

AGENDA

APO POLICY BOARD MEETING

THURSDAY, OCTOBER 8, 2020 - 4:30 P.M.

VIRTUAL MEETING VIA ZOOM



1. Introductions
2. Approval of Agenda
3. Public Comment Period
4. Consideration of Consent Agenda Items (*Attachments A - F*)
 - a. Approve Minutes of September 10, 2020 Policy Board Meeting (*Attachment A*)
 - b. Approve Actual Bills Lists for September and Anticipated Bills for October and November (*Attachments B1 - B2*)
 - c. Approve Roadway Safety Targets for 2021 (*Attachments C1 & C2*)
 - d. Approve Updated Stakeholder Engagement Plan (*Attachments D1 & D2*)
 - e. Receive Progress Report for Active Transportation Plan (*Attachment E*)
 - f. Receive Staff Report of Sept. 24, 2020 Meeting of the Technical Advisory Committee (*Attachment F*)
5. Consider Updated Bylaws for the Technical Advisory Committee (*Attachments G1 & G2*)
Vicki Johnson, Senior Planner
 - a. Suggested Action: Approve
6. Consider Results of Stakeholder Engagement Self-Assessment for 2019 (*Attachments H1 & H2*) *Brian Gibson, Executive Director*
 - a. Suggested Action: Approve Recommendations
7. Present Results of Roadway Pavement Condition Assessment (*Attachments I1 & I2*)
Brian Gibson
 - a. Suggested Action: None, discussion only
8. Present Results of Shared-Use Path Condition Assessment (*Attachments J1 & J2*) *Brian Gibson, Executive Director*
 - a. Suggested Action: None, discussion only
9. Discuss Northstar Rail Extension Feasibility Assessment (*Attachments K1 & K2*) *Brian Gibson, Executive Director*
 - a. Suggested Action: None, discussion only
10. Other Business & Announcements
 - a. Solicitations for Federally Funded Projects
11. Adjournment

English

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, Title II of 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 or at admin@stcloudapo.org at least seven (7) days in advance of the meeting.

Somali

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu si buuxda u waafaqsanahay Cinwaanka VI ee Xuquuqda Xuquuqda Rayidka ee 1964, Cinwaanka II ee Sharciga Naafada Mareykanka ee 1990, Amarka Fulinta 12898, Amarka Fulinta 13116 iyo qawaaniinta iyo qawaaniinta la xiriira. APO waa u furan tahay dhammaan dadka awooda oo dhan. Qofka u baahan dib-u-habeyn ama dejin, caawimaad gargaar ah, adeegyo turjumaad, adeegyo turjubaan, iwm, si uu uga qeyb galo kulan dadweyne, oo ay ku jiraan helitaanka ajendahaan iyo / ama ku lifaaqan qaab kale, ama luqadda fadlan la xiriir APO. 320-252- 7568 ama at admin@stcloudapo.org ugu yaraan toddobo (7) maalmood kahor kulanka.

Spanish

La Organización de Planificación del Área de Saint Cloud (APO en inglés) cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, con el Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990), de la Orden Ejecutiva 12898, de la Orden Ejecutiva 13116 y los estatutos y reglamentos relacionados. La APO es accesible para todas las personas de todas las capacidades. Una persona que requiere una modificación o acomodación, ayudas auxiliares, servicios de traducción, servicios de interpretación, etc., para poder participar en una reunión pública, incluyendo recibir esta agenda y/o archivos adjuntos en un formato o idioma alternativo, por favor, contacta a la APO al número de teléfono 320-252-7568 o al admin@stcloudapo.org al menos siete (7) días antes de la reunión.

Saint Cloud Area Planning Organization Electronic Meeting Notification
September 25, 2020

The Executive Director has determined that an in-person meeting is not prudent and under MN Statute, 13D.021 subdivision 1 believes that a conference with Policy Board members participating via video conference and/or conference call is warranted.

The following process for the Saint Cloud Area Planning Organization's Policy Board meeting to be held on Thursday, October 8, 2020, at 4:30 p.m. will be done in accordance with State Law:

1. The Executive Director will be present at the Saint Cloud Area Planning Organization office. The meeting will be audio recorded.
2. All votes will be done by rollcall so there is a clear record of who is in favor or opposed to the subject vote.
3. We will ensure that all members are able to hear one another and all discussions and testimony.
4. Notice of the meeting will be sent to all persons who have requested notice along with area media outlets.
5. Any member of the public may contact the Executive Director if he or she desires to be connected electronically to the meeting to hear the content of the meeting. If there is an expense for such connection, the Executive Director shall inform the public of the charge for such connection in advance of the meeting.

Allowing the public to be present at this meeting has been determined to not be feasible due to the health pandemic and emergency declaration and is authorized by MN Statute 13D.021, subdivision 1.

SAINT CLOUD AREA PLANNING ORGANIZATION POLICY BOARD
Thursday, September 10, 2020 – 4:30 p.m.

A regular meeting of the Saint Cloud Area Planning Organization Policy Board was held on Thursday, September 10th at 4:30 p.m. APO Chair Rick Miller presided with the following members participating via the Zoom app or telephone access:

Mayor Rick Miller	Waite Park
Council Member Paul Brandmire	Saint Cloud
Mayor Dave Kleis	Saint Cloud
Council Member Dottie Seamans	Sauk Rapids
Mayor Rick Shultz	Saint Joseph
Commissioner Raeanne Danielowski	Sherburne County
Ryan Daniel, CEO	Metro Bus
Tim Elness	Sartell Council Member (alternate for Ryan Fitzthum)
Tarryl Clark	Stearns County (alternate for Joe Perske)
Dan Wogamott	MN House Representative
Anne Buckvold	Saint Joseph
Frank Loetterle, Project Manager	MnDOT
Mary McFarland	MnDOT
Andrew Andrusko	MnDOT
Erik Rudeen	MnDOT
Anthony Herbert	Metro Bus
Brian Gibson, Exec Director	Saint Cloud APO
Amber Blattner	Saint Cloud APO
Vicki Johnson	Saint Cloud APO
Alex McKenzie	Saint Cloud APO
Fred Sandal	Saint Cloud APO

INTRODUCTIONS/ ROLL CALL: Introductions were made and roll call was taken

APPROVAL OF AGENDA:

Mr. Klies motioned to approve the agenda, and Mr. Brandmire seconded the motion. Motion carried. Roll Call Vote: Miller-yes; Danielowski-yes; Daniel-yes; Brandmire-yes; Schultz – yes; Kleis-yes; Seamans-yes; Elness – yes; Clark – yes).

PUBLIC COMMENT PERIOD: No members of the public were in attendance.

CONSIDERATION OF CONSENT AGENDA ITEMS:

- Approve Minutes of August 13, 2020 Policy Board Meeting (Attachment A)
- Approve Actual Bills Lists for August and Estimated Bills List for September and October (Attachments B1 – B2)
- Approve Contract for Mississippi River Bridge Planning Update (Attachment C)

Mr. Brandmire motioned to approve the agenda, and Ms. Seamans seconded the motion. Motion carried. Roll Call Vote: Miller-yes; Danielowski-yes; Daniel-yes; Brandmire-yes; Schultz – yes; Kleis-yes; Seamans-yes; Elness – yes; Clark – yes).

Presentation on Northstar Rail Extension Feasibility Assessment (Attachment D1 & D2) Mr. Loetterle, MnDOT Project Manager, stated the purpose of this presentation was to review the Northstar Commuter Rail Extension Feasibility Assessment and to respond to any questions the Policy Board may have. MnDOT then put together a project management team including MnDOT and Metropolitan Council staff. He noted that Burlington Northern Santa Fe Railway (BNSF) indicated their willingness to continue discussing providing passenger train service provided that they could do so without effecting their current freight traffic. The project team had to identify the factors/constraints that affect how passenger trains could be operated between Minneapolis and St. Cloud and develop a range of alternatives that could feasibly be implemented with the existing Northstar service. Mr. Loetterle stated that three of the scenarios would add trains or extend trains between Big Lake and Minneapolis and would therefore not effect the existing Northstar service. The project team made sure to look at not only number of BNSF trains that used the tracks but the type of trains as well. It is important to understand that while some of BNSFs trains may have a little leeway in terms of when they get to their destination, there are several trains that operate on a schedule. BNSF also provided the project team with their existing track and signal infrastructure which Mr. Loetterle and the project team added to their computer model. The project team made sure to look at regulations related to passenger train crew utilization (hours of service, a train crew can only work for so many hours) and Labor Union Contact rules. For example, one of the reasons why they could not store any trains overnight in St. Cloud is because if a train crew signs on in St. Cloud they have to drive from Willmar instead of Northtown. That is not the only reason they did not start trains in St. Cloud but that is one example of a detail that had to be brought into consideration.

Mr. Loetterle said after going to the stakeholder and public meeting listening sessions back in November and January, it was clear that the St. Cloud residents wanted more than one in-bound train in the morning, so the project team added a more robust schedule. They sat down with BNSF and Metro Transit to develop an operations model. The four alternatives they looked at were:

1. Minimum Service Alternative – One morning peak-period train from St. Cloud to Minneapolis. One afternoon peak-period train from Minneapolis to St. Cloud.
2. Minimum Bi-Directional Service Alternative – The Minimum Bi-Directional Service Alternative provides a trip in each direction between Minneapolis and St. Cloud for both the morning and afternoon peak period.
3. Express Service Alternative – The Express Service Alternative would provide one train in each direction during both the morning and afternoon peak periods. These trains would bypass all intermediate stations to reduce travel time. (One hour and five minutes versus one hour and twenty minutes).
4. Bi-Directional Service Alternative - The Bi-Directional Service Alternative would provide the greatest amount of service of the four alternatives studied and would give St. Cloud residents more opportunities to return home. In the morning two existing Northstar trains would be rescheduled to begin in St. Cloud rather than Big Lake and one new Northstar train would be scheduled to begin at Minneapolis and travel to St. Cloud. In the afternoon three Northstar trains would operate from Minneapolis to St. Cloud and two new Northstar trains would operate from St. Cloud to Minneapolis. The project team also added one North bound trip in the late evening.

Mr. Loetterle noted that none of these trains have midday service. BNSF said no to midday service because that is when they maintain their tracks. In the winter time it is not light out in the evening, so they need to do their track inspections midday. The assessment included two Express service trains in each direction between St. Cloud and Minneapolis on Saturdays, Sundays, holidays in addition to the current service offered on weekends and holidays. Adding the weekends was not as expensive as you may think because we would already have the crews dedicated and the equipment.

Mr. Loetterle gave a summary of capital improvements necessary to run train service reliably and on schedule and without negatively affecting current freight train service. The assessment did not identify who is responsible for these capital improvements. Mr. Loetterle stated he wanted to be clear if they start talking about who would pay for what then it would move into negotiations with BNSF and they have not done that yet. Currently they are trying not to influence or effect any decisions.

Mr. Loetterle asked if there are any questions. Ms. Danielowski asked for clarification on if they are running an independent train separate from what is currently running between Big Lake and Target Field? Mr. Loetterle explained that for three of the alternatives the trains would be Northstar trains as currently branded. This express service would be a train that would not stop at any intermediate stations **and could be branded separately as the "St. Cloud Express" train or** something similar, but they did not assume that in the assessment. Ms. Danielowski asked if there would still be a bus service if the Northstar timeline did not work. Mr. Loetterle explained **they didn't** examine the possibility of bus service other than to say that for Bi-Directional Service Alternative they did assume one midday bus from St. Cloud to Minneapolis for someone who may need an opportunity to get home midday. Mr. Daniel said that MetroBus has a midday bus that only operates midday only on Fridays. It would not be that hard to get a schedule that operates five days a week. Mr. Daniel clarified that the bus stops at every train station and is not an express bus. Ms. Buckvold asked if these services are in addition to the current service or a new schedule entirely. Mr. Loetterle explained that the assessment integrates the new trains into the existing service and they held the current schedule constant.

Mr. Loetterle explained that the next step is to take these schedules and try to do some demand studies.

Mr. Loetterle asked if there are there questions about the nature of improvements. Ms. Buckvold asked if he had a ballpark total figure. Mr. Loetterle explained capital cost estimates. Projected capital costs range from \$36 million to \$188 million for initial operation. The project team used 2025 dollars, because it will probably take than long for the trains to start running, and 2040 dollars for the long-term improvements. As BNSF freight train traffic rises, additional improvements will be needed, and total projected capital costs through year 2040 range from \$139 million to \$257 million. Mr. Loetterle said that this is the starting point for discussions with BNSF. Ms. Seamans asked if \$36 million is a subset of the \$139 million. Mr. Loetterle responded affirmatively. Mr. Loetterle explained the operating cost for Northstar today is \$22 million per year and Metro Transit expects that to increase from \$26.4 to \$36.5 million in 2025. Operating & Maintenance costs do not include BNSF access fees or expensed maintenance costs for capital improvements. Mr. Loetterle mentioned he will create a pdf of the slides from this presentation and send to Mr. Gibson and Ms. Johnson to mail out to this group. Mr. Loetterle explains there are things that must be done to get to a decision to proceed and things that then have to be done to get to operation. The next thing that needs to be done is ridership and

revenue forecasting. The challenge for Mr. Loetterle is that somebody needs to pick up the ball and continue where he left off. There needs to be a public involvement process, decisions need to be made about who is responsible for doing this. Is it MetroTransit, is it MnDOT, is it some combination of the local governments along the line, etc. We would need to figure out where to get the equipment from. Someone needs to sit down and negotiate with BNSF regarding capital, operating, and access costs. Once we get through that process, we would need to complete preliminary engineering and environmental review, that would take 18- 24 months. Then we would need to complete the of final design, construction, and commissioning, that would take 36-48 months. If you did the minimum service alternative this would take a lot less time.

Ms. Clark asked if Mr. Loetterle can clarify bonding versus general fund. Her recollection from when she was working on this project is that the bulk would be bondable. Mr. Loetterle said preliminary engineering, environmental review, final design and construction, commissioning is all bondable, equipment is bondable. Ms. Buckvold asked which bodies would be best suited to negotiate with BNSF. Mr. Loetterle chose not to comment.

Mr. Miller requested paper copies of this presentation be sent to the Board members. Mr. Gibson confirmed he will send paper copies to the board members. Ms. Buckvold asked if Covid will affect any of this report. Mr. Loetterle said the analysis of train operation that they did on freight train movements was pre-pandemic. Ms. Buckvold asked about Amtrak and getting inner city rail in the state, if we move forward with this, how would that effect the ability to get Amtrak service in the state on Minnesota. Mr. Loetterle said the impact of this on Amtrak is only between Minneapolis and St. Cloud. Amtrak service from Chicago to Minneapolis would not be affected. Mr. Loetterle has not talked to Amtrak about service from Minneapolis to St. Cloud and he does not know where we would be with that. Mr. Miller asked if there is anything else. Mr. Gibson noted that staff is wondering is if there is a consensus to move forward with any of these alternatives as a region and what actions the Board may want the APO staff to take. Mr. Gibson said he is not expecting an answer today but at some point soon we will bring this back to the Board and get clarity on our next steps as the APO. Mr. Miller asks if there are any other questions.

OTHER BUSINESS & ANNOUNCEMENTS:

Mr. Gibson noted many Board members seem to prefer the ability to meet by electronic means. State law does permit it as long as certain conditions are met. He will do more research on participating electronically to see if it can continue past the emergency declaration.

ADJOURNMENT:

The meeting was adjourned at 5:22 p.m.

ST. CLOUD AREA PLANNING ORGANIZATION
Transaction List by Vendor
September 2020

6:32 AM

09/30/2020

Type	Date	Num	Memo	Split	Credit
			Adobe Creative Cloud		
Credit Card Charge	09/10/2020			6609 · IT Support & Software	57.03
			AFLAC		
Bill Pmt -Check	09/01/2020	xx		6560A · Wages and Benefits:6600 · Employe	882.26
			American Planning Association		
Credit Card Charge	09/22/2020	3180990		6618 · Professional Development	333.00
			AMPO - Assoc of Metropol Planning Org		
Credit Card Charge	09/17/2020	VirtualConf		6618 · Professional Development	165.00
			BCBS of MN		
Bill Pmt -Check	09/21/2020	xx		6600.5 · Health/Dental/Life Insurance	3,222.35
			City of St. Cloud - Water/Sewer		
Bill Pmt -Check	09/22/2020	Ck-NBNCR63L		6606 · Utilities and Maintenance:6606.1 · Ut	288.97
			Cloudnet		
Bill Pmt -Check	09/21/2020	Ck-6BACD63L		6603.1 · Telephone	10.00
			David Turch & Associates		
Bill Pmt -Check	09/01/2020	Ck-FBJCN6F5		902.10 · Washington Lobbyist	8,000.00
Bill Pmt -Check	09/22/2020	Ck-IBLCV6RX		902.10 · Washington Lobbyist	4,000.00
			Dell Financial Services		
Bill Pmt -Check	09/01/2020	E-7B1CS6F5		6609.1 · Equipment & Hardware	911.84
			Delta Dental		
Check	09/01/2020	eft		6600.5 · Health/Dental/Life Insurance	246.10
			Design Electrical Contractor Inc.		
Bill Pmt -Check	09/22/2020	Ck-NBJCO63L		6606 · Utilities and Maintenance:6606.2 · M	100.27
			freepikcompany.com		
Credit Card Charge	09/18/2020	2020-236946		6609 · IT Support & Software	129.99
			KLJ Engineering LLC		
Bill Pmt -Check	09/01/2020	CK-ABXC8655		Trunk Hwy 15 Opeartions Imprmt Study	9,000.00
Bill Pmt -Check	09/03/2020	Ck-6BICV6WG		Trunk Hwy 15 Opeartions Imprmt Study	12,000.00
Bill Pmt -Check	09/04/2020	Ck-UBPC9686		Trunk Hwy 15 Opeartions Imprmt Study	4,306.16
Bill Pmt -Check	09/21/2020	Ck-CBFCE63L		Trunk Hwy 15 Opeartions Imprmt Study	15,253.21
			Loffler Companies		
Bill Pmt -Check	09/10/2020	Ck-NBCCW655		6608 · Multifunction Copier	121.41
			Metro Analytics		
Bill Pmt -Check	09/03/2020	Ck-DBKCN6WG		MN Travel Demand Mod	4,835.68
Bill Pmt -Check	09/21/2020	Ck-8BFCF63L		MN Travel Demand Mod	3,509.02
			Mustang Signs & Graphics		
Bill Pmt -Check	09/03/2020	Ck-VBYCX6WG		Miscellaneous Expense	111.79
			Net V Pro		
Bill Pmt -Check	09/03/2020	Ck-IBECW6WG		6609 · IT Support & Software	2,833.50
			Premium Waters, Inc.		
Bill Pmt -Check	09/01/2020	E-ABYC36G5		6601 · Office Supplies	24.55
Bill Pmt -Check	09/25/2020	E-7BDCG63L		6601 · Office Supplies	18.55
			Principal Mutual Life Insurance		

ST. CLOUD AREA PLANNING ORGANIZATION
Transaction List by Vendor
September 2020

6:32 AM

09/30/2020

Type	Date	Num	Memo	Split	Credit
Bill Pmt -Check	09/01/2020	E-DB6CG6G5		6600.5 · Health/Dental/Life Insurance	349.90
Bill Pmt -Check	09/21/2020	E-KBJC663L		6600.5 · Health/Dental/Life Insurance	349.90
			Rajkowski Hansmeier LTD		
Bill Pmt -Check	09/21/2020	Ck-PBQC763L		6607 · Legal Services	315.00
			SC Times		
Bill Pmt -Check	09/21/2020	Ck-XBOCJ63L		6605 · Printing & Publishing	114.44
			Spectrum Business (Charter)		
Bill Pmt -Check	09/22/2020	E-1B1CY63L		Communications and Internet	545.19
			Stearns Electric Association		
Bill Pmt -Check	09/25/2020	xx		Utilities - electric	204.27
			Streetlight Data		
Bill Pmt -Check	09/22/2020	Ck-FBICU63L		Street Light Data thru 09 30 2021	5,000.00
			The MN Transportation Alliance Inc		
Bill Pmt -Check	09/22/2020	Ck-6BFCP63L		6610 · Dues & Subscriptions	430.00
			WACOSA		
Bill Pmt -Check	09/22/2020	Ck-DBPCX63L		6606.2 · Maintenance	259.24
			West Central Sanitation, Inc		
Bill Pmt -Check	09/01/2020	E-OBZCZ665		6606.2 · Maintenance	31.46
Bill Pmt -Check	09/25/2020	E-WBXCW63L		6606.2 · Maintenance	30.46
			Xcel Energy		
Bill Pmt -Check	09/02/2020	xx		Utilities	55.42
			Your CFO Inc		
Bill Pmt -Check	09/01/2020	CK-OBSCV6F5		.	1,519.00
					<u>79,564.96</u>
			LIBERTY BANK DEPOSITS		
			<u>Deposit Date</u>	<u>Amount</u>	
Estimated Interest Earned			9/30/2020	\$	15.00

PROPOSED October 2020 and November 2020 DISBURSEMENTS
prepared 09/30/2020

ATTACHMENT B2
AGENDA ITEM 4b

Method Of Payment	To Whom Paid	What Check is for	Account	Amount
Direct Dep.	Net Payroll (including insurance reimbursement)	10/2/2020 Payroll Paid	Payroll	\$ 8,137.49
Electronic	Expense Reimbursemt - Employee mileage	10/2/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	10/2/2020 Payroll Paid	Payroll	\$ 2,474.75
Electronic	MN Department of Revenue-Withholding PAID	10/2/2020 Payroll Paid	Payroll	\$ 586.00
Electronic	PERA	10/2/2020 Payroll Paid	Payroll	\$ 1,721.70
Electronic	Great West Annuity	10/2/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	10/2/2020 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	10/2/2020 Payroll Paid	Payroll	\$ 138.46
Direct Dep.	Net Payroll (including insurance reimbursement)	10/16/2020 Payroll Paid	Payroll	\$ 8,137.49
Electronic	Expense Reimbursemt - Employee mileage	10/16/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	10/16/2020 Payroll Paid	Payroll	\$ 2,474.75
Electronic	MN Department of Revenue-Withholding PAID	10/16/2020 Payroll Paid	Payroll	\$ 586.00
Electronic	PERA	10/16/2020 Payroll Paid	Payroll	\$ 1,721.70
Electronic	Great West Annuity	10/16/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	10/16/2020 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	10/16/2020 Payroll Paid	Payroll	\$ 138.46
Direct Dep.	Net Payroll (including insurance reimbursement)	10/30/2020 Payroll Paid	Payroll	\$ 8,137.49
Electronic	Expense Reimbursemt - Employee mileage	10/30/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	10/30/2020 Payroll Paid	Payroll	\$ 2,474.75
Electronic	MN Department of Revenue-Withholding PAID	10/30/2020 Payroll Paid	Payroll	\$ 586.00
Electronic	PERA	10/30/2020 Payroll Paid	Payroll	\$ 1,721.70
Electronic	Great West Annuity	10/30/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	10/30/2020 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	10/30/2020 Payroll Paid	Payroll	\$ 138.46
Direct Dep.	Net Payroll (including insurance reimbursement)	11/13/2020 Payroll Paid	Payroll	\$ 8,137.49
Electronic	Expense Reimbursemt - TRB conference	11/13/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	11/13/2020 Payroll Paid	Payroll	\$ 2,474.75
Electronic	MN Department of Revenue-Withholding PAID	11/13/2020 Payroll Paid	Payroll	\$ 586.00
Electronic	PERA	11/13/2020 Payroll Paid	Payroll	\$ 1,721.70
Electronic	Great West Annuity	11/13/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	11/13/2020 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	11/13/2020 Payroll Paid	Payroll	\$ 138.46
Direct Dep.	Net Payroll (including insurance reimbursement)	11/27/2020 Payroll Paid	Payroll	\$ 8,137.49
Electronic	Expense Reimbursemt - TRB conference	11/27/2020 Payroll Paid	Payroll	\$ -
Electronic	Social Security, Medicare & Federal Tax PAID	11/27/2020 Payroll Paid	Payroll	\$ 2,474.75
Electronic	MN Department of Revenue-Withholding PAID	11/27/2020 Payroll Paid	Payroll	\$ 586.00
Electronic	PERA	11/27/2020 Payroll Paid	Payroll	\$ 1,721.70
Electronic	Great West Annuity	11/27/2020 Payroll Paid	Payroll	\$ 10.00
Electronic	Minnesota State Retirement System	11/27/2020 Payroll Paid	Payroll	\$ 90.93
Electronic	Select Account (H.S.A.)	11/27/2020 Payroll Paid	Payroll	\$ 138.46
Credit Card	Adobe Creative Cloud	Subscription service to PDF software	IT Support & Software	\$ 57.03
Check	AFLAC - October	Employee Addtl Insurance	Payroll	\$ 882.26
Check	AFLAC - November	Employee Addtl Insurance	Payroll	\$ 882.26
Credit Card	American Planning Association	Alex Mckenzie Membership	Professional Development	\$ 333.00
Credit Card	AMPO - Assoc of Metropol Planning Org	Brain - date 10/27 - Virtual Conference	Professional Development	\$ 165.00
Electronic	BCBS of MN - October	Employee Health Insurance	Payroll	\$ 3,222.35
Electronic	BCBS of MN - November	Employee Health Insurance	Payroll	\$ 4,037.92
Check	City of St Cloud - Water/Sewer - September	Utilities - water / sewer	Utilities	\$ 288.97
Check	Cloudnet - October	Internet Service	Utilities	\$ 10.00
Check	Cloudnet - November	Internet Service	Utilities	\$ 10.00
Check	David Turch & Associates - estimate - October	Lobbyist Services	Lobbying	\$ 4,000.00
Check	David Turch & Associates - estimate - November	Lobbyist Services	Lobbying	\$ 4,000.00
Check	Saint Cloud Area Police Board Meeting	Employee dental insurance	Payroll	\$ 10.00

October 8, 2020

PROPOSED October 2020 and November 2020 DISBURSEMENTS
prepared 09/30/2020

ATTACHMENT B2
AGENDA ITEM 4b

Method Of Payment	To Whom Paid	What Check is for	Account	Amount
Check	Delta Dental - estimate - November	Employee dental insurance	Payroll	\$ 246.10
Credit Card	freepikecompany.com	premium account on flatiron	IT Support & Software	\$ 129.99
Credit Card	Google Inc - October	G Suite Basic - Commitment	Utilities	\$ 48.00
Credit Card	Google Inc - November	G Suite Basic - Commitment	Utilities	\$ 48.00
Check	KLJ Engineering LLC	Trunk Hwy 15 Opeartions Imprmt Study	ices thru 8/31/20 - Trunk Hwy 15 Opeartions Imprmt	\$ 11,098.43
Check	Loffler Companies - estimate - October	Copier Supplies	Copy Machine	\$ 135.04
Check	Loffler Companies - estimate - November	Copier Supplies	Copy Machine	\$ 180.00
Check	Metro Analytics	Project - MN Cube Model Dev	Project - Travel Demand Model Improvements	\$ 3,382.83
Credit Card	Neopost USA, Inc.	Postage Meter	Meter Lease	\$ 59.25
Credit Card	Neopost USA, Inc.	Postage Meter	Postage	\$ 200.00
Check	Net V Pro - October	Monthly IT Support	IT Support & Software	\$ 321.00
Check	Net V Pro - November	Monthly IT Support	IT Support & Software	\$ 321.00
Check	Premium Water Inc - estimate - October	office drinking water	Utilities	\$ 30.00
Check	Premium Water Inc - estimate - November	office drinking water	Utilities	\$ 30.00
Check	Principal Financial - October	Employee disability insurance	Payroll	\$ 349.90
Check	Principal Financial - November	Employee disability insurance	Payroll	\$ 349.90
Credit Card	Quill.com	office supplies	Office Supplies	\$ 51.43
Check	Rajkowski Hansmeier Ltd	Attorney services	ADA issues	\$ 202.50
Check	Spectrum Business (Charter) - estimate - October	Internet Service	Utilities	\$ 285.00
Check	Spectrum Business (Charter) - estimate - November	Internet Service	Utilities	\$ 285.00
Electronic	Stearns Electric Association - estimate - October	Utilities - electric	Utilities	\$ 250.00
Electronic	Stearns Electric Association - estimate - November	Utilities - electric	Utilities	\$ 250.00
Check	SC Times - estimate - estimate - October	Public Postings	Printing/Publishing	\$ 200.00
Check	SC Times - estimate - estimate - November	Public Postings	Printing/Publishing	\$ 200.00
Check	WACOSA - estimate - October	Office Cleaning Services	Maintenance	\$ 130.00
Check	WACOSA - estimate - November	Office Cleaning Services	Maintenance	\$ 130.00
Check	West Central Sanitation Inc - estimate - October	Utility - garbage	Utilities	\$ 31.00
Check	West Central Sanitation Inc - estimate - November	Utility - garbage	Utilities	\$ 31.00
Electronic	Xcel Energy - estimate - October	Utilities - gas	Utilities	\$ 60.00
Electronic	Xcel Energy - estimate - November	Utilities - gas	Utilities	\$ 200.00
Check	Your CFO Inc	2020 accounting services - October	Accounting Services	\$ 1,519.00
Check	Your CFO Inc	2020 accounting services - November	Accounting Services	\$ 1,519.00
TOTAL				<u>\$ 106,204.91</u>



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568

F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Alex McKenzie, Transportation Planning Technician
RE: Consideration of 2021 Safety Targets
DATE: Sept. 14, 2020

Safety Performance Management supports the Highway Safety Improvement Program (HSIP) and requires State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to set HSIP targets for five safety performance measures. The goal of the safety measures is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. MPOs, like the Saint Cloud Area Planning Organization (APO) must establish their HSIP targets by Feb. 27 of the calendar year for which they apply.

There are five performance measures for the purpose of carrying out the HSIP. Each performance measure is reported using a five-year rolling average.

1. Number of fatalities;
2. Rate of fatalities (Per 100 Million Vehicle Miles Travelled);
3. Number of serious injuries;
4. Rate of serious injuries (Per 100 Million VMT); and,
5. Number of non-motorized fatalities and non-motorized serious injuries.

The APO's responsibilities when setting targets include:

- Establish HSIP targets for all public roads in the metropolitan planning area in coordination with the State.
- Estimate VMT for all public roads within the metropolitan planning area for rate targets.
- Coordinate with the State and include the safety performance measures and the MPO's safety targets for those measures in the Metropolitan Transportation Plan (MTP).
- Integrate into the metropolitan transportation planning process, the safety goals, objectives, performance measures, and targets described in other State safety transportation plans and processes such as applicable portions of the HSIP, including the Strategic Highway Safety Plan (SHSP).
- Include a description in the Transportation Improvement Program (TIP) of the anticipated effect of the TIP toward achieving HSIP targets in the MTP, linking investment priorities in the TIP to those safety targets.

Displayed in the figure below are the targets versus the results for 2019 safety measures in the APO region. **The results show the APO's region did meet** the fatality rate per 100 MVMT, serious injuries, and the serious injury rate 100 MVMT targets for 2019.

If the baseline 2019 results would have been lower than the 2020 targets, then the 2021 targets would be set to the baseline 2019 results. The 2021 targets are being proposed as the same as the 2020 targets. The APO desires fatalities and serious injuries to decline.

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Performance Measures	2019 Targets	2019 Results	2020 Targets	Proposed 2021 Targets
Fatalities	8.8	9.0	8.6	8.6
Fatality Rate (100 MVMT)	0.764	0.731	0.730	0.730
Serious Injuries	26.0	24.8	23.0	23.0
Serious Injury Rate (100 MVMT)	2.216	2.006	1.946	1.946
Non-Motorized Fatalities and Serious Injuries	8.2	8.6	8.2	8.2

**All Measures are Calculated Using the 5-Year Rolling Averages*

The following two pages display the full data set from 2006-2019 and graphs for reference.

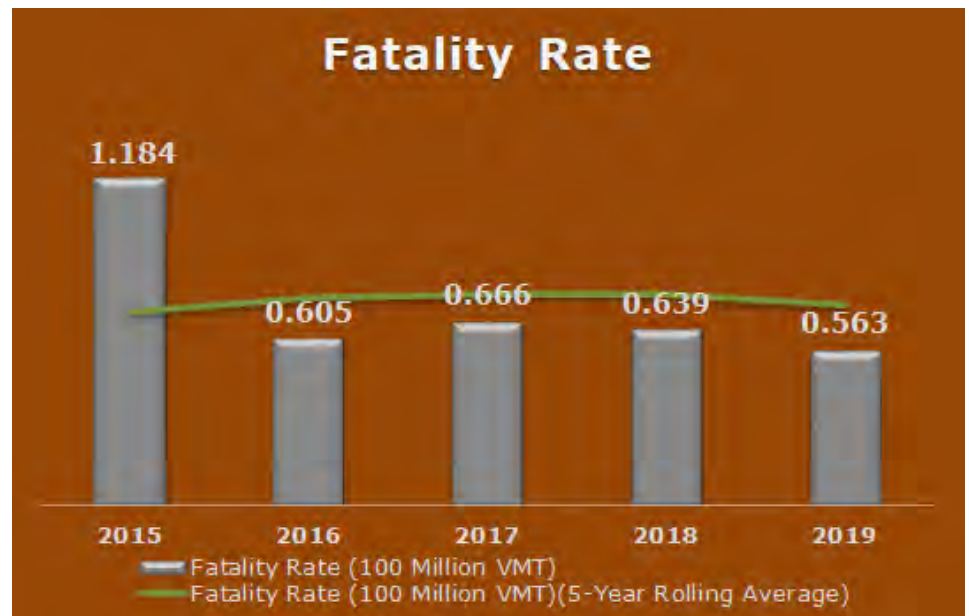
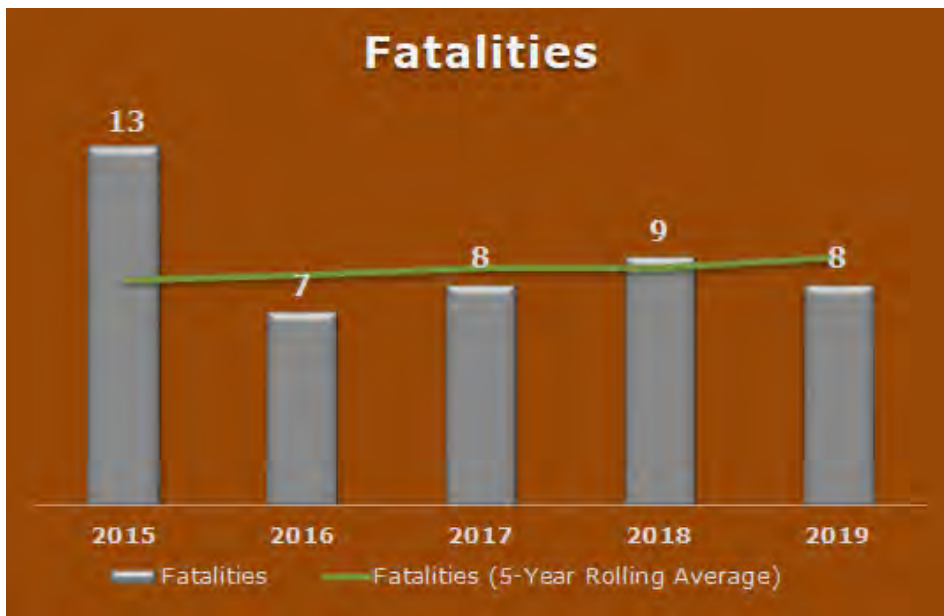
Examples of programmed projects in the FY 2021-2024 TIP that will help achieve the APO's roadway targets include the following: construction of Phase 3 of the ROCORI Trail along railroad corridor from Cold Spring to Rockville (project number 073-090-011); and Cooper Avenue from Traverse Road to Stearns CSAH 75 reconstruction with bicycle lanes and sidewalk (project number 162-141-008). These TIP projects are anticipated to positively impact target achievement by providing safety improvements for motorists, bicyclists, and pedestrians.

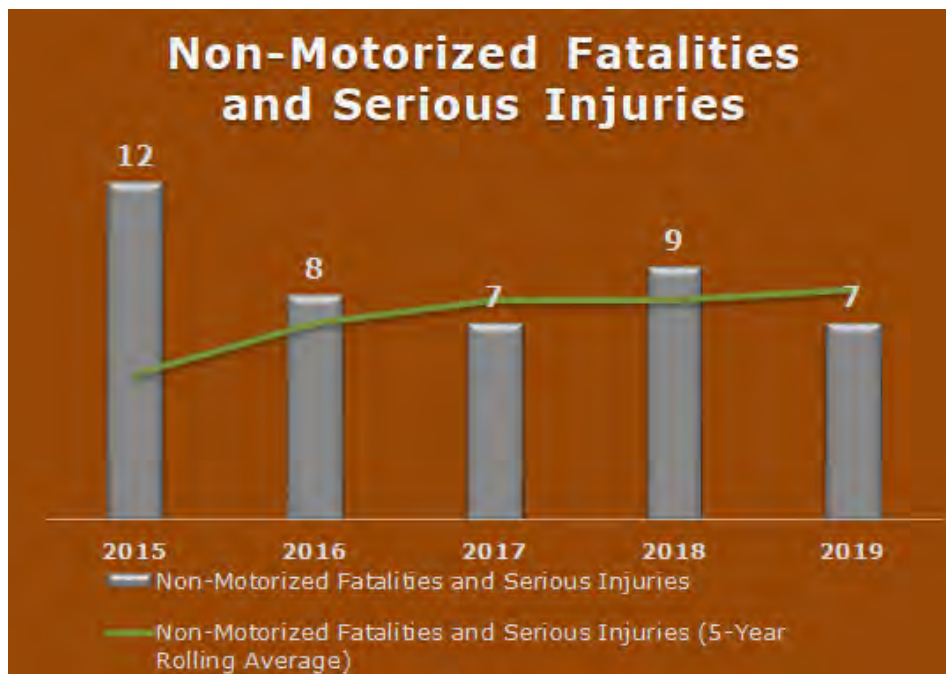
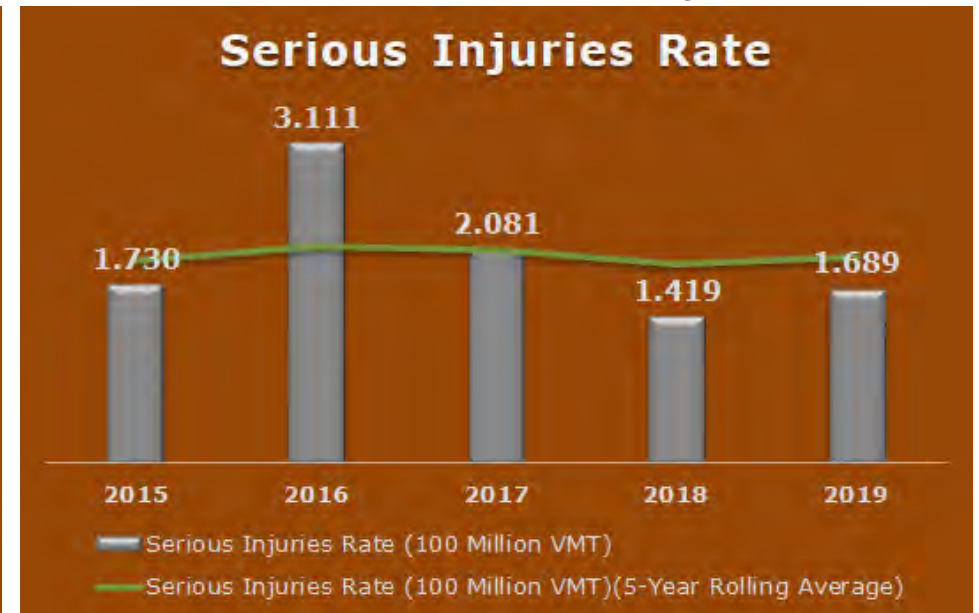
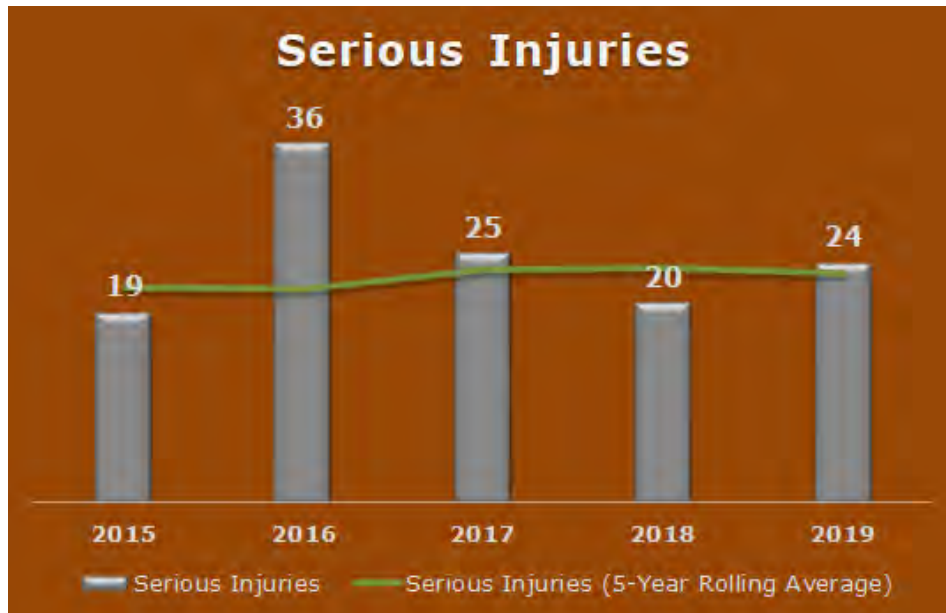
It is important to note that while the APO can promote a transportation system that is safe for all users through appropriate safety infrastructure to help prevent crashes, the APO cannot control driver behaviors that may lead to crashes. The APO and its member agencies and jurisdictions can only encourage, educate, and inform citizens of safe driving, walking, and bicycling habits to mitigate crashes.

The Technical Advisory Committee recommended approval of these safety targets at their September 24th meeting.

Suggested Action: Approve

Year	Fatalities	Fatalities (5-Year Rolling Average)	Serious Injuries	Serious Injuries (5-Year Rolling Average)	Non-Motorized Fatalities and Serious Injuries	Non-Motorized Fatalities and Serious Injuries (5-Year Rolling Average)	Fatality Rate (100 Million VMT)	Fatality Rate (100 Million VMT)(5-Year Rolling Average)	Serious Injuries Rate (100 Million VMT)	Serious Injuries Rate (100 Million VMT)(5-Year Rolling Average)
2006	9	#N/A	43	#N/A	6	#N/A	0.876	#N/A	4.183	#N/A
2007	3	#N/A	45	#N/A	9	#N/A	0.305	#N/A	4.582	#N/A
2008	7	#N/A	31	#N/A	9	#N/A	0.649	#N/A	2.872	#N/A
2009	4	#N/A	23	#N/A	8	#N/A	0.365	#N/A	2.101	#N/A
2010	10	6.6	20	32.4	3	7.0	0.923	0.624	1.846	3.117
2011	6	6.0	27	29.2	4	6.6	0.557	0.560	2.507	2.782
2012	7	6.8	24	25.0	7	6.2	0.648	0.628	2.223	2.310
2013	9	7.2	23	23.4	7	5.8	0.835	0.666	2.134	2.162
2014	6	7.6	15	21.8	5	5.2	0.555	0.704	1.387	2.019
2015	13	8.2	19	21.6	12	7.0	1.184	0.756	1.730	1.996
2016	7	8.4	36	23.4	8	7.8	0.605	0.765	3.111	2.117
2017	8	8.6	25	23.6	7	7.8	0.666	0.769	2.081	2.088
2018	9	8.6	20	23.0	9	8.2	0.639	0.730	1.419	1.946
2019	8	9.0	24	24.8	7	8.6	0.563	0.731	1.689	2.006







1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Transportation Planner
RE: Draft Stakeholder Engagement Plan
DATE: Sept. 8, 2020

Involving the public in the transportation planning process allows for better decisions, creates a better end product, and decreases the time required to implement transportation decisions by:

1. Facilitating a dialogue with a broad cross-section of citizens during the planning process.
2. Organizing and recording information and other input for consideration and use by staff, planning partners, and the Board.
3. Informing citizens of the impact their input has on the development of regional policies and priorities.

The Federal Government mandates all Metropolitan Planning Organizations (MPOs) like the Saint Cloud Area Planning Organization (APO) 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 transportation planning process.

The Stakeholder Engagement Plan (SEP) is designed to help members of the public and **affected organizations understand how to participate effectively in the APO's planning** processes. In addition, the SEP serves as a guide for APO staff, advisory committees, and decision-makers on how they can engage and reach the community in a way that ensures everyone is given an equal and equitable opportunity to participate.

Along with serving as the APO's public participation plan, the SEP contains the Federally-required Title VI plan and the Limited English Proficiency (LEP) plan. Both of these documents provide assurances that the APO will not discriminate on the basis of race, color, national origin, or English language proficiency and offer strategies on how APO staff can work with these and other traditionally underrepresented populations (persons with low-income, people with disabilities, households without access to a motor vehicle, persons over the age of 65, and persons under the age of 18).

During discussions surrounding the 2019 SEP Annual Report, staff had recommended the existing SEP (approved in June 2018 and amended in January 2019) be updated in 2020. At the Oct. 30, 2019, Policy Board meeting, approval was granted to have APO staff begin work to update the entire SEP.

Staff, in consultation with the Minnesota Department of Transportation's (MnDOT's) Americans with Disabilities Act **Program and Policy Coordinator, MnDOT's Title VI Program Coordinator, MnDOT's Metropolitan Planning Program Coordinator**, Federal Highway Administration, Federal Transit Administration, and local legal counsel have worked to revise the existing SEP to ensure compliance with the most up-to-date Federal guidelines.

Per Federal regulations, the SEP must be open for a 45-day public comment period. Public comment on the SEP began Wednesday, Aug. 19. Public comment will conclude on Saturday, Oct. 3, 2020.

E. admin@stcloudapo.org W. stcloudapo.org

APO staff have advertised the public comment period via legal notice in the St. Cloud Times, **on the APO's website, and on social media. APO staff have also** emailed organizations that work closely with traditionally underrepresented populations and individuals who had expressed interest in planning activities.

The Technical Advisory Committee recommended approval of the document at their September 24th meeting.

Suggested Action: Approve



Stakeholder Engagement Plan

Prepared by the Saint Cloud
Area Planning Organization

Anticipated Update
Oct. 8, 2020

Saint Cloud APO Policy Board Meeting



October 8, 2020

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, LeSauk Township, and Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus). 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 ASSURANCE

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 [Saint 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.

CIWAANKA VI EE XAQI IJINTA

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu halkan ku siinayaa ogeysiis dadweyne in ay tahay sharciga APO in ay si buuxda u hoggaansanto Cinwaanka VI ee Xuquuqda Madaniga ee 1964 iyo Sharciga Soo-celinta Xuquuqda Madaniga ee 1987, Amarka Fulinta 12898 ee ku saabsan Cadaaladda Deegaanka, Iyo qaynuunada iyo qawaaniinta la xiriira barnaamijyada iyo nashaadaadka. Cinwaanka VI wuxuu xaqiijinayaa in qofna, sabab asal, midab, ama asal qaran ah, laga reebi doonin kaqeybgalka, loo diidi doonin faa'iidooyinka, ama haddii kale lagula takoorin barnaamij kasta ama waxqabad ee APO ay ku hesho kaalmada maaliyadeed ee Federaalka . Qof kasta oo aaminsan inuu ka xanaaqay fal sharci darro ah oo takoor ay ku sameysay APO wuxuu xaq u leeyahay inuu dacwad rasmi ah u gudbiyo APO, MnDOT ama US DOT. Cabasho kasta oo kale waa inay ahaataa mid qoraal ah lagana xaraystaa maareeyaha u hoggaansamida cinwaankeeda ee 'APO' VI VI waa boqol iyo siddeetan (180) maalmood gudahood taarikhda dhacday markii la sheegay in ay dhacday midabtakoor. Macluumaad dheeri ah, ama si aad u hesho Foomka Cabashada Kala-Takoorida Cinwaan ee 'VI kalasooc Foom', fadlan ka eeg bogga internetka ee 'Cloud Cloud APO' (www.stcloudapo.org) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

GARANTÍA DEL TÍTULO VI

La Organización de Planificación del Área de Saint Cloud (APO en inglés) da un aviso público con la presente de que es política de la APO el cumplir plenamente con el Título VI de la Ley de Derechos Civiles de 1964 y de la Ley de Restauración de Derechos Civiles de 1987, de la Orden Ejecutiva 12898 sobre la Justicia Ambiental, y los estatutos y reglamentos relacionados en todos los programas y actividades. El Título VI asegura que ninguna persona, por motivos de raza, color o nacionalidad, podrá quedar excluida de la participación en, se le podrán negar los beneficios de, o de algún modo podrá ser objeto de discriminación en virtud de cualquier programa o actividad por la cual la APO recibe asistencia financiera Federal. Cualquier persona

que cree que ha sido perjudicada por una práctica discriminatoria ilegal por la APO tiene el derecho de presentar un reclamo formal con la APO MnDOT o U.S. DOT. Cualquiera de estos reclamos debe ser por escrito y debe ser presentado ante el Gerente de Cumplimiento del Título VI de la APO dentro de los ciento ochenta (180) días naturales siguientes a la fecha en que la presunta ocurrencia discriminatoria. Para obtener más información, o para obtener un Formulario de Reclamo por Discriminación del Título VI, por favor, dirígete al [Sitio web de la APO de Saint Cloud](http://www.stcloudapo.org) (www.stcloudapo.org) o puedes ver una copia en nuestra oficina en 1040 County Road 4, Saint Cloud, MN 56303.

TITLE II ASSURANCE

The Saint Cloud Area Planning Organization (APO) hereby gives public notice that it is the policy of the APO to fully comply with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Rehabilitation Act) and related statutes and regulations in all programs and activities. Title II of the Americans with Disabilities Act (ADA) requires all state and local government agencies to take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. 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 should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available as a reasonable modification for persons with disabilities upon request. Complaints should be submitted by the complainant and/or his/her/their designee as soon as possible but no later than sixty (60) calendar days after the alleged discriminatory occurrence and should be filed with the APO's Executive Director. For more information, or to obtain a Discrimination Complaint Form, please see the [Saint 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.

CIWAANKA II EE XAQI IJINTA

Hay'adda Qorsheynta ee Saint Cloud Area Organisation (APO) waxay siisaa ogeysiis dadweyne inay tahay siyaasada APO inay si buuxda ugu hoggaansanto Sharciga Naafada Mareykanka ee 1990 (ADA) iyo Sharciga Baxnaaninta 1973 (Sharciga Baxnaaninta) iyo qawaaniinta iyo qawaaniinta la xiriira Dhammaan barnaamijyada iyo nashaadaadka. Qodobka II ee Sharciga Naafada Mareykanka (ADA) wuxuu u baahan yahay dhammaan hay'adaha gobolka iyo kuwa maxalliga ah inay qaadaan tillaabooyinka ku habboon si loo hubiyo in xiriirka lala yeesho codsabayaasha, ka qeybgalayaasha, iyo xubnaha bulshada naafada ah ay u la mid yihiin sida xiriirka lala yeesho kuwa kale. Qof kasta oo aaminsan inuu ka xanaaqay fal sharci darro ah oo takooris ah oo ay sameysay APO wuxuu xaq u leeyahay inuu dacwad rasmi ah u gudbiyo APO, MnDOT, ama US DOT. Cabasho kasta oo noocan oo kale ahi waa inay ahaataa mid qoraal ah oo ay kujirto macluumaad ku saabsan takoorida la soo sheegay sida magaca, cinwaanka, taleefan lambarka cabashada, iyo goobta, taariikhda, iyo faahfaahinta dhibaataada. Hab kale oo lagu xareeyo cabashada, sida wareysiyada shaqsiyeed ama cajalad duuban cabashada, ayaa loo heli doonaa sidii wax

looga badali karo macquul ahaan dadka naafada ah markii la codsado. Ashtakooyinka waa in ay soo gudbiyaan cabashada iyo / ama wakiilkiisa / wakiilkiisa sida ugu dhakhsaha badan ee suurtogalka ah laakiin aan ka dambayn lixdan (60) maalmood taariikhi ah ka dib dhacdada la xiriirta midab kala sooca waana in lagu fayl gareeyaa Agaasimaha Fulinta APO. Macluumaad dheeri ah, ama si aad u hesho Foomka Cabashada Kala-Takoorida, fadlan eeg bogga internetka ee 'Cloud Cloud APO' (www.stcloudapo.org) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

GARANTÍA DEL TÍTULO II

La Organización de Planificación del Área de Saint Cloud (APO en inglés) da un aviso público con la presente de que es política de la APO el cumplir plenamente con la Ley sobre los Estadounidenses con Discapacidad de 1990 (ADA en inglés) y con la Ley de Rehabilitación de 1973 (Ley de Rehabilitación) y con los estatutos y reglamentos en todos los programas y actividades. El Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990 (ADA en inglés) requiere que todas las agencias de gobierno estatales y locales tomen las medidas adecuadas para asegurar que la comunicación con los aplicantes, participantes y miembros del público con discapacidades sea tan efectiva como la comunicación con otros. Cualquier persona que cree que ha sido perjudicada por una práctica discriminatoria ilegal por la APO tiene el derecho de presentar un reclamo formal con la APO MnDOT o U.S. DOT. Cualquiera de estos reclamos debe ser por escrito y debe contener información sobre la presunta discriminación tales como el nombre, la dirección, el número de teléfono del denunciante, y la ubicación, la fecha y la descripción del problema. Los medios alternativos de presentar un reclamo, tales como una entrevista personal o una grabación de audio del reclamo, estarán disponibles como una modificación razonable para las personas con discapacidades a petición. Los reclamos deben ser presentados por el denunciante y/o su persona designada tan pronto como sea posible pero no más tarde de sesenta (60) días naturales después de la presunta ocurrencia discriminatoria y deben ser presentados ante el Director Ejecutivo de la APO. Para obtener más información, o para obtener un Formulario de Reclamo por Discriminación, por favor, dirígete al [Sitio web de la APO de Saint Cloud](http://www.stcloudapo.org) (www.stcloudapo.org) o puedes ver una copia en nuestra oficina e 1040 County Road 4, Saint Cloud, MN 56303.

RESOLUTION 2020-XX

Adoption of the 2020 Saint Cloud Area Planning Organization
Stakeholder Engagement Plan

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1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

Resolution 2020-XX
Adoption of the 2020 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 such as the Saint Cloud Area Planning Organization to carry out metropolitan transportation planning in their given urbanized area to prepare and maintain a 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 Highway Administration funds through the Minnesota Department of Transportation; and

WHEREAS, the Saint Cloud Area Planning Organization is committed to compliance with Title VI of the Civil Rights Act of 1964 in which 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 will provide meaningful access to services for persons with limited English proficiency; and

WHEREAS, all recipients and sub-recipients of Federal Highway Administration funds including Metropolitan Planning Organizations such as the Saint Cloud Area Planning Organization 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, in accordance with the 2015 Fixing America's Surface Transportation (FAST) Act, the Saint Cloud Area Planning 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 2020 Saint Cloud Area Planning Organization draft Stakeholder Engagement Plan was opened to public and agency comment for a 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.

Mayor Rick Miller Date
Saint Cloud APO Chair

Brian Gibson, PTP Date
APO Executive Director

WORKING TOGETHER

A Plain-Language Summary of the Saint Cloud Area Planning Organization's Stakeholder Engagement Plan

During the late 1950s and early 1960s, the United States saw a huge push to complete the Eisenhower Interstate System. With the Federal Government providing large grants to states across the country to build these roadways, many state engineers – under pressure to minimize costs – made decisions about where the interstate highways would be built without any discussion with the residents who lived there or the local leaders of towns, cities, or counties that would be impacted by those decisions.

However, in 1962, President John F. Kennedy signed into law the Federal-Aid Highway Act which reshaped the transportation planning process. Now, as a condition to getting Federal transportation funding, project development in areas of over 50,000 residents must be based on a continuous and comprehensive urban transportation planning process that is done cooperatively between the states and local governments. Simply put, if Federal money is going to be involved in building (or maintaining) roadways, decisions need to be discussed and voices need to be heard.

To ensure that these discussions relating to transportation are done, the Federal-Aid Highway Act established what are known today as Metropolitan Planning Organizations (MPOs). In the metropolitan area of Saint Cloud, the MPO is the Saint Cloud Area Planning Organization (APO).

One of the key roles of the APO, as defined in Federal regulation, is to coordinate with the local cities and counties to develop a long-range (at a minimum 20-year) surface transportation plan known as the Metropolitan Transportation Plan or MTP. This transportation plan, along with other transportation planning documents, such as the short-term Transportation Improvement Program (TIP), are developed cooperatively with a variety of partners working together to improve our region's transportation system.

But public input is a key component of every good planning document.

The Stakeholder Engagement Plan – SEP – is the roadmap for APO staff, advisory committees, and decision-makers on how to engage and reach the community in a way that ensures all community members are given an equal and equitable opportunity to participate in the process.

The SEP is a one-stop-shop for the APO's public engagement process which satisfies several Federal requirements of MPOs including: the public participation plan, the Title VI plan, and the Limited English Proficiency (LEP) plan.

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. To accomplish this mission, the APO relies heavily on ensuring that coordinated planning efforts involve meaningful public input and that input is a factor in the decision-making process behind the development of every plan and program the APO does.

While techniques on the handling of public participation are developed at the local MPO level, there are Federal and state requirements that dictate specific rules for MPOs to follow in order to help ensure everyone who wants to participate in the process is able.

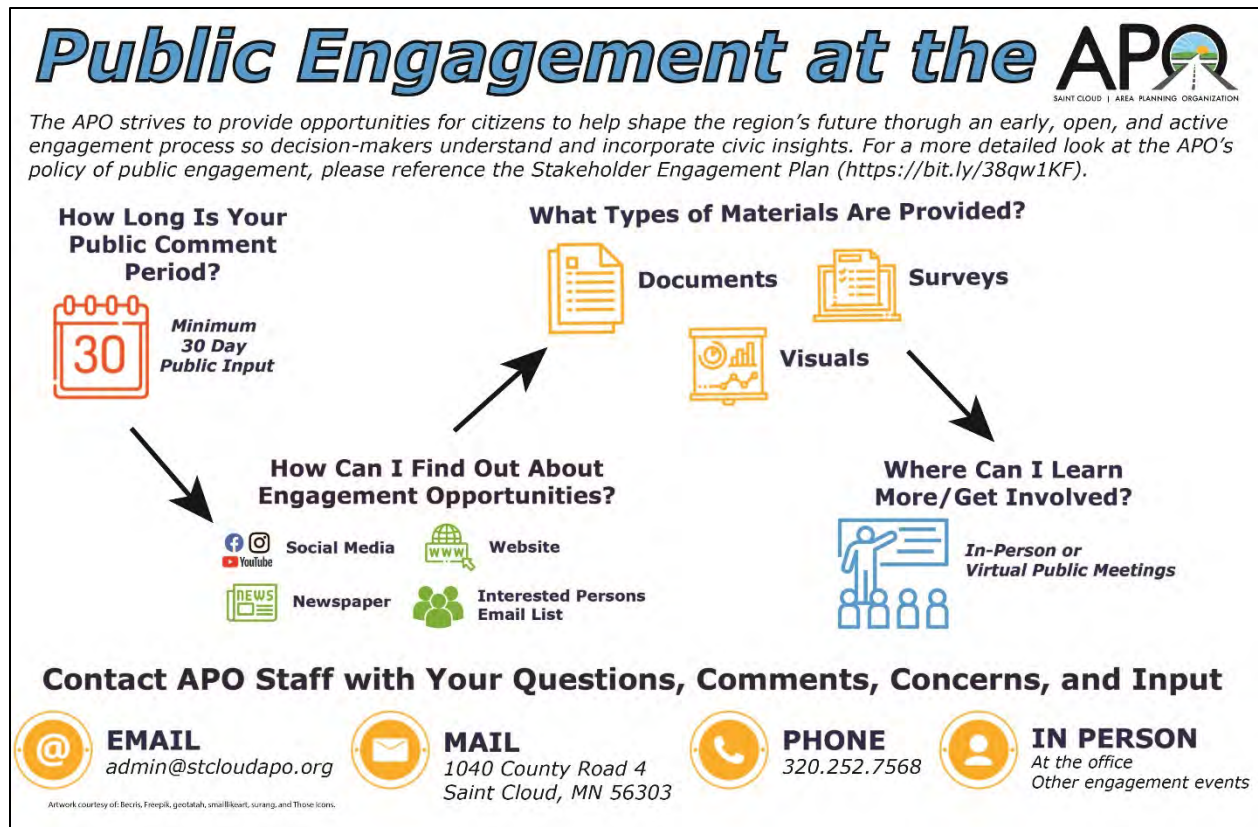
The policies of Title VI of the Civil Rights Act of 1964 along with Title II of the Americans with Disabilities Act (ADA) of 1990 prohibit the APO from discriminating against people on the basis of race, color, sex, national origin, age, or physical disability. Because the APO receives funding from the Federal government to carry out its transportation planning, the APO must comply with these – and other – regulations. Anyone who feels the APO has discriminated against them based on these regulations has a right to file a complaint. Specific complaint procedures can be found in Appendices B and C of the SEP.

Using these Federal and state requirements, the APO has developed three specific goals when it comes to getting the community involved in the regional transportation planning process:

1. **Opportunities for Involvement.** Provide early, accessible, and continuous opportunities for public involvement from a diversity of stakeholders and interested public.
2. **Access to Information.** Provide reasonable public access to technical and policy information used in the development of plans and projects.
3. **Review of Materials.** Provide a reasonable amount of time to review materials and comment prior to adoption of any plan or amendment.

A list of strategies has been developed for each of these goals and serves as a guide for APO staff on how to achieve meaningful participation. More information on this can be found in Chapter 3 of the SEP.

Providing the public an opportunity to review information is one thing. Breaking down complex information into an easily-understood form and letting the community know about it is another. The SEP details some of the public involvement techniques APO staff use to reach out to members of the community such as (but not limited to) public meetings, the news media, the APO website, social media, surveys, and ensuring accessible meeting locations. APO staff are continuously working to come up with new ways to reach out to people including exploring how virtual platforms will shape the future of community outreach.



A simplified graphic of the APO's public engagement strategies. Artwork courtesy of Becris, Freepik, geotatah, smalllikeart, surang, and Those Icons.

The SEP public engagement roadmap is consulted before a study or planning process is undertaken and is reviewed while a study is being developed up until the "final destination" has been reached. APO staff also does an annual self-evaluation on the quantity and quality of public engagement to help staff improve efforts to reach out to the community.

The purpose of public involvement is to make better decisions, create a better end product, and decrease the time required to implement transportation decisions by 1) facilitating a dialogue with a broad cross-section of citizens during 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 and priorities.

The public engagement strategies identified earlier are put into practice at the APO by staff, advisory committees, and the Policy Board who work to develop planning documents such as the Federally-required long-range transportation plan (the MTP) and the short-term programming document (the TIP). Public engagement is also a critical component of other APO planning documents and consultant-led planning and corridor studies. A more detailed look at this process as it relates to planning documents can be found in Chapter 5.

Providing opportunities for input is important, but how does APO staff know if all people are being reached? As part of the Title IV section of the SEP, APO staff collect data from the U.S. Census Bureau and the Census's American Community Survey Five Year Estimates to map the demographic makeup of our community. Maps and analysis are compiled on people-of-color, households with low income, people with disabilities, languages spoken in

the home, access to a motor-vehicles, and age (65 and older and 18 and younger). By doing this, APO staff have a better understanding of who lives in our region and can work to make sure that all communities in our region have an equitable opportunity to provide their input and influence the decision-making process.

Our work with Title VI has included the development of the APO's interested stakeholder list – a list of organizations that work closely with a variety of people. The APO uses this list as entry point to start facilitating conversations about transportation planning with the community. For more information about how you or your organization can be part of this list, check out Chapter 7 of the SEP.

The LEP plan is the final component of the SEP. We know that English is not everyone's primary language and that some people have very limited English language skills. But just because someone cannot speak English well does not mean that their voice or opinions do not count. The LEP plan – found in Chapter 8 – documents strategies on how the APO will work to include these individuals in the transportation planning process by providing language resources like translation and interpreting (including ASL) services.

The SEP is a critical component of the APO's planning process. Through the combination of three Federally-required documents – the public participation plan, the Title VI plan, and the LEP plan – the SEP provides a holistic view of the APO process for engaging the community in an equal and equitable manner. Rooted in Federal and state guidance, the SEP outlines goals and techniques for the APO to implement to help facilitate community engagement. The document consults demographic data to ensure that all individuals in the community are being represented. The SEP outlines ways APO staff can work toward ensuring all those who want to participate in the process can do so.

In summary, the SEP provides the APO with a plan to develop, maintain, and grow community participation in the transportation planning process.

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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.

Active Transportation: Any human-powered mode of transportation including bicycling, walking, and other means of self-propelled mobility.

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.

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

Continuing, Comprehensive, and Cooperative (3-C): A Federal mandate in accordance with the Federal-Aid Highway Act of 1962 that requires transportation projects in urbanized areas of 50,000 or more in population be based on a continuing, comprehensive urban transportation planning process undertaken cooperatively by the states and local governments.

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 Planning Area (MPA): The geographic area over which a Metropolitan Planning Organization (MPO) carries out its planning activities. The MPA must include at least the U.S. 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.

Metropolitan Planning Organization (MPO): An organization designated by agreement between the governor of a state, units of local governments of an urban area, and relevant agencies as being responsible for carrying out the terms of 23 USC Sec. 134. Any urban area of more than 50,000 residents must have an MPO. The Saint Cloud Area Planning Organization is the MPO for the Saint Cloud metropolitan area.

Metropolitan Transportation Plan (MTP): A transportation plan addressing no less than a 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.

Older Americans Act (OAA): OAA was signed into law on July 14, 1965, by President Johnson. The Act prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

Saint Cloud Area Planning Organization (APO): The APO is an organization designated by agreement between the governor of Minnesota, local units of government, and relevant agencies as being responsible for carrying out the terms of 23 USC Sec. 134. The APO is the Metropolitan Planning Organization (MPO) for the Saint Cloud urban area.

Saint Cloud Metropolitan Transit Commission (MTC): MTC, more commonly known as Saint Cloud Metro Bus (or simply "Metro Bus") is the urban transit provider within the Saint Cloud Metropolitan Planning Area (MPA). Founded in 1969, Metro Bus provides fixed route, paratransit (Dial-a-Ride), and commuter bus services – via the Northstar Commuter Link to access the Northstar Commuter Rail train in the City of Big Lake – for the cities of Saint Cloud, Sartell, Sauk Rapids, and Waite Park.

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. 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. In addition, the SEP includes the APO's Title VI and Limited English Proficiency (LEP) plans – both of which are also federally required.

Technical Advisory Committee (TAC): The Technical Advisory Committee consists of voting representatives from each of the APO's member jurisdictions along with representation from Saint Cloud Metro Bus and the Minnesota Department of Transportation (MnDOT). This committee – typically composed of planners and engineers – reviews plans and programs from a technical perspective and makes recommendations to the APO's decision-makers.

Title II: A portion of the Americans with Disabilities Act (ADA) of 1990 that prohibits the discrimination of a qualified individual with a disability, on the basis of said disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.

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 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. The TIP covers a four year time frame and all projects included in the TIP must be consistent with the Metropolitan Transportation Plan (MTP).

Unified Planning Work Program (UPWP): The UPWP is a federally required statement of work identifying the planning priorities and activities to be carried out by the APO staff. The UPWP includes the APO's annual budget and it identifies any special studies and consultant contracts for the fiscal year.

1 - INTRODUCTION

Background

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

This document supersedes all previous versions of the SEP.

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 its planning and programming 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](https://bit.ly/32vLYvL) (<https://bit.ly/32vLYvL>) nor based upon ability in accordance with [Title II of the Americans with Disabilities Act \(ADA\) of 1990](https://bit.ly/3f9UYwe) (<https://bit.ly/3f9UYwe>).

APO programs shall also adhere to the following executive orders:

- EO 12898: [Federal Action to Address Environmental Justice in Minority and Low-Income Populations](https://bit.ly/393l0y3) (<https://bit.ly/393l0y3>).
- EO 13166: [Improving Access to Services for Persons with Limited English Proficiency](https://bit.ly/2VoLqqj) (<https://bit.ly/2VoLqqj>).

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 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. This 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](https://bit.ly/3918jnH) (<https://bit.ly/3918jnH>) 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 “[Title VI Requirements and Guidelines for Federal Transit Administration Recipients](https://bit.ly/3a4IIKp)” (<https://bit.ly/3a4IIKp>). 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. While the APO is a subrecipient of Federal Highway Administration (FHWA) funding, the Title VI requirements of the APO are the same regardless of funding source.

Saint Cloud Area Planning Organization

The APO Urbanized Area is designated by the U.S. Census Bureau after every decennial census. Criteria for defining this area include population density and density of development. The APO, in conjunction with the Minnesota Department of Transportation (MnDOT), approves a 20-year planning boundary that includes not only the Census-defined urbanized area, but also considers expected urbanized growth within that time period.

Member jurisdictions include Benton County, Sherburne County, Stearns County, City of Saint Cloud, City of Saint Joseph, City of Sartell, City of Sauk Rapids, City of Waite Park, and LeSauk Township. Saint Cloud Metropolitan Transit Commission (MTC) – more commonly referred to as Saint Cloud Metro Bus – is also a member.

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

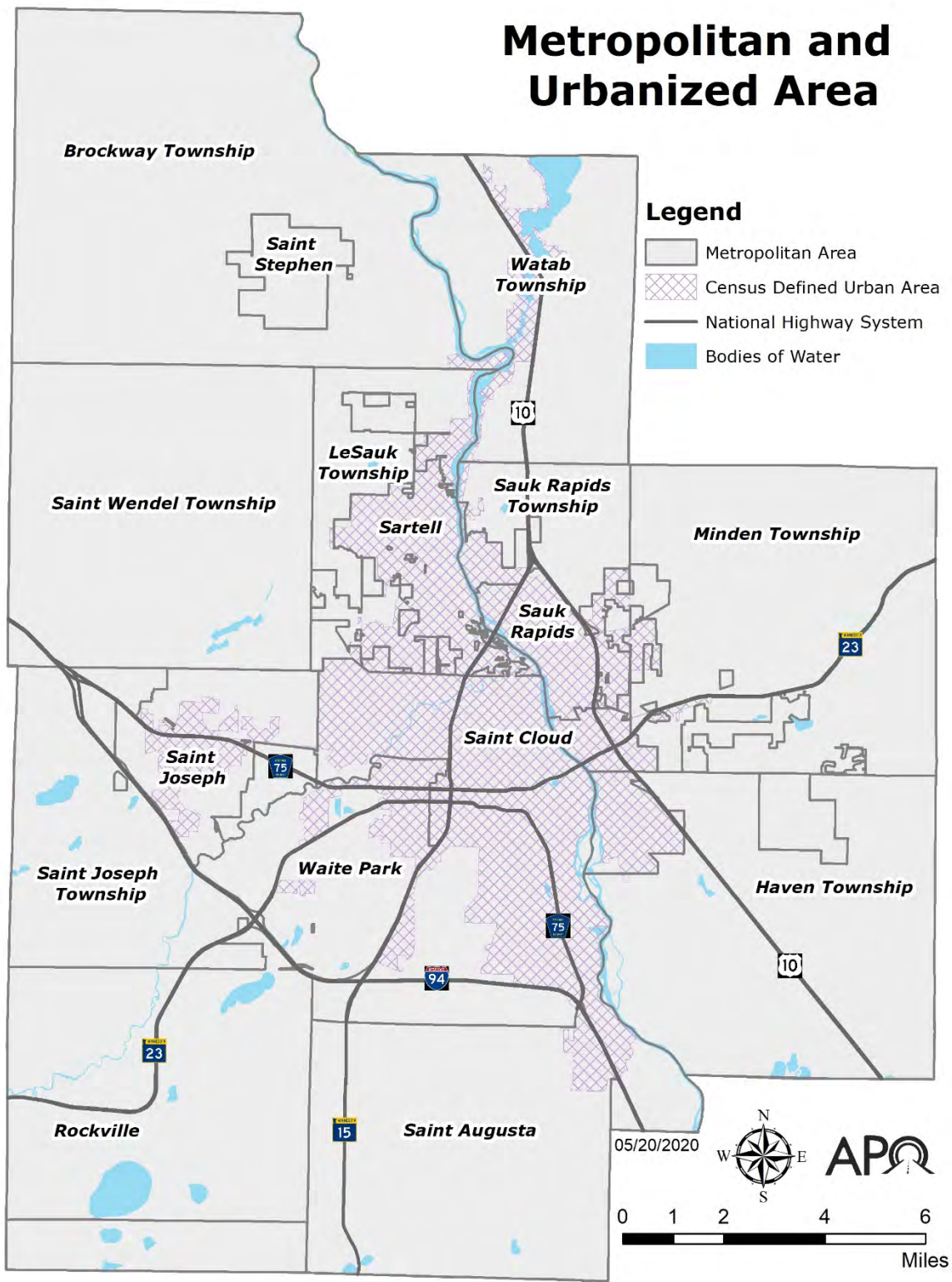


Figure 1: Map of the APO's planning area.

As a comprehensive, intergovernmental transportation planning agency for the Saint Cloud Metropolitan Planning Area (MPA), the APO receives local, state, and Federal funds to administer programs and transportation-related studies.

Organizational Structure

The APO is governed by a Policy Board which is the decision-making body of the APO. The Policy Board is responsible for the adoption of policies on all APO-related transportation matters and serves to provide guidance and direction to APO staff. The Policy Board is made up of elected officials and a senior-level manager from Saint Cloud Metro Bus. Policy Board meetings are generally held on the second Thursday of the month.

The Policy Board is advised by a Technical Advisory Committee (TAC), a committee comprised of members representing local and state planners, engineers, and transit operators for the APO's member agencies and jurisdictions. The TAC is responsible for guiding APO staff, reviewing plans and programs from a technical perspective, and making recommendations to APO's Policy Board. TAC meetings are generally held on the last Thursday of the month.

On issues related to active transportation – any human-powered mode of transportation including bicycling, walking, and other means of self-propelled mobility – TAC members are advised by an Active Transportation Advisory Committee (ATAC). This committee consists of citizen volunteers who have a special interest in active transportation issues. ATAC members review transportation studies, plans, and projects from the perspective of active transportation users and make recommendations to the APO's TAC. ATAC meetings are generally held three times a year. There is no regular meeting schedule.

All meeting materials are available on the [APO's website](http://www.stcloudapo.org) (www.stcloudapo.org) prior to the meeting dates and are distributed electronically to members and those who have expressed an interest to be on the email distribution list for each respective board/committee. At least one hard copy of a meeting's full agenda packet is made accessible to members of the public at each meeting.

Approved meeting minutes are also available on the website.

If a person requires a modification or accommodation, auxiliary aids, translation services, interpreter services, etc., in order to participate in a public meeting, including receiving agendas and/or attachments in an alternative format or language, they are asked to contact the APO at 320-252-7568 or at admin@stcloudapo.org at least seven days in advance of the meeting.

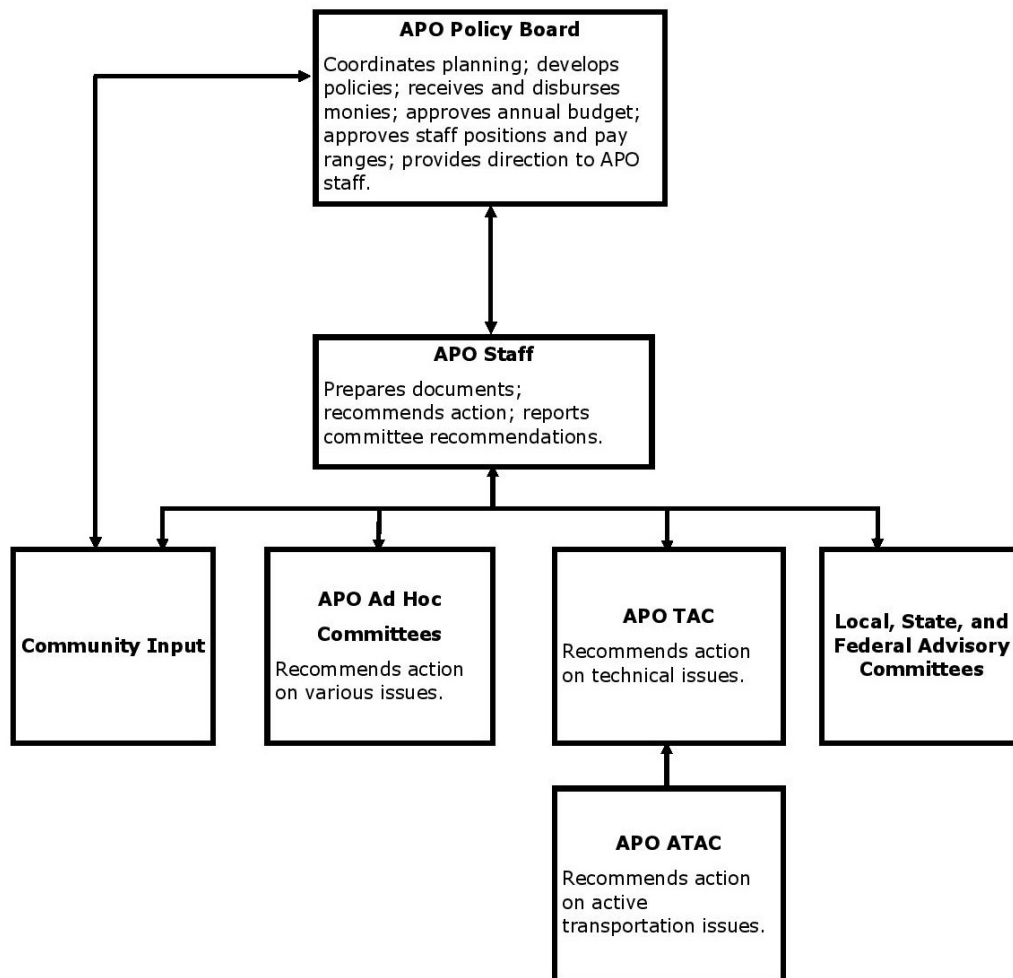


Figure 2: APO organizational chart

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 MPA. 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 MPA.

In the transportation planning process, the APO's role includes:

- Maintaining a continuing, comprehensive, and cooperative (3-C) certified transportation planning process.
- Coordinating the planning and implementation activities of local, regional, and state transportation agencies.
- Undertaking an effective stakeholder engagement process which ensures meaningful public input is part of the decision-making process behind plans and programs.
- Providing leadership both in setting transportation policy and in metropolitan system planning.
- Lending technical support in planning and operations to local governments.
- Planning for an intermodal transportation system that is economically efficient, environmentally sound, provides the foundation to compete in the global economy, and will move people and goods in an energy-efficient manner.



Figure 3: Members of the APO's Policy Board listening to a presentation by APO staff at the March 2020 meeting.

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 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, people who cycle, 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](https://www.fhwa.dot.gov/fastact/)

(<https://www.fhwa.dot.gov/fastact/>) 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 (Moving Ahead for Progress in the 21st Century Act) 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 grounds of race, color, or national origin, 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. A more detailed look at Title VI including information on the APO's Title VI Coordinator, accessibility notifications, and compliant guidance can be found in Chapter 7 of this document.

