Saint Cloud Metropolitan Transit Commission projects. Population data courtesy of U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates. TIP data courtesy of Saint Cloud APO.**

Route System	Fiscal Year	Agency	Project Description	Project Total	Minority area	Low-income area
<b>RR</b>	2019	MNDOT	NLR RR, INSTALL GATES AT CSAH 134, RIDGEWOOD RD, ST. CLOUD, STEARNS COUNTY	\$200,000	YES	YES
<b>RR</b>	2019	MNDOT	NLR RR, UPGRADE EXISTING SIGNAL EQUIPMENT AT MSAS 102, 2ND AVE N, WAITE PARK, STEARNS COUNTY	\$350,000	YES	NO
<b>I94</b>	2019	MNDOT	**SPP** I-94, NEAR COLLEGEVILLE, REHAB/REDECK AT BRIDGE #73872 AT	\$588,000	YES	NO

Route System	Fiscal Year	Agency	Project Description	Project Total	Minority area	Low-income area
			STEARNS COUNTY CR 159 OVER I-94			
<b>LOCAL 999</b>	2019	STEARNS COUNTY	STEARNS COUNTY, RURAL INTERSECTION LIGHTING ON MULTIPLE STEARNS COUNTY ROADS	\$112,500	NO	YES
<b>LOCAL 999</b>	2019	STEARNS COUNTY	COUNTYWIDE, IMPROVE INTERSECTION LIGHTING ON MULTIPLE STEARNS COUNTY ROADS	\$125,000	NO	YES
<b>I94</b>	2020	MNDOT	<b>**17NEW**</b> 1-94, AT MN 23 INTERCHANGE SOUTH OF WAITE PARK, INTERCHANGE SAFETY REVISIONS	\$2,200,000	YES	YES
<b>PED/BIKE</b>	2020	ST. CLOUD	CONSTRUCT BEAVER ISLAND TRAIL PHASE 8 FROM THE EXISTING TRAIL AT ST CLOUD'S WASTE WATER TREATMENT FACILITY TO THE SOUTH ST CLOUD CITY LIMITS	\$600,000	NO	YES
<b>RR</b>	2020	MNDOT	NLR RR, INSTALL GATES AT CSAH 138, 54TH AVE N, WAITE PARK, STEARNS COUNTY	\$240,000	YES	YES
<b>MSAS 109</b>	2020	SAUK RAPIDS	SAUK RAPIDS MSAS 109, FROM SUMMIT AVE S TO US 10, IN SAUK RAPIDS, RECONSTRUCTION BENTON DR INCL ROADWAY, SIDEWALK, DRAINAGE AND LIGHTING	\$2,528,678	YES	YES
<b>MN 23</b>	2020	MNDOT	MN 23, FROM .1 MI W OF CR 1 TO MN 95, MILL AND OVERLAY, INCLUDE CONSTRUCT REDUCED CONFLICT INTERSECTION AT BENTON CSAH 8 EAST OF ST CLOUD	\$2,300,000	YES	YES

Route System	Fiscal Year	Agency	Project Description	Project Total	Minority area	Low-income area
<b>MN 23</b>	2020	MNDOT	MN 23. FROM 0.1 MI W OF CR 1 TO MN 95, MILL AND OVERLAY, INCLUDE CONSTRUCT REDUCED CONFLICT INTERSECTION AT BENTON CSAH 8 EAST OF ST. CLOUD (HSIP PROJECT)	\$500,000	YES	YES
<b>CSAH 75</b>	2020	STEARNS COUNTY	**AC**CSAH 75, FROM 0.1 MILES S OF 33RD ST S TO 0.1 MILES N OF 33RD ST S IN ST CLOUD, INTERSECTION IMPROVEMENTS (AC PROJECT, PAYBACK IN 2021)	\$528,742	NO	YES
<b>CSAH 120</b>	2021	STEARNS COUNTY	STEARNS CSAH 120, FROM STEARNS CSAH 4 TO STEARNS CR 134, RESURFACING	\$500,000	YES	NO
<b>CSAH 75</b>	2021	STEARNS COUNTY	**AC** STEARNS CSAH 75, FROM 15TH AVE IN WAITE PARK TO PARK AVE IN ST CLOUD ALONG DIVISION ST. REHABILITATE CONCRETE PAVEMENT (AC PROJECT, PAYBACK IN 2022)	\$1,100,000	YES	YES
<b>MSAS 175</b>	2021	ST. CLOUD	ST. CLOUD MSAS 175 - CR 136 FROM 22ND ST SOUTH TO 33RD ST SOUTH, RECLAMATION	\$1,400,000	YES	YES
<b>CSAH 8</b>	2021	BENTON COUNTY	BENTON CSAH 8, FROM .6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RUMBLE STRIPE (TIED TO SP 005-608-009)	\$5,250	YES	YES
<b>CSAH 8</b>	2021	BENTON COUNTY	BENTON CSAH 8, FROM .6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RECLAMATION (TIED TO SP 005-070-007)	\$650,000	YES	YES

Route System	Fiscal Year	Agency	Project Description	Project Total	Minority area	Low-income area
<b>MSAS 113</b>	2022	SARTELL	**AC** SARTELL 19TH AVE, FROM STEARNS CSAH 4 TO STEARNS CSAH 133, RECONSTRUCTION (AC PROJECT, PAYBACK IN 2023)	\$4,830,000	YES	NO
<b>MN 23</b>	2022	MNDOT	MN 23, AT US 10 INTERCHANGE IN ST. CLOUD, RECONSTRUCT MN 23 FROM 0.1 MI W OF LINCOLN AVE TO 0.1 MI W OF CR 1; RECONSTRUCT US 10 FROM 0.2 MI W OF ST. GERMAIN TO 0.1 MI N OF 15TH AVE SE; REPLACE BRIDGES OVER US 10 BR# 9021 WITH BR #05019 AND BR #9022 WITH BR #05018; INCLUDES MULTIMODAL IMPROVEMENTS	\$30,300,000	YES	YES
<b>MSAS 141</b>	2022	ST. CLOUD	ST. CLOUD MSAS 141 (COOPER AVE), FROM TRAVERSE ROAD TO STEARNS CSAH 75, RECONSTRUCTION WITH BICYCLE LANES AND SIDEWALK	\$2,500,000	YES	NO
<b>I94</b>	2022	MNDOT	I-94 REPLACE BRIDGE NOS. 73875 AND 73876 OVER BNSF RR 0.6 MI WEST ON MN 23 INTERCHANGE	\$6,054,000	YES	YES

**Figure 40: A list of FY 2019-2023 APO TIP projects that are likely to impact Census block groups within the APO planning area with a higher concentration of minority and/or low-income individuals.**

## 4 - SEP GOALS AND STRATEGIES

Federal public participation regulations offer significant guidance to the APO as it strives to educate and engage the public in meaningful ways that allow for fully informed participation and engagement. As such, the APO has created a set of goals and corresponding strategies to aid in the public development and implementation of the SEP and other plan and program activities.

### Goal 1:

Provide early, accessible, and continuous opportunities for public involvement from diverse stakeholders.

#### *Strategies*

- Develop and maintain a master contact database of area stakeholders to insure all interested parties have a reasonable opportunity to engage in the transportation planning process.
- Maintain updates to the [APO website](http://www.stcloudapo.org), (www.stcloudapo.org), to include information relating to all public outreach events hosted by the APO.
- Advertise public meetings, open houses, and other public-centric affairs through appropriate means, such as social media, legal notices in the newspaper of record, press releases on the APO website, and through the stakeholder contact database.
- Provide a minimum of ten (10) days' notice of upcoming public meetings to ensure opportunities for full participation and accommodations for persons with disabilities are met. The APO will make a good faith effort to provide services as requested such as interpreters, enlarged print materials, and other services as needed.
- Host public meetings at sites and times reasonably available, convenient, and accessible to potentially affected citizens. This includes transit accessibility.
- Ensure materials posted to the APO website are accessible to vision impaired users.
- Additional strategies from the LEP Plan – found later in this document – may apply.

### Goal 2:

Provide reasonable public access to technical and policy information used in the development of plans and projects.

#### *Strategies*

- Maintain updates to the APO website to include electronic copies of information provided to the boards and advisory committees for decision-making purposes, as well as final copies of adopted documents, plans, or policy information.
- At all public Board and Committee meetings, make at least one (1) printed copy of all materials provided to the Board or Committee members available for public inspection.
- At least ten (10) days prior to all public input meetings, provide informational and source materials on the APO website so that members of the public may review the information before attending the meeting, and so that any person who cannot attend the meeting can still receive the information.
- Provide technical materials in a variety of formats that are easily understood whenever possible.
- Ensure materials posted to the APO website are accessible to vision impaired users.
- Additional strategies from the LEP Plan – found later in this document – may apply.

### Goal 3:

Provide a reasonable amount of time to review materials and comment prior to adoption of any plan or amendment.

## *Strategies*

- Require adequate public notice of public involvement activities and time for public review and comment at key decision points.
  - A minimum public comment period of thirty (30) days is required for the adoption of, or amendments to, the MTP and the TIP.
  - A minimum public comment period of forty-five (45) days is required for the adoption of, or amendments to, the SEP.
- Provide a reasonable variety of methods for public comment including, but not limited to, open public meetings, open houses, public hearings, printed comment forms, online comment forms, social media surveys, email, or U.S. mail.
- Include in the final document a review of public comments received and the final disposition of those comments.
- Summarize the public comments and their disposition for the APO Policy Board prior to the approval of the final document. If public comments substantially change a draft document, provide a second public comment period with a revised draft document that reflects the incorporated changes.



## 5 - PUBLIC INVOLVEMENT TECHNIQUES

Public participation is an on-going activity of the APO with numerous techniques occurring on a continuous basis. Public participation is also an integral part of one (1) time activities such as corridor studies and recurring activities such as the TIP and the MTP.

This section contains descriptions of public participation tools currently used by the APO. Public involvement techniques will be routinely evaluated for effectiveness and efficiency.

**Public Meetings:** These meetings generally function in coordination with transportation plan updates or planning studies with the overall intent of involving the public in the determination and consideration of identified issues and the development of project alternatives. All public meetings are announced to the public via those media outlined herein.

**Advertising of Public Meetings:** Notice of public involvement opportunities may include posting of notices in public places and direct notification of stakeholders identified in the process. The APO utilizes public legal notices in the local newspaper of record to advertise public meetings and public input opportunities.

**News Media:** The APO notifies news media through general purpose meeting notifications and project specific press releases. The APO may also submit letters to the editor to the newspaper of record on current trends in the transportation that would have implications on the APO planning area. The APO maintains a current list of media contacts.

**APO Website:** The [APO website](http://www.stcloudapo.org) ([www.stcloudapo.org](http://www.stcloudapo.org)) is utilized to accommodate the timely delivery of information to the public. Information inclusive of meeting agendas, notices, announcements, draft/final plans, minutes, maps, and studies are located on the web in formats accessible to the public.

**Social Media:** The APO utilizes appropriate social media avenues to post pertinent information and notices on a frequent basis. This also provides another opportunity for the public to provide input to the APO's on-going planning process. Further details on the APO's social media policy can be found in Appendix H of this document.

**Citizen Surveys:** On a project specific basis, citizen surveys will be used to collect data and other relevant information. These surveys are available both online and in hard copy. This information is generally documented within the transportation plan or study.

**Visualization Techniques:** This content-focused technique utilizes graphics such as maps, charts, graphs, pictures, renderings, and PowerPoint presentations to communicate relationships, trends, performance thresholds, deficiencies, issues, recommendations, and considerations to the public.

**Interested Persons List:** The APO will maintain a list of stakeholder contacts which includes a representation of citizens; affected public agencies; representatives of public transportation employees; freight shippers; providers of freight transportation services; private providers of transportation; representatives of users of public transportation; representatives of users of pedestrian walkways and bicycle transportation facilities; representatives of people with disabilities, people-of-color, persons of low-income; and other interested parties. The list shall be used to notify stakeholder contacts of opportunities to be involved in the transportation planning process.

**Speakers Bureau:** APO staff members are available to provide general and project specific information as requested by interested community groups. Staff members also may assist in performing public outreach to community and advocacy groups.

**Ensuring Accessible Meetings:** For meetings to be successful, everyone involved must have an equal opportunity to participate. Three (3) components are key to presenting meetings that are accessible to people with disabilities: 1) where the meeting is held, 2) how the meeting room furniture is arranged, and 3) how the meeting information is communicated. APO staff shall use the guidance provided in [Accessible Information Exchange: Meeting on a Level Playing Field](https://www.ada.gov/business/accessiblemtg.htm) (<https://www.ada.gov/business/accessiblemtg.htm>)

which is noted in Appendix L. When preparing for public meetings, APO staff shall make all reasonable good-faith efforts to provide auxiliary services if requested to do so.

