

## AGENDA

### APO TECHNICAL ADVISORY COMMITTEE MEETING

THURSDAY, SEPT. 29, 2022 – 10 A.M.  
STEARNS COUNTY HIGHWAY DEPARTMENT  
455-28<sup>TH</sup> AVE. S, WAITE PARK

**ZOOM OPTION AVAILABLE BY REQUEST**

1. Introductions
2. Public Comment Period
3. Consideration of Consent Agenda Items (*Attachments A-C*)
  - a. Approve minutes of Aug. 25, 2022, TAC meeting (Attachment A)
  - b. Receive staff report of Sept. 8, 2022, Policy Board meeting (Attachment B)
  - c. Consideration of the 2023 TAC meeting schedule (Attachment C)
4. Consideration of the 2021 Local Human Services Transit Coordination Plan (Attachment D), *Tom Cruikshank, MnDOT District 3 Transportation Planner*
  - a. **Suggested Action: Recommend Policy Board approval.**
5. Consideration of 2022 amendment to the APO's Stakeholder Engagement Plan (SEP) (Attachments E1-E2), *Alex McKenzie, Associate Transportation Planner*
  - a. **Suggested Action: Recommend Policy Board approval.**
6. Consideration of the 2022 Stakeholder Engagement Plan (SEP) Annual Report (Attachments F1-F2), *Alex McKenzie, Associate Transportation Planner*
  - a. **Suggested Action: Recommend Policy Board approval.**
7. Consideration of PM1, PM2, PM3 targets (Attachments G1-G6), *James Stapfer, Transportation Planning Technician*
  - a. **Suggested Action: Recommend Policy Board approval.**
8. Consideration of 2024-2027 Greater Minnesota Highway Safety Improvement Program (HSIP) projects (Attachments H1-H2), *Vicki Johnson, Senior Transportation Planner*
  - a. **Suggested Action: Recommend final ranking/prioritization for Policy Board approval.**
9. Other Business & Announcements
10. 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](mailto: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](mailto: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](mailto:admin@stcloudapo.org) al menos siete (7) días antes de la reunión.

**SAINT CLOUD AREA PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE (TAC) MEETING**

***Thursday, August 25, 2022 @ 10:00 a.m.***

A meeting of the Saint Cloud Area Planning Organization’s (APO) Technical Advisory Committee (TAC) was held at 10:00 a.m. on Thursday, August 25, 2022. Senior Transportation Planner Vicki Johnson presided with the following people in attendance:

In-Person TAC Members:

Michael Kedrowski	Saint Cloud Metro Bus
Jon Noerenberg	City of Waite Park
Jodi Teich	Stearns County
Matt Glaesman	City of Saint Cloud
Matt Staehling	City of Saint Cloud
Randy Sabart	City of Saint Joseph
Tracy Hodel	City of Saint Cloud
Tammy Buttweiler	Regional Transportation Coord. Council
Kari Theisen	City of Sartell
Angie Tomovic	MnDOT District 3
Chris Byrd	Benton County

Non-Member In-Person Attendees:

Vicki Johnson	APO, Senior Planner
Brian Gibson	APO, Executive Director
Alex McKenzie	APO, Associate Planner
James Stapfer	APO, Planning Technician

Zoom Attendees

Scott Saehr	City of Sartell
Colin Korst	Federal Transit
Steve Voss	MnDOT District 3
Jeff Lenz	MnDOT District 3
Innocent Eyoh	MPCA

Introductions were made.

**PUBLIC COMMENT PERIOD**

No members of the public were present.

**CONSIDERATION OF CONSENT AGENDA**

- a. Approve minutes of July 28, 2022, TAC meeting
- b. Receive staff report of Aug. 11, 2022, Policy Board meeting

***Ms. Teich made a motion to approve the consent agenda items. Mr. Glaesman seconded the motion. Motion carried.***

**CONSIDERATION OF THE 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Ms. Johnson summarized the status of the TIP. APO staff released the document on July 13, 2022, and public comment concluded on Aug. 12, 2022. During that time staff held two open houses. Ms. Johnson summarized the results of the public comment period, including the information from the nine surveys that were available. APO staff received 14 responses to the nine online surveys. Comments can be found in chapter 5 of the APO's draft TIP.

***Ms. Teich made the motion to recommend the Policy Board approve the draft 2023-2026 TIP. Ms. Tomovic seconded. Motion carried.***

**CONSIDERATION OF THE 2022 REGIONAL ACTIVE TRANSPORTATION PLAN (ATP)**

The Regional Active Transportation Plan (ATP) identifies needs, resources, and strategies to enhance the safe and convenient use of non-motorized modes of transportation. This plan is to complement the MTP, Looking Ahead 2050. Mr. McKenzie noted this is the first non-motorized plan that the APO has completed. Public input for the ATP took place from June 15, 2022, to July 15, 2022. During that time staff held two open houses. There was a total of nine responses and 10 comments from the survey.

***Mr. Glaesman made the motion to recommend the Policy Board approve the Regional ATP. Mr. Noerenberg seconded. Motion carried.***

**CONSIDERATION OF 2023 GREATER MINNESOTA HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) PROJECTS**

This is a special solicitation that launched in July. MnDOT District 3 targets approximately \$1.6 million in funding. Applications are due to the Office of Traffic Engineering by Friday, Sept. 9, 2022, and will be awarded around late September. Ms. Johnson has reached out to all the APO jurisdictions and asked if there were any projects they would like to submit. Sherburne County and Stearns County both intend to apply for this solicitation. Ms. Teich summarized some of the project upgrades needed in Stearns County. Mr. Voss added there is an estimated \$9.1 million of additional funding coming in from IIJA for the next four years for District 3. Ms. Johnson noted both cities and counties can apply for HSIP.

***Ms. Teich made the motion to recommend the Policy Board approval of these projects for HSIP funding consideration. Mr. Noerenberg seconded. Motion carried.***

### **OTHER BUSINESS AND ANNOUNCEMENTS**

Ms. Johnson announced the Transportation Alternatives solicitation is coming up around the beginning of October. The STBGP solicitation is also coming up in October. Mr. Gibson said the TAC may need meet in October to discuss the 2050 forecasts. Mr. Voss gave an update on the IIA additional funding, distribution of funding is population based and we will need to decide as an ATP over the next couple months on how we best manage funding. Ms. Johnson noted she wants to make sure we use all funding that is available. Ms. Teich announced the Statewide Multimodal Transportation Plan is currently out for public comment. Mr. Voss noted there will be a public hearing on Sept. 7, 2022, for the Statewide Multimodal Transportation Plan. Mr. Eyoh noted the application deadline to replace all diesel vehicles and equipment is on Aug. 31, 2022.

### **ADJOURNMENT**

The meeting adjourned at 10:28 a.m.



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:** Staff Report on Policy Board Meeting  
**DATE:** September 13, 2022

A Policy Board meeting was held on Thursday, September 8, 2022. The following is a summary of the actions take:

1. The Board Approved the 2023-2026 Transportation Improvement Program.
2. The Board approved the Regional Active Transportation Plan, except for those parts pertaining to the city of Saint Joseph. The mayor said that city staff was working on their active transportation priorities and would get back to the APO at a later date.
3. The Board approved the APO's submissions for the 2023 Greater Minnesota Highway Safety Improvement Program special solicitation.
4. The Board heard the results of the APO Executive Director's annual performance review.

**Suggested Action:** None, informational.



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T. 320.252.7568 F. 320.252.6557

**TO:** Saint Cloud Area Planning Organization Technical Advisory Committee  
**FROM:** Vicki Johnson, Senior Transportation Planner  
**RE:** Technical Advisory Committee 2023 Meeting Schedule  
**DATE:** Sept. 19, 2022

The purpose of the Saint Cloud Area Planning Organization's (APO's) Technical Advisory Committee (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 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.

In order to fulfill its duties, TAC representatives will need to meet on a regular basis.

Under Section 5.1 of the APO TAC Bylaws, "Meetings of the TAC shall be held monthly based upon a schedule adopted by the TAC annually."

Attached is the proposed Regular Meeting schedule for the TAC for calendar year 2023. All meetings will be held at 10 a.m. at the Stearns Highway Department building (455-28<sup>th</sup> Ave. S, Waite Park).

Cancellation of regularly scheduled meetings will be provided electronically by the TAC Chair a minimum of 10 days prior to the next meeting date.

#### *Proposed APO TAC Meeting Schedule for 2022*

Month	TAC
<b>January</b>	N/A
<b>February</b>	Feb. 2, 2023 (SPECIAL MEETING) Feb. 23, 2023
<b>March</b>	March 30, 2023
<b>April</b>	April 27, 2023
<b>May</b>	May 25, 2023
<b>June</b>	June 29, 2023
<b>July</b>	July 27, 2023
<b>August</b>	Aug. 31, 2023
<b>September</b>	Sept. 28, 2023
<b>October</b>	Oct. 26, 2023
<b>November</b>	Nov. 30, 2023
<b>December</b>	Dec. 28, 2023

*\*Of note, APO staff is proposing to cancel the January TAC meeting due to traditional conflict with city engineers conference. **Two** meetings will be held in February. APO's Policy Board typically does not meet in November and December, thus making September the last TAC meeting of the year.*

**Suggested Action:** Approval.



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**TO:** Saint Cloud Area Planning Organization Technical Advisory Committee  
**FROM:** Vicki Johnson, Senior Transportation Planner  
**RE:** 2021 Region 7W/Saint Cloud APO Area Local Human Services Transit Coordination Plan  
**DATE:** Sept. 19, 2022

The purpose of the 2021 Region 7W/Saint Cloud APO Area Local Human Services Transit Coordination Plan (LCP) is to evaluate existing transportation providers, identify the unmet needs and services, and establish transportation related goals for the Region 7W/St. Cloud APO area. The counties included in this region are the counties of Benton, Sherburne, Stearns, and Wright. This document fulfills planning requirements for the Fixing America's Surface Transportation (FAST) Act signed into law on Dec. 4, 2015.

As a requirement of the FAST Act, grantees under the Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities program must have projects under a "locally developed coordinated public transit-human services transportation plan" (49 U.S.C. 5310) to receive federal funding. This plan must be developed through a process that includes representatives of public, private, and non-profit transportation services as well as human services providers and the public.

Region 7W and APO staff, together with staff from the Connect Central Minnesota Regional Transportation Coordinating Council (CCMRTCC) spent the past year developing the LCP for the region. As of Sept. 15, public comment on the draft plan has concluded. The next step in the plan development would be adoption by both the APO and Region 7W Transportation Policy Board.

Minnesota Department of Transportation District 3 Transportation Planner Tom Cruikshank, the lead project manager for the plan, will be present at the Sept. 29 TAC meeting to present on the document and answer any questions TAC representatives may have.

A link to the final draft plan can be found here:  
<https://www.dot.state.mn.us/d3/region7w/draft-lcp-comments.html>.

**Suggested Action:** Recommend Policy Board approval.





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T. 320.252.7568 F. 320.252.6557

**TO:** Saint Cloud Area Planning Organization Technical Advisory Committee  
**FROM:** Alex McKenzie, Associate Transportation Planner  
**RE:** Stakeholder Engagement Plan  
**DATE:** Sept. 29, 2022

The Stakeholder Engagement Plan (SEP) ensures the public is given ample opportunity to access, review, and comment on plans, studies, and other documents as they are being developed. The SEP helps members of the public and affected organizations understand how to participate effectively in the APO's planning processes. The procedures outlined in the SEP are reviewed periodically and updated as necessary to ensure a full and open participation process.

MnDOT reviewed the document for Title VI compliance, and the following minor changes have been made to satisfy compliance:

- The procedure to file a formal Title VI complaint was replaced. The SEP now encourages those who wish to file a complaint to do so directly on MnDOT's online complaint form.
- The demographic profile data was updated with the 2020 U.S. Decennial Census and U.S. Census Bureau's 2016-2020 ACS Five Year Estimates. Maps and analysis were completed for the following demographics; Black, Indigenous, and People-of-Color (BIPOC) populations; households with low income; people with disabilities; languages spoken in the home; access to a motor vehicle; age (65 and older and 18 and younger) and broadband access.
- Local language data was updated using M.N. Department of Education data.
- The environmental justice analysis and maps were updated with 2022-2025 TIP projects. The percentage of TIP investment in BIPOC and low-income households was revised to reflect updated Census data.

Staff launched public input for the SEP for a 45-day period from Aug. 3 to Sept. 16, 2022. The SEP was advertised in the Saint Cloud Times, the Oxcart (APO's Quarterly Newsletter), on the APO's website, on Facebook, and was distributed to the interested stakeholder's list. APO also staff performed two Facebook Live videos.

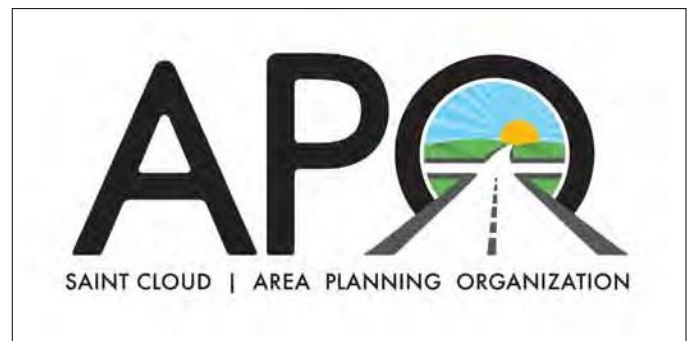
We received one public comment: *"You don't want input. You and your wasteful cronies are about to WASTE HUGE AMOUNTS OF TAXPAYER DOLLARS.... That's what Perske does..."*

**Suggested Action:** Recommend approval of the Stakeholder Engagement Plan to the Policy Board.



# Stakeholder Engagement Plan

Approved by the Saint Cloud Area  
Planning Organization Policy Board  
Oct. 13, 2022



## 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.

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



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A complaint may also be submitted to Minnesota Department of Transportation Office of Civil Rights by submitting an online complaint form (<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>) or by calling 651-366-3071.

## Ogaysiis Guud Ee Xuquuqda Xuquuqda VI

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 xiriiira 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.

Cabashada ayaa sidoo kale waxaa loo soo gudbin karaa Waaxda Gaadiidka ee Minnesota Xafiiska Xuquuqda Madaniga ah iyadoo la soo dirayo foom cabashada ee khadka internetka (<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>) ama iyada oo la soo wacayo 651 -366-3071.

## **Aviso Público De Derechos Bajo El 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](http://www.stcloudapo.org)) o puedes ver una copia en nuestra oficina en 1040 County Road 4, Saint Cloud, MN 56303.*

*También se puede presentar una queja a la Oficina de Derechos Civiles del Departamento de Transporte de Minnesota enviando un formulario de queja en línea (<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>) o llamando al 651-366-3071.*

## **Public Notice of Rights Under Title II**

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## Ogaysiis Guud Ee Xuquuqda Xuquuqda II

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 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](http://www.stcloudapo.org)) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

## Aviso Público De Derechos Bajo El 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 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 ([www.stcloudapo.org](http://www.stcloudapo.org)) o puedes ver una copia en nuestra oficina e 1040 County Road 4, Saint Cloud, MN 56303.

## **Resolution 2022-11**

### **Adoption of the 2022 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

**SAINT CLOUD AREA PLANNING ORGANIZATION**  
**Adoption of the 2022 Stakeholder Engagement Plan**  
**RESOLUTION 2022-11**

**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 2021 Infrastructure Investment and Jobs (IIJA) 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 2022 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.





**CERTIFICATION**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 13<sup>th</sup> day of October 2022, as shown by the minutes of said meeting in my possession.

ATTEST:

\_\_\_\_\_  
Joe Perske, Chair

\_\_\_\_\_  
Brian Gibson, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 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.

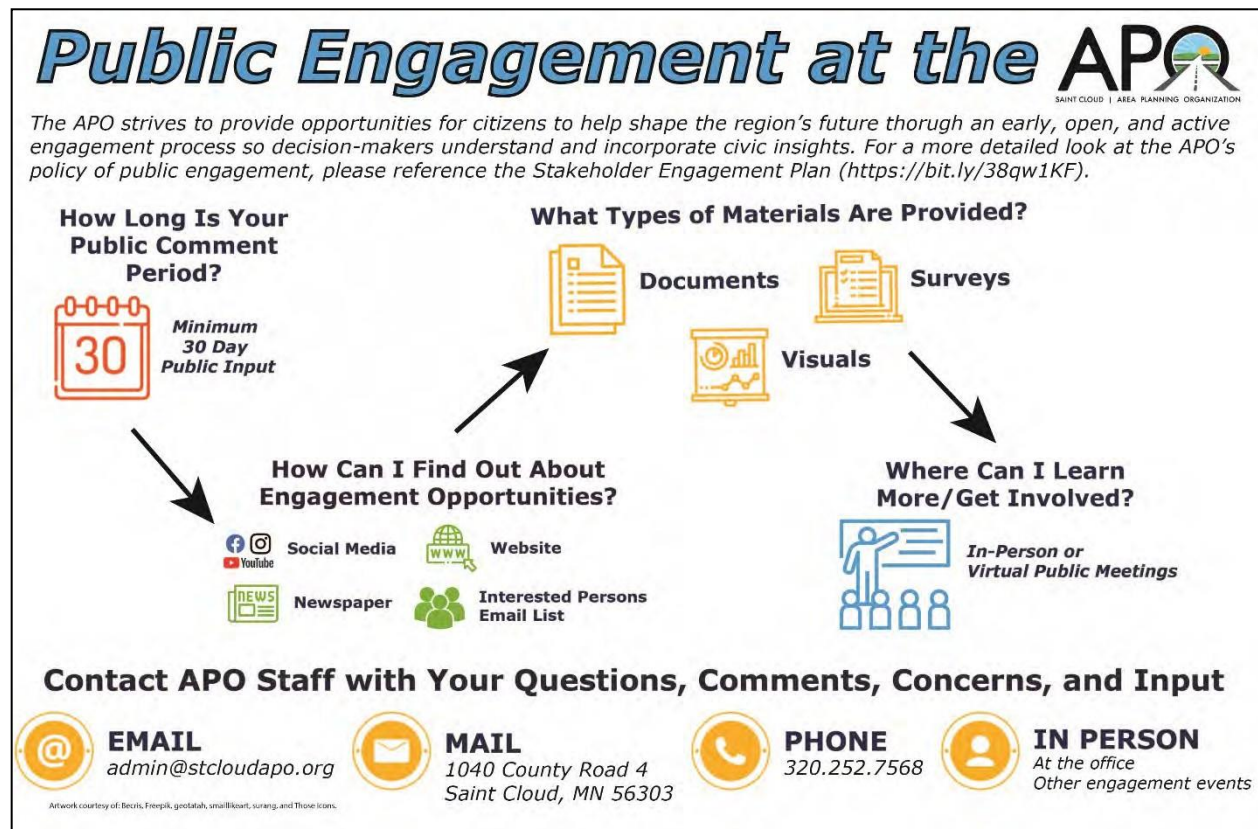
The policies of Title VI of the Civil Rights Act of 1964 along with Title II of the Americans with Disabilities Act (ADA) of 1990 prohibit the APO from discriminating against people on the basis of race, color, sex, national origin, age, or physical disability. Because the APO receives funding from the 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 Chapter 7 and Appendix 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 VI 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 Black, Indigenous, and People-of-Color (BIPOC) populations; 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.

Coupled with Census data collection, APO staff also solicit demographic data from those who participate in the APO's public engagement events. Through these data collection means, APO staff have a better understanding of not only who lives in our region, but who is currently participating in our various outreach events. This information will be used to ensure 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 interpretation (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.

## Contents

Disclaimer .....	1
Public Notice of Rights Under Title VI .....	2
Aviso Pùblico De Derechos Bajo El Tìtulo VI .....	3
Public Notice of Rights Under Title II .....	3
Ogaysiis Guud Ee Xuquuqda Xuquuqda II .....	4
Aviso Pùblico De Derechos Bajo El Tìtulo II .....	4
Resolution 2022-11 .....	5
Working Together.....	8
Glossary of Terms .....	17
1 – Introduction .....	20
Background .....	20
Purpose.....	20
Authority .....	20
Saint Cloud Area Planning Organization.....	21
Organizational Structure .....	23
APO Mission Statement.....	24
2 – Federal and State Req.....	26
Federal Policy.....	26
Title VI .....	27
National Environmental Policy Act (NEPA).....	27
Environmental Justice (EJ) .....	28
Americans with Disabilities Act (ADA) of 1990.....	28
Title II.....	28
Older Americans Act of 1965 .....	29
Other Federal Regulations .....	29
Minnesota Open Meeting Law .....	29
Other Minnesota Regulations.....	30
3 – SEP Goals and Strategies .....	31
Goal 1: Opportunities for Involvement .....	31
Goal 2: Access to Information.....	31
Goal 3: Review of Materials .....	32
4 – Public Involvement .....	33
Public Involvement Techniques .....	33
Virtual Public Involvement.....	34
Measuring Success.....	35



5	– Engagement Tactics and APO Documents .....	37
	Development of the Metropolitan Transportation Plan (MTP) .....	37
	Requirements .....	37
	Engagement Tactics for the MTP.....	37
	Availability of Draft Plan and Interim Support Materials .....	38
	Documenting and Addressing Public Input .....	38
	Changing the MTP .....	39
	Development of the Transportation Improvement Program (TIP).....	39
	Requirements.....	39
	Engagement Tactics for the TIP.....	40
	Availability of Draft TIP and Interim Support Materials .....	41
	Documenting and Addressing Public Input .....	41
	Changing the TIP.....	41
	Other Federally Required APO Documents .....	43
	Unified Planning Work Program.....	43
	Stakeholder Engagement Plan.....	44
	APO Plans and Studies.....	44
	Development of APO Planning Documents .....	44
	Development of Corridor and Planning Studies .....	45
6	– Promoting Inclusive Participation .....	47
	Demographic Profile of the APO MPA.....	47
	Black, Indigenous, and People-of-Color .....	47
	Low-Income Populations.....	51
	People with Disabilities.....	54
	Languages Spoken .....	57
	Zero Vehicle Households .....	60
	Persons Age 65 and Older.....	63
	Persons Age 18 and Younger.....	66
	Internet Access .....	69
	Board and Committee Composition.....	69
	Environmental Justice Analysis .....	71
7	– Title VI And Title II Provisions.....	80
	Title VI .....	80
	Organizational Responsibilities .....	80
	Title VI Coordinator Responsibilities .....	80
	Scope of Title VI Complaints .....	81
	How to File a Formal Title VI Complaint .....	81
	Title VI Complaint Recordkeeping .....	83



Staff Training .....	83
Title II.....	83
Title II Coordinator Responsibilities .....	83
Scope of Title II Complaints .....	84
ADA Grievance Procedure .....	84
Public Notice of Rights under Title VI.....	85
Agenda and Website Accessibility Notice .....	86
Other ADA and Accessibility Provisions.....	87
Procedures for Identifying and Considering Needs of Title VI/Title II.....	87
BIPOC.....	88
Low-Income.....	88
Disability .....	88
Elderly .....	88
General .....	88
Subrecipient Oversight.....	89
8 – Limited English Proficiency Plan .....	90
Plan Summary .....	90
Meaningful Access: Four-Factor Analysis .....	90
Factor 1: Demography .....	90
Factor 2: Frequency.....	91
Factor 3: Importance .....	92
Factor 4: Resources .....	93
Language Assistance .....	93
Language Assistance Measures .....	94
Staff Training .....	95
Contractors/Consultants .....	95
Monitoring .....	96
Dissemination of the Saint Cloud APO LEP Plan .....	96
9 – Conclusion.....	97
Appendix A: Assurances .....	98
Assurance Attachment 1 .....	102
Assurance Attachment 2 .....	104
Assurance Attachment 3.....	106
Assurance Attachment 4.....	107
Assurance Attachment 5.....	108
Appendix B .....	109
Title VI Complaint Log.....	109
Appendix C.....	110





Title II Grievance Procedure and Form .....	110
Scope of Title II Complaints .....	110
ADA Grievance Procedure .....	110
Title II Complaint Form .....	112
Personal Information .....	112
Information of Agency, or Contractor that Allegedly Discriminated .....	113
Tell Us What Happened.....	114
Verification .....	114
Habka Cabashada Cinwaanka II iyo Foomka Baaxadda Cabashada Cinwaanka II .....	116
Foomka Qorshayaasha Cabashada Ee Qaybta II Ee Aagga Saint Cloud .....	119
Procedimiento de Quejas y Formulario del Título II .....	123
Appendix D.....	130
Saint Cloud APO Social Media Plan.....	130
Disclaimer .....	130
Internal Terms of Use.....	131
External Terms of Use .....	132
Appendix E .....	133
Event Sign-in Sheet .....	133
Appendix F .....	135
“I Speak” Cards .....	135
Appendix G.....	164
Interpretive and Translation Services.....	164
Interpreter Services .....	164
Appendix H.....	167
LEP Training and Certificate of Completion.....	167
APO LEP Training Log .....	169
Appendix I.....	146
Title VI Training Log .....	146
APO Title VI Training Log .....	170
Appendix J.....	148
PUBLIC INPUT .....	148
Appendix K .....	151
Federal Clauses .....	151
Fly America Requirements.....	151
Seismic Safety.....	151
Energy Conservation .....	151
Clean Water.....	151
Lobbying .....	151



Access to Records and Reports .....	152
Federal Changes .....	153
Clean Air .....	153
No Government Obligation to Third Parties .....	153
Termination .....	154
Contracts Involving Federal Privacy Act Requirements .....	157
Civil Rights Requirements .....	158
Breaches and Dispute Resolution.....	161
Patent and Rights in Data.....	162
Disadvantaged Business Enterprises .....	165
Prompt payment.....	165
Incorporation of Federal Transit Administration (FTA) Terms .....	166
Other Federal Requirements .....	166
Full and Open Competition .....	166
Conformance with ITS National Architecture .....	166
Access Requirements for Persons with Disabilities.....	166
Notification of Federal Participation.....	167
Interest of Members of Delegates to Congress .....	167
Ineligible Contractors and Subcontractors .....	167
Other Contract Requirements .....	167
Compliance with Federal Regulations .....	167
Real Property .....	167
Access to Services for Persons with Limited English Proficiency.....	167
Environmental Justice.....	168
Environmental Protections.....	168
Geographic Information and Related Spatial Data.....	168
Geographic Preference.....	168
Organizational Conflicts of Interest.....	168
Federal Single Audit Requirements for State Administered Federally Aid Funded Projects Only .....	169
Veterans Preference .....	169
Safe Operation of Motor Vehicles .....	169
Catalog of Federal Domestic Assistance (CFDA) Identification Number .....	170
CFDA number for the Federal Transportation Administration .....	170

## 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.

**Black, Indigenous, and People-of-Color (BIPOC):** The U.S. Census defines BIPOC as individuals who identify as: Black/African American; American Indian and Alaska Native; Asian; Native Hawaiian and other Pacific Islander; some other race; two or more races; or of Hispanic or Latino descent.

**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.

**Infrastructure Investment and Jobs Act (IIJA):** The IIJA was signed into law by President Biden in November as the transportation bill to replace the Fixing America's Surface Transportation (FAST) Act. This five-year legislation is currently the largest long-term investment in the nation's infrastructure and economy, providing \$550 billion between 2022 and 2026 in new Federal investment in infrastructure, including roads, bridges, mass transit, water infrastructure, resilience, and broadband.

**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.

**Low-Income Household:** A household whose median income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines.

**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.

**Vital Document:** Paper or electronic, written material that contains information that is critical for accessing a component's programs, services, benefits, or activities; directly and substantially related to public safety; or required by law.

# 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/39310y3) (https://bit.ly/39310y3).
- EO 13166: [Improving Access to Services for Persons with Limited English Proficiency](https://bit.ly/2VoLqj) (https://bit.ly/2VoLqj).

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 2021 Infrastructure Investment and Jobs (IIJA) 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.

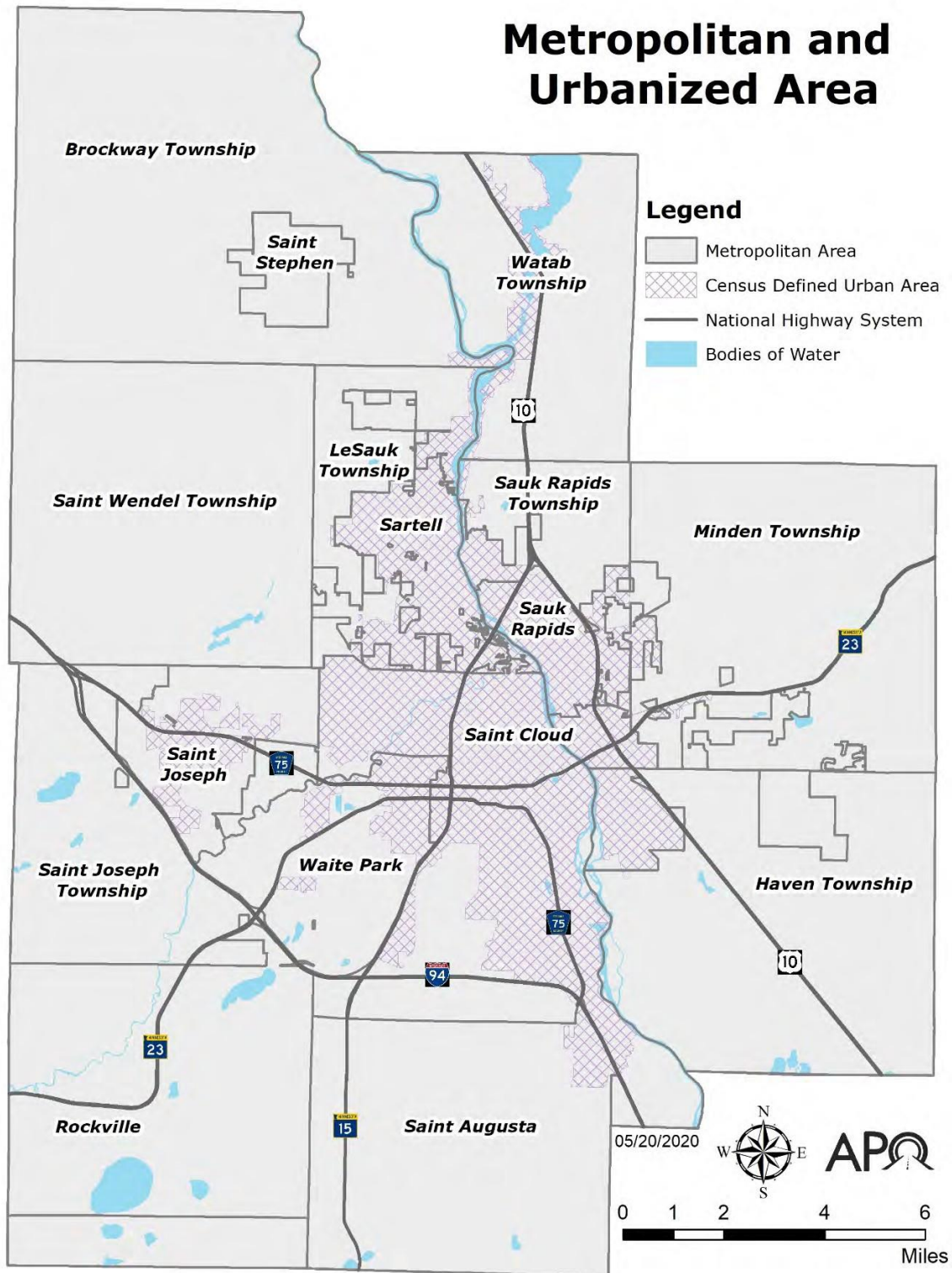
Further Title VI requirements and guidelines for MPOs and transit agencies are outlined in Federal Transit Administration (FTA) Circular 4702.1B “[Title VI Requirements and Guidelines for Federal Transit Administration Recipients](https://bit.ly/3a4IIKp)” (<https://bit.ly/3a4IIKp>). This document ensures 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.

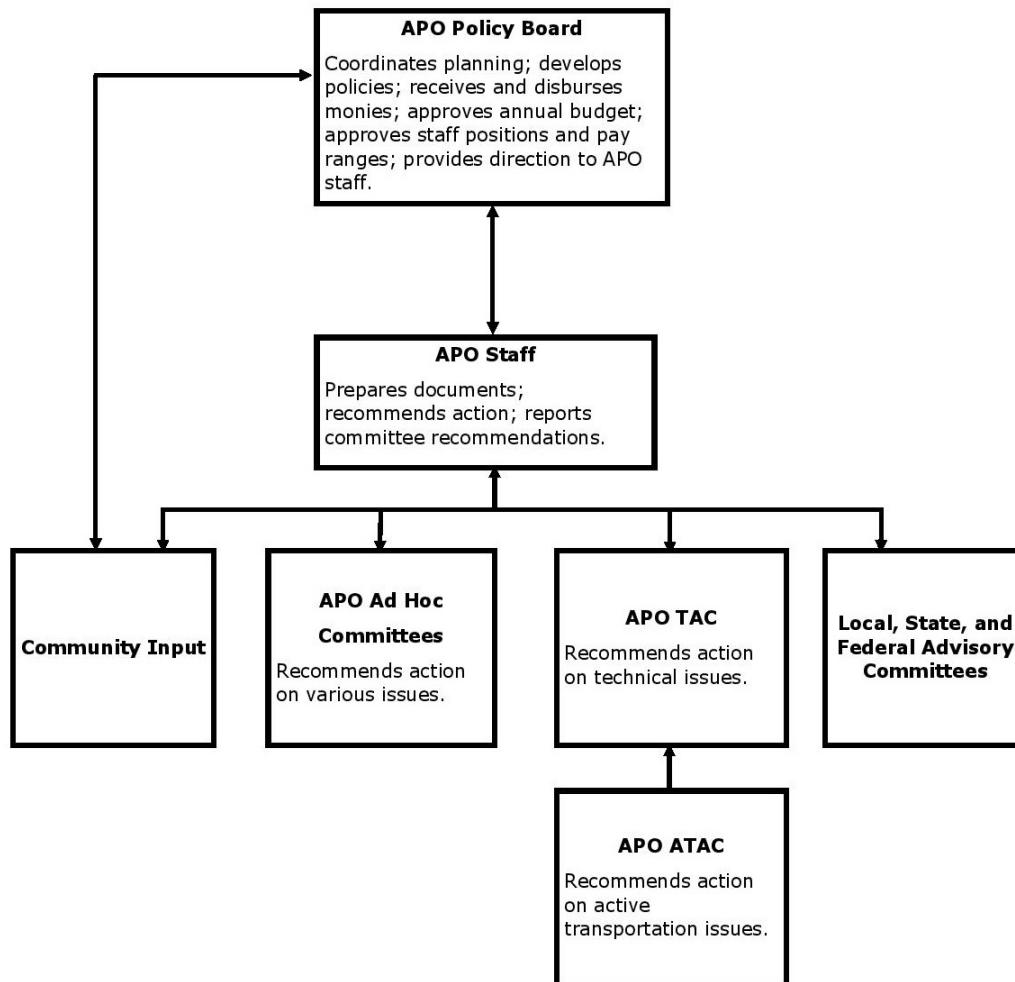
The Policy Board is advised by a Technical Advisory Committee (TAC), a committee comprised of members representing local and state planners, engineers, and transit operators for the APO's member agencies and jurisdictions. The TAC is responsible for guiding APO staff, reviewing plans and programs from 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](mailto: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 Req

### 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 [2021 Infrastructure Investment and Jobs \(IIJA\) Act](https://bit.ly/3OVyShX) (<https://bit.ly/3OVyShX>) was signed into law on Nov. 15, 2021, by President Biden. The Bipartisan Infrastructure Law is the largest long-term investment in our infrastructure and economy in our Nation's history. It provides \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure, including in roads, bridges, and mass transit, water infrastructure, resilience, and broadband.

The IIJA continues the previous transportation act's (Fixing America's Surface



Transportation (FAST) 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 IIA 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), 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/1994-08-17/12898-a-01-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 Black, Indigenous, and People-of-Color (BIPOC) and low-income populations;
- Ensure the full and fair participation by all potentially affected communities; and
- Prevent denial/delay/reduction of benefits for BIPOC 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/1990-03-14/504-99-01-american-with-disabilities-act-ada-of-1990) (<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 Chapter 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, along with 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, BIPOC, 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>). For individuals with limited English proficiency, the APO will take reasonable steps to provide the opportunity for meaningful access to individuals who have difficulty communicating in English, such as interpretive services for public meetings and translated versions of all documents/publications upon request. 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.

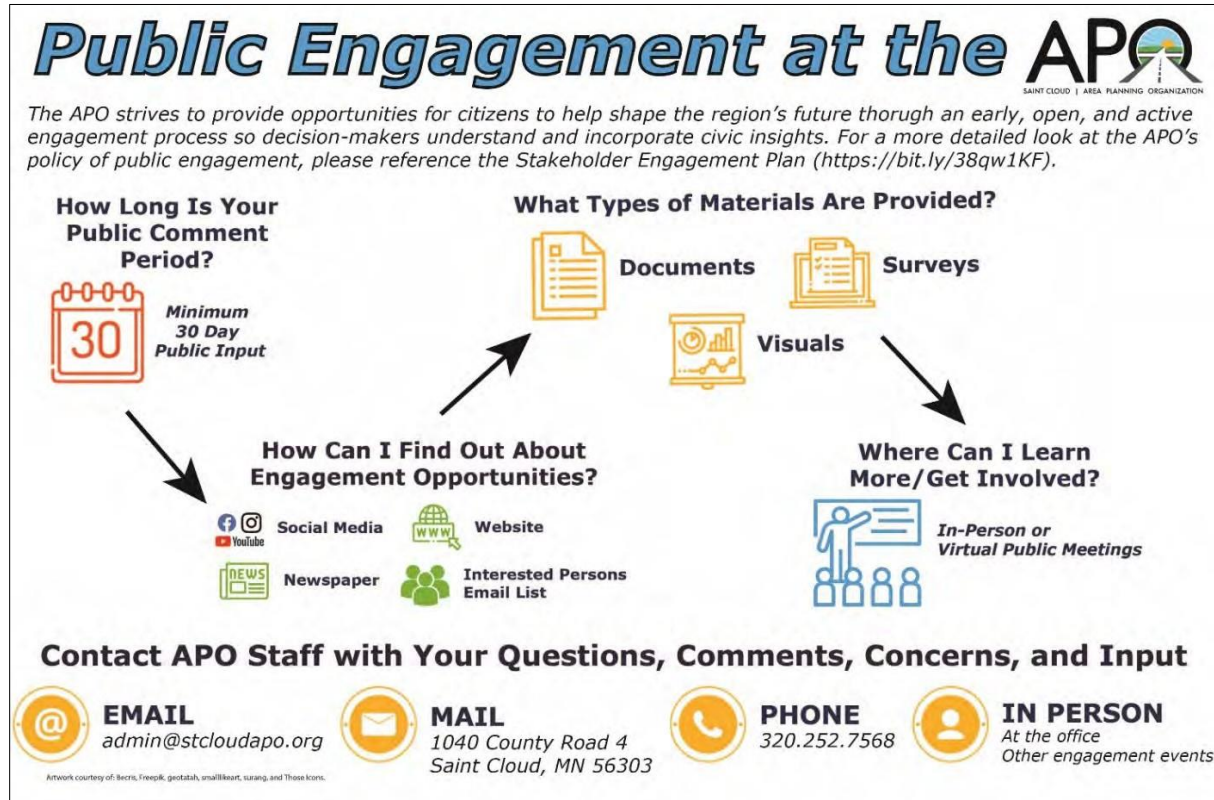
## Virtual Public Involvement

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 can participate in the transportation planning process if and when it is safe and cost-effective to do so.

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



**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.
- **After the Project**
  - After the project, 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://bit.ly/2VsNBcf) (<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-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 "[Minnesota Department of Transportation \(MnDOT\) Procedures for Amendments and Administrative Modifications to the Minnesota State Transportation Improvement Program \(STIP\)](https://bit.ly/3izKDfx)" (<https://bit.ly/3izKDfx>). 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, revision of a project description without change to scope or conflict with the environmental documents (i.e., clarifying project description, adding/removing project smart code or incidental work), 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.

- An increase or decrease in a project's total programmed cost that falls within the ranges as listed in Figure 6, provided there is no change in scope. Of note, no TIP administrative modification is required for cost increase or decrease under 20% on FTA projects.
- The increase or decrease in cost estimate meeting FHWA Administrative STIP Modification thresholds. Justification is required to maintain fiscal constraint. See Figure 6.
- Changing a funding year which includes advance or deferring with no change to scope and cost (fiscal constraint justification required for advancing a project).
- The addition of a state funded project to the TIP, which is not regionally significant.
- Convert a non-federally funded project to a federally funded project with no change to cost or scope.
- Combine a new non-federally funded project to an existing federally funded project provided the cost of the administrative modification is within the ranges as listed in Figure 6.
- Add, remove, increase, or decrease Advance Construction (AC).
- Removing a project currently programmed in the TIP.
- Split or combine individually listed projects provided projects remain within the original planned location, no change in split/combine scope/cost, no shift in funding year, and logical termini maintained.
- Changing federal funding from FTA funds to FHWA funds or vice versa. Fiscal constraint justification required.

<b>STIP (and TIP) Total Project Estimate Cost</b>	<b>Administrative STIP Modification required if increase/decrease more than:</b>
<b>&lt;\$1,000,000</b>	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.
<b>\$1,000,001 to \$10,000,000</b>	20%
<b>\$10,000,001 to \$100,000,000</b>	10%
<b>&gt;\$100,000,000</b>	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.

- **Amendments:** Major changes to the TIP shall require an amendment.
  - Add a new project.
  - Revise a project scope such as changing the major work from bridge rehabilitation to replacement, resurface to reconstruct, removing or adding

- additional work/bridge/lane/intersection/route; removing or adding a phase of work such as preliminary engineering/right-of-way construction.
- The change impacts financial constraint, including total cost increases or decreases meeting the Formal STIP Amendment thresholds. See Figure 7. Of note an increase or decrease of 20% or greater for FTA funding projects triggers a TIP/STIP amendment.
  - Change a project limit/termini/length greater than 0.3 miles in any direction.
  - Impact air quality conformity.

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

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

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-450/subpart-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 opportunity<sup>1</sup>.
- 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.

#### ***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.

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<sup>1</sup> Public input opportunities may include (but shall not necessarily be limited to) traditional public input meetings, project open houses, planning charrettes and workshops, public exhibits and displays, public surveys, and others. Project managers will decide on a case-by-case basis how best to reach and engage stakeholders and the general public for each planning study.



