

# TRANSPORTATION PLANNING WORK PROGRAM AND BUDGET FY 2022



May 7, 2021

As Amended June 7, 2021

## **Akron Metropolitan Area Transportation Study**

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**FISCAL YEAR 2022  
TRANSPORTATION PLANNING  
WORK PROGRAM  
AND  
BUDGET**

**AMATS**

**May 7, 2021  
As amended June 7, 2021**

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.

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## TRANSPORTATION PLANNING ACTIVITIES - FY 2022

### 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 2020; 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: 2045*, which meets the transportation needs of people living and working in the AMATS area. The Plan will also be in accordance with the goals established in *AccessOhio 2045*, Ohio's New Statewide Transportation Plan.
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 2022 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 2021) will be carried over on July 1, 2021 and may be used through December 31, 2021.

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 Program Management, 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 2021-2024 Transportation Improvement Program as amended
- Maintain the new Regional Transportation Plan: *Transportation Outlook 2045* in accordance with the goals established in *AccessOhio 2045*, Ohio's New Statewide 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

- Continue 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 Title VI Civil Rights and Environmental Justice public involvement documentation
- Documenting metropolitan public participation activities
- Traffic Counts
- Directing the Gohio Commute and Air Quality Advocacy Programs
- 2021 AMATS Annual Report
- *AMATS Transportation Newsletter* and Web Updates
- Solicit applications and award new projects using Surface Transportation Block Grant Program (STBG) and Transportation Alternatives Set Aside Program (TASA) funds
- Review Title VI Civil Rights and Environmental Justice public involvement documentation
- Continue the Signal Timing Optimization Program (STOP)
- Continue the Pavement Condition Data Collection and Analysis Program
- Encourage active transportation in alignment with *Walk.Bike.Ohio*, Ohio's first statewide bicycle and pedestrian plan
- Update the regional Intelligent Transportation System (ITS) architecture

**AMATS STAFF  
FISCAL YEAR 2022**

POSITION	NAME	PERCENTAGE OF TIME SUPPORTED BY AMATS IN FY 2022
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 II	Farhad Ahmadzai	100%
City Planner II	David Swirsky	100%
City Planner I	Eugene Paczelt	100%
City Planner I	Louisa Kreider	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%



**FY 2022**  
**SUMMARY OF REGIONAL TRANSPORTATION PLANNING WORK ELEMENTS**

	<b><u>PROGRAM BUDGET</u></b>	<b><u>FUNDING SOURCE<sup>1</sup></u></b>	<b><u>AGENCY PERFORMING PLANNING</u></b>	
<b><u>601</u></b>	<b><u>SHORT RANGE PLANNING</u></b>			
	601.11 Short Range Planning (Carryover)	\$100,000	F/O/A	AMATS
	601.21 Short Range Planning	\$275,000	F/O/A	AMATS
<b><u>602</u></b>	<b><u>TRANSPORTATION IMPROVEMENT PROGRAM</u></b>			
	602.11 Transportation Improvement Program (Carryover)	\$125,000	F/O/A	AMATS
	602.21 Transportation Improvement Program	\$175,000	F/O/A	AMATS
<b><u>605</u></b>	<b><u>CONTINUING PLANNING – SURVEILLANCE</u></b>			
	605.11 Transportation System Update (Carryover)	\$50,000	F/O/A	AMATS
	605.21 Transportation System Update	\$180,000	F/O/A	AMATS
<b><u>610</u></b>	<b><u>CONTINUING PLANNING – REVIEW &amp; REAPPRAISAL</u></b>			
	610.11 Transportation Plan Update (Carryover)	\$20,000	F/O/A	AMATS
	610.21 Transportation Plan Update	\$400,000	F/O/A	AMATS
<b><u>625</u></b>	<b><u>SERVICE</u></b>			
	625.11 Service (Carryover)	\$100,000	F/O/A	AMATS
	625.21 Service	\$430,000	F/O/A	AMATS
<b><u>665</u></b>	<b><u>SUPPLEMENTAL FUNDING</u></b>			
	665.21 STBG Funding – ITS Architecture Update	\$90,001	STBG	AMATS
<b><u>667</u></b>	<b><u>GOHIO COMMUTE AND AQ ADVOCACY</u></b>			
	667.11 Gohio Commute (PID #100691) (Carryover)	\$80,000	CMAQ	AMATS
	667.21 Gohio Commute (PID #111431)	\$80,000	CMAQ	AMATS
	667.12 Air Quality Advocacy (PID #100692) (Carryover)	\$120,000	CMAQ	AMATS
	667.22 Air Quality Advocacy (PID #111426)	\$100,000	CMAQ	AMATS
<b><u>674</u></b>	<b><u>TRANSIT EXCLUSIVE</u></b>			
	674.21 METRO RTA Planning	\$825,000	M	METRO
	674.22 PARTA Planning Activities	\$65,000	P	PARTA
<b><u>682</u></b>	<b><u>LOCAL EXCLUSIVE</u></b>			
	682.21 Local	\$25,000	A	AMATS
<b><u>697</u></b>	<b><u>PERIODIC REPORT</u></b>			
	697.11 AMATS Trans. Newsletter/Annual Rpt (Carryover)	\$5,000	F/O/A	AMATS
	697.21 AMATS Transportation Newsletter/Annual Rpt	\$59,508	F/O/A	AMATS
	<b>TOTAL</b>	<b>\$3,304,509</b>		

<sup>1</sup> Funding Source:

