

# Saint Cloud Area Planning Organization 2024-2025

## Unified Planning Work Program And Budget

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Approved by the Saint Cloud APO Policy Board  
August 10, 2023

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

## DISCLAIMER

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

## TITLE VI ASSURANCE

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

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

## GARANTÍA DEL TÍTULO VI

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

## TITLE II ASSURANCE

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

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

## CIWAANKA II EE XAQIIJINTA

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

## GARANTÍA DEL TÍTULO II

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

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



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## ABBREVIATIONS AND 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:** A sub-committee of the TAC which focuses on the identifying and addressing the needs of active transportation modes such as bicycling and walking.

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

**CPG – Consolidated Planning Grant:** A combination of planning grant funds from the Federal Highway Administration and the Federal Transit Administration.

**Equity –** The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American person, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

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

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

**GIS – Geographic Information Systems:** A framework for gathering, managing, and analyzing spatially-related data. For example, GIS can be used to map crash reports to determine which roadway intersections are experiencing the highest crash rates.

**IIJA – Infrastructure Investment and Jobs Act:** The Federal surface transportation act approved by Congress and signed into law by President Biden on November 15, 2021. The act establishes national surface transportation policy and authorizes Federal spending limits for surface transportation for the years 2022 through 2026. The law is sometimes also referred to as BIL, or the Bipartisan Infrastructure Law.

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





**MPCA – Minnesota Pollution Control Agency:** The State agency responsible for monitoring environmental quality and enforcing environmental regulations in Minnesota.

**MPO – Metropolitan Planning Organization:** 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 people must have an MPO. The Saint Cloud APO is the MPO for the Saint Cloud urban area.

**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.

**PEL – Planning and Environment Linkages:** A collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process.

**RIIP – Regional Improvement Investment Plan:** An APO document assembled from approved transportation infrastructure capital improvement plans (CIPs) from APO member jurisdictions that identifies non-transit transportation improvement projects programmed throughout the MPA regardless of funding source and including projects that have been programmed in the APO's Transportation Improvement Program (TIP). The RIIP includes projects programmed to occur over the next five years.

**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.

**STRAHNET – Strategic Highway Network:** A 62,791-mile system of roads deemed necessary for emergency mobilization and peacetime movement of heavy armor, fuel, ammunition, repair parts, food, and other commodities to support U.S. military operations.

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

**TAZ – Traffic Analysis Zone:** A geographic area used in the Travel Demand Model (TDM). TAZs are assigned socio-economic attributes such as population, number of households, square feet of commercial space, and other data relevant to trip production or attraction.

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

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

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

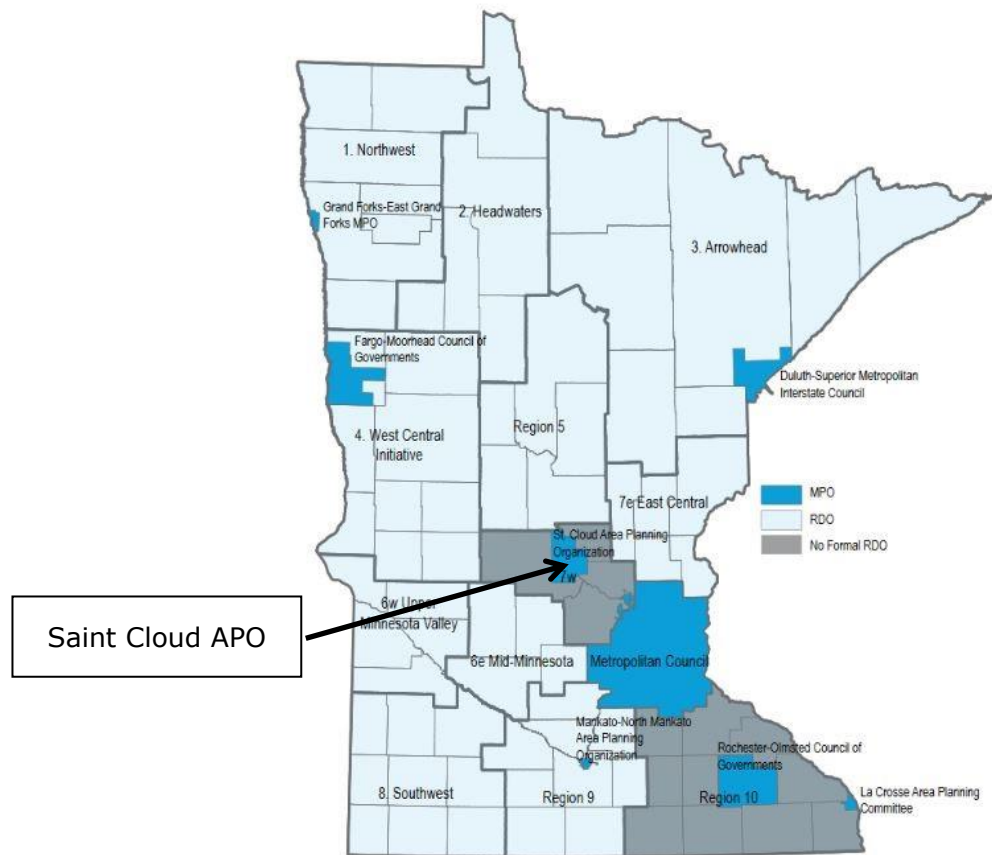
**UPWP – Unified Planning Work Program:** A Federally-required statement of work identifying the planning priorities and activities to be carried out by the staff of an MPO. It is also the MPO's annual budget, and it identifies any special studies and consultant contracts for the fiscal year.

**VPI – Virtual Public Involvement:** Using internet tools to broaden the reach of information to the public and make public participation in the planning process more convenient and affordable to greater numbers of people.

## APO BACKGROUND

The Saint Cloud Area Planning Organization (APO) is one of eight Metropolitan Planning Organizations (MPOs) within the State of Minnesota. Since its formal organization as a joint-powers entity in 1966, the APO has been responsible for facilitating a Continuing, Cooperative, and Comprehensive (3-C) planning process in accordance with Federal regulations<sup>1</sup>. The primary outcomes of the 3-C planning process are developing and updating every five years a multimodal metropolitan transportation plan (MTP) which has a minimum 20-year planning horizon but which is updated every five years, annually preparing and maintaining a four-year Transportation Improvement Program (TIP), and annually preparing this rolling two-year Unified Planning Work Program (UPWP).

Other key aspects of the APO's planning process include monitoring and reporting on transportation system performance; collecting and analyzing economic, demographic, and population data; developing and maintaining a Geographic Information System (GIS); preparing corridor studies necessary to preserve rights-of-way and prepare transportation projects identified in the MTP for construction; assisting the Metropolitan Transit Commission (aka Metro Bus) with transit planning; preparing active transportation plans for walking, bicycling, and other non-motorized forms of transportation; and other miscellaneous planning and coordination efforts that benefit the entire Saint Cloud Metropolitan Planning Area (MPA).



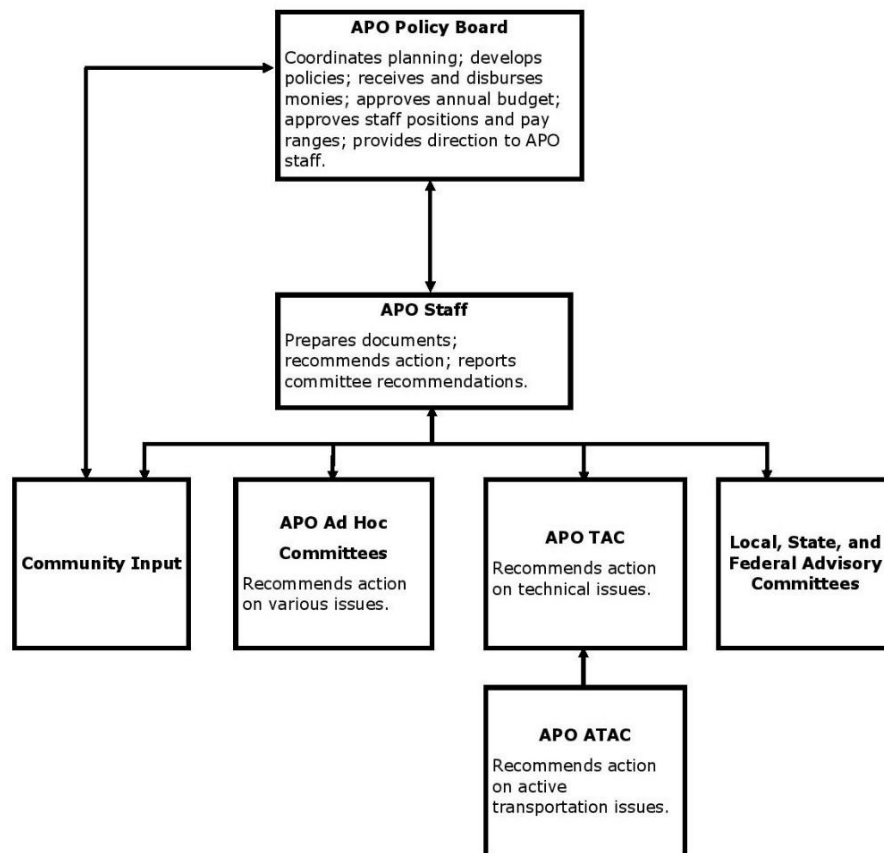
<sup>1</sup> See 23 CFR Part 450 Subpart C



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

The geographic extent of the APO's 350-square-mile MPA is shown below. The MPA encompasses portions of Benton, Sherburne, and Stearns counties. Within this MPA, nine jurisdictions are dues-paying members of the APO and directly participate, along with Metro Bus, in planning and programming decisions. Members of the APO 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, LeSauk Township (in Stearns County), and Metro Bus.

### APO ORGANIZATIONAL STRUCTURE



Each APO member has one representative on a 12 member APO Policy Board<sup>2</sup>, with the exception of the City of Saint Cloud, which has three representatives. Eleven of the APO Policy Board members are elected officials. Metro Bus's designated voting representative must be a senior level manager. Policy Board meetings are normally held on the second Thursday of each month at 4:30 pm. Meeting agendas are published 10 days in advance of each meeting and

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<sup>2</sup> Current members of the APO Policy Board can be seen here: <https://stcloudapo.org/boards-committees/policy-board/>



posted on the [APO website](http://www.stcloudapo.org/boards-committees/policy-board/) ([www.stcloudapo.org/boards-committees/policy-board/](http://www.stcloudapo.org/boards-committees/policy-board/)). Meeting dates are subject to change or be cancelled. Check our website for the latest information.

The APO Policy Board is the decision-making body for the APO. The Board receives advice and recommendations from APO staff, the APO Technical Advisory Committee (TAC),<sup>3</sup> and the general public. TAC meetings are normally held on the last Thursday of each month at 10 am. Meeting agendas are published 10 days in advance of each meeting and posted to the [APO website](http://www.stcloudapo.org/boards-committees/tac/) ([www.stcloudapo.org/boards-committees/tac/](http://www.stcloudapo.org/boards-committees/tac/)). Meetings are subject to cancellation if there are no agenda items that month. Additional or special meetings are rare, but can occur.

In addition, the Active Transportation Advisory Committee (ATAC), which is a sub-committee of the TAC, meets on an ad-hoc basis approximately two to three times per year. The ATAC does not have formal membership. Instead, it is open to anyone who has an interest in planning and programming funding for active transportation facilities within the APO's planning area. Agendas for ATAC meetings are published on the [APO's website](http://www.stcloudapo.org/boards-committees/atac/) at least 10 days in advance of the meeting ([www.stcloudapo.org/boards-committees/atac/](http://www.stcloudapo.org/boards-committees/atac/)).