## 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:

- BIPOC individuals.
- 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.

The APO has also included household internet access as a demographic metric. The digital divide refers to the gap in opportunities caused by unequal access to online resources among American households. As society has become increasingly digitally dependent over the past decade, the presence of this disparity has become a growing concern. Internet service is necessary for residents to do their jobs, to participate equally in school learning, health care, and to stay connected.

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 2020 U.S. Decennial Census, the APO's MPA has a 2020 population of 139,645, an increase of roughly 7.2% from the 2010 U.S. Census.

As part of the Title VI program, the APO closely monitors and tracks statistical demographic data on BIPOC, 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.

### **Black, Indigenous, and People-of-Color**

Within the APO's planning area, roughly 23.3% of the population has identified as being a Black, Indigenous, or a person-of color (BIPOC) according to 2020 U.S. Decennial Census data. BIPOC as defined by U.S. Census 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 BIPOC definition.

Between 2010 and 2020 the population of BIPOC within the APO's MPA has increased 11.5 percentage points or roughly 111.4%.

<b>APO MPO</b>	<b>2010 Census Population</b>	<b>2020 Census Population</b>	<b>Percent Change</b>
<b>Total Population</b>	130,225	139,645	7.2%
<b>BIPOC</b>	15,358	32,464	111.4%
<b>Percent of BIPOC Population</b>	<b>11.8%</b>	<b>23.3%</b>	<b>97.5%</b>

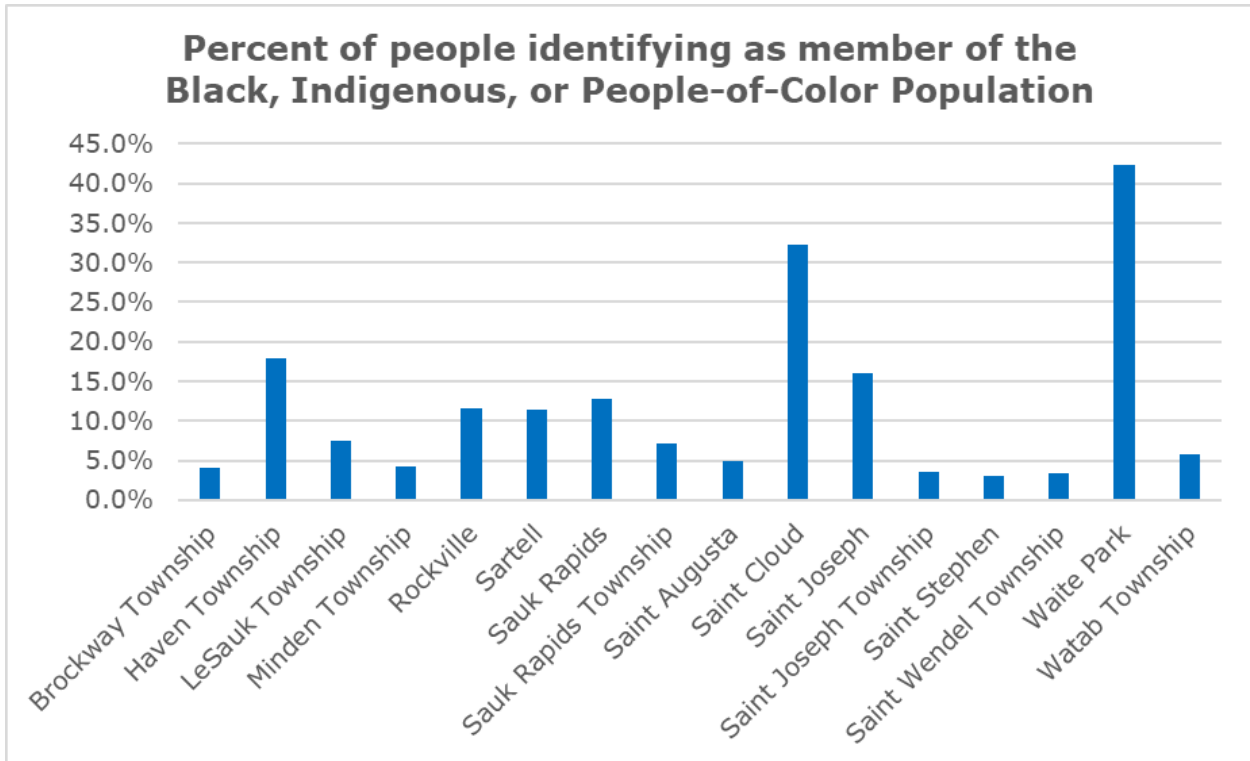
**Figure 8:** A comparison of the BIPOC population within the Saint Cloud MPA between 2010 and 2020.

People who identify as Black/African American make up the largest share of the BIPOC population within the MPA (approximately 12.1%). This is followed by Hispanic or Latino and Two or more races both of which comprise 7.7% of the population.

Below is a breakdown of the BIPOC population of individual jurisdictions within the APO's planning area as reported by the 2020 Census.

<b>Jurisdiction</b>	<b>2020 Census Population</b>	<b>Percent of Population Who Are BIPOC</b>
<b>Brockway Township</b>	2,895	4.1%
<b>Haven Township</b>	2,610	17.9%
<b>LeSauk Township</b>	1,502	7.5%
<b>Minden Township</b>	1,514	4.3%
<b>Rockville</b>	2,382	11.5%
<b>Sartell</b>	19,351	11.4%
<b>Sauk Rapids</b>	13,862	12.9%
<b>Sauk Rapids Township</b>	521	7.1%
<b>Saint Augusta</b>	3,497	4.9%
<b>Saint Cloud</b>	68,881	32.3%
<b>Saint Joseph</b>	7,029	16.1%
<b>Saint Joseph Township</b>	946	3.6%
<b>Saint Stephen</b>	797	3.0%
<b>Saint Wendel Township</b>	2,115	3.4%
<b>Waite Park</b>	8,341	42.3%
<b>Watab Township</b>	3,402	5.8%
<b>Total</b>	<b>139,645</b>	<b>23.3%</b>

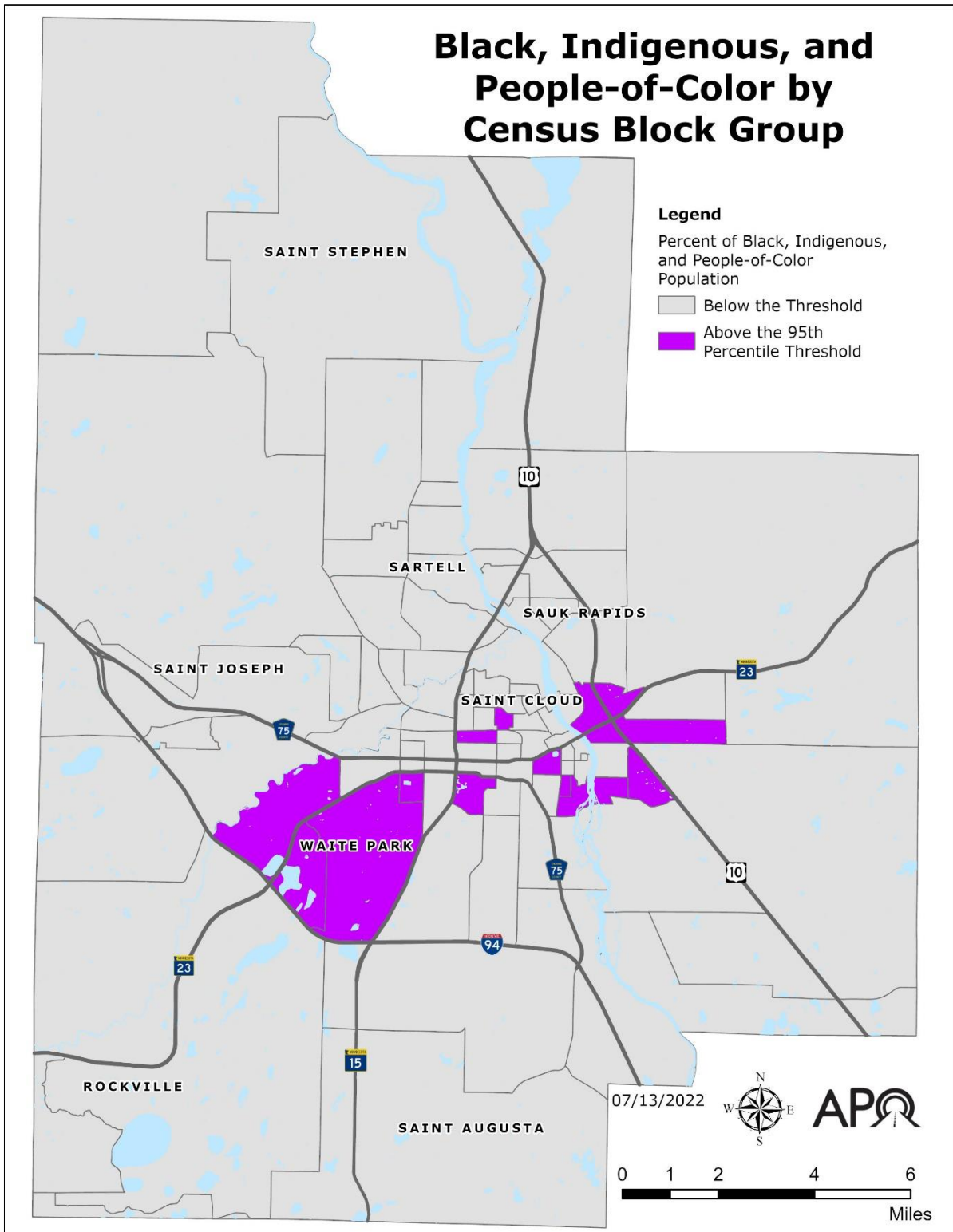
**Figure 9:** BIPOC population of jurisdictions within the APO's planning area.



**Figure 10:** Percent of jurisdictional population within the APO’s planning area identifying as a BIPOC. Data courtesy of the 2020 U.S. Decennial Census.



**Figure 11:** Two people having a conversation over coffee.



**Figure 12:** Locations of Census block groups within the APO’s planning boundary with high concentrations of BIPOC populations. Data courtesy of the 2020 U.S. Decennial Census.

## Low-Income Populations

According to the U.S. Census Bureau's 2016-2020 ACS Five Year Estimates, there are 53,804 households within the APO's MPA. Of that, approximately 14.1% 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 1.6 percentage points or 3.0%.

APO MPA	2006-2010 ACS Population Estimates	2016-2020 ACS Population Estimates	Percent Change
<b>Total Household Population</b>	49,628	53,804	8.4%
<b>Low-Income Households</b>	7,807	7,576	-3.0%
<b>Percent of Household Population with Low Income</b>	<b>15.7%</b>	<b>14.1%</b>	<b>-10.2%</b>

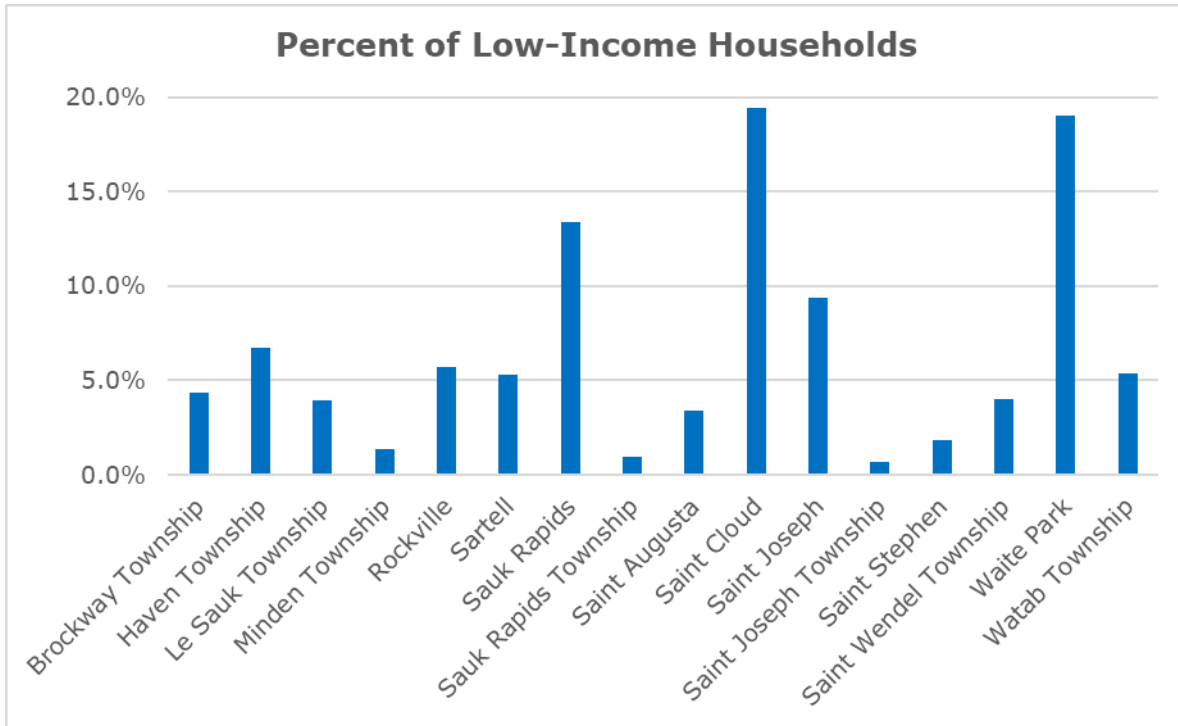
**Figure 13:** A comparison of households with low-income within the Saint Cloud MPA between 2010 and 2020.

In comparison to its respective total household population, the City of Saint Cloud has the highest percentage of low-income households (19.4% of all total households). This is followed by the City of Waite Park (19%) and the City of Sauk Rapids (13.4%).

Below is a breakdown of the low-income household population of individual jurisdictions within the APO's planning area as reported by the 2016-2020 ACS Five Year Estimates.

Jurisdiction	2016-2020 ACS Household Population Estimates	Percent of Low-Income Households
<b>Brockway Township</b>	1,103	4.4%
<b>Haven Township</b>	837	6.7%
<b>LeSauk Township</b>	586	3.9%
<b>Minden Township</b>	594	1.3%
<b>Rockville</b>	1,002	5.7%
<b>Sartell</b>	7,000	5.3%
<b>Sauk Rapids</b>	5,703	13.4%
<b>Sauk Rapids Township</b>	214	0.9%
<b>Saint Augusta</b>	1,202	3.4%
<b>Saint Cloud</b>	26,878	19.4%
<b>Saint Joseph</b>	2,256	9.4%
<b>Saint Joseph Township</b>	443	0.7%
<b>Saint Stephen</b>	330	1.8%
<b>Saint Wendel Township</b>	948	4.0%
<b>Waite Park</b>	3,515	19.0%
<b>Watab Township</b>	1,193	5.4%
<b>Total</b>	<b>53,804</b>	<b>14.1%</b>

**Figure 14:** Low-income household population of jurisdictions within the APO's planning area.



**Figure 15:** Percent of jurisdictional low-income household population within the APO’s planning area. Data courtesy of the U.S. Census Bureau’s 2016-2020 ACS Five Year Estimates.

**\$13,465**

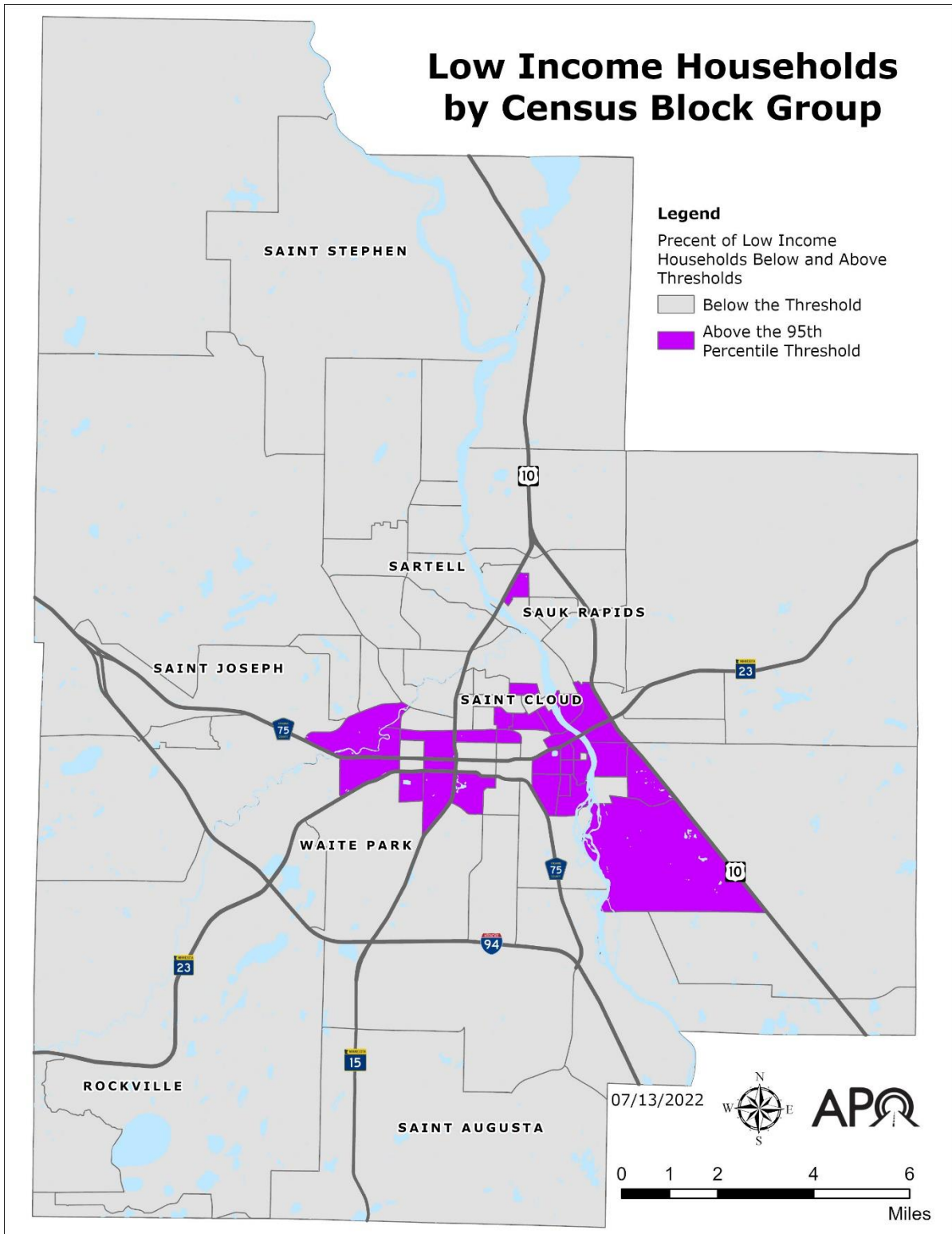
Census-defined poverty threshold for a one-person household (under age 65, no kids)



**\$12,413**

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

**Figure 16:** 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 17:** Locations of Census block groups within the APO’s planning boundary with high concentrations of low-income households. Data courtesy of U.S. Census Bureau’s 2016-2020 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 135,988 according to the 2016-2020 ACS Five Year Estimates. Of that population, approximately 11.5% of individuals identified as having a disability. Due to a lack of 2010 Census information, a comparison cannot be made between the 2010 and 2020 populations.

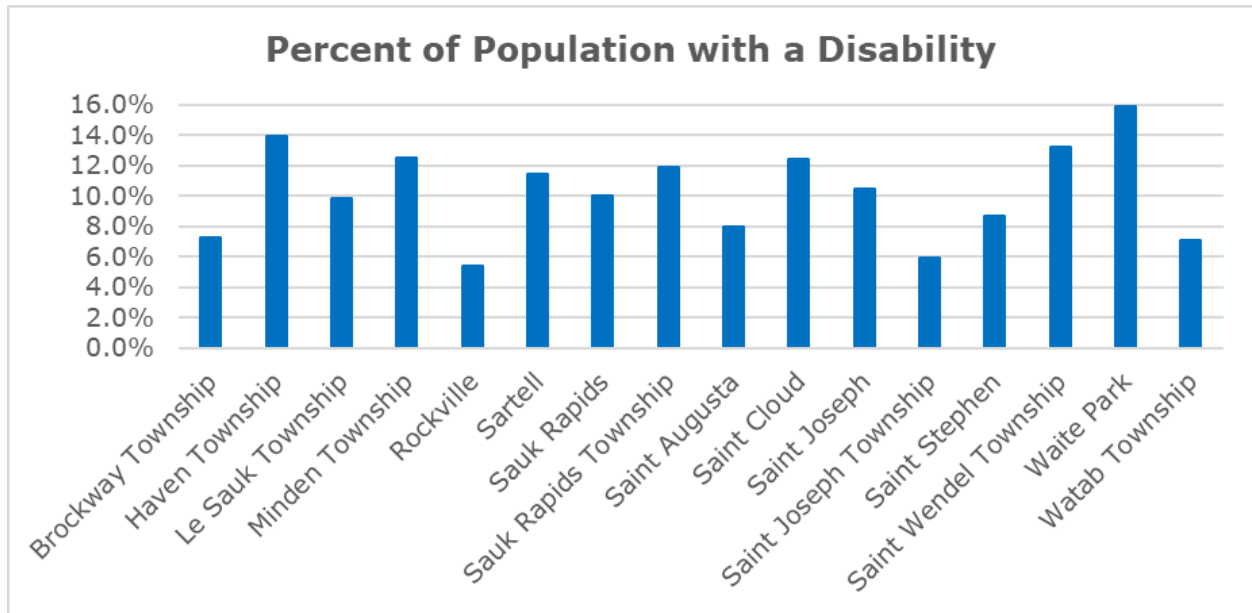
Among jurisdictions within the APO’s planning area, City of Waite Park reports the largest percentage of its non-institutionalized population identifying as having a disability (15.9%). This is followed by the Haven Township (13.9%) and Saint Wendel Township (13.2%).

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 2016-2020 ACS Five Year Estimates.

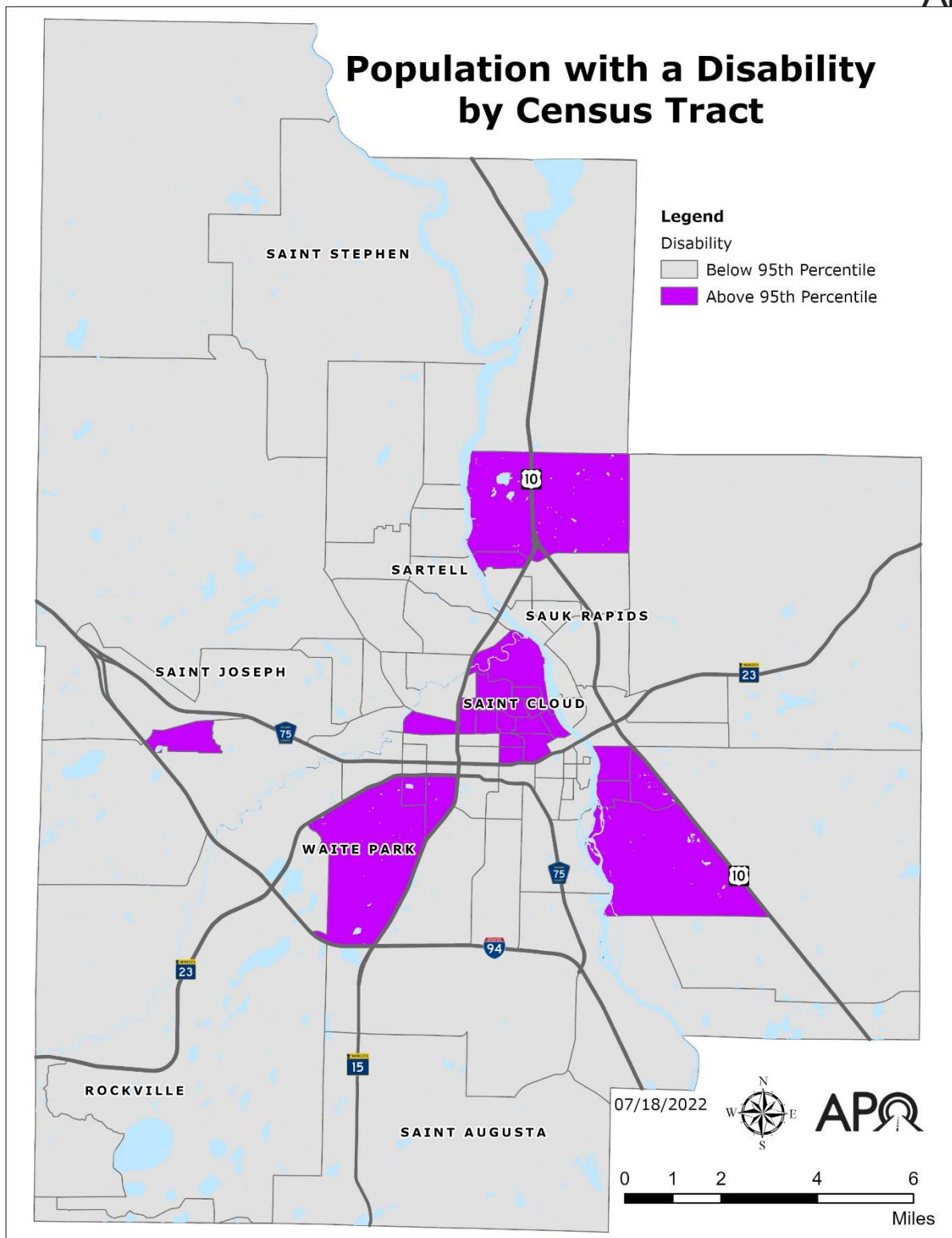
Jurisdiction	2016-2020 ACS Non-Institutionalized Population Estimates	Percent of Non-Institutionalized Population of People with Disabilities
<b>Brockway Township</b>	2,905	7.2%
<b>Haven Township</b>	2,298	13.9%
<b>LeSauk Township</b>	1,463	9.8%
<b>Minden Township</b>	1,288	12.5%
<b>Rockville</b>	2,571	5.4%
<b>Sartell</b>	18,270	11.4%
<b>Sauk Rapids</b>	13,663	10.0%
<b>Sauk Rapids Township</b>	531	11.9%
<b>Saint Augusta</b>	3,780	7.9%
<b>Saint Cloud</b>	66,433	12.4%
<b>Saint Joseph</b>	7,448	10.5%
<b>Saint Joseph Township</b>	1,198	5.9%
<b>Saint Stephen</b>	851	8.7%
<b>Saint Wendel Township</b>	2,374	13.2%
<b>Waite Park</b>	7,700	15.9%
<b>Watab Township</b>	3,215	7.1%
<b>Total</b>	<b>135,988</b>	<b>11.5%</b>

**Figure 18:** People with disabilities population of jurisdictions within the APO’s planning area.





**Figure 19:** Percent of jurisdictional population within the APO's planning area identifying as having a disability. Data courtesy of the U.S. Census Bureau's 2016-2020 ACS Five Year Estimates.



**Figure 20:** Percent of jurisdictional population within the APO’s planning area identifying as having a disability by Census tract. Data courtesy of the U.S. Census Bureau’s 2016-2020 ACS Five Year Estimates.

## Languages Spoken

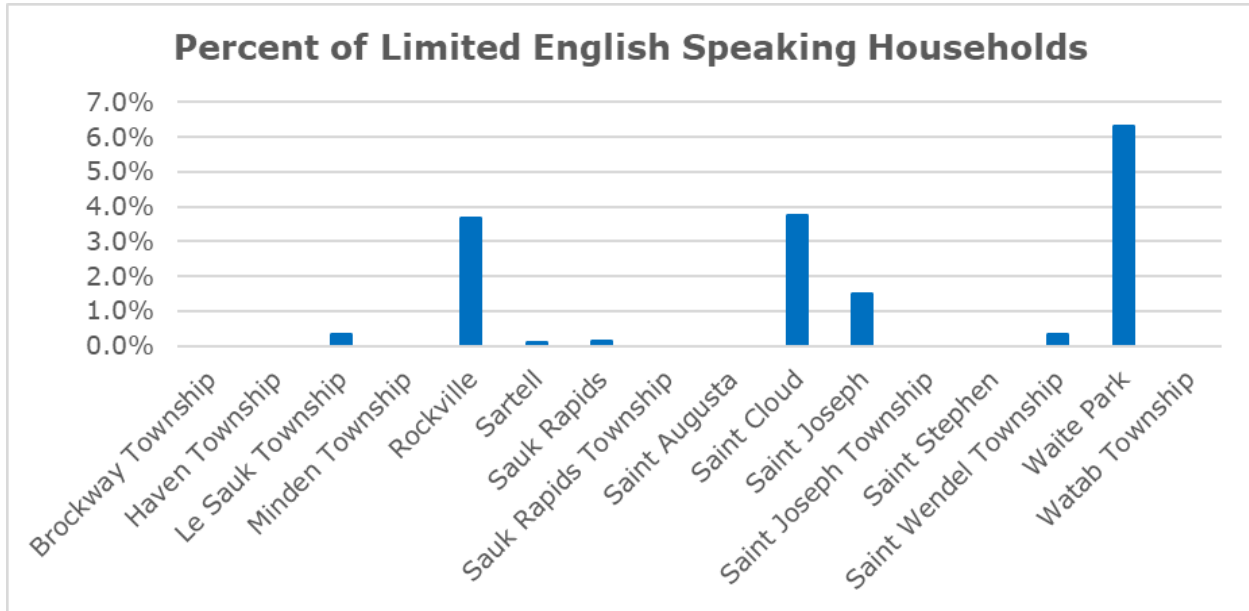
Out of the 53,767 households within the Saint Cloud MPA, approximately 88% are English-only speaking households. From the remaining 12% of households within the MPA that have languages other than English spoken in the home, approximately 2.5% are households that have limited English speaking skills according to the 2016-2020 ACS Five Year Estimates. Due to a lack of 2010 Census information, a comparison cannot be made between the 2010 and 2020 populations.

Among jurisdictions within the APO's planning area, the City of Waite Park reports the largest percentage of its households having limited English speaking skills (6.3%). This is followed by the City of Saint Cloud (3.8%) and the City of Rockville (3.7%).

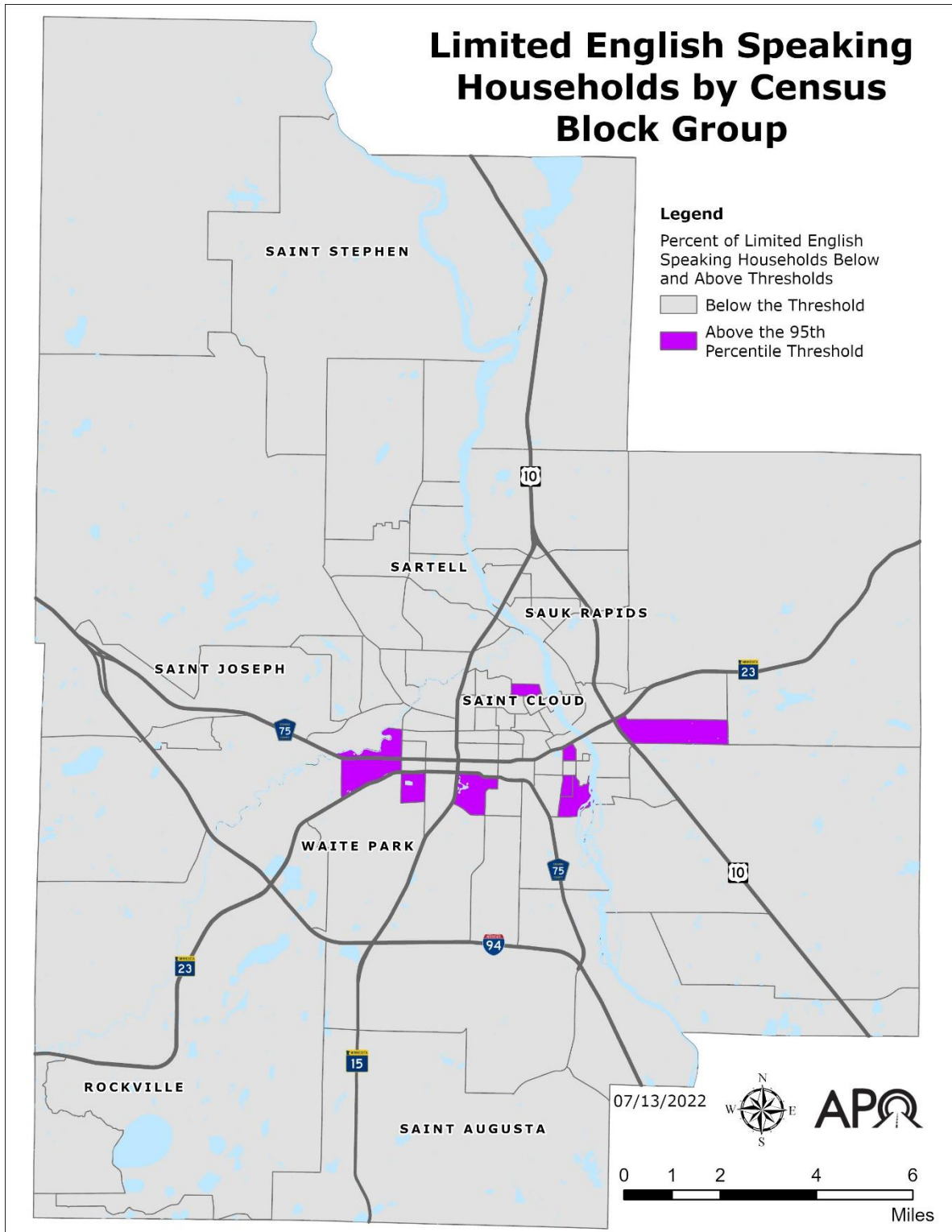
Below is a breakdown of households with limited English-speaking skills for individual jurisdictions within the APO's planning area as reported by the 2016-2020 ACS Five Year Estimates.

Jurisdiction	2016-2020 ACS Household Population Estimates	Percent of Limited English-Speaking Households
<b>Brockway Township</b>	1,103	0.0%
<b>Haven Township</b>	837	0.0%
<b>LeSauk Township</b>	586	0.3%
<b>Minden Township</b>	594	0.0%
<b>Rockville</b>	1,002	3.7%
<b>Sartell</b>	7,000	0.1%
<b>Sauk Rapids</b>	5,666	0.1%
<b>Sauk Rapids Township</b>	214	0.0%
<b>Saint Augusta</b>	1,202	0.0%
<b>Saint Cloud</b>	26,878	3.8%
<b>Saint Joseph</b>	2,256	1.5%
<b>Saint Joseph Township</b>	443	0.0%
<b>Saint Stephen</b>	330	0.0%
<b>Saint Wendel Township</b>	948	0.3%
<b>Waite Park</b>	3,515	6.3%
<b>Watab Township</b>	1,193	0.0%
<b>Total</b>	<b>53,767</b>	<b>2.5%</b>

**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. Data courtesy of the U.S. Census Bureau's 2016-2020 ACS Five Year Estimates.



**Figure 23:** Locations of Census block groups within the APO’s planning boundary with high concentrations of limited English speaking households. Data courtesy of U.S. Census Bureau’s 2016-2020 ACS Five Year Estimates.

## Zero Vehicle Households

According to the 2016-2020 ACS Five Year Estimates, approximately 6.7% of households within the MPA do not have access to a personal vehicle. In comparison to the 2006-2010 ACS Five Year Estimates, the number of households with no access to a personal vehicle has dipped slightly in the MPA – down 0.2 percentage points.

APO MPA	2006-2010 ACS Population Estimates	2016-2020 ACS Population Estimates	Percent Change
<b>Total Household Population</b>	49,628	53,767	8.3%
<b>Zero Vehicle Households</b>	3,446	3,588	4.1%
<b>Percent of Zero Vehicle Household Population</b>	<b>6.9%</b>	<b>6.7%</b>	<b>-2.9%</b>

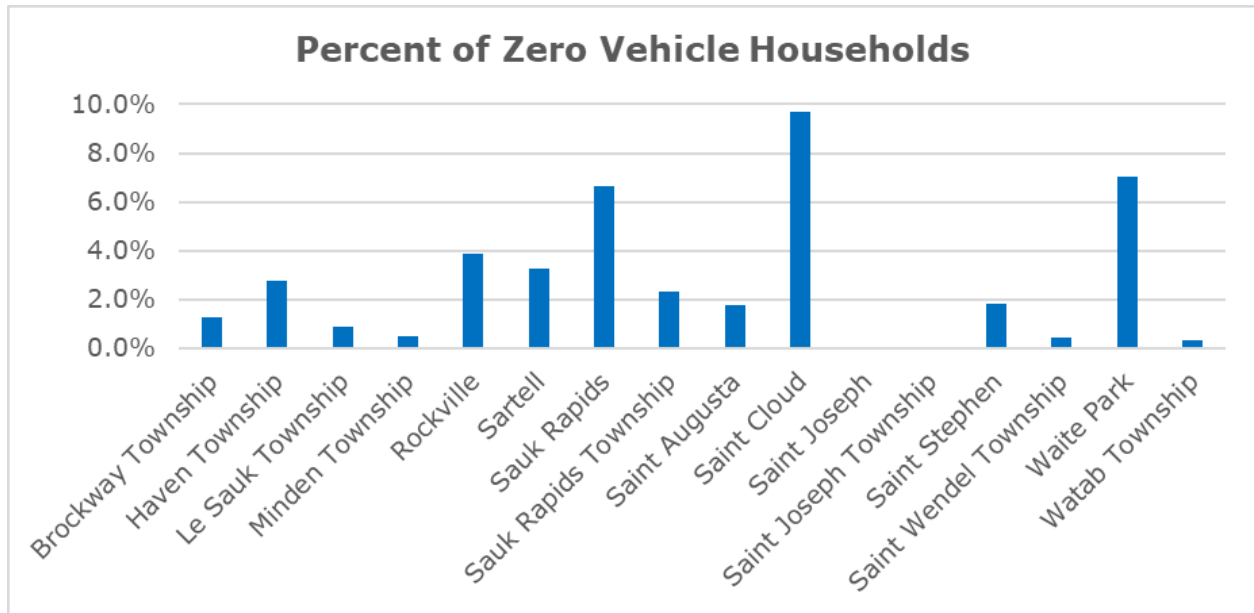
**Figure 24:** A comparison of zero vehicle households within the Saint Cloud MPA between 2010 and 2020.

In comparison to its respective total household population, the City of Saint Cloud has the highest percentage of zero vehicle households (9.7% of all total households). This is followed by the City of Waite Park (7.0%) and the City of Sauk Rapids (6.6%).

Below is a breakdown of the zero vehicle household population of individual jurisdictions within the APO's planning area as reported by the 2016-2020 ACS Five Year Estimates.

Jurisdiction	2016-2020 ACS Household Population Estimates	Percent of Zero Vehicle Households
<b>Brockway Township</b>	1,103	1.3%
<b>Haven Township</b>	837	2.7%
<b>LeSauk Township</b>	586	0.9%
<b>Minden Township</b>	594	0.5%
<b>Rockville</b>	1,002	3.9%
<b>Sartell</b>	7,000	3.3%
<b>Sauk Rapids</b>	5,666	6.6%
<b>Sauk Rapids Township</b>	214	2.3%
<b>Saint Augusta</b>	1,202	1.7%
<b>Saint Cloud</b>	26,878	9.7%
<b>Saint Joseph</b>	2,256	0.0%
<b>Saint Joseph Township</b>	443	0.0%
<b>Saint Stephen</b>	330	1.8%
<b>Saint Wendel Township</b>	948	0.4%
<b>Waite Park</b>	3,515	7.0%
<b>Watab Township</b>	1,193	0.3%
<b>Total</b>	<b>53,767</b>	<b>6.7%</b>

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



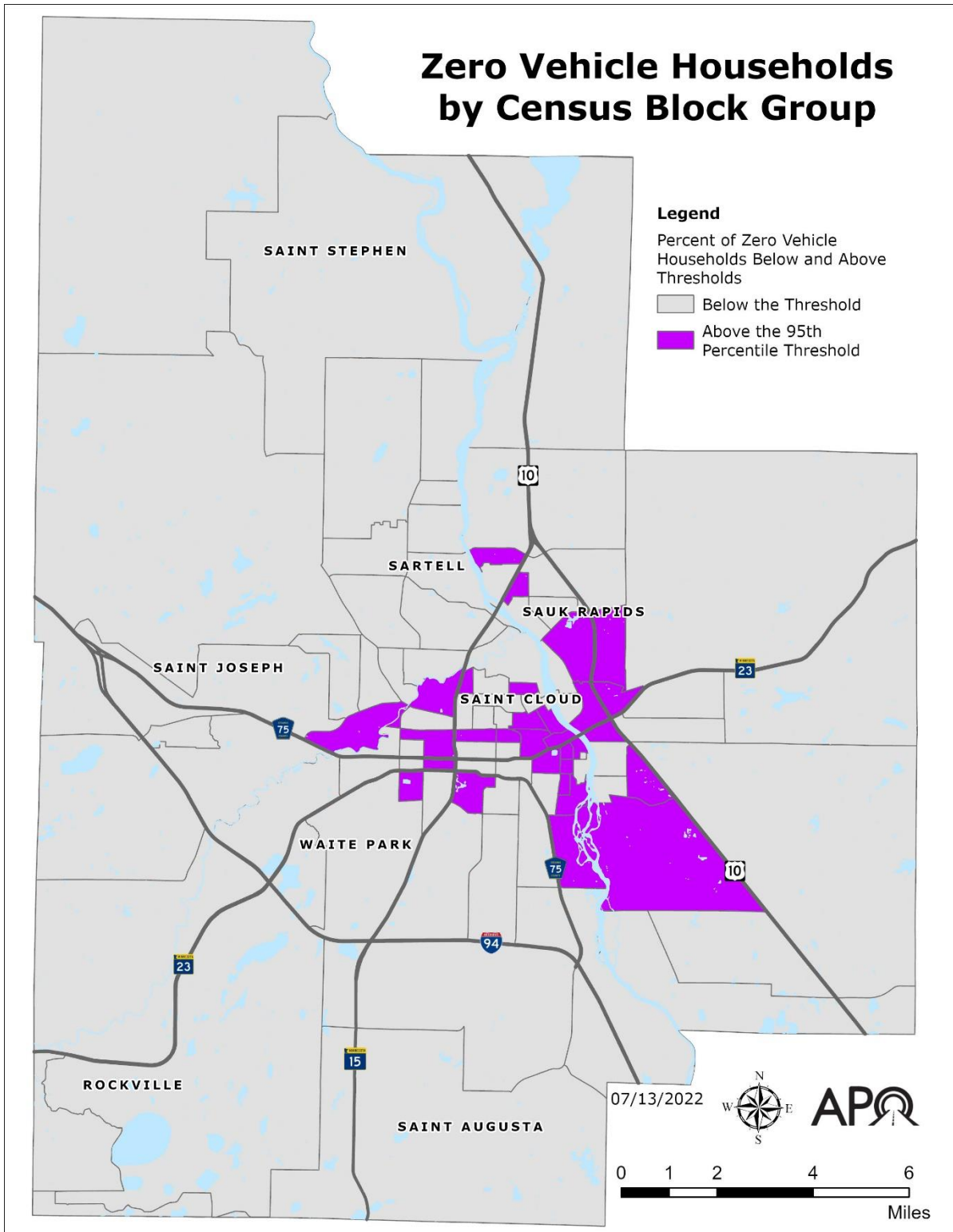
**Figure 26:** Percent of jurisdictional zero vehicle household population within the APO’s planning area. Data courtesy of U.S. Census Bureau’s 2016-2020 2020 ACS Five Year Estimates.