F - U.S. DOT Planning

O - ODOT

CMAQ - Congestion Mitigation Air Quality

9U - FTA (Section 5307)

A - AMATS Local Share

M - METRO Local Share

P - PARTA Local Share

STBG – Surface Transportation Block Grant

**FY 2022  
AMATS STAFF PLANNING WORK ELEMENTS**

	<b><u>PROGRAM BUDGET</u></b>	<b><u>FUNDING SOURCE<sup>1</sup></u></b>	<b><u>AGENCY PERFORMING PLANNING</u></b>	
<b><u>601</u></b>	<b><u>SHORT RANGE PLANNING</u></b>			
	601.11 Short Range Planning (Carryover)	\$100,000	F/O/A	AMATS
	601.21 Short Range Planning	\$275,000	F/O/A	AMATS
<b><u>602</u></b>	<b><u>TRANSPORTATION IMPROVEMENT PROGRAM</u></b>			
	602.11 Transportation Improvement Program (Carryover)	\$125,000	F/O/A	AMATS
	602.21 Transportation Improvement Program	\$175,000	F/O/A	AMATS
<b><u>605</u></b>	<b><u>CONTINUING PLANNING – SURVEILLANCE</u></b>			
	605.11 Transportation System Update (Carryover)	\$50,000	F/O/A	AMATS
	605.21 Transportation System Update	\$180,000	F/O/A	AMATS
<b><u>610</u></b>	<b><u>CONTINUING PLANNING – REVIEW &amp; REAPPRAISAL</u></b>			
	610.11 Transportation Plan Update (Carryover)	\$20,000	F/O/A	AMATS
	610.21 Transportation Plan Update	\$400,000	F/O/A	AMATS
<b><u>625</u></b>	<b><u>SERVICE</u></b>			
	625.11 Service (Carryover)	\$100,000	F/O/A	AMATS
	625.21 Service	\$430,000	F/O/A	AMATS
<b><u>665</u></b>	<b><u>SUPPLEMENTAL FUNDING</u></b>			
	STBG Funding – ITS Architecture Update	\$90,001	STBG	AMATS
<b><u>667</u></b>	<b><u>GOHIO COMMUTE AND AQ ADVOCACY</u></b>			
	667.11 Gohio Commute (PID #100691) (Carryover)	\$80,000	CMAQ	AMATS
	667.21 Gohio Commute (PID #111431)	\$80,000	CMAQ	AMATS
	667.12 Air Quality Advocacy (PID #100692) (Carryover)	\$120,000	CMAQ	AMATS
	667.22 Air Quality Advocacy (PID #111426)	\$100,000	CMAQ	AMATS
<b><u>682</u></b>	<b><u>LOCAL EXCLUSIVE</u></b>			
	682.21 Local	\$25,000	A	AMATS
<b><u>697</u></b>	<b><u>PERIODIC REPORT</u></b>			
	697.11 AMATS Trans. Newsletter/Annual Rpt (Carryover)	\$5,000	F/O/A	AMATS
	697.21 AMATS Transportation Newsletter/Annual Rpt	\$59,508	F/O/A	AMATS
	<b>TOTAL</b>	<b>\$2,414,509</b>		

<sup>1</sup> Funding Source:

F - U.S. DOT Planning

O - ODOT

CMAQ - Congestion Mitigation Air Quality

STBG – Surface Transportation Block Grant

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<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*.
- 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, Environmental Justice (EJ) and Limited English Proficiency (LEP) populations are included as part of transportation planning process. Environmental Justice is the effort to create and maintain a healthy environment for everyone regardless of race, color, national origin, or income. Limited English Proficiency refers to a person who is not fluent in English.
- 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 2022 WORK ELEMENTS**

## **601.11 SHORT RANGE PLANNING – Carryover**

### **601.21**

**Project Manager: Curtis Baker**

**Project Team: Jeff Gardner, Darryl Kleinhenz, David Swirsky, Heather Davis Reidl, Phyllis Jividen, Seth Bush, Kerry Prater**

### **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 (2017-2019) Technical Memorandum (December 2020)
- The Coordinated Public Transit/Human Services Transportation Plan (May 2018)
- Connecting Communities: A Guide to Integrating Transportation & Land Use (2010)

## 601.11/601.21 SHORT RANGE PLANNING – continued

### Methodology

1. Refer to *Prospectus* <https://amatsplanning.org/wp-content/uploads/AMATS-Prospectus-2020-January-2021-Update.pdf> 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. High Crash Locations and Safety Performance (2018-2020) Technical Memorandum
10. Assistance with safety studies (as needed)
11. Land Use Transportation Coordination (as needed)
12. Maintain transportation performance measures data in accordance with federal guidance
13. Document metropolitan planning public involvement
14. Collect volume and speed data as part of the Speed Table Program
15. Climate Change Vulnerability Assessment Report

	#1	#2	#3	#4	#5	#6a	#6b	#7	#8	#9	#10	#11	#12	#13	#14	#15
Q1	X	X		X	X	X	X	X	X		X	X	X	X	X	X
Q2	X	X		X	X	X	X	X	X	X	X	X	X	X		X
Q3	X	X		X	X	X	X	X	X		X	X	X	X		
Q4	X	X	X	X	X	X	X	X	X		X	X	X	X		

## **602.11 TRANSPORTATION IMPROVEMENT PROGRAM – Carryover**

**602.21**

**Project Manager: Dave Pulay**

**Project Team: Amy Prater, Jeff Gardner, Farhad Ahmadzai**

### **Objectives**

1. To update the Transportation Improvement Program (TIP), this 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*, <https://amatsplanning.org/wp-content/uploads/AMATS-Prospectus-2020-January-2021-Update.pdf> b) AMATS Public Participation Plan,



**602.11/602.21 TRANSPORTATION IMPROVEMENT PROGRAM – continued**

<https://amatsplanning.org/wp-content/uploads/3P-Public-Participation-Plan-CORRECTED-2-3-21.pdf> d) FTA Circular 7008.1A *Federal Transit Administration Financial Capacity Policy* (see Links Appendix).

