MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)

PUBLIC PARTICIPATION PLAN & STAFF GUIDE

Recommended for adoption by the MAPO Technical Advisory Committee (TAC) 11/15/18

Adopted by the MAPO Policy Board 12/6/18
Mankato/North Mankato Area Planning Organization

Public Participation Plan

Adopted 12/6/2018

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Documents, meeting minutes, agendas and other information may be accessed on the Mankato/North Mankato Area Planning Organization website at:
www.mnmapo.org

To request this document in other languages, please call (507) 387-8389

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CITIZEN GUIDE TO TRANSPORTATION PLANNING IN THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)

You don’t need to be an expert to participate in the planning process. Chances are you used some form of transportation today. Whether you traveled by foot, bicycle, wheelchair, bus, or car, you have knowledge and insight into local transportation needs and priorities. Your participation ensures that transportation investments are developed with input from the people who know the MAPO area best.

What is Transportation Planning?

Transportation planning is the foundation for making sound investments into our transportation infrastructure. The MAPO works to direct transportation funding (from the gas tax as well as other federal, state and local sources) into creating a transportation system that improves mobility for people and goods across all modes of travel, on whether on foot, by bike, bus, rail, car or by air or on water.

The MAPO’s transportation planners, policy board and advisory committee members work with local stakeholders to identify issues, gather and give information and analyze and recommend improvements aimed at creating a transportation system that operates efficiently both today and in the future.

Transportation planning is a cooperative process designed to foster involvement by all relevant stakeholders. Our work at the MAPO not only requires but also depends on public involvement.

What is Public Involvement?

Public involvement is how we connect with you to give information and to understand your perspective on the issues you care about.

Public involvement means that multiple stakeholders are involved in our area’s transportation planning and decision-making processes. It is a two-way process that gives residents and business owners an opportunity to provide input and also lets our planning staff provide information, answer questions and understand your perspective on the issues you care about. This exchange leads to better decisions and gives community ownership of the resulting plans and recommendations.
Why Should I Get Involved and who is a Stakeholder?
There are numerous reasons to get involved:

- Every household and business depends on safe transportation infrastructure to move both people and goods.
- Our region’s mobility, quality of life, economic growth and competitiveness rely on the multi-modal transportation network.
- The funding to build and maintain our transportation system comes from a range of sources, including your tax dollars.

Stakeholders are people or organizations that could be affected by the recommendations in a plan or study or could influence its implementation. They include (but are not limited to):

- Neighborhood representatives
- Local transportation providers
- Local businesses and associations
- Airport and port authorities
- Freight shippers and carriers
- Advocacy groups for or users of alternate modes such as bicycling or transit
- People with low incomes and their representatives
- People with disabilities and their representatives
- Federal and state transportation agencies
- Low-literacy populations
- Local officials and jurisdictional representatives
- Federally-recognized Native American tribal interests

Who Should Participate?
Our transportation system has many stakeholders. Broadly, major stakeholders live and work in the Mankato region, including (but not limited to):

- City of Mankato
- City of North Mankato
- City of Eagle Lake
- City of Skyline
- Blue Earth County
- Nicollet County
- Belgrade Township
- South Bend Township
- Lime Township
- LeRay Township
- Mankato Township
WHAT IS THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION?

The Mankato/North Mankato Area Planning Organization (MAPO) builds regional agreement on transportation investments that balance pedestrian, bicycle, public transit, roadway, and other transportation needs while supporting regional environmental, land use, and economic goals. It was established in 2012 in response to the 2010 U.S. Census which designated the Mankato/North Mankato area as an urbanized area requiring the formation of a metropolitan planning agency under 23 USC 134 and 49 USC 5303. The purpose of the MAPO is to meet and maintain a continuing, cooperative and comprehensive metropolitan transportation planning process.

![Figure 1: MAPO Boundary]

The MAPO is represented by the following units of government:

- City of Mankato
- City of North Mankato
- City of Eagle Lake
- City of Skyline
- Blue Earth County
- Nicollet County
- Belgrade Township
- Lime Township
- South Bend Township
- LeRay Township
- Mankato Township
The MAPO is directed by a six (6) member Policy Board. The MAPO is advised by a Technical Advisory Committee (TAC) which reviews and formulates recommendations to the Policy Board regarding the, Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and other plans and studies prepared by the MAPO. Figure 2 below shows the current membership of the MAPO’s Policy Board and TAC.

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<th><strong>MAPO ORGANIZATION</strong></th>
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<tr>
<td><strong>Policy Board</strong></td>
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<tr>
<td>Tim Auringer – City of Eagle Lake</td>
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<td>Robert Freyberg – City of North Mankato</td>
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<tr>
<td>Jack Kolars – Nicollet County</td>
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<td>Mike Laven – City of Mankato</td>
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<td>Mark Piepho – Blue Earth County (chair)</td>
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<td>Dan Rotchadl – MAPO Townships</td>
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<tr>
<td><strong>MAPO Staff</strong></td>
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<td>Paul Vogel, Executive Director</td>
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*Figure 2: MAPO membership*
MAPO Vision Statement
The MAPO has adopted the following vision statement which guides the development of all its work products:

*Through continuing, cooperative, and comprehensive planning, the Mankato/North Mankato Area Planning Organization will promote a regional transportation system that is safe, increasingly efficient, integrated, and multi-modal. This system will support economic development, be designed in a manner that promotes and markets the community, encourages sustainable growth, and improves mobility and access for both area and non-area residents and businesses.*

The MAPO’s Requirements as an MPO
As the designated MPO for the Mankato/North Mankato area, the MAPO is required to perform the transportation planning and programming activates as specified within 23 CFR 450:

- Maintain a Long Range Transportation Plan (LRTP). The LRTP sets forth a vision for the area’s transportation system with a minimum planning horizon of twenty years. It includes strategies to accomplish these goals and proposed projects with short, mid and long term timeframes. It also includes a financial plan that demonstrates how these projects can be implemented using the resources that are reasonably expected to be available over the life of the plan.

- Develop a Transportation Improvement Program (TIP). The TIP is a short-range (four-year) program of the area’s transportation improvements and must include all projects receiving federal funding, as well as those defined as “regionally significant” as agreed by the Minnesota Department of Transportation (MnDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Mankato Transit, and the MAPO. The TIP is a mechanism for allocating limited financial resources among the capital and operating needs of the area, based on the transportation priorities, goals and projects identified in the LRTP.

- Implement a Unified Planning Work Program (UPWP). In order to ensure the timely implementation of a comprehensive, continuous, and coordinated (3-C’s) transportation planning process, each year the MAPO adopts a UPWP that spells out the MAPO’s
transportation planning activities and administrative activities, budgets and funding sources for each project for the next two years. Public involvement in the development for the UPWP is not explicitly required of the MAPO; however, specific plans and studies identified in the UPWP represent the planning priorities for the Mankato/North Mankato metropolitan area and are developed in consultation with the MAPO Policy Board, Transportation Advisory Committee, representatives of local jurisdictions and state and federal agencies. The production of each year's UPWP is presented as a discussion item at both TAC and Policy Board meetings. The public is encouraged to provide feedback on the UPWP in person, through email, telephone, or online comment.

- Facilitate Public Involvement. The requirements of 23 CFR 450.316 direct the MAPO to develop and use a Public Participation Plan to ensure that citizens and stakeholders are given reasonable opportunities to participate in the metropolitan transportation planning process.

What is the MAPO's Public Participation Plan?

Federal regulations have been put in place to require continuous, cooperative and coordinated transportation planning for urban areas where populations exceed 50,000 people in order to receive Federal transportation funding. This public participation plan is intended to fulfill federal regulations as outlined in 23 USC 134 and 23 CFR 450.

This document serves as a framework of guidelines for the MAPO's public involvement process. Public involvement procedures are also required by federal regulations to be periodically reviewed regarding the effectiveness of the process and to ensure open access was provided to all.

This public participation plan will be reviewed and updated as needed at the beginning of each Long Range Transportation Plan. It will also be reviewed and updated due to new federal regulations or guidelines. Amendments will be reviewed and approved by the MAPO Policy Board.

Metropolitan planning organizations (MPOs) are required to provide at least 45 days for public comment before the Public Participation Plan is adopted or revised.

Public involvement is a key element to successful metropolitan transportation planning and is guided by legal requirements and best practices for public involvement. The MAPO recognizes the importance of informing the public about opportunities to influence the direction of the planning process and its eventual outcomes as it can aid in more successful implementation of metropolitan transportation planning and projects. The MAPO is committed to keeping the general public informed and advised on all matters relative to transportation planning, programming and funding early and often in the planning process.