**6.7%**

**Of households within the MPA do not have access to a motor vehicle.**

**Figure 27:** Out of the 53,767 households within the MPA, approximately 6.7% do not have access to a motor vehicle. Artwork courtesy of Kiranshastry.



**Figure 28:** Locations of Census block groups within the APO’s planning boundary with high concentrations of zero vehicle households. Data courtesy of U.S. Census Bureau’s 2016-2020 ACS Five Year Estimates.



## Persons Age 65 and Older

According to the 2016-2020 ACS Five Year Estimates, approximately one in 10 people within the Saint Cloud MPA are age 65 and older (13.7%). This is a slight uptick – 3 percentage points or 28% – from the 2010 Census.

APO MPA	2010 Census Population	2016-2020 ACS Population Estimates	Percent Change
<b>Total Population</b>	130,225	138,401	6.3%
<b>Persons Age 65 and Older</b>	13,943	18,973	36.1%
<b>Percent of Population Age 65 and Older</b>	<b>10.7%</b>	<b>13.7%</b>	<b>28.0%</b>

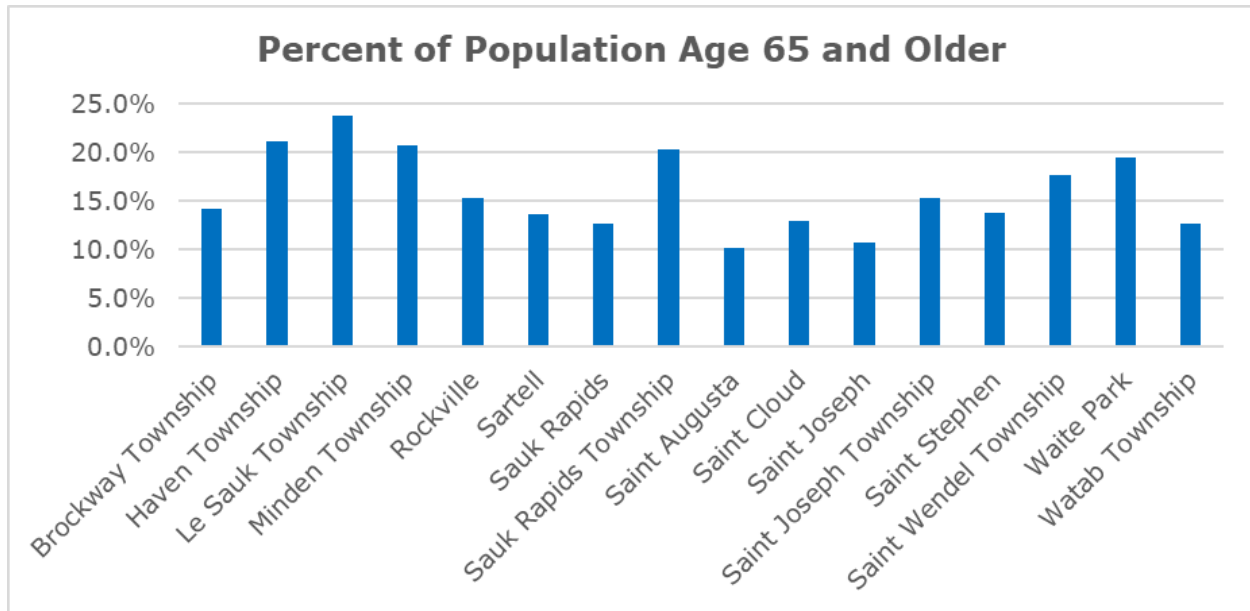
**Figure 29:** A comparison of the persons age 65 and older population within the Saint Cloud MPA between 2010 and 2020.

Within the planning area, LeSauk Township has the largest percentage of its population age 65 and older (23.7%). This is followed by Haven Township (21.1%) and Minden Township (20.7%).

Below is a breakdown of the persons 65 and older population of individual jurisdictions within the APO's planning area as reported by the 2016-2020 ACS Five Year Estimates.

Jurisdiction	2016-2020 ACS Population Estimates	Percent of Population Age 65 and Older
<b>Brockway Township</b>	2,905	14.2%
<b>Haven Township</b>	2,298	21.1%
<b>LeSauk Township</b>	1,463	23.7%
<b>Minden Township</b>	1,288	20.7%
<b>Rockville</b>	2,571	15.3%
<b>Sartell</b>	18,439	13.6%
<b>Sauk Rapids</b>	13,926	12.6%
<b>Sauk Rapids Township</b>	531	20.3%
<b>Saint Augusta</b>	3,785	10.2%
<b>Saint Cloud</b>	68,390	13.0%
<b>Saint Joseph</b>	7,448	10.7%
<b>Saint Joseph Township</b>	1,198	15.3%
<b>Saint Stephen</b>	851	13.7%
<b>Saint Wendel Township</b>	2,374	17.7%
<b>Waite Park</b>	7,719	19.5%
<b>Watab Township</b>	3,215	12.6%
<b>Total</b>	<b>138,401</b>	<b>13.7%</b>

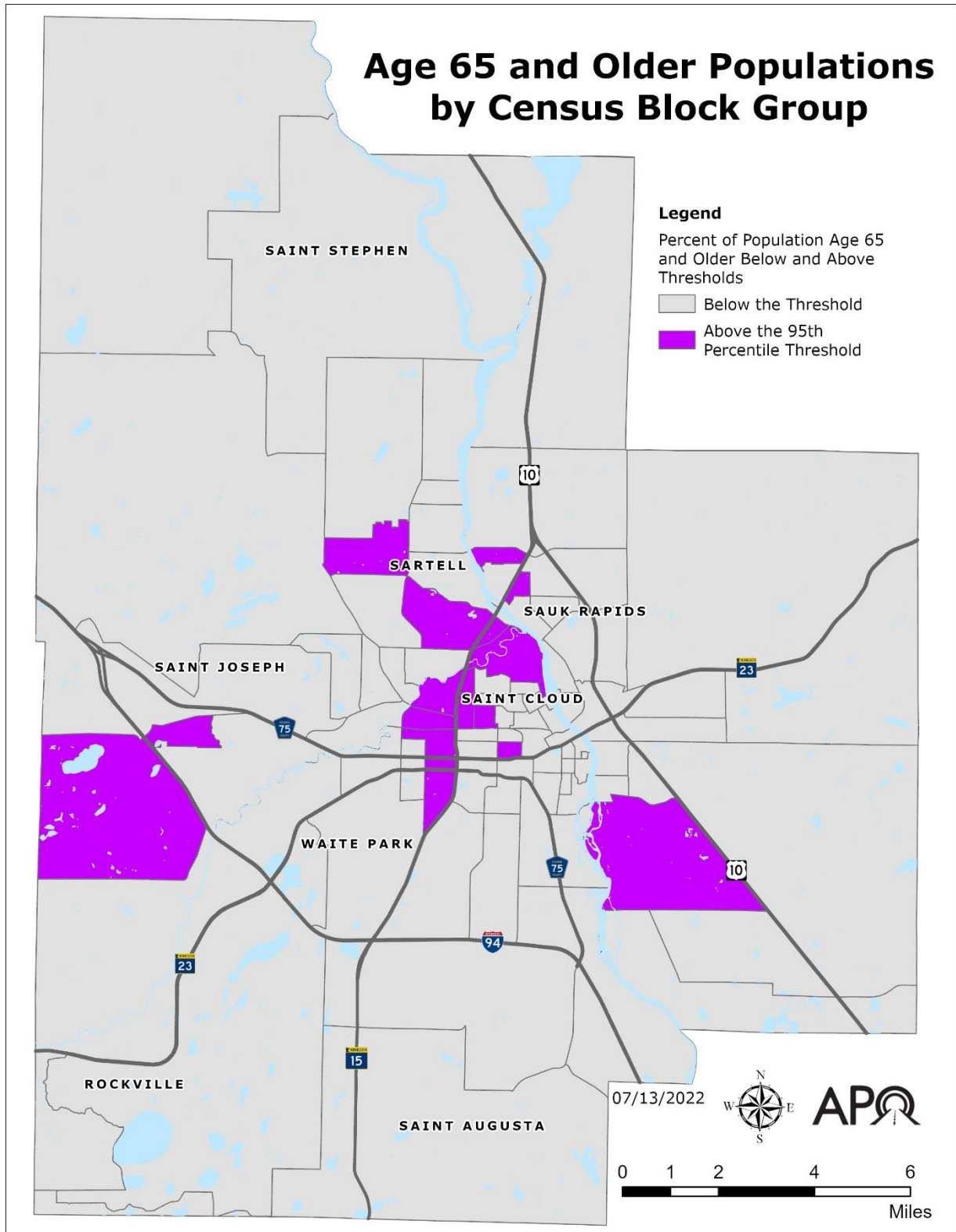
**Figure 30:** Persons age 65 and older population of jurisdictions within the APO's planning area.



**Figure 31:** Percent of jurisdictional population within the APO's planning area age 65 and older. Data courtesy of U.S. Census Bureau's 2016-2020 ACS Five Year Estimates.



**Figure 32:** Two people walking with their bicycles.



**Figure 33:** Locations of Census block groups within the APO’s planning boundary with high concentrations of people age 65 and older. Data courtesy of U.S. Census Bureau’s 2016-2020 ACS Five Year Estimates.

## Persons Age 18 and Younger

According to the 2016-2020 ACS Five Year Estimates, approximately one in four (26.5%) of people residing within the MPA are 18 and younger.

APO MPA	2010 Census Population	2016-2020 ACS Population Estimates	Percent Change
<b>Total Population</b>	130,225	138,401	6.3%
<b>Persons Age 18 and Younger</b>	28,536	36,714	28.7%
<b>Percent of Population Age 18 and Younger</b>	<b>21.9%</b>	<b>26.5%</b>	<b>21%</b>

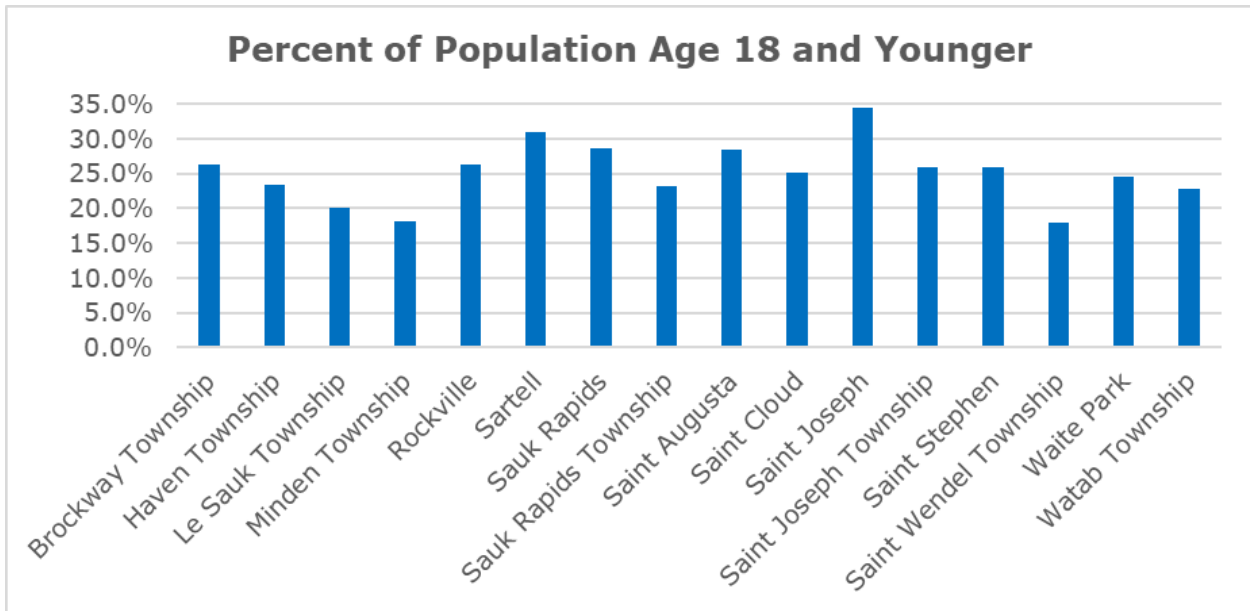
**Figure 34:** A comparison of the persons age 18 and younger population within the Saint Cloud MPA between 2010 and 2020.

Within the planning area, the City of Saint Joseph has the largest percentage of its population age 18 and younger (34.5%). This is followed by the City of Sartell (30.9%) and the City of Sauk Rapids (28.7%).

Below is a breakdown of the persons 18 and younger population of individual jurisdictions within the APO's planning area as reported by the 2016-2020 ACS Five Year Estimates.

Jurisdiction	2016-2020 ACS Population Estimates	Percent of Population Age 18 and Younger
<b>Brockway Township</b>	2,905	26.4%
<b>Haven Township</b>	2,298	23.4%
<b>LeSauk Township</b>	1,463	20.0%
<b>Minden Township</b>	1,288	18.1%
<b>Rockville</b>	2,571	26.3%
<b>Sartell</b>	18,439	30.9%
<b>Sauk Rapids</b>	13,926	28.7%
<b>Sauk Rapids Township</b>	531	23.2%
<b>Saint Augusta</b>	3,785	28.5%
<b>Saint Cloud</b>	68,390	25.1%
<b>Saint Joseph</b>	7,448	34.5%
<b>Saint Joseph Township</b>	1,198	26.0%
<b>Saint Stephen</b>	851	25.9%
<b>Saint Wendel Township</b>	2,374	17.9%
<b>Waite Park</b>	7,719	24.5%
<b>Watab Township</b>	3,215	22.9%
<b>Total</b>	<b>138,401</b>	<b>26.5%</b>

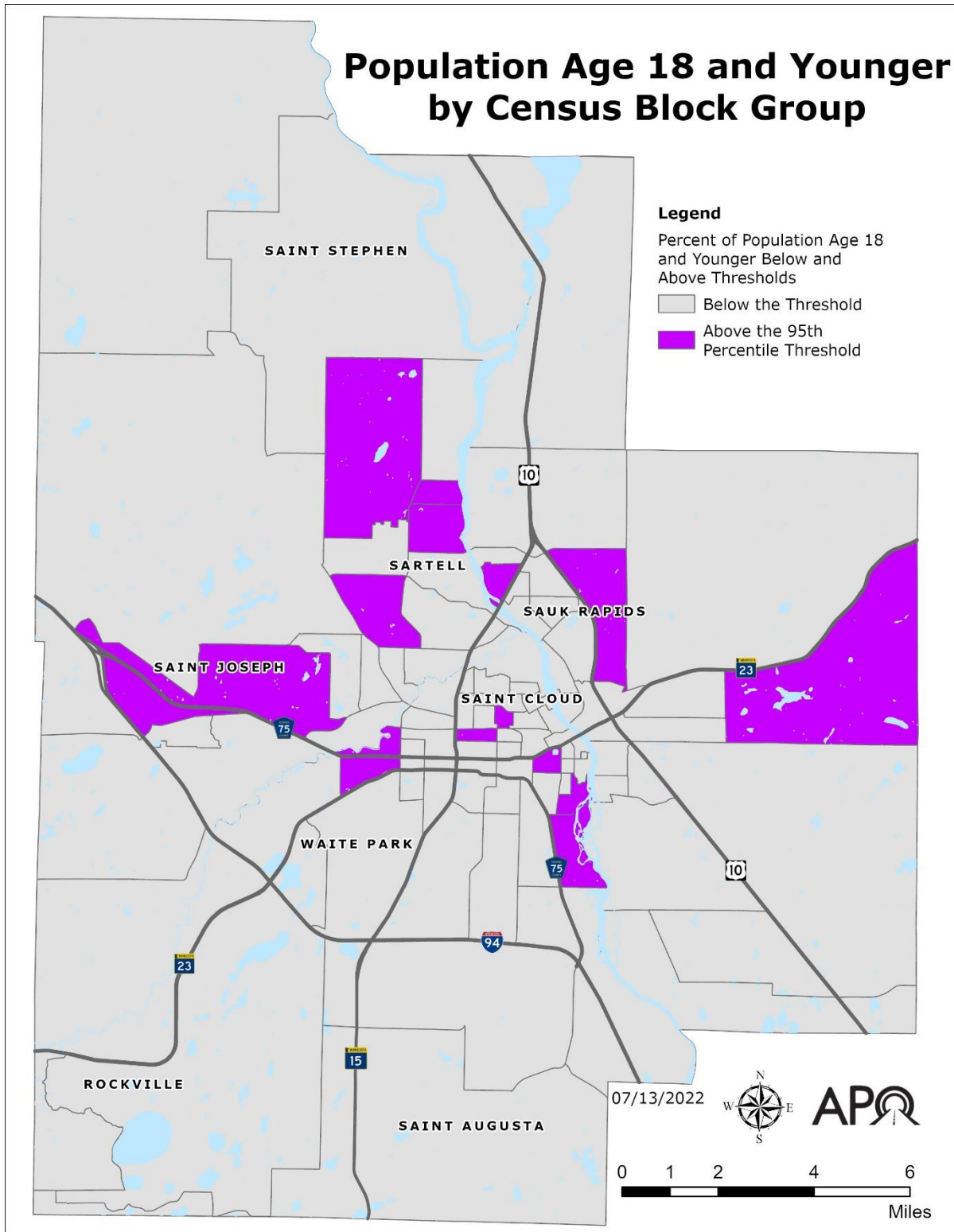
**Figure 35:** Persons age 18 and younger population of jurisdictions within the APO's planning area.



**Figure 36:** Percent of jurisdictional population within the APO's planning area age 18 and younger. Data courtesy of U.S. Census Bureau's 2016-2020 2020 ACS Five Year Estimates.



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



**Figure 38:** Locations of Census block groups within the APO’s planning boundary with high concentrations of people age 18 and younger. Data courtesy of U.S. Census Bureau’s 2016-2020 ACS Five Year Estimates.

## Internet Access

The APO has also included household internet access as a demographic metric. The digital divide refers to the gap in opportunities caused by unequal access to online resources among American households. As society has become increasingly digitally dependent over the past decade, the presence of this disparity has become a growing concern. Internet service is necessary for residents to do their jobs, to participate equally in school learning, health care, and to stay connected.

According to the 2016-2020 ACS Five Year Estimates, 13.2% or approximately one in 10 households do not have internet access at home. "Internet access" refers to whether or not a household uses or connects to the internet, regardless of whether or not they pay for the service to do so.

Within the planning area, the City of Waite Park has the largest percentage of its households without internet access (15.6%). This is followed by the City of Saint Joseph and the City of Rockville (both at 15.1%) and the Brockway Township (15%).

Below is a breakdown of the households without internet access by individual jurisdictions within the APO's planning area as reported by the 2016-2020 ACS Five Year Estimates.

Jurisdiction	2016-2020 ACS Population Estimates	Percent of Households without Internet Access
<b>Brockway Township</b>	1,103	15.0%
<b>Haven Township</b>	837	7.2%
<b>LeSauk Township</b>	586	10.2%
<b>Minden Township</b>	594	14.6%
<b>Rockville</b>	1,002	15.1%
<b>Sartell</b>	7,000	13.6%
<b>Sauk Rapids</b>	5,666	10.2%
<b>Sauk Rapids Township</b>	214	14.5%
<b>Saint Augusta</b>	1,202	8.6%
<b>Saint Cloud</b>	26,878	14.0%
<b>Saint Joseph</b>	2,256	15.1%
<b>Saint Joseph Township</b>	443	7.9%
<b>Saint Stephen</b>	330	11.5%
<b>Saint Wendel Township</b>	948	9.3%
<b>Waite Park</b>	3,515	15.6%
<b>Watab Township</b>	1,193	10.0%
<b>Total</b>	<b>53,767</b>	<b>13.2%</b>

*Figure 39: Percent of households without access to internet.*

## 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://bit.ly/3a4IIKp) (<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 40 and 41 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
<b>Saint Cloud MPA 2020 U.S. Decennial Census Estimates</b>	<b>107,147</b>	<b>16,840</b>	<b>5,510</b>	<b>3,610</b>	<b>624</b>	<b>67</b>	<b>5,347</b>	-
<b>Policy Board</b>	7	-	-	-	-	-	-	5
<b>Technical Advisory Committee</b>	6	-	-	-	-	-	1	6

**Figure 40:** 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
<b>Saint Cloud MPA 2020 U.S. Decennial Census Estimates</b>	<b>68,791</b>	<b>69,610</b>	-	-
<b>Policy Board</b>	4	2	-	5
<b>Technical Advisory Committee</b>	5	2	-	6

**Figure 41:** 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 objective 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 BIPOC 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.

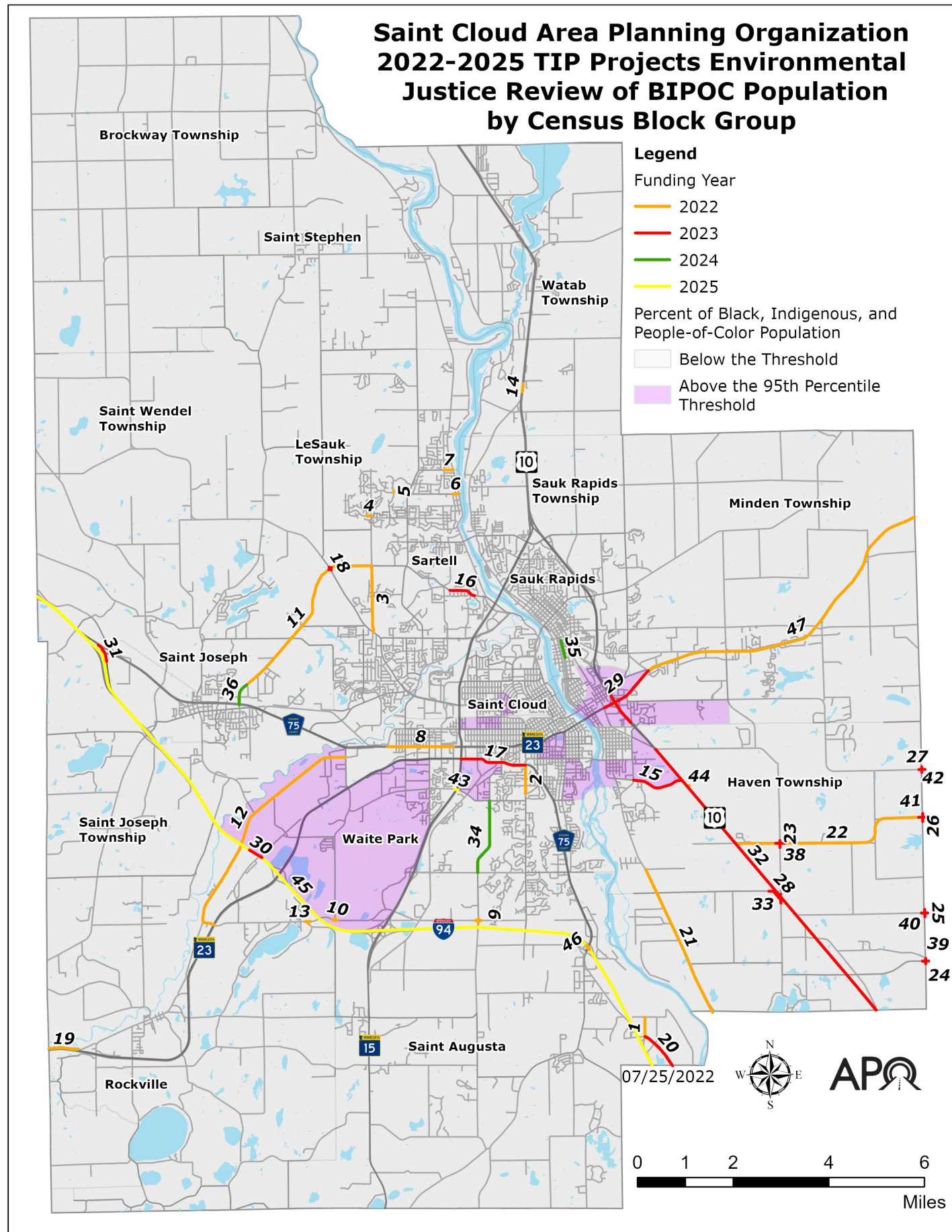
An equity or EJ analysis is conducted for the TIP. This includes a qualitative analysis in which planned or programmed roadway infrastructure projects are overlaid or superimposed on a map highlighting the areas with concentrations of BIPOC and low-income populations to determine the extent to which 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 BIPOC 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 2022-2025](https://bit.ly/2Tug0w5) – (<https://bit.ly/2Tug0w5>) a total of 11 projects intersect, at least in part, with block groups with a high percentage of BIPOC populations. A total of 11 projects intersect with block groups with a high percentage of households living in poverty. These projects, identified in Figure 47 include several safety improvements and roadway reconstruction projects. Projects excluded from this list include transit projects which benefit nearly the entire APO planning area.

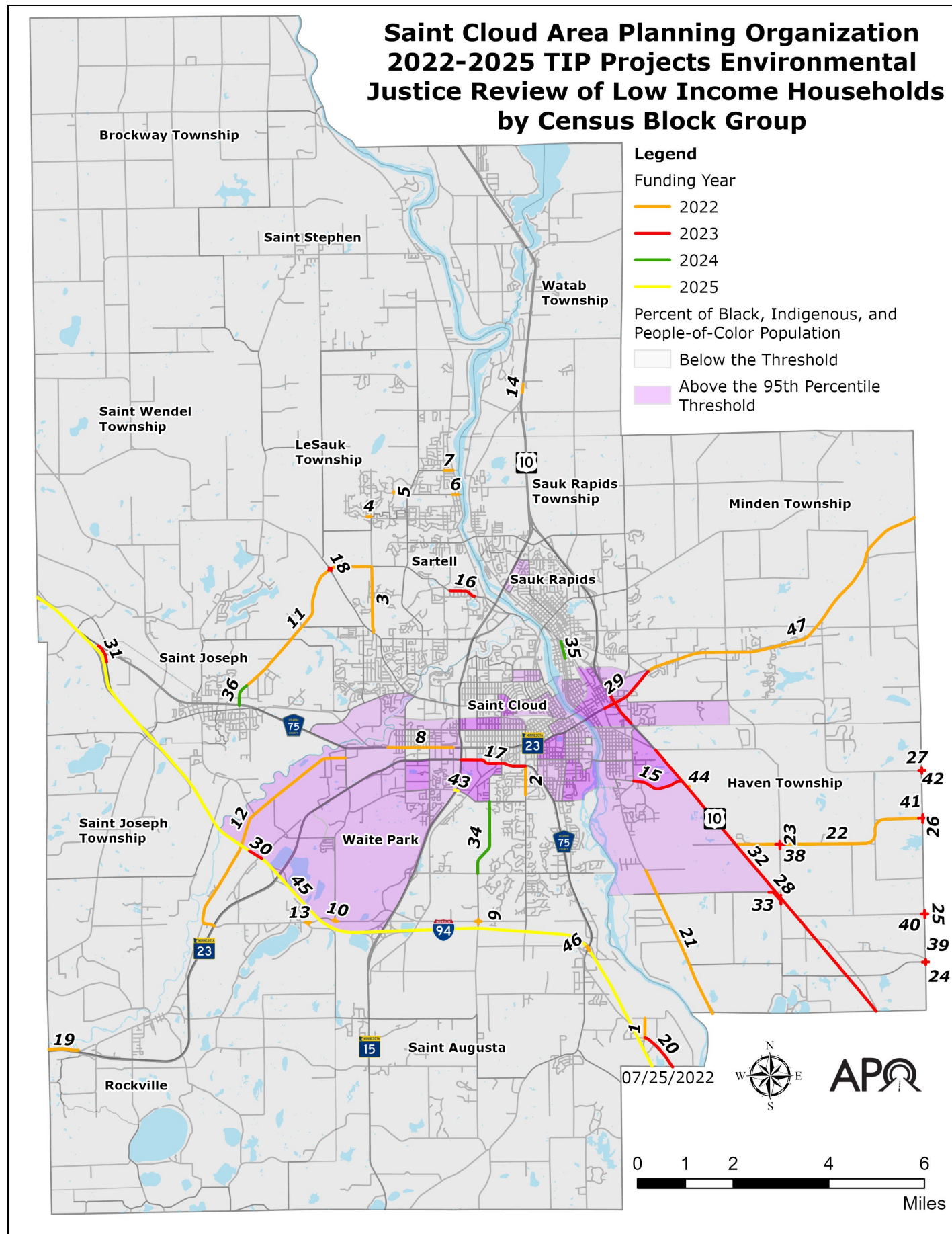


**Figure 42:** A photo of a building being demolished. In order to align with EO 12898, agencies and jurisdictions receiving Federal funds, including the APO, must take appropriate and necessary steps to identify and address disproportionately high and adverse effects of Federal projects on the health or environment of BIPOC or low-income households to the greatest extent practicable and permitted by law.



Project ID	Fiscal Year	Sponsor	Route	Work Type
1	2022	City of Saint Cloud	Beaver Island Trail	New trail
2	2022	City of Saint Cloud	MSAS 141 (Cooper Avenue)	Bituminous replacement
3	2022	City of Sartell	19th Avenue	Bituminous replacement
4, 5, 6, and 7	2022	City of Sartell	Seventh Street N 12th Street N 13th Avenue N Third Street N	New trail
8	2022	Stearns County	CSAH 75	Concrete pavement rehabilitation
<b>9*, 10*, and 13</b>	<b>2022</b>	<b>Stearns County</b>	<b>CSAH 136 (Oak Grove Road SW) and CR 122 (40th Street S)</b> <b>CSAH 6 and CSAH 137</b> CSAH 6 and CR 137	<b>Lighting</b>
11 and 12*	<b>2022</b>	<b>Stearns County</b>	CSAH 133 <b>CSAH 138</b>	<b>Signing</b>
14	2022	MnDOT	US 10	Box culvert
<b>15*</b>	<b>2023</b>	<b>MnDOT</b>	<b>MN 301</b>	<b>Retaining wall preservation</b>
16	2023	City of Sartell	Heritage Drive	New trail
<b>17*</b>	<b>2023</b>	<b>Stearns County</b>	<b>CSAH 75</b>	<b>Mill and overlay</b>
18	2023	Stearns County	CSAH 4	Roundabout
19	2022	Stearns County	ROCORI Trail	New trail
20	2023	Stearns County	Beaver Island Trail	New trail
21, 22, 23, 24, 25, 26, and 27	2022	Sherburne County	CSAH 8 from 37th Street south to the Haven Township border CSAH 3 from US 10 to CSAH 20 CSAH 3 and CSAH 7 CSAH 20 and CSAH 16 CSAH 20 and CR 61 CSAH 20 and CSAH 3 CSAH 20 and CR 62	Signing
28	2023	Sherburne County	CR 65 and 45th Avenue	New pavement bituminous
<b>29*</b>	<b>2023</b>	<b>MnDOT</b>	<b>MN 23</b>	<b>Bridge new</b>
<b>30*</b>	<b>2023</b>	<b>MnDOT</b>	<b>I-94</b>	<b>Bridge deck overlay, bridge new</b>
31	2023	MnDOT	I-94	Bridge deck overlay
<b>32*</b>	<b>2023</b>	<b>MnDOT</b>	<b>US 10</b>	<b>Guard rail</b>
33	2023	MnDOT	CR 65	Railroad crossing improvements
<b>34*</b>	<b>2024</b>	<b>City of Saint Cloud</b>	<b>CR 136</b>	<b>Bituminous reclamation</b>
35	2024	City of Sauk Rapids	Second Avenue S	New pavement bituminous
36	2024	Stearns County	CSAH 133	New pavement bituminous
38, 39, 40, 41, and 42	2023	Sherburne County	CSAH 3 and CSAH 7 CSAH 20 and CSAH 16 CSAH 20 and CR 61 CSAH 20 and CSAH 3 CSAH 20 and CR 62	Lighting
<b>43*</b>	<b>2025</b>	<b>MnDOT</b>	<b>MN 15</b>	<b>Bridge deck overlay</b>
44	2022	MnDOT	US 10	Historical preservation
<b>45*</b>	<b>2025</b>	<b>MnDOT</b>	<b>I-94</b>	<b>ITS program</b>
46	2022	MnDOT	I-94	ITS program
<b>47</b>	<b>2022</b>	<b>MnDOT</b>	<b>MN 23</b>	<b>ITS program</b>

**Figure 44:** Map of the APO's FY 2022-2025 TIP project locations and the proximity to areas with a high concentration of BIPOC populations. Asterisks and bold font denote projects that intersect, at least in part, with block groups with a high concentration of BIPOC populations.  
STAKEHOLDER ENGAGEMENT PLAN - OCTOBER 2022



Project ID	Fiscal Year	Sponsor	Route	Work Type
1	2022	City of Saint Cloud	Beaver Island Trail	New trail
2	2022	City of Saint Cloud	MSAS 141 (Cooper Avenue)	Bituminous replacement
3	2022	City of Sartell	19th Avenue	Bituminous replacement
4, 5, 6, and 7	2022	City of Sartell	Seventh Street N 12th Street N 13th Avenue N Third Street N	New trail
<b>8*</b>	<b>2022</b>	<b>Stearns County</b>	<b>CSAH 75</b>	<b>Concrete pavement rehabilitation</b>
9, 10, and 13	2022	Stearns County	CSAH 136 (Oak Grove Road SW) and CR 122 (40th Street S) CSAH 6 and CSAH 137 CSAH 6 and CR 137	Lighting
11 and 12*	<b>2022</b>	<b>Stearns County</b>	<b>CSAH 133</b> <b>CSAH 138</b>	<b>Signing</b>
14	2022	MnDOT	US 10	Box culvert
<b>15*</b>	<b>2023</b>	<b>MnDOT</b>	<b>MN 301</b>	<b>Retaining wall preservation</b>
16	2023	City of Sartell	Heritage Drive	New trail
<b>17*</b>	<b>2023</b>	<b>Stearns County</b>	<b>CSAH 75</b>	<b>Mill and overlay</b>
18	2023	Stearns County	CSAH 4	Roundabout
19	2022	Stearns County	ROCORI Trail	New trail
20	2023	Stearns County	Beaver Island Trail	New trail
<b>21*, 22*, 23, 24, 25, 26, and 27</b>	<b>2022</b>	<b>Sherburne County</b>	<b>CSAH 8 from 37th Street south to the Haven Township border</b> <b>CSAH 3 from US 10 to CSAH 20</b> CSAH 3 and CSAH 7 CSAH 20 and CSAH 16 CSAH 20 and CR 61 CSAH 20 and CSAH 3 CSAH 20 and CR 62	<b>Signing</b>
<b>28*</b>	<b>2023</b>	<b>Sherburne County</b>	<b>CR 65 and 45th Avenue</b>	<b>New pavement bituminous</b>
<b>29*</b>	<b>2023</b>	<b>MnDOT</b>	<b>MN 23</b>	<b>Bridge new</b>
30	2023	MnDOT	I-94	Bridge deck overlay, bridge new
31	2023	MnDOT	I-94	Bridge deck overlay
<b>32*</b>	<b>2023</b>	<b>MnDOT</b>	<b>US 10</b>	<b>Guard rail</b>
<b>33*</b>	<b>2023</b>	<b>MnDOT</b>	<b>CR 65</b>	<b>Railroad crossing improvements</b>
<b>34*</b>	<b>2024</b>	<b>City of Saint Cloud</b>	<b>CR 136</b>	<b>Bituminous reclamation</b>
35	2024	City of Sauk Rapids	Second Avenue S	New pavement bituminous
36	2024	Stearns County	CSAH 133	New pavement bituminous
38, 39, 40, 41, and 42	2023	Sherburne County	CSAH 3 and CSAH 7 CSAH 20 and CSAH 16 CSAH 20 and CR 61 CSAH 20 and CSAH 3 CSAH 20 and CR 62	Lighting
<b>43*</b>	<b>2025</b>	<b>MnDOT</b>	<b>MN 15</b>	<b>Bridge deck overlay</b>
44	2022	MnDOT	US 10	Historical preservation
45	2025	MnDOT	I-94	ITS program
46	2022	MnDOT	I-94	ITS program
47	2022	MnDOT	MN 23	ITS program

**Figure 44:** Map of the APO's FY 2022-2025 TIP project locations and the proximity to areas with a high concentration of low income households. Asterisks and bold font denote projects that intersect, at least in part, with block groups with a high concentration of low income households.

	Population	Population Percentage	TIP Investment	Percentage of TIP Investment
<b>BIPOC Population</b>	32,498	23.3%	\$51,441,517	64.7%
<b>Non-BIPOC Population</b>	107,147	76.7%	\$28,071,933	35.3%
<b>Total</b>	<b>139,645</b>	<b>100%</b>	<b>\$79,513,450</b>	<b>100%</b>

**Figure 45:** BIPOC population within the APO planning area and TIP project investments within the APO area excluding transit projects. Population data courtesy of 2020 U.S. Census Bureau. TIP data courtesy of Saint Cloud APO.

	Households	Household Percentage	TIP Investment	Percentage of TIP Investment
<b>Households with Low-Income</b>	7,244	13.5%	\$51,061,517	64.2%
<b>Non-Low-Income Households</b>	46,523	86.5%	\$28,451,933	35.8%
<b>Total</b>	<b>53,767</b>	<b>100%</b>	<b>\$79,513,450</b>	<b>100%</b>

**Figure 46:** 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, 2016-2020 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 BIPOC 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 2022-2025 APO TIP projects that are likely to impact Census block groups within the APO planning area with a higher concentration of BIPOC and/or low-income households.