## 6 - MEASURING SUCCESS OF PUBLIC INVOLVEMENT TECHNIQUES

For the APO, accountability includes a commitment to monitor and evaluate the effectiveness of the policies and practices toward achieving shared outcomes and a willingness to adjust course to improve performance if needed. The SEP will have both qualitative and quantitative measures that will be used throughout.

The following are some of the steps that the APO will take to measure and evaluate the work around public engagement on specific projects:

- **Before the Project**
  - At the beginning of each project-related planning effort, APO staff will perform an assessment of groups that will be directly affected or may have an interest. Audience assessments will specifically address groups that are historically underrepresented in planning efforts.
- **During the Project**
  - Participation in public engagement activities will be monitored and recorded. To the extent possible, demographic data of public participants will also be recorded to assist in determining which communities and groups were actively engaged.
- **Annually**
  - On an annual basis, staff will survey a sample of participants via Survey Monkey or another online survey tool to assess the following qualitative elements:
    - Were the methods and structure of the outreach effort engaging?
    - Did participants feel their time and opinions were valued?
    - Was their contribution documented in the final product?
    - Would they participate in another APO outreach activity?
  - APO staff will compile data collected during the public outreach session via sign-in sheets at in-person engagements. See Appendix I for an example.
  - The APO will also notate the number of individuals who participated in related discussions on the APO's social media platforms and online information-gathering sites.

APO staff will conduct a review of all public outreach efforts on an annual basis and will use information gathered to help modify any perceived deficiencies in public outreach strategies. This annual report will be made available on the APO website.

## 7 - ENGAGEMENT TACTICS USED IN THE DEVELOPMENT OF APO PLANS AND STUDIES

There are two (2) key transportation initiatives of the APO that are specially called out in Federal law as needing early and continuing opportunities for public participation: development of the MTP and the TIP.

### Development of the Metropolitan Transportation Plan

#### *Requirements*

The APO is required to adopt a Metropolitan Transportation Plan which outlines a short- and long-range list of transportation improvements (including policy considerations) regarding the surface transportation system for the Saint Cloud Metropolitan Planning Area. The MTP is updated every five (5) years, or more frequently if necessary. At a minimum, the plan includes the following:

- Existing and proposed transportation facilities (including major roadways, transit, multimodal and intermodal facilities, pedestrian walkways/bicycle facilities, and intermodal connectors);
- Operational and management strategies;
- Capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure;
- Transportation and transit enhancement activities;
- Financial plan and coordinated implementation matrix.

The full list of Federal requirements for the development of the MTP can be found in 23 CFR 450.322.

#### *Engagement tactics for the MTP*

Because of its comprehensive, long-term vision, the MTP provides the earliest and the best opportunity for interested persons and public agencies to influence APO's policy and investment priorities for transportation. It is at this stage where investment priorities and major planning-level concepts are established and broad, regional impacts of transportation on the public and the environment are addressed.

Input will be sought from the public and identified stakeholders early and often throughout the development of the MTP, including at critical points in the development of the plan.

The following parameters are used for engaging stakeholders in public input opportunities surrounding the development or update of the MTP:

- Public notice is posted no less than ten (10) days prior to a public meeting.
- A period of no less than thirty (30) days is provided for which public comments can be submitted.
- All materials made available at public meetings will also be made available electronically via the APO website in accessible formats so that persons who cannot attend a public meeting can still receive the information.
- Upon request, materials may also be provided in a language other than English if feasible and reasonable to do so.
- Presentations and question and answer portions of public input meetings will be video recorded and posted to the APO website.

When a public meeting is scheduled to be held, a public notice in the form of a legal notice will be published in the St. Cloud Times, the newspaper of record for the planning area, posted on the APO website, posted on available social media outlets, and sent to those identified on the interested persons list.

The APO may use other additional forms of public notice including press releases and letters to the editor if deemed appropriate to disseminate public notice information regarding the MTP development or update.

At a minimum, the public notification for print and digital platforms will include the following information: a brief description of the anticipated planning process and actions to be taken; the MTP's purpose and effect on

the region; a general schedule of the MTP's development or update; an explanation of the opportunities that will be available for public comment and participation; and an APO contact if further information is desired.

### *Availability of Draft Plan*

The APO shall make the draft MTP available to the public. At such time as a draft MTP is published, it will be available for public inspection at the APO office, 1040 County Road 4 in Saint Cloud, and on the APO's website in an accessible format. Printed copies of the draft MTP shall be mailed upon request. Translation of the draft MTP into additional languages may be completed upon request and if reasonable and feasible to do so.

### *Documenting and Addressing Public Input*

With due consideration given to public comments or any other applicable information received from the previous procedural steps, the APO will prepare the final MTP. All comments received, either through the public involvement process or through the interagency consultation process, shall be documented in the final MTP, along with a report on the final disposition of every comment. Groups of similar comments may be addressed collectively rather than individually.

If the final MTP contains substantive changes from the one which was made available for public comment or if the plan includes new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts, the APO will re-implement engagement for the MTP as stated above. The final MTP will document the public involvement process, present a summary of all public comments received, and demonstrate the APO's consideration to these comments.

### *Changing the MTP*

Changes to the MTP are classified as technical corrections, administrative modifications, or amendments.

- **Technical Corrections:** Minor error corrections that do not change the substance of the MTP can be made by APO staff without public notice, TAC review, or Board approval. Examples of such errors include, but are not necessarily limited to, spelling, syntax, punctuation, verb agreement and mathematical calculation errors as long as the correction of such errors does not substantially change the content of the MTP.
- **Administrative Modifications:** More than a minor error correction, administrative modifications make minor changes to the content of the MTP, but do not require a coordinated review by FHWA or FTA, or a determination of conformity by these entities. Administrative modifications may be inclusive of, but not limited to, the following: descriptive material, traffic or demographic estimates or forecasts, numerical data, etc. No public notifications are required for administrative modifications. Administrative modifications require coordination with MnDOT. Administrative modifications shall be reviewed by the TAC and considered for approval by the APO Board.
- **Amendments:** Major changes to the MTP shall require an amendment. Amendments are inclusive of, but not necessarily limited to:
  - The addition or deletion of any project or group of projects including those that are regionally significant in nature;
  - Substantive alterations to the goals, objectives, policies, performance measures, and strategies of the MTP;
  - The addition of a project from the illustrative project list with a re-demonstration of fiscal constraint (i.e., a project for which no Federal funding had been previously identified);
  - A major change in the project cost or project and/or project phase initiation dates;
  - A major change in project design concept or design scope;
  - If the total estimated project costs for all projects exceeds the fiscal constraint threshold (i.e., the estimate of all revenue that is reasonably expected to be available to pay for projects).

An amendment to the MTP is subject to the requirements of the public involvement process outlined herein. The public notice requirements as outlined earlier in this section are followed for amendments to the MTP. Following the public input process, amendments are reviewed by the TAC and considered for approval by the Board.

## Development of the Transportation Improvement Program

### *Requirements*

The Transportation Improvement Program implements the policy and investment priorities adopted by the APO in the MTP. In this way, public comments made as part of the MTP are reflected in the TIP as well. The TIP covers up to a five (5) year time frame, and all projects included in the TIP must be consistent with the MTP. The TIP is a comprehensive listing of the region's surface transportation projects – including transit, highway, local roadway, bicycle and pedestrian investments – that are scheduled to receive federal or state funds, or are regionally significant regardless of funding source.

The TIP includes a financial plan that demonstrates there are sufficient revenues to ensure that the funds committed (or programmed) to the projects are available to implement the projects or project phases.

At a minimum, the TIP shall include the following:

- A list identifying all regionally significant projects requiring action by the FHWA or the FTA within the defined time period after the initial adoption of the TIP;
- A financial plan demonstrating how the approved TIP can be implemented and an indication of resources (public or private) that can be reasonably expected to be available in order to complete the projects;
- Identification of other financial alternatives/strategies to implement projects;
- An outline of project descriptions and applicable project phases.

Additionally, the TIP may also include a list of “illustrative” projects, which are projects that are desired or prioritized very highly, but for which funding is not currently available.

The full list of Federal requirements for the development of the TIP can be found in 23 CFR 450.324.

### *Engagement tactics for the TIP*

Public input will be sought from the public and interested persons at two (2) critical points in the development of the TIP:

1. At the start of the TIP development process, public input will be sought regarding needs/deficiencies, proposed strategies/policies, and projects/improvements that are important to the public; and
2. Following the development of the draft TIP, the document will be made available to the general public for their review and comment.

The following parameters are used for engaging stakeholders in public opportunities surrounding the development or amendment of the TIP:

- Public notice is posted no less than ten (10) days prior to a public meeting.
- A period of no less than thirty (30) days is provided for which public comments can be submitted.
- All materials made available at public meetings will also be made available electronically via the APO website in accessible formats so that persons who cannot attend a public meeting can still receive the information.
- Upon request, materials may also be provided in a language other than English if feasible and reasonable to do so.
- The presentation and question-and-answer portions of all public input meetings will be video recorded and posted to the APO website.

When a public meeting is scheduled to be held, a public notice in the form of a legal notice will be published in the St. Cloud Times, the newspaper of record for the planning area, posted on the APO website, posted on available social media outlets, and sent to those identified on the interested persons list.

The APO may use other additional forms of public notice including press releases and letters to the editor if deemed appropriate to disseminate public notice information regarding the TIP development or update.

At a minimum, the public notification will include the following information: a brief description of the anticipated planning process and actions to be taken; the TIP's purpose and effect on the region; a general schedule of the TIP's development or update; an explanation of the opportunities that will be available for public comment and participation; and an APO contact if further information is desired.

#### *Availability of Draft TIP (and Interim Support Materials)*

The APO shall make the draft TIP available to the public. At such time as a draft TIP is published, it will be available for public inspection at the APO office, 1040 County Road 4 in Saint Cloud, and on the APO's website in an accessible format. Print copies of the draft TIP can be mailed upon request. Translation of the draft TIP into additional languages may be completed upon request and if reasonable and feasible to do so.

#### *Documenting and Addressing Public Input*

With due consideration given to public comment or any other applicable information received from the previous procedural steps, the APO will prepare the final TIP. All comments received, either through the public involvement process or through the interagency consultation process, shall be documented in the final TIP, along with a report on the final disposition of every comment. Groups of similar comments may be addressed collectively rather than individually.

If the final TIP contains substantive changes from the one which was made available for public comment or if the plan includes new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts, the APO will re-implement engagement for the TIP as stated above. The final TIP will document the public involvement process, present a summary of all public comments received, and demonstrate the APO's consideration to these comments.

#### *Changing the TIP*

Changes to the TIP are defined as either technical corrections, administrative modifications, or amendments. Any changes to the TIP through the use of technical corrections, administrative modifications, or amendments must be reported to MnDOT to be accurately reflected in the Statewide Transportation Improvement Program (STIP).

In order to align the development process of the APO's TIP with MnDOT's STIP, the APO has elected to base its policies on the amendment and administrative modifications policies outlined in the memo ["FHWA/FTA and MnDOT Guidance for Formal STIP Amendments and Administrative STIP Modifications"](https://bit.ly/2O3AVRV) (<https://bit.ly/2O3AVRV>).

- **Technical Corrections:** Minor error corrections that do not change the substance of the TIP can be made by APO staff without public notice, TAC review, or Board approval. Examples of such errors include, but are not necessarily limited to, spelling, syntax, punctuation, verb agreement, project number changes to the TIP, and mathematical calculation errors as long as the correction of such errors does not substantially change the content of the TIP.
- **Administrative Modifications:** More than a minor error correction, administrative modifications make substantial changes to the content of the TIP, but do not require a coordinated review by FHWA or FTA, or a determination of conformity by these entities. No public notifications are required for administrative modifications. Administrative modifications require coordination with MnDOT. Administrative modifications shall be reviewed by the TAC and considered for approval by the APO Board.
  - *FHWA Administrative Modifications:* For projects using highway funds, administrative modifications are required based on the following criteria:
    - The increase or decrease in cost estimate meeting FHWA Administrative STIP Modification thresholds. Justification is required to maintain fiscal constraint. See Figure 37.
    - Identifying a new project from a federal set-aside in the same state fiscal year.
    - Change in TIP or STIP year. Projects are advanced or deferred within TIP/STIP years with no changes to cost or scope. Justification is required to maintain fiscal constraint.
    - The addition of a state funded project to the TIP, which is not regionally significant.



- Converting a state funded project to a federally funded project with no changes to scope or cost. Justification is required to maintain fiscal constraint.
- The change adds a locally funded project to an existing federally funded project in the TIP if the revised total project cost is greater than \$2 million. This applies to both MnDOT let and local let projects. No action required if the revised total project cost is less than \$2 million.
- Adding or removing Advance Construction (AC) – includes adding new AC, increase or decrease existing AC amount, or taking an existing AC off a project.
- Removing a project currently programmed in the TIP.
- Splitting a project into two (2) or more projects. Splitting projects have to be located within the original planned location, no change in combined total cost, and no shift in state fiscal year (MnDOT's Office of Transportation System Management's prior approval is required).