This Public Participation Plan outlines different ways to involve people in transportation planning. It is important to the MAPO to involve individuals and organizations representing a wide variety of experiences and perspectives in regards to transportation planning.
**2018 Update**

In development of the 2018 update to the Public Participation Plan, the MAPO conducted an internal review of in-house public input processes and measurements of effectiveness. Additionally, the MAPO conducted an external survey of peer organizations and industry standards. The internal review included an audit of previous and current MAPO public involvement procedures, as well as an assessment of their effectiveness. The external review included a survey of new technologies and methods available, industry trends, and methods employed by similar organizations.

Among a cosmetic and modernization overhaul of text, maps, and statutes, the 2018 Update includes implementation of a variety of new practices and tools, including:

<table>
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<th>New Practices and Tools Employed in 2018 Update</th>
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<td>• Creation/implementation of MAPO Twitter account (@MinnesotaMAPO)</td>
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<td>• Addition of public comment section to MAPO website</td>
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<td>• More specific and understandable displays at public open houses and engagement sessions, e.g. “What’s New?” displays at TIP events.</td>
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**Measuring Effectiveness**

The 2018 Update also includes implementation of a range of metrics to gauge efficacy of MAPO public engagement efforts. Due to the broad and disparate nature of public involvement, documentation of each and every incidence of public input is not realistic. However, the new metrics provide a set of guideposts for MAPO staff to track and measure efficacy of public involvement efforts moving forward. MAPO staff shall make efforts to document incidences as they apply to the below metrics (where practical) and employ this data at the next update.

<table>
<thead>
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<th>Metrics</th>
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<td>Measuring Participation Opportunities</td>
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Objectives of the MAPO’s Public Participation Plan (PPP)
The MAPO fully realizes that public involvement is critical to the successful development and implementation of any transportation plan. The principal objectives of the MAPO’s Public Participation Plan are consistent with the requirements outlined in 23 CFR 450.316:

- To establish a consistent means of notification and involvement for the public.
- To actively seek input and involvement from a wide variety of individuals, groups, and organizations affected by the transportation system.
- To establish and facilitate effective public involvement early in the planning process, before key decisions are made and while there is ample opportunity to influence decisions.
- To promote informed and thoughtful public input throughout the decision-making process by providing access to information in a timely manner.
- To fully consider and document public input. Circumstances affecting this process include type and scope of input, the specific project under consideration, and context. For example, input pertaining to relatively minor modifications may be incorporated at MAPO staff discretion. Comments for more significant or transformative changes will be brought to the MAPO TAC and Policy Board for review. All comments to the TIP and LRTP will be presented to the TAC and Policy Board for consideration. To utilize public involvement in the development of transportation plans, programs, and projects which represent identified local, regional, and state priorities and needs pertaining to multiple modes of transportation.
- To develop a public participation plan in consultation with interested parties and to update periodically as deemed necessary.
- To employ to the maximum extent practicable, visualization techniques which may include: photos, drawings, flowcharts, maps, models, photo manipulation, scenario planning tools, computer simulations, videos, or visual preference surveys.
- To require a minimum public comment period of forty five (45) days before the MAPO’s PPP is adopted, revised, or updated.
- To solicit and consider the needs of those who have been traditionally underserved by existing transportation systems, including households with low income, minorities and people with disabilities, and assure participation in compliance with Title VI of the Civil Rights Act and Executive Order 12898 related to Environmental Justice.
- To provide for the early involvement of various transportation interest groups (i.e. traffic, bicyclists, pedestrians, rideshare, parking, transportation, safety and enforcement agencies, rail operators, airport, private transportation providers, public officials, freight shippers, environmental groups, and permit agencies).
- To coordinate the MAPO’s PPP with statewide public participation plans to enhance public consideration and understanding of the area’s transportation issues, plans, and programs.
- To evaluate, on a periodic basis, the MAPO’s PPP to verify that the process is open to all individuals with interest and that the procedures of this policy are being implemented and followed in accordance with federal regulation and that the objectives set forth herein are administered appropriately by the MAPO.
STAKEHOLDERS

Identifying and Informing Stakeholders
The Fixing America’s Surface Transportation (FAST) Act (2015) requires MPOs to develop their public participation plans, “in consultation with an expanded list of ‘interested parties’.” In Appendix A is a list of stakeholder groups the MAPO has identified as important participants in the public participation process. Stakeholders are those affected by how, when and where transportation investment occurs.

Stakeholders serve as important sources for information and the MAPO recognizes the importance of ensuring their voices are heard and fully considered. Consulting with the stakeholders throughout the planning process allows the MAPO staff to analyze transportation conditions and identify the wants and needs of those affected. Stakeholders will be added to the MAPO public participation contact list to notify them of public participation opportunities during the Long-Range Transportation Plan, Transportation Improvement Plan, and other projects and studies. Refer to Appendix A for list of stakeholders.

Public Participation Contacts
The MAPO maintains a list of stakeholders, individuals and organizations from whom public participation is sought. Public contacts include citizens, affected public agencies, and representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects. The MAPO will seek input from public contacts during appropriate stages of the Long-Range Transportation Plan, Transportation Improvement Plan, and other special updates and projects.

A copy of the MAPO public participation contact list will be available for review at the Intergovernmental Center and upon request. A select list will be available on the MAPO website. Any individual or organization may request to be added or removed from the contact list for future meeting notifications and document distribution.

ENVIRONMENTAL JUSTICE REQUIREMENTS

A 1994 Presidential Executive Order directed every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities
on minority populations and low income populations. The U.S. Department of Transportation and Federal Highway Administration have identified three fundamental environmental justice principles:

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

The MAPO will conduct additional analysis of plans/programs to ensure they do not result in disproportionate impacts. The MAPO will reach out to minority and low income populations by:

- Identifying minority and low income populations through US Census information and mapping the Census information.
- Developing contacts, mailing lists, and other means of notification to participate.
- Consultation with minority or low income groups/organizations.
- Providing the opportunity for public comments.
- Having alternative formats of documents available upon request.
- Having accessible locations (those defined as “accessible” by federal ADA standards) for public hearings and meetings.

**ADA PUBLIC PARTICIPATION REQUIREMENTS**

The Americans with Disabilities Act of 1990 (ADA) requires all public materials, meetings/hearings, and facilities to be made fully accessible to the public on an equal basis. Below is a list of participation activities aimed at increasing participation from persons with disabilities:

- Outreach to individuals through groups, developing contacts, mailing lists, and other means of notification to participate.
- Consultation with individuals with disabilities.
- Providing the opportunity for public comments.
- Having alternative formats of documents available upon request.
- Having accessible locations for public hearings and meetings.

Any persons requiring a document in an alternative format, an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a MAPO-related activity may contact either the City of Mankato’s ADA Coordinator or MAPO staff. Anyone who has a complaint that a MAPO-related activity is not accessible to persons with disabilities should contact the City of Mankato’s ADA Coordinator.
MAPO STAFF GUIDE TO INVOLVE THE PUBLIC IN ITS PLANS, MEETINGS AND STUDIES

Policy Board Meetings
The MAPO is directed by a six (6) member Policy Board. The Board is comprised of local elected officials within the MAPO planning area. Policy Board members represent the interests of their member jurisdictions and the MAPO planning area as a whole. A Public Notice will be printed in the Mankato Free Press stating the purpose, time and location of the meeting as well as staff contact information at least seven (7) days prior to the meeting. The MAPO website will list the upcoming scheduled MAPO Policy Board meetings, including time, location and materials.

All Policy Board meetings will be held at locations that:
- Sufficiently hold the meeting attendees
- Are accessible to persons with disabilities
- Are located on or near public transportation routes
- Provide sufficient parking for meeting attendees

Unless notified otherwise, all Policy Board meetings will be held at the Intergovernmental Center (IGC) in downtown Mankato. Meeting attendees may make oral comments, submit written comments, or send comments to the MAPO staff at (507) 340-3733 or pvogel@mankatomn.gov.

Upon request, a sign language interpreter will be made available for hearing impaired persons. Persons with limited English proficiency (LEP) may request aid from the MAPO staff. Any requests should be submitted to the MAPO staff at (507) 340-3733 or pvogel@mankatomn.gov at least seven (7) days prior to the meeting.

MAPO staff will display/project the meeting packet. Staff will also provide hard copies of materials. When possible, the MAPO will use visualization techniques such as maps, models, photographs, or project renderings to aid in greater understanding of projects, plans or other topics of discussion at each meeting.