TIP ID	Route System	Project Number	FY	Agency	Project Description	Estimated Project Total*	Local/State Match Required	BIPOC Area	Low-Income Household Area
1	LOCAL STREETS	162-090-007	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	\$997,265	\$517,265	NO	NO
2	LOCAL STREETS	162-141-008	2022	SAINT CLOUD	**AC** ST CLOUD MSAS 141 (COOPER AVE), FROM TRAVERSE ROAD TO STEARNS CSAH 75, RECONSTRUCTION WITH BICYCLE LANES AND SIDEWALK (PAYBACK IN 2023)	\$5,147,060	\$3,077,980	NO	NO
3	LOCAL STREETS	220-113-002	2022	SARTELL	**AC** SARTELL 19 <sup>TH</sup> AVE, FROM STEARNS CSAH 4 TO STEARNS CSAH 133, RECONSTRUCTION (AC PROJECT, PAYBACK IN 2023)	\$7,037,903	\$4,947,983	NO	NO
4, 5, 6, 7	LOCAL STREETS	220-090-003	2022	SARTELL	**AC** CONSTRUCT NEW TRAILS AND SIDEWALK IN GAP AREAS IN THE CITY OF SARTELL (PAYBACK IN 2025)	\$458,740	\$91,700	NO	NO
8	HIGHWAY CSAH 75	073-675-040AC	2022	STEARNS COUNTY	**AC** STEARNS CSAH 75, FROM 15 <sup>TH</sup> AVE IN WAITE PARK TO PARK AVE IN ST. CLOUD ALONG DIVISION ST, REHABILITATE CONCRETE PAVEMENT (AC PROJECT, PAYBACK 1 OF 1)	\$0	\$0	NO	YES
9, 10, 13	LOCAL STREETS	073-070-024	2022	STEARNS COUNTY	RURAL INTERSECTION LIGHTING AT VARIOUS STEARNS CO ROAD INTERSECTIONS	\$96,000	\$9,600	YES	NO
11, 12	LOCAL STREETS	073-073-023	2022	STEARNS COUNTY	CHEVRON CURVE SIGNING ALONG VARIOUS STEARNS CO ROADS	\$240,000	\$24,000	YES	YES
14	HIGHWAY US 10	0502-115	2022	MNDOT	US 10, REPLACE BRIDGE #3666 OVER STREAM WITH BOX CULVERT 0.5 MI NW OF BENTON CSAH 33. PLACE HIGH TENSION MEDIAN CABLE GUARDRAIL FROM 66 <sup>TH</sup> STREET TO CSAH 33.	\$1,400,000	\$280,000	NO	NO
15	HIGHWAY MN 301	7109-08	2023	MNDOT	**PRS** MN 301, RECLAIM & REHABILITATE RETAINING WALLS WHICH ARE NATIONAL REGISTER	\$3,457,733	\$3,457,733	YES	YES



TIP ID	Route System	Project Number	FY	Agency	Project Description	Estimated Project Total*	Local/State Match Required	BIPOC Area	Low-Income Household Area
					CONTRIBUTING FEATURES ON A HISTORIC DISTRICT LISTED ON THE NRHP USING SECRETARY OF INTERIOR STANDARDS FOR TREATMENT OF HISTORIC PROPERTIES. IMPROVE DRAINAGE, MAINTAINABILITY AND SAFETY ADJACENT TO WALL.				
16	LOCAL STREETS	220-090-002	2023	SARTELL	HERITAGE DRIVE PATH CONNECTIVITY AND ENHANCEMENTS FROM HUNTINGTON DR S TO AMBER AVE S. & 2 X-WALKS ALONG HERITAGE DR.	\$459,121	\$91,824	NO	NO
17	LOCAL STREETS	073-675-041	2023	STEARNS COUNTY	**AC**: STERANS CSAH 75, FROM TH 15 TO COOPER AVE MILL & OVERLAY (PAYBACK IN 2024)	\$1,600,000	\$369,890	YES	YES
18	HIGHWAY CSAH 4	073-070-025	2023	STEARNS COUNTY	STEARNS CSAH 4 AND CSAH 133, CONSTRUCT ROUND-A-BOUT.	\$888,900	\$88,900	NO	NO
19	LOCAL STREETS	073-090-011	2022	STEARNS COUNTY	**AC**: CONSTRUCT PHASE 3 OF THE ROCORI TRAIL ALONG RR CORRIDOR FROM COLD SPRING TO ROCKVILLE (PAYBACK IN 2023 AND 2024)	\$1,813,000	\$1,000,730	NO	NO
20	LOCAL STREETS	073-090-012	2023	STEARNS COUNTY	BEAVER ISLAND TRAIL EXTENSION FROM ST CLOUD CITY LIMITS TO STEARNS CR 143 W OF CLEARWATER.	\$1,740,000	\$1,340,000	NO	NO
21, 22, 23, 24, 25, 26, 27	LOCAL STREETS	071-070-043	2022	SHERBURNE COUNTY	**AC** INSTALL SINUSOIDAL RUMBLE STRIPS AND INTERSECTION SIGN ENHANCEMENTS AT VARIOUS LOCATIONS ON SHERBURNE COUNTY HIGHWAYS (PAYBACK IN 2023)	\$150,000	\$15,000	NO	YES
28	HIGHWAY US 10	071-596-008; 7103-65	2023	SHERBURNE COUNTY	**AC** SHERBURNE CR 65 & 45 <sup>TH</sup> AVE, REALIGNMENT AND ACCESS CONSOLIDATION WITH US 10 & BNSF RR XING (PAYBACK IN 2025) (ASSOCIATED SP 7103-65)	\$2,500,000	\$300,000	NO	YES
29	HIGHWAY MN 23	0503-91; 0503-91S;	2023	MNDOT	**PRS**AC**ELLE**: MN 23, AT US 10 INTERCHANGE IN ST. CLOUD, RECONSTRUCT MN 23 FROM .1 MI W	\$40,153,784	\$12,669,442	YES	YES



TIP ID	Route System	Project Number	FY	Agency	Project Description	Estimated Project Total*	Local/State Match Required	BIPOC Area	Low-Income Household Area
		0503-91GMNR			OF LINCOLN AVE TO .1 MI W OF CR 1; RECONSTRUCT US 10 FROM .2 MI W OF ST. GERMAIN TO .1 MI N OF 15 <sup>TH</sup> AVE SE; REPLACE BRIDGES OVER US 10, BR #9021 WITH BR #05019 AND BR #9022 WITH BR #05018; INCLUDES MULTIMODAL IMPROVEMENTS (GREATER MN RELIABILITY). CONSTRUCT 4 <sup>TH</sup> ST BRIDGE OVER US 10. (PAYBACK IN 2024)				
30	HIGHWAY I 94	7380-259	2023	MNDOT	**ELLE**: I-94, OVERLAY BRIDGE NOS. 73875 AND 73876 OVER BNSF RR 0.6 MI WEST ON MN 23 INTERCHANGE	\$2,209,000	\$441,800	YES	NO
31	HIGHWAY I 94	7380-264	2023	MNDOT	I-94, OVERLAY BRIDGE NO 73868 AT THE CSAH 75 FLYOVER NW OF ST JOSEPH	\$1,200,000	\$240,000	NO	NO
32	HIGHWAY US 10	7103-63	2023	MNDOT	**SEC164**: US 10 INSTALL MEDIAN CABLE BARRIER GUARDRAIL FROM SHERBURNE CSAH 7 IN ST CLOUD TO 0.42 MI E OF SHERBURNE CSAH 20 IN CLEAR LAKE (HSIP PROJECT)	\$1,900,000	\$190,000	YES	YES
33	LOCAL STREETS	71-00129	2023	MNDOT	BNSF RR, RE-ALIGNMENT AND NEW SIGNAL INSTALL AT CR 65, 42 <sup>ND</sup> ST, HAVEN TWP, SHERBURNE COUNTY	\$300,000	\$78,000	NO	YES
34	HIGHWAY MSAS 175	162-591-005AC	2024	SAINT CLOUD	**AC**: ST. CLOUD; RECONSTRUCT STEARNS CR 136 FROM 22 <sup>ND</sup> ST S TO 33 <sup>RD</sup> ST S, TO MULTIMODAL CORRIDOR (ASSOCIATED WITH 162-591-005) (PAYBACK 1 OF 1)	\$0	\$0	YES	YES
35	LOCAL STREETS	191-104-006	2024	SAUK RAPIDS	**AC** RECONSTRUCT 2 <sup>ND</sup> AVE S FROM BENTON DR TO 10 <sup>TH</sup> ST S, INCLUDING SIDEWALK, ADA, LIGHTING, DRAINAGE AND WATERMAIN IMPROVEMENTS IN THE CITY OF SAUK RAPIDS (PAYBACK IN 2025)	\$1,744,000	\$608,880	NO	NO





TIP ID	Route System	Project Number	FY	Agency	Project Description	Estimated Project Total*	Local/State Match Required	BIPOC Area	Low-Income Household Area
36	HIGHWAY CSAH 133	073-733-006	2024	STEARNS COUNTY	STEARNS CSAH 133 FROM STEARNS CSAH 75 TO 15 <sup>TH</sup> AVE IN ST JOSEPH; EXPAND TO 4 LANE, INTERSECTION IMPROVEMENTS AT ELM ST, DUAL LEFT TURN LANES FROM EB CSAH 75 TO NB CSAH 133	\$1,822,944	\$364,589	NO	NO
38, 39, 40, 41, 42	LOCAL STREETS	071-070-042	2022	SHERBURNE COUNTY	**AC** INSTALL RURAL INTERSECTION STREET LIGHTING AT VARIOUS SHERBURNE COUNTY HIGHWAY INTERSECTIONS (PAYBACK IN 2024)	\$368,000	\$36,800	NO	NO
43	HIGHWAY MN 15	7303-52	2025	MNDOT	MN 15, BR 73019 OVER MN 15 AT CSAH 137,-OVERLAY	\$760,000	\$152,000	YES	YES
44	HIGHWAY US 10	7103-64	2022	MNDOT	ST CLOUD HISTORICAL MARKER SITE - REINSTALL INTERPRETIVE PANELS WITH NEW CONCRETE FOOTINGS AND PAD, MINOR STONE REPAIRS TO HISTORICAL MARKER TO STABILIZE LOOSE STONES AND REPOINT MORTAR CRACKS	\$50,000	\$50,000	NO	NO
45	HIGHWAY I 94	8823-375	2025	MNDOT	I-94, DMS, CAMERA'S AND FIBER FROM US 71 IN SAUK CENTRE TO MN 24 IN CLEARWATER AND MN 24 FROM I-94 TO STEARNS CO. CSAH 75 IN CLEARWATER	\$500,000	\$100,000	YES	NO
46	HIGHWAY I 94	8823-403	2022	MNDOT	I-94, DYNAMIC MESSAGE SIGN REPLACEMENT AT 5 LOCATIONS IN STEARNS AND WRIGHT COUNTIES	\$140,000	\$140,000	NO	NO
47	HIGHWAY MN 23	0503-92	2022	MNDOT	MN 23, INSTALL FIBER OPTIC FROM BENTON CSAH 1 TO MN 25 IN FOLEY	\$380,000	\$380,000	YES	NO
<b>TOTAL</b>						<b>\$79,513,450</b>	<b>\$31,064,116</b>	<b>Yes: 13 No: 19</b>	<b>Yes: 13 No: 19</b>

\*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 47:** A list of FY 2022-2025 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

#### Organizational Responsibilities

The Title VI Coordinator is responsible for overseeing compliance with applicable nondiscrimination authorities in each transportation planning and programming area at the APO. The Title VI Coordinator ensures compliance with provisions of the law, including the requirements of 23 CFR Part 200 and 49 CFR Part 21, administering the Title VI complaint procedures, and ensuring compliance with Title VI by recipients, sub-grantees, contractors and sub-contractors of the APO.

#### 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.

Title VI Coordinator's responsibilities are as follows:

1. Properly route all Title VI complaints received by the APO and provide any necessary access to the APO documents and persons.
2. Collect statistical data (race, color, sex, age, disability, income status, and national origin) of participants in and beneficiaries of state highway programs, e.g. affected citizens and impacted communities.
3. Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of consultant contractors and other recipients of federal-aid highway fund contracts administered through the APO.
5. Review the APO's program directives. Where applicable, include Title VI language and related requirements.
6. Conduct training programs on Title VI and other related statutes for the APO's employees.
7. Post a copy of the Title VI Plan on the APO's website. Post the Title VI Plan at the APO's 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.
8. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Post the Title VI Plan on APO's website and in the office.
9. Conduct post-grant reviews of the APO's programs and applicants for compliance with Title VI requirements.
10. Identify and take corrective action to help eliminate discrimination.
11. Establish procedures to promptly resolve identified Title VI deficiencies. Document remedial actions agreed to be necessary. Provide remedial actions within 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](mailto: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

No person or groups of persons shall, 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, and its contractors on the grounds of **race, color, national origin, sex, age, disability, or low-income status**.

The scope of Title VI covers all internal and external activities of the APO.

The following types of actions are prohibited under Title VI protections (See [49 C.F.R. 21.5](#)):

- Excluding individuals or groups from participation in programs or activities.
- Denying program services or benefits to individuals or groups.
- Providing a different service or benefit or providing them in a manner different from what is provided to others.
- Denying an opportunity to participate as a member of a planning, advisory or similar body that is an integral part of the program.

The complaint procedure below is available from the Minnesota Department of Transportation (MnDOT) in [Spanish](#), [Somali](#), and [Hmong](#).

## How to File a Formal Title VI Complaint

Any person(s) or organization(s) believing they have been discriminated against on the basis of the protected classes state above by the APO or its contractors may file a Title VI complaint.

Discrimination complaints **must be received no more than 180 days after the alleged incident** unless the time for filing is extended by the processing agency.

Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. A complaint should contain the following information:

- A written explanation of the alleged discriminatory actions;
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address;
- The basis of the complaint (e.g., race, color, national origin, etc.);
- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated;



- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is on-going.

Complainants are encouraged to submit complaints directly to MnDOT via its online complaint form available here: <https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>. Language assistance is available for limited English proficient individuals. MnDOT has hard copy complaint forms available in [Spanish](#), [Somali](#), and [Hmong](#).

If necessary, the complainant may call MnDOT at the phone number below and provide the allegations by telephone. MnDOT will transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature.

Complaints can also be filed directly with the following agencies:

Federal Highway Administration  
 U.S. Department of Transportation Office of Civil Rights  
 1200 New Jersey Avenue, SE  
 8th Floor E81-105  
 Washington, DC 20590  
**Email:** [CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)  
**Fax:** 202-366-1599  
**Phone:** 202-366-0693

Minnesota Department of Transportation  
 Office of Civil Rights  
 385 John Ireland Boulevard, Mail Stop 170  
 St. Paul, MN 55105  
**Online:** [Complaint Form](#)  
**Fax:** 651-366-3129  
**Phone:** 651-366-3073

After submitting a complaint, the complainant will receive a correspondence informing them of the status of the complaint within ten (10) business days of the agency receiving the complaint.

MnDOT Office of Civil Rights (OCR) will forward the complaint to the FHWA Minnesota Division Office, along with a preliminary processing recommendation. The FHWA Minnesota Division Office will forward the complaint to FHWA Headquarters Office of Civil Rights (HCR).

FHWA HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints. There are four potential outcomes for processing complaints:

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under the FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Minnesota Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant,



respondent, and FHWA Minnesota Division Office a written notice that it is dismissing the complaint.

- **Referral\Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

Complaints are not investigated by the APO. FHWA HCR is responsible for investigating all complaints. FHWA HCR may also delegate the investigation to MnDOT OCR, who would then conduct all data requests, interviews, and analysis and create a Report of Investigation (ROI). MnDOT OCR will have sixty (60) business days from the date the investigation is delegated to prepare the ROI and send it to HCR. HCR will review the ROI and compose a Letter of Finding based on the ROI.

For further information about the FHWA investigation process and potential complaint outcomes, please visit the [Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964](#).

## **Title VI Complaint Recordkeeping**

All recipients of federal financial assistance are required to maintain a list of any complaints alleging discrimination on the basis of race, color, or national origin.

**As of June 2022, there have been no Title VI investigations, complaints, or lawsuits filed with the APO**

In order to comply with federal requirements the APO maintains a Complaint Log in case a complaint arises. To view a copy of the Complaint Log please see Appendix B.

## **Staff Training**

As an organization, APO staff will complete one hour of training per calendar year. The Title VI Coordinator will determine the required training annually. Each year, the Title VI Training and Certificate of Completion will be incorporated into the APO's SEP annual report.

The Title VI Training Log for Employees can be found in Appendix I.

## **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](mailto: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 June 2022, the APO has had no formal Title II complaints filed against the organization.***

### **Public Notice of Rights under Title VI**

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.*

*A complaint may also be submitted to Minnesota Department of Transportation Office of Civil Rights by submitting an online complaint form (<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>) or by calling 651-366-3071.*

#### 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 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*



*dhibaatada. 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](http://www.stcloudapo.org)) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.*

*Cabashada ayaa sidoo kale waxaa loo soo gudbin karaa Waaxda Gaadiidka ee Minnesota Xafiiska Xuquuqda Madaniga ah iyadoo la soo dirayo foom cabashada ee khadka internet (<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>) ama iyada oo la soo wacayo 651 -366-3071.*

#### 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](http://www.stcloudapo.org)) o puedes ver una copia en nuestra oficina e 1040 County Road 4, Saint Cloud, MN 56303.*

*También se puede presentar una queja a la Oficina de Derechos Civiles del Departamento de Transporte de Minnesota enviando un formulario de queja en línea (<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>) o llamando al 651-366-3071.*

### **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](mailto: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](mailto: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](mailto: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 BIPOC, individuals with low-income, individuals with disabilities, limited English proficient individuals, and elderly populations.

Below is a sample of that interested stakeholder list.

**BIPOC**

- 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](mailto:admin@stcloudapo.org)), by phone (320-252-7568), or in-person/by mail at 1040 County Road 4, St. Cloud, MN 56303.

## Subrecipient Oversight

In accordance with 49 CFR 21.9(b), and to ensure that subrecipients are complying with the DOT Title VI regulations the APO must monitor their subrecipients for compliance with the regulations. Monitoring requires the APO to do following:

- Determine the scope of subrecipient's activities and the related Title VI responsibilities.
- Ensure subrecipient is aware of the identified Title VI responsibilities within the scope of its activities.
- Ensure Appendix A & Assurance Attachment 5 of the Title VI/Non-Discrimination Assurances are inserted into all contracts with subrecipients.
- Ensure subrecipient's operations under its contract with the APO are carried out in accordance with the APO's Title VI Non-Discrimination Plan.



**Figure 48:** Photo of member of the public attending a meeting.

## 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.***

The U.S. Census Bureau 2016-2020 ACS Five Year Estimates have determined 15,020 individuals within the Saint Cloud APO planning area over age 5 speak a language other than English at home. That is equivalent to 11.6% of the population age 5 and older. Of this, the ACS data has estimated 5,783 of those individuals – or 4.5% of the population over 5 years of age – speak English less than “very well”. This is on par with the state’s 4.5% and below the nation’s (8.2%) threshold for people who speak English less than “very well.”

Geographic Area	2016-2020 ACS Population	2016-2020 Population (5+) Who Speak English Less Than “Very Well”	Percent of Total Population
United States	306,919,116	25,312,024	8.2%
Minnesota	5,249,062	234,697	4.5%
Saint Cloud MPA	129,665	5,783	4.5%

**Figure 49:** A geographic breakdown of the 2020 population over age 5 who speak English less than “very well.” Data courtesy of the 2016-2020 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 other and unspecified languages (3,473 people or 2.7%); Spanish (632 people or 0.5%); and Vietnamese (457 people or 0.4%). Primary home language data from the Minnesota Department of Education school year 2019-2020 Saint Cloud public School District 742 school year 2019-2020 was used to understand the other and unspecified languages better. The most common languages excluding English are Somali (26.5%), Spanish (3.9%), and Vietnamese (0.9%).

U.S. DOT has adopted the Safe Harbor Provision which outlines circumstances that can provide a “safe harbor” for recipients regarding translation of vital written materials for LEP populations. A vital document includes paper or electronic written material that contains information that is critical for accessing a component’s programs, services, benefits, or activities; directly and substantially related to public safety; or required by law. 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 analysis within the frequency factor and in consultation with the Saint Cloud area’s urban transit provider, Saint Cloud Metro Bus, the Saint Cloud APO concluded that the local Somali population is likely a significant LEP population in its service area requiring more emphasis for translation services.

## **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](mailto: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](mailto: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](mailto: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 2016-2020 ACS Five-Year Estimates, approximately 88.4% of the Saint Cloud MPA population over the age of 5 speaks only English. Of the remaining 11.6% of the population that speaks a language other than English, 4.5% speak English less than very well.

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 are 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](mailto: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](mailto: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](mailto: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**

In accordance with 49 CFR 21.9(b), and to ensure that subrecipients are complying with the DOT Title VI regulations, the APO must monitor their subrecipients for compliance with the regulations. Monitoring requires the APO to do following:

- Determine the scope of subrecipient's activities and the related Title VI responsibilities.
- Ensure subrecipient is aware of the identified Title VI responsibilities within the scope of its activities.
- Ensure Appendix A and Assurance Attachment 5 of the Title VI/Non-Discrimination Assurances are inserted into all contracts with subrecipients.
- Ensure subrecipient's operations under its contract with the APO are carried out in accordance with the APO's Title VI Non-Discrimination Plan.

## Monitoring

The APO will review the LEP Plan annually with its self-certification procedure per [23 CFR 450.336](https://www.federalregister.gov/documents/2017/07/26/2017-14481) (<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 IIJA 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 50:** 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.

\_\_\_\_\_  
Joe Perske, Chair  
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 Log

Name of Complainant First Name, Last Name Address Phone Email	Date Received		Basis of Complaint (race, sex, color, age, national origin, disability, limited English proficiency, income status, other)	Additional Information regarding complaint	MPO Response		
	Year	Month/Day			Action	Status (Active, pending comment, closed)	Date Complaint Closed

\*As of June 2022, no discrimination complaints have been received.

## 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](mailto: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  
8<sup>th</sup> 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 macaamilaa 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:

Saint Cloud Area Planning Organization  
 Title II Coordinator  
 1040 County Road 4  
 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 qaadaneyso 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, emaylka, ama fakis lagu diro. Rafcaannada waxaa dhegeysan doona



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

Minnesota Division

Federal Highway Administration

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 lagula Soo Xiriiryo:

### Miyaad adiga laftaada xereyneysaa ashtakadan?

Haa

Maya

Haddii aad ku jawaabtay HAA su'aasha ugu dambaysa, 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:

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

Federal Highway Administration  
U.S. Department of Transportation  
Office of Civil Rights  
1200 New Jersey Avenue, SE  
8th Floor 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](mailto: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  
 8<sup>th</sup> 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 pueden 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](http://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





## 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.



<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 casuță 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 квадратичић 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"/>	ให้กาเครื่องหมายลงในช่องนี้ถ้าท่านอ่านหรือพูดภาษาไทย.	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 ãaùnh daáu vaøo oã naøy neáu quyù vò bieát ñoïc vaø noùi ñöôïc Vieät Ngöô.	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](http://www.bridgelanguage.com)

#### **Language Banc**

1625 Park Ave.

Minneapolis, MN 55404

888-588-1904

[www.thelanguagebanc.com](http://www.thelanguagebanc.com)

#### **Arch Language Network**

22 Wilson Ave NE

Suite 19

Saint Cloud, MN 56304

320-200-1100

[www.archlanguage.com](http://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](http://www.globaltranslationss.com)

**ASL Interpreting Services Inc.**

5801 Duluth Street  
Suite 106  
Minneapolis, MN 55422  
763-478-8963  
[www.aslis.com](http://www.aslis.com)

**Clarity Interpreting Services LLC**

1346 West Arrowhead Road  
Suite 328  
Duluth, MN 55811  
218-340-6526  
[www.clarity4all.com](http://www.clarity4all.com)

**Intelligere**

10000 Highway 55  
Suite 400  
Plymouth, MN 55441  
877-859-8800  
[www.intelligeresolutions.com](http://www.intelligeresolutions.com)

**Translation Services**

**Minnesota Translations**

445 Minnesota Street  
Suite 1500  
St. Paul, MN 55101  
651-689-3446  
[www.minnesotatranslations.com](http://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](http://www.bridgelanguage.com)

**United Translation Services LLC**

6385 Old Shady Oak Road  
Suite 250  
Eden Prairie, MN 55344  
952-688-8166  
[www.unitedtranslations.com](http://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](http://www.globaltranslationss.com)



**JR Language Translation Services, Inc.**

333 Washington Avenue N  
Suite 300  
Minneapolis, MN 55401  
866-389-5036  
[www.jrlanguage.com](http://www.jrlanguage.com)

**Language Banc**

1625 Park Ave.  
Minneapolis, MN 55404  
888-588-1904  
[www.thelanguagebanc.com](http://www.thelanguagebanc.com)

**TransPerfect**

150 South Fifth Street  
Suite 1480  
Minneapolis, MN 55402  
612-341-0202  
[www.transperfect.com](http://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

## 2022 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 statues, 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 2022:

### **MODULE 1 – Communicating Effectively with Limited English Proficient Members of the Public** (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](http://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: \_\_\_\_\_

E. [admin@stcloudapo.org](mailto:admin@stcloudapo.org) W. [stcloudapo.org](http://stcloudapo.org)

## APO LEP Training Log

<b>Year</b>	<b>Executive Director</b>	<b>Senior Transportation Planner</b>	<b>Associate Transportation Planner</b>	<b>Transportation Planning Technician</b>	<b>Administrative Assistant</b>	<b>Transportation Planner</b>
<b>2022</b>						
<b>2023</b>						
<b>2024</b>						
<b>2025</b>						
<b>2026</b>						
<b>2027</b>						
<b>2028</b>						

## **Appendix I**

### **Title VI Training Log**

Forms are on the following pages.

## APO Title VI Training Log

<b>Year</b>	<b>Executive Director</b>	<b>Senior Transportation Planner</b>	<b>Associate Transportation Planner</b>	<b>Transportation Planning Technician</b>	<b>Administrative Assistant</b>	<b>Transportation Planner</b>
<b>2022</b>						
<b>2023</b>						
<b>2024</b>						
<b>2025</b>						
<b>2026</b>						
<b>2027</b>						
<b>2028</b>						

## Appendix J

### 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. 3, 2022.

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
8/3/2022	Email	You don't want input. You and your wasteful cronies are about to WASTE HUGE AMOUNTS OF TAXPAYER DOLLARS.... That's what Perske does...	Thank you for your input. Your comment was passed along to the TAC and Policy Board members for consideration.

# Times MEDIA

St. Cloud Times | sctimes.com

PART OF THE USA TODAY NETWORK

Attachment E2

RECEIVED  
AB DATE 8-8-22

## 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** 0005361614      **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 newspaper issues dated as follows:

08/03/2022

Etc.

P.O # 5361614

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 3 rd day of August, 2022

  
State of Wisconsin, County of Brown Notary Public

8-25-23

Notary Expires

STAKEHOLDER ENGAGEMENT PLAN - OCTOBER 2022

SHELLY HORA  
Notary Public  
State of Wisconsin

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 ORGANIZA-  
TION (APO) STAKEHOLD-  
ER ENGAGEMENT PLAN  
(SEP)

The SEP ensures the public is given ample opportunity to access, review, and comment on plans, studies, and other documents as they are being developed. The SEP helps members of the public and affected organizations understand how to participate effectively in the APO's planning processes. The procedures outlined in the SEP are reviewed periodically and updated as necessary to ensure a full and open participation process.

The SEP is now available for public comment between Wednesday, August 3, 2022, to Friday, September 16, 2022. A copy of the draft plan is available at the APO's Office: 1040 County Road 4, St. Cloud, MN 56303. Physical copies of the draft plan are also available via mail. Please submit your request in writing to Saint Cloud APO, Attention Alex McKenzie at the above address.

A virtual public engagement opportunity via the APO's Facebook account (<https://www.facebook.com/stcloudapo>) will be held on Wednesday, August 17, 2022, starting at 11 a.m.

The public is encouraged to provide feedback on the draft plan between Wednesday, August 3, 2022, to Friday, September 16, 2022. Comments can be submitted to Alex McKenzie via phone (320-252-7568 ext. 205), email ([mckenzie@stcloudapo.org](mailto:mckenzie@stcloudapo.org)), or by mail. More information on how to provide feedback and participate in a survey can be found on the APO's website: [www.stcloudapo.org](http://www.stcloudapo.org).



## Appendix K

### 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 IIJA, 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 Technical Advisory Committee  
**FROM:** Alex McKenzie, Associate Transportation Planner  
**RE:** 2022 Stakeholder Engagement Plan Annual Report  
**DATE:** Sept. 29, 2022

The 2022 Stakeholder Engagement Plan Annual Report (SEP) looks at the various public outreach strategies APO staff utilized between July 2021 and June 2022, including a discussion about public engagement after COVID-19.

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 whom they are reaching with some of these efforts by reviewing demographic data collected in its online surveying effort.

Staff also want to ensure that those participating in APO-sponsored events or activities feel listened to and want to continue engaging 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.

The 2022 SEP Annual Report moves to a discussion on recommendations APO staff can make to improve public engagement. This section is two-fold. First, staff looks at how last year's recommendations were implemented. Second, staff identifies new ways to enhance public involvement based on the feedback 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, public engagement in the regional transportation planning process will only improve.

**Suggested Action:** Recommend approval of the 2022 Stakeholder Engagement Plan Annual Report to the Policy Board.



2022 Annual Report

# Stakeholder Engagement Plan



Prepared by the Saint Cloud  
Area Planning Organization

## DISCLAIMER

The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the Minnesota Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. Additional funding was provided locally by the member jurisdictions of the Saint Cloud Area Planning Organization: Benton County, Sherburne County, Stearns County, City of Sartell, City of Sauk Rapids, City of Saint Cloud, City of Saint Joseph, City of Waite Park, 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.

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*A complaint may also be submitted to Minnesota Department of Transportation Office of Civil Rights by submitting an online complaint form (<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>) or by calling 651-366-3071*

## **CIWAANKA VI EE XAQIIJINTA**

*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](http://www.stcloudapo.org)) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.*

*Cabashada ayaa sidoo kale waxaa loo soo gudbin karaa Waaxda Gaadiidka ee Minnesota Xafiiska Xuquuqda Madaniga ah iyadoo la soo dirayo foom cabashada ee khadka internetka (<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>) ama iyada oo la soo wacayo 651 -366-3071.*



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## **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 ([www.stcloudapo.org](http://www.stcloudapo.org)) or you can view a copy at our offices at 1040 County Road 4, Saint Cloud, MN 56303.*

## CIWAANKA II EE ZAQIIJINTA

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](http://www.stcloudapo.org)) ama waxaad ka arki kartaa nuqul xafiiskayaga 1040 County Road 4, Saint Cloud, MN 56303.

## GARANTÌA DEL TÌTULO 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 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 Sitio web de la APO de Saint Cloud ([www.stcloudapo.org](http://www.stcloudapo.org)) o puedes ver una copia en nuestra oficina e 1040 County Road 4, Saint Cloud, MN 56303.

# ENGAGEMENT AFTER A PANDEMIC

## A Summary of the APO's 2022 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 2022 SEP Annual Report serves as the APO's annual evaluation.

The report starts with a general overview of the APO. It then takes a closer look at the various public outreach strategies APO staff utilized between July 2021 and June 2022, including a discussion about public engagement after COVID-19.

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 whom they are reaching with some of these efforts by reviewing demographic data collected in 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 participating in APO-sponsored events or activities feel listened to and want to continue engaging 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.

Toward the end of the document, APO staff conduct a similar self-evaluation, explicitly discussing the 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 the goals of the APO’s LEP plan. That assessment can be found in Chapter 5 of this document.

Finally, the 2022 SEP Annual Report moves to a discussion on recommendations APO staff can make to improve public engagement. This section is two-fold. First, staff looks at how last year’s recommendations were implemented. Second, staff identifies new ways to enhance public involvement based on the feedback 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, public engagement in the regional transportation planning process will only improve.

## Contents

Disclaimer .....	1
Public Notice of Rights under Title VI .....	2
Ciwaanka VI Ee Xaqiijinta .....	2
Garantia Del Titolo VI .....	3
Title II Assurance .....	3
Ciwaanka II Ee Zaqiijinta .....	4
Garantia Del Titolo II .....	4
Engagement after a Pandemic .....	5
Glossary of Terms .....	9
1 - Introduction .....	11
Saint Cloud Area Planning Organization .....	11
2 - 2021-2022 Public Outreach .....	15
Goals .....	15
Public Involvement Techniques .....	15
The End of COVID-19 Restrictions .....	16
3 - Quantitative Data .....	18
Public Meetings .....	18
TIP Open Houses .....	18
Looking Ahead 2050 - MTP Visioning Campaign .....	19
ATAC Meetings .....	20
TAC Meetings .....	21
Policy Board Meetings .....	22
Social Media .....	22
Facebook .....	22
Other Social Media .....	25
Online Surveys .....	25
2022-2025 TIP Engagement .....	26
Looking Ahead 2050 MTP Visioning Survey .....	27
Draft Regional Active Transportation Plan Survey .....	27
Demographic Questionnaire .....	27
TIP Surveys .....	29
Looking Ahead 2050 - Visioning Campaign .....	30
Regional Active Transportation Plan .....	32
4 - Qualitative Data .....	33



Online Survey .....	33
5 - Limited English Proficiency (LEP) Monitoring .....	35
6 - Recommendations .....	40
Response to 2021 Recommendations .....	40
Explore Innovative Engagement Tools .....	40
Respond to Comments and How Considered.....	41
Provide Standard Demographic Survey Questions .....	41
Recommendations for 2022-2023 Public Engagement .....	41
Community Liaison for Hard-To-Reach Populations .....	41
Join a Community Organization .....	42
Reach a Younger Audience on TikTok .....	42
Update Demographic Survey .....	42
Consistency in Posting Public Meetings to Facebook .....	43
Be More Consistent Use of All Social Media Accounts .....	43
Appendix A.....	44
Public Engagement Calendar of Events.....	44
Appendix B.....	46
Facebook Public Engagement .....	46
Appendix C.....	55
Staff Training Certifications.....	55

## GLOSSARY OF TERMS

**3-C – Continuing, Cooperative, and Comprehensive:** 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.

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

**ATAC - Active Transportation Advisory Committee:** The Active Transportation Advisory Committee consists of citizen volunteers from within 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.

**ATP – Active Transportation Plan:** The regional ATP aims to provide a long-range planning framework to support non-motorized forms of transportation in the Saint Cloud Metropolitan Planning Area (MPA). This plan identifies needs, resources, and strategies to enhance the safe and convenient use of non-motorized modes of transportation and the facilities necessary to accommodate them.

**BIPOC – Black, Indigenous and People-of-Color:** A group of historically underrepresented people.

**GRRL - Great River Regional Library:** The location where various APO sponsored events are held. The library is located at 1300 W Saint Germain Street in Saint Cloud.

**Jurisdictions:** The member units of government which are within the APO’s planning area. The member jurisdictions of the APO include the following: 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.

**LEP – Limited English Proficiency:** A person who do not speak English as their primary language and has limited ability to read, speak, write, or understand English.

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

**MPA - Metropolitan Planning Area:** The geographic area 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 - Metropolitan Planning Organization:** The Saint Cloud APO is the MPO for the Saint Cloud urban area.

**MTC – Saint Cloud Metropolitan Transit Commission:** 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.

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

**PWD/HD - Stearns County Public Works Department/Highway:** The location where TAC meetings are primarily held. The department is located at 455-28th Ave. S in Waite Park.

**SEP - Stakeholder Engagement Plan:** The public participation plan of the Saint Cloud Area Planning Organization. Public participation plans are required by 23 CFR §450.316. The SEP is intended to fulfill the Saint Cloud APO's requirement for such a plan. In addition, the SEP also includes the APO's Title VI and Limited English Proficiency (LEP) plans – both of which are also federally required.

**TAC – Technical Advisory Committee:** The Technical Advisory Committee consists of voting representatives from each APO's member jurisdictions and 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.

**TIP - Transportation Improvement Program:** A compilation of significant surface transportation improvements scheduled for implementation in the APO's planning area during the next four years.



## 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) – revised in February 2021 – 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 quantitative and qualitative data regarding public engagement. Per the expectations outlined in the APO's SEP, staff will review all public outreach efforts annually 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.

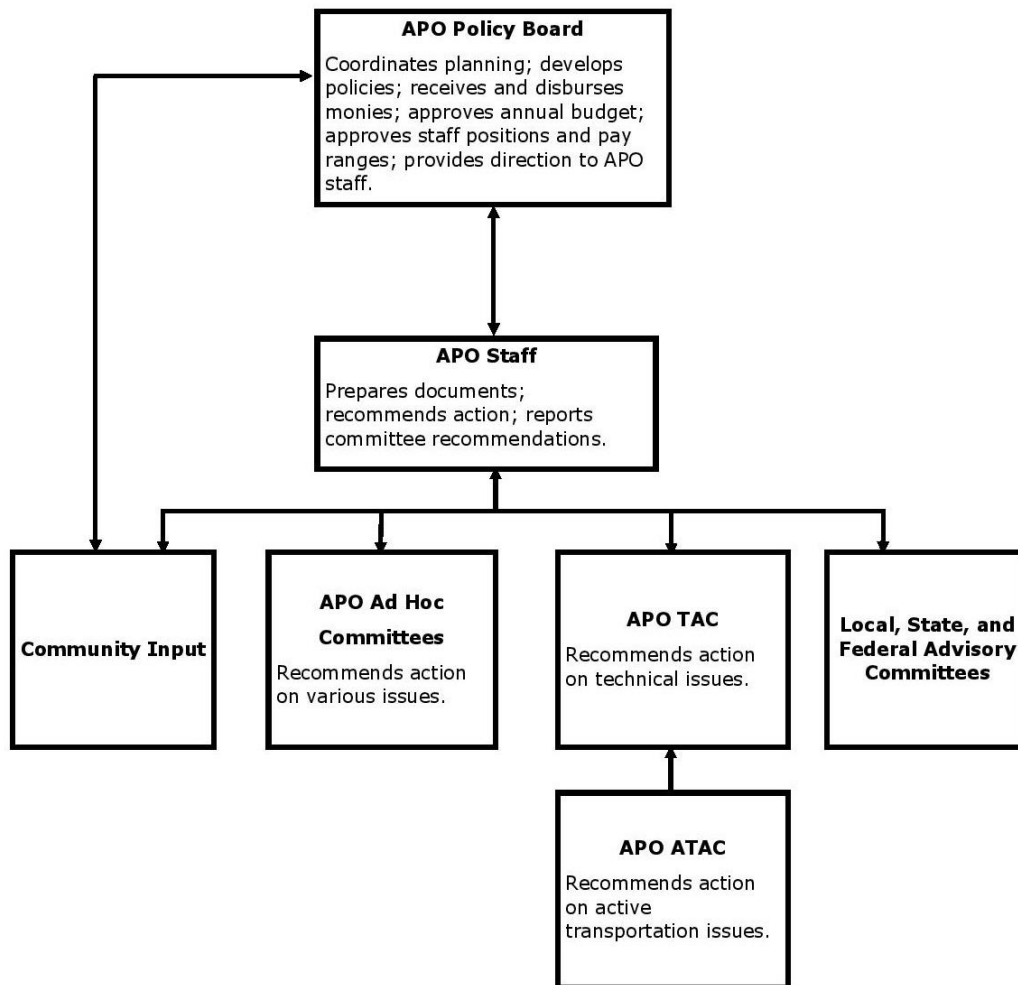
The cities of Rockville, Saint Augusta, and Saint Stephen along with Brockway Township, Haven Township, Minden Township, Saint Joseph Township, Saint Wendel Township, Sauk Rapids Township, and Watab Township are located within the designated APO 20-year planning boundary but are not formal member jurisdictions. 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:** Stakeholder engagement meeting for a consultant study.

## 2 - 2021-2022 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.

### Public Involvement Techniques

As outlined in the APO's SEP, APO staffers utilize various techniques to engage and inform members of the public on regional transportation planning and programming processes. From July 2021 through June 2022, 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 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 of 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 frequently. This also provides another opportunity for the public to provide input to the APO's ongoing planning process.

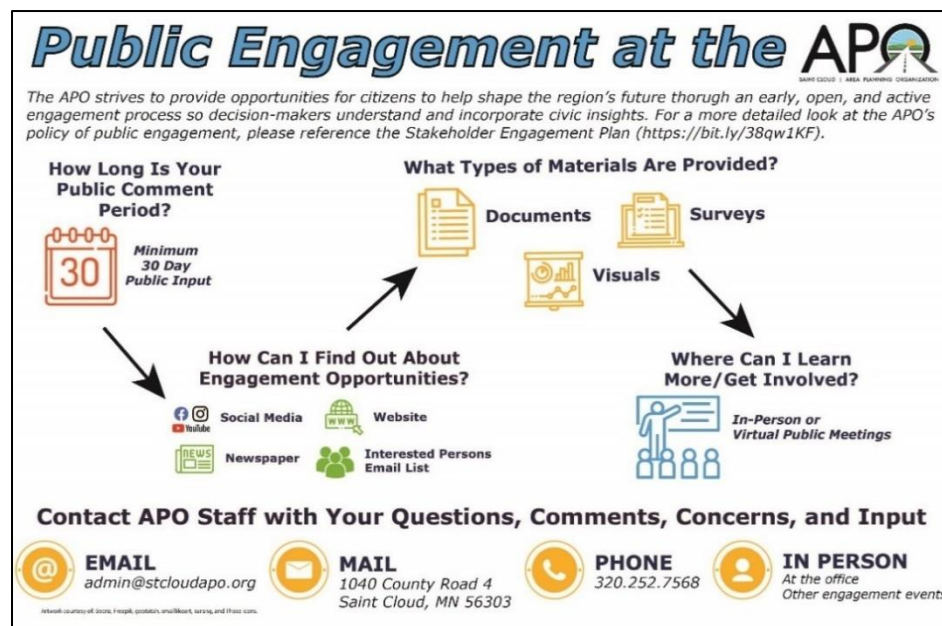
**Citizen Surveys:** On a project-specific basis, citizen surveys will be used to collect data and other relevant information. This information is generally documented within the transportation plan or study and is posted on the APO's website. These surveys will be available both online and in hard copy.

**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 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 vital in 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.



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

## The End of 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. The governor rescinded the public health restriction on July 1, 2021. As a result, in-person meetings for the Policy Board resumed. TAC meetings were conducted in a hybrid method where some members were in person while others were virtual. It should be noted that it is required for voting members to participate in-person, however, a virtual option is also available for non-voting members and members of the public interested in TAC activities. There was one ATAC meeting in person while the other meeting was held virtually due to a spike in COVID numbers in early January 2022.

COVID-19 required APO staff to rely more heavily on social media/virtual engagement. During the height of the pandemic, APO staff had to rely on social media platforms such as Facebook Live as the primary way to inform the public about engagement opportunities. In the months following a "return to normal activities," APO staff have found incorporating Facebook Live options during public engagement periods provide a good complement to traditional in-person engagement opportunities. The APO have begun to focus on providing alternate modes of engagement (besides the traditional in-person meeting) to allow people to engage with staff on their time and their terms.



**Figure 5:** Members of the APO's Active Transportation Advisory Committee (ATAC) attending a Zoom meeting.

### 3 – QUANTITATIVE DATA

#### Public Meetings

During the 12-month period from July 1, 2021, to June 30, 2022, APO staff were part of 21 in-person outreach events, seven hybrid meetings, and six online virtual engagement meetings that were open to the public. Public meetings include those related to review and project development for the Transportation Improvement Program (TIP), the development of the 2050 Metropolitan Transportation Plan (MTP) visioning campaign, the Regional Active Transportation Plan Project Survey, and meetings such as TAC, ATAC and Policy Board.

Meetings of the APO’s ATAC, TAC, and the APO Policy Board were scheduled events with notice provided to the public through the APO website.

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, 2) an elected or appointed official who does not serve on the APO Policy Board 3) or staff of an organization who is in attendance for employment purposes.

#### TIP Open Houses

Between July 2021 and June 2022, APO staff hosted five in-person and five online open house events to discuss the APO’s Transportation Improvement Program (TIP) at either the APO office -- 1040 County Road 4 in Saint Cloud -- the Great River Regional Library (GRRL) -- 1300 West Saint Germain Street in Saint Cloud -- or online via Facebook Live. Two participants from the public attended the in-person open houses. One comment was received from the online Facebook Live open houses.

Method of Event	Date Held	Location	Public Participants
In-person	7/27/2021	APO Office	2
In-person	1/14/2022	GRRL	0
In-person	3/17/2022	GRRL	1
In-person	4/12/2022	GRRL	0
In-person	4/21/2022	GRRL	0

**Figure 6:** A table of the in-person TIP open house engagement dates, locations, and the number of participants who attended between July 2021 and June 2022.

Method of Event	Date Held	Engagement	Reach	Number of Comments Received
Facebook Live	7/29/2021	22	41	0
Facebook Live	1/12/2022	N/A	N/A	0
Facebook Live	3/8/2022	49	85	0
Facebook Live	4/7/2022	14	540	0
Facebook Live	4/26/2022	14	29	1

**Figure 7:** A table of the online TIP open house engagement dates, locations, and the number of public comments between July 2021 and June 2022.

Facebook defines reach as the estimated number of people who saw any content from a page, broken down by total, organic, and promotions. Engagement is the number of times people have engaged with your posts through reactions, comments, shares, views, and clicks. Impressions are the number of times a post was on screen.



All 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 for advertising notice of the TIP open house events through posts and Facebook Live videos from the in-person events.