STIP (and TIP) Total Project Estimate Cost	Administrative STIP Modification required if increase/decrease more than:
<\$1,000,000	No Administrative STIP/TIP Modification is required when a STIP/TIP total project estimate cost is less than \$1 million AND the proposed total cost estimate remains less than \$1 million.
\$1,000,001 to \$10,000,000	20%
\$10,000,001 to \$100,000,000	10%
>\$100,000,000	Processing an Administrative STIP/TIP Modification for high profile projects (greater than \$100 million), which the change impacts financial constraint, requires prior collaborative discussion between MnDOT and FHWA.

**Figure 41: FHWA Administrative STIP Modification Thresholds.**

- *FTA Administrative Modifications:* For projects using transit funds, administrative modifications are required based on the following criteria:
  - Moving projects between years of the current approved TIP.
  - Changing FTA funding source such as changing from Section 5307 funds to Section 5339 funds or vice versa.
  - Changing federal funding from FTA funds to FHWA funds or vice versa. Fiscal constraint justification required.
- **Amendments:** Major changes to the TIP shall require an amendment.
  - *FHWA TIP Amendments:* For projects using highway funds, TIP amendments are required based on the following criteria:
    - The change adds a new individual FHWA funded project.
    - The change adds a regionally significant project as defined as a project that adds one (1) or more travel lanes for over one (1) mile, it involves the addition of an interchange on the National Highway System (NHS), and/or it involves the reconfiguration of an NHS interchange such that a movement is added or eliminated.
    - The change impacts financial constraint, including total cost increases or decreases meeting the Formal STIP Amendment thresholds. See Figure 38.
    - The change adds or removes a phase of work such as preliminary engineering, right-of-way, construction, etc. to the project which increases or decreases the total project cost.
    - The change results in project scope change to include, but is not limited to, changing work type such as bridge rehabilitation to replacement, resurface to reconstruct, adding additional work/bridge/lane/intersection/route.
    - The change in project limit/termini greater than 0.3 miles in any direction.
    - The change impacts air quality conformity for projects in an MPO.

STIP (and TIP) Total Project Estimate Cost	FHWA STIP (and TIP) Amendment required if increase/decrease more than:
<b>&lt;\$1,000,000</b>	No STIP/TIP Amendment is required when the STIP/TIP total project estimate cost is less than \$1 million AND the proposed total estimate cost remains less than \$1 million.
<b>\$1,000,001 to \$3,000,000</b>	50%
<b>\$3,000,001 to \$10,000,000</b>	35%
<b>\$10,000,001 to \$50,000,000</b>	20%
<b>\$50,000,001 to \$100,000,000</b>	15%
<b>&gt;\$100,000,000</b>	10%

**Figure 42: FHWA STIP Amendment Thresholds.**

- FTA TIP Amendments: For projects using transit funds, TIP amendments are required based on the following criteria:
  - The change adds new individual FTA funded projects to the current approved STIP/TIP.
  - The change increases the STIP/TIP total project estimate cost by more than 20 percent.
  - The change impacts air quality conformity for projects in an MPO.

An amendment to the TIP is also subject to the requirements of the public involvement process outlined herein. The public notice requirements as outlined earlier in this section are followed for amendments to the TIP. Following the public input process, amendments are reviewed by the TAC and considered for approval by the Board.

## Development of Corridor and Planning Related Studies

Participation in corridor and planning related studies provides the most grassroots form of public involvement and engagement. It allows residents to look closely at and consider alternatives for a particular geographical area within the APO's planning area. Deciding to invest in a major infrastructure improvement is often a big undertaking, comprised of varying perspectives, concerns, costs, and potential impacts. Facilities that carry a significant numbers of cars, trucks, buses, and trains are generally not perceived to be ideal neighbors, yet they are vital components of a healthy region. Decisions frequently reflect the dilemmas and tradeoffs between maintaining mobility and safety for people and goods, while minimizing costs and impacts (particularly on residential areas). Public policies have been established to promote cost-effective and contextually sensitive (including environmentally sensitive) improvements; however, social, physical, institutional, and financial factors must be weighed in each situation.

The purpose of public involvement is to make better decisions, create a better end product, and decrease the time required to implement by 1) facilitating a dialogue with a broad cross-section of citizens in the planning process, 2) organizing and recording information and other input for consideration and use by staff, planning partners, and the Board, and 3) informing citizens of the impact their input has on the development of regional policies. Accordingly, the APO strives to provide opportunities for citizens to help shape the region's future through an early, open, and active engagement process so decision-makers understand and incorporate civic insights.

Each outreach activity and the applicable results will be incorporated within the appendices of the respective study.

At critical points in the development of these studies, input will be sought from the public and interested persons regarding existing conditions/operations, identified needs/deficiencies, proposed strategies/policies, and identified projects/improvements.

The following parameters are used for engaging stakeholders in public opportunities surrounding the development of corridor or planning studies:

- Public notice is posted no less than ten (10) days prior to a public input opportunity<sup>2</sup>.
- A period of no less than thirty (30) days is provided for which public comments can be submitted.
- All materials made available at public meetings will also be made available electronically via the APO website so that persons who cannot attend a public meeting can still receive the information.
- Presentations and question and answer sessions during public input meetings will be video recorded and posted to the APO website.

The public notice in the form of a legal notice will be published in the St. Cloud Times, the newspaper of record for the planning area, posted on the APO website, posted on available social media outlets, and sent to those identified on the interested persons list. Additional notifications will be circulated to any other relevant publications if applicable.

The APO may use other additional forms of public notice including press releases and letters to the editor as deemed appropriate to disseminate public notice information regarding the corridor or planning related studies.

At a minimum, the public notification will include the following information: a brief description of the anticipated planning process and actions to be taken; the corridor or planning related study's purpose and effect on the region; a general schedule of the study's development or update; an explanation of the opportunities that will be available for public comment and participation; and an APO contact if further information is desired.

#### *Availability of Draft Corridor and Planning Related Studies*

The APO shall make all significant materials developed throughout the process of the corridor and/or planning study, including the draft study document, available to the public for review and comment. Significant materials used in support of the study's development including the drafts will be posted to the APO website. At such time as a draft study is published, it will be available for public inspection at the APO office, 1040 County Road 4 in Saint Cloud, and on the APO's website.

#### Development of the Unified Planning Work Program

In order to ensure the timely planning and implementation of metropolitan transportation priorities identified in the MTP, the APO is required to adopt a Unified Planning Work Program. The UPWP is an annual document that serves as the organization's operating budget; and identifies the planning studies, projects, and other planning work to be funded or undertaken by the APO. Public involvement in the development of the UPWP is not required by Federal law or regulation. However, since all meetings of the TAC and APO Board are open to the public, the development of the UPWP can be monitored as the draft document is created and subsequently presented to the TAC and the APO Board. The public will be provided an opportunity to comment in person at APO Board or advisory committee meetings.

Development of the UPWP occurs annually, so public comments on regional planning priorities are always welcome at the APO. Persons with comments or who are interested in the development of the UPWP are encouraged to call, mail, or email the APO Executive Director. The APO's mailing address is 1040 County Road 4, Saint Cloud, Minnesota 56303, and the phone number is 320-252-7568. Specific contact information can be found on the [APO website](http://www.stcloudapo.org) (www.stcloudapo.org).

The full list of Federal requirements for the development of the UPWP can be found in 23 CFR 450.308.

#### Development of the Stakeholder Engagement Plan

The Stakeholder Engagement Plan reflects the APO's existing practices for public involvement, consultation with interested parties, and agency governance and operations, all documented in one (1) place for public reference. A draft SEP will go through a forty-five (45) day public comment period.

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<sup>2</sup> Public input opportunities may include (but shall not necessarily be limited to) traditional public input meetings, project open houses, planning charrettes and workshops, public exhibits and displays, public surveys, and others. Project managers will decide on a case-by-case basis how best to reach and engage stakeholders and the general public for each planning study.

This comment period will include:

- Notifying the APO membership, interested parties, stakeholders, community organizations representing Title VI groups, ADA groups, and EJ groups, as well as federal resource agencies of the opportunity to comment on the plan;
- Posting the draft SEP online on the APO's website;
- Adding agenda information items to APO Board and committee meetings;
- Providing Opportunities for public comment in person at APO Board or committee meetings; and
- Posting information on social media.

Plan or Document	Public Meeting Notification Requirements	Minimum Length of Notice Prior to Public Meeting	Minimum Comment Period	Other Considerations	Environmental Justice/Title VI
<b>Metropolitan Transportation Plan (MTP)</b>	Legal notice in newspaper of record	10 days	30 days	Press release. Materials posted to website. Speakers bureau. Social media. Visualization techniques. Citizen surveys.	Notified as part of interested persons list.
<b>Transportation Improvement Program (TIP) and TIP Amendment</b>	Legal notice in newspaper of record	10 days	30 days	Press release. Materials posted to website. Speakers bureau. Social media. Visualization techniques.	Notified as part of interested persons list.
<b>Corridor/Planning Study</b>	Legal notice in newspaper of record	10 days	30 days	Press release. Material posted to website. Speakers bureau. Visualization techniques. Citizen surveys.	Direct notification required if project(s) shown to have potential impact; or if a transit or bike/pedestrian related issue
<b>Unified Planning Work Program (UPWP)</b>	N/A	N/A	N/A	Materials posted to website.	Notified of Board and advisory committee meetings as part of interested persons list.
<b>Stakeholder Engagement Plan (SEP)</b>	Legal notice in newspaper of record	Public meeting not required.	45 days	Materials posted to website. Social media.	Notified as part of interested persons list.

**Figure 43: Stakeholder engagement matrix**

## 8 - TITLE VI AND ENVIRONMENTAL JUSTICE PROVISIONS

### Saint Cloud Area Planning Organization Title VI Notice to the Public

The paragraph below is inserted into all significant publications that are distributed to the public, such as future versions and updates of the MTP. The text is also available on the APO's website.

*The Saint Cloud Area Planning Organization (APO) hereby gives public notice that it is the policy of the APO to fully comply with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI assures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the APO receives Federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice by the APO has a right to file a formal complaint with the APO, MnDOT or the U.S. DOT. Any such complaint must be in writing and filed with the APO's Title VI Compliance Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our [APO website](http://www.stcloudapo.org) ([www.stcloudapo.org](http://www.stcloudapo.org)), or you can view a copy at our offices at 1040 County Road 4, Saint Cloud, MN 56303.*

### Agenda and Website Accessibility Notice

The following paragraph is placed on the bottom of every agenda distributed to the public by the APO. This notification shall also be translated into Somali, Laotian, Hmong, and Spanish to assist in informing LEP populations.

*The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Executive Order 12898, Executive Order 13116 and related statutes and regulations. The APO is accessible to all persons of all abilities. A person who requires a modification or accommodation, auxiliary aids, translation services, interpreter services, etc., in order to participate in a public meeting, including receiving this agenda and/or attachments in an alternative format, or language please contact the APO at [320-252-7568](tel:320-252-7568) or at [admin@stcloudapo.org](mailto:admin@stcloudapo.org) at least seven (7) days in advance of the meeting.*

### Other ADA and Accessibility Provisions

In order to reach those that utilize specialized software to help magnify documents (electronic or print), all written APO correspondence shall be styled with Veranda font with a font size ranging between 10 and 14. The APO will also abide by the Minnesota IT Services' Office of Accessibility guidelines pertaining to documents, procurement of accessible IT products and services, meetings, multimedia, social media, and website and phone application development.

### Procedures for Identifying and Considering Needs of Minorities

Through each of its planning activities, the APO strives to include as many stakeholders as possible to ensure every individual an opportunity to ask questions or submit comments. As such, the APO has developed an interested stakeholder list comprised of agencies and organizations that work specifically with traditionally underserved populations such as people-of-color, individuals with low-income, individuals with disabilities, limited English proficient individuals, and elderly populations.

Below is a sample of that interested stakeholder list.

#### *People-of-Color*

- Create CommUNITY.
- #UniteCloud.
- Central Minnesota Community Empowerment Organization.
- Promise Neighborhood of Central Minnesota.
- African Women's Alliance.

- Islamic Center of St. Cloud.
- Saint Cloud National Association for the Advancement of Colored People.
- Hands Across the World.
- African-American Males Forum.
- National Asian Pacific American Women's Forum.
- St. Cloud Refugee Collaborative.
- Saint Cloud State University American Indian Center.

#### *Low-Income*

- Sherburne County Health and Human Services.
- Stearns County Human Services.
- Benton County Human Services.
- Catholic Charities of the Diocese of Saint Cloud.
- Career Solutions.
- Avivo.
- Project Connect.
- Lutheran Social Services.
- Saint Cloud Salvation Army.

#### *Disability*

- WACOSA.
- Disabled American Veterans (DAV)
- Rise Inc.
- Independent Lifestyles.
- The Arc Midstate.
- United Cerebral Palsy of Central Minnesota.
- Opportunity Services.

#### *Elderly*

- Central Minnesota Council on Aging.
- Central Minnesota Senior Foundation.

