

TRANSPORTATION PLANNING WORK PROGRAM AND BUDGET FY 2020



May 1, 2019

Akron Metropolitan Area Transportation Study

Suite 201 Ocasek SOB / 161 South High Street / Akron, Ohio 44308

Phone – 330-375-2436

Fax – 330-375-2275

E-Mail - amats@akronohio.gov

Web - www.amatsplanning.org

**FISCAL YEAR 2020
TRANSPORTATION PLANNING
WORK PROGRAM
AND
BUDGET**

AMATS

May 1, 2019

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.

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TRANSPORTATION PLANNING ACTIVITIES - FY 2020

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 May 27, 2016, Federal Register, vol. 81, no. 103: *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 Gohio Commute 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 project 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.
21. Continues to develop performance targets consistent with 23 CFR 450, 23 CFR 771 and 49 CFR 613.

The overall benefits to be derived from the FY 2020 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 2019) will be carried over on July 1, 2019 and may be used through December 31, 2019.

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 Gohio Commute ride-matching service, as well as promote air quality improvements through the increased use of bicycle and pedestrian facilities.

Residents of the urbanized area will benefit from AMATS 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
- Maintaining the current Regional Transportation Plan: *Transportation Outlook 2040* (approved May 25, 2017)
- Developing and approving the new FY 2021-2024 Transportation Improvement Program
- 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 performance measures planning as part of the Plan and TIP processes consistent with current federal guidance

- Updating the region's transportation planning agreements in coordination with ODOT to ensure the sharing of performance data and selection of performance targets
- Reviewing and updating metropolitan planning public involvement
- Traffic Counts
- Directing the Gohio Commute and Air Quality Advocacy Programs
- 2019 AMATS Annual Report
- *AMATS Transportation Newsletter* and Web Updates
- Enhanced Congestion Management Process Report
- Soliciting applications and awarding for new projects using Surface Transportation Block Grant Program (STBG), Transportation Alternatives Set Aside Program (TASA), and CMAQ funding
- Review Title VI Civil Rights and Environmental Justice documentation

**AMATS STAFF
FISCAL YEAR 2020**

POSITION	NAME	PERCENTAGE OF TIME SUPPORTED BY AMATS IN FY 2020
Director	Curtis Baker	100%
Administrative Assistant III	Martha Chandler	100%
City Planner IV	Darryl Kleinhenz	100%
City Planner IV	Jeff Gardner	100%
City Planner III	Seth Bush	100%
City Planner III	Heather Reidl	100%
City Planner I	Eugene Paczelt	100%
City Planner I	Louisa Kreider	100%
Planning Aide I – part time	Vacant	100%
Planning Aide I – part time	Wali Rahim	100%
Public Information Specialist II	Kerry Prater	100%
Transportation Designer II	Amy Prater, P.E.	100%
Transportation Engineer	Dave Pulay, P.E.	100%
Transportation Planner III	Phyllis Jividen	100%
Transportation Planning Administrator	Vacant	100%

FY 2020
SUMMARY OF REGIONAL TRANSPORTATION PLANNING WORK ELEMENTS

	<u>PROGRAM BUDGET</u>	<u>FUNDING SOURCE¹</u>	<u>AGENCY PERFORMING PLANNING</u>
<u>601</u>	<u>SHORT RANGE PLANNING</u>		
601.91	\$75,000	F/O/A	AMATS
601.01	\$300,000	F/O/A	AMATS
<u>602</u>	<u>TRANSPORTATION IMPROVEMENT PROGRAM</u>		
602.91	\$100,000	F/O/A	AMATS
602.01	\$262,500	F/O/A	AMATS
<u>605</u>	<u>CONTINUING PLANNING – SURVEILLANCE</u>		
605.91	\$50,000	F/O/A	AMATS
605.01	\$180,000	F/O/A	AMATS
<u>610</u>	<u>CONTINUING PLANNING – REVIEW & REAPPRAISAL</u>		
610.91	\$100,000	F/O/A	AMATS
610.01	\$350,000	F/O/A	AMATS
<u>625</u>	<u>SERVICE</u>		
625.91	\$75,000	F/O/A	AMATS
625.91	\$325,000	F/O/A	AMATS
<u>667</u>	<u>GOHIO COMMUTE AND AQ ADVOCACY</u>		
667.91	\$5,000	CMAQ	AMATS
667.01	\$60,000	CMAQ	AMATS
667.92	\$25,000	CMAQ	AMATS
667.02	\$100,000	CMAQ	AMATS
<u>674</u>	<u>TRANSIT EXCLUSIVE</u>		
674.01	\$800,000	M	METRO
674.02	\$75,000	P	PARTA
<u>682</u>	<u>LOCAL EXCLUSIVE</u>		
682.01	\$25,000	A	AMATS
<u>697</u>	<u>PERIODIC REPORT</u>		
697.01	\$57,837	F/O/A	AMATS
TOTAL	\$2,965,337		

