

The City of Rochester, Public Transit Title VI Program December 2014

Title VI of the Civil Rights Act of 1964 ensures that public transportation and other FTA-funded services to the public are provided without regard to race, color and national origin. To help us verify that, FTA issued Circular 4702.1A in 2007, which requires recipients of FTA funds to submit a Title VI Program every three years. Chapter IV of the circular explains the policies, practices and procedures that FTA recipients must document to constitute a Title VI Program. The full circular can be found online at: www.fta.dot.gov/circulars Please pay special attention to the requirements in Chapter IV.

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Introduction

This program reflects The City of Rochester, Public Transit's policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civic Rights Restoration Act of 1987, and all related statutes. Title VI and related statutes prohibiting discrimination in federally assisted programs require that no person in the United State of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.

Signed Policy Statement

A policy statement signed by the Mayor of the City of Rochester assuring The City of Rochester, Public Transit's compliance with Title VI of the Civil Rights Act of 1964 can be found as **Attachment A**.

Title VI Complaint Procedures

The City of Rochester, Public Transit has a standard process for investigating all complaints. Members of the public may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. Full procedures for filing a complaint and The City of Rochester, Public Transit's procedures for investigating complaints can be found as **Attachment B**. At a minimum, the complaint should include the following information:

- Name, mailing address, and how to contact complainant (i.e., telephone number, email address, etc.)
- How, when, where and why complainant alleges s/he were discriminated against. Include the location, names and contact information of any witnesses.
- Other significant information.

The complaint may be filed in writing with The City of Rochester City Clerk at the following address:

The City of Rochester
City Clerk
201 SE 4th Street
Rochester, MN 55904
507-328-2900
507-328-2901

Record of Title VI investigations, complaints, or lawsuits

Over the reporting period, The City of Rochester, Public Transit had no Title VI complaints, investigations or lawsuits filed against it.

The City of Rochester, Public Transit Limited English Proficiency Outreach Plan

A full copy of The City of Rochester, Public Transit's outreach plan for individuals with limited English proficiency (LEP) can be found in **Attachment C**. Key elements of the plan include:

- The City of Rochester Public Transit website is in the process of being redesigned, when completed in early 2015 a feature will be added to allow an LEP person to contact staff via email indicating his/her native language and the type of assistance needed.
- The City of Rochester Public Transit Title VI Policy and Limited English Proficiency Plan has been posted on the agency website, *www.rochesterbus.com*.
- The City of Rochester Public Transit staff has added a link to Google Translator to aid in translation of our website.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and then access language assistance services available on site [with bi-lingual transit staff] or with IMAA (Intercultural Mutual Assistance Association).

Notification of The City of Rochester, Public Transit Title VI obligations

The City of Rochester, Public Transit publicizes its Title VI program by posting its commitment to providing services without regard to race, color or national origin in all buses and The City of Rochester, Public Transit-owned facilities. Further The City of Rochester, Public Transit provides information regarding their obligations on the website, on displays in our downtown transit center, and in customer schedules available on all busses.

Analysis of Construction Projects

There have been no transit related construction projects in the last 3 years.

Summary of Public Participation Efforts

The City of Rochester, Public Transit has conducted the following public outreach and involvement activities:

- The City has a continuing relationship with various agencies working with LEP populations. This includes bus training for bi-lingual caseworkers who in turn work with various cultural

groups. These caseworkers are very proficient with public transit. A link is provided on the City's website to one of the major agencies, IMAA (Intercultural Mutual Assistance Association) that serves the Rochester Area. <http://www.imaanet/>

- In 2005, a complete analysis of our Title VI program was done in 2005 by Abrams-Cherwony & Associates. The service area of the transit system has not changed since the analysis was completed. That report is now shown on our website at www.rochesterbus.com.
- In the spring of 2015, as part of updating the transit system's Transit Development Plan, another in-depth analysis of our Title VI program and LEP program will be completed by the hired consultants. Once the final draft has been adopted by the City of Rochester's City Council it will be posted, in its entirety on our website.
- The City follows a public participation plan established under the Rochester-Olmsted Council of Governments (a sixteen member Policy Board with representatives from the various governmental jurisdictions within Olmsted County). The plan details how ROCOG has redirected its efforts to involve the community in transportation planning decisions, not only to meet federal mandates, but also to improve the decisions themselves. Page 9 and 10 of the document describes the transportation planning process. The City has decided to follow this plan because of the following reasons:
 - The City is part of ROCOG and participated in creating this plan.
 - The City's issues and ROCOG's issues on transportation are similar.
 - The principals of Community Involvement listed on pages 10 and 11 seek a broad based community consensus and it is in the best interest of the City to strive to do the same when planning new transit routes.
- The complete report, titled ROCOG Public Involvement Policy is attached to this document as **Attachment D**.

Attachment A

**THE CITY OF ROCHESTER, PUBLIC TRANSIT
TITLE VI
NON-DISCRIMINATION - POLICY STATEMENT**

The City of Rochester, Public Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color or national origin or any other characteristics protected by law, including Title I of the Civil Rights Act of 1964, as amended. Further, under the Americans with Disabilities Act (ADA) of 1990, no entity shall discriminate against an individual with a physical or mental disability in connection with the provision of transportation service.

To obtain more information on The City of Rochester, Public Transit's nondiscrimination obligations or to file a Title VI complaint, contact The City of Rochester:

For information contact:

Transit and Parking Director
201 SE 4th Street, Room 104
Rochester, MN 55904
507-328-2424
507-328-2401 (fax)

To file a complaint:

City Clerk
201 SE 4th Street
Rochester, MN 55904
507-328-2900
507-328-2901 (fax)

You may file a written complaint no later than 180 calendar days after the date of the alleged discrimination.

Information on non-English alternative formats may be obtained from the City of Rochester's Public Transit and Parking Director.

Attachment B

Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with The City of Rochester's City Clerk. A complaint may also be filed by a representative on behalf of such a person.
2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
 - a) The date of alleged act of discrimination; or
 - b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, The City of Rochester may extend the time for filing or waive the time limit in the interest of justice, as long The City of Rochester specifies in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of The City of Rochester the person shall be interviewed by the City. The complaint shall then be handled according to The City of Rochester, Public Transit's investigative procedures.
4. Within 10 days, the City will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as MNDOT and USDOT.
5. The recipient will advise MNDOT and/or USDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to MNDOT and/or USDOT:
 - a) Name, address, and phone number of the complainant.
 - b) Name(s) and address(es) of alleged discriminating official(s).
 - c) Basis of complaint (i.e., race, color, national origin or sex)
 - d) Date of alleged discriminatory act(s).
 - e) Date of complaint received by the recipient.
 - f) A statement of the complaint.
 - g) Other agencies (state, local or Federal) where the complaint has been filed.
 - h) An explanation of the actions Link Transit has taken or proposed to resolve the issue in the complaint.
6. Within 60 days, the City will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings. The

complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

7. Within 90 days of receipt of the complaint, the City will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with MNDOT, or USDOT, if they are dissatisfied with the final decision rendered by The City of Rochester. The City will also provide MNDOT and/or USDOT with a copy of this decision and summary of findings upon completion of the investigation.
8. Contacts for the different Title VI administrative jurisdictions are as follows:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Attachment C

See External Attachment –City of Rochester Public Transit LEP plan

Attachment D

See External Attachment – ROCOG Public Involvement Policy

Limited English Proficiency [LEP] Plan
The City of Rochester Public Transit
December, 2011

Introduction

This *Limited English Proficiency Plan* has been prepared to address the City of Rochester's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the City of Rochester, which receives federal assistance through the U.S. Department of Transportation [U.S. DOT].