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 2021-2024 TIP
  - a. Periodic Amendments (as needed)
    - Public Involvement Meetings (as needed)
    - Air Quality Conformity Modeling (as needed)
  - b. Annual Listing of Obligated Projects
2. Manage STBG and TASA allocations (continuous)
  - a. Solicit applications for New Projects using STBG and TASA Funding
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. Maintain performance measures as part of the TIP process consistent with current federal guidance

	#1	#1a	#1b	#2	#2a	#3	#4	#5	#6	#7	#8
Q1	X	X	X	X	X	X	X		X	X	X
Q2	X	X		X		X	X	X	X	X	X
Q3	X	X		X		X	X		X	X	X
Q4	X	X		X		X	X		X	X	X

## **605.11 TRANSPORTATION SYSTEM UPDATE – Carryover**

### **605.21**

**Project Manager: Seth Bush**

**Project Team: Louisa Kreider, Farhad Ahmadzai, Eugene Paczelt**

### **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, FY 2019)
- Inventory of Private Providers of Transportation
- Mechanical and manual traffic counts
- Mechanical and manual pedestrian and bicycle counts

### **Methodology**

1. Crash data to be obtained from Ohio Department of Highway Safety. Selected traffic counts to be supplied by ODOT. Refer to *Prospectus* <https://amatsplanning.org/wp-content/uploads/AMATS-Prospectus-2020-January-2021-Update.pdf>
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)

**605.11/605.21 TRANSPORTATION SYSTEM UPDATE – continued**

- b. Count bicycle and pedestrian movement
- 4. Continue the Pavement Condition Data Collection and Analysis Program

	#1	#1a	#2	#2a	#2b	#3	#3a	#3b	#4
Q1	X	X	X	X	X	X	X	X	X
Q2	X	X							X
Q3	X	X							X
Q4	X	X	X	X	X	X	X	X	X

## **610.11 TRANSPORTATION PLAN UPDATE – Carryover**

### **610.21**

**Project Manager: Curtis Baker**

**Project Team: Amy Prater, Jeff Gardner, Phyllis Jividen, David Swirsky, Seth Bush, Heather Davis Reidl, Kerry Prater, Farhad Ahmadzai**

### **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 (2016)
- AMATS Planning Data Forecast (2020)
- Financial Resources Forecast Technical Memorandum (2016)
- Transportation Outlook: An Update of the 2040 Regional Transportation Plan (2017)
- 2020 Transit Plan (2020)
- Public Participation Plan (2018)
- Existing Highway Congestion Study (2015)
- Future Congestion Study (February 2016)
- Active Transportation Plan 2019 (December 2019)
- Freight Plan (2020)
- Highway Preservation Needs Report 2045 (May 2019)
- Congestion Management Process Report (2020)
- Establish Safety Performance Measure goal (December 2017)

### **Methodology**

1. Refer to *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

**610.11/610.21 TRANSPORTATION PLAN UPDATE – continued**

the ODOT county level population control totals, for the Transportation Plan and conformity determination, will require substantial documentation, including interagency consultation. ODOT 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* <https://amatsplanning.org/wp-content/uploads/AMATS-Prospectus-2020-January-2021-Update.pdf>
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. (See Links Appendix)*
6. Refer to the AMATS Title VI Plan (approved June 2019).
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 <https://amatsplanning.org/wp-content/uploads/3P-Public-Participation-Plan-CORRECTED-2-3-21.pdf>

**Products**

1. Maintain the new Regional Transportation Plan: *Transportation Outlook 2045*, ensuring it aligns with *AccessOhio 2045*, Ohio’s new Statewide Transportation Plan
  - a. Periodic amendments (as needed)
2. Maintain the travel demand model (as needed)
3. Maintain the Congestion Management Process (CMP)
  - a. Annual CMP Status Report
4. Integrate performance measures as part of the Regional Transportation Plan update process consistent with federal legislation and guidance

	#1	#1a	#2	#3	#3a	#4
Q1	X	X	X	X	X	X
Q2	X	X	X	X		X
Q3	X	X	X	X		X
Q4	X	X	X	X		X

## **625.11 SERVICE – Carryover**

### **625.21**

**Project Manager: Curtis Baker**

**Project Team: Seth Bush, Heather Davis Reidl, Phyllis Jividen, David Swirsky**

### **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 <https://amatsplanning.org/wp-content/uploads/AMATS-Prospectus-2020-January-2021-Update.pdf>
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, 1996, and 2020 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. 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.
2. Specialized Transportation Program vehicle inspections will utilize ODOT’s reporting forms and methodology.
3. 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 (up to \$100,000 in grants using Consolidated Planning Grant funds) for the study of a particular transportation corridor or area.

