

Saint Cloud Area Planning Organization 2019-2020

Unified Planning Work Program And Budget



Brian Gibson, PTP
Executive Director
1040 County Road 4
Saint Cloud, MN 56303-0643
320-252-7568
www.stcloudapo.org
Gibson@stcloudapo.org

Approved by the Saint Cloud APO Policy Board
June 14, 2018

The work activities described herein are supported by funding from the Federal Highway Administration, the Federal Transit Administration, the Minnesota Department of Transportation, Saint Cloud Metro Bus, and the Saint Cloud Area Planning Organization

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.

This document does not constitute a standard, specification, or regulation. The United States Government, the State of Minnesota, and the Saint Cloud Area Planning Organization does not endorse products or manufacturers. Trade or manufacturers' names may appear therein only because they are considered essential to the objective of this document.

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.

TITLE VI and CIVIL RIGHTS STATEMENT

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), or you can view a copy at our offices at 1040 County Road 4, Saint Cloud, MN 56303.



ABBREVIATIONS AND GLOSSARY OF TERMS

APO: Saint Cloud Area Planning Organization – The organization designated by agreement between the Governor and the member units of local government as being responsible for carrying out the terms of 23 USC Sec. 134. The APO is the MPO for the Saint Cloud urban area.

ATP: Area Transportation Partnership – These committees of local governments and MnDOT staff were created by MnDOT to enhance regional intergovernmental planning and increase cooperative development of the four-year State Transportation Improvement Program (STIP). The APO is a member of the MnDOT District 3 ATP.

FAST Act: The Fixing America's Surface Transportation Act – The surface transportation act approved by Congress and signed into law by President Obama on December 4, 2015. The act established national surface transportation policy and also authorized Federal spending limits for surface transportation for the years 2016 through 2020.

FHWA: Federal Highway Administration – The Federal administration responsible for monitoring and facilitating the construction and maintenance of the National Highway System. The APO is a recipient of an annual planning grant from FHWA.

FTA: Federal Transit Administration – The Federal administration responsible for monitoring and facilitating the operations and capital improvement of public transit providers. The APO is a recipient of an annual planning grant from FTA.

MnDOT: Minnesota Department of Transportation – The State department with which the APO coordinates on transportation issues and which has oversight responsibilities for ensuring the APO complies with applicable Federal and State requirements.

MPA: Metropolitan Planning Area – The geographic area in which an MPO carries out its planning activities. The MPA must include at least the US Census-defined urban area, but may also include any additional urban or urbanizing areas and/or commuter travel-sheds as deemed appropriate by the member jurisdictions of an MPO.

MPO: Metropolitan Planning Organization – An organization designated by agreement between the Governor of a state and the units of local governments of an urban area as being responsible for carrying out the terms of 23 USC Sec. 134. Any urban area of more than 50,000 people must have an MPO. As of 2015, there were 408 MPOs in the United States.

MTP: Metropolitan Transportation Plan – The regional transportation plan with at least a 20 year planning horizon, developed cooperatively between the units of government which are members any MPO, including the Saint Cloud APO.

TAC: Technical Advisory Committee – The TAC is a committee of planners and engineers representing the local member governments of the APO and which is responsible for providing technical advice and guidance to the Policy Board.

TDM: Travel Demand Model – A computer model used to forecast traffic and traffic congestion under a variety of land-use and roadway network conditions.

TIP: Transportation Improvement Program – The document that programs Federal funding for surface transportation projects within the MPA.

TSPM: Transportation System Performance Monitoring – This is a program of the APO in which staff collects and analyzes transportation performance data in order to discover problem areas and to help in the prioritization and programming of transportation improvement projects.

UPWP: Unified Planning Work Program – A Federally-required statement of work identifying the planning priorities and activities to be carried out by the staff of an MPO. It is also the MPO's annual budget, and it identifies any special studies and consultant contracts for the fiscal year.

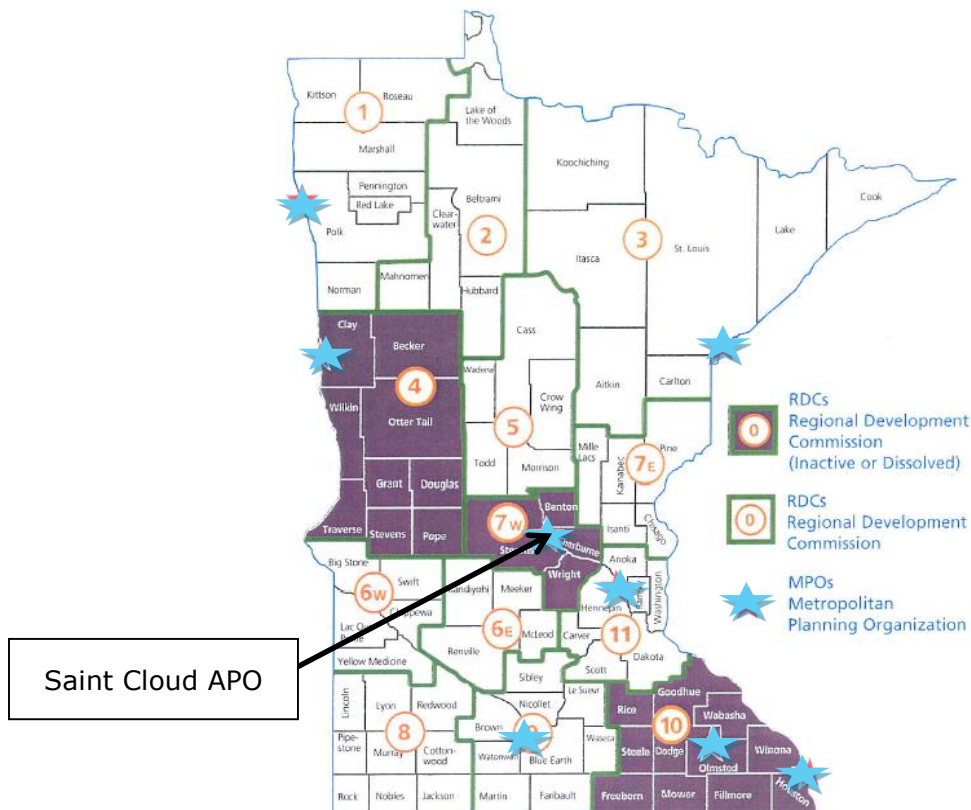


APO BACKGROUND

The St. Cloud Area Planning Organization (APO) is one of eight Metropolitan Planning Organizations (MPOs) within the State of Minnesota. Since its formal organization as a joint powers entity in 1966, the APO has been responsible for facilitating a Continuing, Cooperative, and Comprehensive ("3-C") planning process in accordance with Federal regulations¹. The primary outcomes of the 3-C planning process are a multi-modal metropolitan transportation plan (MTP) which has a 20 year planning horizon but which is updated every five years, annually preparing and maintaining a four-year Transportation Improvement Program (TIP), and annually preparing this rolling two-year Unified Planning Work Program (UPWP).

Other key aspects of the APO's planning process include monitoring and reporting on transportation system performance, collecting and analyzing economic, demographic, and population data, maintaining and developing a Geographic Information System (GIS), preparing corridor and environmental studies necessary to preserve rights-of-way and prepare transportation projects identified in the MTP for construction, transit planning, bicycle and pedestrian planning, and other miscellaneous planning and coordination efforts that benefit the entire Saint Cloud Metropolitan Planning Area.

The APO does all this work in cooperation with its key planning partners which include the Minnesota Department of Transportation (MnDOT), the Minnesota Pollution Control Agency (MPCA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), St. Cloud Metro Bus, individual APO member jurisdictions, and the general public.



¹ See 23 CFR Part 450 Subpart C

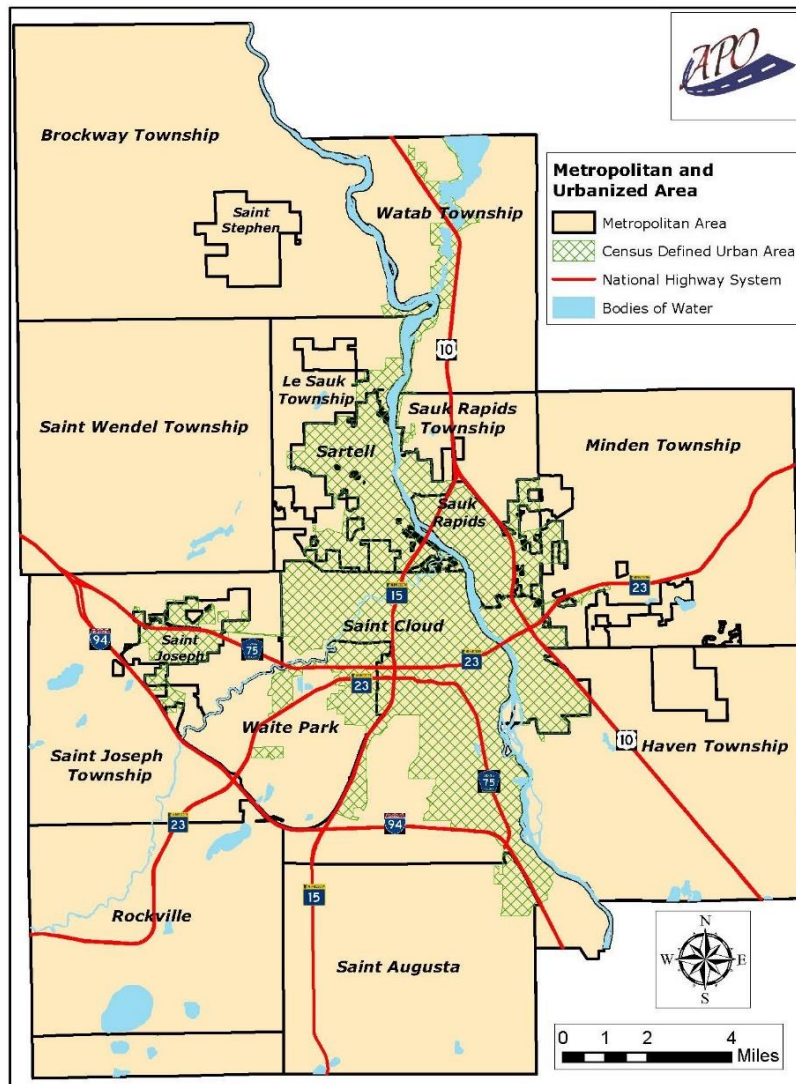


The geographic extent of the APO's 350 square mile Metropolitan Planning Area (MPA) is shown below. The MPA encompasses portions of Stearns, Benton and Sherburne counties. Within this MPA, nine jurisdictions are dues-paying members of the APO and directly participate, along with the St. Cloud Metropolitan Transit Commission (Metro Bus), in planning and programming decisions made by the 36 member APO Policy Board. Thirty-two (32) of the thirty-six (36) APO Policy Board members are elected officials.