#### *General*

- St. Cloud Area Human Service Council.
- Anna Marie's Alliance.
- Tri-CAP.
- United Way of Central Minnesota.
- Benton County Veteran Services Office.
- Care Cab.
- Tri-CAP.
- Elite Taxi.
- Stearns County Veteran Service Office.
- Sherburne County Veteran Service Office.
- Saint Cloud MTC.
- Greater St. Cloud Development Corp.

This list will be updated and expanded as needed.

***All contractors or subcontractors performing work for the Saint Cloud APO will be required to follow the Title VI guidelines. Such assurance will be made at time of establishing the contract.***



## 9 - LIMITED ENGLISH PROFICIENCY PLAN

### Plan Summary

The APO has developed its LEP plan to identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided. As defined in Executive Order 13166, persons with limited English language proficiency are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify persons with limited English language proficiency of available assistance.

In order to prepare this plan, the APO used the four (4) factor LEP analysis which considers the following factors:

1. The number or proportion of persons with limited English language proficiency in the Saint Cloud Planning Area who may be served by the APO.
2. The frequency with which persons with limited English language proficiency come in contact with APO programs or services.
3. The nature and importance of programs or services provided by the APO to the LEP population.
4. The interpretation services available to the APO and overall cost to provide LEP assistance.

A summary of the results of the four (4) factor analysis is in the following section.

### Meaningful Access: Four (4)-Factor Analysis

*The number or proportion of persons with limited English language proficiency in the service area who may be served or are likely to require APO services.*

The U.S. Census Bureau 2011-2015 ACS Five (5) Year Estimates have determined 10,491 individuals within the Saint Cloud APO planning area over the age of five (5) speak a language other than English at home. That is equivalent to 8.5 percent of the population over the age of five (5). Of this, the ACS data has estimated 3,922 of those individuals – or 3.2 percent of the population over five (5) years of age – speak English less than very well.

*The frequency with which persons with limited English language proficiency come into contact with APO services or programs.*

The APO staff reviewed the frequency with which its Board, committee members, staff, and contractors have or could have, contact with persons with limited English language proficiency. This includes documenting phone inquiries or office visits. To date, the APO has had no requests for interpreters and no requests for translated documents. The APO Board, committee members, staff, and contractors, or sub-recipients have had very little contact with persons with limited English language proficiency.

*The nature and importance of services and programs provided by the APO to the LEP population.*

The APO is responsible for metropolitan multimodal transportation planning and programming in the region. It uses a continuous, cooperative, and comprehensive planning process that identifies the region's needs and sets priorities for the future. The APO encourages all members of the public, including individuals with limited English language proficiency, to become involved. The APO Board, staff, and contractors are most likely to contact persons with limited English language proficiency through public meetings and other general public involvement opportunities. Involvement in APO planning activities by citizens is voluntary and not considered a vital, immediate, or emergency direct service. Inclusive public participation is a priority for APO transportation planning studies and programs.

*The resources available to the APO and overall costs to provide LEP assistance*

Given the small size of the LEP population within the APO planning area and the financial constraints, full multi-language translations of large planning documents or agenda packets are not warranted. The APO will consider any such requests on a case-by-case basis as they arise. In addition, should the need arise, the

APO has reviewed its available resources that could be used for providing LEP assistance and that information is on file at the APO office.

## Language Assistance

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be identified as a person with limited English language proficiency and may be entitled to language assistance with respect to the APO's programs and services. Language assistance can include interpretation, which means oral or spoken transfer of a message for one language into another language, and/or translation, which means the written transfer of a message from one language into another language.

APO staff may identify a person with limited English language proficiency who needs language assistance by:

- Posting notice of the LEP plan and the availability of interpretation or translation services free of charge in languages persons with limited English language proficiency would understand.
- Providing "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises. Examples of "I Speak" cards can be found in Appendix J of this document.
- APO staff will be surveyed annually as part of the annual monitoring process.
- Publishing advanced public notice of the event including information on procuring a translator or interpreter.

Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be provided at the event, it will help identify the need for future events.

## *Language Assistance Measures*

Although there is a low percentage in the Saint Cloud planning area of individuals with limited English proficiency, that is, persons who speak English "less than very well," the APO will strive to:

1. Take reasonable steps to provide the opportunity for meaningful access to clients who have difficulty communicating in English.
2. Provide the following resources to clients who have difficulty communicating in English:
  - Interpretive services for public meetings, if advance notice is provided to the APO and such services are readily available.
  - Translated versions (or provide for interpretation of relevant sections) of all documents/publications upon request, within a reasonable time frame and if resources permit.

## *Translation of Documents*

The APO weighed the cost and benefits of translating documents for potential groups of persons with limited English language proficiency. Considering the expense of translating the documents, the likelihood of frequent changes in documents, and other relevant factors, the APO will consider the translation of documents (or portions thereof) on a case-by-case basis, as requested.

Translation resources have been identified and are kept on file at the APO. [Google's Translate program](http://translate.google.com) (<http://translate.google.com>), can also provide users with HTML content in other languages. This resource is an imperfect system, but has a potential to provide enough information for an individual or group of persons with limited English language proficiency to gain an initial understanding of APO documents in response to initial contact. However, when and if the need arises for LEP outreach related to APO programs and services, the APO will coordinate with counties, cities, townships, and other planning partners in the APO planning area to determine an appropriate course of action in regards to existing interpretive and outreach resources available.

## *Staff Training*

The following training will be provided to all staff on an annual basis:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.

- Use of the "I Speak" cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

***All contractors or subcontractors performing work for the Saint Cloud APO will be required to follow the LEP guidelines. Such assurance will be made at time of establishing the contract.***

### Monitoring

The APO will review the LEP Plan annually with its self-certification procedure per 23 CFR 450.334. The Plan will be updated as needed. An annual review and update will include the following:

- The number of documented persons with limited English language proficiency contacts encountered annually.
- How the needs of persons with limited English language proficiency have been addressed.
- Determination of the current LEP population in the service area.
- Determination whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the APO's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the APO fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of individuals with limited English language proficiency.
- Maintain a Title VI complaint log, including LEP to determine issues and basis of complaints.

### Dissemination of the Saint Cloud APO LEP Plan

- Post signs at conspicuous and accessible locations notifying persons with limited English language proficiency of the LEP Plan and how to access language services; such as public meetings of the APO.
- Include as part of public notices and related materials that persons needing interpretative service need to contact the APO.
- Include as part of the APO website.
- Post in the front desk area of the APO offices, employee bulletin board, and bulletin boards in the common area and conference room.
- Display notices at Board, TAC, and BPAC meetings.

## **10 - CONCLUSION**

The APO recognizes its obligation under the FAST Act to foster community participation in plan and program development and to fulfill metropolitan needs for multimodal planning. The APO maintains a commitment of sharing information and seeking public involvement prior to making decisions. Accordingly, all staff and participants are encouraged to make recommendations for improving the APO public involvement process and the SEP.

## APPENDIX A

### SAINT CLOUD AREA PLANNING ORGANIZATION TITLE VI POLICY STATEMENT AND ASSURANCES

#### Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A

The Saint Cloud Area Planning Organization, herein referred to as the "Recipient," **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the **Federal Highway Administration (FHWA)**, is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252) – prohibits discrimination on the basis of race, color, national origin.
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 *et seq.*) – prohibits discrimination on the basis of sex.
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681 *et seq.*) – prohibits discrimination on the basis of sex in education programs or activities.
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 *et seq.*) – prohibits discrimination on the basis of disability.
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 12101 *et seq.*) – prohibits discrimination on the basis of disability.
- 49 CFR Part 21 (titled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964*).
- 49 CFR Part 27 (titled *Non-discrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance*).
- 49 CFR Part 28 (titled *Enforcement of Non-Discrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation*).
- 49 CFR Part 37 (titled *Transportation Services for Individuals with Disabilities (ADA)*).
- 28 CFR Part 35 (titled *Discrimination on the Basis of Disability in State and Local Government Services*).
- 28 CFR section 50.3 – U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other non-discrimination requirements (the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

## Specific Assurances

More specifically, and without limiting the above General Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally-assisted Federal-Aid Highway Program.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 CFR § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*The Saint Cloud Area Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) other nondiscrimination requirements and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency.*

3. The Recipient will insert the clauses of Appendix B and F of this Assurance in every contract or agreement subject to the Acts and Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient received Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix D and Appendix E of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:


- a. The period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. The period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Saint Cloud Area Planning Organization also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FHWA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigation conducted by the FHWA. You must keep records, reports, and submit the material for review upon request to FHWA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Saint Cloud Area Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation. This ASSURANCE is binding on the Saint Cloud Area Planning Organization, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in its programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Saint Cloud Area Planning Organization

Name of Recipient

  
Jeff Goeger, Saint Cloud Area Planning Organization Chair

6/14/18  
Date

## **APPENDIX B**



During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the 'contractor') agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix F, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Act, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-Compliance:** In the event of a contractor's non-compliance with the non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one (1) through six (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.



## **APPENDIX C**

### **CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

**NOW, THEREFORE**, the Saint Cloud Area Planning Organization as authorized by law and upon the condition that the Saint Cloud Area Planning Organization will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Federal-Aid for Highways and the policies and procedures and procedures prescribed by Federal Highway Administration of the U.S. Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (herein referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Saint Cloud Area Planning Organization all the right, title, and interest of the U.S. Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

#### **(HABENDUM CLAUSE)**

TO HAVE AND TO HOLD said lands and interests therein unto the Saint Cloud Area Planning Organization and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Saint Cloud Area Planning Organization, its successors and assigns.

The Saint Cloud Area Planning Organization, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the Saint Cloud Area Planning Organization will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the U.S. Department of Transportation will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI.)

## **APPENDIX D**

# **CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Saint Cloud Area Planning Organization pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her/ heirs, personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1. In the event facilities constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above non-discrimination covenants, the Saint Cloud Area Planning Organization will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above non-discrimination covenants, the Saint Cloud Area Planning Organization will have the right to enter or re-enter the lands and facilities thereon, and be the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Saint Cloud Area Planning Organization and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)

## **APPENDIX E**

### **CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the Saint Cloud Area Planning Organization pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, national origin, sex, age, disability, income-level, or limited English proficiency will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above non-discrimination covenants, the Saint Cloud Area Planning Organization will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above non-discrimination covenants, the Saint Cloud Area Planning Organization will there upon revert to and vest in and become the absolute property of the Saint Cloud Area Planning Organization and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such as clause is necessary to effectuate the purpose of Title VI.)

## **APPENDIX F**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorizes; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*, 78 stat. 252) – prohibits discrimination on the basis of race, color, national origin – and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601) – prohibits unfair treatment of person displaced or whose property has been acquired because of Federal or Federal-aid programs and projects.
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 *et seq.*) – prohibits discrimination on the basis of sex.
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 *et seq.*), as amended– prohibits the discrimination on the basis of disability; and 49 CFR Part 27.
- The Age Discrimination Act of 1975, (42 U.S.C. § 6101 *et seq.*), as amended – prohibits the discrimination on the basis of age.
- Airport and Airway Improvement Act of 1982 (49 U.S.C. § 471, Section 47123), as amended – prohibits discrimination based on race, creed, color, national origin, or sex.
- The Civil Rights Restoration Act of 1987 (PL 100-209) – Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not.
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38.
- The Federal Aviation Administration's non-discrimination statute (49 U.S.C. § 47123) – prohibits discrimination on the basis of race, color, national origin, and sex.
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100).
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

# **APPENDIX G**

## **TITLE VI COMPLAINT PROCEDURE**

### Scope of Title VI Complaints

The scope of Title VI covers all external APO activities. Adverse impacts resulting in Title VI complaints can arise from many sources, including advertising, bidding, and contracts.

Complaints can originate from individuals or firms alleging inability to compete for or obtain a contract with the APO for the furnishing of goods and/or services. Examples include advertising for proposals; prequalification or qualification; proposals and awards; selection of contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, fee appraisers, universities, etc.

Complaints can originate as a result of project impacts on individuals or groups. For example, social and economic, traffic, noise, air quality, access, accidents, and failure to maintain facilities.

### Formal Title VI Complaint Procedure

The APO Title VI Policy assures that no person or groups of persons shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the APO, its recipients, sub-recipients, and contractors. In addition, Executive Order 12898 (Environmental Justice) prohibits discrimination based on income status.