**Looking Ahead 2050 - MTP Visioning Campaign**

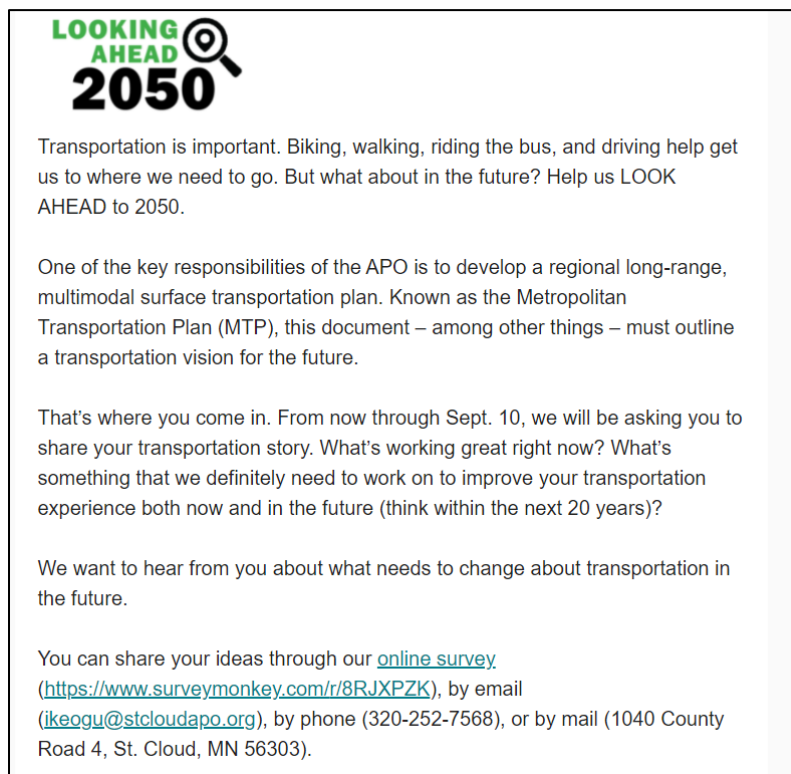
Between August and September 2021, APO staff began public input for the draft Metropolitan Transportation Plan (MTP) visioning campaign. SurveyMonkey was the primary tool APO staff used to receive responses from the public. The visioning question was framed as an opportunity for individuals to share their transportation stories. In addition to English, APO staff translated this survey into Spanish and Somali – the two primary non-English languages spoken within the planning area. While the formal visioning campaign was launched in August 2021, APO staff did a "soft launch" -- including very limited public notification of the campaign -- in June and July.

**Marketing and Advertising the Initial Outreach**

APO staff determined that the best way to reach people, given the ongoing COVID-19 global pandemic, was to deploy online and in-person engagement tactics.

To promote the SurveyMonkey, APO staff utilized the following tactics:

- The APO newsletter The Oxcart.
- Updates to the APO’s website.
- The APO’s 2022-2025 Transportation Improvement Programs (TIP) surveys.
- Direct email.
- Social media.
- QR code.
- Sidewalk clings.
- Flyers.



**Figure 8:** A screenshot of the APO’s soft launch to the Looking Ahead 2050 visioning campaign.

APO staff provided information about the MTP visioning campaign to members of the public at three non-APO-sponsored events.

Date Held	Meeting/Event	Number of People in Attendance
8/18/2021	St. Cloud Area Chamber of Commerce	29
8/24/2021	Southside Boys and Girls Club	Approximately a dozen
*9/21/2021	Metro Bus Rider Advisory Committee (RAC)	8

**Figure 9:** A list of the non-APO sponsored events in which APO staff presented on the MTP visioning campaign. \*APO staff were, unfortunately, unable to attend this event in person/vis WebEx due to staffing shortages; however, the Metro Bus Planning Manager briefed members on the process and provided copies of the paper survey.

To promote the visioning campaign, APO staff utilized press releases to local media outlets. Press releases were distributed to the following media outlets:

- St. Cloud Times.
- AM 1240/FM 95.3 WJON.
- AM 1450/FM 99.3 KNSI.
- 88.1 FM KVSC.
- Sauk Rapids Herald.
- Benton County News.
- Sartell-St. Stephen Newsleader.
- St. Joseph Newsleader.

### Regional Household Travel Survey – Visioning Questions

One of the most significant advantages APO staff utilized during the visioning campaign was the Regional Mobility Survey. In 2021, the APO provided funding for a consultant-led study designed to randomly sample households across the Saint Cloud MPA and record their travel patterns. In total, over 1,000 responses to the visioning question were received through the household travel survey efforts.

### ATAC Meetings

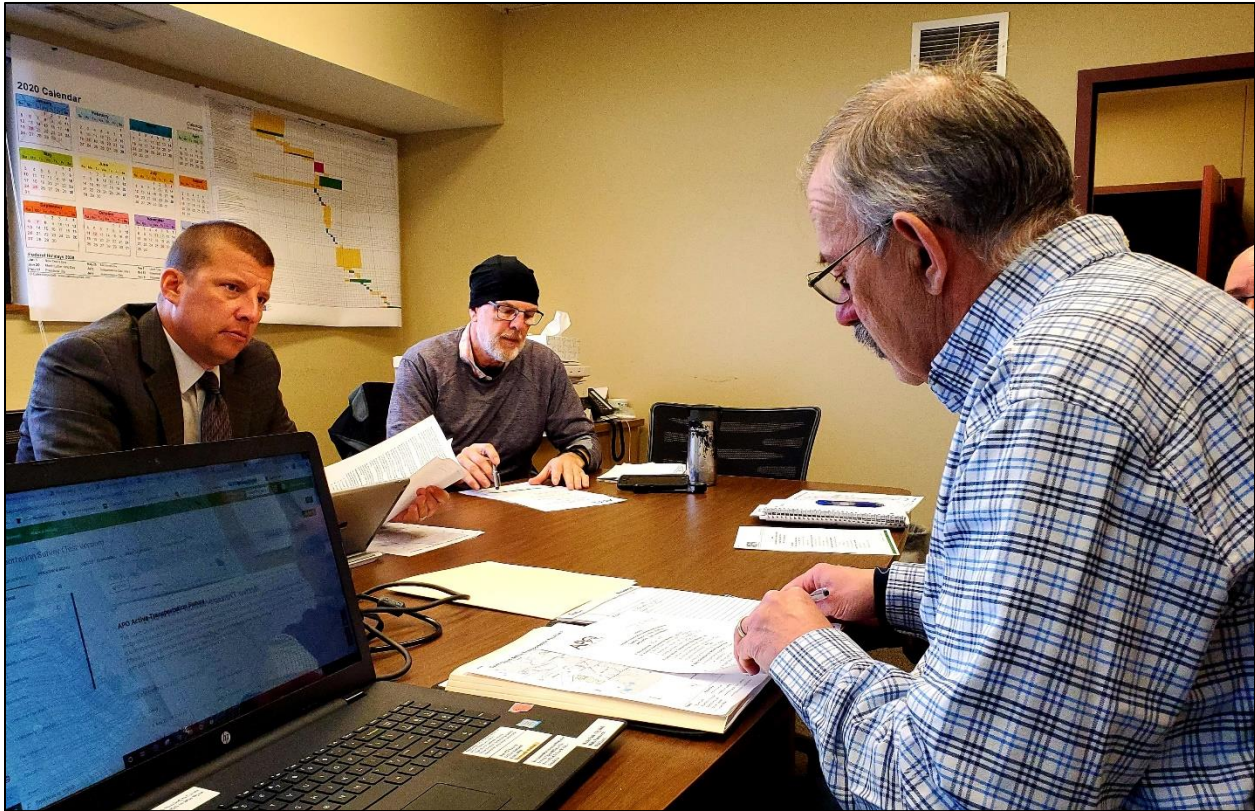
Between July 2021 and June 2022, APO staff hosted two ATAC meetings – one held in-person at the Saint Cloud branch of the Great River Regional Library (GRRL) and the other held online via Zoom due to a spike in COVID-19 cases. These meetings focused heavily on active transportation issues.

ATAC meetings and public participation are as follows:

Method of Event	Date Held	Location	Public Participants
In-person	8/11/2021	GRRL	3
Online	1/27/2022	Zoom	5

**Figure 10:** A table of the ATAC meeting dates, locations, and the number of participants who attended between July 2021 and June 2022.

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.



**Figure 11:** APO staff presenting information about the ATP.

### TAC Meetings

The APO's TAC -- made up of planners and engineers from APO member agencies and jurisdictions -- primarily focuses on technical transportation issues. Eight in-person TAC meetings were held between July 2021 and June 2022 at the Stearns County Public Works Department/Highway Department (Stearns Co PWD/HD) -- 455-28th Ave. S in Waite Park. Given the existing technology capabilities, APO staff were able to offer a hybrid option for TAC representatives and members of the public to participate in meetings via Zoom. However, TAC representatives who participated online did not count toward establishing a quorum and were not allowed to vote. TAC meetings and public participation were as follows:

Method of Event	Date Held	Location	Public Participants
<b>In-person</b>	7/29/2021	Stearns Co PWD/HD	0
<b>Hybrid</b>	8/26/2021	Stearns Co PWD/HD	0
<b>Hybrid</b>	9/30/2021	Stearns Co PWD/HD	0
<b>Hybrid</b>	2/3/2022	Stearns Co PWD/HD	0
<b>Hybrid</b>	2/24/2022	Stearns Co PWD/HD	0
<b>Hybrid</b>	3/31/2022	Stearns Co PWD/HD	0
<b>Hybrid</b>	4/28/2022	Stearns Co PWD/HD	0
<b>Hybrid</b>	5/26/2022	Stearns Co PWD/HD	0

**Figure 12:** A table of the TAC meeting dates, locations, and the number of participants who attended between July 2021 and June 2022.

TAC meetings were advertised to members of the public on the homepage of the APO's website.

### **Policy Board Meetings**

Between July 2021 and June 2022, the APO hosted nine Policy Board meetings at the Saint Cloud branch of the Great River Regional Library. The dates of Policy Board meetings are as follows:

<b>Method of Event</b>	<b>Date Held</b>	<b>Location</b>	<b>Public Participants</b>
<b>In-person</b>	8/12/2021	GRRL	0
<b>In-person</b>	9/9/2021	GRRL	0
<b>In-person</b>	10/14/2021	GRRL	0
<b>In-person</b>	1/13/2022	GRRL	0
<b>In-person</b>	2/10/2022*	GRRL	0
<b>In-person</b>	3/10/2022	GRRL	0
<b>In-person</b>	4/14/2022	GRRL	0
<b>In-person</b>	5/12/2022	GRRL	0
<b>In-person</b>	6/9/2022	GRRL	0

**Figure 13:** A table of the TAC meeting dates, locations, and the number of participants who attended between July 2021 and June 2022. \*There was no quorum at the Feb. 10 meeting.

Policy Board meetings were advertised to members of the public on the homepage of the APO’s website and were emailed to the APO’s media contact list. Four Policy Board meetings were also advertised on the APO’s Facebook page.



**Figure 14:** APO Policy Board members listening to a presentation at a Policy Board meeting.

### **Social Media**

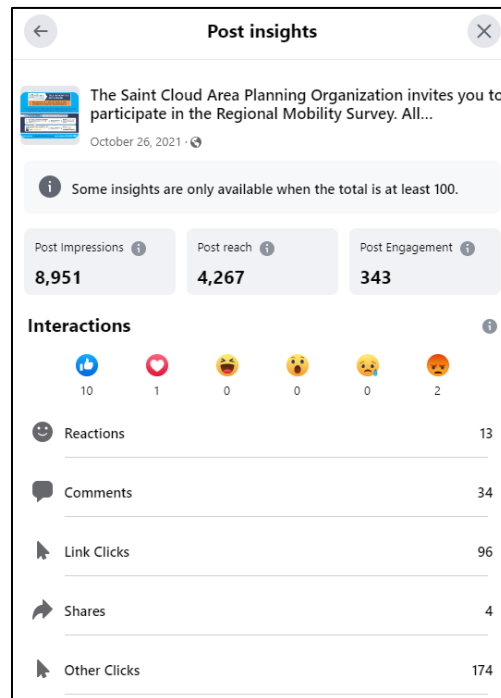
Between July 1, 2021, and June 30, 2022, the APO had the following active social media accounts: Facebook, YouTube, Instagram, and LinkedIn. Facebook is the predominant platform staffers use.

#### **Facebook**

APO staff primarily utilized Facebook to inform the public about opportunities to provide input on various planning studies including: the Southwest Beltline Corridor Study, the Mississippi River Bridge Planning Study, the Mayhew Lake Road Corridor Study, and the Stearns County CSAH 133 Alignment Study.

Facebook was also the prime way staff communicated information about the APO's Regional Mobility Survey as well as advertising the 2050 MTP Visioning Campaign.

APO staff utilized the Facebook Live feature to conduct five virtual open houses as well as provide notice of various meetings. Facebook posts also provided notice Policy Board meetings and other topics of importance to transportation planning.



**Figure 15:** A screenshot of the APO's boosted Regional Mobility Survey on Facebook.

During this one-year time frame, the number of followers to the APO's Facebook page gradually grew. As of July 1, 2022, the APO's Facebook page had 428 followers, a 24.8% increase compared to the 343 followers last July.

Regarding posts pertaining to the APO directly soliciting public input, the APO created 52 posts, 13 more than were created the previous year. The topics of the posts included:

- TIP public comment and development: 29 posts.
- SW Beltline Corridor Study: 5 Posts.
- Policy Board: 4 posts.
- ATAC meetings and ATP related: 4 posts.
- MTP development: 3 Posts.
- Regional Mobility Survey: 2 posts.
- Stearns County CSAH 133 Alignment Study: 2 posts.
- Mississippi River Bridge Planning Study: 1 post.
- Mayhew Lake Road Study: 1 Post.
- TAC meetings: 1 post.

APO staff used four styles of post to engage members of the public. Those styles included events, photos, links, and Facebook Live videos.

During this time frame, APO staff paid for three posts to be boosted – a paid advertisement promoting an existing post. Those posts were for the APO's TIP (boosted on July 29, 2021),

the Looking Ahead 2050 visioning survey (boosted on Aug. 23, 2021), and the Regional Mobility survey (boosted on Oct. 26, 2021).

By boosting a post, Facebook distributes said post to a broader range of people, including those who do not follow the APO on other social media platforms.

As a result, significant reach and engagement were achieved, as noted below.

Reach is the estimated number of people who had any posts from your page on their screen, broken down by total, organic, and promotions. Figure 16 describes the top 10 posts in terms of their reach. The top performing posts were the Oct. 26 release of the Regional Mobility Survey (with a reach of 4,267, partly due to a Facebook boost) and the TIP public comment announcement on July 26, with a reach of 3,887. The next highest performing post also boosted and was a survey for the Looking Ahead 2050 MTP on Aug. 23 with a reach of 990.

Date	Purpose of Post	Post Type	Reach
<b>10/26/2021</b>	Regional Mobility Survey	Photo and Boosted	4,267
<b>7/26/2021</b>	TIP public comment	Photo and Boosted	3,887
<b>8/23/2021</b>	MTP survey	Photo and Boosted	990
<b>4/07/2022</b>	TIP public comment	Facebook Live Video	540
<b>7/29/2021</b>	TIP public comment	Photo	413
<b>7/7/2021</b>	SW Beltline Corridor Study input	Photo	286
<b>12/29/2021</b>	TIP public comment	Photo	207
<b>9/2/2021</b>	MTP survey	Photo	112
<b>5/5/2021</b>	TIP public comment	Photo	101
<b>3/8/2022</b>	TIP public comment	Facebook Live Video	85

**Figure 16:** The top 10 APO Facebook posts in terms of reach between July 2021 and June 2022. Data courtesy of Facebook.

Figure 17 describes the top 10 posts in terms of engagement – the number of times people liked/reacted, commented, or shared a post.. The top performing posts in terms of engagement were the Regional Mobility Survey on Oct. 26 with 343 engagements followed by the TIP public comment announcement on July 26 with 334 engagements.

Date	Purpose of Post	Post Type	Engagement
<b>10/26/2021</b>	Regional Mobility Survey	Photo and Boosted	343
<b>7/26/2021</b>	TIP public comment	Photo and Boosted	334
<b>3/8/2022</b>	TIP public comment	Facebook Live Video	49
<b>1/14/2022</b>	TIP public comment	Facebook Live Video	29
<b>6/22/2022</b>	Regional Active Transportation Plan Survey	Facebook Live Video	28
<b>4/12/2022</b>	TIP public comment	Facebook Live Video	26
<b>8/23/2021</b>	MTP survey	Photo and Boosted	24
<b>7/29/2021</b>	TIP public comment	Facebook Live Video	22
<b>7/29/2021</b>	TIP public comment	Photo	18
<b>7/7/2021</b>	SW Beltline Corridor Study input	Photo	17

**Figure 17:** The top 10 APO Facebook posts in terms of engagement between July 2021 and June 2022. Data courtesy of Facebook.

A complete list of Facebook posts during this time frame can be found in Appendix A.

### Other Social Media

In addition to Facebook, the APO made use of other social media platforms - a YouTube account, an Instagram account, and a LinkedIn profile.

The APO's YouTube channel has four subscribers. No videos were posted in this report's time frame.

There were 13 posts on Instagram, including several announcements regarding public comments for the TIP, MTP, ATP, SW Beltline Corridor Study, and the Mayhew Lake Road Study. Other posts included various activities the APO was performing. As of July 1, 2022, there are 175 followers on Instagram compared to 152 followers in July of 2021.

A LinkedIn page was created in 2020. The page, which has five followers, includes a description of the APO organization and its purpose. There have been no posts during the period.

### Online Surveys

From July 2021 to June 2022, the APO created 16 online surveys using the online survey development platform SurveyMonkey, and one survey was created using ArcGIS Survey123.

Survey announcements and the necessary links were made available on the APO website, Facebook, Instagram, 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.

Figure 18 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
<b>2022-2025 TIP (includes 11 surveys)</b>	7/14/2021	30	Comment on proposed TIP projects.	27
<b>MTP Visioning</b>	8/9/2021	30	MTP visioning question.	62
<b>2022-2025 TIP</b>	12/29/2021	30	Comment on proposed TIP amendments.	9
<b>2022-2025 TIP</b>	2/23/2022	30	Comment on proposed TIP amendments.	10
<b>2022-2025 TIP</b>	3/23/2022	30	Comment on proposed TIP amendments.	5
<b>2022-2025 TIP</b>	4/6/2022	30	Comment on proposed TIP amendments.	6
<b>Regional Active Transportation Plan</b>	6/15/2022	30	Comments on proposed active transportation projects.	9

**Figure 18:** 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.

## **2022-2025 TIP Engagement**

Fifteen surveys were created in relation to the APO's 2022-2025 TIP. Eleven surveys were developed as part of the public comment period for the draft document. The remaining four surveys were developed as part of the amendment process for the TIP. All survey results and public comments were shared with representatives from the APO's TAC and Policy Board at their respective meetings.

In July the APO conducted engagement on the full document. As stated above, this effort included the development of 11 surveys for agencies and/or jurisdictions with projects yet to be constructed that were programmed in the TIP. Surveys were open from July 14 through Aug. 13, 2021. A total of 27 people took part in at least one of these surveys. Results were incorporated into the draft document and then presented to the TAC in August and brought to the Policy Board in September.

The December TIP survey contained several changes to the 2022-2025 TIP. This survey was open from Dec. 29, 2021, to Jan. 28, 2022. There were nine responses received. The APO Policy Board acted on these proposed changes on March 10.

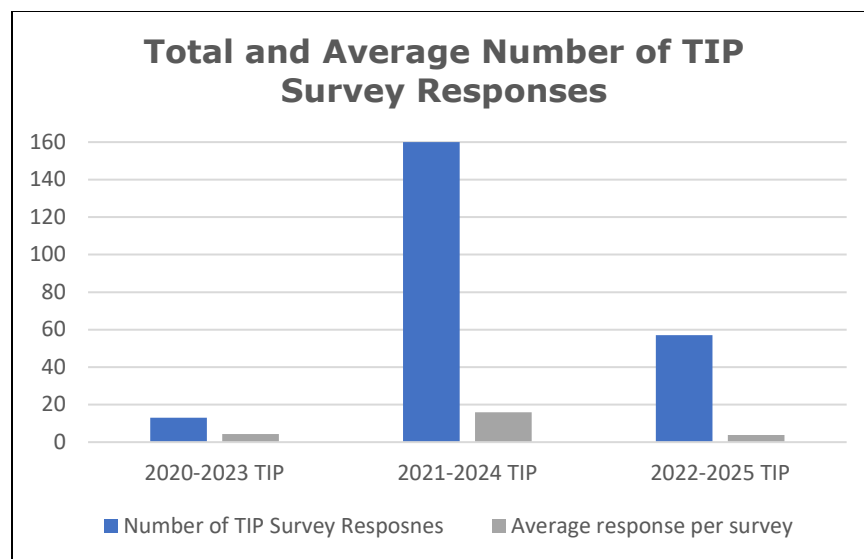
The February TIP survey contained two amendments to the 2022-2025 TIP. This survey was open from Feb. 23 to March 25, 2022. There were 10 responses received. The APO Policy Board acted on these proposed changes on April 14.

The March TIP survey contained six amendments to the 2022-2025 TIP. This survey was open from March 23 to April 22, 2022. There were five responses received. The APO Policy Board acted on these proposed changes on May 12.

The April TIP survey contained two amendments to the 2022-2025 TIP. This survey was open from April 6 to May 6, 2022. There were six responses received. The APO Policy Board acted on these proposed changes on May 12.

Figure 19 shows the number of survey responses by TIP programming year. The number of surveys per TIP cycle depends on several factors, such as the number of amendments varies yearly. As shown in the chart, the 2020-2023 TIP had three surveys and an average response rate of 4.3 per survey. The 2021-2024 TIP had 10 total surveys and the highest average response rate per survey at 16. The 2022-2025 TIP, which had the most surveys at 15, but the lowest average response rate per survey at 3.8.





**Figure 19:** Number of TIP survey responses received by TIP year. \*Note only amendments to the 2020-2023 TIP had surveys.

### **Looking Ahead 2050 MTP Visioning Survey**

As part of the soft launch to the visioning process, APO staff incorporated the visioning question as part of the public outreach related to the final draft of the APO’s fiscal years 2022-2025 Transportation Improvement Program (TIP). Official launch of the Looking Ahead 2050 MTP Visioning Survey was open from Aug. 9 to Sept. 10, 2021. This survey asked participants what do they think needs to change about transportation. There were 62 responses received.

### **Draft Regional Active Transportation Plan Survey**

The Regional Active Transportation Plan Survey was released to the public between June 15 and July 15, 2022. Nine responses were received. The survey asks participants to rate each proposed project from one to five stars, one being the lowest priority and five being the highest priority. The survey also asked for the five most important regional bikeway connections. Comments received were incorporated into the draft Active Transportation Plan for consideration by the APO's Policy Board in September 2022.

### **Demographic Questionnaire**

APO staff adds nine demographic questions at the end of all APO online surveys. Respondents are 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 is optional.

Responses to these demographic questions assist APO staff in identifying the various groups within the MPA that are being reached through surveys. The intent is to ensure that 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. Due to a change in the demographic questionnaire, Figure 20 does not include results from the ATP project survey.

Category	Total Survey Participant Responses	% of Total Survey Participant Responses	% of MPA Population Estimates
<b>Gender</b>			
Male	52	48.1%	49.7%
Female	54	50.0%	50.3%
*Non-Binary	2	1.9%	N/A
<b>**City of Residence</b>			
Rockville	1	0.9%	1.7%
Saint Augusta	4	3.7%	2.5%
Saint Cloud	56	51.9%	49.3%
Saint Joseph	6	5.6%	5.0%
Saint Stephen	0	0.0%	0.6%
Sartell	16	14.8%	13.9%
Sauk Rapids	11	10.2%	9.9%
Waite Park	4	3.7%	6.0%
Other	10	9.3%	11.1%
<b>**Ethnicity</b>			
White or Caucasian	98	89.1%	76.7%
Black or African American	4	3.6%	12.1%
Hispanic or Latino	1	0.9%	3.9%
Asian or Asian American	0	0.0%	2.6%
American Indian or Alaska Native	2	1.8%	0.4%
Native Hawaiian or Other Pacific Islander	3	2.7%	0.0%
Other	2	1.8%	4.2%
<b>*Number in Household</b>			
1 person	18	16.4%	N/A
2 people	40	36.4%	N/A
3 people	20	18.2%	N/A
4 people	20	18.2%	N/A
5 people	6	5.5%	N/A
6 people	2	1.8%	N/A
7 or more people	4	3.6%	N/A
<b>*Household Income</b>			
Under \$10,000	2	1.9%	N/A
\$10,001 to \$25,000	8	7.6%	N/A
\$25,001 to \$50,000	15	14.3%	N/A
\$50,001 to \$75,000	15	14.3%	N/A
Over \$75,000	65	61.9%	N/A
<b>*Age</b>			
Under 16	0	0.0%	N/A
17-25	5	4.6%	N/A
26-62	80	73.4%	N/A

Category	Total Survey Participant Responses	% of Total Survey Participant Responses	% of MPA Population Estimates
63+	24	22.0%	N/A
<b>Physical Disability</b>			
Yes	14	12.5%	11.5%
No	98	87.5%	88.5%
<b>Where Were You Born</b>			
In the U.S.	111	99.1%	91.7%
Outside the U.S.	1	0.9%	8.3%
<b>Primary Language Spoken at Home</b>			
English	108	96.4%	88.4%
Something Other than English	4	3.6%	11.6%

\*The ACS Five-Year Estimates does not calculate this information in a way that allows for a direct comparison.

\*\*\* Population data courtesy of 2020 U.S. Decennial Census

**Figure 20:** Results from the APO's demographic questionnaire compared to the population estimates of various demographics within the Saint Cloud MPA. Population data courtesy of 2016-2020 American Community Survey Five-Year Estimates unless noted.

Based upon comparing the percent of total survey participant responses to the percent of MPA population estimates, for each category, the APO achieved surveying males and females within a percentage point for gender. Comparing the city of residence, Waite Park was the only jurisdiction under-represented by two percentage points or more, and no one from Saint Stephen, population 851, submitted a survey response. However, all other cities were well represented in survey responses as compared to their proportion of the total population. For ethnicity, White or Caucasian residents were over-represented in survey responses by nearly 11 percentage points. At the same time, most BIPOC populations were undersampled with the exclusion of American Indian or Alaska Native and Native Hawaiian or Other Pacific Islander. The most significant undersampling was for the Black or African American population at nearly eight percentage points. Regarding physical disability, the sampling was within a percentage point of the population estimates. Both people born outside of the U.S and those whose primary language is something other than English were under sampled by approximately seven percentage points, respectively.

As stated earlier, during the period between July 1, 2021, and June 30, 2022, a total of 16 online surveys were created using the above demographic survey questions. The following is an in-depth analysis of the demographic make-up of survey participants. Of note, the Regional Active Transportation Plan demographic survey did not contain the same demographic questions.

### **TIP Surveys**

Out of approximately 57 individuals who participated in at least one of the 15 TIP-related surveys between July 2021 and April 2022, 49 demographic responses were collected.

The average participant in these APO surveys:

- Is female (57% of total respondents).
- Lives in Saint Cloud (59% of total respondents).
- Is white (88% of total respondents).

- Lives in a two-person household (33% of total respondents).
- Has a household income of over \$75,000 (67% of total respondents).
- Is between the ages of 26 and 62 (73% of total respondents).
- Does not have a physical disability (88% of total respondents).
- Was born in the United States (100% of total respondents).
- Speaks English as the primary language spoken at home (96% of total respondents).

### Looking Ahead 2050 – Visioning Campaign

Out of approximately 62 individuals who participated in the surveys, 59 demographic responses were collected.

The average participant in this survey:

- Is male (53% of total respondents).
- Lives in Saint Cloud (47% of total respondents).
- Is white (90% of total respondents).
- Lives in a two-person household (39% of total respondents).
- Has a household income over \$75,000 (58% of total respondents).
- Is between the ages of 26 and 62 (74% of total respondents).
- Does not have a physical disability (87% of total respondents).
- Was born in the United States (98% of total respondents).
- Speaks English as the primary language spoken at home (97% of total respondents).

### ATP Project Survey - Demographic Survey

Figure 21 displays the demographic survey results from the ATP Project survey. The survey questions were adjusted to match the demographic categories from the Census Bureau to allow for better comparisons to the MPA population estimates.

Category	Total Survey Participant Responses	% of Total Survey Participant Responses	% of MPA Population Estimates
<b>Gender</b>			
Male	5	55.6%	49.7%
Female	4	44.4%	50.3%
*Non-Binary	0	0.0%	N/A
<b>*City of Residence</b>			
Rockville	0	0.0%	1.7%
Saint Augusta	0	0.0%	2.5%
Saint Cloud	4	44.4%	49.3%
Saint Joseph	2	22.2%	5.0%
Saint Stephen	0	0.0%	0.6%
Sartell	0	0.0%	13.9%
Sauk Rapids	2	22.2%	9.9%
Waite Park	1	11.1%	6.0%
Other	0	0.0%	11.1%
<b>*Ethnicity</b>			
White or Caucasian	7	87.5%	76.7%
Black or African American	0	0.0%	12.1%
Hispanic or Latino	0	0.0%	3.9%
Asian or Asian American	0	0.0%	2.6%

Category	Total Survey Participant Responses	% of Total Survey Participant Responses	% of MPA Population Estimates
American Indian or Alaska Native	0	0.0%	0.4%
Native Hawaiian or Other Pacific Islander	0	0.0%	0.0%
Some Other Race	0	0.0%	0.3%
Two or More Races	1	12.5%	3.9%
<b>Number in Household</b>			
1 Person	0	0.0%	30.6%
2 People	5	62.5%	34.4%
3 People	2	25.0%	14.8%
4 or More People	1	12.5%	20.3%
<b>Household Income</b>			
Less than \$5,000	0	0.0%	2.7%
\$5,000 to \$9,999	0	0.0%	2.9%
\$10,000 to \$14,999	0	0.0%	4.4%
\$15,000 to \$19,999	1	12.5%	3.8%
\$20,000 to \$24,999	0	0.0%	5.0%
\$25,000 to \$34,999	1	12.5%	10.0%
\$35,000 to \$49,999	0	0.0%	14.5%
\$50,000 to \$74,999	1	12.5%	18.3%
\$75,000 to \$99,999	1	12.5%	13.8%
\$100,000 to \$149,999	2	25.0%	13.7%
\$150,000 or more	2	25.0%	10.9%
<b>Age</b>			
Under 19	0	0.0%	26.6%
20 to 24	0	0.0%	11.4%
25 to 29	0	0.0%	7.7%
30 to 34	0	0.0%	6.7%
35 to 39	0	0.0%	6.2%
40 to 44	0	0.0%	5.8%
45 to 49	1	11.1%	5.3%
50 to 54	2	22.2%	5.6%
55 to 59	3	33.3%	5.5%
60 to 64	0	0.0%	5.5%
65 to 69	3	33.3%	4.4%
70 to 74	0	0.0%	3.2%
75 to 79	0	0.0%	2.4%
80 to 84	0	0.0%	1.6%
85 and over	0	0.0%	2.1%
<b>Physical Disability</b>			
Yes	0	0.0%	11.5%
No	9	100%	88.5%
<b>Where Were You Born</b>			

Category	Total Survey Participant Responses	% of Total Survey Participant Responses	% of MPA Population Estimates
In the U.S.	9	100%	91.7%
Outside the U.S.	0	0.0%	8.3%
<b>Primary Language Spoken at Home</b>			
English	8	100%	88.4%
Something Other than English	0	0.0%	11.6%

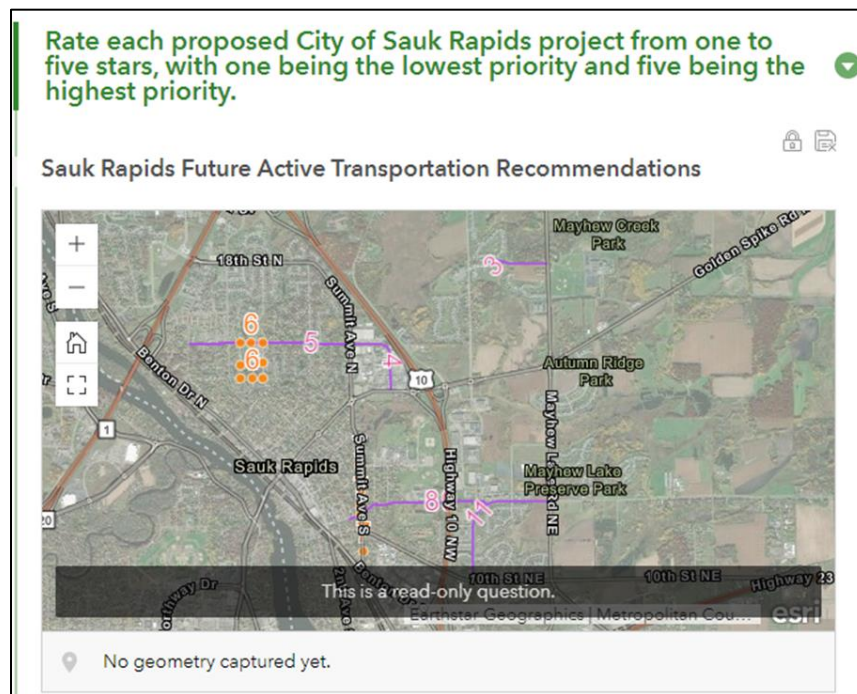
\* Population data courtesy of 2020 U.S. Decennial Census

**Figure 21:** Results from the APO’s Regional Active Transportation Plan demographic questionnaire compared to the population estimates of various demographics within the Saint Cloud MPA. Population data courtesy of 2016-2020 American Community Survey Five-Year Estimates unless noted.

### Regional Active Transportation Plan

Nine individuals took part in the demographic questionnaire as part of the Regional Active Transportation Plan survey. The average participant taking the Regional Active Transportation Plan survey:

- Is male (56% of respondents).
- Lives in Saint Cloud (44% of respondents).
- Is white (88% of respondents).
- Lives in a two-person household (63% of respondents).
- Has a household income over \$100,000 (50% of respondents).
- Is between the ages of 45-59 (66% of respondents).
- Does not have a physical disability (100% of respondents).
- Was born in the United States (100% of respondents).
- Speaks English as the primary language spoken at home (100% of respondents).



**Figure 22:** Example of the Regional Active Transportation Plan survey.

## 4 - QUALITATIVE DATA

While the last chapter reviewed the quantitative data such as the number of public engagement events held and the demographic make-up of those participants; 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

After every public engagement opportunity, APO staff survey those who have interacted with the APO about their experience, the usefulness of the information provided, and their view of the staff response to their comments and feedback.

Between July 2021 and June 2022, one person participated in the online survey.

One respondent found out about the APO engagement activity by email.

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 23 through 26 show the survey response to these statements.

Before the event ...	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
<b>The notice or invitation to participate was clear and welcoming?</b>	0	1	0	0
<b>Information about the event topic helped prepare me to participate more effectively.</b>	1	0	0	0
<b>The purpose of the event was clearly defined.</b>	1	0	0	0
<b>I believed that any views offered would be taken seriously by APO staff.</b>	1	0	0	0

**Figure 23:** 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
<b>There was sufficient opportunity for me to express my views about what I thought was important.</b>	1	0	0	0
<b>APO staff provided a safe, fair, and well-managed environment for participants.</b>	1	0	0	0
<b>APO staff heard my opinions on the topic(s) presented.</b>	1	0	0	0

**Figure 24:** 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
<b>I believed that the event would result in better decisions on the topic(s) discussed.</b>	0	1	0	0
<b>I believe that any views offered would be taken seriously by APO staff.</b>	0	1	0	0

**Figure 25:** 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
<b>Given the chance, I would participate in an APO outreach activity again.</b>	1	0	0	0
<b>I would encourage other residents to participate in similar APO events on this or other appropriate topics.</b>	1	0	0	0

**Figure 26:** A list of responses from the APO's public engagement qualitative survey inquiring about their willingness to participate in future APO-sponsored outreach events.

Staff are appreciative to the one person who participated in the qualitative survey. However, given the lack of responses, it is unclear if a majority of participants felt the same way.



**Figure 27:** Regional Mobility Survey ad in the Nov. 8, 2021, edition of the Saint Cloud Times.



## 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 2021-2022 LEP self-evaluation.

### **Number of documented persons with limited English language proficiency contacts encountered.**

Between July 2021 and June 2022, 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](mailto: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](mailto: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](mailto:admin@stcloudapo.org) al menos siete (7) días antes de la reunión.*

During this time frame, APO staff provided the following in multiple languages:

- An online SurveyMonkey for the Looking Ahead 2050 visioning campaign was translated into Somali and Spanish.

### 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 2016-2020 ACS Five Year Estimates.

According to 2016-2020 ACS Five Year Estimates, approximately 88.4% of the Saint Cloud MPA population over the age of 5 speaks only English. About 11.6% of the people within the MPA over age 5 speak a language other than English at home. Of this, 4.5% speak English less than “very well.” This is on par with the state (4.4%) and below the national (8.2%) threshold for people who speak English less than “very well.”

Geographic Area	2016-2020 ACS Population Estimates	2016-2020 ACS Population (5+) Who Speak English Less Than “Very Well”	Percent of Total Population
United States	306,919,116	25,312,024	8.2%
Minnesota	5,249,062	234,697	4.5%
Saint Cloud MPA	129,665	5,783	4.5%

**Figure 28:** A geographic breakdown of the 2016-2020 population estimates of people over age 5 who speak English less than “very well.” Data courtesy of the 2016-2020 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 other and unspecified languages (3,473 people or 2.7%); Spanish (632 people or 0.5%); and Vietnamese (457 people or 0.4%).



In consultation with the Saint Cloud area's urban transit provider, Saint Cloud Metro Bus, and St. Cloud ISD 742 data it was determined that other and unspecified languages is most likely Somali. Data from District 742 reveal the most common languages excluding English are Somali (26.5%), Spanish (3.9%), and Vietnamese (0.9%).

U.S. DOT has adopted the Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding the translation of vital written materials for LEP populations. A vital document includes paper or electronic, written material that contains information that is critical for accessing a component's programs, services, benefits, or activities; directly and substantially related to public safety; or required by law. 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.

#### **Determination of whether the need for translation services has changed.**

The need for interpretation and translation services and the APO's commitment to respond to those needs have 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 accommodate individuals with limited English proficiency appropriately.

#### **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 citizens' involvement in APO planning activities 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.

The APO's goals for public involvement include early, accessible, and continuous opportunities for public participation; 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.

During this reporting period APO staff attended one-hour training sessions for each of the following; Title VI on Dec. 6, 2021, LEP on Dec. 13, 2021, and a Title II training on Dec. 20, 2021.

To provide added assurances of staff training, the APO has prepared an LEP training and certificate of completion log to ensure staff compliance as it pertains to annual LEP training. This can be found in Appendix C.

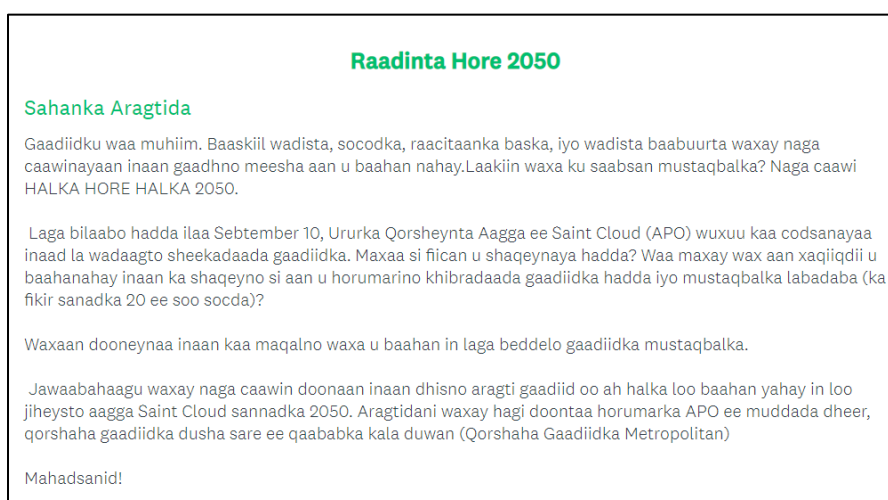
### **Title VI/LEP Complaints**

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 June 2022, the APO has had no formal Title VI complaints filed against the organization.***



**Figure 29:** Example of a translated survey for the Looking Ahead 2050 Visioning Campaign in Somali.

## 6 - RECOMMENDATIONS

### Response to 2021 Recommendations

During the development of the 2021 SEP Annual Report, APO staff made three 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 2021 APO staff evaluation of each of the strategies and recommendations on their continued usage over the next year.

#### ***Explore Innovative Engagement Tools***

APO staff can do a better job of exploring innovative engagement tools. To do this, the APO staff's 2021 recommendation was to:

1. Use interactive online tools, such as Mentimeter, Video Ask, sidewalk clings, etc. that may help obtain public input.

#### ***Year End Assessment***

Explore innovative engagement tools. **APO Response: Adequate.**

Over the past year, the APO staff placed 12 sidewalk clings with a QR code at various locations throughout the MPA to advertise the Looking Ahead 2050 vision question. We had two sidewalk clings removed, however, we had 66 unique devices scan QR codes during the visioning campaign. It is important to note that NOT all of the scans came from the sidewalk clings. We did have the QR code on flyers distributed on Metro Bus as well. This tactic is an excellent way to reach neighborhoods with underrepresented populations or reach public members who have not heard of the APO before. However, due to the cost of materials and staff time to deploy sidewalk clings, we recommend using this engagement method in a targeted manner. The APO also used an ArcGIS Survey123 for the Regional Active Transportation Plan survey, with nine people taking the survey. We did not receive any direct feedback from participants about the survey itself, but we see it as an alternative way to display information in an online interactive style.

***APO staff recommends continuing to explore innovative public engagement tools.***



**Figure 30:** Example of the sidewalk clings used for the Looking Ahead 2050 Visioning Campaign.

### ***Respond to Comments and How Considered***

APO staff does respond and create a comment disposition matrix for all public engagement activities. To do this, APO staff's 2021 recommendation was to:

1. Provide the comment disposition matrix to participants after the process of public engagement has concluded for that activity. If the person who provided the input is known, this may also include directly responding to the individual and – if relevant – how it influenced the outcome of the plan or study.

#### ***Year End Assessment***

Respond to comments and how considered. **APO Response: Poor.**

Over the past year, the APO staff did not directly provide the comment disposition matrix to survey participants. However, it did include all comments and the disposition matrix in relevant plans when the public engagement was gathered.