Plan Summary

The City of Rochester Public Transit has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency [LEP] who wish to access services provided by the transit authority. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, The City of Rochester Public Transit undertook the U.S. DOT four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a City of Rochester Public Transit program, activity or service.
2. The frequency with which LEP persons come in contact with The City of Rochester Public Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by The City of Rochester Public Transit to the LEP population.
4. The resources available to The City of Rochester Public Transit and overall costs to provide LEP assistance.

A summary of the results of The City of Rochester Public Transit four-factor analysis is in the following section.

Four-Factor Analysis

1. *The number or proportion of LEP persons in the service area who may be served or are likely to encounter a City of Rochester Public Transit program, activity or service.*

The City of Rochester Public Transit staff reviewed the 2005-2009 Data Set from U.S. Census' American Community Survey and determined that 13,390 persons in Rochester [10.4 % of the population] speak a language other than

English. 2,780 persons [2.2%] have limited English proficiency; that is, they speak English “not well” or “not at all.” 2.2% represents the service area average of LEP persons.

Of those persons with limited English proficiency, 911 speak Spanish, 1,181 speak Asian and Pacific Island languages, 244 speak other Indo-European languages, and 444 speak other languages.

Within the service area, there are 8 census tracts identified that have LEP concentrations above the 2.2% service area average. Those tracts are identified, as well as the routes in which buses travel through, on Schedule 1.

Schedule 2 shows all census tracts and bus routes in Rochester.

2. The frequency with which LEP persons come in contact with The City of Rochester Public Transit programs, activities or services.

The City of Rochester Public Transit assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes documenting phone inquiries and surveying vehicle operators. To date, The City of Rochester Public Transit has had no requests for interpreters and no requests for translated documents.

In the future, the City of Rochester Public Transit will proactively attempt to reach other LEP individuals who may be hesitant on approaching transit staff. This will be done by communicating our services regularly to outreach groups such as IMAA (Inter-cultural Mutual Assistance Agency), Olmsted County Community Services, Mayo Clinic Social Services, the Salvation Army, the local school district, and religious organizations.

3. The nature and importance of programs, activities or services provided by The City of Rochester Public Transit to the LEP population.

Services provided by The City of Rochester Public Transit that are most likely to encounter LEP individuals are the fixed route [city bus] system, which serves the general public and the demand response [dial-a-ride] system, which serves primarily senior and disabled persons.

The City of Rochester Public Transit Program actively pursues the involvement and input from individuals, agencies, and groups representing persons with limited English proficiency. Besides individual consumer contacts, the most effective outreach has involved meetings with and presentation to representative groups. This includes agencies providing interpreter services, advocacy, and consumer groups representing many different language groups. The City also meets with and coordinates public transportation with Olmsted County Human Services. The county provides bus passes to eligible persons.

On different occasions, over the past few years, the City has met with a number of culture groups, a local health clinic, and the Salvation Army to meet with members that would be considered LEP. The City collaborated with these organizations to offer information seminars on how to use the City’s public transit system and to offer free passes. Groups of individuals from Vietnam, Cambodia, Somalia, and other African countries were represented.

4. The resources available to The City of Rochester Public Transit and overall costs to provide LEP assistance.

The City of Rochester Public Transit assessed its available resources that could be used for providing LEP assistance, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that The City of Rochester Public Transit could partner with for outreach and translation efforts. The amount of staff and vehicle operating training that might be needed was also considered. Currently, there are a number of transit drivers that are bi lingual that can assist passengers if needed. The languages represented by these drivers are Cambodian, Vietnamese, Spanish, Arabic, Egyptian and Ethiopian.

Based on the four-factor analysis, The City of Rochester Public Transit developed its LEP Plan as outlined in the following section.

Limited English Proficiency [LEP] Plan Outline

How The City of Rochester Public Transit staff may identify an LEP person who needs language assistance:

- Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- Dispatchers and schedulers will be instructed to obtain contact information from LEP individuals they encounter, either in person or over the phone.
- Vehicle operators and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners, will be surveyed annually on their experience concerning any contacts with LEP persons during the previous year. The survey will be conducted in November each year.

Language Assistance Measures

Although there is a very low percentage in Rochester of LEP individuals, that is, persons who speak English “not well” or “not at all”, The City of Rochester Public Transit will ensure that the following measures are in place:

- When The City of Rochester Public Transit website is redesigned, a feature will be added to allow an LEP person to contact staff via email indicating his/her native language and the type of assistance needed.
- The City of Rochester Public Transit Title VI Policy and Limited English Proficiency Plan has been posted on the agency’s website, www.RPTRide.com
- A link to Google Translator has been added to the agency’s website, www.RPTRide.com.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and then access language assistance services available on site [with bi lingual transit staff] or with IMAA.

Staff Training

The following training will be provided to The City of Rochester Public Transit staff:

- Information on The City of Rochester Public Transit Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Documentation of language assistance requests.
- Use of IMAA which is discussed below.
- How to handle a potential Title VI/LEP complaint.

Outreach Techniques

The City of Rochester Public Transit will seek language assistance by primarily reaching out to agencies and consumer groups that are already established in our community; agencies such IMAA and the local school district. Currently, the IMAA website is linked to the City’s public transit site at www.rochesterbus.com. IMAA is a full service immigrant settlement agency with interpretation services providing training and information about community services and resources including job training/ education, housing, transportation, and other assistance.

Monitoring and Updating the LEP Plan

The City of Rochester Public Transit will update the LEP as required by U.S. DOT and when it is clear that higher concentrations of LEP individuals are present in The City of Rochester Public Transit service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether transit system's financial resources are sufficient to fund language assistance resources needed.
- Determine whether The City of Rochester Public Transit have fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

Dissemination of The City of Rochester Public Transit LEP Plan

A link to The City of Rochester Public Transit LEP Plan and the Title VI Plan will be included on The City of Rochester Public Transit website, www.rochesterbus.com

Any person or agency with internet access will be able to access and download the plan from The City of Rochester Public Transit website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which The City of Rochester Public Transit will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to The City of Rochester Public Transit as follows:

City of Rochester Public Transit Division
4300 East River Road
Rochester, MN 55906
507-328-2424
tknauer@rochestermn.gov

ROCHESTER-OLMSTED COUNCIL OF GOVERNMENTS

Public Involvement Policy (PIP)

April, 2013



ROCOG

Rochester-Olmsted Council of Governments

Resolution No. 2013 - 5

A RESOLUTION APPROVING THE 2013 PUBLIC INVOLVEMENT POLICY of ROCOG

WHEREAS, the governor of Minnesota and jurisdictions representing at least 75% of the population within Olmsted County organized the Rochester-Olmsted Council of Governments (ROCOG) in 1972 to serve as the MPO under 23 CFR Subpart A Part 450 for the Rochester urbanized area; and

WHEREAS, the U.S. Department of Transportation requires each Metropolitan Planning Organization (MPO) designated with the authority to carry out metropolitan transportation planning in their given urbanized area to prepare and maintain a 20-year transportation plan for that area; and

WHEREAS, in accordance with the 2012 Moving Ahead for Progress in the 21st Century, the Rochester-Olmsted Council of Governments and each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan and all activities during the planning process; and

WHEREAS, the 2013 ROCOG draft Public Involvement Policy was open to public & agency comment for a 45 day period, and there were no comments to transmit to the ROCOG Policy Board.

NOW, THEREFORE, BE IT RESOLVED, that the Rochester-Olmsted Council of Governments approves the 2013 Public Involvement Policy.