Policy Board meetings are held on the first Thursday of each month. Meetings may be canceled if no actionable items are required by the MAPO Policy Board

Technical Advisory Committee (TAC) Meetings
The MAPO is advised by a Technical Advisory Committee (TAC) comprised of local transportation stakeholders, representatives, and experts. TAC members utilize their technical backgrounds to assist in the transportation planning process of the MPO. The TAC is responsible for reviewing planning studies, programs, and projects accomplished through the Unified Planning Work Program (UPWP) as well as ranking projects for the Transportation Improvement Program (TIP), and making technical recommendations to the Policy Board. The MAPO website will list upcoming scheduled MAPO TAC meetings along with time and location. TAC meetings are held on the third Thursday of each month. Meetings may be canceled if there are no actionable items for the TAC. Meeting materials will also be posted to the website at least seven (7) days prior to the meeting.
All TAC meetings will be held at locations that:
- Sufficiently hold the meeting attendees
- Are accessible to persons with disabilities
- Are located on or near public transportation routes
- Provide sufficient parking for meeting attendees

Unless notified otherwise, all TAC meetings will be held at the Intergovernmental Center (IGC) in downtown Mankato. Meeting attendees may make oral comments, submit written comments, or send comments to the MAPO staff at (507) 340-3733 or pvogel@mankatomn.gov

Upon request, a sign language interpreter will be made available. Persons with limited English proficiency (LEP) may request aid from MAPO staff. Any requests should be submitted to MAPO staff at (507) 340-3733 or pvogel@mankatomn.gov at least seven (7) days prior to the meeting.

The MAPO staff will display/project the meeting packet. Staff will also provide hard copies of materials. When possible, the MAPO will use visualization techniques such as maps, models, photographs, or project renderings to aid in greater understanding of projects, plans or other topics of discussion at each meeting.

TAC meetings are held on the third Thursday of each month. Meetings may be canceled if no actionable items are required by the MAPO TAC.

MAPO Website
The MAPO's website, www.mnmapo.org, is the MAPO’s primary source for the timely delivery of information to the public. Project specific information, maps, meeting agendas and minutes, and announcements of opportunities to comment and view draft versions will be provided on-line. Hard copy requests should be made by calling (507) 340-3733 or emailing pvogel@mankatomn.gov for pick-up at the Intergovernmental Center (IGC) or mailing.

Email and Direct Mail
The MAPO is developing and maintaining a large stakeholder/interest person list that is used to distribute communications and public information. An overview of groups can be found in Appendix A.

Public Meetings, Open Houses, & Pop-Up Events
Public meetings and/or open houses are held for many of the MAPO's plans and studies. These opportunities are provided at key decision points during the planning process to involve the public in identifying issues, reviewing data collection and analysis, and developing solutions and recommendations. The MAPO will use a variety of methods to inform stakeholders of Policy Board meetings, special meetings and open houses. Methods may include:

- Sending the meeting notice to stakeholder distribution list as shown in Appendix A. (This list will continually be updated).
- Post information on the homepage of the MAPO website.
• Publish a meeting notice at least seven (7) days in advance in the Mankato Free Press Newspaper.
• Create a meeting informational poster and display at the (IGC).
• Provide meeting informational posters to Mankato Transit agency for distribution (i.e. on buses or in transit facilities).

The MAPO may also employ pop-up events as part of its public engagement efforts. Pop-up events are typically unadvertised or under-advertised when compared to traditional public meetings or open houses. These efforts are often “popped up” in larger events to obtain a survey of stakeholders as they gather near or pass through a selected area. Pop-up events can be used to obtain a more unbiased, proportionately-representative sample for studies. Pop-ups can be located at events such as farmers markets, musical or sports events, or areas within a selected geography being studied (i.e. a grocery store along a corridor being studied.)

**Documentation**
Copies of all planning documents will be available in digital format at www.mnmapo.org. Hardcopies will be distributed to MAPO member communities, agencies, and other stakeholders by request. Additionally, hardcopies will be available upon request and can be picked up at Intergovernmental Center. Requests for alternative formats will be accommodated when possible.

Comments or questions can be submitted to:
**Mankato/North Mankato Area Planning Organization**
10 Civic Center Plaza
Mankato, MN 56001
Telephone: (507) 940-3733
Fax: (507) 387-7530
Email: pvogel@mankatomn.gov
Website: www.mnmapo.org

**PUBLIC INVOLVEMENT STEPS FOR LONG RANGE TRANSPORTATION PLANS (LRTP)**

The MAPO is required to adopt a Long Range Transportation Plan (LRTP) which outlines short and long-range policy, goals and potential transportation improvements for the Mankato / North Mankato APO Planning Area. The LRTP defines a minimum of a 20 year vision of improvements to preserve current infrastructure and identify transportation network deficiencies. Its goals and objectives are based on federal legislation, regional transportation issues, agency meetings, and public comment. The LRTP must be updated every five years. Opportunities for members of the public to influence the design of the LRTP include:
• Engage with MAPO staff regarding the Plan through in-person contact, email, telephone, or through online comment
• Attend and provide input at the numerous public engagement events held in development of the LRTP
• Communicate public input to representatives of the MAPO TAC and Policy Board

In an effort to ensure a multimodal transportation planning process, the MAPO also addresses modal elements of the LRTP including active transportation modes such as bicycle, pedestrian and transit. The public involvement procedures outlined in this section apply equally to each of its modal elements.

LRTP Public Involvement Process

The MAPO’s public involvement process for the development of its Long Range Transportation Plan 2045 update will:

• Identify roles, responsibilities and key decision points.
• Include LRTP-specific public involvement goals along with associated strategies, tools and techniques to provide diverse opportunities to review and comment with timeframe that provide timely notice of public participation activities and ensure a minimum public comment period of 30 days before the final LRTP is adopted.
• Employ visualization techniques and utilize electronic formats and means as well as public meetings at convenient and accessible locations and times in order to provide reasonable access to information about long-range area transportation issues and LRTP planning processes.
• Coordinate with statewide public involvement procedures and consider other related planning activities as well as the design and delivery of transportation services within the metropolitan area.
• Identify stakeholders in keeping with federal requirements and seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low income and minority households.
• Demonstrate explicit consideration and response to public input received during the development of the LRTP.
• Periodically review the effectiveness of these procedures and strategies to ensure a full and open participation process.

Plan Development – Phase I

The first (of four) planning phase focuses on laying the groundwork for the plan. Public involvement steps will:

• Devise a documented public participation process that incorporates the requirements listed above.
• Identify stakeholders groups (See Appendix A).
• Inform the MAPO Policy Board and Technical Advisory Committee members.
• Inform interested persons and community stakeholders identified during other MAPO planning.
• Obtain (or verify) current contact information for all stakeholders identified above.
• Develop and maintain a broad mailing and email list of interested and affected parties whose input will be actively sought during the LRTP development process.
• Develop a LRTP 2045 Update Page or link accessible from the MAPO website as the primary resource for current information about the LRTP.

**Plan Execution – Phase II**

The second planning phase focuses on collecting information, analyzing data and identifying solutions. Public involvement will be coordinated with the other planning activities undertaken at this time, and steps will:

• Develop 2045 LRTP Goals, Objectives and Strategies.
• Develop and distribute informational pieces and media content.
• Develop maps and other visualization tools to describe aspects of the LRTP.
• Write and distribute press releases and electronic content to communicate with the public at large at identified plan milestones and key decision points and to promote public involvement opportunities.
• Update content on the MAPO website on an ongoing basis.
• Use the MAPO’s stakeholder list and media channels to publicize the public involvement opportunities and to provide a link to the MAPO website and other online sources of information.
• Meet with officials and staff from the MAPO Planning Area jurisdictions to obtain information about transportation priorities and get details on short, mid, and long-term transportation goals for each.
• Obtain information about transportation and other related plans, including comprehensive plans, conservation plans and maps, and available inventories of historic and natural resources.
• Consult with federal, state, and other agencies and officials responsible for planning activities in the MAPO planning area that are affected by transportation, including land use management, economic development, natural resources, historic, education, public health, private transportation providers and environmental protection.
• Present at regularly-scheduled MAPO TAC and Policy Board meetings.
• Hold meetings or consult with representatives of traditionally underserved (minority, low income, disabled, elderly) populations about their transportation priorities, short- and long-term issues, as well as the content and process for the LRTP update.
• Seek opportunities to give presentations to community organizations and groups, preferably at their regularly scheduled meetings, about their transportation priorities, short- and long-term issues, as well as the content and process for the LRTP update.
• Conduct Environmental Justice/Community Impact assessments of projects proposed for the LRTP on groups or areas with potential impacts.
• Present information in a variety of formats (including visualization tools) and encourage comments using multiple methods (group or one-one-one discussions, comment cards, etc.).