Members of the APO include Stearns County, Benton County, Sherburne County, City of St. Cloud, City of Sartell, City of Waite Park, City of Sauk Rapids, City of St. Joseph, LeSauk Township, and the St. Cloud Metro Bus.

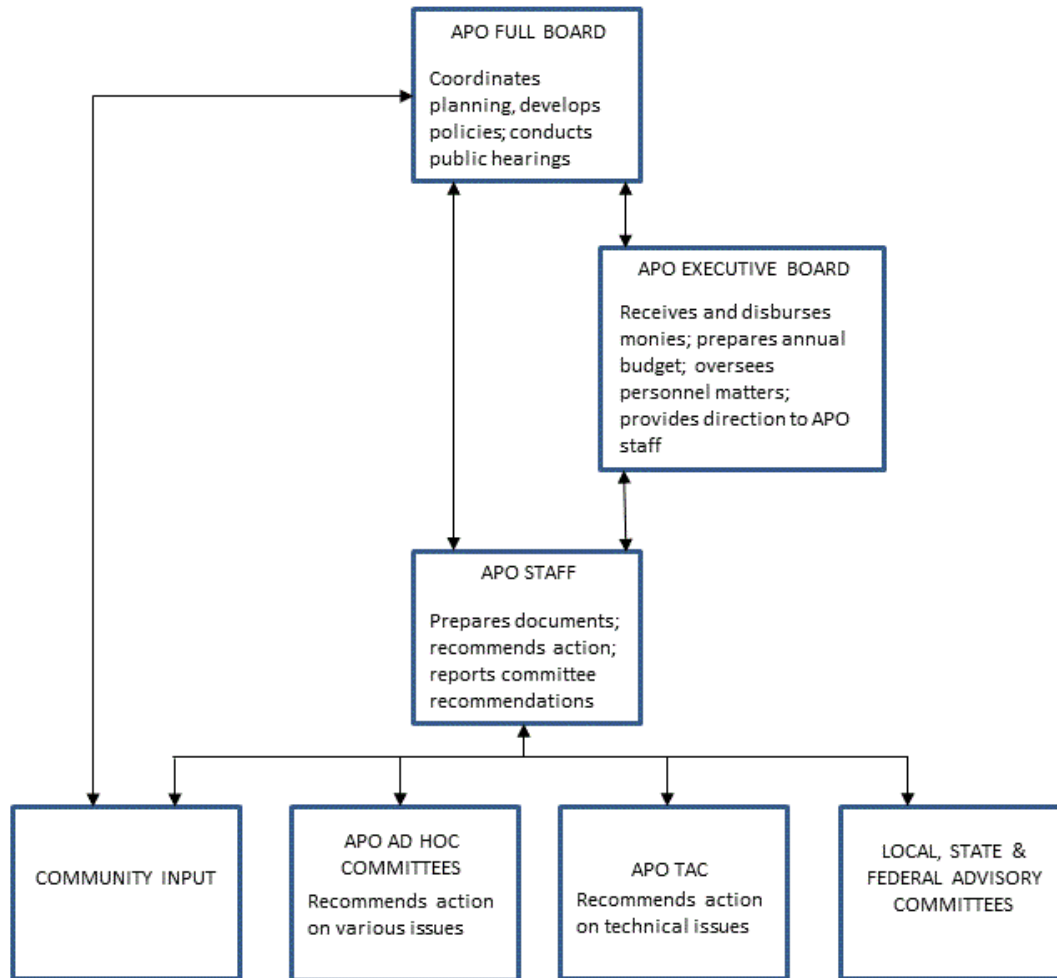
Each APO member also has one elected representative on a 12 member APO Executive Board, with the exception of the City of St. Cloud, which has three elected representatives. The APO Executive Board handles administrative matters of the organization and recommends actions to the Policy Board. Recommendations are made to the APO Policy and Executive Boards by APO staff, advisory committees, the APO Technical Advisory Committee (TAC) and the general public. See the flow chart on the following page for a complete summary of the APO's organizational structure.

APO METROPOLITAN PLANNING AREA





APO ORGANIZATIONAL STRUCTURE



The stated mission of the APO is as follows:

"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.

There are a total of six St. Cloud APO staff members responsible for carrying out the Unified Planning Work Program (UPWP). These staff positions include the following:



- Executive Director
- Senior Transportation Planner (Planner III)
- Associate Planner (Planner II)
- Transportation Planner (Planner I)
- Transportation Planning Technician
- Administrative Assistant (part-time)

UPWP BACKGROUND

UPWP OBJECTIVE

The overall objectives of the UPWP are 1.) to help implement the MTP by conducting the planning work necessary for achievement of the goals, objectives, and projects within it, 2.) to coordinate planning work among and between the jurisdictional members of the APO, and 3.) facilitating the financial transparency and management of the APO. The UPWP is organized according to nine major categories of work, including: 100 - Administration & Overhead, 200 - Budget and UPWP, 300 - Transportation Improvement Program (TIP), 400 - Transportation System Performance Monitoring (TSPM), 500 - Planning Project Development, 600 - Metropolitan Transportation Plan (MTP), 700 - Transportation Planning Coordination and Public Outreach, 800 - Transportation Modeling, Mapping & Support, and 900 - Locally Funded Activities. Within each category are sub-categories that describe specific work tasks to be undertaken.

Each UPWP covers a two-year period, however, the UPWP is developed and approved annually. The second year of the two-year period covered by the UPWP is provisional only, and is used to help the APO and its members understand upcoming needs and budgets. Tables showing the second-year budgets are included in the Appendices of this document.

UPWP PRODUCTS

The APO places emphasis on timely delivery and quality of products identified in the UPWP. Accordingly, products developed fall under various activities according to the following product categories:

REPORTS

- Formally adopted by the APO Board
- Distribution to participating agencies
- Reflect APO policy
- Recommended by TAC

TECHNICAL REPORTS

- May or may not be adopted by the APO Board
- Distribution to APO and/or affected agencies
- Involve analysis, conclusions, and recommendations

MEMORANDUMS

- Usually not adopted by the APO Board
- Involve a specific subject matter



STATUS REPORTS

- For information only
- Presented orally to APO Board

UPWP FUNDING SOURCES

The Minnesota Department of Transportation (MnDOT), St. Cloud Metro Bus and the APO have executed a Memorandum of Understanding (MOU) to cooperatively carry out the FAST Act² required transportation planning and programming process for the APO Planning Area. These agencies jointly provide the matching funds for transportation planning grants from the FAST Act.

The following table identifies State and federal funding sources and local matching funds for the 2019 - 2020 UPWP.

2019 - 2020 LINE ITEM REVENUE REPORT

Revenue Sources	2019 Revenue	2020 Revenue (Provisional)
Local		
APO Member Assessments	\$95,522	\$98,500
Local Match for Members' Consultant Projects	\$0	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$143,522	\$146,500
Federal		
Annual Federal CPG	\$536,821	\$547,557
Requested CPG from Prior Years	\$0	\$0
Total Federal	\$536,821	\$547,557
Other		
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$10,000	\$10,000
Total Other	\$72,815	\$72,815
Total Revenue	\$753,158	\$766,872

BUDGETING OF OVERHEAD AND INDIRECT COSTS

Under Federal rules, the APO could use an indirect cost rate to pay for expenses like telephones, utilities, property insurance, office supplies, etc. But the APO has chosen instead to directly budget for all overhead and indirect costs. Direct budgeting improves transparency and tracking of costs. Section 100 includes direct budgeting for holidays, vacation, sick leave, and overhead expenses. Staff salaries, where shown, are fully-loaded costs that include the APO's share of health insurance, pension, Social Security, Medicare, and other benefits and payroll costs. Other

² Fixing America's Surface Transportation Act (Pubic Law 114-94) signed into law December 4, 2015



overhead costs such as office supplies, telephone, postage, etc. are directly budgeted in work-element 107.

COST ALLOWABILITY

In accordance with 2 CFR Subpart E, this UPWP includes descriptions sufficient to determine the allowability of Federal Consolidated Planning Grant (CPG) participation in work activities.

The APO uses the following general methodology when estimating the costs of individual work activities within the UPWP.

1. Activities are developed with specific objectives in mind. Proposed tasks and products are itemized. Staff members are assigned and work hours are budgeted.
2. Total direct salaries, including the costs of payroll and benefits, are calculated for each activity.
3. All federal funds are allocated with at least a 20 percent local match from a combination of APO and MnDOT funds.