Upon motion by Mr. Lochridge, seconded by Mr. O'Leary, this
25 day of April, 2013.

ROCHESTER-OLMSTED COUNCIL OF GOVERNMENTS

By: Randy Davis Chairman

ATTEST: Philip H. Wheeler
Philip H. Wheeler, AICP, Executive Director, ROCOG

Dated: 4/25/2013

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Preparation of this document is financed in part by the Federal Highway Administration as referenced in the ROCOG 2013 Transportation Work Program under Work Task 2332. Any questions or comments in regards to the content of this document should be directed to the Rochester-Olmsted Council of Governments at 2122 Campus Drive S.E., Rochester, MN. 55904, Suite 100.

PARTICIPATION POLICY TO INVOLVE CITIZENS IN THE PROGRAMS OF THE ROCHESTER-OLMSTED COUNCIL OF GOVERNMENTS

Introduction

Though the federal legislation entitled: Moving Ahead for Progress in the 21st Century (MAP-21) was enacted into law in 2012, it was a more distant authorizing legislation that affected public participation in transportation planning the most. With the passage of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), rules and regulations for transportation planning in metropolitan communities such as Rochester changed. Subsequent legislation such as The Transportation Equity Act for the 21st Century (TEA-21) of 1998 and The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005 (SAFETEA-LU) expanded on the general intent of ISTEA. Appendix A lists the public involvement requirements put forth in MAP 21 along with pertinent language from previous federal acts.

Public Law 112-141, Moving Ahead for Progress in the 21st Century (MAP-21) continues requirements to demonstrate inclusive and open public involvement processes during all types of transportation planning. In order for member jurisdictions of the Rochester – Olmsted Council of Governments to continue to be eligible for federal transportation funding, adequate efforts need to be directed to providing the public the opportunity to participate in transportation planning decisions. Other non-member road authorities, such as Mn/DOT, also rely on ROCOG's compliance with federal guidance regarding public participation in order to maintain eligibility for spending federal transportation funds in the ROCOG area.

This document details how ROCOG will continue to involve the community in transportation planning decisions, not only to meet these federal mandates but also to improve the decisions themselves.

Some examples of language included in legislative guidance are:

- *The MPO is to develop a participation plan in consultation with interested parties that provides reasonable opportunities for all parties to comment. In general, each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.”*
- *To carry out the participation plan, public meetings are to be:*
 - *conducted at convenient and accessible locations at convenient times*
 - *employ visualization techniques to describe plans; and*
 - *make public information available in an electronically accessible format, such as on the Web*
- *The Plan is to be published and made available electronically, such as on the Web.[6001(i)]*

This document illustrates that in ROCOG’s citizen and community involvement activities, ROCOG will strive to accomplish the following:

- *to involve the community in all planning, project development, and service development activities that impact the delivery of transportation services to the citizens of this community;*
- *to provide multiple means for citizens to become involved in transportation planning efforts that are convenient to the citizenry and tailored to the levels of interest on the part of the citizens;*
- *to make information available to the citizens on both broad and specific planning issues and about the citizen involvement opportunities available. ROCOG will inform citizens not only about planning options and alternatives but also about the constraints and political considerations that affect decisions, and will provide this information in a manner that they can be easily accessed and understood; and*
- *to seek broad-based community consensus on transportation plans through a collaborative process by involving and listening to the views of citizen representatives of divergent interests and reflecting those interests in adopted plans.*

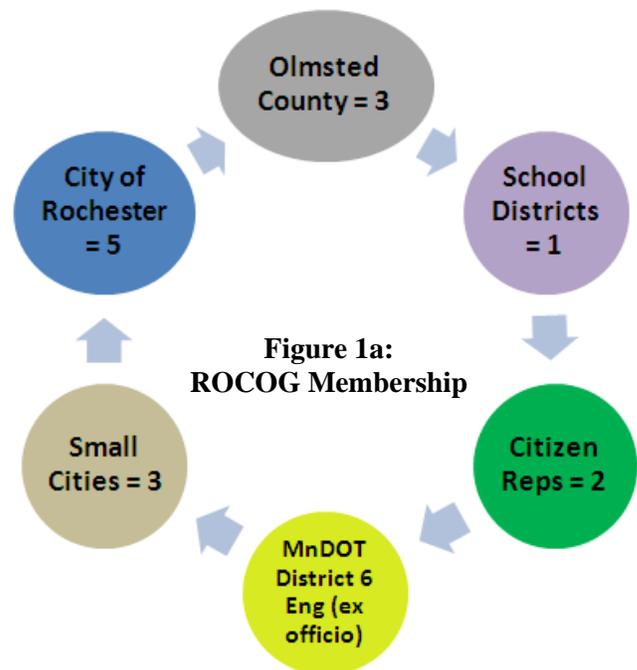
The Rochester-Olmsted Council of Governments

Leadership and oversight of the Rochester-Olmsted Council of Governments is provided by a sixteen member Policy Board with representatives from the various governmental jurisdictions within Olmsted County, as indicated in **Error!**

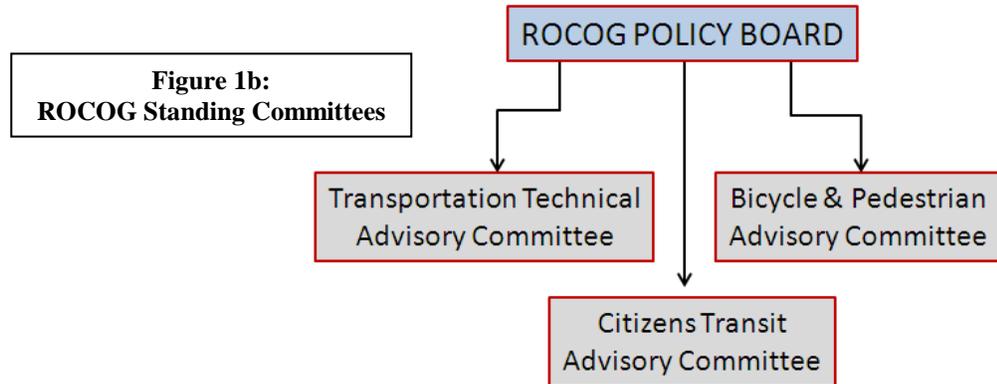
Reference source not found.a.

The Policy Board provides a forum for the various jurisdictional representatives to discuss issues of common concern in the area of transportation policy and project programming.

ROCOG is the lead agency in the community for transportation planning, and is responsible for organizing the citizen involvement process for corridor studies, sub-area transportation planning, and development of the Long Range Plan development to provide early and on-going citizen involvement. On-going operating costs for the ROCOG planning process are supported mainly with federal transportation dollars. Street/highway, bridge, transit, bike/ped, etc projects expected to be using federal transportation funds need to be included in the ROCOG Plan, be consistent with the Plan, or be approved by ROCOG.



The Policy Board is supported by the staff of the Rochester-Olmsted Planning Department, a consolidated planning agency responsible for developing plans and planning information within the county and City of Rochester. Figure 1b shows the committee structure with the 3 current standing advisory committees to the ROCOG Policy Board.



