



**ANNUAL WORK PROGRAM
TRANSPORTATION PLANNING ACTIVITIES**

FOR

FISCAL YEAR 2010

The Unified Work Program for
The Urban Transportation Planning Process

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

January 2009

The preparation of this report was financed jointly by the counties of Lucas and Wood, Ohio; Monroe County, Michigan; the cities of Bowling Green, Maumee, Northwood, Oregon, Perrysburg, Rossford, Sylvania, and Toledo, Ohio; the Toledo Area Regional Transit Authority; the Toledo-Lucas County Port Authority; the Ohio Department of Transportation; and the U.S. Department of Transportation, Federal Highway Administration, and the Federal Transit Administration.

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TMACOG TRANSPORTATION STAFF
300 Martin Luther King Jr. Drive
 PO Box 9508 Toledo OH 43697-9508
 Phone: 419-241-9155 • FAX: 419-241-9116
www.tmacog.org

Warren Henry, P.E., Vice President of Transportation Transportation Council	Ext. 129 henry@tmacog.org
Jennifer Allen, Commuter Services Secretary Mail List Specialized Transportation	Ext. 134 allen@tmacog.org
Tiffany Banks, Car Buy Assistant Car Buy Program	Ext. 157 banks@tmacog.org
Kent Gardam, Transportation Project Manager Transportation Improvement Program (TIP)/ TIP Monitoring Pedestrian and Bikeways Planning Transportation Safety Coordinator	Ext. 116 gardam@tmacog.org
David G. Gedeon, AICP, Director, Commuter Services Transportation Project Manager Land Use/Socioeconomic Data Forecasting/Growth Trends Travel Demand Variables Air Quality Coordination	Ext. 125 gedeon@tmacog.org
Lisa Householder, Transportation Database Analyst/Planner Integrated Transportation Database Systems Performance Monitoring	Ext. 124 householder@tmacog.org
Diane E. Reamer-Evans, Transportation Project Manager Regional Transportation Plan Rail Passenger Planning Regional Transit Study Intelligent Transportation Systems Planning (ITS) Public Involvement Coordinator	Ext. 117 evans@tmacog.org
Donna F. Seeber Transportation Secretary	Ext. 120 seeber@tmacog.org
Russ Stasiak, Car Buy Manager Car Buy Program	Ext. 158 stasiak@tmacog.org
Roger A. Streiffert, Transportation Planner Freight Planning Geographic Information Systems	Ext. 122 streiffert@tmacog.org
Marc A. VonDeylen, Transportation Technician Transportation Website Traffic Counting	Ext. 136 vondeylen@tmacog.org