The MAPO may also:

• Design participation exercises to involve the TAC and Policy Board in determining area transportation priorities and in developing related objectives and strategies.
• Develop posters for the MAPO to display in Mankato and North Mankato public libraries with information about issues, content and process for the LRTP update.
• Produce a one-page handout about the LRTP update goals and objectives, issues and public involvement opportunities.
• Write and distribute a series of plan newsletters, to be distributed electronically at identified plan milestones and key decision points.

Plan Delivery – Phase III

The third planning phase focuses on preparing the draft plan, distributing it for public review, consultation and coordination with state and federal transportation authorities, incorporating input received, and presenting the final plan for approval. Public involvement will be coordinated with the other planning activities undertaken at this time, and specific steps include:

• Compile Draft LRTP.
• Include a review of all public involvement activities as a separate chapter and summarize the main messages or themes of the comments obtained.
• Demonstrate explicit consideration of the public input that was received, including discussion of how this input was incorporated into the plan. Include this type of discussion not only in this chapter, but also address it in relevant sections throughout the document.
• Include visualization tools, such as maps, graphs and illustrations, to explain aspects of the plan or the data collected for the plan.
• Present Draft LRTP to Policy Board and TAC.
• Motion to approve releasing the draft LRTP for required 30-day public comment period. The required period of 30 days was determined in consultation with FHWA, Federal Transit Administration (FTA), and MnDOT. The purpose of the comment period is to give stakeholders and members of the public a reasonable opportunity to review, and comment on the plan before it is finalized.
• Publish and distribute Draft LRTP.
• Publish legal notice in the Mankato Free Press on, or immediately prior to, the start of the required public comment period.
• Post the Draft LRTP document on the MAPO website.
• Distribute link to the Draft LRTP document to TAC and Policy Board members as well as MnDOT, FTA and FHWA contacts for review and comment before the end of the public comment period.
• Make the Draft Plan available to the public in both hard copy (printed) and electronic (PDF) formats at the following locations: MAPO website (PDF), Intergovernmental Center office (hard copy), the Blue Earth County Public Library in Mankato and the Taylor Public Library in North Mankato (hard copy). Copies will also be provided upon request.
• Schedule and promote a public meeting or open house to review plan and take comments on the Draft plan.
• Provide a link to the draft plan for the MAPO’s stakeholder list and media channels to publicize the comment period and open house.
• Conduct consultation with state & federal agencies. Review and take comments on the Draft document. Hold consultation prior to the end of the 30-day comment period. Incorporate comments received.
• If the Final LRTP will differ significantly from the Draft version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, approval of the Final LRTP will be delayed until an additional opportunity for public comment is provided.
• The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA and MnDOT.
The same techniques to promote the revised draft will be utilized as outlined above for the Draft LRTP.

Present the final LRTP to the TAC and Policy Board for approval after the 30-day public comment period has ended. Report on public comments received and how/if the plan was amended to address comments received.

Make the final LRTP publicly available and provide copies of the approved LRTP to MnDOT, FHWA and FTA.

Maintain copies in both electronic (PDF) and hard copy (printed) formats at the following locations (copies will also be provided upon request): Intergovernmental Center (hard copy), MAPO website (PDF), public libraries (hard copy).

Conduct a review of public involvement activities to quantify and analyze effectiveness of public involvement efforts. Make notes for use during next LRTP update.

Plan Implementation – Phase IV

The fourth and final planning phase focuses on making the final plan available to the public and on seeking opportunities to promote the plan to the elected officials, employees and residents of MAPO-area jurisdictions that can facilitate the implementation of its recommendations. Steps include:

- Distribute Final LRTP to area jurisdictions and interested stakeholders.
- Seek opportunities to present information about the LRTP to the elected officials, employees and residents of MAPO area jurisdictions that can facilitate the implementation of its recommendations.
- Work to implement the LRTP objectives in the development of the MAPO’s annual Work Programs and planning efforts and in the projects proposed for inclusion in the MAPO TIP.
- Periodically review and amend/update as needed to incorporate federal transportation legislation and state initiatives. This includes the typical 5-year update.

LRTP Amendment Procedures

All projects in the MAPO TIP must be consistent with the approved LRTP. If not, the LRTP must be amended or the project cannot be programmed in the TIP. The MAPO will work with MnDOT, FHWA and FTA to determine if the LRTP amendment is considered significant. LRTP amendments will be released for 30-day public comment if they are significant in nature. LRTP amendments will include, but are not limited to:

- Placing a legal notice in the Mankato Free Press.
- Using contact email list, website notice and flyer notification in public facilities such as public libraries.
- Depending on the extent of the update, more significant public engagement efforts and procedural actions may be necessary.
PUBLIC INVOLVEMENT STEPS FOR TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The MAPO encourages, and is required to incorporate, public involvement when developing its TIP. This document schedules and programs federal funding for surface transportation projects in the MAPO Area, as well as those projects determined to be of regional significance. The TIP is updated annually and has a four (4) year programming horizon.

TIP Development and Approval Process

The annual process of soliciting projects, developing a draft program of funded projects and approving the final TIP has several public involvement requirements, based on federal transportation planning legislation (23 CFR 450.316). Project selection related public involvement actions include:

- Announce start of TIP process at TAC and Policy Board meetings and review project timeline.
- Administer TIP project solicitation process with eligible jurisdictions. Make all project applications available upon request.
- Use the MAPO stakeholder email list to publicize and distribute a link to the MAPO website regarding the prospective TIP projects. Stakeholders will be asked to provide comments to staff regarding the prospective TIP projects.
- Create an informational display that shows proposed projects. Place displays at key locations in the MAPO area including but not limited to IGC, North Mankato City Hall, public libraries in Mankato and North Mankato. Displays will include location of project(s), cost and description. Displays will include staff contact information and instructions for submitting comments.
- Schedule a public meeting or informational booth to explain the TIP process, introduce proposed projects and take comments in person.
- Use the MAPO stakeholder email list, MAPO website/social media, and Mankato Free Press newspaper to publicize the public meeting.
- Report on any comments received about proposed projects to TAC and Policy Board prior to project scoring session at scheduled monthly meeting.

Draft TIP Related Involvement Actions

- Post the Draft TIP document on the MAPO website.
- Distribute link to the Draft TIP document to TAC, Policy Board, Local Units of Government, MAPO members as well as MnDOT, FTA and FHWA contacts for review and comment prior to the TAC and Policy Board meetings.
- Present the Draft TIP document to the TAC and Policy Board with the requested action to release the TIP for the required 30-day public comment period.
- Publish legal notice in the Mankato Free Press on or immediately prior to the start of the required 30-day public comment period.
- Host an Open House event for the draft TIP with visually clear and interesting displays.
- Make Draft TIP available to the public in both hard copies (printed) and electronic (PDF) formats at the following locations: MAPO website (PDF), Intergovernmental Center office (hard copy), and the Blue Earth County Public Library in Mankato and the Taylor Public Library in North Mankato (hard copy). Copies will also be provided upon request.
- Schedule and staff a public meeting or open house, prior to the end of the 30-day comment period, to review projects and take comments on the Draft TIP.
- Consult with state and federal agencies prior to the end of the 30-day comment period, to review projects and take comments on the Draft TIP.
- Use the MAPO’s stakeholder email list and website page to publicize the comment period and open house and to provide a link to the Draft TIP.
- If the Final TIP will differ significantly from the Draft version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, approval of the Final TIP will be delayed until an additional opportunity for public comment is provided.
- The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA and MnDOT.
- The same techniques to promote the revised draft will be utilized as outlined above for the Draft TIP.
- In addition to the extension of public comment, the MAPO staff is required to disseminate information regarding what specifically has changed and why, and to include this information in the final TIP.

Final TIP Related Public Involvement Actions
- Present Final TIP document to the TAC and Policy Board for approval, after the 30-day public comment period has ended, and report on public comments received.
- Make the final TIP document available to the public in both hard copies (printed) and electronic (PDF) formats at the following locations: MAPO website (PDF), Intergovernmental Center (hard copy), and public libraries (hard copy). Copies will also be provided upon request.
- Conduct a review of Public Involvement activities to quantify and analyze their effectiveness for use during next TIP cycle.