¹ Funding Source:

F - U.S. DOT Planning

O - ODOT

CMAQ - Congestion Mitigation Air Quality

A - AMATS Local Share

M - METRO Local Share

P - PARTA Local Share

**FY 2020
AMATS STAFF PLANNING WORK ELEMENTS**

	<u>PROGRAM BUDGET</u>	<u>FUNDING SOURCE¹</u>	<u>AGENCY PERFORMING PLANNING</u>	
<u>601</u>	<u>SHORT RANGE PLANNING</u>			
	601.91 Short Range Planning (Carryover)	\$75,000	F/O/A	AMATS
	601.01 Short Range Planning	\$300,000	F/O/A	AMATS
<u>602</u>	<u>TRANSPORTATION IMPROVEMENT PROGRAM</u>			
	602.91 Transportation Improvement Program (Carryover)	\$100,000	F/O/A	AMATS
	602.01 Transportation Improvement Program	\$262,500	F/O/A	AMATS
<u>605</u>	<u>CONTINUING PLANNING – SURVEILLANCE</u>			
	605.91 Transportation System Update (Carryover)	\$50,000	F/O/A	AMATS
	605.01 Transportation System Update	\$180,000	F/O/A	AMATS
<u>610</u>	<u>CONTINUING PLANNING – REVIEW & REAPPRAISAL</u>			
	610.91 Transportation Plan Update (Carryover)	\$100,000	F/O/A	AMATS
	610.01 Transportation Plan Update	\$350,000	F/O/A	AMATS
<u>625</u>	<u>SERVICE</u>			
	625.91 Service (Carryover)	\$75,000	F/O/A	AMATS
	625.01 Service	\$325,000	F/O/A	AMATS
<u>667</u>	<u>GOHIO COMMUTE AND AQ ADVOCACY</u>			
	667.91 Gohio Commute (PID #97830) (Carryover)	\$5,000	CMAQ	AMATS
	667.01 Gohio Commute (PID #97831)	\$60,000	CMAQ	AMATS
	667.92 Air Quality Advocacy (PID #97833) (Carryover)	\$25,000	CMAQ	AMATS
	667.02 Air Quality Advocacy (PID #97834)	\$100,000	CMAQ	AMATS
<u>682</u>	<u>LOCAL EXCLUSIVE</u>			
	682.01 Local	\$25,000	A	AMATS
<u>697</u>	<u>PERIODIC REPORT</u>			
	697.01 AMATS Trans Newsletter/Annual Rpt	\$57,837	F/O/A	AMATS
	TOTAL	\$2,090,337		

¹ Funding Source:

F - U.S. DOT Planning

O - ODOT

CMAQ - Congestion Mitigation Air Quality

A - AMATS Local Share

M - METRO Local Share

P - PARTA Local Share

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_{2.5} (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*.
- Assist METRO and PARTA in the implementation of the AMATS Area Coordinated Public Transit/Human Services Transportation Plan.
- Integrating performance measures planning as part of the Plan and TIP processes consistent with current federal guidance (see Title 23 CFR 450, 23 CFR 771 and 49 CFR 613).

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 ensure that Title VI, EJ and LEP populations are included as part of transportation planning process.
- 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.

GOALS - continued

- To monitor and evaluate past, present and future transportation projects based on established performance measures.
- To provide early and continuing opportunities for public active engagement in 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 2020 WORK ELEMENTS

601.01 SHORT RANGE PLANNING

Objectives

1. To provide planning assistance to local communities and agencies to coordinate transportation services for elderly and disabled people, as well as Title VI, EJ and LEP populations.
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).
12. To assist local communities with bicycle and pedestrian planning activities.

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 in the Akron Beltway Study (2018)
- Public Transportation Planning and Coordination
- Regional ITS Architecture Maintenance Plan
- Prioritization of AMATS area TRAC (ODOT Major/New Construction Program) applications
- Traffic Crashes (2015-2017) Technical Memorandum (December 2018)
- The Coordinated Public Transit/Human Services Transportation Plan (March 2018)
- Connecting Communities: A Guide to Integrating Transportation & Land Use (2010)

601.01 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, 2007, and 2011 Updates. Assist OEPA in updating the SIP using current data, revised emission factors, and/or revised analysis techniques.
3. Utilizing the proprietary StreetLight data software program in coordination with ODOT, AMATS will identify and analyze projects to evaluate the condition, performance, and progress of the transportation system.

Products

1. Attend ODOT District 4 Safety Review Meetings
2. Assistance with major ODOT project studies
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)
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
 - b. Adopt or support statewide performance measures as they become available
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 (2014-2018) Technical Memorandum (December 2019)
11. Assistance with safety studies (as needed)
12. Land Use Transportation Coordination (as needed)
13. Maintain transportation performance measures data in accordance with federal guidance
14. Obtain access to, and utilize StreetLight data for planning and project evaluation

602.01 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 Block Grant Program (STBG), Transportation Alternatives Set Aside Program (TASA), 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 STBG, TASA, 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.
9. To coordinate with ODOT (and other MPOs as needed) regarding the development and implementation (target setting) of performance measures to be used in TIP development and the project selection process in the AMATS area.

