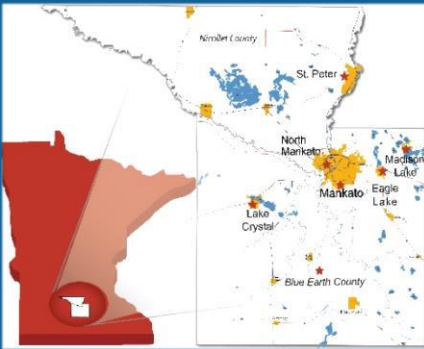


MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION

PUBLIC PARTICIPATION PLAN & STAFF GUIDE | 2021



Recommended for adoption by the MAPO
Technical Advisory Committee (TAC)
8/19/21

Adopted by the MAPO Policy Board 9/2/21

Mankato/North Mankato Area Planning Organization

Public Participation Plan

Adopted 9/2/2021

All questions, comments, document and service requests may be directed via phone, fax, email, or in person to:

Mark Konz
Executive Director
Mankato/North Mankato Area Planning Organization
10 Civic Center Plaza
Mankato, MN 56001

Phone: (507) 387-8613

Fax: (507) 388-7530

Email: mkonz@mankatomn.gov

The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the United States Department of Administration, the State of Minnesota Department of Transportation, the United States Federal Highway Administration, or the United States Federal Transit Administration. The report does not constitute a standard, specification, or regulation.

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

Para solicitar este documento en otros idiomas, llame al (507) 387-8389

Si aad u codsato dukumintigan luqadaha kale, fadlan wac (507) 387-8389

*Mankato/North Mankato Area Planning Organization
Public Participation Plan*

Table of Contents

CITIZEN GUIDE TO TRANSPORTATION PLANNING IN THE MANKATO/NORTH MANKATO AREA PLANNING

ORGANIZATION (MAPO)	1
What is Transportation Planning?	1
What is Public Involvement?	1
Why Should I Get Involved and who is a Stakeholder?	2
Who Should Participate?	2
WHAT IS THE MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION?	3
MAPO Vision Statement	5
MAPO's Requirements as an MPO	5
What is the MAPO Public Participation Plan?	6
2021 Update	7
Objectives of the MAPO Public Participation Plan (PPP)	8
STAKEHOLDERS	9
Identifying and Informing Stakeholders	9
Public Participation Contacts	9
ENVIRONMENTAL JUSTICE REQUIREMENTS	9
ADA PUBLIC PARTICIPATION REQUIREMENTS	10
MAPO STAFF GUIDE TO INVOLVE THE PUBLIC IN ITS PLANS, MEETINGS AND STUDIES	11
Policy Board Meetings	11
Technical Advisory Committee (TAC) Meetings	11
MAPO Website	12
Email and Direct Mail	12
Public Meetings, Open Houses, & Pop-Up Events	12
Documentation	14
PUBLIC INVOLVEMENT STEPS FOR LONG RANGE TRANSPORTATION PLANS (LRTP)	14
LRTP Public Involvement Process	14
Plan Development – Phase I	15
Plan Execution – Phase II	15
Plan Delivery – Phase III	16
Plan Implementation – Phase IV	18

L RTP Amendment Procedures	18
PUBLIC INVOLVEMENT STEPS FOR TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	18
TIP Development and Approval Process.....	18
Draft TIP Related Involvement Actions.....	19
Final TIP Related Public Involvement Actions.....	20
TIP Amendment Process.....	20
APPENDIX A.....	22
Key Transportation Stakeholder Groups	22
APPENDIX B.....	24
Key Federal Transportation Requirements for Public Participation.....	24
APPENDIX C.....	26
Techniques to Inform and Involve the Public	26
APPENDIX D: MAPO Planning Boundary Map	29
APPENDIX E: Population Diversity	30
APPENDIX F: Populations at Poverty Line.....	31
APPENDIX G: Population of Persons Aged 60 Years and Older	32
APPENDIX H	33
Limited English Proficient Populations (LEP) Information	33
APPENDIX I	33
Comments Received during Public Comment Period.....	33

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. 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, whether on foot, by bike, bus, rail, car, by air or on water.

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 today and in the future.