The stated mission of the APO is as follows:

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

The APO strives to be:

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

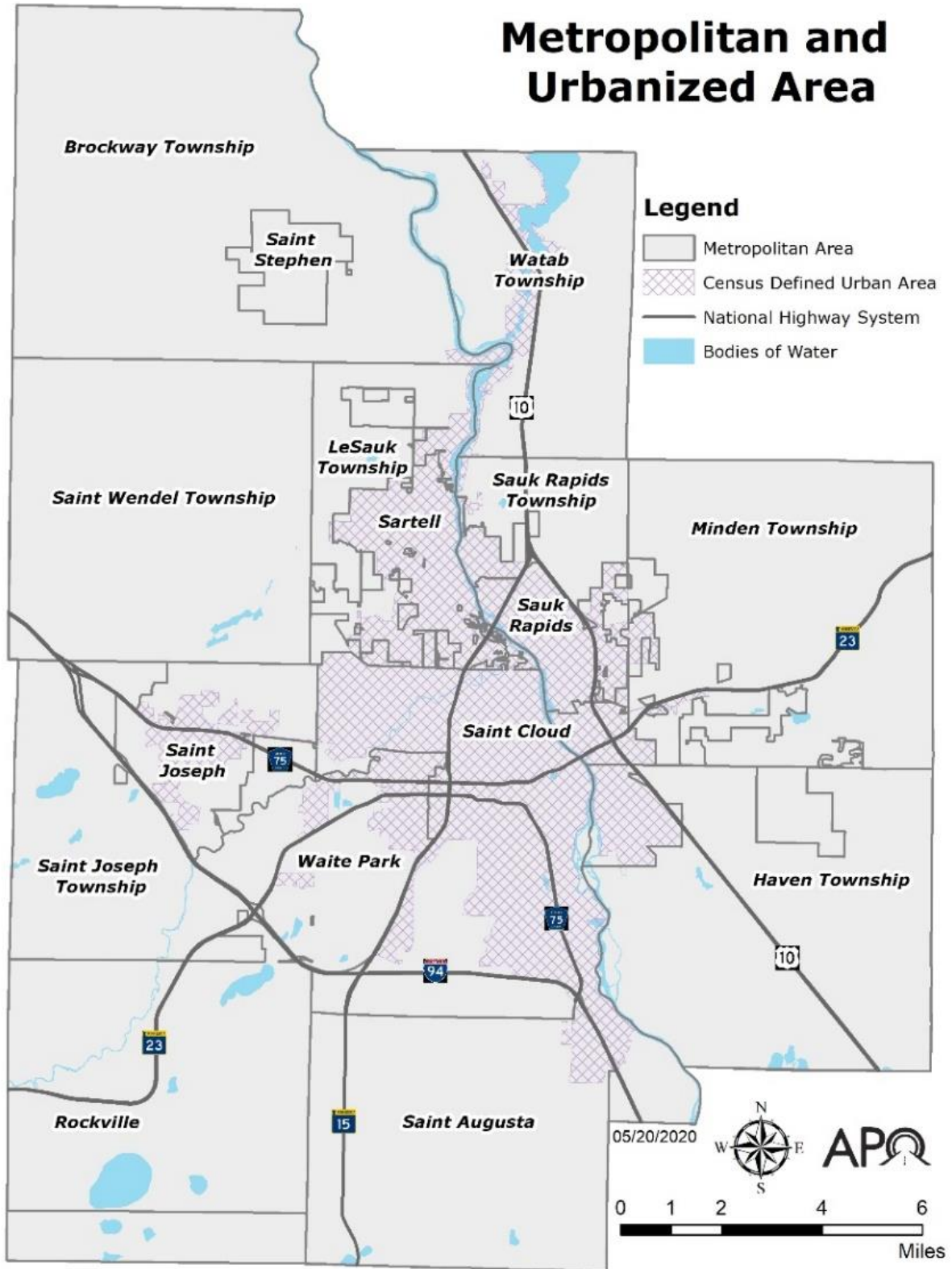
There are a total of six approved APO staff positions responsible for carrying out the UPWP. These staff positions include:

- Executive Director – currently filled by Brian Gibson.
- Senior Transportation Planner (Planner III) – currently filled by Vicki Johnson.
- Associate Transportation Planner (Planner II) – currently filled by Alex McKenzie.
- Transportation Planner (Planner I) – currently vacant.
- Transportation Planning Technician – currently filled by James Stapfer.
- Administrative Assistant (part-time) – currently filled by Trina Ness.

Currently, the Transportation Planner position is vacant and staff intends to keep the position vacant until/unless there is a time when filling the position becomes necessary or advantageous.

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<sup>3</sup> Current TAC members can be seen here: <https://stcloudapo.org/boards-committees/tac/>





## UPWP BACKGROUND

### UPWP OBJECTIVE

The overall objectives of the UPWP are 1) to help implement the MTP by conducting the planning work necessary for achievement of the goals, objectives, and projects within it; 2) to coordinate planning work among and between the agency and jurisdictional members of the APO; and 3) to facilitate the management and financial transparency of the APO.

The UPWP is organized according to nine major categories of work: 100 - Administration & Overhead; 200 - Budget & UPWP; 300 - Transportation Improvement Program (TIP); 400 - Transportation System Performance Monitoring (TSPM); 500 - Planning Project Development; 600 - Metropolitan Transportation Plan (MTP); 700 - Transportation Planning Coordination & Public Outreach; 800 - Transportation Modeling, Mapping, & Technical Support; and 900 - Locally Funded Activities. Within each category are sub-categories that describe specific work tasks to be undertaken.

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

### PUBLIC INPUT

Consistent with the APO's [Stakeholder Engagement Plan](http://www.stcloudapo.org/current-plans/current-sep-title-vi-doc/) (www.stcloudapo.org/current-plans/current-sep-title-vi-doc/), there is no formal public input phase in the development of the UPWP. This is due in part to the fact that the general public probably could not provide meaningful input on the development of the agency's budget.

However, all TAC and Policy Board meetings are open to the public and time for public comments is provided for on every agenda. Members of the general public are welcome to attend any meeting and provide any comments on the agency's planning priorities or any transportation needs or priorities that the individual sees within the region.

### UPWP PRODUCTS

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

#### REPORTS

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

#### TECHNICAL REPORTS

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

#### MEMORANDUMS

- Usually not adopted by the APO Board.



- Involve a specific subject matter.

## STATUS REPORTS

- For information only.
- Presented orally to APO Board.

## UPWP FUNDING SOURCES

MnDOT, Metro Bus, and the APO have executed a Memorandum of Understanding (MOU) to cooperatively carry out the requirements for transportation planning and programming contained in the Infrastructure Investment and Jobs Act (IIJA)<sup>4</sup>. These agencies jointly provide the matching funds for transportation planning grants from the FAST Act.

The following table identifies State and Federal funding sources and local matching funds for the 2023 - 2024 UPWP.

### 2024 – 2025 LINE-ITEM REVENUE REPORT

Revenue Sources	2024 Revenue	2025 Revenue (Provisional)
<b>Local</b>		
<b>Local Match for CPG, State Grant, and Non-reimbursable Tasks</b>	\$147,653	\$150,447
<b>Local Match for Safe Streets and Roads for All Grant</b>	\$30,000	\$0
<b>Lobbyist Fees</b>	\$48,000	\$48,000
<b>Total Local</b>	<b>\$225,653</b>	<b>\$198,447</b>
<b>Federal</b>		
<b>Annual Federal CPG</b>	\$673,359	\$686,826
<b>Carry Forward CPG from Prior Years</b>	\$0	\$0
<b>Safe Streets and Roads for All Grant</b>	\$120,000	\$0
<b>Total Federal</b>	<b>\$793,359</b>	<b>\$686,826</b>
<b>Other</b>		
<b>State of Minnesota Planning Grant</b>	\$61,520	\$61,520
<b>Miscellaneous &amp; Interest Income</b>	\$2,000	\$2,000
<b>Total Other</b>	<b>\$63,520</b>	<b>\$63,520</b>
<b>Total Revenue</b>	<b>\$1,082,532</b>	<b>\$948,793</b>

## BUDGETING OF OVERHEAD AND INDIRECT COSTS

Under Federal rules, the APO could use an indirect overhead cost rate to pay for overhead expenses like telephones, utilities, property insurance, office supplies, etc. But the APO has chosen instead to directly budget for all overhead and indirect costs. Direct budgeting improves

<sup>4</sup> IIJA (Public Law 117–58) signed into law Nov. 15, 2021.



transparency and tracking of costs. Section 100 includes direct budgeting for holidays, vacation, sick leave, and overhead expenses. Staff salaries, where shown, are fully-loaded costs that include the APO's share of health insurance, pension, Social Security, Medicare, and other benefits and payroll costs. Other overhead costs such as office supplies, telephone, postage, etc. are directly budgeted in work-element 107.

### **COST ALLOWABILITY**

In accordance with 2 CFR §200 Subpart E, this UPWP includes descriptions sufficient to determine the cost-allowability of Federal Consolidated Planning Grant (CPG) participation in work activities.

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

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

### **AUDIT**

Federal regulations state that if the APO expends less than \$750,000 in Federal funds during the fiscal year, it is exempt from Federal audit requirements for that year<sup>5</sup>. However, the State of Minnesota still requires an annual audit of financial records regardless of the size of the Federal award. If the APO expends less than \$750,000 in Federal funds during the fiscal year, the costs of conducting an audit are not allowable under the terms of our Federal grant<sup>6</sup>. Therefore, the APO budgets only State and local funds for the required financial and compliance audit, which will then be given to the State. The budget for the Audit is shown in Section 900 – Locally Funded Activities.

### **PREVIOUS PLANNING ACTIVITIES & ACCOMPLISHMENTS**

A full report on the APO's work and accomplishments in 2022 is available [on our website](http://stcloudapo.org/wp-content/uploads/2023/03/2022-Performance-Report.pdf) at: <http://stcloudapo.org/wp-content/uploads/2023/03/2022-Performance-Report.pdf>.

### **METROPOLITAN TRANSPORTATION PLANNING FACTORS**

The IIJA defines the following scope of the transportation planning process:

1. **ECONOMIC VITALITY:** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. **SAFETY:** Increase the safety of the transportation system for motorized and non-motorized users.
3. **SECURITY:** Increase the security of the transportation system for motorized and non-motorized users.

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<sup>5</sup> 2 CFR §200.501(d)

<sup>6</sup> 2 CFR §200.425(a)(2)



4. **ACCESSIBILITY & MOBILITY:** Increase the accessibility and mobility of people and for freight.
5. **ENVIRONMENT & ECONOMIC DEVELOPMENT:** Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.
6. **INTEGRATION & CONNECTIVITY OF MODES:** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. **MANAGEMENT & OPERATIONS:** Promote efficient system management and operation.
8. **SYSTEM PRESERVATION:** Emphasize the preservation of the existing transportation system.
9. **RESILIENCY, RELIABILITY & STORMWATER:** Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. **TOURISM:** Enhance travel and tourism.