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*.

602.01 TRANSPORTATION IMPROVEMENT PROGRAM – continued

2. AMATS will hold a sufficient number of project status review meetings to ensure 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.
4. In coordination with ODOT (and neighboring MPOs as needed), 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.
5. 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.
6. 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. Periodic Amendments (as needed)
 - Public Involvement Meetings (as needed)
 - Air Quality Conformity Modeling (as needed)
 - b. Annual Listing of Obligated Projects (September 2019)
2. Develop and Approve the FY 2021-2024 TIP (May 2020)
3. Manage STBG and TASA allocations (continuous)
 - a. Solicit applications for New Projects using STBG and TASA Funding (September 2019)
 - b. Approve New Projects using STBG and TASA Funding (January 2020)
4. Attend Project Scoping meetings (as needed)
5. Project Status Review Meetings (quarterly at a minimum)
6. Assist ODOT with Annual Project Lock-Down Schedule
7. Manage FTA Section 5307, 5310 and 5339 apportionments (continuous)
8. Participate in the Statewide CMAQ Discretionary Program
9. Integrate performance measures as part of the TIP process consistent with current federal guidance

605.01 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 and to establish and develop performance measure and target setting data.
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

- 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 movement
4. Traffic Count Trends Report (July 2019)
5. Develop a pavement condition data collection and analysis program

610.01 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.
6. 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.
7. To coordinate with ODOT regarding the development and implementation of performance measures to be used in the Regional Transportation Plan update process in the AMATS area.
8. 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, and engage in on-going monitoring, evaluating, and performance reporting.

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 2040 Regional Transportation Plan (2017)
- Public Transit Needs Report (2016)
- Public Participation Plan (2018)
- 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)
- Establish Safety Performance Measure goal (December 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

610.01 TRANSPORTATION PLAN UPDATE – continued

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.*
6. Refer to the AMATS Title VI Plan (approved May 2015).
7. Refer to the AMATS Public Participation Plan (approved December 2018) for public meeting planning, website management, LEP inclusion, survey distribution and obtaining public comments.

Products

1. Maintain the current Regional Transportation Plan: *Transportation Outlook 2040*
 - a. 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. Work on the upcoming 2045 Regional Transportation Plan
 - a. Develop the Freight Plan (January 2020)
 - b. Develop the Preservation Needs Report (July 2019)
 - c. Develop the Transit Plan (June 2020)
5. Complete Existing Congestion Report
6. Integrate performance measures as part of the Regional Transportation Plan update process consistent with federal legislation and guidance

625.01 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 actively engage the public in participating 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
- Connecting Communities Planning Grants Summary and Strategies Report (2012-2015)

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 (\$100,000 in grants using Consolidated Planning Grant funds) for the study of a particular transportation corridor or area.

625.01 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 NOACA and ARAQMD with Ozone Action Day and Particulate Matter (FP3) Alerts
7. Air Quality Coordination (as needed)
8. Technical memoranda or correspondence (as requested; see Service Policy in the Prospectus)
9. Initiate update of metropolitan planning agreements in coordination with ODOT and local agencies regarding the development of performance measures
10. Review and update Title VI Plan and documentation
11. Enhanced Mobility for the Elderly and Disabled Program (FTA Section 5310) vehicle inspections (as requested)
12. Maintain AMATS website (on-going)
13. AMATS Connecting Communities Planning Grant: Corridor Study in Prospective Community
 - a. Begin selection process for AMATS Connecting Communities Planning Grant program
14. Develop transportation related podcasts for AMATS members and members of the public

667.91 GOHIO COMMUTE RIDESHARE PROGRAM (PID #97830) - Carryover
667.01 (PID #97831)

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 Gohio Commute website in coordination with NOACA, MORPC, TMACOG, the Eastgate Regional Council of Governments, and other agencies in the state.
4. To maintain up-to-date data on potential Gohio Commute 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
- Partnered with agencies across the state of Ohio to update the website to the Gohio Commute program

Methodology

1. Advertising will be used to increase consumer awareness of ridesharing options when appropriate. The program's website will be maintained and continue to accept applications. Special promotions and advertising will be developed. The Gohio Commute 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.
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

667.91/01 GOHIO COMMUTE RIDESHARE PROGRAM – continued

employers will be arranged regarding the benefits of ridesharing.