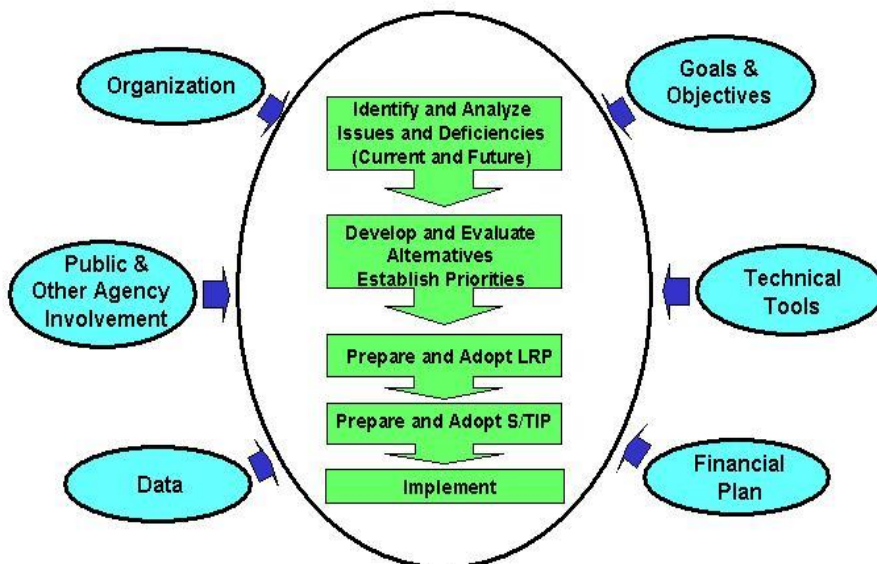
Transportation planning is a cooperative process designed to foster involvement by all relevant stakeholders. Our work at MAPO requires and depends on public involvement.

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 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 the local community a sense of ownership in the resulting plans and recommendations.

Transportation Planning Process



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 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 Children, the elderly, and New American populations
- 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, include (but are 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 MAPO is to meet and maintain a continuing, cooperative and comprehensive metropolitan transportation planning process.