The APO uses the following detailed, internal procedures for prompt processing of all Title VI complaints received directly by it. These procedures include but are not limited to:

1. Any person or groups of person who believe they have been aggrieved by an unlawful discriminatory practice under Title VI may individually, or through a legally authorized representative, make and sign a complaint and file the complaint with the APO. Allegations received do not have to use the key words "complaint," "civil rights," "discrimination," or their near equivalents. It is sufficient if such allegations imply any form of unequal treatment in one or more of the APO's programs for it to be considered and processed as an allegation of a discriminatory practice.
2. The complaint **must** be filed, in writing, no later than one hundred eighty (180) calendar days after the date of the alleged discrimination. The APO's Title VI Complaint Form **must** be used. A copy of this form can be found in Appendix D of this document.
3. The complaint may also be filed with the U.S. Department of Transportation, Office of the Secretary, 1200 New Jersey Ave. SE (S-33), Washington, D.C. 20590. The complaint **must** be filed, in writing, no later than one hundred eighty (180) days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of the U.S. DOT.
4. Immediately, upon receipt of a Title VI complaint, the APO will determine a course of action. Possible courses of action include:
  - Title VI complaints filed against the APO are referred to MnDOT for processing. MnDOT notifies the U.S. DOT Division Office of the complaint.
  - Title VI complaints filed against the APO (e.g., contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, fee appraisers, universities, etc.) are processed by the APO in accordance with the U.S. DOT approved complaint procedures. MnDOT is available to provide assistance.
    - i. A copy of the complaint, together with a copy of the APO report of the investigation and recommendations, are forwarded to the U.S. DOT within sixty (60) days of the date the complaint was received by the APO.
    - ii. A copy of the complaint, together with a copy of the APO report of the investigation and recommendations, are provided to MnDOT's Office of Civil Rights, MS 170, 395 John Ireland Blvd., St. Paul, MN 55155, for informational purposes only.
    - iii. The U.S. DOT makes the final agency decision.



5. The APO reviews and determines the appropriate action regarding every complaint. The APO will recommend to the U.S. DOT, with a copy to MnDOT, not to proceed with or continue a complaint investigation if:
  - The complaint is, on its face, without merit.
  - The same allegations and issues of the complaint have been addressed in a recently closed investigation or by previous federal court decisions.
  - The complainant's or injured party's refusal to cooperate (including refusal to give permission to disclose his or her identity) has made it impossible to investigate further.
6. If an investigation is to be initiated, the APO determines the method of investigation and who will conduct the investigation.
7. The entire investigation process, including the submission of the final report of the investigation and recommendations to the U.S. DOT, with a copy to MnDOT, is to be carried out in a period not to exceed sixty (60) calendar days from the date the original complaint was received by the APO.
8. The APO acknowledges receipt of the allegation(s) within ten (10) working days. The complainant is notified of the proposed action to be taken to process the allegation(s). The notification letter contains:
  - The basis for the complaint.
  - A brief statement of the allegation(s) over which the APO has jurisdiction.
  - A brief statement of the APO jurisdiction over the recipient to investigate the complaint; and
  - An indication of when the parties will be contacted.
  - Depending on the nature of the complaint, the complaint will be referred to the following for final decision:
    - i. U.S. DOT.
    - ii. U.S. Department of Justice (DOJ)
9. The APO also notifies the U.S. DOT, with a copy to MnDOT within ten (10) calendar days of receipt of the allegations. The following information is included in the notification to the U.S. DOT:
  - Name, address, and phone number of the complainant.
  - Name(s) and address(es) of persons alleged to have been involved in the act.
  - Basis of alleged discrimination (i.e., race, color, national origin).
  - Date of the alleged discriminatory act(s).
  - Date complaint was received by the APO.
  - A brief statement concerning the nature of the complaint.
  - Other agencies (Federal, state, or local) with which the complaint has been filed.
  - An explanation of the actions the APO proposed to take to resolve the issues raised in the complaint.
10. The investigation consists of an in-depth, personal interview with the complainant(s). Information gathered in this interview includes but is not limited to: identification of each complainant by race, color, national origin; name of the complainant; a complete statement concerning the nature of the complaint, including names, dates, places, and incidents in the complaint; the date the complaint was filed; and any other pertinent information the investigator(s) feel is relevant to the complaint. The interview(s) is recorded, either on an audio tape or by an investigator taking notes. The investigator(s) arrange for the complainant to read, make necessary changes to, and sign the interview transcript or interview notes.
11. Following the interviews, the investigator(s) develops a report of the investigation and recommendations based on the facts. The report contains the investigator's(s') findings, conclusions concerning each issue raised in the complaint, and recommendations for corrective action. The report is the last document prepared by the investigator(s). Any other actions taken as a result of the investigator's(s') findings and conclusions are the responsibility of APO management.
12. The complainant receives a letter from the APO detailing the findings and any recommendations for corrective action to be taken based on the facts. All issues in the complaint are addressed. The complainant is informed that the final determination is made by the U.S. DOT.
13. The APO forwards the report of the investigation and recommendations to the U.S. DOT, with a copy to MnDOT. Included with the report is a copy of the complaint, copies of all documentation pertaining

to the complaint, the date the complaint was filed, the date the investigation was completed, and any other pertinent information.

14. The U.S. DOT makes the final agency decision.

## **LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, OR LAWSUITS**

The APO shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: Active investigations conducted by the FTA and entities other than FTA; lawsuits; and complaints naming the recipient.

The list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint.

As of Oct. 25, 2018, there were zero (0) of complaints, lawsuits or active investigations against the Saint Cloud APO.

## MINORITY REPRESENTATION ON BOARDS AND COMMITTEES

The membership of the Saint Cloud APO consists of thirty-five (35) Policy Board members, all of whom are residents of Minnesota. The members represent the Cities of Saint Cloud, Saint Joseph, Sartell, Sauk Rapids, and Waite Park; the Counties of Stearns, Benton, and Sherburne, and the Township of LeSauk. There is an unfilled position on the Policy Board for Saint Cloud Metropolitan Transit Commission. Each member (or their appointed alternate) is entitled to one full vote. No eligible voting member has more than one vote. Two-thirds of the membership are local elected officials or their alternates. All of the Executive Board members are elected officials and thirty-one (31) Policy Board members are elected officials.

Members of the Technical Advisory Committee are chosen by the jurisdictions and put forth for membership. The APO places no restrictions on membership on the basis of race, color, national origin, gender, age, income status, or disability.

When asking agencies to appoint members, we encourage them to consider appointing minority members in order to include that representation.

APO Boards and Committees	Non Hispanic White	Black or African American	American Indian/ Alaska Native	Asian	Native Hawaiian/ Pacific Islander	Hispanic or Latino	Some Other Race
Executive Board	100%	0%	0%	0%	0%	0%	0%
Policy Board	100%	0%	0%	0%	0%	0%	0%
Technical Advisory Committee*	100%	0%	0%	0%	0%	0%	0%
Bicycle/ Pedestrian Advisory Committee	No formal Committee exists. Interested community members attend depending upon subject matter being discussed at meetings.						

**\*One non-voting member is African-American**

## Saint Cloud Area Planning Organization Title VI Complaint Form

<b>Part I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Part II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Part III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
[ ] Race [ ] Color [ ] National Origin [ ] Other (please explain)				
Date of Alleged Discrimination (Month, Day, Year):				

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If additional space is needed, please attach extra sheet(s).

#### Part IV

Remedy Sought [State the specific remedy sought to resolve the issue(s).]

#### Part V

Have you previously filed a Title VI complaint with this agency?

Yes

No

#### Part VI

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? ☐ Yes ☐ No

If yes, check all that apply:

☐ Federal Agency: \_\_\_\_\_

☐ Federal Court: \_\_\_\_\_ ☐ State Agency: \_\_\_\_\_

☐ State Court: \_\_\_\_\_ ☐ Local Agency: \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

#### Part VII

Name of agency complaint is against:

Contact person:
Title:
Telephone number:
<b>Part VIII</b>
<p>You may attach any written materials or other information that you think is relevant to your complaint.</p> <p>Signature and date required below:</p> <p>Signature _____ Date _____</p>

Please submit this form in person at the address below, or mail this form to:

Saint Cloud Area Planning Organization  
Title VI Coordinator  
1040 County Road 4  
Saint Cloud, MN 56303



# INSTRUCTIONS

## GENERAL

1. Under Title VI of the Civil Rights Act of 1964 and the related statutes and regulations, no person or group(s) of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Saint Cloud Area Planning Organization (APO). Any person or group(s) of persons who feel they have been discriminated against may file a complaint.
2. Instructions provided within this form are not meant to be all inclusive. Complainants are responsible for all procedural requirements.
3. Complainants **must** include all required information and **must** meet all timeframes as defined in the Saint Cloud APO Title VI Complaint Procedure.
4. Legible copies of all available pertinent documentation should be attached to this form.
5. All complaint forms must be submitted to: Saint Cloud APO, attn.: Title VI Coordinator, 1040 County Road 4, Saint Cloud, MN 56303.

**PART I:** Complete all information in this section.

**PART II:** Check applicable box.

**PART III:** Check all boxes that apply indicating the basis for the complaint. The discrimination **must** be based, at least, on the listed categories. Enter the date of the alleged discrimination. State the specific complaint in a manner that clearly identifies the issues upon which the complaint is based.

**PART IV:** State the minimum remedy acceptable for resolution of this complaint.

**PART V:** Check applicable box.

**PART VI:** Check box(es) that apply and provide information if applicable.

**PART VII:** Complete information if applicable.

**PART VIII:** Sign and date this section to verify the information contained in Parts I through VII.

## Complaints filed with the U.S. Department of Transportation

Discrimination complaints based on race, color, national origin, may be filed with the Secretary, U.S. Department of Transportation, Room 4132, 400 Seventh St. SW, Washington, D.C. 20590. The complaint **must** be filed, in writing, no later than one hundred eighty (180) days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of the U.S. Department of Transportation.

## **APPENDIX H**

### **SOCIAL MEDIA PLAN**

The Saint Cloud Area Planning Organization (APO) is a comprehensive, intergovernmental transportation planning agency for the Saint Cloud metropolitan area. The organization is committed to coordinating long-range planning, in a fair and mutually beneficial manner, on selected issues transcending inter-jurisdictional boundaries for the betterment of the entire Saint Cloud area. The APO provides technical assistance to members and facilitates problem solving through constant, cooperative, intergovernmental communication.

In accordance with 23 CFR 450.316, as part of the APO's public outreach efforts to solicit comments and discussion on pertinent transportation issues, information must be available in electronically accessible formats. Through the use of social media, the APO is further able to comply with these federally mandated regulations.

It is the intent the APO will utilize social media to interact with residents and gain insight into the important issues facing the Saint Cloud metropolitan area. This effort is in addition to the comments and interaction that currently occurs through the [organization's website](http://www.stcloudapo.org) ([www.stcloudapo.org](http://www.stcloudapo.org)).

The views expressed by public users in comments are their own and do not necessarily reflect the opinions, policies, or priorities of the APO.

Communications with the APO, whether through social media, email, or traditional mail are subject to Minn. Stat. Chapter 13, the Minnesota Government Data Practices Act. The APO takes public comments seriously and will consider all comments received. Removal of data from a social media post does not mean that the comments were not given appropriate consideration.

The Saint Cloud APO has an official [Facebook page](https://www.facebook.com/stcloudapo) ([www.facebook.com/stcloudapo](https://www.facebook.com/stcloudapo)). By liking and/or following this page, participants can expect regular updates covering the following topics:

- News releases on the organization.
- Information about public meetings and public participation outreach events.
- News (including photos and videos) of regional interest.
- Polls and other survey techniques used to provide feedback on APO plans.
- Shared content from other Facebook users or websites APO staff members believe would be of interest to followers and that support the goals and mission of the APO.

The number of daily posts to the Saint Cloud APO social media page(s) will vary. Responses to comments will occur 8 a.m. to 4:30 p.m. CST/CDT Monday through Friday with the exception of holidays.

Public comments on posts made by the APO are highly encouraged. Individual users are fully responsible for anything they post in comments including links, videos/photos and other material.


The APO uses social media platforms to inform residents and stakeholders about important relevant issues and to solicit public input on draft plans, policies, and other products of the APO. The APO Executive Director reserves the right to remove comments and/or block users if users engage in the following behaviors:

- Threats of violence or other potentially criminal behavior.
- Hate speech.
- Profanity, obscenity, or vulgarity.
- Nudity in pictures or videos.
- Defamation to a person or people.
- Name calling and/or personal attacks.

- Comments that are promotional in nature.
- Comments that infringe on copyright.
- Spam comments.
- Other comments the APO Executive Director deems inappropriate.

# APPENDIX I

## Sign-In sheet example



Metropolitan Transportation Plan 2045 Public Input Meeting  
March 16, 2017

Please Sign In (Please Print Legibly)

Name	City of Residence	Email Address <small>(if you wish to receive future communications about the project)</small>

## **APPENDIX J**

### **"I Speak" Cards**

*Remainder of this page left intentionally blank*

☐

ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.

1. Arabic

☐

Խոսողում ես և՛ իմ կատարելաբար չգիտակցում,  
եթե խոսում կամ կարդում եմ հայերեն:

2. Armenian

☐

যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।

3. Bengali

☐

ឈូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។

4. Cambodian

☐

Motka i kakhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.

5. Chamorro

☐

如果你能读中文或讲中文，请选择此框。

6. Simplified Chinese

☐

如果你能讀中文或講中文，請選擇此框。

7. Traditional Chinese

☐

Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.

8. Croatian

☐

Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.