TMACOG OFFICERS

Tina Skeldon Wozniak – Chair
Lucas County Commissioner

Theodore Rutherford – Vice Chair
Mayor, Village of Green Springs

Carol Contrada– Second Vice Chair
Vice Chair Trustee, Township of Sylvania

TMACOG STAFF

Anthony L. Reams
President

Jennifer Allen
Secretary

Linda Lowe
Accountant

Tiffany Banks
CommuterLINK Program Manager

Mary Pat McCarthy
Writer/Associate Editor

William Best
Vice President of Finance & Administration

Joyce Minarcin
Secretary/Accounting Clerk

Cindy Bland
Executive Secretary

Elaine Moebius
Portage River Watershed Coordinator

Kurt Erichsen, P.E.
Vice President of Environmental Planning

Diane Reamer-Evans
Transportation Project Manager

Kent Gardam
Transportation Project Manager

Peggy Ricard
Director of Communications

David Gedeon, AICP
Director of Commuter Services/Transportation
Project Manager

Donna Seeber
Transportation Secretary

Gregory Gettum
Marketing Manager

Russell Stasiak
Car Buy Program Manager

Warren Henry, P.E.
Vice President of Transportation

Roger Streiffert
Transportation Planner

Matthew Horvat
Maumee River Coordinator

Michael Tippett
Graphics Coordinator

Lisa Householder
Transportation Planner/Database Analyst

Marc VonDeylen
Transportation Technician

**2010 ANNUAL WORK PROGRAM
FOR
TRANSPORTATION PLANNING ACTIVITIES**

TABLE OF CONTENTS

	Page
Transportation Staff	iii
TMACOG Staff	v
Table of Contents	vii
Introduction.....	1
Transportation Goals.....	3
50000 AIR QUALITY ISSUES	
55100 Air Quality Planning (Transportation CPG-funded).....	5
55200 Transportation Air Quality Outreach Program (CMAQ-funded).....	6
60000 TRANSPORTATION	
60100 Short Range Transportation Planning.....	7
60120 Short Range Highway Implementation Planning	7
60123 Safety Studies.....	8
60130 Regional Passenger Rail Planning	9
60140 Freight Transportation	10
60150 Pedestrian/Bicycle Transportation Planning.....	12
60160 Regional Public Transportation Planning	14
60190 Transportation Service.....	15
60200 Transportation Improvement Program	16
60220 Transportation Improvement Program Management (STP Funded)	17
60500 Continuing Planning – Surveillance	18
61100 Long Range Planning.....	20
61500 Continuing Planning – Procedural Development	21
67400 Transit Planning.....	22
67495 TARTA Short Range Planning and Marketing Activities (FTA Funded)	22
69700 Transportation Program Reporting.....	23
69710 Transportation Policy Committee Reporting and Administration.....	23

70000 COMMUTER SERVICES

72000 Commuter LINK (Lucas County Funded).....25
73000 Share A Ride.....26
74000 Specialized Transportation (CPG Funded).....27
75000 Car Buy Program28

Cost Allocation Plan29

- Appendix A
- Appendix B
- Appendix C
- Appendix D

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

TRANSPORTATION PLANNING ANNUAL WORK PROGRAM – FY 2010

Introduction

The TMACOG Annual Work Program (AWP) is a management tool that outlines the goals of the organization, the products to be produced this current fiscal year, and the budget for each department in the organization.

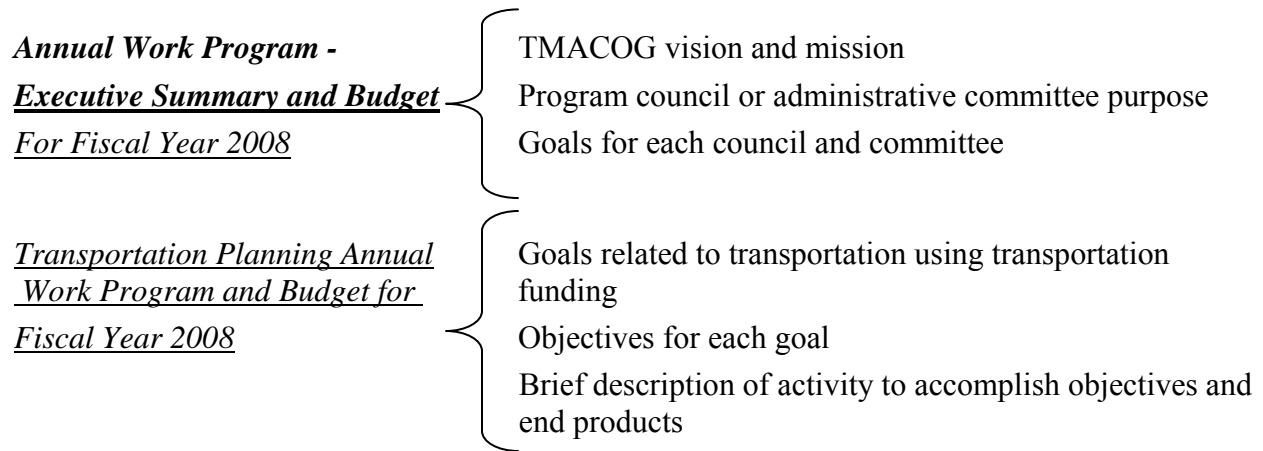
TMACOG outlines all work that will be undertaken by all departments in Fiscal Year (FY) 2010 in the TMACOG *Annual Work Program - Executive Summary for Fiscal Year 2009*. The FY 2010 AWP covers the period January 1, 2009 through June 30, 2009. This document, the *Transportation Planning Annual Work Program and Budget for FY 2010 (AWP) - Transportation Planning Activities* includes only transportation-related planning activities. It is more detailed than the Executive Summary. It is part of the official agreement between TMACOG and the Ohio Department of Transportation as to work to be completed in FY 2010.