3. Coordination with other Ohio ridesharing agencies statewide will be maintained through meetings and correspondence, sharing of newsletter articles and jointly prepared marketing material. The consultant will maintain the Gohio Commute 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 2020)
2. Promote the Gohio Commute Program with area employers
3. Print and distribute Gohio Commute calendar (November 2019)
4. Maintain Gohio Commute website (ongoing)
5. Market Gohio Commute website (as needed) through advertising
6. Assist Gohio Commute participants with web entry (as needed)
7. Provide carpool services for Wayne, Stark and Tuscarawas Counties (as required)

667.92 AIR QUALITY ADVOCACY PROGRAM (PID# 97833) - Carryover
667.02 (PID #97834)

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

674.01 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 2020)
3. METRO's Annual Program of Projects Submission (December 2019)
4. Update Transit Development Plan (December 2019)
5. Update Strategic Plan (December 2019)
6. National Transit Database Report (April 2020)
7. Assist in the implementation of the Coordinated Public Transit/Human Services Transportation Plan
8. Freight Rail Master Plan Implementation
9. Continued implementation of performance measures in coordination with AMATS and ODOT per federal guidance
10. Implement Transit Asset Management Plan (ongoing)
11. Implement OhioRide Mobile Ticketing App (Fall 2019)
12. Develop Public Transportation Agency Safety Plan (PTASP) (June 2020)

674.02 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 2020)
4. National Transit Database Report (April 2020)
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
7. Further implementation of NEORIDE coordination effort with other northeast Ohio regional transit agencies
 - a. Launch OhioRide app through NEORide – a regional mobile ticketing application that allows passengers to purchase tickets from participating agencies as well as trip planning services (June 2019)
 - b. Replace and initiate use of Mobile Data Transmitters (MDT's) for all vehicles in order to comply with the elimination of the 3G network set to shut down at the end of the year (December 2019)
8. Continued implementation of performance measures in coordination with AMATS and ODOT per federal guidance
9. Implement Transit Asset Management Plan (ongoing)
10. Development of a PARTA Safety Plan (June 2020)

682.01 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 2019)
5. The initial purchase of capital items (as needed)

697.01 AMATS TRANSPORTATION NEWSLETTER / ANNUAL REPORT

Objectives

1. To prepare a newsletter on a regular basis that 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 2019
- AMATS Annual Reports (1999 through 2018)

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.

Information such as planning accomplishments, planning requirements, status of the Regional Transportation Plan and information on programmed transportation improvements will be included in each AMATS newsletter.

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 2019)
2. January-June Newsletter (June 2020)
3. Monthly Web Updates (as required)
4. 2019 AMATS Annual Report (April 2020)

FY 2020 AMATS FRINGE/INDIRECT FIXED RATE

The fixed rate that will be used for FY 2020 is based on the agreed upon Cost Allocation Plan (CAP) rate of 145% for CY 2019. The same rate is assumed for the second half of the fiscal year, and therefore has been applied to the financial tables for FY 2020.

**BUDGET TABLE I
FY 2020 AMATS AREA BUDGET**

WORK DESCRIPTION	FEDERAL CMAQ (RS)	FEDERAL CMAQ (AQ)	FEDERAL CONSOLIDATED PLANNING GRANT			TRANSIT ELEMENTS		TOTAL
			FEDERAL FHWA	STATE ODOT	LOCAL AMATS	LOCAL METRO	PARTA	
601 SHORT RANGE PLANNING Total Subcategory			\$300,000	\$37,500	\$37,500			\$375,000
601.91 Short Range Transp. Planning (Carryover)			\$60,000	\$7,500	\$7,500			\$75,000
601.01 Short Range Transp. Planning			\$240,000	\$30,000	\$30,000			\$300,000
Direct Salary			\$119,184	\$14,898	\$14,898			\$148,980
Direct Fringe			\$115,608	\$14,451	\$14,451			\$144,510
Direct Expense			\$8,000	\$1,000	\$1,000			\$10,000
Indirect			\$57,208	\$7,151	\$7,151			\$71,510
602 TRANSPORTATION IMPROVEMENT PROGRAM Total Subcategory			\$290,000	\$36,250	\$36,250			\$362,500
602.91 TIP (Carryover)			\$80,000	\$10,000	\$10,000			\$100,000
602.01 TIP			\$210,000	\$26,250	\$26,250			\$262,500
Direct Salary			\$118,367	\$14,796	\$14,796			\$147,959
Direct Fringe			\$114,816	\$14,352	\$14,352			\$143,520
Direct Expense			\$0	\$0	\$0			\$0
Indirect			\$56,817	\$7,102	\$7,102			\$71,021
605 CONTINUING PLANNING-Surveillance Total Subcategory			\$184,000	\$23,000	\$23,000			\$230,000
605.91 Transportation System Update (Carryover)			\$40,000	\$5,000	\$5,000			\$50,000
605.01 Transportation System Update			\$144,000	\$18,000	\$18,000			\$180,000
Direct Salary			\$32,652	\$4,082	\$4,082			\$40,816
Direct Fringe			\$31,673	\$3,959	\$3,959			\$39,592
Direct Expense			\$104,000	\$13,000	\$13,000			\$130,000
Indirect			\$15,673	\$1,959	\$1,959			\$19,592
610 CONTINUING PLANNING-Review & Reappraisal Total Subcategory			\$360,000	\$45,000	\$45,000			\$450,000
610.91 Transportation Plan Update (Carryover)			\$80,000	\$10,000	\$10,000			\$100,000
610.01 Transportation Plan Update			\$280,000	\$35,000	\$35,000			\$350,000
Direct Salary			\$146,939	\$18,367	\$18,367			\$183,673
Direct Fringe			\$142,531	\$17,816	\$17,816			\$178,163
Direct Expense			\$0	\$0	\$0			\$0
Indirect			\$70,530	\$8,817	\$8,817			\$88,164
625 SERVICE-FHWA Total Subcategory			\$320,000	\$40,000	\$40,000			\$400,000
625.91 Service (Carryover)			\$60,000	\$7,500	\$7,500			\$75,000
625.01 Service			\$260,000	\$32,500	\$32,500			\$325,000
Direct Salary			\$124,082	\$15,510	\$15,510			\$155,102
Direct Fringe			\$120,359	\$15,045	\$15,045			\$150,449
Direct Expense			\$16,000	\$2,000	\$2,000			\$20,000
Indirect			\$59,559	\$7,445	\$7,445			\$74,449
667 GOHIO/AQ ADVOCACY Total Subcategory	\$65,000							\$65,000
667.91 GOHio Commute Program (PID #97830) (Carryover)	\$5,000							\$5,000
Direct Salary	\$2,041							\$2,041
Direct Fringe	\$1,980							\$1,980
Direct Expense	\$0							\$0
Indirect	\$979							\$979
667.01 GOHio Commute Program (PID #97831)	\$60,000							\$60,000
Direct Salary	\$18,367							\$18,367
Direct Fringe	\$17,816							\$17,816
Direct Expense	\$15,000							\$15,000
Indirect	\$8,817							\$8,817