National Environmental Policy Act (NEPA)

The [National Environmental Policy Act](https://www.epa.gov/nepa) ([epa.gov/nepa](https://www.epa.gov/nepa)), 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)

EO 12898: [Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations](https://www.federalregister.gov/documents/1994/06/01/1994-11444/federal-actions-to-address-environmental-justice-in-minority-populations-and-low-income-populations) (<https://bit.ly/393l0y3>) 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 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](https://www.federalregister.gov/documents/1990/03/02/5048461/american-with-disabilities-act) (<https://bit.ly/2PqPna4>), 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.

Title II

Title II of the ADA of 1990 specifically states that “no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.”

This provision of ADA further details guidance on program accessibility including access to accessible facilities and ensuring communications with qualified individuals with a disability are as effective as communications with others. More information on Title II including information on the APO’s Title II Coordinator, accessibility notifications, and compliant guidance can be found in Chapter 7 of this document.

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.

Older Americans Act of 1965

The [Older Americans Act](https://bit.ly/2CH95e8) (<https://bit.ly/2CH95e8>), as originally enacted, establishes a range of services designed to keep senior citizens as independent as possible through the development of community planning and social services. In regards to transportation, the OAA states the following objective:

“Efficient community services, including access to low-cost transportation, which provide a choice in supported living arrangements and social assistance in a coordinated manner and which are readily available when needed, with an emphasis on maintaining a continuum of care for vulnerable older individuals.”

The OAA prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance and works to ensure older Americans have the right to participate in and contribute to “meaningful activity within the widest range of civic, cultural, educational and training, and recreational opportunities.”

Other Federal Regulations

In addition, the APO strives to be consistent with EO 13116: [Improving Access to Services for Persons with Limited English Proficiency](https://bit.ly/2VoLqqj) (<https://bit.ly/2VoLqqj>). 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 the APO’s Limited English Proficiency Plan can be found in Section 8 of this document.

Minnesota Requirements

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](https://bit.ly/3a85sJM) (<https://bit.ly/3a85sJM>). The Minnesota Supreme Court has articulated three 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 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 day notice would not be feasible.

At least one 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](https://bit.ly/2Pqc1zq) (<https://bit.ly/2Pqc1zq>) documented in Minnesota State Statute 204C.03 Subd. 4.

3 - 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: Opportunities for Involvement

Provide early, accessible, and continuous opportunities for public involvement from a diversity of stakeholders and interested public.

Strategies

- Develop, maintain, and periodically update a master contact database of area stakeholders to ensure 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) and appropriate social media platforms to include information relating to all planning products and public outreach events hosted by the APO.
- Advertise public meetings, open houses, and other public-centric affairs through appropriate means, to include social media, legal notices in the newspaper of record, press releases on the APO website, and the stakeholder contact database.
- Provide a minimum of 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 (including ASL), enlarged print materials, and other services as needed.
- Host public meetings and events to proactively obtain public engagement at sites and times reasonably available, convenient, and accessible to potentially affected citizens. This includes transit accessibility.
- Provide – at a minimum – quarterly updates to individuals expressing interest in APO planning and programming documents who have provided their contact information to APO staff.
- Develop, maintain, and periodically update a demographic questionnaire to assist APO staffers in determining and adjusting the strategies used in engaging stakeholders from diverse backgrounds. This questionnaire will accompany any online or hard copy survey produced by APO staff.
- Additional strategies from the LEP Plan – found in Chapter 8 – may apply.

Goal 2: Access to Information

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 board and committee meetings, make at least one printed copy of all materials provided to the board or committee members available for public inspection.

- At least 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. This includes the use of simple, less jargon-filled language.
- Ensure materials posted to the APO website are accessible to all users of all abilities. This includes, but is not limited to: being screen reader friendly, images and non-text content having alternate text, all video with sound containing accurate closed captioning, all active hyperlinks denoted with underlined text, a color contrast ratio of at least 4.5:1 between all text and background, all text must be able to be resized up to 200% without negatively affecting the ability to read content or use functions, and images of text will be used sparingly (e.g. logos).
- Additional strategies from the LEP Plan – found in Chapter 8 – may apply.

Goal 3: Review of Materials

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 30 days is required for the adoption of, or amendments to, the MTP, the TIP, and the Active Transportation Plan.
 - A minimum public comment period of 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, online 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.

4 - PUBLIC INVOLVEMENT

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-time activities such as corridor studies and recurring activities such as the TIP and the MTP.

Public Involvement Techniques

This section contains descriptions of public participation tools currently used by the APO. Public involvement techniques will be routinely evaluated, and updated as appropriate, for effectiveness and efficiency in encouraging and engaging public participation in the APO planning process. Techniques or combinations of techniques may vary from plan to plan.

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 social media and the APO website.

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 legal notices in the local newspaper of record to advertise public input opportunities on the documents and planning studies in their draft form prior to formal completion and/or adoption by the APO's Policy Board.

News Media: The APO notifies news media through general purpose meeting notifications for the Policy Board and project specific press releases. The APO may also submit letters to the editor to the newspaper of record on current trends in 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) is utilized to advertise and 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 website 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. Information available on social media 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 D of this document.

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

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 correspond with stakeholders, provide updates through newsletters and announcements and notify stakeholder contacts of opportunities and events to be involved in the transportation planning process.

Speaking Engagements: APO staff members are available to provide general and project specific information as requested by interested community groups. Staff members also may perform 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 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>). The APO also takes steps to ensure, whenever possible, that public meetings are held at locations and times accessible to public transit. When preparing for public meetings, APO staff shall make all reasonable good-faith efforts to provide auxiliary services if requested to do so.

Virtual Public Involvement

In the event of a health pandemic or an emergency declared under Minnesota Statute Chapter 12 which would prohibit in-person public engagement activities – the traditional platform APO staff uses to reach out to members of the community – APO staff will need to rely on electronic means as the primary way to seek public input. Those techniques include, but are not limited to, the electronic public involvement techniques mentioned in the previous section (APO website, social media, citizen surveys, and interested persons email list) and electronic and/or teleconference meetings.

While meetings and in-person engagement events may be limited to virtual platforms, the APO is still making information available in a variety of formats. APO staff will continue to post notices in the newspaper of record and will make paper copies of materials available for distribution. Comments from the public will continue to be accepted via phone or U.S. mail.

APO staff understand relying solely on virtual means of engagement has the potential to disenfranchise traditionally unrepresented populations. As such, APO staff is committed to exploring and possibly implementing new strategies and techniques – including a hybrid use of virtual and traditional public involvement strategies – to ensure all participants have the ability to participate in the transportation planning process if and when safe and cost-effective to do so.

The development of these techniques is constantly evolving and will be updated as this document is updated.

Public Engagement at the APO

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. For a more detailed look at the APO's policy of public engagement, please reference the Stakeholder Engagement Plan (<https://bit.ly/38qw1KF>).



Figure 4: A simplified graphic of the APO's public engagement strategies. Artwork courtesy of Becris, Freepik, geotatah, smalllikeart, surang, and Those Icons.

Measuring Success

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 its 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 from surveys and from other public engagement activities and events will be monitored and recorded. To the extent possible demographic data of public participants will also be solicited and recorded to assist in determining which communities and groups were actively engaged. There will also be follow up with participants relative to input and comments received.
- Annually
 - On an annual basis, staff will survey a sample of participants via SurveyMonkey 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 E for an example.
- APO staff 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.



Figure 5: APO staff members doing a presentation for members of the Policy Board in March 2020.

5 - ENGAGEMENT TACTICS AND APO DOCUMENTS

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.

At critical points in the development of APO plans and 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.

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

There are two 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 (MTP) Requirements

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

- Existing and proposed surface 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 §450.324](https://www.ecfr.gov/current/title-23/chapter-I/subchapter-B/part-324/subpart-1/section-23.324-1) (<https://bit.ly/2VsNBcf>).

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 10 days prior to a public meeting. 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.
- A period of no less than 30 days is provided during which public comments can be submitted.
- The public comment period will remain open at least seven calendar days following a public input meeting to give members of the public time to consider the information and provide their feedback.
- 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 APO may use other additional forms of public notice including press releases, letters to the editor, and citizen surveys 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 and Interim Support Materials

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 public feedback results in substantive changes to the final draft MTP or if new substantive material which interested parties could not have reasonably foreseen is inserted into the document by staff, the Policy Board, or an advisory committee of the Board, APO staff will initiate a new round of public engagement (as described above) in order to present the new material for public scrutiny and feedback prior to final approval of the MTP. The final MTP will document the public involvement process, present a compilation 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 technical 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, if applicable, 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 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 (TIP)

Requirements

The TIP 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 is updated annually and is a coordinated listing of short-range transportation improvement projects anticipated to be undertaken in the next four-year period. All projects included in the TIP must be consistent with the MTP. The TIP is a 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.

The full list of Federal requirements for the development of the TIP can be found in [23 CFR §450.326](https://www.ecfr.gov/current/title-23/chapter-I/subchapter-B/part-450/subpart-3/section-450.326) (<https://bit.ly/2PrUIxS>).

Engagement Tactics for the TIP

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 10 days prior to a public meeting. 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.
- A period of no less than 30 days is provided for which public comments can be submitted.
- The public comment period will remain open at least seven calendar days following a public input meeting to give members of the public time to consider the information and provide their feedback.
- 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 APO may use other additional forms of public notice including press releases, letters to the editor, and citizen surveys 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 public feedback results in substantive changes to the final draft TIP or if new substantive material which interested parties could not have reasonably foreseen is inserted into the document by staff, the Policy Board, or an advisory committee of the Board, APO staff will initiate a new round of public engagement (as described above) in order to present the new material for public scrutiny and feedback prior to final approval of the TIP. The final TIP will document the public involvement process, present a compilation 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 [State Transportation Improvement Program \(STIP\)](https://bit.ly/2PtICFt) (<https://bit.ly/2PtICFt>).

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>). For purposes of inclusion into the SEP, the guidance outlined in the aforementioned document for administrative modifications and amendments has been listed here and edited as it pertains to development of the APO's TIP.

- **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, if applicable, 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 6.
 - 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 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 6: FHWA Administrative STIP Modification Thresholds. Of note, these guidelines also apply to the TIP.

- **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 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 or a regionally-significant state funded project.
 - The change impacts financial constraint, including total cost increases or decreases meeting the Formal STIP Amendment thresholds. See Figure 7.
 - 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:
<\$1,000,000	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.
\$1,000,001 to \$3,000,000	50%
\$3,000,001 to \$10,000,000	35%
\$10,000,001 to \$50,000,000	20%
\$50,000,001 to \$100,000,000	15%
>\$100,000,000	10%

Figure 7: FHWA STIP Amendment Thresholds. Of note, these guidelines also apply to the TIP.

- **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%.
 - 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.

Other Federally Required APO Documents

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. 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.

The full list of Federal requirements for the development of the UPWP can be found in [23 CFR §450.308](https://www.ecfr.gov/current/title-49/chapter-I/subchapter-B/part-23/subpart-308/section-23.308) (<https://bit.ly/2Vo1GI0>).

Stakeholder Engagement Plan

The SEP is a document that combines the required public participation plan, the Title VI Plan, and the Limited English Proficiency (LEP) Plan together with consultation from interested parties and agency governance and operations. This document creates a one-stop-shop location for the public to reference. A draft SEP will go through a 45-day public comment period.

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.
- Posting information on social media.

APO Plans and Studies

Development of APO Planning Documents

In addition to the federally required documents the APO must produce; APO staff are often tasked with the development of other planning documents in relation to the aforementioned plans. Such planning documents are often specific in nature – such as those dealing with active transportation – and often serve to inform and guide the development of the APO's federally required documents such as the MTP.

Engagement Tactics for APO Planning Documents

Similar to the development of the MTP, providing interested persons and public agencies the opportunity to provide input throughout the development of various planning documents is vital to the development of investment priorities and major planning-level concepts within the Saint Cloud MPA.

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

- Public notice is posted no less than 10 days prior to a public meeting. 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.
- A period of no less than 30 days is provided for which public comments can be submitted.
- The public comment period will remain open at least seven calendar days following a public input meeting to give members of the public time to consider the information and provide their feedback.
- 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 APO may use other additional forms of public notice including press releases, letters to the editor, and citizen surveys if deemed appropriate to disseminate public notice information regarding the development or update of various planning documents.

At a minimum, the public notification for print and digital platform's will include the following information: a brief description of the anticipated planning process and actions to be taken; the planning document's purpose and effect on the region; a general schedule of the plan'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 and Interim Support Materials

The APO shall make drafts of planning documents available to the public. At such time as a draft document 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 document shall be mailed upon request. Translation of the draft documents 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 planning document. All comments received, either through the public involvement process or through the interagency consultation process, shall be documented in the final plan, along with a report on the final disposition of every comment. Groups of similar comments may be addressed collectively rather than individually.

If public feedback results in substantive changes to the final plan or if new substantive material which interested parties could not have foreseen is inserted into the document by staff, the Policy Board, or an advisory committee of the Board, APO staff will initiate a new round of public engagement (as described above) in order to present the new material for public scrutiny and feedback prior to final approval of the document. The final plan will document the public involvement process, present a compilation of all public comments received, and demonstrate the APO's consideration to these comments.

Development of Corridor and Planning Studies

Often consultant-led and under the guidance of APO staff and other planning partners, corridor and other planning studies allow 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 number 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.

Engagement Tactics for Corridor and Planning Studies

Participation in corridor and planning related studies provides the most grassroots form of public involvement and engagement.

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 opportunity¹.
- 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.
- A period of no less than 30 days is provided for which public comments can be submitted on the draft document prior to it being finalized.
- The public comment period will remain open at least seven calendar days following a public input meeting to give members of the public time to consider the information and provide their feedback.

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.

¹ 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.

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.



Figure 8: APO staff presenting information to members of the Active Transportation Plan Development Committee at its March 2020 meeting.

6 – PROMOTING INCLUSIVE PARTICIPATION

Title VI and other related regulations (as noted in Chapter 2) regarding non-discrimination and which establish the mobility needs of communities historically underrepresented must be considered in the APO planning process at the plan development, program, and project level.

Historically underrepresented communities include those protected under Federal legislation such as Title VI, Environmental Justice, ADA, Title II, OAA, and Executive Order 13116 for limited English proficiency. The APO specifically defines the following demographic population subsets as being historically underrepresented:

- People-of-Color.
- Persons with low-income.
- People with disabilities.
- People with limited English-speaking capabilities.
- Households without access to a motor vehicle.
- Persons over the age of 65.
- Persons under the age of 18.

The APO facilitates consideration of historically underrepresented communities in its planning and programming activities primarily through the following activities:

- Collection and analysis of demographic data.
- Public involvement activities.
- Performing program and project analyses.

This portion of the SEP must be updated at a minimum of every three years.

As part of the APO's public involvement efforts, the APO seeks out locations and methods of engagement that facilitates and encourages participation from all residents.

Demographic Profile of the APO MPA

According to the U.S. Census Bureau's 2014-2018 American Community Survey (ACS) Five-Year Estimates, the APO's MPA has a 2018 population of 135,441, an increase of roughly 4% from the 2010 U.S. Census.

As part of the Title VI program, the APO closely monitors and tracks statistical demographic data on people-of-color, income level, persons with disabilities, languages spoken, zero vehicle households, and age of the population of the Saint Cloud MPA. In conjunction with Title VI, the Americans with Disabilities Act (ADA), EO 12898 on Environmental Justice (EJ), and EO 13116 on Limited English Proficiency, the APO is mindful of these populations throughout its planning process and strives to limit disproportionate adverse effects and ensure equitable access to transportation and transportation resources.

People-of-Color

Within the APO's planning area, roughly 16.7% of the population has identified as being a person of color according to 2014-2018 ACS data. People-of-color as defined by ACS includes 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 or more races. For purposes of this analysis, APO staff have also included

individuals of Hispanic or Latino descent, regardless of race, under the people-of-color definition.

Between 2010 and 2018 the population of people-of-color within the APO's MPA has increased 4.9 percentage points or roughly 41.5%.

APO MPA	2010 Census Population	2014-2018 ACS Population Estimates	Percent Change
Total Population	130,225	135,441	4.0%
People-of-Color	15,358	22,563	46.9%
Percent of Population of People of Color	11.8%	16.7%	41.5%

Figure 9: A comparison of the people-of-color population within the Saint Cloud MPA between 2010 and 2018.

People who identify as Black/African American make up the largest share of the people-of-color population within the MPA (approximately 8.3%). This is followed by Asian alone and Hispanic or Latino both of which comprise 2.8% of the population.

Below is a breakdown of the people-of-color population of individual jurisdictions within the APO's planning area as reported by the 2014-2018 ACS Five-Year Estimates.

Jurisdiction	2014-2018 ACS Population Estimates	Percent of Population Who Are People-of-Color
Brockway Township	2,841	3.2%
Haven Township	2,148	7.0%
LeSauk Township	1,692	6.9%
Minden Township	1,661	0.7%
Rockville	2,533	11.6%
Sartell	17,076	10.1%
Sauk Rapids	13,528	8.4%
Sauk Rapids Township	512	4.1%
Saint Augusta	3,669	3.2%
Saint Cloud	67,513	23.3%
Saint Joseph	6,938	6.9%
Saint Joseph Township	1,435	1.3%
Saint Stephen	916	6.0%
Saint Wendel Township	2,179	2.1%
Waite Park	7,623	32.9%
Watab Township	3,177	2.3%
Total	135,441	16.7%

Figure 10: People-of-Color population of jurisdictions within the APO's planning area.

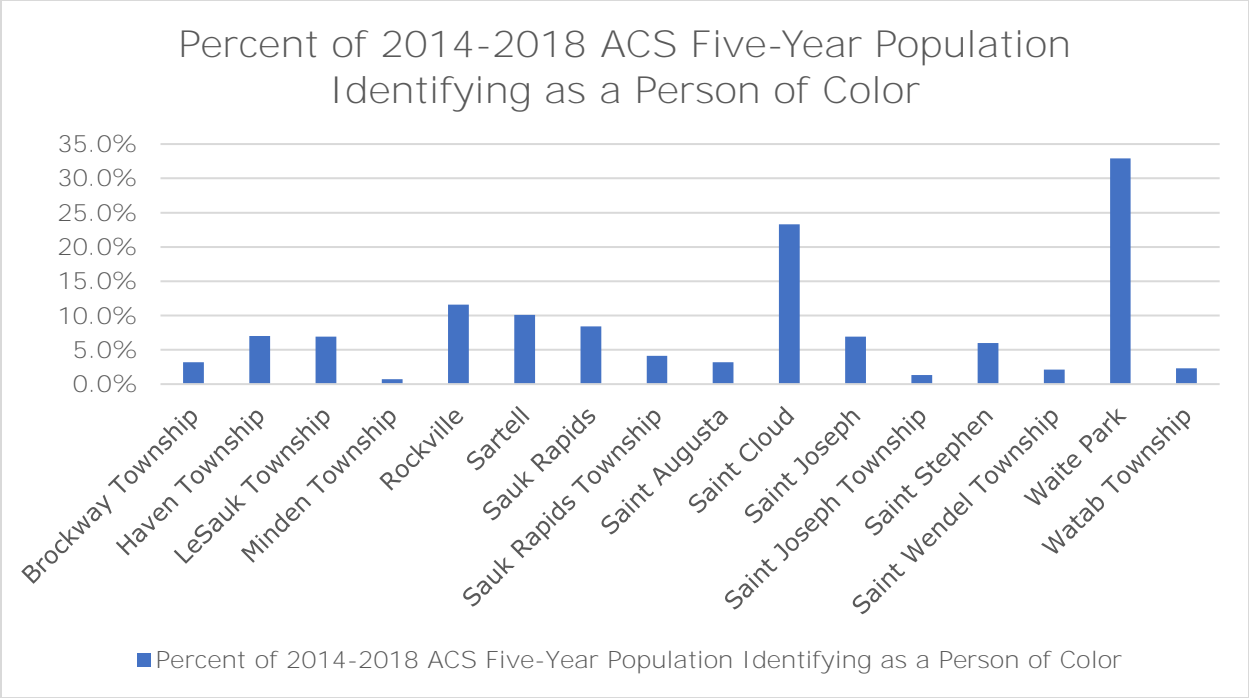


Figure 11: Percent of jurisdictional population within the APO's planning area identifying as a person of color.



Figure 12: Two people having a conversation over coffee.

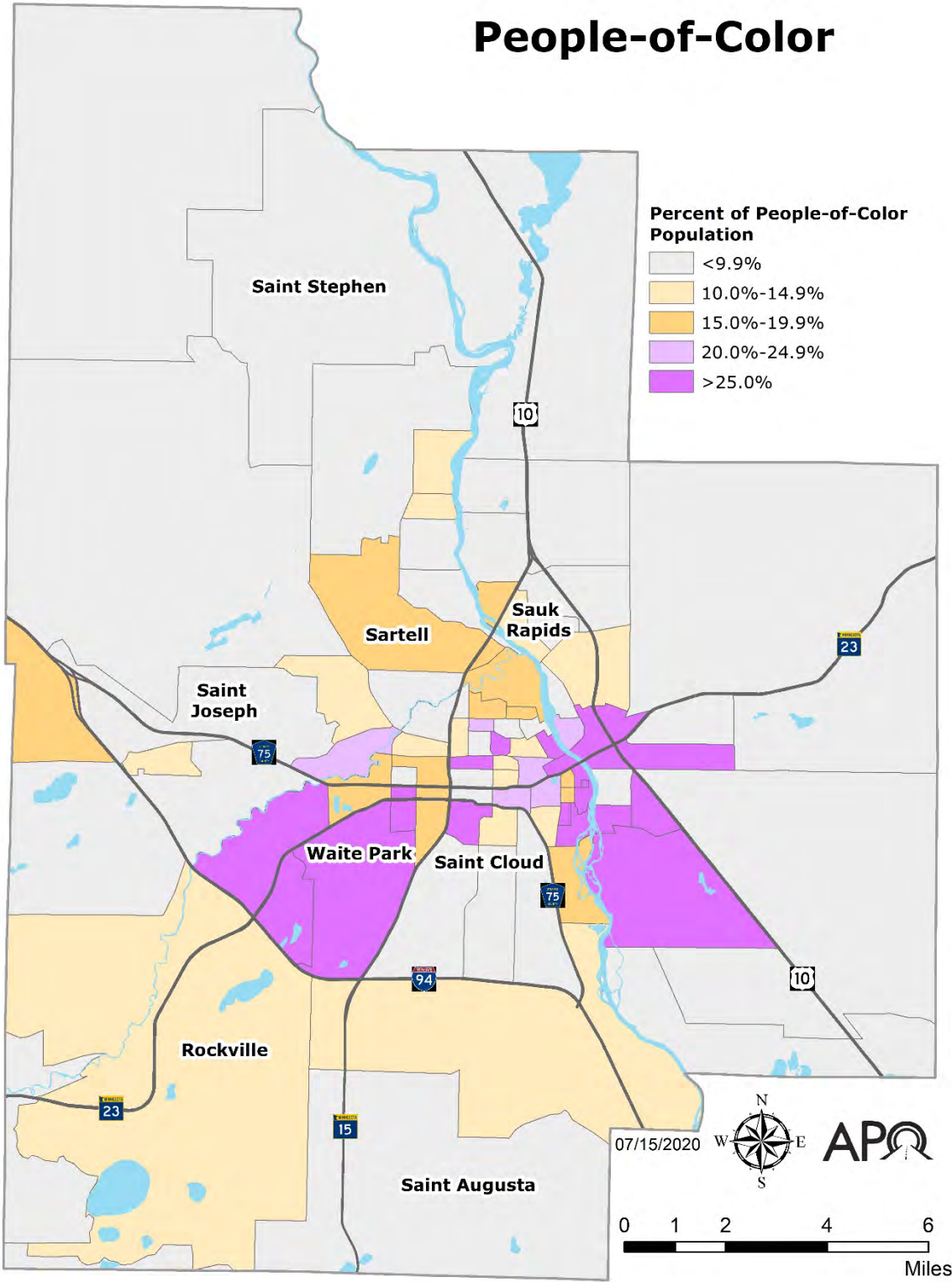


Figure 13: Percent of the people-of-color population of jurisdictions within the APO's planning boundary by Census block group. Data courtesy of U.S. Census Bureau's 2014-2018 ACS Five Year Estimates.

Low-Income Populations

According to the U.S. Census Bureau's 2014-2018 ACS Five Year Estimates, there are 52,390 households within the APO's MPA. Of that, approximately 14.8% of households are low-income.

In comparison to the 2006-2010 ACS Five Year Estimates, the number of households in poverty has dipped slightly in the MPA – down 0.9 percentage points or 5.7%.

APO MPA	2006-2010 ACS Population Estimates	2014-2018 ACS Population Estimates	Percent Change
Total Household Population	49,628	52,390	5.6%
Low-Income Households	7,807	7,756	-0.7%
Percent of Household Population with Low Income	15.7%	14.8%	-5.7%

Figure 14: A comparison of households with low-income within the Saint Cloud MPA between 2010 and 2018.

In comparison to its respective total household population, the City of Saint Cloud has the highest percentage of low-income households (19.6% of all total households). This is followed by the City of Sauk Rapids (16.8%) and the City of Saint Joseph (16.6%).

Below is a breakdown of the low-income household population of individual jurisdictions within the APO's planning area as reported by the 2014-2018 ACS Five Year Estimates.

Jurisdiction	2014-2018 ACS Household Population Estimates	Percent of Low-Income Households
Brockway Township	1,047	2.4%
Haven Township	767	6.5%
LeSauk Township	733	6.7%
Minden Township	699	8.3%
Rockville	1,011	5.3%
Sartell	6,541	5.8%
Sauk Rapids	5,480	16.8%
Sauk Rapids Township	243	0.8%
Saint Augusta	1,326	4.3%
Saint Cloud	26,264	19.6%
Saint Joseph	1,865	16.6%
Saint Joseph Township	543	3.5%
Saint Stephen	322	2.8%
Saint Wendel Township	876	5.4%
Waite Park	3,497	15.3%
Watab Township	1,176	8.4%
Total	52,390	14.8%

Figure 15: Low-income household population of jurisdictions within the APO's planning area.

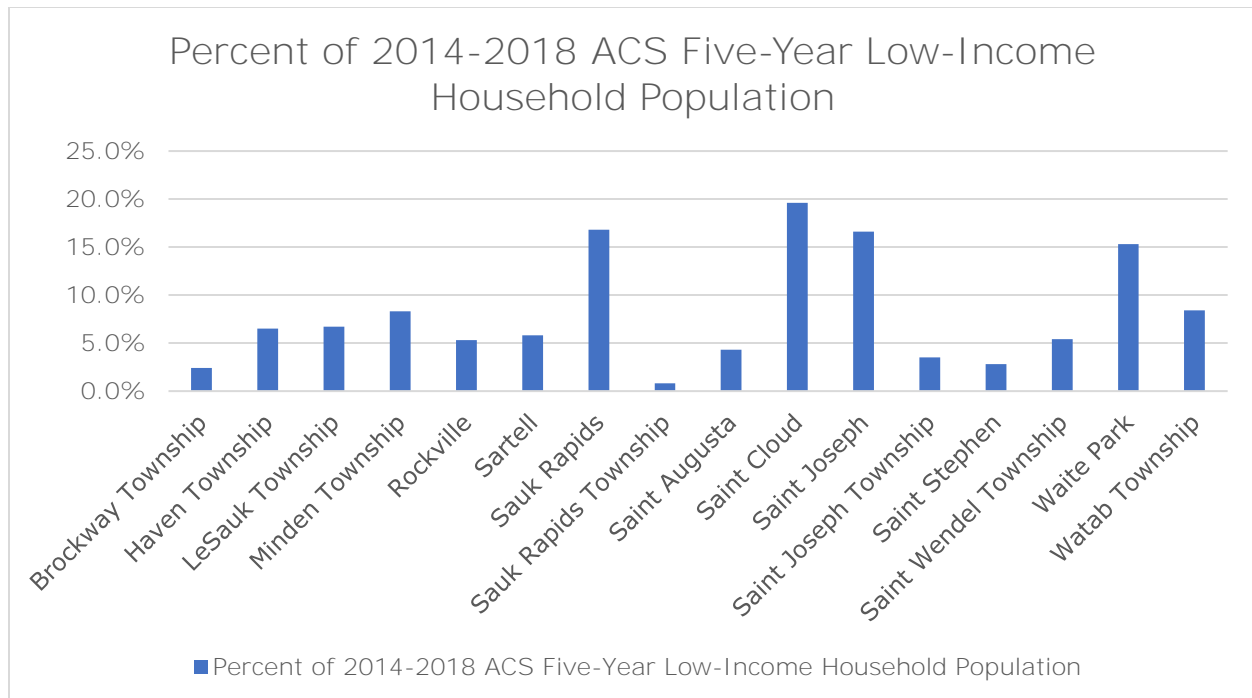


Figure 16: Percent of jurisdictional low-income household population within the APO's planning area.

\$13,064

Census-defined poverty threshold for a one-person household (under age 65, no kids)



\$12,043

Census-defined poverty threshold for a one-person household (65+, no kids)

Figure 17: Money income thresholds that determine poverty vary by family size and composition. Above are two samples of the way the Census defines low-income households. Stock art courtesy of Pause08. Data courtesy of U.S. Census.

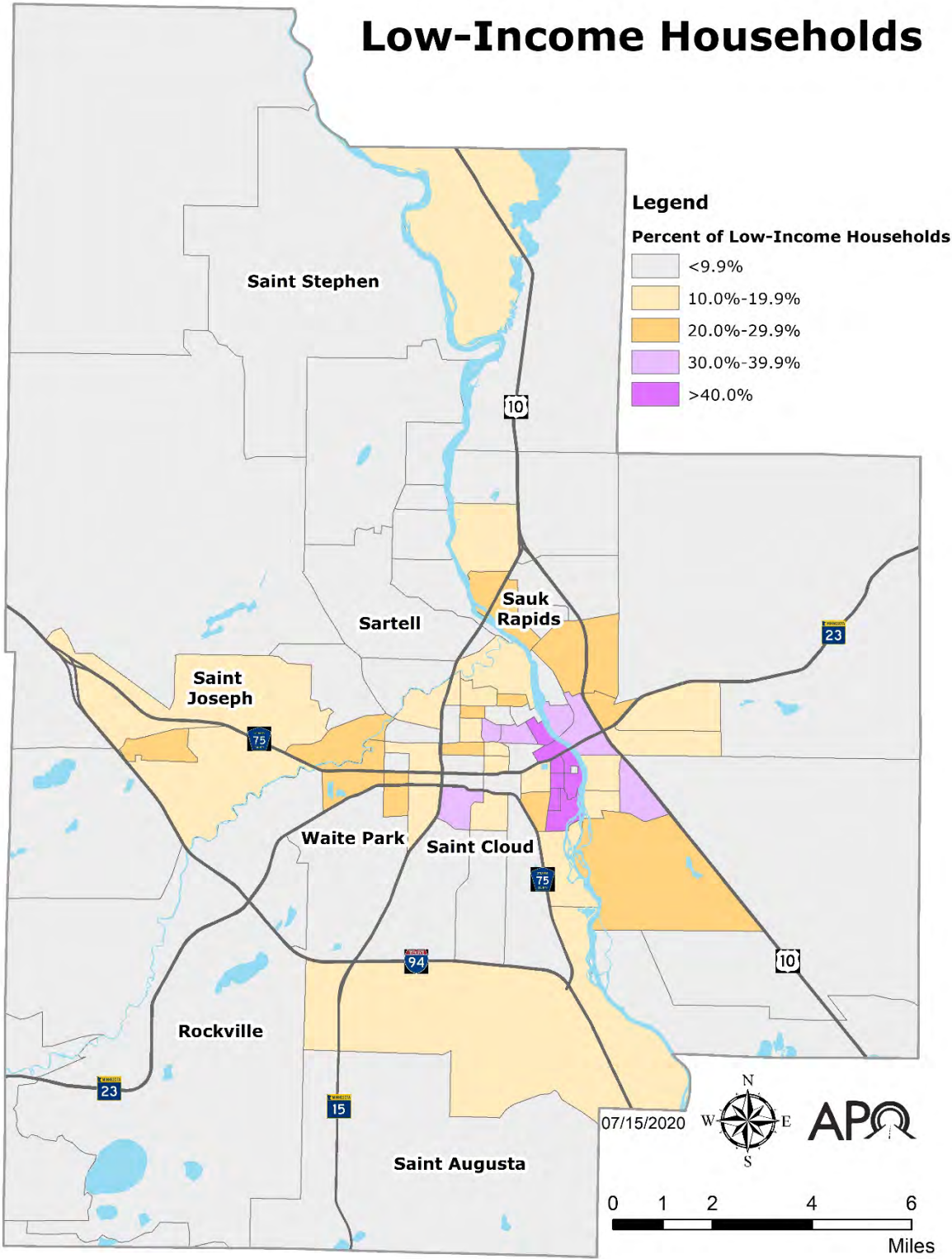


Figure 18: Percent of the low-income household population of jurisdictions within the APO's planning boundary by Census block group. Data courtesy of U.S. Census Bureau's 2014-2018 ACS Five Year Estimates.

People with Disabilities

In determining the population of people with disabilities, the U.S. Census Bureau excludes what they have defined as “institutionalized” populations. The U.S. Census Bureau defines institutionalized populations as persons living in military installations, correctional and penal institutions, dormitories of schools and universities, religious institutions, and hospitals.

That said, the Saint Cloud MPA has a non-institutionalized population of 133,102 according to the 2014-2018 ACS Five Year Estimates. Of that population, approximately 11.6% of individuals identified as having a disability. Due to a lack of 2010 Census information, a comparison cannot be made between the 2010 and 2018 populations.

Among jurisdictions within the APO’s planning area, Haven Township reports the largest percentage of its non-institutionalized population identifying as having a disability (14.2%). This is followed by the City of Waite Park (13.4%) and the City of Sauk Rapids (13.3%).

Below is a breakdown of the non-institutionalized population of people with disabilities for individual jurisdictions within the APO’s planning area as reported by the 2014-2018 ACS Five Year Estimates.

Jurisdiction	2014-2018 ACS Non-Institutionalized Population Estimates	Percent of Non-Institutionalized Population of People with Disabilities
Brockway Township	2,841	6.5%
Haven Township	2,148	14.2%
LeSauk Township	1,688	7.7%
Minden Township	1,661	12.3%
Rockville	2,533	6.6%
Sartell	16,926	9.3%
Sauk Rapids	13,293	13.3%
Sauk Rapids Township	512	10.7%
Saint Augusta	3,664	9.9%
Saint Cloud	65,603	12.4%
Saint Joseph	6,938	11.1%
Saint Joseph Township	1,435	7.8%
Saint Stephen	916	7.9%
Saint Wendel Township	2,179	10.6%
Waite Park	7,588	13.4%
Watab Township	3,177	10.4%
Total	133,102	11.6%

Figure 19: People with disabilities population of jurisdictions within the APO’s planning area.

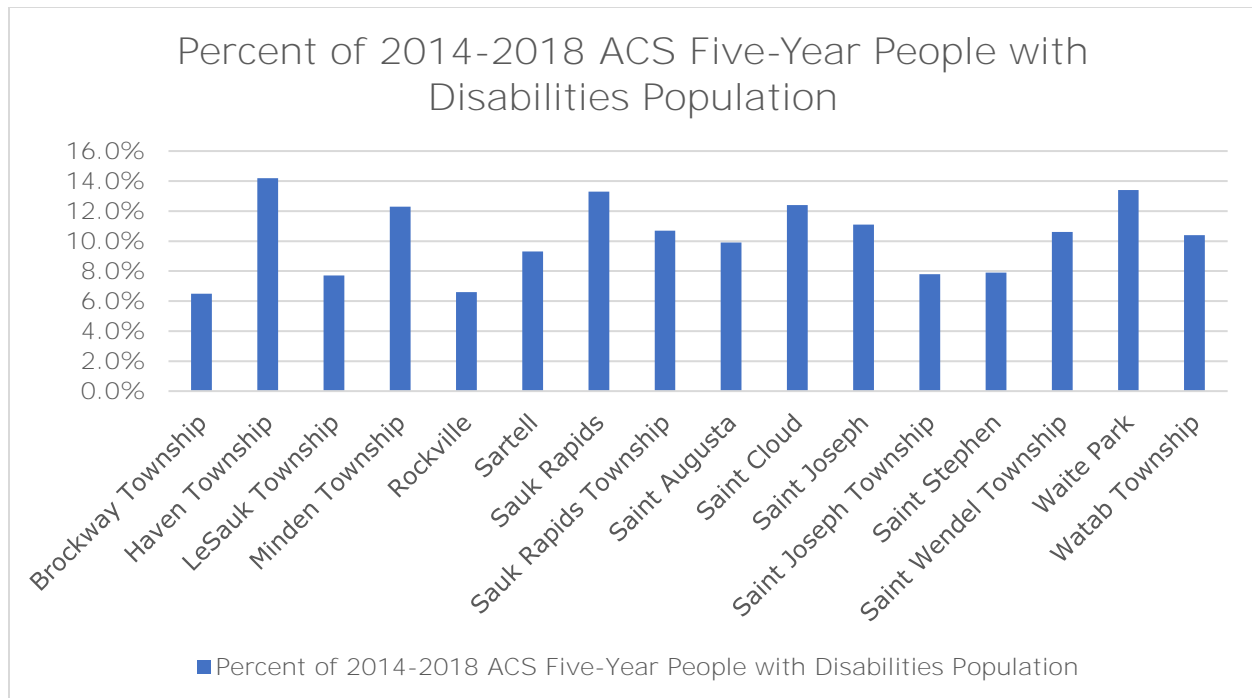


Figure 20: Percent of jurisdictional population within the APO's planning area identifying as having a disability.

The data needed to map this population subset was not accessible to APO staff via the U.S. Census Bureau. Therefore, no map is available.

Languages Spoken

Out of the 52,390 households within the Saint Cloud MPA, approximately 89.1% are English-only speaking households. From the remaining 10.9% of households within the MPA that have languages other than English spoken in the home, approximately 2.8% are households that have limited English speaking skills according to the 2014-2018 ACS Five Year Estimates. Due to a lack of 2010 Census information, a comparison cannot be made between the 2010 and 2018 populations.

Among jurisdictions within the APO's planning area, the City of Saint Cloud reports the largest percentage of its households having limited English speaking skills (4.6%). This is followed by the City of Waite Park (4.0%) and the City of Rockville (3.7%).

Below is a breakdown of households with limited English-speaking skills for individual jurisdictions within the APO's planning area as reported by the 2014-2018 ACS Five Year Estimates.

Jurisdiction	2014-2018 ACS Household Population Estimates	Percent of Limited English-Speaking Households
Brockway Township	1,047	0.0%
Haven Township	767	0.0%
LeSauk Township	733	0.4%
Minden Township	699	0.0%
Rockville	1,011	3.7%
Sartell	6,541	0.1%
Sauk Rapids	5,480	0.4%
Sauk Rapids Township	243	0.0%
Saint Augusta	1,326	0.0%
Saint Cloud	26,264	4.6%
Saint Joseph	1,865	3.0%
Saint Joseph Township	543	0.0%
Saint Stephen	322	0.0%
Saint Wendel Township	876	0.0%
Waite Park	3,497	4.0%
Watab Township	1,176	0.0%
Total	52,390	2.8%

Figure 21: Limited English-speaking household population of jurisdictions within the APO's planning area.

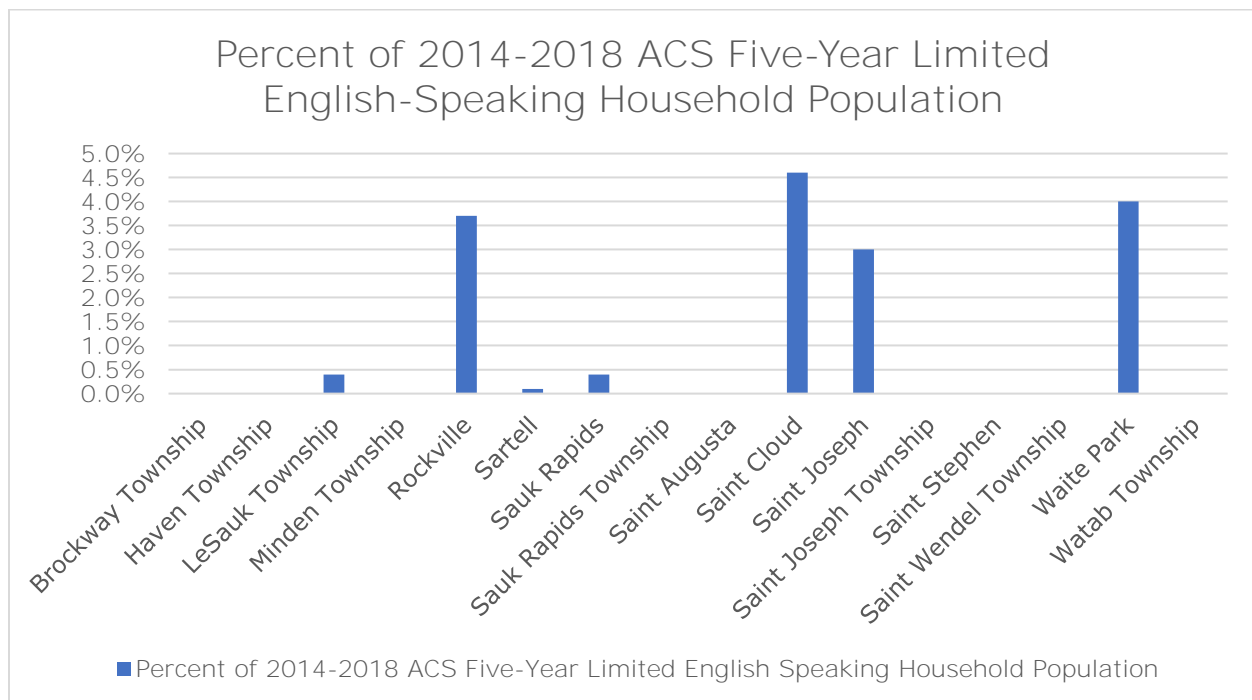


Figure 22: Percent of jurisdictional limited English-speaking household population within the APO's planning area.

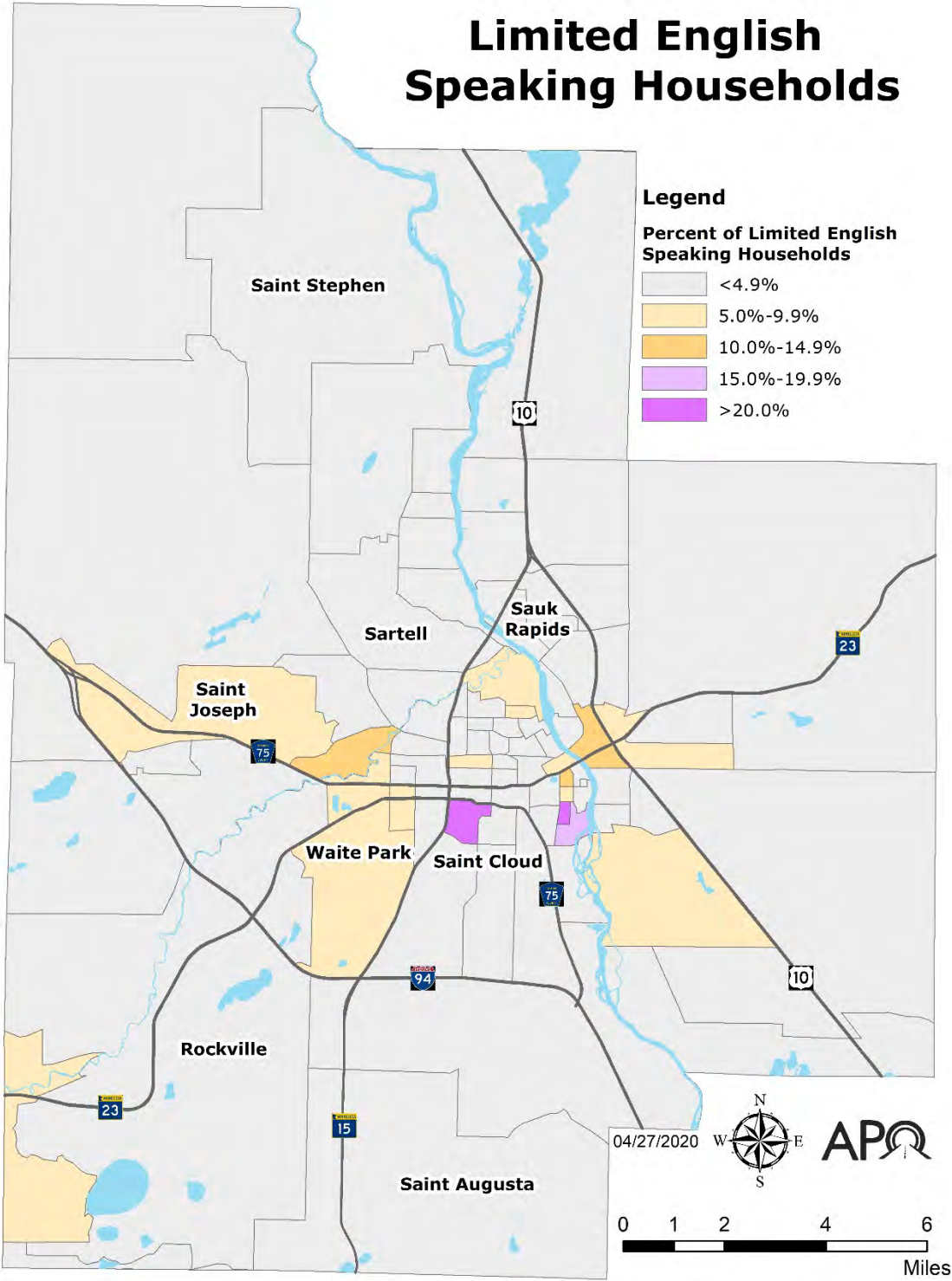


Figure 23: Percent of the limited English-speaking households of jurisdictions within the APO's planning boundary by Census block group. Data courtesy of U.S. Census Bureau's 2014-2018 ACS Five Year Estimates.

Zero Vehicle Households

According to the 2014-2018 ACS Five Year Estimates, approximately 6.9% of households within the MPA do not have access to a personal vehicle. This number has remained constant since 2010 (according to the 2006-2010 ACS Five Year Estimates).

APO MPA	2006-2010 ACS Population Estimates	2014-2018 ACS Population Estimates	Percent Change
Total Household Population	49,628	52,390	5.6%
Zero Vehicle Households	3,446	3,621	5.1%
Percent of Zero Vehicle Household Population	6.9%	6.9%	0.0%

Figure 24: A comparison of zero vehicle households within the Saint Cloud MPA between 2010 and 2018.

In comparison to its respective total household population, the City of Saint Cloud has the highest percentage of zero vehicle households (9.2% of all total households). This is followed by the City of Waite Park (8.1%) and the City of Sauk Rapids (7.8%).

Below is a breakdown of the zero vehicle household population of individual jurisdictions within the APO's planning area as reported by the 2014-2018 ACS Five Year Estimates.

Jurisdiction	2014-2018 ACS Household Population Estimates	Percent of Zero Vehicle Households
Brockway Township	1,047	1.1%
Haven Township	767	3.5%
LeSauk Township	733	1.5%
Minden Township	699	4.1%
Rockville	1,011	4.5%
Sartell	6,541	5.2%
Sauk Rapids	5,480	7.8%
Sauk Rapids Township	243	0.0%
Saint Augusta	1,326	1.4%
Saint Cloud	26,264	9.2%
Saint Joseph	1,865	0.0%
Saint Joseph Township	543	0.4%
Saint Stephen	322	0.0%
Saint Wendel Township	876	1.0%
Waite Park	3,497	8.1%
Watab Township	1,176	0.8%
Total	52,390	6.9%

Figure 25: Zero vehicle household population of jurisdictions within the APO's planning area.

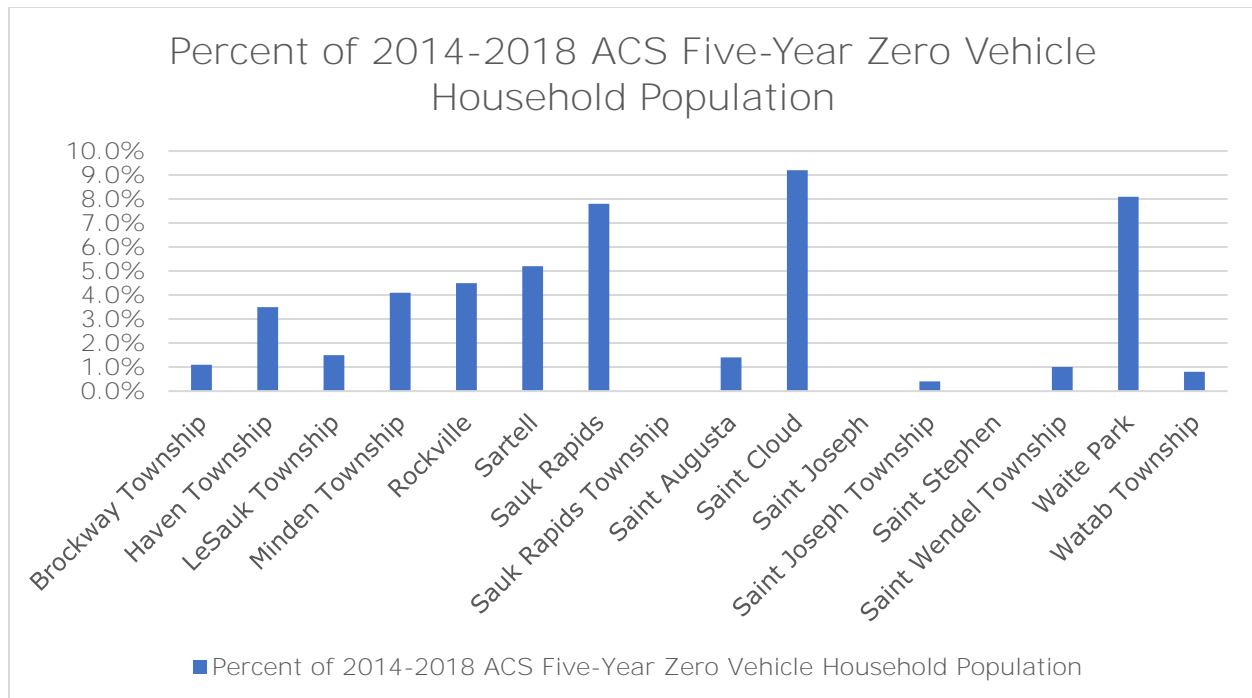


Figure 26: Percent of jurisdictional zero vehicle household population within the APO's planning area.

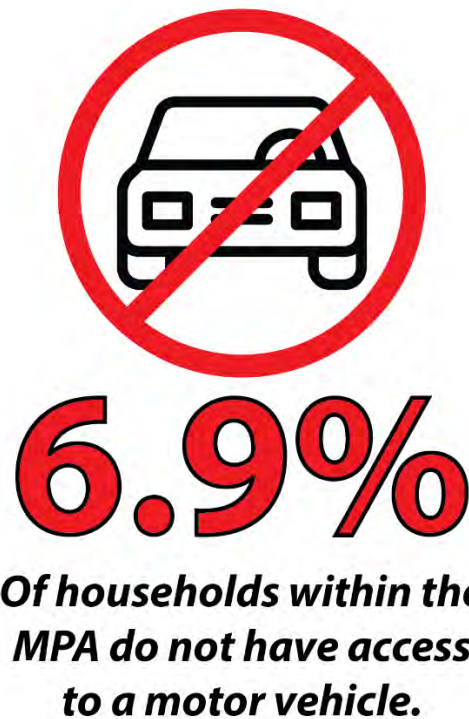


Figure 27: Out of the 52,390 households within the MPA, approximately 6.9% do not have access to a motor vehicle. Artwork courtesy of Kiranshastry.

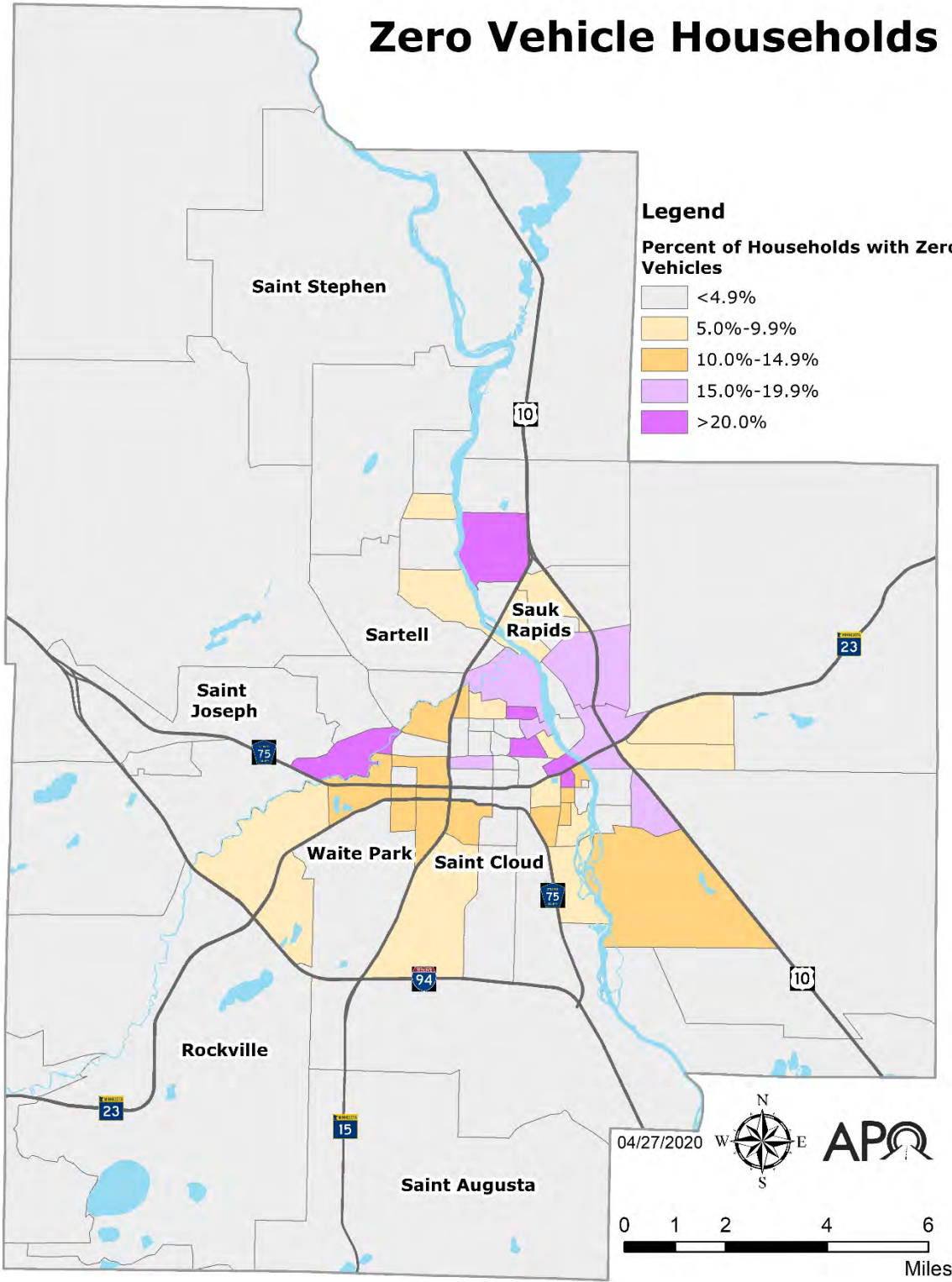


Figure 28: Percent of the zero vehicle households of jurisdictions within the APO’s planning boundary by Census block group. Data courtesy of U.S. Census Bureau’s 2014-2018 ACS Five Year Estimates.

Persons Age 65 and Older

According to the 2014-2018 ACS Five Year Estimates, approximately one in 10 people within the Saint Cloud MPA are age 65 and older (12.7%). This is a slight uptick – 2 percentage points or 18.7% – from the 2010 Census.

APO MPA	2010 Census Population	2014-2018 ACS Population Estimates	Percent Change
Total Population	130,225	135,441	4.0%
Persons Age 65 and Older	13,943	17,156	23.0%
Percent of Population Age 65 and Older	10.7%	12.7%	18.7%

Figure 29: A comparison of the persons age 65 and older population within the Saint Cloud MPA between 2010 and 2018.

Within the planning area, Sauk Rapids Township has the largest percentage of its population age 65 and older (26.0%). This is followed by LeSauk Township (18.3%) and both Minden and Saint Wendel townships (16.6% each).

Below is a breakdown of the persons 65 and older population of individual jurisdictions within the APO's planning area as reported by the 2014-2018 ACS Five Year Estimates.

Jurisdiction	2014-2018 ACS Population Estimates	Percent of Population Age 65 and Older
Brockway Township	2,841	11.9%
Haven Township	2,148	15.4%
LeSauk Township	1,692	18.3%
Minden Township	1,661	16.6%
Rockville	2,533	14.8%
Sartell	17,076	11.4%
Sauk Rapids	13,528	11.6%
Sauk Rapids Township	512	26.0%
Saint Augusta	3,669	12.3%
Saint Cloud	67,513	12.3%
Saint Joseph	6,938	11.6%
Saint Joseph Township	1,435	13.0%
Saint Stephen	916	9.3%
Saint Wendel Township	2,179	16.6%
Waite Park	7,623	16.0%
Watab Township	3,177	14.0%
Total	135,441	12.7%

Figure 30: Persons age 65 and older population of jurisdictions within the APO's planning area.

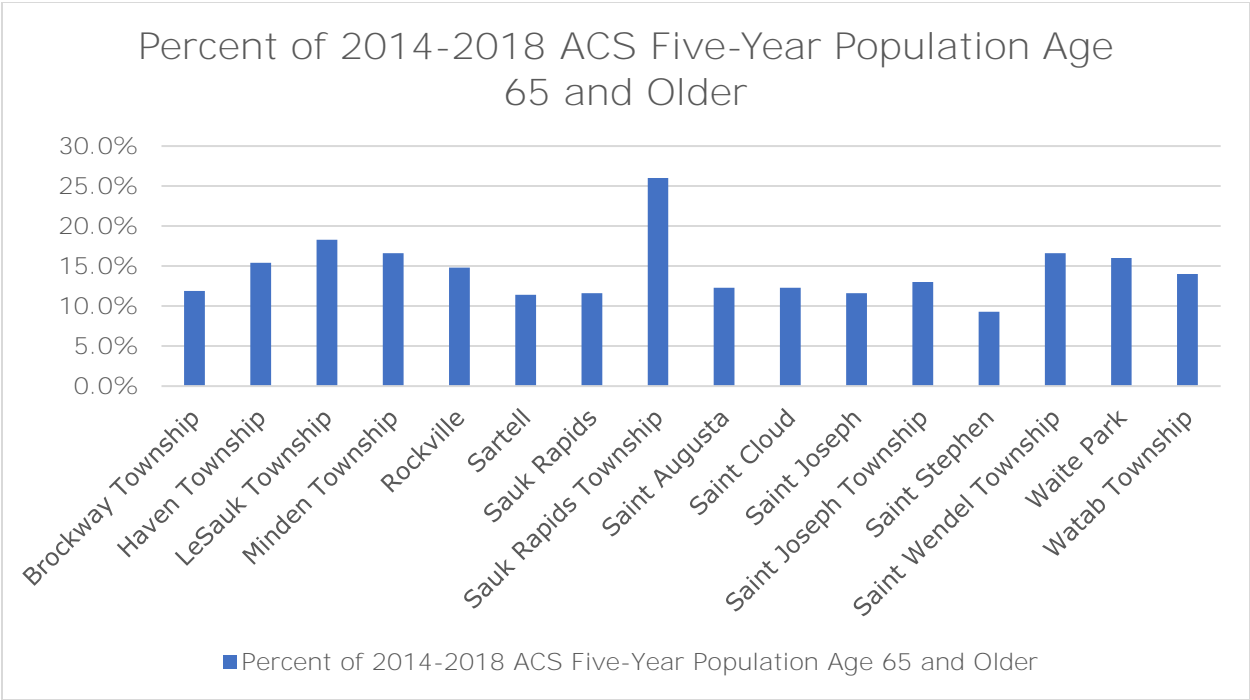


Figure 31: Percent of jurisdictional population within the APO's planning area age 65 and older.



Figure 32: Two people walking with their bicycles.

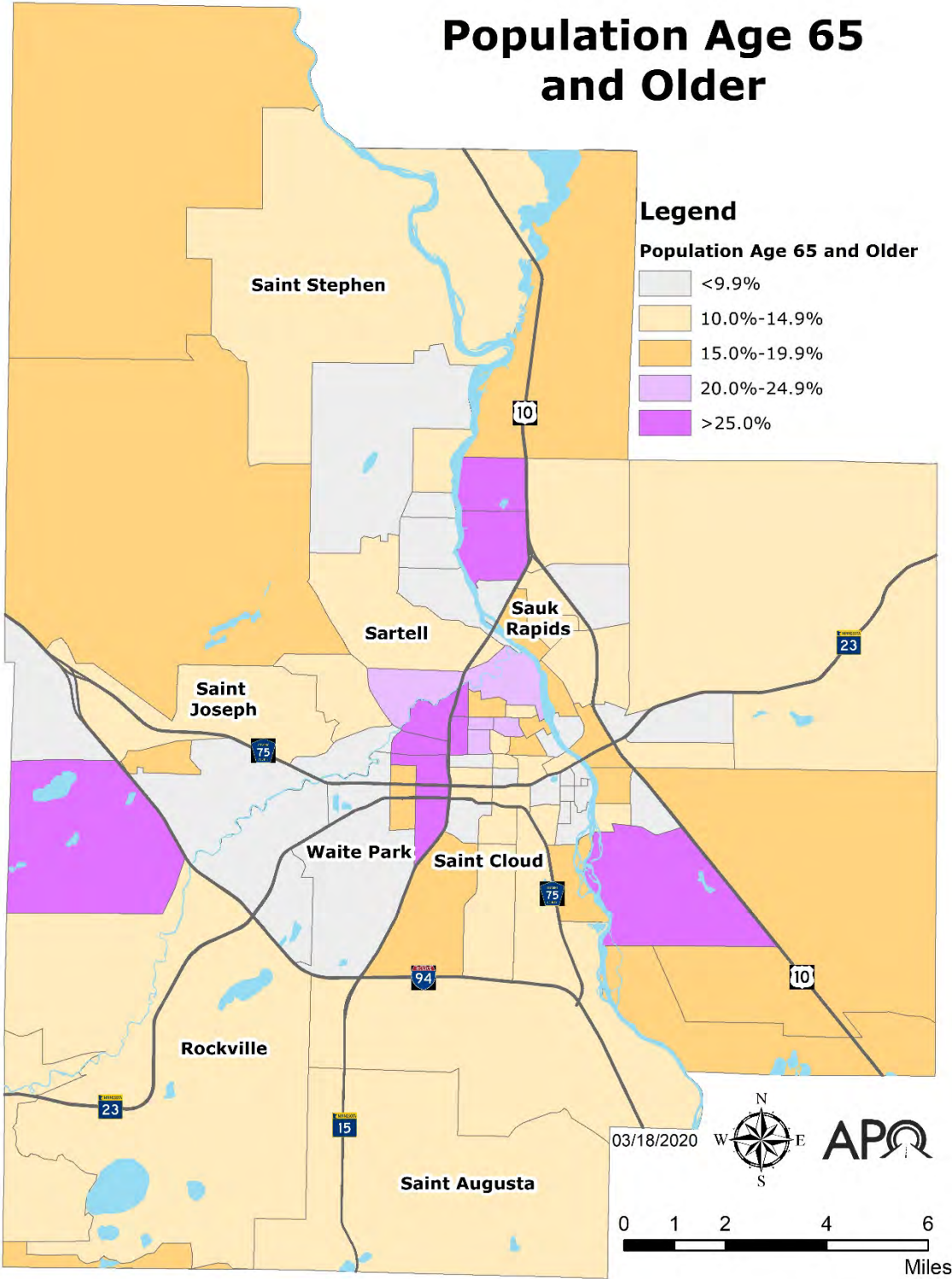


Figure 33: Percent of the population age 65 and older in jurisdictions within the APO's planning boundary by Census block group. Data courtesy of U.S. Census Bureau's 2014-2018 ACS Five Year Estimates.

Persons Age 18 and Younger

According to the 2014-2018 ACS Five Year Estimates, approximately one in five (22.2%) of people residing within the MPA are 18 and younger. This percentage has remained fairly consistent between 2010 and 2018.

APO MPA	2010 Census Population	2014-2018 ACS Population Estimates	Percent Change
Total Population	130,225	135,441	4.0%
Persons Age 18 and Younger	28,536	30,027	5.2%
Percent of Population Age 18 and Younger	21.9%	22.2%	1.4%

Figure 34: A comparison of the persons age 18 and younger population within the Saint Cloud MPA between 2010 and 2018.

Within the planning area, the City of Sartell has the largest percentage of its population age 18 and younger (29.1%). This is followed by the City of Sauk Rapids (26.2%) and the City of Saint Stephen (25.8%).

Below is a breakdown of the persons 18 and younger population of individual jurisdictions within the APO's planning area as reported by the 2014-2018 ACS Five Year Estimates.

Jurisdiction	2014-2018 ACS Population Estimates	Percent of Population Age 18 and Younger
Brockway Township	2,841	24.3%
Haven Township	2,148	22.9%
LeSauk Township	1,692	19.4%
Minden Township	1,661	22.1%
Rockville	2,533	22.5%
Sartell	17,076	29.1%
Sauk Rapids	13,528	26.2%
Sauk Rapids Township	512	13.1%
Saint Augusta	3,669	21.3%
Saint Cloud	67,513	19.5%
Saint Joseph	6,938	22.6%
Saint Joseph Township	1,435	24.7%
Saint Stephen	916	25.8%
Saint Wendel Township	2,179	18.2%
Waite Park	7,623	21.8%
Watab Township	3,177	25.3%
Total	135,441	22.2%

Figure 35: Persons age 18 and younger population of jurisdictions within the APO's planning area.

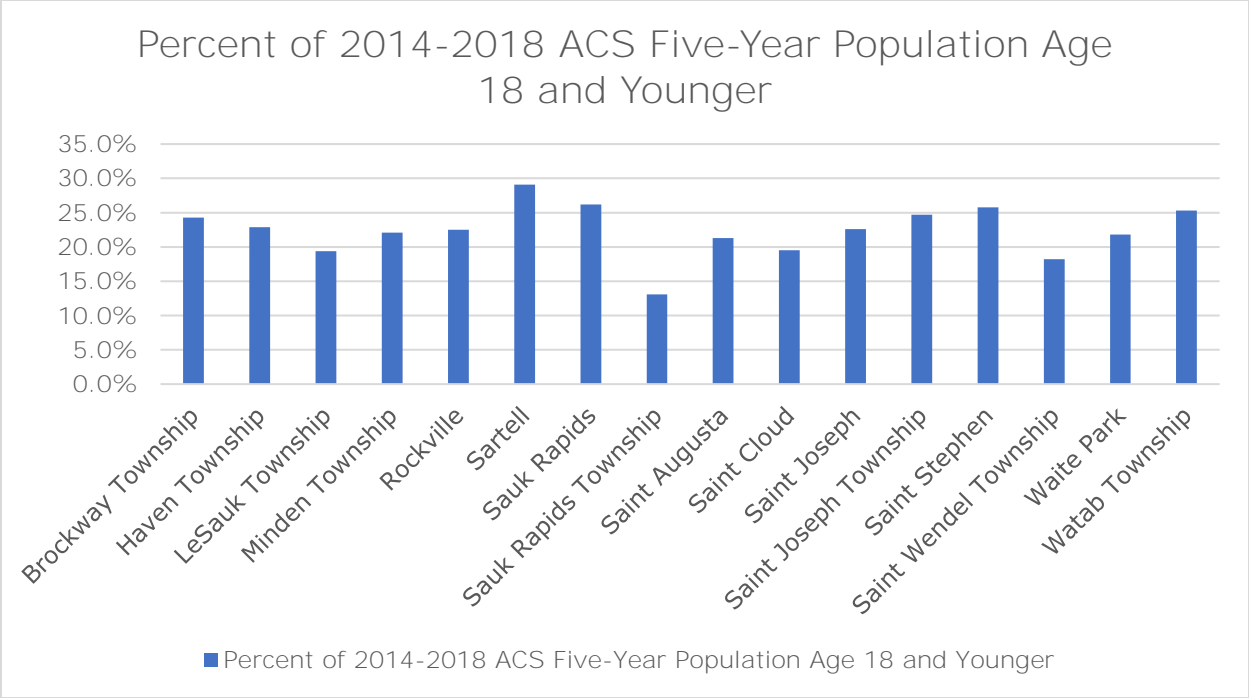


Figure 36: Percent of jurisdictional population within the APO's planning area age 18 and younger.



Figure 37: A group of teenagers posing for a photo.

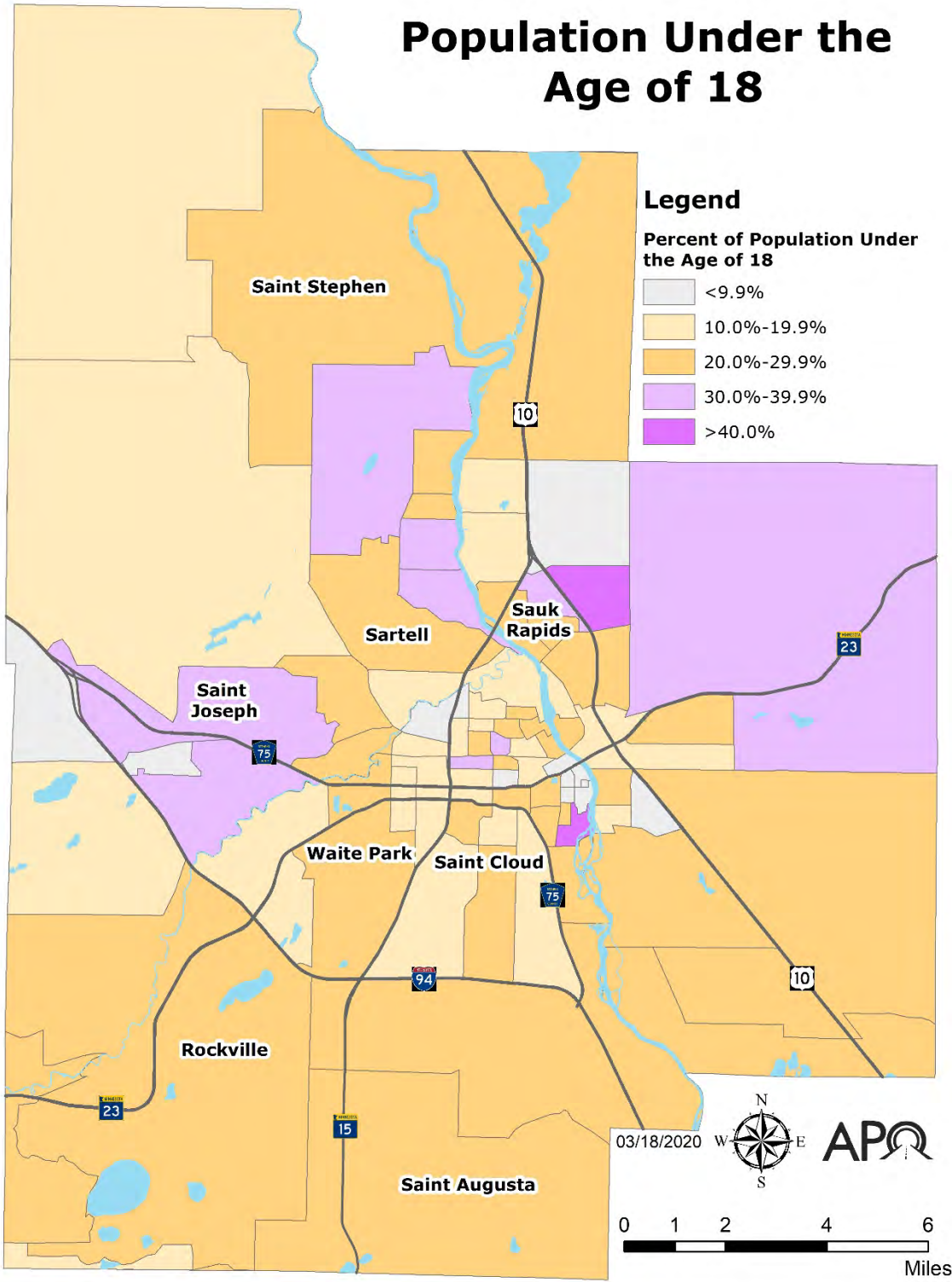


Figure 38: Percent of the population age 18 and younger in jurisdictions within the APO's planning boundary by Census block group. Data courtesy of U.S. Census Bureau's 2014-2018 ACS Five Year Estimates.

Board and Committee Composition

The APO understands that diverse representation on the Policy Board and its committees helps result in sound policy reflective of the needs of the entire population. [FTA Title VI Circular 4702.1B](https://www.federalregister.gov/documents/2016/06/01/2016-11401-fta-title-vi-circular-4702-1b) (<https://bit.ly/3a4IIKp>) requires that for any recipient of Federal funds which has a transportation-related, non-elected planning board; advisory council or committee; or similar bodies, membership of these committees must be broken down by race and accompanied by a description of efforts made to encourage the participation of minorities on these committees.

The Policy Board is comprised of elected officials from Benton, Sherburne, and Stearns counties; cities of Saint Cloud, Saint Joseph, Sartell, Sauk Rapids, and Waite Park; LeSauk Township; and one senior-level management position from the urban transit provider (Metro Bus). Representation from individuals with diverse backgrounds is therefore mostly under the control of the electorate. However, when asking jurisdictions to appoint city council members/county commissioners to the Board, we encourage them to consider appointing minority members (in addition to having an interest in multimodal transportation planning activities). The APO places no restrictions on the appointment of representatives on the basis of race, color, national origin, gender, age, income status, or disability.

The Technical Advisory Committee (TAC) serve in an advisory capacity to the Policy Board. TAC representatives – typically engineers, planners, or administrators – are chosen by the member jurisdictions to represent them. The APO places no restrictions on the appointment of representatives on the basis of race, color, national origin, gender, age, income status, or disability.

The Active Transportation Advisory Committee (ATAC) is comprised of citizen volunteers who provide recommendations to the TAC and Policy Board. No formal committee structure – in terms of voting membership – has been established. Interested community members attend depending upon subject matter being discussed. Therefore, no demographic information has been collected. The APO places no restrictions on who can attend ATAC meetings on the basis of race, color, national origin, gender, age, income status, or disability.

Figures 39 and 40 are the results of a March 2020 racial and gender demographic composition survey of the APO's Policy Board and TAC representatives, respectively. Overall, staff received seven responses from the 12-person Policy Board and six responses from the 12 voting representatives of the TAC. These numbers will fluctuate – sometimes on an annual basis – based upon rotation of appointees from individual agencies/jurisdictions and other factors.

APO Board/ Committee	White or Caucasian (non- Hispanic)	Black or African American	Hispanic or Latino	Asian or Asian American	American Indian/ Alaska Native	Native Hawaiian/ Pacific Islander	Two or More Races	No Response
Saint Cloud MPA 2014- 2018 ACS Five Year Estimates	112,878	11,205	3,829	3,834	514	0	3,038	-
Policy Board	7	-	-	-	-	-	-	5
Technical Advisory Committee	6	-	-	-	-	-	1	6

Figure 39: Results of racial demographic composition survey of the APO's Policy Board and TAC representatives current as of March 2020.

APO Board/Committee	Male	Female	Non-Binary/Other	No Response
Saint Cloud MPA 2014- 2018 ACS Five Year Estimates	67,953	67,488	-	-
Policy Board	4	2	-	5
Technical Advisory Committee	5	2	-	6

Figure 40: Gender demographic composition of the APO's Policy Board and TAC representatives current as of March 2020.

Environmental Justice Analysis

The APO is committed to continuing efforts to enhance its analytical capability for assessing impact distributions of transportation programs, policies, and projects in its transportation plans and the Transportation Improvement Program (TIP). The object of EO 12898 on Environmental Justice (EJ) is to ensure that Federal agencies and programs that receive Federal funding promote and enforce nondiscrimination as one way of achieving the overarching objective of EJ. FTA issued [FTA Circular 4703.1](https://bit.ly/3coMNLB) (<https://bit.ly/3coMNLB>) in 2012 to provide guidance on how recipients of Federal funding can integrate EJ principles into the transportation planning and programming process. This section provides a brief overview of the process that the APO follows to identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on people-of-color and low-income populations.

Drawing from the framework established by Title VI of the Civil Rights Act of 1964, as well as the 1969 National Environmental Policy Act (NEPA), the U.S. Department of Transportation set forth the following three principles to ensure non-discriminatory practices in its federally funded activities:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

While it is difficult to make significant improvements to transportation systems without causing impacts of one form or another, the concern is whether proposed projects disproportionately negatively affect the health or environments of minority or low-income

populations. In the past, the impacts on these groups were often overlooked as potential criteria for project evaluation.

An equity or EJ analysis is conducted for the TIP. This includes a qualitative analysis in which planned or programmed roadway infrastructure projects are overlaid or superimposed on a map highlighting the areas with concentrations of people-of-color and low-income populations to determine the extent to which these areas are negatively or positively impacted by projects.

A project is defined as having the potential to have an adverse EJ effect if any portion of a project intersects with the defined boundaries of a Census block group with a high percentage of people-of-color population or a block group with a high percentage of population below the poverty level.