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

### IIJA PLANNING EMPHASIS AREAS

On December 30, 2021, the FTA and FHWA jointly issued Planning Emphasis Areas (PEAs), which USDOT field offices should emphasize when meeting with MPOs, State Departments of Transportation, and Public Transportation Agencies. PEAs are not binding and do not have the force or effect of law, but rather are issued to provide clarity as to USDOT's short-term goals and desires in the area of transportation planning. The PEAs (in no particular order) are:

- **TACKLING THE CLIMATE CRISIS – TRANSITION TO A CLEAN ENERGY, RESILIENT FUTURE:** Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters.
- **EQUITY AND JUSTICE<sup>7</sup> IN TRANSPORTATION PLANNING:** Advance racial equity and support for underserved and disadvantaged communities. The public involvement and planning processes should reflect various perspectives, concerns, and priorities from impacted areas.
- **COMPLETE STREETS:** Review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside the automobile.
- **PUBLIC INVOLVEMENT:** Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continue public participation by individuals without access to computers and mobile devices.
- **STRATEGIC HIGHWAY NETWORK (STRAHNET)/DEPARTMENT OF DEFENSE COORDINATION (DOD):** Coordinate with representatives from the DOD in the

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<sup>7</sup> For more info see: <https://www.whitehouse.gov/environmentaljustice/justice40>

transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.

- **FEDERAL LAND MANAGEMENT AGENCY (FLMA) COORDINATION:** Coordinate with FLMA's in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.
- **PLANNING AND ENVIRONMENTAL LINKAGES (PEL):** Implement PEL as part of the transportation planning and environmental review processes.
- **DATA IN TRANSPORTATION PLANNING:** Incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

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

## 2024 UPWP

### 100 – ADMINISTRATION

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

**Purpose:** This work element covers general administrative tasks necessary for the functioning of a small office. The work tasks are principally the responsibility of the Executive Director and Administrative Assistant, but staff time for holiday, vacation time, and sick leave for all staff members are also budgeted here. Specific examples of tasks include, but are not limited to, the following: review and processing of invoices; filing of paperwork and documents; review and preparation of monthly financial reports and statements; review and preparation of progress reports and State/Federal work invoices; coordination and oversight of employee benefits; oversight and implementation of APO personnel policies; human resource work items, employee hiring and paperwork, responding to requests for administrative information from outside sources, and other miscellaneous office operation matters required for the APO to function.

**Schedule:** This work is on-going throughout the calendar year.

**100 – ADMINISTRATION**

Element	2024 Budgeted Hours	2024 Budgeted Funds
101 – General Administration	1,367	\$64,500
102 – Human Resources & Personnel	103	\$8,000
103 – Building Management & Maintenance	12	\$1,000
104 – Staff Development & Training	164	\$10,250
105 – Holiday	624	\$28,500
106 – Vacation	376	\$23,750
107 – Sick Leave	240	\$13,250
108 – Overhead (See details below)	0	\$150,750
<b>Total</b>	<b>2,886</b>	<b>\$300,000</b>

**108 – OVERHEAD (DETAIL)**

Line-Item Expense	2024 Budgeted Funds	Line-Item Expense	2024 Budgeted Funds
Liability Insurance & Workers Comp	\$6,500	Office Building Maintenance & Utilities	\$14,850
Office Supplies	\$1,250	Legal Services	\$1,575
Accounting Services	\$58,000	Multifunction Copier	\$1,500
Communications ( <i>Telephone, Postage, and Internet</i> )	\$6,750	APO Dues and Subscriptions	\$4,200
Travel ( <i>Including lodging &amp; meals</i> )	\$2,500	IT Support & Software	\$30,375
Professional Development ( <i>Registration Fees, etc.</i> )	\$2,500	Equipment & Hardware	\$18,750
Printing/Publishing/Advertising	\$2,000		
		<b>GRAND TOTAL</b>	<b>\$150,750</b>



## 200 – BUDGET AND UPWP

**Objective:** To prepare an annual budget and work program for the APO.

**Purpose:** The Unified Planning Work Program (UPWP) identifies the work tasks to be undertaken by APO staff. The process begins with the APO Executive Director developing documentation for accomplishments from the previous fiscal year. Using that document as budget guidance, the Executive Director then formulates a draft UPWP document in June or July, which includes both proposed work activities for APO staff members and consultant-led studies and deliverables. The final UPWP must be approved by the APO Policy Board no later than September 1<sup>st</sup>. All APO meetings pertaining to the budget and UPWP process are open to the public for comment. After the UPWP is approved by the APO Policy Board, the document is sent to FHWA and MnDOT for their concurrence and incorporation into annual Federal and State operating grants.

**Schedule:** Development of the UPWP occurs between March and August each year. Amendments to the UPWP – though infrequent - can occur at any time.

**Relation to Planning Factors:** This work addresses all Federal planning factors and Federal highway program national goals to varying degrees by establishing staff work plans to develop and advance the Federal planning and programming process.

**Relation to IIJA Planning Emphasis Areas:** It is through the development of the work plan that the APO budgets resources for tasks such as soliciting and documenting public input, coordinating with other Federal and State stakeholder departments and agencies, and collects and analyzes data to be used in the transportation investment decision-making process.

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

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## 200 – BUDGET AND UPWP

Element	2024 Budgeted Hours	2024 Budgeted Funds
201 – Annual Budget and UPWP	156	\$13,250
<b>Total</b>	<b>156</b>	<b>\$13,250</b>

## 300 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

**Objective:** To prepare and maintain a document which programs Federal and State funding for surface transportation projects which are consistent with the current MTP.

**Purpose:** The Metropolitan Transportation Plan (MTP) identifies a list of prioritized projects to help achieve specific transportation goals for the future. The TIP programs those projects for funding in specific fiscal years. The TIP is a four-year program of projects that is updated annually. APO staff coordinates closely with member jurisdictions to identify projects and to help ensure funding is available to complete the projects. The APO coordinates with Metro Bus for transit capital and operating assistance, and with MnDOT District 3 for State facilities. The APO coordinates Federal project programming with MnDOT Central Minnesota Area Transportation Partnership (ATP-3). Approximately \$6 - \$7 million in Federal formula dollars are programmed by the APO every year for projects and public transit.

**Relation to Planning Factors:** This work addresses all Federal planning factors to varying degrees by acting as the funding conduit for implementing a variety of transportation projects.



**Relation to IIJA Planning Emphasis Areas:** In the development of the TIP, APO staff conduct an equity analysis to determine the potential impacts of projects on underserved and disadvantaged communities. We also conduct a public input process geared toward hearing, documenting, and considering input from various perspectives.

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

**302 – Annual TIP Development:** APO staff solicits all agency and jurisdictional members to identify projects for possible inclusion in the TIP, verifies the eligibility of those projects for Federal funding, develops financial plans and fiscal constraint analyses, and compiles all information into the TIP document along with the APO's annual self-certifications. The TIP is usually completed by Sept. 1 each year.

**303 – TIP Maintenance & Amendments:** There are many reasons why the TIP can change – projects fall behind schedule, money is shifted from one project to another, and less or more money than originally programmed may be available. As conditions on the ground change, APO staff must modify or amend the TIP to keep pace, which serves to ensure the flow of funds remains uninterrupted. The APO schedules four periods throughout the year when proposed TIP changes are solicited from the member jurisdictions. However, TIP changes may be processed at any time as needed to accommodate project development schedules.

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

**305 – Regional Infrastructure Investment Plan (RIIP):** Because the TIP includes only those surface transportation projects that receive Federal or State funding, it offers an important but incomplete picture of transportation development in the region. The RIIP includes all projects scheduled for completion within the APO's planning area regardless of funding source(s). Therefore, it provides a more complete, wholistic picture of upcoming transportation improvement projects and allows for better coordination of projects between jurisdictions. The RIIP is usually completed between January and March each year.

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### 300 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Element	2024 Budgeted Hours	2024 Budgeted Funds
301 – ATP Meetings & Subcommittees	73	\$4,750
302 – Annual TIP Development	358	\$22,500
303 – TIP Maintenance & Amendments	101	\$6,500
304 – TIP Project Status Monitoring & Annual Listing of Projects	62	\$4,250
305 – Regional Infrastructure Investment Plan Development	152	\$9,250
<b>Total</b>	<b>746</b>	<b>\$47,250</b>

## 400 – TRANSPORTATION PERFORMANCE MONITORING (TPM)

**Objective:** To monitor the performance of transportation systems and networks, determine if they are meeting regional performance targets, and assess where additional investment may be most beneficial.

**Purpose:** An annual Transportation Performance Monitoring Report (TPMR) report is prepared by APO staff. The report documents the performance of the transportation systems and networks based on regional performance measures and targets. The performance is reported to the APO TAC and Policy Board so that it can be considered in the selection and programming of projects in the TIP. It is also used to re-evaluate and adjust (if necessary) regional performance targets. The TSPM is also made available to the general public on the APO’s website.

**Relation to Planning Factors:** This work actively addresses the performance-based planning and programming requirements of the IIJA.

**Relation to IIJA Planning Emphasis Areas:** This work element is designed to collect, analyze, and share transportation data.

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

**402 – Annual System Performance and Target Achievement Report:** APO staff develops an annual report showing the latest performance data and targets and provides it to the State (MnDOT), as well as making the report available to the general public on the APO website<sup>8</sup>. The APO’s TAC reviews the report before it is accepted by the APO Board. The TPMR is completed by October of each year.

## 400 – TRANSPORTATION PERFORMANCE MONITORING (TPM)

Element	2024 Budgeted Hours	2024 Budgeted Funds
401 – Performance Measures, Data Collection, Analysis, and Target Setting	583	\$25,000
402 – Annual Transportation System Performance & Target Achievement Report	240	\$10,500
<b>Total</b>	<b>823</b>	<b>\$35,500</b>

## 500 – PLANNING PROJECT DEVELOPMENT

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

**Purpose:** In addition to the work completed by APO staff shown in other sections of this document, the APO also supports planning projects by either 1) providing technical support for

<sup>8</sup> <http://stcloudapo.org/wp-content/uploads/2023/05/tpmr2021-FINAL.pdf>



planning projects completed by the member jurisdictions; or 2) hiring consultants to complete planning studies if APO staff does not have the time and/or expertise to complete them<sup>9</sup>.

**Relation to Planning Factors:** The successful completion of planning studies leading to construction or implementation of a variety of different transportation projects will result in all Federal planning factors being addressed to varying degrees, depending upon the project.

**Relation to IJJA Planning Emphasis Areas:** Planning studies completed by the APO will include robust public involvement processes – both in-person and virtual opportunities. Additionally, planning studies will collect, analyze, and share transportation data, and examine – at a planning level – any potential environmental impacts. All modes of transportation shall be considered, with an emphasis on safety for non-motorized modes.

**501 – Planning Assistance for Members:** APO staff supports the member jurisdictions and implementing agencies, on demand, through technical assistance for the development of a variety of planning documents. Tasks under this activity may include such things as participating in public meetings, collecting turning movement counts, traffic counts, traffic forecasting, GIS mapping of data, or other planning-level technical information. In 2024, this includes APO staff participation in Metro Bus’s long-range operations planning process. This work will be on-going throughout the entire year. It also includes time to work with MnDOT on an update the region’s roadway functional classification and re-evaluating the region’s planning boundaries based on the results of the 2020 Census.

**502 – Procurement & Contracting:** APO staff follow all applicable Federal and State procurement regulations when contracting with consulting firms. Staff activities include developing requests for proposals; evaluating and scoring of proposals; consultant communication; contract development; and preparation and submittal of required procurement documentation and forms. This work is generally completed no later than March 30 of each year.

**503 – Consultant Study Coordination:** Once a consultant is under contract, APO staff will monitor their progress and activities and will usually serve as part of the study management team. Activities include attending project meetings, consultant communication, progress report tracking, and invoice processing. This activity follows the procurement and contracting phase, and generally occurs between April 1 and Dec. 31 of each year, or until the study is completed.