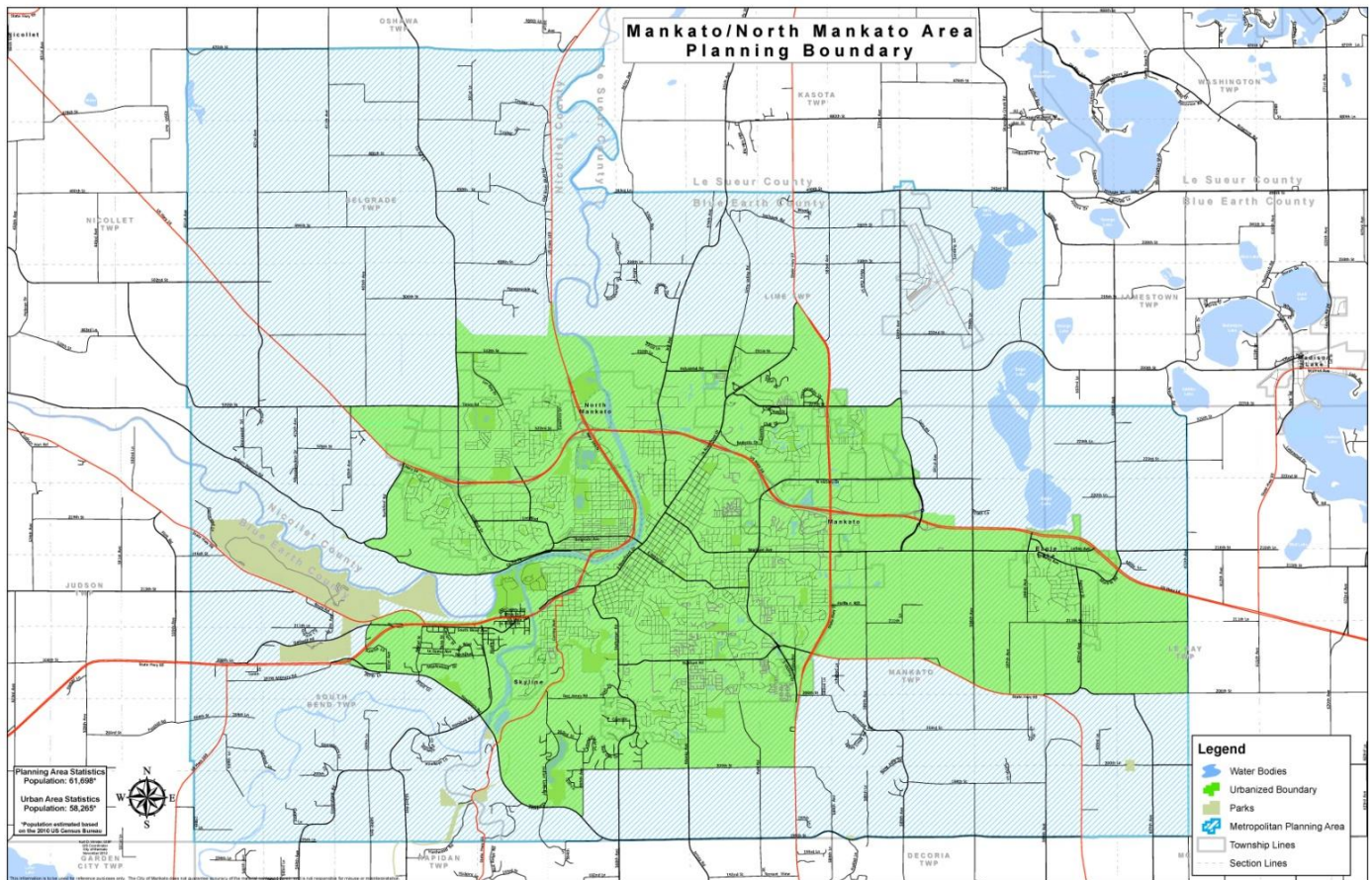


Figure 1: MAPO Boundary

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

MAPO is directed by a six (6) member Policy Board. 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 MAPO. Figure 2 below shows the current membership of the Policy Board and TAC.

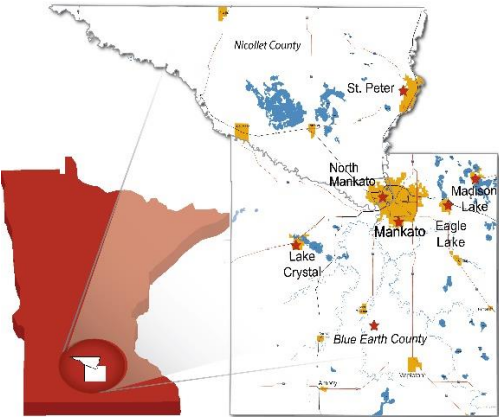
MAPO ORGANIZATION	
Policy Board	Transportation Advisory Committee
Tim Auringer – City of Eagle Lake	Ronda Allis– MnDOT (District 7)
Jack Kolars – Nicollet County	Paige Attarian – City of Skyline
Mike Laven – City of Mankato	Jennifer Bromeland – City of Eagle Lake
Mark Piepho – Blue Earth County	Paul Corcoran – Minnesota State University, Mankato
Dan Rotchadl – MAPO Townships	Karl Friedrichs – Lime Township
James Whitlock – North Mankato	Michael Fischer – City of North Mankato
	Seth Greenwood – Nicollet County
MAPO Staff	Scott Hogen – Mankato Public Schools (District 77)
Mark Konz, Executive Director	Jeff Johnson – City of Mankato
Christopher Talamantez, Transportation Planner	Open – Leray Township
	Mark Konz – City of Mankato
	Open – Belgrade Township
	Leroy McClelland – South Bend Township
	Scot Morgan– Mankato Township
	Leah Petricka– Region Nine Development Commission
	Shawn Schloesser – Mankato Transit System
	Dan Sarff – City of North Mankato
	Ryan Thilges – Blue Earth County

Figure 2: MAPO membership

MAPO Vision Statement

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 multimodal. 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.