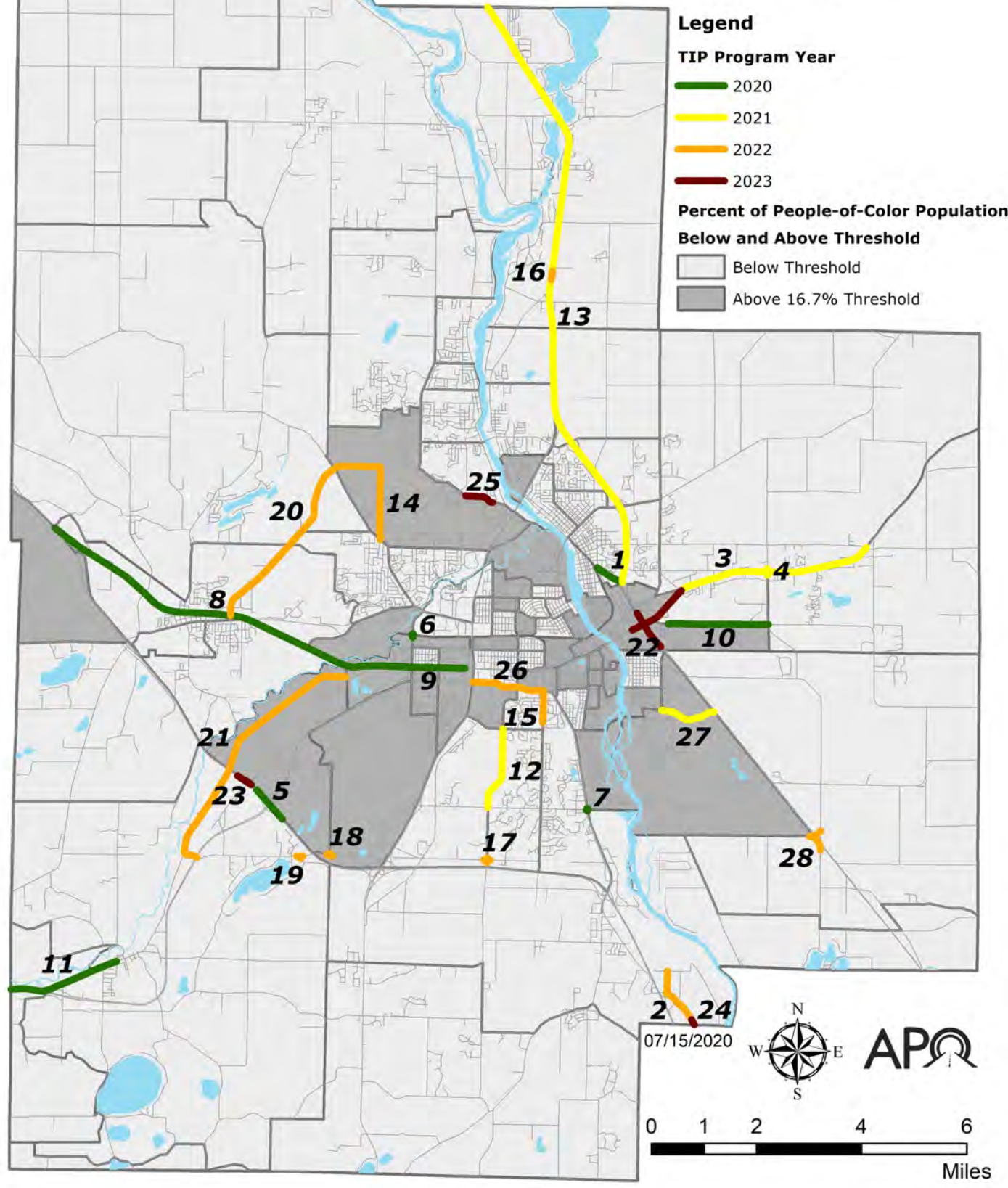
With the most recent Federally-approved APO TIP – [Fiscal Year 2020-2023](https://bit.ly/2Tug0w5) – (https://bit.ly/2Tug0w5) a total of 19 projects intersect, at least in part, with block groups with a high percentage of people-of-color populations. A total of 13 projects intersect with block groups with a high percentage of households living in poverty. These projects, identified in Figure 46 include several safety improvements and roadway reconstruction projects. Projects excluded from this list include transit projects which benefit nearly the entire APO planning area.



Figure 41: A photo of a building being demolished. In order to align with EO 12898, agencies and jurisdictions receiving Federal funds, including the APO, must take appropriate and necessary steps to identify and address disproportionately high and adverse effects of Federal projects on the health or environment of people-of-color or low-income households to the greatest extent practicable and permitted by law.



**Saint Cloud Area Planning Organization
2020-2023 TIP Projects Environmental
Justice Review People-of-Color Population
by Census Block Group**



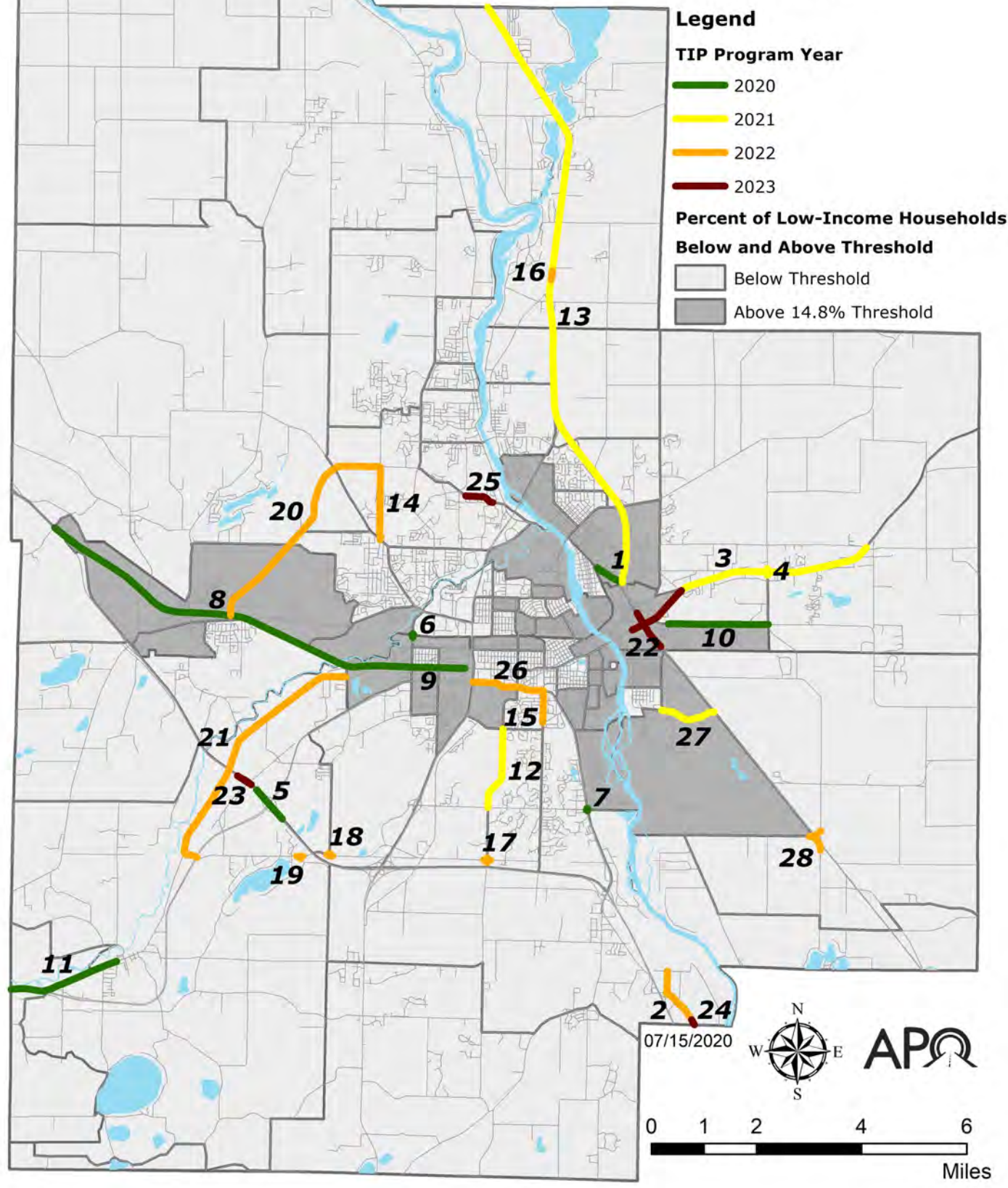
Project ID*	Fiscal Year	Sponsoring Jurisdiction/Agency	Route	Work Type
1*	2020	Sauk Rapids	MSAS 109 (Benton Drive)	Urban Reconstruction
2	2022	Saint Cloud	Beaver Island Trail	New Trail Construction
3/4	2021	MnDOT	MN 23	Mill and Overlay and Turn Lanes
5*	2020	MnDOT	I 94	Safety Improvements
6*	2020	MnDOT	CSAH 138/54th Ave. N	Railroad
7*	2020	Stearns County	CSAH 75	Turn Lanes
8*	2020	Stearns County	CSAH 75	Bituminous Overlay
9*	2020	Stearns County	CSAH 75	Concrete Pavement Rehabilitation
10*	2020	Benton County	CSAH 8	Edgeline Rumble Strips and Bituminous Reclamation
11	2020	Stearns County	ROCORI Trail	New Trail
12*	2021	Saint Cloud	MSAS 175 (CR 136)	Bituminous Reclamation
13*	2021	MnDOT	US 10	Guard Rails
14*	2022	Sartell	MSAS 113 (19th Ave.)	Reconstruction
15*	2022	Saint Cloud	MSAS 141 (Cooper Ave.)	Reconstruction
16	2022	MnDOT	US 10	Bridge Replacement
17, 18*, 19	2022	Stearns County	CSAH 136 (Oak Grove Road SW) and CR 122 (40th St. S) CSAH 6 and CSAH 137 CSAH 6 and CR 137	Lighting
20*/21*	2022	Stearns County	CSAH 133 CSAH 138	Signing
22*	2023	MnDOT	MN 23	Reconstruction
23*	2023	MnDOT	I 94	Bridge Replacement
24	2023	Stearns County	Beaver Island Trail	New Trail Construction
25*	2023	Sartell	Heritage Drive Trail	New Trail Construction
26*	2022	Stearns County	CSAH 75	Mill and Overlay
27*	2021	MnDOT	MN 301	Retaining Wall Preservation
28*	2022	MnDOT	County Road 65 (42nd Street)	Railroad

*Asterisks and bold font denotes projects that intersect, at least in part, with block groups with a high concentration of people-of-color.

Figure 42: Map of the APO's FY 2020-2023 TIP projects and the proximity to areas with a high concentration of people-of-color.
October 8, 2020



**Saint Cloud Area Planning Organization
2020-2023 TIP Projects Environmental
Justice Review Low Income Households
by Census Block Group**



Project ID*	Fiscal Year	Sponsoring Jurisdiction/Agency	Route	Work Type
1*	2020	Sauk Rapids	MSAS 109 (Benton Drive)	Urban Reconstruction
2	2022	Saint Cloud	Beaver Island Trail	New Trail Construction
3/4	2021	MnDOT	MN 23	Mill and Overlay and Turn Lanes
5	2020	MnDOT	I 94	Safety Improvements
6*	2020	MnDOT	CSAH 138/54th Ave. N	Railroad
7*	2020	Stearns County	CSAH 75	Turn Lanes
8*	2020	Stearns County	CSAH 75	Bituminous Overlay
9*	2020	Stearns County	CSAH 75	Concrete Pavement Rehabilitation
10*	2020	Benton County	CSAH 8	Edgeline Rumble Strips and Bituminous Reclamation
11	2020	Stearns County	ROCORI Trail	New Trail
12*	2021	Saint Cloud	MSAS 175 (CR 136)	Bituminous Reclamation
13*	2021	MnDOT	US 10	Guard Rails
14	2022	Sartell	MSAS 113 (19th Ave.)	Reconstruction
15	2022	Saint Cloud	MSAS 141 (Cooper Ave.)	Reconstruction
16	2022	MnDOT	US 10	Bridge Replacement
17-19	2022	Stearns County	CSAH 136 (Oak Grove Road SW) and CR 122 (40th St. S) CSAH 6 and CSAH 137 CSAH 6 and CR 137	Lighting
20*/21	2022	Stearns County	CSAH 133 CSAH 138	Signing
22*	2023	MnDOT	MN 23	Reconstruction
23	2023	MnDOT	I 94	Bridge Replacement
24	2023	Stearns County	Beaver Island Trail	New Trail Construction
25	2023	Sartell	Heritage Drive Trail	New Trail Construction
26*	2022	Stearns County	CSAH 75	Mill and Overlay
27*	2021	MnDOT	MN 301	Retaining Wall Preservation
28*	2022	MnDOT	County Road 65 (42nd Street)	Railroad

*Asterisks and bold font denotes projects that intersect, at least in part, with block groups with a high concentration of low-income households.

Figure 43: Map of the APO's FY 2020-2023 TIP projects and the proximity to areas with a high concentration of low-income households.

	Population	Population Percentage	TIP Investment	Percentage of TIP Investment
People-of-Color Population	22,536	16.7%	\$57,575,665	88%
Non-People-of-Color Population	112,878	83.3%	\$8,151,863	12%
Total	135,441	100%	\$65,727,528	100%

Figure 44: People-of-color population within the APO planning area and TIP project investments within the APO area excluding transit projects. Population data courtesy of U.S. Census Bureau, 2014-2018 American Community Survey Five Year Estimates. TIP data courtesy of Saint Cloud APO.

	Households	Household Percentage	TIP Investment	Percentage of TIP Investment
Households with Low-Income	7,756	14.8%	\$41,466,624	63%
Non-Low-Income Households	44,634	85.2%	\$24,260,904	37%
Total	52,390	100%	\$65,727,528	100%

Figure 45: Low-income households within the APO planning area and TIP project investments within the APO area excluding transit projects. Household data courtesy of U.S. Census Bureau, 2014-2018 American Community Survey Five Year Estimates. TIP data courtesy of Saint Cloud APO.

As is evident in the charts above, a majority of TIP investment projects occur within Census block groups identified as having populations above the respective thresholds for people-of-color 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. 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 and jurisdictions implementing the project to work toward mitigating and/or minimizing adverse impacts of project construction to both the traveling public and neighborhood areas.

The following pages contain a list of the FY 2020-2023 APO TIP projects that are likely to impact Census block groups within the APO planning area with a higher concentration of people-of-color and/or low-income households.

TIP ID	Route System	Fiscal Year	Agency	Project Description	Estimated Project Total*	Local/State Match Required*	Minority Area	Low-Income Area
1	MSAS 109	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	\$903,975	YES	YES
5	I 94	2020	MNDOT	I-94, AT MN 23 INTERCHANGE SOUTH OF WAITE PARK, INTERCHANGE SAFETY REVISIONS	\$2,200,000	\$0	YES	NO
6	RR	2020	MNDOT	NLR RR, INSTALL GATES AT CSAH 138, 54 TH AVE N IN WAITE PARK STEARNS COUNTY	\$240,000	\$24,000	YES	YES
7	CSAH 75	2020	STEARNS COUNTY	CSAH 75, FROM 0.1 MILES S OF 33 RD ST S TO 0.1 MILES N OF 33 RD ST S IN ST. CLOUD, INTERSECTION IMPROVEMENTS (AC PROJECT, PAYBACK 1 OF 2)	\$0	\$0	YES	YES
8	CSAH 75	2020	STEARNS COUNTY	STEARNS CSAH 75, FROM OLD COLLEGEVILLE ROAD TO CSAH 81 IN STEARNS COUNTY, RESURFACING (AC PROJECT, PAYBACK 2 OF 3)	\$0	\$0	YES	YES
9	CSAH 75	2020	STEARNS COUNTY	STEARNS CSAH 75, FROM 15 TH AVE IN WAITE PARK TO PARK AVE IN ST CLOUD ALONG DIVISION ST. REHABILITATE CONCRETE PAVEMENT (AC PROJECT PAYBACK 2022)	\$1,715,056	\$458,880	YES	YES
10	CSAH 8	2020	BENTON COUNTY	BENTON CSAH 8, FROM 0.6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RUMBLE STRIPE (TIED TO SP 005-608-009)	\$5,250	\$525	YES	YES

TIP ID	Route System	Fiscal Year	Agency	Project Description	Estimated Project Total*	Local/State Match Required*	Minority Area	Low-Income Area
10	CSAH 8	2020	BENTON COUNTY	BENTON CSAH 8, FROM 0.6 MILES EAST OF MN 23 TO BENTON CR 47 IN ST. CLOUD, RECLAMATION (TIED TO SP 005-070-007)	\$650,000	\$258,848	YES	YES
11	PED/BIKE	2021	STEARNS COUNTY	CONSTRUCT PHASE 3 OF THE ROCORI TRAIL ALONG RR CORRIDOR FROM COLD SPRING TO ROCKVILLE	\$1,663,863	\$851,593	NO	NO
12	MSAS 175	2021	SAINT CLOUD	ST. CLOUD MSAS 175 – CR 136 FROM 22 ND ST SOUTH TO 33 RD ST SOUTH, RECONSTRUCTION	\$1,400,000	\$557,518	YES	YES
3,4	MN 23	2021	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	\$50,000	NO	NO
3,4	MN 23	2021	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	\$3,027,000	\$605,400	NO	NO
13	US 10	2021	MNDOT	US 10, INSTALL MEDIAN CABLE BARRIER GUARDRAIL FROM N OF ST. CLOUD TO RICE (HSIP PROJECT)	\$1,750,000	\$175,000	YES	YES
27	MN 301	2021	MNDOT	RESTORE FAILING RETAINING WALLS ALONG MN 301 ADJACENT TO ST. CLOUD STATE REFORMATORY. IMPROVE DRAINAGE, MAINTAINABILITY AND SAFETY ADJACENT TO WALL	\$800,000	\$800,000	YES	YES

TIP ID	Route System	Fiscal Year	Agency	Project Description	Estimated Project Total*	Local/State Match Required*	Minority Area	Low-Income Area
14	MSAS 113	2022	SARTELL	SARTELL 19 TH AVE, FROM STEARNS CSAH 4 TO STEARNS CSAH 133, RECONSTRUCTION (AC PROJECT, PAYBACK IN 2023)	\$4,799,920	\$2,710,000	YES	NO
2	PED/BIKE	2022	SAINT 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	\$120,000	NO	NO
15	MSAS 141	2022	SAINT CLOUD	ST. CLOUD MSAS 141 (COOPER AVE), FROM TRAVERSE ROAD TO STEARNS CSAH 75, RECONSTRUCTION WITH BICYCLE LANES AND SIDEWALK	\$2,500,000	\$1,042,920	YES	NO
16	US 10	2022	MNDOT	US 10, REPLACE BRIDGE #3666 OVER STREAM WITH BOX CULVERT 0.2 MI NW OF BENTON CSAH 33	\$621,000	\$124,200	NO	NO
28	RR	2022	MNDOT	REPLACE EXISTING SIGNAL SYSTEM WITH NEW FLASHING LIGHTS AND GATES AT CR 65, 42 ND ST, HAVEN TOWNSHIP, SHERBURNE COUNTY	\$300,000	\$30,000	YES	YES
17, 18, 19	LOCAL 999	2022	STEARNS COUNTY	RURAL INTERSECTION LIGHTING AT VARIOUS STEARNS CO ROAD INTERSECTIONS	\$96,000	\$9,600	YES	NO
20, 21	LOCAL 999	2022	STEARNS COUNTY	CHEVRON CURVE SIGNING ALONG VARIOUS STEARNS CO ROADS	\$240,000	\$24,000	YES	YES
26	CSAH 75	2022	STEARNS COUNTY	STEARNS CSAH 75, FROM TH 15 TO COOPER AVE MILL & OVERLAY (PAYBACK IN 2023)	\$1,537,640	\$922,584	YES	YES
22	MN 23	2023	MNDOT	MN 23, AT US 10 INTERCHANGE IN ST. CLOUD, RECONSTRUCT MN	\$30,300,000	\$6,060,000	YES	YES

TIP ID	Route System	Fiscal Year	Agency	Project Description	Estimated Project Total*	Local/State Match Required*	Minority Area	Low-Income Area
				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 15 TH AVE SE; REPLACE BRIDGES OVER US 10, BR #9021 WITH BR #05019 AND BR #9022 WITH BR #05018; INCLUDES MULTIMODAL IMPROVEMENTS (AC PROJECT, PAYBACK IN 2024)				
23	I 94	2023	MNDOT	I-94, REPLACE BRIDGE NOS. 73875 AND 73876 OVER BNSF RR 0.6 MI W OF MN 23 INTERCHANGE	\$6,054,000	\$605,400	YES	NO
24	PED/BIKE	2023	STEARNS COUNTY	BEAVER ISLAND TRAIL EXTENSION	\$1,740,000	\$1,340,000	NO	NO
25	PED/BIKE	2023	SARTELL	HERITAGE DRIVE CONNECTIVITY AND ENHANCEMENTS	\$459,121	\$91,824	YES	NO
	TOTAL				\$65,427,528	\$17,736,267	19 YES 6 NO	13 YES 12 NO

*Note: Estimated project total and local/state match required for advance construction projects are not reflected due to these costs being allocated in previous years.

Figure 46: A list of FY 2020-2023 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.

7 – TITLE VI AND TITLE II PROVISIONS

Title VI

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 B 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 of participants in and beneficiaries of state highway programs, e.g. affected citizens and impacted communities.
3. Review APO program directives. Where applicable, include Title VI language and related requirements.
4. Provide notice to APO staff of any known available training related to Title VI.
5. 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.
6. Prepare a yearly report of Title VI accomplishments and goals.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and take corrective action to help eliminate discrimination.
9. Establish procedures to promptly resolve identified Title VI deficiencies. Document remedial actions agreed to be necessary. Provide remedial actions within 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, Brian Gibson. However, he may delegate specific monitoring or compliance tasks to staff members. Any member of the public may contact the APO's Executive Director Brian Gibson 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

The APO is responsible for ensuring the Title VI compliance of its sub-recipients in accordance with the 2012 FTA Circular C 4702.1B "[Title VI Requirements and Guidelines for Federal Transit Administration Recipients](https://bit.ly/3a4IIKp)" (<https://bit.ly/3a4IIKp>). Guidance contained in this circular also applies to FHWA subrecipients such as the APO. The APO shall document that they pass through Federal funds under any Federally-funded program 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.

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 hardships, traffic, noise, air quality, access, accidents, and failure to maintain facilities.

How to File a Formal Title VI Complaint

The APO assures that no person shall, on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259) be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any agency-sponsored program or activity.

An individual, or his/her/their representative, who believes that he/she/they has been subject to discrimination prohibited by Title VI and other nondiscrimination provisions, has a right to file a complaint. Complaints need to be filed within 180 calendar days of the alleged occurrence. A copy of the APO's Title VI complaint form can be found in Appendix B of this document, on the APO's website, or at the APO's office found at the address listed above.

As of July 2020, the APO has had no formal Title VI complaints filed against the organization.

Title II

Title II Coordinator Responsibilities

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

Title II Coordinator's responsibilities are as follows:

1. Process the disposition of Title II complaints received by the APO.
2. Review APO program directives. Where applicable, include Title II language and related requirements.
3. Provide notice to APO staff of any known available training related to Title II.
4. Identify and take corrective action to help eliminate discrimination.
5. Establish procedures to promptly resolve identified Title II deficiencies. Document remedial actions agreed to be necessary. Provide remedial actions within 90 days of identification of a deficiency.

The person responsible for ensuring the APO's compliance with Title II regulations is the APO Executive Director, Brian Gibson. However, he may delegate specific monitoring or compliance tasks to staff members. Any member of the public may contact the APO's Executive Director Brian Gibson to discuss Title II 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

Scope of Title II Complaints

The scope of Title II covers all external APO activities. As a planning organization, the primary ways in which the APO interacts with the public is through the development of planning studies, and Board and Committee meetings which are open to the public.

During the development of planning studies, the public may be asked to review documents or other materials pertinent to the study and then provide their comments, ideas, and feedback to the APO staff. It is important that the materials provided be accessible to all citizens, and that the mechanism(s) by which the public provide their feedback also be accessible. Examples may include the need to mail out physical copies of a document to those who do not have access to the internet, getting documents and materials translated to other languages as needed, ensuring that documents and materials have enough contrast to be visible and that text fonts are not so small or complex as to be difficult to read, and providing a variety of methods by which the public can provide their feedback.

When deliberative and/or decision-making meetings are open to the public, it is important that the meeting locations are physically accessible, such as having ramps or lifts as an alternative to stairs, having doorways meeting ADA width standards, the presence of accessible restrooms, and aisles that are wide enough to accommodate wheelchairs and power chairs. It is also important that the information be presented in ways that are accessible, which may include the need for live interpretive services, having assistive listening devices available, and using high-contrast text on presentation slides.

An individual who believes that he/she/they or a specific class of individuals has been subjected to discrimination on the basis of disability by a public entity may, by himself/herself/theirself or by an authorized representative, file a complaint.

ADA Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Rehabilitation Act). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Saint Cloud Area Planning Organization (APO). This Grievance Procedure does not explain the process for employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or tape recording of the complaint, will be made available as a reasonable modification for persons with disabilities upon request. Please contact the APO's Executive Director Brian Gibson to request a reasonable modification of this grievance procedure.

The complaint should be submitted by the complainant and/or his/her/their designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

Saint Cloud Area Planning Organization
Title II Coordinator
1040 County Road 4
Saint Cloud, MN 56303
320-252-7568

A copy of the APO's Title II complaint form can be found in Appendix C of this document, on the APO's website, or at the APO's office found at the address listed above.

As of July 2020, the APO has had no formal Title II complaints filed against the organization.

Notice to the Public

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. This notification has been translated into Somali and Spanish to assist in informing LEP populations in accordance with the Safe Harbor Provision.

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 [Saint 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.

Somali Translation:

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu halkan ku siinayaa ogeysiis dadweyne in ay tahay sharciga APO in ay si buuxda u hoggaansanto Cinwaanka VI ee Xuquuqda Madaniga ee 1964 iyo Sharciga Soo-celinta Xuquuqda Madaniga ee 1987, Amarka Fulinta 12898 ee ku saabsan Cadaaladda Deegaanka, Iyo qaynuunada iyo qawaaniinta la xiriira barnaamijyada iyo nashaadaadka. Cinwaanka VI wuxuu xaqiijinayaa in qofna, sabab asal, midab, ama asal qaran ah, laga reebi doonin kaqeybgalka, loo diidi doonin faa'iidooyinka, ama haddii kale lagula takoorin barnaamij kasta ama waxqabad ee APO ay ku hesho kaalmada maaliyadeed ee Federaalka . Qof kasta oo aaminsan inuu ka xanaaqay fal sharci darro ah oo takoor ay ku sameysay APO wuxuu xaq u leeyahay inuu dacwad rasmi ah u gudbiyo APO, MnDOT ama US DOT. Cabasho kasta oo kale waa inay ahaataa mid qoraal ah lagana xaraystaa maareeyaha u hoggaansamida cinwaankeeda ee 'APO' VI waa boqol iyo siddeetan (180) maalmood gudahood taarikhda dhacday markii la sheegay in ay dhacday midabtakoorka. Macluumaad dheeri ah, ama si aad u hesho Foomka Cabashada Kala-Takoorkida Cinwaan ee 'VI kalasooc Foom', fadlan ka eeg bogga internetka ee 'Cloud Cloud APO' (www.stcloudapo.org)

ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

Spanish Translation:

La Organización de Planificación del Área de Saint Cloud (APO en inglés) da un aviso público con la presente de que es política de la APO el cumplir plenamente con el Título VI de la Ley de Derechos Civiles de 1964 y de la Ley de Restauración de Derechos Civiles de 1987, de la Orden Ejecutiva 12898 sobre la Justicia Ambiental, y los estatutos y reglamentos relacionados en todos los programas y actividades. El Título VI asegura que ninguna persona, por motivos de raza, color o nacionalidad, podrá quedar excluida de la participación en, se le podrán negar los beneficios de, o de algún modo podrá ser objeto de discriminación en virtud de cualquier programa o actividad por la cual la APO recibe asistencia financiera Federal. Cualquier persona que cree que ha sido perjudicada por una práctica discriminatoria ilegal por la APO tiene el derecho de presentar un reclamo formal con la APO MnDOT o U.S. DOT. Cualquiera de estos reclamos debe ser por escrito y debe ser presentado ante el Gerente de Cumplimiento del Título VI de la APO dentro de los ciento ochenta (180) días naturales siguientes a la fecha en que la presunta ocurrencia discriminatoria. Para obtener más información, o para obtener un Formulario de Reclamo por Discriminación del Título VI, por favor, dirígete al [Sitio web de la APO de Saint Cloud](http://www.stcloudapo.org) (www.stcloudapo.org) o puedes ver una copia en nuestra oficina en 1040 County Road 4, Saint Cloud, MN 56303.

Title II 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. This notification has been translated into Somali and Spanish to assist in informing LEP populations in accordance with the Safe Harbor Provision.

The Saint Cloud Area Planning Organization (APO) hereby gives public notice that it is the policy of the APO to fully comply with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Rehabilitation Act) and related statutes and regulations in all programs and activities. Title II of the Americans with Disabilities Act (ADA) requires all state and local government agencies to take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. 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 should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available as a reasonable modification for persons with disabilities upon request. Complaints should be submitted by the complainant and/or his/her/their designee as soon as possible but no later than sixty (60) calendar days after the alleged discriminatory occurrence and should be filed with the APO's Executive Director. For more information, or to obtain a Discrimination Complaint

Form, please see the [Saint 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.

Somali Translation:

Hay'adda Qorsheynta ee Saint Cloud Area Organisation (APO) waxay siisaa ogeysiis dadweyne inay tahay siyaasada APO inay si buuxda ugu hoggaansanto Sharciga Naafada Mareykanka ee 1990 (ADA) iyo Sharciga Baxnaaninta 1973 (Sharciga Baxnaaninta) iyo qawaaniinta iyo qawaaniinta la xiriira Dhammaan barnaamijyada iyo nashaadaadka. Qodobka II ee Sharciga Naafada Mareykanka (ADA) wuxuu u baahan yahay dhammaan hay'adaha gobolka iyo kuwa maxalliga ah inay qaadaan tillaabooyinka ku habboon si loo hubiyo in xiriirka lala yeesho codsadaayaasha, ka qeybgalayaasha, iyo xubnaha bulshada naafada ah ay u la mid yihiin sida xiriirka lala yeesho kuwa kale. Qof kasta oo aaminsan inuu ka xanaaqay fal sharci darro ah oo takooris ah oo ay sameysay APO wuxuu xaq u leeyahay inuu dacwad rasmi ah u gudbiyo APO, MnDOT, ama US DOT. Cabasho kasta oo noocan oo kale ahi waa inay ahaataa mid qoraal ah oo ay kujirto macluumaad ku saabsan takoorida la soo sheegay sida magaca, cinwaanka, taleefan lambarka cabashada, iyo goobta, taariikhda, iyo faahfaahinta dhibaataada. Hab kale oo lagu xareeyo cabashada, sida wareysiyada shaqsiyeed ama cajalad duuban cabashada, ayaa loo heli doonaa sidii wax looga badali karo macquul ahaan dadka naafada ah markii la codsado. Ashtakooyinka waa in ay soo gudbiyaan cabashada iyo / ama wakiilkiisa / wakiilkiisa sida ugu dhakhsaha badan ee suurtoogalka ah laakiin aan ka dambayn lixdan (60) maalmood taariikhi ah ka dib dhacdada la xiriirta midab kala sooca waana in lagu fayl gareeyaa Agaasimaha Fulinta APO. Macluumaad dheeri ah, ama si aad u hesho Foomka Cabashada Kala-Takoorida, fadlan eeg bogga internetka ee 'Cloud Cloud APO' (www.stcloudapo.org) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

Spanish Translation:

La Organización de Planificación del Área de Saint Cloud (APO en inglés) da un aviso público con la presente de que es política de la APO el cumplir plenamente con la Ley sobre los Estadounidenses con Discapacidad de 1990 (ADA en inglés) y con la Ley de Rehabilitación de 1973 (Ley de Rehabilitación) y con los estatutos y reglamentos en todos los programas y actividades. El Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990 (ADA en inglés) requiere que todas las agencias de gobierno estatales y locales tomen las medidas adecuadas para asegurar que la comunicación con los aplicantes, participantes y miembros del público con discapacidades sea tan efectiva como la comunicación con otros. Cualquier persona que cree que Cualquier persona que cree que ha sido perjudicada por una práctica discriminatoria ilegal por la APO tiene el derecho de presentar un reclamo formal con la APO MnDOT o U.S. DOT. Cualquiera de estos reclamos debe ser por escrito y debe contener información sobre la presunta discriminación tales como el nombre, la dirección, el número de teléfono del denunciante, y la ubicación, la fecha y la descripción del problema. Los medios alternativos de presentar un reclamo, tales como una entrevista personal o una grabación de audio del reclamo, estarán disponibles como una modificación razonable para las personas con discapacidades a petición. Los reclamos deben ser presentados por el denunciante y/o su persona designada tan pronto como sea posible pero no más tarde de sesenta (60) días naturales después de la presunta ocurrencia discriminatoria y deben ser presentados

ante el Director Ejecutivo de la APO. Para obtener más información, o para obtener un Formulario de Reclamo por Discriminación, por favor, dirígete al [Sitio web de la APO de Saint Cloud](http://www.stcloudapo.org) (www.stcloudapo.org) o puedes ver una copia en nuestra oficina e 1040 County Road 4, Saint Cloud, MN 56303.

Agenda and Website Accessibility Notice

The following paragraph is found:

- On the bottom of every agenda distributed to the public by the APO.
- On the APO's website under the [Get Involved](https://stcloudapo.org/get-involved/) (https://stcloudapo.org/get-involved/) dropdown.
- Displayed at the APO Office near the desk of the administrative assistant and within the APO's conference room.
- Displayed near the sign-in form at all in-person meetings and in-person engagement events.

This notification has been translated into Somali and Spanish to assist in informing LEP populations in accordance with the Safe Harbor Provision.

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, Title II of 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 or at admin@stcloudapo.org at least seven (7) days in advance of the meeting.

Somali Translation:

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu si buuxda u waafaqsanahay Cinwaanka VI ee Xuquuqda Xuquuqda Rayidka ee 1964, Cinwaanka II ee Sharciga Naafada Mareykanka ee 1990, Amarka Fulinta 12898, Amarka Fulinta 13116 iyo qawaaniinta iyo qawaaniinta la xiriira. APO waa u furan tahay dhammaan dadka awooda oo dhan. Qofka u baahan dib-u-habeyn ama dejin, caawimaad gargaar ah, adeegyo turjumaad, adeegyo turjubaan, iwm, si uu uga qeyb galo kulan dadweyne, oo ay ku jiraan helitaanka ajendahaan iyo / ama ku lifaaqan qaab kale, ama luqadda fadlan la xiriir APO. 320-252- 7568 ama at admin@stcloudapo.org ugu yaraan toddobo (7) maalmood kahor kulanka.

Spanish Translation:

La Organización de Planificación del Área de Saint Cloud (APO en inglés) cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, con el Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990), de la Orden Ejecutiva 12898, de la Orden Ejecutiva 13116 y los estatutos y reglamentos relacionados. La APO es accesible para todas las personas de todas las capacidades. Una persona que requiere una modificación o acomodación, ayudas auxiliares, servicios de traducción, servicios de interpretación, etc., para poder participar en una reunión pública, incluyendo recibir esta agenda y/o archivos adjuntos en un formato o idioma

alternativo, por favor, contacta a la APO al número de teléfono 320-252-7568 o al admin@stcloudapo.org al menos siete (7) días antes de la reunión.

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](https://bit.ly/38kwkov) (<https://bit.ly/38kwkov>) 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 Title VI/Title II

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.
- Saint Cloud State University American Indian Center.
- C.A.R.E. Team SCSU.

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.
- Place of Hope Ministries.

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.
- City of Saint Cloud Aging Services.

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 Metro Bus.
- Greater St. Cloud Development Corp.
- Saint Cloud Rotaract.

This list will be updated and expanded as needed.

If you or an organization you are associated with would like to be added to the APO's interested stakeholder list, please provide your name and contact information to APO staff electronically (admin@stcloudapo.org), by phone (320-252-7568), or in-person/by mail at 1040 County Road 4, St. Cloud, MN 56303.

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.

8 - 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-factor LEP analysis which considers the following factors:

1. The number or proportion of persons with limited English language proficiency in the Saint Cloud MPA 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-factor analysis is in the following section.

Meaningful Access: Four-Factor Analysis

Factor 1: Demography

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.

Of note, the most complete set of data provided is the 2011-2015 ACS Five Year Estimates.

The U.S. Census Bureau 2011-2015 ACS Five Year Estimates have determined 10,491 individuals within the Saint Cloud APO planning area over age 5 speak a language other than English at home. That is equivalent to 8.5% of the population age 5 and older. Of this, the ACS data has estimated 3,922 of those individuals – or 3.2% of the population over 5 years of age – speak English less than “very well”. This is below both the state’s (4.4%) and nation’s (8.6%) thresholds for people who speak English less than “very well.”

Geographic Area	2015 ACS Population	2015 Population (5+) Who Speak English Less Than “Very Well”	Percent of Total Population
United States	269,603,003	25,410,766	8.6%
Minnesota	5,069,910	224,803	4.4%
Saint Cloud MPA	122,849	3,922	3.2%

Figure 47: A geographic breakdown of the 2015 population over age 5 who speak English less than “very well.” Data courtesy of the 2011-2015 American Community Survey Five Year Estimates.

Among persons speaking English “less than very well” within the MPA, the most common languages according to the ACS data are African languages (1,501 people or 1.2%); Spanish or Spanish Creole (880 people or 0.7%); and Vietnamese (439 people or 0.4%).

U.S. DOT has adopted the Safe Harbor Provision which outlines circumstances that can provide a “safe harbor” for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision applies to eligible LEP language groups that constitute 5% or 1,000 persons, whichever is less of the total population of persons eligible to be served or likely to be affected or encountered.

Based on the 5% or 1,000 person rule, African languages falls under the Safe Harbor Provision. In consultation with the Saint Cloud area’s urban transit provider, Saint Cloud Metro Bus, it was determined that Somali was the African language they commonly observe among their LEP transit users.

Factor 2: Frequency

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.

However, the APO does have the following paragraph translated into Somali and Spanish to assist in informing LEP populations in accordance with the Safe Harbor Provision.

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, Title II of 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 or at admin@stcloudapo.org at least seven (7) days in advance of the meeting.

Somali Translation:

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Spanish Translation:

La Organización de Planificación del Área de Saint Cloud (APO en inglés) cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, con el Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990), de la Orden Ejecutiva 12898, de la Orden Ejecutiva 13116 y los estatutos y reglamentos relacionados. La APO es accesible para todas las personas de todas las capacidades. Una persona que requiere una modificación o acomodación, ayudas auxiliares, servicios de traducción, servicios de interpretación, etc., para poder participar en una reunión pública, incluyendo recibir esta agenda y/o archivos adjuntos en un formato o idioma alternativo, por favor, contacta a la APO al número de teléfono 320-252-7568 o al admin@stcloudapo.org al menos siete (7) días antes de la reunión.

This paragraph is found:

- On the bottom of every agenda distributed to the public by the APO.
- On the APO's website under the [Get Involved](https://stcloudapo.org/get-involved/) (<https://stcloudapo.org/get-involved/>) dropdown.
- Displayed at the APO Office near the desk of the administrative assistant and within the APO's conference room.
- Displayed near the sign-in form at all in-person meetings and in-person engagement events.

Factor 3: Importance

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. The organization uses a continuous, comprehensive, and cooperative planning process that identifies the region's transportation needs and sets priorities for the future.

Based off the 2011-2015 ACS Five-Year Estimates, approximately 91.5% of the Saint Cloud MPA population over the age of 5 speaks only English. Of the remaining 8.5% of the population that speaks a language other than English, 5.3% can speak English well and 3.2% speak English less than very well. As stated above, a sizable portion of the MPA's population who speaks English "less than very well" speak an African language.

The APO Policy Board, staff, and contractors are most likely to contact persons with limited English language proficiency through public meetings and other general public involvement opportunities.

While involvement in APO planning activities by citizens is voluntary and not considered a vital, immediate, or emergency direct service, the APO is committed to ensuring all persons interested in APO activities have equal and equitable access to do so.

As stated in Chapter 3, the APO's goals for public involvement include:

1. Opportunities for Involvement: Provide early, accessible, and continuous opportunities for public involvement from a diversity of stakeholders and interested public.
2. Access to Information: Provide reasonable public access to technical and policy information used in the development of plans and projects.

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

In pursuit of these goals, the APO is committed to ensuring materials are accessible to those whose who speak English "less than very well." Outlined in Chapter 7, the APO provides notice to the public of how translation and/or interpretive services can be provided to review APO documents (including agendas) and participate in APO planning activities.

The APO also evaluates the impacts of proposed transportation investments on historically underrepresented populations as part of the planning and programming process consistent with Title VI, Executive Order 12898, and other Federal guidance. The impacts of Federally-funded transportation investments in the Saint Cloud MPA are monitored and assessed annually in the APO's TIP. Chapter 6 provides this specific analysis on the APO's most recent, Federally-approved TIP.

Factor 4: Resources

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. Please see Appendix G for a sample listing of available resources.

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 from 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 notify and identify a person with limited English language proficiency who needs language assistance by:

- Posting notice in a conspicuous and accessible place in the APO office 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.
- Posting the APO's LEP plan on the APO website.
- Greeting visitors and participants as they arrive at the APO office or APO-sponsored meetings or events. By informally engaging participants in conversation or by using language identification cards, it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be available at the time, it will help identify future needs.
- 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 F 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.

Language Assistance Measures

Although there is a low percentage of individuals in the Saint Cloud MPA 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 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.

Additionally, the APO includes the following paragraph – which is translated into both Somali and Spanish in accordance with the Safe Harbor Provision – at the bottom of every agenda distributed to the public by the APO; on the APO’s website under the [Get Involved](https://stcloudapo.org/get-involved/) (<https://stcloudapo.org/get-involved/>) dropdown; displayed at the APO office near the desk of the administrative assistant and within the APO’s conference room; and displayed near the sign-in form at all in-person meetings and in-person engagement events:

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, Title II of 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 or at admin@stcloudapo.org at least seven (7) days in advance of the meeting.

Somali Translation:

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu si buuxda u waafaqsanahay Cinwaanka VI ee Xuquuqda Xuquuqda Rayidka ee 1964, Cinwaanka II ee Sharciga Naafada Mareykanka ee 1990, Amarka Fulinta 12898, Amarka Fulinta 13116 iyo qawaaniinta iyo qawaaniinta la xiriira. APO waa u furan tahay dhammaan dadka awooda oo dhan. Qofka u baahan dib-u-habeyn ama dejin, caawimaad gargaar ah, adeegyo turjumaad, adeegyo turjubaan, iwm, si uu uga qeyb galo kulan dadweyne, oo ay ku jiraan helitaanka ajendahaan iyo / ama ku lifaaqan qaab kale, ama luqadda fadlan la xiriir APO. 320-252- 7568 ama at admin@stcloudapo.org ugu yaraan toddobo (7) maalmood kahor kulanka.

Spanish Translation:

La Organización de Planificación del Área de Saint Cloud (APO en inglés) cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, con el Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990), de la Orden Ejecutiva 12898, de la Orden Ejecutiva 13116 y los estatutos y reglamentos relacionados. La

APO es accesible para todas las personas de todas las capacidades. Una persona que requiere una modificación o acomodación, ayudas auxiliares, servicios de traducción, servicios de interpretación, etc., para poder participar en una reunión pública, incluyendo recibir esta agenda y/o archivos adjuntos en un formato o idioma alternativo, por favor, contacta a la APO al número de teléfono 320-252-7568 o al admin@stcloudapo.org al menos siete (7) días antes de la reunión.

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. Please see Appendix G for a sample listing of available resources. [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. 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 APO will take steps to ensure staff has appropriate training and resources available to assist LEP individuals. The following training will be provided to all staff on an annual basis and upon new hire employee orientation:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services available and offered to the public.
- Use of the "I Speak" cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

Appendix H identifies the LEP training and certificate of completion along with the LEP training log. This training log is incorporated into the SEP annual report. By developing the certification and log, the APO will easily identify that it is compliant with training on an annual basis.

Contractors/Consultants

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 450.336](https://www.ecfr.gov/current/title-23/chapter-I/subchapter-B/part-450/subpart-1/section-450.336) (<https://bit.ly/2uQ1xIE>). 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

The APO will make good faith efforts to notify the public that a LEP plan and language assistance is available through the following means:

- Post signs at conspicuous and accessible locations notifying persons with limited English language proficiency of the LEP Plan and how to access language services in languages LEP persons would understand.
- 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 ATAC meetings.

9 - 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.



Figure 48: APO staff members doing a presentation for members of the Policy Board in March 2020.

APPENDIX A: ASSURANCES

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. § 6101 *et seq.*) – prohibits discrimination on the basis of age.
- Americans with Disabilities Act of 1990, 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, or national origin 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 Assurance Attachments 1 and 5 of this Assurance in every contract or agreement subject to the Acts and Regulations.
4. The Recipient will insert the clauses of Assurance Attachment 2 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 Assurance Attachments 3 and 4 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.

Mayor Rick Miller
Chair, Saint Cloud APO Policy Board

Date

Assurance Attachment 1

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 E, 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 through six 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.

Assurance Attachment 2

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.)

Assurance Attachment 3
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.)

Assurance Attachment 4

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.)

Assurance Attachment 5

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 – as implemented by 49 C.F.R. § 21.1 *et seq.* and 49 C.F.R. § 303.
- 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, (102 Stat. 28.), (*"....which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964."*).
- 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 Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. 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 you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*) as implemented by 49 C.F.R. § 25.1 *et seq.*

APPENDIX B

Title VI Complaint Procedure and Form

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 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 C 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 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's subrecipients (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 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 60 calendar days from the date the original complaint was received by the APO.
8. The APO acknowledges receipt of the allegation(s) within 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 FHWA Division Office and/or FTA Region 5 Office, with a copy to MnDOT within 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.

SAINT CLOUD AREA PLANNING ORGANIZATION TITLE VI COMPLAINT FORM

The Saint Cloud Area Planning Organization (APO) assures that no person shall, on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259) be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any agency-sponsored program or activity.

An individual, or his/her/their representative, who believes that he/she/they has been subject to discrimination prohibited by Title VI and other nondiscrimination provisions, has a right to file a complaint. Complaints need to be filed within 180 calendar days of the alleged occurrence.

Personal Information

(Type or write the requested information below)

Name:

Address:

Phone Number:

Preferred Email:

Preferred Method of Contact:

Best Time to Contact You:

Are you filing this complaint on your own behalf?

☐ Yes

☐ No

*If you answered **YES** to the last question, please go to the next section. If not, please answer the next three questions.*

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 part if you are filing on behalf of a third party.

☐ Yes

☐ No

Basis of the Discrimination

I believe the discrimination I experienced was based on (check all that apply):

☐ Race

☐ Disability

☐ Color

☐ Income Status

☐ National Origin

☐ Other (please explain) Click or tap here to enter text.

☐ Sex

☐ Age

Have you previously filed a Title VI complaint with this agency (Yes or No)?

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

*If you answered **YES** to the last question, please complete the following information. If not, please go to the next section.*

Where has this complaint been filed? Please check all that apply AND provide the name of the respective agency/court in which you have filed.

☐ 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:

Phone:

Information of Agency or Contractor that Allegedly Discriminated

Date discrimination occurred:

Name of agency/contractor complaint is against:

Agency/contractor address:

Name(s) and job title(s) of individual(s) who allegedly discriminated:

Tell Us What Happened

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).

What is Your Desired Outcome?

Briefly explain how you would like this matter resolved.

Verification

By signing this document, I, the submitter for this form, warrant the truthfulness of the information provided.

Signature:

Date:

Please submit this form in person or 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

Notice of Rights

The purpose and intended use of the requested information is to assist APO staff and designees to evaluate and respond to accessibility concerns regarding APO building facilities, programs, or services.

Authorized persons or agencies with whom this information may be shared include APO officials, staff or designee(s).

Furnishing the above information is voluntary, but refusal to supply the requested information will mean APO staff may be unable to respond to or evaluate your request.

Complaints filed with the Federal Highway Administration

Discrimination complaints based on race, color, national origin, may be filed with the Federal Highway Administration's Office of Civil Rights via phone at 202-366-0693 or via email at fhwa.titlevicomplaints@dot.gov. Complaints can also be filed via U.S. Mail to:

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

The complaint must be filed, in writing, no later than 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.

Habka Cabashada Cinwaanka VI iyo Foomka Baaxadda Cabashada Cinwaanka VI

Baaxadda cinwaanka Cinwaanka VI wuxuu daboolayaa dhammaan howlaha APO ee dibedda. Saamaynta xun ee ka dhalata cabashooyinka Cinwaanka VI waxay ka soo bixi karaan ilo badan, oo ay ku jiraan xayeysiinta, iibinta, iyo qandaraasyada.

Dacwaduhu waxay ka imaan karaan shakhsiyaad ama shirkado sheeganaya inayna u tartami karin ama ay qandaraas la galaan shirkadda APO ee keenida alaabada iyo / ama adeegyada. Tusaalooyinka waxaa ka mid ah xayeysiinta soo jeedinta; U qalmitaan ama shahaadooyin; Soo jeedinno iyo abaalmarinno; Xulista qandaraasleyaal, qandaraasleyaal, alaab-qeybiyeyaal iyo qalab, lesone-yaasha, iibiyaasha, lataliyayaasha, qiimeeyeyaasha, jaamacadaha, iwm.

Cabashadu waxay ka imaan kartaa natijada saamaynta mashruuca ee shakhsiyaadka ama kooxaha. Tusaale ahaan, bulshada iyo dhaqaalaha, taraafikada, buuqa, tayada hawada, galaangalka, shilalka, iyo ku guul darreysiga joogteynta xarumaha.

Habka Cabashada Rasmiga ah ee VI

Nidaamka APO Cinwaanka VI wuxuu xaqiijinayaa inuusan qof ama koox dad ah, iyadoo sabab looga dhigaayo midab, midab, ama asal qaran, laga reebi doonin ka qeybqaadashada, loo diidi doonin faa'iidooyinka, ama haddii kale lagu qaadi karin takooris barnaamij kasta iyo dhammaan barnaamijyada. , adeegyada, ama nashaadaadyada ay maamusho APO, kuwa qaata, kuwa qaata-hoosaadka, iyo qandaraasleyaasha. Intaas waxaa sii dheer, Amarka Fulinta 12898 (Caddaaladda Deegaanka) ayaa mamnuuca takoorka ku saleysan heerka dakhliga.

APO waxay adeegsanaysaa faahfaahinta soo socota, habsocodyada gudaha ee si dhakhso leh looga baaraandegayo dhammaan cabashooyinka Cinwaanka VI ee ay toos u hesho. Nidaamyadan waxaa ka mid ah laakiin aan ku xaddidnayn:

1. Qof kasta ama koox shaqsiyadeed oo rumeysan inay ka xanaaqeen fal sharci darro ah oo ku saabsan takooris sharci daro ah cinwaanka Cinwaanka VI ayaa shaqsiyan, ama loo mari karaa wakiil sharci oo sharciyeysan, sameysan kara oo saxeexa cabashada una gudbin kara cabashada APO. Eedeymaha la helay ma aha inay isticmaalaan ereyada furaha 'cabasho,' 'xuquuqda madaniga,' 'takooris', ama u dhigma u dhow. Waa ku filan tahay haddii eedeymaha noocaas ah ay muujinayaan nooc kasta oo ka mid ah ula dhaqanka aan kala sooc lahayn ee mid ama in ka badan oo ka mid ah barnaamijyada APO ee loogu talagalay in loo tixgeliyo loona socodsiiyo sidii eedayn ku saabsan dhaqan xumeyn.
2. Cabashada waa in la gudbiyaa, qoraal ahaan, ugu dambeyn 180 maalmood kalandar taariikhda takoorida la sheegay. Foomka Cabashada Cinwaanka ee APO waa in la adeegsadaa. Nuqul foomkan ah waxaa laga heli karaa Lifaafa C ee dukumiintigan.
3. Dacwada waxaa sidoo kale lagu xareyn karaa Xafiiska Xuquuqda Aadanaha ee Federal Highway Administration (FHWA's) ee Xuquuqda Madaniga taleefanka 202-366-0693 ama emaylka fhwa.titlevicomplaints@dot.gov. Cabashooyinka waxaa sidoo kale lagu xareyn karaa boostada Mareykanka illaa: Maamulka Wadada Sare ee Federalka, Waaxda Gaadiidka ee Mareykanka, Xafiiska Xuquuqda Madaniga, 1200 New Jersey Avenue SE, 8th Floor E81-105, Washington, DC 20590. Cabashada waa in la fayl gareeyaa ugu dambeyn 180 Maalmo kadib taariikhda takoorida la sheegtey, haddii aan waqtiga la fayl gareynin uusan sii kordhin Xoghayaha Xoghayaha DOT Mareykanka.
4. Isla markiiba, markay helaan cabashada Cinwaanka VI, APO waxay go'aansan doontaa hal tallaabo. Koorsooyinka suurta galka ah ee ficiil waxaa ka mid ah:
 - Cabashooyinka cinwaanka VI ee loo gudbiyey APO waxaa loo gudbiyaa MnDOT si loo socodsiiyo. MnDOT waxay u sheegtaa xafiiska Qaybta Minnesota FHWA cabashada.
 - Dacwadaha cinwaanka 'VI' ee laga xareeyay qiimeeyayaasha APO (tusaale ahaan, qandaraasleyaasha, qandaraasleyaasha, alaabada iyo qalabka, soosaarayaasha, iibiyayaasha, lataliyayaasha, qiimeeyayaasha, jaamacadaha, iwm.) Waxaa maamuleysa APO iyadoo la raacayo habraaca cabashooyinka la oggolaaday ee US DOT. MnDOT waxaa loo heli karaa in lagu bixiyo caawimaad.
 - i. Nuqul ka mid ah cabashada, oo ay weheliso nuqul ka mid ah warbixinta APO ee baaritaanka iyo talooyinka, ayaa loo gudbiyaa US DOT gudaheeda 60 maalmood laga bilaabo taariikhda cabashada ay heshay APO.
 - ii. Nuqul ah cabashada, oo ay weheliso nuqul ka mid ah warbixinta APO ee baaritaanka iyo talo soo jeedinta, waxaa la siiyaa xafiiska MnDOT ee Xuquuqda Madaniga, MS 170, 395 John Ireland Blvd., St. Paul, MN 55155, ujeedooyin macluumaad keliya.
 - iii. Xafiiska Qaybta FHWA ee Minnesota ayaa sameeya go'aanka hay'adda ugu dambaysa.

5. APO waxay dib-u-eegeysaa oo go'aamisaa tallaabada ku habboon ee la xiriirta cabasho kasta. APO waxay kugula talineysaa FHWA Minnesota Division Office, oo nuqul la siinayo MnDOT, inaysan sii wadin ama sii wadin baaritaanka cabashada haddii:

- Dacwada ayaa wajigeeda, iyada oo aan loo qalmin.
- Isla eedeymaha iyo arrimaha cabashada waxaa looga hadlay baaritaan dhowaan la xiray ama go'aanadii maxkamadda federaalka ee hore.
- Diidmada cabashadda ama qaybta dhaawacday diidmada wadashaqaynta (ay ka mid tahay diidmada bixinta rukhsadda siidaynta ama aqoonsigeeda) ayaa suurta gal ka dhigtay in baadhitaan dheeraad ah la sameeyo.

6. Haddii baaritaan la bilaabay, APO ayaa go'aamisa habka baaritaanka iyo cidda qaban doonta baaritaanka.

7. Howlaha baaritaanka oo dhan, oo ay ku jiraan gudbinta warbixintii ugu dambeysay ee baaritaanka iyo talooyinka xafiiska FHWA Minnesota Division Office, oo ay nuqul u tahay MnDOT, waa in lagu qabtaa muddo aan ka badneyn 60 maalmood taariikhda taariikhda taariikhda. Ashtakadii asalka ahayd waxaa heshay APO.

8. APO waxay qiraysaa in la helay eedeynta (yada) 10 maalmood gudahood. Cabashada waxaa la ogeysiinayaa talaabada la soo jeediyay in la qaado si looga baaraandego eedeynta (yaasha). Warqadda ogeysiiska waxaa ku jira:

- Aasaaska dacwada.
- Qoraal kooban oo eedeynta (yada) ah oo ay APO awood u leedahay.
- Qoraal kooban oo ku saabsan xaddiga awoodda APO ee ku saabsan qaataha si loo baaro kuwa raacsan; Iyo
- Tilmaam marka labada dhinac lala xiriiri doono.
- Waxay kuxirantahay nooca cabashada, cabashada waxaa loo gudbin doonaa waxyaabaha soo socda si go'aanka kama dambeysta ah:

i. Xafiiska Qeybta FHWA ee Minnesota

ii. Waaxda Caddaaladda Mareykanka (DOJ)

9. APO waxay sidoo kale ogaysiineysaa FHWA Minnesota Division Office iyo / ama FTA Gobolka 5 Office, oo ay nuqul la leedahay MnDOT 10 maalmood gudahood laga bilaabo maalinta la helo eedeymaha. Macluumaadka soo socda waxaa lagu soo dallacsiiyay ogeysiiska loo yaqaan US DOT:

- Magaca, cinwaanka, iyo nambarka taleefoonka cabashada.
- Magaca (yada) iyo cinwaanka (yada) dadka lagu eedeeyay inay ku lug lahaayeen falka.
- Asalka takoorida la sheegay (i.e., midabka, midabka, asalka wadanka).

- Taariikhda ficillada (yada) la sheegtey ee takooridda.
- Taariikhda cabashada ay heshay APO.
- Qoraal kooban oo ku saabsan nooca cabashada.
- Hay'ado kale (Federaal, gobol, ama deegaan) oo cabashada la xareeyay.
- Sharaxaad ku saabsan tillaabooyinka ay APO soo jeedisay in la qaado si loo xalliyo arrimaha cabashada.

10. Baadhitaanku wuxuu ka kooban yahay qoto-dheer, wareysi shaqsiyeed ee lala yeesho qofka dacwoonaya. Macluumaadka lagu soo uruuriyay wareysiga waxaa ka mid ah laakiin aan ku xaddidnayn: aqoonsashada cabasho kasta ee isir, midab, asal qaran; Magaca cabashada; Warbixin dhammaystiran oo ku saabsan nooca cabashada, oo ay ku jiraan magacyada, taariikhaha, meelaha, iyo dhacdooyinka cabashada; Taariikhda cabashada la xareeyay; Iyo wixii macluumaad kale ee la xiriira ee baaraha (yaasha) ay dareemaan inay ku habboon yihiin cabashada. Wareysiga (yaasha) waxaa lagu duubi doonaa cajalad maqal ah ama baaraha wax qora. Baadhuhu (hayada) ayaa u habeeya qofka cabanaya inuu akhriyo, u sameeyo isbeddelo muhiim ah, oo uu saxeexo qoraalka wareysiga ama qoraalada wareysiga.

11. Ka dib wareysiyada, baaraha (yaasha) ayaa sameynaya warbixin baaritaanka iyo talooyinka ku saleysan xaqiiqada. Warbixinta waxaa ku jira natiijooyinka baaraha (baaraha), gunaanadyada la xiriira arin kasta ee cabashada lagu soo qaado, iyo talooyinka talaabada sixitaanka. Warbixintu waa dukumiinti ugu dambaysay ee uu diyaariyay baarayaasha (yaasha). Ficiil kasta oo kale oo la qaado natiijada natiijada baaraha iyo gabagabadiisa waa mas'uuliyada maaraynta APO.

12. Qofka cabanaya wuxuu helaa warqad ka socota APO oo faahfaahinaysa natiijooyinka iyo wixii talooyin ah ee ku saabsan tallaabada sixitaanka ee la qaadayo iyadoo lagu saleynayo xaqiiqada. Dhamaan arrimaha cabashada ayaa laga hadlay. Qofka cabashada sameynaya waxaa la ogeysiinayaa in go'aanka ugu dambeeyo uu gaarayo Qeybta FHWA Minnesota Division Office.

13. APO waxay u gudbisaa warbixinta baaritaanka iyo talooyinka xafiiska FHWA Minnesota Division Office, oo ay nuqul ka tahay MnDOT. Marka lagu daro warbixinta waa koobiga cabashada, nuqulada dhammaan dukumiintiyada la xiriira cabashada, taariikhda cabashada la xareeyay, taariikhda baaritaanka la dhameeyay, iyo macluumaad kasta oo la xiriira.

14. Xafiiska Qaybta FHWA ee Minnesota ayaa sameeya go'aanka hay'adda ugu dambayska ah.

URURKA QORSHAYNTA DEEGAANKA EE SAINT CLOUD

FORMKA CIWANKA CABASHADDA VI

Ururka Qorsheynta Deegaanka ee Saint Cloud (APO) wuxuu dammaanad qaadayaa in qofna uusan ku saleysanayn sinji, midab, ama asal qaran sida uu soo saaray cinwaanka VI ee Xuquuqda Rayidka ee 1964 iyo Sharciga Soo-celinta Xuquuqda Madaniga ee 1987 (PL 100.259) In laga reebaa kaqeybgalka, loo diido faa'iidooyinka, ama haddii kale takooris lagula kaco barnaamij kasta oo ay magic hayad ku soo qabanqaabiso ama waxqabad.

Shakhsiga, ama wakiilkiisa / wakiiladooda, oo aaminsan in isaga / iyada / lagula kacay takoorid ay mamnuucday Cinwaanka VI iyo qodobbada kale ee takoorida, waxay xaq u leeyihiin inay fayl garaystaan cabasho. Cabashooyinka ayaa loo baahan yahay in lagu xareeyo 180 maalmood gudahood laga bilaabo maalinta la sheegay inay dhacday.

Warbixin shaqsiyeed

(Ku qor macluumaadka la codsaday hoos)

Magaca:

Cinwaanka:

Lambarka taleefanka:

Email la doorbiday:

Habka Xiriirka La Doorbidayo:

Waqtiga ugu Fiican ee lagula Soo Xiriiryo:

Miyaad adiga laftaada xereyneysaa ashtakadan?

O Haa

O Maya

Haddii aad ku jawaabtay HAA su'aasha ugu dambaysa, fadlan tag qaybta xigta. Haddii kale, fadlan ka jawaab saddexda su'aalood ee soo socda.

Magaca:

Fadlan sheeg magaca iyo xiriirka qofka aad ka cabanayso:

Fadlan sharax sababta aad u xaraysay qolo saddexaad:

Fadlan xaqiiji inaad heshay rukhsadda qaybta cabashada haddii aad gudbineyso adigoo ku matalaya dhinac saddexaad.

Haa

Maya

Aasaaska Takoorka

Waxaan rumeysanahay takoorka aan la kulmay inuu ku saleysan yahay (calaamee dhamaan inta quseysa):

☐ *Jinsiyad*

☐ *Midab*

☐ *Asalka Qaranka*

☐ *Jinsi*

☐ *Da 'da*

☐ *Naafanimada*

☐ *Xaaladda Dakhliga*

Mid kale (fadlan sharrax) Guji ama dhagsii halkan si aad u qorto qoraalka.

Miyaad horay ugu gudbisay hay'ada 'cinwaankq VI (haa ama Maya) '?

Miyaad gudbisay cabashadan mid kale oo ah Federaal, Gobol, ama hay'ad maxalli ah, ama maxkamad federaal ama Gobol kasta (Haa ama Maya)?

*Haddii aad ku jawaabtay **HAA** su'aasha ugu dambeysa, fadlan buuxi macluumaadka soo socda. Haddaysan ahayn, fadlan tag qaybta xigta*

Halkee laga gudbiyay cabashadan? Fadlan calaamee dhamaan inta quseysa oo soo sheeg magaca hayada / maxkamadda oo aad ka xareysay.

Hay'adda Federaalka.

☐ Maxkamadda Federaalka.

Wakaaladda Gobolka.

☐ Maxkamadda Gobolka.

☐ Hay'adda Maxalli ah.

Fadlan bixi macluumaad ku saabsan qofka lala xiriirayo ee wakaaladda / maxkamadda halka cabashada laga xareeyay.

Magaca:

Cinwaanka:

Cinwaanka Hay'adda:

Telefoon:

Macluumaadka Hay'adda ama Qandaraaslaha ee la tagooray

Taariikh takoorid dhacday:

Magaca hay'adda / qandaraaslaha cabashada ay ka soo horjeedda:

cinwaanka Hay'adda / qandaraaslaha:

Magac(yada) iyo shaqada nooca(yada) shaqsiyaadka (shakhsiyaadka) ee la sheegay in la takooro:

Noo sheeg waxa dhacay

U sharax sida ugu macquulsan wixii dhacay iyo sababta aad u aaminsan tahay in lagu faquuqay. Qeex dhammaan dadka ku lugta lahaa. Ku dar magaca iyo macluumaadka la xiriira ee qofka (dadka) ku takooray (haddii la yaqaan) iyo sidoo kale magacyada iyo macluumaadka xiriirka goobjooge kasta. Haddii boos dheeraad ah loo baahan yahay, fadlan ku soo lifaaq xaashi (yada) dheeraad ah.

Waa maxay Natiijada aad U Baahantahay?

Si kooban u sharax sida aad jeceshahay in arintan loo xaliyo.

Xaqiijinta

Saxiixida dukumintigan, Aniga, soo-gudbiyaha foomkan, waxaan dammaanad ka qaadayaa runta in macluumaadka la bixiyay.

Saxiixa

Taariikhda

Fadlan ku soo gudbi foomkan shaqsi ahaan ama adreska hoosta ku yaal, ama iimayl ugu dir foomkan:

Ururka Qorsheynta ee Degmada Saint Cloud

Isuduwaha cinwaanka VI

1040 County Wadada 4

Saint Cloud, MN 56303

Xuquuqda Ogeysiista

Ujeedada iyo adeegsiga loogu talagalay macluumaadka la codsaday ayaa ah in laga caawiyo shaqaalaha APO iyo dadka loo xushay si ay u qiimeeyaan ugana jawaabaan walaacyada marin u helka la xiriira tas-hiilaadka dhismayaasha APO, barnaamijyada, ama adeegyada.

Dadka idman ama wakaaladaha laga yaabo inay la wadaagaan macluumaadkan waxaa ka mid ah saraakiisha APO, shaqaale ama qof loo xilsaaray.

Soo gudbinta macluumaadka kore waa ikhtiyaari, laakiin diidmada bixinta macluumaadka la codsaday waxay la macno tahay in shaqaalaha APO ay awoodi waayaan inay ka jawaabaan ama qiimeeyaan dalabkaaga.

Dacwadaha waxaa laga gudbiyay Maamulka Wadada Sare ee Federaalka

Cabashooyinka takoorida ee ku saleysan isirka, midabka, halka asal ahaan ka soo jeedaan, waxaa laga xareyn karaa Xafiiska Xuquuqda Aadanaha ee 'Federal Highway Maamulka' Xafiiska Xuquuqda Madaniga taleefanka 202-366-0693 ama emayl ku soo dir fhwa.titlevicomplaints@dot.gov. Cabashooyinka waxaa sidoo kale lagu xareyn karaa boostada Mareykanka ..

Maamulka Wadooyinka Faderaalka

Waaxda Gaadiidka Mareykanka

Xafiiska Xuquuqda Madaniga

1200 Wadada New Jersey, SE

Dabaqa 8aad E81-105

Washington, DC 20590

Dacwada waa in la gudbiyaa, qoraal ahaan, ugu dambeyn 180 maalmood kadib taariikhda takoorida la sheegay, ilaa waqtiga xereynta uusan kordhinin Xoghayaha Waaxda Gaadiidka Mareykanka.

Procedimiento de Reclamo y Formulario del Título VI

Alcance de los Reclamos del Título VI

El alcance del Título II cubre todas las actividades externas de APO. Los efectos adversos que resultan en los reclamos del Título VI pueden surgir de muchas fuentes, incluyendo la publicidad, la licitación y los contratos.

Los reclamos pueden originar de individuos o firmas que alegan la incapacidad de competir para, o de obtener un contrato con, la APO para el suministro de bienes y/o servicios. Los ejemplos incluyen la publicidad para propuestas; precalificación o calificación; propuestas y premios; selección de los contratistas, de los subcontratistas, de los proveedores de materiales y equipos, de los arrendadores, de los vendedores, de los consultores, de los tasadores de tarifas, de las universidades, etc.

Los reclamos pueden originarse como resultado de impactos del proyecto en individuos o grupos. Por ejemplo, sociales y economía, tráfico, ruido, calidad del aire, acceso, accidentes y la incapacidad para mantener instalaciones.

Procedimiento de Reclamo Formal del Título VI

La Política del Título VI de la APO asegura que ninguna persona o grupo de personas, por motivos de raza, color o nacionalidad, podrá quedar excluida de la participación en, se le podrán negar los beneficios de, o de algún modo podrá ser objeto de discriminación en virtud de cualquiera y todos los programas, servicios o actividades administradas por la APO, por sus receptores, sus subreceptores y sus contratistas. Por otra parte, la Orden Ejecutiva 12898 (Justicia Ambiental) prohíbe la discriminación basada en el nivel de ingresos.

La APO usa los siguientes procedimientos internos detallados para un rápido procesamiento de todos los reclamos del Título VI recibidos directamente por ellos. Estos procedimientos incluyen, pero no se limitan a:

1. Cualquier persona o grupo de personas que creen que han sido perjudicadas por una práctica discriminatoria ilegal con arreglo al Título VI de la Ley de Derechos Civiles puede, de manera individual o a través de un representante autorizado legalmente, hacer y firmar un reclamo y presentar el reclamo con la APO. Las alegaciones recibidas no tienen que usar las palabras clave "reclamo", "derechos civiles", "discriminación", o sus equivalentes más cercanos. Es suficiente si tal alegación implica cualquier forma de tratamiento inequitativo en uno o más de los programas de la APO para que sea considerada y procesada como una alegación de una práctica discriminatoria.
2. El reclamo debe ser presentado por escrito no más tarde de 180 días después de la fecha en que ocurrió la presunta discriminación. El Formulario de Reclamo del Título VI de la APO debe ser usado. Una copia de este formulario puede ser encontrada en el Anexo C de este documento.
3. El reclamo también puede ser presentado ante la Oficina de Derechos Civiles de la Administración Federal de Carreteras (FHWA) por teléfono al número 202-366-0693 o por email a fhwa.titlevicomplaints@dot.gov. Los reclamos también pueden ser

enviados a través del Correo Postal de los Estados Unidos a: Federal Highway Administration, U.S. Department of Transportation, Office of Civil Rights, 1200 New Jersey Avenue SE, 8th Floor E81-105, Washington, D.C. 20590. El reclamo debe ser no más tarde de 180 días después de la fecha en que ocurrió la presunta discriminación, a menos que el momento para hacer la presentación sea extendido por la Secretaría del Departamento de Transporte de los Estados Unidos de América.

4. De inmediato, a la recepción de un reclamo del Título VI, la APO determinará un plan de acción. Los planes de acción posibles incluyen:
 - Los reclamos del Título VI presentados contra la APO se remiten al MnDOT para ser procesados. El MnDOT le notifica a la Oficina de la División de Minnesota de la FHWA sobre el reclamo.
 - Los reclamos del Título VI presentados contra los subreceptores de la APO (por ejemplo, contratistas, subcontratistas, proveedores de materiales y equipos, arrendadores, vendedores, tasadores de tarifas, universidades, etc.) son procesados por la APO de acuerdo con los procedimientos de reclamos aprobados por el U.S. DOT. El MnDOT se encuentra disponible para prestar asistencia.
 - i. Una copia del reclamo, junto con una copia del informe de la APO y las recomendaciones, se remiten al U.S. DOT dentro de los 60 días siguientes a que el reclamo sea recibido por la APO.
 - ii. Una copia del reclamo, junto con una copia del informe de la investigación de la APO y las recomendaciones, serán entregadas a la Oficina de Derechos Civiles del MnDOT en MS 170, 395 John Ireland Blvd., St. Paul, MN 55155, sólo para fines informativos.
 - iii. La Oficina de la División de Minnesota de la FHWA Minnesota toma la decisión final de la agencia.
5. La APO revisa y determina la acción apropiada con respecto a cada reclamo. La APO le recomendará a la Oficina de la División de la FHWA, con una copia al MnDOT, no seguir adelante con o continuar la investigación de un reclamo si:
 - El reclamo, a primera vista, carece de fundamento.
 - Las mismas alegaciones y problemas del reclamo han sido tratados en una investigación recientemente cerrada o por la decisión previa del tribunal federal.
 - La negativa del denunciante o de la parte perjudicada a cooperar (incluyendo la negativa a dar permiso para revelar su identidad) ha hecho que sea imposible investigar más a fondo.
6. Si se debe iniciar una investigación, la APO determinará el método de investigación y quién va a llevar a cabo la investigación.
7. Todo el proceso de investigación, incluyendo la presentación del informe final de la investigación y las recomendaciones para la Oficina de la División de Minnesota de la FHWA, junto con una copia para el MnDOT, debe llevarse a cabo en un período que no exceda los 60 días naturales a partir de la fecha en que el reclamo original fue recibido por la APO.
8. La APO reconoce la recepción de las alegaciones dentro de los 10 días hábiles siguientes. Al denunciante se le notifica sobre la acción propuesta que debe llevarse a cabo para proceder con las alegaciones. La carta de notificación contiene:
 - La base para el reclamo.

- Una breve declaración de las alegaciones sobre la cual tiene jurisdicción la APO.
 - Una breve declaración de la jurisdicción de la APO sobre la recepción para investigar del denunciante; y
 - Un indicio de cuándo las partes serán contactadas.
 - Dependiendo de la naturaleza del reclamo, el reclamo será remitido para una decisión final a los siguientes organismos:
 - i. Oficina de la División de Minnesota de la FHWA
 - ii. Departamento de Justicia de los Estados Unidos de América (DOJ)
9. La APO también le notifica a la Oficina de la División de Minnesota de la FHWA y/o la Oficina de la Región 5 de FTA, junto con una copia para el MnDOT dentro de los 10 días naturales siguientes de la recepción de las alegaciones. La siguiente información está incluida en la notificación al U.S. DOT:
- Nombre, dirección y número de teléfono del denunciante.
 - Nombre(s) y dirección(es) de las presuntas personas que han estado involucradas en este acto.
 - Base de la presunta discriminación (por ejemplo, raza, color, nacionalidad).
 - Fecha de los presuntos actos discriminatorios.
 - Fecha en que el reclamo fue recibido por la APO.
 - Una declaración breve con respecto a la naturaleza del reclamo.
 - Otras agencias (federal, estatal o local) ante las cuales ha sido presentado el reclamo.
 - Una explicación de las acciones que la APO propone tomar para resolver los problemas planteados en el reclamo.
10. La investigación consiste en una entrevista personal a fondo con el denunciante o denunciantes. La información recogida en esta entrevista incluye, pero no se limita a: la identificación de cada denunciante por raza, color, nacionalidad; el nombre del denunciante; una declaración completa con respecto a la naturaleza del reclamo, incluyendo nombres, fechas, lugares e incidentes en el reclamo; la fecha en que el reclamo fue presentado; y cualquier otra información pertinente que el investigador sienta que es relevante para el reclamo. La entrevista o entrevistas son grabadas, ya sea con una cinta de audio o con la toma de notas por parte del investigador. El investigador se encarga de que el denunciante lea, haga los cambios necesarios y firma la transcripción de la entrevista o las notas de la entrevista.
11. Siguiendo las entrevistas, el investigador desarrolla un informe de la investigación y las recomendaciones basado en los hechos. El informe contiene los hallazgos y las conclusiones con respecto a cada problema planteado en el reclamo, y las recomendaciones para las acciones correctivas. El informe es el último documento preparado por el investigador. Cualquier otra acción tomada como resultado de los hallazgos y las conclusiones del investigador son la responsabilidad de la administración de la APO.
12. El denunciante recibe una carta de la APO detallando los hallazgos y cualquier recomendación para las acciones correctivas que serán tomadas basadas en los hechos. Todos los problemas en el reclamo son examinados. Al denunciante se le informa que la determinación final es hecha por la Oficina de la División de Minnesota de la FHWA.

13. La APO le remite el informe de la investigación y las recomendaciones a la Oficina de la División de Minnesota de la FHWA, junto con una copia al MnDOT. Incluida con el informe hay una copia del informe, copias de toda la documentación pertinente para el reclamo, la fecha en que el reclamo fue presentado, y cualquier otra información pertinente.
14. La Oficina de la División de Minnesota de la FHWA toma la decisión final de la agencia.

ORGANIZACIÓN DE PLANIFICACIÓN DEL ÁREA DE SAINT CLOUD TÍTULO VI FORMULARIO DE RECLAMOS

La Organización de Planificación del Área (APO en inglés) de Saint Cloud asegura que ninguna persona, por motivos de raza, color o nacionalidad según lo dispuesto por el Título VI de la Ley de Derechos Civiles de 1964 y de la Ley de Restauración de Derechos Civiles de 1987 (PL 100.259), podrá quedar excluida de la participación en, se le podrán negar los beneficios de, o de algún modo podrá ser objeto de discriminación en virtud de cualquier programa o actividad patrocinados por la Agencia.

Un individuo, o su representante, que cree que él/ella/ellos han sido víctimas de una discriminación prohibida por el Título VI y por otras disposiciones sobre la no discriminación, tiene el derecho de presentar un reclamo. Los reclamos deben ser presentados dentro de los 180 días naturales siguientes a la presunta ocurrencia.

Información Personal

(Escribe la información solicitada abajo en letras legibles)

Nombre:

Dirección:

Número de Teléfono:

Email Preferido:

Método de Contacto Preferido:

Mejor Momento para Contactarte:

¿Estás llenando este reclamo en tu propio nombre?

☐ Sí

☐ No

*Si tu respuesta a la última pregunta fue **SÍ**, por favor, dirígete a la siguiente sección. Si no, por favor, responde las siguientes tres preguntas.*

Por favor, proporciona el nombre y la relación con la persona por la cual estás haciendo el reclamo:

Por favor, explica por qué has hecho la presentación por un tercero:

Por favor, confirma que has obtenido el permiso de la parte perjudicada si estás presentando este reclamo en nombre de un tercero.

☐ Sí

☐ No

Base de la Discriminación

Yo creo que la discriminación que sufrí se basó en (marca todas las que apliquen):

☐ Raza

☐ Discapacidad

☐ Color

☐ Nivel de Ingresos

☐ Nacionalidad

☐ Otro (por favor, especifica) Haz clic o toca aquí para escribir.

☐ Sexo

☐ Edad

¿Has presentado anteriormente un reclamo del Título VI con esta agencia (Sí o No)?

¿Has presentado este reclamo con cualquier otra agencia Federal, Estatal o local, o con cualquier tribunal Federal o Estatal (Sí o No)?

*Si tu respuesta a la última pregunta fue **SÍ**, por favor llena la siguiente información. Si no, por favor, dirígete a la siguiente sección.*

¿Dónde ha sido presentado este reclamo? Por favor, marca todas las que aplican Y proporciona el nombre de la respectiva agencia/tribunal donde lo has presentado.

☐ Agencia Federal.

☐ Tribunal Federal.

☐ Agencia Estatal.

☐ Tribunal Estatal.

☐ Agencia Local.

Por favor, proporciona la información sobre una persona de contacto en la agencia/tribunal donde el reclamo fue presentado.

Nombre:

Título:

Dirección de la Agencia:

Teléfono:

Información de la Agencia o Contratista que Presuntamente Discriminó

Fecha en que la discriminación ocurrió:

Nombre de la agencia/contratista en contra de quién es el reclamo:

Dirección del organismo/contratista:

Nombre(s) y título(s) de trabajo del individuo o individuos que presuntamente discriminaron:

Cuéntanos lo que sucedió

Explica de la manera más clara posible lo que sucedió y por qué crees que fuiste víctima de discriminación. Describe a todas las personas que estuvieron involucradas. Incluye los nombres y la información de contacto del programa o de los programas y/o de la persona o de las personas que te discriminó/discriminaron (si lo conoce), así como también los nombres y la información de contacto de cualquier testigo. Si necesitas espacio adicional, por favor, adjunta la(s) hoja(s) extra.

¿Cuál es tu resultado deseado?

Explica de manera breve cómo te gustaría que se resolviera este problema.

Verificación

Al firmar este documento, yo, la persona que presente este formulario, garantizo la veracidad de la información proporcionada.

Firma:

Fecha:

Por favor, presenta este formulario en persona o en la dirección mencionada abajo, o envía este formulario a:

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

Notificación de Derechos

El propósito y el uso previsto para la información solicitada es de ayudar al personal y a las personas designadas de APO a evaluar y responder a los problemas de accesibilidad con respecto a las instalaciones de edificios, programas o servicios de APO.

Las agencias o personas autorizadas con quienes esta información puede ser compartida incluye a los oficiales, el personal o las personas designadas de APO.

Suministrar la información solicitada arriba es de carácter voluntario, pero negarse a proporcionar la información solicitada significa que el personal de APO puede ser incapaz de responder o evaluar tu solicitud.