**625.11/625.21 SERVICE – continued**

**Products**

1. Plan implementation assistance (as required)
2. Assist ODOT in Reviewing Design Traffic Analyses
3. Provide data for use by others (ODOT District 4 will be copied on all responses to requests)
4. Review transportation impacts of zoning changes, subdivision proposals and development plans (as requested)
5. Assist NOACA and ARAQMD with Ozone Action Day and Particulate Matter (FP3) Alerts
6. Air Quality Coordination (as needed)
7. Assist Ohio EPA by Reviewing EPA Permits to Install
8. Initiate update of metropolitan planning agreements in coordination with ODOT and local agencies regarding the development of performance measures
9. Maintain AMATS website (on-going)
10. AMATS Connecting Communities Planning Grant: Corridor Study in Prospective Community
  - a. Assist current grant recipients
11. Continue to develop transportation related podcasts for AMATS members and members of the public

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#10a	#11
Q1	X	X	X	X	X	X	X		X	X	X	X
Q2	X	X	X	X		X	X		X	X	X	X
Q3	X	X	X	X		X	X		X	X	X	X
Q4	X	X	X	X	X	X	X	X	X			X

**665.21 Supplemental Funding**  
**Project Manager: Curtis Baker**  
**Project Team: N/A**

**Objectives**

1. To provide supplemental funding for the completion of an update to the regional Intelligent Transportation System (ITS) architecture.

**Previous Work**

- AMATS area ITS architecture development (2004)

**Methodology**

1. AMATS will use Surface Transportation Block Grant funds and work with ODOT to complete the update.

**Products**

1. Update the regional Intelligent Transportation System (ITS) architecture

	#1
Q1	
Q2	
Q3	X
Q4	



**667.11 GOHIO COMMUTE RIDESHARE PROGRAM (PID #100691) - Carryover**  
**667.21 (PID #111431)**  
**Project Manager: Heather Davis Reidl**  
**Project Team: N/A**

### **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 webpage regarding the program on the agency website
- 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.

**667.11/667.21 GOHIO COMMUTE RIDESHARE PROGRAM – continued**

Individual employers will be contacted and presentations addressing the needs of these 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
2. Promote the Gohio Commute Program with area employers
3. Print and distribute Gohio Commute calendar
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)

	#1	#2	#3	#4	#5	#6	#7
Q1	X	X		X	X	X	X
Q2	X	X	X	X	X	X	X
Q3	X	X		X	X	X	X
Q4	X	X		X	X	X	X

## **667.12 AIR QUALITY ADVOCACY PROGRAM (PID# 100692) - Carryover**

**667.22 (PID #111426)**

**Project Manager: Darryl Kleinhenz**

**Project Team: Phyllis Jividen, Seth Bush, Heather Davis Reidl, Dave Pulay, David Swirsky, Louisa Kreider**

### **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 in alignment with *Walk.Bike.Ohio*, Ohio's first statewide bicycle and pedestrian plan
4. Coordinate Bike & Brainstorm Events
5. Continue the Signal Timing Optimization Program (STOP)

**667.12/667.22 AIR QUALITY ADVOCACY PROGRAM – continued**

	#1	#2	#2a	#3	#4	#5
Q1	X	X	X	X	X	X
Q2		X		X		X
Q3		X		X		X
Q4	X	X	X	X	X	X

## **674.21 METRO RTA OPERATIONAL PLANNING**

**Project Manager: Valerie Shea**

**Project Team: Emily Baarson**

### **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 studies which identify barriers to seamless public transportation usage among the region's public transportation systems will be conducted.
3. 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 fixed route and demand response services
2. PTMS Data Submission
3. METRO's Annual Program of Projects Submission
4. Comprehensive Operational Analysis and Update Transit Development Plan
5. Transit-Oriented Development Feasibility Study
6. BRT Feasibility Study
7. National Transit Database Report
8. Assist in the implementation of the Coordinated Public Transit/Human Services Transportation Plan
9. Freight Rail Master Plan Implementation
10. Continued implementation of performance measures in coordination with AMATS and ODOT per federal guidance
11. Implement Transit Asset Management Plan (ongoing)

**674.21 METRO RTA OPERATIONAL PLANNING – continued**

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11
Q1	X						X	X	X	X	X
Q2	X		X					X	X	X	X
Q3	X	X						X	X	X	X
Q4	X			X	X	X		X	X	X	X

## **674.22 PARTA PLANNING ACTIVITIES**

**Project Manager: Clayton Popik**

**Project Team: N/A**

### **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. Blackcat Data Submission
4. National Transit Database Annual Report
5. Continued development and planning of recommendations contained in the Transit Development Plan (ongoing)
6. Implement elements of the Coordinated Public Transit/Human Services Transportation Plan (ongoing)
7. Further implementation of NEORIDE coordination effort with other northeast Ohio regional transit agencies (ongoing)
  - a. Continued development of the EZfare mobile ticketing platform utilizing Stored Value which will allow better utilization of the service by all passengers especially those who are considered unbanked.
  - b. Continued promotion of the EZfare mobile ticketing platform as a safer and easier way to pay fare.
8. Continued implementation of performance measures in coordination with AMATS and ODOT per federal guidance (ongoing)
9. Implement Transit Asset Management Plan (ongoing)
10. Begin work associated with the award of the 2020 AMATS Connecting Communities grant with Franklin Township to study alternative transportation improvements along SR 59 in Franklin Township between Horning Rd./Kent city limits and SR 261.