Public Input Session for the Trunk Highway 22 Corridor Study

MAPO's Requirements as an MPO

As the designated MPO for the Mankato/North Mankato area, MAPO is required to perform the transportation planning and programming activities as specified within 23 CFR 450:

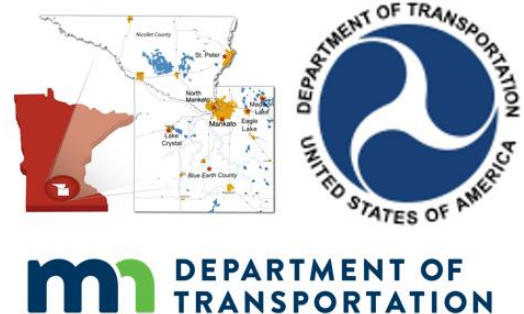
- Maintain a Long Range Transportation Plan (LRTP). The LRTP sets forth a vision for the area's transportation system with a minimum planning horizon of twenty years. It includes strategies to accomplish these goals and proposed projects with short, mid and long-term timeframes. It also includes a financial 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 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 MAPO adopts a UPWP that spells out 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 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 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.
- Further information related to MAPO's requirements as an MPO are available in Appendix B.

What is the MAPO 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 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. 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. 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 MAPO to involve individuals and organizations representing a wide variety of experiences and perspectives in regards to transportation planning.

2021 Update

In development of the 2021 update, MAPO conducted an internal review of in-house public input processes and measurements of effectiveness. Additionally, 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 2021 Update includes implementation of a variety of new practices and tools, including recognition of the nationwide impact of the COVID-19 pandemic has had on public engagement processes. For example, during the pandemic MAPO was able to explore public engagement methods that obtained meaningful public communications while abiding by public health guidance. This included an expansion of digital outreach and virtual meetings. Throughout these processes, MAPO made sure to provide avenues for public input that did not require internet or phone access for participation. For example, members of the public without internet or phone access were encouraged to provide comments via U.S. mail or a dropbox located directly outside MAPO offices. MAPO will continue to provide a range of engagement methods which allow for meaningful interaction while conforming to public health guidance and diverse public preferences.

Measuring Effectiveness

The 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.

Metrics	
Measuring Participation Opportunities	Number of MAPO public forums, workshops, and community meetings at which displays, presentations, discussions, and feedback occurred
	Number of verbal comments received at open discussions, public hearings, and other opportunities
	Number of participants at public forums, workshops, and community meetings held in historically underserved areas or with such populations
	Number and demographics of participants of participants at MAPO meetings. MAPO will make efforts to obtain the demographics of public participants but the public can opt not to provide that information.
	Number of draft plans, reports, and other preliminary documents or surveys posted on MAPO website for public comment
	Maps developed with updated, community-specific demographic and socioeconomic data within the MAPO boundary.
	Number of MAPO Twitter followers/Twitter engagement
	Number of visitors to MAPO website
	Documented revisions to plans based on input

Objectives of the MAPO Public Participation Plan (PPP)

MAPO fully realizes that public involvement is critical to the successful development and implementation of any transportation plan. The principal objectives of the MAPO 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 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 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 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 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 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 MAPO recognizes the importance of ensuring their voices are heard and fully considered. Consulting with the stakeholders throughout the planning process allows MAPO staff to analyze transportation conditions and identify the wants and needs of those affected. Stakeholders will be added to 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

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. 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.

MAPO will conduct additional analysis of plans/programs to ensure they do not result in disparate impacts. MAPO will make efforts to 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.
- Ensuring meaningful access to MAPO's activities for limited English proficient (LEP) individuals. Note LEP requirements are a different executive order than EJ, but there is some overlap because some minority groups are also LEP individuals.
- 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

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 either through publicly-accessible virtual meetings or the Intergovernmental Center (IGC) in downtown Mankato. Meeting attendees may make oral comments, submit written comments, or send comments to MAPO staff at (507) 387-8613 or mkonz@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 MAPO staff. Any requests should be submitted to MAPO staff at (507) 387-8613 or mkonz@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

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 via publicly-accessible virtual meetings or at the Intergovernmental Center (IGC) in downtown Mankato. Meeting attendees may make oral comments, submit written comments, or send comments to MAPO staff at (507) 387-8613 or mkonz@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) 387-8613 or mkonz@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, 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

MAPO's website, www.mnmapo.org, is 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) 387-8613 or emailing mkonz@mankatomn.gov for pick-up at the Intergovernmental Center (IGC) or mailing.

Email and Direct Mail

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 MAPO 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. 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).
- Further information on MAPO's techniques to inform the public is available in Appendix C.

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 or public gathering along a corridor being studied.)



MAPO pop-up event at North Mankato Farmers Market. June 28, 2021.