AUDIT

Federal regulations state that if the APO expends less than \$750,000 in Federal funds during the fiscal year, it is exempt from Federal audit requirements for that year³. However, the State of Minnesota still requires an annual audit of financial records regardless of the size of the Federal award. If the APO expends less than \$750,000 in Federal funds during the fiscal year, the costs of conducting an audit are not allowable under the terms of our Federal grant⁴. Therefore, the APO budgets only State and local funds for the required financial and compliance audit, which will then be given to the State. The budget for the Audit is shown in Section 900 – Locally Funded Activities.

LADDERS OF OPPORTUNITY

USDOT encourages MPOs to identify transportation connectivity gaps in accessing essential services such as employment, health care, schools, and recreation. Analytical methods to identify connectivity gaps can be developed in order to direct transportation investments towards solutions that fill in the missing gaps, particularly for traditionally underserved populations.

FAST ACT PLANNING EMPHASIS AREAS

The FAST Act requires the scope of the transportation planning process to address the following Federal planning emphasis areas:

1. *Economic Vitality*: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. *Safety*: Increase the safety of the transportation system for motorized and non-motorized users;
3. *Security*: Increase the security of the transportation system for motorized and non-motorized users;
4. *Accessibility & Mobility*: Increase the accessibility and mobility of people and for freight;

³ 2 CFR §200.501(d)

⁴ 2 CFR §200.425(a)(2)



5. *Environment & Economic Development*: Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. *Integration & Connectivity of Modes*: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. *Management & Operations*: Promote efficient system management and operation;
8. *System Preservation*: Emphasize the preservation of the existing transportation system;
9. *Resiliency, Reliability & Stormwater*: Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. *Tourism*: Enhance travel and tourism

Each of the work activity summaries includes a brief explanation regarding how the programmed work is related to these planning emphasis areas.

2019 UPWP

100 – ADMINISTRATION

Objective: To conduct the administrative work necessary for the APO to function as an autonomous, multi-jurisdictional, joint-powers planning agency.

Background: The work tasks are principally the responsibility of the Executive Director and Administrative Assistant, but staff time for holiday, vacation time, and sick leave for all staff members are also budgeted here. Specific examples of tasks include, but are not limited to, the following: review and processing of bills; filing of paperwork and documents; review and preparation of monthly financial reports and statements; review and preparation of progress reports and State/federal work invoices; coordination and oversight of employee benefits; oversight and implementation of APO Personnel Policies; human resource work items, employee hiring and paperwork, and other miscellaneous office operation matters required for the APO to function. This work is on-going throughout the calendar year.

**100 – ADMINISTRATION**

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
101 – General Administration	1,238	\$44,000				
102 – Human Resources & Personnel	300	\$17,250				
103 – Building Management	36	\$1,850				
104 – Staff Development and Training	296	\$11,100				
104 – Holiday	576	\$20,750				
105 – Vacation	400	\$15,250				
106 – Sick Leave	200	\$7,650				
107 – Overhead (See details below)		\$94,200				
Total	3,046	\$212,050	\$165,043	\$22,986	\$5,747	\$18,274
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

107 – OVERHEAD (DETAIL)

Line Item Expense	2019 Budgeted Funding	Line Item Expense	2019 Budgeted Funding
Liability Insurance & Workers Comp	\$7,500	Legal Services	\$2,000
Office Supplies	\$3,000	Multifunction Copier	\$1,200
Accounting Services	\$17,500	APO Dues and Subscriptions	\$3,500
Communications (<i>Telephone, Postage, and Internet</i>)	\$4,500	IT Support & Software	\$8,500
Travel (<i>Including lodging & meals</i>)	\$10,000	Equipment & Hardware	\$8,000
Professional Development (<i>Registration Fees, etc.</i>)	\$5,500	Employee Incentives and Bonuses	\$8,700
Printing/Publishing/Advertising	\$1,500	Miscellaneous	\$5,000
Office Building Maintenance & Utilities	\$8,500	GRAND TOTAL	\$94,200

200 – BUDGET AND UPWP

Objective: To prepare an annual budget and Unified Planning Work Program (UPWP) for the APO.

Background: The UPWP identifies the work tasks to be undertaken by APO staff. The process begins with the APO Executive Director formulating a draft document in March or April, which



includes both proposed work activities for APO staff members and consultant-lead studies and deliverables. The final UPWP is approved by the APO Executive Board in June or July. All APO meetings pertaining to the budget and UPWP process are open to the public for comment. After the UPWP is approved by the APO Executive Board, the document is sent to FHWA and MnDOT for their concurrence and incorporation into annual federal and State operating grants.

Relation to FAST Act: This work addresses all federal planning emphasis areas and federal highway program national goals to varying degrees by establishing staff work plans to develop and advance the federal planning and programming process.

201 – Prepare Budget and UPWP: This work is generally completed by August 1st of each year, though UPWP amendments may need to be processed at any time.

200 – BUDGET AND UPWP

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
201 – Prepare Budget and UPWP	172	\$10,650				
Total	172	\$10,650	\$8,289	\$1,154	\$289	\$918
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

300 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Objective: To prepare a multi-year TIP for the APO planning area that is consistent with the current MTP.

Background: The Metropolitan Transportation Plan (MTP) identifies a list of prioritized projects to help achieve specific transportation goals for the future. The TIP programs those projects for funding in specific fiscal years. The TIP is a four-year program of projects that is updated annually. APO staff coordinates closely with member jurisdictions to identify projects and to help ensure funding is available to complete the projects. The APO coordinates with Saint Cloud Metro Bus for transit capital and operating assistance, and with MnDOT District 3 for State facilities. The APO coordinates federal project programming with MnDOT Central Minnesota Area Transportation Partnership (ATP) 3. Approximately \$3.12 million in federal formula dollars are programmed by the APO every two years for projects.

Relation to FAST Act: This work addresses all federal planning emphasis areas to varying degrees by acting as the administrative conduit for implementing a variety of transportation projects.

301 – ATP Meetings & Subcommittees: The APO coordinates the TIP project list with the programmed projects identified by MnDOT and other areas of the District 3 ATP. This work includes preparation of materials, review of materials, and attendance at ATP meetings. The APO participates in the solicitation of Transportation Alternatives (TA) projects and ATP meetings related to TA project scoring and funding prioritization. This work is on-going throughout the calendar year.

302 – Annual TIP Development: APO staff solicits all jurisdictional members to identify projects for possible inclusion in the TIP, verifies the eligibility of those projects for Federal funding, develops financial plans and fiscal constraint analyses, and compiles all information into the TIP



document along with the APO's annual self-certifications. The TIP is usually completed by September 1 each year.

303 – TIP Maintenance & Amendments: There are many reasons why the TIP can change – projects fall behind schedule, money is shifted from one project to another, less or more money may be available than originally believed. As conditions on the ground change, APO staff must modify or amend the TIP to keep pace which helps ensure the flow of funds remains uninterrupted. TIP amendments can and do occur throughout the year.

304 – TIP Project Monitoring & Annual Report: By Federal regulation, the APO must track and report on the implementation of projects funded in previous years' TIPs. This report also helps inform the development of the next TIP and the MTP. The annual listing of TIP projects is incorporated into the TIP document, which is usually completed by September 1 each year.

300 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
301 – ATP Meetings & Subcommittees	80	\$2,850				
302 – TIP Development	428	\$14,200				
303 – TIP Maintenance & Amendments	102	\$3,600				
304 – TIP Project Monitoring & Annual Report	74	\$2,500				
Total	684	\$23,150	\$18,018	\$2,509	\$627	\$1,995
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

400 – TRANSPORTATION SYSTEM PERFORMANCE MONITORING (TSPM)

Objective: To monitor the performance of transportation systems and networks and determine if they are meeting regional performance targets.

Background: An annual Transportation System Performance Monitoring (TSPM) report is prepared by APO staff. The report documents the performance of the transportation systems and networks based on regional performance measures and targets. The performance is reported to the APO TAC and Executive Board and Policy Board so that it can be considered in the selection and programming of projects in the TIP. It is also used to re-evaluate and adjust (if necessary) regional performance targets.

Relation to FAST Act: This work actively addresses the performance-based planning and programming requirements of the FAST Act.

401 – Performance Measures, Data Collection, Analysis, and Target Setting: APO staff collects performance data relevant to the performance measures adopted by the APO Board. This data may be requested from other agencies or departments, or it may be collected first-hand by APO staff. Staff maintains a database of relevant data and evaluates it for trends and other insights relative to the regional performance targets. This activity occurs throughout the year up until the final TSPM Report is completed and approved (see 402 below). Potential new performance measures and/or data sources may also be explored.



402 – Annual System Performance and Target Achievement Report: APO staff develops an annual report showing the latest performance data and targets and provides it to the State (MnDOT), as well as making the report available to the general public on the APO website. The Technical Advisory Committee (TAC) reviews the report before it is accepted by the APO Board. The TSPM Report will be completed by October of each year.

400 – TRANSPORTATION SYSTEM PERFORMANCE MONITORING (TSPM)

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
401 – Performance Measures, Data Collection, Analysis, and Target Setting	608	\$19,350				
402 – Transportation System Performance and Target Achievement Report	110	\$3,850				
Total	718	\$23,200	\$18,057	\$2,515	\$629	\$1,999
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

500 – PLANNING PROJECT DEVELOPMENT

Objective: To support the development of planning studies which reflect regional transportation investment priorities.

Background: In addition to the planning work completed by APO staff shown under other headings in this section, the APO also supports planning projects by either 1.) providing technical support for planning projects completed by the member jurisdictions, or 2.) hiring consultants to complete planning studies if APO staff does not have the time or expertise to complete them⁵.

Relation to FAST Act: The successful completion of planning project leading to construction or implementation of a variety of different transportation projects will result in all federal planning emphasis goals being addressed to varying degrees, depending upon the project.

501 – Planning Assistance for Members: APO staff supports the member jurisdictions and implementing agencies, on demand, through technical assistance for the development of a variety of planning documents. Tasks under this activity may include such things as participating in public meetings, turning movement counts, traffic counts, traffic forecasting, GIS mapping of data, or other planning-level technical information. This work will be on-going throughout the entire year.