**504 – Grant Writing & Grant Assistance for Member Jurisdictions:** Increasingly transportation projects are being funded through competitive grants, such as the Bridge Investment Program, Promoting Resilient Operations for Transformative, Efficient, and Cost-Savings Transportation Projects (PROTECT), and Healthy Streets, or – at the State level – Corridors of Commerce and State Aid for Local Transportation grants. Member jurisdictions – especially smaller jurisdictions – sometimes need grant writing or grant research assistance to help them compete for these important sources of funds. APO staff can provide some limited support upon request. This support occurs throughout the year on an ad hoc basis and is dependent upon the grant solicitation schedules for each program.

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<sup>9</sup> See also the section on *Special Studies & Contracts*, beginning on page 30.



## 500 – PLANNING PROJECT DEVELOPMENT

Element	2024 Budgeted Hours	2024 Budgeted Funds
501 – Planning Assistance for Members	172	\$10,250
502 – Consultant/Professional Services Procurement & Contracting	166	\$13,750
503 – Consultant Study Coordination	247	\$18,250
504 – Grant Writing & Grant Support for Members	52	\$3,000
<b>Total</b>	<b>637</b>	<b>\$45,250</b>

## 600 – METROPOLITAN TRANSPORTATION PLAN (MTP)

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

**Purpose:** The APO is mandated by Federal law<sup>10</sup> to develop and maintain a regional, multimodal, multi-jurisdictional transportation plan with at least a 20-year planning horizon. The plan must be updated at least every five years. Some components of the plan are assigned hours under other headings in this section (see 610, 620, 630, and 640 below). Given the complexity of the required planning effort, the MTP is almost always in some phase of being updated. Additionally, between plan updates, time is assigned to various plan components to help member jurisdictions implement the MTP’s recommendations. Time is also spent collecting and maintaining plan data and researching best practices from other MPOs. The APO’s next MTP update is due October 2024.<sup>11</sup>

**Relation to Planning Factors:** This work activity addresses all planning factors to varying degrees through development and ongoing maintenance of the Federally required multimodal elements of the MTP.

**Relation to IIJA Planning Emphasis Areas:** Development of the MTP shall include an examination/analysis of green-house gas emissions in 2050 as well as general advice for making infrastructure more resilient to extreme weather events. Additionally, it will include and equity analysis for underserved and disadvantaged populations, and meaningful public involvement opportunities. Any potential projects on the STRAHNET will be coordinated with representatives of the DOD. The MTP will include a high-level environmental review to identify potential impacts, and the entire planning process will utilize data and data analysis as a basis for decision-making.

**601 – MTP Development & Maintenance:** Examples of typical activities include developing and executing a public input plan, collecting data on existing conditions, reviewing relevant plans of the individual jurisdictions in order to know their local priorities and anticipated growth patterns, developing goals and objectives for the future transportation network, identifying current and future transportation needs, developing financial plans, fiscal constraint analysis, and other generally required elements of the MTP.<sup>12</sup> This element also accounts for the time necessary to write the plan, produce maps and graphics, layout, formatting, etc. This work is

<sup>10</sup> 23 USC §134(i).

<sup>11</sup> See a schedule for completion of the next MTP on page 37

<sup>12</sup> See 23 CFR §450.322 for more details on MTP requirements.



on-going throughout the year. For 2023, specific goals include developing a draft list of projects for potential inclusion in the plan, analysis and assessment of those potential projects including the development of planning-level cost estimates, development of financial forecasts for each jurisdiction, and fiscal constraint of the final MTP project list. For more details, see the MTP development timeline on page 31.

## 600 – METROPOLITAN TRANSPORTATION PLAN

Element	2024 Budgeted Hours	2024 Budgeted Funding
601 – MTP Development & Maintenance	1,104	\$73,750
<b>Total</b>	<b>1,104</b>	<b>\$73,750</b>

## 610 – ACTIVE TRANSPORTATION PLANNING

**Objective:** To develop the components of the MTP related to bicycle, pedestrian, and other non-motorized forms of transportation and to help implement the active transportation goals, objectives, projects, and policies identified in the previous MTP.

**Purpose:** A complete and robust transportation system allows individuals to choose the mode of transportation that is best for each trip. Walking, biking, and other non-motorized forms of transportation are legitimate mode choices for some trips, but certain infrastructure and policies must be in place to facilitate that decision and to help make it a safe choice. Activities within this work element are also intended to satisfy Safe & Accessible Transportation Options, as required by the IIJA.

**Relation to Planning Factors:** This activity focuses on the planning factors of Economic Vitality; Environment and Economic Development; Accessibility and Mobility; and Integration and Connectivity of Modes. These focus areas are addressed by planning for and developing various improvements for non-motorized forms of transportation that promote economic development and alternatives to the single-occupancy automobile.

**Relation to IIJA Planning Emphasis Areas:** By planning for safe and accessible active transportation modes, the APO will be helping to advance “Tackling the Climate Crisis”, “Equity”, and “Complete Streets”, while using meaningful public involvement and data in transportation planning.

**611 – Safe Routes to School and General Active Transportation Planning Coordination and Technical Assistance:** This work activity is used to help implement the active transportation related policies, goals, objectives, and projects from the current MTP; and to help develop those components for the next MTP. Smaller active transportation specific planning studies, including Safe Routes to Schools studies, will also be completed under this work element. In 2024, staff will be working in conjunction with the State of Minnesota to complete Safe Routes plans for schools in Sauk Rapids. APO staff will also coordinate with and support the active transportation planning activities of the member jurisdictions, which may include providing data, analyses, maps, bicycle and pedestrian counts, or other technical support, as needed. This work is on-going throughout the year.

**612 – APO Active Transportation Advisory Committee Coordination:** In summer 2007, the APO established a Bicycle and Pedestrian Advisory Committee (BPAC) comprised of a cross-section of citizen representatives and city and county staff within the APO planning area. This committee, now known as the Active Transportation Advisory Committee (ATAC), meets as needed and provides recommendations to the APO’s TAC. The ATAC provides input to APO staff

and the TAC on various planning and programming matters as they relate to the non-motorized transportation environment within the planning area. They also implement and support various non-motorized transportation public awareness projects and provide the area with a forum for discussing non-motorized transportation topics. Work activity involves staff developing agenda items, assembling meeting materials and presentations, and chairing the ATAC meetings as well as staff support for maps or development on specific topics. Examples of this committee's work includes assisting the APO with review and updating of its Active Transportation Plan and/or related components of the MTP, reviewing various programmed roadway projects relative to non-motorized transportation accommodations and complete streets design treatments, supporting efforts to complete multimodal trail segments and coordinating with other relevant advocacy groups. This group focuses on education, coordination, and public input for regional active transportation initiatives. This group usually meets three or four times throughout the calendar year.

**613 – Regional Active Transportation Data Collection, Plan Development, and Plan Maintenance:** APO staff develops and maintains a regional Active Transportation Plan to help identify needs, establish goals, analyze alternatives, and prioritize project concepts related to non-motorized transportation facilities and policies within the MPA. Staff shall coordinate this effort with any statewide non-motorized mode planning from MnDOT. APO staff completed the regional active transportation plan in 2022. For 2024, hours are budgeted for data collection and for supporting the Transportation and Mobility subgroup for the Age Friendly Communities committee. Other hours may be used to modify and/or amend the Regional Active Transportation plan as needed.

## 610 – ACTIVE TRANSPORTATION PLANNING

Element	2024 Budgeted Hours	2024 Budgeted Funds
611 – Safe Routes to School, Active Transportation Planning Coordination & Technical Assistance	498	\$26,750
612 – Active Transportation Advisory Committee Coordination	48	\$2,750
613 – Regional Active Transportation Plan Development & Maintenance	360	\$19,500
<b>Total</b>	<b>906</b>	<b>\$49,000</b>

## 620 - TRANSIT PLANNING

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

**Purpose:** In any metropolitan area, automobile transportation is not an option for some residents. Public transit is an important ingredient to allowing these residents to work; shop; and live a quality, independent lifestyle. Additionally, public transit can be an important supplemental transportation mode even for those residents who have an automobile. It can be a form of "back up" transportation if their car needs repairs or if they are a one-car family. Easy access to transit has been shown to boost real estate values for businesses and homes. And public transit can play a critical support role during an emergency or disaster, such as assisting with evacuations.



Metro Bus provides fixed route and Dial-a-Ride transit service within the Saint Cloud urbanized area, including the cities of Saint Cloud, Sartell, Sauk Rapids, and Waite Park. Tri-CAP is the rural transit provider that provides curb-to-curb service within the APO planning area and adjacent rural areas. The Northstar train currently provides early morning, late afternoon, limited weekend, and special event trains from the City of Big Lake to the City of Minneapolis's Target Field Station. Northstar train service connects to the APO planning area by way of the Northstar Link bus service, which is operated by Metro Bus via contract with the Northstar Corridor Development Authority (NCDA). It remains a goal of the APO to extend Northstar train service to Saint Cloud.

**Relation to Planning Factors:** This activity focuses primarily on the planning factors of Economic Vitality; Environment and Economic Development; Accessibility and Mobility; and Integration of Modes by planning for and implementing alternative modes to the single occupancy vehicle.

**Relation to IJA Planning Emphasis Areas:** By planning for safe and accessible public transit, the APO will be helping to advance "Tackling the Climate Crisis", "Equity", while using meaningful public involvement and data in transportation planning.

**621 – Transit Planning, Coordination & Technical Assistance:** APO staff supports initiatives and projects undertaken by the transit operators that provide service to the APO planning area. Tasks include supporting the Metro Bus urban transit system planning efforts, data collection, analysis, mapping, and other technical support. Also, staff coordinates with Tri-CAP to incorporate plans and transit service information into planning and programming activities. This work activity also involves ongoing efforts to implement aspects of the Region 7W/APO Transit Human Services Plan. This work is on-going throughout the year.

**622 – Northstar Rail Coordination:** Extension of Northstar rail service to Saint Cloud continues to be a priority for communities in the region. In 2020 MnDOT completed a planning update for extending rail service to the St. Cloud region. In 2023, the Metropolitan Council completed further analysis of potential extension of Northstar to Saint Cloud. APO staff anticipates providing occasional technical support to help implement completion of the extension, as opportunities to do so present themselves. Work activities may include a variety of general technical support and committee participation in a variety of efforts related directly or indirectly to the development of the Northstar rail line from Big Lake to Saint Cloud. This work is expected to occur sporadically throughout the calendar year.

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## 620 – TRANSIT PLANNING

Element	2024 Budgeted Hours	2024 Budgeted Funds
621 - Transit Planning, Coordination, & Technical Assistance	176	\$8,000
622 – Northstar Coordination	10	\$1,000
<b>Total</b>	<b>186</b>	<b>\$9,000</b>

## 630 – FREIGHT PLANNING, ECONOMIC VITALITY & TOURISM

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

**Purpose:** Throughout history, roads -- originally built as ways to support military efforts -- were discovered to have lasting impacts on the towns and villages through which they passed. Connecting people to goods and services along with providing easier ways for travel among towns led to the growth of local economies. Not much has changed in the last 2,300 years. Transportation still serves all these functions, but it has grown more complex. Decision-makers always face multiple options. Should they build a road here or over there? Should they build a parking ramp or invest in more public transit? Should they support shipping freight by truck, by rail, or by pipeline? Understanding the impacts these choices can have on the economy can help inform the decision-making process.

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

**Relation to IJJA Planning Emphasis Areas:** This effort will be based on data in transportation planning.

**631 – Freight Planning, Coordination & Technical Assistance:** APO staff will support implementation of the APO's Regional Freight Framework (2017) and the freight components of the current and next MTP. Specific activities will include data collection, analysis, and (if possible) meeting with significant regional freight stakeholders to better understand their needs, operations, and any transportation constraints they may be facing. This work will occur sporadically throughout the year.