***APO staff recommends sending the comment disposition matrix and survey results directly to respondents (when known) when the APO sends the qualitative survey of participants questionnaire.***

### ***Provide Standard Demographic Survey Questions***

APO staff does provide a standard demographic survey for all public engagement activities held by APO staff. To do this, APO staff's 2021 recommendation was to:

1. Require consultants, at a minimum, to provide the same set of demographic questions with their survey engagement as are asked in other APO surveys. This would enable the APO to obtain more complete information on demographic characteristics needed to track progress toward equity in participation.

#### ***Year End Assessment***

Respond to comments and how considered. **APO Response: Poor.**

Over the past year, the APO staff did not provide consultants with the standard demographic survey questions. The Regional Household Travel Survey already asked for user demographic information, so a demographic survey wasn't necessary. Other consultant work included updating the travel demand model, which didn't require public input. Demographic questions were asked of survey respondents from the SW Beltline Corridor Study and the Mississippi River Bridge Planning Study, but the questions were not exactly the same as the standard demographic questions that the APO asks when it conducts a survey. Therefore, they cannot always be included or compared in our year-end analysis.

***APO staff recommend providing the standard demographic survey questions to consultants when they gather public input..***

### **Recommendations for 2022-2023 Public Engagement**

In addition to the self-evaluations listed above, APO staff recommends implementing the following strategies in the coming year. These recommendations are listed in no particular order.

#### ***Community Liaison for Hard-To-Reach Populations***

APO staff annually evaluates its public input campaigns of the previous year to determine their effectiveness. Past demographic questionnaire results have indicated low to no

response rates among traditionally underserved populations to APO outreach efforts. In response, APO staff met with community organizations that serve these under-represented populations to identify strategies or tools that could be used to ensure that they are aware of the opportunity to impact the decision-making process. One of the identified strategies was to hire persons from within the various communities to carry the message to their friends and neighbors. Outsiders and persons from government organizations can often be distrusted. The community liaison initiative will serve as a pilot project to implement the suggestion received from community organizations. As public input opportunities become available, the APO will seek members of traditionally underserved populations, train them on the product that is available for public review and comment, and then ask them to work within their communities to spread the word. These individuals will be contractors to the APO and will keep a time sheet that includes descriptions of their actions taken in support of this effort. Afterward, APO staff will again evaluate participation from under-represented populations to determine if the pilot project was successful or not.

### ***Join a Community Organization***

In addition to the work of the community liaison, APO staff should also be more "plugged in" to the community, particularly organizations that engage hard-to-reach populations. APO staff can then explore joining a community organization comprised of a hard-to-reach population. To engage with these populations, the APO must build trust, engage with respected community leaders, learn about the group, go beyond digital engagement and make it beneficial to the community we are engaging with.

### ***Reach a Younger Audience on TikTok***

Social media apps such as Facebook, Instagram, and YouTube have existed for many years. Other apps such as TikTok are relevantly new to the lineup but have a growing audience. According to Hootsuite Blog, TikTok was the most downloaded app in 2021 with 656 million downloads making it the sixth most used social media platform worldwide. Wallaroo states that in July 2022, there were over 80 million active users in the U.S., with 80% being between the ages of 16-34. The APO's demographic surveys reveal that the average age of survey takers skews on the older side. Creating a TikTok can help the APO reach a younger audience.

TikTok accounts with similar content to the APO include channels such as TalkingCities, which explores urban design, city planning, and architecture has 200,000 followers and 5.5 million likes. Other similar accounts to model after include Everyday Engineering, philritz1, and pedestriandignity, to name a few. In order to assist in reaching and engaging a younger audience, APO staff should explore the idea of developing and maintaining a TikTok channel.

### ***Update Demographic Survey***

APO staff uses nine demographic questions at the end of all APO online surveys. Respondents are 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 assist APO staff in identifying the various groups within the MPA that are being reached through surveys. The intent is to ensure that all community members are afforded an equal and equitable opportunity to participate in the process. The survey results have been very insightful but have one major flaw. The



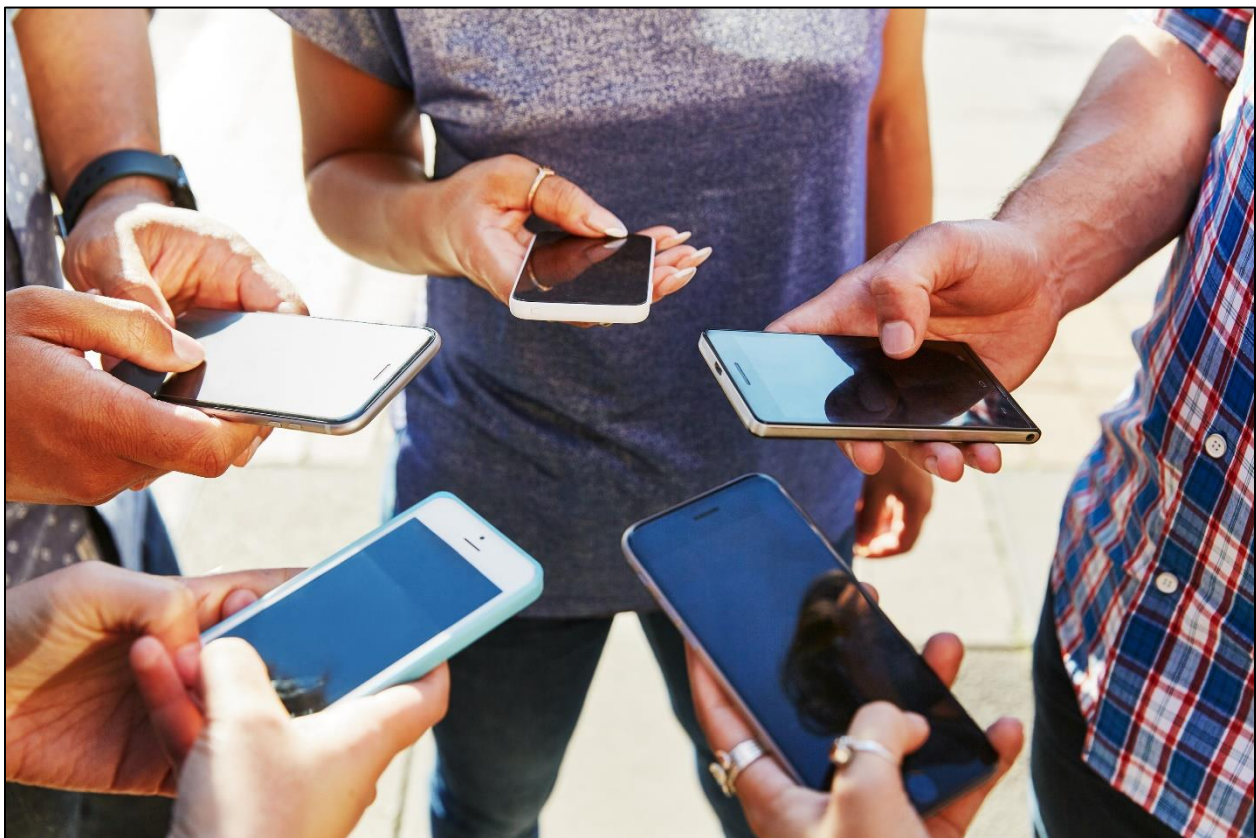
demographic survey categories do not align with the Census and ACS categories. To resolve this, the demographic survey questions should be revised to line up with the questions for the Census and ACS data so they can be directly compared.

### ***Consistency in Posting Public Meetings to Facebook***

Informing the public of opportunities to voice their opinions at APO-related activities increases the visibility and understanding of transportation issues for the public, APO staff, and decision-makers. Between July 2021 and June 2022, only four of the nine Policy Board meetings were advertised on the APO's Facebook page, with no member of the public attending any of the meetings. To increase public awareness of the Policy Board, TAC, and ATAC meetings, every meeting date should be advertised via Facebook.

### ***Be More Consistent Use of All Social Media Accounts***

Facebook is the predominant social media platform the APO staff uses, though the APO does have a presence on other platforms including YouTube, Instagram, and LinkedIn. Instagram had several posts over the last year, but YouTube and LinkedIn had none. The APO should post to each social media account at least quarterly or delete them if they are not being utilized.



**Figure 31:** People on their phones using social media.

## **APPENDIX A**

### **Public Engagement Calendar of Events**

*(Remainder of page left intentionally blank)*

Public Engagement Calendar of Events				
Month	Date	Location	Purpose of Event	Number of Public Participants
Jul-21	7/27/2021	Saint Cloud APO Office	TIP Open House	2
	7/29/2021	Stearns County Public Works	TAC meeting	0
	7/29/2021	Online -- Facebook Live	TIP Open House	N/A
Aug-21	8/11/2021	Great River Regional Library	ATAC meeting	3
	8/12/2021	Great River Regional Library	Policy Board meeting	0
	8/18/2021	St. Cloud Area Chamber of Commerce	Stakeholder Engagement (Visioning Campaign)	29
	8/24/2021	Southside Boys and Girls Club	Stakeholder Engagement (Visioning Campaign)	Approx. a dozen
	8/26/2021	Hybrid -- (Stearns County Public Works/Online)	TAC meeting	0
Sep-21	9/9/2021	Great River Regional Library	Policy Board meeting	0
	9/21/2021	Mobility Training Center	Stakeholder Engagement (Visioning Campaign)	8
	9/30/2021	Hybrid -- (Stearns County Public Works/Online)	TAC meeting	0
Oct-21	10/14/2021	Great River Regional Library	Policy Board meeting	0
Jan-22	1/12/2022	Online – Facebook Live	TIP Open House	N/A
	1/13/2022	Great River Regional Library	Policy Board meeting	0
	1/14/2022	Great River Regional Library	TIP Open House	0
	1/27/2022	Online Only -- Zoom	ATAC meeting	5
Feb-22	2/3/2022	Hybrid -- (Stearns County Public Works/Online)	TAC meeting	0
	2/10/2022	Great River Regional Library	Policy Board meeting	0
	2/24/2022	Hybrid -- (Stearns County Public Works/Online)	TAC meeting	0
Mar-22	3/8/2022	Online – Facebook Live	TIP Open House	N/A
	3/10/2022	Great River Regional Library	Policy Board meeting	0
	3/17/2022	Great River Regional Library	TIP Open House	1
	3/31-2022	Hybrid -- (Stearns County Public Works/Online)	TAC meeting	0
Apr-22	4/7/2022	Online – Facebook Live	TIP Open House	N/A
	4/12/2022	Great River Regional Library	TIP Open House	0
	4/14/2022	Great River Regional Library	Policy Board meeting	0
	4/21/2022	Great River Regional Library	TIP Open House	0
	4/26/2022	Online – Facebook Live	TIP Open House	N/A
	4/28/2022	Hybrid -- (Stearns County Public Works/Online)	TAC meeting	0
May-22	5/12/2022	Great River Regional Library	Policy Board meeting	0
	5/26/2022	Hybrid -- (Stearns County Public Works/Online)	TAC meeting	0
Jun-22	6/9/2022	Great River Regional Library	Policy Board meeting	0
	6/29/2022	Great River Regional Library	Regional Active Transportation Plan Open House	0

## **APPENDIX B**

### **Facebook Public Engagement**

*(Remainder of page left intentionally blank)*

Facebook Public Engagement						
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Post Impressions
July	07/07/2021	SW Beltline Corridor Study	<b>Post Type: Photo</b> Do you live in the St. Cloud Metropolitan Area? The St. Cloud APO and study partners have begun the Southwest Beltline Corridor Study and we would like your input! Please visit the Southwest Beltline Corridor Study website at <a href="http://tiny.cc/SWbeltline">tiny.cc/SWbeltline</a> to learn more about the Corridor Study, complete a short survey or share your comments. The survey will be open through July 16. <a href="http://www.surveymonkey.com/r/swbeltline1">www.surveymonkey.com/r/swbeltline1</a> Please take a few minutes to share your input and help us spread the word!	17	286	307
July	07/14/2022	TIP	<b>Post Type: Photo</b> Visit <a href="https://stcloudapo.org/.../status-update-for-for-next-tip/">https://stcloudapo.org/.../status-update-for-for-next-tip/</a> for more information on the Transportation Improvement Program and to take the online surveys about projects in your area.	7	76	87
July	07/16/2022	Beltline Corridor Study	<b>Post Type: Photo</b> Please visit the Southwest Beltline Corridor Study website at <a href="http://tiny.cc/SWbeltline">tiny.cc/SWbeltline</a> to learn more about the Corridor Study, complete a short survey or share your comments. The survey will close today, July 16th. <a href="http://www.surveymonkey.com/r/swbeltline1">www.surveymonkey.com/r/swbeltline1</a>	N/A	N/A	N/A
July	07/19/2021	TIP	<b>Post Type Photo (Event)</b> Join APO Senior Transportation Planner Vicki Johnson an in-person discussion on the draft fiscal years 2022-2025 Transportation Improvement Program (TIP). Learn more about the document and some of the Federally-funded projects scheduled in the area over the next four years. For more information visit: <a href="https://stcloudapo.org/.../status-update-for-for-next-tip/">https://stcloudapo.org/.../status-update-for-for-next-tip/</a>	N/A	N/A	N/A
July	07/22/2021	TIP	<b>Post Type: Photo (Event)</b>	N/A	N/A	N/A
July	07/26/2021	TIP	<b>Post Type: Photo (Event)(BOOSTED)</b> Remember to stop by the TIP Open House Tomorrow, July 27th at the St. Cloud APO Office. Take the online surveys here: <a href="https://stcloudapo.org/.../status-update-for-for-next-tip/">https://stcloudapo.org/.../status-update-for-for-next-tip/</a>	N/A	N/A	N/A
July	07/26/2021	TIP	<b>Post Type: Photo</b> The Transportation Improvement Program (TIP) has been released for public comment. Visit <a href="https://stcloudapo.org/.../status-update-for-for-next-tip/">https://stcloudapo.org/.../status-update-for-for-next-tip/</a> for more information on the Transportation Improvement Program and to take the online surveys about projects in your area.	334	3,887	7,748
July	07/29/2021	TIP	<b>Post Type: Photo</b> Ride Metro Bus? Interested in transit purchases? We want to hear from you! The APO's 2022-2025 Transportation Improvement Program (TIP) is currently open for public comment. This document provides information on the Federally-funded transportation projects Metro Bus is considering between 2022-2025. Check out our website <a href="http://stcloudapo.org">stcloudapo.org</a> for details on how you can provide your input. Or take the Metro Bus TIP survey here: <a href="https://www.surveymonkey.com/r/5WXD25W">https://www.surveymonkey.com/r/5WXD25W</a>	18	413	453

Facebook Public Engagement						
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Post Impressions
			Public comment is open now through Aug. 13.			
July	07/29/2021	TIP	<b>Post Type: Facebook Live Video</b> Senior Transportation Planner Vicki Johnson is live discussing the draft FY 2022-2025 TIP. Leave your questions and comments below!	22	41	53
July	07/30/2021	TIP	<b>Post Type: Photo</b> The City of Sauk Rapids is asking for Federal funding to help complete necessary improvements on Second Avenue S. We want to know your thoughts on this! The Saint Cloud APO's draft 2022-2025 Transportation Improvement Program (TIP) is out for public comment right now. This document provides information on the Federally-funded transportation projects within Sauk Rapids (along with other cities throughout the Saint Cloud metro). Take the Sauk Rapids TIP survey here: <a href="https://www.surveymonkey.com/r/5QCGW2D">https://www.surveymonkey.com/r/5QCGW2D</a> For more information on the TIP, be sure to check out the APO's website as well: <a href="https://bit.ly/3f882V5">https://bit.ly/3f882V5</a> Provide your comments now through Aug. 13	0	62	70
August	08/02/2021	TIP	<b>Post Type: Photo</b> Live or work in the City of Sartell? Have an opinion on transportation projects within the city? We want to hear about them! The Saint Cloud APO's draft 2022-2025 Transportation Improvement Program (TIP) is out for public comment now. This document projects information on Federally-funded transportation projects within Sartell (along with other cities throughout the Saint Cloud metro). Take the Sartell TIP survey here: <a href="https://www.surveymonkey.com/r/F3MLTQT">https://www.surveymonkey.com/r/F3MLTQT</a> For more information on the TIP be sure to check out the APO's website as well: <a href="https://bit.ly/3f882V5">https://bit.ly/3f882V5</a> . Provide your comments now through Aug. 13!	1	61	67
August	08/02/2021	TIP	<b>Post Type: Photo</b> City of St. Cloud, MN is asking for Federal funding to help with transportation improvements within the city. What are your thoughts about these projects? We want to know! The Saint Cloud APO's draft 2022-2025 Transportation Improvement Program (TIP) is out for public comment right now. This document provides information on the Federally-funded transportation projects within St. Cloud (along with other cities throughout the Saint Cloud metro). Take the St. Cloud TIP survey here: <a href="https://www.surveymonkey.com/r/FBMSCKD">https://www.surveymonkey.com/r/FBMSCKD</a> For more information on the TIP, be sure to check out the APO's website as well: <a href="https://bit.ly/3f882V5">https://bit.ly/3f882V5</a> . Provide your comments now through Aug. 13!	3	83	91
August	08/03/2021	TIP	<b>Post Type: Photo</b> The Benton County Highway Department is seeking Federal funding to assist in the reclamation of CSAH 1/Mayhew Lake Road. What do you think about this? We want to know. The Saint Cloud APO's draft 2022-2025 Transportation Improvement Program (TIP) is out for public comment right now. This document provides information on the Federally-funded transportation projects within the urban area of Benton County. Take the Benton County TIP survey here: <a href="https://www.surveymonkey.com/r/5QPQHG7">https://www.surveymonkey.com/r/5QPQHG7</a> For more information on the TIP, be sure to check out the APO's website as well: <a href="https://bit.ly/3f882V5">https://bit.ly/3f882V5</a> Provide your comments now through Aug. 13!	0	53	59

Facebook Public Engagement						
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Post Impressions
August	08/04/2021	TIP	<p><b>Post Type: Photo</b>            Live in Sherburne County MN Government? The County has several transportation projects occurring between 2022 and 2025 that are seeking Federal funding assistance.            Want to learn more?            The Saint Cloud APO's draft 2022-2025 Transportation Improvement Program (TIP) is out for public comment right now. This document provides information on the Federally-funded transportation projects in Sherburne County (the portion near St. Cloud).            For more information on the TIP, be sure to check out the APO's website: <a href="https://bit.ly/3f882V5">https://bit.ly/3f882V5</a>            Have comments on these projects? We want to know!            Take the Sherburne County TIP survey here: <a href="https://www.surveymonkey.com/r/FGJ2D77">https://www.surveymonkey.com/r/FGJ2D77</a>            .            Public comments are welcome now through Aug. 13!</p>	0	45	51
August	08/04/2021	TIP	<p><b>Post Type: Photo</b>            Minnesota Department of Transportation has several projects scheduled to occur within the Saint Cloud metro between 2022 and 2025 -- including the major interchange project at US 10 and MN 23.            What are your thoughts? We are listening!            The Saint Cloud APO's draft 2022-2025 Transportation Improvement Program (TIP) is out for public comment right now. This document provides information on the Federal and State funded transportation projects within the Saint Cloud metro.            Let us know your thoughts by taking the MnDOT TIP survey: <a href="https://www.surveymonkey.com/r/FGG7CNP">https://www.surveymonkey.com/r/FGG7CNP</a>.            Check out the APO's website for more information on all Federal and/or State funded projects occurring within the area: <a href="https://bit.ly/3f882V5">https://bit.ly/3f882V5</a>            Public comment is open now through Aug. 13.</p>	2	53	60
August	08/04/2021	Policy Board Meeting	<p><b>Post Type: Photo (Event)</b></p>	N/A	N/A	N/A
August	08/05/2021	TIP	<p><b>Post Type: Photo</b>            Stearns County MN Government is proposing to tackle several transportation improvement projects using Federal funding between 2022 and 2025.            Want to learn more? Or better yet, tell us your thoughts?            The Saint Cloud APO's draft 2022-2025 Transportation Improvement Program (TIP) is out for public comment right now. This document provides information on the Federally-funded transportation projects within portions of Stearns County surrounding the Saint Cloud metro.            Take the Stearns County TIP survey here:  <a href="https://www.surveymonkey.com/r/5WY7TMF">https://www.surveymonkey.com/r/5WY7TMF</a>            For more information on the TIP, be sure to check out the APO's website as well: <a href="https://bit.ly/3f882V5">https://bit.ly/3f882V5</a>.            Provide your comments now through Aug. 13!</p>	4	101	110
August	08/06/2021	TIP	<p><b>Post Type: Photo</b>            WACOSA is looking to replace two vehicles in its fleet using Federal funding. What are your thoughts on this?            We want to know!            The Saint Cloud APO's draft 2022-2025 Transportation Improvement Program (TIP) is out for public comment right now. This document provides information on the Federally-funded transportation projects within the Saint Cloud metro (including WACOSA).            Take the WACOSA TIP survey here: <a href="https://www.surveymonkey.com/r/5STMYNY">https://www.surveymonkey.com/r/5STMYNY</a></p>	0	45	57

Facebook Public Engagement						
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Post Impressions
			For more information on the TIP, be sure to check out the APO's website as well: <a href="https://bit.ly/3f882V5">https://bit.ly/3f882V5</a> Provide your comments now through Aug. 13!			
August	08/06/2021	Mississippi River Bridge Planning Study	<b>Post Type: Photo</b> We are currently working on the CSAH River Bridge Planning Study. We are now at the stage of defining the needs and goals for the corridor. The link below connects to project information and a survey – outlining the draft purpose, need, and goal statements for the bridge and roadway corridor. The final part of the website asks for comments on the goal statements. Any and all comments on these statements are welcome. Please share this link with others who may be interested, too: <a href="https://cutt.ly/bridge-goals">https://cutt.ly/bridge-goals</a> Once the need and goals are defined, public meetings will be held in the coming months to develop potential alignment concepts.	4	59	77
August	08/10/2021	TIP	<b>Post Type: Photo</b> @ConnectAbility of MN is seeking two mobility management grants to assist with the development of the Central Minnesota Regional Transportation Coordinating Council (RTCC). We want to know what you think about this? The Saint Cloud APO's draft 2022-2025 Transportation Improvement Program (TIP) is out for public comment right now. This document provides information on the Federally-funded transportation projects within the Saint Cloud metro, including ConnectAbility of MN. Take the ConnectAbility of MN TIP survey here: <a href="https://www.surveymonkey.com/r/5S7TN67">https://www.surveymonkey.com/r/5S7TN67</a> For more information on the TIP, be sure to check out the APO's website as well: <a href="https://bit.ly/3f882V5">https://bit.ly/3f882V5</a> Public comment closes on Friday	0	44	62
August	08/11/2021	MTP	<b>Post Type: Video</b> <a href="http://www.lookingahead2050.org">www.lookingahead2050.org</a>	8	33	58
August	08/23/2021	MTP	<b>Post Type: Photo (BOOSTED)</b> We want to hear from you! Visit <a href="http://www.lookingahead2050.org">www.lookingahead2050.org</a> and take the survey. Your answers will help us establish a transportation vision for where the Saint Cloud area should be headed by 2050.	24	990	1,159
September	09/02/2021	MTP	<b>Post Type: Photo</b> We want to hear from you! Your answers will help us establish a transportation vision for where the Saint Cloud area should be headed by 2050. Survey open now through Sept. 10th ENGLISH Survey: <a href="https://www.surveymonkey.com/r/8RJXPZK">https://www.surveymonkey.com/r/8RJXPZK</a> SOMALI Survey: <a href="https://www.surveymonkey.com/r/5ZB2BMV">https://www.surveymonkey.com/r/5ZB2BMV</a> SPANISH Survey: <a href="https://www.surveymonkey.com/r/5B9LMP2">https://www.surveymonkey.com/r/5B9LMP2</a>	4	112	127
October	10/06/2021	Regional Mobility Survey	<b>Post Type: Photo</b> We are looking for information on our resident's day-to-day travel in our region! Keep an eye out for your Regional Mobility Surveys sent out at random to Benton, Sherburne and Stearns Counties! If you received an invitation to participate in our Regional Mobility Survey download rMove mobile app in Google play store or Apple App Store.	2	59	80



Facebook Public Engagement						
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Post Impressions
			For more information or If you don't own a smartphone sign up with your code at <a href="http://RegionalMobilitysurvey.com">RegionalMobilitysurvey.com</a> .			
October	10/14/2021	SW Beltline Corridor Study	<b>Post Type: Photo</b> Do you live in the St. Cloud Metropolitan Area? The St. Cloud APO and study partners are evaluating alignments for the Southwest Beltline corridor, and we would like your input! Visit the Southwest Beltline Corridor Study website at <a href="http://tiny.cc/SWbeltline">http://tiny.cc/SWbeltline</a> to view a narrated presentation, community survey and interactive comment map. Please share you input by October 31! <a href="https://wikimapping.com/Southwest-Beltline.html">https://wikimapping.com/Southwest-Beltline.html</a> Please take a few minutes to learn more, share your input, and help us spread the word!	5	53	70
October	10/20/2021	SW Beltline Corridor Study	<b>Post Type: Photo</b> Your insight is valuable to us! The St. Cloud APO and study partners are evaluating alignments for the Southwest Beltline corridor, and we would like your input! Visit the Southwest Beltline Corridor Study website at <a href="http://tiny.cc/SWbeltline">http://tiny.cc/SWbeltline</a> to view a narrated presentation, community survey and interactive comment map. Please note, the public survey and interactive comment map will be open for public input until October 31 <a href="https://wikimapping.com/Southwest-Beltline.html">https://wikimapping.com/Southwest-Beltline.html</a> Please take a few minutes to learn more, share your input, and help us spread the word!	1	42	60
October	10/25/2021	Beltline Corridor Study	<b>Post Type: Photo</b> The St. Cloud APO and study partners would still like your input! Visit the Southwest Beltline Corridor Study website to view a narrates presentation, community survey and interactive comment map. Please share your input by October 31 on our interactive comment map and visit the study website to take a short survey! <a href="http://tiny.cc/SWbeltline">http://tiny.cc/SWbeltline</a>	1	52	70
October	10/26/2021	Regional Mobility Survey	<b>Post Type: Photo (BOOSTED)</b> The Saint Cloud Area Planning Organization invites you to participate in the Regional Mobility Survey. All households who fully complete the survey will receive a gift card worth up to \$35! Sign up by November 4th The results of this survey will help us understand how local roads, highways, public transportation, bike lanes, and sidewalks are used today, and how they can be improved to meet the diverse needs of all residents. By taking part, you'll help to ensure that your community's transportation needs are represented in the survey data. Follow the instructions below to sign up today. You can participate in English, Somali, and Spanish through the survey smartphone app, the online survey, or by calling toll-free. Visit the survey website to learn more! <a href="http://www.regionalmobilitysurvey.com">www.regionalmobilitysurvey.com</a>	343	4,267	8,947
December	12/29/2021	TIP	<b>Post Type: Photo</b> Take our survey! <a href="https://www.surveymonkey.com/r/FY38NHF">https://www.surveymonkey.com/r/FY38NHF</a> The Transportation Improvement Program (TIP) is a multi-year program of transportation improvements for the Saint Cloud Metropolitan Planning Area (MPA). Community members are welcome to provide their input on these changes between Wednesday, Dec. 29, 2021, and Friday, Jan. 28, 2022. Check out <a href="https://stcloudapo.org/changes-to-the-tip-need-your.../">https://stcloudapo.org/changes-to-the-tip-need-your.../</a> for more information.	5	207	229

Facebook Public Engagement						
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Post Impressions
January	01/12/2022	TIP	<b>Post Type: Facebook Live Video</b> Join Senior Transportation Planner Vicki Johnson as she discusses proposed changes to the APO's FY 2022-2025 TIP.	N/A	N/A	N/A
January	01/14/2022	TIP	<b>Post Type: Facebook Live Video</b> We want to hear from you! Join Senior Transportation Planner Vicki Johnson for a conversation on proposed changes to the Transportation Improvement Program happening until 12:30 p.m. at the St. Cloud public library!	29	48	54
January	01/26/2022	ATAC	<b>Post Type: Photo (Event)</b>	N/A	N/A	N/A
February	02/01/2022	Policy Board	<b>Post Type: Photo (Event)</b>	N/A	N/A	N/A
February	02/16/2022	TAC	<b>Post Type: Photo (Event)</b>	N/A	N/A	N/A
February	02/22/2022	TIP	<b>Post Type: Photo (Event)</b> Changes to the TIP need your feedback! The Transportation Improvement Program (TIP) is a multi-year program of transportation improvements for the Saint Cloud Metropolitan Planning Area (MPA). Visit <a href="https://stcloudapo.org/changes-to-the-tip-need-your-.../">https://stcloudapo.org/changes-to-the-tip-need-your-.../</a> for more information.	2	42	52
March	03/07/2022	Policy Board	<b>Post Type: Photo (Event)</b>	N/A	N/A	N/A
March	03/08/2022	TIP	<b>Post Type: Facebook Live Video</b> Senior Transportation Planner Vicki Johnson is discussing various changes to the FY 2022-2025 Transportation Improvement Program. Tune in to learn more about these changes and provide your comments!	49	85	95
March	03/21/2022	TIP	<b>Post Type: Link</b> You have until Friday, March 25, 2022 to provide feedback for the Transpiration Improvement Program (TIP). Check out our website for more information!	0	30	36
March	03/28/2022	TIP	<b>Post Type: Photo (Event)</b>	N/A	N/A	N/A
March	03/28/2022	TIP	<b>Post Type: Photo (Event)</b>	N/A	N/A	N/A

Facebook Public Engagement						
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Post Impressions
April	04/07/2022	TIP	<b>Post Type: Facebook Live Video</b> Join Senior Transportation Planner Vicki Johnson as she reviews some of the latest requests to change the APO's TIP.	14	540	553
April	04/12/2022	TIP	<b>Post Type: Facebook Live Video</b> Got comments on the Transportation Improvement Program? Come chat with Senior Transportation Planner Vicki Johnson until 12:30 p.m. today (April 12) at the St. Cloud library.	26	56	64
April	04/14/2022	TIP	<b>Post Type: Photo (Event)</b>	N/A	N/A	N/A
April	04/14/2022	TIP	<b>Post Type: Photo (Event)</b> A virtual public input meeting via Facebook Live to discuss changes to the TIP will be held starting at noon on Tuesday, April 26. The Transportation Improvement Program (TIP) is a multi-year program of transportation improvements for the Saint Cloud Metropolitan Planning Area (MPA). As a document, the TIP reports how the various agencies and jurisdictions within the MPA have prioritized their use of limited Federal highway and transit funding. Saint Cloud Metro Bus and WACOSA are requesting changes to be made to the current TIP. Community members are welcome to provide their input on these changes between Wednesday, April 6, 2022, and Friday, May 6, 2022. <a href="https://stcloudapo.org/transit-tip-changes-need-feedback/">https://stcloudapo.org/transit-tip-changes-need-feedback/</a>	N/A	N/A	N/A
April	04/26/2022	TIP	<b>Post Type: Facebook Live Video</b> Senior Transportation Planner Vicki Johnson is chatting about proposed transit changes to the APO's FY 2022-2025 TIP. Learn more about these changes and how to provide your comments before May 6!	14	29	36
May	05/03/2022	Policy Board Meeting	<b>Post Type: Photo (Event)</b>	N/A	N/A	N/A
June	06/02/2022	Mayhew Lake Road Study	<b>Post Type: Photo (Event)</b> We're studying possible safety improvements to Mayhew Lake Road from Highway 23 to 35th St NE. Join us for an upcoming open house June 13 from 5pm - 7pm at the Sauk Rapids Government Center to share your feedback. If you drive, bike, roll or walk on or near Mayhew Lake Road, we want to hear from you! <a href="https://mayhewlakeroad-wsbeng.hub.arcgis.com/">https://mayhewlakeroad-wsbeng.hub.arcgis.com/</a>	5	78	81
June	06/06/2022	Stearns County CSAH 133 Alignment Study	<b>Post Type: Photo (Event)</b> Join us for the County Road 133 alignment study public meeting on Tuesday, June 14 from 5:00 - 6:30 p.m. at the Sartell City Hall. <a href="https://www.stearnscountymn.gov/.../CSAH-133-Alignment-Study">https://www.stearnscountymn.gov/.../CSAH-133-Alignment-Study</a>	N/A	N/A	N/A
June	06/15/2022	Stearns County CSAH 133 Alignment Study	<b>Post Type: Link</b>	2	38	47

Facebook Public Engagement						
Month	Date	Purpose of Post	Post (Including post type)	Engagement (30 days after posted)	Reach	Post Impressions
June	06/15/2022	ATP	<b>Post Type: Photo</b> The APO's Regional Active Transportation Plan (ATP) project survey is open for public comment! To take the survey click here: <a href="https://arcg.is/0CX8Wj">https://arcg.is/0CX8Wj</a> To learn more about the ATP visit our website: <a href="https://stcloudapo.org/.../active-transportation-plan/">https://stcloudapo.org/.../active-transportation-plan/</a>	5	74	116
June	06/22/2022	ATP	<b>Post Type: Facebook Live Video</b> The APO's Regional Active Transportation Plan (ATP) project survey is open for public comment! To take the survey click here: <a href="https://arcg.is/0CX8Wj">https://arcg.is/0CX8Wj</a> To learn more about the ATP visit our website: <a href="https://stcloudapo.org/.../active-transportation-plan/">https://stcloudapo.org/.../active-transportation-plan/</a>	28	40	50
June	06/27/2022	ATP	<b>Post Type: Photo (Event)</b> Staff will be hosting an in-person public input meeting from 11:30 a.m. to 1:30 p.m. on Wednesday, June 29th, at the St. Cloud branch of the Great River Regional Library. The Regional Active Transportation Plan (ATP) aims to provide a long-range planning framework to support non-motorized forms of transportation in the Saint Cloud Metropolitan Planning Area (MPA). This plan identifies needs, resources, and strategies to enhance the safe and convenient use of non-motorized modes of transportation and the facilities necessary to accommodate them. Take the Regional Transportation Plan survey here: <a href="https://survey123.arcgis.com/.../816cf180bc814624b116d6c7">https://survey123.arcgis.com/.../816cf180bc814624b116d6c7</a>	NA	NA	NA

## **APPENDIX C**

### **Staff Training Certifications**

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# Equity Training

## 2021 Annual Training Certification

The undersigned attended a one-hour training session regarding equity, by Gina Kundan from MnDOT's Office of Equity on February 9, 2021. The training covered aspect of both Title II and Title VI issues.



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Brian Gibson



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Vicki Johnson



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Fred Sandal



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Alex McKenzie



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Amber Blattner

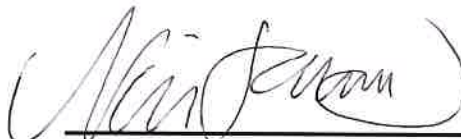
# Title VI

## 2021 Annual Training Certification


The undersigned attended a one-hour training session regarding Title VI of the Civil Rights Act and its applicability to the Area Planning Organization.

The training occurred on December 6, 2021 and consisted of watching **Non-Discrimination Assurances** video on FHWA.dot.gov website and reviewing the APO's Title VI document and the processes we use to help assure non-discrimination.

  
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Brian Gibson

  
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Vicki Johnson

  
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James Stapfer

  
\_\_\_\_\_  
Alex McKenzie


  
\_\_\_\_\_  
Amber Blattner

# Title II

## 2021 Annual Training Certification

The undersigned attended a one-hour training session regarding Title II of the Civil Rights Act and its applicability to the Area Planning Organization.

The training occurred on December 20, 2021 and consisted of watching **Americans With Disabilities Act (ADA) // Basic Training You Need To Know** by the Disability Law Center of Virginia and **Understanding the ADA Interactive Process** by Proxus.

  
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Brian Gibson

  
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Vicki Johnson

  
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James Stapfer

  
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Alex McKenzie

  
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Amber Blattner

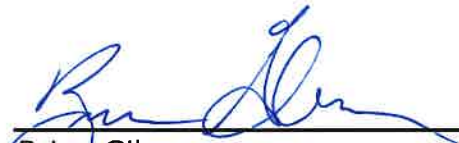


# LEP

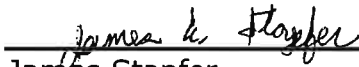
## 2021 Annual Training Certification

The undersigned attended a one-hour training session regarding Title VI of the Civil Rights Act and its applicability to the Area Planning Organization.

The training occurred on December 13, 2021 and consisted of watching **Providing Meaningful Access for Limited English Proficient Individuals** by the U.S. Department of Justice and discussing it within the context of the APO's processes.

  
\_\_\_\_\_  
Brian Gibson

  
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Vicki Johnson

  
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James Stapfer

  
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Alex McKenzie

  
\_\_\_\_\_  
Amber Blattner



SAINT CLOUD | AREA PLANNING ORGANIZATION

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:** James Stapfer, Planning Technician  
**RE:** Consideration of 2022 Targets  
**DATE:** Sept. 20, 2022

The Moving Ahead for Progress in the 21st Century (MAP-21) Act instituted transportation performance measurement (PM) for state departments of transportation (DOTs) and metropolitan planning organizations (MPOs) like the APO. MAP-21 directed the FHWA and the FTA to develop performance measures to assess a range of factors. State DOTs and MPOs are required to establish targets for each performance measure. In 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law and expanded upon MAP-21 performance-based outcomes and provided long-term funding certainty for surface transportation infrastructure planning and investment. Performance measures were built into the FAST Act to emphasize planning and programming philosophies that are based upon continuously collected transportation data. Additionally, the FAST Act included requirements for state DOTs and MPOs to establish targets for various performance measures. These targets set measurable benchmarks for FTA, FHWA, state DOTs and MPOs to easily track their progress on safety, pavement condition, and system reliability goals. This performance-based approach is meant to improve accountability of Federal transportation investments, assess risks related to different performance levels, and increase transparency.

## PM1: TRANSPORTATION SAFETY

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 must establish their HSIP targets before Feb. 28 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 Traveled (VMT)).
3. Number of serious injuries.
4. Rate of serious injuries (Per 100 million VMT).
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 (MPA) in coordination with the State.
- Estimate VMT for all public roads within the MPA 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 state's Strategic Highway Safety Plan (SHSP).
- Include a description in the APO's Transportation Improvement Program (TIP) of the anticipated effect of programmed projects toward achieving HSIP targets in the MTP, linking investment priorities in the TIP to those safety targets.

MPOs, including the APO, must either support state targets or develop their own before Feb. 28, 2023.

Attachment G2 includes the 2012-2021 safety data for the APO region.

The following table details the safety related targets and is updated every year.

Of note, as of the drafting of this memo, MnDOT had not yet provided APO staff with VMT data. As a result, fatality rate and serious injury rate were not able to be calculated. APO staff intend to consult VMT data to assist in the development of targets for fatalities and non-motorized fatalities and serious injuries. By using VMT data, APO staff hope to further ground these targets in data rather than making assumptions based solely from past trends of those measures. APO staff anticipate VMT data to be available ahead of the Sept. 29 meeting and will present the updated information as soon as possible.

Performance Measures	2021 Results	2021 Targets	Proposed 2023 Targets	MnDOT 2023 Target
<b>Fatalities</b>	8.0	<b>8.6</b>	<b>TBD</b>	<b>352.4</b>
<b>Fatality Rate (100 MVMT)</b>	TBD	<b>0.73</b>	<b>TBD</b>	<b>0.582</b>
<b>Serious Injuries</b>	26.2	<b>23.0</b>	<b>23.0</b>	<b>1,463.4</b>
<b>Serious Injury Rate (100 MVMT)</b>	TBD	<b>1.946</b>	<b>TBD</b>	<b>2.470</b>
<b>Non-Motorized Fatalities and Serious Injuries</b>	6.6	<b>8.2</b>	<b>TBD</b>	<b>258.4</b>

## PM2: INFRASTRUCTURE

Pavement Performance Management supports the National Highway Performance Program (NHPP) pavements on the National Highway System (NHS) and requires State DOTs and



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MPOs to set NHPP targets for four safety performance measures. The goal of the pavement condition measures is to maintain pavements at or above a minimum condition level.

There are four performance measures for the purpose of carrying out the NHPP:

1. Percent of Interstate pavements in Good condition.
2. Percent of Interstate pavements in Poor condition.
3. Percent of non-Interstate NHS pavements in Good condition.
4. Percent of non-Interstate NHS pavements in Poor condition.

Pavement condition is calculated using the following measures:

- Roughness (IRI).
- Rutting (asphalt pavements only).
- Cracking.
- Faulting (concrete pavements only).

If interstate pavement falls below the minimum level (5% of interstate lane-miles in poor condition) for the most recent year, MnDOT must obligate National Highway Performance Program and transfer Surface Transportation Program (STP) funds to address interstate condition in next fiscal year.

Attachment G3 includes the 2021 pavement condition ratings for the APO region.

MPOs, including the APO, must support state targets or develop their own before Feb. 28, 2023.

Unlike PM1 targets, PM2 targets are updated, at a minimum, every four years. However, these targets must be revisited every two years – thus giving the state and/or MPO the opportunity to adjust.

The following table details the ***Interstate*** pavement condition targets.

Performance Measures	2021 Results	2021 Targets	Proposed 2023 Targets	MnDOT 2023 Target	Proposed 2025 Targets	MnDOT 2025 Target
Good Condition	95.5%	85%	85%	60%	85%	60%
Poor Condition	0.0%	1%	1%	2%	1%	2%

The following figure details the ***non-Interstate NHS*** pavement conditions.



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Performance Measures	2021 Results	2021 Targets	Proposed 2023 Targets	MnDOT 2023 Target	Proposed 2025 Targets	MnDOT 2025 Target
Good Condition	68.1%	65%	65%	55%	65%	55%
Poor Condition	0.4 %	1%	1%	2%	1%	2%

Similar to pavement condition, bridge condition management supports the NHPP and requires State DOTs and MPOs to set NHPP targets for two bridge condition performance measures. The goal of the NHPP are: to provide support for the condition and performance of the NHS (National Highway System); to provide support for the construction of new facilities on the NHS; and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State's asset management plan for the NHS.

There are two performance measures for the purpose of carrying out the NHPP.

1. Percentage of NHS bridge deck area classified as in Good condition.
2. Percentage of NHS bridge deck area classified as in Poor condition.

Attachment G4 includes the 2021 bridge condition ratings for the APO region.

The following details the condition of bridges located on the NHS.