502 – Procurement & Contracting: APO staff follow all applicable Federal and State procurement regulations when hiring consulting firms. Staff activities include development of independent cost estimates, requests for proposals, evaluation and scoring of proposals, consultant communication, contract development, and preparation and submittal of required procurement documentation and forms. This work is generally completed no later than April 30 of each year.

⁵ See also the section on Special Studies & Contracts, beginning on page 21



503 – Consultant Study Coordination: Once a consultant is under contract, APO staff will monitor their progress and activities and will usually serve as part of the project management committee. Activities include attending project meetings, consultant communication, progress report tracking, and invoice processing. This activity follows the procurement and contracting phase, and generally occurs between May 1st and December 30th of each year, or until the project is completed.

500 – PLANNING PROJECT DEVELOPMENT

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
501 – Planning Assistance for Members	200	\$7,650				
502 – Procurement & Contracting	80	\$5,150				
503 – Consultant Study Coordination	100	\$6,500				
Total	380	\$19,300	\$15,022	\$2,092	\$523	\$1,663
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

600 – METROPOLITAN TRANSPORTATION PLAN (MTP)

Objective: To develop a regional multimodal transportation plan, refine it as necessary to maintain its validity, and promote its implementation.

Background: The APO is mandated by Federal law⁶ to develop and maintain a regional, multimodal, multijurisdictional transportation plan with at least a 20 year planning horizon. The plan must be updated at least every five years. Some components of the plan are assigned hours under other headings in this section (see 610, 620, 630, and 640 below). Given the complexity of the required planning effort, the MTP is almost always in some phase of being updated. Additionally, between plan updates, time is assigned to various plan components to help member jurisdictions implement the MTP's recommendations. Time is also spent collecting and maintaining plan data and researching best practices from other MPOs. The APO's next MTP update is due October 2019.

Relation to FAST Act: This work activity addresses all planning emphasis areas to varying degrees through development and ongoing maintenance of the federally required multimodal elements of the Metropolitan Transportation Plan.

601 – MTP Development & Maintenance: Examples of typical activities include developing and executing a public input plan, collecting data on existing conditions, reviewing relevant plans of the individual jurisdictions in order to know their local priorities and anticipated growth patterns, developing goals and objectives for the future transportation network, identifying current and future transportation needs, developing financial plans, fiscal constraint analysis, and other generally required elements of the MTP. This element also accounts for the time necessary to

⁶ 23 USC §134(i)



write the plan, produce maps and graphics, layout, formatting, etc. This work is on-going throughout the year.

600 – METROPOLITAN TRANSPORTATION PLAN

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
601 – MTP Development & Maintenance	1,440	\$51,000				
Total	1,440	\$51,000	\$39,694	\$5,528	\$1,382	\$4,395
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

610 – BICYCLE/PEDESTRIAN PLANNING

Objective: To develop the bicycle and pedestrian components of the MTP and to help implement the bike/ped goals, objectives, projects, and policies identified in the previous MTP.

Background: A complete and robust transportation system allows individuals to choose the mode of transportation that is best for each trip. Walking and biking are legitimate mode choices for some trips, but certain infrastructure and policies must be in place to facilitate that choice and to help make it a safe choice.

Relation to FAST Act: This activity focuses on the planning emphasis areas of Economic Vitality, Environment and Economic Development, Accessibility and Mobility, and Integration and Connectivity of Modes. These focus areas are addressed by planning for, and developing, various bicycle and pedestrian improvements that promote economic development and alternatives to the single-occupancy automobile.

611 – Bike & Pedestrian Planning, Coordination & Technical Assistance: This work activity is used to help implement the bike/ped-related policies, goals, objectives, and projects from the current MTP, and to help develop those components for the next MTP. Bike/ped specific planning studies, including Safe Routes to Schools studies, will also be completed under this work element. APO staff will also coordinate with and support the bike/ped planning activities of the member jurisdictions, which may include providing data, analyses, maps, bike/ped counts, or other technical support, as needed. This work is on-going throughout the year.

612 – APO Bicycle and Pedestrian Advisory Committee: In the summer of 2007, the APO established a Bicycle and Pedestrian Advisory Committee (BPAC) comprised of a cross section of citizen representatives and city and county staff within the APO planning area. This Committee meets as needed and reports to the APO's Technical Advisory Committee (TAC). The BPAC provides input to APO staff and the TAC on various planning and programming matters as they related to the bicycle/pedestrian environment within the planning area. They also implement and support various bicycle and pedestrian public awareness projects and provide the area with a forum for discussing bicycle and pedestrian topics. Work activity involves staff developing agenda items, assembling meeting materials and presentations, and chairing the BPAC meetings as well as staff support for maps or development on specific topics. Examples of this Committee's work includes assisting the APO with review and updating of its Bicycle and Pedestrian Plan and/or the bike/ped-related components of the MTP, reviewing various programmed roadway projects relative to bicycle and pedestrian accommodations and complete streets design treatments, advocating for and supporting efforts to complete multimodal trail segments and coordinating with other bicycle advocacy groups. This group focuses on education,



coordination, and public input for regional initiatives. This work is on-going throughout the calendar year.

610 – BICYCLE/PEDESTRIAN PLANNING

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
611 - Bike & Pedestrian Planning, Coordination, and Technical Assistance	724	\$20,500				
612 – APO Bicycle & Pedestrian Advisory Committee	128	\$3,875				
Total	852	\$24,375	\$18,972	\$2,642	\$661	\$2,101
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

TRANSIT PLANNING – 620

Objective: To develop the public transit components of the MTP and to help implement the transit goals, objectives, projects, and policies identified in the previous MTP.

Background: In any metropolitan area, a certain percentage of residents do not have access to an automobile. Public transit is an important ingredient to allowing these residents to work, shop, and live a quality, independent lifestyle. Additionally, public transit can be an important supplemental transportation mode for those residents who have an automobile. It can be a form of “back up” transportation if their car needs repairs or if they are a one-car family. And public transit can even benefit those who do not use it directly. It can take automobiles off the road, creating more space for everyone. Easy access to transit has been shown to boost real-estate values for businesses and homes. It can help lower fuel consumption resulting in lower gas prices and cleaner air. And public transit can play a critical support role during an emergency or disaster, such as assisting with evacuations.

Saint Cloud Metro Bus provides fixed route and dial-a-ride transit service within the Saint Cloud Urbanized Area, including the cities of Saint Cloud, Sartell, Sauk Rapids, and Waite Park. Tri-Cap is the rural transit provider that provides dial-a-ride service within the APO planning area and adjacent rural areas. The Northstar commuter rail train currently provides early morning, late afternoon, limited weekend and special event trains from the city of Big Lake to the city of Minneapolis’s Target Field Station. Northstar train service connects to the APO planning area by way of the Northstar Link commuter bus. The Northstar Link bus service is operated by Metro Bus via contract with the Northstar Corridor Development Authority (NCDA). Efforts are underway to extend Northstar commuter train service to Saint Cloud.

Relation to FAST Act: This activity focuses primarily on the planning emphasis areas of Economic Vitality, Environment and Economic Development, Accessibility and Mobility and Integration of Modes by planning for and implementing alternative modes to the single occupancy vehicle.

621 – Transit Planning, Coordination & Technical Assistance: APO staff supports initiatives and projects undertaken by the transit operators that provide service to the APO planning area. Tasks include supporting the Metro Bus urban transit system planning efforts, data collection, analysis, mapping and other technical support. Also, staff coordinates with Tri-Cap to



incorporate plans and transit service information into planning and programming activities. This work activity also involves ongoing efforts to implement aspects of the Region 7W/APO Transit Human Services Plan. This work is on-going throughout the year.

622 – Northstar Commuter Rail Coordination: Extension of the Northstar Commuter Rail to Saint Cloud continues to be a priority for communities in the region. While there is currently no planning effort underway, APO staff does provide occasional technical support to help complete the extension as opportunities to do so present themselves. Work activities may include a variety of general technical support and committee participation in a variety of efforts related directly or indirectly to the development of the Northstar Commuter Rail line from Big Lake to Saint Cloud. This work is expected to occur sporadically throughout the calendar year.

610 – TRANSIT PLANNING

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
621 - Transit Planning, Coordination, and Technical Assistance	586	\$18,200				
622 – Northstar Commuter Rail Coordination	26	\$1,000				
Total	612	\$19,200	\$14,944	\$2,081	\$520	\$1,655
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

630 – FREIGHT PLANNING & ECONOMIC VITALITY

Objective: To help ensure that the transportation network is supporting the regional economy and to better understand the role and impact transportation has on economic development decisions

Background: The Roman Empire began building roads primarily as a means to quickly move legions and supplies to battlefields, but they soon discovered that roads also impacted the economies of the towns and villages through which they passed. Farmers could more easily get their crops to the marketplace. Potters and smiths could more quickly and easily acquire the resources they needed to ply their trade. Artisans could travel from town to town selling their wares. Travel for leisure activities – aka, tourism – became easier and so occurred more frequently. Not much has changed in the last 2,300 years. Transportation still serves all of these functions, but it has grown more complex. Decision-makers always face multiple options. Should they build a road here or over there? Should they build a parking ramp or invest in more public transit? Should they support shipping freight by truck, by rail, or by pipeline? Understanding the impacts these choices can have on the economy can help inform the decision-making process.

Relation to FAST Act: This activity focuses on understanding the economic development environment, understanding the role transportation plays in the competitiveness and efficiency of regional businesses, promoting consistency between economic development patterns and transportation improvements, and enhancing travel and tourism.