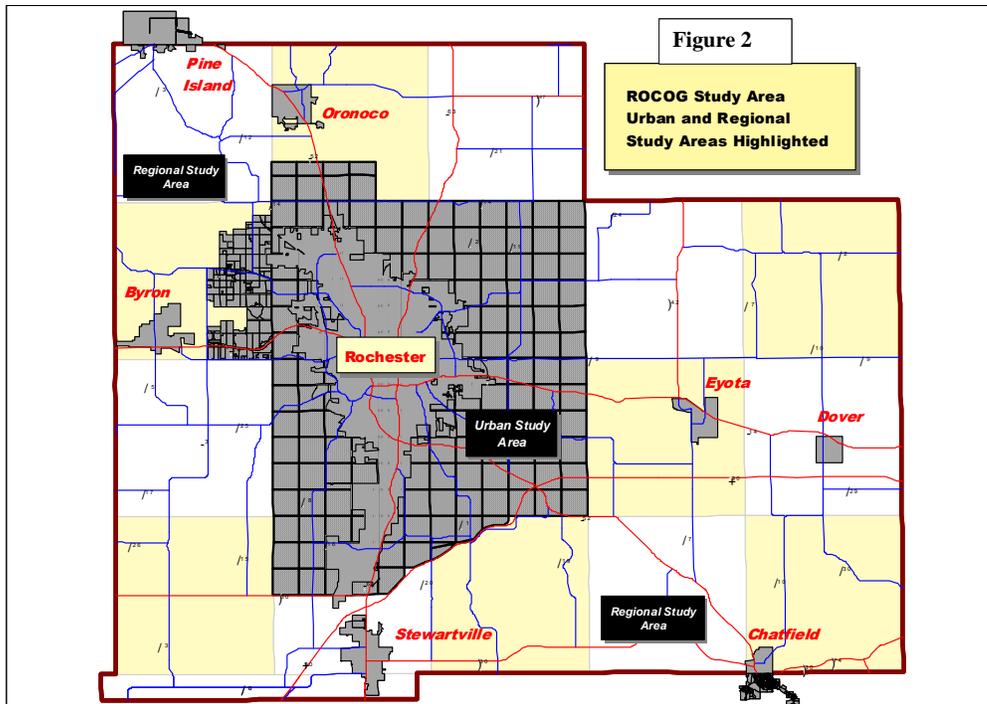
The roles and responsibilities of the standing committees are as follows:

Transportation Technical Advisory Committee (TTAC): The TTAC consists of local and state planners, engineers and transit operators from Olmsted County and the Minnesota Department of Transportation (MDOT). The TTAC reviews plans and programs from a technical perspective and makes recommendations to the ROCOG Policy Board. The TTAC was formed in 1974 as a means of providing technical review and analysis of transportation planning products. During the TTAC’s review of transportation planning products, the recommendation of the staff is considered and both recommendations are carried forward for consideration and final action by the policy board

Bicycle Pedestrian Advisory Committee (BPAC): The BPAC consists of citizen volunteers representing Olmsted County and the towns and municipalities with Olmsted County who have special interest in bicycle and pedestrian issues. This BPAC reviews transportation studies, plans and projects from a citizen perspective and makes recommendations to the Policy Board.

Citizen’s Advisory on Transit (CAT): The CAT provides advice and direction on regular route transit services serving the City of Rochester and the coordination of transportation services for elderly and low-income individuals, persons with disabilities and children at risk. The CAT makes recommendations to the City Council of Rochester, which is responsible for the operation of the regular route and dial-a-ride services in the Rochester area, as well as to the MPO Policy Board.

The **ROCOG planning area** includes the entirety of Olmsted County, as illustrated in Figure 2, with defined urban and regional study areas delineated to reflect the differing nature of transportation issues that exist in these areas.



Public Involvement Vision

As part of its planning and programming process, ROCOG will involve citizens, member jurisdictions, affected public agencies, representatives of transportation agency employees or unions, public and private providers of transportation, and other parties who have a known interest in the process.

The Public Involvement Policy focuses on ROCOG’s major actions and decisions. ROCOG will provide early and continuing public involvement opportunities throughout the planning and programming process as briefly described below:

Planning: ROCOG emphasizes engaging the public in planning studies that form the basis for later programming decisions. Planning studies include development of the Long Range Transportation Plan, corridor studies, and environmental assessment studies. These activities offer the public the earliest opportunity to participate in the development of project proposals that might eventually be programmed for funding. For special studies, ROCOG will identify and involve persons and groups that might be affected by potential changes to the particular transportation service or facility under review. Examples include adjacent property owners, neighborhood associations and businesses within the study area.

Programming: ROCOG provides opportunities for public involvement throughout the project selection, programming, and project development phases. These activities include the adoption or amendment of the Transportation Improvement Program. In programming related activities, ROCOG may partner with or rely on member jurisdictions to conduct project level public

involvement activities. In such cases, ROCOG will work with the parties to select appropriate involvement measures consistent with this policy.

Project Development: Late stage phases of project development, such as preparation of geometric layout and final design plans, generally follow a programming decision to fund the project and are not subject to this policy. Existing state and federal guidelines govern the public outreach activities that are required during these later phases. For example, ROCOG frequently works with local units of government to prepare and adopt official maps protecting needed future rights of way. The adoption process for official maps also provides opportunities for public involvement, but under a set of procedures spelled out by state law.

Consistent with Environmental Justice Executive Order (EO 12898), ROCOG will seek out and consider the needs of groups or communities not traditionally well served by existing transportation systems. These include but are not limited to low-income households and minority households. To assure adequate participation of these groups, it may be necessary to conduct outreach efforts beyond those normally conducted. At a minimum, ROCOG will identify groups that it needs to involve, add them to appropriate mailing lists, and define methods for engaging them in relevant programs or projects. A more detailed discussion of these issues is provided in the Rochester – Olmsted Council of Governments document titled *A Matter of Fairness: ROCOG's Transportation Infrastructure Environmental Justice Protocol*, dated January 21st, 2002. (*Note that this document will be updated in 2013*). Specific outreach strategies in that document are summarized in Appendix B.

Principles of Collaborative Decision Making

The following principles provide the foundation on which efforts directed towards decision making are built, which ROCOG will strive to reflect in all projects under the purview of this policy.

The *first principle* is to strive to create community ownership in ROCOG planning products. In order to accomplish this, ROCOG needs to consider and address all viewpoints, to be flexible and creative with the tools used to involve the public, and to commit to citizen involvement over the long term. These objectives have application to all phases of the plan and project development process. If successful, community ownership will lead to greater confidence and trust in the transportation investment process.

The *second principle* is to use a collaborative decision making model. Collaboration implies that our processes include the best of community based and consensus based planning principles. In order to implement ROCOG plans, the community needs to participate in defining and accept ownership in the visions, values, and strategies on which plans are based (the policy element of the plan), as well as in the facility recommendations that result from those policies.