Los reclamos presentados con la Administración Federal de Carreteras
Los reclamos por discriminación basados en la raza, color o nacionalidad pueden ser presentados con la Oficina de Derechos Civiles de la Administración Federal de Carreteras por teléfono al número 202-366-0693 o por email al fhwa.adacomplaints@dot.gov. Los reclamos también pueden ser enviados a través del Correo Postal de los Estados Unidos a:

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

El reclamo debe ser presentado por escrito no más tarde de 180 días después de la fecha en que ocurrió la presunta discriminación, a menos que el momento para hacer la

presentación sea extendido por la Secretaría del Departamento de Transporte de los Estados Unidos de América.

APPENDIX C

Title II Grievance Procedure and Form

Scope of Title II Complaints

The scope of Title II covers all external APO activities. As a planning organization, the primary ways in which the APO interacts with the public is through the development of planning studies, and Board and Committee meetings which are open to the public.

During the development of planning studies, the public may be asked to review documents or other materials pertinent to the study and then provide their comments, ideas, and feedback to the APO staff. It is important that the materials provided be accessible to all citizens, and that the mechanism(s) by which the public provide their feedback also be accessible. Examples may include the need to mail out physical copies of a document to those who do not have access to the internet, getting documents and materials translated to other languages as needed, ensuring that documents and materials have enough contrast to be visible and that text fonts are not so small or complex as to be difficult to read, and providing a variety of methods by which the public can provide their feedback.

When deliberative and/or decision-making meetings are open to the public, it is important that the meeting locations are physically accessible, such as having ramps or lifts as an alternative to stairs, having doorways meeting ADA width standards, the presence of accessible restrooms, and aisles that are wide enough to accommodate wheelchairs and power chairs. It is also important that the information be presented in ways that are accessible, which may include the need for live interpretive services, having assistive listening devices available, and using high-contrast text on presentation slides.

An individual who believes that he/she/they or a specific class of individuals has been subjected to discrimination on the basis of disability by a public entity may, by himself/herself/theirself or by an authorized representative, file a complaint.

ADA Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Rehabilitation Act). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Saint Cloud Area Planning Organization (APO). This Grievance Procedure does not explain the process for employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or tape recording of the complaint, will be made available as a reasonable modification for persons with disabilities upon request. Please contact the APO's Executive Director to request a reasonable modification of this grievance procedure.

The complaint should be submitted by the complainant and/or his/her/their designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

Saint Cloud Area Planning Organization
Title II Coordinator
1040 County Road 4

Saint Cloud, MN 56303
320-252-7568

The APO Executive Director will promptly confirm receipt of the complaint and provide suggested times to discuss the complaint and possible resolutions with the complainant. The suggested times provided by the APO Executive Director will fall within 15 calendar days of receipt of the complaint. Within 15 calendar days of discussing the complaint and possible resolutions with the complainant, the APO Executive Director will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. This written response will take one of two forms:

1. Substantive Written Response: If the APO has been able to gather sufficient information, the written response will explain the position of the APO and offer options for substantive resolution of the complaint.
2. Interim Written Response: The APO will provide for prompt and equitable resolution of complaints alleging violations of the ADA and/or Rehabilitation Act. Sometimes, equitable resolutions of a complaint will require investigation that takes more time. If the APO has not been able to gather sufficient information within 15 calendar days of contacting the complainant, the written response will explain what additional information the APO is still attempting to gather and will provide an estimate of the time it will take for the APO to provide a substantive written response explaining its position. When an interim written response is provided, the APO will promptly follow up at a later date with a substantive written response explaining the position of the APO and offering options for substantive resolution of the complaint.

Appeal of substantive written response: If the substantive written response by the APO Executive Director explaining the position of the APO and offering options for substantive resolution of the complaint does not satisfactorily resolve the issue, the complainant and/or his/her/their designee may appeal the decision. Appeals must be received by the APO no later than 18 calendar days of the date the substantive written response was mailed, emailed, or faxed. Appeals will be heard by the Federal Highway Administration (FHWA) Minnesota Division Office. Appeal requests must be mailed to:

Minnesota Division
Federal Highway Administration
380 Jackson Street, Suite 500
St. Paul, MN 55101

Alternative means of making an appeal request, such as a phone call, personal interview, or a tape recording, will be made available as a reasonable modification upon request.

As part of the appeals process individuals involved in the initial investigation are not part of the final determination except to provide clarifying information regarding the initial investigation process.

Within 15 calendar days after receipt of the appeal, the FHWA representative will contact the complainant to discuss the appeal request and possible resolutions. Within 15 calendar days after the FHWA representative contacts the complainant, they will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

SAINT CLOUD AREA PLANNING ORGANIZATION TITLE II COMPLAINT FORM

The Saint Cloud Area Planning Organization (APO) assures that no person shall, on the grounds of disability as provided by Title II of the Americans with Disabilities Act (ADA) of 1990 or Section 504 of the Rehabilitation Act of 1973 be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any agency-sponsored program or activity.

An individual, or his/her/their representative, who believes that he/she/they has been subject to discrimination prohibited by Title II and other nondiscrimination provisions, has a right to file a complaint. Complaints need to be filed within 60 calendar days of the alleged occurrence.

Personal Information

(Type or write the requested information below)

Name:

Address:

Phone Number:

Preferred Email:

Preferred Method of Contact:

Best Time to Contact You:

Are you filing this complaint on your own behalf?

☐ Yes

☐ No

*If you answered **YES** to the last question, please go to the next section. If not, please answer the next three questions.*

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 part if you are filing on behalf of a third party.

☐ Yes

☐ No

Information of Agency, or Contractor that Allegedly Discriminated

Date discrimination occurred:

Name of agency/contractor complaint is against:

Agency/contractor address:

Name(s) and job title(s) of individual(s) who allegedly discriminated:

Tell Us What Happened

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 program(s) and/or 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).

Verification

By signing this document, I, the submitter for this form, warrant the truthfulness of the information provided.

Signature:

Date:

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

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

Notice of Rights

The purpose and intended use of the requested information is to assist APO staff and designees to evaluate and respond to accessibility concerns regarding APO building facilities, programs, or services.

Authorized persons or agencies with whom this information may be shared include APO officials, staff or designee(s).

Furnishing the above information is voluntary, but refusal to supply the requested information will mean APO staff may be unable to respond to or evaluate your request.

Complaints filed with the Federal Highway Administration

Discrimination complaints based on race, color, national origin, may be filed with the Federal Highway Administration's Office of Civil Rights via phone at 202-366-0693 or via email at fhwa.adacomplaints@dot.gov. Complaints can also be filed via U.S. Mail to:

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

The complaint must be filed, in writing, no later than 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.

Complaints filed with the Minnesota Department of Human Rights

Discrimination complaints based on disability may be filed with the Minnesota Department of Human Rights. Complaint forms can be accessed online at <https://mn.gov/mdhr/intake/consultationinquiryform/> or complainants may call 1-833-454-0148 to speak with an investigator.

Habka Cabashada Cinwaanka II iyo Foomka

Baaxadda Cabashada Cinwaanka II

Baaxadda Cinwaanka II ayaa ka hadlayaa dhammaan howlaha APO ee dibedda. Urur qorshayn ahaan, dariiqooyinka ugu horreeya ee ay APO la macaamilaan dadweynaha waa iyada oo loo marayo horumarinta daraasadaha qorshaynta, iyo kulamada guddiga shirka guddigana wuu u furan yahay dadweynaha.

Inta lagu gudajiro samaynta daraasadaha qorshaynta, dadweynaha waxaa laga codsan karaa inay dib u eegaan dokumentiyada ama agabyada kale ee ku habboon daraasadda ka dibna ay ka dhiiban karaan ra'yigooda, fikradahooda, iyo jawaab-celinta shaqaalaha APO. Waa muhiim in agabyada la soosaaray ay noqdaan kuwo ay heli karaan dhammaan muwaadiniinta, iyo in farsamooyinka (yada) ay dadweynuhu ku bixiyaan jawaab-celinta ay sidoo kale noqdaan kuwo la heli karo. Tusaalooyinka waxaa ka mid noqon kara baahida loo qabo in la diro nuqulada jirka ee dukumintiga kuwa aan marinin internetka, helitaanka dukumiintiyada iyo qalab loogu tarjumay luqado kale markii loo baahdo, iyadoo la hubinayo in dukumiintiyada iyo alaabada ay leeyihiin isbarbardhig ku filan oo la arki karo iyo qoraalka qoraalka mana aha kuwo aad u yar ama aad u adag tahay in la akhriyo, iyo bixinta habab kala duwan oo dadweynuhu ku bixin karaan jawaab-celintooda.

Markay tahay wax fidin iyo / ama kulamada go'aan qaadashadu ay u furan yihiin dadweynaha, waxaa muhiim ah in meelaha lagu kulmo ay yihiin kuwo jir ahaan la heli karo, sida lahaanshaha isboorista ama wiishashka bedelka jaranjarada, yeelashada halbeega ballaarinta cabirka ADA, joogitaanka musqulaha la heli karo, iyo jaranjarooyin ballaadhan oo ku habboon oo lagu qaadi karo kuraasta curyaamiinta iyo kuraasta awoodda. Waxa kale oo muhiim ah in macluumaadka lagu soo bandhigo qaabab la heli karo, oo ay ka mid noqon karto baahida adeegyada turjumaanka tooska ah, helitaanka aaladda dhegeysiga caawimaadda leh, iyo adeegsiga qoraalka isbarbar dhiga ee bogagga bandhigga.

Qofka aaminsan in isaga / iyada ama koox gaar ah oo shakhsiyaad ah ay hey'ad dowladeed ku kacday takoor ku saleysan naafanimada darteed, iskiis / nafteeda / iskood ama wakiil ah ayaa u dacwoon kara.

Habka Cabashada ee ADA

Hannaanka cabashada waxaa loo aasaasay inuu buuxiyo shuruudaha Sharciga Naafada Mareykanka ee 1990 (ADA) iyo Sharciga Dhaqancelinta 1973 (Sharciga Baxnaaninta). Waxaa adeegsan kara qof kasta oo raba inuu fayl garaysto cabasho ku saabsan kalasooc ku saleysan naafanimada xagga bixinta adeegyada, nashaadaadka, barnaamijyada, ama gargaarada ay bixiso Ururka Qorsheynta ee Degmada Cloud Cloud (APO). Hannaanka cabashada ma sharraxayo habka loo maro cabashooyinka la xiriira shaqada ee takoorka naafanimada.

Dacwada waa inay ahaataa mid qoraal ah oo ay kujirto macluumaad kusaabsan takoorida laqarayo sida magaca, cinwaanka, nambarka taleefoonka cabashada iyo goobta, taariikhda, iyo sharaxa dhibaataada. Hab kale oo lagu xareeyo cabashada, sida wareysiyada shaqsiyeed ama cajalad duuban cabashada, waxaa loo heli doonaa sidii wax looga badali karo macquul

ahaan dadka naafada ah markii la codsado. Fadlan la xiriir Agaasimaha Fulinta ee APO si aad u codsato wax ka beddel macquul ah oo ku saabsan nidaamkan cabashada.

Cabashada waa in ay soo gudbiyaa dacwoodaha iyo / ama wakiilkiisa / wakiilkiisa sida ugu dhaqsaha badan, laakiin aan ka dambayn 60 maalmood kalandarka kadib xadgudubka la sheegay in:

Ururka Qorsheynta ee Degmada Saint Cloud

Isuduwaha Cinwaanka II

1040 County Wadada 4 aad

Saint Cloud, MN 56303

320-252-7568

Agaasimaha Fulinta APO ayaa si dhakhso leh u xaqiijin doona helitaanka cabashada oo bixin doona wakhtiyo la soo jeediyay si looga wada hadlo cabashada iyo xallinta suurtagalnimada cabashada. Waqtiyada la soo jeediyey ee uu soo bandhigo Agaasimaha Fulinta APO wuxuu dhici doonaa 15 maalmood gudahood taariikhda helitaanka cabashada. Muddo 15 maalmood gudahooda ah markii laga doodayo cabashada iyo xallinta suurta galnimada cabashooyinka, Agaasimaha Fulinta APO wuxuu kaga jawaabayaa qoraal, iyo meeshii ku habboon, qaab loo heli karo cabashada, sida daabacaadda weyn, Braille, ama cajalad maqal ah. Jawaabta qoran waxay ka qaadan doontaa laba qaab midkood:

1. Jawaab Qoraal ah oo la taaban karo: Haddii APO ay awood u yeelato inay aruuriso macluumaad ku filan, jawaabta qoran waxay sharxi doontaa mowqifka APO waxayna soo bandhigeysaa xulashooyinka xallinta cabashada.
2. Jawaabta Qoraalka ee Ku-meelgaadhka ah: APO waxay bixin doontaa xallin deg deg ah oo loo siman yahay ee cabashooyinka ku saabsan ku xadgudubka sharciga ADA iyo / ama Sharciga Baxnaaninta. Mararka qaarkood, xallinta caddaalad ee cabashada waxay u baahan doontaa baaritaan waqti badan qaata. Haddii APO aysan awoodin inay aruuriso macluumaad ku filan 15 maalmood gudahooda markay la soo xiriirtay cabashada, jawaabta qoran waxay sharxi doontaa wixii macluumaad dheeri ah ee APO ay wali isku dayeyso inay soo aruuriso waxayna bixin doontaa qiyaasta waqtiga ay ku qaadaneysa APO inay Bixiyaan jawaab celin macno leh oo sharraxaysa mawqifkeeda. Markii la bixiyo jawaab qoraal ku-meel-gaar ah, APO waxay si dhakhso leh ula socon doontaa taariikh dambe iyada oo jawaab celin la taaban karo ay sharxi doonto booska APO oo ay soo bandhigi doonto xulashooyinka xallinta cabashada.

Rafcaan ka qaadashada jawaab celin macquul ah: Haddii jawaabcelin macquul ah oo qoraal ah oo ka timaado Agaasimaha Fulinta APO ee sharraxay mowqifka APO iyo bixinta xulashooyinka xallinta cabashadda uusan si buuxda u xallin karin arrinta, cabashadaha iyo / ama wakiilkiisa / wakiilkiisa ayaa rafcaan ka qaadan kara go'aanka. Rafcaannada waa in ay helaan APO ugu dambeyn 18 maalmood taariikhda taariikhda jawaabta qoran ee muhiimka ah lagu diray boostada, emailka, ama fakis lagu diro. Rafcaannada waxaa dhegeysan doona

Waaxda Fudud ee Maamulka Dhexe ee FHWA (FHWA) Qeybta Minnesota. Codsiyada rafcaanka waa in loo diraa:

Qeybta Minnesota

Maamulka Wadooyinka

Faderaalka 380 Jackson Street,

Suite 500

St. Paul, MN 55101

Hab kale oo lagu codsado codsi rafcaan, sida wicitaan taleefanka, wareysiga shaqsiyeed, ama duubista cajalad lagu duubo, ayaa loo heli doonaa sidii wax looga badali karo macquul ahaan markii la codsado.

Iyada oo qayb ka ah nidaamka rafcaanka shaqsiyaadka ku lug leh baaritaanka bilowga ah kama tirsana go'aanka kama dambeysta ah marka laga reebo in la bixiyo macluumaad caddeyn ah oo la xiriira geedi socodka baaritaanka bilowga ah.

Muddo 15 maalmood gudahooda kadib helista rafcaanka, wakiilka FHWA wuxuu la xiriiri doonaa qofka cabanaya si uu ugala hadlo codsiga rafcaanka iyo xalka suurtagalka ah. Muddo 15 maalmood gudahooda kadib marka wakiilka FHWA uu la xiriiro cabashooyinka, waxay kaga jawaabi doonaan qoraal, iyo meeshii ku habboon, qaab loo heli karo dacwoodaha, oo lagu xallinayo cabashada ugu dambaysa.

FOOMKA QORSHAYAASHA CABASHADA EE QAYBTA II EE AAGGA SAINT CLOUD

Ururka Qorsheynta ee Degmada Cloud Cloud (APO) wuxuu dammaanad qaadayaa in qofna sababi karin naafanimada darteed sida uu soo saaray cinwaanka II ee Sharciga Naafada Mareykanka (ADA) ee 1990 ama Qeybta 504 ee Sharciga Dhaqancelinta ee 1973 laga reebay ka qeybgalka , loo diido dheefaha, ama haddii kale laguula kacay takooris barnaamij kasta oo ay soo qaban-qaabisay hay'ad ama hawlo.

Shakhsiga, ama wakiilkiisa / wakiiladooda, oo aaminsan in isaga / iyada / ay ku muteysteen takoorid mamnuuc ka ah cinwaanka II iyo qodobada kale ee takoorida, waxay xaq u leeyihiin inay dacwad ka xareeyaan. Dacwooyinka waxaa loo baahan yahay in lagu xereeyo 60 maalmood gudahooda markay dhacdo dhacday.

Warbixin shaqsiyeed

(Ku qor ama ku qor macluumaadka la codsaday hoosta)

Magaca:

Cinwaanka:

Lambarka taleefanka:

Email la doorbiday:

Habka Xiriirka La Doorbidayo:

Waqtiga ugu Fiican ee Iagula Soo Xiriiryo:

Miyaad adiga laftaada xereyneysaa ashtakadan?

☐ Haa

☐ Maya

Haddii aad ku jawaabtay HAA su'aasha ugu dambeysa, fadlan u gudub qeybta xigta Haddii aysan ahayn, fadlan ka jawaab

Fadlan sheeg magaca iyo xiriirka qofka aad u dacwoonayso:

Fadlan sharax sababta aad ugu buuxisay qolo saddexaad:

Fadlan xaqiiji inaad heshay rukhsadda qaybta xanaaqday haddii aad buuxinayso

☐ Haa

☐ Maya

**Macluumaadka Hay'adda, ama Qandaraasleheel Jeediyay Takoorida
Taariikhda Midab Takoorida**

**Macluumaadka Hay'adda, ama Qandaraasleheel Jeediyay Takoorida
Taariikhda Midab Takoorida**

Magaca hay'adda / qandaraaslaha cabashada ayaa ka soo horjeedda:

Hay'adda / qandaraaslaha cinwaanka:

Magacyada iyo cinwaanada shaqada ee shakhsiyaadka la sheegay in la takooro:

Noo sheeg waxa dhacay

U sharax sida ugu macquulsan wixii dhacay iyo sababta aad u aaminsan tahay in laguula dhaqmay. Qeex dhammaan dadka ku lugta lahaa. Ku dar magaca iyo macluumaadka lala xiriirayo ee barnaamijka (yada) iyo / ama shakhsiyaadka (dadka) ku takooray adiga (haddii la yaqaan) iyo sidoo kale magacyada iyo macluumaadka xiriirka goobjooge kasta. Haddii boos dheeraad ah loo baahan yahay, fadlan ku soo lifaaq xaashiyaha (yada) dheeraad ah.

xaqiiqsasho.

Saxiixida dukumintigan, Aniga, soo-gudbinta foomkan, waxaan dammaanad ka qaadayaa runta in macluumaadka la bixiyay.

Saxeex:

Taareekh:

Fadlan ku soo gudbi foomkan shaqsi ahaan ama adreska hoosta ku yaal, ama u dir foomkan:

Ururka Qorsheynta ee Degmada Cloud Cloud

Isuduwaha Cinwaanka II

1040 County Wadada 4

Saint Cloud, MN 56303

Ogeysiiska Xuquuqda

Ujeedada iyo adeegsiga loogu talagalay macluumaadka la codsaday ayaa ah in laga caawiyo shaqaalaha APO iyo dadka loo xushay si ay u qiimeeyaan ugana jawaabaan walaacyada marin u helka la xiriira tas-hiilaadka dhismayaasha APO, barnaamijyada, ama adeegyada.

Dadka idman ama wakaaladaha laga yaabo inay la wadaagaan macluumaadkan waxaa ka mid ah saraakiisha APO, shaqaale ama qof loo xilsaaray.

Soo gudbinta macluumaadka kore waa ikhtiyaari, laakiin diidmada bixinta macluumaadka la codsaday waxay la macno tahay in shaqaalaha APO ay awoodi waayaan inay ka jawaabaan ama qiimeeyaan dalabkaaga.

Dacwadaha waxaa laga gudbiyay Maamulka Wadada Sare ee Federaalka

Cabashooyinka takoorida ee ku saleysan isirka, midabka, halka asal ahaan ka soo jeedaan, waxaa laga xareyn karaa Xafiiska Xuquuqda Aadanaha ee 'Federal Highway Maamulka'

Xafiiska Xuquuqda Madaniga taleefanka 202-366-0693 ama iimayl ku soo dir fhwa.adacomplaints@dot.gov. Cabashooyinka waxaa sidoo kale lagu xareyn karaa boostada Mareykanka ..

Maamulka Wadooyinka Faderaalka
Waaxda Gaadiidka Mareykanka
Xafiiska Xuquuqda Madaniga
1200 Wadada New Jersey, SE
Dabaqa 8aad E81-105
Washington, DC 20590

Dacwada waa in la gudbiyaa, qoraal ahaan, ugu dambeyn 180 maalmood kadib taariikhda takoorida la sheegay, ilaa waqtiga xereynta uusan kordhinin Xoghayaha Waaxda Gaadiidka Mareykanka.

Dacwadaha waxaa laga xareeyay Waaxda Xuquuqda Aadanaha ee Minnesota

Cabashooyinka takoorida ee ku saleysan naafanimada waxaa loo gudbin karaa Waaxda Xuquuqda Aadanaha ee Minnesota. Foomamka cabashada waxaa laga heli karaa khadka tooska ah ee <https://mn.gov/mdhr/intake/consultationinquiryform/> ama kuwa cabanaya waxay soo wici karaan 1-833-454-0148 si ay ula hadlaan baaraha.

Procedimiento de Quejas y Formulario del Título II

Alcance de los Reclamos del Título II

El alcance del Título II cubre todas las actividades externas de APO. Como una organización de planificación, las formas principales en que APO interactúa con el público es a través del desarrollo de los estudios de planificación y de las reuniones de la Junta y del comité que se encuentran abiertas al público.

Durante el desarrollo de los estudios de planificación, se le puede pedir al público que revise documentos u otros materiales pertinentes para el estudio, y luego proporcionar sus comentarios, ideas y opiniones al personal de APO. Es importante que los materiales proporcionados sean accesibles para todos los ciudadanos, y que el mecanismo o los mecanismos por medio de los cuales el público proporciona su opinión también sean accesibles. Los ejemplos pueden incluir la necesidad de enviar copias físicas de un documento a aquellas personas que no tienen acceso a internet, hacer que los documentos y materiales traducidos a otros idiomas cuando sea necesario, asegurar que los documentos y los materiales tengan suficiente contraste para ser visibles y que las fuentes de texto no sean tan pequeñas o complejas como para que se dificulte su lectura, y ofrecer una variedad de métodos mediante los cuales el público pueda proporcionar sus opiniones.

Cuando las reuniones deliberativas y/o de tomas de decisiones estén abiertas para el público, es importante que la ubicación de la reunión sea físicamente accesible, por ejemplo: que tenga rampas o ascensores como alternativa a las escaleras, que tenga puertas que estén en cumplimiento con los estándares de anchura de la ADA, la presencia de baños accesibles, y pasillos que sean lo suficientemente amplios para ajustarse a las sillas de ruedas y sillas eléctricas. También es importante que la información se presente en maneras que sean accesibles, lo que puede incluir la necesidad de servicios de interpretación en vivo, tener aparatos de asistencia auditiva disponibles, y usar texto con alto contraste en la presentación de diapositivas.

Un individuo que cree que él/ella/ellos o que una clase específica de individuos ha sido víctima de discriminación en base a la discapacidad por una entidad pública puede, por su propia cuenta o a través de un representante autorizado, presentar un reclamo.

Procedimiento de Quejas de la ADA

Este Procedimiento de Quejas se estableció para cumplir con los requisitos de la Ley sobre los Estadounidenses con Discapacidades de 1990 (ADA en inglés) y de la Ley de Rehabilitación de 1973 (Ley de Rehabilitación). Puede ser usado por cualquier persona que desee presentar un reclamo alegando discriminación basada en discapacidad en la prestación de servicios, actividades, programas o beneficios por la Organización de Planificación del Área de Saint Cloud (APO en inglés). Este Procedimiento de Quejas no explica el proceso para los reclamos relacionados con el empleo de discriminación por discapacidad.

El reclamo debe ser presentado por escrito y debe contener información sobre la presunta discriminación tales como el nombre, la dirección, el número de teléfono del denunciante y la ubicación, la fecha y la descripción del problema. Los medios alternativos para presentar el reclamo, tales como entrevistas personales o grabaciones del reclamo, estarán

disponibles como una modificación razonable para las personas con discapacidades a petición.

El reclamo debe ser presentado por el denunciante y/o su persona designada tan pronto como sea posible, pero no más tardar de 60 días naturales después de la presunta violación, a:

Saint Cloud Area Planning Organization
Title II Coordinator
1040 County Road 4
Saint Cloud, MN 56303
320-252-7568

El Director Ejecutivo de la APO va a confirmar sin demora la recepción del reclamo y va a sugerir un momento para discutir el reclamo y las posibles soluciones con el denunciante. Los momentos sugeridos por el Director Ejecutivo de la APO caerá dentro de los 15 días naturales siguientes a la recepción del reclamo. Dentro de los 15 días naturales siguientes de discutir el reclamo y las posibles soluciones con el denunciante, el Director Ejecutivo de la APO responderá por escrito y, en su caso, en un formato accesible para el denunciante, como usando letras de gran tamaño, braille o cintas de audio. Esta respuesta escrita tomará una de las dos formas siguientes:

1. Respuesta por Escrito Sustantiva: Si la APO ha sido capaz de reunir suficiente información, la respuesta por escrito explicará la postura de la APO y va a ofrecer opciones para una resolución sustantiva del reclamo.
2. Respuesta por Escrito Provisional: La APO va a proporcionar una solución rápida y equitativa de los reclamos por presuntas violaciones de la ADA y/o de la Ley de Rehabilitación. A veces, las soluciones equitativas de un reclamo requerirán una investigación que tome más tiempo. Si la APO no ha sido capaz de recoger suficiente información dentro de los 15 días naturales siguientes de contactar al denunciante, la respuesta por escrito explicará qué información adicional que la APO aún está intentando recoger y proporcionará un estimado del tiempo que le tomará a la APO proporcionar una respuesta por escrito sustantiva explicando su postura. Cuando se proporciona una respuesta por escrito provisional, la APO hará un seguimiento rápido más adelante con una respuesta por escrito sustantiva explicando la postura de la APO y ofreciendo opciones para una solución sustantiva del reclamo.

Apelación a una respuesta por escrito sustantiva: Si la respuesta por escrito sustantiva dada por el Director Ejecutivo de la APO explicando la postura de la APO y ofreciendo opciones para una solución sustantiva del reclamo no resuelve el problema de manera satisfactoria, el denunciante y/o su persona designada puede apelar a la decisión. Las apelaciones deben ser recibidas por la APO no más tarde de los 18 días naturales siguientes de la fecha en que la respuesta por escrito sustantiva fue enviada por correo, por correo o por fax. Las apelaciones serán escuchadas por la Oficina de la División de Minnesota de la Administración Federal de Carreteras (FHWA en inglés). Las solicitudes de apelación deben ser enviadas a:

Minnesota Division
Federal Highway Administration

380 Jackson Street, Suite 500
St. Paul, MN 55101

Los medios alternativos de hacer una solicitud de apelación, tales como una llamada telefónica, una entrevista personal o una grabación de audio, estarán disponibles como una modificación razonable a petición.

Como parte del proceso de apelaciones, los individuos involucrados en la investigación inicial no son parte de la resolución definitiva, excepto para proporcionar información aclaratoria con respecto al proceso inicial de investigación.

Dentro de los 15 días naturales siguientes a la recepción de la apelación, el representante de la FHWA va a contactar al denunciante para discutir la solicitud de apelación y las posibles soluciones. Dentro de los 15 días naturales después de que el representante de la FHWA contacte al denunciante, se responderá por escrito y, en su caso, en un formato accesible para el denunciante, con una solución definitiva del reclamo.

ORGANIZACIÓN DE PLANIFICACIÓN DEL ÁREA DE SAINT CLOUD TÍTULO II FORMULARIO DE RECLAMOS

La Organización de Planificación del Área (APO en inglés) de Saint Cloud asegura que ninguna persona, por motivos de discapacidad según lo dispuesto por el Título II de la Ley sobre Estadounidenses con Discapacidades de 1990 (ADA en inglés) o por la Sección 504 de la Ley de Rehabilitación de 1973, podrá quedar excluida de la participación en, se le podrán negar los beneficios de, o de algún modo podrá ser objeto de discriminación en virtud de cualquier programa o actividad patrocinados por la Agencia.

Un individuo, o su representante, que cree que él/ella/ellos han sido víctimas de una discriminación prohibida por el Título II y por otras disposiciones sobre la no discriminación, tiene el derecho de presentar un reclamo. Los reclamos deben ser presentados dentro de los 60 días naturales siguientes a la presunta ocurrencia.

Información Personal

(Escribe la información solicitada abajo en letras legibles)

Nombre:

Dirección:

Número de Teléfono:

Email Preferido:

Método de Contacto Preferido:

Mejor Momento para Contactarte:

¿Estás llenando este reclamo en tu propio nombre?

☐ Sí

☐ No

*Si tu respuesta a la última pregunta fue **SÍ**, por favor, dirígete a la siguiente sección. Si no, por favor, responde las siguientes tres preguntas.*

Por favor, proporciona el nombre y la relación con la persona por la cual estás haciendo el reclamo:

Por favor, explica por qué has hecho la presentación por un tercero:

Por favor, confirma que has obtenido el permiso de la parte perjudicada si estás presentando este reclamo en nombre de un tercero.

☐ Sí

☐ No

Información de la Agencia o Contratista que Presuntamente Discriminó

Fecha en que la discriminación ocurrió:

Nombre de la agencia/contratista en contra de quién es el reclamo:

Dirección del organismo/contratista:

Nombre(s) y título(s) de trabajo del individuo o individuos que presuntamente discriminaron:

Cuéntanos lo que sucedió

Explica de la manera más clara posible lo que sucedió y por qué crees que fuiste víctima de discriminación. Describe a todas las personas que estuvieron involucradas. Incluye los nombres y la información de contacto del programa o de los programas y/o de la persona o de las personas que te discriminó/discriminaron (si lo conoce), así como también los nombres y la información de contacto de cualquier testigo. Si necesitas espacio adicional, por favor, adjunta la(s) hoja(s) extra.

Verificación

Al firmar este documento, yo, la persona que presente este formulario, garantizo la veracidad de la información proporcionada.

Firma:

Fecha:

Por favor, presenta este formulario en persona o en la dirección mencionada abajo, o envía este formulario a:

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

Notificación de Derechos

El propósito y el uso previsto para la información solicitada es de ayudar al personal y a las personas designadas de APO a evaluar y responder a los problemas de accesibilidad con respecto a las instalaciones de edificios, programas o servicios de APO.

Las agencias o personas autorizadas con quienes esta información puede ser compartida incluye a los oficiales, el personal o las personas designadas de APO.

Suministrar la información solicitada arriba es de carácter voluntario, pero negarse a proporcionar la información solicitada significa que el personal de APO puede ser incapaz de responder o evaluar tu solicitud.

Los reclamos presentados con la Administración Federal de Carreteras
Los reclamos por discriminación basados en la raza, color o nacionalidad pueden ser presentados con la Oficina de Derechos Civiles de la Administración Federal de Carreteras por teléfono al número 202-366-0693 o por email al fhwa.adacomplaints@dot.gov. Los reclamos también pueden ser enviados a través del Correo Postal de los Estados Unidos a:

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

El reclamo debe ser presentado por escrito no más tarde de 180 días después de la fecha en que ocurrió la presunta discriminación, a menos que el momento para hacer la presentación sea extendido por la Secretaría del Departamento de Transporte de los Estados Unidos de América.

Reclamos presentados al Departamento de Derechos Humanos de Minnesota
Los reclamos de discriminación basados en la discapacidad pueden ser presentados con el Departamento de Derechos Humanos de Minnesota. Se puede acceder a los formularios de reclamos online en <https://mn.gov/mdhr/intake/consultationinquiryform/> o los denunciantes puedes llamar al número 1-833-454-0148 para hablar con un investigador.

APPENDIX D

Saint Cloud APO 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 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.

The Saint Cloud APO operates and maintains its social media sites as a way to provide information about APO programs, projects, issues, events, and activities. 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), [surveys](#), and [other public engagement activities](#). Information for social media will be provided in simple, easily understood language.

Social media sites that may be used are (but not limited to): Facebook, YouTube, Instagram, and LinkedIn.

Disclaimer

Comments expressed in this social media plan or on the Saint Cloud APO's social media sites do not necessarily reflect the opinions and positions of the Saint Cloud APO, its individual members, or its administrators, officers, or employees. The Saint Cloud APO reserves the right to remove or hide a comment that is in violation of the APO's policy, without prior notification. The Saint Cloud APO does not endorse any content, viewpoint, product, or service linked from its social media sites and shall not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of shared information.

In addition to information provided by the APO, the social media sites may contain comments and opinions from unrelated third parties which are being provided as a convenience to the public and for informational purposes only. These comments or opinions do not constitute an endorsement or an approval by the APO of any of the views or comments posted on the APO's website. Furthermore, the APO bears no responsibility for the accuracy or legality of these materials.

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.

Internal Terms of Use

Purpose

This document defines the social networking and social media policy for the Saint Cloud Area Planning Organization. To address the fast-changing landscape of the way MPA residents communicate and obtain information online, the APO aims to use social media tools in conjunction with traditional outreach methods to reach a broader audience. The APO encourages the use of social media to further the goals, vision, and mission of the APO. The APO also seeks to maintain immediate, open, honest dialogue with members of the public through the use of social media platforms. This policy establishes guidelines for the use of social media.

Professional Use

All official APO-related communication through social media, Web 2.0 (sites that allow users to interact and collaborate with each other in a social media dialogue as creators of user-generated content in a virtual community), and social networking outlets should remain professional in nature and should always be conducted in a professional manner. Employees must not use official agency social media, Web 2.0, or social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

APO employees should be mindful that inappropriate usage of official agency social media, Web 2.0, and social networking sites can be grounds for corrective action from APO management. Only individuals authorized by the APO Executive Director may publish content to the APO's social media platforms.

Oversight and Enforcement

Employees representing the APO through social media outlets or participating in social media features on agency websites must maintain a high level of ethical demeanor and professional modesty. Failure to do so is grounds for revoking the privilege to participate in APO social media sites or other social media features. Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy; and avoid jargon and obscure terminology. Special care must be used to limit the usage of acronyms.

APO employees recognize the content and messages they post on social media websites are public and may be cited as official statements from the organization and subject to Minnesota Government Data Practices Act.

APO social media sites shall only be used by the organization employees for APO professional use only not for their personal use or for the personal use of the public. APO employees and the public may not publish information on agency social media sites that includes:

- Confidential information.
- Copyright violations.
- Profanity, racist, sexist, or derogatory contents or comments.
- Partisan political views.
- Commercial endorsements.
- Spam comments.

External Terms of Use

Limited Public Forum

All social media sites used by the APO are designated as Limited Public Forums. The APO welcomes a person's right to express their opinion and encourages participants to keep comments relevant to the topic in question. Posting of any content on any social media site used by the APO, by any visitor, follower, subscriber, or fan constitutes acceptance of the terms of use described here in this policy.

Comments and Interactions

Public comments on APO-generated content should be limited to comments related to the posted topic. APO social media channels are not the proper place to express opinions or beliefs not directly related to subjects/areas in which the APO conducts its business (i.e., transportation policies and programs). If comments left on our social media postings are constructive, we view those posts as an opportunity to discuss, clear up misunderstandings, or otherwise work through whatever issues the person is having. We encourage comments on content shared via our social media channels, as all viewpoints are welcome, but citizen participation must be constructive. We reserve the right to make editorial decisions regarding submitted comments, including but not limited to, the removal of comments.

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. 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 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.

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.

User Privacy

The APO does not collect or store the personal information of social media users except when required by law. Social media sites such as Facebook or Twitter may have their own privacy policies that may differ from the APO's.

This policy statement is subject to amendment or modification at any time to ensure its continued use is consistent with its intended purpose. Questions or concerns regarding APO presence on various social media channels should be directed to the APO Executive Director.

APPENDIX E

Event Sign-in Sheet

Form is on the following page



INTERESTED PERSONS LIST

Sign-up to receive periodic updates on transportation issues. The APO will not sell or share your info with anyone else.

Name	City of Residence	Email Address

APPENDIX F

"I Speak" Cards

To be able to communicate with LEP persons, Saint Cloud APO staff will make the following language identification flashcards available at public meetings and other community input events.

Developed by the U.S. Census Bureau, these cards have the phrase, "Mark this box if you read or speak (insert name of language)" translated into 38 languages. They were designed for use by government and nongovernment agencies to identify the primary language of LEP individuals during face-to-face contacts.

Once a language is identified, a relevant point of contact will be notified to assess feasible translation or oral interpretation assistance.

In addition, given the growing population of Somali-language speakers within the APO's planning area, APO staff have also included cards indicating the need for a Somali interpreter as part of the Language Identification Flashcards. This translation was provided by the Minnesota Department of Human Services.

This information can be found on the following pages.

2004 Census Test

United States
Census
2010

LANGUAGE IDENTIFICATION FLASHCARD

☐

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

1. Arabic

☐

Խոսողո՞ւմ ե՞սք նշողո՞ւմ կատարե՞ք այս քանակությունը,
եթե խոսողո՞ւմ կամ կարողո՞ւմ եք հայերեն:

2. Armenian

☐

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

3. Bengali

☐

ល្អបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។

4. Cambodian

☐

Motka i kahhon 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 فارسی بلد هستید، این مربع را علامت بزنید.

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 megérte vagy beszéli 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

<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. Ukrainian
<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

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.

Waxaan u baahnahay turjubaan
Somali ah.

I need a Somali interpreter.

Waxaan u baahnahay turjubaan
Somali ah.

I need a Somali interpreter.

APPENDIX G

Interpretive and Translation Services

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.

As part of the APO's Limited English Proficiency (LEP) Plan, APO staff must retain on file a list of available interpretive and translation services which can be called upon in order to provide the necessary service requested by a person with limited English proficiency.

The following is a list of available resources APO staff can call upon for interpreters and/or translations. Of note, this list is not all encompassing nor does being listed (or not listed) guarantee the APO will utilize these businesses in pursuit of interpreter or translation services.

Interpreter Services

The Bridge World Language Center, Inc.
110 Second Street S
Suite 213
Waite Park, MN 56387
320-259-9239 (8 a.m. to 4:30 p.m. Monday through Friday)
320-260-6572 (after hours)
www.bridgelanguage.com

Language Banc
1625 Park Ave.
Minneapolis, MN 55404
888-588-1904
www.thelanguagebanc.com

Arch Language Network
22 Wilson Ave NE
Suite 19
Saint Cloud, MN 56304
320-200-1100
www.archlanguage.com

Global Translations
913 East Franklin Ave.
Suite 207
Minneapolis, MN 55404
1-877-722-1244 or 612-722-1244
www.globaltranslationss.com

ASL Interpreting Services Inc.
5801 Duluth Street
Suite 106
Minneapolis, MN 55422
763-478-8963
www.aslis.com

Clarity Interpreting Services LLC
1346 West Arrowhead Road
Suite 328
Duluth, MN 55811
218-340-6526
www.clarity4all.com

Intelligere
10000 Highway 55
Suite 400
Plymouth, MN 55441
877-859-8800
www.intelligeresolutions.com

Translation Services
Minnesota Translations
445 Minnesota Street
Suite 1500
St. Paul, MN 55101
651-689-3446
www.minnesotatranslations.com

The Bridge World Language Center, Inc.
110 Second Street S
Suite 213
Waite Park, MN 56387
320-259-9239 (8 a.m. to 4:30 p.m. Monday through Friday)
320-260-6572 (after hours)
www.bridgelanguage.com

United Translation Services LLC
6385 Old Shady Oak Road
Suite 250
Eden Prairie, MN 55344
952-688-8166
www.unitedtranslations.com

Global Translations
913 East Franklin Ave.
Suite 207
Minneapolis, MN 55404
1-877-722-1244 or 612-722-1244
www.globaltranslationss.com

JR Language Translation Services, Inc.
333 Washington Avenue N
Suite 300
Minneapolis, MN 55401
866-389-5036
www.jrlanguage.com

Language Banc
1625 Park Ave.
Minneapolis, MN 55404
888-588-1904
www.thelanguagebanc.com

TransPerfect
150 South Fifth Street
Suite 1480
Minneapolis, MN 55402
612-341-0202
www.transperfect.com

APPENDIX H

LEP Training and Certificate of Completion
Forms are on the following pages.



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

2020 Limited English Proficiency (LEP) Training and Certificate of Completion

As a direct recipient of Federal assistance, the Minnesota Department of Transportation (MnDOT) is required to comply with Title VI laws, related statutes, and regulations. It is necessary that any agency receiving Federal and/or state financial assistance from MnDOT receive training on U.S. Department of Transportation (DOT) and Federal Highway Administration (FHWA) Limited English Proficiency laws and regulations on an annual basis.

As a sub-recipient of MnDOT's Federal funds, the Saint Cloud Area Planning Organization (APO) is required to comply with Title VI and related nondiscrimination laws and regulations, which includes Limited English Proficiency assistance. Employees of the APO are required to complete one hour of Title VI training each year.

APO employees shall review the following module in order to fulfill their LEP training requirements for 2020:

[MODULE 1 – Communicating Effectively with Limited English Proficient Members of the Public](https://bit.ly/3jrwtNB) (50 minutes): <https://bit.ly/3jrwtNB>

This video training series, in production since 2013, is part of a training toolkit designed to educate Federal personnel on interacting with limited English proficient individuals. It was developed in response to the Attorney General's February 2011 memorandum to all Federal agencies, calling upon them to ensure that limited English proficient individuals can access Federal Government programs and services under Executive Order 13166. The training series is intended to help establish consistent and legally sound practices across the government when engaging in communications with limited English proficient individuals.

More information can be found at www.LEP.gov

Declaration of Employee: I have completed annual LEP training on _____ (date) as required by the Saint Cloud Area Planning Organization and the Minnesota Department of Transportation. I have also received information on:

- Title VI Policy and LEP responsibilities.
- The use and location of language identification cards.
- Language assistance services available and where the resources can be found.
- How to document language assistance requests.
- How to handle potential Title VI/LEP complaints.

Printed Name and Title: _____

Signature: _____ Date: _____

APO LEP Training Log

Year	Executive Director	Senior Transportation Planner	Associate Transportation Planner	Transportation Planning Technician	Administrative Assistant	Transportation Planner
2020						
2021						
2022						
2023						
2024						
2025						
2026						

APPENDIX I

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 45 calendar days starting on Aug. 19, 2020.

Notification of this open comment period was published in the St. 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 Policy Board members, APO Technical Advisory Committee members, and Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus). In addition, APO staff distributed copies of the draft SEP to area organizations identified as working closely with traditionally underserved populations such as people-of-color, individuals with low-income, individuals with disabilities, limited English proficient individuals, and elderly populations. APO staff also distributed copies of the draft SEP via email to those individuals who had expressed interest in being involved with APO planning and programming activities.

APO staff received the following comments on the draft SEP:

Date Received	Source	Comment	Disposition
Aug. 19, 2020	Email	<p>"My only comment is, WOW .. 190 pages. Does it really need to be this long. Is there some requirement to have all this data in this document?</p> <p>Maybe an Executive Summary would be a good idea.</p>	<p>Yes, we know that this document contains three Federally-required documents that Metropolitan Planning Organizations (like the APO) are required to develop and maintain: the public participation plan, the Title VI plan, and the Limited English Proficiency (LEP) plan. A lot of the reason for the length is to ensure that we are meeting all of our necessary requirements for these documents.</p> <p>Within the plan we do have a plain-language summary (pages 7-10) that explains what the document contains calling out specific chapters or sections if the reader is interested in learning more.</p> <p>Hope that helps clarify things a bit.</p>

RECEIVED

BY AB DATE 8/24/20

Times MEDIA

St. Cloud Times | sctimes.com

PART OF THE USA TODAY NETWORK

AFFIDAVIT OF PUBLICATION

[FORM Rev. 7/16]

of Affidavits 1

ST CLOUD AREA PLANNING ORGNZTN
1040 COUNTY ROAD 4

SAINT CLOUD, MN, 56303

Account Number STC-00061958

Ad Number 0004334444

This is not an invoice

RE: NOTIFICATION OF PUBLIC INPUT OPPORTUNITY: SAINT CLOUD AREA PLANNING ORGANIZATION (APO)

I, being first duly sworn, on oath states as follows:

1. I am the publisher of the St. Cloud Times, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

08/19/2020

Etc.

P.O # 08/19/20

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06 <<https://www.revisor.mn.gov/statutes/?id=331A.06>>, is as follows:

1.70 daily / \$2.25 Sunday per agate line

5. [NEW] Mortgage Foreclosure Notices [Effective 7/1/15]. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Stearns County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.


LEGAL CLERK

Subscribed and sworn to before me

on this 19th day of August, 2020


State of Wisconsin, County of Brown Notary Public

8-25-23
Notary Expires

Saint Cloud APO Policy Board Meeting

SHELLY HORA
Notary Public
State of Wisconsin

October 8, 2020

NOTES ON REVISED AFFIDAVIT FORM

The 2015 Legislature enacted amendments to the Minnesota law which governs mortgage foreclosure by advertisement. Those amendments appear in Chapter 14 of the 2015 session laws. They are effective on July 1, 2015.

Most importantly, a new statute was added (§580.033) that specifies where a notice of foreclosure should be published, something that was ambiguous under prior law. This statute also requires that affidavits of publication issued by a newspaper must contain certain language related to the published foreclosure notice.

The affidavit of publication form above includes (in paragraph 5) the language called for by the new statute. The form also complies with the general requirements for affidavits of publication found in Minnesota Statute, §331.07. The form is drafted so that it can be used for any published notice, not just mortgage foreclosure notices; in other words, you don't need to use a different form for other kinds of notices.

NOTIFICATION OF PUBLIC INPUT OPPORTUNITY: SAINT CLOUD AREA PLANNING ORGANIZATION (APO) STAKEHOLDER ENGAGEMENT PLAN UPDATE

The Saint Cloud Area Planning Organization (APO) is proposing updates to its Stakeholder Engagement Plan (SEP).

This document details the process the APO will use to involve citizens; member jurisdictions; affected public agencies; representatives of transportation agency employees or unions; public and private providers of transportation; and other parties in a transparent decision-making process. The SEP provides detailed information regarding how the public will be involved in the APO's planning and programming processes. This document also contains the APO's Title VI and Limited English Proficiency (LEP) plan.

The draft SEP will be available for review from Wednesday, Aug. 19, 2020, to Saturday, Oct. 3, 2020, at the following locations: APO Office: 1040 County Road 4, St. Cloud and the APO website (www.stcloudapo.org). Physical copies of the draft SEP are also available via mail. Please submit your request in writing to Saint Cloud APO, Attention: Vicki Johnson at the above mailing address.

The public is invited to review the SEP document and submit any comments by Saturday, Oct. 3, 2020. Comments can be submitted to Vicki Johnson via phone (320-252-7568 ext. 203), email (ikeogun@scloudapo.org), or by mail.

APPENDIX J

Federal Clauses

Fly America Requirements

Applicability – all contracts involving transportation of persons or property, by air between the U.S. and/or places outside the U.S. These requirements do not apply to micro-purchases (\$3,500 or less, except for construction contracts over \$2,000).

Contractor shall comply with 49 USC 40118 (the "Fly America" Act) in accordance with General Services Administration regulations 41 CFR 301-10, stating that recipients and subrecipients of Federal funds and their contractors are required to use US Flag air carriers for US Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a US flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. Contractor shall include the requirements of this section in all subcontracts that may involve international air transportation.

Seismic Safety

Construction of new buildings or additions to existing buildings. These requirements do not apply to micro-purchases (\$3,500 or less, except for construction contracts over \$2,000). Contractor agrees that any new building or addition to an existing building shall be designated and constructed in accordance with the standards required in USDOT Seismic Safety Regulations 49 CFR 41 and shall certify compliance to the extent required by the regulation. Contractor shall also ensure that all work performed under this contract, including work performed by subcontractors, complies with the standards required by 49 CFR 41 and the certification of compliance issues on the project.

Energy Conservation

All Contracts except micro-purchases (\$3,500 or less, except for construction contracts over \$2,000). Contractor shall comply with mandatory standards and policies relating to energy efficiency, stated in the state energy conservation plan issued in compliance with the Energy Policy & Conservation Act.

Clean Water

Applicability – All Contracts and Subcontracts over \$150,000. Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. Contractor shall report each violation to the recipient and understands and agrees that the recipient shall, in turn, report each violation as required to FTA and the appropriate EPA Regional Office. Contractor shall include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with FTA assistance.

Lobbying

Construction/Architectural and Engineering/Acquisition of Rolling Stock/Professional Service Contract/Operational Service Contract/Turnkey contracts over \$150,000

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] – Contractors who apply or bid for an award of \$150,000 or more shall file the certification required by 49 CFR part 20, “New Restrictions on Lobbying.” Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contracts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

Access to Records and Reports

Applicability – As shown below. These requirements do not apply to micro-purchases (\$3,500 or less, except for construction contracts over \$2,000)

The following access to records requirements apply to this Contract:

1. Where the purchaser is not a State but a local government and is an FTA recipient or subgrantee of FTA recipient in accordance with 49 CFR 18.36(i), contractor shall provide the purchaser, the FTA, the US Comptroller General or their authorized representatives access to any books, documents, papers and contractor records which are pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor shall also, pursuant to 49 CFR 633.17, provide authorized FTA representatives, including any PMO contractor, access to contractor's records and construction sites pertaining to a capital project, defined at 49 USC 5302(a)1, which is receiving FTA assistance through the programs described at 49 USC 5307, 5309 or 5311.
2. Where the purchaser is a State and is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 CFR 633.17, contractor shall provide the purchaser, authorized FTA representatives, including any PMO Contractor, access to contractor's records and construction sites pertaining to a capital project, defined at 49 USC 5302(a)1, which receives FTA assistance through the programs described at 49 USC 5307, 5309 or 5311. By definition, a capital project excludes contracts of less than the simplified acquisition threshold currently set at \$150,000.
3. Where the purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, a hospital or other non-profit organization and is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 CFR 19.48, contractor shall provide the purchaser, the FTA, the US Comptroller General or their authorized representatives, access to any books, documents, papers and records of the contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.
4. Where a purchaser which is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 USC 5325(a) enters into a contract for a capital project or improvement (defined at 49 USC 5302(a)1) through other than competitive bidding, contractor shall make available records related to the contract to the purchaser, the Secretary of USDOT and the US Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

5. Contractor shall permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
6. Contractor shall maintain all books, records, accounts and reports required under this contract for a period of not less than three (3) years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case contractor agrees to maintain same until the recipient, FTA Administrator, US Comptroller General, or any of their authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Re: 49 CFR 18.39(i)(11).

FTA does not require the inclusion of these requirements in subcontracts.

Federal Changes

All Contracts except micro-purchases (\$3,500 or less, except for construction contracts over \$2,000)

Contractor shall comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between the purchaser and FTA, as they may be amended or promulgated from time to time during the term of the contract. Contractor's failure to comply shall constitute a material breach of the contract.

Clean Air

Applicability – All contracts over \$150,000.

1. Contractor shall comply with all applicable standards, orders or regulations pursuant to the Clean Air Act, 42 USC 7401 et seq. Contractor shall report each violation to the recipient and understands and agrees that the recipient will, in turn, report each violation as required to FTA and the appropriate EPA Regional Office.
2. Contractor shall include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with FTA assistance.

No Government Obligation to Third Parties

Applicability – All contracts except micro-purchases (\$3,500 or less, except for construction contracts over \$2,000)

- (1) The recipient and contractor acknowledge and agree that, notwithstanding any concurrence by the US Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the US Government, the US Government is not a party to this contract and shall not be subject to any obligations or liabilities to the recipient, the contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
- (2) Contractor agrees to include the above clause in each subcontract financed in whole or in part with FTA assistance. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Program Fraud and False or Fraudulent Statements or Related Acts

Applicability – All contracts except micro-purchases (\$3,500 or less, except for construction contracts over \$2,000)

(1) Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC 3801 et seq. and USDOT regulations, "Program Fraud Civil Remedies," 49 CFR 31, apply to its actions pertaining to this project. Upon execution of the underlying contract, contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submittal, or certification, the US Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act (1986) on contractor to the extent the US Government deems appropriate.

(2) If contractor makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submittal, or certification to the US Government under a contract connected with a project that is financed in whole or in part with FTA assistance under the authority of 49 USC 5307, the Government reserves the right to impose the penalties of 18 USC 1001 and 49 USC 5307(n)(1) on contractor, to the extent the US Government deems appropriate.

(3) Contractor shall include the above two clauses in each subcontract financed in whole or in part with FTA assistance. The clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Termination

Applicability – All Contracts over \$10,000, except contracts with nonprofit organizations and institutions of higher learning, where the threshold is \$150,000

a. Termination for Convenience (General Provision) the recipient may terminate this contract, in whole or in part, at any time by written notice to contractor when it is the recipient's best interest. Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. Contractor shall promptly submit its termination claim to the recipient. If contractor is in possession of any of the recipient's property, contractor shall account for same, and dispose of it as the recipient directs.

b. Termination for Default [Breach or Cause] (General Provision) If contractor does not deliver items in accordance with the contract delivery schedule, or if the contract is for services, and contractor fails to perform in the manner called for in the contract, or if contractor fails to comply with any other provisions of the contract, the recipient may terminate this contract for default. Termination shall be effected by serving a notice of termination to contractor setting forth the manner in which contractor is in default. Contractor shall only be paid the contract price for supplies delivered and accepted, or for services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the recipient that the contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of contractor, the recipient, after setting up a new delivery of performance schedule, may allow contractor to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure (General Provision) the recipient in its sole discretion may, in the case of a termination for breach or default, allow contractor an appropriately short period of time in which to cure the defect. In such case, the notice of termination shall state the time

period in which cure is permitted and other appropriate conditions. If contractor fails to remedy to the recipient's satisfaction the breach or default or any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by contractor or written notice from the recipient setting forth the nature of said breach or default, the recipient shall have the right to terminate the Contract without any further obligation to contractor. Any such termination for default shall not in any way operate to preclude the recipient from also pursuing all available remedies against contractor and its sureties for said breach or default.

d. Waiver of Remedies for any Breach In the event that the recipient elects to waive its remedies for any breach by contractor of any covenant, term or condition of this Contract, such waiver by the recipient shall not limit its remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

e. Termination for Convenience (Professional or Transit Service Contracts) the recipient, by written notice, may terminate this contract, in whole or in part, when it is the recipient's interest. If the contract is terminated, the recipient shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

f. Termination for Default (Supplies and Services) If contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension or if the contractor fails to comply with any other provisions of this contract, the recipient may terminate this contract for default. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature of default. Contractor shall only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.

If, after termination for failure to fulfill contract obligations, it is determined that contractor was not in default, the rights and obligations of the parties shall be the same as if termination had been issued for the recipient's convenience.

g. Termination for Default (Transportation Services) If contractor fails to pick up the commodities or to perform the services, including delivery services, within the time specified in this contract or any extension or if contractor fails to comply with any other provisions of this contract, the recipient may terminate this contract for default. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature of default. Contractor shall only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

If this contract is terminated while contractor has possession of the recipient goods, contractor shall, as directed by the recipient, protect and preserve the goods until surrendered to the recipient or its agent. Contractor and the recipient shall agree on payment for the preservation and protection of goods. Failure to agree on an amount shall be resolved under the Dispute clause. If, after termination for failure to fulfill contract obligations, it is determined that the contractor was not in default, the rights and obligations of the parties shall be the same as if termination had been issued for the recipient's convenience.

h. Termination for Default (Construction) If contractor refuses or fails to prosecute the work or any separable part, with the diligence that will insure its completion within the time specified, or any extension, or fails to complete the work within this time, or if contractor

fails to comply with any other provisions of this contract, the recipient may terminate this contract for default. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature of default. In this event, the recipient may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. Contractor and its sureties shall be liable for any damage to the recipient resulting from contractor's refusal or failure to complete the work within specified time, whether or not contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the recipient in completing the work.

Contractor's right to proceed shall not be terminated nor shall contractor be charged with damages under this clause if:

1. Delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of contractor. Examples of such causes include: acts of God, acts of the recipient, acts of another contractor in the performance of a contract with the recipient, epidemics, quarantine restrictions, strikes, freight embargoes; and

2. Contractor, within 10 days from the beginning of any delay, notifies the recipient in writing of the causes of delay. If in the recipient's judgment, delay is excusable, the time for completing the work shall be extended. The recipient's judgment shall be final and conclusive on the parties, but subject to appeal under the Disputes clauses.

If, after termination of contractor's right to proceed, it is determined that contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if termination had been issued for the recipient's convenience.

- i. Termination for Convenience or Default (Architect & Engineering) the recipient may terminate this contract in whole or in part, for the recipient's convenience or because of contractor's failure to fulfill contract obligations. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature, extent, and effective date of termination. Upon receipt of the notice, contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the recipient all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process. If termination is for the recipient's convenience, it shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services. If termination is for contractor's failure to fulfill contract obligations, the recipient may complete the work by contract or otherwise and contractor shall be liable for any additional cost incurred by the recipient.

If, after termination for failure to fulfill contract obligations, it is determined that contractor was not in default, the rights and obligations of the parties shall be the same as if termination had been issued for the recipient's convenience.

- j. Termination for Convenience or Default (Cost-Type Contracts) the recipient may terminate this contract, or any portion of it, by serving a notice of termination on contractor. The notice shall state whether termination is for convenience of the recipient or for default of contractor. If termination is for default, the notice shall state the manner in which contractor has failed to perform the requirements of the contract. Contractor shall account for any property in its possession paid for from funds received from the recipient, or property supplied to contractor by the recipient. If termination is for default, the recipient

may fix the fee, if the contract provides for a fee, to be paid to contractor in proportion to the value, if any, of work performed up to the time of termination. Contractor shall promptly submit its termination claim to the recipient and the parties shall negotiate the termination settlement to be paid to contractor. If termination is for the recipient's convenience, contractor shall be paid its contract close-out costs, and a fee, if the contract provided for payment of a fee, in proportion to the work performed up to the time of termination.

If, after serving a notice of termination for default, the recipient determines that contractor has an excusable reason for not performing, such as a strike, fire, flood, events which are not the fault of and are beyond the control of contractor, the recipient, after setting up a new work schedule, may allow contractor to continue work, or treat the termination as a termination for convenience.

Government Wide Debarment and Suspension (Non Procurement)

The Recipient agrees to the following: (1) It will comply with the requirements of 2 C.F.R. part 180, subpart C, as adopted and supplemented by U.S. DOT regulations at 2 C.F.R. part 1200, which includes the following: (a) It will not enter into any arrangement to participate in the development or implementation of the Project with any Third Party Participant that is debarred or suspended except as authorized by: 1 U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 C.F.R. part 1200, 2 U.S. OMB, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 C.F.R. part 180, including any amendments thereto, and 3 Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, (b) It will review the U.S. GSA "System for Award Management," <http://https.www.sam.gov.proxy1.semalt.design> if required by U.S. DOT regulations, 2 C.F.R. part 1200, and (c) It will include, and require each of its Third Party Participants to include, a similar provision in each lower tier covered transaction, ensuring that each lower tier Third Party Participant: 1 Will comply with Federal debarment and suspension requirements, and 2 Reviews the "System for Award Management" at <http://https.www.sam.gov.proxy1.semalt.design> if necessary to comply with U.S. DOT regulations, 2 C.F.R. part 1200, and (2) If the Recipient suspends, debars, or takes any similar action against a Third Party Participant or individual, the Recipient will provide immediate written notice to the: (a) FTA Regional Counsel for the Region in which the Recipient is located or implements the Project, (b) FTA Project Manager if the Project is administered by an FTA Headquarters Office, or (c) FTA Chief Counsel,

Contracts Involving Federal Privacy Act Requirements

When a grantee maintains files on drug and alcohol enforcement activities for FTA, and those files are organized so that information could be retrieved by personal identifier, the Privacy Act requirements apply to all contracts except micro-purchases (\$3,500 or less, except for construction contracts over \$2,000)

The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract:

(1) The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of the

Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

(2) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

Civil Rights Requirements

Applicability – All contracts except micro-purchases (\$3,500 or less, except for construction contracts over \$2,000)

The following requirements apply to the underlying contract:

The Recipient understands and agrees that it must comply with applicable Federal civil rights laws and regulations, and follow applicable Federal guidance, except as the Federal Government determines otherwise in writing. Therefore, unless a Recipient or Program, including and Indian Tribe or the Tribal Transit Program, is specifically exempted from a civil rights statute, FTA requires compliance with that civil rights statute, including compliance with equity in service:

a. Nondiscrimination in Federal Public Transportation Programs. The Recipient agrees to, and assures that each Third Party Participant will, comply with Federal transit law, 49 U.S.C. § 5332 (FTA's "Nondiscrimination" statute):

(1) FTA's "Nondiscrimination" statute prohibits discrimination on the basis of: (a) Race, (b) Color, (c) Religion, (d) National origin, (e) Sex, (f) Disability, (g) Age, or (h) Gender identity and (2) The FTA "Nondiscrimination" statute's prohibition against discrimination includes: (a) Exclusion from participation, (b) Denial of program benefits, or (c) Discrimination, including discrimination in employment or business opportunity, (3) Except as FTA determines otherwise in writing: (a) General. Follow: 1 The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable Federal laws, regulations, and guidance, and

2 Other applicable Federal guidance that may be issues, but (b) Exception for the Tribal Transit Program. FTA does not require an Indian Tribe to comply with FTA program-specific guidelines for Title VI when administering its projects funded under the Tribal Transit Program,

b. Nondiscrimination – Title VI of the Civil Rights Act. The Recipient agrees to, and assures that each Third Party Participant will: (1) Prohibit discrimination based on: (a) Race, (b) Color, or (c) National origin, (2) Comply with: (a) Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq., (b) U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964." 49 C.F.R. part 21, and (c) Federal transit law, specifically 49 U.S.C. § 5332, as stated in the preceding section a, and (3) Except as FTA determines otherwise in writing, follow: (a) The most recent edition of FTA Circular 4702.1, "Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable Federal laws, regulations, and guidance. (b) U.S. DOJ, "Guidelines for the enforcement of Title VI, Civil Rights Act of 1964," 28 C.F.R. § 50.3, and (c) Other applicable Federal guidance that may be issues.

c. Equal Employment Opportunity. (1) Federal Requirements and Guidance. The Recipient agrees to, and assures that each Third Party Participant will, prohibit discrimination on the basis of race, color, religion, sex, or national origin, and: (a) Comply with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq., (b) Facilitate compliance with Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order No. 11246, Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note, (c) Comply with Federal transit law, specifically 49 U.S.C. § 5332, as stated in section a, and (d) Comply with other applicable EEO laws and regulations, as provided in Federal guidance, including laws and regulations prohibiting discrimination on the basis of disability, except as the Federal Government determines otherwise in writing, (2) General. The Recipient agrees to: (a) Ensure that applicants for employment are employed and employees are treated during employment without discrimination on the basis of their: 1 Race, 2 Color, 3 Religion, 4 Sex, 5 Disability, 6 Age, or 7 National origin, (b) Take affirmative action that includes, but is not limited to: 1 Recruitment advertising, 2 Recruitment, 3 Employment, 4 Rates of pay, 5 Other forms of compensation, 6 Selection for training, including apprenticeship, 7 Upgrading, 8 Transfers, 9 Demotions, 10 Layoffs, and 11 Terminations, but (b) Indian Tribe. Title VII of the Civil Rights Act of 1964, as amended, exempts Indian Tribes under the definition of "Employer".

(3) Equal Employment Opportunity Requirements for Construction Activities. In addition to the foregoing, when undertaking "construction" as recognized by the U.S. Department of Labor (U.S. DOL), the Recipient agrees to comply, and assures the compliance of each Third Party Participant, with: (a) U.S. DOL regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. chapter 60, and (b) Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order No. 11246, Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note,

d. Disadvantaged Business Enterprise. To the extent authorized by applicable Federal law, the Recipient agrees to facilitate, and assures that each Third Party Participant will facilitate, participation by small business concerns owned and controlled by socially and economically disadvantaged individuals, also referred to as "Disadvantaged Business Enterprises" (DBEs), in the Project as follows: 1) Requirements. The Recipient agrees to comply with: (a) Section 1101 (b) of MAP-21, 23 U.S.C. § 101 note, (b) U.S. DOT regulations, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs," 49 C.F.R. part 26, and (c) Federal transit law, specifically 49 U.S.C. § 5332, as stated in section a, (2) Assurance. As required by 49 C.F.R. § 26.13(a), (b) DBE Program Requirements. Recipients receiving planning, capital and/or operating assistance that will award prime third party contracts exceeding \$250,000 in a Federal fiscal year must: 1 Have a DBE program meeting the requirements of 49 C.F.R. part 26, 2 Implement a DBE program approved by FTA, and 3 Establish an annual DBE participation goal, (c) Special Requirements for a Transit Vehicle Manufacturer. The Recipient understands and agrees that each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, must certify that it has complied with the requirements of 49 C.F.R. part 26, (d) the Recipient provides assurance that: The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 C.F.R. part 26. The Recipient shall take all necessary and reasonable steps under 49 C.F.R. part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The Recipient's DBE program, as required by 49 C.F.R. part 26

as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 C.F.R. part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq.,

(2) Exception for the Tribal Transit Program. FTA exempts Indian tribes from the Disadvantaged Business Enterprise regulations at 49 C.F.R. part 26 under MAP-21 and previous legislation,

e. Nondiscrimination on the Basis of Sex. The Recipient agrees to comply with Federal prohibitions against discrimination on the basis of sex, including: (1) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 et seq., (2) U.S. DOT regulations "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 C.F.R. part 25, and (3) Federal transit law, specifically 49 U.S.C. § 5332, as stated in section a,

f. Nondiscrimination on the Basis of Age. The Recipient agrees to comply with Federal prohibitions against discrimination on the basis of age, including (1) The Age Discrimination in Employment Act (ADEA), 29 U.S.C. § § 621 – 634, which prohibits discrimination on the basis of age, (2) U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. part 1625, which implements the ADEA, (3) The Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq., which prohibits discrimination against individuals on the basis of age in the administration of programs or activities receiving Federal funds, (4) U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. part 90, which implements the Age Discrimination Act of 1975, and (5) Federal transit law, specifically 49 U.S.C. § 5332, as stated in section a,

g. Nondiscrimination on the Basis of Disability. The Recipient agrees to comply with the following Federal prohibitions pertaining to discrimination against seniors or individuals with disabilities: (1) Federal laws, including: (a) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination on the basis of disability in the administration of federally funded programs or activities, (b) the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. § 12101 et seq., which requires that accessible facilities and services be made available to individuals with disabilities, 1. General Titles I, II, and III of the ADA apply to FTA Recipients, but 2 Indian Tribes. While Titles II and III of the ADA apply to Indian Tribes, Title I of the ADA exempts Indian Tribes from the definition of "employer," (c) The Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 et seq., which requires that building and public accommodations be accessible to individuals with disabilities, (d) Federal transit law, specifically 49 U.S.C. § 5332, which now includes disability as a prohibited basis for discrimination, and (e) Other applicable laws and amendments pertaining to access for elderly individuals or individuals with disabilities, (2) Federal regulations, including: (a) U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. part 37, (b) U.S. DOT regulations, "Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. part 27, (c) U.S. DOT regulations, "Transportation for Individuals with Disabilities: Passenger Vessels," 49 C.F.R. part 39, (d) Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB) and

U.S. DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 C.F.R. part 1192 and 49 C.F.R. part 38, (e) U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. part 35, (f) U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. part 36, (g) U.S. EEOC, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. part 1630, (h) U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for Persons with Disabilities," 47 C.F.R. part 64, Subpart F, (i) U.S. ATBCB regulations, "Electronic and Information Technology Accessibility Standards," 36 C.F.R. part 1194, and (j) FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 C.F.R. part 609, and (3) Other applicable Federal civil rights and nondiscrimination guidance,

h. Drug or Alcohol Abuse – Confidentiality and Other Civil Rights Protections. The Recipient agrees to comply with the confidentiality and civil rights protections of: (1) The Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. § 1101 et seq., (2) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. § 4541 et seq., and (3) The Public Health Service Act, as amended, 42 U.S.C. § 290dd – 290dd-2,

i. Access to Services for People with Limited English Proficiency. Except as the Federal Government determines otherwise in writing, the Recipient agrees to promote accessibility of public transportation services to people whose understanding of English is limited by following: 1) Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," August 11, 2000, 42 U.S.C. § 2000d-1 note, and (2) U.S. DOT Notice, "DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency (LEP) Persons," 70 Fed. Reg. 74087, December 14, 2005,

j. Other Nondiscrimination Laws. Except as the Federal Government determines otherwise in writing, the Recipient agrees to: (1) Comply with other applicable Federal nondiscrimination laws and regulations, and (2) Follow Federal guidance prohibiting discrimination.

k. Remedies. Remedies for failure to comply with applicable Federal Civil Rights laws and Federal regulations may be enforced as provided in those Federal laws or Federal regulations.

Breaches and Dispute Resolution

All contracts over \$150,000

Disputes arising in the performance of this contract which are not resolved by agreement of the parties shall be decided in writing by the recipient's authorized representative. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, contractor mails or otherwise furnishes a written appeal to the recipient's CEO. In connection with such appeal, contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the recipient's CEO shall be binding upon contractor and contractor shall abide by the decision. FTA has a vested interest in the settlement of any violation of Federal law including the the False Claims Act, 31 U.S.C. § 3729.

Performance During Dispute – Unless otherwise directed by the recipient, contractor shall continue performance under this contract while matters in dispute are being resolved.

Claims for Damages – Should either party to the contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents, or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within ten days after the first observance of such injury or damage.

Remedies – Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the recipient and contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the residing State.

Rights of Remedies – Duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the recipient or contractor shall constitute a waiver of any right or duty afforded any of them under the contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

Patent and Rights in Data

Contracts Involving Experimental, Developmental, or Research Work (\$3,500 or less, except for construction contracts over \$2,000).

Patent Rights

A. General. The Recipient agrees that:

(1) Depending on the nature of the Project, the Federal Government may acquire patent rights when the Recipient or Third Party Participant produces a patented or patentable: (a) Invention, (b) Improvement, or (c) Discover, (2) The Federal Government's rights arise when the patent or patentable information is: (a) Conceived under the Project, or (b) Reduced to practice under the Project, and (3) When a patent is issued or patented information becomes available as described in Patent Rights section A(2), the Recipient agrees to: (a) Notify FTA immediately, and (b) Provide a detailed report satisfactory to FTA,

B. Federal Rights. The Recipient agrees that:

(1) Its rights and responsibilities, and the rights and responsibilities of each Third Party Participant, in that federally funded invention, improvement, or discovery will be determined as provided by applicable Federal laws, regulations, and guidance, including any waiver thereof, and (2) Unless the Federal Government determines otherwise in writing, irrespective of the Recipient's status or the status of any Third Party Participant as a large business, a small business, a State government, a State instrumentality, a local government, an Indian tribe, a nonprofit organization, an institution of higher education, or an individual, the Recipient agrees to transmit the Federal Government's patent rights to FTA as specified in (a) 35 U.S.C. § 200 et seq., and (b) U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. part 401, and

C. License Fees and Royalties. As permitted by 49 C.F.R. parts 18 and 19:

(1) License fees and royalties for patents, patent applications, and inventions derived from the Project are program income, and (2) The Recipient has no obligation to the Federal Government with respect to those license fees or royalties, except: (a) For compliance with 35 U.S.C. § 200 et seq., which applies to patent rights developed under a federally funded research-type project, and (b) As FTA determines otherwise in writing.

Rights in Data and Copyrights

A. Definition of "Subject Data." Means recorded information: (1) Copyright. Whether or not copyrighted, and (2) Delivery. That is delivered or specified to be delivered under the Underlying Agreement,

B. Examples of "Subject Data." Examples of "subject data": (1) Include, but are not limited to: (a) Computer software, (b) Standards, (c) Specifications, (d) Engineering drawings and associated lists, (e) Process sheets, (f) Manuals, (g) Technical reports, (h) Catalog item identifications, and (i) Related information, but (2) Do not include: (a) Financial reports, (b) Cost analyses, or (c) Other similar information used for Project administration,

C. General Federal Restrictions. The following restrictions apply to all subject data first produced in the performance of the Recipient's Project supported by the Underlying Agreement: (1) Prohibitions. The Recipient may not: (a) Publish or reproduce any subject data in whole or in part, or in any manner or form, or (b) Permit others to do so, but (2) Exceptions. The prohibitions of Rights in Data and Copyrights C(1) do not apply to: (a) Publications or reproductions for the Recipient's own internal use, (b) An institution of higher learning, (c) The portion of subject data that the Federal Government has previously released or approved for release to the public, or (d) The portion of data that has the Federal Government's prior written consent for release,

D. Federal Rights in Data and Copyrights. The Recipient agrees that: (1) License Rights. The Recipient must provide a license to its "subject data" to the Federal Government, which license is: (a) Royalty-free, (b) Non-exclusive, and (c) Irrevocable, (2) Uses. The Federal Government's license must permit the Federal Government to take the following actions provided those actions are taken for Federal Government purposes: (a) Reproduce the subject data, (b) Publish the subject data, (c) Otherwise use the subject data, and (d) Permit other entities or individuals to use the subject data, and

E. Special Federal Rights in Data for Research, Development, Demonstration, Deployment, and Special Studies Projects. In general, FTA's purpose in providing Federal funds for a research, development demonstration, deployment, or special studies Project is to increase transportation knowledge, rather than limit the benefits of the Project to the Recipient and its Third Party Participants, therefore, the Recipient agrees that: (1) Publicly Available Report. When the Project is completed, it must provide a Project report that FTA may publish or make available for publication on the Internet, (2) Other Reports. It must provide other reports pertaining to the Project that FTA may request, (3) Availability of Subject Data. FTA may make available to any FTA Recipient or any of its Third Party Participants at any tier of the Project, either FTA's copyright license to the subject data or a copy of the subject data, except as the Federal Government determines otherwise in writing, (4) Identification of Information. It must identify clearly any specific confidential, privileged, or proprietary information submitted to FTA, (5) Incomplete Project. If the Project is not completed for any reason whatsoever, all data developed under the Project becomes "subject data" and must be delivered as the Federal Government may direct, but (6)

Exception. Rights in Data and Copyrights Section E does not apply to an adaption of automatic data processing equipment or program that is both: (a) For the Recipient's use, and (b) Acquired with FTA capital program funding,

F. License Fees and Royalties. As permitted by 49 C.F.R. parts 18 and 19: (1) License fees and royalties for copyrighted material or trademarks derived from Project are program income, and (2) The Recipient has no obligation to the Federal Government with respect to those license fees or royalties, except: (a) For compliance with 35 U.S.C. § 200 et seq., which applies to patent rights developed under a federally funded research-type project, and (b) As FTA determines otherwise in writing,

G. Hold Harmless. Upon request by the Federal Government, the Recipient agrees that: (1) Violation by Recipient. (a) If it willfully or intentionally violates any: 1 Proprietary rights, 2 Copyrights, or 3 Right of privacy, and (b) Its violation occurs from any of the following uses of Project data: 1 Publication, 2 Translation, 3 Reproduction, 4 Delivery, 5 Use, or 6 Disposition, then (c) It will indemnify, save, and hold harmless against any liability, including costs and expenses of: 1 The Federal Government's officers acting within the scope of their official duties,

2 The Federal Government's employees acting within the scope of their official duties, and 3 Federal Government's agents acting within the scope of their official duties, but (2) Exceptions. The Recipient will not be required to indemnify the Federal Government for any liability described in Rights in Data and Copyrights section G(1) if: (a) Violation by Federal Officers, Employees or Agents. The violation is caused by the wrongful acts of Federal employees or agents, or (b) State law. If indemnification is prohibited or limited by applicable State law,

H. Restrictions on Access to Patent Rights. Nothing in this Rights in Data and Copyrights section pertaining to rights in data either: (1) Implies a license to the Federal Government under any patent, or (2) May be construed to affect the scope of any license or other right otherwise granted to the Federal Government under any patent,

I. Data Developed Without Federal Funding or Support. The Recipient understands and agrees that in certain circumstances it may need to provide data developed without any Federal funding or support to FTA. Nevertheless: (1) Protections. Rights in Data and Copyrights Sections A, B, C, and D generally do not apply to data developed without Federal funding, even though that data may have been used in connection with the Project, and (2) Identification of Information. The Recipient understands and agrees that the Federal Government will not be able to protect data developed without Federal funding from unauthorized disclosure unless that data is clearly marked "Proprietary" or "Confidential," and

J. Requirements to Release Data. The Recipient understands and agrees that the Federal Government may be required to release Project data and information the Recipient submits to the Federal Government as required by:

(1) The Freedom of Information Act, 5 U.S.C. § 552,

(2) Another applicable Federal law requiring access to Project records, (3) U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," specifically 49 C.F.R. § 19.36(d), or

(4) Other applicable Federal regulations and guidance pertaining to access to Project records.

Disadvantaged Business Enterprises

Contracts over \$3,500 awarded on the basis of a bid or proposal offering to use DBEs

a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The recipient's overall goal for DBE participation is listed elsewhere. If a separate contract goal for DBE participation has been established for this procurement, it is listed elsewhere.

b. The contractor shall not discriminate on the basis of race, color, religion, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the municipal corporation deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

c. If a separate contract goal has been established, Bidders/offerors are required to document sufficient DBE participation to meet these goals, or alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53.

d. If no separate contract goal has been established, the successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

e. The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the recipient. In addition, the contractor may not hold retainage from its subcontractors or must return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed or must return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by the recipient and contractor's receipt of the partial retainage payment related to the subcontractor's work.

f. The contractor must promptly notify the recipient whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the recipient.

Prompt payment

Applicability – All contracts except micro-purchases (\$3,500 or less, except for construction contracts over \$2,000)

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each

payment the prime contract receives from the Recipient. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Recipient. This clause applies to both DBE and non-DBE subcontracts.

Incorporation of Federal Transit Administration (FTA) Terms

All contracts except micro-purchases (\$3,500 or less, except for construction contracts over \$2,000)

The preceding provisions include, in part, certain Standard Terms & Conditions required by USDOT, whether or not expressly stated in the preceding contract provisions. All USDOT-required contractual provisions, as stated in FTA Circular 4220.1F, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The contractor shall not perform any act, fail to perform any act, or refuse to comply with any request that would cause the recipient to be in violation of FTA terms and conditions.

Other Federal Requirements

The following requirements are not federal clauses.

Full and Open Competition

In accordance with 49 U.S.C. §5325(a) all procurement transactions shall be conducted in a manner that provides full and open competition.

Prohibition Against Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by Federal statute or regulations, the contractor shall comply with the requirements of 49 USC 5323(h)(2) by refraining from using any FTA assistance to support procurements using exclusionary or discriminatory specifications.

Conformance with ITS National Architecture

Contractor shall conform, to the extent applicable, to the National Intelligent Transportation Standards architecture as required by SAFETEA-LU Section 5307(c), 23 U.S.C Section 512 and as amended by MAP-21 23 U.S.C. § 517(d), note and follow the provisions of FTA Notice, "FTA National Architecture Policy on Transit Projects," 66 Fed. Reg. 1455 etseq., January 8, 2001, and any other implementing directives FTA may issue at a later date, except to the extent FTA determines otherwise in writing.