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, located at 10 Civic Center Plaza, Mankato, MN 56001. 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) 387-8613

Fax: (507) 387-7530

Email: mkonz@mankatomn.gov

Website: www.mnmapo.org



PUBLIC INVOLVEMENT STEPS FOR LONG RANGE TRANSPORTATION PLANS (LRTP)

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, MAPO also addresses modal elements of the LRTP including active transportation modes such bicycle, pedestrian and transit. The public involvement procedures outlined in this section apply equally to each of its modal elements.

LRTP Public Involvement Process

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 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.).

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 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 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, FWHA 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 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. 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.

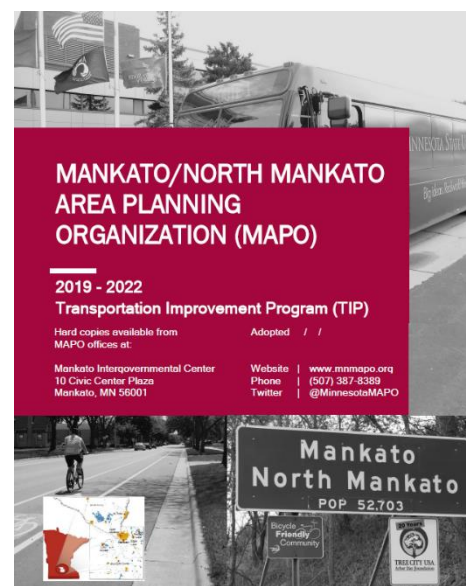
PUBLIC INVOLVEMENT STEPS FOR TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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 planning 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, 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 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 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: MAPO will use the most recent guidance provided from FHWA and MnDOT for STIP Amendments and Administrative Modifications. 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:

Cost of Project	Amendment needed if the increase is more than:
-----------------	--

> \$1 Million to \$3 Million	50%
> \$3 Million to \$10 Million	35%
> \$10 Million to \$50 Million	20%
> \$50 Million to \$100 Million	15%
> Over \$100 Million	10%

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. 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 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:
 - The number or proportion of LEP persons that may be impacted by a project or program.
 - The frequency with which LEP persons come in contact with the project or program.
 - The importance of the service provided by the project or program.
 - The resources available to the receiving agency.

LEP persons may contact MAPO offices at (507) 387-8613 to request interpretive services. For additional information, please refer to MAPO's Title VI document.

Elderly Populations

- 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 institutions:
 - 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.

MAPO's public engagement efforts must additionally conform to requirements outlined in the below legislation:

[23 CFR 450.316: Interested parties, participation, and consultation](#)

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

[23 CFR 450.326\(a\): Development and content of the transportation improvement program](#)

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 MAPO.

- Early and continuous communication:
 - Notify individuals and groups by mail that the plan is being developed and that they can provide comments to 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 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 figure.

Figure 3: Public Involvement Technique	Usage
Newsletter	To inform the public on updates and other information in regards to MAPO plans and studies.
Public Notice	Public notices are published in the Mankato Free Press a minimum of seven (7) seven days' notice prior to the meeting or hearing.
Media Release	To announce meetings, announce when project, plan or program drafts and final drafts are available for viewing, and to announce opportunities for public involvement.
Social Media	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.
Targeted Mailing	Used when seeking input from certain individuals, organizations, or special interest groups on a particular issue or topic.
Website	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.
Public Meetings, Open Houses, and Pop-Up Events	MAPO staff or representatives will engage with the public at advertised events (public meetings and open houses) or unadvertised events (pop-up events)
Email and Written Correspondence	To communicate within the parties of MAPO and the public for daily use and for communicating with the public in answering questions.
Established or Informal Networks of Contacts	A contact list will be maintained by MAPO which will be utilized when seeking the public's input.
Published Responses to Frequently Asked Questions	Publishing responses to Frequently Asked Questions on the MAPO website can give quick answers to common questions.
Booths at Public Festivals and Events	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.
Public Opinion Survey	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.
Focus Group	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.
Visualization Techniques	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.
Contact Lists	MAPO staff maintain a list of public participation contacts (email and mailing address) to include representatives of: <ul style="list-style-type: none"> • Minority and low income populations; • Elderly and disabled populations; • Transportation providers; • Federal, State, Regional & Local government agencies; • Members of MAPO committees; and • Special Interests