TIP Amendment Process
Any changes to programmed projects will be reviewed by MnDOT District 7 staff in consultation with the MAPO staff, and jointly determined to be either an Administrative Modification or a Formal Amendment.

For all project changes, the amended TIP must remain fiscally constrained with the revenues that can reasonably be expected to be available.

The process outlined below is consistent with 23 CFR 450.316 and incorporates the criteria specified in the FHWA and MnDOT Guidance for STIP Amendments and Administrative Modifications.

An Administrative Modification is a minor revision or technical correction to a programmed project. Administrative Modifications do not require formal public involvement actions, but the MAPO’s practice is to briefly describe these changes in the ‘Project Updates’ section of the TAC and MAPO
meeting materials for the month they occur, and to update the online TIP project tables as these revisions occur.

Note: The MAPO will use the most recent guidance provided from FHWA and MnDOT for STIP Amendments and Administrative Modifications. The MAPO will update the following guidance in the Public Participation Plan once new guidance is provided. The most recent guidance is from April 2015.

FHWA and MnDOT GUIDANCE FOR
STIP AMENDMENTS AND ADMINISTRATIVE MODIFICATIONS

FORMAL STIP AMENDMENTS
Are needed when:

- A project not listed in the current, approved STIP is added to the current year.
- There is an increase in the total cost of a project and the increase the following guidelines:

<table>
<thead>
<tr>
<th>Cost of Project</th>
<th>Amendment needed if the increase is more than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; $1 Million to $3 Million</td>
<td>50%</td>
</tr>
<tr>
<td>&gt; $3 Million to $10 Million</td>
<td>35%</td>
</tr>
<tr>
<td>&gt; $10 Million to $50 Million</td>
<td>20%</td>
</tr>
<tr>
<td>&gt; $50 Million to $100 Million</td>
<td>15%</td>
</tr>
<tr>
<td>&gt; Over $100 Million</td>
<td>10%</td>
</tr>
</tbody>
</table>

Note: No amendment is needed for a project of $1 Million or less if the percentage increase does not result in a total cost greater than $1 Million.

- A phase of work (preliminary engineering, right-of-way, construction, etc.) is added to the project and increases the project cost. No formal amendment (or administrative modification) is needed for adding a phase of work that does not increase project cost.
- Congestion Mitigation and Air Quality Improvements Program (CMAQ) Transportation Enhancements (TEA), or Highway Safety Improvement Program (HSIP) funds are added to a project.
- The project scope is changed (e.g., for a bridge project – changing rehab to replace; e.g., for a highway project – changing resurface to reconstruct).
- There is a major change to project termini (more than work on bridge approaches or logical touchdown points).

For TIP amendments, MAPO will consult with MnDOT staff to determine if a 30-day public comment period is required. As a minimum MAPO will:

- List the proposed amendment as a voting item on the published agenda for meetings of both the (TAC) and Policy Board meetings.
- Provide public notice of the proposed changes to the TIP project by listing “opportunity for public Comment” on the published meeting for notice and by including the amendment as a voting item on the published agenda, as least one week prior to the scheduled action on the amendment.
• After the proposed project change has been approved by the TAC and Policy Board, staff will email a copy of the signed resolution to MnDOT District 7 staff for inclusion in the ATIP and STIP.

**STIP ADMINISTRATIVE MODIFICATIONS**

Are needed when:

• A project is moved into the current STIP year from a later year. Justification is needed under “Comments” to explain which specific projects are deferred to maintain fiscal constraint.
• Minor changes to wording or minor corrections (i.e., project numbers).

NOTE: No amendment will be accepted for projects that “may” receive future congressional funding (funds must be identified in an approved Transportation Act or Appropriation Bill).

For all project changes, the amended TIP must remain fiscally constrained within the revenues that can reasonably be expected to be available. The MAPO will follow federal transportation planning legislation (23 CFR 450.316) for guidance and STIP amendments.

**APPENDIX A**

**Key Transportation Stakeholder Groups**

**Citizens/General Public**

People who live and work in the MAPO area:

• Those directly impacted by the results and recommendations of the plan or study, i.e., those inside or in proximity to the study area
• Individuals and groups who request project notifications
• Community clubs and neighborhood groups
• Civic groups and service organizations
• Other groups with demonstrated interest
• Persons of low-literacy
• Federally-recognized Native American tribal interests

**Governmental and Public Agencies**

Government agencies and officials responsible for other planning activities within the MAPO area that are affected by transportation:

• Local elected officials from the cities, counties, and townships within the MAPO Planning Area
• Formal and informal groups representing jurisdictional transportation related interests (e.g., traffic safety, parking, parks and recreation, etc.)
• City and County planning commissions
• State and Federal officials including legislators representing the study area
• State and Federal agencies, including the planning and modal divisions of MnDOT, FHWA and FTA
• Regional Development Commission

**Public Transit Interests**

• Mankato Transit Agency
• Organizations and individuals who represent the needs of transit-dependent persons

Private Transportation Interests
• Private transit operators such as Land to Air Express

Multimodal Freight Interests
Representatives of both freight-generating businesses (shippers) and providers of multi-modal freight transportation services, including:
• Trucking firms
• Railroads and rail operators
• Mankato Regional Airport

Non-motorized/Active Transportation Interests
Representatives of non-motorized (active) modes of transportation, including:
• Users of pedestrian facilities, affiliated interest groups
• Users of bicycling facilities, affiliated interest groups
• State Public Health departments
• Health promotion and active lifestyle advocacy groups

Human Service Interests
Representatives of traditionally underserved populations:
• Disabled individuals. The disabled population, for planning purposes, includes persons defined by the U.S. Census as having sensory, physical, mental, self-care, and employment disabilities.
• Low income individuals. Low income individuals are defined as a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines. Using U.S. Census data, areas where low income populations are greater than the MAPO planning area average will be identified as areas of potential disproportionate impact.
• Minority populations. Minority populations are defined as non-white persons or persons with Hispanic or Latino origin. Areas within the MAPO planning boundaries where minority populations are higher than the planning area average (according to the 2010 U.S. census) will be identified as areas of potential disproportionate impact.
• Limited English Proficiency (LEP) clients. In August 2000, President Clinton signed Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency. This order requires agencies receiving federal funds to include LEP persons in the planning process. Following President Clinton’s Executive Order, the Attorney General for Civil Rights issued a document Department of Justice (DOJ) LEP Guidance to assist agencies with “taking reasonable steps to ensure ‘meaningful’ access to the information and services they provide.” The DOJ LEP Guidance has a list of factors to consider for taking “reasonable steps to ensure meaningful access” which include:
  o The number or proportion of LEP persons that may be impacted by a project or program.
  o The frequency with which LEP persons come in contact with the project or program.
  o The importance of the service provided by the project or program.
  o The resources available to the receiving agency.
LEP persons may contact the MAPO office at (507) 387-8613 to request interpretive services. For additional information, please refer to the MAPO’s Title VI document.

**Elderly Populations**
- The MAPO defines “elderly” as persons 60 years of age and older for planning purposes. Areas where the number of elderly populations has been determined to be greater than the planning area average will be identified as areas of disproportionate impact. Locations of elderly and disabled populations (i.e. assisted-living facilities, senior centers) are to be identified to help recognized areas of need for transportation and infrastructure improvements.

**Resource Preservation and Protection Interests**
Representatives of agencies, organizations and groups involved with land use management, conservation and resources protection (including environmental/natural, historical and archeological resources):
- MnDNR
- Minnesota Pollution Control Agency
- Other natural resources groups/agencies
- Historical/archeological preservation groups/agencies

**Business and Economic Development**
State and local economic development groups, business representatives, including:
- Greater Mankato Growth
- Business representatives

**Education Interest**
Representatives of all elementary, middle school, high school and higher educational institutions, including:
- Staff from ISD 77
- Elected school board members
- Interested K-12 parents
- Post-Secondary Education administrators, interested staff, students and neighborhood residents, student associations and courses with an urban planning or transportation focus at the following local intuitions:
  - Minnesota State University Mankato
  - Bethany Lutheran College
  - South Central College
  - Rasmussen College

**Local Media**
We send public meeting notices as well as project-specific press releases to local and regional media contacts including:
- Newspaper, television and area radio stations
APPENDIX B

Key Federal Transportation Requirements for Public Participation

The following requirement statements were taken from existing language in the 23 CFR 450 and 49 CFR 613:

Coordination & Consultation

- Consult with agencies and officials responsible for other planning activities within the planning area that are affected by transportation in the development of LRTP and TIPs.
- Coordinate with the public involvement and consultation processes for statewide transportation planning.