FY 2010 AWP Structure

Beginning with FY 2001, TMACOG streamlined the AWP to be used by our Executive Committee and Board as a policy and management document. The *Annual Work Program Executive Summary* is now the principal document for distribution and use by members, committees, councils, staff, partners, and our customers. It lists only goals and brief statements of objectives. It is an overview of all work undertaken by the agency.

The *Transportation Planning Annual Work Program and Budget for FY 2010* is for use by ODOT, TMACOG administrative and transportation staff, the Transportation Council, and officers. It includes descriptions of all objectives using transportation funding and all major transportation planning related activities in the region. This document includes the cost allocation plan and transportation budget tables.

The structure of the AWP is as follows:



The **TMACOG Vision Statement** is:

TMACOG will be the governmental partner of choice to coordinate regional assets, opportunities and challenges.

The **TMACOG Mission Statement** is:

To improve quality of life in the region, TMACOG will:

- Promote a positive identity for the region
- Enhance awareness of the region's assets and opportunities
- Be an impartial broker of regional disputes and challenges
- Provide stakeholders a voice in regional decision-making
- Support opportunities for regional stakeholder networking

The **Purpose** for each program council and administrative committee is the specific focus that each committee must maintain to carry out the mission of TMACOG. For the Transportation Council the purpose is:

To be both the recognized regional convener of all transportation stakeholders within the region to achieve a sustainable and seamless intermodal transportation system, and one of the stakeholders that has a role in providing transportation services.

Goals and Objectives are the major long-term achievements to be completed by each council or committee to meet its purpose. They are reviewed annually. Each year some may be changed, dropped or added. Goals and objectives related to transportation activities at TMACOG are listed by work element through the remainder of this document.

Products are more detailed tasks or deliverables for each fiscal year that are necessary for TMACOG to reach its long-term goals. They are adopted by each program council and administrative committee. They are either: specific – individual studies, reports, or activities that are dated and measurable; or, ongoing – recurring, less tangible activities required to accomplish the specific products and long-term goals.

AWP TRANSPORTATION GOALS

PURPOSE: To be both the recognized regional convener of all transportation stakeholders within the region to achieve a sustainable and seamless intermodal transportation system and one of the stakeholders that has a role in providing transportation services.

Goals:

- To support implementation of major area projects. (Category 60100 - Short Range Planning - Element 60120 Highway Project Planning).
- To improve transportation safety through use of state or federal programs intended to correct problematic infrastructure conditions. (Category 60100 - Short Range Planning - Element 60123 - Safety Studies).
- To increase and improve passenger rail transportation serving the region (Category 60100 - Short Range Planning - Element 60130 Passenger Rail Planning).
- To improve freight movement efficiency and support efforts to increase freight movement volume within and through the region. (Category 60100 - Short Range Planning - Element 60140 - Freight Planning).
- To provide for increased availability and promote usage of pedestrian and bicycle transportation within the region. (Category 60100 - Short Range Planning - Element 60150 Pedestrian/Bicycle Transportation Planning).
- To improve provision of public transportation facilities and services throughout the region. (Category 60100 - Short Range Planning - Element 60160 Transit Planning).
- To support the development and implementation of ITS strategies in the region. (Category 60100 - Short Range Planning - Element 60180 Intelligent Transportation System Planning).
- To respond to transportation information and planning requests within the TMACOG region. (Category 60100 - Short Range Planning - Element 60190 Transportation Service).
- To fully utilize available fiscal resources to maintain and improve the investment in transportation infrastructure within the region. (Category 60200 - Transportation Improvement Program - Element 60220 TIP Management, STP-funded).
- To provide data and other inputs for the ongoing transportation planning process (Category 60500 – Continuing Planning - Surveillance).
- To maintain, promote, and monitor implementation of the regional transportation plan. (Category 611000 - Long Range Planning).