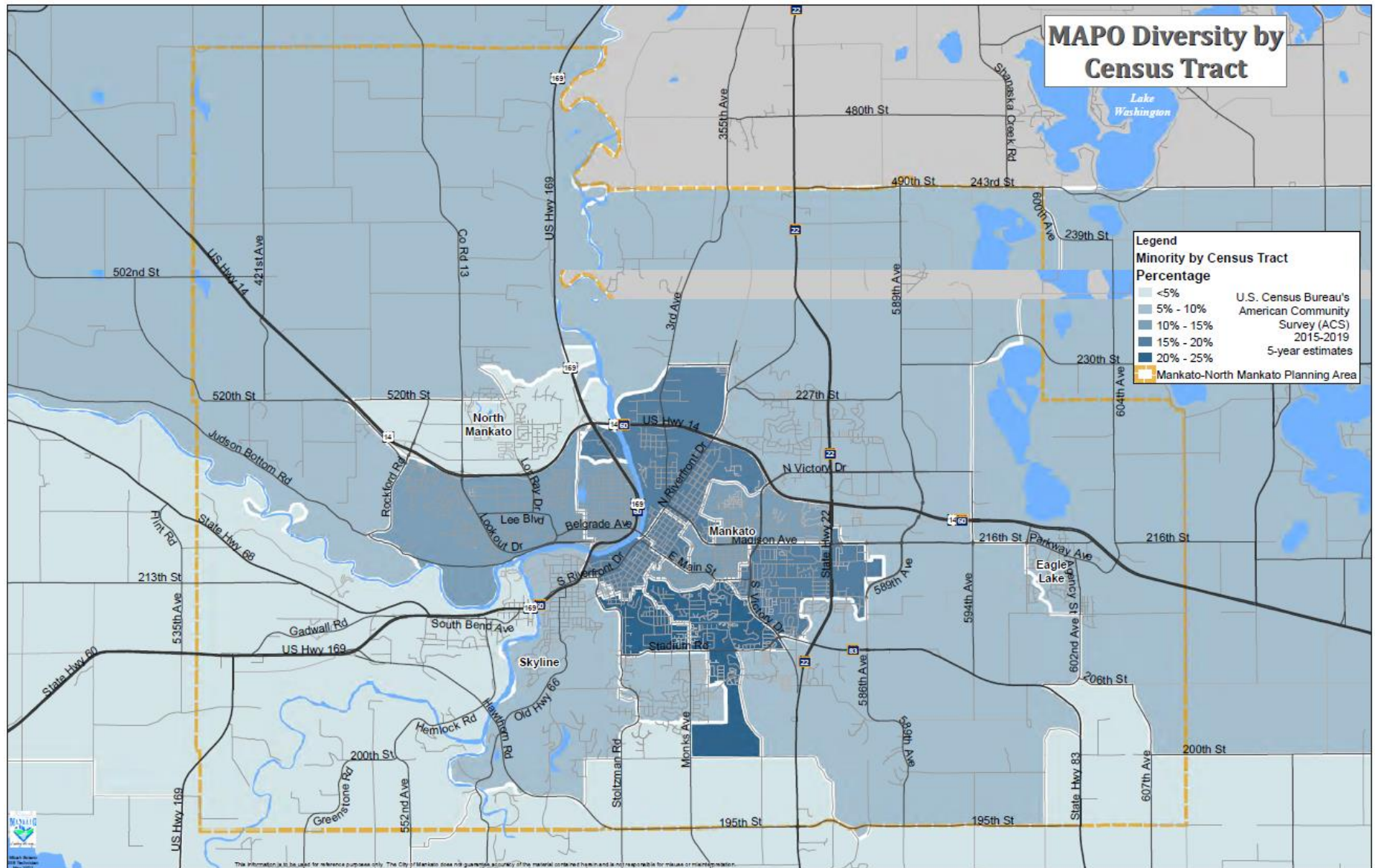
Map displaying the MAPO planning boundary and Mankato/North Mankato Urbanized Area

Map displaying the MAPO planning boundary and Mankato/North Mankato Urbanized Area