9. Czech

☐

Kruis dit vakje aan als u Nederlands kunt lezen of spreken.

10. Dutch

☐

Mark this box if you read or speak English.

11. English

☐

اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بنيزيد.

12. Farsi

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

DB-3309

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Economics and Statistics Administration  
U.S. CENSUS BUREAU

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukranian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

DB-3309

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Economics and Statistics Administration  
U.S. CENSUS BUREAU



Waxaan u baahnahay turjubaan  
Somali ah.

**I need a Somali interpreter.**

Waxaan u baahnahay turjubaan  
Somali ah.

**I need a Somali interpreter.**

Waxaan u baahnahay turjubaan  
Somali ah.

**I need a Somali interpreter.**

Waxaan u baahnahay turjubaan  
Somali ah.

**I need a Somali interpreter.**

Waxaan u baahnahay turjubaan  
Somali ah.

**I need a Somali interpreter.**

Waxaan u baahnahay turjubaan  
Somali ah.

**I need a Somali interpreter.**

Waxaan u baahnahay turjubaan  
Somali ah.

**I need a Somali interpreter.**

Waxaan u baahnahay turjubaan  
Somali ah.

**I need a Somali interpreter.**

Source: Minnesota Department of Human Services

## APPENDIX K

### PUBLIC INPUT

In compliance with Federal regulations outlined in 23 CFR §450.316, the Saint Cloud Area Planning Organization's Stakeholder Engagement Plan (SEP) was open to public review for a period of forty-five (45) calendar days starting on Monday, Jan. 29 through Thursday, March 15, 2018.

Notification of this open comment period was published in the Saint Cloud Times, the [APO website](http://www.stcloudapo.org) (www.stcloudapo.org), and on the [APO's Facebook page](https://www.facebook.com/stcloudapo/) (www.facebook.com/stcloudapo/). Copies of the SEP were also emailed to a list of stakeholders including MnDOT, APO Executive Board members, APO Technical Advisory Committee members, Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus), and organizations identified as working closely with environmental justice populations.

The APO received two (2) comments during this solicitation period. They can be found in the table below.

Number of respondents	Source	Comment	Disposition	Date recorded by APO staff
1	Website	"I was reviewing the Stakeholder Engagement Plan (SEP) and noticed that the Bicycle Pedestrian Advisory Committee (BPAC) is set up to advise the Technical Advisory Committee (TAC). My concern with the BPAC is the frequency of the meetings. It is listed 'as needed.' I would argue there is great value in having an active BPAC group. While the TAC may only SEEK the BPAC advice 'as needed,' there is a real need for an active Bike/Ped group inside the APO and in Central MN. It would be my hope that the APO might schedule and engage the BPAC maybe six times/year, certainly at least quarterly. I'm looking forward to great thing[s] in the future for bikes/peds here in the Saint Cloud Area."	APO staff is working to establish a regular meeting schedule for the BPAC committee.	Feb. 9, 2018
1	Email	"Hi. Please FIX the ADA statement. It is not correct and could get APO in trouble. I feel like I have mentioned this before. Please contact Kristie Billiar at MnDOT who might be able to help you with a more inclusive ADA statement. I have cc-ed her."	APO staff contacted both MnDOT ADA Program and Policy official Kristie Billiar and MnDOT Title VI Coordinator Jonica Carr to address the ADA statements added to the document. Working together with MnDOT officials, APO staff have crafted the ADA agenda notification as presented in this document.	March 1, 2018

An update was made to this document in fall 2018. As such, this document was open to public review for a period of forty-five (45) calendar days from Wednesday, Oct. 31 through Monday, Dec. 17, 2018.

Similarly, notification of this public review period for this document was published in means used previously.

The APO received one (1) comment from the public during this solicitation period. It can be found in the table below.

Number of respondents	Source	Comment	Disposition	Date recorded by APO staff
1	Email	<p>Thank you for the opportunity to comment on the draft SEP. It is good to see the APO adjusting its recently adopted SEP to reflect new information/lessons learned and/or provide additional clarification.</p> <p>Many of the comments below seek additional clarification. A few provide suggestions for the APO to consider.</p> <ul style="list-style-type: none"> <li>Pg 13, Background – first sentence: technically this update is to the 2018 SEP. Rather than referring to past plans, it may be easier to reword to something such as: “The Stakeholder Engagement Plan (SEP) documents how the Saint Cloud Area Planning Organization (APO) will inform and involve its stakeholders and the general public and supports the APO’s commitment to meaningful public involvement in its planning and programming efforts.” This could be a generic statement that does not need to change with each SEP update.</li> <li>Pg 14, Organizational Structure – the draft should reflect the new APO organizational structure. Otherwise, the SEP will need to be revised again – and with another 45 day comment period. See 23 CFR 450.316(a)(3).</li> <li>Section 2 – you may want to consider adding the APO will not hold public meetings on the dates of primary or general elections. While this requirement does not apply to the APO (only to state agencies), it would be a good practice. <a href="#">Minnesota State Statute 204C.03 Subd. 4. Public Meetings Prohibited on Election Date</a></li> <li>Section 3 – there are a few spots where the text reads “...has reported...” Since the data is from the ACS, technically, the city/township hasn’t done any reporting.</li> <li>Pg 50, TIP, second paragraph – was the TAC decision sufficient to move from a 5-year to 4-year TIP? Or was Board approval required? It jumped out that TAC approved something page 15 clearly notes that TAC makes recommendations. Perhaps just state “In May 2019, the APO opted to move to a four (4)...”</li> </ul>	<p>Comments addressed in order as follows:</p> <ol style="list-style-type: none"> <li>1) First sentence of the SEP Introduction section under Background has been changed to the following: “This Stakeholder Engagement Plan (SEP), hereafter referred to as the SEP, reinforces the Saint Cloud Area Planning Organization’s (APO’s) commitment to meaningful public involvement in its planning and programming efforts.”</li> <li>2) At the time of this update the Joint Powers Agreement restructuring the APO’s organization was approved via the Policy Board on Oct. 25. Each respective jurisdiction still has to approve the document. At this time this is still a work in progress. We understand that the APO will have to do another update once all the jurisdictions have made decisions on the JPA.</li> <li>3) Incorporated election day statute into the SEP.</li> <li>4) Noted. References to “has reported” have been omitted.</li> <li>5) Notated and updated.</li> <li>6) Eliminated the word Federal.</li> <li>7) That is correct. All TAC and Board meeting materials will be available at least 10 days prior to the meeting. This was intentional. Through research, APO staff have determined</li> </ol>	Nov. 16, 2018

		<ul style="list-style-type: none"> <li>• Pg 50, TIP, sixth paragraph – MPOs are not federal agencies</li> <li>• Section 4 – does this mean that all TAC and Board meeting materials will also be available a minimum of 10 days prior to the meeting? TAC and board meeting are public meetings. If it is not intended to apply to TAC and Board meetings, the SEP needs to clarify which public meetings.</li> <li>• Pg 61 – Need to identify something related to the TIP.</li> <li>• Pg 66, MTP Administrative Modifications – I should have caught this on the first version of the document. An administrative modification cannot be a substantive change to the content of the MTP. Any substantive change would warrant a closer look at the assumptions used when drafting the current MTP. Since the MTPs are updating every 5 years, the vast majority of substantive changes should be handled by the usual update process. If something were to occur between update cycles, a formal amendment is likely needed. The amendment policy focuses on project-related issues. It can be argued that any substantive change in estimates/forecasts could change projects identified in the plan – or at warrant a closer review to determine if a formal amendment is needed. This review should be completed with MnDOT/federal partners. Also, the SEP notes that administrative modifications may include project descriptions – much caution needs to be used here. If a project description is changing, it is likely to require a formal amendment – or at least should be reviewed with MnDOT/federal partners to determine if a formal amendment is required.</li> <li>• Pg 67, TIP – the text states “a TIP covers up to a five (5) year time frame” – should this be changed to four years to match the earlier comment on switching to a 4-year TIP?</li> <li>• Pg 67, TIP, Engagement tactics, opening sentence of second paragraph – should “update of the TIP” be changed to “TIP amendment”?</li> <li>• Pg 67, TIP, Engagement tactics, second bullet list – wasn’t it this 30-day comment period that caused the potential timing issue with D3?</li> </ul>	<p>that an appropriate amount of time needed to secure an interpreter (if needed) would take about a week on average.</p> <p>8) Unclear. TIP has been identified.</p> <p>9) Replaced “substantive” with “minor.” Point noted on the project descriptions change. This has been eliminated. It is technically addressed under the MTP amendments section “A major change in the project cost or project and/or project phase initiation dates.”</p> <p>10) This can be changed to four years. The only reason it was stated this way was due to the TIP that would be current when this document would be tentatively approved (the latest TIP approved by the APO spans five years).</p> <p>11) Noted and replaced.</p> <p>12) Yes and no. At the August 2018 TAC meeting members were concerned that the public comment period of 30 days was a bit excessive and had wanted to alter this to 14 days. However, per your guidance (and FHWA’s) we have maintained the 30-day period. I believe the amendments you are referencing had different circumstances that lead to a conflict with this issue.</p> <p>13) Date has been removed. Executive Director wants to incorporate the full text.</p> <p>14) Addressed.</p>	
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		<ul style="list-style-type: none"> <li>• Pg 68, reference to the MnDOT/FHWA memo – may want to consider removing the date and simply referring to the most recent version of the guidance. Likewise, do not need to include all the text (though you can) – just include a reference to the memo.</li> <li>• Pg 73, Figure 43 – Change LRTP to MTP; also the 30 day TIP comment period</li> </ul> <p>Let me know if you need additional information.</p>		
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# APPENDIX L

U.S. Department of Justice

Civil Rights Division

Disability Rights Section

## Expanding Your Market

### Accessible Information Exchange: Meeting on a Level Playing Field

#### ***Introduction***

Meetings between businesses and people with disabilities – whether related to researching customer preferences, developing a business education curriculum, or discovering effective ways to comply with the ADA – can result in innovative ideas and powerful collaborations that bring greater access to customers with disabilities and attract new customers to businesses. [Gathering Input from Customers with Disabilities \(http://www.ada.gov/custinfo.pdf\)](http://www.ada.gov/custinfo.pdf)

For these meetings to be successful, everyone involved must have an equal opportunity to participate. Three components are key to presenting meetings that are accessible to people with disabilities: where the meeting is held, how the meeting room furniture is arranged, and how the meeting information is communicated. Event organizers will find that when these elements are accessible, they serve not only the participants with disabilities but also a wide range of others, including older adults, baby boomers, and people with temporary disabilities.

#### ***Accessible Meeting Location***

People attending a meeting are concerned about where to find parking, the building entrance, the meeting room, and restrooms. People with disabilities are no exception. Accessible meeting locations are of primary importance to people with mobility disabilities; accessible locations also ensure easier movement for people who are blind or have low vision. Minimum requirements for an accessible temporary event include the following accessible elements: parking; route to the building entrance from accessible parking spaces, drop-off areas and other accessible elements (e.g., route from a bus stop) within the site; building entrance; route to the meeting room; meeting room; and restrooms.

#### ***Accessible Room Set-Up***

Once an accessible site is selected, it is essential that the meeting room furniture be arranged to allow everyone to fully participate. An accessible floor plan is one in which people who use mobility devices (e.g., wheelchairs, scooters, walkers, crutches, canes) can maneuver throughout and use the amenities independently; people who are blind or have low vision can navigate easily and safely; people who are deaf or have hearing loss can use assistive listening systems and see speakers, interpreters, and captioning; and all participants feel comfortable and ready to be engaged in discussion.

## ***Accessible Presentation of Meeting Content***

An accessible meeting presentation ensures that all participants have equal access to the meeting's content. Auxiliary aids and services bridge communication between people who are deaf or have hearing loss and people who are hearing so that each can understand the other. Assistance may include qualified sign language and oral interpreters, assistive listening systems, and realtime captioning (also called CART -- communication access realtime translation or computer-aided realtime translation) services. Accessible exchange of information for people who are blind or have low vision may require that printed materials are provided in alternate formats (e.g., Braille, large print, on CD) or that notetakers are provided. The auxiliary aids and services needed at any one event will depend both on the participants and the meeting's format, content, and handouts.



## ***Arranging an Accessible Meeting Space***

This list of reminders can serve as a guide to creating accessible meeting room floor plans.

**Seating Locations:** Set up the meeting room to provide access to all participant seating locations, the speakers' area, and refreshments. An accessible seating plan requires aisles that are at least 36 inches wide and have sufficient turning space (e.g., a 60-inch diameter circle) in key locations throughout the room.

These dimensions allow people using mobility devices (e.g., wheelchairs, scooters, walkers, canes, and crutches) to independently enter and exit the room and move throughout the space, sit with other participants, participate as speakers, and get refreshments. Remember, when measuring the accessible route through the space, measure the aisle width as if the chairs are pulled out and occupied.

**Registration Table:** If a table for registration and handouts is provided, make sure that people with mobility disabilities can approach it and turn around easily to move away again. Place handouts at the front edge of the table to make them easier to reach for participants both seated and standing.