- To develop forecasting tools and perform modeling for system analysis. (Category 61500 – Continuing Planning – Procedural Development).
- To conduct the Toledo Area Regional Transit Authority (TARTA) short range planning and marketing programs (TARTA staff effort included in AWP for coordination purposes - Element 67400 (not CPG-funded).
- To report on and manage Transportation Department planning processes and coordinate efforts of transportation stakeholders in the region. (Category 69700 – Transportation Program Reporting).

55000 AIR QUALITY ISSUES*

Goal: Oversee air emission budgets and maintain programs to achieve compliance with federal ozone and fine particulate standards

The Air Quality Committee works to maintain compliance with federal ambient air quality standards and monitor/address implications of any changes in the Clean Air Act and its enforcement. The Transportation Council supports a portion of this effort due to the impact of potential sanctions that can be levied against the regional transportation funding program. With the potential re-designation of northwest Ohio as a maintenance area for ozone, the committee will continue to work with OEPA to meet the 8-hour ozone and particulate matter standards.

The Air Quality Committee will produce an annual Air Quality Summary to inform the region on monitoring results from the past year, regional attainment status, legislative updates on federal standards, and actions being taken to reduce pollutant levels. Presentations will be made to five local governments and/or community partners on air pollution impacts and the measures being evaluated to bring the region into compliance.

55100 Air Quality Planning (Transportation CPG-funded)

Specific Products:

- | | |
|---|--------------|
| 1. Produce an annual Air Quality Summary. | January 2010 |
| 2. Research precursors to fine particulates to better understand the mobile sources of regional pollution. | June 2010 |
| 3. Review particulate control measures and their emission impacts within the region on long term air quality in cooperation with local stakeholders. | June 2010 |
| 4. Work with the Green Fleets Program to educate and assist local governments, school districts and fleet operators reduce emissions. | June 2010 |
| 5. Make targeted outreach presentations to five local governments and/or community partners on the region's air quality status and the health and economic development impacts of non-attainment. | June 2010 |

Ongoing Products:

6. Provide the work necessary to support the Clean Air Act Amendments of 1990 and the Air Quality Maintenance Program.
7. Provide staff support for six meetings of the Air Quality Committee (with up to two emergency meetings as needed).
8. Monitor potential emission reduction funding sources for local stakeholder and disseminate the information.

* This document covers only portions of the Environmental Program that are transportation-related items funded with consolidated planning or other special transportation funds. The full Environmental program is in *the Annual Work Program – Executive Summary*.

55200 Transportation Air Quality Outreach Program (CMAQ-Funded)***

Goal: Conduct a program to increase awareness of the impact of individual actions on ground level ozone levels and encourage individual action, especially on high pollution days, to reduce ozone creation and increase awareness of the consequences of not maintaining federal air quality standards.

TMACOG will coordinate the Ozone Action Season Program again this year. The Gas Cap Testing and Replacement program (element 55300) is a community education and remediation program also promoting an awareness of air quality issues and the impact of voluntary activities. **This element is funded through a separate Congestion Mitigation Air Quality (CMAQ) project funding agreement (PID # 76592) and is not part of Consolidated Planning Grant Funds.**

Specific Products:

1. Complete testing program and sponsor thirty-five (35) gas cap replacement events to identify failing or missing gas caps on light-duty vehicles in Lucas and Wood counties. (element 55300) August 2009
2. Compile an end-of-the-year report for public distribution. October 2009
3. Complete 2009 Ozone Action Season public awareness campaign to educate citizens of the negative health, environmental, and economic impact of ozone and begin preparation for 2010 campaign. September 2009
 - a. Develop and distribute 500 Ozone Action Season fact sheets at community events
 - b. Present information at display tables at community events.
 - c. Update the TMACOG website to include current air quality information
 - d. Update the Ozone Action website to include the daily air quality forecasts
 - e. Purchase ads/media spots promoting program objectives (pass through)