**674.22 PARTA PLANNING ACTIVITIES – continued**

- 11. Continue work with the city of Kent through the shelter MOU for placement of shelters.  
The goal for FY 2022 is two shelters based on ridership, demographic, and safety.  
(ongoing)
- 12. Begin developing and updating PARTA long range plans.

	#1	#2	#3	#4	#5	#6	#7	#7a	#7b	#8	#9	#10	#11	#12
Q1	X	X			X	X	X	X	X	X	X	X	X	
Q2	X	X			X	X	X			X	X		X	X
Q3	X	X	X		X	X	X			X	X		X	
Q4	X	X		X	X	X	X			X	X		X	



**682.21 LOCAL EXCLUSIVE**  
**Project Manager: Curtis Baker**  
**Project Team: Martha Chandler**

**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 (See Links Appendix). 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
5. The initial purchase of capital items (as needed)

	#1	#2	#3	#4	#5
Q1	X	X	X		X
Q2	X	X	X	X	X
Q3	X	X	X		X
Q4	X	X	X		X

## 697.11 AMATS TRANSPORTATION NEWSLETTER / ANNUAL REPORT –

Carryover

697.21

**Project Manager: Kerry Prater**

**Project Team: N/A**

### 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 2021
- AMATS Annual Reports (1999 through 2020)

### 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
2. January-June Newsletter
3. Monthly Web Updates (as required)
4. 2021 AMATS Annual Report

	#1	#2	#3	#4
Q1			X	
Q2	X		X	
Q3			X	
Q4		X	X	X

## **FY 2022 AMATS FRINGE/INDIRECT FIXED RATE**

The fixed rate that will be used for FY 2022 is based on the agreed upon Cost Allocation Plan (CAP) rate of 116% for CY 2021. The same rate is assumed for the second half of the fiscal year, and therefore has been applied to the financial tables for FY 2022.

**BUDGET TABLE I  
FY 2022 AMATS AREA BUDGET**

WORK DESCRIPTION	FEDERAL CMAQ (RS)	FEDERAL CMAQ (AQ)	FEDERAL STBG	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
601.11 Short Range Transp. Planning (PID #111606) (Carryover)				\$80,000	\$10,000	\$10,000			\$100,000
Direct Salary				\$37,038	\$4,630	\$4,630			\$46,298
Direct Fringe				\$29,091	\$3,636	\$3,636			\$36,363
Direct Expense				\$0	\$0	\$0			\$0
Indirect				\$13,871	\$1,734	\$1,734			\$17,339
601.21 Short Range Transp. Planning (PID #114262)				\$220,000	\$27,500	\$27,500			\$275,000
Direct Salary				\$98,153	\$12,269	\$12,269			\$122,691
Direct Fringe				\$77,089	\$9,636	\$9,636			\$96,361
Direct Expense				\$8,000	\$1,000	\$1,000			\$10,000
Indirect				\$36,758	\$4,595	\$4,595			\$45,948
602 TRANSPORTATION IMPROVEMENT PROGRAM									
Total Subcategory				\$240,000	\$30,000	\$30,000			\$300,000
602.11 TIP (PID #111606) (Carryover)				\$100,000	\$12,500	\$12,500			\$125,000
Direct Salary				\$46,299	\$5,787	\$5,787			\$57,873
Direct Fringe				\$36,363	\$4,545	\$4,545			\$45,453
Direct Expense				\$0	\$0	\$0			\$0
Indirect				\$17,338	\$2,168	\$2,168			\$21,674
602.21 TIP (PID #114262)				\$140,000	\$17,500	\$17,500			\$175,000
Direct Salary				\$64,818	\$8,102	\$8,102			\$81,022
Direct Fringe				\$50,909	\$6,363	\$6,363			\$63,635
Direct Expense				\$0	\$0	\$0			\$0
Indirect				\$24,273	\$3,035	\$3,035			\$30,343
605 CONTINUING PLANNING-Surveillance									
Total Subcategory				\$184,000	\$23,000	\$23,000			\$230,000
605.11 Transportation System Update (PID #111606) (Carryover)				\$40,000	\$5,000	\$5,000			\$50,000
Direct Salary				\$18,519	\$2,315	\$2,315			\$23,149
Direct Fringe				\$14,545	\$1,818	\$1,818			\$18,181
Direct Expense				\$0	\$0	\$0			\$0
Indirect				\$6,936	\$867	\$867			\$8,670
605.21 Transportation System Update (PID #114262)				\$144,000	\$18,000	\$18,000			\$180,000
Direct Salary				\$25,927	\$3,241	\$3,241			\$32,409
Direct Fringe				\$20,364	\$2,545	\$2,545			\$25,454
Direct Expense				\$88,000	\$11,000	\$11,000			\$110,000
Indirect				\$9,709	\$1,214	\$1,214			\$12,137
610 CONTINUING PLANNING-Review & Reappraisal									
Total Subcategory				\$336,000	\$42,000	\$42,000			\$420,000
610.11 Transportation Plan Update (PID #111606) (Carryover)				\$16,000	\$2,000	\$2,000			\$20,000
Direct Salary				\$7,408	\$926	\$926			\$9,260
Direct Fringe				\$5,819	\$727	\$727			\$7,273
Direct Expense				\$0	\$0	\$0			\$0
Indirect				\$2,773	\$347	\$347			\$3,467
610.21 Transportation Plan Update (PID #114262)				\$320,000	\$40,000	\$40,000			\$400,000
Direct Salary				\$147,414	\$18,427	\$18,427			\$184,268
Direct Fringe				\$115,780	\$14,472	\$14,472			\$144,724
Direct Expense				\$1,600	\$200	\$200			\$2,000
Indirect				\$55,206	\$6,901	\$6,901			\$69,008
625 SERVICE-FHWA									
Total Subcategory				\$424,000	\$53,000	\$53,000			\$530,000
625.11 Service (PID #111606) (Carryover)				\$80,000	\$10,000	\$10,000			\$100,000
Direct Salary				\$37,038	\$4,630	\$4,630			\$46,298
Direct Fringe				\$29,091	\$3,636	\$3,636			\$36,363
Direct Expense				\$0	\$0	\$0			\$0
Indirect				\$13,871	\$1,734	\$1,734			\$17,339
625.21 Service (PID #114262)				\$344,000	\$43,000	\$43,000			\$430,000
Direct Salary				\$122,229	\$15,278	\$15,278			\$152,785
Direct Fringe				\$95,997	\$12,000	\$12,000			\$119,997
Direct Expense				\$80,000	\$10,000	\$10,000			\$100,000
Indirect				\$45,774	\$5,722	\$5,722			\$57,218
665 SUPPLEMENTAL FUNDING									
Total Subcategory			\$90,001						\$90,001
665.21 STBG Funding - ITS Architecture Update			\$90,001						\$90,001

