

# **TRANSPORTATION PLANNING WORK PROGRAM AND BUDGET**

**FY 2018**



**March 3, 2017**

**DRAFT**

**Akron Metropolitan Area Transportation Study**

806 CitiCenter / 146 South High Street / Akron, Ohio 44308-1423

Phone – 330-375-2436

Fax – 330-375-2275

E-Mail - [amats@akronohio.gov](mailto:amats@akronohio.gov)

Web - [www.amatsplanning.org](http://www.amatsplanning.org)

**FISCAL YEAR 2018  
TRANSPORTATION PLANNING  
WORK PROGRAM  
AND  
BUDGET**

**AMATS**

**March 3, 2017**

**Draft**

This report was prepared by the Akron Metropolitan Area Transportation Study (AMATS) in cooperation with the U.S. Department of Transportation, the Ohio Department of Transportation, and the Village, City and County governments of Portage and Summit Counties and the Chippewa and Milton Township areas of Wayne County.

The contents of this report reflect the views of AMATS, which is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official view and policies of the Ohio and/or U.S. Department of Transportation. This report does not constitute a standard, specification or regulation. Title VI of the Civil Rights Act of 1964 requires that AMATS shall not, on the basis of race, color, religion, national origin or sex, exclude anyone from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## TABLE OF CONTENTS

	<u>Page</u>
Transportation Planning Activities - FY 2018 .....	3
Overview .....	3
Major Products & Activities .....	5
AMATS Staff FY 2018 .....	7
FY 2018 Summary of Regional Transportation Planning Work Elements .....	8
FY 2018 AMATS Staff Planning Work Elements .....	9
Issues, Problems, Opportunities .....	10
Goals .....	10
FY 2018 Work Elements .....	12
FY 2018 AMATS Indirect Fixed Rate .....	30
Budget Table I (FY 2018 AMATS Area Budget) .....	31
Budget Table II (AMATS Responsibility FY 2018) .....	33
Budget Table III (Fund Use by Performing Agency FY 2018) .....	34
Local Share Table .....	35
Title VI Base Line Assessment .....	36

## **TRANSPORTATION PLANNING ACTIVITIES - FY 2018**

### **OVERVIEW**

Efficient use of limited planning resources requires concentration on critical planning issues and problems. The Transportation Planning Work Program and Budget identifies needed planning activities by coordinating many federal, state, regional, and local planning programs. It encourages a comprehensive approach to all functional planning activities of the agencies involved.

The Ohio Department of Transportation (ODOT) coordinates the preparation and approval of all work programs and budgets in Ohio. As the metropolitan planning organization (MPO) designated by the Governor of Ohio to receive planning funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the Metropolitan Transportation Policy Committee of the Akron Metropolitan Area Transportation Study (AMATS) is responsible for preparing the Transportation Planning Work Program and Budget for Portage and Summit Counties and the Chippewa and Milton Township areas of Wayne County.

This Transportation Planning Work Program and Budget implements the overall transportation planning process that is described in the *Prospectus*, last updated in 1996; and the February 14, 2007, Federal Register, vol. 72, no. 30: *U.S. Department of Transportation (US DOT) Statewide Transportation Planning: Metropolitan Transportation Planning Final Rule*. Specific responsibilities, financial participation, and timing are identified and described in the Work Program.

The Transportation Planning Work Program and Budget has several major priorities. It:

1. Reflects the planning requirements and goals of the Fixing America's Surface Transportation (FAST) Act, signed into law on December 4, 2015, and contains many of the same provisions of the previous law, the Moving Ahead for Progress in the 21st Century Act (MAP-21).
2. Carries out the requirements of the urban transportation planning process in compliance with the US DOT Statewide Planning and Metropolitan Planning Rules.
3. Assists the Ohio Environmental Protection Agency (OEPA) in maintaining the transportation portion of the State Implementation Plan (SIP) for Summit and Portage Counties.
4. Ensures that the planning requirements for Transportation Management Areas (TMA) are completed.
5. Conducts studies that identify transportation deficiencies.
6. Maintains the Transportation Improvement Program (TIP), which allocates the federal funds that the area receives.

7. Evaluates the air quality, energy and environmental justice impacts of transportation plans and programs.
8. Supports local planning and project implementation efforts by providing staff services, plan implementation assistance, and dissemination of data.
9. Supports effective management of the sub-allocated federal funds received by AMATS, and supports the monitoring and expediting of projects that use these funds.
10. Works with other agencies to update land use and socio-economic information for the AMATS area.
11. Supports operational planning efforts of METRO RTA and PARTA.
12. Maintains a Traffic Congestion Management Process.
13. Assists in the administration of the statewide Congestion Mitigation/Air Quality (CMAQ) Program in the AMATS area.
14. Assists in the implementation of the Coordinated Public Transit / Human Services Transportation Plan.
15. Administers the OhioRideshare Program, encouraging people to carpool and use transit service.
16. Maintains a Regional Transportation Plan, *Transportation Outlook: 2040*, which meets the transportation needs of people living and working in the AMATS area.
17. Assists ODOT and project sponsors by coordinating major investment studies.
18. Assists the Transportation Review Advisory Council (TRAC) by prioritizing major/new construction projects.
19. Maintains computer traffic modeling capability.
20. Maintains the regional ITS architecture.

The overall benefits to be derived from the FY 2018 Transportation Planning Work Program and Budget will be the maintenance of effective and ongoing long-range and short-range elements of the transportation planning process. This process will result in the determination of local transportation needs, identification of priorities, and development of transportation improvement projects consistent with needs, priorities, funding and performance. This will ensure that project sponsors in the AMATS area will be eligible to receive federal financial assistance to implement projects.

The major source of funding for activities listed in the Work Program is United States Department of Transportation (USDOT) Consolidated Planning funding. Other sources of revenue include federal Congestion Mitigation/Air Quality (CMAQ) funds, as well as state and

local funds. These funds must be matched by state and local funds at a percentage rate of 80/10/10. Remaining funds from the current fiscal year (FY 2016) will be carried over on July 1, and may be used through December 31, 2017.

Local funds are contributed by each individual member of AMATS. Each member's contribution is based on the AMATS dues structure established by the Policy Committee in 2005. State funds are provided by ODOT.

AMATS will continue to utilize a portion of its sub-allocated CMAQ funds to maintain and promote the web-based OhioRideshare ride-matching service, as well as promote air quality improvements through the increased use of bicycle and pedestrian facilities.

The FHWA and FTA will benefit from the following planning activities:

1. Transportation air quality planning
2. TIP maintenance
3. Regional Transportation Plan maintenance
4. Rideshare program implementation and the advocacy of alternative forms of transportation
5. Congestion Management Process planning that includes TSM considerations
6. Transportation disadvantaged planning
7. Safety planning
8. Security planning
9. Land use and transportation integration
10. Development, integration and monitoring of performance measures consistent with MAP-21 and the FAST Act

Coordination between AMATS and ODOT is accomplished through the relationship with ODOT District 4. In addition, coordination is maintained, and assistance is provided to AMATS, by the ODOT Offices of Systems Planning and Program Management, Production, Statewide Planning & Research and Transit.

## **MAJOR PRODUCTS & ACTIVITIES**

The AMATS Transportation Planning Work Program and Budget will produce several major products and activities including:

- Maintaining the FY 2018-2021 Transportation Improvement Program as amended
- Soliciting applications for new projects using STP and TAP funding
- Implementing the newly-approved Regional Transportation Plan: *Transportation Outlook 2040*
- Developing demographic and land use data for the next Regional Transportation Plan
- Management of allocations from the several FHWA and FTA Programs
- Participating in the statewide CMAQ Discretionary Funds Program
- Monitoring projects that use federal funds sub-allocated to AMATS
- Integrating and monitoring performance measures as part of the Plan and TIP processes consistent with the FAST Act
- Updating the region's transportation planning agreements in coordination with ODOT
- Reviewing and updating metropolitan planning public involvement

## **MAJOR PRODUCTS & ACTIVITIES - continued**

- Traffic Counts
- Directing the Rideshare and Air Quality Advocacy Programs
- 2017 AMATS Annual Report
- *AMATS Transportation Newsletter* and Web Updates
- Updating the *Coordinated Public Transit / Human Services Transportation Plan*
- Soliciting applications for new projects using FTA Section 5310 (Specialized Transportation Program) funding

**AMATS STAFF  
FISCAL YEAR 2018**

<b>POSITION</b>	<b>NAME</b>	<b>PERCENTAGE OF TIME SUPPORTED BY AMATS IN FY 2017</b>
Director	Curtis A. Baker	100%
Transportation Planning Administrator	Vacant	100%
City Planner IV	Vacant	100%
City Planner IV	Vacant	100%
City Planner IV	Vacant	100%
City Planner III	Jeff Gardner	100%
City Planner III	Seth Bush	100%
City Planner II	Vacant	100%
City Planner II	Heather Reidl	100%
City Planner I	Eugene Paczelt	100%
City Planner I	Vacant	100%
Civil Engineer II	Vacant	100%
Engineering Tech II	Vacant	100%
Planning Aide I	Wali Rahim	100%
Planning Aide I	Vacant	100%
Planning Aide III	Vacant	100%
Public Information Specialist II	Kerry Prater	100%
Transportation Designer II	Amy Prater, P.E.	100%
Transportation Designer II	Dave Pulay, P.E.	100%
Transportation Engineer	Vacant	100%
Transportation Planner III	Phyllis Jividen	100%
Transportation Planner III	Vacant	100%
Administrative Assistant III	Martha Chandler	100%
Secretary I	Vacant	100%