Ongoing Objectives:

4. Replace failing / missing gas caps discovered through program activities in our area.
5. Coordinate advertising with the Ozone Action and Share A Ride programs.
6. Maintain media awareness of Ozone Action Season and their role in improving air quality and develop media sponsors.
7. Increase awareness of air quality issues as related to ground level ozone formation and its effects by placing ten (10) radio and television advertisements and distribute print materials.

* This document covers only those portions of the Environmental Program that are transportation-related items funded with consolidated planning grant or other special transportation funds. To review the full Environmental program see the *Annual Work Program – Executive Summary*.

** CMAQ funding is provided through TMACOG-managed funds allocated through the TIP (PID# 76592).

60100 SHORT RANGE TRANSPORTATION PLANNING

60120 Highway Project Planning

Goal: To support implementation of area major projects.

Objective:

- Ensure that projects are consistent with regional priorities in the transportation system.

TMACOG will continue to assist and support as appropriate the implementation of major highway projects in our region. Tasks can include creating and taking a lead role in project teams if requested by a project sponsor or simply participation in project teams or studies. Work by TMACOG to assist in developing consensus on implementing “On the Move: 2007-2035 Transportation Plan” (2035 Plan) highway projects are charged to this element.

Active major projects include:

- a. I-75/I-475 systems interchange upgrade (North Cove Split) including Douglas, Central/Upton/Jackman, Willys Parkway, Berdan, and Phillips interchange access modifications.
- b. Salisbury Road/Dussel Drive/I-475 Interchange Modification Project.
- c. I-475 widening in western Lucas County including a new interchange in the Springfield Township area.
- d. Projects to be identified and selected for construction funded by the American Recovery and Rehabilitation Plan.
- e. Loop road by-pass of Fostoria, Ohio.
- f. Buck Road and Lime City Road improvement (intersection and roadway) in Wood County.

Ongoing Products:

1. Support and participate in other agencies' efforts to implement major elements of the “On the Move: 2007-2035 Transportation Plan.” (Element 61100)
2. Provide staff and support for the I-75/I-475 Interchange Improvement project.
3. Provide staff and support for the Salisbury Road / Dussel Drive / I-475 interchange reconstruction.
4. Provide staff and support in area-wide effort to advance qualified projects to construction as soon as possible for economic recovery.
5. Provide support and participate in stakeholder meetings to select and implement preferred alternative for loop road by-pass of Fostoria, Ohio.
6. Provide staff and support for the Buck Road and Lime City Road improvements.

60123 Safety Studies

Goal: To improve transportation safety through use of state or federal programs intended to correct problematic infrastructure conditions.

Objectives:

- Utilize available information resources to provide local jurisdictions with the focus and data to address locations experiencing high accident exposure.
- Assist local jurisdictions as necessary with the process of working through ODOT to implement changes to address those locations.
- To support the inclusion of relevant goals and initiatives in the update of the 2035 Plan.

In FY 2004, ODOT began a strategic initiative to reduce traffic crashes at the high crash locations through a series of low-, medium-, and high-cost improvements. In December 2006, TMACOG began an effort with ODOT and Ohio Department of Public Safety to identify and address roadway safety issues. TMACOG has analyzed and prioritized the input received from a safety workshop, area jurisdictions, and analysis of accident report locations to develop a formal safety work report that identifies locations for further study.

TMACOG's consultant for the traffic crash data cleanup project, Traffic Safety Analysis Systems and Services, Inc. (TSASS), completed the clean up of 2004 through 2007 traffic crash data. TMACOG will encourage local jurisdictions to use this data to prepare safety studies and apply for safety study funding.