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

### 630 – FREIGHT PLANNING, ECONOMIC VITALITY & TOURISM

Element	2024 Budgeted Hours	2024 Budgeted Funds
631 - Freight Planning, Coordination & Technical Assistance	20	\$1,500
632 – Transportation-Related Economic Development Planning, Coordination & Technical Assistance	44	\$3,500
<b>Total</b>	<b>64</b>	<b>\$5,000</b>

### 640 – SAFETY, SECURITY & ENVIRONMENTAL PLANNING

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

**Purpose:** On Aug. 17, 1896, 44-year-old Bridget Driscoll became the first person to die in an automobile crash when she was struck and killed by a car as she crossed the grounds of the Crystal Palace in London. Planners and engineers have been trying to make vehicle travel safer ever since. While in-vehicle technologies like seat belts and airbags have certainly played a big part in making travel safer, the way that roadways are planned and designed also plays a part. Planners analyze crash data to determine if specific locations have higher-than-normal crash rates which could be an indication of a site-specific problem. Additionally, the security of transportation assets became a major concern following the terrorist attacks of Sept. 11, 2001. While a “secure” bus or train can have specific features such as cameras and security personnel, a “secure” roadway or bridge is less well defined. Most recently, transportation security has largely been defined in terms of resiliency. For instance, a transportation network that still functions reasonably efficiently when an important link in that network is removed – whether by human action or by nature – is often thought of as being “secure” in the sense that it still works.

**Relation to Planning Factors:** This activity focuses on the safety and security of the transportation network and on the environmental impacts of transportation.

**Relation to IIJA Planning Emphasis Areas:** Targeting a decrease in greenhouse gas emissions will be the primary goal of the environmental component of this work element. Both safety and environmental planning will be based on data.

**641 – Safety & Security Planning, Coordination & Technical Assistance:** APO staff will continue monitoring crash data and analyzing that data for potential insights into the causes of crashes or geographic locations that show a higher-than-expected propensity for crashes. Safety work will include all modes of travel. Staff will also continue coordinating with other outside organizations and entities that seek improved transportation safety, such as the Stearns-Benton Toward Zero Deaths committee and Feeling Good Minnesota, an initiative to improve public health. This work is expected to occur throughout the year.

**642 – Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis:** Activities in this area will focus specifically on how transportation impacts and is impacted by the natural environment, including any potential impacts of climate change and severe weather. APO staff will seek to establish and nurture relationships with environmental stakeholders to help ensure their continued participation in our planning processes. Staff will focus attention on transportation solutions that appear to minimize any net



negative environmental impacts. APO staff will also complete the required<sup>13</sup> environmental mitigation discussion that is part of the MTP. This work will occur throughout the year.

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

Element	2024 Budgeted Hours	2024 Budgeted Funds
641 – Safety & Security Planning, Coordination & Technical Assistance	103	\$7,000
642 – Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis	50	\$3,000
<b>Total</b>	<b>153</b>	<b>\$10,000</b>

#### 700 – TRANSPORTATION PLANNING COORDINATION & PUBLIC OUTREACH

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

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

**Relation to Planning Factors:** This work activity addresses all Federal planning factors and Federal highway program national goals to varying degrees by dealing with a wide array of transportation planning and programming matters.

**Relation to IIJA Planning Emphasis Areas:** Obviously, one of the primary goals of this work element is meaningful public involvement. The APO will proceed with both in-person and virtual public input opportunities for all planning efforts. We will also strive for public involvement from as many different perspectives, concerns, and priorities as we can get, with an eye toward advancing equity for underserved and disadvantaged communities.

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

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

**703 – Public Outreach, Engagement, Website, & Social Media:** This work activity includes APO staff time to coordinate, prepare for, and attend any public input meeting related to an APO planning activity. It also accounts for APO staff time to maintain and update the APO website –

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<sup>13</sup> 23 CFR §450.322(f)(7)





arguably its most public face – and social media posts to inform the general public of transportation-related events and opportunities. This work will be ongoing throughout the calendar year.

**704 – Evaluation and Coordination of Plans and Programs from Member Jurisdictions:**

This work activity involves participating in meetings and coordinating with other agencies and jurisdictions on plans, studies, and programs, such as statewide multimodal plans, the Minnesota State Highway Investment Plan (MNSHIP), MnDOT District level planning endeavors, and local transportation, safety, and comprehensive plans. This work will occur as necessary throughout the calendar year.

**705 – Develop and Maintain the Stakeholder Engagement Plan & Title VI Compliance**

**Plan:** APO staff develops a framework for when and how the APO will seek public input, and what we will do with that input. We call the document the Stakeholder Engagement Plan (SEP). The document is updated about every five years, but may also require occasional tweaking or amending between major updates. We combine our public input plan with our Title VI Compliance Plan, which defines how we will reach out to and engage those traditionally underserved, such as low-income households, the elderly, people-of-color, and those for whom English is a second language. The Title VI plan must be updated every three years. Our current combined SEP & Title VI Compliance Plan was most recently approved in 2022 following a major review by MnDOT. This work is on-going throughout the year.

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

**700 – TRANSPORTATION PLANNING COORDINATION AND PUBLIC OUTREACH**

Element	2024 Budgeted Hours	2024 Budgeted Funds
701 – General Meeting Coordination & Attendance	405	\$27,000
702 – APO Committee & Board Meetings	530	\$26,000
703 – Public Outreach, Engagement, Website & Social Media	422	\$21,000
704 – Evaluation and Coordination of Plans from Member Jurisdictions	105	\$6,250
705 – Develop and Maintain Stakeholder Engagement Plan & Title VI Compliance Plan	76	\$4,500
706 – Annual Report for SEP and Title VI Compliance/Effectiveness	182	\$10,000
<b>Total</b>	<b>1,720</b>	<b>\$94,750</b>

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

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

**Purpose:** The APO has a regional travel demand model to forecast future traffic conditions under a variety of scenarios. The model is critical to allowing the APO's MTP to meet its requirement to include "the projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan"<sup>14</sup>. Additionally, mapping of various transportation-related data is an important part of visualizing existing or proposed transportation assets and understanding spatial relationships.

**Relation to Planning Factors:** This work activity addresses all federal planning factors to varying degrees by providing supportive analysis necessary to advance transportation investment decisions identified in the MTP and the TIP.

**Relation to IJJA Planning Emphasis Areas:** Most of this work element is designed specifically to collect or gather transportation data, analyze it, and use it in the planning process.

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

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

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

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

Element	2024 Budgeted Hours	2024 Budgeted Funds
801 – Network & TAZ Data Collection & Analysis	64	\$3,000
802 – CUBE Travel Demand Model Development & Operations	57	\$2,500
803 – GIS Database Development & Mapping	338	\$14,500
<b>Total</b>	<b>459</b>	<b>\$20,000</b>

<sup>14</sup> 23 CFR §450.322(f)(1).



**900 – LOCALLY FUNDED ACTIVITIES**

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

**Purpose:** The APO's CPG can only be used to reimburse a portion of the costs (usually 80%) for eligible activities<sup>15</sup>. APO staff may be able to participate in non-reimbursable activities, but must use non-federal funding sources to do so. Activities in this category are 100% funded with non-federal dollars.

**Relation to Planning Factors:** This work activity addresses all Federal planning factors to varying degrees by communicating the APO MTP and project needs to State and Federal elected officials. It also funds the organization's annual financial audit.

**Relation to IJA Planning Emphasis Areas:** These locally funded activities do not directly address the planning emphasis areas.

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

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

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

**900 – LOCALLY FUNDED ACTIVITIES**

Element	2024 Budgeted Hours	2024 Budgeted Funds
901 – Legislative Communications	75	\$6,500
902 – Travel for Legislative Communications	0	\$5,000
903 - Audit	0	\$15,000
<b>Total</b>	<b>75</b>	<b>\$26,500</b>

<sup>15</sup> For more details, see 2 CFR Part 200, et al.

## SPECIAL STUDIES & CONTRACTS:

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

### MINIMUM THRESHOLD REQUIREMENTS:

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

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

### PROPOSED PLANNING PROJECT EVALUATION FACTORS:

Either/Or Evaluation Factors:	Either	Or
If the proposed planning project fulfills a requirement under 23 CFR 450 Subpart C, it is awarded 100 points.	100	0
If the proposed planning project fulfills a Federal or State requirement other than those in 23 CFR 450 Subpart C, it is awarded 80 points.	80	0
If the proposed planning project directly addresses a transportation project, strategy, or performance measure in the current Metropolitan Transportation Plan, it is awarded 25 points.	25	0
If the proposed planning project directly addresses a transportation project in a comprehensive plan or other approved planning document of the requesting agency or jurisdiction, it is awarded 15 points.	15	0
If the proposed planning project directly addresses a location with a crash rate higher than the critical crash rate for that location, it is awarded 10 points.	10	0
If the proposed planning project directly addresses a roadway corridor, a bridge, a bike path, or transit asset(s) with a “poor” condition rating, it is awarded 9 points.	9	0
If the proposed planning project directly addresses a corridor with a Travel Time Reliability score of 1.5 or higher, it is awarded 8 points.	8	0

Either/Or Evaluation Factors:	Either	Or
If the requesting jurisdiction has not been awarded CPG funds in the last three fiscal years, the proposed planning project is awarded 7 points.	7	0
If the proposed planning project directly addresses an arterial corridor, it is awarded 6 points.	6	0
If the proposed planning project directly impacts a corridor identified as being part of the Regional Freight Network, it is awarded 5 points.	5	0
If the proposed planning project directly addresses improving operations on <u>existing</u> roadways, bike paths, or transit routes, it is awarded 4 points.	4	0
If the proposed planning project includes a task to evaluate probable environmental impacts and explore mitigation strategies, it is awarded 3 points.	3	0
If the proposed planning project integrates multiple modes of surface transportation, it is awarded 2 points.	2	0
If the proposed planning project directly impacts an area of low-income or people-of-color residents, it is awarded 1 point.	1	0
Range Factor:	Highest Possible Score	Lowest Possible Score
For every 2% overmatch committed to the proposed planning project, it is awarded 1 point up to a maximum of 25 points.	25	0

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

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

## 2024 SPECIAL STUDIES AND CONTRACTS

### 2024 – COMMUNITY LIAISONS FOR HARD-TO-REACH POPULATIONS

**Objective and Product:** APO staff annually evaluate its public input campaigns of the previous year to determine their effectiveness. Recent evaluations have consistently indicated that the population of people that are responding to invitations for review and comment of the agency's plans have included very few persons who are members of demographic groups that have been traditionally underserved, such as persons-of-color, persons with low income, persons with disabilities, etc. In response, APO staff held a dialogue 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 and importance of the APO's plans 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 because outsiders and persons from government organizations can often be distrusted.



**Relationship to IIJA and Regional Significance of Study:** Federal regulations<sup>16</sup> establish public input as foundational to the APO's planning process. Title VI, Title II, and Environmental Justice requirements compel the APO to ensure that populations that have been traditionally underserved are provided at least equal access to the APO's planning process. By including hard-to-reach populations in the planning process, the planning products of the APO and subsequent transportation projects will better reflect the vision, goals, and values of the entire region.

#### 2024 – COMMUNITY LIAISONS FOR HARD-TO-REACH POPULATIONS

Element	2024 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Community Liaisons for Hard-to-Reach Populations	\$8,000	\$6,400	\$0	\$0	\$1,600
<b>Total</b>	<b>\$8,000</b>	<b>\$6,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,600</b>
<b>Funding Percentages</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>0%</b>	<b>20%</b>

#### 2024 – TRAVEL DEMAND MODEL IMPROVEMENTS

**Objective and Product:** In 2020 and 2021, the APO undertook an effort to significantly update and improve its Travel Demand Model (TDM), including building into the model updated algorithms and other improvements based on more state-of-the-art research and data regarding TDMs. As part of those updates, the model structure was altered to allow for time-of-day distribution of trips rather than just daily trips. However, the budget at the time did not allow for the time-of-day distribution of trips to be fully implemented. Therefore, we are budgeting additional funds to fully implement the time-of-day distribution of trips. Understanding how many trips use a particular corridor at specific times of day – such as the peak travel times – will allow the model to better inform corridor studies and lead to more efficient distribution of resources.