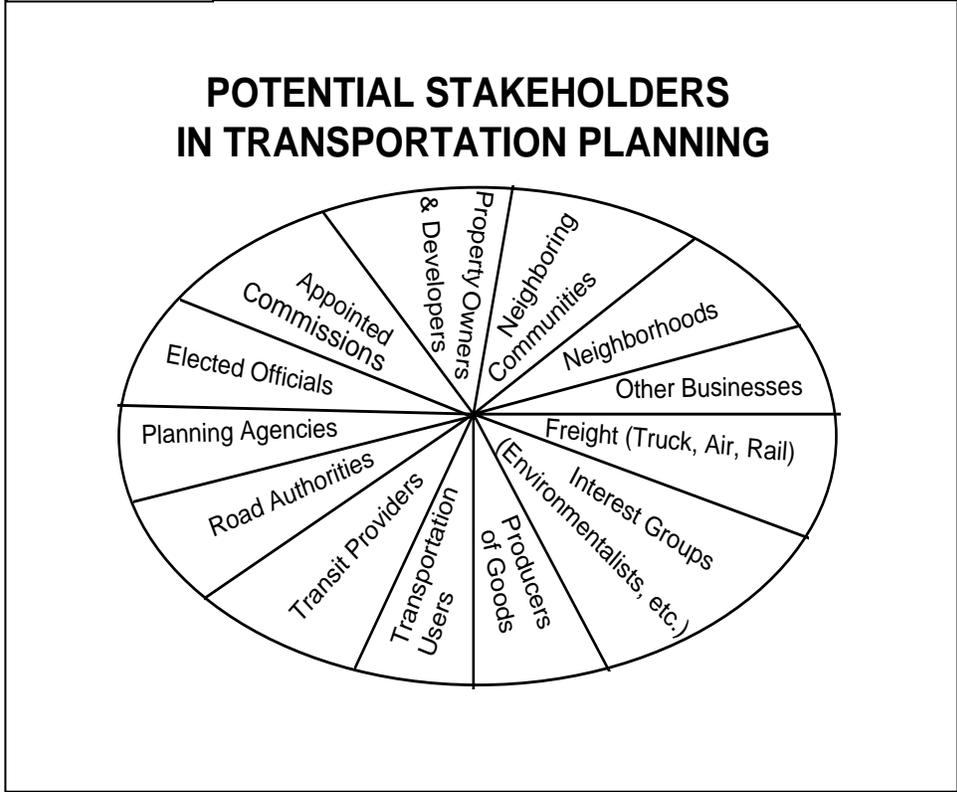
The *third principle* is respect for the interests of the larger region and of future generations in the decisions made in today's planning process.

Finally, the *fourth principle* acknowledges that while we may not always find consensus on the details of the project, it is important to establish a common set of values, visions and attitudes to better inform the decisions which must be made.

Methods of Public Involvement in ROCOG Activities

Citizen involvement needs to reflect a wide range of interests, as shown in Figure 3. ROCOG and member jurisdictions are aware of the need to also reflect the interests of those citizens less immediately affected by their decisions (such as commuters from other counties in Southeastern Minnesota).

Figure 3



Citizen and Community Notification

- Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to approval of transportation plans and improvement programs.
- Notices of meetings and the availability of reports will be disseminated through community newspapers, web sites of community based organizations (such as Rneighbors in the City of Rochester), and on the web pages of ROCOG and our partner jurisdictions.
- ROCOG will make MPO publications and major work products available at the Rochester – Olmsted Planning Department, local community libraries and on the MPO's website.
- Every attempt is made to design notifications to be easy to understand and provide adequate information and/or indicate how additional information can be obtained.
- ROCOG will distribute notices and other materials in a timely manner to interested parties and residents via US Mail or e-mail to inform them of opportunities to participate in the development of transportation plans and studies.
- Legal Notices in Newspapers: Any time ROCOG initiates a formal 30 day or 45 day public comment period, notice of the opportunity to comment will be posted in a legal ad in the area's major daily newspaper, and other local, minority or alternative language newspapers as appropriate
- Engaging the public and maintaining interest in the process will be enhanced with fact sheets, newspaper display notices at key milestones, advertisement of meetings, and coordination with existing business and community groups.
- Content of notification: notifications of public involvement activities should include the following information:
 1. What action is being undertaken and an explanation of the process.
 2. The purpose, schedule, location, and time of meetings.
 3. The location(s) where information is available.
 4. Who is holding the event/meeting
 5. Who should be interested/concerned and what are the major issues.
 6. Who may be contacted by telephone, in writing or via the internet to offer comments and/or suggestions.
 7. The comment period for written/oral comments.

Community Outreach

ROCOG staff make presentations to community groups such as the League of Women Voters, business groups, neighborhood groups, and service clubs. Staff also work with the local media on transportation-related news items and regularly posts information on the ROCOG website to ensure that the public can stay abreast of transportation planning and programming activities. In addition, since all Planning Commission and local elected board/council meetings are open to the public and covered on cable access television, ROCOG is able to use those venues as part of its public education efforts on specific plans or projects.

Identifying Interested Citizens

The process ROCOG and its member jurisdictions go through to identify “interested citizens” is an important element of the area’s citizen involvement programs. At the broad, general planning level, ROCOG and the area’s governing bodies have established procedures to ensure that any interested citizen can find out about, apply for, and be considered for appointment to advisory committees. As the geographic, functional, or modal scope of a planning project is reduced, the procedures for identifying interested citizens change from broad publication of appointment opportunities to letters to abutting property owners, open house “get involved” meetings, and similar strategies. To a certain extent, this means that for corridor studies and similar activities, citizen representatives are self-identified.

Additional Community Outreach activities include:

- Engage metropolitan area residents in the transportation planning process by informally meeting with them in their neighborhoods, at their businesses, at their schools, at their community centers, and in other locations throughout the area.
- ROCOG will rely on the citizen involvement activities of its member jurisdictions and will strive to coordinate its citizen involvement activities so as to complement, and not to duplicate, those activities.
- ROCOG will cooperate with the Minnesota Department of Transportation in both planning and citizen participation efforts.
- Rochester Chamber of Commerce Transportation Forum: The Chamber Transportation Forum provides local businesses and members of the community with an interest in the development of business opportunities in the Rochester area a voice in the transportation needs of the local economy. Monthly meetings are attended by some members of ROCOG and TTAC and provide an opportunity for discussion of important local business transportation needs.

Outreach to Under-Represented Groups

- Identify barriers to public participation for those traditionally under-represented in the transportation planning process and attempt to transcend those barriers or devise additional outreach efforts to these populations.
- Where projects involve areas with significant populations of persons of limited English language ability, interpreters will be provided for public meetings, notices, and informational materials.

Evaluation of Public Involvement Efforts

- Periodically review of the effectiveness of the public participation process, including a critical look at how much is enough, and revise public participation processes as necessary

Meeting Scheduling, Location, and Accessibility:

- Public meetings will be scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
- Location: When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the ROCOG area, the meeting or hearing will be held if possible within that geographic area or jurisdiction. Appropriate elected officials as identified in the stakeholder analysis should be consulted and/or informed of relevant outreach activities within their jurisdictions.
- Access: Public meetings will be held in locations accessible to people with disabilities and should be located near a transit route if possible.
- Continue to observe open public meeting requirements (Ch. 13D, Minnesota Statutes, known as the Minnesota Open Meeting Law).

Communication Tools

The primary means of communication with the public that ROCOG will use in its efforts to distribute information to the public will include:

- Web Resources: ROCOG will post, update, and make available project information on its web site, including such information as project overviews, project schedule information, committee meeting schedules, notices of public meetings, project reports, comment and contact links, and project-specific surveys on key issues as well as more general on-line surveys. Web resources will be made accessible to those with disabilities.
- Project Newsletters: Newsletters (paper and email) will be used to disseminate information to individuals and organizations who are part of project mailing lists or who have indicated a desire to receive information from ROCOG on transportation related topics. Newsletters will be used at key milestones in projects to inform citizens about project goals, upcoming meetings, key study findings and decision points in the project.
- Media Coordination: Press releases, meeting advertisements, and event announcements will be coordinated with appropriate media to gain broad exposure for the public process. Public access channels may be used where appropriate to broadcast information about a project. Media contacts will include newspapers and radio and television.
- Legislative Briefing: ROCOG may give legislative briefings during the course of projects when deemed appropriate to the goals of the project and identified as part of the public involvement plan for a project.