Access Requirements for Persons with Disabilities

Contractor shall comply with 49 USC 5301(d), stating Federal policy that the elderly and persons with disabilities have the same rights as other persons to use mass transportation services and facilities and that special efforts shall be made in planning and designing those services and facilities to implement that policy. Contractor shall also comply with all applicable requirements of Sec. 504 of the Rehabilitation Act (1973), as amended, 29 USC 794, which prohibits discrimination on the basis of handicaps, and the Americans with Disabilities Act of 1990 (ADA), as amended, 42 USC 12101 et seq., which requires that accessible facilities and services be made available to persons with disabilities, including any subsequent amendments thereto.

Notification of Federal Participation

To the extent required by law, in the announcement of any third party contract award for goods and services (including construction services) having an aggregate value of \$500,000 or more, contractor shall specify the amount of Federal assistance to be used in financing that acquisition of goods and services and to express that amount of Federal assistance as a percentage of the total cost of the third party contract.

Interest of Members of Delegates to Congress

No members of, or delegates to, the US Congress shall be admitted to any share or part of this contract nor to any benefit arising therefrom.

Ineligible Contractors and Subcontractors

Any name appearing upon the Comptroller General's list of ineligible contractors for federally-assisted contracts shall be ineligible to act as a subcontractor for contractor pursuant to this contract. If contractor is on the Comptroller General's list of ineligible contractors for federally financed or assisted construction, the recipient shall cancel, terminate or suspend this contract.

Other Contract Requirements

To the extent not inconsistent with the foregoing Federal requirements, this contract shall also include those provisions attached hereto, and shall comply with the recipient's Procurement Guidelines, available upon request from the recipient.

Compliance with Federal Regulations

Any contract entered pursuant to this solicitation shall contain the following provisions: All USDOT-required contractual provisions, as set forth in FTA Circular 4220.1F, are incorporated by reference. Anything to the contrary herein notwithstanding, FTA mandated terms shall control in the event of a conflict with other provisions contained in this Agreement. Contractor shall not perform any act, fail to perform any act, or refuse to comply with any grantee request that would cause the recipient to be in violation of FTA terms and conditions. Contractor shall comply with all applicable FTA regulations, policies, procedures and directives, including, without limitation, those listed directly or incorporated by reference in the Master Agreement between the recipient and FTA, as may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

Real Property

Any contract entered into shall contain the following provisions: Contractor shall at all times comply with all applicable statutes and USDOT regulations, policies, procedures and directives governing the acquisition, use and disposal of real property, including, but not limited to 49 CFR 18.31-18.34, 49 CFR 19.30-19.37, 49 CFR Part 24, 49 CFR 5326 as amended by FAST Act, 49 CFR part 18 or 19, 49 USC 5334, applicable FTA Circular 5010, and FTA Master Agreement, as they may be amended or promulgated during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

Access to Services for Persons with Limited English Proficiency

To the extent applicable and except to the extent that FTA determines otherwise in writing, the Recipient agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d 1 note,

and with the provisions of U.S. DOT Notice "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 70 Fed. Reg. 74087, December 14, 2005.

Environmental Justice

Except as the Federal Government determines otherwise in writing, the Recipient agrees to promote environmental justice by following: (1)

Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," February 11, 1994, 42 U.S.C. § 4321 note, as well as facilitating compliance with that Executive Order, and (2) DOT Order 5610.2, "Department of Transportation Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 62 Fed. Reg. 18377, April 15, 1997, and (3) The most recent and applicable edition of FTA Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients," August 15, 2012, to the extent consistent with applicable Federal laws, regulations, and guidance.

Environmental Protections

Compliance is required with any applicable Federal laws imposing environmental and resource conservation requirements for the project. Some, but not all, of the major Federal laws that may affect the project include: the National Environmental Policy Act of 1969; the Clean Air Act; the Resource Conservation and Recovery Act; the comprehensive Environmental response, Compensation and Liability Act; as well as environmental provisions with Title 23 U.S.C., and 49 U.C. chapter 53. The U.S. EPA, FHWA, and other federal agencies may issue other federal regulations and directives that may affect the project. Compliance is required with any applicable Federal laws and regulations in effect now or that become effective in the future.

Geographic Information and Related Spatial Data

Any project activities involving spatial data or geographic information systems activities financed with Federal assistance are required to be consistent with the National Spatial Data Infrastructure promulgated by the Federal Geographic Data Committee, except to the extent that FTA determines otherwise in writing.

Geographic Preference

All project activities must be advertised without geographic preference, (except in A/E under certain circumstances, preference for hiring veterans on transit construction projects and geographic-based hiring preferences as proposes to be amended 2 CFR Part 1201).

Organizational Conflicts of Interest

The Recipient agrees that it will not enter into a procurement that involves a real or apparent organizational conflict of interest described as follows: (1) When It Occurs. An organizational conflict of interest occurs when the Project work, without appropriate restrictions on certain future activities, results in an unfair competitive advantage: (a) To that Third Party Participant or another Third Party Participant performing the Project work, and (b) That impairs that Third Party Participant's objectivity in performing the Project work, or (2) Other. An organizational conflict of interest may involve other situations resulting in fundamentally unfair competitive conditions, (3) Disclosure Requirements. Consistent with FTA policies, the Recipient must disclose to FTA, and each of its Subrecipients must disclose to the Recipient: (a) Any instances of organizational conflict of

interest, or (b) Violations of federal criminal law, involving fraud, bribery, or gratuity violations potentially affecting the federal award, and (4) Failure to Disclose. Failure to make required disclosures can result in remedies for noncompliance, including debarment or suspension.

Federal Single Audit Requirements for State Administered Federally Aid Funded Projects Only

Non Federal entities that expend \$750,000 or more in a year in Federal awards from all sources are required to comply with the Federal Single Audit Act provisions contained in U.S. Office of Management and Budget (OMB) Circular No. A 133, "Audits of States, Local Governments, and Non Profit Organizations" (replaced with 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" effective December 26, 2014 as applicable). Non Federal entities that expend Federal awards from a single source may provide a program specific audit, as defined in the Circular. Non Federal entities that expend less than the amount above in a year in Federal awards from all sources are exempt from Federal audit requirements for that year, except as noted in Sec. 215(a) of OMB Circular A-133 Subpart B – Audits, records must be available for review or audit by appropriate officials of the cognizant Federal agency the New York State Department of Transportation, the New York State Comptrollers Office and the U.S. Governmental Accountability Office (GAO). Non Federal entities are required to submit a copy of all audits, as described above, within 30 days of issuance of audit report, but no later than 9 months after the end entity's fiscal year, to the New York State Department of Transportation, Contract Audit Bureau, 50 Wolf Road, Albany, NY 12232. Unless a time extension has been granted by the cognizant Federal Agency and has been filed with the New York State Department of Transportation's Contract Audit Bureau, failure to comply with the requirements of OMB Circular A-133 may result in suspension or termination of Federal award payments.

Veterans Preference

Veterans Preference. As provided by 49 U.S.C. § 5325(k), to the extent practicable, the Recipient agrees and assures that each of its Subrecipients:

- (1) Will give a hiring preference to veterans, as defined in 5 U.S.C. § 2108, who have the skills and abilities required to perform construction work required under a third party contract in connection with a Capital Project supported with federal assistance appropriated or made available for 49 U.S.C. chapter 53, and
- (2) Will not require an employer to give a preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with as disability, or a former employee.

Safe Operation of Motor Vehicles

The Contractor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company rented vehicles, or personally operated vehicles. The terms "company-owned" and "company-leased" refer to vehicles owned or leased either by the Contractor or AGENCY.

The Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a

vehicle Contractor owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this agreement.

Catalog of Federal Domestic Assistance (CFDA) Identification Number

The municipal project sponsor is required to identify in its accounts all Federal awards received and expended, and the Federal programs under which they are received. Federal program and award identification shall include, as applicable, the CFDA title and number, award number and year, name of the Federal agency, and name of the pass through entity.

CFDA number for the Federal Transportation Administration

Nonurbanized Area Formula (Section 5311) is 20.509. A Recipient covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," (replaced with 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" effective December 26, 2014 as applicable) agrees to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Forms (SF-SAC) required by OMB Circular A-133. The Recipient agrees to accomplish this by identifying expenditures for Federal awards made under Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part II on the SF-SAC.



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Fred Sandal, Associate Transportation Planner
RE: Active Transportation Plan 2020 Progress Report
DATE: Sept. 11, 2020

Staff reported to the TAC on the work that was beginning with the Regional Active Transportation Plan (ATP) in April. We discussed at that time a planning framework that includes a response to bicycle and pedestrian safety needs, improved network connections, and equitable access. The planning process for the ATP would begin with the review and documentation of the area active transportation network and its performance and informed by the public with the response to an online survey and other engagement opportunities.

Since our last report, staff in coordination with the ATP Development Committee (DC), an advisory group of area volunteers, has been developing components of the draft plan. The DC has reviewed the response from two forms of online survey engagement, network data for on- and off-road facilities used by bicycles and pedestrians, and information on the condition of these facilities.

The ATP incorporates MnDOT District 3 and other guidance regarding facility planning and prioritization along regional corridors. Plans and ordinances specific to active transportation usage and facilities have been obtained from each local jurisdiction. Analysis of demographic data and information from APO counts provides a benchmark for active transportation system usage. Crashes involving bicycles and pedestrians have been analyzed to discover trends. Staff has also begun internal discussions of goals and objectives and a process for analyzing and prioritizing regional and jurisdictional needs for active transportation. All is being incorporated into tables and text within chapters of the ATP draft document, much of which is currently being reviewed by the ATP DC.

After review by the Development Committee, ATP material and chapter drafts will be provided for review by the Active Transportation Advisory Committee (ATAC). This is anticipated to occur in October or November. After ATAC review and further drafts in response to DC and ATAC comments, staff will present material to the TAC for review, likely in January 2021.

New data sources that will inform the ATP and the analysis of needs are summarized below.

Active Transportation Survey and Wikimap Results

The APO Active Transportation Survey was announced concurrently with the online Wikimap tool through the APO website and social media on March 30. The survey remained active for online participation until June 30, 2020. Due to COVID-19 restrictions, public input through events and other face-to-face engagement was not feasible.

E. admin@stcloudapo.org W. stcloudapo.org

The survey received a total of 127 responses. Attached is a summary of these responses. This link includes the questions from the Active Transportation Survey and graphs showing the results: <https://www.surveymonkey.com/results/SM-7ZQGPJH37/>

With the Wikimap tool members of the public could identify preferred or desired routes, bicycle and pedestrian destinations, and locations where a problem or issue was identified. This survey received 27 individual responses. Comments received are attached.

It is important to note that participation in these online tools is self-selected and not a random **sample. It is unclear the extent the comments received are representative of the APO's planning area.**

Analysis of Active Transportation Facility Conditions

Pavement condition surveys in 2019 and 2020 provide detailed data on the condition of on-road facilities for bicyclists and shared use paths for both pedestrians and bicyclists.

Analysis on the condition of on road facilities used by bicyclists is documented in the 2019 survey by Goodpointe Technology. The survey shows that 89.3% of the on-road facilities in the MPA are in good to satisfactory condition. Signed bike route pavement markings were visually surveyed as part of this report with 69.4% assessed as good condition.

A survey of conditions along segments of 103.6 miles of shared use paths throughout the region was performed in May 2020 by the Parks and Trails Council of Minnesota. Segments were assigned **scores from "very smooth" to "very rough."** The report assessed **60.8 percent of shared use paths** surveyed as very smooth or smooth and 18.2 percent as rough or very rough. Attached is a portion of this report identifying findings by path type and by jurisdiction. A more thorough review of this report will be provided to the TAC at a future date.

Requested Action: None, informational only.



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Transportation Planner
RE: Staff report of September 2020 Technical Advisory Committee Meeting
DATE: Sept. 28, 2020

The Saint Cloud Area Planning Organization's (APO's) Technical Advisory Committee (TAC) met on Sept. 24, 2020. At that meeting, the following actions were taken:

1. Final Draft Stakeholder Engagement Plan (SEP)
 - a. APO Senior Transportation Planner Vicki Johnson presented on the draft of the **APO's SEP. This document** contains three Federally-required documents the APO maintains: the public participation plan, the Title VI plan, and the Limited English Proficiency (LEP) plan. She discussed changes made to the document during this update. TAC representatives voted to recommend Policy Board approval.
2. Draft TAC Bylaws Revision
 - a. APO Senior Transportation Planner Vicki Johnson presented on the proposed revisions to the TAC bylaws. Johnson went through the proposed revision section by section and provided TAC members a side-by-side comparison to the existing bylaws (last amended in March 2009).
 - b. TAC representatives discussed adjusting the requirements for quorum from one-third (originally proposed) to one-half.
 - c. TAC representatives voted to recommend Policy Board approval with the following changes made to the proposed TAC bylaw revision:
 - i. **Section 5.3.1: Striking "Special Meeting" language from the following clause: "All agendas of the TAC will be posted to the APO's website 10 days in advance of Regular or Special Meetings of the TAC."**
 - ii. Section 5.4: Revising quorum for the TAC from one-third to one-half. **Clause now states: "In order for business to be transacted, there must be a recognized quorum of voting representatives. Quorum for the TAC will be no less than one-half of voting members."**
3. Stakeholder Engagement Plan Annual Report
 - a. APO Senior Transportation Planner Vicki Johnson presented on the draft 2020 SEP annual report. This document contains an assessment of public engagement events and strategies utilized by APO staff between July 1, 2019, and June 30, 2020. The document also contains an evaluation of last **year's recommendations and provides a set of new staff recommendations** to be used to improve public engagement over the coming year. TAC representatives voted to recommend Policy Board approval.

APO staff also provided the following informational items to the TAC:

1. Discussion on functional classification and the role the APO can play in assisting local jurisdictions.

E. admin@stcloudapo.org W. stcloudapo.org

2. Fiscal Year 2025 Surface Transportation Block Grant Program (STBGP) and Transportation Alternatives (TA) solicitations. These solicitations will begin in October with applications for due in January 2021.
3. Active Transportation Plan progress report. APO Associate Transportation Planner Fred Sandal provided TAC representatives with a status report on the development **of the APO's regional active transportation plan.**
4. 2019 Pavement Condition Report. APO Transportation Planning Technician Alex McKenzie reviewed the pavement condition data collected in 2019 by consulting firm GoodPointe Technology.
5. Speed Limit Working Group. APO Senior Transportation Planner Vicki Johnson had a discussion with TAC representatives about creating a Speed Limit Working Group to have a coordinated regional discussion about the 2019 Minnesota Statute which allows municipalities to set their own speed limits. TAC representatives sought to move forward with this initiative with APO staff facilitating the discussion.

Suggested Action: None, informational.



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Vicki Johnson, Senior Transportation Planner
RE: Technical Advisory Committee Bylaws Revision
DATE: Sept. 8, 2020

The proceedings of the APO's Technical Advisory Committee (TAC) is governed by a set of bylaws that were originally adopted by the APO's Policy Board on Aug. 7, 2002, with amendments occurring on Sept. 4, 2008, and March 5, 2009.

In the 11 years since the last amendment to **the TAC's bylaws**, several changes to the **APO's organizational** structure have occurred including the departure of a member **jurisdiction, the revision of the organization's Joint Powers Agreement, and the amendment** of the APO Policy Board bylaws.

With the changes outlined above, APO staff have reviewed the 2009 amended TAC bylaws and are proposing a revision of the existing TAC bylaws to better align with the current organizational structure of the APO.

The Technical Advisory Committee did recommend approval of the revised bylaws at their September 24th meeting.

Suggested Action: Approve

Bylaws for the
Saint Cloud Area Planning Organization
Technical Advisory Committee

1. NAME
The name of the Committee will be the Technical Advisory Committee (TAC).
2. ORGANIZATION
The purpose of the TAC is to research, analyze, and report on all issues of a technical nature as well as to provide assistance and to make recommendations to the Saint Cloud Area Planning Organization's (APO's) Policy Board in carrying out the goals and objectives of the APO. The TAC will also provide guidance to APO staff and consultants in conducting the work specified in the Unified Planning Work Program (UPWP). Additional and specific responsibilities may be defined, as needed, by the APO Policy Board.
3. MEMBERSHIP & VOTING
 - 3.1 Members
 - 3.1.1 At a minimum, TAC membership shall include:
 - a. Any political subdivision of the State of Minnesota whose jurisdiction overlaps – in whole or in part – with the approved geographic metropolitan planning area (MPA) of the APO AND whose governing body has approved the APO's Joint Powers Agreement (JPA); and
 - b. The Minnesota Department of Transportation District 3; and
 - c. The Saint Cloud Metropolitan Transit Commission or successor agency thereof.
 - 3.1.2 At its sole discretion, the APO Policy Board may approve additional individuals, organizations, agencies, advocacy groups, non-profits, or other entities to be members of the TAC. Such members may be either voting members or non-voting members.
 - 3.2 Primary Voting Representatives
 - 3.2.1 Each TAC member identified in section 3.1.1 (above) shall appoint one Primary Voting Representative to serve on the TAC with the exception of the City of Saint Cloud, which is allowed to appoint two Primary Voting Representatives.
 - 3.2.2 Entities approved for TAC membership under subsection 3.1.2 (above) shall also appoint a Primary Representative to serve on the TAC. If the Policy Board approved the entity as a voting member of the TAC, then the representative of that entity shall be a Primary Voting Representative. Otherwise, they shall be a non-voting Primary Representative.
 - 3.2.3 All voting and non-voting Primary Representatives shall serve until replaced by the member's appointing body or until the member withdraws their APO membership.
 - 3.2.4 Primary Representatives may be changed at any time by the member, however, the appointment of a new Primary Voting Representative must be communicated in writing or via email to the TAC Chair at least 24 hours prior to the next scheduled meeting of the APO's TAC. Failure to provide sufficient notice may result in the member's Primary Voting Representative not to be recognized as the duly appointed voting representative for that member.
 - 3.2.5 All Primary Voting Representatives are allowed one vote.

3.3 Alternate Voting Representatives

3.3.1 Voting members may also appoint Alternate Voting Representatives. These **representatives shall be recognized as the member's official voting representative only if the member's Primary Voting Representative is absent** from a meeting.

3.3.2 **If a member's** Primary Voting Representative and Alternate Voting Representative both attend the same meeting at the same time, only the Primary Voting **Representative's vote shall** count and the presence of the Alternate Voting Representative shall not be considered for purposes of determining quorum.

3.3.3 Alternate Voting Representatives may be changed at any time by the member unit, but the appointment of an Alternate Voting Representative must be communicated in writing or via email to the TAC Chair at least 24 hours prior to the next scheduled meeting of the APO TAC. **Failure to provide sufficient notice may result in the member's Alternate Voting Representative** not being recognized as the duly appointed representative for that member.

3.4 Ex-Officio Members & Representatives

3.4.1 Ex-officio representatives are individuals who are members of the TAC by virtue of holding another position or office. The following are ex-officio members of the TAC:

- a. APO Policy Board members.
- b. Air Quality Specialist for U.S. Environmental Protection Agency (EPA): Regional Office.
- c. Community Planner for Federal Highway Administration (FHWA): Minnesota Division Office.
- d. Transportation Program Specialist for Federal Transit Administration (FTA): Region 5 Office.
- e. Minnesota Pollution Control Agency Principal State Planner.
- f. MnDOT District 3 State Aid Engineer.
- g. MnDOT Office of Transit and Active Transportation (OTAT) Transit Mobility Coordinator.
- h. MnDOT Office of Transportation System Management Metropolitan Planning Organization Planning Program Coordinator.
- i. Saint Cloud APO Active Transportation Advisory Committee (ATAC) Representative.

3.4.2 Ex-officio members and representatives are non-voting members and representatives.

3.4.3 Ex-officio members do not count toward determining the presence of a quorum.

3.5 Attendance

There is no attendance requirement for individual representatives. However, attendance records of each Primary Voting Representative and Alternate Voting Representative will be kept and annually reported to member units to help ensure that each member unit is being represented to the extent that they so desire.

4. OFFICERS

4.1 TAC Chair

The APO Senior Transportation Planner will serve as the TAC Chair.

4.1.1 Duties of the TAC Chair

Duties of the TAC Chair include: Drafting of an agenda of business to be transacted at any Regular or Special Meeting of the TAC; presiding at TAC meetings to assure a comprehensive, cooperative, and continuing (3-C) process; calling special meetings as the TAC Chair deems necessary or upon request by a one-third vote of TAC members; and facilitating and/or coordinating special committees created by the TAC membership.

4.2 TAC Vice Chair

The APO Executive Director shall serve as the TAC Vice Chair.

4.2.1 Duties of the TAC Vice Chair

Perform the duties of the Chair in the absence of the Chair.

4.3 Absence of TAC Chair and Vice Chair

In the absence of the TAC Chair and Vice Chair, the most senior-level APO staffer will preside at the Regular or Special Meeting of the TAC as temporary chair until such a time that (a) the Chair or Vice Chair arrive; or (b) the meeting has adjourned.

4.4 TAC Secretary

The APO Administrative Assistant will serve as the TAC Secretary.

4.4.1 Duties of the TAC Secretary

Duties of the TAC Secretary include: Taking minutes at all meetings and submit them for approval to the membership at the following meeting; **serving as custodian of the TAC's records;** and keeping the official membership roll.

5. MEETINGS

5.1 Regular Meetings

Meetings of the TAC shall be held monthly based upon a schedule adopted by the TAC annually. The TAC Chair shall determine the meeting location and time. The TAC Chair or Vice Chair may cancel a regularly scheduled meeting. Notices of regular meetings shall be emailed to the membership at least 10 days in advance of the meeting.

5.2 Special Meetings

The TAC Chair or Vice-Chair, when they deem necessary, may call a Special Meeting of the TAC. At least one representative from each member unit must be contacted personally a minimum of three business days in advance of the meeting for such Special Meeting to be valid.

5.2.1 A written petition signed by one-third of the member units and presented to the TAC Chair and/or Vice Chair a minimum of three business days prior to the requested date for a Special Meeting shall constitute a call for such meeting.

5.2.2 The call for any Special Meeting shall designate the date, time, place, the business to be transacted, and who called the meeting. As such Special Meetings, no business shall be considered other than as designated in the call.

5.2.3 The agenda for said meeting may be delivered via email to each representative of the TAC and posted on the APO website as far in advance of the Special Meeting as practicable.

5.3 Conduct of Meetings

5.3.1 **All agendas of the TAC will be posted to the APO's website 10 days in advance of Regular Meetings of the TAC.**

5.3.2 All meetings of the TAC will be conducted in-person unless the threshold to conduct meetings through the use of Internet means has been met as outlined in Section 5.5.

5.3.3 Pursuant to the Americans with Disabilities Act and the policies of the **APO's** Stakeholder Engagement Plan, meeting locations shall be accessible to all people of all abilities.

5.3.4 All meetings of the TAC will be open to the public.

5.3.5 All Regular and Special Meetings of the TAC will have a designated time for the public to address the TAC membership.

5.4 Quorum

In order for business to be transacted, there must be a recognized quorum of voting representatives. Quorum for the TAC will be no less than one-half of voting members.

5.4.1 A quorum is not lost when a member or members abstain from voting.

5.4.2 If a quorum is not reached within 15 minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

5.5 Video and Teleconference Meeting

5.5.1 Meetings of the TAC may be conducted through use of Internet meeting services designated by the Chair (a) when the Chair or Vice-Chair has obtained written consent for this from a majority of the TAC membership; (b) in the case of special meetings, when so directed by those calling the special meeting; or (c) when it is prohibitive to conduct a meeting in-person due, but not limited, to local, State, or Federal declaration of emergency.

5.5.2 In the event that an in-person meeting of the TAC is not practical or prudent because of a health pandemic or an emergency declared under Minnesota Statute Chapter 12, the TAC may conduct its business in an electronic format as outlined in Minnesota Statute 13D.021.

5.5.3 **Internet meetings of the TAC shall be subject to all rules adopted by the APO's Policy Board for the conduct of the TAC.** Any such rules adopted by the APO Policy Board for the conduct of the TAC shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the TAC.

5.5.4 If communication is lost by a voting representative and cannot be restored in a timely fashion, the voting representative participating through electronic means will be considered to have left the meeting. In that event, the Secretary will ascertain whether quorum continues.

5.6 Agenda

The TAC Chair shall draft all meeting agendas.

5.6.1 **Regular Meeting agendas may be amended at the meeting pursuant to Robert's Rules for amending agendas.** Special Meeting agendas are restricted to the business designated in the meeting notice.

5.7 Voting

Voting privileges are bestowed upon representatives of voting members as identified in Sections 3.

6. SUB-COMMITTEES

6.1 Permanent Sub-Committees

6.1.1 The APO Policy Board may, by a two-thirds vote of voting representatives present at a duly called meeting noticed for such purpose, approve the formation or dissolution of permanent advisory sub-committees of the TAC.

6.1.2 The following committees have been formally approved by the Policy Board to serve as a sub-committee of the TAC:

- a. Active Transportation Advisory Committee (ATAC), **as established by the APO's Policy Board**, shall serve as a permanent citizen advisory committee to the TAC for the purpose of identifying and addressing the needs of active transportation modes such as bicycling and walking.

6.2 Temporary Working Groups

A temporary working group of the TAC may be appointed by the TAC Chair on the recommendation of TAC membership. Temporary working groups shall be created for a specific task or function delegated by a majority vote of voting representatives present at a duly called meeting.

7. PARLIAMENTARY AUTHORITY

Roberts Rules of Order (current addition) shall govern the conduct of meetings where not otherwise specifically provided by these bylaws.

8. AMENDMENT OF BYLAWS

8.1 Amendments

8.1.1 The Bylaws of the TAC must be approved by a two-**thirds vote of the APO's Policy Board** present at a duly called meeting noticed for such purpose.

8.1.2 All amendments shall be recorded by date with clearly identified changes and permanently appended to these Bylaws in an appendix.

These Bylaws for the Technical Advisory Committee were adopted by the Saint Cloud Area Planning Organization Policy Board on Oct. 8, 2020.



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Policy Board
FROM: Brian Gibson, Executive Director
RE: Stakeholder Engagement Plan 2020 Annual Report
DATE: September 25, 2020

Per the APO's Stakeholder Engagement Plan (SEP), APO staff is required to report on an annual basis the quantity and quality of public participation offered. The SEP Annual Report documents how and when the APO engaged with the community through meetings, events, online surveys, and other activities. The report also contains **an evaluation of the APO's** response to goals for community involvement in the regional transportation planning process.

This evaluation applies to APO outreach activities over a one-year period from July 1, 2019 – June 30, 2020.

The report identifies strategies utilized to fulfill APO goals for public outreach. It describes how greater use of online engagement was a response to COVID-19 restrictions. The report documents all public meetings and events pertaining to the Transportation Improvement Program (TIP), the 2045 Metropolitan Transportation Plan (MTP), the development of the Active Transportation Plan, and input opportunities related to other planning activities. The use of Facebook and other social media is documented as is public engagement through surveys and other methods.

The qualitative section of the SEP Annual Report begins with a summary of survey responses and comments from public participants throughout the year. Next is an assessment of the APO response to the Limited English Proficiency (LEP) plan. The annual report concludes with an assessment of how well the APO implemented recommendations **from last year's report and gives recommendations for the coming year to improve input opportunities and the quality of public engagement.**

Recommendations for 2020-2021 Public Engagement

These recommendations are listed in no particular order.

1. *Explore hybrid in-person/virtual meetings*

With COVID-19 effectively eliminating in-person meetings and public engagement opportunities, APO staff have been relying heavily on virtual platforms like Zoom to conduct meetings. Once public health guidelines allow for in-person meetings APO staff will more than likely transition back to in-person meetings. However, APO staff realize members of the public may feel more comfortable attending and participating in meetings and/or events virtually. To offer greater transparency and participation, staff

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will investigate the technology, costs, and practicality of methods that would permit members of the public to view, listen, or join meetings and events virtually. Consideration will be given to posting audio recordings of meetings on the APO website.

2. Explore targeted and more frequent outreach and engagement

In attempting to assure equitable access and opportunity to participate in the transportation planning process, APO staff have relied on their interested stakeholder email list. This list is comprised of organizations that work closely with traditionally underrepresented populations (i.e., people-of-color, low-income, people with disabilities, limited English proficient populations, older adults, and young people). Despite this, the response from these demographic groups – as measured by the optional demographic survey responses – was minimal.

Representatives from these demographic groups have expressed a need for APO staff to do one-on-one engagement within their communities on a regular basis. This does not have to be tied to a specific activity or public comment period. Several comments received from the SEP survey suggest that strategies currently in use by the APO fall short in achieving meaningful participation.

APO staff will explore opportunities to reach and engage with potentially underrepresented stakeholders on a more frequent basis and in alternative forums. APO staff will be mindful of the available staff time and financial resources needed to accomplish this task.

3. Solicit email addresses as part of online survey

For in-person meetings and engagement events, APO staff utilize a sign-in sheet which allows individuals the option to provide their email address to stay informed about APO planning activities. However, as APO staff have transitioned to online engagement – in part due to COVID-19 – providing the public with a means to stay connected to planning activities has not been consistent.

As part of online surveys, APO staff will include the option for individuals to provide their **email address. This will provide participants the opportunity to receive the APO's** newsletter and emails regarding public input opportunities. It will also allow APO staff to more readily conduct qualitative assessments on public engagement.

4. Provide qualitative surveys more frequently

Currently, APO staff annually distribute a qualitative assessment to individuals who have participated in an APO public outreach activity within the past year. This survey allows participants to provide their feedback on their experience in dealing with APO staff. However, APO staff have noticed that for some events significant time has passed between the initial public engagement opportunity and when staff are inquiring about participant experience. Staff believe inviting feedback closer to the time frame for the product or event in which people were engaged will improve their recall of the activity and likelihood to participate in the survey.

APO staff will distribute public engagement qualitative assessment surveys to individuals immediately following the close of public comment periods. For plans that will be developed over multiple years like the MTP, APO staff will identify appropriate

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opportunities to receive feedback from participants on the quality of public engagement. At a minimum, these qualitative assessment surveys will be conducted on an annual basis.

5. *Explore more effective usage of available social media*

APO staff has generally made much more effective use of Facebook through posts pertaining to events and announcements concerning public meetings and activities. Tools such as Facebook Live have increased engagement and public participation.

In the last year, social media accounts for Instagram, YouTube and LinkedIn were created, though there has been little use of these platforms for planning related announcements or public engagement.

APO staff will explore opportunities to make improved use of Instagram, YouTube and LinkedIn for informational purposes and other announcements.

APO staff believe that by accomplishing these actionable items staff can work toward improving the public engagement experience. These recommendations will be reevaluated and assessed for effectiveness during the development of the next SEP Annual Report.

Requested Action: Approve Recommendations of the 2020 SEP Annual Report



Stakeholder Engagement Plan 2020 Annual Report

Prepared by the
Saint Cloud Area
Planning
Organization

Oct. 8, 2020



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, LeSauk Township, and Saint Cloud Metropolitan Transit Commission (Saint Cloud Metro Bus). 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 ASSURANCE

*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 [Saint 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.*

CIWAANKA VI EE XAQI IJINTA

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu halkan ku siinayaa ogeysiis dadweyne in ay tahay sharciga APO in ay si buuxda u hoggaansanto Cinwaanka VI ee Xuquuqda Madaniga ee 1964 iyo Sharciga Soo-celinta Xuquuqda Madaniga ee 1987, Amarka Fulinta 12898 ee ku saabsan Cadaaladda Deegaanka, Iyo qaynuunada iyo qawaaniinta la xiriira barnaamijyada iyo nashaadaadka. Cinwaanka VI wuxuu xaqiijinayaa in qofna, sabab asal, midab, ama asal qaran ah, laga reebi doonin kaqeybgalka, loo diidi doonin faa'iidooyinka, ama haddii kale lagula takoorin barnaamij kasta ama waxqabad ee APO ay ku hesho kaalmada maaliyadeed ee Federaalka . Qof kasta oo aaminsan inuu ka xanaaqay fal sharci darro ah oo takoor ay ku sameysay APO wuxuu xaq u leeyahay inuu dacwad rasmi ah u gudbiyo APO, MnDOT ama US DOT. Cabasho kasta oo kale waa inay ahaataa mid qoraal ah lagana xaraystaa maareeyaha u hoggaansamida cinwaankeeda ee 'APO' VI VI waa boqol iyo siddeetan (180) maalmood gudahood taarikhda dhacday markii la sheegay in ay dhacday midabtakoor. Macluumaad dheeri ah, ama si aad u hesho Foomka Cabashada Kala-Takoorida Cinwaan ee 'VI kalasooc Foom', fadlan ka eeg bogga internetka ee 'Cloud Cloud APO' (www.stcloudapo.org) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

GARANTÍA DEL TÍTULO VI

La Organización de Planificación del Área de Saint Cloud (APO en inglés) da un aviso público con la presente de que es política de la APO el cumplir plenamente con el Título VI de la Ley de Derechos Civiles de 1964 y de la Ley de Restauración de Derechos Civiles de 1987, de la Orden Ejecutiva 12898 sobre la Justicia Ambiental, y los estatutos y reglamentos relacionados en todos los programas y actividades. El Título VI asegura que ninguna persona, por motivos de raza, color o nacionalidad, podrá quedar excluida de la participación en, se le podrán negar los beneficios de, o de algún modo podrá ser objeto de discriminación en virtud de cualquier programa o actividad por la cual la APO recibe asistencia financiera Federal. Cualquier persona que cree que ha sido perjudicada por una práctica discriminatoria ilegal por la APO

tiene el derecho de presentar un reclamo formal con la APO MnDOT o U.S. DOT. Cualquiera de estos reclamos debe ser por escrito y debe ser presentado ante el Gerente de Cumplimiento del Título VI de la APO dentro de los ciento ochenta (180) días naturales siguientes a la fecha en que la presunta ocurrencia discriminatoria. Para obtener más información, o para obtener un Formulario de Reclamo por Discriminación del Título VI, por favor, dirígete al [Sitio web de la APO de Saint Cloud](http://www.stcloudapo.org) (www.stcloudapo.org) o puedes ver una copia en nuestra oficina en 1040 County Road 4, Saint Cloud, MN 56303.

TITLE II ASSURANCE

The Saint Cloud Area Planning Organization (APO) hereby gives public notice that it is the policy of the APO to fully comply with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Rehabilitation Act) and related statutes and regulations in all programs and activities. Title II of the Americans with Disabilities Act (ADA) requires all state and local government agencies to take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. 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 should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available as a reasonable modification for persons with disabilities upon request. Complaints should be submitted by the complainant and/or his/her/their designee as soon as possible but no later than sixty (60) calendar days after the alleged **discriminatory occurrence and should be filed with the APO's Executive Director. For more information, or to obtain a Discrimination Complaint Form, please see the [Saint 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.**

CIWAANKA II EE XAQI IJINTA

Hay'adda Qorsheynta ee Saint Cloud Area Organisation (APO) waxay siisaa ogeysiis dadweyne inay tahay siyaasada APO inay si buuxda ugu hoggaansanto Sharciga Naafada Mareykanka ee 1990 (ADA) iyo Sharciga Baxnaaninta 1973 (Sharciga Baxnaaninta) iyo qawaaniinta iyo qawaaniinta la xiriira Dhammaan barnaamijyada iyo nashaadaadka. Qodobka II ee Sharciga Naafada Mareykanka (ADA) wuxuu u baahan yahay dhammaan hay'adaha gobolka iyo kuwa maxalliga ah inay qaadaan tillaabooyinka ku habboon si loo hubiyo in xiriirka lala yeesho codsabayaasha, ka qeybgalayaasha, iyo xubnaha bulshada naafada ah ay u la mid yihiin sida xiriirka lala yeesho kuwa kale. Qof kasta oo aaminsan inuu ka xanaaqay fal sharci darro ah oo takooris ah oo ay sameysay APO wuxuu xaq u leeyahay inuu dacwad rasmi ah u gudbiyo APO, MnDOT, ama US DOT. Cabasho kasta oo noocan oo kale ahi waa inay ahaataa mid qoraal ah oo ay kujirto macluumaad ku saabsan takoorida la soo sheegay sida magaca, cinwaanka, taleefan lambarka cabashada, iyo goobta, taariikhda, iyo faahfaahinta dhibaataada. Hab kale oo lagu xareeyo cabashada, sida wareysiyada shaqsiyeed ama cajalad duuban cabashada, ayaa loo heli doonaa sidii wax looga badali karo macquul ahaan dadka naafada ah markii la codsado. Ashtakooyinka waa in ay soo gudbiyaan cabashada iyo / ama wakiilkiisa / wakiilkiisa sida ugu dhakhsaha badan

ee suurtoogalka ah laakiin aan ka dambayn lixdan (60) maalmood taariikhi ah ka dib dhacda la xiriirta midab kala sooca waana in lagu fayl gareeyaa Agaasimaha Fulinta APO. Macluumaad dheeri ah, ama si aad u hesho Foomka Cabashada Kala-Takoorida, fadlan eeg bogga internetka ee 'Cloud Cloud APO' (www.stcloudapo.org) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

GARANTÍA DEL TÍTULO II

La Organización de Planificación del Área de Saint Cloud (APO en inglés) da un aviso público con la presente de que es política de la APO el cumplir plenamente con la Ley sobre los Estadounidenses con Discapacidad de 1990 (ADA en inglés) y con la Ley de Rehabilitación de 1973 (Ley de Rehabilitación) y con los estatutos y reglamentos en todos los programas y actividades. El Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990 (ADA en inglés) requiere que todas las agencias de gobierno estatales y locales tomen las medidas adecuadas para asegurar que la comunicación con los aplicantes, participantes y miembros del público con discapacidades sea tan efectiva como la comunicación con otros. Cualquier persona que cree que ha sido perjudicada por una práctica discriminatoria ilegal por la APO tiene el derecho de presentar un reclamo formal con la APO MnDOT o U.S. DOT. Cualquiera de estos reclamos debe ser por escrito y debe contener información sobre la presunta discriminación tales como el nombre, la dirección, el número de teléfono del denunciante, y la ubicación, la fecha y la descripción del problema. Los medios alternativos de presentar un reclamo, tales como una entrevista personal o una grabación de audio del reclamo, estarán disponibles como una modificación razonable para las personas con discapacidades a petición. Los reclamos deben ser presentados por el denunciante y/o su persona designada tan pronto como sea posible pero no más tarde de sesenta (60) días naturales después de la presunta ocurrencia discriminatoria y deben ser presentados ante el Director Ejecutivo de la APO. Para obtener más información, o para obtener un Formulario de Reclamo por Discriminación, por favor, dirígete al [Sitio web de la APO de Saint Cloud](http://www.stcloudapo.org) (www.stcloudapo.org) o puedes ver una copia en nuestra oficina e 1040 County Road 4, Saint Cloud, MN 56303.

LEARNING FROM THE PAST, LOOKING AHEAD

A Summary of the APO's 2020 Stakeholder Engagement Plan Annual Report

The Saint Cloud Area Planning Organization (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. To accomplish this mission, the APO relies heavily on ensuring that coordinated planning efforts involve meaningful public input and that input is a factor in the decision-making process behind the development of every plan and program the APO does.

The Stakeholder Engagement Plan – SEP – is the roadmap for APO staff, advisory committees, and decision-makers on how to engage and reach the community in a way that ensures all community members are given an equal and equitable opportunity to participate in the process.

The APO has developed three specific goals when it comes to getting the community involved in the regional transportation planning process:

1. **Opportunities for Involvement.** Provide early, accessible, and continuous opportunities for public involvement from a diversity of stakeholders and interested public.
2. **Access to Information.** Provide reasonable public access to technical and policy information used in the development of plans and projects.
3. **Review of Materials.** Provide a reasonable amount of time to review materials and comment prior to adoption of any plan or amendment.

To measure the APO's progress in achieving these goals, APO staff has committed to conducting an annual assessment to evaluate the effectiveness of its policies and practices around public involvement.

The 2020 SEP Annual Report serves as the APO's yearly (July 1-June 30) evaluation.

The report starts with a general overview of what the APO is. It then takes a closer look at the various public outreach strategies APO staff utilized between July 2019 and June 2020 including a discussion about how COVID-19 has changed the way APO staff interact with the community.

The bulk of the report focuses on how APO staff interacted with the community over the past year. This includes information collected on the number of meetings and events hosted by the APO and discusses the use of online surveys as a way to get people involved. The report also looks at the way APO staff let people know about different events through social media, press releases, flyers, email lists, etc. Staff also look at who they are reaching with some of these efforts by reviewing demographic data collected as part its online surveying effort.

Only looking at the ways people can participate is just one side of the coin. Staff also want to ensure that those who participate in APO-sponsored events or activities feel listened to and want to continue to engage with the APO and the transportation planning process. As part of this report, APO staff ask for feedback from those who have participated in an outreach activity on their experience and suggestions on where APO staff can improve. These comments have also been included in the report.

Toward the end of the document, APO staff conduct a similar self-evaluation specifically **discussing staff's efforts in engaging people with limited English proficiency. As outlined in** Federal regulations, the APO must have a Limited English Proficiency (LEP) plan that identifies reasonable steps staff can take to provide language assistance to those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. Part of the LEP plan – found within the SEP – calls for staff to do an **annual review to ensure they are in line with goals of the APO's LEP plan. That assessment** can be found in Chapter 5 of this document.

Finally, the 2020 SEP Annual Report moves to a discussion on recommendations APO staff can do to improve public engagement. This section is two-fold. First, staff look at how last **year's recommendations were implemented. Second, staff identify some new ways to try** and improve public involvement based upon the feedback provided from community members engaged with the APO.

APO staff hope that through this effort to reflect on past efforts; reassess existing strategies; and develop and explore new ideas that public engagement in the regional transportation planning process will only continue to get better.

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1 - INTRODUCTION

The Code of Federal Regulations (23 CFR §450.316) requires all Metropolitan Planning Organizations (MPOs) 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.

As the MPO for the Saint Cloud metropolitan planning area (MPA), the Saint Cloud Area Planning Organization (APO) is responsible for complying with these regulations. **The APO's [Stakeholder Engagement Plan](https://bit.ly/327W6vf) (https://bit.ly/327W6vf) – approved by the APO's Executive Board in June 2018 and amended in January 2019 – fulfills those federal requirements and reinforces the APO's commitment to meaningful public involvement in its planning and programming efforts.**

The APO's SEP provides detailed information regarding how the public can 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.

In addition to the public participation plan, the APO's SEP also contains the Title VI and Limited English Proficiency (LEP) plan.

In order to assess and evaluate the successes and shortcomings of the APO's public engagement strategies, the SEP outlines a process for staffers to compile pertinent data – both quantitative and qualitative – in regards to public engagement. Per the expectations outlined in the APO's SEP, staff will conduct a review of all public outreach efforts on an annual basis and will use the information gathered to help modify any perceived deficiencies in public outreach strategies.

This document, thereby, fulfills this expectation as outlined in the APO's SEP.

Saint Cloud Area Planning Organization

The APO Urbanized Area is designated by the U.S. Census Bureau after every decennial census. Criteria for defining this area include population density and density of development. The APO, in conjunction with the Minnesota Department of Transportation (MnDOT), approves a 20-year planning boundary that includes not only the Census-defined Urbanized Area, but also considers expected urbanized growth within that period.

Member jurisdictions include Benton County, Sherburne County, Stearns County, City of Saint Cloud, City of Saint Joseph, City of Sartell, City of Sauk Rapids, City of Waite Park, and LeSauk Township. Saint Cloud Metropolitan Transit Commission (MTC) – more commonly referred to as Saint Cloud Metro Bus – is also a member.

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

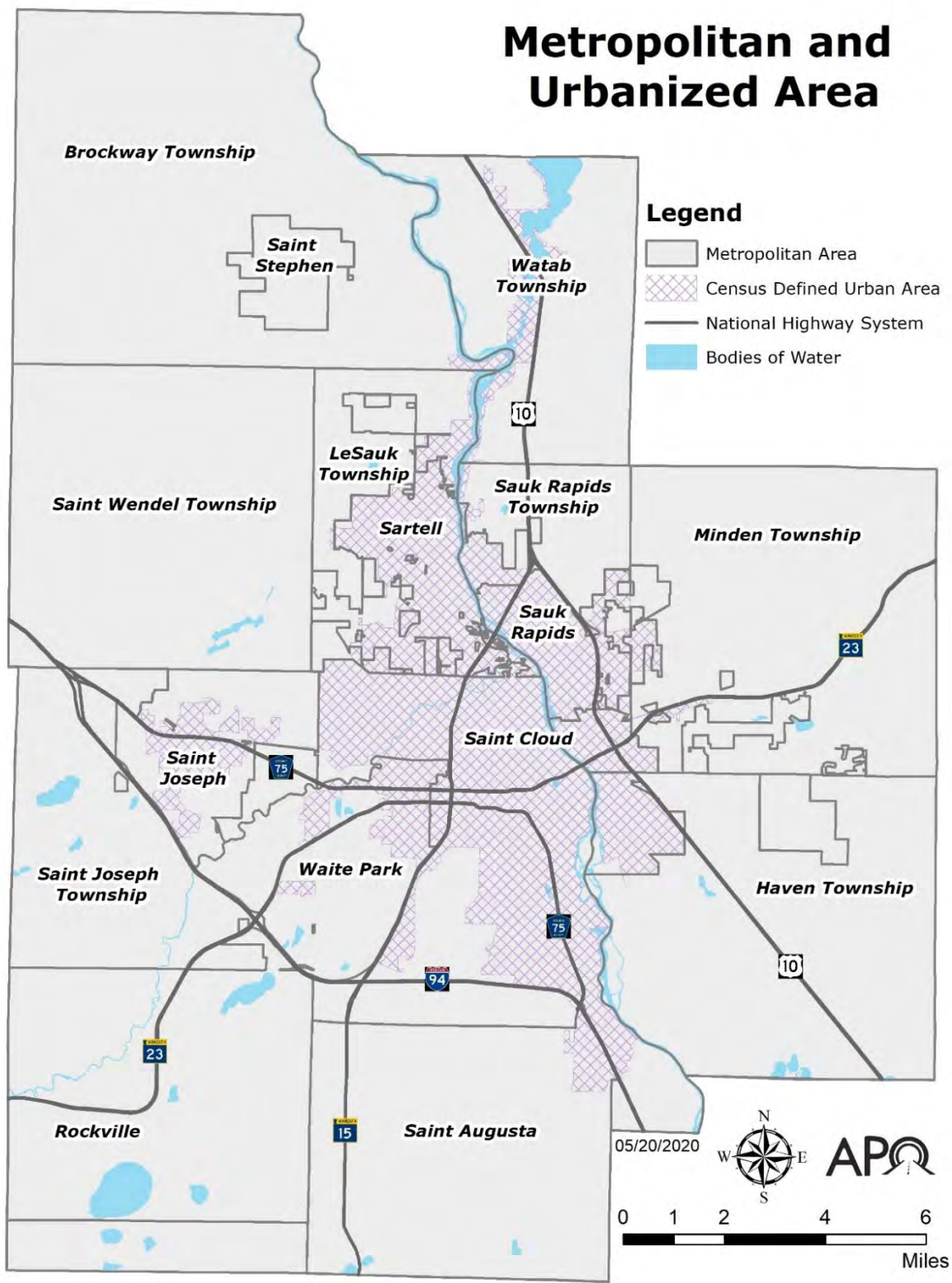


Figure 1: Map of the APO's planning area.

As a comprehensive, intergovernmental transportation planning agency for the Saint Cloud Metropolitan Planning Area (MPA), the APO receives local, state, and Federal funds to administer programs and transportation-related studies.

The APO Policy Board is made up of elected officials and a senior-level management position from Saint Cloud Metro Bus. The Policy Board is the decision-making body of the APO and provides guidance and direction to staff. The Policy Board is advised by a Technical Advisory Committee (TAC) and a TAC subcommittee for active transportation (i.e., non-motorized transportation such as biking and walking) issues known as the Active Transportation Advisory Committee (ATAC).

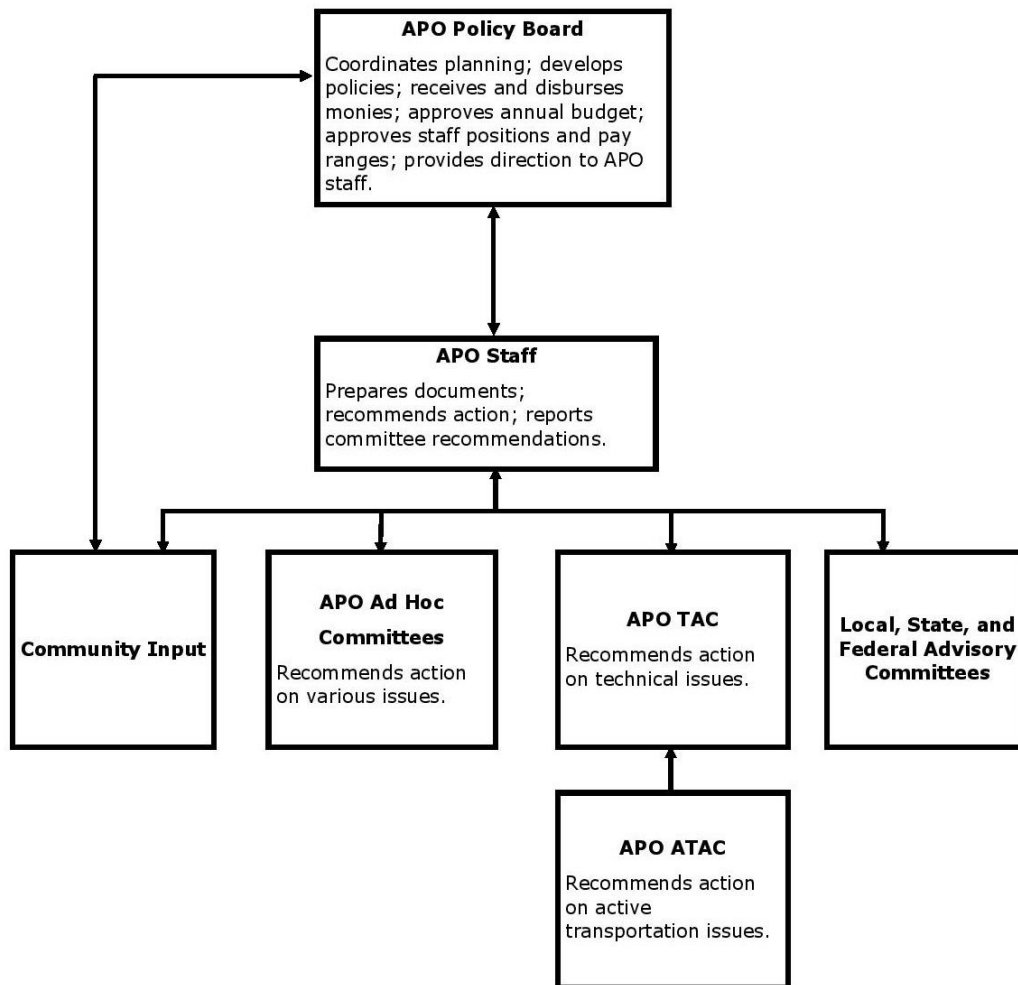


Figure 2: APO organizational chart.

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 MPA. 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 MPA.

In the transportation planning process, the APO's role includes:

- **Maintaining a certified "3-C" (comprehensive, cooperative, and continuing)** transportation planning process.
- Coordinating the planning and implementation activities of local, regional, and state transportation agencies.
- Undertaking an effective stakeholder engagement process which ensures meaningful public input is part of the decision-making process behind plans and programs.
- Providing leadership both in setting transportation policy and in metropolitan system planning.
- Lending technical support in planning and operations to local governments.
- Planning for an intermodal transportation system that is economically efficient, environmentally sound, provides the foundation to compete in the global economy, and will move people and goods in an energy-efficient manner.



Figure 3: APO staff engaging with members of the Active Transportation Plan Development Committee in March 2020.

2 - 2019-2020 PUBLIC OUTREACH

Goals

As identified in the APO's SEP, APO staffers strive to educate and engage the public in meaningful ways that allow for fully informed participation and engagement. With this in mind, the APO has created a list of goals and strategies to aid in the public development and implementation of the SEP.

The three goals of the SEP are:

1. Provide early, accessible, and continuous opportunities for public involvement from diverse stakeholders.
2. Provide reasonable public access to technical and policy information used in the development of plans and projects.
3. Provide a reasonable amount of time to review materials and comment prior to adoption of any plan or amendment.

Strategies

As outlined in the APO's SEP, APO staffers utilize a variety of techniques to engage and inform members of the public on regional transportation planning and programming processes. From July 2019 through June 2020, APO staff utilized the following strategies. A brief description of those strategies is also included below.

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 social media and the APO's website.**

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 legal notices in the local newspaper of record to advertise public input opportunities on the documents and planning studies in their draft form prior to formal **completion and/or adoption by the APO's Policy Board.**

News Media: The APO notifies news media through general purpose meeting notifications for the Policy Board and project specific press releases. The APO may also submit letters to the editor to the newspaper of record on current trends in 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) 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.**

Citizen Surveys: On a project specific basis, citizen surveys will be used to collect data and other relevant information. These surveys will be available both online and in hard copy.

This information is generally documented within the transportation plan or study and is **posted on the APO's website.**

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 list of stakeholder contacts which includes 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 is used to notify stakeholder contacts of opportunities to be involved in the transportation planning process.

Speaking Engagements: APO staff members are available to provide general and project specific information as requested by interested community groups. Staff members also may perform 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 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>). When preparing public meetings, APO staff shall make all reasonable good-faith efforts to provide auxiliary services if requested to do so.

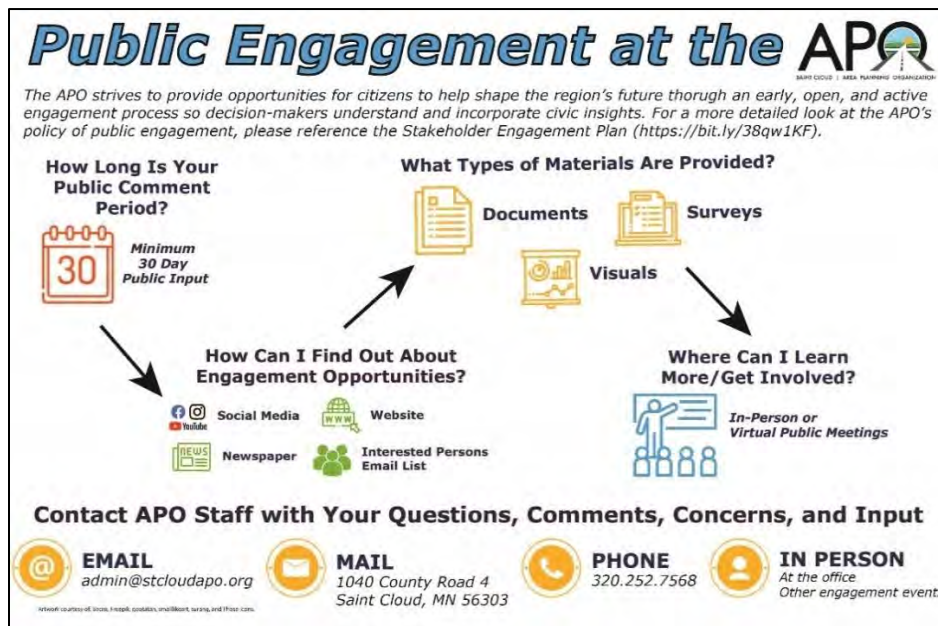


Figure 4: A simplified graphic of the APO's public engagement strategies. Artwork courtesy of Becris, Freepik, geotatah, smalllikeart, surang, and Those Icons.

Adapting to COVID-19 Restrictions

The COVID-19 global pandemic took hold in Minnesota in March 2020. Restrictions imposed statewide through executive orders from Minnesota Gov. Tim Walz and local leaders due to the health emergency limited the use of many traditional strategies for public engagement. Public facilities used by the APO were closed to meetings. Enforced restrictions on public gatherings and social distancing guidelines to prevent the spread of this contagious disease led to subsequent in-person event and meeting cancellations. Circumstances created by this health crisis meant the APO was unable to use traditional face-to-face methods and had to adapt with online and other methods to receive meaningful public input and engagement.

The APO, like other public agencies, focused almost exclusively on available online methods of public engagement. More frequent usage was made of the APO website and social media, especially Facebook. Beginning in April, meetings were conducted in a virtual format typically using the video conferencing platform, Zoom.

As documented in this report, the amount of public engagement received through online means grew substantially during this period. However, some sectors of the MPA population do not have access to online technology including those that are traditionally underserved. Concerted attempts to work with area partners and organizations to reach these groups for their input on transportation planning products and processes were initiated. As part of the recommendations for public outreach – found in Chapter 6 – APO staff is committed to **exploring avenues to ensure all who want to participate in the APO's planning process are able.**



Figure 5: Members of the APO's Active Transportation Advisory Committee (ATAC) attending a Zoom meeting in June 2020.

3 – QUANTITATIVE DATA

Public Meetings

During the 12-month period from July 1, 2019, to June 30, 2020, APO staff conducted a combined total of 36 in-person outreach events and six online virtual engagement meetings that were open to the public. Public meetings include those related to review and project development for Transportation Improvement Program (TIP), the development of proposed projects for inclusion in the 2045 Metropolitan Transportation Plan (MTP), and public discussions to guide the development of the Active Transportation Plan.

Meetings of the APO's Active Transportation Advisory Committee (ATAC), the Active Transportation Plan Development Committee (DC), the APO Technical Advisory Committee (TAC), and the APO Policy Board were scheduled events with notice provided to the public through the APO website and through Facebook.

During this time frame, APO staff were also concluding work as part of the MnDOT [Regional Transportation Coordinating Council \(RTCC\)](https://bit.ly/2SGLZHZ) (https://bit.ly/2SGLZHZ) Phase I planning grant. One project management team (PMT) meeting to finalize the MnDOT grant was conducted in August 2019.

For a full list of public meetings and input events with the comments received and their disposition please see Appendix A.

Of note, for purposes of this analysis, APO staff define a “member of the public” as: 1) someone who does not work for the APO or one of its member jurisdictions or agencies, and 2) an elected or appointed official who does not serve on the APO Policy Board.

TIP Open Houses

Between July 2019 and June 2020, APO staff hosted five open house events to discuss the **APO's Transportation Improvement Program (TIP)**. Three events were held in-person at either the APO office – 1040 County Road 4 in Saint Cloud – or the Great River Regional Library (GRRL) – 1300 W Saint Germain Street in Saint Cloud. Seven participants from the public attended these in-person open houses.

Method of Event	Date Held	Location	Public Participants
In person	7-10-2019	APO Office	0
In person	1-16-2019	GRRL	5
In person	2-20-2020	GRRL	2

Figure 6: A table of the in-person TIP open house engagement dates, locations, and number of participants who attended between July 2019 and June 2020.



Figure 7: The TIP public engagement booth set up at the Great River Regional Library in January 2020.

Due to the COVID-19 global pandemic in spring 2020, in-person open house activities were effectively suspended. Therefore, APO staff resorted to utilizing Facebook Live to conduct two open houses in April 2020.

Reach is defined by Facebook as the estimated number of people who had any posts from your page on their screen, broken down by total, organic, and promotions. Engagement is the number of times people have engaged with your posts through likes, comments, and shares, and more.

Method of Event	Date Held	Engagement	Reach	Number of Comments Received
Facebook Live	04-21-2020	17	308	1
Facebook Live	04-29-2020	5	114	0

Figure 8: A table of the Facebook Live TIP open house engagement dates and Facebook insight numbers for engagement and reach.



Figure 9: A screenshot of the Facebook Live metrics from the April 21, 2020, TIP virtual open house.

All five **open houses** were advertised to the public via legal notices found within the APO's newspaper of record (St. Cloud Times). The APO's Facebook page was also used to advertise notice of the TIP open house events through posts and Facebook Live videos from the in-person events.

MTP Public Engagement

APO staff began public input for the draft Metropolitan Transportation Plan (MTP) in August 2019. This active campaign ran through late October 2019.

Of note, there were two separate public outreach events during this time frame. The first public outreach ran from Aug. 12 through Sept. 20, 2019. During this period of time while the draft document was out for public review, significant changes to the proposed projects were made. As a result, APO staff had to immediately begin another round of public input running from Sept. 23 through Oct. 23, 2019, in order to provide all community members the opportunity to react and provide feedback to these proposed changes.

First Round of MTP Engagement

The initial round of public comment involved 10 in-person events held in various locations across the MPA. The dates of these meetings and participation was as follows:

Method of Event	Date Held	Location	Public Participants
In Person	8-17-2019	Lake Wobegon Trailhead in Saint Joseph	5
In Person	8-22-2019	Mobility Training Center	61
In Person	8-26-2019	Metro Bus Transit Station	33
In Person	8-30-2019	Rivers Edge Park	11
In Person	9-4-2019	APO Office	3
In Person	9-11-2019	Catholic Charities Emergency Services	44
In Person	9-13-2019	Lake George	21
In Person	9-16-2019	Saint Cloud City Hall	28
In Person	9-19-2019	Waite Park Senior Center	37
In Person	09-20-2019	Pinecone Road Coborn's	0

Figure 10: A list of the in-person engagement events and number of participants for the APO's first round of MTP public engagement.

In addition to these scheduled in-person events, APO staff provided information about the MTP to members of the public at four non-APO sponsored events.

Date Held	Meeting/Event	Number of People in Attendance
08-06-2019	Saint Cloud Rotary Weekly Luncheon	50
08-20-2019	Saint Cloud Metro Bus Rider Advisory Committee	8
08-21-2019	Stearns Benton Toward Zero Deaths Coalition	9
08-21-2019	United Way Access to Food Committee	13

Figure 11: A list of the non-APO sponsored events in which APO staff presented on the MTP during the APO's first round of MTP public engagement.

For the initial round of MTP outreach, APO staff utilized press releases to local media outlets which included a schedule of the APO sponsored in-person events. Press releases were distributed to the following media outlets:

- AM 1240 WJON.
- 88.1 FM KVSC.
- AM 1450 KNSI.
- St. Joseph/Sartell Newleaders.
- Sauk Rapids Herald.
- St. Cloud Times.

APO staff also advertised several of these in-person engagement events in real-time using Facebook Live video.

Second Round of MTP Engagement

Due to significant changes being proposed from the first draft available to the public, APO staff underwent a second round of public input solicitation from Sept. 23 through Oct. 23, 2019. During this time frame, staff hosted two in-person events. No one from the public participated.

Method of Event	Date Held	Location	Public Participants
In person	10-9-2019	GRRL	0
In person	10-15-2019	Saint Joseph Government Center	0

Figure 12: A list of the in-person engagement events and number of participants for the APO's second round of MTP public engagement.



Figure 13: The booth promoting the APO's MTP during a public engagement event at the library in October 2019.

In addition to these scheduled in-person events, APO staff provided information about the MTP to members of the public at two non-APO sponsored events.

Date Held	Meeting	Number of People in Attendance/Interacted With
09/28/2019	Saint Cloud 301 Event	6 people interacted with
10/11/2019	Saint Cloud Area Chamber of Commerce Government Affairs Committee	21 people attended

Figure 14: A list of the non-APO sponsored events in which APO staff presented on the MTP during the APO's second round of MTP public engagement.

APO staff advertised these meetings primarily through Facebook Live video.

ATAC and DC Meetings

Between July 2019 and June 2020, APO staff hosted two ATAC meetings – one held in-person at the Saint Cloud branch of the Great River Regional Library and the other held online via Zoom due to the ongoing COVID-19 pandemic. These meetings focused heavily on active transportation issues.

ATAC meetings and public participation are as follows:

Method of Event	Date Held	Location	Public Participants
In person	10-1-2019	GRRL	9
Online	5-6-2020	Zoom	3

Figure 15: A table of the ATAC meeting dates, locations, and number of participants who attended between July 2019 and June 2020.

Notice of ATAC meetings was provided to the volunteer list of members and announced to the public on the APO website and through Facebook events.

As an initiative created out of the work done by APO staff during the development of the MTP, an effort was launched in fall 2019 to begin work on a regional Active Transportation Plan (ATP). To assist staff in this effort and to guide the development of this plan, volunteers were solicited from the ATAC to be a part of a project working group designed with the intent of developing the ATP. Known as the Active Transportation Plan Development Committee (DC), this group met four times between July 2019 and June 2020.



Figure 16: APO staff presenting information to members of the Active Transportation Plan DC at its March 2020 meeting.

Meetings and participation were as follows:

Method of Event	Date Held	Location	Public Participants
In person	10-31-2019	Waite Park City Hall	3
In person	2-12-2020	APO Office	4
In person	3-11-2020	APO Office	2
Online	6-10-2020	Zoom	5

Figure 17: A table of the DC meeting dates, locations, and number of participants who attended between July 2019 and June 2020.

Notice of DC meetings was provided to the volunteer list of members.

TAC Meetings

Between July 2019 and June 2020 APO staff hosted six TAC meetings at the Stearns County Public Works Department/Highway Department (Stearns Co PWD/HD) – 455-28th Ave. S in Waite Park and three meetings online via Zoom. Those meetings primarily focused on technical transportation issues. Voting membership on the TAC is comprised of planners and engineers from the agencies and jurisdictions of the APO.

TAC meetings and public participation was as follows:

Method of Event	Date Held	Location	Public Participants
In person	7-31-2019	Stearns Co PWD/HD	0
In person	8-29-2019	Stearns Co PWD/HD	0
In person	9-19-2019	Stearns Co PWD/HD	0
In person	10-29-2019	Stearns Co PWD/HD	0
In person	1-30-2020	Stearns Co PWD/HD	0
In person	2-27-2020	Stearns Co PWD/HD	0
Online	4-30-2020	Zoom	0
Online	5-28-2020	Zoom	0
Online	6-25-2020	Zoom	0

Figure 18: A table of the TAC meeting dates, locations, and number of participants who attended between July 2019 and June 2020.

TAC meetings were advertised to members of the public on the homepage of the APO's website and on the APO's Facebook page.

No one from the public attended any TAC meeting.

Policy Board Meetings

Between July 2019 and June 2020, the APO hosted eight Policy Board meetings. Six meetings were held at the Saint Cloud branch of the Great River Regional Library. Due to the COVID-19 pandemic, two Policy Board meetings were conducted online via Zoom. The dates of Policy Board meetings are as follows:

Method of Event	Date Held	Location	Public Participants
In person	8-8-2019	GRRL	0
In person	9-19-2019	Waite Park City Hall	0
In person	10-30-2019	GRRL	1
In person	1-9-2020	GRRL	2
In person	2-13-2020	GRRL	1
In person	3-12-2020	GRRL	0
Online	5-14-2020	Zoom	0
Online	6-11-2020	Zoom	1

Figure 19: A table of the TAC meeting dates, locations, and number of participants who attended between July 2019 and June 2020.

There was a total of five members of the public present for these meetings. Public comments were recorded in the APO's Policy Board minutes.

Similar to the TAC meetings, Policy Board meetings were advertised to members of the public on the homepage of the APO's website. The February Policy Board meeting was also advertised on the APO's Facebook page.



Figure 20: APO Policy Board members listen to a presentation at the March 2020 Policy Board meeting.

RTCC Meetings

Between July 1, 2019, and June 30, 2020, APO staff along with consulting firm WSB, concluded work on a MnDOT's **Phase I** grant for the development of a Regional Transportation Coordinating Council (RTCC) within Central Minnesota. While most of the work to fulfill this grant agreement was completed between July 2018 and June 2019, an extension granted by MnDOT allowed for work to be finished by August 2019.

As a result, one project management team (PMT) meeting was scheduled on Aug. 27, 2019, at Tri-CAP's **Waite Park headquarters** – 1210-23rd Ave. S.

Given the nature of these meetings, APO staff targeted individuals and organizations that had either 1) expressed interest in the development of an RTCC or 2) worked closely with transit-dependent populations that would benefit from the development of an RTCC. APO

staff reached out to these specific individuals and organizations through an interested stakeholder email list specifically developed for the RTCC effort.

Seventeen people attended the August 2019 RTCC PMT meeting.

Social Media

Between July 1, 2019, and June 30, 2020, the APO branched out from strictly using Facebook as the sole social media platform. During this one-year time frame, APO staffers developed a YouTube account, an Instagram account, and a LinkedIn profile. Even though **staff have added to the APO's social media repertoire, Facebook is the predominate platform** staffers use.

Facebook

The APO greatly expanded its social media presence on Facebook in the period from July 2019 through June 2020. APO staff utilized this platform to provide its Facebook followers with information about updates and changes to the draft MTP and opportunities for input on the transportation planning process. Facebook Live videos were successful in obtaining input requested on transportation projects proposed in the TIP. Through links provided on Facebook, the public could access online surveys requesting input on active transportation usage and needs. Facebook posts also provided notice of TAC meetings and other topics of importance to transportation planning.



Figure 21: A screenshot of the APO's boosted MTP post from August 2019.

During this one-year time frame, the number of followers to the APO's Facebook page progressively grew. As of July 1, 2020, the APO's Facebook page had 272 followers, a 23.6 percent increase in comparison to the 237 followers last July.

In terms of posts pertaining to the APO directly soliciting public input, from July 2019 through June 2020, the APO created 39 posts, 18 more than were created the previous year. The topics receiving multiple posts included:

- TIP public comments: 12 posts.
- MTP development: 11 posts.
- TAC meetings: 8 posts.
- ATAC meetings and ATP related: 4 posts.

Rounding out the 39 posts include: A Policy Board meeting notification, an announcement about the new APO website, a follow up post about the new **APO's logo**, and the announcement of the 2019 SEP annual report survey.

APO staff used four styles of post types to engage members of the public. Those styles included events, photos, links, and Facebook Live videos.

During this time frame, APO staff paid for two posts to be boosted – a paid advertisement promoting an existing post. **Those posts were for the APO's MTP (boosted on Aug. 26, 2019) and the Active Transportation Plan (boosted on April 1, 2020).**

By boosting a post, Facebook distributes said post to a wider range of people including those who do not follow the APO on other social media platforms.

As a result, significant reach and engagement was achieved as noted below.

Figure 22 describes the top ten posts in terms of their reach. Reach, again, is the estimated number of people who had any posts from your page on their screen, broken down by total, organic, and promotions. The top performing posts were the Aug. 12 release of the MTP for public feedback (with a reach of 3,439 partly as a result of a Facebook boost), the survey announcement for the Active Transportation Plan (with a reach of 2,704 also with a Facebook boost). The next highest performing post was for a standard Facebook announcement (not a boost) on Sept. 24 for the MTP with a reach of 1,956.

Date	Purpose of Post	Post Type	Reach
08/12/2019	MTP public comment	Photo and Boosted	3,434
04/01/2019	ATP survey	Link and Boosted	2,704
09/24/2019	MTP public comment	Photo	1,956
02/20/2020	TIP public comment	Event	320
04/21/2020	TIP public comment	Facebook Live	308
10/01/2019	ATAC meeting	Photo (Event)	287
01/16/2020	TIP public comment	Facebook Live	201
10/07/2019	ATP interest	Colorful Post	150
08/17/2019	MTP public comment	Facebook Live	145
08/30/2019	MTP public comment	Facebook Live	140

Figure 22: The top ten APO Facebook posts in terms of reach between July 2019 and June 2020. Data courtesy of Facebook.

Figure 23 describes the top ten posts in terms of their engagement – the number of times people have engaged with posts through likes, comments, shares, and more. The top performing posts in terms of engagement were two photo posts inviting public comment on

the MTP from August and September 2019 and a link post for the ATP survey from April 2020. Facebook events were excluded from the engagement analysis.

Date	Purpose of Post	Post Type	Engagement
09/24/2019	MTP public comment	Photo	703
04/01/2020	ATP survey	Link and Boosted	180
08/12/2019	MTP public comment	Photo and Boosted	175
08/17/2019	MTP public comment	Photo	35
08/15/2019	SEP survey	Photo	27
08/30/2019	MTP public comment	Facebook Live	21
09/13/2019	MTP public comment	Facebook Live	18
10/07/2019	ATP interest	Colorful Post	17
04/21/2020	TIP public comment	Facebook Live	17
10/11/2019	MTP public comment	Facebook Live	15

Figure 23: The top ten APO Facebook posts in terms of engagement between July 2019 and June 2020. Data courtesy of Facebook.

A full list of Facebook posts during this time frame can be found in Appendix A.

Of note, two June 2020 posts related to public engagement for the 2021-2024 TIP for a comment period primarily in July will be included in the analysis for the 2021 SEP Annual Report.

Other Social Media

During the period from July 1, 2019, to June 30, 2020, the APO created social media accounts for Instagram, YouTube, and LinkedIn.

Nine posts were made to Instagram which included several spotlights on APO staff, an announcement regarding public comment concluding on the MTP, and one request for volunteer participation with an APO committee. As of July 1, 2020, there are 70 followers on Instagram.

APO staff created one YouTube during this time frame. This video was a how-to video providing instructions on how to navigate the online Wikimap as part of the APO's Active Transportation Plan engagement. This video was also cross posted to Facebook and was **highlighted on the APO's website. The APO's YouTube channel currently has three** subscribers.

A LinkedIn page was also created during this time frame. The page includes a description of the APO organization and its purpose. There have been no posts during the period and there are no followers.

Online Surveys

From July 2019 to June 2020, the APO created 17 online surveys using the online survey development platform SurveyMonkey.

Survey announcements and the necessary links were made available on the APO website, Facebook, and were distributed via email to those interested in APO planning activities. **In addition, mention of the availability of these surveys was made at the APO's Policy Board, TAC, and ATAC meetings.**

A total of 290 individual responses were recorded. Figure 24 provides a summary of APO survey posts, when it was posted, how long the survey was open, and the number of responses received.

Survey Focus	When Posted	Days Active	Purpose of Survey	Total Responses
APO Logo	7-9-2019	30	Obtain feedback and opinions on the proposed APO logo.	40
Draft 2045 MTP – City of Saint Cloud	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Saint Cloud.	32
Draft 2045 MTP – Benton County	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by Benton County.	4
Draft 2045 MTP – City of Sartell	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Sartell.	5
Draft 2045 MTP – City of Sauk Rapids	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Sauk Rapids.	4
Draft 2045 MTP – Sherburne County	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by Sherburne County.	1
Draft 2045 MTP – Stearns County	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by Stearns County.	5
Draft 2045 MTP – City of Saint Joseph	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Saint Joseph.	5
Draft 2045 MTP – City of Waite Park	8-12-2019	30	Public input on the draft 2045 MTP with a focus on proposed projects funded by the City of Waite Park.	2
Draft 2045 MTP – Full Survey	8-12-2019	30	Public input on second draft of the 2045 MTP including all proposed projects.	3
2019 SEP Annual Report Public Input Process	8-27-2019	30	Obtain feedback on the quality of public engagement as part of the development of the 2019 SEP annual report.	4
Draft 2045 MTP	9-23-2019	30	Public input on proposed project changes in the draft 2045 MTP.	45
2020-2023 TIP	1-2-2020	30	Comment on proposed TIP amendments.	2

Survey Focus	When Posted	Days Active	Purpose of Survey	Total Responses
2020-2023 TIP	2-4-2020	30	Comment on proposed TIP amendments.	1
Active Transportation	3-20-2020	93	Obtain information on active transportation users and needs.	127
2020-2023 TIP	4-8-2020	30	Comment on proposed TIP amendments.	10

Figure 24: A list of the online surveys posted in chronological order and the number of survey responses.

After the surveys were closed, summary results were made available on the APO ["Get Involved"](http://stcloudapo.org/get-involved/) web page (<http://stcloudapo.org/get-involved/>).

Below is a more in-depth look at the types of surveys developed.

APO Logo Feedback Survey

To obtain public input and feedback on a new proposed APO logo and branding, an online survey provided a series of questions asking the public about the appearance of several logo options and their reactions to them. The survey was posted online on July 9, 2019 for 30 days. A total of 40 people participated in the online survey. The results of this survey along **with staff and TAC recommendations were presented to the APO's Policy Board** at the Aug. 8, 2019 meeting. Policy Board members ultimately approved a new logo for the APO.

2045 MTP Survey Engagement

From August to October 2019, there were two separate rounds of public input related to the **draft MAPPING 2045, the APO's MTP**.

For the first round of public engagement, APO staff developed one large online survey covering all proposed projects and smaller online surveys for each of the jurisdictions within the MPA. The surveys were open from Aug. 12 through Sept. 23, 2019. A total of 61 people participated. Of those, 31 participants provided their email and requested to be kept informed about APO planning activities.

Due to significant changes being proposed to the original project list, APO staff initiated another round of public input from Sept. 23 through Oct. 23, 2019, with a single survey highlighting the proposed changes to the original draft. A total of 45 participants completed this second survey. Of those, 10 provided their email and requested to be kept informed about APO planning activities.

The results of both of these surveys were submitted to APO TAC and Policy Board representatives for their consideration.

2019 SEP Survey

The August 2019 SEP annual report survey was designed to gauge the quality of public engagement from participants between July 2018 and June 2019. There were four **responses to this survey. These comments were included in the SEP's 2019 annual report.**

2020-2023 TIP Engagement

Three separate online surveys regarding proposed changes to the draft 2020-2023 TIP were developed in January, February, and April 2020. Amendments to the TIP were adopted after APO TAC and Policy Board review of the input from these surveys.

The January TIP survey related to proposed changes to project funding and descriptions from Stearns County and Metro Bus and project additions from WACOSA and MnDOT. This survey was open from Jan. 2 to Feb. 3, 2020. Two responses were received. The APO Policy Board acted on these proposed changes on Feb 13.

The February TIP survey addressed multiple changes proposed by MnDOT and Metro Bus. This survey was open from Feb. 6 to March 7, 2020. One response was received. The APO Policy Board acted on these proposed changes on March 12.

The April TIP survey pertaining to a project addition from WACOSA was open from April 8 to May 8, 2020. Ten responses were received. The APO Policy Board acted on this proposed change on May 14.

ATP Survey and Interactive Map

The APO Active Transportation Survey was released to the public on March 30, 2020 to solicit information from the public on active transportation (i.e., walking and bicycling).

The survey was active between March 30 and June 30, 2020. A total of 127 responses were received. Of those, 25 participants provided their email and requested to be kept informed about APO planning activities. APO staff are in the process of developing an Active Transportation Plan. Comments from this survey will be used to help develop the plan and will be incorporated into document.

Demographic Questionnaire

As a result of the 2019 SEP Annual Report recommendations, APO staff began adding nine demographic questions at the end of all APO online surveys. Respondents were asked to provide information regarding their gender, city of residence, age, ethnicity, household size, household income, whether they have a physical disability, place of birth (inside or outside the U.S.), and their primary language spoken at home. Completion of these the demographic questions by survey participants was optional.

Responses to these demographic questions assists APO staff in identifying the various groups within the MPA that are being reached through surveys. The intent is to ensure all community members are afforded an equal and equitable opportunity to participate in the process. By understanding who is participating in APO outreach, staff can strategize various techniques to ensure all people – particularly traditionally underrepresented populations – are being reached.