Performance Measures	2021 Results	2021 Targets	Proposed 2023 Targets	MnDOT 2023 Target	Proposed 2025 Targets	MnDOT 2025 Target
Good Condition	52.5%	60%	60%	35%	60%	35%
Poor Condition	0%	1%	1%	4%	1%	4%

### PM3: SYSTEM PERFORMANCE

Travel time reliability is defined as the consistency or dependability of travel times from day to day or across different times of the day. Level of Travel Time Reliability (LOTTR) is a comparison, expressed as a ratio, of the 80th percentile travel time of a reporting segment to the "normal" (50th percentile) travel time of a reporting segment occurring throughout a full calendar year.

Data collected from each reporting segment are a list of average travel times for all traffic (all vehicles) in 15-minute periods for the following time spans:

- a. Travel times occurring between the hours of 6 a.m. and 10 a.m. for every weekday (Monday-Friday) from Jan. 1 through Dec. 31 of the same year.



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- b. Travel times occurring between the hours of 10 a.m. and 4 p.m. for every weekday (Monday-Friday) from Jan. 1 through Dec. 31 of the same year.
- c. Travel times occurring between the hours of 4 p.m. and 8 p.m. for every weekday (Monday-Friday) from Jan. 1 through Dec. 31 of the same year.
- d. Travel times occurring between the hours of 6 a.m. and 8 p.m. for every weekend day (Saturday-Sunday) from Jan. 1 through Dec. 31 of the same year.

There are two performance measures used to assess reliability:

- a. Percent of the person-miles traveled on the Interstate that are reliable; and
- b. Percent of person-miles traveled on the non-Interstate NHS that are reliable.

Similar to PM2, PM3 targets are updated, at a minimum, every four years. However, these targets must be revisited every two years – thus giving the state and/or MPO the opportunity to adjust.

MPOs, including the APO, must either support state targets or develop their own before Feb. 28, 2023.

Attachment G5 includes the 2021 travel time reliability indices for the APO region.

The following table details the LOTTR targets for both the Interstate and non-Interstate NHS.

Performance Measures	2021 Results	2021 Targets	Proposed 2023 Targets	MnDOT 2023 Target	Proposed 2025 Targets	MnDOT 2025 Target
Interstate	100%	100%	100%	82%	100%	82%
Non-Interstate NHS	99.6%	90%	91%	82%	91%	82%

In addition to LOTTR, PM3 must include information on the Truck Travel Time Reliability (TTTR) index.

TTTR is calculated using the 95<sup>th</sup> percentile travel time divided by the Normal Truck Travel Time (50<sup>th</sup> percentile) and rounded to the nearest hundredth. This data set shall include, for each reporting segment, a ranked list of average truck travel times, to the nearest second, for 15-minute periods of a 24-hour period for an entire calendar year that:

- A. Includes “a.m. peak” travel times occurring between the hours of 6 a.m. and 10 a.m. for every weekday (Monday-Friday) from Jan. 1 through Dec. 31 of the same year.
- B. Includes “midday” travel times occurring between the hours of 10 a.m. and 4 p.m. for every weekday (Monday-Friday) from Jan. 1 through Dec. 31 of the same year.



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- C. Includes "p.m. peak" travel times occurring between the hours of 4 p.m. and 8 p.m. for every weekday (Monday-Friday) from Jan. 1 through Dec. 31 of the same year.
- D. Includes "overnight" travel times occurring between the hours of 8 p.m. and 6 a.m. for every day (Sunday-Saturday) from Jan. 1 through Dec. 31 of the same year.
- E. Includes "weekend" travel times occurring between the hours of 6 a.m. and 8 p.m. for every weekend day (Saturday-Sunday) from Jan. 1 through Dec. 31 of the same year.

TTTR is only evaluated at the Interstate level.

MPOs must support state targets or develop their own before February 28, 2023.

Attachment G6 includes the 2021 TTTR indices for the APO region.

The following table details the TTTR index.

Performance Measures	2021 Results	2021 Targets	Proposed 2023 Targets	MnDOT 2023 Target	Proposed 2025 Targets	MnDOT 2025 Target
TTTR Index	1.11	1.24	1.22	1.4	1.22	1.4

## OVERALL RECOMMENDATIONS

The APO is looking for the TAC to recommend Policy Board approval of PM1, PM2, and PM3 targets. Overall, the targets established by MnDOT have been determined to be of limited value to the APO, especially when compared with the existing conditions and priorities of the APO. Therefore, by adopting different targets from the state, the APO can focus on localized issues within its region and target funding that will work toward the goals of the APO as established within the MTP.

**Requested Action Today:** Recommend Policy Board approval of the PM1, PM2, and PM3 targets.

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)
2012	7	6.8	24	24.8	7	6.2	0.648	0.628	2.22	2.291
2013	9	7.2	23	23.2	7	5.8	0.835	0.666	2.134	2.144
2014	5	7.4	15	21.6	5	5.2	0.462	0.685	1.387	2.001
2015	14	8.2	19	21.4	12	7.0	1.184	0.756	1.730	1.978
2016	7	8.4	36	23.4	8	7.8	0.691	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	8	8.4	20	23.0	8	8.0	0.639	0.715	1.419	1.946
2019	7	8.8	24	24.8	6	8.2	0.493	0.721	1.689	2.006
2020	12	8.4	32	27.4	10	7.8	1.025	0.671	2.732	2.207
2021	5	8.0	32	26.6	2	6.6	TBD	TBD	TBD	TBD

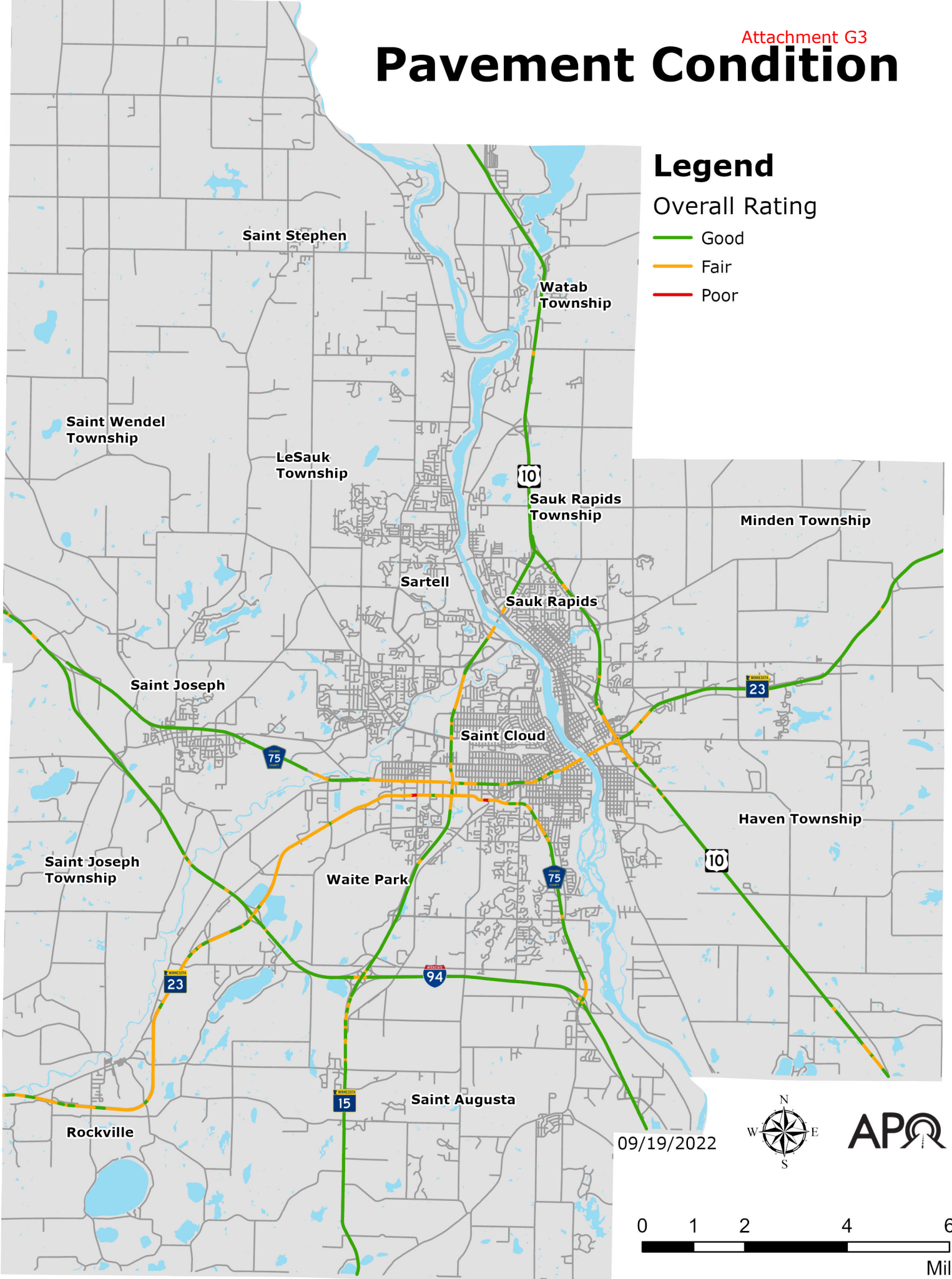


# Pavement Condition

## Legend

### Overall Rating

- Good
- Fair
- Poor



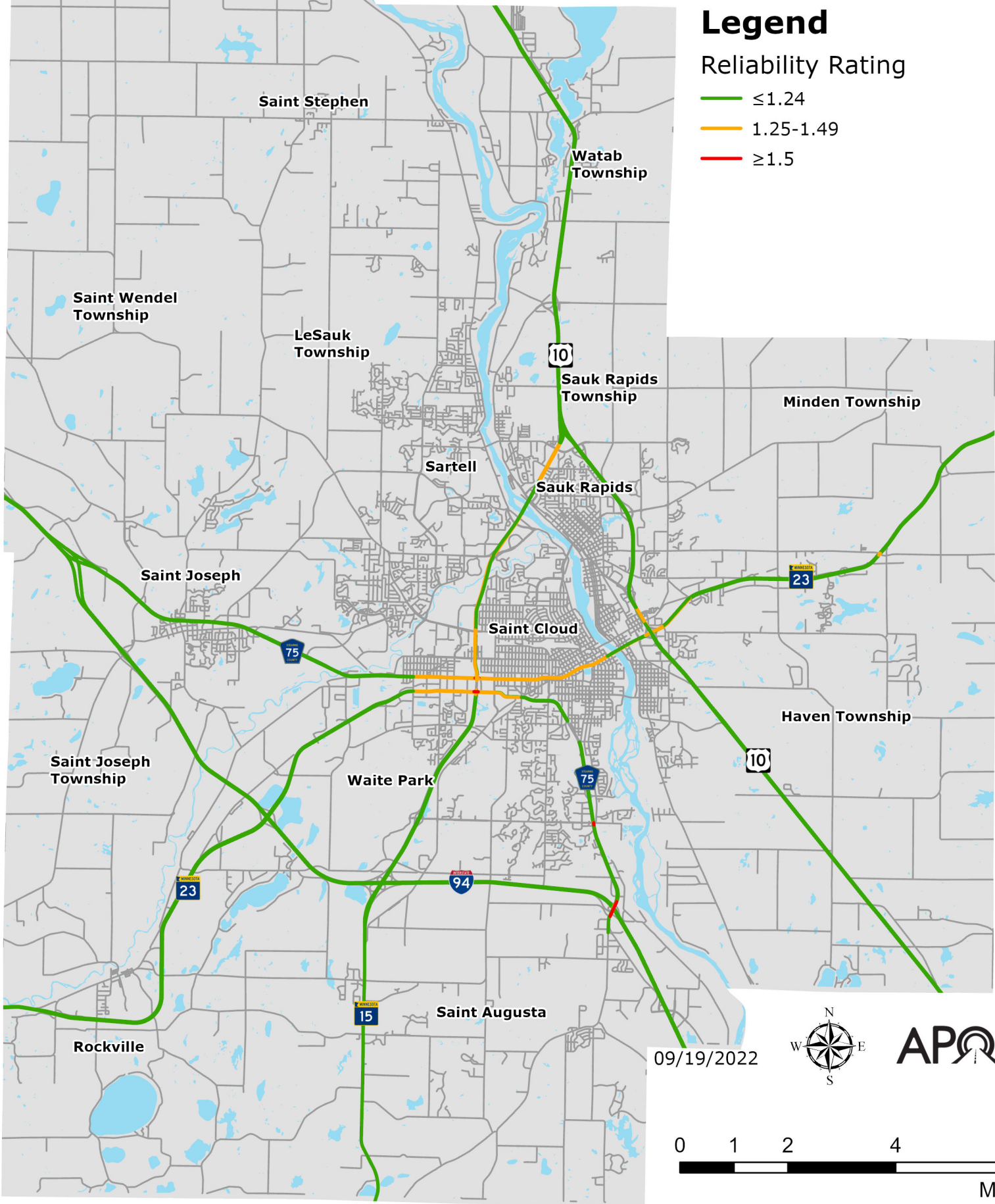


# Travel Time Reliability Index

## Legend

Reliability Rating

- $\leq 1.24$
- 1.25-1.49
- $\geq 1.5$



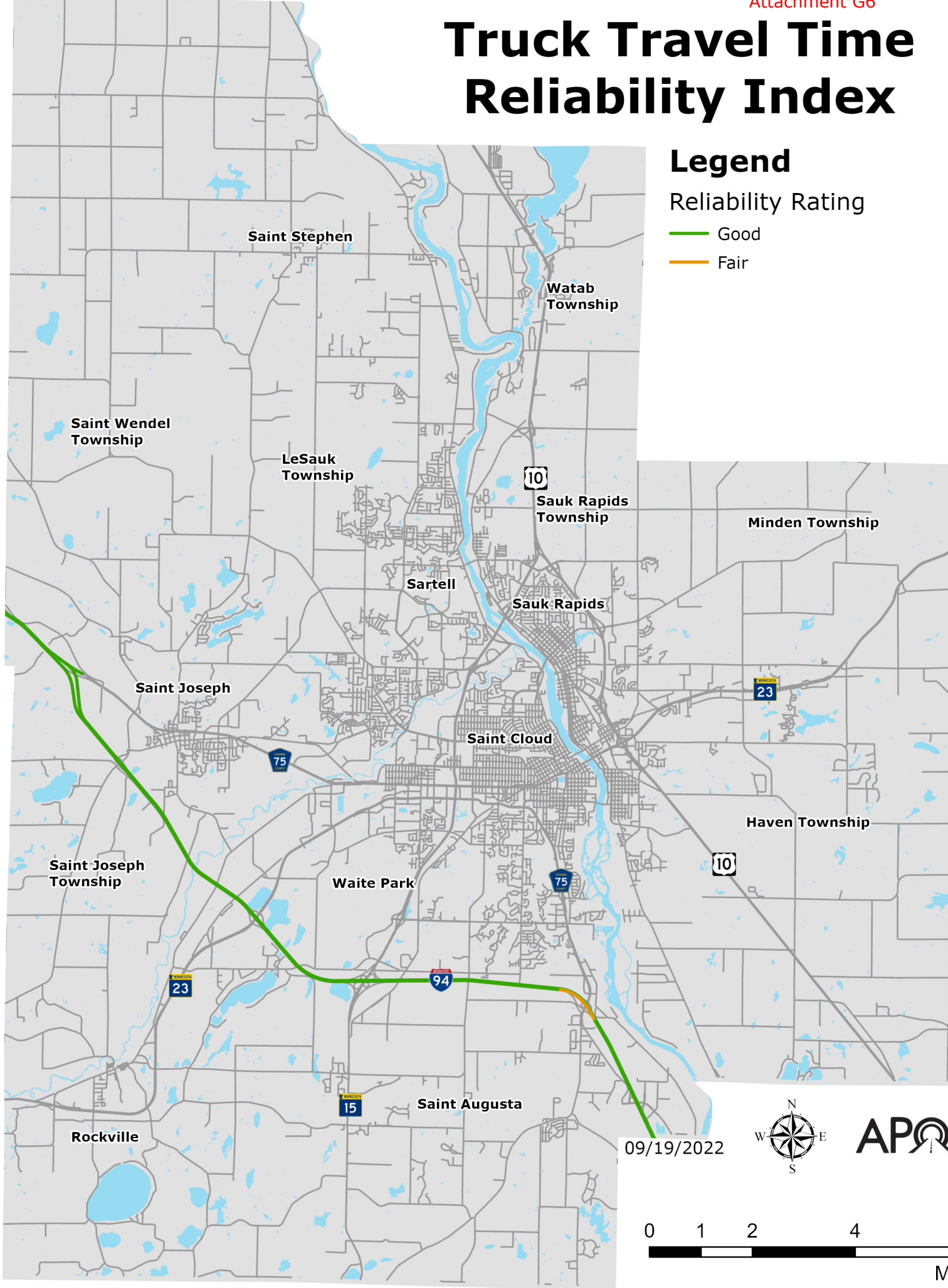
# Truck Travel Time Reliability Index

## Legend

Reliability Rating

— Good

— Fair



09/19/2022





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:** Vicki Johnson, Senior Transportation Planner  
**RE:** 2024-2027 Greater MN Highway Safety Improvement Program projects  
**DATE:** Sept. 19, 2022

As a comprehensive, intergovernmental transportation planning agency for the Saint Cloud Metropolitan Planning Area (MPA), the Saint Cloud Area Planning Organization (APO) works with member agencies and jurisdictions to facilitate local, state, and Federal funds for programs and surface transportation improvement programs. In order to accomplish this, the APO is tasked with prioritizing projects that align with its long-range transportation vision for the region.

The Metropolitan Transportation Plan (MTP) is a long-range, multimodal, surface transportation plan that identifies a regional vision for transportation and the steps necessary to achieve that vision. Part of those steps includes the identification of various transportation improvement projects within the Metropolitan Planning Area (MPA).

In order to carry out the vision of the MTP, the APO develops and maintains a Transportation Improvement Program (TIP). The TIP is a short-range (four year) programming document that reports on how the various agencies and jurisdictions within the Saint Cloud MPA have prioritized their use of limited Federal highway and transit funding. This document is updated on an annual basis.

Projects contained within the TIP must either be identified within the MTP or align closely with the goals and objectives of the MTP. In addition, these projects are funded in part by the Federal Government or are projects sponsored specifically by the Minnesota Department of Transportation (MnDOT).

One of the sources of transportation funding the Federal Government uses is the Highway Safety Improvement Program (HSIP). The goal of HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads and roads on tribal lands. This funding source requires a 10% local match with a maximum cap for a project being \$750,000 per location.

The 2024-2027 HSIP solicitation kicked off on Monday, Sept. 12 by the Minnesota Department of Transportation's Office of Traffic Engineering (OTE). Applications are due to OTE by no later than Wednesday, Nov. 23.

As approved by the APO's Policy Board at the June 9, 2022, meeting, HSIP projects occurring within the APO's planning area must be reviewed by the APO's TAC and Policy Board prior to being submitted for funding consideration. All proactive/data-driven projects will receive an "equal prioritization" – meaning the APO's Policy Board will not rank/prioritize these projects. All reactive projects will be subject to a discussion based preliminary ranking by the TAC with final rankings/prioritization being handled at the Policy Board level.

The City of Sartell, the City of Saint Joseph, and Benton County have indicated their intent to apply for this solicitation with the following projects:

- **PROACTIVE/DATA-DRIVEN:** Pinecone Road and Seventh Street traffic signal installation within the City of Sartell.

E. [admin@stcloudapo.org](mailto:admin@stcloudapo.org) W. [stcloudapo.org](http://stcloudapo.org)

- **PROACTIVE/DATA-DRIVEN:** Pedestrian crossing improvements along CSAH 75 at Fourth Avenue, 12<sup>th</sup> Avenue, 16<sup>th</sup> Avenue, and 20<sup>th</sup> Avenue within the City of Saint Joseph.
- **REACTIVE:** Roundabout construction at CSAH 1/Mayhew Lake Road and CSAH 29/35<sup>th</sup> Street in Sauk Rapids.

**Suggested Action:** Recommend Policy Board ranking/prioritization for HSIP funding consideration.

Due November 23, 2022

Greater Minnesota, Local HSIP Solicitation

# Application for Federal Safety Funds

## 1. Contact Information Details

Lead Agency	Contact Name
Benton County	Chris Byrd, PE; Benton County Public Works Director; Phone #: 320/968-5051 E-mail: <a href="mailto:chris.byrd@co.benton.mn.us">chris.byrd@co.benton.mn.us</a>

## 2. Funding Details

Federal Funds	+	Local Match	=	Total Cost
\$750,000	+	\$450,000	=	\$1,200,000

NOTE: maximum of \$500,000 in federal funds per agency per project.

Preferred Funding Year(s)
2025, 2026, or 2027

Funding Notes
N/A

## 3. Project Description

Project Description
<p><b>Existing Conditions:</b> The intersection of CSAH 1/Mayhew Lake Road and CSAH 29/35<sup>th</sup> Street is located on the east side of Sauk Rapids, in the southwestern part of Benton County. The study area is located in the northeast part of the St. Cloud Metropolitan Area (see <b>Figure 1</b>).</p> <p>CSAH 1/Mayhew Lake Road is currently an undivided two-lane roadway with a 55-mph speed limit and a 40-mph school speed zone near the Sauk Rapids-Rice High School. This area is undergoing a transition from rural to suburban development, including residential development, business, the Sauk Rapids-Rice High School, and the future Mayhew Creek Park (see <b>Figure 2</b>).</p> <p>The existing rural section of Mayhew Lake Road is anticipated to function as an urban route in the future. Safety concerns have been identified on this roadway as a high-speed corridor that is used to access the Sauk Rapids-Rice High School.</p> <p>CSAH 29/35<sup>th</sup> Street ends on the west side of CSAH 1/Mayhew Lake Road. 35<sup>th</sup> Street on the east side of Mayhew Lake Road is a local street that provides the only access point into and out of a residential development located in the southeast quadrant of the intersection (see <b>Figure 3</b>).</p>



**Image 1:** MAYHEW LAKE ROAD LOOKING NORTHWEST

Existing conditions at the intersection of CSAH 1/Mayhew Lake Road and CSAH 29/35<sup>th</sup> Street are described below.

- Southbound/Northbound alignment: Mayhew Lake Road
  - 55-mph speed limit
  - One shared through/left turn lane and one right turn lane per approach
  - 3,300 AADT (MnDOT 2015 data) and 2,683 AADT during COVID-19 pandemic (MnDOT 2021 data)
- Eastbound/Westbound alignment: 35th Street
  - Stop-controlled approaches
  - 55-mph speed limit on west leg, 30-mph speed limit on east leg
  - One shared through/left turn lane and one right turn lane on west approach
  - One shared lane on east approach
  - 4,350 AADT on west leg (MnDOT 2019 data)
  - Assumed 900 ADT on east leg based on 2022 count data



**Image 2:** INTERSECTION OF CSAH 1/MAYHEW LAKE ROAD AND CSAH 29/35<sup>TH</sup> STREET, LOOKING NORTHWEST

**Proposed Project:**

A 2 x 1 roundabout with two lanes entering from the southern leg of Mayhew Lake Road and one lane entering from the north leg of Mayhew Lake Road and the east and west legs of 35<sup>th</sup> Street.

ATP	County or Counties	Metropolitan Planning Organization (MPO)
3	Benton County	St. Cloud APO

NOTE: if any portion of the project is located within MPO boundaries, a letter of support / priority from the MPO is needed.



Estimated Output	Units
0.0	Miles
1	Intersections
0	Curves

NOTE: estimate output for one of three metric: number of miles, number of intersections, or number of curves.

## 3. Selection Criteria

**Describe how project was identified.**

**Crash Data:** A crash rate and severity summary of the most recent five-year (January 2017- December 2021) crash history at the intersection of CSAH 1/Mayhew Lake Road and CSAH 29/35<sup>th</sup> Street is shown in **Table 1**.

**Table 1: Existing Crash Rates and Severity Types at CSAH 1/Mayhew Lake Road & CSAH 29/35<sup>th</sup> Street**

No. Crashes	Daily Entering Vehicles *	Calculated Crash Rate**	Avg. Crash Rate for Intersection Type	Critical Crash Rate	Run - Off-Rd	Single Vehicle Other	Sideswipe Same Dir.	Sideswipe Opp. Dir.	Rear End	Head On	Angle / Left Turn	Other/ Unknown
11	5,308	1.14	0.10	0.41	1	1	0	0	1	2	5	1

This analysis, completed with MnDOT's Crash Mapping Analysis Tool 2 (MnCMAT2) database indicates there were a total of 11 crashes at the intersection between 2017 and 2021. Two of these crashes involved serious injuries. Five of the 11 crashes were angle crashes involving left-turning vehicles. These types of crashes tend to occur when heavy traffic volumes on Mayhew Lake Road make it difficult for vehicles on 35<sup>th</sup> Street to make left-hand turns. The crash rate at this intersection is more than twice as high as the critical crash rate (i.e., statistically significantly higher than the critical crash rate at similar intersections) for a rural thru-stop intersection.

Crash modification factors (CMF) were identified as potential safety improvements for CSAH 1/Mayhew Lake Road and CSAH 29/35<sup>th</sup> Street. Potential improvements from the CMF Clearinghouse include:

- Converting intersection with minor-road stop control to modern roundabout, CMF = 0.56, Crash reduction = 44 percent
- Installing a traffic signal and left turn lanes, CMF = 0.569, Crash reduction = 43.1 percent
- Installing left turn phase improvement, CMF = 0.85 for fatal/injury crashes, CMF = 0.96 for property damage only crashes, Crash reduction = 15 percent for fatal/injury crashes and 4 percent for property damage only crashes

Intersection CMF applicability and the expected number of crashes per year based on existing intersection volumes is shown below.

Mayhew Lake Road Intersection Crash Modification Factors									
Existing		CMF 1				CMF 2		CMF 3	
Intersection	Traffic Control	No. Crashes (5-year)	Avg. no. Crashes per year	Convert intersection with minor-road stop control to modern roundabout	Expected no. crashes per year with CMF	Install a traffic signal and left turn lanes	Expected no. crashes per year with CMF	Left turn phase improvement	Expected no. crashes per year with CMF
<b>Mayhew Lake Rd &amp; 35th St</b>	Minor Approach Stop-Controlled	11	2.2	Yes	1.2	Yes	1.3	No	N/A

**Benton County Road Safety Plan:** The proposed roundabout at CSAH 1/Mayhew Lake Road and CSAH 29/35<sup>th</sup> Street is included in Benton County's Highway Safety Plan. **Attachment A1** shows the detailed intersection information for the project intersection as well as the prioritization, all in **highlighted text**.

**Attachment A2** is the project sheet from the Benton County Highway Safety Plan. This sheet, completed in 2010, recommended improvements to lights, signs, and markings. Changes in land uses and development trends in the area since the safety plan was completed have led Benton County to consider a roundabout at this intersection.

**Is this project in partnership with another agency?**

Yes. This project is being completed in partnership with the City of Sauk Rapids and the St. Cloud APO. The St. Cloud APO, in coordination with Benton County and the City of Sauk Rapids, is currently leading a transportation planning study of Mayhew Lake Road between TH 23 in the south and CSAH 29/35th Street in the north to identify projects that would enhance the connectivity of the transportation network by enhancing/improving the network of east-west and north-south arterial roadways in the western portion of the county. It is notable that the intersection of CSAH 1/Mayhew Lake Road and CSAH 29/35th Street has the highest number of injury crashes along Mayhew Lake Road between US 23 and 35th Street.

**4. Crash Data for Reactive Projects ONLY: Jan. 1, 2016 through Dec. 31, 2020**

<<<Note: This information in the table below is from January 1, 2017 through December 31, 2021. Information for the requested timeframe – January 1, 2016 through December 31, 2020 will be provided prior to submittal to MnDOT>>>

Number of Crashes	K	A	B	C	PDO	Total
All Crash Types	0	2	1	4	4	11

NOTE: set filters to 2017 through 2021 in MnCMAT if you submit an Intersection Report or Section Report.

<<<Note: This information will be provided prior to submittal to MnDOT>>>

OPTIONAL: Crashes by Basic Type	K	A	B	C	PDO	Total
Pedestrian	0	0	0	0	0	0
Bicyclist	0	0	0	0	0	0
Single Vehicle Run-off-road	0	0	0	0	0	0
Single Vehicle Other	0	0	0	0	0	0
Sideswipe Same Direction	0	0	0	0	0	0
Sideswipe Opposing Direction	0	0	0	0	0	0
Rear End	0	0	0	0	0	0
Head On	0	0	0	0	0	0
Left Turn	0	0	0	0	0	0
Angle	0	0	0	0	0	0
Other	0	0	0	0	0	0

**OPTIONAL: Description of any unique characteristics.**

None.

Reactive projects must have a benefit-cost ratio greater than 1.00; to simplify this analysis, OTE will conduct the calculation. An electronic copy of the analysis output will be available upon request.

## 6. OPTIONAL: Additional Notes

### Additional Notes for Selection Committee

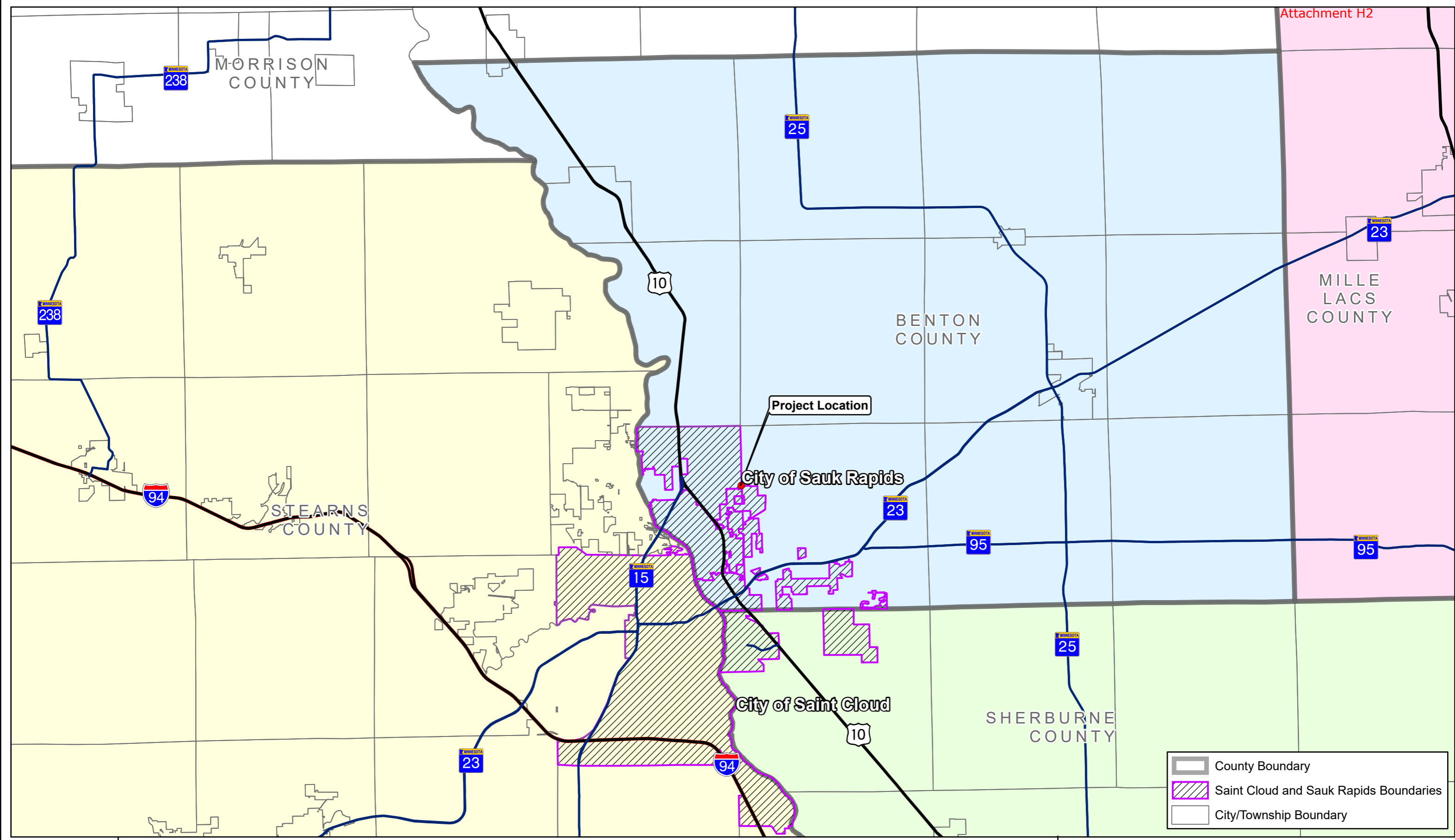
None.

## 7. Submission Information

Submit this application via PDF to [SafetyProject.DOT@state.mn.us](mailto:SafetyProject.DOT@state.mn.us) by **November 23, 2022**.

Please include the following as necessary:

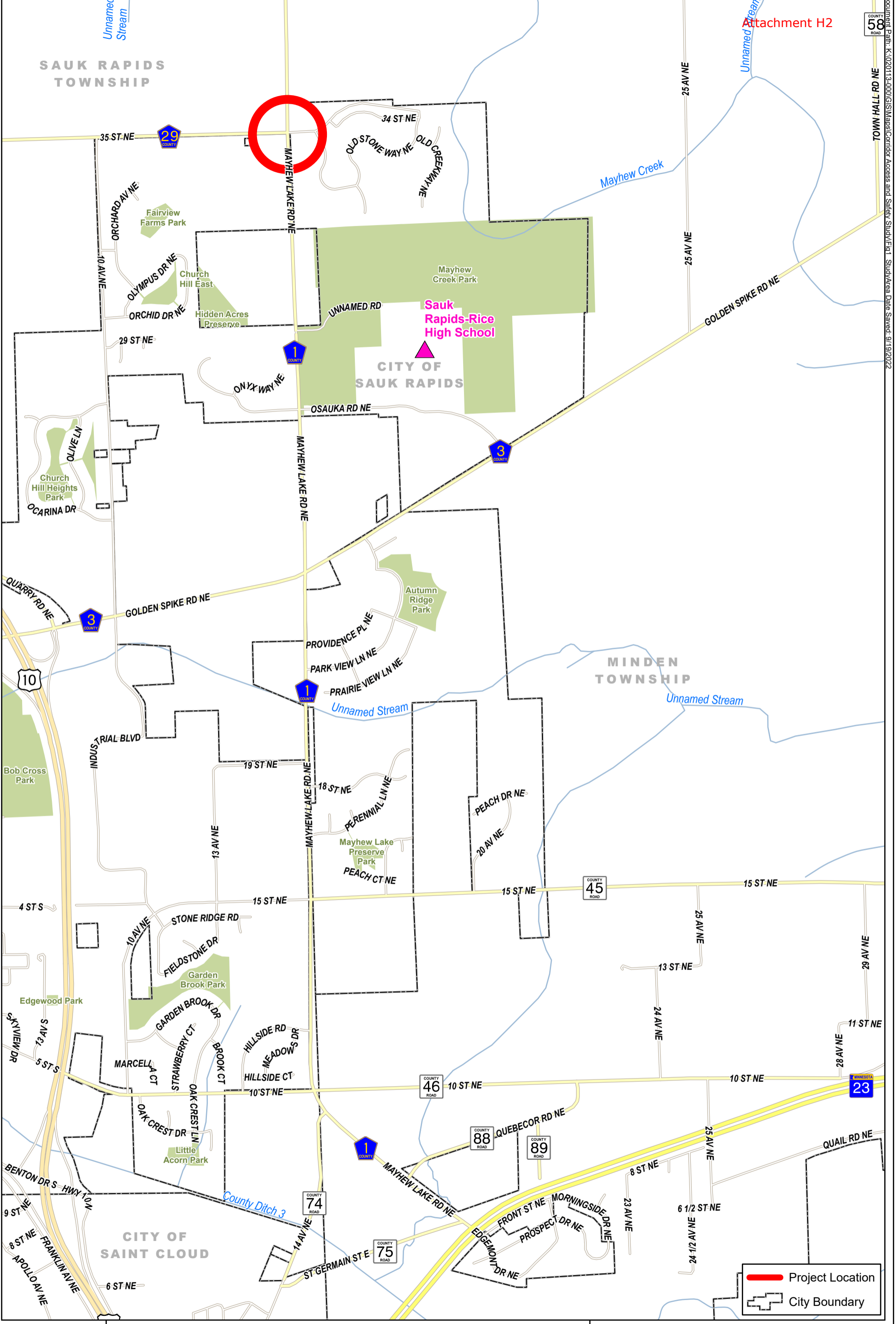
- Map of project location(s)
- County Road Safety Plan project sheet(s)
- Letters of support
  - a. Metropolitan Planning Organization (MPO) if within borders
  - b. MnDOT District Traffic Engineer if work performed in MnDOT right-of-way





**Figure 1. Project Location (Regional Map)**

Intersection of Mayhew Lake Road and CSAH 29/35th Street HSIP Application  
St. Cloud Area Planning Organization (APO), Minnesota





 Project Location  
 City Boundary

**Figure 2. Project Location**

Intersection of Mayhew Lake Road and CSAH 29/35th Street HSIP Application  
St. Cloud Area Planning Organization (APO), Minnesota





**Figure 3. Project Location (Aerial)**

Intersection of Mayhew Lake Road and CSAH 29/35th Street HSIP Application  
St. Cloud Area Planning Organization (APO), Minnesota