**Relationship to IIJA and Regional Significance of the Study:** It is expected that this effort will lead to a marginal improvement in how corridors are designed and built, thus resulting in better traffic flow, reduced greenhouse gas emissions, and improved safety.

#### 2024 – TRAVEL DEMAND MODEL IMPROVEMENTS

Element	2024 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Travel Demand Model Improvements	\$45,000	\$36,000			\$9,000
<b>Total</b>					
<b>Funding Percentages</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>0%</b>	<b>20%</b>

<sup>16</sup> See 23 CFR §450.316, among others.

## 2024 – REGIONAL ARTERIAL AND COLLECTOR ROADWAY PLANNING

**Objective and Product:** As APO staff worked with local jurisdictions to identify potential projects for the latest Metropolitan Transportation Plan (MTP), it became clear that there was a lot of confusion about where future federal-aid corridors would be. This is important because the federal-aid system carries the vast majority of all traffic and coordination between jurisdictions about where the future corridors will be located is vital to successful implementation. Therefore, the APO will undertake a regional planning effort to identify future arterials and collectors in the urban area. That is, as the urban area grows, where will those arterials and collectors be located.

**Relationship to the IIJA and Regional Significance of the Study:** The APO is responsible for coordinated regional transportation planning among and between all of its member jurisdictions. Lack of coordination on the future location of an arterial, for example, will likely lead to bigger problems later on. By undertaking this effort, the APO hopes to achieve consensus among all jurisdictions as to where major corridors need to be preserved.

### 2024 – REGIONAL ARTERIAL AND COLLECTOR ROADWAY PLANNING

Element	2024 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Regional Arterial and Collector Roadway Planning	\$100,000	\$78,666			\$21,334
<b>Total</b>					
<b>Funding Percentages</b>	<b>100%</b>	<b>78.67%</b>	<b>0%</b>	<b>0%</b>	<b>21.33%</b>

## 2024 – SAFE STREETS & ROADS FOR ALL (*ILLUSTRATIVE*)

**Objective and Product:** The Safe Streets and Roads for All (SS4A) program aims to identify and implement solutions for the most significant roadway safety concerns in every community. For planning grants like this one, the goal is to develop a comprehensive safety action plan by developing a holistic, well-defined strategy to prevent roadway fatalities and serious injuries. Once a comprehensive safety action plan is in place which identifies the problem(s), implementation grants can be pursued to fund projects and strategies to address the identified problems.

**Relationship to the IIJA and Regional Significance of the Study:** The SS4A program is a new discretionary grant program that was created as part of the IIJ and is part of USDOTs National Roadway Safety Strategy and their goal of zero roadway deaths. It addresses the second metropolitan planning factor, “Safety”. Regionally, it made more sense to the APO’s member jurisdictions to address safety at a regional scale rather than each individual city completing their own separate plan.

**Note:** The APO has submitted a grant application for the SS4A program, but awards will not be announced until December 2023. This funding source, for now, is being shown for illustrative purposes only.

**2024 – SAFE STREETS & ROADS FOR ALL (ILLUSTRATIVE)**

Element	2024 Budgeted Funds	Federal Grant (SS4A)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Safe Streets & Roads for All	\$150,000	\$120,000			\$30,000
<b>Total</b>					
<b>Funding Percentages</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>0%</b>	<b>20%</b>

**PROVISIONAL 2025 SPECIAL STUDIES & CONTRACTS**
**2025 – COMMUNITY LIAISONS FOR HARD-TO-REACH POPULATIONS**

**Objective and Product:** APO staff annually evaluate its public input campaigns of the previous year to determine their effectiveness. Recent evaluations have consistently indicated that the population of people that are responding to invitations for review and comment of the agency’s plans have included very few persons who are members of demographic groups that have been traditionally underserved, such as persons-of-color, persons with low income, persons with disabilities, etc. In response, APO staff held a dialogue 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 and importance of the APO’s plans 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 because outsiders and persons from government organizations can often be distrusted.

**Relationship to IIA and Regional Significance of Study:** Federal regulations<sup>17</sup> establish public input as foundational to the APO’s planning process. Title VI, Title II, and Environmental Justice requirements compel the APO to ensure that populations that have been traditionally underserved are provided at least equal access to the APO’s planning process. By including hard-to-reach populations in the planning process, the planning products of the APO and subsequent transportation projects will better reflect the vision, goals, and values of the entire region.

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<sup>17</sup> See 23 CFR §450.316, among others.

**2025 – COMMUNITY LIAISONS FOR HARD-TO-REACH POPULATIONS**

Element	2025 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
Community Liaisons for Hard-to-Reach Populations	\$10,000	\$8,000	\$0	\$0	\$2,000
<b>Total</b>	<b>\$10,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>
<b>Funding Percentages</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>0%</b>	<b>20%</b>

**2025 – TO BE DETERMINED**

**Objective and Product:** APO staff expects that many new transportation planning needs will be identified when the new Metropolitan Transportation Plan is completed in mid-2024.

**Relationship to IIJA & Regional Significance of the Study:** TBD.

**2025 – TBD**

Element	2025 Budgeted Funds	Federal Grant (CPG)	State Grant (MnDOT)	Local Match for State Grant	Other Local Funds
TBD	\$115,750	\$92,600			\$23,150
<b>Total</b>					
<b>Funding Percentages</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>0%</b>	<b>20%</b>







## EXHIBIT 1 – PROJECTED REVENUE AND EXPENSES

### REVENUE REPORT

Revenue Sources	2024 Revenue	2025 Revenue
Local		
Local Match for CPG, State Grant & Category 900	\$147,653	\$150,447
Local Match for Safe Streets and Roads for All Grant	\$30,000	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$225,653	\$198,447
Federal		
Annual Federal CPG	\$673,359	\$686,826
Carry Forward Federal CPG from Prior Years	\$0	\$0
Safe Streets and Roads for All Grant	\$120,000	\$0
Total Federal	\$793,359	\$686,826
Other		
State of Minnesota Planning Grant	\$61,520	\$61,520
Miscellaneous & Interest Income	\$2,000	\$2,000
Total Other	\$63,520	\$63,520
<b>Total Revenue</b>	<b>\$1,082,532</b>	<b>\$948,793</b>

### EXPENSE REPORT

Expenses	2024 Expenses	2025 Expenses
Local		
Local Match for CPG, State Grant & Category 900	\$147,371	\$150,447
Local Match for Safe Streets and Roads for All Grant	\$30,000	\$0
Lobbyist Fees	\$48,000	\$48,000
Total Local	\$225,371	\$198,447
Federal		
Annual Federal CPG	\$673,359	\$686,788
Carry Forward Federal CPG from Prior Years	\$0	\$0
Safe Streets and Roads for All Grant	\$120,000	\$0
Total Federal	\$793,359	\$686,788
Other		
State of Minnesota Planning Grant	\$61,520	\$61,520
Miscellaneous & Interest Income	\$2,000	\$2,000
Total Other	\$63,520	\$63,520
<b>Total Expenses</b>	<b>\$1,082,250</b>	<b>\$948,755</b>

**DIFFERENCE BETWEEN REVENUE AND EXPENSES**

<b>Revenue Less Expenses</b>	<b>2024 Difference</b>	<b>2025 Difference</b>
Local		
Local Match for CPG, State Grant & Category 900 <i>(Negative numbers represent spending down savings or other financial reserves)</i>	\$282	\$0
Local Match for Safe Streets and Roads for All Grant	\$0	\$0
Lobbyist Fees	\$0	\$0
Total Local	\$282	\$0
Federal		
Annual Federal CPG	\$0	\$38
Carry Forward Federal CPG from Prior Years	\$0	\$0
Safe Streets and Roads for All Grant	\$0	\$0
Total Federal	\$0	\$38
Other		
State of Minnesota Planning Grant	\$0	\$0
Miscellaneous & Interest Income	\$0	\$0
Total Other	\$0	\$0
<b>Total Expenses</b>	<b>\$282</b>	<b>\$38</b>

**EXHIBIT 2 – 2024 WORK ACTIVITY BY REVENUE SOURCE**

Work Activity Category	Federal Funding (CPG 1)	Federal Funding (CPG 2)	Federal Funding (SS4A)*	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
100 Administration & Overhead	\$235,769	\$0	\$0	\$21,139	\$5,288	\$37,804	<b>\$300,000</b>
200 Budget & UPWP	\$10,413	\$0	\$0	\$934	\$233	\$1,670	<b>\$13,250</b>
300 Transportation Improvement Program (TIP)	\$37,134	\$0	\$0	\$3,329	\$832	\$5,955	<b>\$47,250</b>
400 Transportation System Performance Monitoring (TSPM)	\$27,900	\$0	\$0	\$2,502	\$625	\$4,473	<b>\$35,500</b>
500 Planning Project Development	\$35,562	\$0	\$0	\$3,189	\$797	\$5,702	<b>\$45,250</b>
600 Metropolitan Transportation Plan (MTP)	\$57,961	\$0	\$0	\$5,197	\$1,299	\$9,293	<b>\$73,750</b>
610 MTP – Active Transportation Planning	\$26,009	\$12,500	\$0	\$3,453	\$863	\$6,175	<b>\$49,000</b>
620 MTP - Transit Planning	\$7,073	\$0	\$0	\$634	\$159	\$1,134	<b>\$9,000</b>
630 MTP - Freight, Economic Vitality & Tourism	\$3,930	\$0	\$0	\$352	\$88	\$630	<b>\$5,000</b>
640 MTP - Safety, Security & Environmental Planning	\$7,859	\$0	\$0	\$705	\$176	\$1,260	<b>\$10,000</b>
700 Transportation Planning Coordination & Public Outreach	\$74,465	\$0	\$0	\$6,677	\$1,669	\$11,939	<b>\$94,750</b>
800 Transportation Modeling, Mapping & Technical Support	\$15,718	\$0	\$0	\$1,409	\$352	\$2,521	<b>\$20,000</b>
900 Locally Funded Activities	\$0	\$0	\$0	\$12,000	\$3,000	\$11,500	<b>\$26,500</b>
<b>Sub-Total for APO Staff and Operations</b>	<b>\$539,793</b>	<b>\$12,500</b>	<b>\$0</b>	<b>\$61,520</b>	<b>\$15,380</b>	<b>\$100,057</b>	<b>\$729,250</b>
Contract Services: David Turch & Associates	\$0	\$0	\$0	\$0	\$0	\$48,000	<b>\$48,000</b>
Contract Services: Community Liaisons for Hard-to-Reach Populations	\$6,400	\$0	\$0	\$0	\$0	\$1,600	<b>\$8,000</b>
Contract Services: Travel Demand Model Improvements	\$36,000	\$0	\$0	\$0	\$0	\$9,000	<b>\$45,000</b>
Contract Services: Regional Arterial and Collector Roadway Planning	\$78,666	\$0	\$0	\$0	\$0	\$21,334	<b>\$100,000</b>
Contract Services: Safe Streets & Roads for All*	\$0	\$0	\$120,000*	\$0	\$0	\$30,000*	<b>\$150,000*</b>
<b>Grand Total Expenses</b>	<b>\$660,859</b>	<b>\$12,500</b>	<b>\$120,000*</b>	<b>\$61,520</b>	<b>\$15,381</b>	<b>\$209,990</b>	<b>\$1,080,250</b>



\*Regarding the Safe Streets & Roads for All (SS4A) funding source and contract, the APO has applied for the grant, but grant awards for the program will not be announced until December of 2023. Therefore, since we do not yet know for certain if we have secured this funding source, the dollar amounts associated with the Safe Streets & Roads for All contract are considered illustrative for now. Following grant award announcements, the APO will adjust the UPWP to reflect either the securitization of the funding source, or we will delete the project if we do not get the grant.