631 – Freight Planning, Coordination & Technical Assistance: APO staff will support implementation of the APO's Regional Freight Framework (2017) and the freight components of the MTP, and will help develop the freight components of the next MTP. Specific activities will



include data collection, analysis, and meeting with significant regional freight stakeholders to better understand their needs, operations, and any transportation constraints they may be facing. This work will be on-going throughout the year.

632 – Transportation-Related Economic Development Planning, Coordination & Technical Assistance: Economic vitality is more than just moving freight. It is also, among other things, moving employees safely, reliably, and efficiently from their home to their place of work, moving tourists to and sometimes through a destination and back home again, and moving shoppers and customers to their choice of market. Quality-of-life factors also play a role in economic development – factors such as access to religious services, entertainment, family gatherings, outdoors activities and educational options. APO staff will work to better understand the role that transportation plays on the regional economy and help to quantify the economic impacts of specific transportation infrastructure and future alternatives. They will also coordinate their planning activities with economic development entities such as the Greater Saint Cloud Development Corporation and the area Chambers of Commerce. This work will occur throughout the year.

630 – FREIGHT PLANNING & ECONOMIC VITALITY

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
631 - Freight Planning, Coordination, and Technical Assistance	104	\$3,700				
632 – Transportation-Related Economic Development Planning, Coordination & Technical Assistance	156	\$7,500				
Total	260	\$11,200	\$8,717	\$1,214	\$304	\$965
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%



640 – SAFETY, SECURITY & ENVIRONMENTAL PLANNING

Objective: To develop a transportation network that is as safe as practical, reliable even in times of emergency or disaster, resilient to climate change, and which minimizes its impact on the natural environment.

Background: On August 17, 1896, forty-four-year-old Bridget Driscoll became the first person to die in an automobile crash when she was struck and killed by a car as she crossed the grounds of the Crystal Palace in London. Planners and engineers have been trying to make vehicle travel safer ever since. While in-vehicle technologies like seat belts and airbags have certainly played a big part in making travel safer, the way that roadways are planned and designed also plays a part. Planners analyze crash data to determine if specific locations have higher-than-normal crash rates which could be an indication of a site-specific problem. Additionally, the security of transportation assets became a major concern following the terrorist attacks of September 11, 2001. While a “secure” bus or train can have specific features such as cameras and security personnel, a “secure” roadway or bridge is less well defined. Most recently, transportation security has largely been defined in terms of resiliency. For instance, a transportation network that still functions reasonably efficiently when an important link in that network is removed – whether by human action or by nature – is often thought of as being “secure” in the sense that it still works.

Relation to FAST Act: This activity focuses on the Safety and Security of the transportation network and on the Environmental impacts of transportation.

641 – Safety & Security Planning, Coordination & Technical Assistance: APO staff will continue monitoring crash data and analyzing that data for potential insights into the causes of crashes or geographic locations that show a higher-than-expected propensity for crashes. Safety work will include all modes of travel. Staff will also continue coordinating with other outside organizations and entities that seek improved transportation safety, such as the Toward Zero Deaths committee and Feeling Good Minnesota, an initiative to improve public health. Regarding Security, APO staff will undertake an effort to achieve regional consensus as to what “transportation security” means within the MPA, and develop performance measures based on that definition. This work is expected to occur throughout the year.

642 – Transportation Resiliency, Environmental Impacts & Mitigation Analysis: Activities in this area will focus specifically on how transportation impacts and is impacted by the natural environment, including any potential impacts of climate change and severe weather. APO staff will seek to establish and nurture relationships with environmental stakeholders to help ensure their continued participation in our planning processes. Staff will focus attention on transportation solutions that appear to minimize any net negative environmental impacts. APO staff will also complete the required⁷ environmental mitigation discussion that is part of the MTP. This work will occur throughout the year.

⁷ 23 CFR §450.322(f)(7)

**640 – SAFETY, SECURITY & ENVIRONMENTAL PLANNING**

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
641 – Safety & Security Planning, Coordination & Technical Assistance	104	\$3,000				
642 – Transportation Resiliency, Environmental Impacts & Mitigation Analysis	140	\$4,500				
Total	244	\$7,500	\$5,837	\$813	\$203	\$646
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

700 – TRANSPORTATION PLANNING COORDINATION & PUBLIC OUTREACH

Objective: General coordination of all aspects of APO transportation plans and program with local member agencies, State agencies, federal agencies, and the public.

Background: The very nature of the APO requires significant coordination with the member jurisdictions, MnDOT, and the USDOT to help ensure that projects, goals, objectives, and priorities can be achieved. It also requires continuous public engagement to help ensure that their voices are heard in the planning and decision-making process. This activity involves the preparation of meeting materials and attendance at all APO committee and board meetings. It also includes coordination with local, State, and federal agencies, and public engagement for all APO planning activities. Staff time for developing and maintaining both the Stakeholder Engagement Plan and the Title VI Compliance Plan are also accounted for here.

Relation to FAST Act: This work activity addresses all federal planning emphasis areas and federal highway program national goals to varying degrees by dealing with a wide array of transportation planning and programming matters.

701 – General Meeting Coordination and Attendance: This work activity includes the coordination of any relevant transportation planning meetings and/or activities with local, State, and Federal planning partners. It also covers internal staff coordination meetings within the APO. This work is ongoing.

702 – APO Committee & Board Meetings: Meeting minutes, agendas, and general staff support of APO committees and boards is conducted, including the APO Technical Advisory Committee (TAC), the APO Executive Board, and the APO Policy Board. Staff hours for APO meeting preparation and attendance are included in this category. This work is ongoing and will occur throughout the year.

703 – Public Outreach, Engagement, Website & Social Media: This work activity includes APO staff time to coordinate, prepare for, and attend any public input meeting related to an APO planning activity. It also accounts for APO staff time to maintain and update the APO website – arguably its most public face – and social media posts to inform the general public of transportation-related events and opportunities. This work will be ongoing throughout the calendar year.

704 – MnDOT Coordination & Evaluation of MnDOT Plans and Programs: This work activity involves participating in meetings and coordinating with MnDOT and other State or Federal agencies on plans, studies, and programs, such as statewide multi-modal plans, the Minnesota



State Highway Investment Plan (MNSHIP), STIP programming policy, and MnDOT District level planning endeavors, and the MnDOT mid-year review of APO operations. This work will occur as necessary throughout the calendar year.

705 – Develop and Maintain the Stakeholder Engagement Plan & Title VI Compliance Plan – APO staff develops a framework for when and how the APO will seek public input, and what we will do with that input. We call the document the Stakeholder Engagement Plan (SEP). The document is updated about every five years, but may also require occasional tweaking or amending between major updates. We combine our public input plan with our Title VI Compliance Plan, which defines how we will reach out to and engage those traditionally underserved, such as low-income households, the elderly, minorities, and those for whom English is a second language. The Title VI plan must be updated about every three years. Our current combined SEP & Title VI Compliance Plan was approved in 2018. This work is on-going throughout the year.

706 – Monitor SEP and Title VI Compliance: As a way of monitoring the APO's success in engaging the public and Title VI populations, we track how many people attend our public meetings, view our website, engage with us on social media, etc. We also perform an annual survey of stakeholders who engaged with us to determine if they were satisfied with their experience. We report this public-input data annually to the APO Board and MnDOT. Based on this public-input performance data, adjustments to our SEP and/or Title VI Plan may be developed. This work is ongoing throughout the year.

700 – TRANSPORTATION PLANNING COORDINATION AND PUBLIC OUTREACH

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
701 – General Meeting Coordination & Attendance	1,100	\$40,700				
702 – APO Committee & Board Meetings	710	\$25,000				
703 – Public Outreach, Engagement, Website & Social Media	252	\$9,500				
704 – MnDOT Coordination & Evaluation of MnDOT Plans and Programs	246	\$10,500				
705 – Develop and Maintain Stakeholder Engagement Plan & Title VI Compliance Plan	88	\$3,250				
706 – Monitor SEP and Title VI Compliance	42	\$1,350				
Total	2,438	\$90,300	\$70,282	\$9,789	\$2,447	\$7,782
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%



800 – TRANSPORTATION MODELING, MAPPING & SUPPORT

Objective: To maintain and further develop the regional travel demand model in support of long-range planning efforts, and to develop maps that help inform the decision-making process.

Background: The APO has a regional travel demand model to forecast future traffic conditions under a variety of scenarios. The model is critical to allowing the APO's MTP to meet its requirement to include "the projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan"⁸. Additionally, mapping of various transportation-related data is an important part of visualizing existing or proposed transportation assets and understanding spatial relationships.

Relation to FAST Act: This work activity addresses all federal planning emphasis areas to varying degrees by providing supportive analysis necessary to advance transportation investment decisions identified in the metropolitan transportation plan and the TIP.

801 – Network and TAZ Data Collection & Analysis: This work activity involves collecting and analyzing various transportation data sets for use in the regional travel demand model, including socio-economic data assigned to Traffic Analysis Zones (TAZs) (e.g., population, households, floor area of commercial buildings, parks, schools, etc.) and network data such as traffic counts, corridor cross-sections, posted speed limits, location of signalized intersections, etc. This activity may include field work to collect or verify applicable roadway attributes or socio-economic data. This work will be ongoing throughout the calendar year.

802 – CUBE Travel Demand Model Development & Operations: The APO's regional travel demand model (TDM) is created and operates in CUBE software from Citilabs. This work activity involves developing various scenarios for the TDM, operating the model, and analyzing the results. Staff time for various maintenance activities necessary for smooth and efficient model operation are also included here. This work will be ongoing throughout the calendar year.

803 – GIS Database Development & Mapping: This work activity involves ongoing mapping support for APO transportation planning activities including corridor studies, transportation plans, and the Transportation Improvement Program (TIP). Various existing transportation, social, economic, and environmental features are represented on these maps. This category includes work hours for the maintenance and editing of map files and development of new map files as applicable to ongoing studies. This work will be ongoing throughout the calendar year.