**BUDGET TABLE I
FY 2020 AMATS AREA BUDGET**

WORK DESCRIPTION	FEDERAL CMAQ (RS)	FEDERAL CMAQ (AQ)	FEDERAL CONSOLIDATED PLANNING GRANT			TRANSIT ELEMENTS		TOTAL
			FEDERAL FHWA	STATE ODOT	LOCAL AMATS	LOCAL METRO	PARTA	
667 AQ ADVOCACY Total Subcategory		\$125,000						\$125,000
667.92 AQ Advocacy (PID #97833) (Carryover)		\$25,000						\$25,000
Direct Salary		\$10,204						\$10,204
Direct Fringe		\$9,898						\$9,898
Direct Expense		\$0						\$0
Indirect		\$4,898						\$4,898
667.02 AQ Advocacy (PID #97834)		\$100,000						\$100,000
Direct Salary		\$28,571						\$28,571
Direct Fringe		\$27,714						\$27,714
Direct Expense		\$30,000						\$30,000
Indirect		\$13,715						\$13,715
682 LOCAL EXCLUSIVE Total Subcategory					\$25,000			\$25,000
682.01 Local Exclusive					\$25,000			\$25,000
Direct Salary					\$2,041			\$2,041
Direct Fringe					\$1,980			\$1,980
Direct Expense					\$20,000			\$20,000
Indirect					\$979			\$979
697 PERIODIC REPORT Total Subcategory			\$46,270	\$5,784	\$5,784			\$57,837
697.01 Agency Transportation Newsletter			\$46,270	\$5,784	\$5,784			\$57,837
Direct Salary			\$18,886	\$2,361	\$2,361			\$23,607
Direct Fringe			\$18,319	\$2,290	\$2,290			\$22,899
Direct Expense			\$0	\$0	\$0			\$0
Indirect			\$9,065	\$1,133	\$1,133			\$11,331
TOTAL 600 CATEGORIES-AMATS	\$65,000	\$125,000	\$1,500,270	\$187,534	\$212,534			\$2,090,337
Direct Salary	\$20,408	\$38,776	\$560,109	\$70,014	\$72,055			\$761,362
Direct Fringe	\$19,796	\$37,612	\$543,307	\$67,913	\$69,893			\$738,521
Direct Expense	\$15,000	\$30,000	\$128,000	\$16,000	\$36,000			\$225,000
Indirect	\$9,796	\$18,612	\$268,854	\$33,608	\$34,587			\$365,455
674 TRANSIT EXCLUSIVE-OTHERS Total Subcategory						\$800,000	\$75,000	\$875,000
674.01 METRO Operational Plng						\$800,000		\$800,000
674.02 PARTA Planning Activities							\$75,000	\$75,000
GRAND TOTAL AREA WIDE PLANNING	\$65,000	\$125,000	\$1,500,270	\$187,534	\$212,534	\$800,000	\$75,000	\$2,965,337
Direct Salary	\$20,408	\$38,776	\$560,109	\$70,014	\$72,055	\$0	\$0	\$761,362
Direct Fringe	\$19,796	\$37,612	\$543,307	\$67,913	\$69,893	\$0	\$0	\$738,521
Direct Expense	\$15,000	\$30,000	\$128,000	\$16,000	\$36,000	\$800,000	\$75,000	\$1,100,000
Indirect	\$9,796	\$18,612	\$268,854	\$33,608	\$34,587	\$0	\$0	\$365,455