CPG 2 funding source represents a Federally-required minimum expenditure on eligible Active Transportation planning activities. The minimum expenditure threshold is 2.5% of FHWA funds, which equates to \$12,285 for fiscal year 2024.

Source of Local Funds: City of Saint Cloud, City of Saint Joseph, City of Sartell, City of Sauk Rapids, City of Waite Park, LeSauk Township, Stearns County, Benton County, Sherburne County, Saint Cloud Metro Bus, and interest and miscellaneous income for Saint Cloud APO. See Exhibit 4 for more details.



# SAINT CLOUD AREA PLANNING ORGANIZATION 2024 & 2025 UPWP

MPO's Allocation of 2024 CPG Funds per UPWP Element		Funding Sources									
Category	Total Budget	CPG 1 Federal	CPG 2 Federal	Safe Streets & Roads for All*	State	Local Match for State Grant	Other Local Funds	Federal %	Non-Federal %	State %	Local %
<b>100 Administration &amp; Overhead</b>	\$300,000	\$235,769			\$21,139	\$5,288	\$37,804				
101 - General Administration	\$64,500	\$50,690			\$4,545	\$1,137	\$8,128	78.59%	21.41%	7.05%	14.36%
102 - Human Resources & Personnel	\$8,000	\$6,287			\$564	\$141	\$1,008	78.59%	21.41%	7.05%	14.36%
103 - Building Maintenance	\$1,000	\$785			\$70	\$18	\$127	78.50%	21.50%	7.00%	14.50%
104 - Staff Development & Training	\$10,250	\$8,056			\$721	\$180	\$1,293	78.60%	21.40%	7.03%	14.37%
105 - Holiday	\$28,500	\$22,398			\$2,008	\$503	\$3,591	78.59%	21.41%	7.05%	14.36%
106 - Vacation	\$23,750	\$18,665			\$1,674	\$419	\$2,992	78.59%	21.41%	7.05%	14.36%
107 - Sick Leave	\$13,250	\$10,413			\$934	\$234	\$1,669	78.59%	21.41%	7.05%	14.36%
108 - Overhead	\$150,750	\$118,475			\$10,623	\$2,656	\$18,996	78.59%	21.41%	7.05%	14.36%
<b>200 Budget &amp; UPWP</b>	\$13,250	\$10,413			\$934	\$233	\$1,670				
201 - Budget & UPWP	\$13,250	\$10,413			\$934	\$233	\$1,670	78.59%	21.41%	7.05%	14.36%
<b>300 TIP</b>	\$47,250	\$37,134			\$3,329	\$832	\$5,955				
301 - ATP Meetings & Subcommittees	\$4,750	\$3,733			\$335	\$84	\$598	78.59%	21.41%	7.05%	14.36%
302 - Annual TIP Development	\$22,500	\$17,683			\$1,585	\$395	\$2,837	78.59%	21.41%	7.04%	14.36%
303 - TIP Amendments	\$6,500	\$5,108			\$458	\$115	\$819	78.58%	21.42%	7.05%	14.37%
304 - TIP Annual Listing of Projects	\$4,250	\$3,340			\$299	\$75	\$536	78.59%	21.41%	7.04%	14.38%
305 - Regional Infra Investment Plan	\$9,250	\$7,270			\$652	\$163	\$1,165	78.59%	21.41%	7.05%	14.36%
<b>400 Performance Monitoring</b>	\$35,500	\$27,900			\$2,502	\$625	\$4,473				
401 - Performance Measures & Data	\$25,000	\$19,648			\$1,762	\$440	\$3,150	78.59%	21.41%	7.05%	14.36%
402 - Annual Performance Report	\$10,500	\$8,252			\$740	\$185	\$1,323	78.59%	21.41%	7.05%	14.36%
<b>500 Planning Projects</b>	\$45,250	\$35,562			\$3,189	\$797	\$5,702				
501 - Planning Assistance	\$10,250	\$8,055			\$721	\$181	\$1,293	78.59%	21.41%	7.03%	14.38%
502 - Procurement & Contracting	\$13,750	\$10,806			\$969	\$242	\$1,733	78.59%	21.41%	7.05%	14.36%
503 - Study Coordination	\$18,250	\$14,343			\$1,288	\$321	\$2,298	78.59%	21.41%	7.06%	14.35%
504 - Grant Writing	\$3,000	\$2,358			\$211	\$53	\$378	78.60%	21.40%	7.03%	14.37%
<b>600 MTP</b>	\$73,750	\$57,961			\$5,197	\$1,299	\$9,293				
601 - MTP	\$73,750	\$57,961			\$5,197	\$1,299	\$9,293	78.59%	21.41%	7.05%	14.36%
<b>610 Active Transportation Planning</b>	\$49,000	\$26,009	\$12,500		\$3,453	\$863	\$6,175				
611 - SRTS & Tech assistance	\$26,750	\$8,523	\$12,500		\$1,885	\$471	\$3,371	78.59%	21.41%	7.05%	14.36%
612 - Active Trans Advisory Committee	\$2,750	\$2,161	\$0		\$194	\$49	\$346	78.58%	21.42%	7.05%	14.36%
613 - Active Trans Plan Development	\$19,500	\$15,325	\$0		\$1,374	\$343	\$2,458	78.59%	21.41%	7.05%	14.36%
<b>620 Transit Planning</b>	\$9,000	\$7,073	\$0		\$634	\$159	\$1,134				
621 - Transit Planning	\$8,000	\$6,287	\$0		\$564	\$141	\$1,008	78.59%	21.41%	7.05%	14.36%
622 - Northstar	\$1,000	\$786	\$0		\$70	\$18	\$126	78.60%	21.40%	7.00%	14.40%
<b>630 Freight Planning, Econ &amp; Tourism</b>	\$5,000	\$3,930			\$352	\$88	\$630				
631 - Freight Planning	\$1,500	\$1,179			\$105	\$27	\$189	78.60%	21.40%	7.00%	14.40%
632 - Econ Development Planning	\$3,500	\$2,751			\$247	\$61	\$441	78.60%	21.40%	7.06%	14.34%
<b>640 Safety, Security &amp; Environmental</b>	\$10,000	\$7,859			\$705	\$176	\$1,260				
641 - Safety & Security	\$7,000	\$5,501			\$494	\$123	\$882	78.59%	21.41%	7.06%	14.36%
642 - Resiliency & Environmental	\$3,000	\$2,358			\$211	\$53	\$378	78.60%	21.40%	7.03%	14.37%
<b>700 Coordination &amp; Public Outreach</b>	\$94,750	\$74,465			\$6,677	\$1,669	\$11,939				
701 - Gen Meetings	\$27,000	\$21,219			\$1,903	\$476	\$3,402	78.59%	21.41%	7.05%	14.36%
702 - APO Committees & Boards	\$26,000	\$20,434			\$1,832	\$458	\$3,276	78.59%	21.41%	7.05%	14.36%
703 - Public Outreach	\$21,000	\$16,504			\$1,480	\$370	\$2,646	78.59%	21.41%	7.05%	14.36%
704 - Eval of Jurisdictional Plans	\$6,250	\$4,912			\$440	\$110	\$788	78.59%	21.41%	7.04%	14.37%
705 - Stakeholder Engagement Plan	\$4,500	\$3,537			\$317	\$79	\$567	78.60%	21.40%	7.04%	14.36%
706 - SEP Annual Report	\$10,000	\$7,859			\$705	\$176	\$1,260	78.59%	21.41%	7.05%	14.36%
<b>800 Modeling, Mapping &amp; Tech</b>	\$20,000	\$15,718			\$1,409	\$352	\$2,521				
801 - Network & TAZs	\$3,000	\$2,358			\$211	\$53	\$378	78.60%	21.40%	7.03%	14.37%
802 - CUBE	\$2,500	\$1,965			\$176	\$44	\$315	78.60%	21.40%	7.04%	14.36%
803 - GIS	\$14,500	\$11,395			\$1,022	\$255	\$1,828	78.59%	21.41%	7.05%	14.37%
<b>900 Locally Funded Activities</b>	\$26,500	\$0			\$12,000	\$3,000	\$11,500				
901 - Legislative Communications	\$6,500				\$0	\$0	\$6,500	0.00%	100.00%	0.00%	100.00%
902 - Travel for Leg Communications	\$5,000				\$0	\$0	\$5,000	0.00%	100.00%	0.00%	100.00%
903 - Audit	\$15,000				\$12,000	\$3,000	\$0	0.00%	100.00%	80.00%	20.00%
<b>Consultant Services</b>	\$351,000	\$121,066	\$0	\$120,000	\$0	\$0	\$109,934				
David Turch & Associates	\$48,000				\$0	\$0	\$48,000	0.00%	100.00%	0.00%	100.00%
Community Liaisons	\$8,000	\$6,400			\$0	\$0	\$1,600	80.00%	20.00%	0.00%	20.00%
Travel Demand Model Improvements	\$45,000	\$36,000			\$0	\$0	\$9,000	80.00%	20.00%	0.00%	20.00%
Regional Arterial & Collector Planning	\$100,000	\$78,666			\$0	\$0	\$21,334	78.67%	21.33%	0.00%	21.33%
Safe Streets & Roads for All	\$150,000			\$120,000	\$0	\$0	\$30,000	80.00%	20.00%	0.00%	20.00%
<b>Grand Total</b>	<b>\$1,080,250</b>	<b>\$660,859</b>	<b>\$12,500</b>	<b>\$120,000</b>	<b>\$61,520</b>	<b>\$15,381</b>	<b>\$209,990</b>				

\*Safe Streets & Roads for All funding has been applied for, but awards will not be announced until December 2023. Included here for illustrative purposes

**EXHIBIT 3 – OVERHEAD DETAIL**

Line Item	2024 Budget	2025 Budget
Liability Insurance/Workers Comp	\$6,500	\$6,825
Office Supplies	\$1,250	\$1,313
Accounting Services	\$58,000	\$60,000
Communications ( <i>Telephone, Postage, and Internet</i> )	\$6,750	\$7,088
Travel ( <i>Includes Lodging &amp; Meals</i> )	\$2,500	\$2,625
Professional Development ( <i>Registration Fees, etc.</i> )	\$2,500	\$2,625
Printing, Publishing & Advertising	\$2,000	\$2,100
Building Maintenance and Utilities	\$14,850	\$15,593
Legal Services	\$1,575	\$1,654
Multifunction Copier	\$1,500	\$1,575
APO Dues and Subscriptions	\$4,200	\$4,410
IT Support & Software ( <i>includes website hosting</i> )	\$30,375	\$31,890
Hardware & Equipment	\$18,750	\$3,500
<b>Total</b>	<b>\$150,750</b>	<b>\$141,196</b>

**EXHIBIT 4 – 2024 JURISDICTIONAL ASSESSMENTS**

Member	2021 Population Estimates*	2024 Local Assessment (\$1.03 per cap.)	Safe Streets & Roads for All Assessment	2024 Lobbyist Assessment	Total 2024 Total Assessment
St. Cloud	68,746	\$70,465	\$14,317	\$17,622	\$102,404
St. Joseph	7,151	\$7,330	\$1,489	\$1,649	\$10,468
Sartell	19,522	\$20,010	\$4,066	\$5,256	\$29,332
Sauk Rapids	13,730	\$14,073	\$2,859	\$3,547	\$20,479
Waite Park	8,368	\$8,577	\$1,743	\$2,455	\$12,775
LeSauk TWP	1,501	\$1,539	\$313	\$0	\$1,852
Benton County	5,426	\$5,562	\$1,130	\$3,629	\$10,321
Sherburne County	2,630	\$2,696	\$548	\$1,142	\$4,386
Stearns County	13,563	\$13,902	\$2,825	\$12,700	\$29,427
Metro Bus	N/A	\$3,500	\$710	\$0	\$4,210
<b>Total</b>	<b>140,637</b>	<b>\$147,654</b>	<b>\$30,000</b>	<b>\$48,000</b>	<b>\$225,654</b>

\*Population estimates courtesy of Minnesota State Demographer.