**Refreshment Table:** If refreshments are served, allow sufficient floor space for people with mobility disabilities to approach the tables. Arrange all food, plates, glasses (supplement stemware with standard drinking glasses for people who have limited hand mobility), straws (for people who have difficulty drinking directly from glasses), utensils, and napkins within the reach range of people who are of short stature or use a wheelchair. Avoid billowing or long tablecloths that pool on the floor -- wheelchair wheels and tips of canes, crutches, and walkers can easily catch on flowing linens and pull them off surfaces. Provide assistance to people who may need help filling their plates and bringing food and drinks back to their tables.

**Protruding Objects:** Some people who are blind or have low vision use canes to detect objects along a route. One element of a barrier-free meeting space for participants who are blind or have low vision requires cane-detectable protruding objects and sufficient head clearance. Wall-mounted objects, with bottom edges between 27 inches and 80 inches above available, either eliminate the use of a podium for everyone (e.g., have everyone sit at a head table with a tabletop microphone) or provide the speaker who has a disability with a hand-held or lavalier microphone to allow her to speak from a position next to the podium. Provide the speaker with a disability with a small table on which to put lecture notes and a glass of water.

**Stage or Dais:** If a stage or raised platform is not accessible to all speakers, do not use it. It is insulting to ask a speaker with a mobility-related disability to be the only person to present from below stage level.

**Service Animals:** Ensure that all participants and the meeting site staff understand that the ADA requires that service animals are allowed to enter the building and remain with their owners throughout the meeting. [\*ADA Business Brief on Service Animals\*](#)

**Seating for Communication:** Arrange the lighting and meeting room furniture to facilitate communication among participants, interpreters, and realtime captioners. Try to arrange furniture away from windows or cover the windows so that participants, speakers, and interpreters are not silhouetted by the natural backlighting, which makes speechreading difficult.

**Podium:** If a podium is used, some speakers who use mobility devices may not be able to use one that is standard height. If possible, provide an adjustable-height podium for all presenters at the meeting. If one is not available, either eliminate the use of a podium for everyone (e.g., have everyone sit at a head table with a tabletop microphone) or provide the speaker who has a disability with a hand-held or lavalier microphone to allow her to speak from a position next to the podium. Provide the speaker with a disability with a small table on which to put lecture notes and a glass of water.

## ***Presenting Meeting Content Accessibly***

This list of reminders can serve as a guide to presenting meeting content in an accessible way.

**Invitation Information:** Include in the invitation clear information about the meeting's accessibility, which tells a prospective participant with a disability that the host understands the issues and that the guest will feel welcomed,

comfortable, and able to participate fully in the meeting. Information should include the accessibility of the meeting's location, how to request services for the meeting (e.g., Braille, sign language interpreters, readers), and accessible means to respond to the invitation (e.g., telephone, TTY, text messaging, email).

**Written Agenda:** Provide a written agenda along with the invitation. Agendas help not only to direct the content of the meeting but also to assist participants in anticipating topics and following the meeting flow. Include beginning and ending times of the meeting to assist people in scheduling accessible transportation and quantifying the time required for participation.

**Key Meeting Points:** Writing key points from the presentations and discussion on a blackboard or easel-mounted chart pad helps everyone follow the meeting's proceedings.

**Auxiliary Aids and Services:** If auxiliary aids and services are requested by guests, meeting organizers will need to address before the meeting takes place how to provide such services as interpreters, realtime captioning, and notetakers.

**Providing Background Information to People with Sensory Disabilities:** At the beginning of the meeting, ask all participants to introduce themselves. This not only serves as an ice-breaker, but also lets people who are blind or have low vision know who is at the meeting. Ask participants to talk one at a time and identify themselves during the discussion so that participants who are blind or have low vision and participants who are deaf or have hearing loss (through the realtime captioner or the interpreter) know who is speaking.

**Audiovisual Presentations:** If a presentation includes audiovisuals (e.g., computer presentation, video, or printed charts and graphics), it will be necessary to have the visuals described for people who are blind or have low vision. Audio description does not have to be presented separately. The speaker can describe visuals as part of her lecture. It will be helpful to presenters who are not trained audio describers to talk with participants who are blind or have low vision beforehand about the type and level of detail that is useful. If the presentation is provided to participants in print, the handouts must also be accessible.

It is also necessary to have the narration captioned or interpreted for guests who are deaf or have hearing loss. Where there is no captioning on the audiovisual itself, interpreters or realtime captioners can help supply the text.

For more information about the ADA and businesses, call the Department's toll-free ADA Information Line:

**800-514-0301•voice or 800-514-0383•TTY**

Or, look for the **ADA Business Connection** link on the Department's ADA technical assistance website

[www.ada.gov](http://www.ada.gov).

April 2009

## ***Providing Auxiliary Aids and Services***

A meeting that is accessible to people with sensory disabilities enables them to understand the meeting's presentations and to participate in the discussions.

To provide effective communication for participants who are deaf or have hearing loss or who are blind or have low vision, meeting organizers may need to provide auxiliary aids and services, which may include, for example:

- (for people who are deaf or have hearing loss) qualified interpreters, notetakers, realtime captioning, written materials, assistive listening systems, and open and closed captioning.
- (for people who are blind or have low vision) qualified readers, notetakers, texts on CD, audio recordings, Brailled materials, and large print materials.

Some of these aids (e.g., large print, written materials) can be produced by the meeting organizers while some will require a professional service provider. Find out which services are available in the local area, where to obtain them, and how long it takes to arrange for them. For help in locating service providers, call a local Center for Independent Living (CIL) or regional Disability and Business Technical Assistance Center (DBTAC).

When choosing a date for the meeting, make the length of time needed to contract for auxiliary aids and services a key factor in the date selection process. In some locations, for example, it can take several weeks to find and hire an interpreter or to have a document printed in Braille. If the aids and services are provided only after a request from a participant, also plan any invitation response deadlines to accommodate these time constraints. As soon as a participant makes a request for services, contact the appropriate provider of auxiliary aids or services to get the request filled. Be sure to ask what specific services or aids they prefer.

*Note:* If providing a particular auxiliary aid or service at the meeting will result in an undue burden (i.e., will cause significant difficulty or expense) for the organizers, the organizers are not required to provide that exact service. However, they must try to find an alternative auxiliary aid or service that will not result in an undue burden but will ensure that participants with disabilities can participate fully in the session. Talk with the participant to find the best solution.

Once the service provider is contracted, find out before the meeting what information is needed to do the job effectively. For example:

- Interpreters and real-time captioners will be better able to interpret and transcribe meeting proceedings if they can review ahead of time the agenda, speaker and participant list (for proper name spellings), written handouts, and background information about the meeting topic.
- A supplier of assistive listening systems will have to know if the person requesting services uses a hearing aid, has a cochlear implant, or does not wear a personal device but benefits from amplification.

On the day of the meeting, introduce the service providers to the participants who requested the services. Talk with them all to ensure that seating, lighting, and equipment are in place for effective delivery of the services. For example, people who are deaf or have hearing loss need to see the interpreter throughout the meeting. If the room lights are lowered for audiovisual presentations, separate lighting on the interpreter may be needed. Ensure that assistive listening systems are in working order with sufficient battery power for the entire meeting.

Many participants who are deaf or have hearing loss prefer to see both the interpreter and the speaker during a presentation. If the speaker is positioned at a podium in front of the room, it may be best to have the interpreter stand beside the podium. For other meeting formats and room arrangements, talk with the participants who are deaf or have hearing loss and the interpreters to find the best way to maintain the line of sight between them.

Evaluating the Accessibility of a Meeting Site

<p>A meeting site that is usable by most people with disabilities has, at minimum, the following six accessible features:</p> <p><b>Feature 1</b> Parking and Passenger Drop- Off Areas</p> <p><b>Feature 2</b> Routes to the Building Entrance</p> <p><b>Feature 3</b> Building Entrance</p> <p><b>Feature 4</b> Routes to the Meeting Space</p> <p><b>Feature 5</b> Meeting Space</p> <p><b>Feature 6</b> Restrooms</p>	<p>The following descriptions and accompanying images are designed to help determine if a meeting location has the most basic accessible features needed by participants with disabilities. If not, sometimes a temporary modification can be made that will create access for the day of the meeting. It is essential to remember, however, that such temporary access does not relieve facility owners of their continuing obligations under the ADA to remove barriers and provide increased access to people with disabilities after the meeting has ended.</p> <p>Linked to the descriptions of accessible features are several common access barriers and suggestions for removing them temporarily. By reading the descriptions, carefully reviewing the images provided, and considering temporary barrier removal suggestions, organizers can determine whether a meeting place accommodates all participants either as is or with some short-term changes. If a meeting site cannot be made at least temporarily accessible, another site should be selected.</p>
<p>To access the legal minimum standards associated with each feature, see the <a href="http://www.ada.gov/stdspdf.htm">ADA Standards for Accessible Design</a> (<a href="http://www.ada.gov/stdspdf.htm">http://www.ada.gov/stdspdf.htm</a>) The Standards are also available on the <a href="http://www.ada.gov">U.S. Department of Justice website</a> (<a href="http://www.ada.gov">www.ada.gov</a>) or by calling 800-514-0301 (voice) or 800-514-0383</p>	

Feature 1 - Parking and Passenger Drop-Off Areas

When parking is provided for meeting participants, accessible parking must be provided for participants with disabilities. Those who arrive by car or van need an accessible parking space as close as possible to an accessible entrance. The accessible parking space has an adjacent and parallel access aisle that provides needed room for a person to open the car door fully and then to stand with the aid of a walker or crutches, to transfer to a wheelchair, or to lower a wheelchair lift. In order to be usable, the access aisle must be level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.

If there is a drop-off area for meeting participants, an accessible passenger drop-off area is also necessary. An accessible drop-off area has a level access aisle that is adjacent and parallel to the vehicle space to serve the same purposes as described above for a parking access aisle.

The access aisles of both the parking space and passenger drop-off area connect directly to an accessible route that leads to an accessible building entrance. When an accessible route crosses a curb, a curb ramp must be provided. [ADA Standards for Accessible Design: \(http://www.ada.gov/stdspdf.htm\)](http://www.ada.gov/stdspdf.htm)

Feature 2 - Routes to the Building Entrance

There must be at least one exterior accessible route that connects accessible parking spaces and other accessible elements within the site, such as accessible drop-off areas or a route from a bus stop to an accessible building entrance. The accessible

route is essential for people who have difficulty walking or who use wheelchairs or other mobility devices to get to the accessible entrance of the meeting site.

An accessible route is at least 36 inches wide for the entire length of the route. (It may narrow briefly to 32 inches wide at utility poles, post-mounted signs, street furniture, and doorways.) Abrupt level changes, steps, or steeply sloped sidewalks cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12 (8.33% incline). Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop crutch and walker tips and wheelchair wheels from slipping off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Wherever possible, the accessible route should coincide with the main route to the building. However, if an accessible route is different from the route used by other participants, signs are required at key decision points to direct participants with disabilities to the accessible route to the building.

**It is important to note that people who are blind or have low vision may use all routes -- not only the accessible ones -- that lead to a building.**

Therefore, objects that do not provide sufficient head clearance or that are mounted too high and protrude into a route can become hazards because they cannot be detected by people who are blind or have low vision and use canes. All routes must be free of overhanging objects that are less than 80 inches above the ground. There must also be no objects that protrude more than 4 inches into the route when the bottom edges of the objects are between 27 inches and 80 inches above the ground. Examples of potential protruding objects include handrail extensions on stairs and ramps, post- or wall-mounted signs, outdoor drinking fountains, and low-hanging tree limbs. *ADA Standards for Accessible Design* (<http://www.ada.gov/stdspdf.htm>)

## Feature 3 - Building Entrance

An accessible meeting location must have at least one accessible entrance that is connected to an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible door hardware, and enough clear width to allow people who use crutches, canes, walkers, scooters, or wheelchairs to use it.

The accessible entrance should be the main entrance whenever possible. If the accessible entrance is *not* the main entrance to the meeting site, then signs must be located at all inaccessible entrances to direct participants to the accessible one. The accessible entrance must remain unlocked when the meeting is taking place. *ADA Standards for Accessible Design*: (<http://www.ada.gov/stdspdf.htm>)

## Feature 4 - Routes to the Meeting Space

The accessible route to the meeting space must have the same characteristics as the *accessible route to the building entrance*. *ADA Standards for Accessible Design*: (<http://www.ada.gov/stdspdf.htm>)

The interior accessible route connects the accessible entrance with the meeting space. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility devices.

**It is important to note that people who are blind or have low vision may use all routes -- not only the accessible ones -- that lead to the meeting space.** Therefore, objects that do not provide sufficient head clearance or that are mounted too high and protrude into a route can become hazards because they cannot be detected by people who use white canes. (See Route to the Building Entrance for a detailed description.) Items that can become hazards include wall-mounted fire extinguishers, display cases, and sconces, as well as open staircases, overhead signs and banners, and the curved sides of arched doorways.