Category	Total Survey Participant Responses	% of Total Survey Participant Responses	% of MPA 2014-2018 ACS Five Year Population Estimates
Gender			
Male	104	46.2	50.2%
Female	117	52.0%	49.8%
*Non-Binary	4	1.8%	0.0%
City of Residence			
Rockville	0	0.0%	1.9%
Saint Augusta	3	1.3%	2.7%
Saint Cloud	111	47.6	49.8%
Saint Joseph	13	5.6%	5.1%
Saint Stephen	0	0.0%	0.7%
Sartell	61	26.2%	12.6%
Sauk Rapids	17	7.3%	10.0%
Waite Park	14	6.0%	5.6%
Other	14	6.0%	11.6%
Ethnicity			
White or Caucasian	208	93.7%	83.3%
Black or African American	4	1.8%	8.3%
Hispanic or Latino	3	1.4%	2.8%
Asian or Asian American	2	0.9%	2.8%
American Indian or Alaska Native	1	0.5%	0.4%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.0%
Other	4	1.8%	2.3%
*Number in Household			
1 person	34	14.8%	N/A
2 people	73	31.7%	N/A
3 people	44	19.1%	N/A
4 people	49	21.3%	N/A
5 people	19	8.3%	N/A
6 people	5	2.2%	N/A
7 or more people	6	2.6%	N/A
*Household Income			
Under \$10,000	1	0.5%	N/A
\$10,001 to \$25,000	5	2.4%	N/A
\$25,001 to \$50,000	38	17.9%	N/A
\$50,001 to \$75,000	67	31.6%	N/A
Over \$75,000	101	47.6%	N/A
*Age			
Under 16	1	0.4%	N/A
17-25	12	5.2%	N/A
26-62	170	73.9%	N/A

Category	Total Survey Participant Responses	% of Total Survey Participant Responses	% of MPA 2014-2018 ACS Five Year Population Estimates
63+	47	20.4%	N/A
Physical Disability			
Yes	20	8.8%	11.6%
No	207	91.2%	88.4%
Where Were You Born			
In the U.S.	224	98.2%	91.8%
Outside the U.S.	4	1.8%	8.2%
Primary Language Spoken at Home			
English	224	99.1%	89.1%
Something Other than English	2	0.9%	10.9%

**The ACS Five-Year Estimates does not calculate this information in a way that allows for a direct comparison. Figure 25: Results from the APO's demographic questionnaire compared to the population estimates of various demographics within the Saint Cloud MPA. Population data courtesy of 2014-2018 American Community Survey Five-Year Estimates.*

As stated earlier, during the period between July 1, 2019, and June 30, 2020, a total of 17 online surveys were created. The following is an in-depth analysis of the demographic make-up of survey participants by survey topic. Of note, the 2019 SEP public input survey and the APO logo surveys did not include demographic questions.

MTP Surveys

Out of approximately 106 individuals who participated in at least one of the 11 MTP related surveys between August and October 2019, 91 demographic responses were collected.

The average participant in these APO surveys:

- Is male (56% of total respondents).
- Lives in Saint Cloud (52% of total respondents).
- Is white (93% of total respondents).
- Lives in a two-person household (38% of total respondents).
- Has a household income over \$75,000 (49% of total respondents).
- Is between the ages of 26 and 62 (67% of total respondents).
- Does not have a physical disability (90% of total respondents).
- Was born in the United States (97% of total respondents).
- Speaks English as the primary language spoken at home (98% of total respondents).

While a majority of MTP survey respondents were reportedly from the City of Saint Cloud, a good portion (approximately 30%) of participants live in the City of Sartell. Only three people of color participated in any MTP surveys. Approximately one-quarter of participants were over age 63. In addition, while nearly half of respondents reported having a household income of greater than \$75,000, about one-third of participants reported incomes between \$50,001 and \$75,000.

TIP Surveys

Out of approximately 13 individuals who participated in at least one of the three TIP related surveys between January and April 2020, 13 demographic responses were collected.

The average participant in these APO surveys:

- Is female (62% of total respondents).
- Lives in Saint Cloud (62% of total respondents).
- Is white (92% of total respondents).
- Lives in a two-person household (54% of total respondents).
- Has a household income between \$50,001 and \$75,000 (54% of total respondents).
- Is between the ages of 26 and 62 (69% of total respondents).
- Does not have a physical disability (92% of total respondents).
- Was born in the United States (100% of total respondents).
- Speaks English as the primary language spoken at home (100% of total respondents).

Only one person of color (identified as of Hispanic or Latino ethnicity) took part in surveys related to the TIP. Survey takers were primarily from Saint Cloud, however two residents (15%) were from Saint Joseph.

ATP Survey

There were 124 individuals who took, at least in part, the demographic questionnaire as part of the active transportation survey. The average participant taking the Active Transportation Plan survey:

- Is female (60% of respondents).
- Lives in Saint Cloud (43% of respondents).
- Is between the ages of 26-62 (80% of respondents).
- Is white (94% of respondents).
- Lives in a two-person household (25% of respondents).
- Has a household income over \$75,000 (49% of respondents).
- Does not have a physical disability (92% of respondents).
- Was born in the United States (99% of respondents).
- Speaks English as the primary language spoken at home (100% of respondents).

Participants taking the active transportation survey came from across the MPA including Sartell (25%), Waite Park (10%), and Sauk Rapids (7%). Six people of color responded to this survey (three identifying as Black/African American; one identifying as Hispanic/Latino; one identifying as Asian/Asian American; and one identifying as American Indian/Alaska Native).

A copy of the demographic questionnaire and matrix can be found in Appendix B.

Additional Outreach

Between July 2019 and June 2020, APO staff utilized additional tactics to engage members of the public in the transportation planning process. Below is a short synopsis of additional public engagement strategies and techniques staff utilized.

In-Person Paper Surveys

In addition to the online surveys, a paper survey was created for the MTP asking very broadly if the projects proposed were in line with the transportation vision the public had in

mind. These surveys were used strictly at in-person events in conjunction with the booth. Most of these surveys were used to record verbal comments community members provided.

Translations

In order to engage community members with limited English proficiency, APO staff translated some of its public outreach materials. Based off the APO's SEP, staff had translated advertisements of the MTP public comment period into four languages: Spanish, Somali, Hmong, and Laotian. In addition, surveys distributed at in-person engagement events were also translated into these four languages.

As part of a targeted outreach to the MPA's growing Somali population, APO staff also translated the Active Transportation survey into Somali.

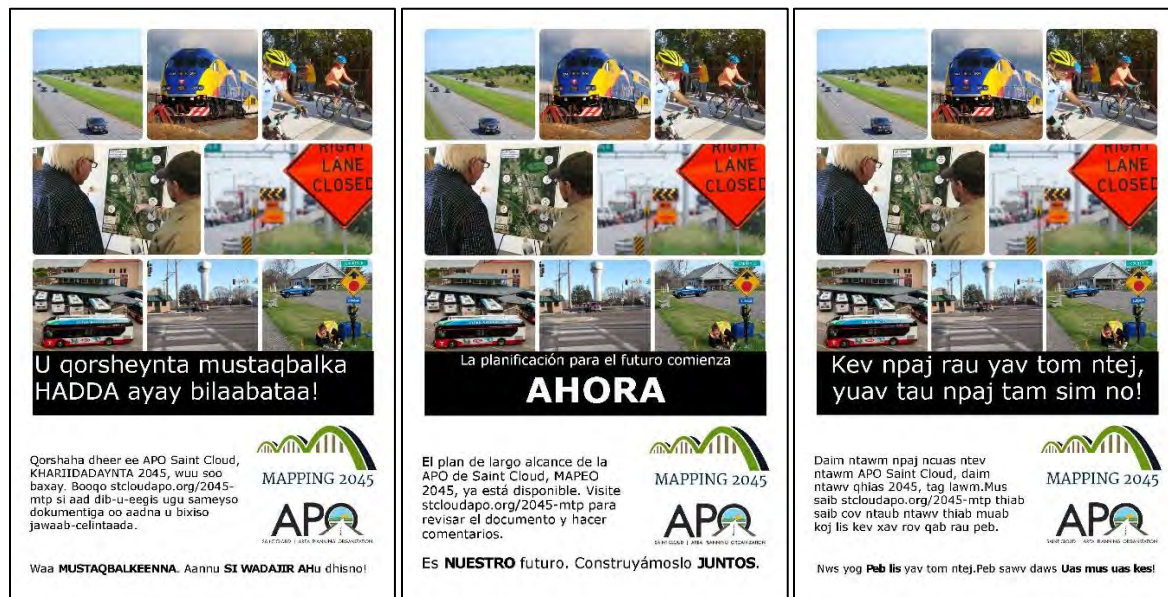


Figure 26: Flyers used to advertise the MTP translated into Somali (left), Spanish, and Hmong.

Flyers and Advertisements

To draw attention from the community about the draft 2045, APO staff created flyers to distribute around the MPA. These flyers were distributed to 76 locations across the MPA with a focus on grocery stores; ethnic grocery and retail spaces; places of worship; and community gathering spaces. In addition, flyers were placed on all Saint Cloud Metro Bus fixed route and Dial-a-Ride buses along with several shelters from Sept. 3 through Sept. 20, 2019.

Press Releases

Notification of some of the APO's planning activities through press releases was also undertaken during this time. APO staff developed press releases for the MTP public engagement process (in August and again in September 2019) along with the Active Transportation Plan planning effort in March 2020. Press releases were distributed to the following media outlets:

- AM 1240 WJON.
- 88.1 FM KVSC.
- AM 1450 KNSI.
- St. Joseph/Sartell Newsleaders.
- Sauk Rapids Herald.
- St. Cloud Times.

Since these were press releases and not paid media advertisements, the publication of these efforts was not consistent.

Online Mapping Tools

In conjunction with the active transportation online survey, APO staff developed an online interactive mapping tool known as a wikimap. The wikimap allowed residents to identify their preferred bicycle and walking routes and identify barriers and trouble spots along the way. The wikimap was made available between March 30 and June 30, 2020. Approximately 27 individual responses were identified. The results of this project, along with the online survey, are being incorporated into the APO's draft Active Transportation Plan.

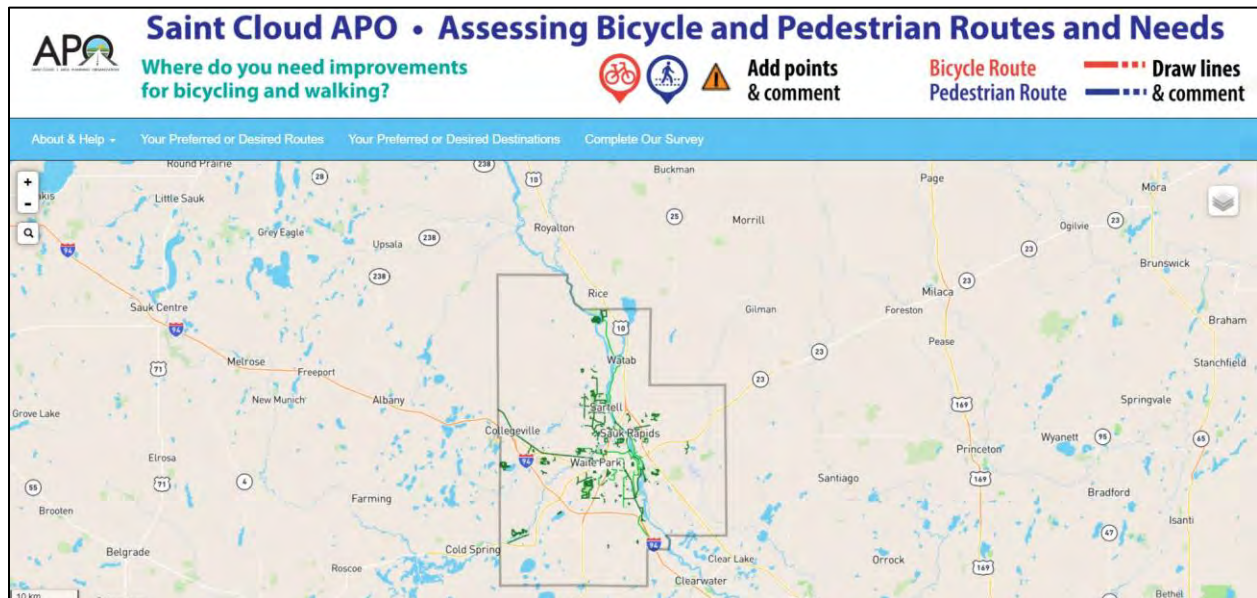


Figure 27: A screenshot of the APO's wikimap used as part of the public engagement effort for the Active Transportation Plan.

Interested Persons/Stakeholders Email List

APO staff have developed and maintained two email lists pertaining to public engagement. One list is developed specifically for individuals who have expressed an interest in APO planning activities and would like to be kept informed of possible public outreach opportunities. The second is a list of organizations that work closely with traditionally underrepresented populations – people-of-color, people with disabilities, low-income populations, and older adults.

During public engagement opportunities APO staff send out email notifications to individuals and/or organizations identified on these lists.

Website

APO staff also provide members of the public with the opportunity to reach staff via the [APO's website](http://www.stcloudapo.org) (www.stcloudapo.org). Between July 2019 and June 2020 APO staff received no emails that were generated from the APO's website.

4 - QUALITATIVE DATA

While the number of public engagement events held, how APO staff notified/provided the public opportunities for input, and the demographic make-up of those participants are important; APO staff felt it necessary to survey participants on their experience to determine what APO staff are doing well and what areas are in need of improvement.

Online Survey

On an annual basis APO staff survey those who have interacted with the APO about their experience, the usefulness of information provided, and their view of the staff response to their comments and feedback.

Between July 15 and Aug. 17, 2020, a total of 17 people participated in the online survey.

Ten respondents found about the APO engagement activity by email, four by word of mouth, and three from the APO website.

Participants were given a series of statements relating to their experience before, during and after the event and asked whether they agree or disagree. The survey then asked whether they were likely to participate in future events or encourage others to do. Figures 28 through 31 show the survey response to these statements.

Before the event ...	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
The notice or invitation to participate was clear and welcoming?	7	9	0	1
Information about the event topic helped prepare me to participate more effectively.	3	11	2	1
The purpose of the event was clearly defined.	6	9	1	1
I believed that any views offered would be taken seriously by APO staff.	10	4	3	0

Figure 28: A list of responses about people's experiences providing public input before an APO event as part of the APO's public engagement qualitative survey.

During the event ...	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
There was sufficient opportunity for me to express my views about what I thought was important.	9	3	5	0
APO staff provided a safe, fair, and well-managed environment for participants.	10	5	2	0
APO staff heard my opinions on the topic(s) presented.	6	7	3	0

Figure 29: A list of responses about people's experiences providing public input during an APO event as part of the APO's public engagement qualitative survey.

After the event ...	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
I believed that the event would result in better decisions on the topic(s) discussed.	8	6	2	1
I believe that any views offered would be taken seriously by APO staff.	8	6	2	1

Figure 30: A list of responses about people's experiences providing public input after an APO event as part of the APO's public engagement qualitative survey.

Regarding future engagement opportunities ...	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
Given the chance, I would participate in an APO outreach activity again.	11	5	1	0
I would encourage other residents to participate in similar APO events on this or other appropriate topics.	14	1	1	1

Figure 31: A list of responses from the APO's public engagement qualitative survey inquiring about their willingness to participate in future APO-sponsored outreach events.

Overall, the responses were favorable. However, several individuals identified concerns that during a public outreach that they were not given sufficient opportunity to discuss topics that were important to them (29%). Other areas of concern include staff taking feedback seriously (18%) and staff hearing opinions on topics being discussed (18%).

APO staff also asked survey participants to provide suggestions for how they can improve upon public engagement events. Six people responded with the following comments:

- Find community contacts within groups that would benefit from the outcomes. Answer the who should be involved and find out how to reach those audiences.
- By having some sort of a scheduled calendar of events so a person can plan ahead to attend. Also by having regular input sessions to get individual concerns and then including them in the next event. It's all about communication between the APO and the community. My personal feelings are that these communications are at a minimum. The APO should make an attempt to engage more people.
- 1) Put real questions on the event.
- By directly engaging the community. This survey will be filled out by people that **have a relationship with APO. So it's likely to be favorable. APO staff have admitted that they aren't connected to the communities in a meaningful way.**
- **Tough job in the pandemic. I don't know.**
- Listening to the people in the community

Out of the responses given, most indicated that online surveys were the preferred way to provide public comment. This was followed by in-person events, emails, and public meetings. Social media ranked fairly low in terms of preference. One respondent indicated APO staff look at other social media platforms since this individual was not on Facebook.

Other Qualitative Data

In addition to the online survey, APO staff had received one email pertaining to the quality of public engagement.

The email reads:

"The survey will not tell you how you are doing with public engagement. It will tell you how you are doing with people that you are already engaged with. The work that APO is part of is so critical and I think it's a disservice that APO doesn't see the need to do anything different."

Comments and feedback obtained in relation to the experience of attendees at various APO-sponsored meetings and/or events have been factored in as part of the recommendations staff have proposed. More information on those recommendations can be found in Chapter 6.



Figure 32: APO staff presenting to members of the APO's Policy Board in March 2020.

5 - LIMITED ENGLISH PROFICIENCY (LEP) MONITORING

As part of the APO's SEP, staff have developed a Limited English Proficiency (LEP) plan to identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided. 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.

Per Federal regulations, APO staff will review its LEP Plan on an annual basis. As part of that review, staff will include the following:

- The number of documented persons with limited English language proficiency contacts encountered.
- How the needs of persons with limited English language proficiency have been addressed.
- Determination of the current LEP population in the service area.
- Determination of whether the need for translation services has changed.
- Determination of whether local language assistance programs have been effective and sufficient to meet the need.
- Determination of whether the APO's financial resources are sufficient to fund language assistance resources needed.
- Determination of whether the APO fully complies with the goals of the LEP plan.
- Determination of 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 which includes LEP to determine issues and basis of complaints.

Below is the APO's 2019-2020 LEP self-evaluation.

Number of documented persons with limited English language proficiency contacts encountered.

Between July 2019 and June 2020, the APO has had no requests for interpreters and no requests for translated documents. The APO's Board, committees, staff, contractors, and sub-recipients have not knowingly had any contact with persons with limited English language proficiency. There were no encounters from those with limited English language proficiency at any APO meetings, events, or activities.

How the needs of persons with limited English language proficiency have been addressed.

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 from 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 notify and identify a person with limited English language proficiency who needs language assistance by:

- Posting notice in a conspicuous and accessible place in the APO office 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.
- **Posting the APO's LEP plan on the APO website.**
- Greeting visitors and participants as they arrive at the APO office or APO-sponsored meetings or events. By informally engaging participants in conversation or by using **language identification cards, it is possible to gauge each attendee's ability to speak** and understand English. Although translation may not be available at the time, it will help identify future needs.
- **Providing "I Speak" cards to assist in identifying the language interpretation needed** if the occasion arises.
- 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.

In regard to meeting the needs of persons with limited English language proficiency, the APO strives 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:
 - a. Interpretive services for public meetings, if advance notice is provided to the APO and such services are available.
 - b. Translated versions (or provide for interpretation of relevant sections) of all documents/publications upon request, within a reasonable time frame and if resources permit.

Additionally, the APO includes the following paragraph – which is translated into both Somali and Spanish in accordance with the Safe Harbor Provision – at the bottom of every agenda **distributed to the public by the APO; on the APO's website under the [Get Involved](https://stcloudapo.org/get-involved/)** (<https://stcloudapo.org/get-involved/>) dropdown; displayed at the APO office near the desk **of the administrative assistant and within the APO's conference room; and displayed near the sign-in form at all in-person meetings and in-person engagement events:**

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, Title II of 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 or at admin@stcloudapo.org at least seven (7) days in advance of the meeting.

Somali Translation:

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu si buuxda u waafaqsanahay Cinwaanka VI ee Xuquuqda Xuquuqda Rayidka ee 1964, Cinwaanka II

ee Sharciga Naafada Mareykanka ee 1990, Amarka Fulinta 12898, Amarka Fulinta 13116 iyo qawaaniinta iyo qawaaniinta la xiriira. APO waa u furan tahay dhammaan dadka awooda oo dhan. Qofka u baahan dib-u-habeyn ama dejin, caawimaad gargaar ah, adeegyo turjumaad, adeegyo turjubaan, iwm, si uu uga qeyb galo kulan dadweyne, oo ay ku jiraan helitaanka ajendahaan iyo / ama ku lifaaqan qaab kale, ama luqadda fadlan la xiriir APO. 320-252- 7568 ama at admin@stcloudapo.org ugu yaraan toddobo (7) maalmood kahor kulanka.

Spanish Translation:

La Organización de Planificación del Área de Saint Cloud (APO en inglés) cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, con el Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990), de la Orden Ejecutiva 12898, de la Orden Ejecutiva 13116 y los estatutos y reglamentos relacionados. La APO es accesible para todas las personas de todas las capacidades. Una persona que requiere una modificación o acomodación, ayudas auxiliares, servicios de traducción, servicios de interpretación, etc., para poder participar en una reunión pública, incluyendo recibir esta agenda y/o archivos adjuntos en un formato o idioma alternativo, por favor, contacta a la APO al número de teléfono 320-252-7568 o al admin@stcloudapo.org al menos siete (7) días antes de la reunión.

During this time frame APO staff provided the following in multiple languages:

- Flyers advertising public comment for the MTP. These flyers were translated into Somali, Spanish, Laotian, and Hmong.
- Paper surveys regarding the MTP. These surveys were translated into Somali, Spanish, Laotian, and Hmong.
- The online survey pertaining to the development of the Active Transportation Plan. This survey was translated into Somali.

LEP Population in the MPA

The most current data set available to APO staff that provided the most complete breakdown of languages by individual jurisdiction within the MPA was the 2011-2015 ACS Five Year Estimates.

According to 2011-2015 ACS Five Year Estimates approximately 91.5% of the Saint Cloud MPA population over the age of 5 speaks only English. About 8.5% of the people within the MPA over age 5 speak a language other than English at home. Of this, 3.2% speak English less than "very well". This is below both the state's (4.4%) and nation's (8.6%) thresholds for people who speak English less than "very well." The most common languages according to the ACS data are African languages (1,501 people or 1.2%); Spanish or Spanish Creole (880 people or 0.7%); and Vietnamese (439 people or 0.4%).

Geographic Area	2011-2015 ACS Population Estimates	2011-2015 ACS Population (5+) Who Speak English Less Than "Very Well"	Percent of Total Population
United States	269,603,003	25,410,766	8.6%
Minnesota	5,069,910	224,803	4.4%
Saint Cloud MPA	122,849	3,922	3.2%

Figure 33: A geographic breakdown of the 2011-2015 population estimates of people over age 5 who speak English less than "very well." Data courtesy of the 2011-2015 American Community Survey Five Year Estimates.

U.S. DOT has adopted the Safe Harbor Provision which outlines circumstances that can **provide a "safe harbor" for recipients regarding translation of written materials for LEP** populations. The Safe Harbor Provision applies to eligible LEP language groups that constitute 5% or 1,000 persons, whichever is less of the total population of persons eligible to be served or likely to be affected or encountered. Based this rule, African languages falls under the Safe Harbor Provision. Somali was determined to be the African language most common to the MPA and the language that would be made available in accordance with the Safe Harbor Provision.

Determination of whether the need for translation services has changed.

The need for interpretation and translation services and the APO commitment to respond to those needs has remained consistent.

Determination of whether local language assistance programs have been effective and sufficient to meet the need.

APO staff can respond to requests for language assistance utilizing a list of interpreter and translation services that can be made available. As stated earlier, the APO has had no documented encounters with LEP individuals. However, staff feel they are prepared to appropriately accommodate individuals with limited English proficiency.

Determination of whether the APO's financial resources are sufficient to fund language assistance resources needed.

Given its limited financial resources, the APO is likely unable to provide full multi-language translations of large planning documents or agenda packets. Given the limited LEP population it is unlikely this would be warranted. However, the APO will consider any such requests and its ability to satisfy them on a case-by-case basis as they arise.

Determination of whether the APO fully complies with the goals of the LEP plan.

While involvement in APO planning activities by citizens is voluntary and not considered a vital, immediate, or an emergency direct service, the APO is committed to ensuring all persons interested in APO activities have equal and equitable access to do so.

The APO's goals for public involvement include early, accessible, and continuous opportunities for public involvement; reasonable public access to technical and policy information used in the development of plans and projects; and a reasonable amount of time to review materials and comment prior to adoption of any plan or amendment.

In pursuit of these goals, the APO is committed to ensuring materials are accessible to those whose **who speak English "less than very well."** As identified in the SEP, the APO provides notice to the public of how translation and/or interpretive services can be provided to review APO documents (including agendas) and participate in APO planning activities.

Sufficient Staff Training

The APO recognizes the significance of staff with appropriate training and resources available to assist LEP individuals. The following training will be provided to all staff on an annual basis and upon new hire employee orientation:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services available and offered to the public.
- **Use of the "I Speak" cards.**
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

To provide added assurances of staff training, the APO has prepared an LEP training and certificate of completion log to ensure staff compliance with as it pertains to annual LEP training. This can be found in Appendix C.

Title VI /LEP Complaints

The APO assures that no person, shall on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259) be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under an agency-sponsored program or activity.

In the event an individual (or his/her/their representative) believes that he/she/they have been subject to discrimination prohibited by Title VI and other nondiscrimination provisions they have the right to file a complaint. This includes LEP individuals.

In addition to responding to the complaint, the APO Title VI Coordinator, Brian Gibson, must maintain a log of all Title VI complaints filed against the APO.

As of July 2020, the APO has had no formal Title VI complaints filed against the organization.

6 - RECOMMENDATIONS

Response to 2019 Recommendations

During the development of the 2019 SEP Annual Report, APO staff made five recommendations for improving public engagement. The following is a summary of those recommendations including a performance rating and a brief description of what was (or was not) done over the past year. Concluding each section – in bold italics – is the 2020 APO staff evaluation of each of the strategies and recommendations on their continued usage over the next year.

Public Meetings

APO staff can do a better job of advertising public meetings to encourage more public participation. **To do this, APO staff's 2019 recommendations were to:**

1. Consistently utilize its social media platform to advertise meetings. This will include creating Facebook events.
2. Utilize simpler, less jargon-filled language. This will be included in advertising on **social media platforms, on the APO's website, and in agenda packet material.**

Public Meetings Year End Assessment

1. Advertisement of meetings. APO Response: Good.

Over the past year, the APO staff created Facebook events for all TAC and ATAC meetings. APO staff only advertised one out of the eight Policy Board meetings with a Facebook event. Staff also made much more use of a variety of Facebook posts on a frequent basis to advertise meetings and events.

*APO staff recommends continuing to post public meeting notices to **Facebook including the APO's Policy Board meetings. Staff will also continue to expand use of social media to advertise meetings.***

2. Less jargon used in materials. APO Response: Good.

Throughout the year, APO staff made a conscious effort to use simpler, understandable language in all its communications with the Policy Board, committees, and the public.

APO staff recommend continued use of simple, understandable language in all communications.

Infrequent APO Meetings

Due to the nature of infrequent meetings – particularly ATAC meetings and TIP open houses – APO staff felt the need to explore possible options in notifying members of the public of **these opportunities. To do this, APO staff's 2019 recommendations were to:**

1. Identify several key locations – locations with high traffic and those that attract a demographically diverse audience – within the MPA to distribute flyers about infrequent APO meetings.
 - a. For ATAC meetings, APO staff will explore locations that garner a wide variety of active transportation users as locations to post flyer alerting that audience of the meeting date, time, and location.

- b. For TIP open houses, APO staff will explore a variety of locations within the MPA. If the open house is evaluating the full TIP document, APO staff will post **flyers in key locations in each of the APO member jurisdiction's communities.** For specific amendments to the TIP, APO staff will target the communities of those jurisdictions requesting changes to the document.
2. Utilize simpler, less jargon-filled language. This will be included in advertising on **social media platforms, on the APO's website, and in agenda packet material (should the meetings contain an agenda).**

Infrequent APO Meetings Year End Assessment

1. Use of Flyers. APO Response: Inconsistent.

As documented in this report, flyers were prepared and distributed in locations across the MPA mainly to draw attention to engagement opportunities for the draft MTP. There was a considerable investment in staff time including developing the flyers, mileage, and widespread distribution. After the conclusion of the MTP, no additional effort was made on this recommendation.

APO staff recommend suspending this effort. It was undetermined whether this passive form of communication was effective in increasing the level of public engagement. Staff recommend using more other, more direct forms of public engagement.

Follow Up on Action Taken on Public Input

Comments received at public meetings (ATAC/TAC/Policy Board) are recorded in the **meeting's minutes. These comments**, however, are typically not disposed of in the same way as those on specific plans or studies. APO staff will do their best to provide follow up information to comments made during public meetings either with a follow up at the next regularly scheduled meeting and/or directly to the commenter dependent upon whether **contact information is provided. To accomplish this, APO staff's 2019 recommendations** were to:

1. At public input events, APO staff will ask participants if they are interested in signing up (providing their email address) in order to be contacted on specific topics they are interested in. However, currently these emails are lumped into one general stakeholder email listserv and are contacted very infrequently, if at all. Rather than attempt to manage multiple listservs on a wide variety of topics, APO staff will provide – at a minimum – quarterly updates to the one general stakeholder email listserv. These updates will consist of an e-newsletter that will be distributed electronically and will be **placed on the APO's website. These newsletters will consist** of updates surrounding APO planning activities, such as active transportation, transit, and roadway construction projects, along with relevant transportation related information within the MPA. It is the hope that by providing this platform to interested stakeholders they will become more familiar with the roles and responsibilities of the APO and will receive regular updates on topics they have expressed interest in.

Follow Up on Action Taken on Public Input Year End Assessment

1. Disposition of public comments made at meetings. APO Response: Good.

When comments were received at public meetings, events, or through other means, APO staff promptly acknowledged those comments. In the specific case of the TIP

open houses (both in-person and virtual), staff provided follow up emails and/or posts to answer additional questions. Participants providing input on specific planning efforts had their comments incorporated into subsequent planning documents.

APO staff recommend continuing to provide prompt response and documentation of public comments.

2. Prepare and distribute e-newsletter. APO Response: Incomplete.

Due to staffing and time constraints APO staff were not able to implement the e-newsletter.

APO staff are committed to developing a newsletter. Staff will work to gather the necessary technical skills to design the newsletter and will work to develop a plan to implement this task within the next year. Staff will also work to provide paper copies of the newsletter and mail that information to those who request a hard copy.

TIP Participation

Between July 2018 and June 2019, APO staff had virtually no one comment on the TIP. To encourage more participation, in 2019 APO staff recommended:

1. Relocate the open house events from the APO office to either a more centralized location – such as the Saint Cloud branch of the Great River Regional Library – or reach out to member jurisdictions who are impacted by the changes to the TIP during the amendment process for suggested locations for in-person events.
2. Develop an online survey during the 30-day public comment period that would be advertised online, in the required legal notice, and on social media.
 - a. For the draft TIP document, APO staff will develop a large survey that encompasses all projects. Staff will also develop smaller, individualized surveys that are specific to each agency and/or jurisdiction.
 - b. For the TIP amendments, APO staff will develop a signal survey that encompasses all projects.

TIP Participation Year End Assessment

1. Relocation of Open Houses. APO Response: Good.

The APO held in person open house events at the Great River Regional Library which were successful in receiving improved attendance. However, due to COVID-19, in-person events were suspended as of March 2020. Staff instead hosted virtual events via Facebook Live. The number of comments received during the virtual open house events were comparable to the in-person events.

*APO staff recommend continued use of Facebook **Live for TIP "open house"** events. If (and when) the suspension of in-person events is lifted, APO staff shall consider a combination of in-person events at the library – following appropriate public health guidance – and online events through Facebook.*

2. Online Surveys. APO Response: Good.

During this time period APO staff had three TIP amendments. Staff developed surveys for these and received a combined total of 13 comments. At the tail end of this time frame, APO staff had initiated the public comment period on the draft TIP

document. One large TIP survey with all of the projects and seven individualized surveys were created. Since a majority of the public outreach for this event occurred outside of the SEP annual report time frame, the results of this effort will be reported in the next annual report.

APO staff recommend continued use and advertisement of online surveys.

Demographic Questionnaire

APO staff had initially developed a demographic questionnaire as part of the SEP. However, based upon the information collected during the 2019 annual report, staff determined the amount of demographic data collected using those surveys was insufficient in terms of drawing conclusions for analysis. To address this, the 2019 recommendations were:

1. Updating the demographic survey questions. APO staff will modify the existing demographic questionnaire to further determine gaps in achieving the goals of engaging all segments of the community.
 - a. **APO staff will provide an "other" option when asking about gender.**
 - b. APO staff will modify the age question. The question will read: What is your age? Answers will include: 16 or under, 17-25, 26-62, 63+.
 - c. APO staff will modify the ability question. The question will read: Do you have a physical disability? Answers will be yes or no.
 - d. APO staff will modify the household income question. The question will read: Last year, what was your total household income? Answers will include: Under \$10,000, \$10,000-\$25,000, \$25,001-\$50,000, \$50,001 to \$75,000, and \$75,000+.
 - e. APO staff will modify the language question. The question will read: What is the primary language spoken in your home? Answers will include: English and Something other than English.
 - f. APO staff will ask the following question: In what city do you reside? Answers to this question will include: Saint Cloud, Sauk Rapids, Waite Park, Saint Joseph, Sartell, Saint Augusta, Rockville, Saint Stephen, or Other (please specify).
 - g. APO staff will ask the following question: Where were you born? Answers will include: In the United States or Outside the United States.
2. On every online survey engagement opportunity APO staff will include the nine demographic questions at the end of the survey. There will be a disclaimer attached stating: The following questions are OPTIONAL, but completing them will help APO staff understand if they are reaching all segments of the population.
3. APO staff will continue to explore options to improve demographic questionnaire results from public meetings and in-person engagement events.

Demographic Questionnaire Year End Assessment

1. Updating the Demographic Survey Questions. APO Response: Good.

Survey questions for the demographic questionnaire were updated as recommended.

APO staff recommend continuing with the updated demographic questionnaire.

2. Including the Demographic Questionnaire on Online Surveys. APO Response: Good.

All online surveys created during this time frame included the demographic questionnaire. APO staff received approximately 243 survey responses to the demographic questionnaire.

APO staff recommend continuing this practice.

3. Exploring Options for Public Meetings and In-Person Engagement Events. APO Response: Incomplete.

Due to staffing constraints, APO staff have not begun work on this recommendation.

APO staff is committed to exploring these types of options and will work on coming up with suggestions and strategies for implementation.

Recommendations for 2020-2021 Public Engagement

In addition to the self-evaluations listed above, APO staff recommend the following strategies be implemented in the coming year. These recommendations are listed in no particular order.

Explore hybrid in-person/virtual meetings

With COVID-19 effectively eliminating in-person meetings and public engagement opportunities, APO staff have been relying heavily on virtual platforms like Zoom to conduct meetings. Once public health guidelines allow for in-person meetings APO staff will more than likely transition back to this type of platform. However, APO staff realize members of the public may feel more comfortable attending and participating in meetings and/or events virtually. To offer greater transparency and participation, staff will investigate the technology, costs, and practicality of methods that would permit members of the public to view, listen, or join meetings and events virtually. Consideration will be given to posting audio recordings of meetings on the APO website.

Explore targeted and more frequent outreach and engagement

In attempting to assure equitable access and opportunity to participate in the transportation planning process, APO staff have relied on their interested stakeholder email list. This list is comprised of organizations that work closely with traditionally underrepresented populations (i.e., people-of-color, low-income, people with disabilities, limited English proficient populations, older adults, and young people). Despite this, the response from these demographic groups – as measured by the optional demographic survey responses – was minimal.

Representatives from these demographic groups have expressed a need for APO staff to do one-on-one engagement within their communities on a regular basis. This does not have to be tied to a specific activity or public comment period. Several comments received from the SEP survey suggest that strategies currently in use by the APO fall short in achieving meaningful participation.

APO staff will explore opportunities to reach and engage with potentially underrepresented stakeholders on a more frequent basis and in alternative forums. APO staff will be mindful of the available staff time and financial resources needed to accomplish this task.

Solicit email addresses as part of online survey

For in-person meetings and engagement events, APO staff utilize a sign-in sheet which allows individuals the option to provide their email address to stay informed about APO

planning activities. However, as APO staff have transitioned to online engagement – in part due to COVID-19 – providing the public with a means to stay connected to planning activities has not been consistent.

As part of online surveys, APO staff will include the option for individuals to provide their **email address. This will provide participants the opportunity to receive the APO's newsletter** and emails regarding public input opportunities. It will also allow APO staff to more readily conduct qualitative assessments on public engagement.

Provide qualitative surveys more frequently

Currently, APO staff annually distribute a qualitative assessment to individuals who have participated in an APO public outreach activity within the past year. This survey allows participants to provide their feedback on their experience in dealing with APO staff. However, APO staff have noticed that for some events significant time has passed between the initial public engagement opportunity and when staff are inquiring about participant experience. Staff believe inviting feedback closer to the time frame for the product or event in which people were engaged will improve their recall of the activity and likelihood to participate in the survey.

APO staff will distribute public engagement qualitative assessment surveys to individuals immediately following the close of public comment periods. For plans that will be developed over multiple years like the MTP, APO staff will identify appropriate opportunities to receive feedback from participants on the quality of public engagement. At a minimum, these qualitative assessment surveys will be conducted on an annual basis.

Explore more effective usage of available social media

APO staff has generally made much more effective use of Facebook through posts pertaining to events and announcements concerning public meetings and activities. Tools such as Facebook Live have increased engagement and public participation.

In the last year, social media accounts for Instagram, YouTube and LinkedIn were created, though there has been little use of these platforms for planning related announcements or public engagement.

APO staff will explore opportunities to make improved use of Instagram, YouTube and LinkedIn for informational purposes and other announcements.

APO staff believe that by accomplishing these actionable items staff can work toward improving the public engagement experience. These recommendations will be reevaluated and assessed for effectiveness during the development of the next SEP Annual Report.

APPENDIX A

Public Comments

(Remainder of page left intentionally blank)

In-Person Public Engagement Calendar of Events							
Month	Date	Location	Purpose of Event	Number of Public Participants	Number of Comments Received	Comments Received	Comment Disposition
Jul-19	7/10/2019	APO	TIP Open House	0	0	0	N/A
	7/31/2019	Stearns County Public Works	TAC meeting	0	0	0	N/A
Aug-19	8/6/2019	St. Cloud Rotary	Luncheon	50	0	0	N/A
	8/8/2019	Saint Cloud Public Library	Policy Board meeting	0	0	0	N/A
	8/17/2019	Lake Wobegon Trail head	MTP Public Engagement Event	5	5	See MTP Disposition Matrix	See MTP Disposition Matrix
	8/20/2019	Mobility Training Center	RAC Meeting	8	0	0	N/A
	8/21/2019	St. Cloud Police Department (Stearns/Benton TZD)	TZD Meeting	9	0	0	N/A
	8/21/2019	United Way Building	Access to Food Meeting	13	0	0	N/A
	8/22/2019	Mobility Training Center	MTP Public Engagement Event	61	21	See MTP Disposition Matrix	See MTP Disposition Matrix
	8/26/2019	Metro Bus Transit Station	MTP Public Engagement Event	33	13	See MTP Disposition Matrix	See MTP Disposition Matrix
	8/27/2019	Tri-CAP	Regional Transportation Coordinating Council	17	Several	See meeting minutes (https://stcloudapo.org/wp-content/uploads/2019/12/Final-RTCC-Phase-I-OIP.pdf)	This meeting was the final meeting as outlined in the contract between the Saint Cloud APO and consulting firm WSB in the execution of the RTCC Phase I grant. APO staff have handed on the responsibilities of continuing the RTCC to Tri-CAP.
	8/29/2019	Stearns County Public Works	TAC meeting	0	0	0	N/A
	8/30/2019	Rivers Edge Park	MTP Public Engagement Event	11	5	See MTP Disposition Matrix	See MTP Disposition Matrix
Sep-19	9/4/2019	Saint Cloud Area Planning Organization	MTP Public Engagement Event	3	3	See MTP Disposition Matrix	See MTP Disposition Matrix
	9/11/2019	Catholic Charities	MTP Public Engagement Event	44	13	See MTP Disposition Matrix	See MTP Disposition Matrix
	9/13/2019	Lake George	MTP Public Engagement Event	21	1	"Bridge Construction on 1st Street, is making it a lot harder to commute around"	No action taken, but APO appreciates the comment.
	9/16/2019	Saint Cloud City Hall	MTP Public Engagement Event	28	13	See MTP Disposition Matrix	See MTP Disposition Matrix
	9/19/2019	Stearns County Public Works	TAC meeting	0	0	0	N/A
	9/19/2019	Waite Park Senior Center	MTP Public Engagement Event	37	5	See MTP Disposition Matrix	See MTP Disposition Matrix
	9/19/2019	Waite Park City Hall	Policy Board meeting	0	0	0	N/A
	9/20/2019	Pinecone Road Coborns	MTP Public Engagement Event	0	0	0	N/A
	9/28/2019	Saint Cloud City Hall	Saint Cloud 301 Event	6	6	See MTP Disposition Matrix	See MTP Disposition Matrix
Oct-19	10/1/2019	Great River Regional Library	ATAC Meeting	9	Several	See ATAC meeting minutes	N/A
	10/9/2019	Great River Regional Library	MTP Public Engagement Event	0	0	0	N/A
	10/15/2019	Saint Joseph City Hall	MTP Public Engagement Event	0	0	0	N/A
	10/29/2019	Stearns County Public Works	TAC meeting	0	0	0	N/A
	10/30/2019	Great River Regional Library	Policy Board meeting	1	0	0	N/A
	10/31/2019	Waite Park City Hall	ATP Development Committee	3	Several	See ATP Development Committee Minutes	N/A
Jan-20	1/9/2020	Great River Regional Library	Policy Board meeting	2	0	0	N/A

In-Person Public Engagement Calendar of Events							
Month	Date	Location	Purpose of Event	Number of Public Participants	Number of Comments Received	Comments Received	Comment Disposition
	1/16/2020	Great River Regional Library	TIP Open House	5	1	<p>"I'm really excited about the 301 retaining wall project. I noticed that there was some construction work around there a while back and portions of the wall became dislodged. I really love that wall."</p> <p>"I'm worried about the project on CSAH 75 (resurfacing from TH 15 to Cooper). I'm worried that the excitement to move cars to places like Walmart and Costco they would get rid of all of the on-road bicycle facilities. While the bicycle facilities on that road aren't great and end at 33rd Avenue (I'd like to see them extend to 15), I would like to keep what we have."</p>	<p>Comment 1: No action taken, but APO appreciates the comment.</p> <p>Comment 2: APO staff will forward this comment to the appropriate jurisdiction.</p>
	1/30/2020	Stearns County Public Works	TAC meeting	0	0	0	N/A
Feb-20	2/12/2020	Saint Cloud Area Planning Organization	ATP Development Committee	4	Several	See ATP Development Committee Minutes	N/A
	2/13/2020	Great River Regional Library	Policy Board meeting	1	1	Per minutes: Person was attending due to interest in the Northstar presentation by MnDOT's Office of Passenger Rail Frank Loetterle	N/A
	2/20/2020	Great River Regional Library	TIP Open House	2	2	<p>"I live in that area and that is not a factor for me."</p> <p>"I think they could close a few more railroad crossing areas. They can be very dangerous especially along Highway 10 and the diagonal intersections."</p>	<p>Comment 1: No action taken, but APO staff appreciate the comment.</p> <p>Comment 2: No action was taken, but APO staff appreciate the comment.</p>
	2/27/2020	Stearns County Public Works	TAC meeting	0	0	0	N/A
Mar-20	3/17/2020	Great River Regional Library	ATAC Meeting	3	Several	See ATAC meeting minutes	N/A
Mar-20	3/11/2020	Saint Cloud Area Planning Organization	ATP Development Committee	2	Several	See ATP Development Committee Minutes	N/A
Mar-20	3/12/2020	Great River Regional Library	Policy Board meeting	0	0	0	N/A
Apr-20	4/30/2020	Online Only -- Zoom	TAC meeting	0	0	0	N/A
May-20	5/6/2020	Online Only -- Zoom	ATAC Meeting	3	Several	See ATAC meeting minutes	N/A
	5/14/2020	Online Only -- Zoom	Policy Board meeting	0	0	0	N/A
	5/28/2020	Online Only -- Zoom	TAC meeting	0	0	0	N/A

In-Person Public Engagement Calendar of Events							
Month	Date	Location	Purpose of Event	Number of Public Participants	Number of Comments Received	Comments Received	Comment Disposition
Jun-20	6/10/2020	Online Only -- Zoom	ATP Development Committee	4	Several	See ATP Development Committee Minutes	N/A
	6/11/2020	Online Only -- Zoom	Policy Board meeting	1	Several	<p>Per minutes: Community member said there is never enough time during the Public Comment period to talk about everything. She invited all members to contact her so she can tell them about the many opportunities for improvement. She will complete ADA Coordinator training by the end of July and will be available to assist people. She acknowledged that the COVID-19 Preparedness Plan addresses the office, she felt that a COVID-19 Transportation Plan was lacking for the region. She stated she would like to speak to Stearns County people because by not having a RTCC, it hurts things that we do. She commented that Rochester is the only other area that does not have an RTCC. She requested that we get things going on having the RTCC in the area. We cannot leave our area without good transportation. She said that those she has reached out to are ignoring her, and that is not a good idea. She said there are many people available to help, and that it would be a good idea to have an inclusion plan. She will figure out how to get her contact information to everyone. Many people are hurting with the COVID-19.</p>	In response to comments, APO staff to provide follow up information...at the next regularly scheduled meeting and/or directly to the commenter.
	6/25/2020	Online Only -- Zoom	TAC meeting	0	0	0	N/A

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
July	7/10/2019	TIP	Post Type: Photo (Event) Shareback: Come learn about the draft FY 2020-2023 Transportation Improvement Program and about the transportation projects coming to the Saint Cloud metro.	N/A	71	0	N/A	2
	7/19/2019	APO Logo Survey	Post Type: Photo Shareback: THANK YOU to all those who participated in our APO Logo Survey. The logo that was the first choice for 70% of all respondents was the logo shown below. The APO Board will be discussing logo options (and hopefully settling on a final choice) at their August 8 meeting. You can download the full survey results at http://www.stcloudapo.org/.../apo_logo_final_survey_responses...	4	60	0	N/A	N/A
	7/31/2019	TAC	Post Type: Photo (Event) Shareback: APO staff will be meeting with members of the TAC to discuss, among other items, future expansion and reconstruction roadway projects as part of the long range Metropolitan Transportation Plan.	N/A	37	0	N/A	1
August	8/12/2019	MTP	Post Type: Photo Shareback: The APO has released the draft Metropolitan Transportation Plan and needs your feedback. Visit http://www.stcloudapo.org/2045-mtp.html for more details and all the ways you can give us your thoughts on the draft plan. (Boosted on August 26, 2019)	175	3,439	1) "Downtown St Cloud is closed. There isn't one single street without a detour cone on it !" 2) "(Expletive) st.cloud. the only good thing about your city is the easy access to illegal marijuana"	See Comment Disposition Matrix in the MTP	N/A
	8/15/2019	SEP Survey	Post Type: Photo Shareback: The Saint Cloud Area Planning Organization (APO) is committed to effectively engaging the community by hearing and responding to public input. Please, take a few minutes to provide us with some information about your experience and how we can work to improve our engagement strategies in the future. Thank you! 😊 https://www.surveymonkey.com/r/TWVFPWR	27	135	0	N/A	N/A
	8/17/2019	MTP	Post Type: Facebook Live Video Shareback: The Saint Cloud Area Planning Organization is out an about! Currently in Saint Joseph at the Lake Wobegon Trail Head. 🚶🚴🚲 Come check us out from 4 pm to 6 pm today!	35	145	0	N/A	N/A
	8/22/2019	MTP	Post Type: Facebook Live Video Shareback: APO staff are out and about today discussing long range (2045) projects and other transportation issues. Come see us from 11 a.m. to 1 p.m.	14	63	0	N/A	N/A

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
	8/26/2019	MTP	Post Type: Facebook Live Video Shareback: We're out at the transit center until 7 pm taking comments on the draft Metropolitan Transportation Plan.	16	85	0	N/A	N/A
	8/29/2019	TAC	Post Type: Photo (Event) Shareback: The APO's Technical Advisory Committee will be hosting a public meeting. View the agenda online at stcloudapo.org. All are welcome to attend.	N/A	41	0	N/A	2
	8/30/2019	MTP	Post Type: Facebook Live Video Shareback: Stop by and say "hi" then take a Tootsie Roll.	21	140	0	N/A	N/A
September	9/4/2019	MTP	Post Type: Facebook Live Video Shareback: Stop by anytime today between 3 pm and 7 pm for our public open house meeting to talk about the draft transportation plan.	13	65	0	N/A	N/A
	9/13/2019	MTP	Post Type: Facebook Live Video Shareback: N/A	18	123	0	N/A	N/A
	9/19/2019	TAC	Post Type: Photo (Event) Shareback: Saint Cloud APO's Technical Advisory Committee will be meeting to discuss changes to the draft long-range projects and transportation project scoring criteria for the 2024 project solicitation process. All are welcome to attend.	N/A	37	0	N/A	N/A
	9/24/2019	MTP	Post Type: Photo Shareback: Some significant changes to the draft Metropolitan Transportation Plan have been proposed, so we are providing the public an additional 30 days to review the proposed changes and provide their thoughts. Click on the link below to learn more and complete our survey on the proposed changes. https://www.surveymonkey.com/r/8PMPWM3	703	1,956	1) What happened with the pole barn put up where the 5th leg of the 19th Ave roundabout was supposed to go in someday as part of the APO plan for a beltway around the Metro area?	"Steve Hennes, we were all surprised when that pole barn went up, but we will be completing a planning study in 2020 to determine the alignment of that 5th leg. There are still options."	N/A
October	10/1/2019	Active Transportation Advisory Committee	Post Type: Photo (Event) "Join the Saint Cloud Area Planning Organization as we host the third Bicycle and Pedestrian Advisory Committee Meeting of 2019! We will cover topics ranging from our draft Metropolitan Transportation Plan, to the upcoming Active Transportation Plan, and other fun transportation related items as well. Please, join us on October 1, 2019 at the Great River Regional Library in downtown Saint Cloud in the Bremer Room 104. Hope to see you there, thank you!"	N/A	287	0	N/A	N/A
	10/7/2019	Active Transportation Plan	Post Type: Colorful Post "Interested in helping create the next Active Transportation Plan for the Saint Cloud Regional Area? Contact Alison Voigt @STCAPO!"	17	150	0	N/A	N/A

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
	10/9/2019	MTP	Post Type: Facebook Live Video "Public input open house today at the library 4pm - 6 pm. If you have any thoughts or ideas about transportation, we how to see you."	13	84	0	N/A	N/A
	10/11/2019	MTP	Post Type: Facebook Live Video "Executive Director Brian Gibson talks about the APO's long range transportation plan, MAPPING 2045. More information can be found at stcloudapo.org."	15	77	0	N/A	N/A
	10/22/2019	MTP	Post Type: Photo "Last day to provide comments and give feedback on the proposed changes to the draft MTP! Use the link below to access the survey. Survey closes tomorrow October 23rd! https://www.surveymonkey.com/r/8PMPWM3 "	3	53	0	N/A	N/A
	10/29/2019	TAC	Post Type: Photo (Event) "The APO's Technical Advisory Committee will be meeting to discuss the final approval of the APO's long range plan (Metropolitan Transportation Plan) along with the area's safety targets for 2020 and regional transportation priorities for the area. Check out stcloudapo.org for the full agenda. All are welcome to attend!"	N/A	60	0	N/A	N/A
December	12/18/2019	APO Website	Post Type: Link "Our new website is now live. Check it out and let us know what you think (especially if you find any glitches or errors!)"	20	97	0	N/A	N/A
January	1/2/2020	TIP	Post Type: Link "APO staff is requesting feedback on several changes to the Transportation Improvement Program including the addition of roadway projects. Feel free to participate in our survey. More information can be found on our website stcloudapo.org!"	2	68	0	N/A	N/A
	1/16/2020	TIP	Post Type: Facebook Live Video "We're talking changes to our Transportation Improvement Program at the St. Cloud Library until 5. Come stop by and chat."	3	76	0	N/A	N/A
	1/16/2020	TIP	Post Type: Event "Several changes to projects within the APO's Transportation Improvement Program (TIP) have been requested. Come learn more and provide your input!"	N/A	201	0	N/A	5
	1/30/2020	TAC	Post Type: Event "The Saint Cloud APO's TAC will be meeting to discuss and recommend prioritization and funding for proposed transportation projects within the region. Members of the public are welcome and encouraged to attend."	N/A	120	0	N/A	4
February	2/4/2020	Policy Board	Post Type: Photo/Link "The next meeting of the APO Policy Board will be held on Thursday, Feb. 13 at 4:30 p.m. You can see the agenda packet on our website: https://stcloudapo.org/events/policy-board-meeting-2/ "	6	64	0	N/A	N/A

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
	2/6/2020	TIP	Post Type: Link "APO staff is requesting feedback on several changes to the Transportation Improvement Program including the addition of a rail crossing project in Sherburne County. Feel free to participate in our survey. More information can be found on our website stcloudapo.org!"	2	43	0	N/A	N/A
	2/20/2020	TIP	Post Type: Facebook Live Video "APO Senior Planner Vicki Johnson is taking your comments about changes to the APO's Transportation Improvement Program at the St. Cloud Library! Come learn about proposed Metro Bus and MnDOT projects in the area."	7	61	0	N/A	N/A
	2/20/2020	TIP	Post Type: Event "The APO has received requests from MnDOT and Metro Bus to make changes to its programming document. Come learn about these potential changes and provide your input!"	N/A	320	0	N/A	6
	2/27/2020	TAC	Post Type: Event "The APO's TAC will be meeting to discuss a variety of topics related to transportation including discussing transportation priorities and performance measures for the transportation network. More information can be found at stcloudapo.org. All are welcome to attend."	N/A	80	0	N/A	0
March	3/17/2020	ATAC	Post Type: Event (CANCELED): "The APO's ATAC will be meeting to discuss active transportation (i.e., biking and walking) concerns within the APO's planning area. All are welcome to attend. More information will be posted at stcloudapo.org as we get closer to the event!"	N/A	114	0	N/A	2
April	4/1/2020	Active Transportation Plan	Post Type: Link (BOOSTED): Tell us about walking and bicycling in your community. As part of our effort to prepare a regional Active Transportation Plan, we have developed a short survey to collect public input. At the end of the survey, there is also a link to an interactive map where you can identify your preferred or desired routes and destinations. The survey and the interactive map will include space for you to comment specifically on any specific likes, issues, or concerns in relation to the current infrastructure for biking, walking, and access to transit."	180	2,704	1 (Person tagged another person in the comments)	N/A	N/A
	4/8/2020	TIP	Post Type: Link "APO staff is requesting feedback on a proposed change to the Transportation Improvement Program. Feel free to participate in our survey. More information can be found on our website stcloudapo.org!"	2	51	0	N/A	N/A
	4/14/2020	TIP	Post Type: Scheduling video post. "Join APO Senior Planner Vicki Johnson as she talks about the proposed 2021 bus replacement project for WACOSA. She'll also be chatting about the APO's programming document, the TIP. Listen in and participate!"	3	103	0	N/A	N/A
	4/21/2020	TIP	Post Type: Facebook Live Video "Join APO Senior Planner Vicki Johnson as she talks about the proposed 2021 bus replacement project for WACOSA. She'll also be chatting about the APO's programming document, the TIP. Listen in and participate!"	17	308	1. Nice job Vicki, the bus sounds like a good investment choice. Thank you! Only other thought I might have is if they	You are so welcome. I will be sure to forward your comment on to WACOSA as well. I can check if there are other options for them. But, for this	

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
						needed funding for operations and scheduling – if fed funding is available for that too.	particular pot of grant money, funding is restricted to purchasing buses/vans; wheelchair lifts, ramps, and securement devices; transit-related technology systems; mobility management programs; and the acquisition of transportation services. More information can be found here: https://bit.ly/3cmHBHP . For the purposes of the APO's involvement , our programming document focuses on Federal dollars primarily for bus purchases for organizations like WACOSA. There are probably other state dollars available (again, I'll check on it) , but that falls outside of the APO's area of expertise. But I'll ask if there are other avenues in which WACOSA could pursue federal funding. Good question! Hello. So, I checked with MnDOT's Office of Transit and Active Transportation yesterday – they are the ones who really help assist transit agencies in getting funding from the Federal Transit and Federal Highway Administrations (FTA and FHWA). As far as they are aware, there aren't any other types of federal grants available through FTA or FHWA to assist WACOSA with operations and scheduling. However, they did say other funding sources are potentially available to them through the Minnesota Department of Human Services. But the extent of that funding and whether WACOSA takes advantage of this and/or other funding sources would be more in WACOSA's wheelhouse. For the APO , we are primarily only concerned with federal funding being spent within our planning area so our field of expertise doesn't go that far into the weeds. Hope this helps!	

Facebook Public Engagement								
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Comments Received	Comment Disposition	Responses
	4/23/2020	TIP	Post Type: Scheduling video post. "Join Senior Planner Vicki Johnson as she talks about the latest request to change the APO's transportaiton project programming document -- the Transportation Improvement Program. She will be answering your questions and listening to your comments on the document and the proposed changes."	3	96	0	N/A	N/A
	4/29/2020	TIP	Post Type: Facebook Live Video "Join APO Senior Planner Vicki Johnson as she talks about the proposed 2021 bus replacement project for WACOSA. She'll also be chatting about the APO's programming document, the TIP. Listen in and participate!"	5	114	0	N/A	N/A
	4/30/2020	TAC	Post Type: Event "Due to the global pandemic, the APO's Technical Advisory Committee (TAC) will be holding a virtual meeting to discuss changes to the FY 2020-2023 Transportation Improvement Program and will be provided an update on the development of the region's Active Transportation Plan. The meeting is open to the public. Please contact APO Executive Director Brian Gibson (gibson@stcloudapo.org) at least 24 hours in advance to request the online link and/or phone number. The full agenda can be viewed online at www.stcloudapo.org "	N/A	71	N/A	N/A	2
May	5/28/2020	TAC	Post Type: Event "Due to the on-going global pandemic, the APO's Technical Advisory Committee (TAC) will be holding a virtual meeting to discuss the fiscal years 2021-2024 Transportation Improvement Program and the 2021-2022 Unified Planning Work Program. The meeting is open to the public. Please contact APO Executive Director Brian Gibson (gibson@stcloudapo.org) at least 24 hours in advance to request the online link and/or phone number. The full agenda can be viewed online at www.stcloudapo.org "	N/A	88	N/A	N/A	1
June	6/25/2020	TAC	Post Type: Event "Due to the on-going global pandemic, the APO's Technical Advisory Committee (TAC) will be holding a virtual meeting to discuss the TAC bylaws and the role the APO should play in transportation security planning. The meeting is open to the public. Please contact APO Executive Director Brian Gibson (gibson@stcloudapo.org) at least 24 hours in advance to request the online link and/or phone number. The full agenda can be viewed online at www.stcloudapo.org "	N/A	57	N/A	N/A	2

Active Transportation Comments

The following is a list of comments received regarding the development of the Active Transportation Plan.

Date Received	Source	Comment	Disposition
Dec. 17, 2019	Metro Bus Rider Advisory Committee	Safety concerns as follows: <ol style="list-style-type: none"> Needs for safer pedestrian access to the bus stop near Alltran (Benton CR 29). Since there is no decent shoulder to walk along (it's a post in the ground) and there is no crosswalk, it makes it dangerous for pedestrians to access that stop. There is no sidewalk or crosswalk access to the bus stop on 12th Street N across from the Al Loehr Veteran and Community Apartments 	Safety concerns noted and will be considered in the analysis of improvement needs for active transportation.
Jan. 9, 2020	Bike St. Cloud	Bike St. Cloud members conducted a visual gap analysis of current active transportation facilities within Saint Cloud and suggested possible connections which were mapped.	Suggested links are noted and input will be considered during the facilities analysis phase of ATP development.
March 9, 2020	ATP DC Member	Observations and comments from a transit and active transportation user spoken to APO staff as follows: <ol style="list-style-type: none"> Tech High School currently isn't safe for pedestrians. Crosswalks don't allow enough time to cross before the light changes. Not enough walkways or bikeways on the roads. Peanut roundabout in Sauk Rapids is dangerous for children, should be a speed limit. The Metro Bus downtown station has gotten worse for people who walk or bike. Some roads are in bad shape – unsafe for drivers, walkers, riders, and bikers. 	Observations and concerns with regard to safety of Metro Bus and active transportation facilities are noted and will help to inform the ATP planning process.
March 15, 2020	ATP DC Member	Email comment: Something I didn't hear about at the Active Transportation Small Group meeting was the lowering SPEED Limits. I believe this is the single thing area governments could do to improve safety for bikes and	Comments noted and reported to ATAC and the Active Transportation Development Committee. APO

Date Received	Source	Comment	Disposition
		pedestrians. Low hunger. Up until last year 30 mph was the rule, statewide. No longer. Simple change/world of difference. Hope you might include this in the Active Transportation Advisory Committee (ATAC) discussion.	TAC members are proposing a working group to discuss options for lowering speeds on local roadways in response to change in legislation.
June 8, 2020	ATP DC Member	Email comment: Please be proactive and reach out and follow up in a meaningful manner. APO has serious equity issues including ADA and inclusion. Ignoring does not make them go away. Concerns are including and not limited to: Real inclusion, Accessible websites, Attitudes and behavior, People with disabilities (including Older People) and their transportation needs Lack of training re inclusion and meaningful follow through.	APO Staff offered to meet with the DC member individually to further discuss concerns and suggestions with regard to ADA equity and inclusion.

The following is a list of comments from the APO's wikimap.

Number of Respondents	Category	Type	Location	Comments
1	Problem or Barrier	Bicycling	Wilson Park	Too far away for family to bike.
1	Problem or Barrier	Bicycling	Benton Drive / US 10 Intersection	The shortest route isn't the safest route from my house. Benton Drive's traffic.
1	Problem or Barrier	Bicycling/Pedestrian	US 10/MN 23 Intersection	No off-road trail or sidewalk to cross over Highway 10 along Highway 23.
1	Problem or Barrier	Bicycling/Pedestrian	CR 133/19 th Ave South	No trail/sidewalk that connects from should of County Road 133 or Sixth Street S
1	Destination	Bicycling	Coborns – Sauk Rapids	LOVE the trail on the Sauk Rapids bridge.

Number of Respondents	Category	Type	Location	Comments
1	Destination	Bicycling	St. Cloud Hospital	Visiting spouse at work or picking up a prescription
1	Destination	Bicycling	Downtown Saint Cloud	Shopping, coffee, dining, drinking, entertainment, and there is a local bike shop here, too.
1	Destination	Bicycling	Hester Park	Pool and playground.
1	Destination	Bicycling	Beaver Island Brewery	Weekly bike ride event sponsored by brewery.
1	Destination	Bicycling	Lake George	Summertime by Lake George and other activities with kids
2	Destination	Bicycling	Saint Cloud State University	College campus activities, education, community events, arts, sports ...
1	Destination	Bicycling	Coborns – South Saint Cloud	Grocery pickup
1	Destination	Bicycling	Munsinger Park	Visit to flower gardens and river
1	Destination	Bicycling	Jail Trail	Many people visit the Jail Trail to single track mountain bike.
1	Destination	Bicycling	Byerly's Grocery Store	Grocery pickup
1	Destination	Bicycling	Dairy Queen	Dairy Queen treat
1	Destination	Bicycling	Crossroads Mall	Shopping
1	Destination	Bicycling	Oak Hill School	Visiting school and playground
1	Destination	Bicycling	CentraCare	Health care for me.

Number of Respondents	Category	Type	Location	Comments
				Employment for many.
1	Destination	Bicycling/Pedestrian	YMCA	Exercise and Family events.
1	Destination	Pedestrian	Whitney Park	The playground, sports activities or exercise.
1	Destination	Pedestrian	North Jr. High	Kiddo goes to school here.
1	Destination	Bicycle	Wobegon Trail	Leisure time.
1	Destination	Bicycle	Church of St. Michael	Attend mass.
1	Destination	Bicycle	Sartell City Hall	Attend meetings.
1	Destination	Pedestrian	Lions Park	None.

APPENDIX B
Demographic Survey Results
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	2045 MTP Survey - 1st Draft*									2045 MTP Survey - 2nd Draft	
	City of Saint Cloud	Benton County	City of Sartell	City of Sauk Rapids	Stearns County	Saint Joseph	City of Waite Park	Full Survey		Project Changes	Totals
Nonwhite	2	1	0	1	0	0	0	0		2	6
Black or African American	1	1	0	0	0	0	0	0		0	2
Other	1	0	0	1	0	0	0	0		2	4
Age 25 or less	2	2	1	0	1	0	0	0		0	4
Age 63+	9	1	2	1	0	3	2	1		5	24
Language other than English	0	1	0	0	1	0	0	0		0	2
Physical Disability	4	4	0	1	0	2	1	0		2	14
Born Outside US	1	1	0	0	0	0	0	0		1	3
Female	12	1	1	2	0	0	0	2		18	36
Male	16	1	3	2	1	4	2	1		21	51
Non-binary or Other	1	2	0	0	1	0	0	0		0	4
<u>Household Incomes</u>											
\$25,000 or less	0	0	0	1	1	0	0	0		0	2
\$25,001 -\$50,000	4	1	0	2	0	1	1	1		3	13
\$50,001 - \$75,000	12	1	2	0	2	1	1	1		9	29
Over \$75,000	10	2	2	1	0	1	0	1		26	43
<u>Hh Size</u>											
1	3	1	0	0	0	0	1	0		5	10
2	15	2	2	2	1	2	1	1		9	20
3	5	0	1	1	1	2	0	1		4	10
4	4	0	2	0	1	0	0	0		12	15
5	1	0	0	0	0	0	0	0		7	7
6	1	0	0	0	0	0	0	0		0	0
7+	1	1	0	1	0	0	0	0		3	5
Total	29	4	4	4	2	4	0	3		41	91
*Also surveyed, Sherburne County, MnDOT - no responses received.											

	2020-2023 TIP Surveys - 2020			
	Jan	Feb	April	Total
Nonwhite	0	0	1	1
Black or African American	0	0	0	0
Other Ethnicity	0	0	1	1
Age 25 or less	0	0	0	0
Age 63+	1	1	2	4
Language other than English	0	0	0	0
Physical Disability	0	0	1	1
Born Outside US	0	0	0	0
Female	1	1	6	8
Male	1	0	4	5
Non-binary or Other	0	0	0	0
<u>Household Incomes</u>				
\$25,000 or less	0	0	0	0
\$25,001 - \$50,000	0	1	2	3
\$50,001 - \$75,000	1	0	0	1
Over \$75,000	1	0	2	3
<u>Household Size</u>				
1	1	0	2	3
2	1	1	5	7
3	0	0	0	0
4	0	0	1	1
5	0	0	2	2
6	0	0	0	0
7+	0	0	0	0

	2020-2023 TIP Surveys - 2020			
	Jan	Feb	April	Total
Total	2	1	10	13

Active Transportation Survey	
April - June 2020	
Nonwhite	7
Black or African American	3
Other	4
Age 25 or less	0
Age 63+	19
Language other than English	0
Physical Disability	10
Born Outside US	0
Female	73
Male	48
Non-binary or Other	0
<u>Household Incomes</u>	
\$25,000 or less	4
\$25,001 - \$50,000	22
\$50,001 - \$75,000	31
Over \$75,000	55
<u>Household Size</u>	
1	21
2	31
3	29
4	29
5	9
6	4
7+	1

Active Transportation Survey	
April - June 2020	
Total	124

APPENDIX C

LEP Staff Training and Certification Log

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1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

2020 Limited English Proficiency (LEP) Training and Certificate of Completion

As a direct recipient of Federal assistance, the Minnesota Department of Transportation (MnDOT) is required to comply with Title VI laws, related statutes, and regulations. It is necessary that any agency receiving Federal and/or state financial assistance from MnDOT receive training on U.S. Department of Transportation (DOT) and Federal Highway Administration (FHWA) Limited English Proficiency laws and regulations on an annual basis.

As a sub-recipient of MnDOT's Federal funds, the Saint Cloud Area Planning Organization (APO) is required to comply with Title VI and related nondiscrimination laws and regulations, which includes Limited English Proficiency assistance. Employees of the APO are required to complete one hour of Title VI training each year.

APO employees shall review the following module in order to fulfill their LEP training requirements for 2020:

[MODULE 1 – Communicating Effectively with Limited English Proficient Members of the Public](https://bit.ly/3jrwtnB) (50 minutes): <https://bit.ly/3jrwtnB>

This video training series, in production since 2013, is part of a training toolkit designed to educate Federal personnel on interacting with limited English proficient individuals. **It was developed in response to the Attorney General's February 2011 memorandum to all Federal agencies, calling upon them to ensure that limited English proficient individuals can access Federal Government programs and services under Executive Order 13166.** The training series is intended to help establish consistent and legally sound practices across the government when engaging in communications with limited English proficient individuals.

More information can be found at www.LEP.gov

Declaration of Employee: I have completed annual LEP training on _____ (date) as required by the Saint Cloud Area Planning Organization and the Minnesota Department of Transportation. I have also received information on:

- Title VI Policy and LEP responsibilities.
- The use and location of language identification cards.
- Language assistance services available and where the resources can be found.
- How to document language assistance requests.
- How to handle potential Title VI/LEP complaints.

Printed Name and Title: _____

Signature: _____ Date: _____

APO LEP Training Log

Year	Executive Director	Senior Transportation Planner	Associate Transportation Planner	Transportation Planning Technician	Administrative Assistant	Transportation Planner
2020						
2021						
2022						
2023						
2024						
2025						
2026						



1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud Area Planning Organization Technical Advisory Committee
FROM: Brian Gibson, Executive Director
RE: 2019 Pavement Condition Report
DATE: September 25, 2020

The Saint Cloud Area Planning Organization (APO) has made a commitment to manage the operations and preservation of the roadway network efficiently and cost-effectively – as **identified in the APO's long-range Metropolitan Transportation Plan.**

To assist in achieving this goal the APO hired GoodPointe Technology in 2019 to survey the pavement condition of portions of the existing roadway network within the metropolitan planning area (MPA). This work was an update to the pavement condition data collected by Braun Intertec and SRF Consulting in 2015.

GoodPointe Technology surveyed the functionally classified county and municipal roads **along with local roads that are deemed part of the APO's local freight network.** The consulting firm also surveyed the pavement and striping condition of most of the on-road bicycle facilities network.

The data collected by GoodPointe Technology complements existing pavement condition data collected by the Minnesota Department of Transportation (MnDOT). Annually, MnDOT **collects pavement conditions for Minnesota's National Highway System (NHS) including NHS roadways that fall within the APO's planning area: MN 15, MN 23, US 10, and CSAH 75.** In addition, MnDOT also surveys the pavement condition for a majority of the county road network approximately every two years. **Stearns County's pavement condition (along with CSAH 75) was collected in 2018; Sherburne County's pavement condition was collected in 2017; and Benton County's pavement condition was collected in 2015.**

The attached report provides an overview of the pavement condition of functionally classified and local freight network roadways within the APO utilizing both GoodPointe Technology and MnDOT pavement condition data. Individual jurisdiction pavement condition maps along with percentages of roadways in good, fair, and poor condition are also included.

Suggested Action: None, informational.

Saint Cloud Area Planning Organization's 2015-2019 Pavement Condition Report

ATTACHMENT I2
AGENDA ITEM 7



**Prepared by the Saint Cloud
Area Planning Organization
October 2020**

Saint Cloud APO Policy Board Meeting

Disclaimer and Assurances

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, LeSauk Township, and Saint Cloud Metropolitan Transit Commission. 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.

Assurances

English

The Saint Cloud Area Planning Organization (APO) fully complies with the Title VI of the Civil Rights Act of 1964, Title II of 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 or at admin@stcloudapo.org at least seven (7) days in advance of the meeting.

Somali

Ururka Qorsheynta Deegaanka ee Cloud Cloud (APO) wuxuu si buuxda u waafaqsanahay Cinwaanka VI ee Xuquuqda Xuquuqda Rayidka ee 1964, Cinwaanka II ee Sharciga Naafada Mareykanka ee 1990, Amarka Fulinta 12898, Amarka Fulinta 13116 iyo qawaaniinta iyo qawaaniinta la xiriiira. APO waa u furan tahay dhammaan dadka awooda oo dhan. Qofka u baahan dib-u-habeyn ama dejin, caawimaad gargaar ah, adeegyo turjumaad, adeegyo turjubaan, iwm, si uu uga qeyb galo kulan dadweyne, oo ay ku jiraan helitaanka ajendahaan iyo / ama ku lifaaqan qaab kale, ama luqadda fadlan la xiriir APO. 320-252-7568 ama at admin@stcloudapo.org ugu yaraan toddobo (7) maalmood kahor kulanka.

Spanish

La Organización de Planificación del Área de Saint Cloud (APO en inglés) cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964, con el Título II de la Ley sobre los Estadounidenses con Discapacidad de 1990), de la Orden Ejecutiva 12898, de la Orden Ejecutiva 13116 y los estatutos y reglamentos relacionados. La APO es accesible para todas las personas de todas las capacidades. Una persona que requiere una modificación o acomodación, ayudas auxiliares, servicios de traducción, servicios de interpretación, etc., para poder participar en una reunión pública, incluyendo recibir esta agenda y/o archivos adjuntos en un formato o idioma alternativo, por favor, contacta a la APO al número de teléfono 320-252-7568 o al admin@stcloudapo.org siete (7) días antes de la reunión.

Glossary

- ◇ **CSAH** – The County State Aid Highway system is a network of key highways under the jurisdiction of Minnesota’s counties.
- ◇ **DIV** – A Digital Inspection Vehicle is equipped with cameras to collect images displaying pavement distress and rutting measurements. A scanning laser and a 3D laser/camera system are used to produce images of the pavement surface, from which the type, severity, and amount of cracking can be determined. The vehicle is also equipped with laser height sensors that measure the longitudinal pavement profile from which pavement roughness is calculated.
- ◇ **Functional Classification** – Functional classification is the grouping of streets and highways into classes or systems according to the character of service they are intended to provide.
- ◇ **IRI** – The International Roughness Index a statistic used to estimate the amount of roughness in a measured longitudinal profile of roadway pavement.
- ◇ **MnDOT** – The Minnesota Department of Transportation oversees transportation by all modes including land, water, air rail, walking and bicycling in the state of Minnesota.
- ◇ **MPA** – A Metropolitan Planning Area is the geographic area over which an MPO exercises planning authority and which must include the Census-defined Urban Area, plus other urban and urbanizing areas as agreed to by the MPO’s Board.
- ◇ **MPO** – An organization designated by agreement between the governor of a state, units of local governments of an urban area, and relevant agencies as being responsible for carrying out the terms of 23 USC Sect. 134. Any urban area of more than 50,000 residents must have an MPO. The Saint Cloud Area Planning Organization is the MPO for the Saint Cloud metropolitan area.
- ◇ **NHS** – The National Highway System is a network consisting of roadways important to the nation’s economy; defense; and mobility; including Interstate Highways, Principal Arterials, Strategic Highway Network (STRAHNET) roads, major strategic highway network connectors, and highways between major intermodal facilities and the other four subsystems.
- ◇ **PCI** – The Pavement Condition Index is a numerical rating of the pavement condition based on the type and severity of distresses observed on the pavement surface.
- ◇ **PQI** – The Pavement Quality Index is a composite index, equal to the square root of the product of RQI and SR. As such, it gives an overall indication of the condition of the pavement, taking into account both the pavement smoothness and cracking.
- ◇ **RQI** – The Ride Quality Index is a smoothness index calculated from the pavement’s longitudinal profile, measured by the front mounted lasers on the digital inspection vehicle.
- ◇ **SR** – The Surface Rating identifies distresses and defects visible on the pavement surface.

Pavement Data Collection

Introduction

The Saint Cloud Area Planning Organization (APO) has made a commitment to efficiently and cost-effectively manage the operations and preservation of the roadway network, as identified in the APO's long-range planning document, the Metropolitan Transportation Plan (MTP). To assist in achieving this goal, the APO hired GoodPointe Technology to survey the pavement condition of portions of the existing roadway network within the metropolitan planning area (MPA) in 2019. Taken collectively with pavement condition data collected by the Minnesota Department of Transportation (MnDOT), this data provides a clearer picture of the pavement condition of the MPA's existing roadway network.



Why is the data needed?

Pavement data collection is good practice as it can assist agencies and jurisdictions in prioritizing costly infrastructure preservation treatments. This information can also assist in the development and implementation of a pavement preservation program. The creation of such a program can:

- ♦ Improve pavement performance.
- ♦ Lead to smoother roads and fewer construction delays due to a proactive versus reactive approach to system preservation.
- ♦ Extend the pavement service life of a roadway and reduce the overall life cycle cost due to the appropriate maintenance treatment being done at the appropriate time.
- ♦ Increase safety in terms of improved pavement texture and correction of safety related defects such as ruts, low surface friction, and poor surface drainage.

Who collects the data?

As mentioned earlier, pavement condition data collected for this report comes from two sources: MnDOT and GoodPointe Technology. MnDOT annually collects pavement conditions for Minnesota's National Highway System (NHS) including NHS roadways that fall within the APO's planning area: MN 15, MN 23, US 10, and CSAH 75. In addition, MnDOT also surveys the pavement condition for most of the county-owned roadway network approximately every two years. Stearns County's pavement condition (along with CSAH 75) was collected in 2018; Sherburne County's pavement condition was collected in 2017; and Benton County's pavement condition was collected in 2015.

Consulting firm GoodPointe Technology was contracted by the APO to survey portions of the roadway network not collected by MnDOT. GoodPointe Technology surveyed functionally classified county and municipal roads along with local roads identified as part of APO's local freight network and also surveyed the pavement and striping condition of on-road bicycle routes.

In this report, pavement condition data from MnDOT and GoodPointe Technology were combined.



**Example of poor pavement quality on Graitteview Road in Waite Park.*

Pavement Data Collection Methodology

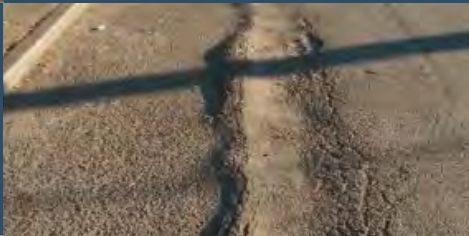
How is Pavement Condition Calculated?

- * Pavement condition is calculated using the International Roughness Index (IRI). IRI is a statistic used to estimate the amount of roughness on a roadway.
- * IRI uses three types of pavement distress as measurements:



Cracking – A visible line in the surface of the pavement due to a variety of environmental conditions and vehicle usage.

Rutting – A surface depression located in the wheel path of the travel lane.



Faulting – A difference in elevation between adjacent pavement due to environmental conditions and vehicle usage.

Data Collection Method

Pavement condition data is typically collected bi-directionally using a Digital Inspection Vehicle (DIV). The vehicle is equipped with two cameras to collect images for the video log. For pavement distress and rutting measurements, a scanning laser and a 3D laser/camera system are used to produce images of the pavement surface, from which the type, severity, and amount of cracking can be determined. The vehicle is also equipped with laser height sensors that measure the longitudinal pavement profile from which pavement roughness is calculated.



Example of DIV use by the Minnesota Department of Transportation (MnDOT).



Example of DIV use by GoodPointe Technology.