**BUDGET TABLE II
AMATS RESPONSIBILITY
FISCAL YEAR 2020**

	<u>WORK ELEMENTS</u>	<u>PERSON HOURS</u>		<u>COST SUMMARY</u>		<u>TOTAL</u>
		<u>AMATS DIRECT</u>	<u>TRANSIT OPERATORS DIRECT</u>	<u>AMATS STAFF</u>	<u>TRANSIT OPERATORS</u>	
601	<u>Short Range Planning</u>	<u>3,750</u>		<u>375,000</u>		<u>375,000</u>
601.91	Short Range Planning (Carryover)	750		75,000		
601.01	Short Range Planning	3,000		300,000		
602	<u>Transportation Improvement</u>	<u>4,250</u>		<u>362,500</u>		<u>362,500</u>
602.91	Transportation Improvement Program (Carryover)	1,000		100,000		
602.01	Transportation Improvement Program	3,250		262,500		
605	<u>Continuing Planning - Surveillance</u>	<u>2,300</u>		<u>230,000</u>		<u>230,000</u>
605.91	Transportation System Update (Carryover)	500		50,000		
605.01	Transportation System Update	1,800		180,000		
610	<u>Continuing Planning - Review & Reappraisal</u>	<u>4,500</u>		<u>450,000</u>		<u>450,000</u>
610.91	Transportation Plan Update (Carryover)	1,000		100,000		
610.01	Transportation Plan Update	3,500		350,000		
625	<u>Service</u>	<u>4,000</u>		<u>400,000</u>		<u>400,000</u>
625.91	Service (Carryover)	750		75,000		
625.01	Service	3,250		325,000		
667	<u>Gohio Commute</u>	<u>1,900</u>		<u>190,000</u>		<u>190,000</u>
667.91	GOhio Commute Program (PID #97830) (Carryover)	50		5,000		
667.01	GOhio Commute Program (PID #97831)	600		60,000		
667.92	Air Quality Advocacy (PID #97833) (Carryover)	250		25,000		
667.02	Air Quality Advocacy (PID #97834)	1,000		100,000		
674	<u>Transit Exclusive</u>	<u>0</u>	<u>8,750</u>	<u>0</u>	<u>875,000</u>	<u>875,000</u>
674.01	METRO RTA Operational Planning		8,000		800,000	
674.02	PARTA Planning Activities		750		75,000	
682	<u>Local</u>	<u>250</u>		<u>25,000</u>		<u>25,000</u>
682.01	Local	250		25,000		
697	<u>Periodic Report</u>	<u>580</u>		<u>57,837</u>		<u>57,837</u>
697.01	AMATS Transportation Newsletter/Annual Report	580		57,837		
Total		<u>21,530</u>	<u>8,750</u>	<u>\$2,090,337</u>	<u>\$875,000</u>	<u>\$2,965,337</u>

BUDGET TABLE III
FUND USE BY PERFORMING AGENCY
FISCAL YEAR 2020

DESCRIPTION TITLE & IDENTIFICATION NO.	AMATS	METRO RTA	PARTA
601 Short Range Planning	\$375,000		
602 Transportation Improvement Program	362,500		
605 Continuing Planning - Surveillance	230,000		
610 Continuing Planning - Review & Reappraisal	450,000		
625 Service	400,000		
667 GOhio and AQ Advocacy	190,000		
674 Public Transportation Exclusive	0	\$800,000	\$75,000
682 Local Exclusive	25,000		
697 Periodic Report	57,837		
<hr/>			
TOTALS	\$2,090,337	\$800,000	\$75,000