- Group Presentations: Slide shows that can be presented to business and community groups will be prepared when deemed appropriate and used in outreach efforts to distribute information on specific planning projects or the general activities of ROCOG.
- Visualization tools will be used where financially feasible to provide information that can convey the scope of improvements and impacts on the surrounding area in a manner to assist the layperson to understand the full extent of a project. This may involve the use of 2-D or 3-D maps and models, photo interpretation or other means to illustrate proposed projects, and is most likely to be used in project development activities including environmental assessment and design. Where policy or program level issues are the focus of a plan or study it is anticipated there will be limited use of rendering tools but greater use of graphics such as charts, maps, tables or illustrations highlighting typical or standard project elements.

Project Level Studies

At the project study level, including corridor and subarea studies, ROCOG typically organizes project committees composed of a mix of citizens, interested parties and jurisdictional representatives to provide guidance on the process and input into the findings and analysis of the study. Typically there will be a ***Project Steering Group*** to provide strategic direction in terms of the tasks and scope of work for the project, a ***Policy Advisory Group*** reflective of local political leadership and the key interested parties affected by the project, and a ***Technical Advisory Committee*** typically composed of engineers and planners from ROCOG and affected jurisdictions for the purpose of reviewing the technical analysis and assessments completed as part of the project. Resource agencies are invited to participate at the Policy Group or Technical Advisory group level to provide input on environmental issues that may arise as part of the project.

Another aspect of project based public involvement is the participation of the general public and any special groups, such as Environmental Justice populations in the study area. The participation of these parties is invited in a number of ways, including web input, public information meetings, public hearings, project forums or small group meetings (*see glossary for description of these public involvement methodologies*).

Responding to Public Comments and Questions

- ROCOG will document public comments received during the course of a study or an amendment to the Long Range Transportation Plan or TIP, and will document how it responded to public comments. Documentation may be accomplished in a manner appropriate to the project and the nature of the comments. Documentation may consist of

meeting minutes, a file of letters, included as a separate section or addendum to a project report, or as a special memo that summarizes the comments.

- A written summary should be provided to decision makers at key points in the planning process, such as when members of the relevant study committee must decide to narrow the range of alternatives, select a preferred alternative or make a decision of a similar nature. The written summary of comments made at a public information meeting should be provided to committee members.
- Comments should be responded to in a timely manner. As appropriate, comments and concerns may be addressed as a group rather than individually. A general summary of public comments and agency responses should be provided to participants in the regional planning process, while maintaining a complete record containing copies or transcripts of all public input for public review.



APPENDIX A: Federal Law: PUBLIC INVOLVEMENT PLAN PROVISIONS

Below take from - Moving Ahead for Progress in the 21st Century (MAP-21), of 2012:

“(6) PARTICIPATION BY INTERESTED PARTIES.—

“(A) IN GENERAL.—Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

“(B) CONTENTS OF PARTICIPATION PLAN.—A participation plan—

“(i) shall be developed in consultation with all interested parties; and

“(ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

“(C) METHODS.—In carrying out subparagraph (A), the metropolitan planning organization shall, to the maximum extent practicable—

“(i) hold any public meetings at convenient and accessible locations and times;

“(ii) employ visualization techniques to describe plans; and

“(iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information under subparagraph (A).

In addition, Taken from FHWA website in December, 2012:

Legislation, Regulations, and Guidance

In 1991 the Intermodal Surface Transportation Efficiency Act (ISTEA) extended the opportunity for public involvement into the transportation planning process. Subsequent legislation - the Transportation Equity Act for the 21st Century (TEA-21) in 1998 and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005 - continued to broaden opportunities for public participation in transportation decision-making.

Public Involvement: Key Legislation, Regulations, and Guidance

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users <(SAFETEA-LU), Public Law 109-59 (as passed by Congress and signed by President) August 10, 2005, FHWA SAFETEA-LU

Regulation

- United State Code (USC) Title 23, Sections 134 and 135
- United State Code (USC) Title 23, Sec. 128. Public hearings
- Code of Federal Regulations Title 23, Part 450
- National Environmental Policy Act
- FHWA Tribal Transportation, Consultation and Public Involvement Statutory/Regulatory Requirements: Working with Tribes within the Statewide/Metropolitan Transportation Planning Processes.
- Executive Order 12898: "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations".
- Executive Order 13166: "Improving Access to Services for Persons with Limited English Proficiency" August 11, 2000.

Past Legislation

- The Transportation Equity Act for the 21st Century (TEA-21) of 1998, Public Law 105-178, June 9, 1998, FHWA TEA-21.
- Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, Pub. L. No. 102-240, December 18, 1991.
- Intermodal Surface Transportation Efficiency Act of 1991 Information
- FHWA/FTA Questions and Answers on Public Involvement in Transportation Decisionmaking (1995)

Further, taken from ISTEA:

(1) Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing Involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:

(i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

(ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);

(iii) Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;

(iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));

(v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;

(vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;

(vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;

(viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;

(ix) Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

(x) These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decision-making processes;

(xi) Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs;

APPENDIX B: OUTREACH TO ENVIRONMENTAL JUSTICE POPULATIONS

The following material is reproduced from document titled *A Matter of Fairness: ROCOG's Transportation Infrastructure Environmental Justice Protocol*, dated January 21st, 2002

NOTE: This excerpt will be updated after the ROCOG Environmental Justice document is updated later in 2013.

Outreach to Environmental Justice Populations

At the project level, ROCOG will encourage road authorities and other transportation service providers to identify a range of options for mitigating adverse impacts of transportation investments, relying on standard engineering practices as the source for those options. In addition, ROCOG area communities are committed to involving affected neighborhoods in refining and advising on selection of preferred options.

At the plan and program levels, ROCOG will adhere to the strategies identified in the ROCOG Citizen Participation element of the Long Range Plan to involve persons of diverse backgrounds and interests in its advisory committees and to fully involve the general public in its public outreach efforts. Efforts to involve disadvantaged populations generally and environmental justice communities specifically in transportation mitigation efforts at the project level will include the measures described below.

4.1 General

In addition to the special outreach efforts to disadvantaged populations described in the ROCOG Citizen Participation element of the Long Range Plan, development of mitigation efforts will include notices of meetings and other materials sent directly to tenants and owners of property in the area affected by the proposed mitigation. For areas served by neighborhood associations, ROCOG will also contact neighborhood associations serving geographic areas that include environmental justice populations, including the Kutzky Park Neighborhood Association; the East Side Pioneers Neighborhood Association; the Southeast Settlers Neighborhood Association; the Goose Egg Park Neighborhood Association; and the Rochester Neighborhood Resource Center.

4.2 Low Income

ROCOG will involve the following community organizations in plan and program level efforts and will rely on these organizations to assist in contacting and advocating for low income populations in the ROCOG area:

- the Olmsted County Community Action Program;
- the Olmsted County Housing and Redevelopment Authority;
- Channel One, Inc. (the local food shelf);
- the Salvation Army;
- Family Service Rochester;
- Lutheran Social Services;
- Southeast Minnesota Workforce Center; and
- Catholic Charities.

In addition, when transportation investments affect employers with significant numbers of low wage employees, ROCOG will contact those employers to ask for assistance in contacting their employees and providing information about projects and mitigation options.

4.3 Race and Ethnicity

ROCOG will involve the following community organizations in plan and program level efforts and will rely on these organizations to assist in contacting and advocating for ethnic and racial minority populations in the ROCOG area:

- the Olmsted County Community Action Program;
- the Rochester branch of the NAACP;
- the Rochester – Olmsted County Diversity Council;
- the Intercultural Mutual Assistance Association;
- the Rochester International Association;
- and faith organizations serving minority communities, especially religious institutions serving recent immigrants to the ROCOG area (see below).