⁸ 23 CFR §450.322(f)(1)

**800 – TRANSPORTATION MODELING, MAPPING & SUPPORT**

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
801 – Network & TAZ Data Collection & Analysis	344	\$10,500				
802 – CUBE Travel Demand Model Development & Operations	374	\$12,000				
803 – GIS Database Development and Mapping	224	\$7,850				
Total	942	\$30,350	\$23,622	\$3,290	\$822	\$2,616
Funding Percentages		100%	77.83%	10.84%	2.71%	8.62%

900 – LOCALLY FUNDED ACTIVITIES

Objective: To provide funding for activities or equipment/supplies that are not eligible for reimbursement through the APO's Federal Consolidated Planning Grant (CPG).

Background: The APO's CPG can only be used to reimburse a portion of the costs (usually 80%) for eligible activities⁹. APO staff may be able to participate in non-reimbursable activities, but must use non-federal funding sources to do so. Activities in this category are 100% funded with non-federal dollars.

Relation to FAST Act: This work activity addresses all Federal planning emphasis areas to varying degrees by communicating APO long range transportation plan and project needs to State and Federal elected officials. It also funds the organization's annual financial audit.

901 – Legislative Communications: Efforts are made to inform and maintain relationships with State and Federal legislators who make decisions affecting transportation policy, funding, and projects. Relationships with transportation advocacy groups such as the Minnesota Transportation Alliance (MTA) are also maintained. Hours are assigned for preparation of materials and presentation of information to State and Federal legislators as well as responses to legislative inquiries. Staff also coordinates with David Turch & Associates for Federal lobbying activities. This work will occur as necessary throughout the calendar year.

902 – Travel for Legislative Communications: This element budgets non-salary funds to cover the cost of traveling for the purpose of communicating with State or Federal legislators. The APO Board Chair and Executive Director normally make a trip to Washington DC in April or May each year, but smaller trips may also occur throughout the year.

903 – Audit: Because the APO does not expend more than \$750,000 per year in Federal funds, a Federal single-audit is not required. However, MnDOT still requires an annual audit because the APO expends State funds. The APO's State grant may be used to help pay for this audit. The audit is performed by an independent auditor and is usually completed by June 1 each year.

⁹ For more details, see 2 CFR Part 200, et al.



900 – LOCALLY FUNDED ACTIVITIES

Element	2019 Budgeted Hours	2019 Budgeted Funding	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
901 – Legislative Communications	120	\$7,200				\$7,200
902 – Travel for Legislative Communications		\$5,000				\$5,000
903 - Audit		\$7,750		\$6,200	\$1,550	
Total	120	\$19,950	\$0	\$6,200	\$1,550	\$12,200
Funding Percentages		100%	0%	31.08%	7.77%	61.15%

**SPECIAL STUDIES & CONTRACTS:**

When the APO or one of its member jurisdictions needs planning expertise or resources not found within the APO, funding for a consultant-led study can be budgeted here. Normally, the APO does not need all of its Consolidated Planning Grant (CPG) funds for staff and operations. The remainder of the CPG funds are made available for consultant-led studies. In the event that demand for CPG funds exceeds available CPG funds, the following evaluation is used to rank and prioritize proposed planning projects for possible inclusion in the UPWP:

MINIMUM THRESHOLD REQUIREMENTS:

Criteria:	Either	Or
Is the proposed planning project eligible for CPG reimbursement?	Yes	No
Has the requesting jurisdiction committed at least 20% local match?	Yes	No

Any proposed planning project must meet the threshold criteria above. A "No" score will disqualify it from further evaluation. Proposed planning projects that meet the threshold criteria above are further scored according to the evaluation factors below:

PROPOSED PLANNING PROJECT EVALUATION FACTORS:

Either/Or Evaluation Factors:	Either	Or
If the proposed planning project fulfills a requirement under 23 CFR 450 Subpart C, it is awarded 100 points.	100	0
If the proposed planning project fulfills a Federal or State requirement other than those in 23 CFR 450 Subpart C, it is awarded 80 points.	80	0
If the proposed planning project directly addresses a transportation project, strategy, or performance measure in the current Metropolitan Transportation Plan, it is awarded 25 points.	25	0
If the proposed planning project directly addresses a transportation project in a comprehensive plan or other approved planning document of the requesting jurisdiction, it is awarded 15 points.	15	0
If the proposed planning project directly addresses a location with a crash rate higher than the critical crash rate for that location, it is awarded 10 points.	10	0
If the proposed planning project directly addresses a roadway corridor, a bridge, a bike path, or transit asset(s) with a "poor" condition rating, it is awarded 9 points.	9	0
If the proposed planning project directly addresses a corridor with a Travel Time Reliability score of 1.5 or higher, it is awarded 8 points.	8	0
If the requesting jurisdiction has not been awarded CPG funds in the last three fiscal years, the proposed planning project is awarded 7 points.	7	0



Either/Or Evaluation Factors:	Either	Or
If the proposed planning project directly addresses an arterial corridor, it is awarded 6 points.	6	0
If the proposed planning project directly impacts a corridor identified as being part of the Regional Freight Network, it is awarded 5 points.	5	0
If the proposed planning project directly addresses improving operations on <u>existing</u> roadways, bike paths, or transit routes, it is awarded 4 points.	4	0
If the proposed planning project includes a task to evaluate probable environmental impacts and explore mitigation strategies, it is awarded 3 points.	3	0
If the proposed planning project integrates multiple modes of surface transportation, it is awarded 2 points	2	0
If the proposed planning project directly impacts an area of low-income or minority residents, it is awarded 1 point.	1	0
Range Factor:	Highest Possible Score	Lowest Possible Score
For every 2% overmatch committed to the proposed planning project, it is awarded 1 point up to a maximum of 25 points.	25	0

In the unlikely event there is a tie between two or more proposed planning projects and there are insufficient CPG funds for all of the projects, the Technical Advisory Committee will select which project(s) is/are funded.

Planning project awards to member jurisdictions will be procured and managed by APO staff to help ensure Federal cost allowability and compliance with applicable Federal procurement requirements. The APO will pay consultants based on invoices, and will submit the invoices to the requesting jurisdiction for 20% reimbursement of the local match. Therefore, the APO is the responsible party for all Special Studies & Contracts.

2019 SPECIAL STUDIES AND CONTRACTS

2019 - APO WEBSITE UPDATE

Objective and Product: The APO's Americans with Disabilities Act (ADA) Self-Evaluation of 2017 noted that the organization's website contains a number of errors and issues that prevent it from being fully accessible, including:

- Missing form labels;
- Missing document language;
- Missing headings;
- The presence of "noscript" elements;
- The presence of underlined text (which should only be used for active links);
- The use of tables to control page layout and formatting;
- Missing alternative text and captions for non-text elements;
- Not ensuring all information conveyed by color is also conveyed without the use of color;
- Not ensuring scripts and applets are compatible with assistive technologies;
- Not organizing documents so that they may be read without style sheets;
- And others.



The APO shall procure a website developer to redesign and rebuild the APO website to ensure full compliance with ADA.

Relationship to FAST Act: The APO's website is an important component of its public outreach and engagement effort. Staff posts study documents to the website as well as agendas and information packets for upcoming meetings of the APO Board and advisory committees. The website is also used to share information about upcoming public input opportunities for various planning studies.

Regional Significance of the Study: The APO is the metropolitan planning organization for the Saint Cloud urbanized area. As such, the APO Board is responsible for planning and programming of all Federal surface transportation funds within the organization's planning area. The APO website is key to informing and engaging the public in the planning and programming process. While this work element does not relate directly to the goals and objectives of the Metropolitan Transportation Plan, it does help the APO meet certain Federal requirements, ensuring that the APO can continue to provide regional cooperative, continuing, and comprehensive transportation planning services.

2019 – APO WEBSITE UPDATE

Element	2019 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Redesign & Rebuild APO Website to Ensure Accessibility					
Total	\$15,000	\$12,000	\$0	\$0	\$3,000
Funding Percentages	100%	80%	0%	0%	20%

2019 – PAVEMENT CONDITION DATA UPDATE

Objective and Product: Update the 2015 Pavement Condition Data for the Federal-Aid roadway system within the Saint Cloud APO planning area. Tables and maps will be produced showing the measured pavement quality. The data will also be used in the APO's regional pavement condition performance measure(s).

Relationship to FAST Act: "Emphasize the preservation of the existing transportation system" is a Federal planning factor. By routinely gathering pavement condition data, better, more cost-effective decisions can be made about where and when to invest in system preservation activities.

Regional Significance of the Study: Data will be collected on all Federal-Aid roadways within the MPA.

**2019 – PAVEMENT CONDITION DATA UPDATE**

Element	2019 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Gather updated pavement condition data on the Federal Aid system					
Total	\$75,000	\$60,000	\$0	\$0	\$15,000
Funding Percentages	100%	80%	0%	0%	20%

2019 – METROPOLITAN TRANSPORTATION PLAN SUPPORT & ASSISTANCE

Objective and Product: The APO's Metropolitan Transportation Plan (MTP) update is due October of 2019. As the MTP approaches completion, there are a few tasks that need to be completed for which the APO staff does not have the time and/or expertise. They include:

- Estimating the cost of transportation projects proposed for inclusion in the MTP;
- Operating of the regional travel demand model and analyzing of the results for both the 2045 no-build and 2045 build conditions;
- Developing a 2045 Ring Road scenario, modeling the scenario, and analyzing the results;
- Developing an economic return-on-investment performance measure for surface transportation projects;
- Graphics, design elements, and general layout templates for the MTP documents;
- Reviewing and evaluating the regional travel demand model structure and current operations, and making recommendations for future improvements.