**FY 2018**  
**SUMMARY OF REGIONAL TRANSPORTATION PLANNING WORK ELEMENTS**

		<u>PROGRAM BUDGET</u>	<u>FUNDING SOURCE<sup>1</sup></u>	<u>AGENCY PERFORMING PLANNING</u>
<b><u>601</u></b>	<b><u>SHORT RANGE PLANNING</u></b>			
	601.71 Short Range Planning (Carryover)	\$200,000	F/O/A	AMATS
	601.81 Short Range Planning	\$375,000	F/O/A	AMATS
<b><u>602</u></b>	<b><u>TRANSPORTATION IMPROVEMENT PROGRAM</u></b>			
	602.81 Transportation Improvement Program	\$225,000	F/O/A	AMATS
<b><u>605</u></b>	<b><u>CONTINUING PLANNING – SURVEILLANCE</u></b>			
	605.81 Transportation System Update	\$180,000	F/O/A	AMATS
<b><u>610</u></b>	<b><u>CONTINUING PLANNING – REVIEW &amp; REAPPRAISAL</u></b>			
	610.81 Transportation Plan Update	\$330,000	F/O/A	AMATS
<b><u>625</u></b>	<b><u>SERVICE</u></b>			
	625.71 Service (Carryover)	\$200,000	F/O/A	AMATS
	625.81 Service	\$315,000	F/O/A	AMATS
<b><u>665</u></b>	<b><u>SUPPLEMENTAL PLANNING – PERF. MEASURES</u></b>			
	665.61 Regional Transp. Plan Perf. Measures (Carryover)	\$25,000	STP	AMATS
<b><u>667</u></b>	<b><u>OHIORIDEShare AND AQ ADVOCACY</u></b>			
	667.71 OhioRideshare Program (PID #95256)	\$25,000	CMAQ	AMATS
	667.81 OhioRideshare Program (PID #97829)	\$50,000	CMAQ	AMATS
	667.62 Air Quality Advocacy Program (PID #95258)	\$15,000	CMAQ	AMATS
	667.72 Air Quality Advocacy Program (PID #95259)	\$70,000	CMAQ	AMATS
	667.72 Air Quality Advocacy Program (PID #97832)	\$70,000	CMAQ	AMATS
<b><u>674</u></b>	<b><u>TRANSIT EXCLUSIVE</u></b>			
	674.81 METRO RTA Planning	\$740,000	M	METRO
	674.82 PARTA Planning Activities	\$75,000	P	PARTA
<b><u>682</u></b>	<b><u>LOCAL EXCLUSIVE</u></b>			
	682.81 Local	\$25,000	A	AMATS
<b><u>697</u></b>	<b><u>PERIODIC REPORT</u></b>			
	697.81 AMATS Transportation Newsletter/Annual Rpt.	\$47,871	F/O/A	AMATS
	<b>TOTAL</b>	<b>\$2,967,871</b>		

<sup>1</sup> Funding Source:

F - U.S. DOT Planning

O - ODOT

CMAQ - Congestion Mitigation Air Quality

STP – Surface Transportation Program

A - AMATS Local Share

M - METRO Local Share

P - PARTA Local Share

**FY 2018**  
**AMATS STAFF PLANNING WORK ELEMENTS**

		<u>PROGRAM BUDGET</u>	<u>FUNDING SOURCE<sup>1</sup></u>	<u>AGENCY PERFORMING PLANNING</u>
<b><u>601</u></b>	<b><u>SHORT RANGE PLANNING</u></b>			
	601.71 Short Range Planning (Carryover)	\$200,000	F/O/A	AMATS
	601.81 Short Range Planning	\$375,000	F/O/A	AMATS
<b><u>602</u></b>	<b><u>TRANSPORTATION IMPROVEMENT PROGRAM</u></b>			
	602.81 Transportation Improvement Program	\$225,000	F/O/A	AMATS
<b><u>605</u></b>	<b><u>CONTINUING PLANNING – SURVEILLANCE</u></b>			
	605.81 Transportation System Update	\$180,000	F/O/A	AMATS
<b><u>610</u></b>	<b><u>CONTINUING PLANNING – REVIEW &amp; REAPPRAISAL</u></b>			
	610.81 Transportation Plan Update	\$330,000	F/O/A	AMATS
<b><u>625</u></b>	<b><u>SERVICE</u></b>			
	625.71 Service (Carryover)	\$200,000	F/O/A	AMATS
	625.81 Service	\$315,000	F/O/A	AMATS
<b><u>665</u></b>	<b><u>SUPPLEMENTAL PLANNING – PERF. MEASURES</u></b>			
	665.61 Regional Transp. Plan Perf. Measures (Carryover)	\$25,000	STP	AMATS
<b><u>667</u></b>	<b><u>OHIORIDEShare AND AQ ADVOCACY</u></b>			
	667.71 OhioRideshare Program (PID #95256)	\$25,000	CMAQ	AMATS
	667.81 OhioRideshare Program (PID #97829)	\$50,000	CMAQ	AMATS
	667.62 Air Quality Advocacy Program (PID #95258)	\$15,000	CMAQ	AMATS
	667.72 Air Quality Advocacy Program (PID #95259)	\$70,000	CMAQ	AMATS
	667.72 Air Quality Advocacy Program (PID #97832)	\$70,000	CMAQ	AMATS
<b><u>682</u></b>	<b><u>LOCAL EXCLUSIVE</u></b>			
	682.81 Local	\$25,000	A	AMATS
<b><u>697</u></b>	<b><u>PERIODIC REPORT</u></b>			
	697.81 AMATS Transportation Newsletter/Annual Rpt.	\$47,871	F/O/A	AMATS
	<b><u>TOTAL</u></b>		<b><u>\$2,152,871</u></b>	

<sup>1</sup> Funding Source:

F - U.S. DOT Planning

A - AMATS Local Share

O - ODOT

M - METRO Local Share

CMAQ - Congestion Mitigation Air Quality

P - PARTA Local Share

STP - Surface Transportation Program

## 600 TRANSPORTATION

### **ISSUES, PROBLEMS, OPPORTUNITIES**

- Land use and development patterns are shaped by, and in turn, stimulate reliance upon the automobile as the dominant mode of travel.
- Transportation needs transcend the political, modal and financial limitations of the implementing agencies.
- Many residents who do not have access to, or cannot use, an automobile do not have sufficient mobility to satisfy their basic social, economic and personal needs.
- Implementation of capital-intensive improvements using federal funds is time-consuming, costly and subject to extensive federal requirements.
- State and local funds available for matching are limited.
- The Federal Clean Air Act Amendments of 1990 require all areas to meet certain air quality standards. Summit County and Portage County are part of the U.S. Census-designated eight-county Cleveland-Akron-Lorain Combined Statistical Area (CSA). Based on air quality readings, the United States Environmental Protection Agency (USEPA) designated this area as a marginal non-attainment area for ozone in May 2012. USEPA also designated several of the counties in this area (including Summit and Portage) as basic non-attainment areas for PM<sub>2.5</sub> (particulate matter) in April 2009.
- FHWA and FTA have issued guidelines for compliance with Presidential Executive Order #12898: *Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations*.
- Presidential Executive Order #13575, to further federal coordination and implementation of sustainable development at the local community level
- Assist METRO and PARTA in the implementation of the AMATS Area Coordinated Public Transit/Human Services Transportation Plan.
- Integrating performance measures as part of the Plan and TIP processes consistent with the Fixing America's Surface Transportation (FAST) Act, signed into law on December 4, 2015, replacing the previous law, the Moving Ahead for Progress in the 21st Century Act (MAP-21).

### **GOALS**

- To provide a transportation development process that seeks and responds to input from a variety of disciplines and interests.
- To integrate consideration of social, economic, environmental, livability and energy impacts into the solution of transportation problems.
- To seek, encourage and facilitate the active involvement of all persons and groups in the planning and implementation of transportation improvements.
- To ensure mobility for all residents with special emphasis on the needs of the elderly and disabled by planning and programming transportation improvements.
- To evaluate the local impacts of federal transportation legislation.
- To ensure that the AMATS Regional Transportation Plan maintains a twenty-year time horizon and is developed in a comprehensive and coordinated fashion.
- To maintain a Traffic Congestion Management Process.
- To monitor and evaluate past, present and future transportation projects based on established performance measures.

## **GOALS - continued**

- To provide early and continuing opportunities for public access to the transportation decision making process.
- To incorporate Environmental Justice considerations in the transportation planning process.
- To consider the Coordinated Public Transit / Human Services Transportation Plan as an input to the Regional Transportation Plan.

## **FY 2018 WORK ELEMENTS**

## **601.81 SHORT RANGE PLANNING**

### **Objectives**

1. To provide planning assistance to local communities and agencies to coordinate transportation services for elderly and disabled people.
2. To comply with the requirements of the Americans with Disabilities Act (ADA).
3. To maintain necessary information to document compliance with Federal Title VI requirements.
4. To aid the OEPA in updates of "Summit and Portage Counties Portion of the State Implementation Plan" (SIP).
5. To keep citizens and community leaders informed about air quality/transportation planning.
6. To work with project sponsors and ODOT on major project studies.
7. To ensure that transportation services for former welfare clients are addressed in a comprehensive manner.
8. To work with the area's public transit operators on transit planning activities.
9. To assist ODOT and the Transportation Review Advisory Council (TRAC) by identifying local priorities for projects submitted for Major/New Project funding.
10. Maintain the regional Intelligent Transportation System (ITS) architecture.
11. To update the Coordinated Public Transit/Human Services Transportation Plan approximately every four years or as required (see FTA Circular 9045.1 p.V-9).