**AMATS
LOCAL SHARE CALCULATION*
SFY 2020 WORK PROGRAM**

MEMBERS	2010 POP (CENSUS)	LOCAL SHARE PERCENT	CY 2019 LOCAL SHARE
METRO RTA	N/A	13.2%	\$21,887
PARTA	N/A	2.2%	\$3,652
<u>SUMMIT COUNTY</u>			
AKRON	199,110	24.2%	\$40,041
BARBERTON	26,550	3.2%	\$5,339
CUYAHOGA FALLS	49,652	6.0%	\$9,985
FAIRLAWN	7,437	0.9%	\$1,496
GREEN	25,699	3.1%	\$5,168
HUDSON	22,262	2.7%	\$4,477
LAKEMORE	3,068	0.4%	\$617
MACEDONIA	11,188	1.4%	\$2,250
MOGADORE	3,853	0.5%	\$775
MUNROE FALLS	5,012	0.6%	\$1,008
NEW FRANKLIN	14,227	1.7%	\$2,861
NORTHFIELD	3,677	0.4%	\$739
NORTON	12,085	1.5%	\$2,430
REMINDERVILLE	3,404	0.4%	\$684
RICHFIELD	3,648	0.4%	\$734
SILVER LAKE	2,519	0.3%	\$506
STOW	34,837	4.2%	\$7,006
TALLMADGE	17,537	2.1%	\$3,527
TWINSBURG	18,795	2.3%	\$3,780
SUMMIT CO. UNINCORP.	75,433	9.2%	\$15,170
<u>PORTAGE COUNTY</u>			
AURORA	15,548	1.9%	\$3,127
KENT	28,904	3.5%	\$5,813
RAVENNA	11,724	1.4%	\$2,358
STREETSBORO	16,028	1.9%	\$3,223
PORTAGE CO. UNINCORP.	80,772	9.8%	\$16,243
<u>WAYNE COUNTY</u>			
DOYLESTOWN	3,051	0.4%	\$614
TOTAL	706,259		
TOTAL CONTRIBUTING MEMBERS	696,020		\$165,510

* \$0.201 per person

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

Akron Metropolitan Area Transportation Study (AMATS) Title VI Compliance Questionnaire

General

1. Which office within your organization has lead responsibility for Title VI compliance?
AMATS is a small agency with fourteen employees who generally report directly to the Director. The Title VI Coordinator has open and daily access to the agency Director. AMATS is a division of the City of Akron Planning Department, and is administered by the city's Human Resources Department and Training/EEO office. Legal matters are referred to the city's Law Department.
2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.
Title VI contact person for all complaints:
Jeff Gardner
Planner
JJGardner@akronohio.gov
ph. 330.375.2436
3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.
Yes, AMATS has a Title VI (Program Procedures and Documentation) Plan posted on the agency website, and can be found at amatsplanning.org/wp-content/uploads/AMATS-Title-VI-Plan-May-2015.pdf.
4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.
It is the policy of AMATS to provide an environment of nondiscrimination and equal opportunity in employment as well as in the development of the area's regional transportation policies, plans and programs included in the Regional Transportation Plan (Transportation Outlook) and the Transportation Improvement Program. This policy is found on page 5 of the Title VI Plan, in the agency's Public Participation Plan and on the agency's website.
5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.
Yes, we have a complaint procedure. Please see Appendix A of the current AMATS Title VI Plan, attached.
6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.
Yes. The Title VI Complaint Form is posted on the AMATS website and available at the agency directly. The City of Akron Human Resources and Law Departments also have complaint forms available.
7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.
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.

8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.
AMATS has not been named in a discrimination complaint or lawsuit in the past three years.
9. Has your organization provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the MPO self-certification resolution (Note, this only applies to MPOs, RTPOs do not approve self-certification resolutions)? 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 2017-08 of the AMATS Metropolitan Transportation Policy Committee, dated May 25, 2017, for the latest self-certification (attached).
10. Does your contract language include Title VI and other non-discrimination assurances?
Yes, each consultant provides a certificate of assurance for disadvantaged business enterprises included with the Request for Proposal (RFP).
11. Do you use any of the following methods to disseminate Title VI information to the public (select all that apply):
 - i. [Title VI posters in public buildings](#)
The City of Akron Human Resources and Law Departments have posted notices at all of the city buildings.
 - ii. Title VI brochures at public events
 - iii. Title VI complaint forms in public buildings
 - iv. Title VI complaint forms at public events
 - v. [Title VI policy posted on your website](#)

- The AMATS Nondiscrimination Policy Statement can be found here:
amatsplanning.org/get-involved/
- vi. [Title VI Program Plan posted on your website](http://amatsplanning.org/wp-content/uploads/AMATS-Title-VI-Plan-May-2015.pdf)
amatsplanning.org/wp-content/uploads/AMATS-Title-VI-Plan-May-2015.pdf
 - vii. [Other \(Please explain\)](#)
 Title VI complaint forms posted on our website.