## Feature 5 - Meeting Space

The meeting space must have an accessible floor plan as described in "Arranging an Accessible Meeting Space."

## Feature 6 – Restrooms

If restrooms are available to meeting participants, then accessible restrooms must also be available to participants with disabilities. Accessible restrooms should be in the same basic location as other restrooms. An accessible stall has a door wide enough to enter; floor space for a wheelchair user to roll up to the toilet; grab bars on the back and side wall nearest the toilet to support the person as he transfers from and back to his wheelchair; a toilet seat at wheelchair seat height to facilitate transfer; a flush valve and toilet paper dispenser within reach; and door hardware that does not require tight pinching, twisting, or grasping to use.

An accessible lavatory has floor space in front so that a wheelchair user can approach it, knee clearance so the person can pull under it, and a lowered top surface height so the person can reach the faucets and soap dispenser and use the bowl easily. The lavatory's hot water and drain pipes have to be insulated or configured to prevent leg burns or injuries, and the lavatory may not have sharp or abrasive surfaces underneath. Faucets cannot require tight pinching, twisting, or grasping to operate (i.e., they are operable with a closed fist). An accessible lavatory is not necessarily one with an extended shallow bowl – many different lavatories can work if installed properly. Soap dispensers, paper towel dispensers, hand dryers, and trash cans should be near the sink (but not blocking fixtures or dispensers) and within the reach range of someone who is seated or of short stature. Ensure that furniture (e.g., a chair, a large trash can) does not block maneuvering clearances at doors or fixtures and that hand dryers and dispensers are not mounted where they become protruding objects. *ADA Standards for Accessible Design: (<http://www.ada.gov/stdspdf.htm>)*



## ***Temporary Barrier Removal Suggestions for Accessible Features***

### **Feature 1 - Temporary Barrier Removal, Parking and Passenger Drop-Off Areas**

<b>Barrier</b>	<b>Modification</b>
Parking is available, but no accessible parking is provided or there are not enough accessible parking or van-accessible spaces.	Find a level parking area near the accessible entrance and designate that area for accessible parking. Use a group of three standard parking spaces to make two accessible parking spaces that are located on either side of an access aisle (which is created from the middle standard space). Traffic cones or other temporary elements may be used to mark the spaces and keep cars from parking in the access aisles. Provide a sign to designate each accessible parking space and make sure the access aisle of each space is connected to the accessible route to the accessible entrance.
Accessible parking is provided, but spaces do not have a marked access aisle next to them.	Restripe the accessible parking spaces to provide an access aisle. As a temporary solution for the meeting day, use traffic cones to mark off the access aisle and curb ramp area. The first accessible parking space provided should be a van accessible parking space with an access aisle that is at least 96 inches wide to accommodate a van's wheelchair lift or ramp.
Accessible parking spaces, passenger drop-off areas, or access aisles are on sloped surfaces.	Find a level parking area that is close to the accessible entrance. Provide accessible parking spaces and access aisles in that area. Use one parking space next to the accessible parking spaces to serve as an accessible drop-off area. Make sure the accessible parking spaces and drop-off area connect to an accessible route to the entrance. Provide a sign designating each accessible parking space.
No sign with the international symbol of accessibility is installed at each accessible parking space.	Provide a temporary sign in front of each accessible parking space.
There is insufficient vertical clearance of at least 98 inches (8 feet – 2 inches) for the vehicle route to the parking space, the parking space, the access aisle, and along the vehicle route to the exit for high-top or large vans.	Remove or raise low objects along the route or relocate each van accessible space.

## Feature 2 - Temporary Barrier Removal for Routes to the Building Entrance

Barrier	Modification
The sidewalk connecting parking to the meeting site entrance is too steep to be accessible.	Find another route that can serve as the accessible route or provide parking services or parking in another location (e.g., valet parking).
The accessible route crosses a curb and no curb ramp is provided.	Install a portable ramp that has an incline with a slope no steeper than 1:12 (8.33%) with edge protection.
One or two steps are part of the walkway leading to the accessible entrance.	Install a portable ramp that has an incline with a slope no steeper than 1:12 (8.33%) with edge protection and handrails, if needed.
Branches or other objects over a walkway or pedestrian route are less than 80 inches above the walk.	Prune the branches or remove the items that are hanging below 80 inches. Another approach is to install a detectable barrier under the item that is too low. The detectable barrier must be within the range of 27 inches or lower above the route.
One or more objects protrude too far from the side into the circulation path causing a hazard for people who are blind or who have low vision.	<p>When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located more than 27 inches off the ground, it is a hazard if the object protrudes into the circulation path. To make a protruding object detectable:</p> <ul style="list-style-type: none"> <li>• Place an object or a barrier below the protruding object in the cane-detectable area not more than 27 inches above the ground.</li> <li>• If the protruding object can be moved, lower the object so its bottom is within the cane-detectable area (not more than 27 inches above the ground).</li> <li>• Prune or alter the protruding object so it does not protrude into the path.</li> </ul>



<p>The undersides of exterior stairs are not enclosed or protected with a cane-detectable barrier.</p>	<p>Add a barrier or enclosure below the stair or relocate the route away from the stair. Enclosing the area below the stair or installing a cane-detectable barrier helps a person who is blind or has low vision stop before hitting her head.</p>
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### Feature 3 - Temporary Barrier Removal for the Building Entrance

Barrier	Modification
One or two steps at the main entrance prevent access.	If another entrance is accessible and on an accessible route from accessible parking, install a directional sign at the main entrance directing participants to the accessible entrance. Keep the accessible entrance unlocked during meeting hours. If another accessible entrance is not available, install a temporary ramp with edge protection and handrails.
There is a small step at the entrance.	Install a short temporary ramp to provide a smooth transition, with a slope no steeper than 1:12 (8.33%) and edge protection and handrails, if needed.
The entrance door threshold has an abrupt change in level of more than 1/4 inch and no beveled sides.	If the threshold is between 1/4 and 1/2 inch high, add beveled surfaces to both sides of the threshold. Or, replace with a new threshold that is no more than 1/2 inch high and has beveled sides.
The entrance door to the building is heavy and difficult to open.	Keep the door propped open or station volunteers near the door to open it for participants.
The entrance door does not have at least 18 inches of maneuvering clearance on the latch side of the door.	Move whatever is blocking the maneuvering clearance, keep the door propped open, or station volunteers near the door to open it for participants.
The door or one side of a double-leaf door at the accessible entrance provides less than 32 inches clear-passage width when the door is open 90 degrees.	Find another entrance with an accessible door, or prop both doors open during meeting times.
The door handle and/or latch at the entry door is not accessible.	There are four typical solutions: 1) add an accessible pull or handle to the outside of the door and leave the door unlatched; 2) install an accessible door handle and hardware; 3) leave the door propped in an open position; or 4) have someone open the door.

## Feature 4 - Temporary Barrier Removal for Routes to the Meeting Space

Barrier	Modification
One or more steps along the hallway to the meeting space block access.	Install a portable ramp that has an incline with a slope no steeper than 1:12 (8.33%) with edge protection and handrails, if needed. Or, relocate the accessible meeting to another area that is on an accessible route.
The meeting space is not on an accessible route and cannot be made accessible.	Look for another area where an accessible meeting may be presented.
Pedestrian routes that lead to or serve the meeting space have objects that protrude from the side more than four inches into the route with the bottom of the object more than 27 inches above the floor. Note: These objects may be wall mounted or freestanding. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.	Place a detectable object on the floor below each object to remove the hazard.
Pedestrian routes leading to or serving the meeting space have overhead objects with the bottom edge less than 80 inches above the floor.	Place a detectable object on the floor below each object to remove the hazard.

## Feature 5 - Temporary Barrier Removal for Meeting Space

Barrier	Modification
Routes within the meeting space have objects that protrude from the side into the route with the bottom of the object more than 27 inches above the floor.	Place a detectable object on the floor below each object to remove the hazard.
Pedestrian routes leading to or serving the meeting space have overhead objects with the bottom edge less than 80 inches above the floor.	Place a detectable object on the floor below each object to remove the hazard.
The room has a fixed stage or platform with one or more steps leading up to it.	Install a portable ramp with edge protection and handrails or a portable lift next to the stage. Or, have all presenters speak from the main floor.

## Feature 6 - Temporary Barrier Removal for Restrooms

Barrier	Modification
There is no accessible public restroom near the meeting space.	Find the nearest accessible public restroom in the building. Determine the shortest accessible route to that restroom from the meeting space and offer specific directions to participants.
Dispensers and hand dryers in the restroom are not within reach of someone who uses a wheelchair or scooter.	Place toilet paper, soap, and paper towels on a clean, horizontal surface that is within reach.
Hand dryers and dispensers with a bottom edge higher than 27 inches above the floor protrude more than four inches into the route.	Place a detectable object on the floor below each dryer and dispenser to remove the hazard for the meeting day.

## ***Additional Resources for Technical Assistance and Locating Accessibility Services***

### **Region 1 (CT, ME, MA, NH, RI, VT)**

DBTAC: New England ADA Center Adaptive Environments Center, Inc. 180-200 Portland Street, First Floor Boston, MA 02114

(617) 695-1225 (V/TTY)

(617) 482-8099 (Fax)

[DBTAC Region 1 website](http://adaptiveenvironments.org/neada/site/home)

(<http://adaptiveenvironments.org/neada/site/home>)

### **Region 2 (NJ, NY, PR, VI)**

DBTAC: Northeast ADA Center Cornell University

Northeast ADA & IT Center

331 Ives Ithaca, NY 14853-3901

607-255-8348

607-255-6686 (TTY)

607-255-2763 (Fax)

[DBTAC Region 2 website](http://www.ilr.cornell.edu/edi/dbtacnortheast/index.cfm)

(<http://www.ilr.cornell.edu/edi/dbtacnortheast/index.cfm>)

### **Region 3 (DE, DC, MD, PA, VA, WV)**

DBTAC: Mid-Atlantic ADA Center TransCen, Inc.

451 Hungerford Drive, Suite 607

Rockville, MD 20850

301-217-0124 (V/TTY)

301-217-0754 (Fax)

[DBTAC Region 3 website](http://www.adainfo.org)

(<http://www.adainfo.org>)

### **Region 4 (AL, FL, GA, KY, MS, NC, SC, TN)**

DBTAC: Southeast ADA Center 490 Tenth Street

Atlanta, GA 30318

404-385-0636 (V/TTY/Spanish)

404-385-0641 (fax)

[DBTAC Region 4 website](http://www.sedbtac.org)

(<http://www.sedbtac.org>)

### **Region 5 (IL, IN, MI, MN, OH, WI)**

DBTAC: Great Lakes ADA Center University of Illinois at Chicago Department on

Disability & Human Development (MC 728)

1640 West Roosevelt Road, Room 405

Chicago, IL 60608

(312) 413-1407 (V/TTY)

(312) 413-1856 (Fax)

[DBTAC Region 5 website](http://www.adagreatlakes.org)

(<http://www.adagreatlakes.org>)

### **Region 6 (AR, LA, NM, OK, TX)**

DBTAC: Southwest ADA Center

2323 South Shepherd Boulevard, Suite 1000

Houston, TX 77019

(713) 520-0232 (V/TTY)

(713) 520-5785 (Fax)

[DBTAC Region 6 website](http://www.dlrp.org)

(<http://www.dlrp.org>)

The ILRU also provides contact information for federally-funded Centers for Independent Living around the country.

### **Region 7 (IA, KS, MO, NE)**

DBTAC: Great Plains ADACenter University of Missouri/Columbia 100 Corporate Lake Drive  
Columbia, MO 65203

(573) 882-3600 (V/TTY)

(573) 884-4925 (Fax)

[DBTAC Region 7 website](http://www.adaproject.org)

(<http://www.adaproject.org>)

### **Region 8 (CO, MT, ND, SD, UT, WY)**

DBTAC: Rocky Mountain ADA Center Meeting the Challenge, Inc.

3630 Sinton Road, Suite 103 Colorado Springs, CO 80907 (719) 444-0268 (V/TTY)

(719) 444-0269 (Fax)

[DBTAC Region 8 website](http://www.adainformation.org)

(<http://www.adainformation.org>)

### **Region 9 (AZ, CA, HI, NV, Pacific Basin)**

DBTAC: Pacific ADA Center 555 12th Street, Suite 1030

Oakland, CA 94607-4046

510-285-5600 V/TTY

510-285-5614

[DBTAC Region 9 website](http://www.adapacific.org)

(<http://www.adapacific.org>)

### **Region 10 (AK, ID, OR, WA)**

DBTAC: Northwest ADA Center Western Washington University 6912 220th Street,  
SW #105 Mountlake Terrace, WA 98043 425-248-2480 (voice)

425-771-7438 (fax)

[DBTAC Region 10 website](http://www.dbtacnorthwest.org)

([www.dbtacnorthwest.org](http://www.dbtacnorthwest.org))