### **Previous Work**

- Evaluation of Service to the Transportation Disadvantaged
- Title VI Updates
- Summit and Portage Counties Portion of the State Implementation Plan
- Evaluation of Park-and-Ride Alternatives
- Participation on the I-77 (US 30 to I-277) Major Investment Study (MIS)
- Canton-Akron-Cleveland MIS (May 2002)
- I-76 (SR 21 to SR 8) Major Investment Study (January 2004)
- SR 18 / I-77 Montrose Area Corridor Study (2006)
- Public Transportation Planning and Coordination
- Akron-Canton Freeway Management System Study (2004)
- Regional ITS Architecture Maintenance Plan
- Prioritization of AMATS area TRAC (ODOT Major/New Construction Program) applications
- AMATS Safety Conscious Planning Workshop (August 2006)
- High Crash Locations (2013-2015) Technical Memorandum (January 2017)
- Safety Needs Report
- The Coordinated Public Transit/Human Services Transportation Plan (May 2013)
- Connecting Communities: A Guide to Integrating Transportation & Land Use

## **601.81 SHORT RANGE PLANNING – continued**

### **Methodology**

1. Refer to *Prospectus*; AMATS Procedure Manual #8 Continuing Transportation Disadvantaged Planning, #6 Continuing Mass Transportation, and #10 Transportation Systems Management; 49 CFR Part 37, Transportation for Individuals with Disabilities FTA Circular 4702.1B Title VI Program Guidelines
2. Refer to "Summit and Portage Counties Portion of the State Implementation Plan" (November 1978), 1993 Update and 2007 Update. Assist OEPA in updating the SIP using current data, revised emission factors, and/or revised analysis techniques.

### **Products**

1. Attend ODOT District 4 Safety Review Meetings
2. Assistance with major project studies such as the I-76/77 Central Interchange (as needed)
3. Prioritize AMATS area applications for TRAC (ODOT Major/New Construction Program) (as required)
4. Assist agencies in implementing the Coordinated Public Transit / Human Services Transportation Plan (as requested)
  - a. Reevaluate and Update the Coordinated Plan (January 2018)
5. Coordinate with Other Agencies and Local Governments
6. Transit Planning and Coordination
  - a. Coordinate performance measures with ODOT and public transit providers consistent with the FAST Act
7. Bike and Pedestrian Planning and Coordination (as needed)
8. Freight Planning and Coordination
9. Maintain the Regional ITS Architecture
10. High Crash Locations and Safety Performance (2012-2016) Technical Memorandum (August 2017)
11. Assistance with safety studies (as needed)
12. Land Use Transportation Coordination (as needed)

## **602.81 TRANSPORTATION IMPROVEMENT PROGRAM**

### **Objectives**

1. To update the Transportation Improvement Program (TIP), which identifies transportation improvements funded during the next four years.
2. To annually report on the status of all projects programmed in the previous fiscal year of the Transportation Improvement Program.
3. To manage the sub-allocations AMATS receives from the Surface Transportation Program (STP), Transportation Alternatives Program (TAP), Congestion Mitigation and Air Quality Improvement (CMAQ) Program, and the various Federal Transit Administration (FTA) programs such as the Section 5307 Urban Formula, Section 5310 Enhanced Mobility for the Elderly and Disabled and Section 5339 Bus and Bus Facilities Program.
4. To monitor and expedite projects using STP, TAP, or CMAQ funds sub-allocated to AMATS.
5. To coordinate with ODOT regarding the delivery of AMATS funded projects and establishing annual Lock-Down Schedules.
6. To monitor sources of transportation funding and make this information available to local implementing agencies.
7. To ensure that the TIP is in conformance with the State Implementation Plan and air quality goals; consistent with Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations; and is within the financial constraints of estimated available funding.
8. Provide public involvement in the TIP development process.

### **Previous Work**

- Biennial TIPs
- Periodic amendments to the TIP
- Air Quality Conformity Evaluations
- Sections of the *AMATS Public Participation Plan* related to the TIP
- Annual recommendations for the FTA Section 5310 (Specialized Transportation Program), as well as Section 5316 Job Access and Reverse Commute and Section 5317 New Freedom Programs
- *AMATS Funding Policy Guidelines*
- Annual Lock-Down Schedules (since FY 2004)
- Project Status Review Meetings

### **Methodology**

1. Refer to: a) *Prospectus*, b) AMATS Procedure Manual #11 Transportation Improvement Program, c) AMATS Public Participation Plan, d) FTA Circular 7008.1A *Federal Transit Administration Financial Capacity Policy*.
2. AMATS will hold a sufficient number of project status review meetings to insure that projects are delivered in a timely manner. Lock-down schedules will be developed following ODOT guidance.
3. ODOT Application Forms and Instructions for the Statewide CMAQ Discretionary Program.

## **602.81 TRANSPORTATION IMPROVEMENT PROGRAM – continued**

4. See Federal Transit Administration Program Guidance and Circulars pertaining to coordinated public transit – human services transportation planning. See also the AMATS Funding Policy Guidelines, as well as Memorandum of Understanding with METRO RTA and PARTA regarding transit funding and project selection.
5. The air quality impacts of TIP project amendments will be analyzed using methods developed by the Ohio Department of Transportation, Division of Planning, Office of Statewide Planning & Research.

### **Products**

1. Maintain the FY 2018-2021 TIP
  - a. Publication of the FY 2018-2021 TIP Summary (August 2017)
  - b. Periodic Amendments (as needed)
    - Public Involvement Meetings (as needed)
    - Air Quality Conformity Modeling (as needed)
  - c. Annual Listing of Obligated Projects (September 2017)
2. Manage STP and TAP allocations (continuous)
  - a. Solicit Applications for New Projects using STP and TAP Funding (September 2017)
  - b. Approve New Projects Using STP and TAP Funding (January 2018)
3. Attend Project Scoping meetings (as needed)
4. Project Status Review Meetings (quarterly at a minimum)
5. Assist ODOT with Annual Project Lock-Down Schedule
6. Manage FTA Section 5307, 5310 and 5339 apportionments (continuous)
7. Participate in the Statewide CMAQ Discretionary Program
8. Integrate performance measures as part of the TIP process consistent with the FAST Act

## **605.81 TRANSPORTATION SYSTEM UPDATE**

### **Objectives**

1. To monitor the characteristics of the transportation system. Data includes roadway characteristics such as width, section lengths and intersection data; traffic volumes; speed and delay information; traffic crash data; transit characteristics such as ridership, grants, fares and related information; and other data necessary to provide input to short and long-range planning. Emphasis will be on maintaining highway crash data and collecting detailed information on intersections that show congestion problems. Emphasis will be placed on obtaining traffic counts for the Traffic Congestion Management Process.
2. To supplement ODOT counts by conducting traffic counts.
3. To purchase additional traffic counting equipment to replace obsolete and stolen equipment.
4. To maintain the municipal road mileage for the AMATS Area.

### **Previous Work**

Continuing planning item.

- Traffic Volume Maps (1980, 1983, 1988, 1993, 1997, 2000-present updated annually on the AMATS website)
- Federal Aid System, Federal Functional Classifications and AMATS Functional Classification Maps (FY 1986, FY 1993, FY 1994, FY 2004, FY 2011)
- Inventory of Private Providers of Transportation
- Mechanical and manual traffic counts
- Mechanical and manual pedestrian and bicycle counts

### **Methodology**

1. Refer to AMATS Procedure Manual #5 Continuing Highway Planning and #6 Continuing Mass Transportation Planning. Accident data to be obtained from Ohio Department of Highway Safety. Selected traffic counts to be supplied by ODOT. Refer to *Prospectus*.
2. The Staff will count traffic mechanically for 24-hour periods and conduct peak hour manual turning movement counts to supplement traffic counting completed by ODOT. Purchase of additional traffic counting equipment.
3. Assistance to ODOT as requested.

### **Products**

1. Maintain data files including: land use and zoning, population, employment, dwelling unit, and other Census data, motor vehicle registrations, transit ridership, traffic counts, intersection geometrics, signalization, road and street information, pavement and bridge condition ratings, FFC, etc. (on-going)
  - a. Report performance measures consistent with the FAST Act
2. Mechanical and manual traffic counts (seasonal)
  - a. Update traffic counts on the AMATS website (as available)
  - b. Count traffic on area highways and intersections
3. Mechanical and manual bicycle and pedestrian counts (seasonal)
  - a. Update bicycle and pedestrian counts on the AMATS website (as available)
  - b. Count bicycle and pedestrian movements

## **610.81 TRANSPORTATION PLAN UPDATE**

### **Objectives**

1. To maintain a Regional Transportation Plan with a minimum 20-year horizon.
2. To prepare the products needed to update the Regional Transportation Plan.
3. To maintain the Congestion Management Process.
4. To complete Travel Forecasts “in house”.
5. To maintain a public participation plan in accordance with federal guidelines.

### **Previous Work**

- 2000 Model Validation Report
- External Station Forecast (2015)
- AMATS Planning Data Forecasts (2015)
- Financial Resources Forecast Technical Memorandum (2016)
- Transportation Outlook: An Update of the 2035 Regional Transportation Plan (May 2013)
- Public Transit Needs Report (2016)
- Public Participation Plan (2016)
- Existing Highway Congestion Study (2016)
- Future Congestion Study (February 2016)
- Pedestrian Plan (2016)
- Bicycle Plan (2016)
- Freight Plan (2016)
- Highway Preservation Needs Report (2016)
- Congestion Management Process Report (2017)

### **Methodology**

1. Refer to Procedure Manual #4 *Long-Range Transportation Recommendations Financial Resources - Analysis and Forecast* (April 1979), and *Plan Update Procedures Technical Memorandum* (April 1985) and *Transportation Outlook: An Update of the 2040 Regional Transportation Plan*.
2. Work with the ODOT Office of Technical Services and ODOT District 4 to update travel models.
3. Ohio Department of Development (ODOD) county level population control totals will be reflected in the final adopted Regional Transportation Plan and air quality conformity determination and associated travel demand modeling procedures. Any variation from the ODOD county level population control totals, for the Transportation Plan and conformity determination, will require substantial documentation, including interagency consultation. ODOD population control totals are not required for transportation and land use alternatives scenario planning.
4. Refer to Congestion Management System Process discussion in the *Prospectus*.
5. Refer to *U.S. Department of Transportation (US DOT) Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning; Final Rule*, May 27, 2016; Federal Register, vol. 81, no. 103.