Public Involvement

12. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy. When was the Public Participation Plan most recently updated?
 A formalized procedure to provide citizen participation in the transportation planning process is provided in the AMATS Public Participation Plan, approved in December 2018. This plan was designed to provide maximum opportunity for public involvement in planning activities for the region.
13. Please select which of the following outlets your organization uses to provide notices to different population groups (select all that apply):
 - i. [Neighborhood and community paper advertisements](#)
 AMATS regularly advertises committee meetings in the Akron Beacon Journal as well as The Reporter, a newspaper serving Northeast Ohio's and the Greater Akron area's African-American population.
 - ii. Community radio station announcements
 - iii. Church and community event outreach
 - iv. [Targeted fliers distributed in particular neighborhoods](#)
 AMATS will distribute fliers in libraries in particular neighborhoods as well as contact the local elected representatives of a particular neighborhood that may be affected by a specific transportation project.
 - v. [Other \(Please explain\)](#)
 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.
14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations? If so, please list groups.
 AMATS advertises in *The Reporter*, a newspaper serving Northeast Ohio's and the Greater Akron area's African-American population and regularly sends meeting materials to:
 - The Akron Urban League
 - Asian Services in Action, Inc.
 - The International Institute of Akron
 - The Ohio Latino Affairs Commission
 - Socially Good TV
15. Do you take the following into consideration when identifying a public meeting location (select all that apply):
 - i. [Parking](#) – abundant handicap accessible parking at all meeting locations
 - ii. [Accessibility by public transportation](#) – direct, public transit line service at all public meeting locations

- iii. Meeting times – varied times to try and meet the target audience needs (day and evening)
- iv. Existence of ADA ramps - at all meeting locations
- v. Familiarity of community with meeting location
- 16. Have meeting participants requested special assistance (e.g., interpretation services) ahead of any public event in the past year? If so, describe how the request was addressed. AMATS does its best to pick venues for public meetings that are ADA accessible and on a transit line. No one has requested special assistance for any of our public meetings over the last year.

Limited English Proficiency (LEP) and Language Assistance

- 17. Are you familiar with the LEP four-factor analysis methodology?
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 December 2018).
- 18. Are you familiar with the LEP language assistance Safe Harbor threshold?
Yes. The US Department of Justice’s Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for subrecipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the subrecipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost. These safe harbor provisions apply to the translation of written documents. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. A subrecipient may determine, based on the four factor analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures. For example, a subrecipient may determine that a large number of persons in that language group have low literacy skills in their native language and therefore require oral interpretation. In such cases, background documentation regarding the determination shall be provided in the Title VI Program. See the AMATS Title VI Plan for a complete breakdown of the area’s demographic and LEP populations.

19. Does your organization have an LEP Plan and/or a Language Assistance Plan (LAP)? If so, please provide the website link or attach a copy.
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 December 2018).
20. Has your organization identified vital documents that need to be made available in languages other than English? If so, describe how that need is being addressed.
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.
21. Do you have a list of staff who speak languages other than English?
The AMATS staff has several people who can speak conversational French and Italian.
22. Do you provide free translation services in languages other than English to the public upon request?
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. As a part of the City of Akron, AMATS has additional access to translation services upon request.
23. How often do you receive requests for language assistance?
AMATS has never received requests for language assistance.

Title VI Training

24. Who provides Title VI training to your staff?
 - i. ODOT staff
 - ii. Title VI Coordinator
 - iii. Other (Please explain)
The Ohio Department of Transportation (ODOT) has provided a number of public and on-line seminars in coordination with the USDOT to address Title VI and environmental justice (EJ) issues. The City of Akron Human Resources and EEO personnel are certified to handle Title VI related claims.
25. How often are Title VI trainings conducted?
The Ohio Department of Transportation's Annual Title VI Goals and Accomplishments Report 2017-2018 mentions that training courses are offered twice during 2018 and that Title VI Overview trainings would continue to be made available on an ongoing basis.
26. How many staff were trained on Title VI this year?

One agency person (the Title VI Coordinator) participates in regular training in coordination with ODOT. The City of Akron HR, EEO and Law Departments receive regular training and re-certification as required by law.

Transportation Planning Program - Data Collection and Analysis

27. Does your agency maintain documentation describing its procedures for incorporating Title VI requirements into the region’s 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.
28. Does your organization maintain socio-demographic data and mapping for the transportation planning 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%

29. Does your organization use data to identify protected groups for consideration in the planning process?
 The AMATS Title VI Plan contains a complete demographic and LEP analysis of the area’s population. This data is also analyzed spatially as part of the TIP and Regional Transportation Plan update process. Significant projects are analyzed for Title VI and EJ considerations. See the current Transportation Improvement Program (TIP) FY 2018-2021 for additional information.
30. Does your organization conduct Transportation Plan and Transportation Improvement Program environmental justice analyses 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.

31. Does your organization track demographic information of participants in its transportation planning program public involvement events?
Record of race is not maintained for attendance at public meetings, public open houses, newsletter requests or visitors to the AMATS web site.

Technical Assistance

32. Provide the name, title, and contact information for the person who completed this questionnaire and the date the questionnaire was completed. Is this the person who should be contacted with follow-up questions? If not, please provide the name, title, and contact information for that individual.

Respondent:

Heather Reidl
Mobility Planner
hreidl@akronohio.gov
330-375-2436 ext. 4434

Follow-up:

Jeff Gardner
Planner
JJGardner@akronohio.gov
330.375.2436 ext. 4431

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

No questions.

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

The staff is pleased to stay current and attend any ODOT seminars regarding Title VI as they are made available.