Most of the products of these tasks will be included in the final MTP. The review of the regional travel demand model operations will be documented separately, and will be used to budget for future improvements.

Relationship to FAST Act and Regional Significance of the Study: The MTP is the Federally required regional transportation plan. Transportation projects identified in the MTP become eligible for receiving future Federal surface transportation funds.



2019 – MTP SUPPORT & ASSISTANCE

Element	2019 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Transportation Project Cost Estimates					
Development of 2045 Ring Road Scenario					
TDM Operation and Analysis of Results					
Review of TDM Structure and Operations; Recommendations for Improvement					
Development of Return-on-Investment Performance Measure for Surface Transportation Projects					
Graphics, design elements, and layout template for MTP document					
Total	\$72,000	\$57,600	\$0	\$0	\$14,400
Funding Percentages	100%	80%	0%	0%	20%

PROVISIONAL 2020 SPECIAL STUDIES & CONTRACTS

2020 – TRAVEL DEMAND MODEL IMPROVEMENTS

Objective and Product: In 2019, part of the MTP Support & Assistance contract includes an evaluation of the travel demand model (TDM) structure and operations and recommendations for improvement. This 2020 contract will implement some or all of those recommendations. The final product of this effort will be a TDM that operates better and more accurately than it did before.

Relationship to FAST Act and Regional Significance of the Study: The TDM forecasts travel for the APO planning area. The efficient and accurate operation of the model is critical to identifying current or future deficiencies in the Federal-aid system of roadways throughout the urbanized area. The model is a key component of increasing the accessibility and mobility options for people and freight while exploring congestion mitigation measures.

2020 – TRAVEL DEMAND MODEL IMPROVEMENTS

Element	2019 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Implement some or all of the recommended improvements from the 2019 assessment of TDM operations					
Total	\$56,000	\$	\$0	\$0	\$11,200
Funding Percentages	100%	80%	0%	0%	20%

**2020 – TH15 OPERATIONAL IMPROVEMENT STUDY**

Objective and Product: During the development of the 2045 MTP and the related review of performance data, it became clear that both intersections of TH15 with TH23 were the least reliable intersections in the metro area in terms of predictable travel-time. Additionally, many members of the public also commented on what they perceived as a general increase in congestion, a desire to be able to move more quickly through town, and several commenters suggested a ring road or beltline corridor to increase mobility. Given both the national policy of focusing on maximizing operations on existing corridors before adding capacity, and the general lack of available funds for capacity expansion, this study will concentrate on identifying the causes of recurring congestion on the TH15 corridor between 2nd Street South (TH23/CSAH75) and Veterans Drive (8th Street North), and identifying low-cost, high-impact changes that can improve corridor operations. The parallel corridors of 33rd Avenue North and Waite Avenue North will also be included within the study area because improvements on those corridors may help relieve pressure on the TH15 corridor. The product of this collaborative effort between the State, Stearns County, and Cities of Saint Cloud and Waite Park will be a plan with one or more recommendations for improving corridor operations.

Relationship to FAST Act and Regional Significance of the Study: The TH15 and TH23 corridors are major arterials for carrying local and regional traffic in the metro area. They also have some of the biggest operational challenges. This study will honor the FAST Act's focus on improving the performance, efficiency, and reliability of existing corridors before adding new capacity.

2020 – TH15 OPERATIONAL IMPROVEMENT STUDY

Element	2019 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
TH15 Corridor Study from 2 nd Street South (TH23/CSAH75) to Veterans Drive (8 th Street North)					
Total	\$110,000	\$88,000	\$0	\$0	\$22,000
Funding Percentages	100%	80%	0%	0%	20%



EXHIBIT 0

METROPOLITAN TRANSPORTATION PLAN WORK TASK TIMELINE

	2015	2016				2017				2018				2019			
Metropolitan Transportation Plan Quarterly Timeline		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Transit Plan (Consultant)			•														
Pavement Management Study (Consultant)		•															
Bicycle On-Road Plan (APO Staff)		•															
APO Staff																	
Initial Public Outreach						X	X										
Goals and Objectives Development (May 2018 Policy Board)					X	X	X	X	X	X	X						
Demographic Analysis (June 2018 Policy Board)					X	X	X	X	X		X						
Population Forecast Approval (June 2018 Policy Board)						X	X				X						
Land Use Development and Inventory - Base year completion					X	X	X			X							
Land Use Forecast Approval (October 2017 Policy Board)								X	X		X						
CUBE Analysis of Roadway Congestion (October 2018 Policy Board)								X	X	X	X	X	X				
Financial Plan and Analysis and Projections (October 2018 Policy Board)								X	X	X	X	X	X	X	X		
CUBE Analysis of Investment Scenarios (October 2018 Policy Board)											X	X	X	X	X		
Performance Measure Identification/Analysis (May 2018 Policy Board)										X	X						
Initial Roadway Project Identification (February 2019 Policy Board)													X	X	X		
CUBE Analysis of Project Identification														X	X		
Finalize Roadway Project Identification & PMs (May 2019 Policy Board)														X	X		
Environmental Justice and Mitigation Analysis												X	X	X	X		
Approval of Draft for Public Review (May 2019 Policy Board)															X	X	
Consideration and Incorporation of Public Comments																X	
Final Approval (October 2019 Policy Board)																	X
Indicates when work item was completed																	
Indicates expected work item completion timeframe																	
Indicates expected Board approval of work item																	



EXHIBIT 1

2019-2020 LINE ITEM REVENUE REPORT

Revenue Sources	2019 Revenue	2020 Revenue
Local		
APO Member Assessments	\$95,522	\$98,500
Local Match for Members' Consultant Projects	\$0	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$143,522	\$146,500
Federal		
Annual Federal CPG	\$536,821	\$547,557
Requested CPG from Prior Years	\$0	\$0
Total Federal	\$536,821	\$547,557
Other		
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$10,000	\$10,000
Total Other	\$72,815	\$72,815
Total Revenue	\$753,158	\$766,872

2019 - 2020 LINE ITEM EXPENSE REPORT

Expenses	2019 Expense	2020 Expenses
Local		
APO Member Assessments	\$105,313	\$108,899
Local Match for Members' Consultant Projects	\$0	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$153,313	\$156,899
Federal		
Annual Federal CPG	\$536,097	\$546,212
Estimated Unspent Federal CPG from Prior Years	\$0	\$0
Total Federal	\$536,097	\$546,212
Other		
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$0	\$0
Total Other	\$62,815	\$62,815
Total Expenses	\$752,225	\$765,926



2019-2020 LINE ITEM DIFFERENCE BETWEEN REVENUE AND EXPENSES		
Revenue Less Expenses	2019 Difference	2020 Difference
Local		
APO Member Assessments	-\$9,791	-\$10,399
Local Match for Members' Consultant Projects	\$0	\$0
Lobbyist Fees	\$0	\$0
Total Local	-\$9,791	-\$10,399
Federal		
Annual Federal CPG	\$724	\$1,345
Estimated Unspent Federal CPG from Prior Years	\$0	\$0
Total Federal	\$724	\$1,345
Other		
State of Minnesota Planning Grant	\$0	\$0
Miscellaneous & Prior Year Interest Income	\$10,000	\$10,000
Total Other	\$10,000	\$10,000
Total Difference Between Revenue & Expenses	\$933	\$946



EXHIBIT 2

2019 WORK ACTIVITY BY REVENUE SOURCE

Work Activity Category	Federal Funding	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$165,043	\$22,986	\$5,747	\$18,274	\$212,050
200 Budget & UPWP	\$8,289	\$1,154	\$289	\$918	\$10,650
300 Transportation Improvement Program (TIP)	\$18,018	\$2,509	\$627	\$1,995	\$23,150
400 Transportation System Performance Monitoring (TSPM)	\$18,057	\$2,515	\$629	\$1,999	\$23,200
500 Planning Project Development	\$15,022	\$2,092	\$523	\$1,663	\$19,300
600 Metropolitan Transportation Plan (MTP)	\$39,694	\$5,528	\$1,382	\$4,395	\$51,000
610 MTP - Bicycle/Pedestrian Planning	\$18,972	\$2,642	\$661	\$2,101	\$24,375
620 MTP - Transit Planning	\$14,944	\$2,081	\$520	\$1,655	\$19,200
630 MTP - Freight Planning & Economic Vitality	\$8,717	\$1,214	\$304	\$965	\$11,200
640 MTP - Safety, Security & Environmental	\$5,837	\$813	\$203	\$646	\$7,500
700 Transportation Planning Coordination & Public Outreach	\$70,282	\$9,789	\$2,447	\$7,782	\$90,300
800 Transportation Modeling, Mapping & Support	\$23,622	\$3,290	\$822	\$2,616	\$30,350
900 Locally Funded Activities	\$0	\$6,200	\$1,550	\$12,200	\$19,950
Sub-Total for APO Staff and Operations	\$406,497	\$62,815	\$15,704	\$57,210	\$542,225
Consultant Services: David Turch & Associates	\$0	\$0	\$0	\$48,000	\$48,000
Consultant Services: APO Website Update	\$12,000	\$0	\$0	\$3,000	\$15,000
Consultant Services: Pavement Condition Data Update	\$60,000	\$0	\$0	\$15,000	\$75,000
Consultant Services: MTP Support & Assistance	\$57,600	\$0	\$0	\$14,400	\$72,000
Grand Total Expenses	\$536,097	\$62,815	\$15,704	\$137,610	\$752,225

Source of Local Funds: City of Saint Cloud, City of Saint Joseph, City of Sartell, City of Sauk Rapids, City of Waite Park, LeSauk Township, Stearns County, Benton County, Sherburne County, Saint Cloud Metro Bus, and interest and miscellaneous income for Saint Cloud APO. See Exhibit 3 for more details.