## **610.81 TRANSPORTATION PLAN UPDATE – continued**

### **Products**

1. Maintain the current Regional Transportation Plan: *Transportation Outlook 2040*
  - a. Publication of the newly-approved Regional Transportation Plan: *Transportation Outlook 2040*
  - b. Periodic amendments (as needed)
2. Maintain the travel demand model (as needed)
3. Maintain the Congestion Management Process (CMP)
  - a. On-going congestion analyses (as needed)
4. Preliminary work on the upcoming 2045 Regional Transportation Plan
  - a. Development of goals and objectives, and relation to performance measures
5. Initiate work on population and employment forecasting
6. Integrate performance measures as part of the Regional Transportation Plan update process consistent with the FAST Act
7. Update Public Participation Plan

## **625.81 SERVICE**

### **Objectives**

1. To advise local governments on the effects of local planning, zoning, and traffic engineering decisions on the transportation system per AMATS Service Policy in the Prospectus.
2. To disseminate current data to state and local governments and to private citizens and businesses.
3. To advise local governments on the impacts of rail freight proposals (as required).
4. To coordinate with ODOT and local governments in the implementation of highway improvements.
5. To inspect Specialized Transportation Program (FTA Section 5310) vehicles.
6. To encourage participation in the transportation planning process.
7. Provide planning assistance to METRO RTA and PARTA per AMATS Service Policy in the Prospectus.
8. To incorporate the principles of the US HUD-DOT-EPA Livability Initiative by promoting transportation choice, established communities and economic competitiveness

### **Previous Work**

- Assistance has been provided to ODOT and local agencies regarding current and proposed improvements.
- Data dissemination on an ongoing basis
- 1988 and 1996 Prospectus
- Annual Participation in ODOT District 4's "Government Day" as needed
- Annual inspections of vehicles purchased with Specialized Transportation Program (FTA Section 5310) funds
- Designed and maintained the AMATS website
- Planning assistance to METRO RTA and PARTA
- AMATS Planning Grant: Corridor or Area Study in Prospective Community

### **Methodology**

1. Refer to AMATS Procedure Manual #12.
2. Methodology for technical memorandum will be developed as appropriate to the individual request. ODOT District 4 will be informed about the work effort as required.
3. Specialized Transportation Program vehicle inspections will utilize ODOT's reporting forms and methodology.
4. The application and scoring system used for the AMATS Planning Grant Program is discussed in the *AMATS Funding Policy Guidelines* and on the AMATS website. As part of the *Connecting Communities Initiative*, AMATS may award funds (two \$50,000 grants using Consolidated Planning Grant funds) for the study of a particular transportation corridor or area.
5. AMATS hired a knowledge management firm in 2012 for a three year period to improve the efficiency and effectiveness of the Connecting Communities Planning Grants. In FY 2015 they produced a final report summarizing their work and providing strategies for the continuation of the planning grant program in the future.

## **625.81 SERVICE – continued**

### **Products**

1. Transit Market Indicators Report for area RTAs (as requested)
2. Plan implementation assistance (as required)
3. Assist ODOT in Reviewing Design Traffic Analyses
4. Provide data for use by others (ODOT District 4 will be copied on all responses to requests)
5. Review transportation impacts of zoning changes, subdivision proposals and development plans (as requested)
6. Assist Ohio EPA by Reviewing EPA Permits to Install
7. Assist NOACA and ARAQMD with Ozone Action Day and Particulate Matter (FP3) Alerts
8. Air Quality Coordination (as needed)
9. Technical memoranda or correspondence (as requested; see Service Policy in the Prospectus)
10. Update Prospectus (April 2018)
11. Initiate update of metropolitan planning agreements in coordination with ODOT and local agencies regarding the development of performance measures
12. Review and update Title VI Plan and documentation
13. Specialized Transportation Program (FTA Section 5310) vehicle inspections (as requested)
14. Maintain AMATS web site (on-going)
15. AMATS Connecting Communities Planning Grant: Corridor Study in Prospective Community
  - a. Assist current grant awardees

## **665.61 AMATS SUPPLEMENTAL PLANNING - REGIONAL TRANSPORTATION PLAN PERFORMANCE MEASURES (PID #99722) - Carryover**

### **Objective**

1. To institute a Performance-Based Planning and Programming (PBPP) management system within the AMATS planning and programming process to achieve desired performance outcomes for the region's multimodal transportation system.
2. To coordinate with ODOT regarding the development and implementation of performance measures to be used in the Regional Transportation Plan and TIP update processes in the AMATS area.
3. To develop goals and objectives for the transportation system, select performance measures, identify trends and targets, identify strategies and analyze alternatives, develop investment priorities for the Regional Transportation Plan, program investment priorities in the Transportation Improvement Program, and engage in on-going monitoring, evaluating, and performance reporting.

### **Previous Work**

- Highway Preservation Needs Report (2012)
- Congestion Management Process Report (2012)
- Public Transportation Needs Report (2012)
- Safety Needs Report (May 2012)
- AMATS Funding Policy Guidelines (2015)

### **Methodology**

1. The Moving Ahead for Progress in the 21st Century Act (MAP-21), signed into law July 6, 2012 (Pub.L. 112–141) and the subsequent Fixing America's Surface Transportation (FAST) Act, signed into law on December 4, 2015 (Pub.L. 114-94)
2. Refer to the AMATS Funding Policy Guidelines for eligibility and scoring for project selection.
3. In coordination with ODOT, AMATS will develop criteria that evaluate the condition and performance of the transportation system, describe the progress achieved in meeting performance targets in comparison with the performance in previous time periods, evaluate where the preferred scenario has improved conditions and performance, as well as where local policies and investments have impacted the costs necessary to achieve performance targets.

### **Products**

1. Develop performance measures consistent with MAP-21 and the FAST Act
2. Produce a memorandum documenting the development of performance measures methodology and on-going monitoring procedures
3. Integrate performance measures into the TIP process
4. Integrate performance measures into the Plan Update process
5. Coordinate performance measures with ODOT and public transit providers

**667.81 OHIORIDEShare PROGRAM  
(PID #97829)**

**Objectives**

1. To expand the number of carpools.
2. To expand the number of employers who are willing to promote and encourage ridesharing among their employees.
3. To monitor and maintain the OhioRideshare website in coordination with NOACA and The Eastgate Regional Council of Governments.
4. To maintain up-to-date data on potential OhioRideshare participants.
5. To assist individuals in meeting their commuter needs.
6. To monitor program progress and identify program effectiveness.
7. To advocate for modes of transportation that improve air quality.
8. To work cooperatively with the Akron Regional Air Quality Management District (ARAQMD), the Northeast Ohio Four County Regional Planning and Development Organization (NEFCO), the Northeast Ohio Areawide Coordinating Agency (NOACA), and the OEPA to satisfy the requirements of the Clean Air Act Amendments of 1990.

**Previous Work**

- Promotion of the program through highway signs, public meetings, public service announcements, presentations, calendars, brochures, targeted advertising, radio traffic watch sponsorships, and special events such as business festivals.
- General assistance provided to employers and general public in the form of maintaining match files, organizational assistance, empty seat assistance to vanpool participants, cluster analysis, guaranteed ride home program, use of the 1-800 telephone number, and the purging of match files.
- Vehicle occupancy studies
- Surveys of participants in the database.
- Instituted the Northeast Ohio-based OhioRideshare ride-matching website in coordination with NOACA and The Eastgate Regional Council of Governments.
- Created and continually update page on agency web site regarding the program.

**Methodology**

1. Advertising will be used to increase consumer awareness of ridesharing options when appropriate. The program's web site will be maintained and continue to accept applications. Special promotions and advertising will be developed. The OhioRideshare telephone line will continue to be maintained with an answering machine to take requests 24 hours a day. The program will continue to use previously erected carpool info highway signs. Presentations will be made to employers and community groups as requested. The web address for the program will be added to the area's rideshare highway signs.
2. Employers in the area with a potential to add ridesharing partners to the program will be identified using information from the Greater Akron Chamber and similar publications. Individual employers will be contacted and presentations addressing the needs of these employers will be arranged regarding the benefits of ridesharing.

## **667.81 OHIORIDEShare PROGRAM – continued**

3. Coordination with other Northeast Ohio ridesharing agencies will be maintained through meetings and correspondence, sharing of newsletter articles and jointly prepared marketing material. The consultant will maintain the OhioRideshare website.
4. Communications materials will be produced and disseminated that advocate the use of alternative modes of transportation, particularly bicycles. The public will be informed of air pollution and its relation to transportation, including voluntary changes that can be made to improve air quality.