**BUDGET TABLE I  
FY 2022 AMATS AREA BUDGET**

WORK DESCRIPTION	FEDERAL CMAQ (RS)	FEDERAL CMAQ (AQ)	FEDERAL STBG	FEDERAL CONSOLIDATED PLANNING GRANT			TRANSIT ELEMENTS		TOTAL
				FEDERAL FHWA	STATE ODOT	LOCAL AMATS	LOCAL METRO	PARTA	
667 GOHIO/AQ ADVOCACY Total Subcategory	\$160,000								\$160,000
667.11 GOHio Commute Program (PID #100691) (Carryover)	\$80,000								\$80,000
Direct Salary	\$32,409								\$32,409
Direct Fringe	\$25,454								\$25,454
Direct Expense	\$10,000								\$10,000
Indirect	\$12,137								\$12,137
667.21 GOHio Commute Program (PID #111431)	\$80,000								\$80,000
Direct Salary	\$37,039								\$37,039
Direct Fringe	\$29,090								\$29,090
Direct Expense	\$0								\$0
Indirect	\$13,871								\$13,871
667 AQ ADVOCACY Total Subcategory		\$220,000							\$220,000
667.12 AQ Advocacy (PID #100692) (Carryover)		\$120,000							\$120,000
Direct Salary		\$50,928							\$50,928
Direct Fringe		\$39,999							\$39,999
Direct Expense		\$10,000							\$10,000
Indirect		\$19,073							\$19,073
667.22 AQ Advocacy (PID #111426)		\$100,000							\$100,000
Direct Salary		\$46,298							\$46,298
Direct Fringe		\$36,363							\$36,363
Direct Expense		\$0							\$0
Indirect		\$17,339							\$17,339
682 LOCAL EXCLUSIVE Total Subcategory						\$25,000			\$25,000
682.21 Local Exclusive						\$25,000			\$25,000
Direct Salary						\$2,315			\$2,315
Direct Fringe						\$1,818			\$1,818
Direct Expense						\$20,000			\$20,000
Indirect						\$867			\$867
697 PERIODIC REPORT Total Subcategory				\$51,606	\$6,451	\$6,451			\$64,508
697.11 Agency Transportation Newsletter (PID #111606) (Carryover)				\$4,000	\$500	\$500			\$5,000
Direct Salary				\$1,853	\$231	\$231			\$2,315
Direct Fringe				\$1,454	\$182	\$182			\$1,818
Direct Expense				\$0	\$0	\$0			\$0
Indirect				\$693	\$87	\$87			\$867
697.21 Agency Transportation Newsletter (PID #114262)				\$47,606	\$5,951	\$5,951			\$59,508
Direct Salary				\$22,041	\$2,755	\$2,755			\$27,551
Direct Fringe				\$17,311	\$2,164	\$2,164			\$21,639
Direct Expense				\$0	\$0	\$0			\$0
Indirect				\$8,254	\$1,032	\$1,032			\$10,318
<b>TOTAL 600 CATEGORIES-AMATS</b>	\$160,000	\$220,000	\$90,001	\$1,535,606	\$191,951	\$216,951			\$2,414,509
Direct Salary	\$69,448	\$97,227	\$41,667	\$480,582	\$60,073	\$62,388			\$811,382
Direct Fringe	\$54,544	\$76,362	\$29,167	\$377,450	\$47,181	\$48,999			\$633,701
Direct Expense	\$10,000	\$10,000	\$0	\$177,600	\$22,200	\$42,200			\$262,000
Indirect	\$26,008	\$36,411	\$19,167	\$179,974	\$22,498	\$23,365			\$307,425
674 TRANSIT EXCLUSIVE-OTHERS Total Subcategory							\$825,000	\$65,000	\$890,000
674.21 METRO Operational PIng							\$825,000		\$825,000
674.22 PARTA Planning Activities								\$65,000	\$65,000
<b>GRAND TOTAL AREA WIDE PLANNING</b>	\$160,000	\$220,000	\$90,001	\$1,535,606	\$191,951	\$216,951	\$825,000	\$65,000	\$3,304,509
Direct Salary	\$69,448	\$97,227	\$41,667	\$480,582	\$60,073	\$62,388	\$0	\$0	\$811,382
Direct Fringe	\$54,544	\$76,362	\$29,167	\$377,450	\$47,181	\$48,999	\$0	\$0	\$633,701
Direct Expense	\$10,000	\$10,000	\$0	\$177,600	\$22,200	\$42,200	\$825,000	\$65,000	\$1,152,000
Indirect	\$26,008	\$36,411	\$19,167	\$179,974	\$22,498	\$23,365	\$0	\$0	\$307,425