APO's Pavement Condition

ATTACHMENT I2
GND A ITEM 7

Saint Cloud APO Pavement Condition

Legend

IRI Rating (2015-2019)

— Good

— Fair

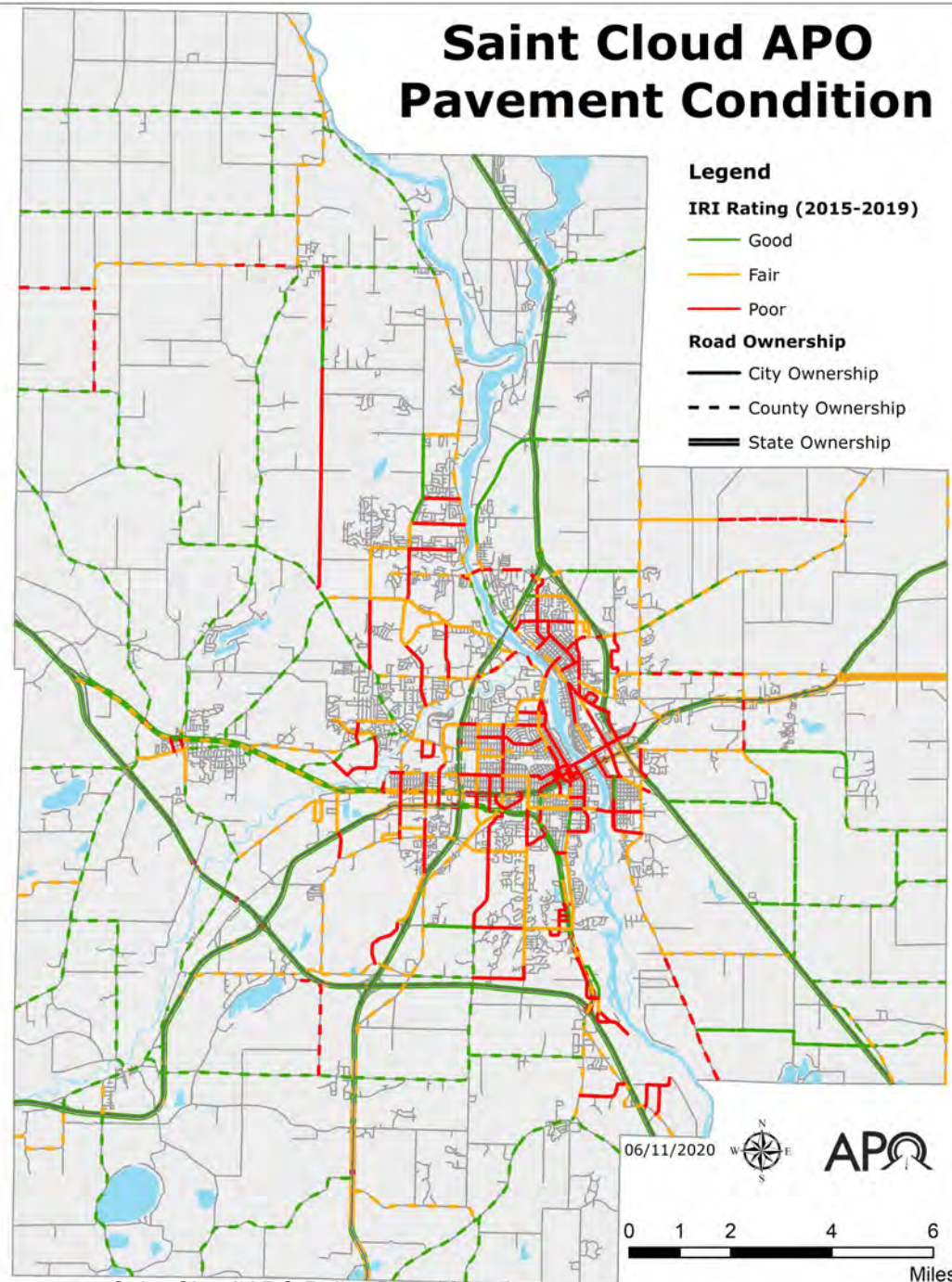
— Poor

Road Ownership

— City Ownership

- - - County Ownership

— State Ownership



Saint Cloud APO Policy Board Meeting



Good

50.0%

518.9 Lane Miles

Fair

31.1%

322.6 Lane Miles

Poor

18.9%

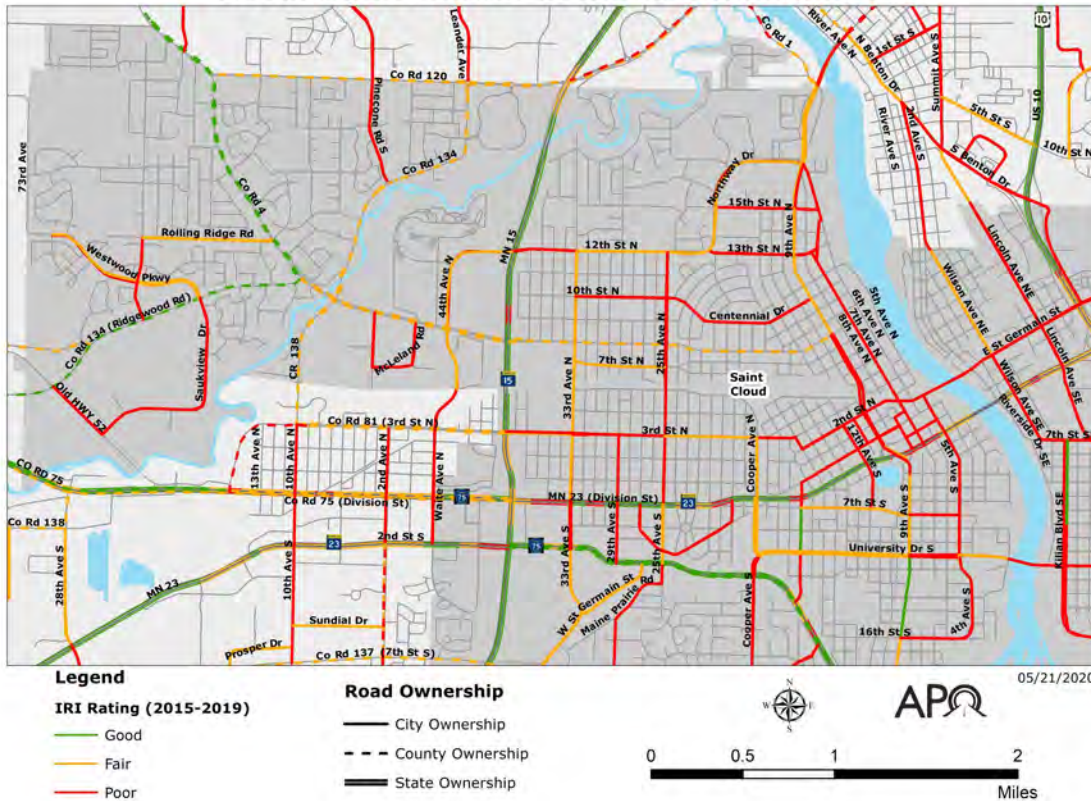
196.5 Lane Miles

*Data Source: GoodPointe Technology and MnDOT

October 8, 2020

Saint Cloud's Pavement Condition

North Saint Cloud Pavement Condition



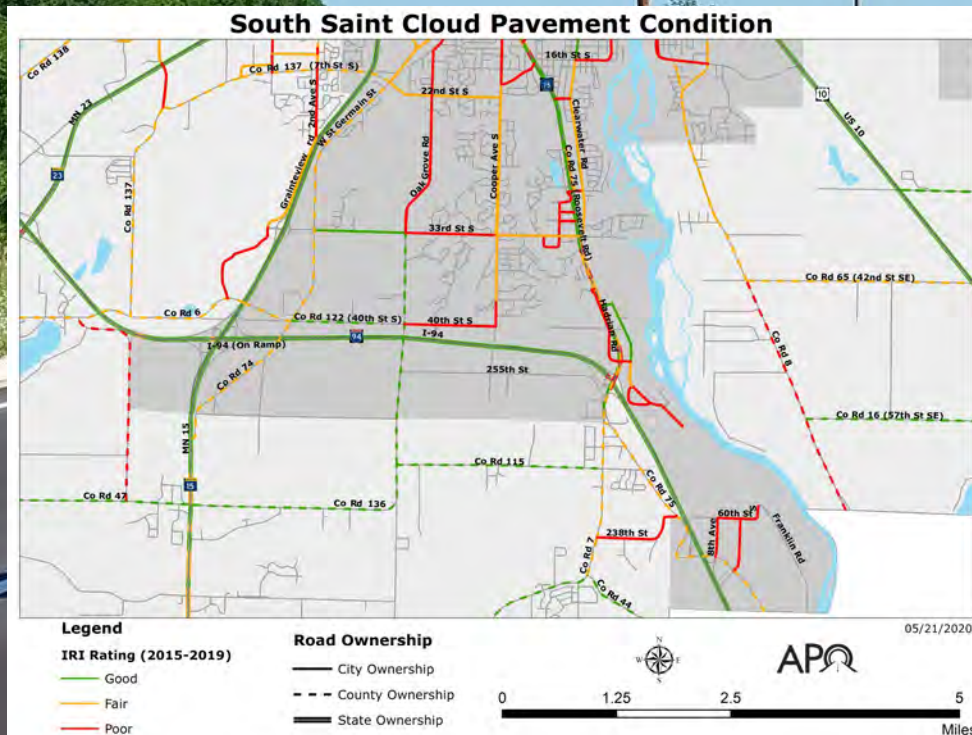
Good
2.2%
3.4 Lane Miles

Fair
43.8%
68.3 Lane Miles

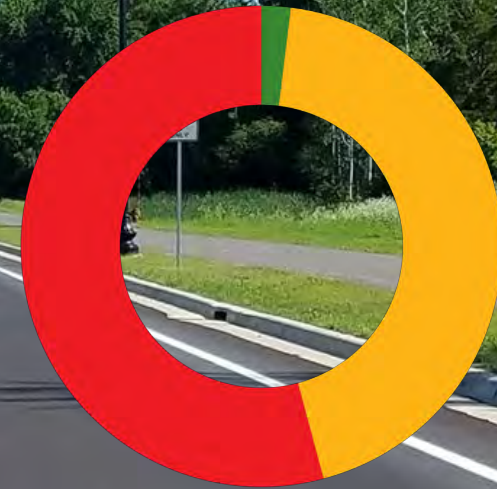
Poor
54.0%
84.3 Lane Miles

*Data Source: GoodPointe Technology and MnDOT

Saint Cloud's Pavement Condition



*Data Source: GoodPointe Technology and MnDOT

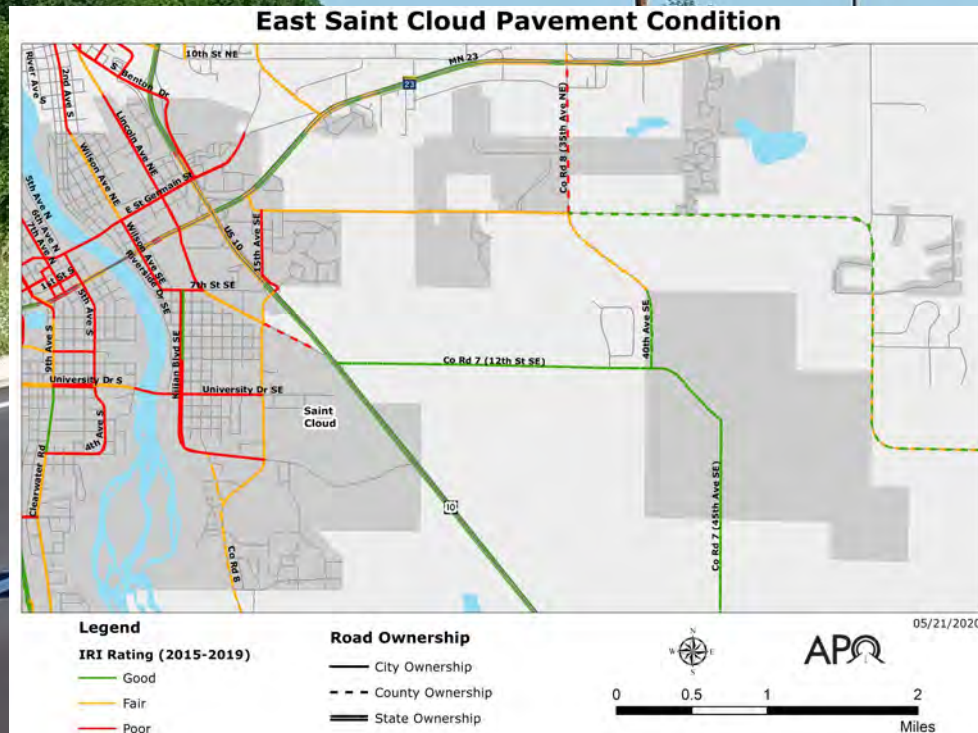


Good
2.2%
3.4 Lane Miles

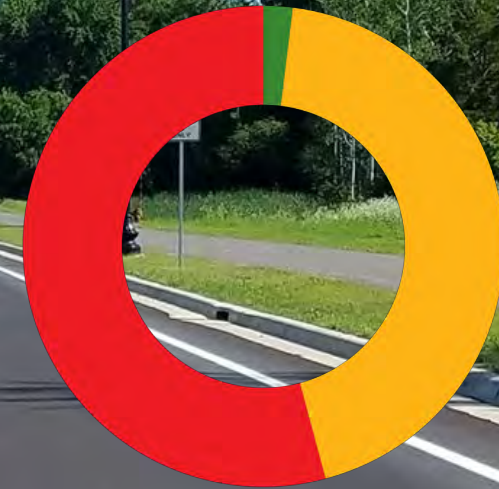
Fair
43.8%
68.3 Lane Miles

Poor
54.0%
84.3 Lane Miles

Saint Cloud's Pavement Condition



*Data Source: GoodPoint Technology and MnDOT



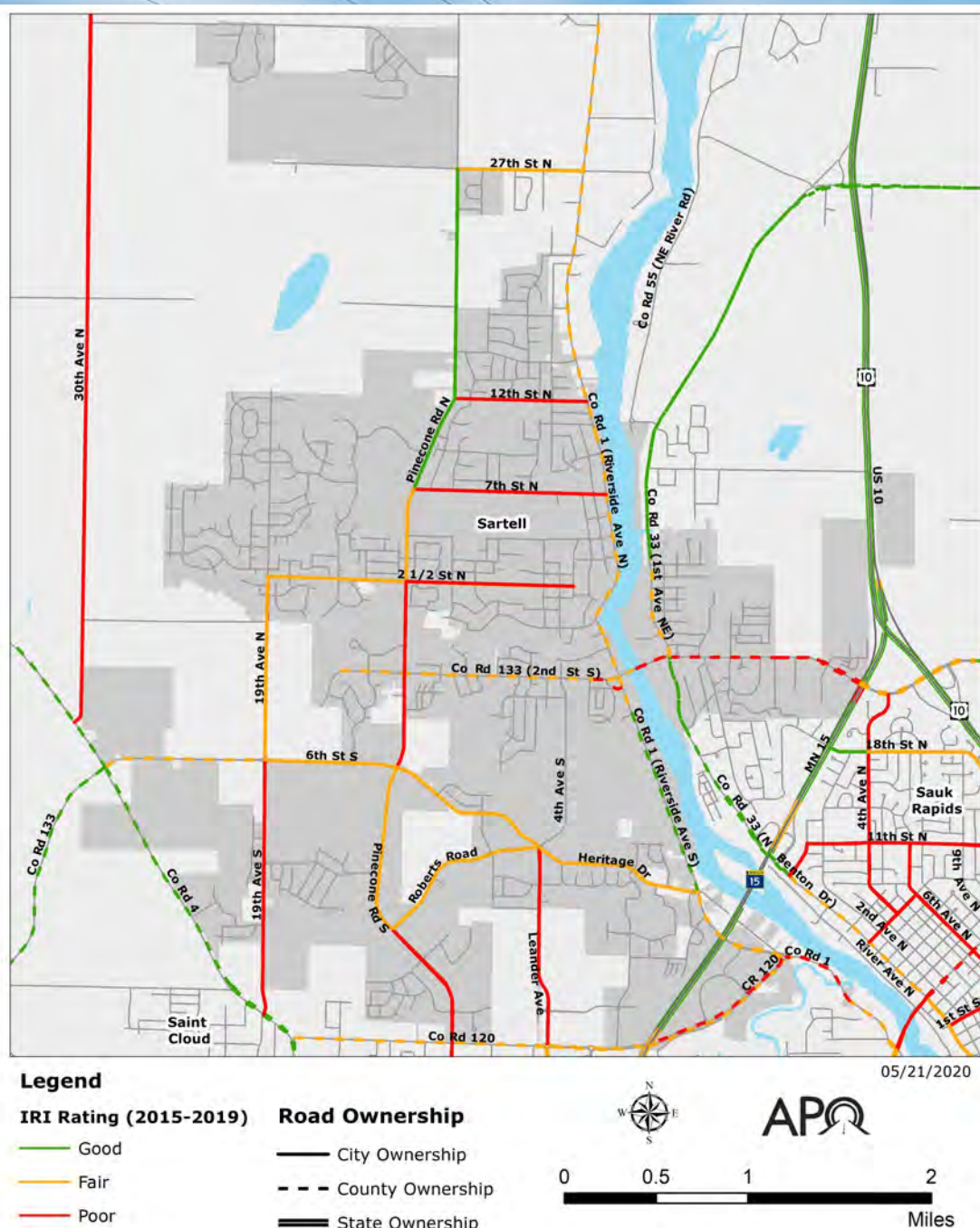
Good
2.2%
3.4 Lane Miles

Fair
43.8%
68.3 Lane Miles

Poor
54.0%
84.3 Lane Miles

Sartell's Pavement Condition

ATTACHMENT I2
AGENDA ITEM 7



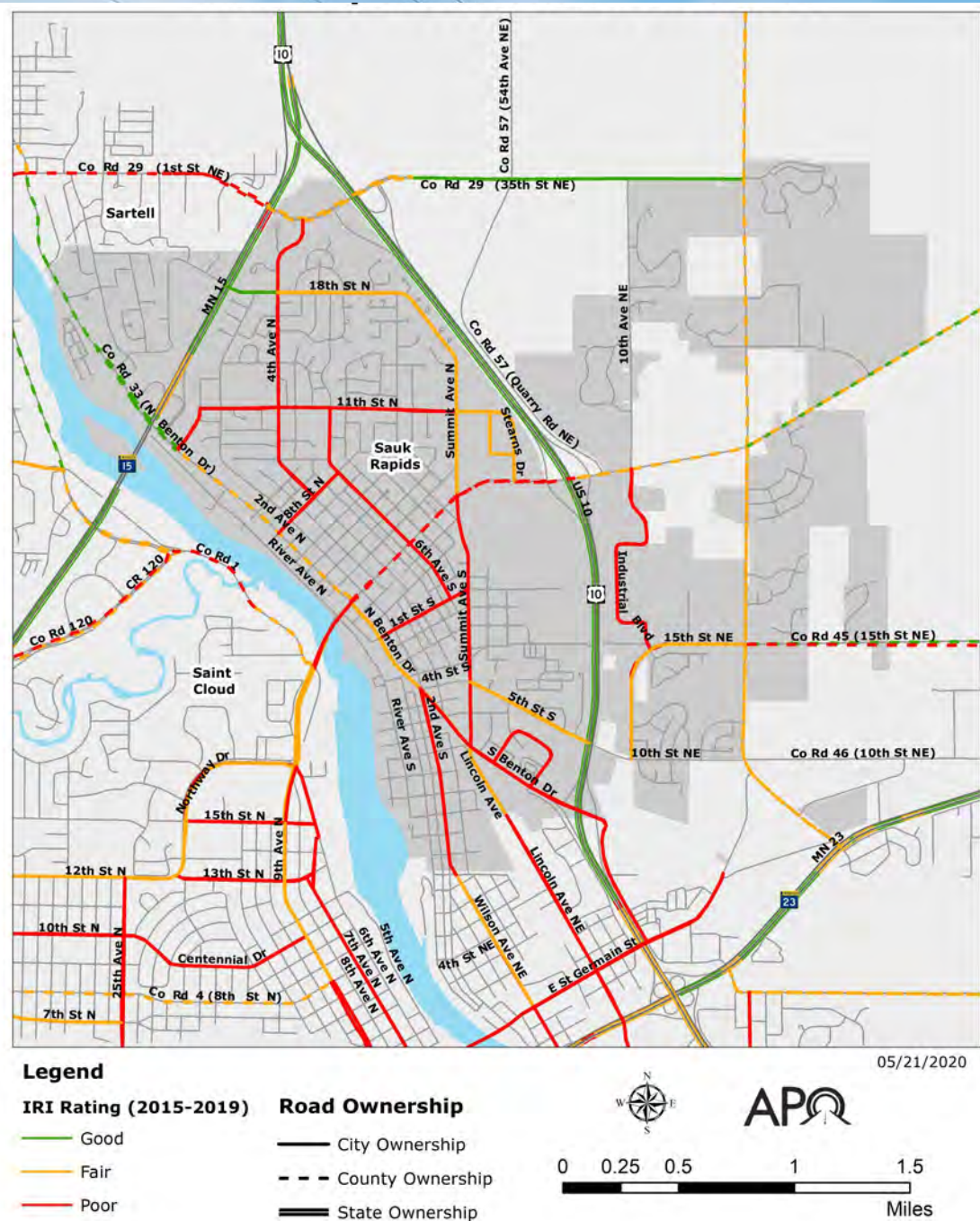
Good
9.1%
3.6 Lane Miles

Fair
40.4%
15.9 Lane Miles

Poor
50.5%
19.9 Lane Miles

Sauk Rapids' Pavement Condition

ATTACHMENT I2
AGENDA ITEM

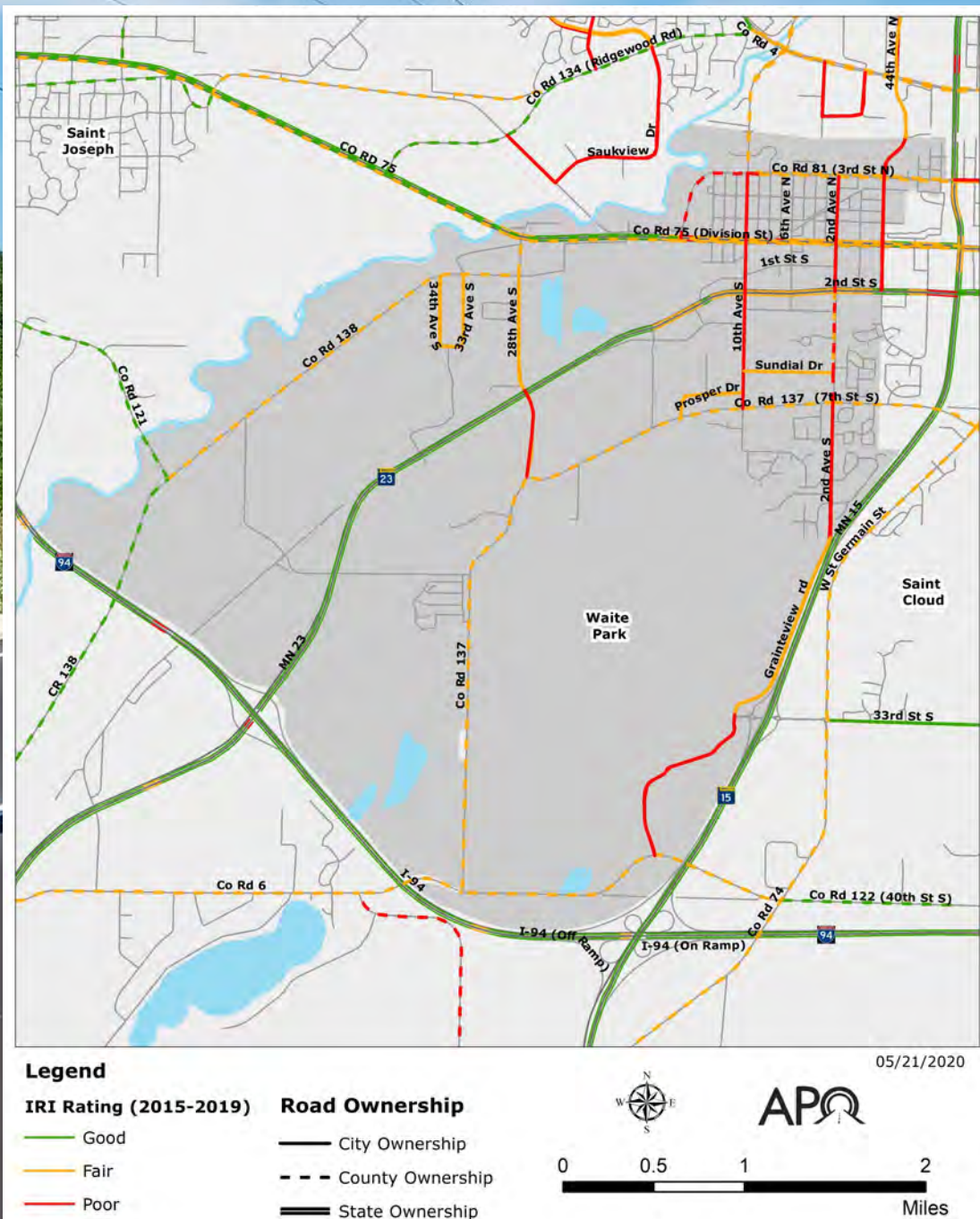


Good
0.7%
0.2 Lane Miles

Fair
34.9%
11.4 Lane Miles

Poor
64.4%
21.0 Lane Miles

Waite Park's Pavement Condition



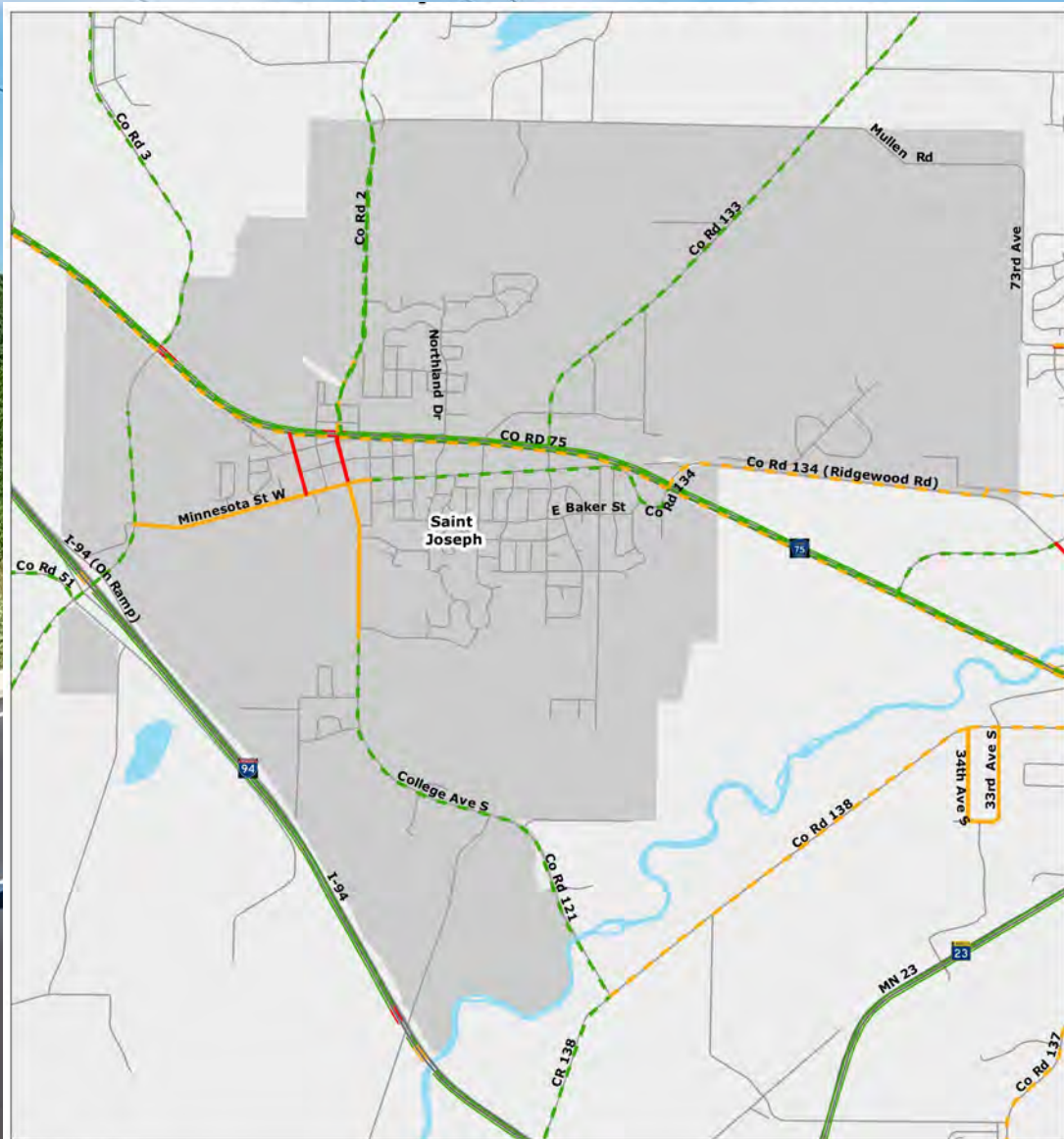
Good
0.0%
0 Lane Miles

Fair
32.4%
8.1 Lane Miles

Poor
67.6%
17.0 Lane Miles

Saint Joseph's Pavement Condition

ATTACHMENT I2
AUGUST 11, 2020



Legend

IRI Rating (2015-2019)

- Good
- Fair
- Poor

Road Ownership

- City Ownership
- - - County Ownership
- State Ownership



05/21/2020



Good
0.0%
0.0 Lane Miles

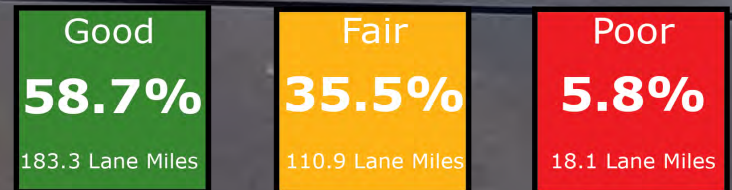
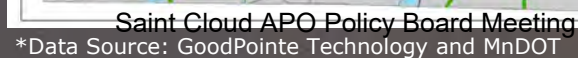
Fair
78.2%
3.3 Lane Miles

Poor
21.8%
0.9 Lane Miles

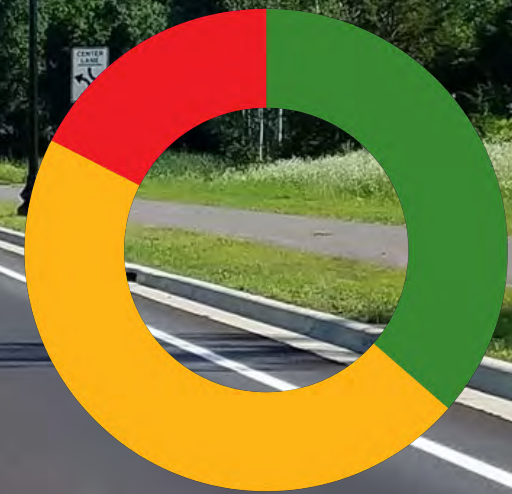
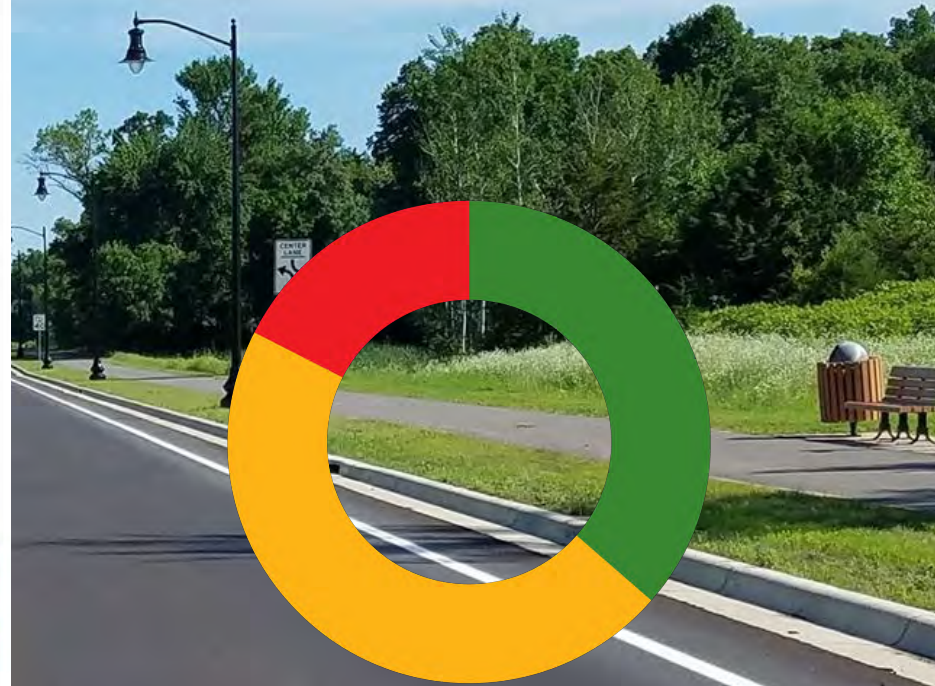
*Data Source: Saint Joseph APQ Policy Board Meeting

October 8, 2020

ATTACHMENT 12
AGENDA ITEM 7



October 8, 2020

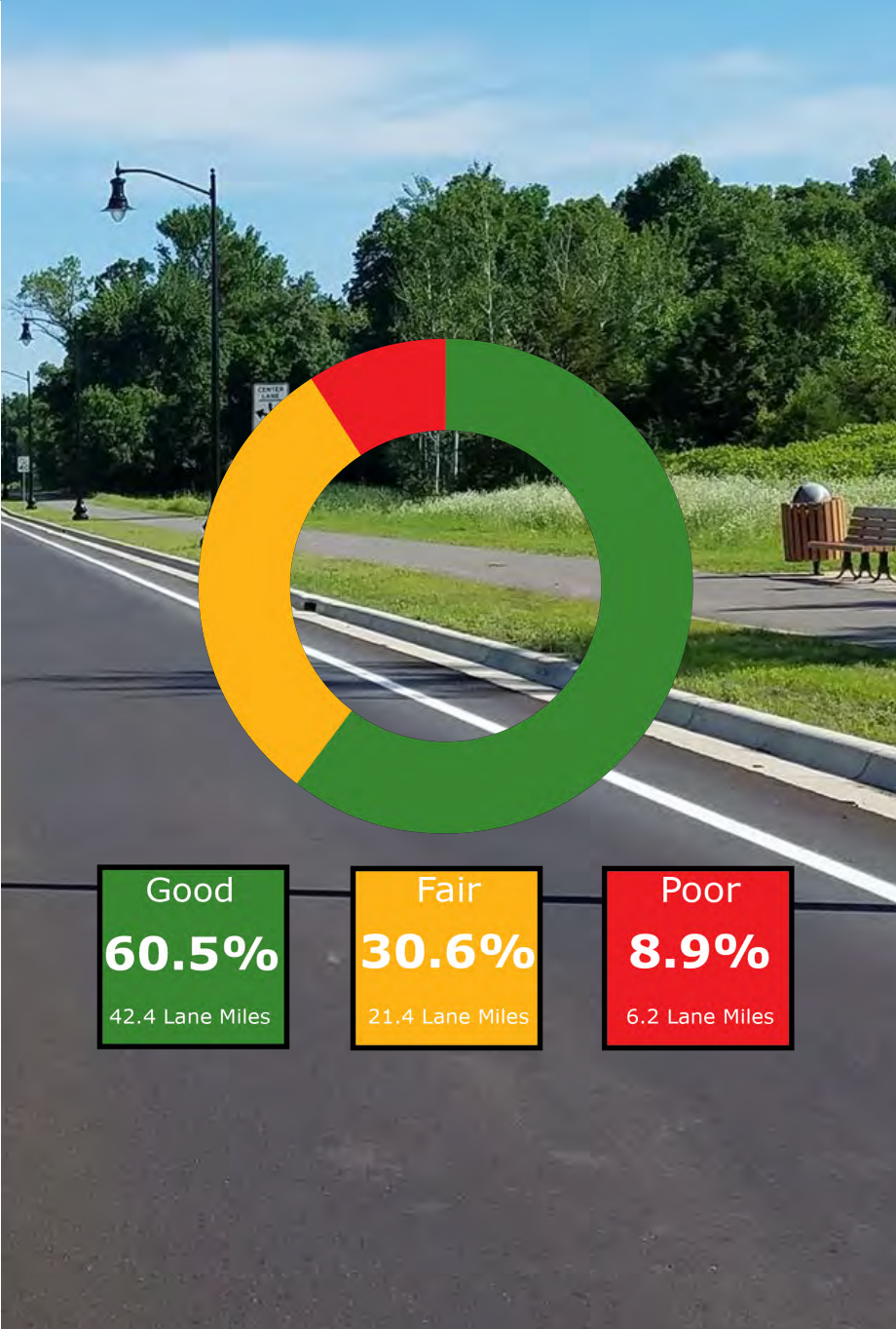
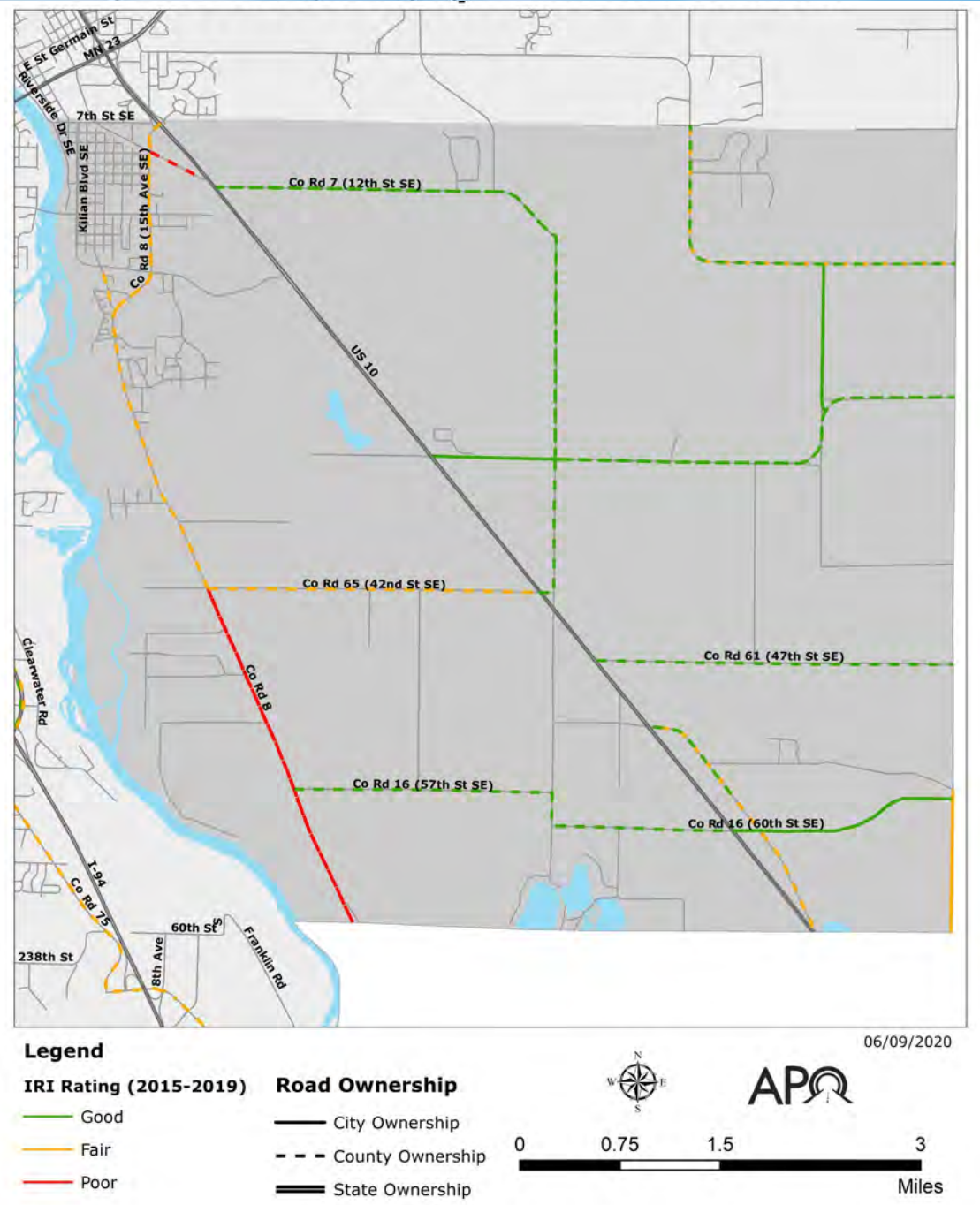


Poor
17.5%
14.8 Lane Miles

October 8, 2020

Sherburne County's Pavement Condition

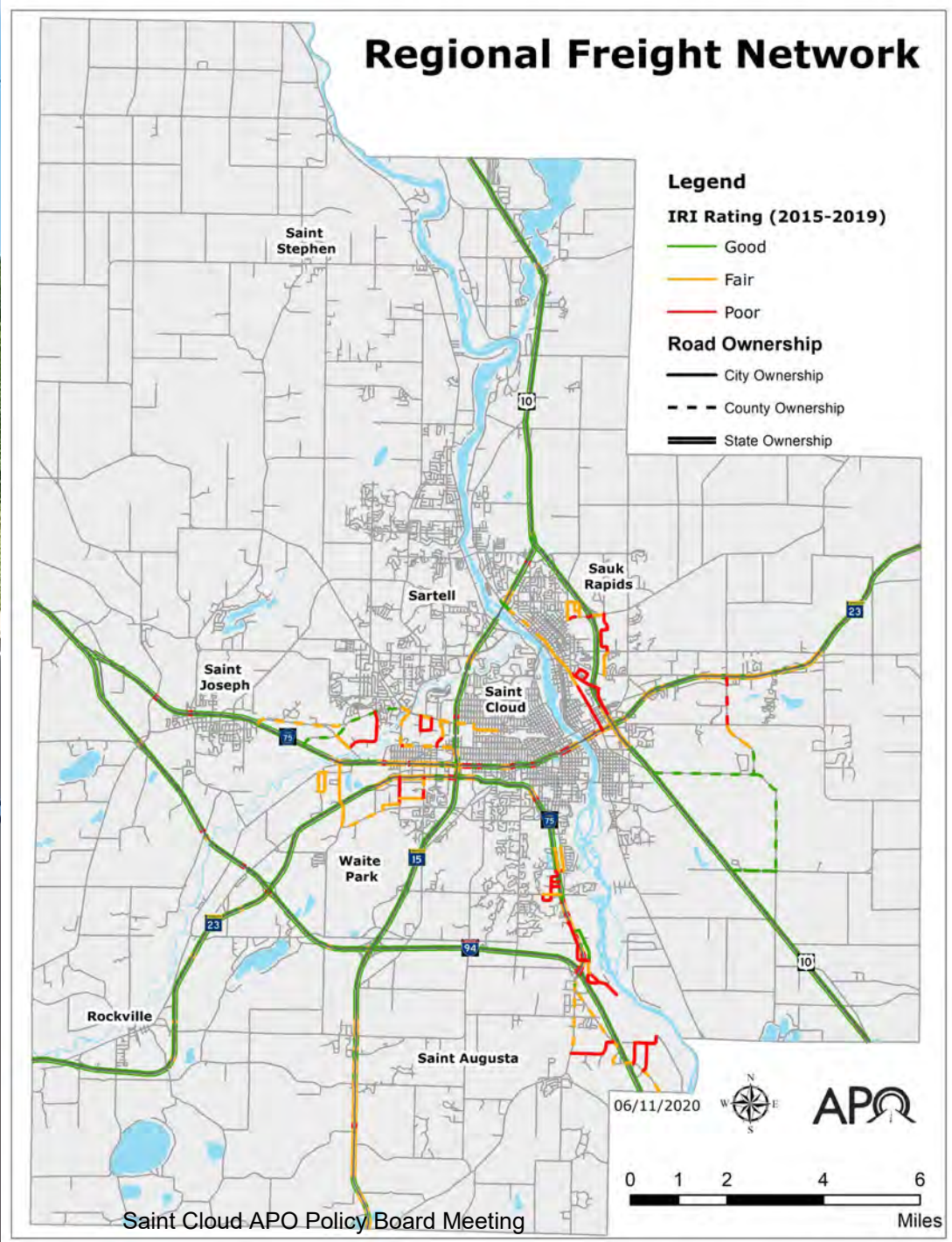
ATTACHMENT 12
AGENDA ITEM



*Data Source: Good Roads Policy Board Meeting

Freight Network Pavement Condition

ATTACHMENT 10
7/31/2020



The regional freight network is a combination of Interstate 94, highways (US 10, MN 15, MN 23), various county and local roads. The designation of an official local freight network recognizes the importance of certain roadway links for the movement of freight. This designation can also provide opportunities for focused investment that will benefit the movement of freight in the area.



Good
36.8%
55.1 Lane Miles

Fair
38.3%
57.4 Lane Miles

Poor
24.9%
37.3 Lane Miles

October 8, 2020

*Data Source: GoodPointe Technology

Bike Route Striping Condition

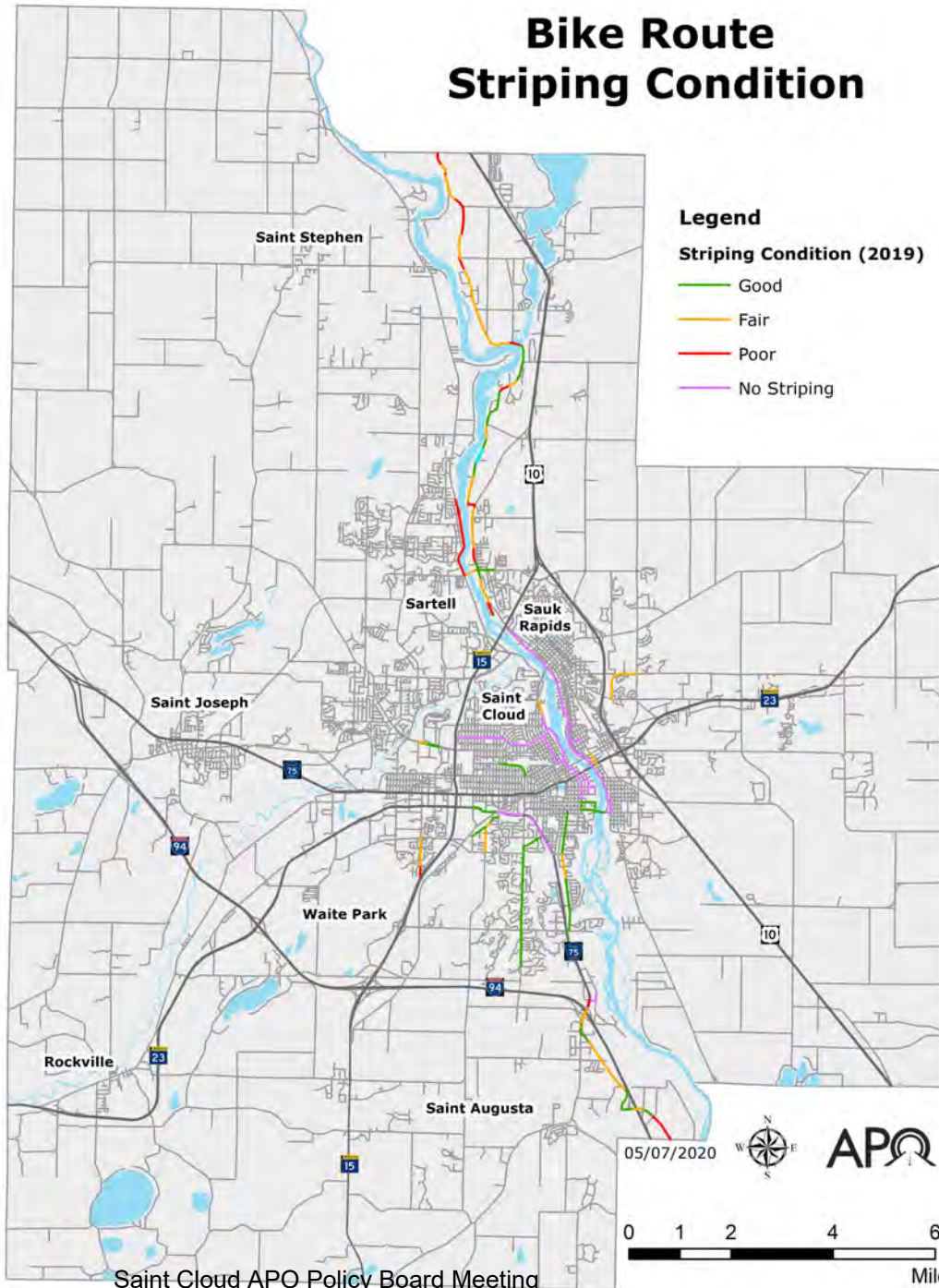
ATTACHMENT I2
AGENDA ITEM 7

Bike Route Striping Condition

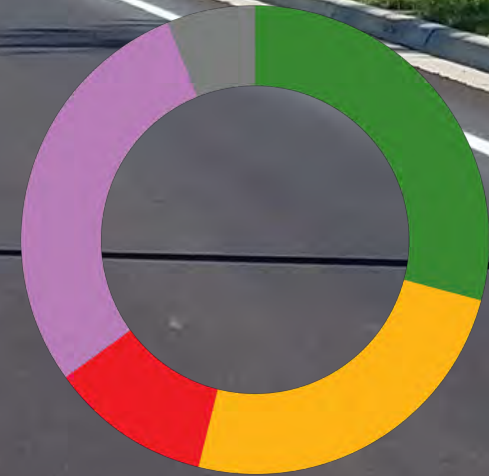
Legend

Striping Condition (2019)

- Good
- Fair
- Poor
- No Striping



In 2019, GoodPointe Technology visually surveyed the condition of all signed bike route pavement markings in the APO planning area. These bike routes include bike lanes, paved shoulders and shared lanes. Some bike routes have no striping thus the category none or no striping was added. These routes are typically shared lanes where the person who cycles and the motorist are sharing the same lane simultaneously. The not surveyed category include facilities installed in 2019 or were not part of the study.

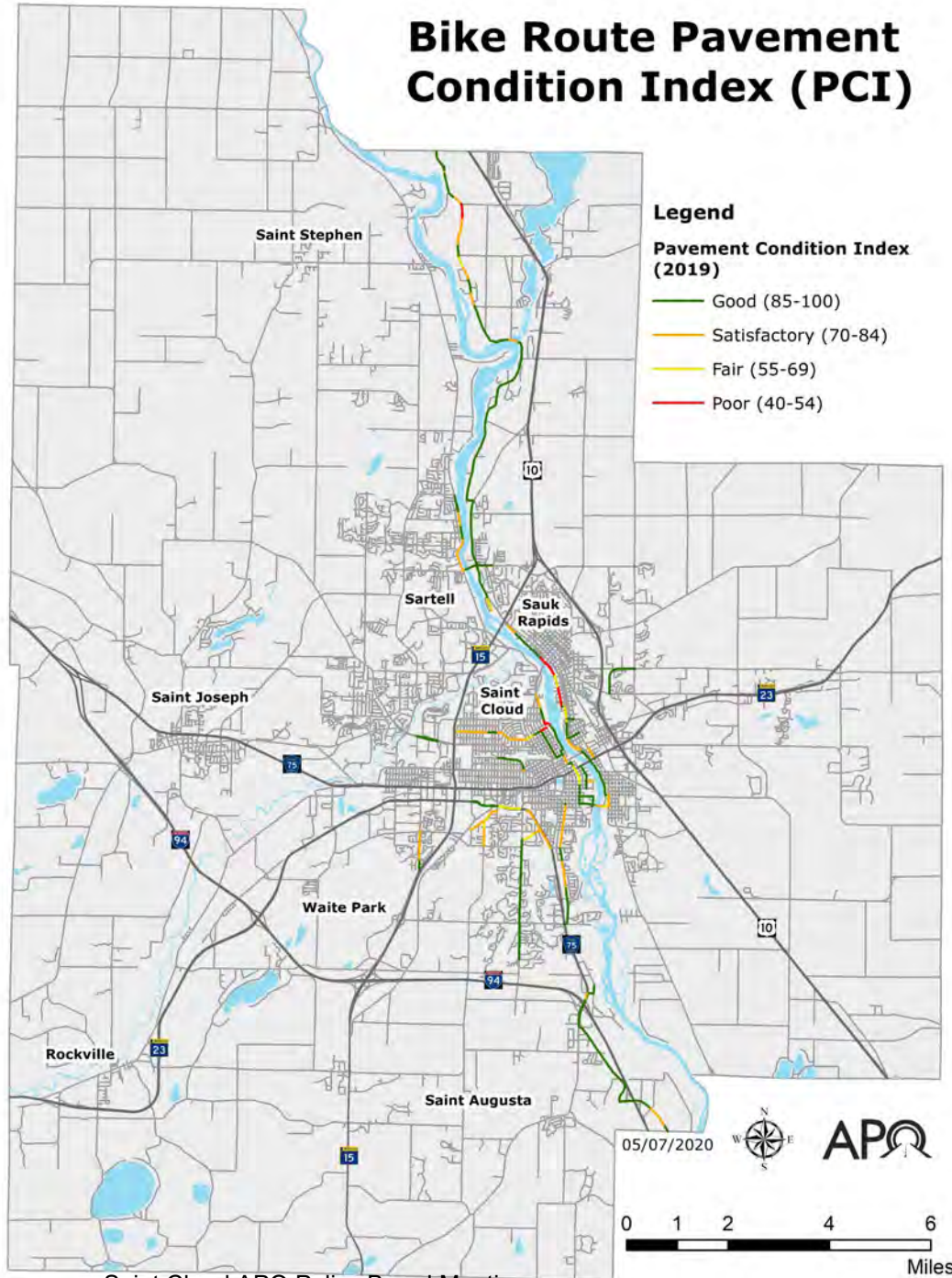
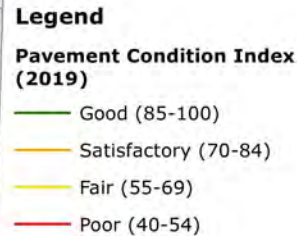


Good	Fair	Poor	None	Not Surveyed
29.2%	24.8%	11.1%	28.7%	6.1%
23.8 Lane Miles	20.2 Lane Miles	9.0 Lane Miles	23.4 Lane Miles	5.0 Lane Miles

Bike Route Pavement Condition

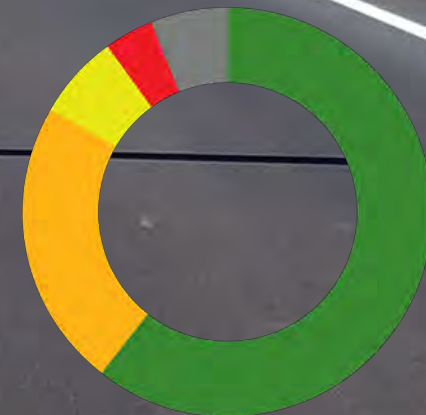
ATTACHMENT I2
AGENDA ITEM 7

Bike Route Pavement Condition Index (PCI)



In 2019, GoodPointe Technology collected the pavement condition index (PCI) of all signed bike routes. During a PCI survey, visible signs of deterioration within a segment are recorded and given a score. In general terms, maintenance activities such as crack sealing and patching often provide benefit when the PCI is above 60. However, as the pavement continues to deteriorate, more complex and expensive treatments will be necessary. Pavements with a PCI between 40 and 60 are good candidates for a variety of major repairs ranging from overlays to reconstruction. Once the PCI drops below 40, reconstruction is typically the only viable alternative.

*Data Source: MnDOT



Good	Satisfactory	Fair	Poor	Not Surveyed
60.7%	22.9%	6.6%	3.7%	6.1%
49.4 Lane Miles	18.6 Lane Miles	5.4 Lane Miles	3.0 Lane Miles	5.0 Lane Miles

Saint Cloud APO Policy Board Meeting

*Data Source: GoodPointe Technology

October 8, 2020



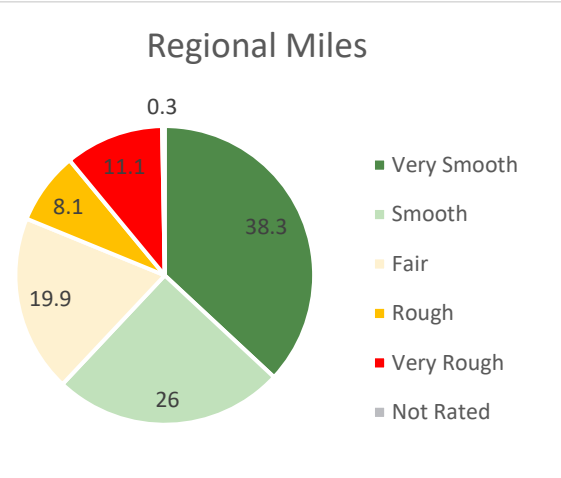
1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud APO Policy Board
FROM: Brian Gibson, PTP, Executive Director
RE: Shared Use Path Pavement Condition Report
DATE: September 25, 2020

Earlier this year, the Board approved an amendment to the UPWP to include \$12,000 for an assessment of the pavement condition of shared-use paths throughout the region.

This summer, staff from the Parks & Trails Council of Minnesota rode all 105 miles of shared use paths (in each direction – so a total of 210 miles) with a specially equipped electronic bicycle and captured the roughness of the pavement.



Some of the results of their assessment are attached to this cover memo for your information.

It is our hope that as jurisdictional staff are identifying potential projects for their Capital Improvement Programs, they will consider the condition of the shared-use paths.

SUGGESTED ACTION: None, discussion only

Introduction

In 2020 the Saint Cloud Area Planning Organization (APO) contracted with Parks & Trails Council of Minnesota (P&TC) to study the conditions of the Saint Cloud metropolitan area's existing shared-use path network. The APO is responsible for coordinating surface transportation planning and serves the entire Saint Cloud Metropolitan Planning Area (MPA), including the cities of Saint Cloud, Saint Joseph, Sartell, Sauk Rapids, and Waite Park; Le Sauk Township; and portions of Stearns, Benton and Sherburne Counties. The APO serves approximately 130,000 people. This report contains the results of P&TC's survey of the area's shared-use path pavement conditions.

Project Background and Purpose

Active transportation facilities — such as bicycling and walking paths — are vital components of healthy, sustainable transportation networks. Communities with robust active transportation networks tend to be healthier by having cleaner air and encouraging physically-active lifestyles. Active transportation facilities can also stimulate economic growth by creating vibrant, interconnected neighborhoods with ample recreational opportunities that promote entrepreneurship, increase property values, spur tourism and attract skilled workers.

Recognizing the importance of active transportation, the Saint Cloud APO is developing an Active Transportation Plan to promote active transportation in the Saint Cloud MPA by identifying specific projects or policies that will facilitate convenient and safe active trips for all

peoples, needs and purposes. The Saint Cloud MPA currently has 103.6 miles of paved shared-use paths. The purpose of this project, which is just one component of the APO's active transportation planning process, was to understand the pavement surface conditions of the APO's existing shared-use paths. Specifically, project goals included:

- Gather surface roughness data for every mile of shared-use paths within the APO's planning area
- Identify needed re-investment locations so that rough pavement can be rehabilitated
- Compile a comprehensive database of photos documenting existing pavement conditions

Collecting this data is important not just for characterizing current conditions, but also to serve as a foundation to develop models projecting future conditions; monitor how conditions change over time; develop treatment recommendations, schedules, and cost estimates; and analyze the performance of different pavement designs.

Project Scope

This project was limited to paved (i.e., asphalt or concrete) shared-use paths within the Saint Cloud MPA (Figure 1). Shared-use paths are off-road facilities on exclusive right-of-way and with minimal cross flow by motor vehicles. Shared-use paths are designed for a wide range of users, including but not limited to bicyclists, in-line skaters, roller skaters, wheelchairs, and pedestrians.

Importantly, active transportation networks

include many types of facilities other than shared-use paths. Facilities such as natural-surface paths, on-road bicycle lanes, and sidewalks were all beyond the scope of this project yet are integral components to active transportation networks.

Project Approach

All the data in this report was collected by the Research Bike, an electric-assist bicycle outfitted with sensors and cameras to collect data on the user experience of paved bicycle paths (Figure 2). The Research Bike uses an accelerometer in an iPhone to measure how rough (or smooth) the pavement is to ride and takes photos at regular intervals to visualize and document on-the-ground conditions. The Research Bike was developed by P&TC in 2018 and has also been used to inventory pavement conditions of Minnesota's State Trail system.

Data collection took place over six days during May, 2020. See Appendix A for more details on methodology.

Figure 1

Saint Cloud APO Shared-Use Paths

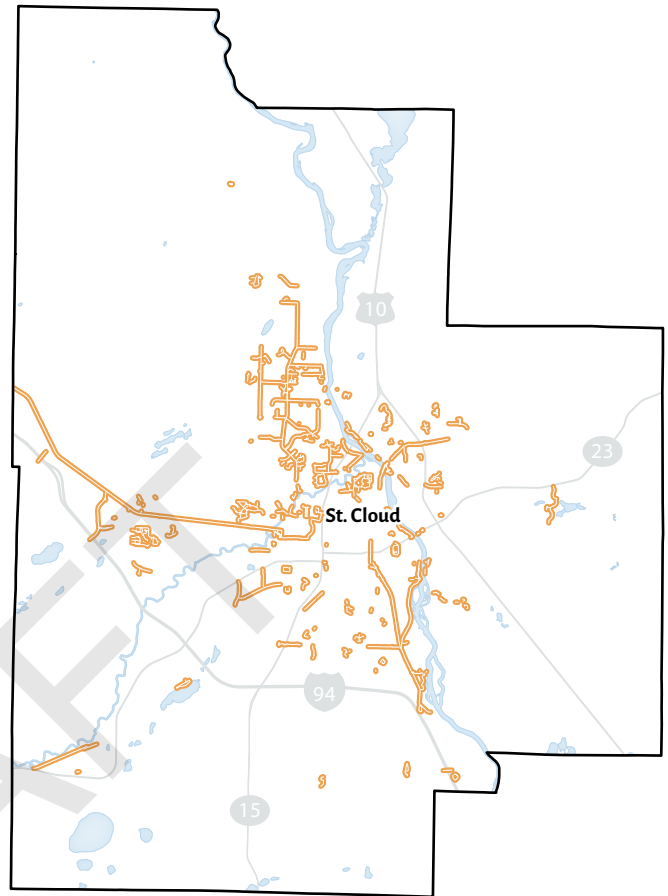


Figure 2

Research Bike on the Lake Wogebon Trail



How to Understand Our Ratings

The shared-use path condition ratings in this report answer a simple question: How rough (or smooth) is the shared-use path's pavement? Path roughness is measured using the Trail Roughness Index (TRI). The TRI metric was created by P&TC in 2016 and updated in 2018 as a method to objectively measure the conditions of trails and shared-use paths across Minnesota.

Trail Roughness Index is calculated using data collected by the Research Bike (Appendix B). The Research Bike uses the accelerometer sensor in an iPhone mounted to the bike's handle bars. As the bicyclist rides down a path, the accelerometer measures and records all the jolts and vibrations felt along the way (Figure 3). The TRI is a statistical summary of the accelerometer data and indicates

how rough the pavement is to ride on a bicycle. The higher the TRI, the rougher the pavement surface. Pavement that is very smooth to ride generally has a TRI under 30, whereas pavement that is very rough to ride has a TRI above 75 (Figure 4). The TRI is objective, reliable, and rooted in user-experience.

What our Ratings Don't Measure

TRI measures how rough pavement is to ride on a bicycle, which is related, but not identical to the pavement's condition. Consequently, our ratings don't measure poor pavement that is easy to avoid while riding (e.g., longitudinal or edge cracking). Additionally, pavement roughness is only one component of a safe, well-maintained shared-use path system. Our ratings do not consider the integrity of trail bridges, culverts or the underlying

Figure 3

How the Trail Roughness Index works

The Trail Roughness Index (TRI) measures the variation in g-force felt by the Research Bike as it's ridden on a shared-use path. The g-force is measured by an accelerometer in an iPhone mounted to the Research Bike. The higher the TRI, the rougher the ride.

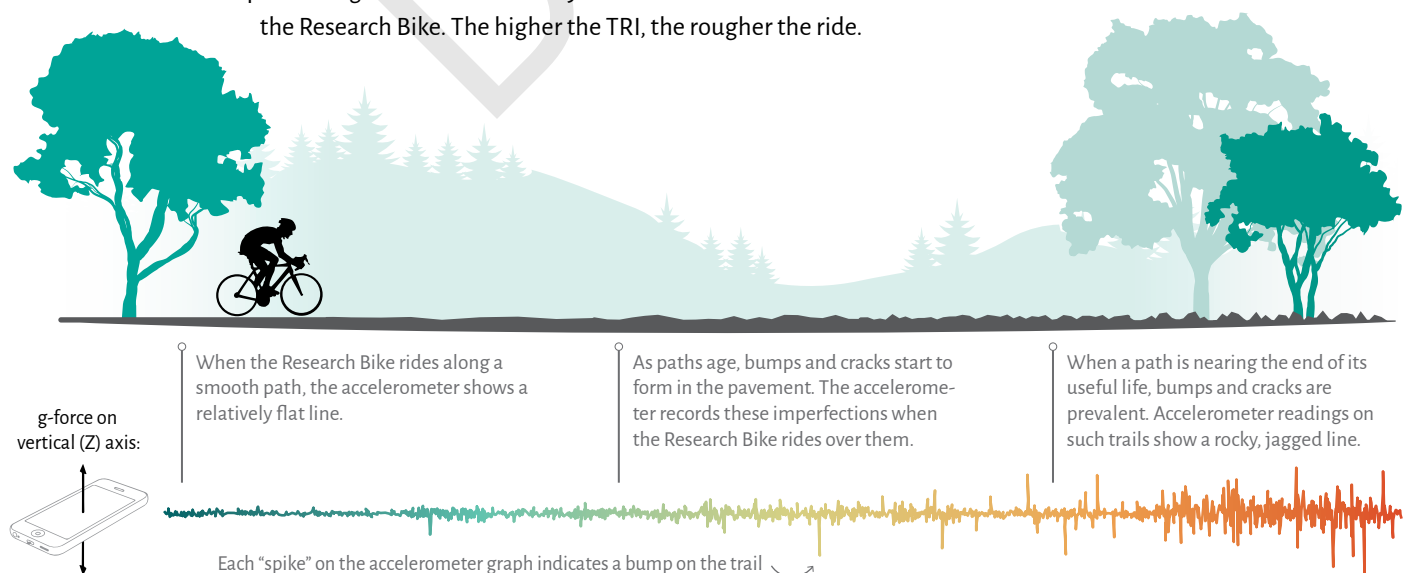


Figure 4

Trail Roughness Index Rating Classifications



trail foundation. Our ratings do not consider visitor amenities, such as parking areas, interpretive displays or wayfinding signs. And our ratings only indirectly measures levels of day-to-day maintenance (e.g., routine path sweeping removes debris which is rough to ride over).

Supplemental Photo Database

All of our TRI scores are supplemented with photos taken during the data collection process. The photos were used to verify roughness classifications and are helpful to visualize on-the-ground conditions. The full catalog of photos (17,313 in total) are available in a standalone database. See Appendix A for more details on our methodology.

Shared-Use Path Pavement Condition Ratings

Overall, the Saint Cloud MPA shared-use path system is in mixed condition (Figure 5). Nearly two-thirds of the system (62%) is rated as being in smooth or very smooth condition. Significant portions of the system are in rough condition, however. About one-fifth of the system (19%) is rated as being in rough or very rough condition. In total, 19.2 miles of shared-use path across the Saint Cloud Metropolitan Area are likely in need of major rehabilitative work.

Conditions by Path Type

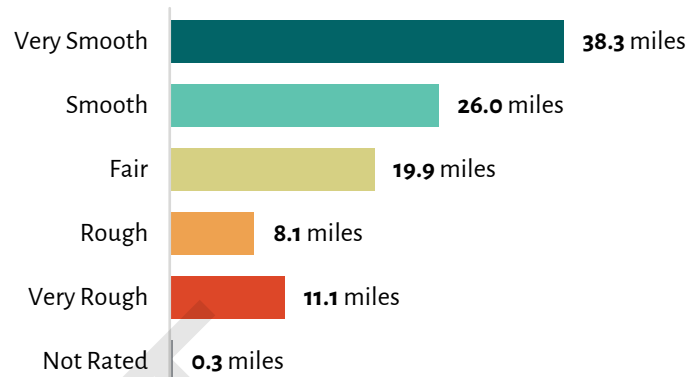
Saint Cloud Metropolitan Area's shared-use paths are classified broadly into three types of paths:

- *Regional* paths are generally long-distance, serve the regional population, offer “destination-quality” experiences and facilitate connectivity within and between regional centers and regional or state-level parks.
- *Local/neighborhood* paths serve a local population, often just a single neighborhood and are typically short in length. Such paths typically follow low-volume residential streets or provide access to small neighborhood parks.
- *Connector/collector* paths fall between regional paths and local/neighborhood paths. Such paths often follow arterial roads and/or commuting routes, creating connections between different neighborhoods.

Of the three types of paths, the local and neighborhood path network requires the greatest levels of rehabilitative work (Figure 6). Nearly one-third of local/neighborhood paths, 13.8 miles total, are rated as either being in rough or very rough condition. Only half of local/neighborhood paths are rated as being in smooth or very smooth condition.

Figure 5

Summary of Saint Cloud Metropolitan Area Shared-Use Path Pavement Conditions



Pavement conditions as percentage of overall system:

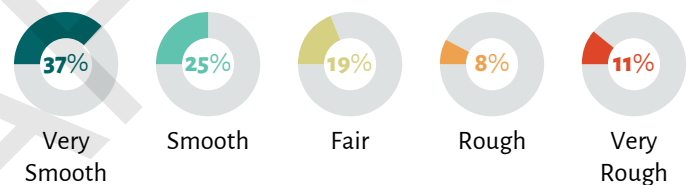
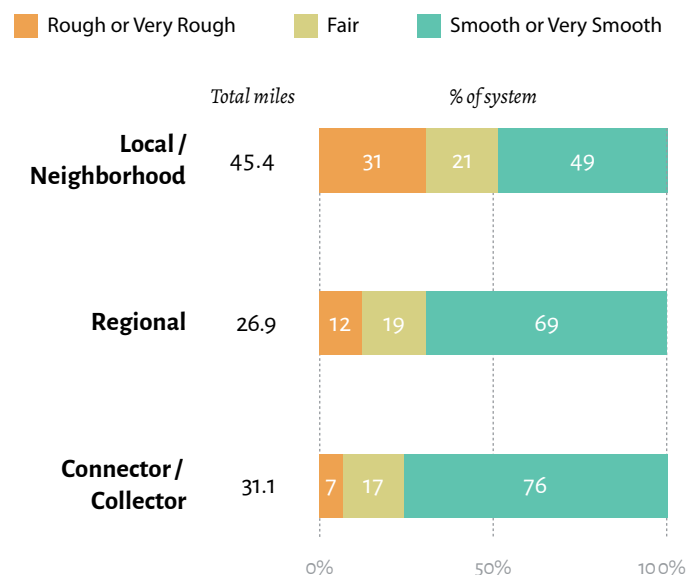


Figure 6

Shared-Use Path Conditions by Path Type



In comparison to local and neighborhood shared-use paths, regional and connector/collector paths are in relatively good condition. Over two-thirds of regional paths (69%) and nearly three-fourths of connector/collector paths (74%) are rated as being in smooth or very smooth condition. Only 3.2 miles of regional paths and 2.1 miles of connector/collector paths are rated as rough or very rough.

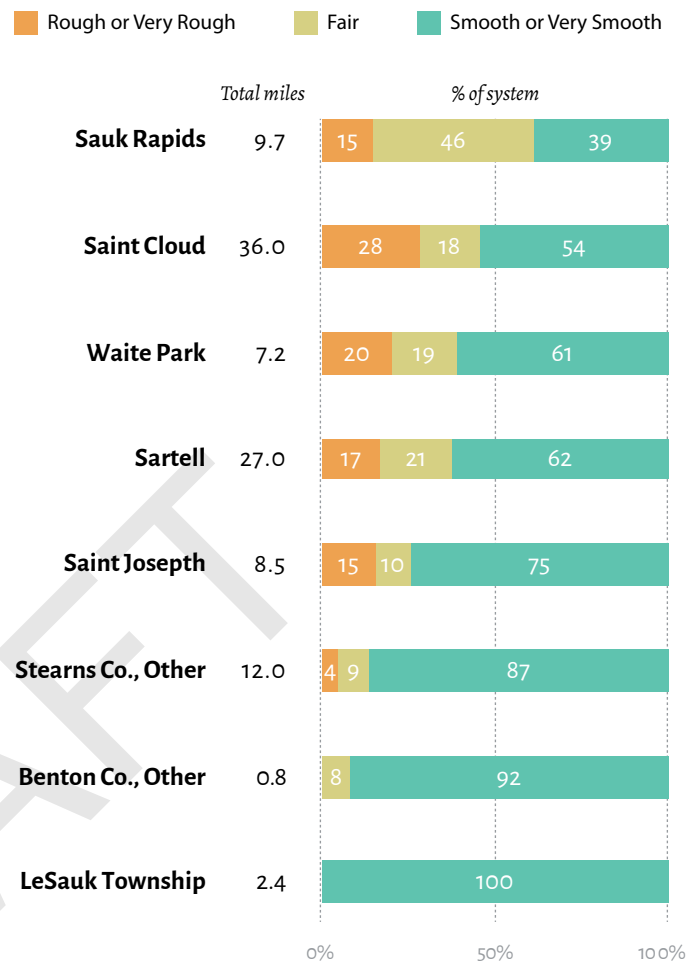
Conditions by Jurisdiction

Saint Cloud MPA's shared-use paths exist within eight different jurisdictions, across which pavement conditions are relatively consistent (Figure 7). Some variation does exist across jurisdictions, however. Nearly half of Sauk Rapids shared-use paths, for example, are rated as being in fair condition, which is more than twice the regional average. Conversely, the shared-use paths within portions of Stearns County, Benton County, and LeSauk Township are in better-than-average condition. Shared-use path conditions within Saint Cloud, Waite Park, Sartell and Saint Joseph are generally reflective of the overall metropolitan area.

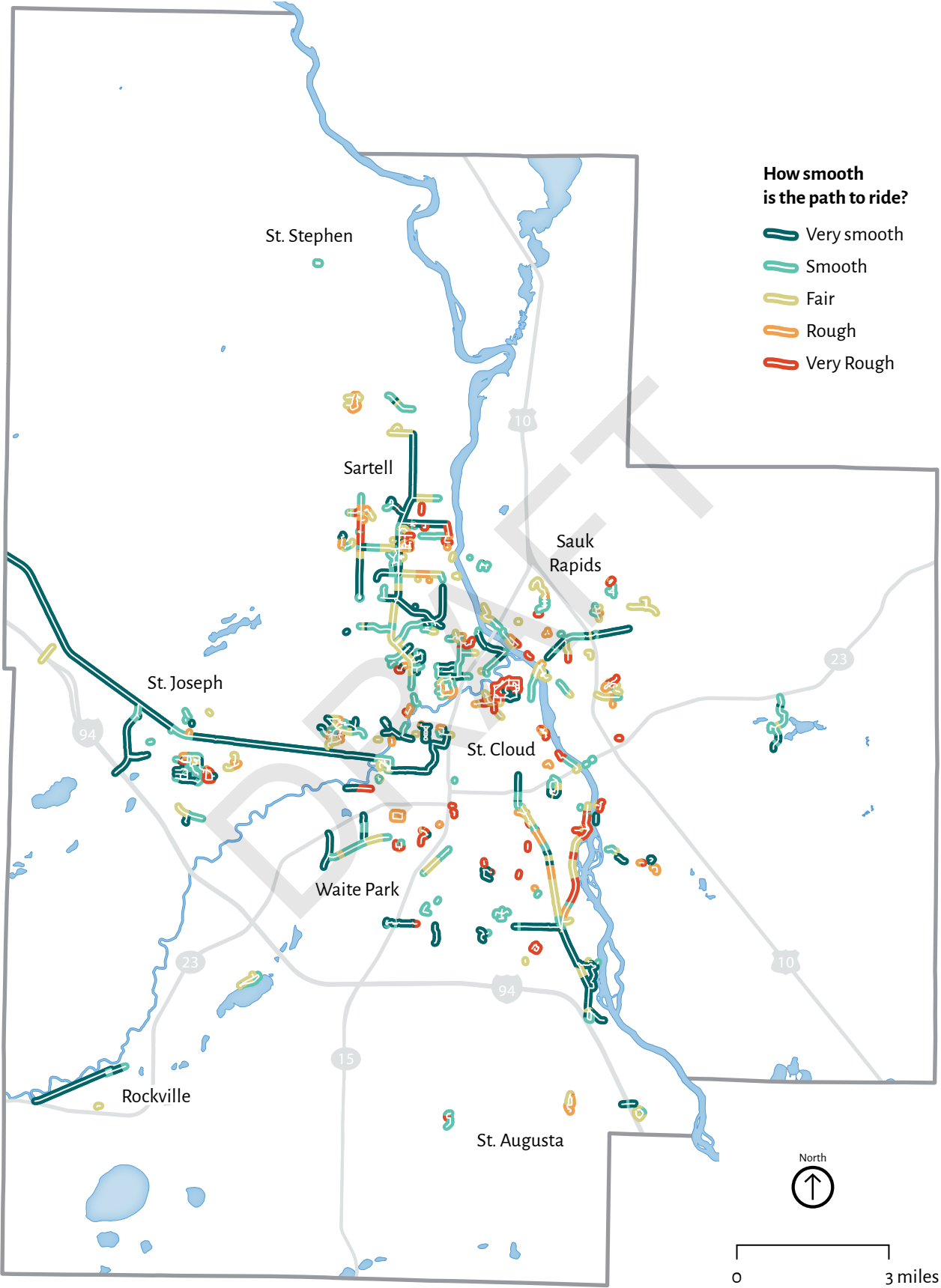
More detailed descriptions of shared-use path conditions, as well as detailed maps, are included in the following pages.