EXHIBIT 3

2019 LOCAL FUNDING ASSESSMENTS

Member	2016 Population Estimates*	2019 Local Assessment (\$0.68 per cap.)	2019 Lobbyist Assessment	Total 2019 Local + Lobbyist Assessment
St. Cloud	67,344	\$45,794	\$16,053	\$61,847
St. Joseph	6,739	\$4,583	\$1,461	\$6,044
Sartell	17,582	\$11,956	\$4,485	\$16,441
Sauk Rapids	13,631	\$9,269	\$3,036	\$12,305
Waite Park	7,639	\$5,195	\$2,427	\$7,622
LeSauk TWP	1,806	\$1,228	\$0	\$1,228
Benton County	5,482	\$3,728	\$3,070	\$6,798
Sherburne County	2,048	\$1,393	\$874	\$2,267
Stearns County	13,056	\$8,878	\$11,793	\$20,671
MetroBus	N/A	\$3,500	\$4,800	\$8,300
Total	135,327	\$95,522	\$48,000	\$143,522

*2016 Population estimates come from the Minnesota State Demographer.



EXHIBIT 4

OVERHEAD DETAIL

Line Item	2019 Budget	2020 Budget
Liability Insurance/Workers Comp	\$7,500	\$7,500
Office Supplies	\$3,000	\$3,075
Accounting Services	\$17,500	\$17,800
Communications <i>(Telephone, Postage, and Internet)</i>	\$4,500	\$4,613
Travel <i>(Includes Lodging & Meals)</i>	\$10,000	\$10,250
Professional Development <i>(Registration Fees, etc.)</i>	\$5,500	\$5,638
Printing, Publishing & Advertising	\$1,500	\$1,538
Building Maintenance and Utilities	\$8,500	\$8,713
Legal Services	\$2,000	\$2,050
Multifunction Copier	\$1,200	\$1,224
APO Dues and Subscriptions	\$3,500	\$3,588
IT Support & Software	\$8,500	\$8,713
Hardware & Equipment	\$8,000	\$8,200
Employee Incentives and Bonuses	\$8,000	\$8,320
Miscellaneous	\$5,000	\$5,125
Total	\$94,200	\$96,344



EXHIBIT 5

2020 PROVISIONAL BUDGET BY REVENUE SOURCE

This estimated budget for 2020 is subject to change during the development of the 2020-2021 UPWP, but it is provided here as an early estimate for guidance purposes.

Work Activity Category	Federal Funding	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$174,083	\$23,798	\$5,949	\$19,723	\$223,554
200 Budget & UPWP	\$8,743	\$1,195	\$299	\$991	\$11,228
300 Transportation Improvement Program (TIP)	\$19,005	\$2,598	\$650	\$2,153	\$24,406
400 Transportation System Performance Monitoring (TSPM)	\$19,046	\$2,604	\$651	\$2,158	\$24,459
500 Planning Project Development	\$15,844	\$2,166	\$541	\$1,795	\$20,347
600 Metropolitan Transportation Plan (MTP)	\$41,869	\$5,724	\$1,431	\$4,744	\$53,767
610 MTP - Bicycle/Pedestrian Planning	\$20,011	\$2,736	\$684	\$2,267	\$25,697
620 MTP - Transit Planning	\$15,762	\$2,155	\$539	\$1,786	\$20,242
700 Transportation Planning Coordination & Public Outreach	\$74,132	\$10,134	\$2,534	\$8,399	\$95,199
800 Transportation Modeling, Mapping & Support	\$24,916	\$3,406	\$852	\$2,823	\$31,996
900 Locally Funded Activities	\$0	\$6,300	\$1,575	\$13,157	\$21,032
<i>Sub-Total for APO Staff and Operations</i>	\$413,412	\$62,815	\$15,704	\$59,996	\$551,926
Consultant Services: David Turch & Associates	\$0	\$0	\$0	\$48,000	\$48,000
Consultant Services: TDM Improvements	\$44,800	\$0	\$0	\$11,200	\$56,000
Consultant Services: TH15 Operational Improvement Study	\$88,000	\$0	\$0	\$22,000	\$110,000
Grand Total Expenses	\$546,212	\$62,815	\$15,704	\$141,196	\$765,926



EXHIBIT 6

LIST OF CURRENTLY UNFUNDED SPECIAL STUDIES AND CONTRACTS

This list is maintained in order to document identified planning needs for consideration in future UPWPs. The presence of a particular study on this list does not guarantee that the study will be funded.

Priority	Special Study or Contract	Description
1	<i>Regional Travel Survey</i>	A regional travel survey helps planners to understand travel behavior, and the results are used to calibrate the regional travel demand model.
2	<i>Estimating the Net Environmental Impacts of Transportation Options</i>	More roadway capacity may improve traffic flow and reduce air pollution, but more impermeable surfaces may negatively impact water quality. Increasing land-use densities and mixing compatible uses may shorten trip lengths and fuel use, but may also increase congestion and travel times which increases fuel use. This study would seek to better understand such trade-offs and seek insight on the options or combination of options that minimizes the overall net environmental impact of transportation.
3	<i>Choosing to Commute: Estimating the Transportation Impacts of Long-Distance Commuters & Understanding the Economics of Their Choice</i>	There are more jobs in the Saint Cloud metropolitan area than there are workers to fill those jobs. Many local businesses actively recruit workers from nearby communities, which puts more cars onto area roads, but the workers pay property taxes in other communities. Why don't they live here? Is it better to provide transportation capacity for those workers, or would it be more cost effective to entice them to move to the Saint Cloud metro area? What are the challenges and opportunities?
4	<i>Identification of Viable Cost-Assisted Transportation Options</i>	We know from the data and from public comments that many area families are financially stressed. This study would seek to identify viable options for providing low-cost or cost-assisted transportation options to help reduce the financial stress caused by transportation. For example, a buyers' assistance program for vehicle purchases, or subsidized vehicle maintenance program may be options to explore.
5	<i>Measuring the Impact of Ridesharing on Transportation</i>	Ridesharing services like Uber and Lyft are impacting surface transportation operations, but we do not have a clear picture as to how. This study would seek to better understand those impacts. For example, does ridesharing replace public transit use, or does it supplement it? Does it make not owning a vehicle a viable option for area residents? Does it increase or decrease vehicle-mile-traveled per year? What is the average trip-length of a rideshare trip?
6	<i>Bike Share Feasibility Study</i>	This project would examine local conditions in order to determine the viability of a bike-share program



Saint Cloud
Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643
(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

SAINT CLOUD AREA PLANNING ORGANIZATION
2019 FEDERAL CONSOLIDATED PLANNING GRANT AUTHORIZATION
RESOLUTION 2018-06

Authorizing filing of a Federal Consolidated Planning Grant (CPG) Agreement for the
Calendar Year 2019 Unified Planning Work Program.

BE IT RESOLVED that the Saint Cloud Area Planning Organization commits to
providing a minimum 20% local match to support the 2019 Unified Planning Work
Program; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization hereby
authorizes filing and entering into an agreement for distribution of 2019 federal CPG
funds with the State of Minnesota, Department of Transportation.

BE IT FURTHER RESOLVED that the Chairperson and Executive Director of the Saint
Cloud Area Planning Organization are hereby authorized to execute such Agreement
and amendments.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution
presented to and adopted by the Saint Cloud Area Planning Organization at a duly
authorized meeting thereof, held on the 10th day of May, 2018, as shown by the minutes
of said meeting in my possession.

ATTEST:



Jeff Goerger,
Chair



Brian Gibson,
Executive Director



Date



Date



Saint Cloud
Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

SAINT CLOUD AREA PLANNING ORGANIZATION
2019 STATE PLANNING GRANT AUTHORIZATION
RESOLUTION 2018-07

Authorizing filing of a grant agreement with the Minnesota Department of Transportation
for the Calendar Year 2019 Unified Planning Work Program.

BE IT RESOLVED that the Saint Cloud Area Planning Organization commits to
providing a minimum 20% local match to support the 2019 Unified Planning Work
Program; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization
authorizes filing and entering into an Agreement for Distribution of State Planning Funds
for Calendar Year 2019 with the State of Minnesota, Department of Transportation; and

BE IT FURTHER RESOLVED that the Chairperson and Executive Director of the Saint
Cloud Area Planning Organization are hereby authorized to execute such Agreement
and amendments.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution
presented to and adopted by the Saint Cloud Area Planning Organization at a duly
authorized meeting thereof, held on the 10th day of May, 2018, as shown by the minutes
of said meeting in my possession.

ATTEST:



Jeff Goerger,
Chair



Brian Gibson,
Executive Director



Date



Date



Saint Cloud
Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

**SAINT CLOUD AREA PLANNING ORGANIZATION
PROCUREMENT PROCESS SELF-CERTIFICATION
RESOLUTION 2018-08**

Certifying compliance of the Saint Cloud Area Planning Organization's procurement procedures with all administrative requirements, cost principles, and audit requirements for Federal awards.

BE IT RESOLVED that the Saint Cloud Area Planning Organization shall use documented procurement and contracting procedures that meet or exceed all Federal regulations as recorded in 2 CFR Part 200, including, but not limited to: 1) free and open competition in all procurements, 2) the prevention of waste, fraud, abuse, and conflicts of interest in its procurement process, and 3) the fair and equal treatment of all potential vendors and contractors; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization shall periodically review and update those documented procedures to maintain the aforementioned standard; and

BE IT FURTHER RESOLVED that the Executive Director of the Saint Cloud Area Planning Organization is hereby authorized to execute procurements as necessary and in accordance with the adopted 2019 Unified Planning Work Program and the procurement procedures as approved by the Policy Board of the Saint Cloud Area Planning Organization.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 10th day of May, 2018, as shown by the minutes of said meeting in my possession.

ATTEST:



Jeff Goerger, Chair



Date



Brian Gibson, Executive Director



Date