Accessibility & Information

- Hold public meetings at convenient and accessible locations and times.
- Make public information available in electronically-accessible format.
- Provide reasonable public access to technical and policy information used in the development of plans and programs.
- Employ visualization techniques to describe MTPs and TIPs.

Timeliness

- Provide timely information about transportation issues and processes to all concerned stakeholders, including affected public agencies, private transportation providers, and other interested parties and segments of the community affected by transportation plans, programs, and projects.
- Provide adequate public notice of public involvement activities and time for public review and comment.

Public Comment

- Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP.
- Provide an additional opportunity for public comment if the final LRTP or TIP differs significantly from the version that was initially made available for comment.
- Include as part of the final plan or program a report or summary on the disposition of significant written or oral comments received on draft plans and programs.

Social

- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including low income and minority households, persons with disabilities, and the elderly.
Evaluation

- Review the effectiveness of the public participation plan to ensure a full and open participation process.

**23 CFR 450.104: Definitions**

*Consultation* means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.

*Cooperation* means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

*Coordination* means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve greater consistency, as appropriate.

**23 CFR 450.316: Interested parties, participation, and consultation**

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;
(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.


23 CFR 450.324(j & k): Development and content of the metropolitan transportation plan

(a) The metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date. In formulating the transportation plan, the MPO shall consider factors described in § 450.306 as the factors relate to a minimum 20-year forecast period. In nonattainment and maintenance areas, the effective date of the transportation plan shall be the date of a conformity determination issued by
the FHWA and the FTA. In attainment areas, the effective date of the transportation plan shall be its date of adoption by the MPO.

(b) The transportation plan shall include both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

(c) The MPO shall review and update the transportation plan at least every 4 years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas to confirm the transportation plan’s validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon. In addition, the MPO may revise the transportation plan at any time using the procedures in this section without a requirement to extend the horizon year. The MPO shall approve the transportation plan (and any revisions) and submit it for information purposes to the Governor. Copies of any updated or revised transportation plans must be provided to the FHWA and the FTA.

(d) In metropolitan areas that are in nonattainment for ozone or carbon monoxide, the MPO shall coordinate the development of the metropolitan transportation plan with the process for developing transportation control measures (TCMs) in a State Implementation Plan (SIP).

(e) The MPO, the State(s), and the public transportation operator(s) shall validate data used in preparing other existing modal plans for providing input to the transportation plan. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The MPO shall approve transportation plan contents and supporting analyses produced by a transportation plan update.

(f) The metropolitan transportation plan shall, at a minimum, include:

1. The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;
2. Existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities (e.g., pedestrian walkways and bicycle facilities), and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan.
3. A description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with § 450.306(d).
4. A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in § 450.306(d), including -
   i. Progress achieved by the metropolitan planning organization in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data; and
   ii. For metropolitan planning organizations that voluntarily elect to develop multiple scenarios, an analysis of how the preferred scenario has improved the conditions and performance of the transportation system and how changes in local policies and investments have impacted the costs necessary to achieve the identified performance targets.
5. Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
(6) Consideration of the results of the congestion management process in TMAs that meet the requirements of this subpart, including the identification of SOV projects that result from a congestion management process in TMAs that are nonattainment for ozone or carbon monoxide.

(7) Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters. The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area’s transportation system.

(8) Transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives, as defined in 23 U.S.C. 101(a), and associated transit improvements, as described in 49 U.S.C. 5302(a), as appropriate;

(9) Design concept and design scope descriptions of all existing and proposed transportation facilities in sufficient detail, regardless of funding source, in nonattainment and maintenance areas for conformity determinations under the EPA’s transportation conformity regulations (40 CFR part 93, subpart A). In all areas (regardless of air quality designation), all proposed improvements shall be described in sufficient detail to develop cost estimates;

(10) A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The MPO shall develop the discussion in consultation with applicable Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation;

(11) A financial plan that demonstrates how the adopted transportation plan can be implemented.
   (i) For purposes of transportation system operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain the Federal-aid highways (as defined by 23 U.S.C. 101(a)(5)) and public transportation (as defined by title 49 U.S.C. Chapter 53).
   (ii) For the purpose of developing the metropolitan transportation plan, the MPO(s), public transportation operator(s), and State shall cooperatively develop estimates of funds that will be available to support metropolitan transportation plan implementation, as required under §450.314(a). All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified.
   (iii) The financial plan shall include recommendations on any additional financing strategies to fund projects and programs included in the metropolitan transportation plan. In the case of new funding sources, strategies for ensuring their availability shall be identified. The financial plan may include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan.
   (iv) In developing the financial plan, the MPO shall take into account all projects and strategies proposed for funding under title 23 U.S.C., title 49 U.S.C. Chapter 53 or with other Federal funds; State assistance; local sources; and private participation. Revenue and cost estimates that support
the metropolitan transportation plan must use an inflation rate(s) to reflect “year of expenditure dollars,” based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s).

(v) For the outer years of the metropolitan transportation plan (i.e., beyond the first 10 years), the financial plan may reflect aggregate cost ranges/cost bands, as long as the future funding source(s) is reasonably expected to be available to support the projected cost ranges/cost bands.

(vi) For nonattainment and maintenance areas, the financial plan shall address the specific financial strategies required to ensure the implementation of TCMs in the applicable SIP.

(vii) For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available.

(viii) In cases that the FHWA and the FTA find a metropolitan transportation plan to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint; however, in such cases, the FHWA and the FTA will not act on an updated or amended metropolitan transportation plan that does not reflect the changed revenue situation.

(12) Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g).

(g) The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the transportation plan. The consultation shall involve, as appropriate:

(1) Comparison of transportation plans with State conservation plans or maps, if available; or
(2) Comparison of transportation plans to inventories of natural or historic resources, if available.

(h) The metropolitan transportation plan should integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the HSIP, including the SHSP required under 23 U.S.C. 148, the Public Transportation Agency Safety Plan required under 49 U.S.C. 5329(d), or an Interim Agency Safety Plan in accordance with 49 CFR part 659, as in effect until completion of the Public Transportation Agency Safety Plan, and may incorporate or reference applicable emergency relief and disaster preparedness plans and strategies and policies that support homeland security, as appropriate, to safeguard the personal security of all motorized and non-motorized users.

(i) An MPO may, while fitting the needs and complexity of its community, voluntarily elect to develop multiple scenarios for consideration as part of the development of the metropolitan transportation plan.

(1) An MPO that chooses to develop multiple scenarios under this paragraph (i) is encouraged to consider:

(i) Potential regional investment strategies for the planning horizon;
(ii) Assumed distribution of population and employment;
(iii) A scenario that, to the maximum extent practicable, maintains baseline conditions for the performance areas identified in § 450.306(d) and measures established under 23 CFR part 490;
(iv) A scenario that improves the baseline conditions for as many of the performance measures identified in § 450.306(d) as possible;
(v) Revenue constrained scenarios based on the total revenues expected to be available over the forecast period of the plan; and
(vi) Estimated costs and potential revenues available to support each scenario.
(2) In addition to the performance areas identified in 23 U.S.C. 150(c), 49 U.S.C. 5326(c), and 5329(d), and the measures established under 23 CFR part 490, MPOs may evaluate scenarios developed under this paragraph using locally developed measures.

(j) The MPO shall provide individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan using the participation plan developed under §450.316(a).

(k) The MPO shall publish or otherwise make readily available the metropolitan transportation plan for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web.

(l) A State or MPO is not required to select any project from the illustrative list of additional projects included in the financial plan under paragraph (f)(11) of this section.

(m) In nonattainment and maintenance areas for transportation-related pollutants, the MPO, as well as the FHWA and the FTA, must make a conformity determination on any updated or amended transportation plan in accordance with the Clean Air Act and the EPA transportation conformity regulations (40 CFR part 93, subpart A). A 12-month conformity lapse grace period will be implemented when an area misses an applicable deadline, in accordance with the Clean Air Act and the transportation conformity regulations (40 CFR part 93, subpart A). At the end of this 12-month grace period, the existing conformity determination will lapse. During a conformity lapse, MPOs can prepare an interim metropolitan transportation plan as a basis for advancing projects that are eligible to proceed under a conformity lapse. An interim metropolitan transportation plan consisting of eligible projects from, or consistent with, the most recent conforming transportation plan and TIP may proceed immediately without revisiting the requirements of this section, subject to interagency consultation defined in 40 CFR part 93, subpart A. An interim metropolitan transportation plan containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section.