### **Products**

1. Anticipate adding 150 new participants to the database (June 2018)
2. Promote the OhioRideshare Program with area employers
3. Print and distribute OhioRideshare calendar (November 2017)
4. Maintain OhioRideshare website (ongoing)
5. Market OhioRideshare website (as needed) through advertising
6. Assist OhioRideshare participants with web entry (as needed)
7. Provide carpool services for Wayne, Stark and Tuscarawas Counties (as required)
8. Update the OhioRideshare website and branding

## **667.82 AIR QUALITY ADVOCACY PROGRAM (PID #97832)**

### **Objectives**

1. To advocate for modes of transportation that improve air quality and conserve fossil fuel.
2. To work cooperatively with the Akron Regional Air Quality Management District (ARAQMD), the Northeast Ohio Four County Regional Planning and Development Organization (NEFCO), the Northeast Ohio Areawide Coordinating Agency (NOACA), and the OEPA to satisfy the requirements of the Clean Air Act Amendments of 1990.
3. Inform the public of the relationship between air pollution and transportation, including the voluntary changes that the public can make to improve air quality.

### **Previous Work**

- Production and promotion of communications materials, as well as the holding of outreach events advocating alternative modes of transportation.
- Maintenance of the switching-gears.org website, advocating the use of bicycling as a means of commuting.

### **Methodology**

1. Advertising will be used to increase consumer awareness of travel options when appropriate.
2. Education of the public regarding fuel conservation and improvements to air quality in considering alternatives to single-occupancy automobile usage, including dialogue and feedback from those members of the public already engaged in alternative travel modes.
3. Coordination with other AMATS area agencies and social service groups will be maintained through meetings and correspondence, sharing of newsletter articles and jointly prepared marketing material.
4. Communications materials will be produced and disseminated that advocate the use of alternative modes of transportation, particularly bicycles. The public will be informed of air pollution and its relation to transportation, including voluntary changes that can be made to improve air quality.
5. Develop and maintain the website, switching-gears.org, designed to help make local communities more pedestrian and bicycle friendly.

### **Products**

1. Produce communications materials and hold outreach events advocating alternative modes of transportation
2. Maintain the switching-gears.org website: Bicycle Advocacy Website
  - a. Promote bicycling and the switching-gears.org website
3. Commuter Alternatives - Bicycle and Pedestrian Advocacy
4. Coordinate Bike & Brainstorm Events

## **674.81 METRO RTA OPERATIONAL PLANNING**

### **Objectives**

To maintain and enhance existing fixed route and special services, pursue the establishment of other alternative modes, respond to state and federal planning/documentation requirements, and coordinate with other transportation planning activities in the region.

### **Previous Work**

METRO continually monitors fixed route and special services and adjusts these services as appropriate. In addition, METRO staff prepares Title VI, National Transit Database, Paratransit Plan Updates, and other reports annually. METRO works closely with AMATS, ODOT, and various other Summit county jurisdictions on a variety of projects in any given year.

### **Methodology**

Refer to FTA Guidance on Short Range Transit Planning Activities. All work done on this item will be completed by METRO and funded through METRO's dedicated local tax revenue.

1. Operating data and performance characteristics in the development of various internal management reports and reports required by the federal government will be reviewed. Based upon the performance analysis, specific route changes will be developed and implemented.
2. General or specialized analytical studies required to prepare a long-range strategic plan for METRO are being conducted. This plan will provide policy development guidance and a framework for decision-making; highlight public/private partnership; and position METRO to respond to future challenges and to capitalize on future opportunities.
3. General or specialized analytical studies will be conducted which lead to the preparation of a METRO capital improvement program planning document.
4. General or specialized studies which identify barriers to seamless public transportation usage among the region's public transportation systems will be conducted.
5. Coordination with AMATS and the selection of projects are both described more fully in the associated multi-party agreements, memoranda of understanding and AMATS Funding Policy Guidelines.

### **Products**

1. Monthly Performance Report for METRO and SCAT
2. PTMS Data Submission (February 2018)
3. METRO's Annual Program of Projects Submission (December 2017)
4. Master Plan and Transit Development Plan Refinement and Implementation
5. National Transit Database Report (April 2018)
6. Assist in the implementation of the Coordinated Public Transit/Human Services Transportation Plan
7. Freight Rail Master Plan Implementation

## **674.82 PARTA PLANNING ACTIVITIES**

### **Objectives**

To maintain and enhance existing services, fulfill state and federal requirements for planning, documentation and reporting, identify and be responsive to the transit needs of service area residents, and coordinate with other transportation planning activities.

### **Previous Work**

Monitoring service to identify and implement improvements is ongoing. PARTA's participation in regional transit planning and improvement activities is also ongoing as PARTA works closely with AMATS, ODOT and local jurisdictions on various activities throughout the year.

Completing various statistical, financial, and other reports as required and/or needed to document level of service provided is also ongoing.

### **Methodology**

Refer to FTA Guidance on Short Range Transit Planning Activities. All work done on this item will be completed by PARTA and funded through PARTA's dedicated local tax revenue. Coordination with AMATS and the selection of projects are both described more fully in the associated multi-party agreements, memoranda of understanding and AMATS Funding Policy Guidelines.

### **Products**

1. Monthly and annual performance reporting – (ongoing)
2. Transit operations planning technical memoranda (as required)
3. PTMS Data Submission (February 2018)
4. National Transit Database Report (April 2018)
5. Continued development and planning of recommendations contained in the Transit Development Plan
6. Implement elements of the Coordinated Public Transit/Human Services Transportation Plan

## **682.81 LOCAL EXCLUSIVE**

### **Objective**

To fund expenses not eligible to use federal funds. And to fund the initial outlay for capital items.

### **Previous Work**

Miscellaneous meeting expenses

### **Methodology**

Use local funds for expenses not eligible to use federal funds, based on OMB Circular A-87. In addition, certain capital items purchased previously using other job codes will now be purchased under this code, and then be reimbursed with the applicable job code over the life of the item.

### **Products**

1. Vehicle maintenance and repair
2. Travel and miscellaneous meeting/hospitality expenses (as needed)
3. AMATS marketing expenses (as needed)
4. AMATS Annual Meeting (October 2017)
5. The initial purchase of capital items (as needed)

## **697.81 AMATS TRANSPORTATION NEWSLETTER / ANNUAL REPORT**

### **Objectives**

1. To prepare a newsletter on a regular basis, which describes the accomplishments of the transportation planning process and documents the status of the Regional Transportation Plan and Transportation Improvement Program.
2. To post monthly updates on the AMATS website briefing the public on staff accomplishments and activities.
3. To prepare an annual report of AMATS accomplishments and activities during the previous calendar year.

### **Previous Work**

- Refer to newsletters completed in fiscal years 1994 through 2017.
- AMATS Annual Reports (1999 through 2016)

### **Methodology**

Refer to previous newsletters and annual reports for general format. The newsletter will be prepared on a semi-annual basis; the annual report will be prepared on an annual basis.

It is anticipated that each AMATS newsletter will consist of at least one 11" x 17" page folded to form a four-page newsletter. Information such as planning accomplishments, planning requirements, status of the Regional Transportation Plan and information on programmed transportation improvements will be included.

Monthly updates on the AMATS website will provide the public with more current reports on staff accomplishments and activities, lower printing costs and lessen the lead time on publication.

### **Products**

1. July-December Newsletter (December 2017)
2. January-June Newsletter (June 2018)
3. Monthly Web Updates (as required)
4. 2017 AMATS Annual Report (April 2018)

## **FY 2018 AMATS INDIRECT FIXED RATE**

The fixed rate that will be used for FY 2018 is based on the agreed upon Cost Allocation Plan (CAP) rate of 128% for CY 2017. The same rate is assumed for the second half of the fiscal year, and therefore has been applied to the financial tables for FY 2018.