**BUDGET TABLE II  
AMATS RESPONSIBILITY  
FISCAL YEAR 2022**

<u>WORK ELEMENTS</u>		<u>PERSON HOURS</u>		<u>COST SUMMARY</u>		
		<u>AMATS DIRECT</u>	<u>TRANSIT OPERATORS DIRECT</u>	<u>AMATS STAFF</u>	<u>TRANSIT OPERATORS</u>	<u>TOTAL</u>
<b>601</b>	<b><u>Short Range Planning</u></b>	<b><u>3,750</u></b>		<b><u>375,000</u></b>		<b><u>375,000</u></b>
601.11	Short Range Planning (PID #111606) (Carryover)	1,000		100,000		
601.21	Short Range Planning (PID #114262)	2,750		275,000		
<b>602</b>	<b><u>Transportation Improvement</u></b>	<b><u>3,000</u></b>		<b><u>300,000</u></b>		<b><u>300,000</u></b>
602.11	Transportation Improvement Program (PID #111606) (Carryover)	1,250		125,000		
602.21	Transportation Improvement Program (PID #114262)	1,750		175,000		
<b>605</b>	<b><u>Continuing Planning - Surveillance</u></b>	<b><u>2,300</u></b>		<b><u>230,000</u></b>		<b><u>230,000</u></b>
605.11	Transportation System Update (PID #111606) (Carryover)	500		50,000		
605.21	Transportation System Update (PID #114262)	1,800		180,000		
<b>610</b>	<b><u>Continuing Planning - Review &amp; Reappraisal</u></b>	<b><u>4,200</u></b>		<b><u>420,000</u></b>		<b><u>420,000</u></b>
610.11	Transportation Plan Update (PID #111606) (Carryover)	200		20,000		
610.21	Transportation Plan Update (PID #114262)	4,000		400,000		
<b>625</b>	<b><u>Service</u></b>	<b><u>5,300</u></b>		<b><u>530,000</u></b>		<b><u>530,000</u></b>
625.11	Service (PID #111606) (Carryover)	1,000		100,000		
625.21	Service (PID #114262)	4,300		430,000		
<b>665</b>	<b><u>Supplemental Funding</u></b>	<b><u>0</u></b>		<b><u>90,001</u></b>		<b><u>90,001</u></b>
665.61	STBG Funding - ITS Architecture Update	0		90,001		
<b>667</b>	<b><u>GOhio/Air Quality Advocacy</u></b>	<b><u>3,800</u></b>		<b><u>380,000</u></b>		<b><u>380,000</u></b>
667.11	GOhio Commute Program (PID #100691) (Carryover)	800		80,000		
667.21	GOhio Commute Program (PID #111431)	800		80,000		
667.12	Air Quality Advocacy (PID #100692) (Carryover)	1,200		120,000		
667.22	Air Quality Advocacy (PID #111426)	1,000		100,000		
<b>674</b>	<b><u>Transit Exclusive</u></b>	<b><u>0</u></b>	<b><u>8,900</u></b>	<b><u>0</u></b>	<b><u>890,000</u></b>	<b><u>890,000</u></b>
674.21	METRO RTA Operational Planning		8,250		825,000	
674.22	PARTA Planning Activities		650		65,000	
<b>682</b>	<b><u>Local</u></b>	<b><u>250</u></b>		<b><u>25,000</u></b>		<b><u>25,000</u></b>
682.21	Local	250		25,000		
<b>697</b>	<b><u>Periodic Report</u></b>	<b><u>645</u></b>		<b><u>64,508</u></b>		<b><u>64,508</u></b>
697.11	AMATS Trans. Newsletter/Annual Report (PID #111606) (Carryover)	50		5,000		
697.21	AMATS Transportation Newsletter/Annual Report (PID #114262)	595		59,508		
<b>Total</b>		<b><u>23,245</u></b>	<b><u>8,900</u></b>	<b><u>\$2,414,509</u></b>	<b><u>\$890,000</u></b>	<b><u>\$3,304,509</u></b>

**BUDGET TABLE III**  
**FUND USE BY PERFORMING AGENCY**  
**FISCAL YEAR 2022**

DESCRIPTION TITLE & IDENTIFICATION NO.	AMATS	METRO RTA	PARTA
601 Short Range Planning	375,000		
602 Transportation Improvement Program	300,000		
605 Continuing Planning - Surveillance	230,000		
610 Continuing Planning - Review & Reappraisal	420,000		
625 Service	530,000		
665 Supplement Funding	90,001		
667 GOhio and AQ Advocacy	380,000		
674 Public Transportation Exclusive	0	825,000	65,000
682 Local Exclusive	25,000		
697 Periodic Report	64,508		
<hr/>			
TOTALS	\$2,414,509	\$825,000	\$65,000