23 CFR 450.326(a): Development and content of the transportation improvement program (TIP)

(a) The MPO, in cooperation with the State(s) and any affected public transportation operator(s), shall develop a TIP for the metropolitan planning area. The TIP shall reflect the investment priorities established in the current metropolitan transportation plan and shall cover a period of no less than 4 years, be updated at least every 4 years, and be approved by the MPO and the Governor. However, if the TIP covers more than 4 years, the FHWA and the FTA will consider the projects in the additional years as informational. The MPO may update the TIP more frequently, but the cycle for updating the TIP must be compatible with the STIP development and approval process. The TIP expires when the FHWA/FTA approval of the STIP expires. Copies of any updated or revised TIPs must be provided to the FHWA and the FTA. In nonattainment and maintenance areas subject to
transportation conformity requirements, the FHWA and the FTA, as well as the MPO, must make a conformity determination on any updated or amended TIP, in accordance with the Clean Air Act requirements and the EPA’s transportation conformity regulations (40 CFR part 93, subpart A).

(b) The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP as required by § 450.316(a). In addition, in nonattainment area TMAs, the MPO shall provide at least one formal public meeting during the TIP development process, which should be addressed through the participation plan described in § 450.316(a). In addition, the MPO shall publish or otherwise make readily available the TIP for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, as described in § 450.316(a).

(c) The TIP shall be designed such that once implemented, it makes progress toward achieving the performance targets established under § 450.306(d).

(d) The TIP shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan, linking investment priorities to those performance targets.

(e) The TIP shall include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53 (including transportation alternatives; associated transit improvements; Tribal Transportation Program, Federal Lands Transportation Program, and Federal Lands Access Program projects; HSIP projects; trails projects; accessible pedestrian walkways; and bicycle facilities), except the following that may be included:

2. Metropolitan planning projects funded under 23 U.S.C. 104(d), and 49 U.S.C. 5305(d);
3. State planning and research projects funded under 23 U.S.C. 505 and 49 U.S.C. 5305(e);
4. At the discretion of the State and MPO, metropolitan planning projects funded with Surface Transportation Program funds;
5. Emergency relief projects (except those involving substantial functional, locational, or capacity changes);
6. National planning and research projects funded under 49 U.S.C. 5314; and

(f) The TIP shall contain all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be funded under title 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53 (e.g., addition of an interchange to the Interstate System with State, local, and/or private funds and congressionally designated projects not funded under 23 U.S.C. or 49 U.S.C. Chapter 53). For public information and conformity purposes, the TIP shall include all regionally significant projects proposed to be funded with Federal funds other than those administered by the FHWA or the FTA, as well as all regionally significant projects to be funded with non-Federal funds.

(g) The TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following:

1. Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;
2. Estimated total project cost, which may extend beyond the 4 years of the TIP;
3. The amount of Federal funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);
(4) Identification of the agencies responsible for carrying out the project or phase;

(5) In nonattainment and maintenance areas, identification of those projects that are identified as TCMs in the applicable SIP;

(6) In nonattainment and maintenance areas, included projects shall be specified in sufficient detail (design concept and scope) for air quality analysis in accordance with the EPA transportation conformity regulations (40 CFR part 93, subpart A); and

(7) In areas with Americans with Disabilities Act required paratransit and key station plans, identification of those projects that will implement these plans.

(h) Projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the “exempt project” classifications contained in the EPA transportation conformity regulations (40 CFR part 93, subpart A). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the TIP.

(i) Each project or project phase included in the TIP shall be consistent with the approved metropolitan transportation plan.

(j) The TIP shall include a financial plan that demonstrates how the approved TIP can be implemented, indicates resources from public and private sources that are reasonably expected to be made available to carry out the TIP, and recommends any additional financing strategies for needed projects and programs. In developing the TIP, the MPO, State(s), and public transportation operator(s) shall cooperatively develop estimates of funds that are reasonably expected to be available to support TIP implementation in accordance with §450.314(a). Only projects for which construction or operating funds can reasonably be expected to be available may be included. In the case of new funding sources, strategies for ensuring their availability shall be identified. In developing the financial plan, the MPO shall take into account all projects and strategies funded under title 23 U.S.C., title 49 U.S.C. Chapter 53, and other Federal funds; and regionally significant projects that are not federally funded. For purposes of transportation operations and maintenance, the financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways (as defined by 23 U.S.C. 101(a)(6)) and public transportation (as defined by title 49 U.S.C. Chapter 53). In addition, for illustrative purposes, the financial plan may include additional projects that would be included in the TIP if reasonable additional resources beyond those identified in the financial plan were to become available. Revenue and cost estimates for the TIP must use an inflation rate(s) to reflect “year of expenditure dollars,” based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s).

(k) The TIP shall include a project, or a phase of a project, only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project. In nonattainment and maintenance areas, projects included in the first 2 years of the TIP shall be limited to those for which funds are available or committed. For the TIP, financial constraint shall be demonstrated and maintained by year and shall include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while federally supported facilities are being adequately operated and maintained. In the case of proposed funding sources, strategies for ensuring their availability shall be identified in the financial plan consistent with paragraph (h) of this section. In nonattainment and maintenance areas, the TIP shall give priority to eligible TCMs identified in the approved SIP in
accordance with the EPA transportation conformity regulations (40 CFR part 93, subpart A) and shall provide for their timely implementation.

(l) In cases that the FHWA and the FTA find a TIP to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint. However, in such cases, the FHWA and the FTA will not act on an updated or amended TIP that does not reflect the changed revenue situation.

(m) Procedures or agreements that distribute suballocated Surface Transportation Program funds to individual jurisdictions or modes within the MPA by pre-determined percentages or formulas are inconsistent with the legislative provisions that require the MPO, in cooperation with the State and the public transportation operator, to develop a prioritized and financially constrained TIP and shall not be used unless they can be clearly shown to be based on considerations required to be addressed as part of the metropolitan transportation planning process.

(n) As a management tool for monitoring progress in implementing the transportation plan, the TIP should:

1. Identify the criteria and process for prioritizing implementation of transportation plan elements (including multimodal trade-offs) for inclusion in the TIP and any changes in priorities from previous TIPs;
2. List major projects from the previous TIP that were implemented and identify any significant delays in the planned implementation of major projects; and
3. In nonattainment and maintenance areas, describe the progress in implementing any required TCMs, in accordance with 40 CFR part 93.

(o) In metropolitan nonattainment and maintenance areas, a 12-month conformity lapse grace period will be implemented when an area misses an applicable deadline, according to the Clean Air Act and the transportation conformity regulations (40 CFR part 93, subpart A). At the end of this 12-month grace period, the existing conformity determination will lapse. During a conformity lapse, MPOs may prepare an interim TIP as a basis for advancing projects that are eligible to proceed under a conformity lapse. An interim TIP containing eligible projects from, or consistent with, the most recent conforming metropolitan transportation plan and TIP may proceed immediately without revisiting the requirements of this section, subject to interagency consultation defined in 40 CFR part 93. An interim TIP containing eligible projects that are not from, or consistent with, the most recent conforming transportation plan and TIP must meet all the requirements of this section.

(p) Projects in any of the first 4 years of the TIP may be advanced in place of another project in the first 4 years of the TIP, subject to the project selection requirements of § 450.332. In addition, the MPO may revise the TIP at any time under procedures agreed to by the State, MPO, and public transportation operator(s) consistent with the TIP development procedures established in this section, as well as the procedures for the MPO participation plan (see § 450.316(a)) and FHWA/FTA actions on the TIP (see § 450.330).


APPENDIX C
Techniques to Inform and Involve the Public
There are a variety of techniques to inform and involve the public. Public involvement can be more effective if multiple techniques are utilized providing a greater opportunity for outreach. It is also important to utilize a variety of techniques which target different groups and individuals.

Below are guidelines and examples for public participation in planning, studies and meetings by the MAPO.

- Early and continuous communication:
  - Notify individuals and groups by mail that the plan is being developed and that they can provide comments to the MAPO staff in regards to the plan.
  - Publish a public notice in the Mankato Free Press and on the MAPO website announcing the plan development and meeting dates/locations. Include the MAPO contact information in the public notice.
  - Notify individuals and groups to give an update on the planning process.
  - Notify individuals and groups when the final plan is published.
  - Publish a public notice in the Mankato Free Press and on the MAPO website and social media sites announcing when the final plan is published.

- Implementation of multiple forms of public participation:
  - Refer to the public participation techniques in Figure 3 for additional techniques to gain a greater turnout for involvement.