**BUDGET TABLE I**  
**FY 2018 AMATS AREA BUDGET**

WORK DESCRIPTION	FEDERAL CMAQ (RS)	FEDERAL CMAQ (AQ)	FEDERAL STP	FEDERAL CONSOLIDATED PLANNING GRANT			TRANSIT ELEMENTS		TOTAL
				FEDERAL FHWA	STATE ODOT	LOCAL AMATS	LOCAL METRO	PARTA	
601 SHORT RANGE PLANNING Total Subcategory				\$460,000	\$57,500	\$57,500			\$575,000
601.71 Short Range Transp. Planning (Carryover)				\$160,000	\$20,000	\$20,000			\$200,000
601.81 Short Range Transp. Planning				\$300,000	\$37,500	\$37,500			\$375,000
Direct Salary				\$198,245	\$24,781	\$24,781			\$247,807
Direct Fringe				\$152,649	\$19,081	\$19,081			\$190,811
Direct Expense				\$8,000	\$1,000	\$1,000			\$10,000
Indirect				\$101,106	\$12,638	\$12,638			\$126,382
602 TRANSPORTATION IMPROVEMENT PROGRAM Total Subcategory				\$180,000	\$22,500	\$22,500			\$225,000
602.81 TIP Direct Salary				\$180,000	\$22,500	\$22,500			\$225,000
Direct Fringe				\$77,193	\$9,649	\$9,649			\$96,491
Direct Expense				\$59,438	\$7,430	\$7,430			\$74,298
Indirect				\$4,000	\$500	\$500			\$5,000
				\$39,369	\$4,921	\$4,921			\$49,211
605 CONTINUING PLANNING-Surveillance Total Subcategory				\$144,000	\$18,000	\$18,000			\$180,000
605.81 Transportation System Update Direct Salary				\$144,000	\$18,000	\$18,000			\$180,000
Direct Fringe				\$58,773	\$7,346	\$7,346			\$73,465
Direct Expense				\$45,254	\$5,657	\$5,657			\$56,568
Indirect				\$10,000	\$1,250	\$1,250			\$12,500
				\$29,973	\$3,747	\$3,747			\$37,467
610 CONTINUING PLANNING-Review & Reappraisal Total Subcategory				\$264,000	\$33,000	\$33,000			\$330,000
610.81 Transportation Plan Update Direct Salary				\$264,000	\$33,000	\$33,000			\$330,000
Direct Fringe				\$114,036	\$14,254	\$14,254			\$142,544
Direct Expense				\$87,807	\$10,976	\$10,976			\$109,759
Indirect				\$4,000	\$500	\$500			\$5,000
				\$58,157	\$7,270	\$7,270			\$72,697
625 SERVICE-FHWA Total Subcategory				\$412,000	\$51,500	\$51,500			\$515,000
625.71 Service (Carryover)				\$160,000	\$20,000	\$20,000			\$200,000
625.81 Service Direct Salary				\$252,000	\$31,500	\$31,500			\$315,000
Direct Fringe				\$128,070	\$16,009	\$16,009			\$160,088
Direct Expense				\$98,614	\$12,327	\$12,327			\$123,268
Indirect				\$120,000	\$15,000	\$15,000			\$150,000
				\$65,316	\$8,164	\$8,164			\$81,644
665 SUPPLEMENTAL PLANNING Total Subcategory				\$25,000					\$25,000
665.61 Regional Transportation Plan (PID #99722) (Carryover) Direct Salary				\$25,000					\$25,000
Direct Fringe				\$10,636					\$10,636
Direct Expense				\$8,190					\$8,190
Indirect				\$750					\$750
				\$5,424					\$5,424
667 OHIORIDEShare/AQ ADVOCACY Total Subcategory				\$75,000					\$75,000
667.71 OhioRideshare (PID #95256) (Carryover) Direct Salary				\$25,000					\$25,000
Direct Fringe				\$32,895					\$32,895
Direct Expense				\$25,329					\$25,329
Indirect				\$0					\$0
667.81 OhioRideshare (PID #97829) Direct Salary				\$16,776					\$16,776
Direct Fringe				\$50,000					\$50,000
Direct Expense				\$2,337					\$2,337
Indirect				\$1,800					\$1,800
				\$20,000					\$20,000
				\$1,193					\$1,193

**BUDGET TABLE I**  
**FY 2018 AMATS AREA BUDGET**

WORK DESCRIPTION				FEDERAL CONSOLIDATED PLANNING GRANT			TRANSIT ELEMENTS		TOTAL
	FEDERAL CMAQ (RS)	FEDERAL CMAQ (AQ)	FEDERAL STP	FEDERAL FHWA	STATE ODOT	LOCAL AMATS	LOCAL METRO	PARTA	
667 AQ ADVOCACY Total Subcategory			\$155,000						\$155,000
667.62 AQ Advocacy (PID #95258) (Carryover)			\$15,000						\$15,000
Direct Salary			\$6,579						\$6,579
Direct Fringe			\$5,066						\$5,066
Direct Expense			\$0						\$0
Indirect			\$3,355						\$3,355
667.72 AQ Advocacy (PID #95259) (Carryover)			\$70,000						\$70,000
Direct Salary			\$30,702						\$30,702
Direct Fringe			\$23,640						\$23,640
Direct Expense			\$0						\$0
Indirect			\$15,658						\$15,658
667.82 AQ Advocacy (PID #97832)			\$70,000						\$70,000
Direct Salary			\$21,930						\$21,930
Direct Fringe			\$16,886						\$16,886
Direct Expense			\$20,000						\$20,000
Indirect			\$11,184						\$11,184
682 LOCAL EXCLUSIVE Total Subcategory							\$25,000		\$25,000
682.81 Local Exclusive							\$25,000		\$25,000
Direct Salary							\$4,386		\$4,386
Direct Fringe							\$3,377		\$3,377
Direct Expense							\$15,000		\$15,000
Indirect							\$2,237		\$2,237
697 PERIODIC REPORT Total Subcategory				\$38,297	\$4,787	\$4,787			\$47,871
697.81 Agency Transportation Newsletter				\$38,297	\$4,787	\$4,787			\$47,871
Direct Salary				\$16,095	\$2,012	\$2,012			\$20,119
Direct Fringe				\$12,394	\$1,549	\$1,549			\$15,492
Direct Expense				\$1,600	\$200	\$200			\$2,000
Indirect				\$8,208	\$1,026	\$1,026			\$10,260
TOTAL 600 CATEGORIES-AMATS	\$75,000	\$155,000	\$25,000	\$1,498,297	\$187,287	\$212,287			\$2,152,871
Direct Salary	\$35,232	\$59,211	\$10,636	\$592,412	\$74,051	\$78,437			\$849,978
Direct Fringe	\$27,129	\$45,592	\$8,190	\$456,156	\$57,020	\$60,397			\$654,483
Direct Expense	\$20,000	\$20,000	\$750	\$147,600	\$18,450	\$33,450			\$240,250
Indirect	\$17,969	\$30,197	\$5,424	\$302,129	\$37,766	\$40,003			\$433,488
674 TRANSIT EXCLUSIVE-OTHERS Total Subcategory							\$740,000	\$75,000	\$815,000
674.81 METRO Operational Plng							\$740,000		\$740,000
674.82 PARTA Planning Activities								\$75,000	\$75,000
GRAND TOTAL AREAWIDE PLANNING	\$75,000	\$155,000	\$25,000	\$1,498,297	\$187,287	\$212,287	\$740,000	\$75,000	\$2,967,871
Direct Salary	\$35,232	\$59,211	\$10,636	\$592,412	\$74,051	\$78,437	\$0	\$0	\$849,978
Direct Fringe	\$27,129	\$45,592	\$8,190	\$456,156	\$57,020	\$60,397	\$0	\$0	\$654,483
Direct Expense	\$20,000	\$20,000	\$750	\$147,600	\$18,450	\$33,450	\$740,000	\$75,000	\$1,055,250
Indirect	\$17,969	\$30,197	\$5,424	\$302,129	\$37,766	\$40,003	\$0	\$0	\$433,488

**BUDGET TABLE II**  
**AMATS RESPONSIBILITY**  
**FISCAL YEAR 2018**

	<u>WORK ELEMENTS</u>	<u>PERSON HOURS</u>		<u>COST SUMMARY</u>		
		AMATS DIRECT	TRANSIT OPERATORS DIRECT	AMATS STAFF	TRANSIT OPERATORS	TOTAL
<b>601</b>	<b><u>Short Range Planning</u></b>	<b><u>5,500</u></b>		<b><u>575,000</u></b>		<b><u>575,000</u></b>
601.71	Short Range Planning (Carryover)	1,500		200,000		
601.81	Short Range Planning	4,000		375,000		
<b>602</b>	<b><u>Transportation Improvement</u></b>	<b><u>3,000</u></b>		<b><u>225,000</u></b>		<b><u>225,000</u></b>
602.81	Transportation Improvement Program	3,000		225,000		
<b>605</b>	<b><u>Continuing Planning - Surveillance</u></b>	<b><u>1,500</u></b>		<b><u>180,000</u></b>		<b><u>180,000</u></b>
605.81	Transportation System Update	1,500		180,000		
<b>610</b>	<b><u>Continuing Planning - Review &amp; Reappraisal</u></b>	<b><u>3,500</u></b>		<b><u>330,000</u></b>		<b><u>330,000</u></b>
610.81	Transportation Plan Update	3,500		330,000		
<b>625</b>	<b><u>Service</u></b>	<b><u>5,000</u></b>		<b><u>515,000</u></b>		<b><u>515,000</u></b>
625.71	Service (Carryover)	1,500		200,000		
625.81	Service	3,500		315,000		
<b>665</b>	<b><u>Supplemental Planning</u></b>	<b><u>500</u></b>		<b><u>25,000</u></b>		<b><u>25,000</u></b>
665.61	Regional Transportation Plan (PID #99722) (Carryover)	500		25,000		
<b>667</b>	<b><u>OhioRideshare</u></b>	<b><u>3,100</u></b>		<b><u>230,000</u></b>		<b><u>230,000</u></b>
667.71	OhioRideshare (PID #95256) (Carryover)	500		25,000		
667.81	OhioRideshare (PID #97829)	750		50,000		
667.62	Air Quality Advocacy (PID #95258) (Carryover)	350		15,000		
667.72	Air Quality Advocacy (PID #95259) (Carryover)	1,000		70,000		
667.82	Air Quality Advocacy (PID #97832)	1,000		70,000		
<b>674</b>	<b><u>Transit Exclusive</u></b>	<b><u>0</u></b>	<b><u>13,000</u></b>	<b><u>0</u></b>	<b><u>815,000</u></b>	<b><u>815,000</u></b>
674.81	METRO RTA Operational Planning		10,000		740,000	
674.82	PARTA Planning Activities		3,000		75,000	
<b>682</b>	<b><u>Local</u></b>	<b><u>500</u></b>		<b><u>25,000</u></b>		<b><u>25,000</u></b>
682.81	Local	500		25,000		
<b>697</b>	<b><u>Periodic Report</u></b>	<b><u>750</u></b>		<b><u>47,871</u></b>		<b><u>47,871</u></b>
697.81	AMATS Transportation Newsletter/Annual Report	750		47,871		
<b>Total</b>		<b><u>23,350</u></b>	<b><u>13,000</u></b>	<b><u>\$2,152,871</u></b>	<b><u>\$815,000</u></b>	<b><u>\$2,967,871</u></b>