**AMATS  
LOCAL SHARE CALCULATION\*  
SFY 2022 WORK PROGRAM**

MEMBERS	2010 POP (CENSUS)	LOCAL SHARE PERCENT	CY 2021 LOCAL SHARE
METRO RTA	N/A	13.2%	\$22,103
PARTA	N/A	2.2%	\$3,688
<u>SUMMIT COUNTY</u>			
AKRON	199,110	23.6%	\$39,500
BARBERTON	26,550	3.2%	\$5,267
CUYAHOGA FALLS	49,652	5.9%	\$9,850
FAIRLAWN	7,437	0.9%	\$1,475
GREEN	25,699	3.1%	\$5,098
HUDSON	22,262	2.6%	\$4,416
LAKEMORE	3,068	0.4%	\$609
MACEDONIA	11,188	1.3%	\$2,220
MOGADORE	3,853	0.5%	\$764
MUNROE FALLS	5,012	0.6%	\$994
NEW FRANKLIN	14,227	1.7%	\$2,822
NORTHFIELD	3,677	0.4%	\$729
NORTON	12,085	1.4%	\$2,398
REMINDERVILLE	3,404	0.4%	\$675
RICHFIELD	3,648	0.4%	\$724
SILVER LAKE	2,519	0.3%	\$500
STOW	34,837	4.1%	\$6,911
TALLMADGE	17,537	2.1%	\$3,479
TWINSBURG	18,795	2.2%	\$3,729
SUMMIT CO. UNINCORP.	75,433	9.0%	\$14,965
<u>PORTAGE COUNTY</u>			
AURORA	15,548	1.8%	\$3,085
KENT	28,904	3.4%	\$5,734
RAVENNA	11,724	1.4%	\$2,326
STREETSBORO	16,028	1.9%	\$3,180
PORTAGE CO. UNINCORP.	80,772	9.6%	\$16,024
<u>WAYNE COUNTY</u>			
DOYLESTOWN	3,051	0.4%	\$605
RITTMAN	6,468	0.8%	\$1,283
WAYNE COUNTY ENGINEER	10,042	1.2%	\$1,992
TOTAL	722,769		
TOTAL CONTRIBUTING MEMBERS	712,530		\$167,146

\* \$0.198 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](mailto: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-7.2.2019.pdf](http://amatsplanning.org/wp-content/uploads/AMATS-Title-VI-Plan-7.2.2019.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 is 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 2020-08 of the AMATS Metropolitan Transportation Policy Committee, dated May 14, 2020, 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/](https://amatsplanning.org/get-involved/)

vi. **Title VI Program Plan posted on your website**

[amatsplanning.org/wp-content/uploads/AMATS-Title-VI-Plan-7.2.2019.pdf](https://amatsplanning.org/wp-content/uploads/AMATS-Title-VI-Plan-7.2.2019.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, although all of them have been virtual.

**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. Persons needing translation of specific documents are asked to contact the AMATS office for assistance.

21. Do you have a list of staff who speak languages other than English?

The AMATS staff has several people who can speak languages other than English, such as French, Italian, Pashto, Persian, Hindu/Urdu, and Turkish.

22. Do you provide free translation services in languages other than English to the public upon request?

A number of social service agencies with LEP clients receive public notices and meeting materials for AMATS transportation planning activities. In addition, AMATS maintains a list of agencies available that advocate for, or provide assistance to non-English speakers. 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 2019-2020 mentions a goal of creating a Title VI Overview training webinar or web-based training that can be used by all agencies. AMATS would welcome this training.

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.

<b>Metropolitan Statistical Area</b>	<b>2019 MSA Population (Estimated)</b>	<b>Median Household Income</b>	<b>% of Pop Age &lt; 18</b>	<b>% of Pop Age 65+</b>	<b>Minority %</b>
Akron, OH MSA	703,479	\$ 57,158	23%	25%	20%

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 2021-2024 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?

No, AMATS does not track demographic information of participants in the transportation planning program public involvement events. Record of race, age, sex, and income level 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](mailto:hreidl@akronohio.gov)  
330-375-2436 ext. 4434

Follow-up:

Jeff Gardner  
Planner  
[JJGardner@akronohio.gov](mailto: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/webinars regarding Title VI as they are made available.



## LINKS APPENDIX

**AMATS website** <https://amatsplanning.org/>

**AMATS Switching Gears website** <https://switching-gears.org/>

**AMATS Transportation Planning Prospectus** <https://amatsplanning.org/wp-content/uploads/AMATS-Prospectus-2020-January-2021-Update.pdf>

**AMATS 3P - Public Participation Plan** <https://amatsplanning.org/wp-content/uploads/3P-Public-Participation-Plan-CORRECTED-2-3-21.pdf>

**AMATS Funding Policy Guidelines** <https://amatsplanning.org/wp-content/uploads/Funding-Policy-Guidelines.pdf>

**Transportation Outlook 2040** <https://amatsplanning.org/wp-content/uploads/Transportation-Outlook-2040-Revised-July-2018.pdf>

**AMATS Title VI Plan** <https://amatsplanning.org/wp-content/uploads/AMATS-Title-VI-Plan-7.2.2019.pdf>

**FTA Financial Capacity Policy** <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/financial-capacity-policy>

**USDOT Final Rule – Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning**  
<https://www.federalregister.gov/documents/2016/05/27/2016-11964/statewide-and-nonmetropolitan-transportation-planning-metropolitan-transportation-planning>

**Office of Management and Budget Circular A-87**  
[https://obamawhitehouse.archives.gov/omb/circulars\\_a087\\_2004](https://obamawhitehouse.archives.gov/omb/circulars_a087_2004)