Detailed Intersection Information

Benton County  
Rural Intersection Prioritization

Int #	Sys	Num	Intersection Description	Skew	On/Near Curve	Development	RR Xing	ADT	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Crash Cost
1.02	CSAH	1	ST GERMAIN ST CR-75 LT	Yes	Yes	Yes	Yes	5,400	No	2	0.20	\$103,000
1.03	CSAH	1	QUEBECOR RD CR-88 RT	No	Yes	Yes	No	5,080	No	2	0.07	\$103,000
1.04	CSAH	1	14TH AVE NE CR-74 LT	No	Yes	No	No	5,650	No	5	0.31	\$184,000
1.05	CSAH	1	10TH ST NE CR-46 X-ING	No	Yes	No	No	6,960	No	6	0.42	\$230,000
1.06	CSAH	1	15TH ST NE X-ING, T-501 LT CR-45 RT	No	No	No	No	6,712	No	6	0.24	\$151,000
1.08	CSAH	1	LT M-304 35TH ST NW RT CSAH 29 AHD	No	No	No	No	4,687	No	12	0.74	\$702,000
1.09	CSAH	1	45TH ST NE X-ING, T-238 LT CSAH-15 RT	No	No	No	No	2,907	No	2	0.08	\$182,000
1.10	CSAH	1	60TH ST NE CSAH-33 LT	No	No	No	No	2,395	No	3	0.49	\$36,000
1.11	CSAH	1	65TH ST NE CSAH-4 RT (SOUTH)	No	No	No	No	1,725	No	4	1.00	\$172,000
1.12	CSAH	1	15TH AVE NE CR-78 LT, CSAH-1 CURVES	No	Yes	No	No	1,375	No	3	0.39	\$36,000
1.13	CSAH	1	75TH ST NE X-ING, CSAH-4 LT T-148 RT (	Yes	Yes	No	No	1,302	No	0	0.13	\$0
1.14	CSAH	1	90TH ST NE CR-43 RT	No	Yes	No	No	1,230	No	1	0.14	\$412,000
2.06	CSAH	2	15TH AVE NE CR-78 X-ING, ENTER GRAH	No	No	No	No	1,410	No	1	0.42	\$12,000
2.07	CSAH	2	35TH AVE NE CR-58 RT	No	Yes	No	No	1,698	No	1	0.06	\$91,000
3.09	CSAH	3	25TH AVE NE LT CR-57	Yes	No	Yes	No	1,947	No	2	0.10	\$272,000
3.10	CSAH	3	TOWN HALL RD LT CR-58	Yes	No	No	No	1,948	No	0	0.11	\$0
3.11	CSAH	3	42ND AVE NE RT CR-80	No	No	No	No	1,983	No	3	0.14	\$115,000
3.12	CSAH	3	45TH ST NE X-ING CSAH-15 LT T-168 RT	No	No	No	No	2,057	No	0	0.11	\$0
3.13	CSAH	3	55TH ST NE RT CR-44, ENTER MAYHEW L	No	Yes	No	No	1,940	No	2	0.10	\$24,000
3.14	CSAH	3	65TH AVE NE LT CR-81	No	Yes	No	No	1,853	No	1	0.00	\$12,000
3.16	CSAH	3	85TH ST NE CR-43 X-ING	Yes	No	No	No	1,583	No	1	0.17	\$12,000
3.17	CSAH	3	LITTLE ROCK RD CSAH-13 X-ING	Yes	Yes	No	No	1,645	No	3	0.22	\$36,000
3.18	CSAH	3	95TH AVE NE RT CR-61	No	Yes	No	No	1,400	No	0	0.07	\$0
3.21	CSAH	3	125TH ST NE X-ING T-118 LT CR-65 RT	No	No	No	No	1,098	No	0	0.20	\$0
3.22	CSAH	3	145TH ST NE CSAH-12 X-ING	No	No	Yes	No	1,135	No	0	0.38	\$0
3.23	CSAH	3	165TH ST NE CSAH-22 X-ING	No	No	No	No	1,000	No	0	1.86	\$0
4.03	CSAH	4	TOWN HALL RD CR-58 X-ING	No	No	No	No	1,345	No	2	0.17	\$227,000
4.04	CSAH	4	65TH AVE NE X-ING CSAH-25 LT CR-81 R	No	No	No	No	1,255	No	2	0.09	\$103,000
4.05	CSAH	4	75TH AVE NE X-ING T-68 LT CSAH-25 RT,	No	No	No	No	1,687	No	1	0.09	\$12,000
4.06	CSAH	4	85TH AVE NE CR-83 X-ING	No	No	No	No	1,575	No	0	0.02	\$0
4.07	CSAH	4	95TH AVE NE CR-61 X-ING	No	No	No	No	1,630	No	1	0.05	\$12,000
4.08	CSAH	4	105TH AVE NE CR-62 X-ING	No	No	No	No	1,630	No	1	0.05	\$12,000
4.13	CSAH	4	135TH AVE NE CR-66 X-ING, ENTER MAY	No	No	No	No	1,630	No	0	0.16	\$0
4.14	CSAH	4	RONNEBY RD CSAH-6 X-ING	No	No	No	No	1,990	No	2	0.50	\$227,000
4.15	CSAH	4	155TH AVE NE X-ING T-80 LT CR-85 RT	No	No	No	No	1,267	No	0	0.01	\$0
4.16	CSAH	4	165TH AVE NE CSAH-7 X-ING	No	No	No	No	1,790	No	2	0.43	\$272,000
4.17	CSAH	4	185TH AVE NE CSAH-9 X-ING	No	No	No	No	1,790	Yes	1	0.43	\$12,000
5.03	CSAH	5	115TH AVE NE CSAH-14 X-ING	No	No	No	No	1,085	No	1	0.32	\$412,000
5.04	CSAH	5	135TH AVE NE CR-66 X-ING	No	No	No	No	973	Yes	2	0.19	\$103,000
5.05	CSAH	5	RONNEBY RD CSAH-6 X-ING	No	No	No	No	1,610	No	4	0.96	\$651,000
5.06	CSAH	5	155TH AVE NE CR-67 X-ING	No	No	No	No	885	Yes	1	0.08	\$91,000
5.07	CSAH	5	165TH AVE NE CSAH-7 X-ING	No	No	No	No	1,220	Yes	0	0.49	\$0
5.08	CSAH	5	185TH AVE NE CSAH-9 X-ING	No	No	No	No	1,133	Yes	1	0.38	\$824,000
5.09	CSAH	5	195TH AVE NE LT CR-68, MILLE LACS CO	No	No	No	No	1,128	Yes	1	0.08	\$136,000
6.01	CSAH	6	DUELM RD LT CR-87 SEG #1	No	No	No	No	505	No	0	0.20	\$0
6.02	CSAH	6	5TH ST NE RT CR-87 SEG #2	No	No	No	No	478	No	0	0.08	\$0
6.04	CSAH	6	25TH ST NE CR-49 X-ING	Yes	No	No	No	615	No	0	0.06	\$0
6.05	CSAH	6	SCHOOL HOUSE RD LT CR-50	No	Yes	No	No	603	No	0	0.08	\$0
6.06	CSAH	6	55TH ST NE CR-51 X-ING, ENTER MAYWC	No	Yes	No	No	1,100	No	1	0.90	\$412,000
6.07	CSAH	6	75TH ST NE RT CR-52, RONNEBY CL X-IN	No	No	No	No	778	No	0	0.07	\$0
6.09	CSAH	6	DAISY RD LT 145TH ST NE RT CR-69 X-IN	Yes	No	No	No	720	No	1	0.04	\$12,000
6.10	CSAH	6	165TH ST NE CSAH-22 X-ING	No	No	No	No	1,065	No	0	0.78	\$0
7.01	CSAH	7	GLENDORODO RD X-ING T-188 LT CR-87	Yes	Yes	No	No	872	No	0	0.08	\$0
7.02	CSAH	7	5TH ST NE LT CR-87	No	No	No	No	845	No	0	0.04	\$0
7.04	CSAH	7	25TH ST NE CR-49 X-ING	No	No	No	No	675	No	1	0.04	\$136,000
7.05	CSAH	7	55TH ST NE CR-51 X-ING, ENTER MAYWC	No	No	No	No	1,005	No	0	0.55	\$0
7.06	CSAH	7	75TH ST NE CR-52 X-ING	No	No	No	No	485	No	1	0.13	\$12,000
7.07	CSAH	7	167 1/2 AVE NE RT CR-53	Yes	No	No	No	510	No	0	0.37	\$0
7.09	CSAH	7	145TH ST NE LT CR-69	No	No	No	No	213	No	0	0.13	\$0
7.10	CSAH	7	165TH ST NE CSAH-22 X-ING, 165TH AVE	No	No	Yes	No	563	No	0	0.36	\$0
8.05	CSAH	8	15TH ST NE LT CR-45, 35TH AVE NE CR-8	No	No	No	No	2,123	No	5	0.48	\$387,000
9.01	CSAH	9	GLENDORODO RD LT CR-87 SEG #3	No	Yes	No	No	300	No	0	0.26	\$0
9.02	CSAH	9	10TH ST NE RT CR-87 SEG #4	No	No	No	No	278	No	0	0.09	\$0
9.04	CSAH	9	25TH ST NE LT CR-49, CSAH-9 CURVES R	No	Yes	No	No	553	No	1	0.05	\$12,000
9.05	CSAH	9	55TH ST NE CR-51 X-ING, ENTER MAYWC	No	No	No	No	730	No	0	0.35	\$0
9.06	CSAH	9	75TH ST NE CR-52 X-ING	No	No	No	No	595	No	0	0.10	\$0
9.08	CSAH	9	145TH ST NE CR-54 X-ING	No	No	No	No	340	No	1	0.21	\$12,000
9.09	CSAH	9	165TH ST NE CSAH-22 X-ING, 185TH AVE	No	No	No	No	530	No	3	0.45	\$36,000
10.02	CSAH	10	MNTH-25 X-ING, DUELM RD CR-87 SEG #	No	No	Yes	No	2,900	No	3	0.16	\$194,000
12.02	CSAH	12	5TH AVE NW LT CR-56	No	Yes	No	No	1,075	No	1	0.26	\$91,000
12.03	CSAH	12	15TH AVE NE CR-78 X-ING, ENTER GRAH	No	No	No	No	1,120	No	4	0.53	\$251,000
12.05	CSAH	12	45TH ST NE X-ING T-31 LT CR-42 RT	No	No	No	No	355	No	0	0.15	\$0
12.06	CSAH	12	55TH AVE NE CR-59 X-ING	No	No	No	No	375	No	0	0.21	\$0
12.07	CSAH	12	65TH AVE NE CR-41 X-ING	No	No	No	No	375	No	0	0.21	\$0
12.08	CSAH	12	75TH AVE NE CR-60 X-ING, ENTER ALBEF	No	No	No	No	360	No	0	0.16	\$0
12.09	CSAH	12	115TH AVE NE CR-65 X-ING	No	No	No	No	360	No	1	0.16	\$12,000
13.02	CSAH	13	15TH AVE NE CR-78 X-ING, ENTER MAYH	Yes	No	No	No	810	No	3	0.80	\$160,000
13.03	CSAH	13	40TH AVE NE CR-58 X-ING	No	No	No	No	445	No	1	0.24	\$12,000
13.04	CSAH	13	55TH AVE NE CR-59 X-ING	No	No	No	No	385	No	1	0.07	\$12,000
13.05	CSAH	13	65TH AVE NE X-ING CR-41 LT CSAH-25 R	No	No	No	No	493	No	0	0.37	\$0
13.06	CSAH	13	85TH AVE NE LT CR-82	No	No	No	No	405	No	0	0.25	\$0
13.07	CSAH	13	95TH AVE NE CR-61 X-ING	No	No	No	No	330	No	3	0.43	\$560,000
13.08	CSAH	13	105TH AVE NE CR-62 X-ING	No	No	No	No	310	No	0	0.35	\$0
14.01	CSAH	14	125TH ST NE X-ING CR-65 LT & AHD, CSA	No	No	No	No	358	No	0	0.55	\$0



Detailed Intersection Information

Benton County  
Rural Intersection Prioritization

Int #	Sys	Num	Intersection Description	Skew	On/Near Curve	Development	RR Xing	ADT	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Crash Cost
21.01	CSAH	21	155TH ST NW X-ING CR-40 SEG #1 LT T-2	No	No	No	No	995	No	0	0.05	\$0
21.02	CSAH	21	160TH ST NW RT CR-40 SEG #2	No	No	No	No	990	No	0	0.08	\$0
22.01	CSAH	22	35TH AVE NE MNTH-25 X-ING, 165TH ST I	No	No	No	No	1,895	No	0	0.08	\$0
22.03	CSAH	22	75TH AVE NE CR-60 X-ING, ENTER ALBEF	No	No	No	No	285	No	0	0.21	\$0
22.04	CSAH	22	115TH AVE NE CR-65 X-ING	No	No	No	No	425	No	0	0.13	\$0
22.05	CSAH	22	135TH AVE NE CR-66 X-ING	No	No	No	No	605	No	0	0.30	\$0
22.06	CSAH	22	155TH AVE NE CR-67 X-ING, ENTER GRAI	No	No	No	No	538	No	0	0.16	\$0
23.01	CSAH	23	DUELM RD CR-48 AHD, CSAH-23 CURVES	Yes	Yes	No	No	545	No	1	0.60	\$91,000
25.01	CSAH	25	DUELM RD CR-48 X-ING	Yes	No	No	No	778	No	0	0.48	\$0
25.03	CSAH	25	30TH ST NE CR-50 X-ING	No	No	No	No	275	No	0	0.22	\$0
25.05	CSAH	25	55TH ST NE X-ING CR-44 LT T-158 RT, GIL	No	No	No	No	337	No	0	0.53	\$0
29.05	CSAH	29	5TH AVE NE LT QUARRY RD RT, CR-57 X-	Yes	Yes	No	No	4,835	No	4	0.10	\$296,000
33.04	CSAH	33	N. E. RIVER RD LT CR-55	No	Yes	No	Yes	2,450	No	2	0.55	\$103,000
33.05	CSAH	33	USTH-10 S/EB Ramps CR-69 LT	No	Yes	Yes	No	1,662	No	1	0.15	\$12,000
33.06	CSAH	33	5TH AVE NE X-ING T-13 LT CR-57 RT	No	No	No	No	1,182	No	0	0.26	\$0
40.01	CNTY	40	45TH AVE NW RT CR-73	No	Yes	Yes	Yes	1,298	No	0	0.21	\$0
41.02	CNTY	41	155TH ST NE X-ING CR-77 LT T-40 RT, T-2	No	Yes	No	No	119	No	0	1.00	\$0
43.01	CNTY	43	TOWN HALL RD CR-58 X-ING	No	No	No	No	295	No	1	0.84	\$12,000
43.02	CNTY	43	55TH AVE NE LT CR-59	No	No	No	No	173	No	0	0.16	\$0
43.03	CNTY	43	85TH AVE NE RT CR-83	No	No	No	No	318	No	1	0.08	\$12,000
43.04	CNTY	43	95TH AVE NE CR-61 X-ING	No	No	No	No	385	No	0	0.26	\$0
43.05	CNTY	43	105TH AVE NE CR-62 X-ING	No	No	No	No	385	No	0	0.26	\$0
46.02	CNTY	46	QUEBECOR RD RT CR-88	No	Yes	No	No	950	No	0	0.47	\$0
47.01	CNTY	47	55TH AVE NE LT	No	Yes	No	No	1,127	No	2	0.05	\$836,000
49.01	CNTY	49	DUELM RD CR-87 SEG #1 X-ING	Yes	Yes	No	No	285	No	0	0.84	\$0
50.02	CNTY	50	92ND AVE NE LT CR-61	No	No	No	No	85	No	0	1.40	\$0
50.05	CNTY	50	115TH AVE NE RT CR-63	No	No	No	No	95	No	0	0.53	\$0
50.07	CNTY	50	125TH AVE NE RT CR-64	No	No	No	No	63	No	0	0.78	\$0
51.02	CNTY	51	135TH AVE NE X-ING CR-66 LT T-73 RT	No	No	No	No	605	No	1	0.16	\$12,000
51.03	CNTY	51	155TH AVE NE X-ING CR-85 LT T-79 RT	No	No	No	No	550	No	0	0.06	\$0
51.04	CNTY	51	175 AVE NE X-ING T-90 LT CR-86 RT	No	No	No	No	257	No	0	0.35	\$0
52.01	CNTY	52	155TH AVE NE LT CR-67	No	No	No	No	65	No	0	0.36	\$0
54.01	CNTY	54	195TH AV X-ING T-110 LT CR-68 RT, MILLI	No	No	No	No	267	No	0	0.27	\$0
55.01	CNTY	55	75TH ST NE RT CR-79	No	Yes	No	Yes	1,080	No	2	0.84	\$103,000
59.02	CNTY	59	155TH ST NE CR-77 X-ING	No	No	No	No	130	No	1	1.00	\$12,000
66.02	CNTY	66	DAISY RD X-ING T-111 LT CR-69 RT	No	Yes	No	No	165	No	0	0.18	\$0
66.03	CNTY	66	145TH ST NE LT CR-69	No	No	No	No	170	No	0	0.43	\$0
67.02	CNTY	67	145TH ST NE CR-69 X-ING	No	No	No	No	90	No	0	0.38	\$0
86.01	CNTY	86	GLENDORODO RD CR-87 X-ING	Yes	No	No	No	170	No	0	0.52	\$0
88.01	CNTY	88	21ST AVE NE RT CR-89 X-ING	Yes	Yes	No	No	363	No	0	0.01	\$0
1.16	CSAH	1	125TH ST NE CSAH-2 X-ING	No	No	No	No	1,895	No	1	0.87	\$12,000
2.08	CSAH	2	35TH AVE NE LT MNTH-25 X-ING	No	Yes	No	No	2,475	No	1	1.00	\$12,000
4.01	CSAH	4	USTH-10 SBL X-ING, 75TH ST NE CR-79 B	No	No	Yes	No	28,545	No	8	0.02	\$733,000
4.02	CSAH	4	15TH AVE NE CR-78 X-ING	No	Yes	No	No	700	No	4	0.56	\$127,000
4.09	CSAH	4	MNTH-23 X-ING	No	Yes	Yes	No	8,075	No	2	0.21	\$103,000
6.03	CSAH	6	15TH ST NE MNTH-95 X-ING	No	No	No	No	5,020	Yes	5	0.12	\$263,000
6.08	CSAH	6	MNTH-23 X-ING	Yes	No	Yes	No	6,735	No	11	0.14	\$780,000
7.03	CSAH	7	15TH ST NE MNTH-95 X-ING	No	No	No	No	5,230	No	3	0.16	\$194,000
7.08	CSAH	7	MNTH-23 X-ING	Yes	No	No	No	5,925	No	5	0.08	\$1,109,000
8.04	CSAH	8	MNTH-23 X-ING	No	No	Yes	No	15,440	No	11	0.06	\$414,000
9.03	CSAH	9	15TH ST NE MNTH-95 X-ING	No	No	No	No	4,903	No	2	0.09	\$836,000
9.07	CSAH	9	MNTH-23 X-ING	Yes	No	No	No	5,918	No	4	0.08	\$285,000
10.01	CSAH	10	DUELM RD X-ING CSAH-23 LT, CSAH-10 T	No	Yes	No	No	778	No	2	0.59	\$24,000
11.01	CSAH	11	MNTH-25 X-ING, 85TH AVE NE CR-82 BHD	No	No	No	No	1,795	No	0	0.16	\$0
11.02	CSAH	11	145TH ST NE CSAH-12 X-ING	No	No	No	No	628	No	3	0.98	\$594,000
11.03	CSAH	11	165TH ST NE CSAH-22 X-ING	No	No	No	No	443	No	2	0.88	\$24,000
12.04	CSAH	12	35TH ST NE MNTH-25 X-ING	No	No	No	No	2,160	No	1	0.23	\$136,000
12.10	CSAH	12	125TH AVE NE CSAH-14 X-ING, 145TH ST	No	No	No	No	380	No	0	1.05	\$0
13.01	CSAH	13	USTH-10 SBL X-ING	No	Yes	No	No	25,827	No	22	0.02	\$1,995,000
13.09	CSAH	13	MNTH-25 X-ING, 115TH AVE NE CSAH-14	No	Yes	No	No	2,398	No	3	0.12	\$160,000
14.02	CSAH	14	165TH ST NE CSAH-22 X-ING, 125TH AVE	No	No	No	No	580	No	0	0.38	\$0
15.01	CSAH	15	TOWN HALL RD CR-58 X-ING	No	No	No	No	555	No	0	0.54	\$0
22.02	CSAH	22	55TH AVE NE CR-59 X-ING	No	No	No	No	300	No	0	0.28	\$0
23.02	CSAH	23	MNTH-95 X-ING, 105TH AVE NE CR-62 AH	No	No	No	No	4,528	No	4	0.07	\$409,000
24.01	CSAH	24	USTH-10 EBL X-ING	No	Yes	No	No	20,625	No	1	0.02	\$136,000
25.02	CSAH	25	15TH ST NE MNTH-95 X-ING	No	No	No	No	4,673	No	2	0.10	\$103,000
25.04	CSAH	25	MNTH-23 X-ING	Yes	Yes	No	No	7,523	No	6	0.03	\$196,000
25.06	CSAH	25	85TH ST NE CR-43 X-ING	No	No	No	No	365	No	0	0.78	\$0
32.01	CSAH	32	MNTH-25 X-ING	No	Yes	Yes	No	5,150	No	3	0.31	\$848,000
40.02	CNTY	40	USTH-10 SBL X-ING	Yes	Yes	Yes	Yes	21,073	No	11	0.03	\$448,000
40.03	CNTY	40	5TH AVE NW CR-56 X-ING	No	No	No	No	330	No	1	0.32	\$12,000
40.04	CNTY	40	15TH AVE NE CR-78 X-ING	No	No	No	No	425	No	0	0.21	\$0
40.05	CNTY	40	15TH AVE NE CR-78 X-ING	No	No	No	No	408	No	0	0.14	\$0
41.01	CNTY	41	125TH ST NE MNTH-25 X-ING	No	No	No	No	1,613	No	0	0.04	\$0
42.01	CNTY	42	15TH AVE NE CR-78 X-ING, 135TH ST NE	No	No	No	No	457	No	0	0.17	\$0
42.02	CNTY	42	35TH AVE NE MNTH-25 X-ING	No	No	No	No	1,813	No	0	0.04	\$0
43.06	CNTY	43	MNTH-25 X-ING	No	No	No	No	3,298	No	3	0.20	\$36,000
48.01	CNTY	48	15TH ST NE MNTH-95 X-ING	No	No	No	No	4,715	No	1	0.04	\$12,000
49.02	CNTY	49	15TH ST NE MNTH-95 X-ING	No	No	No	No	4,608	No	2	0.02	\$103,000
49.03	CNTY	49	175TH AVE NE CR-86 X-ING	No	No	No	No	105	No	0	0.31	\$0
50.01	CNTY	50	MNTH-23 X-ING	Yes	Yes	No	No	7,325	No	0	0.01	\$0
50.03	CNTY	50	105TH AVE NE CR-62 X-ING	No	No	No	No	225	No	1	0.25	\$12,000
50.04	CNTY	50	105TH AVE NE CR-62 X-ING	No	No	No	No	238	No	0	0.38	\$0

Detailed Intersection Information

Benton County  
Rural Intersection Prioritization

Int #	Sys	Num	Intersection Description	Skew	On/Near Curve	Development	RR Xing	ADT	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Crash Cost
50.06	CNTY	50	MNTH-25 X-ING	No	No	No	No	2,860	No	0	0.02	\$0
51.01	CNTY	51	MNTH-25 X-ING, 55TH ST NE T-71 BHD	No	No	No	No	3,812	No	2	0.08	\$148,000
53.01	CNTY	53	MNTH-23 X-ING	Yes	Yes	No	No	5,580	No	1	0.03	\$136,000
59.01	CNTY	59	125TH ST NE MNTH-25 X-ING	No	No	No	No	1,595	No	0	0.03	\$0
60.01	CNTY	60	125TH ST NE MNTH-25 X-ING, 75TH AVE I	No	No	No	No	1,600	No	0	0.03	\$0
61.01	CNTY	61	MNTH-23 X-ING	Yes	Yes	No	No	7,365	No	0	0.01	\$0
62.01	CNTY	62	MNTH-23 X-ING	No	Yes	No	No	7,440	No	2	0.02	\$272,000
62.02	CNTY	62	MNTH-25 X-ING	Yes	Yes	No	No	2,290	No	1	0.07	\$12,000
63.01	CNTY	63	15TH ST NE MNTH-95 X-ING, 115TH AVE I	No	No	No	No	4,290	No	4	0.01	\$939,000
64.01	CNTY	64	15TH ST NE MNTH-95 X-ING	No	No	No	No	4,518	No	0	0.01	\$0
66.01	CNTY	66	MNTH-23 X-ING	Yes	No	No	No	7,280	No	2	0.05	\$24,000
67.01	CNTY	67	MNTH-23 X-ING	Yes	No	No	No	5,553	No	0	0.01	\$0
77.01	CNTY	77	15TH AVE NE CR-78 X-ING	No	No	No	No	423	No	0	0.17	\$0
77.02	CNTY	77	35TH AVE NE MNTH-25 X-ING	No	No	No	No	1,815	No	0	0.04	\$0
82.01	CNTY	82	115TH ST NE CR-84 RT	No	Yes	No	No	335	No	0	0.31	\$0
83.01	CNTY	83	MNTH-23 X-ING	Yes	Yes	No	No	7,325	No	2	0.00	\$24,000
86.02	CNTY	86	15TH ST NE MNTH-95 X-ING	No	No	No	No	4,608	No	0	0.02	\$0

Critical ADT Ratio  
Min 0.4  
Max 0.8

Detailed Intersection Information

Benton County  
Rural Intersection Prioritization

Rank	Int #	Sys	#	Intersection Description	Skew	On/Near Curve	Development	RR Xing	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Priority	Crash Cost
1	40.02	CNTY	40	USTH-10 SBL X-ING	*	*	*	*		*		*****	\$ 448,000
2	1.02	CSAH	1	ST GERMAIN ST CR-75 LT	*	*	*	*		*		*****	\$ 103,000
3	33.04	CSAH	33	N. E. RIVER RD LT CR-55		*		*		*	*	*****	\$ 103,000
4	23.01	CSAH	23	DUELM RD CR-48 AHD, CSAH-23	*	*				*	*	*****	\$ 91,000
5	32.01	CSAH	32	MNTH-25 X-ING		*	*			*		****	\$ 848,000
6	6.08	CSAH	6	MNTH-23 X-ING	*		*			*		****	\$ 780,000
7	29.05	CSAH	29	5TH AVE NE LT QUARRY RD RT,	*	*				*		****	\$ 296,000
8	3.09	CSAH	3	25TH AVE NE LT CR-57	*		*			*		****	\$ 272,000
9	1.05	CSAH	1	10TH ST NE CR-46 X-ING		*				*	*	****	\$ 230,000
10	25.04	CSAH	25	MNTH-23 X-ING	*	*				*		****	\$ 196,000
11	13.02	CSAH	13	15TH AVE NE CR-78 X-ING, ENTI	*	*				*	*	****	\$ 160,000
12	53.01	CNTY	53	MNTH-23 X-ING	*	*				*		****	\$ 136,000
13	4.02	CSAH	4	15TH AVE NE CR-78 X-ING		*				*	*	****	\$ 127,000
14	55.01	CNTY	55	75TH ST NE RT CR-79		*		*		*		****	\$ 103,000
15	1.03	CSAH	1	QUEBECOR RD CR-88 RT		*	*			*		****	\$ 103,000
16	4.09	CSAH	4	MNTH-23 X-ING		*	*			*		****	\$ 103,000
17	3.17	CSAH	3	LITTLE ROCK RD CSAH-13 X-ING	*	*				*		****	\$ 36,000
18	83.01	CNTY	83	MNTH-23 X-ING	*	*				*		****	\$ 24,000
19	10.01	CSAH	10	DUELM RD X-ING CSAH-23 LT, C		*				*	*	****	\$ 24,000
20	4.17	CSAH	4	185TH AVE NE CSAH-9 X-ING					*	*	*	****	\$ 12,000
21	33.05	CSAH	33	USTH-10 S/EB Ramps CR-69 LT		*	*			*		****	\$ 12,000
22	62.02	CNTY	62	MNTH-25 X-ING	*	*				*		****	\$ 12,000
23	40.01	CNTY	40	45TH AVE NW RT CR-73		*	*	*		*		****	\$ -
24	13.01	CSAH	13	USTH-10 SBL X-ING		*				*		***	\$ 1,995,000
25	7.08	CSAH	7	MNTH-23 X-ING	*					*		**	\$ 1,109,000
26	47.01	CNTY	47	55TH AVE NE LT		*				*		**	\$ 836,000
27	5.08	CSAH	5	185TH AVE NE CSAH-9 X-ING					*	*		**	\$ 824,000
28	4.01	CSAH	4	USTH-10 SBL X-ING, 75TH ST NE			*			*		**	\$ 733,000
29	1.08	CSAH	1	LT M-304 35TH ST NW RT CSAH						*	*	**	\$ 702,000
30	13.07	CSAH	13	95TH AVE NE CR-61 X-ING			*			*	*	**	\$ 560,000
31	8.04	CSAH	8	MNTH-23 X-ING			*			*		**	\$ 414,000
32	1.14	CSAH	1	90TH ST NE CR-43 RT		*				*		**	\$ 412,000
33	6.06	CSAH	6	55TH ST NE CR-51 X-ING, ENTEI		*				*		**	\$ 412,000
34	8.05	CSAH	8	15TH ST NE LT CR-45, 35TH AVE						*	*	**	\$ 387,000
35	9.07	CSAH	9	MNTH-23 X-ING	*					*		**	\$ 285,000
36	4.16	CSAH	4	165TH AVE NE CSAH-7 X-ING						*	*	**	\$ 272,000
37	62.01	CNTY	62	MNTH-23 X-ING		*				*		**	\$ 272,000
38	6.03	CSAH	6	15TH ST NE MNTH-95 X-ING					*	*		**	\$ 263,000
39	12.03	CSAH	12	15TH AVE NE CR-78 X-ING, ENTI		*				*	*	**	\$ 251,000
40	4.14	CSAH	4	RONNEBY RD CSAH-6 X-ING						*	*	**	\$ 227,000
41	10.02	CSAH	10	MNTH-25 X-ING, DUELM RD CR-4			*			*		**	\$ 194,000
42	1.04	CSAH	1	14TH AVE NE CR-74 LT		*				*		**	\$ 184,000
43	13.09	CSAH	13	MNTH-25 X-ING, 115TH AVE NE (		*				*		**	\$ 160,000
44	5.09	CSAH	5	195TH AVE NE LT CR-68, MILLE					*	*		**	\$ 136,000
45	24.01	CSAH	24	USTH-10 EBL X-ING		*				*		**	\$ 136,000
46	5.04	CSAH	5	135TH AVE NE CR-66 X-ING					*	*		**	\$ 103,000
47	2.07	CSAH	2	35TH AVE NE CR-58 RT		*				*		**	\$ 91,000
48	5.06	CSAH	5	155TH AVE NE CR-67 X-ING					*	*		**	\$ 91,000
49	12.02	CSAH	12	5TH AVE NW LT CR-56		*				*		**	\$ 91,000
50	1.12	CSAH	1	15TH AVE NE CR-78 LT, CSAH-1		*				*		**	\$ 36,000
51	9.09	CSAH	9	165TH ST NE CSAH-22 X-ING, 18						*	*	**	\$ 36,000
52	1.10	CSAH	1	60TH ST NE CSAH-33 LT						*	*	**	\$ 36,000
53	3.13	CSAH	3	55TH ST NE RT CR-44, ENTER M		*				*		**	\$ 24,000
54	66.01	CNTY	66	MNTH-23 X-ING	*					*		**	\$ 24,000
55	2.08	CSAH	2	35TH AVE NE LT MNTH-25 X-ING		*				*		**	\$ 12,000
56	2.06	CSAH	2	15TH AVE NE CR-78 X-ING, ENTI						*	*	**	\$ 12,000
57	3.14	CSAH	3	65TH AVE NE LT CR-81		*				*		**	\$ 12,000
58	3.16	CSAH	3	85TH ST NE CR-43 X-ING	*					*		**	\$ 12,000
59	6.09	CSAH	6	DAISY RD LT 145TH ST NE RT C	*					*		**	\$ 12,000
60	9.04	CSAH	9	25TH ST NE LT CR-49, CSAH-9 C		*				*		**	\$ 12,000
61	1.13	CSAH	1	75TH ST NE X-ING, CSAH-4 LT T	*	*				*		**	\$ -
62	5.07	CSAH	5	165TH AVE NE CSAH-7 X-ING					*	*	*	**	\$ -
63	7.01	CSAH	7	GLENDORODO RD X-ING T-188 I	*	*				*		**	\$ -
64	25.01	CSAH	25	DUELM RD CR-48 X-ING	*					*	*	**	\$ -
65	49.01	CNTY	49	DUELM RD CR-87 SEG #1 X-ING	*	*				*		**	\$ -
66	88.01	CNTY	88	21ST AVE NE RT CR-89 X-ING	*	*				*		**	\$ -
67	50.01	CNTY	50	MNTH-23 X-ING	*	*				*		**	\$ -
68	61.01	CNTY	61	MNTH-23 X-ING	*	*				*		**	\$ -
69	46.02	CNTY	46	QUEBECOR RD RT CR-88		*				*	*	**	\$ -
70	86.01	CNTY	86	GLENDORODO RD CR-87 X-ING	*					*	*	**	\$ -
71	63.01	CNTY	63	15TH ST NE MNTH-95 X-ING, 115						*		*	\$ 939,000
72	9.03	CSAH	9	15TH ST NE MNTH-95 X-ING						*		*	\$ 836,000
73	5.05	CSAH	5	RONNEBY RD CSAH-6 X-ING						*		*	\$ 651,000
74	11.02	CSAH	11	145TH ST NE CSAH-12 X-ING						*		*	\$ 594,000
75	5.03	CSAH	5	115TH AVE NE CSAH-14 X-ING						*		*	\$ 412,000
76	23.02	CSAH	23	MNTH-95 X-ING, 105TH AVE NE (						*		*	\$ 409,000
77	4.03	CSAH	4	TOWN HALL RD CR-58 X-ING						*		*	\$ 227,000
78	7.03	CSAH	7	15TH ST NE MNTH-95 X-ING						*		*	\$ 194,000
79	1.09	CSAH	1	45TH ST NE X-ING, T-238 LT CSA						*		*	\$ 182,000
80	1.11	CSAH	1	65TH ST NE CSAH-4 RT (SOUTH						*		*	\$ 172,000
81	1.06	CSAH	1	15TH ST NE X-ING, T-501 LT CR-						*		*	\$ 151,000
82	51.01	CNTY	51	MNTH-25 X-ING, 55TH ST NE T-7						*		*	\$ 148,000
83	7.04	CSAH	7	25TH ST NE CR-49 X-ING						*		*	\$ 136,000
84	12.04	CSAH	12	35TH ST NE MNTH-25 X-ING						*		*	\$ 136,000
85	3.11	CSAH	3	42ND AVE NE RT CR-80						*		*	\$ 115,000
86	4.04	CSAH	4	65TH AVE NE X-ING CSAH-25 LT						*		*	\$ 103,000
87	25.02	CSAH	25	15TH ST NE MNTH-95 X-ING						*		*	\$ 103,000
88	49.02	CNTY	49	15TH ST NE MNTH-95 X-ING						*		*	\$ 103,000
89	43.06	CNTY	43	MNTH-25 X-ING						*		*	\$ 36,000
90	11.03	CSAH	11	165TH ST NE CSAH-22 X-ING						*		*	\$ 24,000
91	1.16	CSAH	1	125TH ST NE CSAH-2 X-ING						*		*	\$ 12,000
92	4.05	CSAH	4	75TH AVE NE X-ING T-68 LT CSA						*		*	\$ 12,000
93	4.07	CSAH	4	95TH AVE NE CR-61 X-ING						*		*	\$ 12,000
94	4.08	CSAH	4	105TH AVE NE CR-62 X-ING						*		*	\$ 12,000
95	7.06	CSAH	7	75TH ST NE CR-52 X-ING						*		*	\$ 12,000
96	9.08	CSAH	9	145TH ST NE CR-54 X-ING						*		*	\$ 12,000
97	12.09	CSAH	12	115TH AVE NE CR-65 X-ING						*		*	\$ 12,000
98	13.03	CSAH	13	40TH AVE NE CR-58 X-ING						*		*	\$ 12,000
99	13.04	CSAH	13	55TH AVE NE CR-59 X-ING						*		*	\$ 12,000
100	43.01	CNTY	43	TOWN HALL RD CR-58 X-ING						*		*	\$ 12,000
101	43.03	CNTY	43	85TH AVE NE RT CR-83						*		*	\$ 12,000
102	51.02	CNTY	51	135TH AVE NE X-ING CR-66 LT T						*		*	\$ 12,000
103	59.02	CNTY	59	155TH ST NE CR-77 X-ING						*		*	\$ 12,000
104	40.03	CNTY	40	5TH AVE NW CR-56 X-ING						*		*	\$ 12,000

Detailed Intersection Information

Benton County  
Rural Intersection Prioritization

Rank	Int #	Sys	#	Intersection Description	Skew	On/Near Curve	Development	RR Xing	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Priority	Crash Cost
105	48.01	CNTY	48	15TH ST NE MNTH-95 X-ING						*		*	\$ 12,000
106	50.03	CNTY	50	105TH AVE NE CR-62 X-ING						*		*	\$ 12,000
107	3.10	CSAH	3	TOWN HALL RD LT CR-58	*							*	\$ -
108	3.18	CSAH	3	95TH AVE NE RT CR-61		*						*	\$ -
109	3.22	CSAH	3	145TH ST NE CSAH-12 X-ING			*					*	\$ -
110	6.04	CSAH	6	25TH ST NE CR-49 X-ING	*							*	\$ -
111	6.05	CSAH	6	SCHOOL HOUSE RD LT CR-50		*						*	\$ -
112	6.10	CSAH	6	165TH ST NE CSAH-22 X-ING							*	*	\$ -
113	7.05	CSAH	7	55TH ST NE CR-51 X-ING, ENTEI							*	*	\$ -
114	7.07	CSAH	7	167 1/2 AVE NE RT CR-53	*							*	\$ -
115	7.10	CSAH	7	165TH ST NE CSAH-22 X-ING, 16			*					*	\$ -
116	9.01	CSAH	9	GLENDORODO RD LT CR-87 SE		*						*	\$ -
117	14.01	CSAH	14	125TH ST NE X-ING CR-65 LT & /							*	*	\$ -
118	25.05	CSAH	25	55TH ST NE X-ING CR-44 LT T-1							*	*	\$ -
119	41.02	CNTY	41	155TH ST NE X-ING CR-77 LT T-4		*						*	\$ -
120	66.02	CNTY	66	DAISY RD X-ING T-111 LT CR-69		*						*	\$ -
121	15.01	CSAH	15	TOWN HALL RD CR-58 X-ING							*	*	\$ -
122	25.06	CSAH	25	85TH ST NE CR-43 X-ING							*	*	\$ -
123	67.01	CNTY	67	MNTH-23 X-ING	*							*	\$ -
124	82.01	CNTY	82	115TH ST NE CR-84 RT		*						*	\$ -
125	50.05	CNTY	50	115TH AVE NE RT CR-63							*	*	\$ -
126	50.07	CNTY	50	125TH AVE NE RT CR-64							*	*	\$ -
127	66.03	CNTY	66	145TH ST NE LT CR-69							*	*	\$ -
128	50.02	CNTY	50	92ND AVE NE LT CR-61								*	\$ -
129	3.12	CSAH	3	45TH ST NE X-ING CSAH-15 LT T								*	\$ -
130	3.21	CSAH	3	125TH ST NE X-ING T-118 LT CR								*	\$ -
131	3.23	CSAH	3	165TH ST NE CSAH-22 X-ING								*	\$ -
132	4.06	CSAH	4	85TH AVE NE CR-83 X-ING								*	\$ -
133	4.13	CSAH	4	135TH AVE NE CR-66 X-ING, EN								*	\$ -
134	4.15	CSAH	4	155TH AVE NE X-ING T-80 LT CR								*	\$ -
135	6.01	CSAH	6	DUELM RD LT CR-87 SEG #1								*	\$ -
136	6.02	CSAH	6	5TH ST NE RT CR-87 SEG #2								*	\$ -
137	6.07	CSAH	6	75TH ST NE RT CR-52, RONNEB								*	\$ -
138	7.02	CSAH	7	5TH ST NE LT CR-87								*	\$ -
139	7.09	CSAH	7	145TH ST NE LT CR-69								*	\$ -
140	9.02	CSAH	9	10TH ST NE RT CR-87 SEG #4								*	\$ -
141	9.05	CSAH	9	55TH ST NE CR-51 X-ING, ENTEI								*	\$ -
142	9.06	CSAH	9	75TH ST NE CR-52 X-ING								*	\$ -
143	12.05	CSAH	12	45TH ST NE X-ING T-31 LT CR-4								*	\$ -
144	12.06	CSAH	12	55TH AVE NE CR-59 X-ING								*	\$ -
145	12.07	CSAH	12	65TH AVE NE CR-41 X-ING								*	\$ -
146	12.08	CSAH	12	75TH AVE NE CR-60 X-ING, ENTI								*	\$ -
147	13.05	CSAH	13	65TH AVE NE X-ING CR-41 LT C								*	\$ -
148	13.06	CSAH	13	85TH AVE NE LT CR-82								*	\$ -
149	13.08	CSAH	13	105TH AVE NE CR-62 X-ING								*	\$ -
150	21.01	CSAH	21	155TH ST NW X-ING CR-40 SEG								*	\$ -
151	21.02	CSAH	21	160TH ST NW RT CR-40 SEG #2								*	\$ -
152	22.01	CSAH	22	35TH AVE NE MNTH-25 X-ING, 11								*	\$ -
153	22.03	CSAH	22	75TH AVE NE CR-60 X-ING, ENTI								*	\$ -
154	22.04	CSAH	22	115TH AVE NE CR-65 X-ING								*	\$ -
155	22.05	CSAH	22	135TH AVE NE CR-66 X-ING								*	\$ -
156	22.06	CSAH	22	155TH AVE NE CR-67 X-ING, EN								*	\$ -
157	25.03	CSAH	25	30TH ST NE CR-50 X-ING								*	\$ -
158	33.06	CSAH	33	5TH AVE NE X-ING T-13 LT CR-5								*	\$ -
159	43.02	CNTY	43	55TH AVE NE LT CR-59								*	\$ -
160	43.04	CNTY	43	95TH AVE NE CR-61 X-ING								*	\$ -
161	43.05	CNTY	43	105TH AVE NE CR-62 X-ING								*	\$ -
162	51.03	CNTY	51	155TH AVE NE X-ING CR-85 LT T								*	\$ -
163	51.04	CNTY	51	175 AVE NE X-ING T-90 LT CR-8								*	\$ -
164	52.01	CNTY	52	155TH AVE NE LT CR-67								*	\$ -
165	54.01	CNTY	54	195TH AV X-ING T-110 LT CR-68								*	\$ -
166	67.02	CNTY	67	145TH ST NE CR-69 X-ING								*	\$ -
167	11.01	CSAH	11	MNTH-25 X-ING, 85TH AVE NE C								*	\$ -
168	12.10	CSAH	12	125TH AVE NE CSAH-14 X-ING, 1								*	\$ -
169	14.02	CSAH	14	165TH ST NE CSAH-22 X-ING, 12								*	\$ -
170	22.02	CSAH	22	55TH AVE NE CR-59 X-ING								*	\$ -
171	40.04	CNTY	40	15TH AVE NE CR-78 X-ING								*	\$ -
172	40.05	CNTY	40	15TH AVE NE CR-78 X-ING								*	\$ -
173	41.01	CNTY	41	125TH ST NE MNTH-25 X-ING								*	\$ -
174	42.01	CNTY	42	15TH AVE NE CR-78 X-ING, 135T								*	\$ -
175	42.02	CNTY	42	35TH AVE NE MNTH-25 X-ING								*	\$ -
176	49.03	CNTY	49	175TH AVE NE CR-86 X-ING								*	\$ -
177	50.04	CNTY	50	105TH AVE NE CR-62 X-ING								*	\$ -
178	50.06	CNTY	50	MNTH-25 X-ING								*	\$ -
179	59.01	CNTY	59	125TH ST NE MNTH-25 X-ING								*	\$ -
180	60.01	CNTY	60	125TH ST NE MNTH-25 X-ING, 7								*	\$ -
181	64.01	CNTY	64	15TH ST NE MNTH-95 X-ING								*	\$ -
182	77.01	CNTY	77	15TH AVE NE CR-78 X-ING								*	\$ -
183	77.02	CNTY	77	35TH AVE NE MNTH-25 X-ING								*	\$ -
184	86.02	CNTY	86	15TH ST NE MNTH-95 X-ING								*	\$ -

Totals Total Stars -- 29 47 14 5 7 95 29  
 % That Gets Star -- 16% 26% 8% 3% 4% 52% 16%

#	%
★★★★★★	0 0%
★★★★★★	0 0%
★★★★★	2 1%
★★★★	2 1%
★★★	19 10%
★★	47 26%
★	57 31%
-	57 31%
184	100%

- Stars
- Skew - If intersection is skewed at an angle of 15 degrees or greater.
  - On/Near Curve - If intersection is on or within 1,000 feet of curve.
  - Development - If intersection aerial shows a commercial development with access near intersection.
  - RR Xing - If intersection has a railroad crossing on any approach within 500 feet.
  - Previous STOP (>5 mi) - If minor leg of intersection's previous STOP sign is greater then 5 miles away.
  - Total Crashes - If intersection has at least 1 crash.
  - Ratio (Min/Maj) - If intersection has an ADT ratio in the range of 0.4 to 0.8.

**CSAH 1 and LT M-304 35TH ST NW RT CSAH 29 AHD M-304**

**Agency: Benton County**

**Intersection Data**

Configuration: X  
 Configuration (2): Undivided  
 True Mile: 3.08  
 Urban/Rural: Rural  
 County: Benton  
 ATP: 3  
 Entering ADT: 4687  
 Traffic Control Device: Thru STOP  
 Street Lights: No  
 Flashers: No  
  
 Major Entering ADT 2700  
 Minor Entering ADT 1987



**Crash Data**

2003-2007 MnCMAT Crash Data

5 years

	Total	Angle	K+A
Crashes	12	1	1
Rate (per MVM)	1.4	0.1	0.1

**Ranking Criteria**

	Value	Critical	Star Ranking
Skew	No	Yes	
On/Near Curve	No	Yes	
Development	No	Yes	
Near RR Crossing	No	Yes	
Distance from previous STOP	No	Yes	
Volume Ratio	0.74	0.4 - 0.8	★
Total Crashes	12	>0	★
			★★

**Short List of Strategies Considered**

Description	Type	Unit Cost	Selected	Notes
Roundabout	Proactive	\$1,000,000 per intersection	-	-
Directional Median	Proactive	\$150,000 per intersection	-	-
Mainline Dynamic Warning Sign	Proactive	\$30,000 per intersection	-	-
Installing Street Lights	Proactive	\$8,000 per intersection	x	-
Upgraded Signs	Proactive	\$2,300 per minor approach	x	-
Upgraded Markings	Proactive	\$1,000 per minor approach	x	-

**Implementation Costs**

Federal Funds	\$13,140
Local Match (10% of Total project cost)	\$1,460
<b>Total Project Cost</b>	<b>\$14,600</b>