**BUDGET TABLE III**  
**FUND USE BY PERFORMING AGENCY**  
**FISCAL YEAR 2018**

<b>DESCRIPTION TITLE &amp; IDENTIFICATION NO.</b>	<b>AMATS</b>	<b>METRO</b>	<b>PARTA</b>
	<b>RTA</b>		
601 Short Range Planning	\$575,000		
602 Transportation Improvement Program	225,000		
605 Continuing Planning - Surveillance	180,000		
610 Continuing Planning - Review & Reappraisal	330,000		
625 Service	515,000		
665 Supplement Planning	25,000		
667 OhioRideshare and AQ Advocacy	230,000		
674 Public Transportation Exclusive	0	\$740,000	\$75,000
682 Local Exclusive	25,000		
697 Periodic Report	47,871		
<b>TOTALS</b>	<b>\$2,152,871</b>	<b>\$740,000</b>	<b>\$75,000</b>

**AMATS**  
**LOCAL SHARE CALCULATION\***  
**SFY 2018 WORK PROGRAM**

MEMBERS	2010 POP (CENSUS)	LOCAL	CY 2017
		SHARE PERCENT	LOCAL SHARE
METRO	N/A	13.2%	\$21,425
PARTA	N/A	2.2%	\$3,575
<b><u>SUMMIT COUNTY</u></b>			
AKRON	199,110	24.2%	\$39,194
BARBERTON	26,550	3.2%	\$5,226
CUYAHOGA FALLS	49,652	6.0%	\$9,774
FAIRLAWN	7,437	0.9%	\$1,464
GREEN	25,699	3.1%	\$5,059
HUDSON	22,262	2.7%	\$4,382
LAKEMORE	3,068	0.4%	\$604
MACEDONIA	11,188	1.4%	\$2,202
MOGADORE	3,853	0.5%	\$758
MUNROE FALLS	5,012	0.6%	\$987
NEW FRANKLIN	14,227	1.7%	\$2,801
NORTHFIELD	3,677	0.4%	\$724
NORTON	12,085	1.5%	\$2,379
REMINDERVILLE	3,404	0.4%	\$670
RICHFIELD	3,648	0.4%	\$718
SILVER LAKE	2,519	0.3%	\$496
STOW	34,837	4.2%	\$6,858
TALLMADGE	17,560	2.1%	\$3,457
TWINSBURG	18,795	2.3%	\$3,699
SUMMIT CO. UNINCORP.	75,433	9.2%	\$14,849
<b><u>PORTEAGE COUNTY</u></b>			
AURORA	15,548	1.9%	\$3,061
KENT	28,904	3.5%	\$5,690
RAVENNA	11,724	1.4%	\$2,308
STREETSBORO	16,028	1.9%	\$3,155
PORTAGE CO. UNINCORP.	80,772	9.8%	\$15,900
<b><u>WAYNE COUNTY</u></b>			
DOYLESTOWN	3,051	0.4%	\$601
TOTAL	723,182		
TOTAL CONTRIBUTING MEMBERS	696,043		\$162,016

\* \$0.197 per person

Communities under 2,400 in population do not pay local dues.

## **AMATS - Title VI Baseline Assessment Tool**

1. Who is the Title VI contact person for your agency? Does this person accept complaints from the public? If not, who does? Please include title, email, and telephone number for each person listed.

Title VI contact person for all complaints:

Jeff Gardner  
Planner  
[JJGardner@akronohio.gov](mailto:JJGardner@akronohio.gov)  
ph. 330.375.2436

2. In the past three years, has your agency been named in a discrimination complaint or lawsuit? If so, when and what was the nature of the complaint or lawsuit? What was the outcome? Was corrective action taken? Explain.

AMATS has not been named in a discrimination complaint or lawsuit in the past three years.

3. Does your agency have a written complaint process? If so, please provide a copy as an attachment.

Yes. Please see Appendix A of the current AMATS Title VI Plan, attached.

4. Has your agency made the public aware of the right to file a complaint? If so, by what mechanism?

Yes. The AMATS Title VI (Program Procedures and Documentation) Plan is available on the AMATS website. Public notices and public meetings concerning the planning process and project funding recommendations make known the ability to file a complaint. Employees and prospective employees of the agency are notified by the Director of the agency as well as the City of Akron Personnel Department of the ability to file a complaint.

In addition, the AMATS Public Participation Plan outlines procedures for the public to access the transportation planning decision making process. The Transportation Improvement Program and Regional Transportation Plan procedures both contain documentation regarding compliance with Title VI and environmental justice requirements. The current AMATS Public Participation Plan is available on the agency website. Notice of the ability to file a complaint, as well as the complaint form, are posted on the agency website.

Please note that AMATS is a division of the City of Akron Planning Department. As such, AMATS functions under the administrative supervision of the Mayor of the City of Akron. This administrative supervision includes the laws, regulations and internal processes concerning personnel, employment, EEO, purchasing and contracting. AMATS must work within the City's administrative framework, including review by the Law Department when appropriate.

5. Has your agency provided free translation services for persons with Limited English Proficiency (LEP)? Do you have a LEP Plan? If so, please provide a copy as an attachment.

AMATS has received no requests for free translation services. The AMATS area has an LEP population of 0.3% according to the US Census. Of a total population over 700,000, the AMATS area has a population of approximately 1,400 that are unable to speak English. AMATS does not have a stand-alone LEP Plan. A LEP Plan is presented in the AMATS Title VI Plan and the Public Participation Plan. The AMATS Public Participation Plan advises the use of the four factor analysis for addressing LEP issues. The four factor analysis, as well as the engagement of the LEP community in the planning process, is more fully described in both the Title VI Plan and the Public Participation Plan (approved in May 2015).

- a. What techniques or procedures are employed to address LEP?

The AMATS website makes translations available of all of the web pages posted on our site. An automatic translation button is present allowing the AMATS website to be made accessible in several languages.

In addition, AMATS maintains a list of agencies available that advocate for, or provide assistance to non-English speakers. A number of social service agencies with LEP clients receive public notices and meeting materials for AMATS transportation planning activities.

6. Has your agency provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the annual MPO self-certification resolution? If so, please provide a copy as an attachment.

Yes. Annually, AMATS assures that the planning process is carried out in accordance with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21. See Resolution Number 2016-08 of the AMATS Metropolitan Transportation Policy

Committee, dated May 19, 2016, for the latest self certification (attached).

7. Do you have any questions regarding this assessment of Title VI? If so, please include them here along with your email address or telephone number and an ODOT representative will respond.

No questions.

8. Provide the number of full-time employees of your agency. Provide a copy of your most recent EEO report.

At the present time, the AMATS staff (full time, regular positions) are as follows:

	<u>Male</u>	<u>Female</u>
White	6	4
Non-White	0	0
<u>TOTAL</u>	<u>6</u>	<u>4</u>

9. When was the last time the individual responsible for complying with Title VI responsibilities for your agency attended Title VI training? Did he/she receive a certificate of completion? If yes, please attach a copy of the certificate.

The AMATS Title VI Officer has attended the Ohio Planning Conference (July 26-27, 2016), as well as a training workshop at ODOT Central Office with FWHA (December 7, 2016). The AMATS Title VI Officer does not possess any formal certification regarding Title VI. However, AMATS is a division of the City of Akron and uses its personnel and human resources division to ensure compliance with all state and federal regulations in the hiring and employment process. The City of Akron has a trained and certified EEO officer.

10. Would your agency like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain.

Not at this time.

11. Provide the name, title, and contact information of the person who completed this baseline assessment. Is this the person who should be contacted with follow-up questions? If not, please provide the contact information for that individual.

Respondent, and for follow-up:

Jeff Gardner  
Planner  
[JJGardner@akronohio.gov](mailto:JJGardner@akronohio.gov)

## **Disadvantaged Business Enterprise**

12. Does your agency include the required DBE assurance language (49 CFR 26.13 (a) and (b)) verbatim in all financial agreements, contracts, and sub-contracts? Please provide a sample copy of such.

Yes, each consultant provides a certificate of assurance for disadvantaged business enterprises included with the Request for Proposal (RFP). Minority business enterprises will be afforded full opportunity to submit bids in response to invitation and will not be discriminated on the grounds of race, color, creed, sex, or national origin in consideration for an award. Please see the City of Akron's Bidder Employment Practices Report Form posted on the City's website.

13. Does your agency physically include the Civil Rights Special Provisions (FHWA-1273) in all contracts and ensure they are included in all sub-contracts, including third-tier contracts. Please provide a sample copy of such.

Yes. The City of Akron Law Department reviews all contracts and ensures that the Civil Rights Special Provisions (FHWA-1273) are included in all sub-contracts, including third-tier contracts. The City of Akron Law Department maintains the records of past contracts and compliance with FHWA-1273.

14. The Notice of Proposed Rule Making (NPRM) for 49 CFR 26.21 (a)(1) [<http://www.gpo.gov/fdsys/pkg/FR-2012-09-06/pdf/2012-21231.pdf>] intends to clarify US DOT's position regarding which entities can set DBE program goals. It is US DOT's position that only State Transportation Agencies (STAs), such as ODOT, can set DBE program goals and that sub-recipients would need to implement the established goal. Does your agency currently follow this process or does your agency set its own DBE goals? If your agency sets its own DBE goals, you will need to discontinue doing so and adopt ODOT's DBE goals.

In the past, AMATS used the DBE goals set forth by the City of Akron. AMATS now uses the DBE goals set forth by ODOT.

The City of Akron's procurement goals state that any minority business enterprise that desires to be a minority business enterprise subcontractor must first be certified by the Equal Employment Opportunity Coordinator of the Department of Administrative Services

of the State of Ohio. Any public contract valued at ten thousand dollars or more in which the contractor intends to subcontract ten percent or more of the total value of the contract shall provide that the contractor will award subcontracts to minority business enterprises.