**EXHIBIT 5 – 2025 PROVISIONAL BUDGET BY REVENUE SOURCE**

This estimated budget for 2025 is subject to change during the development of the 2025-2026 UPWP, but it is provided here as an early estimate for budgeting purposes.

Work Activity Category	Federal Funding	State Funding	Local Match - State Grant	Other Local Funds	Total Funding
<b><i>Sub-Total for APO Staff and Operations</i></b>	<b>\$586,188</b>	<b>\$61,520</b>	<b>\$15,380</b>	<b>\$109,917</b>	<b>\$773,005</b>
Contract Services: David Turch & Associates				\$48,000	<b>\$48,000</b>
Contract Services: Community Liaisons	\$8,000			\$2,000	<b>\$10,000</b>
Contract Services: TBD	\$92,600			\$23,150	<b>\$115,750</b>
<b>Grand Total Expenses</b>	<b>\$686,788</b>	<b>\$61,520</b>	<b>\$15,380</b>	<b>\$183,067</b>	<b>\$946,755</b>

**EXHIBIT 6 – LIST OF CURRENTLY UNFUNDED SPECIAL STUDIES**

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

Priority	Special Study or Contract	Description
1	<i>Estimating the Net Environmental Impacts of Transportation Options</i>	More roadway capacity may improve traffic flow and reduce air pollution, but more impermeable surfaces may negatively impact water quality. Increasing land-use densities and mixing compatible uses may shorten trip lengths and fuel use, but may also increase congestion and travel times which increases fuel use. This study would seek to better understand such trade-offs and seek insight on the options or combination of options that minimizes the overall net environmental impact of transportation.
2	<i>Study Critical Crash Rate Intersections</i>	MnDOT has developed a method by which the crash rate of an intersection can be compared against the crash rates of other similar-type intersections. If an intersection has a higher crash rate than is “typical” it may be a signal that the intersection needs some planning and engineering attention to help mitigate the crashes. This study would bundle the highest critical crash rate intersections within the metro area together for a safety review and identification of potential mitigation measures. <i>(Anticipated to be programmed for 2024 via the SS4A Grant)</i>



Priority	Special Study or Contract	Description
3	<i>Planning Study for TH-23</i>	Along with TH-15, TH-23 through the urban area is one of the worst performing corridors for travel time reliability. It is also a major freight corridor and there are some safety issues to consider. This planning study would investigate the nature of the issues and recommend mitigation/improvement measures.
4	<i>Better Understand Relationship Between Transportation and Economic Development</i>	Previous work has led the APO to conclude that the development of a return-on-investment (ROI) tool will help explain and describe the relationship between transportation and economic development and give decision-makers important information as they consider multiple competing projects for funding. But additional resources are needed to further develop and test the ROI tool.
5	<i>Choosing to Commute: Estimating the Transportation Impacts of Long-Distance Commuters &amp; Understanding the Economics of Their Choice</i>	There are more jobs in the Saint Cloud metropolitan area than there are workers to fill those jobs. Many local businesses actively recruit workers from nearby communities, which puts more cars onto area roads, but the workers pay property taxes in other communities. Why don't they live here? Is it better to provide transportation capacity for those workers, or would it be more cost effective to entice them to move to the Saint Cloud metro area? What are the challenges and opportunities?
6	<i>Identification of Viable Cost-Assisted Transportation Options</i>	We know from the data and from public comments that many area families are financially stressed. This study would seek to identify viable options for providing low-cost or cost-assisted transportation options to help reduce the financial stress caused by transportation. For example, a buyers' assistance program for vehicle purchases, or subsidized vehicle maintenance program may be options to explore.

**EXHIBIT 7 – BUDGETARY TRENDS**

In order to better provide context for this work plan, the following historical information is presented:

**JURISDICTIONAL ASSESSMENTS HISTORY 2019 – 2024**

Jurisdiction	2019	2020	2021	2022	2023	2024
St. Cloud	\$61,847	\$122,218	\$62,037	\$107,149	\$67,687	\$102,405
St. Joseph	\$6,044	\$6,290	\$6,361	\$7,149	\$7,011	\$10,468
Sartell	\$16,441	\$16,721	\$16,922	\$18,974	\$19,446	\$29,332
Sauk Rapids	\$12,305	\$12,477	\$12,581	\$13,883	\$13,485	\$20,480
Waite Park	\$7,622	\$7,643	\$7,582	\$8,166	\$8,720	\$12,775
LeSauk Township	\$1,228	\$1,237	\$1,237	\$1,385	\$1,133	\$1,851
Benton County	\$6,798	\$6,787	\$6,792	\$27,348	\$7,237	\$10,321
Sherburne County	\$2,267	\$2,271	\$2,251	\$2,414	\$2,936	\$4,385
Stearns County	\$20,671	\$37,786	\$20,752	\$21,552	\$71,726	\$29,426
Metro Bus	\$8,300	\$8,300	\$8,300	\$8,300	\$8,300	\$4,211
<b>Total</b>	<b>\$143,523</b>	<b>\$221,730</b>	<b>\$144,815</b>	<b>\$216,320</b>	<b>\$207,681</b>	<b>\$225,653</b>
% Change Year Over Year		+54.49%	-34.69%	+49.38%	-3.99%	+8.65%

**APO BUDGET HISTORY 2019 – 2024**

Line Item	2019	2020	2021	2022	2023	2024
Staff Salaries and Benefits	\$428,075	\$436,500	\$463,750	\$470,500	\$512,000	\$552,004
Overhead	\$94,200	\$88,850	\$96,360	\$92,000	\$119,750	\$150,746
Consultant Studies	\$162,000	\$497,000	\$445,000	\$325,000	\$263,500	\$303,000
<b>Sub-Total for CPG Eligible Expenses</b>	<b>\$684,275</b>	<b>\$1,022,350</b>	<b>\$1,005,110</b>	<b>\$887,500</b>	<b>\$895,250</b>	<b>\$1,005,750</b>
Turch & Associates	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000
Staff Time for Legislative Communications	\$7,200	\$6,700	\$4,250	\$4,500	\$6,000	\$6,500
Audit	\$7,750	\$8,000	\$8,250	\$8,500	\$14,000	\$15,000
Legislative Comm. Travel	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Sub-Total for Other</b>	<b>\$67,950</b>	<b>\$67,700</b>	<b>\$65,500</b>	<b>\$66,000</b>	<b>\$73,000</b>	<b>\$74,500</b>
<b>Grand Total</b>	<b>\$752,225</b>	<b>\$1,090,050</b>	<b>\$1,070,610</b>	<b>\$953,500</b>	<b>\$968,250</b>	<b>\$1,080,250</b>

**EXHIBIT 8 – FEDERAL GRANT RESOLUTION**



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

T. 320.252.7568 F. 320.252.6557

**SAINT CLOUD AREA PLANNING ORGANIZATION  
2024 FEDERAL CONSOLIDATED PLANNING GRANT AUTHORIZATION  
RESOLUTION 2023-05**

**Authorizing filing of a Federal Consolidated Planning Grant (CPG) Agreement for the Calendar Year 2024 Unified Planning Work Program.**

**BE IT RESOLVED** that the Saint Cloud Area Planning Organization commits to providing a minimum 20% local match to support the 2023 Unified Planning Work Program; and

**BE IT FURTHER RESOLVED** that the Saint Cloud Area Planning Organization hereby authorizes filing and entering into an agreement for distribution of 2024 federal CPG funds with the State of Minnesota, Department of Transportation.

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

**CERTIFICATION**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 10<sup>th</sup> day of August 2023, as shown by the minutes of said meeting in my possession.

ATTEST:



Raeanne Danielowski,  
Chair



Brian Gibson,  
Executive Director

8-10-23

Date

8-11-23

Date

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

**EXHIBIT 9 – STATE GRANT RESOLUTION**



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

T. 320.252.7568 F. 320.252.6557

**SAINT CLOUD AREA PLANNING ORGANIZATION  
2024 STATE PLANNING GRANT AUTHORIZATION  
RESOLUTION 2023-06**

**Authorizing filing of a grant agreement with the Minnesota Department of Transportation for the Calendar Year 2024 Unified Planning Work Program.**

**BE IT RESOLVED** that the Saint Cloud Area Planning Organization commits to providing a minimum 20% local match to support the 2024 Unified Planning Work Program; and

**BE IT FURTHER RESOLVED** that the Saint Cloud Area Planning Organization authorizes filing and entering into an Agreement for Distribution of State Planning Funds for Calendar Year 2024 with the State of Minnesota, Department of Transportation; and

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

**CERTIFICATION**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 10<sup>th</sup> day of August 2023, as shown by the minutes of said meeting in my possession.

ATTEST:



Raeanne Danielowski,  
Chair



Brian Gibson,  
Executive Director

8-10-23

Date

8-11-23

Date

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## EXHIBIT 10 – PROCUREMENT SELF-CERTIFICATION



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

T. 320.252.7568 F. 320.252.6557

### SAINT CLOUD AREA PLANNING ORGANIZATION PROCUREMENT PROCESS SELF-CERTIFICATION

#### RESOLUTION 2023-07

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

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

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

**BE IT FURTHER RESOLVED** that the Executive Director of the Saint Cloud Area Planning Organization is hereby authorized to execute procurements as necessary and in accordance with the adopted 2024 Unified Planning Work Program and the procurement procedures as approved by the Policy Board of the Saint Cloud Area Planning Organization.

#### CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 10<sup>th</sup> day of August 2023, as shown by the minutes of said meeting in my possession.

ATTEST:

  
Raeanne Danielowski, Chair

8-10-23  
Date

  
Brian Gibson, Executive Director

8-11-23  
Date

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**EXHIBIT 11 – SELF-CERTIFICATION**

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

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**SAINT CLOUD AREA PLANNING ORGANIZATION****ANNUAL SELF-CERTIFICATION****RESOLUTION 2023-08**

**Certifying that the APO's Planning Process is addressing the major issues facing the area and is being conducted in accordance with applicable federal requirements**

**BE IT RESOLVED** that the Saint Cloud Area Planning Organization does hereby self-certify that it conducts its planning process in accordance with applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance,
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and 10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.

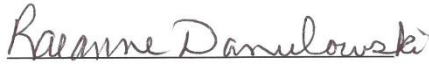
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794) and 49 CFR part 27 regarding discrimination against individuals with disabilities. FHWA and FTA must jointly find that the TIP is based on a 3-C planning process between MnDOT, the APO, and Saint Cloud Metro Bus.

**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 10<sup>th</sup> day of August 2023, as shown by the minutes of said meeting in my possession.

ATTEST:



Raeanne Danielowski,  
Chair

8-10-23

Date



Brian Gibson,  
Executive Director

8-11-23

Date