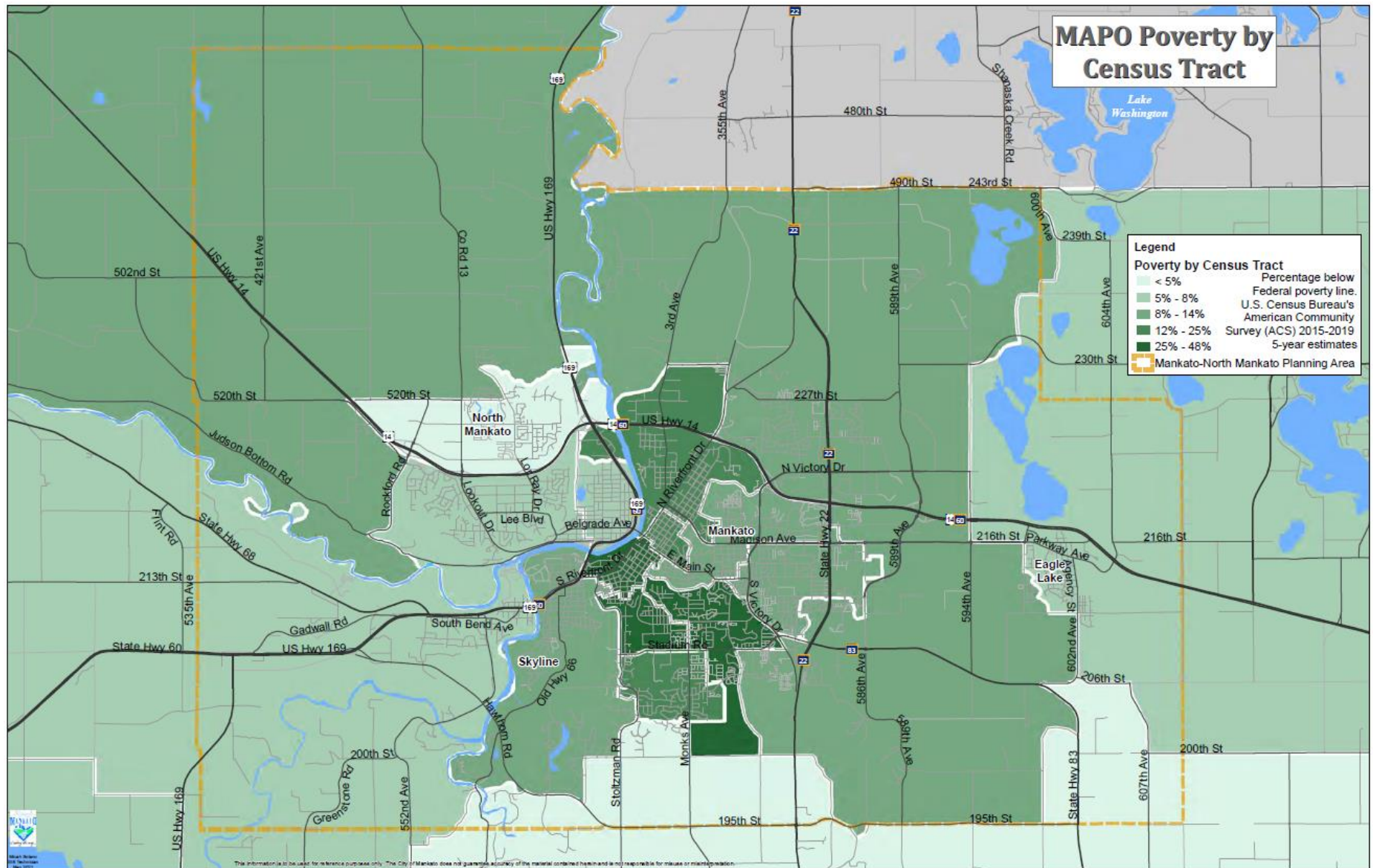
APPENDIX E: Population Diversity

Map displaying minority populations by census tract within the MAPO planning boundary. Data Source: U.S. Census Bureau American Community Survey 2015-2019.



APPENDIX F: Populations at Poverty Line

Map displaying populations at or below Federal Poverty Line by census tract within the MAPO planning boundary. Data Source: U.S. Census Bureau American Community Survey 2015-2019.



Map displaying populations at or above age 60 by census tract within the MAPO planning boundary. Data Source: U.S. Census Bureau American Community Survey 2015-2019.



APPENDIX H

Limited English Proficient Populations (LEP) Information

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

No comments received during public comment period June 15, 2021 to August 2, 2021.