4.4 Refugee and Immigrant Status

ROCOG will involve the following community organizations in plan and program level efforts and will rely on these organizations to assist in contacting and advocating for ethnic and racial minority populations in the ROCOG area:

- the Intercultural Mutual Assistance Association,
- the Rochester Islamic Center,
- the Buddhist Support Society,
- Somali Refugee Resettlement,
- the Rochester International Association,
- the Olmsted County Community Action Program,
- the Rochester School District English for Speakers of Other Languages (ESOL) and Adult Basic Education programs,
- Lutheran Social Services, and
- Catholic Charities.

ROCOG will also work through employers and apartment management companies to distribute information. Because a number of recent refugees and immigrants have limited English language ability, ROCOG's outreach measures will include efforts to provide translation and interpreter services at meetings and in other written and oral contacts.

4.5 Elderly Status

ROCOG will involve the following community organizations in plan and program level efforts and will rely on these organizations to assist in contacting and advocating for ethnic and racial minority populations in the ROCOG area:

- Elder Network,
- Family Service Rochester,
- the Senior Citizens Services, Inc., and
- owners and tenant groups in senior housing complexes.

ROCOG's outreach measures will include efforts to overcome barriers to participation through such measures as the use of TDD devices.

4.6 Other Groups not Concentrated in Neighborhoods

ROCOG will make special efforts to involve other populations in its planning efforts, where those groups have a potential to have special transportation needs or increased risk of adverse impacts. To accomplish this, ROCOG will make efforts to involve representatives of the following groups whenever changes in services or other transportation projects may affect their interests.

- disabled individuals (representatives could include Southeast Minnesota Center for Independent Living, Possibilities of Southern Minnesota, Family Service Rochester, the National Alliance for the Mentally Ill, and operators of transitional housing for chemically dependent and others recovering from impairment);
- children (who could be represented by youth and child service and advocacy organizations such as Childcare Resource and Referral, the Olmsted County Youth Commission, Boys and Girls Clubs, and the Rochester Area Family Y; and/or by area school districts);
- residents of group quarters and transitional housing;
- landlords and tenants of low income housing; and
- employers and employees of industries with high proportions of low-wage and off-shift workers.

APPENDIX C: GLOSSARY

Access/Accessibility — The opportunity to reach a given end use within a certain time frame, or without being impeded by physical, social or economic barriers.

Alternative Modes of Transportation — Forms of transportation that provide transportation alternatives to the use of single-occupant automobiles. Examples include: rail, transit, carpools, bicycles and walking.

Amendment - A major change in the approved TIP or Plan that requires public review and comment and approval by ROCOG.

American Association of State Highway and Transportation Officials (AASHTO) — A nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia and Puerto Rico.

Americans with Disabilities Act (ADA) — Federal civil rights legislation for persons with disabilities, signed into law in 1990, that prohibits discrimination specifically in the areas of employment, public accommodation, public services, telecommunications and transportation. Transportation requirements include the provision of “comparable paratransit service” that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

Arterial Street — A class of street serving major traffic movements (higher-speed, high volume) for travel between major points.

Attainment Area — An area considered to have air quality that meets or exceeds the U.S. Environmental Protection Agency (EPA) health standards used in the Clean Air Act. Non-attainment areas are areas considered not to have met these standards for designated pollutants. An area may be an attainment area for one pollutant and a non-attainment area for others. ROCOG is in attainment.

Capacity — A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period. The maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic and control conditions; usually expressed as vehicles per hour or persons per hour.

Capital Improvement Program (CIP) — A plan for future capital infrastructure and program expenditures which identifies each capital project, its anticipated start and completion and allocates existing funds and known revenue sources for a given period of time. Most local governments have a CIP.

Citizen Advisory Committee (CAC) – Selected for a specific issue, project or process, a group of citizens volunteer or are appointed by ROCOG to represent citizen interests on regional transportation issues.

Clean Air Act (CAA)— Federal statutes established by the United States Congress which set the nation’s air quality goals and the process for achieving those goals. The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 version of the law. The 1990 Clean Air Act Amendments are the most far-reaching revisions of the 1970 law.

Congestion— A condition under which the number of vehicles using a facility is great enough to cause reduced speeds and increased travel times.

Congestion Mitigation and Air Quality Improvement Program (CMAQ) — A categorical Federal-aid funding program created with the ISTEA. Directs funding to projects that contribute to meeting National air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (single occupant vehicles).

Consensus process – A collaborative decision making process in which a large group, broadly representative of the widest possible range of opinion on an issue, meet in large and small groups to identify issues and reach decisions reflective of all the interests represented.

Context Sensitive Solution (CSS) — A collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist.

Design Standards— Standards that are met when a new road is constructed, or when a deficient section is improved. These standards pertain to all relevant geometric and structural features required to provide a desired level of service over the life of the project. The life of the project is generally 20 years beyond its implementation.

Environmental Assessments (EA) — Prepared for federal actions under the National Environmental Policy Act (NEPA) where it is not clearly known how significant the environmental impact might be. If, after preparing an environmental assessment, it is determined that the project impact is significant, an Environmental Impact Statement (EIS) is then prepared. If not, a “finding of no significant impact” (FONSI) is documented.

Environmental Impact Statements (EIS)— Prepared for federal actions that have a significant effect on the human and natural environment. These are disclosure documents prepared under the National Environmental Policy Act (NEPA) that provide a full description of the proposed project, the existing environment and analysis of the anticipated beneficial and adverse environmental effects of all reasonable alternatives. There are various stages — Draft EIS and Final EIS.

Environmental Justice (EJ)— Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

Environmental Protection Agency (EPA) — The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act and others. EPA is the source agency of air quality control regulations affecting transportation.

Federal Highway Administration (FHWA) — A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads and bridges. .

Federal Transit Administration (FTA) — A branch of the U.S. Department of Transportation that is the principal source of federal financial assistance to America's communities for planning, development and improvement of public or mass transportation systems.

Financial Planning — The process of defining and evaluating funding sources, sharing the information and deciding how to allocate the funds.

Financial Programming — A short-term commitment of funds to specific projects identified in the regional Transportation Improvement Program (see TIP).

Fiscal or Financial Constraint — Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

Forum: A public meeting in which a panel presents divergent opinions on an issue, followed by a public discussion either as questions and answers or in small group discussions with reporting to the larger group

Geographic Information System (GIS) — Computerized data management system designed to capture, store, retrieve, analyze and display geographically referenced information.

High-Occupancy Vehicle (HOV) — Vehicles carrying two or more people. The number that constitutes an HOV for the purposes of HOV highway lanes may be designated differently by different transportation agencies.

Intelligent Transportation Systems (ITS) — the application of advanced technologies to improve the efficiency and safety of transportation systems.

Intermodal— The ability to connect and the connections between modes of transportation.

Level of Service (LOS) — a qualitative rating of how well a unit of transportation supply (e.g. street, intersection, bikeway, etc) serves its current or projected demand. LOS A = free-flow condition (32 percent of capacity); B = reasonably free-flow conditions (51 percent); C = operation stable but becoming more critical (75 percent); D = lower speed range of stable flow (92 percent); E = unstable flow (100 percent); F = forced flow; >100 percent of capacity, stop–

and-go operation.

Long Range Transportation Plan (LRTP) – The official intermodal transportation plan developed and adopted through the metropolitan transportation planning process for the metropolitan planning area which provides guidance in the development of an efficient transportation system over a period of 20 years.