Figure 7

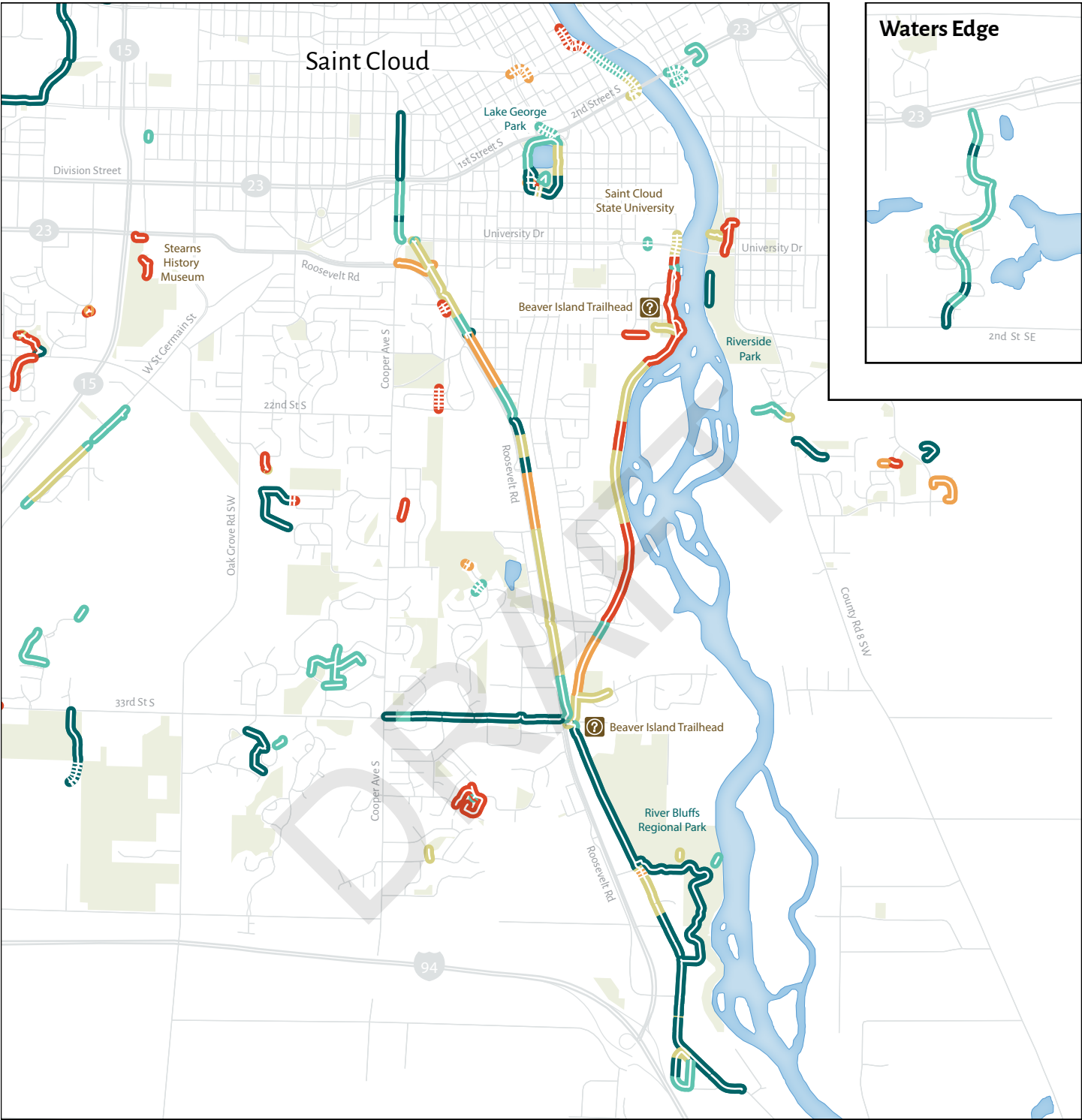
Shared-Use Path Conditions by Jurisdiction



System Overview: Shared-Use Path Pavement Conditions



Saint Cloud: Shared-Use Path Pavement Conditions



How smooth is the path to ride?

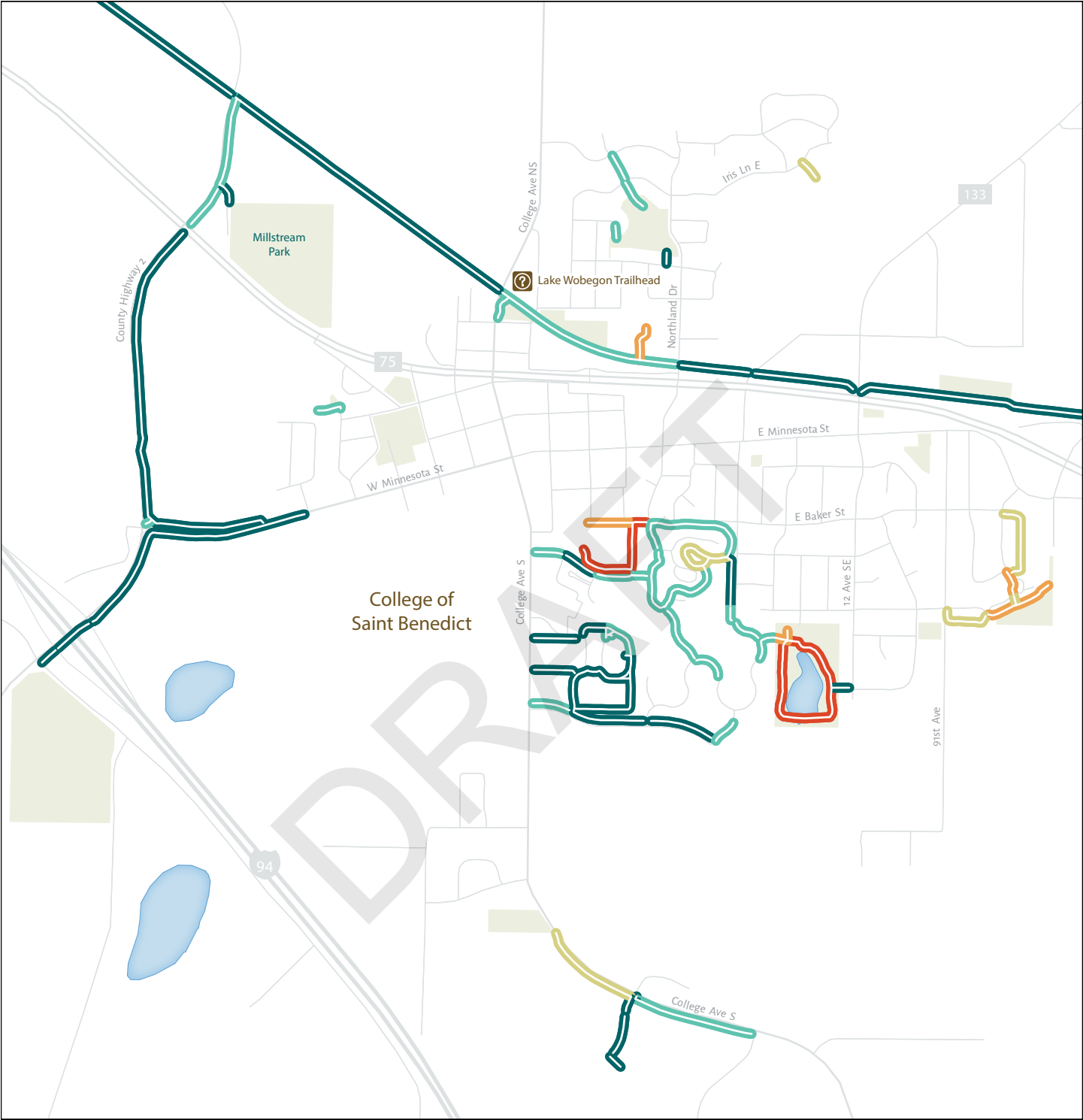
- Very smooth
- Smooth
- Fair
- Rough
- Very Rough

- City / Regional Park
- Asphalt surface
- Concrete surface

North

0 1 mile

Saint Joseph: Shared-Use Path Pavement Conditions



How smooth is the path to ride?

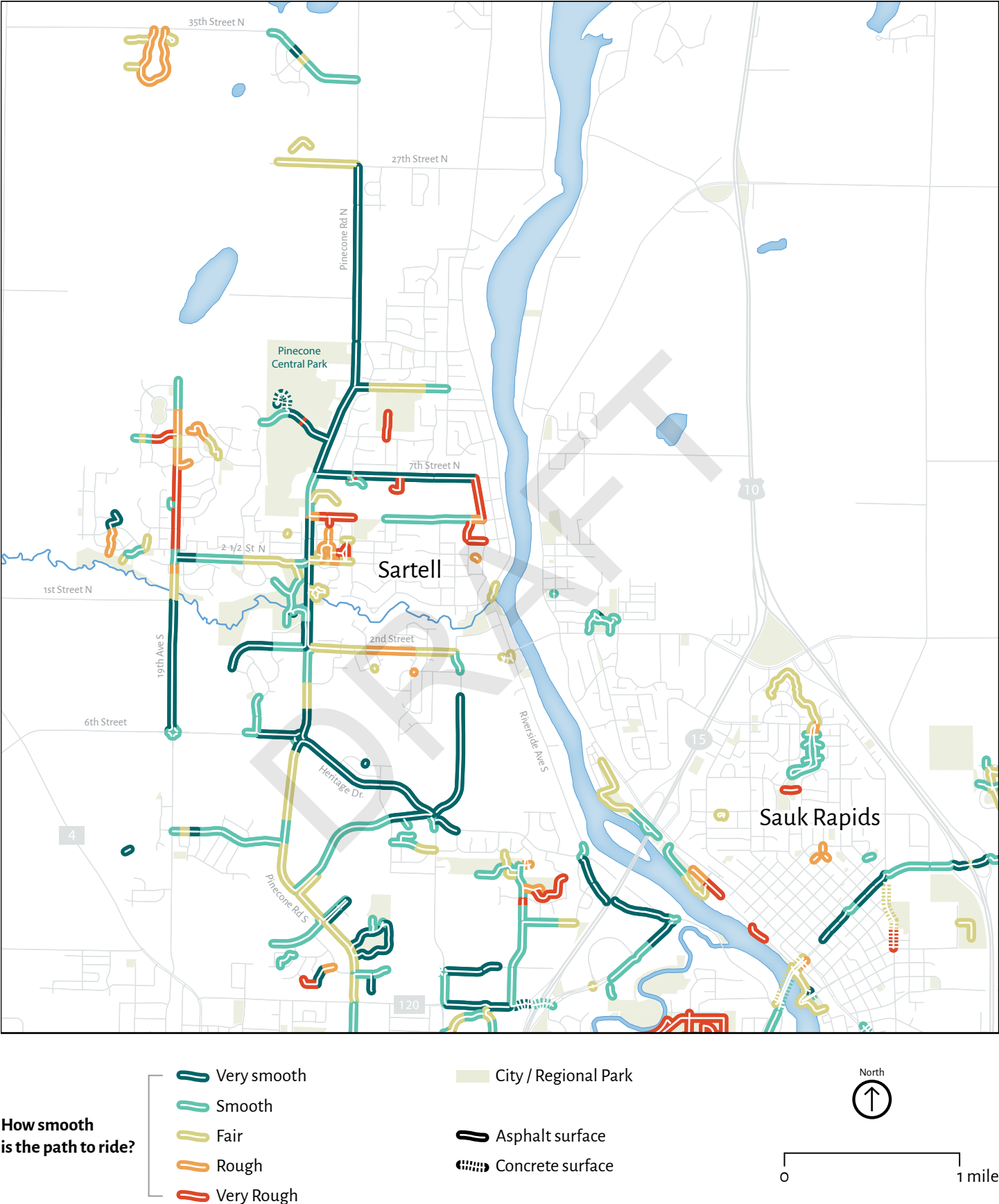
- Very smooth
- Smooth
- Fair
- Rough
- Very Rough

- City / Regional Park
- Asphalt surface
- Concrete surface

North

0 0.5 mile

Sartell & Sauk Rapids: Shared-Use Path Pavement Conditions



Sauk Rapids & Saint Cloud: Shared-Use Path Pavement Conditions



How smooth is the path to ride?

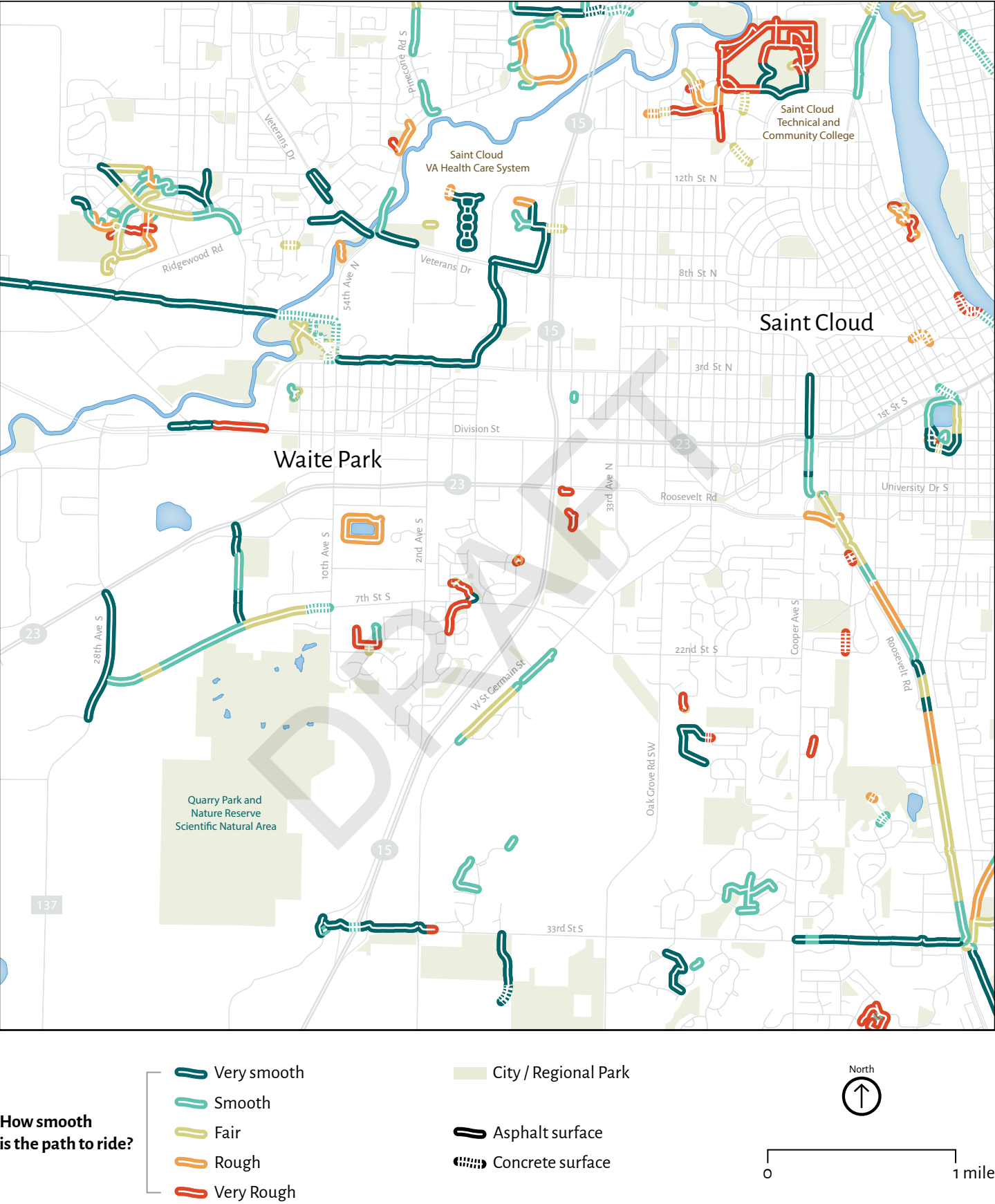
- Very smooth
- Smooth
- Fair
- Rough
- Very Rough

- City / Regional Park
- Asphalt surface
- Concrete surface

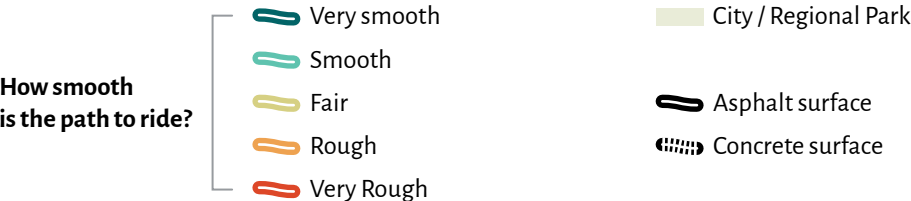
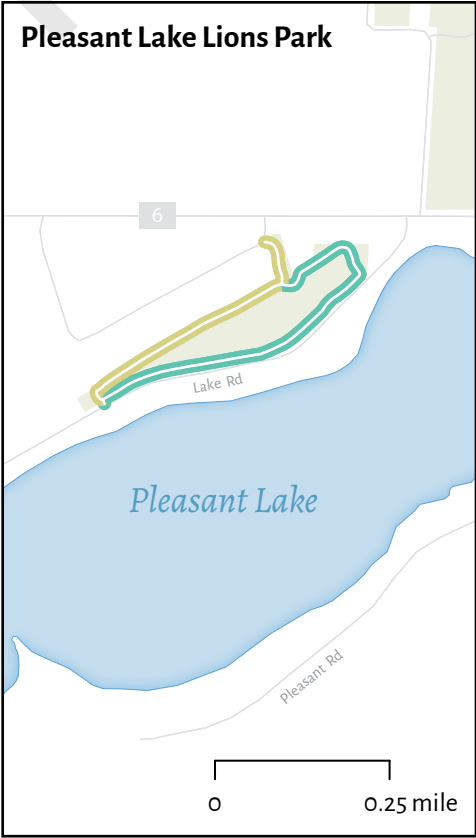
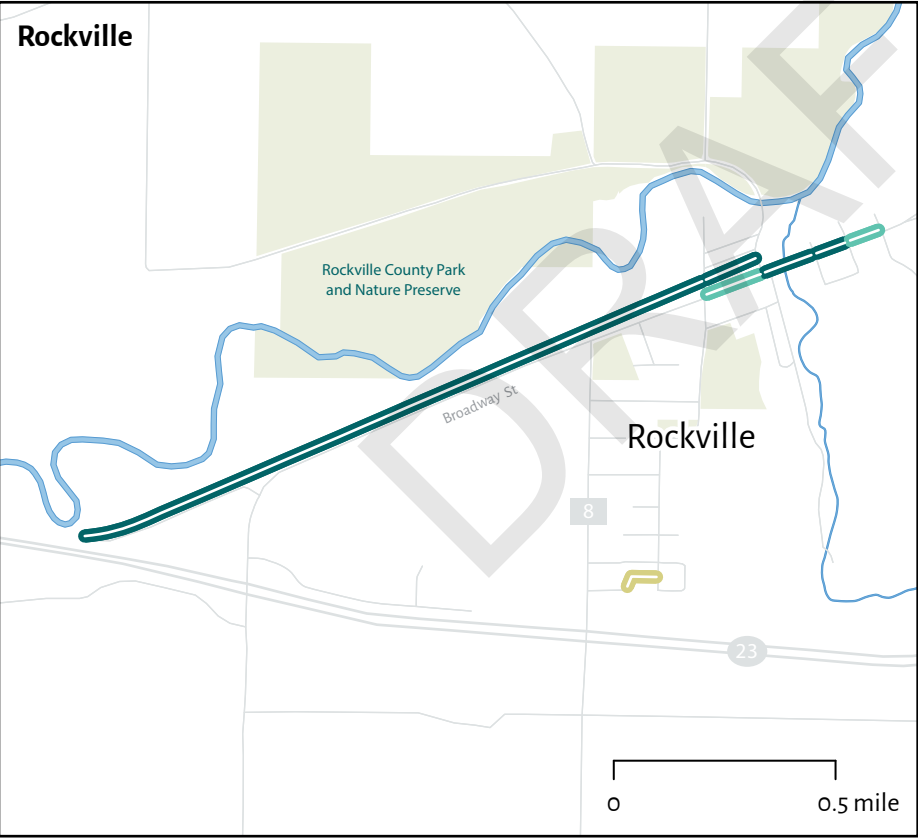
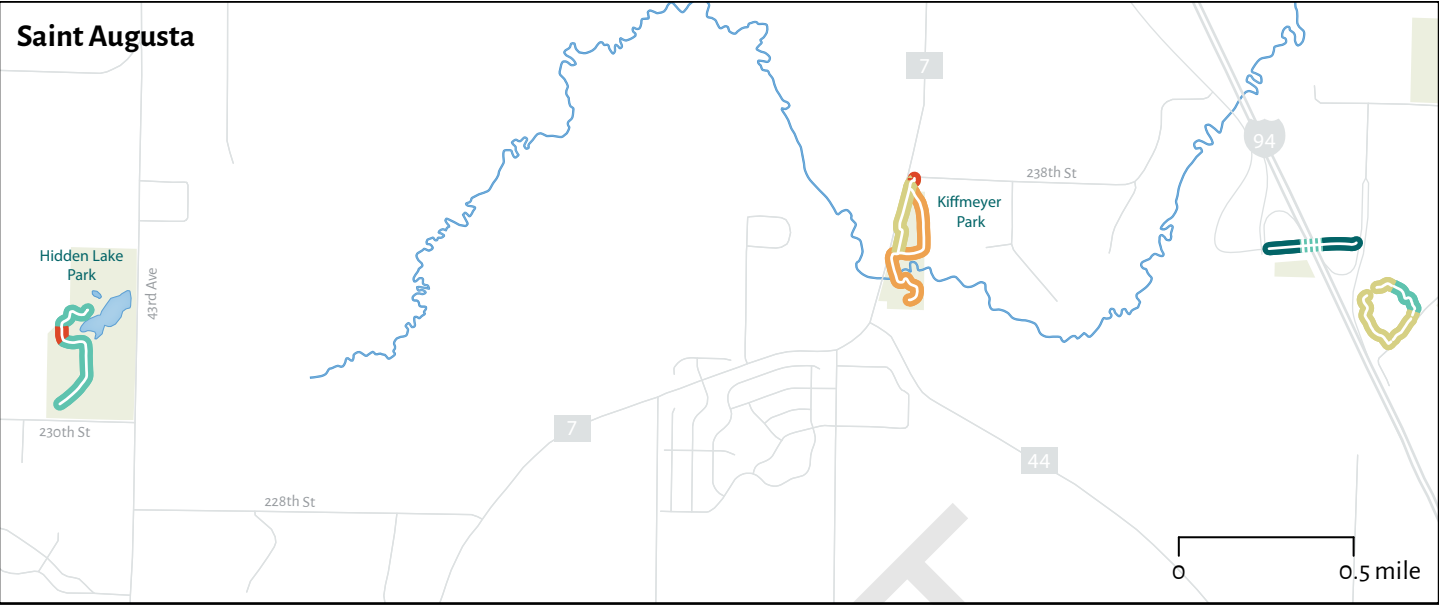
North

0 0.5 mile

Waite Park & Saint Cloud: Shared-Use Path Pavement Conditions



Saint Augusta & Rockville: Shared-Use Path Pavement Conditions





1040 County Road 4, Saint Cloud, MN 56303-0643

T. 320.252.7568 F. 320.252.6557

TO: Saint Cloud APO Policy Board
FROM: Brian Gibson, PTP, Executive Director
RE: Northstar Extension Feasibility Assessment
DATE: September 25, 2020

Last month, Frank Loetterle from the MnDOT Rail Passenger Office presented the results of his Northstar Rail Extension Feasibility Assessment. (The Summary report is attached to this cover memo, for your information). The report outlines four scenarios for rail service to the Saint Cloud region that the railway has agreed are feasible and about which they are willing to continue discussions.

In brief, the alternatives were:

1. Minimum Service

- One morning train from St. Cloud to Target Field
- One afternoon train from Target Field to St. Cloud

Est. Capital Costs: \$139 million total (\$36 million minimum to start operations)

Est. O&M Costs: \$29.7 million annually (+\$4.7 million over current costs)

2. Minimum Bi-Directional Service

- One morning train from St. Cloud to Target Field and one morning train from Target Field to St. Cloud
- One afternoon train from Target Field to St. Cloud and one train from St. Cloud to Target Field

Est. Capital Costs: \$207 million total (\$96 million minimum to start operations)

Est. O&M Costs: \$32.7 million annually (+\$7.7 million over current costs)

3. Express Service

- One non-stop morning train from St. Cloud to Target Field and one non-stop morning train from Target Field to St. Cloud
- One non-stop afternoon train from St. Cloud to Target Field and one non-stop afternoon train from Target Field to St. Cloud

Est. Capital Costs: \$190 million total (\$141 million minimum to start operations)

Est. O&M Costs: \$35.1 million annually (+\$10.1 million over current costs)

E. admin@stcloudapo.org W. stcloudapo.org

4. Bi-Directional Service

- Two morning trains from St. Cloud to Target Field and one morning train from Target Field to St. Cloud
- Three afternoon trains from Target Field to St. Cloud, two afternoon trains from St. Cloud to Target Field, plus one evening train from Target Field to St. Cloud

Est. Capital Costs: \$257 million total (\$188 million minimum to start operations)

Est. O&M Costs: \$39.7 million annually (+\$14.7 million over current costs)

The next step in the process is to make a decision: do we, as a region, wish to pursue one or more of the alternatives outlined in the report?

If the answer to that question is “yes”, then the steps to follow would be:

- Ridership and revenue forecasting
 - Stakeholder & public involvement
 - Determination of roles and responsibilities for Metro Transit, MnDOT, local governments, and others
 - Equipment procurement evaluation
 - Communication and negotiation with BNSF regarding capital, operating, and access costs
- }
- Not Bondable
-
- Preliminary engineering and environmental review
 - Final design, construction, and commissioning
- }
- Bondable

If the Board decides that they do wish to pursue one or more alternative(s), I think an interjurisdictional body would need to be assembled to oversee the next steps. At a minimum, that body would need to include:

- Metro Transit (which currently operates the Northstar trains)
- MnDOT
- Burlington Northern Santa Fe Railway
- Representation from the stakeholder jurisdictions (e.g., Minneapolis, Anoka, Elk River, Sherburne County, St. Cloud, etc., etc.)

I am not expecting any decisions to be made at your October 8 meeting, but I did want to at least start discussing this and get a reading of your thoughts. The November election may result in one or more current representatives on the APO Board changing so I wanted to have this discussion before those potential changes occurred.

SUGGESTED ACTION: None, discussion only

Northstar Commuter Rail Extension Feasibility Assessment

Summary Report

July 31, 2020



Photo Credit: Dave Gonzalez

Prepared for



by



Northstar Commuter Rail Extension Feasibility Assessment
Summary Report

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1. Introduction

Northstar commuter rail passenger service currently provides peak hour train service on weekdays with five inbound trips and one outbound trip in the morning peak and five outbound trips and one inbound trip in the afternoon peak between Target Field Station in Minneapolis, MN and Big Lake, MN. Weekend service on a more limited schedule is also provided. The service operates over BNSF Railway's (BNSF) tracks and provides intermediate station stops in Fridley, Coon Rapids-Riverdale, Anoka, Ramsey, and Elk River, MN. A dedicated locomotive and passenger car maintenance facility for Northstar service is located at Big Lake, MN and is operated by Metro Transit. BNSF train crews that operate the Northstar commuter service are based at BNSF's Northtown Yard.

At the direction of the Minnesota State legislature, the Minnesota Department of Transportation (MnDOT) is studying the extension of Northstar service to St. Cloud, MN, a city located approximately 27 miles northwest of Big Lake, and approximately 67 miles from Target Field Station in Minneapolis. In furtherance of this legislative directive, MnDOT and Metro Transit convened a project team to assess the operational feasibility of a Northstar extension.

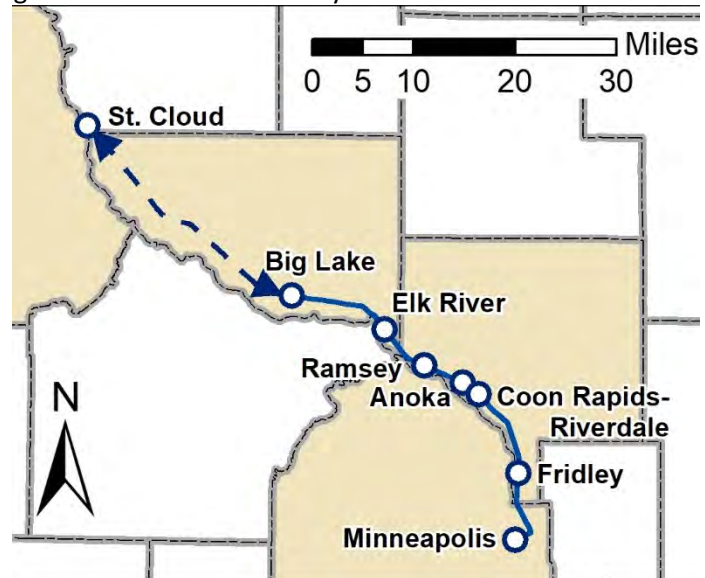


Figure 1: Northstar Corridor Map

2. Objective

The objective of this feasibility assessment is to provide decision makers with the estimated capital, operating, and maintenance costs of a range of service alternatives to extend Northstar service to St. Cloud that have been determined to be operationally feasible by BNSF. This was accomplished using the following analysis.

- Using Rail Traffic Controller™ (RTC) modeling software, identify the track and signal improvements required to operate the service alternative's schedule reliably and without undue impact on freight traffic.
- Identify additional equipment requirements and corresponding maintenance facility expansion needs.
- Prepare conceptual design plans for the anticipated track improvements.
- Estimate the capital cost for track, signal, equipment, and facilities for each service alternative.
- Estimate the direct operating and maintenance costs for each service alternative. (This excludes the cost associated with gaining access to the BNSF track.)

One or more of these service alternatives would then be carried forward for additional analysis including

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ridership, revenue, and cost-effectiveness studies. Governance and funding also need to be addressed.

3. Existing Conditions

This section defines the technical terms used throughout this report and describes the existing track, signal, and traffic conditions on BNSF between St. Cloud and Minneapolis.

3.1. Technical Terms

Several technical railroad terms, which are used in the description of Existing Conditions and the Proposed Capital Improvements, are explained below:

- **Main Track:** A track – not including yard or auxiliary tracks extending through yards and between stations – over which a railroad’s trains operate under the authority of a train dispatcher (also known as a Centralized Traffic Control (CTC) control operator). See definition of ‘CTC’ below.
- **Subdivision:** The main track(s) from one station on the railroad to another. A Subdivision may be single track, or there are two or more parallel main tracks. See definition of ‘station’ below.
- **Siding:** A track that is parallel to the main track and is for the meeting or passing of trains. Siding track is used only under the authority of the train dispatcher or CTC control operator.
- **Junction:** A point where one or more railroad Subdivisions converge.
- **Wye Track:** A track configuration at a junction, generally in the shape of the letter “Y,” that enables a train from one Subdivision to proceed onto another subdivision in either direction.
- **Milepost:** A sign located beside the main track bearing a number that indicates the number of miles from the beginning of the Subdivision, junction, or major terminal. Stations, CTC control points, junctions, and signals each are assigned a “milepost” (such as milepost 21.1) to indicate the specific location of the feature along the Subdivision. Milepost is shortened to “MP”.
- **Station:** A place with a railroad feature designated by name and milepost location on the subdivision page of a railroad’s operating timetable. (Example: “CP Interstate” is the name of a “station” at MP 15.5 on BNSF’s Staples Subdivision at which a CTC control point is located.) There is no requirement for a “station” to have facilities to serve passengers, though some do.
- **Turnout:** Special trackwork with two movable rails, often referred to as a “switch,” that enables a train to diverge onto another track. Turnouts are used in main tracks, in terminals, in yard tracks, and for access to industry, maintenance facilities, and storage tracks.
- **Crossover:** Special trackwork consisting of a turnout, a short segment of connecting track and another turnout, that connects two parallel main tracks so that a train moving *in one direction* (For example: westbound) at that location can switch from one track to the other while still moving in the same direction.
- **Universal Crossover:** Special trackwork that provides two connections between parallel main tracks. This allows a train moving *in either direction* (westbound or eastbound) to switch from one track to the other while still moving in the same direction.

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- **Wayside Signals:** Color lights displayed along the track that display aspects visible to the locomotive engineer. Signals are located on high masts beside the track, on cantilever or signal bridge structures over the track or on ground level installations (often used in yards and terminals).
- **Signal Aspect:** The appearance of a wayside signal as viewed by a locomotive engineer that indicates the condition of the track ahead as well as speed and route information.
- **Centralized Traffic Control (CTC):** Turnouts and crossovers may be operated manually or remotely. CTC is a signal system installed along the railroad that enables the control operator to operate track switches, crossovers, and display signals located at CTC control points (CP) from a remote office location. It enables the control operator to route trains from track to track without the need for the train crew to stop the train and operate track switches by hand. The CTC system relays information to the trains via indications displayed on wayside signals. These indications authorize train movements and provide warnings requiring a train to slow down or stop. CTC provides a railroad additional capacity compared to the same railroad without CTC installed.
- **CTC Control Point (CP):** An installation with a specific name and milepost location (Example: CP Coon Creek-MP 21.0) on the railroad where the switches and signals are under the control of the train dispatcher or control operator. Within the limits of the CP, the switches are power-operated and controlled by the control operator. The signal aspects (what the locomotive engineer sees from the cab) indicate when it is permissible for a train or engine to proceed, the route to be used, and the maximum speed permitted over the switches on that route.
- **Positive Train Control (PTC):** A GPS-based safety system which enforces the signal indications displayed by the CTC signals. PTC tracks the locations of all trains in the PTC territory and uses their length, weight, and speed to ensure the CTC indications are enforced. PTC can slow down or stop trains in violation of CTC. The main purposes of PTC are to:
 - Prevent train accidents by enforcing maximum speed limits and speed restrictions;
 - Prevent a train from operating beyond its limit of authority by enforcing the indications displayed by the signals;
 - Prevent a train from passing over a turnout that is not properly lined for the train's movement; and
 - Prevent a train from entering the working limits of maintenance-of-way crews working on the tracks with men and equipment and where the track may also be impassable.
- **Diverging Route:** A track route by which a train or engine uses one or more turnouts and/or crossovers to leave the track it is on and move to another track or route created by their switches. (Example: At CP Coon Creek, a westbound train from Northtown Yard could use a diverging route to proceed from the Staples Subdivision onto the Hinckley Subdivision to Superior and Duluth.) The railroad prescribes the maximum speed for passenger and freight trains using diverging routes. These speeds are typically published in the railroad's System Timetable & Special Instructions. (For example: A Northstar commuter passenger train moving

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along the BNSF main track may be permitted to proceed at 79 miles per hour. If the train needs to operate through a turnout or crossover on a diverging route (such as at CP Coon Creek), the maximum safe speed on that diverging route may be limited to a lower speed such as 40 miles per hour.)

- **Crew Change Point:** A location where a train will stop on either of the two main tracks or in the yard to change crews. The train crew's hours of service are regulated by FRA. Fresh outbound crews are scheduled to replace inbound crews on through-trains at designated crew change points such as Northtown Yard. The crew change includes exchange of information and instructions and requires a test of the PTC system. It may also require a test of the air brake system. Crew changes can take anywhere from 15-60 minutes depending on conditions and the availability of the outbound crew. If the crew change occurs on the main track, that track becomes unavailable for use by any other train in either direction until the stopped train departs with the fresh crew.
- **Changing Ends:** A term that, in this report, describes the activities of a Northstar commuter train crew which has arrived at the end of its trip and must prepare the train for changing its direction of travel. Once the train stops at the station and passengers have alighted, the locomotive engineer sets the brakes and controls in the locomotive, then walks back to the cab control car ("cab car") on the opposite end of the train, and sets the brakes and controls in the cab to the proper position. The engineer and conductor must make a test of the air brake system functionality and then the engineer must test the functionality of the PTC system which includes contacting the railroad's back office computer and ensuring that all electronic files for the planned movement are properly synchronized. Once passengers are aboard and the train has received an authorizing signal from the CTC system, it can depart. This process usually takes just under 15 minutes for a commuter train if no abnormalities are discovered during the process.
- **Trainset:** In this report, the term refers to the equipment that comprises one Northstar commuter train. A trainset typically includes one locomotive, three bi-level commuter passenger coaches, and one bi-level commuter cab control car. Northstar trains have a locomotive on the west end of the train facing away from Target Field Station on westbound trips (pulling the train). On eastbound trips, the locomotive engineer operates the train from the cab in the east end of the cab control car, which is the leading car of the inbound train with the locomotive pushing the train. Although Northstar trains normally have four coaches, the platforms at Northstar stations can accommodate a five-car Northstar train if necessary.
- **Z-Train:** BNSF's designation of an intermodal freight train that is usually the fastest and highest priority freight train on the railroad. Z-Trains carry time-sensitive cargo on carefully coordinated, high-performance, guaranteed delivery schedules. The trains normally carry cargo in Trailers-On-Flat-Car (TOFC) or double stack freight containers or both. Customers are required to deliver their trailer or containers to the railroad's terminal at origin by a specific time for loading. The railroad's terminal logistics, train operations, and track maintenance activities are arranged to ensure that the Z-Trains depart at the scheduled time, run without delays, connect only at certain major terminals with other trains, and arrive at their destinations on schedule. The customers' trailers or containers are then taken off the rail cars and made available to the customers' transport service at destination by a specific time so that they can

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continue in the customer's logistical operations to their final destinations. Several of the nation's parcel delivery services, refrigerated transport carriers and high-priority freight consolidating companies move their commodities on BNSF's Z-Trains.

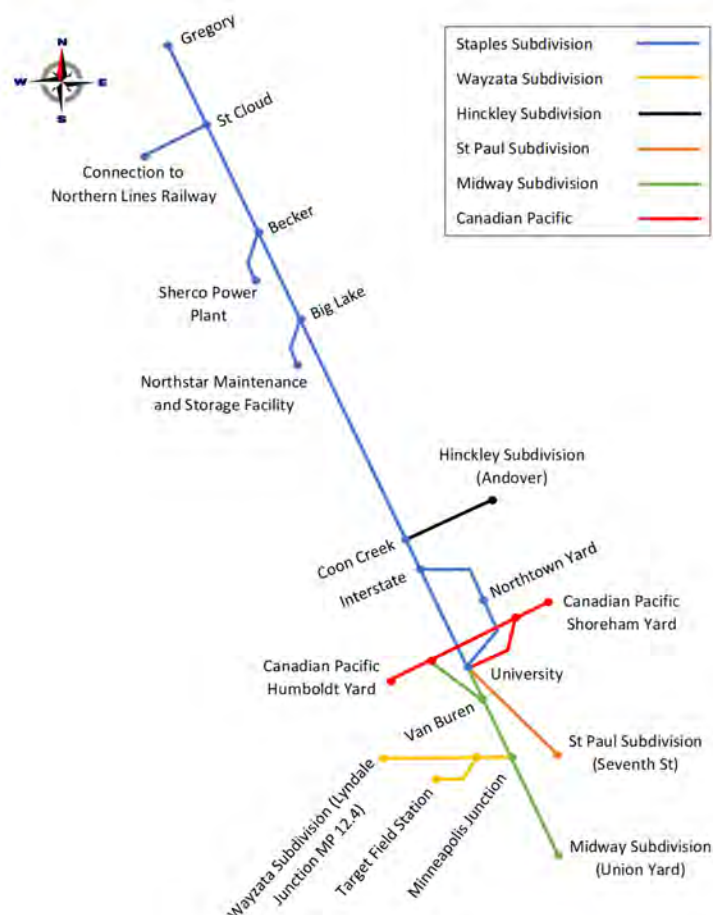
3.2. Existing Conditions

The Northstar corridor consists of the tracks owned by BNSF between St. Cloud, MN and Minneapolis, MN. For the feasibility assessment, the Northstar corridor was divided into three physical segments as follows:

- St. Cloud to Big Lake, including CP Big Lake
- Between CP Big Lake and CP Coon Creek, not including CP Coon Creek
- CP Coon Creek to Target Field Station in Minneapolis.

Figure 2 presents key locations within the Northstar corridor.

Figure 2: Northstar Corridor Key Locations



The sections below discuss the key locations in the Northstar corridor by segment.

Northstar Commuter Rail Extension Feasibility Assessment
Summary Report**3.2.1. St. Cloud to Big Lake**

The segment between St. Cloud and Big Lake is on the BNSF Staples Subdivision. The railroad has two main tracks equipped with CTC and PTC. Track 1 is the north/east track and Track 2 is the south/west track. On the railroad, trains moving away from Minneapolis are considered “westbound” trains. Trains moving toward Minneapolis are considered “eastbound” trains. The maximum speed for passenger trains (Amtrak and Northstar) is 79 MPH and for freight trains is 60 MPH.

CTC control points with crossovers are currently located at St. Cloud (MP 73.6), MP 66 (MP 66.1), CP 528 (MP 52.8), and Big Lake (MP 46.6). BNSF’s freight traffic in this segment consists of a high volume of time-sensitive, high-performance (guaranteed arrival/Z-Trains) intermodal trains, other intermodal trains of trailers-on-flat-cars, domestic and international cargo containers and automobiles, manifest trains of mixed freight car types and cargo, unit trains of coal, grain, ore, aggregates, sand, petroleum products, and other commodities. Approximately 293 freight trains per week are estimated to operate on this segment today, including 57 guaranteed arrival/Z-Trains.

Amtrak’s Empire Builder intercity passenger train between Chicago and the Pacific Northwest has a station stop in St. Cloud. The station also serves as the base for a BNSF local freight train and the Northern Lines Railway, a short line railroad serving industries in the St. Cloud area. Unit trains of granite ballast originate at a large quarry southwest of St. Cloud and move through St. Cloud via the west and east wye tracks near the station to destinations on the BNSF system.

Another major freight customer, the Sherco coal-fired electrical generating station is located at Becker, 16.4 miles southeast of St. Cloud. Trains serving Sherco normally arrive loaded from the west and depart empty back to the west via one manually operated turnout located on Main Track 2 at MP 57.2 (Becker). The St. Cloud-Norhttown Yard BNSF local freight train stops at the Becker siding off Track 1, twice daily, to set out and pick up freight cars. Because there are no crossovers between main tracks at Becker, the area becomes very congested with trains accessing Sherco.

Existing Northstar commuter rail service currently terminates at the Big Lake Station. The Big Lake Northstar station serves passengers on a stub track off Main Track 2 at MP 48.8. Northstar equipment is inspected, serviced, maintained, and stored at the Big Lake Maintenance Facility (BLMF) located on a group of tracks off the Big Lake Station track about one-half mile east of the Big Lake Station. The BLMF is currently operating at its maximum capacity for Northstar trainset storage.

3.2.2. Between CP Big Lake and CP Coon Creek

The segment between CP Big Lake and CP Coon Creek is also on the BNSF Staples Subdivision. Maximum train speeds and track designations are the same as in the St. Cloud to CP Big Lake segment. CTC control points are located at CP 421 (MP 42.1), West Elk River (MP 36.9), East Elk River (MP 36.7), Ramsey (MP 29.3), West Anoka (MP 27.3), East Anoka (MP 27.0), CP 254 (MP 25.4) and CP 251 (MP 25.1 at Coon Rapids-Riverdale). The east end of this segment terminates at and does not include CP Coon Creek (MP 21.0).

Between Big Lake and Coon Creek, the train traffic, volume, and speed limits are generally the same as in the St. Cloud to CP Big Lake segment with three important exceptions:

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- Coal trains to and from Becker do not travel via this segment and there are no major industrial customers in this segment that receive or generate a high volume of rail traffic.
- Northstar commuter service between Big Lake and Minneapolis currently provides service to four stations including Elk River, Ramsey, Anoka, and Coon Rapids-Riverdale with 12 trains each weekday and 6 trains on Saturdays, Sundays, and holidays. Extra Northstar trains are operated to serve some sporting events in Minneapolis. Northstar trains normally stop at all stations in both directions.
- Amtrak's Empire Builder intercity trains have no scheduled stops in this segment.

Approximately 251 freight trains per week operate in this segment, including 57 guaranteed arrival/Z-Trains.

3.2.3. CP Coon Creek and Target Field Station in Minneapolis

The segment beginning with CP Coon Creek at MP 21 and ending at Target Field Station in Minneapolis is complex, congested, and constrained. Between CP Coon Creek and CP University, the track is part of the BNSF Staples Subdivision, and includes Northtown Yard and its lead tracks stretching from MP 16.3 to MP 11.5 at CP University. East of CP University, two tracks of the BNSF Midway Subdivision are parallel to two tracks of the BNSF St. Paul Subdivision to about MP 11.0. From CP Van Buren around the wye at Minneapolis Junction through CP Harrison Street to Target Field Station, the track is part of the BNSF Wayzata Subdivision.

The railroad has two main tracks with CTC and PTC from CP Coon Creek to CP Van Buren and a single main track from CP Van Buren through Minneapolis Junction to Target Field Station. Train speeds reduce from 79 MPH for passenger trains at CP Coon Creek to 40 miles per hour around Northtown Yard. Freight trains speeds reduce from 60 MPH at CP Coon Creek to speeds as low as 10 miles per hour in the Northtown area as trains go through turnouts and crossovers at junctions and while entering and leaving Northtown Yard. Through-freight trains, most of which are well over one mile long, stop on the main tracks near MP 15 at Northtown Yard to change crews. Frequently, freight trains are stopped alongside Northtown Yard on both main tracks simultaneously changing crews. Following trains often queue up behind the trains changing crews, blocking junctions and access to connecting tracks.

During the AM and PM peak periods, BNSF normally reserves one main track paralleling Northtown Yard for Northstar commuter trains to operate unimpeded. This restricts freight trains to one track, creating congestion and delaying freight trains until a track is available for them to operate. Amtrak's eastbound Empire Builder Train No. 8 operates through the Northstar Corridor in the AM peak period along with Northstar commuter trains. The westbound Empire Builder, Train No. 7, normally operates after 10:00 PM and avoids both peak periods and Northstar commuter trains. Amtrak trains have no scheduled stops in this segment.

This segment has several key junctions and connections with other BNSF lines and other freight railroads. It begins with the junction at CP Coon Creek (MP 21.0). The single-track Hinckley Subdivision diverges to the north at CP Coon Creek and extends to Superior, WI and Duluth, MN. At CP MP 16.3, the two long lead tracks extending from the west end of Northtown Yard join the parallel two-main-track Staples Subdivision. The Northstar Fridley station is located at MP 16.0 on the west side of Main Track

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2. Northstar trains in both directions use Track 2 at this point to serve Fridley. CP Interstate (MP 15.5) is the west end of Northtown Yard where several crossovers are located to enable freight trains to enter and leave the yard and to change main tracks while remaining on the Staples Subdivision. At CP 35th Avenue (MP 12.6), a new connecting track from the Canadian Pacific Railway (CPR) joins the recently reconstructed BNSF lead to CP Van Buren, providing a direct main track connection for CPR freight trains to and from the west to connect with BNSF.

CP University (MP 11.5) is the busiest of the junctions in this segment. It is the east end of Northtown Yard where BNSF switching movements frequently use the lead tracks and main tracks to assemble outbound freight trains. It is also the connection with CPR's Shoreham Yard. The Staples Subdivision terminates at CP University, with the two-main-track St. Paul Subdivision diverging to the east/southeast and the two main track Midway Subdivision continuing southeast to CP Van Buren. At CP Van Buren (MP 10.3), the Midway Subdivision becomes single track for a short distance, continues east to BNSF's busy Union Yard and on to 7th Street in St. Paul and Chicago. Union Pacific Railroad (UPRR) and CPR freight trains also use this route. At CP Van Buren, Northstar trains use the west leg of the wye at Minneapolis Junction to reach the Wayzata Subdivision at CP Harrison Street. Northstar trains continue down the Wayzata Subdivision, crossing the Mississippi River, and entering Target Field Station at CP Stadium. The Wayzata Subdivision continues to the southwest linking BNSF's Midwest grain lines to the Twin Cities. Freight trains of the Twin Cities & Western Railroad (operating the former Milwaukee Road lines in Minnesota) also use the Wayzata Subdivision to access the Twin Cities.

Approximately 411 freight train movements currently operate in various portions of this segment each week. Some are through-trains, including Z-Trains, that only change crews at Northtown Yard. Others originate or terminate at Northtown Yard, and others stop, set out, and pick up cars, change locomotives and crews, and then continue through. The number of trains varies each day. Some through-trains are counted twice; first as an inbound movement to Northtown and hours later as an outbound movement from Northtown Yard. Both scheduled and on-demand trains (coal, grain, aggregate, petroleum, etc.) move in this segment. Because of the many junctions and freight yard connections, all the freight trains move more slowly and/or stop in this segment. Many of the train movements in and out of yard tracks, through diverging movements at junctions and following other trains, are made at only 10 miles per hour. At junctions, trains must frequently stop and wait for other trains to clear before they are able to proceed. As a result, the combination of more trains, conflicting routes, and trains moving more slowly creates a system bottleneck for BNSF.

4. Alternatives Considered

Initially, four Service Alternatives were identified by MnDOT for evaluation. The Service Alternatives covered a range of options to extend rail service to St. Cloud from the very minimum (two trips per day serving St. Cloud) to the maximum (12 trips per day serving St. Cloud); all trips would have been extensions of existing Northstar service trains.

In coordination with BNSF, Quandel Consultants developed schedules for the initial Service Alternatives, reflecting the constraints of the BNSF corridor (**Appendix A** discusses the existing constraints in detail). As this work progressed, schedules for an "intermediate" Service Alternative and the "maximum" Service Alternative were determined to be infeasible because of the potential impacts to BNSF

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operations and to operating and maintenance costs. Two additional Service Alternatives were developed to replace the two determined to be infeasible.

The final four Service Alternatives include a minimum service option, an option that would provide four trips per day to St. Cloud, an option that would provide four Express trips per day to St. Cloud, and an option that would provide nine trips per day to St. Cloud, including a later evening train from Minneapolis to St. Cloud. Except for minor schedule adjustments, the four Service Alternatives preserved the existing Northstar service between Minneapolis and Big Lake.

The Service Alternatives considered in this Feasibility Assessment include:

- Minimum Service Alternative
 - One peak direction trip – morning and afternoon peak periods
- Minimum Bi-Directional Service Alternative
 - One peak direction, one off-peak direction – morning and afternoon peak period
- Northstar Express Service Alternative
 - One peak direction Express, one off-peak direction Express – morning peak period
 - One peak direction Express, one off-peak direction Express – afternoon peak period
- Bi-Directional Service Alternative
 - Two peak direction, one off-peak direction – morning peak period
 - Three peak direction, two off-peak direction – afternoon peak period
 - One additional SB train from Big Lake to Minneapolis
 - One late evening NB trip from Minneapolis to St Cloud

Each Service Alternative includes two inbound and two outbound Express service trains between Minneapolis and St. Cloud on Saturdays and Sundays/holidays in addition to the current level of service offered on weekends and holidays.

Table 1 presents the number of trains operating on weekdays by Service Alternative.

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Table 1: Trains Operating between Minneapolis (Mpls) and St. Cloud by Service Alternative

	Weekday							
	Morning				Afternoon			
	Local		Express		Local		Express	
	St. Cloud to Mpls	Mpls to St. Cloud	St. Cloud to Mpls	Mpls to St. Cloud	St. Cloud to Mpls	Mpls to St. Cloud	St. Cloud to Mpls	Mpls to St. Cloud
Minimum Service	1	-	-	-	-	1	-	-
Minimum Bi-Directional Service	1	1	-	-	1	1	-	-
Northstar Express Service	-	-	1	1	-	-	1	1
Bi-Directional Service	2	1	-	-	2	4*	-	-

*One NB trip would operate in the evening

5. Development of Operating Assumptions

Operating assumptions reflect a variety of factors considered in the operations analysis of the proposed service. Assumptions were developed for the operation of each of the four Service Alternatives considering Federal Railroad Administration (FRA) regulations, physical limitations of the railroad, operating requirements of the railroad, locomotive and passenger car fleet needs, existing service contracts between BNSF and Metro Transit, labor agreements, and more. The following appendices document the operating assumptions for the four Service Alternatives:

- **Appendix B** – Technical Memorandum on Operating Assumptions for the Minimum Service Alternative
- **Appendix C** – Technical Memorandum on Operating Assumptions for the Minimum Bi-Directional Service Alternative
- **Appendix D** – Technical Memorandum on Operating Assumptions for the Northstar Express Service Alternative
- **Appendix E** – Technical Memorandum on Operating Assumptions for the Bi-Directional Service Alternative

Discussions of the removal of the original “intermediate” alternative and the original “maximum” alternative are included in Appendix C and Appendix E, respectively.

6. Rail Operations Modeling

Once the Service Alternatives’ operating assumptions were reviewed by BNSF, Rail Traffic Controller™ (RTC) software was utilized to evaluate the impact that each Service Alternative had on current and future BNSF traffic. Track and signal improvements and passenger train equipment required to operate each Service Alternative schedule reliably and without undue impact on freight traffic were identified.

Using an RTC model provided by BNSF in 2013, new models were developed to replicate existing

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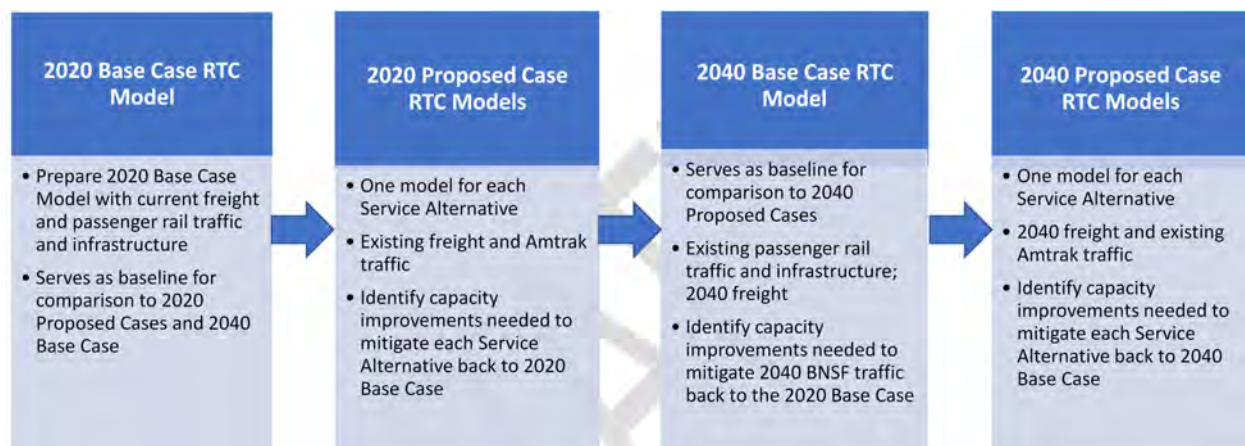
conditions (2020) and future conditions in a horizon year (2040). The following elements were updated in the models to reflect changes in rail infrastructure and traffic since 2013:

- Track
- Signal types, locations, and aspects
- Speed limits on main track and through turnouts and crossovers
- Weekly train counts and schedules for Northstar and Amtrak intercity passenger rail services
- Weekly freight counts and train types

For 2040 analyses, freight traffic was projected to grow through the 20-year horizon period by increasing the number of freight cars by 2% per year compounded. Each train type was evaluated separately as certain traffic is expected to remain constant (i.e., coal traffic), while other train types are expected to grow or fluctuate (i.e., grain traffic depends on U.S. trade agreements).

A four-part analysis was used to evaluate the impacts of the proposed Northstar Service Alternatives on existing and future BNSF traffic. Using RTC, any significant impact caused by the service expansion was measured and mitigated. Through this process, the infrastructure needed to implement the proposed Service Alternatives was identified. Figure 3 presents the methodology.

Figure 3: RTC Methodology



6.1. 2020 Observations

In the 2020 Base Case RTC Model, congestion was observed near Becker, where loaded and empty unit coal trains arrive at and leave from the Sherco power plant, and between CP Coon Creek and CP Harrison St, where several hundred freight train movements occur per day, traversing the track and accessing BNSF's Northtown Yard.

The 2020 Minimum Service Alternative and the 2020 Minimum Bi-Directional Service Alternative models showed that additional congestion would occur at the proposed St. Cloud Station and at the Big Lake Station. Because these alternatives propose extending existing Northstar trains from Big Lake to St. Cloud, new corridor congestion was only observed between Big Lake and St. Cloud resulting from interference between the new Northstar service and freight trains.

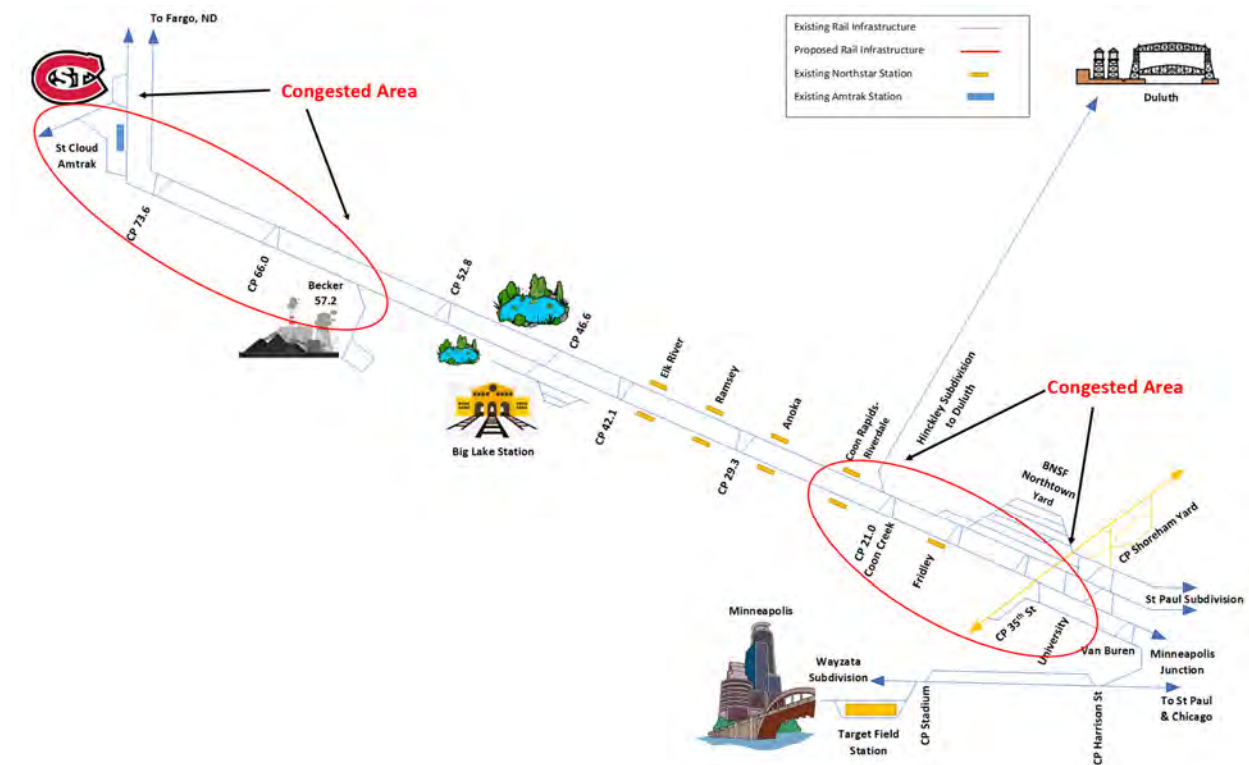
The 2020 Northstar Express Service Alternative and the 2020 Bi-Directional Service Alternative propose

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to add new trains throughout the entire corridor. In addition to the congested segments discussed for the Minimum and Minimum Bi-Directional Service Alternatives, congestion was observed between CP Coon Creek and CP Interstate.

Figure 4 illustrates the congested areas in the corridor in 2020.

Figure 4: 2020 Congested Areas



6.2. 2040 Observations

In 2040, the number of freight trains operating in the corridor would increase by about 10% over 2020 levels. Areas that were congested in existing conditions would see more congestion. In addition, the CP Van Buren to CP Stadium segment of track was observed to become more of a bottleneck.

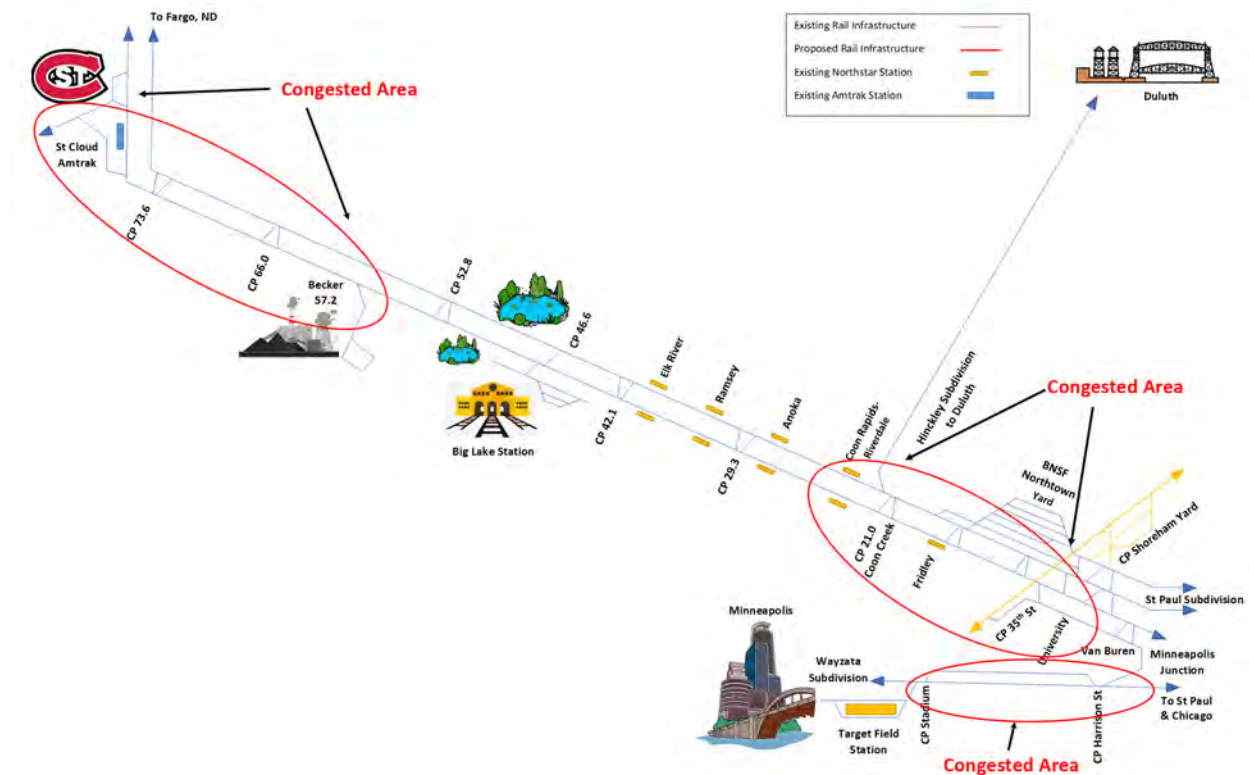
The 2040 Minimum Service Alternative and the 2040 Minimum Bi-Directional Service Alternative models showed that additional congestion would occur at St. Cloud and Big Lake, near Northtown Yard, and between CP Van Buren and CP Stadium.

The 2040 Northstar Express Service Alternative and the 2040 Bi-Directional Service Alternative models showed that additional congestion would occur between St. Cloud and Big Lake and between CP Coon Creek and CP Stadium.

Figure 5 illustrates the congested areas in the corridor in 2040.

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Figure 5: 2040 Congested Areas



A detailed discussion of the RTC modeling methodology and results is presented in **Appendix F**.

7. Recommended Capital Improvements

Based on the results of the RTC modeling, the following track, signal, equipment, and facilities improvements are recommended for each Service Alternative for initial operation.

- Minimum Service Alternative
 - Extend and connect north end of Big Lake station track to BNSF main track
 - Add station track to St. Cloud station
 - Upgrade universal crossover east of St. Cloud Station
 - Install new CTC Control Point and universal crossover west of St. Cloud station
- Minimum Bi-Directional Service Alternative
 - All the above plus:
 - Add a center platform at Big Lake Station
 - Acquire one additional trainset
 - Expand Big Lake Maintenance Facility to accommodate additional trainset
- Northstar Express Service Alternative
 - All the above plus
 - Third main track between CP Coon Creek and CP Interstate
 - (Exclude center platform at Big Lake Station)

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- Bi-Directional Service Alternative
 - All the above plus:
 - Upgrade universal crossover at MP 66
 - Install new CTC Control Point at Becker
 - Center platform at Big Lake Station

In addition,

- All options require upgrade of fare collection systems.

Table 2 provides an overview of the capital improvements needed for each Service Alternative. Cells in blue indicate improvements needed for initial operation and orange cells indicate improvements needed by 2040.

Table 2: Capital Improvements by Service Alternative

Improvements Needed for Initial Operation Improvements Needed by 2040	Minimum Service Alternative	Minimum Bi directional Alternative	Northstar Express Alternative	Bi Directional Alternative
Overhead and Equipment Costs				
Upgrade Fare Collection Systems				
Acquire one additional Northstar trainset				
Expand Big Lake Maintenance Facility				
Station Improvements				
Extend and connect Big Lake Station spur track to the north				
Build station siding at St Cloud Station				
Construct center through platform at Big Lake Station				
Control Points, Crossovers and Sidings				
Upgrade existing universal crossover east of St Cloud station				
Install new CTC Control Point and universal crossover west of St Cloud station				
New CTC Control Point at Becker				
Upgrade Universal Crossover in CTC Control Point MP 66				
Big Lake West Siding				
Additional Mainline Track				
Third Main track CP Coon Creek to CP Interstate				
Third Main Track CP Interstate to CP Van Buren				
Second Main Track CP Van Buren to CP Stadium				

Conceptual engineering plans and documentation of engineering standards and assumptions are included in **Appendix G**.

8. Estimated Capital Costs for Track, Systems, and Equipment

Capital costs were estimated for the Northstar Commuter Rail Extension Feasibility Assessment based on a quantification of the infrastructure improvements necessary to accommodate the expanded

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Northstar service on the existing BNSF rail corridor.

Capital costs were prepared in 2020 dollars and were forecasted to 2025 dollars using FRA's Standard Cost Category and inflation worksheet. The overall capital costs include professional services fees to cover design costs, program management costs, construction management and oversight costs, and integration, testing and commissioning costs. These costs are included in the estimate as a percentage of construction cost. Contingency costs were also included and were calculated as a percentage of the total capital cost. Contingencies are an allowance for unexpected costs added to the estimated construction costs based on past experience for projects in early stages of definition. Their purpose is to account for items and conditions that cannot be identified with certainty during the conceptual design phase of the project. Contingency percentages vary depending on the level of design completed for the work elements included in a particular category.

Estimated capital costs range from \$36 to \$188 million (2025\$) for capacity improvements required for initial operation.

- Minimum Service Alternative \$36 million
- Minimum Bi-Directional Service Alternative \$96 million
- Northstar Express Service Alternative \$141 million
- Bi-Directional Service Alternative \$188 million

As BNSF freight train traffic rises, additional improvements will be required to maintain service. Total capital costs through year 2040 range from \$139 million to \$257 million.

- Minimum Service Alternative \$139 million
- Minimum Bi-Directional Service Alternative \$207 million
- Northstar Service Express Alternative \$190 million
- Bi-Directional Service Alternative \$257 million

Costs for the individual capital improvements are shown in Table 3.

Northstar Commuter Rail Extension Feasibility Assessment
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Capital Improvements	Cost (2025\$)
St. Cloud Improvements	\$25.9 million
Upgrade Universal Crossovers at CP MP 66	\$7.6 million
New Becker CTC Control Point	\$7.8 million
Big Lake West Siding	\$36.2 million
Big Lake Track Connection	\$9.6 million
Big Lake Station Expansion	\$31.1 million
Big Lake Maintenance Facility Expansion	\$8.0 million
Third Main Track CP Coon Creek to CP Interstate	\$76.5 million
Third Main Track CP Interstate to CP Van Buren	\$14.0 million
Two Main Tracks CP Van Buren to CP Stadium	\$19.2 million
Equipment Procurement	\$21.0 million

The Technical Memorandum on Capital Cost Estimates is included as **Appendix H** and the Capital Cost Estimating Methodology is **Appendix I**.

9. Operating and Maintenance Costs

Operating and Maintenance Costs (O&M costs) represent the expenditures necessary to provide daily commuter rail service and to keep the railroad and equipment in safe operating condition. O&M costs include fuel, salaries and benefits for personnel, cleaning, inspection and minor repair of equipment, track inspection, minor tie and rail replacement, bridge inspection, and maintenance of signal, communications, and grade crossing warning equipment. Annual O&M costs for each Service Alternative were developed in partnership with Metro Transit and were based on their 2020 Northstar O&M budget.

Annual O&M costs are based directly on the operating characteristics of a service. As the number of train miles increases, for instance, the O&M costs increase. The following operating characteristics were used to estimate the annual O&M costs for the Service Alternatives:

1. Number of Stations
1. Maintenance and Storage Facility
2. Operating Train Sets
3. Locomotives
4. Train Cars
5. Staffing

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6. BNSF Train Crews
7. Weekly Crew Van Trips
8. Scheduled Miles

Annual O&M costs were calculated for the following Northstar budget categories:

1. Labor and Benefits
2. Contracted Services
3. Materials, Parts & Supplies
4. Other Expenses
5. Allocated Expenses

Table 4 presents the estimated annual O&M costs in 2025 dollars for existing Northstar service and the four Service Alternatives.

Table 4: Annual O&M Costs for Existing Northstar and Proposed Service Alternatives (2025\$)

	Existing Northstar Service (millions)	Minimum Service Alternative (millions)	Minimum Bi-Directional Service Alternative (millions)	Northstar Express Service Alternative (millions)	Bi-Directional Service Alternative (millions)
Labor and Benefits	\$5.9	\$5.9	\$6.6	\$6.6	\$6.6
Contracted Services	\$9.5	\$11.7	\$13.3	\$13.6	\$15.2
Materials, Parts & Supplies	\$2.8	\$4.0	\$4.3	\$5.3	\$6.8
Other Expenses	\$3.8	\$5.1	\$5.5	\$6.6	\$8.2
Allocated Expenses	\$3.0	\$3.0	\$3.0	\$3.0	\$3.0
Total O&M Costs	\$25.0	\$29.7	\$32.7	\$35.1	\$39.7

The cost for a future operator to gain access to the BNSF infrastructure to operate trains between Big Lake and St. Cloud and to operate additional trains between Minneapolis and Big Lake has not been estimated and was not included in the above O&M estimates.

The O&M cost estimating methodology and detailed breakdown of annual O&M costs are presented in **Appendix J**.

10. Summary of Next Steps

The analysis described above is limited to operational feasibility and does not address ridership forecasts, revenue projections, cost-effectiveness evaluation, governance, funding, or other analyses that may be necessary to evaluate the appropriateness of proceeding with the Northstar extension project. Once a decision is made to proceed with implementation and prior to the commencement of extended Northstar train service to St. Cloud, additional actions would need to be undertaken.

Northstar Commuter Rail Extension Feasibility Assessment
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Preliminary Engineering (PE) will need to be completed for the proposed capital improvements to support the identified Service Alternative(s). To support PE, the following activities would be undertaken or refined:

1. Documentation of alternatives and selection of preferred alternative
2. Operations modeling
3. Station and Access Analysis
4. Operating and Maintenance Costs
5. Capital Replacement Forecast
6. Capital Cost Estimates

PE will identify any unanticipated engineering issues and confirm the preliminary capital, operating, and maintenance cost estimates. Completion of PE is necessary to complete an environmental review of the project.

In addition, an environmental review of the project will need to be conducted. A determination will need to be made as to which Federal agency has jurisdiction. Typically, the Federal Transit Administration (FTA) is responsible for reviewing commuter rail projects and FRA reviews intercity passenger rail projects.

Once the appropriate Federal agency is identified, the level of environmental review required will be determined. It is possible that the proposed capital improvements in the corridor could be reviewed as Categorical Exclusions. Capacity improvements for the third main between CP Coon Creek and CP Interstate were included as part of the Northern Lights Express Environmental Assessment (EA) and are included in the Finding of No Significant Impact (FONSI) issued by FRA in February 2018.

10.2. Equipment Acquisition

Equipment Acquisition for the locomotive(s) and passenger cars is considered a “long lead time item” which must be carefully addressed at the outset of the project. The agency that will own the equipment is normally the agency that undertakes the acquisition process. Specifications and performance requirements for the equipment must be established and approved by the agency in cooperation with BNSF and the operator. The principal categories of equipment acquisition activity normally include:

- Locomotives
- Passenger Coaches
- Control Cab Passenger Coaches (cab cars)
- Spare Parts Inventory
- Special Tooling & Equipment Required to Test & Maintain locomotives and cars

Timing of the Equipment Acquisition is important. Once the vendor selection process has been completed, the equipment (potentially from several vendors on separate purchase orders) must be constructed to approved specifications (with agency inspectors at the plants to observe construction), delivered, tested, and commissioned before the start of system testing with the trains in the field. If the equipment is being added to an existing fleet, then the equipment should, to the extent possible, meet

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the specifications of the existing fleet.

If the existing fleet has been in service several years and may be nearing the period when it is due for a mid-life rebuild, the acquisition of new equipment for the service extension can be scheduled as the first step in the fleet rebuild process. The trainset planned for the service extension could be purchased earlier than needed and used to replace an existing trainset so that train can be released to vendors for mid-life rebuild. When the first rebuilt train is completed, the second train to be rebuilt is sent away, and the process continues until all locomotives and cars of the existing fleet have been rebuilt. The train set purchased for the extension would then become available to fulfill its original role. Using this approach has many advantages both in cost and in system dependability.

If the new equipment to be purchased is for a new fleet and a new service that is not integrated with an existing fleet, then a different schedule would be established. That schedule would need to ensure that the new equipment arrives after track and facilities have been constructed to receive it, and before it is needed for testing and commissioning, new employee training, and system testing and acceptance.

Equipment is normally leased from another railroad equipment owner or purchased new or used from one or equipment manufacturers or re-manufacturers. If used equipment is acquired from an equipment owner, then there should be an expectation that the equipment may have to be rebuilt and modified to meet the needs of the new service. In all cases, delivery inspection, correction of defects, testing and commissioning will be required for the equipment. This can be a time when disputes may arise between the acquiring agency and the vendors(s), so it may be prudent to build time in the project schedule to anticipate and manage these events, should they occur.

10.3. Final Design/ Construction

Once PE/NEPA is completed and approved, Final Design (100% design) and construction will be performed in accordance with PE design and environmental documents¹. Final Design (FD) includes a complete set of plans, specifications, schedules, and cost estimates. FD could be prepared for individual capital improvement projects or for a package of projects within the corridor. FD documents would include sufficient documentation for a contractor to bid and complete work.

For this type of project, BNSF may choose to prepare FD documents for work inside the BNSF right-of-way themselves or may contract with an engineering firm (Contractor) to prepare FD. Once FD is complete and BNSF approves the FD plans, MnDOT (or a federal funding grantee, if applicable) would review and approve FD plans. Once the FD package has been approved and signed by all Stakeholders, it would be submitted to FTA or FRA for approval. BNSF typically constructs improvements within its own right-of-way through BNSF force accounts.

For improvements outside the BNSF right-of-way, such as stations and maintenance facilities, FD could be prepared, and improvements constructed by Contractor(s) through a competitive bidding process conducted by MnDOT or the facility owner.

¹ Construction, Operating, and Maintenance agreements are typically required by funding agencies prior to the commencement of Final Design and construction

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The following elements could be part of an FD plan set:

- *Geotechnical Survey.* The Contractor would perform geotechnical investigation services to support the design of structural elements, such as bridges, culverts, and other structures included in the project. The work could include, among other things, soil borings, geotechnical analysis, and recommendations for FD and construction.
- *Track and Siding.* The Contractor would prepare FD drawings sufficient for construction of main track and siding track. FD will include development of plan sheets, specifications, schedules, and construction cost estimates for the track and siding improvements.
- *Turnouts and Crossovers.* The Contractor would prepare FD drawings sufficient for construction of turnouts and crossovers. FD will include development of plan sheets, specifications, schedules, and construction cost estimates for the turnouts and crossovers.
- *Grade Crossings.* The Contractor would prepare FD drawings sufficient for modifications and improvements at grade crossings. FD would include development of plan sheets and descriptions as required to improve the crossings. FD will include development of plan sheets, specifications, schedules, and construction cost estimates for the crossing improvements.
- *Hydrology and Hydraulic.* The Contractor would prepare FD for culvert and bridge improvements based on field investigations and PE deliverables. FD would include development of plan sheets and descriptions as required to construct the structural improvements and to document that all work will be in compliance with NEPA requirements and that the property impacts are consistent with the approved PE/NEPA documents.
- *Utilities.* The Contractor would identify the need for relocation of utilities based on conflicts between existing utility locations and the proposed infrastructure improvements. The specific utility relocation needs determined in the FD phase would be implemented. The determination of responsibility, including costs and scheduling utility work, is dependent on the utility occupancy agreement between the host railroad, roadway jurisdiction, or property owner and the utility.
- *Station and Maintenance Facilities.* The Contractor would prepare FD for the following areas: site work, grading, utility coordination and utility work, storm-water management, station building (including architectural features), elevator towers, pedestrian walkway (overpass), ramps, and elevators/escalators. Finishes, required ramps and railings, fencing, signage, ticketing machine installations, ITS/Signage/public address system/train warning system and GPS location installation, conduit installation, landscaping, lighting, markings, station platforms and canopies (if needed), and other elements required for the construction of station improvements. The station would be designed to meet ADA requirements for passenger rail facilities. FD documentation would include plans, specifications, schedules, and cost estimates for all components of station and maintenance facility improvements that would be incorporated into construction bid packages.
- *Signals and Communication.* The scope of signals and communication improvements includes the installation of CTC and PTC associated with new track, turnouts/crossovers, new signals, and new control points. FD documentation would include drawings, specifications, and cost

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estimates. Design of PTC equipment would conform to BNSF and FRA requirements.

Capital improvements would be constructed in accordance with the environmental review and approved FD documentation prepared for the projects.

10.4. Testing/Commissioning

Capital improvements needed to support the extension of Northstar commuter service to St. Cloud would be constructed in accordance with detailed final design plans previously approved by BNSF, MnDOT, Metro Transit and any other Stakeholders specifically involved. During construction, field inspection and oversight would be conducted by the railroad and by the senior agency with whom the railroad has contracted to construct the improvements. Prior to initiating revenue service over a capital improvement, BNSF inspectors would carefully measure and examine all elements of track construction, including any required ultrasonic inspection to identify any rail or welding defects. All aspects of track construction must meet or exceed the FRA track standards for the speeds to be operated. Coordination would also be required with the BNSF signal department to ensure that all signal improvements function properly before revenue service could begin.

Construction and testing for new or modified signal installations would follow a similar, but far more detailed process, using final design plans and procedures approved by BNSF's signal department. After construction and initial testing and before revenue operations could begin, BNSF and signal contractors would conduct a detailed signal cut-over and testing following a step-by-step, circuit-by-circuit plan to ensure that all portions of the system function properly. Approved, accurate signal drawings must be placed or placed on file at the required locations and BNSF must ensure that all FRA system configuration management requirements have been met. No revenue trains would be permitted to operate through the affected area during a signal cut-over and testing process. Once the railroad has confirmed that the signal system functions correctly, it would be turned over to the train dispatcher to enable the beginning or resumption of revenue train operations. This process would be used for each new or modified signal installation.

10.5. Potential Schedule

A preliminary estimate of the time required to complete the above steps for the 2040 Bi-Directional Service Alternative is as follows:

- | | |
|--|--------------|
| 1. Preliminary Engineering/Environmental Review | 18-24 months |
| 2. Equipment Acquisition (concurrent with PE/NEPA and FD/Construction) | 36 months |
| 3. Final Design/Construction | 3½-4½ years |
| 4. Testing/Commissioning (overlaps with construction) | 6 months |

A preliminary estimate of the time required to complete the above steps is 5½-7 years.

Because the Minimum Service Alternative would need less infrastructure and no equipment acquisition to operate, the schedule for PE/NEPA, FD/Construction, and Testing Commissioning could be less than 5½ years.