The City of Akron's Contract Compliance Officer may authorize a partial or total waiver of the subcontracting preference requirements section upon application and demonstration by the contractor that there are not sufficient, qualified minority business enterprises reasonably available to the contractor to fulfill the minority subcontracting requirements.

As requested, AMATS now uses the DBE goals set forth by ODOT. According to ODOT, these goals are recalculated each year based on annual reappraisals of the contracting environment and past success at reaching DBE goals.

15. DBE Reporting – Record the DBE participation in the US DOT financed contracts your agency let in the most recent previous SFY.

US DOT Contracts	Contract Amount	DBE % Goal	DBE Amount	DBE %
Totals	\$0			

## **Consultant Contracts**

16. Does your agency have written consultant selection procedures consistent with the provisions of 49 CFR 18.36?

Yes. Section 34.10 of the Codified Ordinance of the City of Akron, Ohio, 1993, requires that where a contractor intends to subcontract ten percent or more of the total value of the contract, 15 percent of the subcontracted demolition, construction, erection, alterations or repair of City buildings or improvements services shall be subcontracted to Minority Business Enterprises; seven percent of subcontracted equipment, supplies, materials, and services other than professional services procurements shall be subcontracted to Minority Business Enterprises; and five percent of the subcontracted professional services shall be subcontracted to Minority Business Enterprises. Unless the contractor obtains a waiver from the Contract Compliance Officer, the contractor shall show to the satisfaction of the Contract Compliance Officer that these requirements will be met

before any subcontracts which, when added to all previously approved and all other currently proposed subcontracts, exceed ten percent of the value of the contract.

The subcontract shall not be executed until the City Engineer has approved the above mentioned list of subcontractors.

A Minority Business Enterprise Participation form is to be completed and submitted prior to the award of the contract, in accordance with Section 34.10 of the Codified Ordinance of the City of Akron.

17. What considerations are given to minority contractors in the selection of consultants for transportation planning work?

AMATS seldom employs consultants to assist in planning work. However, when a consultant is used, the proposal process is open to all qualified firms, and prime consultants who are not qualified DBEs are urged to include minority sub-consultants. Consultants are hired consistent with the City of Akron's DBE policies and applicable state and federal regulations.

- a. Does your agency monitor annual Title VI contracting goals? Describe your monitoring process.

In cases where AMATS directly hires and supervises consultant work, AMATS requires the consultant to provide periodic updates of Title VI and DBE awards as required by ODOT and by City of Akron ordinance.

- b. Does the consultant selection process include maintenance of records of qualified minority consultants?

Yes. Proof of qualifications is required, as well as detailed billings.

- c. What other methods or procedures are utilized to encourage use of qualified minority consultants?

The City of Akron Ordinance No. 499-1984 describes the Minority Subcontractor Preference Program under which consultants hired to complete work on behalf of AMATS must conform. Next, information about RFPs for planning studies is made available directly to DBEs via the ODOT Bulletin board. Finally, all firms submitting proposals are strongly encouraged to utilize minority subcontractors when submitting proposal packages for planning studies.

- d. Are Title VI assurances and provisions included in consultant contracts? Provide an example.

Yes, each consultant provides a certificate of assurance for disadvantaged business enterprises included with the Request for Proposal (RFP).

18. Have consultants made good faith efforts to employ qualified minority sub-contractors? If so, to what extent?

When AMATS does contract with a consultant, it is typically for work of a highly specialized nature, for which there are few or even sole sources, and in which subcontracts may not be involved. However, in cases where subcontracting has been appropriate, consultants have either complied with DBE participation goals or have documented their efforts to do so. Records are kept on the amount of funding spent with the DBE firm.

19. What are your agency's procedures for monitoring consultant compliance with Title VI contract provisions?

AMATS attempts to ensure that all consultants comply with Title VI provisions. Subcontracts with minority vendors are monitored through contractor invoices. The City of Akron Finance Department oversees purchases of goods and services.

## **Urban Transportation Planning Process**

20. Does your agency maintain documentation describing its procedures for incorporation Title VI requirements into the region's urban transportation planning program?

The planning document, *AMATS Title VI Program Procedures and Documentation*, describes the agency's incorporation of Title VI requirements into the planning process. In addition, the AMATS Public Participation Plan outlines procedures for the public to access the transportation planning decision making process. The Transportation Improvement Program and Regional Transportation Plan procedures both contain documentation regarding compliance with Title VI and environmental justice requirements.

21. What techniques and procedures are employed to provide data relative to minority and disabled populations, age and sex distributions, neighborhoods, income levels, physical environment, travel habits, etc.?

Demographic data from the US Census and other publicly available data are utilized in identifying concentrations of minority and low-income populations. These areas are mapped, along with other social, economic, and environmental factors, using GIS software so that they may be considered in the transportation planning process.

Household, social service agency and transit user surveys are also conducted or obtained from outside sources. These data are evaluated to gather information on travel behavior and other considerations.

22. Is this data used to develop a socio-demographic profile of the MPO region? If so, provide a copy of the socio-demographic profile of your agency's region.

A wide range of socio-demographic data are compiled as part of the transportation planning process. These data are regularly aggregated to provide an overall profile of the area.

Metropolitan Statistical Area	2015 MSA Population (Estimated)	Avg. Household Income	% of Pop Age < 18	% of Pop Age 65+	Minority %
Akron, OH MSA	703,744	\$ 68,639	21.4%	15.3%	17.5%

23. To what extent is the data considered in determining that a proposed transportation system will be capable of responding favorably to minority group requirements? What techniques are used?

The AMATS staff utilizes the data identified above in its environmental justice analyses for the Transportation Improvement Program (TIP) and Regional Transportation Plan. In its first analysis, GIS software is used to overlay the project recommendations of the TIP or Regional Transportation Plan on maps that show the concentrations of minority and low-income people in the AMATS area. The staff then qualitatively assesses the projects as to whether they will be likely to have positive, neutral, or negative effects on these populations.

24. Do the MPO Transportation Plan and TIP include assessments of the impacts that planned transportation system investments will have on both minority (including low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation.

In addition to the geographic/qualitative analysis described above, the AMATS staff also completes a system-wide benefits analysis to demonstrate the ways in which the project recommendations in the TIP or Regional Transportation Plan provide equitable benefits to

minority and low-income groups in terms of accessibility to the transportation system (highway, bicycle/pedestrian and transit). For the highway accessibility part of this analysis, the travel-demand model network is used to compare average travel time from a sample of minority and low-income areas to travel times from a sample of non-minority or non-low-income. The transit part of the analysis compares the accessibility of fixed route transit service to four population sub-groups (minority, low-income, elderly, and transportation disabled) with the accessibility for the general population.

AMATS completes an Environmental Justice Scan as part of the development of the Regional Transportation Plan and TIP. This analysis identifies geographically the concentrations of minority and low-income population and overlays public transportation and highway recommendations to determine if disproportionately high and adverse effects should be considered in future planning stages. This scan also includes the transit accessibility analysis described above.

25. Explain your agency's public involvement process for transportation planning. How does your agency obtain and consider input from all citizen groups, especially minority, low income, disabled, and transit dependent?

The AMATS Policy Committee is comprised of the elected and appointed public officials of the area. A concerned citizen may contact a member of the Policy Committee from their area or community currently serving on the Policy Committee to discuss any issues regarding the transportation planning process. For example, this could include their mayor. They may also attend or volunteer to serve on the Citizen Involvement Committee. All AMATS meetings are open to the public. Any member of the public can contact the staff directly in person, by phone, electronically or through the agency's website.

Funding and policy decisions are published in advance according to federal requirements governing public involvement, with advanced notification through a number of media.

AMATS public involvement procedures include public meetings, public open houses, public notices in the media, newsletters, the AMATS web site, and presentations at the AMATS Citizens Involvement Committee. Record of race is not maintained for attendance at public meetings, public open houses, newsletter requests or visitors to the AMATS web site.

- a. Do you have a formalized public involvement process? When was the last time it was updated?

A formalized procedure to provide citizen participation in the transportation planning process is provided in the AMATS Public Participation Plan, approved in May 2015. This plan was designed to provide maximum opportunity for public involvement in planning activities for the region.

26. Are Environmental Justice (EJ) populations, either individually or through their organizations and community leaders, represented in the citizen participation effort? If so, how many and in what capacity?

The AMATS Citizens Involvement Committee (CIC) involves the public in transportation decision-making. The Committee encourages and simplifies community involvement and advises the Policy Committee on transportation planning matters of public interest. Each of the 45 Policy Committee members may appoint a representative to the CIC. Membership positions are also open to any interested residents of the AMATS area. Of the 25 current members, four are females. Five CIC members identify themselves as members of minority groups. The staff does not survey individual members of the CIC for ethnic or racial identification. Social service agencies are notified regularly of AMATS planning activities and meetings and encouraged to participate. Many of these social service agencies represent low-income, minority and LEP populations and advocate on their behalf.

The membership rosters are updated by the AMATS Staff based on attendance at CIC meetings. The CIC meets quarterly and its membership is open to all who wish to participate.

27. Are there any other affirmative actions taken by your agency to enlist the involvement and support of EJ populations in the transportation planning process? Explain.

AMATS places paid notices of meetings and seeks comments in the local minority newspaper, *The Reporter*. The staff also contacts a number of social service agencies representing EJ and Title VI populations for their comment and participation in the transportation planning process. Social service agencies are notified regularly of AMATS planning activities and meetings and encouraged to participate either on behalf of their clients, or recommending that their clients comment or attend AMATS meetings. The public officials and elected representatives that serve on the Policy Committee are also encouraged to maintain a dialogue with their constituents and involve them in the planning process.