- Accessibility of technical and policy information through a variety of means:
  - Publish technical and policy information on the MAPO website.
  - Provide copies of technical and policy information at public libraries.
  - Provide copies of technical and policy information at Intergovernmental Center.
  - Provide hard copies of technical and policy information by request to interested parties.

- Adequate notice to the public of involvement opportunities and activities:
  - Publish public notices in the Mankato Free Press at least one (1) week prior to public meetings; include the time and location of the meeting as well as contact information in the notice.
  - Distribute press releases to all local media at least one (1) week in advance of public meetings; include the time and location of the meeting as well as contact information in the notice.
  - Mail and email notices to transportation interests at least one (1) week in advance of public meetings; include the time and location of the meeting as well as contact information in the notice.

- Adequate time for public review and comment throughout project planning:
  - Post public notices at least one week prior to all public meetings.
- Post meeting agendas on the MAPO website at least one week prior to all public meetings.
- Provide a draft of the plan at public libraries and Intergovernmental Center.

Techniques selected for utilization will be decided on during the development of the scope of work. Techniques will be monitored throughout the project to evaluate the effectiveness; techniques can be adjusted to increase the potential effectiveness while reviewing. When reviewing the effectiveness of techniques, the following items can assist in evaluating the effectiveness of the public participation techniques:

- Comment cards at meetings or workshops
- Evaluation forms
- Surveys
- Percentage of surveys returned
- Informal feedback
- Telephone comments
- Citizen letters
- Email follow-ups
- Questionnaires
- Public meeting attendance
- Recorded comments made during meetings, workshops, focus groups, etc.

Additional public involvements techniques are available on the following page in Figure 3.
<table>
<thead>
<tr>
<th>Public Involvement Technique</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsletter</td>
<td>To inform the public on updates and other information in regards to the MAPO’s plans and studies.</td>
</tr>
<tr>
<td>Public Notice</td>
<td>Public notices are published in the Mankato Free Press a minimum of seven (7) seven days’ notice prior to the meeting or hearing.</td>
</tr>
<tr>
<td>Media Release</td>
<td>To announce meetings, announce when project, plan or program drafts and final drafts are available for viewing, and to announce opportunities for public involvement.</td>
</tr>
<tr>
<td>Social Media</td>
<td>To reach a wider audience in announcement for opportunities for public involvement, meetings, when project, plan, or program drafts and final drafts are available for viewing.</td>
</tr>
<tr>
<td>Targeted Mailing</td>
<td>Used when seeking input from certain individuals, organizations, or special interest groups on a particular issue or topic.</td>
</tr>
<tr>
<td>Website</td>
<td>MAPO staff updates their site with agendas and minutes from committee meetings and posts drafts, final plans, and programs. Through use of the MAPO website, the public may obtain contact information for comments or questions.</td>
</tr>
<tr>
<td>Public Meetings, Open Houses, and Pop-Up Events</td>
<td>MAPO staff or representatives will engage with the public at advertised events (public meetings and open houses) or unadvertised events (pop-up events)</td>
</tr>
<tr>
<td>Email and Written Correspondence</td>
<td>To communicate within the parties of the MAPO and the public for daily use and for communicating with the public in answering questions.</td>
</tr>
<tr>
<td>Established or Informal Networks of Contacts</td>
<td>A contact list will be maintained by the MAPO which will be utilized when seeking the public’s input.</td>
</tr>
<tr>
<td>Published Responses to Frequently Asked Questions</td>
<td>Publishing responses to Frequently Asked Questions on the MAPO website can give quick answers to common questions.</td>
</tr>
<tr>
<td>Booths at Public Festivals and Events</td>
<td>MAPO, when possible, will host information booths at public festivals and events as a means to gather their input and provide answers to any questions.</td>
</tr>
<tr>
<td>Public Opinion Survey</td>
<td>Surveys can be made available to the public by mail, on the MAPO website, when seeking the public’s opinion on transportation projects, plans, and other studies.</td>
</tr>
<tr>
<td>Focus Group</td>
<td>MAPO staff will conduct focus groups as appropriate with invited members of project-specific stakeholders when identifying issues and gathering other data. The results and comments are included in their respective planning documents.</td>
</tr>
<tr>
<td>Visualization Techniques</td>
<td>Visualization techniques such as Visual Preference Surveys (VPS), maps, figures, and photos are helpful and will be used when possible to aid in explaining transportation plans or programs. VPS could be used for the design of light fixtures, cross walks, etc. The public would be given photos or drawings of varying designs which they score based on their preferred design.</td>
</tr>
</tbody>
</table>
| Contact Lists                 | MAPO staff maintain a list of public participation contacts (email and mailing address) to include representatives of:  
  - Minority and low income populations;  
  - Elderly and disabled populations;  
  - Transportation providers;  
  - Federal, State, Regional & Local government agencies;  
  - Members of MAPO committees; and  
  - Special Interests. |

**Figure 3**
APPENDIX D: MAPO Planning Boundary Map
APPENDIX E: Population Diversity
APPENDIX F: Low Income Population
APPENDIX G: Population of Persons Aged 60 Years and Older
APPENDIX H

Limited English Proficient Populations (LEP) Information

The MAPO staff reviewed the 2010 U.S. Census Report and determined that 2,365 people in the MAPO Urbanized Area (between the ages of 5-64) speak a language other than English. Of those 2,365 persons, 1,014 speak Spanish, 768 speak Indo-European (other than Spanish and English), and 583 speak Asian or other Pacific Islander Languages. Of the 2,365 persons speaking a language other than English, 319 have Limited English Proficiency; that is, they speak English “less than very well”. The breakdown for the 319 people include 123 Spanish, 70 Indo-European and 126 Asian and Pacific Island Languages. Additional information is available in the MAPO’s Title VI plan.

APPENDIX I

Comments Received during Public Comment Period

<table>
<thead>
<tr>
<th>Comment</th>
<th>Date Received</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 15 – consider changing the word “Allowing” 4th bullet – to something like “Providing”</td>
<td>9/11/18</td>
<td>Changed word as suggested</td>
</tr>
<tr>
<td>I have noticed an increase in pedestrian and bicycle traffic on Stoltzman between Stadium drive and the hockey rink. Can a separate walking/biking path be placed separate from the road to make it safer for pedestrians, cyclists, and cars?</td>
<td>9/12/18</td>
<td>Comment responded to and referred to Blue Earth County</td>
</tr>
<tr>
<td>ATV/snowmobile trails much needed, especially south of Mankato</td>
<td>9/13/18</td>
<td>Comment responded to and referred to Blue Earth County</td>
</tr>
<tr>
<td>Inclusion of language regarding ADA Coordinator requirements</td>
<td>10/4/18</td>
<td>Inserted language regarding ADA Coordinator requirements (pg. 10)</td>
</tr>
</tbody>
</table>
RESOLUTION OF THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)

Adoption of MAPO Public Participation Plan

Whereas, the Mankato/North Mankato Area Planning Organization (MAPO) is the body responsible for making transportation policy decisions and for directing the transportation planning and funding programming within the Mankato/North Mankato urbanized area; and

Whereas, in its capacity as a Metropolitan Planning Organization (MPO), the MAPO has established a comprehensive, cooperative, and continuing (3-C) transportation planning process to facilitate federal funding for MAPO-area jurisdictions and transit operators; provides technical assistance and planning expertise to metropolitan transportation interests; and develops a Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), and Transportation Improvement Programs (TIPs), among other plans and studies; and

Whereas, the requirements of 23 CFR 450.316 direct the MAPO to develop and use a participation plan that defines the procedures by which the MAPO will engage the public and provide reasonable opportunities for a wide range of stakeholders to be involved in the metropolitan transportation planning process; and

Whereas, the MAPO’s Public Participation Plan (PPP) was updated by the MAPO in consultation with interested parties as well as agencies and officials responsible for other planning activities within the planning area that are affected by transportation; and

Whereas, a public comment period of at least 45 calendar days was provided and publicized before the revised participation plan was adopted by the MAPO; and

Whereas, comments were received, responded to, and incorporated into the revised PPP as appropriate;

Now, therefore, be it resolved, that the MAPO Policy Board adopts the 2018 update of its Public Participation Plan and directs MAPO staff to implement the tools and techniques set forth therein as part of the MAPO’s transportation planning process in the development of its administrative work products, LRTPs, TIPs, and short-range plans and studies.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the Mankato/North Mankato Area Planning Organization at a duly authorized meeting thereof, held on the sixth day of December, 2018 as shown by the minutes of said meeting in my possession.

[Signature]
Chair
[Signature]
Executive Director