Maintenance Area — Maintenance area is any geographic region of the United States previously designated non-attainment pursuant to the CAA Amendments of 1990 and subsequently re-designated to attainment subject to the requirement to develop a maintenance plan under section 175A of the CAA, as amended.

Metropolitan Planning Organization (MPO) — An MPO is a planning agency established by federal law to assure a continuing, cooperative and comprehensive transportation planning process takes place that results in the development of plans, programs and projects that consider all transportation modes and supports the goals of the community. Any urbanized area or contiguous urbanized areas, as defined by the U.S. Census Bureau, containing a population of greater than 50,000 are required to have an MPO. ROCOG is the MPO for Rochester and Olmsted County.

Minnesota Department of Transportation (MnDOT) — The State agency that manages the highway system within Minnesota. MnDOT's mission is to plan, implement, maintain and manage an integrated transportation system for the movement of people and products, with emphasis on quality, safety, efficiency and the environment for citizens. MnDOT is the administrative agency that responds to policy set by the Minnesota Legislation.

Mode, Intermodal, Multimodal — Form of transportation, such as automobile, transit, bicycle and walking. Intermodal refers to the connections between modes and multimodal refers to the availability of transportation options within a system or corridor.

National Environmental Policy Act of 1969 (NEPA) — An established national environmental policy requiring that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.

National Historic Preservation Act (NHPA) — Law requiring federal agencies to consider the potential effect of a project on a property that is registered on or eligible for the National Register of Historic Places. If effects are identified, federal and state agencies and the public must identify means to mitigate the harm.

Non-attainment — Any geographic area that has not met the requirements for clean air as set out in the Clean Air Act of 1990. An area can at the same time be classified as in attainment for one or more air pollutants and as a non-attainment area for another air pollutant.

Open House — A poster session providing an opportunity for distributed question and answer exchanges and for direct recording of citizen concerns

Paratransit — Alternative known as "special or specialized" transportation, which often includes flexibly scheduled and routed transportation services. These services use low capacity vehicles such as vans to operate within normal urban transit corridors or rural areas. Services usually cater to the needs of persons whom standard mass transit services would serve with difficulty, or not at all. Common patrons are the elderly and persons with disabilities.

Planning Funds (PL) — Primary source of funding for metropolitan planning designated by the FHWA.

Public Hearing — A more or less formal public meeting hosted by the project oversight committee at which testimony for the record is submitted. In the ROCOG area, public hearings are still fairly informal.

Public Information Meeting — An informal public meeting hosted by the project oversight committee featuring a presentation followed by an opportunity for public questions (which are answered if possible) and other testimony

Right-of-Way (ROW) — Public space legally established for the use of pedestrians, vehicles, or utilities. Right-of-way typically includes the street, sidewalk and buffer strip areas.

Rural Planning Organization (RPO) — An organization similar to an MPO, composed of representatives of rural local governments and appointed representatives from the geographic area covered by the organization with the purpose of involving local officials in multi-modal transportation planning through a structured process.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) — Authorizes the Federal surface transportation programs for highways, highway safety, and transit for the five-year period 2005-2009.

Sample Survey — A questionnaire administered to a large group of citizens selected scientifically so as to be representative of the population of citizens of interest. ROPD surveys (whether by mail or phone) typically have response rates ranging from 50% to 75%.

Stakeholders — Individuals and organizations involved in or affected by the transportation planning process. Include federal/state/local officials, MPOs, transit operators, freight companies, shippers, and the general public.

Surface Transportation Program (STP) — Federal-aid highway funding program that funds a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike and pedestrian facilities.

Task Force — An advisory committee established for a defined term for a specific purpose, after which accomplishing the committee is disbanded

Title VI — Title VI of the Civil Rights Act of 1964. The legislation prohibits discrimination in any program receiving federal assistance.

Transportation Conformity — Process to assess the compliance of any transportation plan, program, or project with air quality implementation plans. The conformity process is defined by the Clean Air Act.

Transportation Demand Management (TDM) — “Demand-based” techniques that are designed to change travel behavior in order to improve the performance of transportation facilities and to reduce the need for additional road capacity. Methods include the use of alternative modes, ride-sharing and vanpool programs and trip-reduction programs and/or ordinances.

Transportation disadvantaged/persons — potentially under-served by the transportation system are identified in the SAFETEA-LU planning regulations as those individuals who have difficulty in obtaining transportation because of their age, income, physical or mental disability. This includes, but is not limited to, low-income and minority households. Persons who are unable to own and/or operate a private automobile (e.g., youth, the elderly and the disabled) also may be included in this category.

Transportation Improvement Program (TIP) — A staged, multiyear (typically three to five years) listing of surface transportation projects proposed for federal, state and local funding within a metropolitan area. MPOs are required to prepare a TIP as a short-range programming document to complement its long-range transportation plan. The TIP contains projects with committed funds over a multiyear period (five years).

Transportation Management Area (TMA) — All urbanized areas over 200,000 in population and any other area that requests such designation. The MPO is responsible for transportation planning with a TMA.

Transportation Planning — A collaborative process of examining demographic characteristics and travel patterns for a given area. This process shows how these characteristics will change over a given period of time and evaluates alternatives for the transportation system of the area and the most expeditious use of local, state and federal transportation funding. Long-range planning is typically done over a period of 25 years; short-range programming of specific projects usually covers a period of 3 to 5 years.

Transportation Planning Work Program (TPWP) — The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

Transportation Technical Advisory Committee (TTAC) – A standing committee established by ROCOG with wide representation of local and state transportation planners, engineers, and transit operators who provide technical input regarding transportation plans and programs and make recommendations to the ROCOG Policy Board.

Urbanized Area — Area that contains a city of 50,000 or more population plus incorporated surrounding areas meeting size or density criteria as defined by the U.S. Census.

Vehicle Miles of Travel (VMT) — The sum of distances traveled by all motor vehicles in a specified region.

APPENDIX D: ROCOG Coordination with Community Planning

The ROCOG transportation planning function is staffed by the Rochester-Olmsted Planning Department (ROPD) which also serves as the planning agency for both the City of Rochester and Olmsted County. This integrated staffing arrangement insures that the ROCOG planning program and related citizen participation processes are fully integrated into the community planning process. In fact, processes are coordinated to the extent that in most cases involving transportation planning, hearings and other public involvement opportunities are conducted jointly among ROCOG, the City of Rochester, and Olmsted County.

ROPD was formed in 1975 through the merger of the Olmsted County Department of Development and the Rochester Planning Department. The combined department provides planning and related services under the administrative direction of the Planning Administrative Services Committee (PASC), which has the charge of setting the department's budget and work program within the constraints established by the County's levy for the department. Figure 3 illustrates the relationships among local jurisdictions, ROCOG, and the services provided by the ROPD.

By forming a joint planning agency, the community has created a geographically integrated planning system with a comprehensive approach to all phases of the planning and community development process. Planning can be carried out on a community-wide basis, for the most part without regard to jurisdictional boundaries. Particularly in planning for the overall settlement pattern of the County, the cities, townships, and County can work with one planning system to create the growth management system necessary for orderly development.

The Planning Department not only prepares the ROCOG long range transportation plan, it also coordinates the transportation improvement program to schedule project construction, develops official maps protecting future rights of way, drafts subdivision ordinances to ensure that standards related to street construction and right of way dedication are in place and consistent with the goals of LRTP, and reviews individual plats and site plans in light of requirements related to access management, street design, adequate public facility standards, traffic impacts, and non-motorized and transit service standards.

Figure 3