Specific Products:

1. Convene an informational workshop for area jurisdictions as needed on the safety work plan and program May 2010

Ongoing Products:

2. Act as a resource for individual communities in their implementation of specific safety related improvements.
3. Provide information for development of the 2035 Plan.
4. Provide informational resources to local jurisdictions to assist their efforts to obtain safety program funding through ODOT.
5. Keep current on accident report data.

60130 Regional Passenger Rail Planning

Goal: To increase and improve passenger rail transportation serving the region.

Objectives:

- Increase personal mobility through a robust network of interconnected transportation modes.
- Coordinate regional needs and projects with state, multi-state, and national rail initiatives.

In FY 2010, TMACOG will continue to partner with the Toledo-Lucas County Port Authority, the Ohio Rail Development Commission (ORDC), All Aboard Ohio, the Southeast Michigan Council of Governments (SEMCOG), and other appropriate agencies to work toward additional passenger rail service for the region and to institute faster and more reliable service. While strongly supporting Ohio and Midwest high speed rail hub implementation, we will also identify “fix it first” strategies to improve rail service in the shorter term. Some of these strategies may be recommended for inclusion in the 2035 Plan update.

Staff will work with and support the Passenger Rail Committee, which will support both intercity rail and rail transit projects and initiatives. TMACOG will continue to facilitate coordination among station area stakeholders. Information on passenger rail issues will be provided through at least one public event and through the TMACOG website.

Specific Products:

1. Hold a public informational event on passenger rail and rail Transit issues. May 2010
2. Identify and create a priority list of rail projects that would incrementally improve passenger service to the region while awaiting Ohio Hub implementation. June 2010
3. Provide input to the 2035 Plan update. April 2010

Ongoing Products:

4. Facilitate stakeholder meetings in the Toledo Amtrak station area to strengthen its role as a multi-modal hub.
5. Post information on rail development news on the TMACOG website.
6. Support and participate in efforts toward implementing the Ohio Hub high speed rail system and Midwest Regional Rail Initiative Chicago Hub system.
7. Provide staff and support for the Passenger Rail Committee, and hold a minimum of three committee meetings.
8. Coordinate Passenger Rail Committee participation in rail transit initiatives, including the regional core circulator (downtown trolley) and the Bowling Green-Toledo connector. (See also 60160)
9. Coordinate activities with the Southeast Michigan Council of Governments (SEMCOG), including connectivity to Michigan rail projects.

60140 Freight Transportation Planning

Goal: To improve freight movement efficiency and support efforts to increase freight movement volume within and through the region.

Objectives:

- Identify freight flow efficiency needs based on input from stakeholders in all modes of transportation, and develop plans to address those needs.
- Support projects, initiatives, and policies that address freight movement problems, increase efficiency, increase volume, and strengthen the region's position as a multimodal freight hub.
- Provide a venue for discussion, coordination and problem solving, emphasizing the need to speak with a unified voice on freight issues.
- Raise public awareness of freight movement issues through maps, publications, presentations, and public meetings.
- Support freight transportation improvements with consideration to impacts on safety, the environment, the local community, and the business community.

TMACOG will continue support for the Lake Erie West Global Logistics Hub, which has the potential to increase freight movement volume and foster economic growth in the region. As a part of the logistics hub initiative, TMACOG will support the development of the Toledo Express Air Commerce Park that includes the addition of a new customs facility to efficiently handle international freight. Support will also continue for the CSX Gateway initiative that includes the construction of an intermodal freight facility near North Baltimore in southern Wood County.

TMACOG will coordinate with the Southeastern Michigan Council of Governments (SEMCOG) and their partner, the Detroit Area Chamber of Commerce, to address freight movement efficiency and safety concerns impacting both regions. TMACOG will also continue to participate in the development of the Intermodal Transportation Institute (ITI) at the University of Toledo, a premier transportation research center focusing on alternative energy, infrastructure utilization, and supply chain performance. TMACOG is also affiliated with the Michigan Ohio University Transportation Center (MIOH/UTC), a coalition of university, government, and industry partners that work to improve transportation efficiency, safety, and security in southeast Michigan and northwest Ohio.

Specific Products:

1. Final planning and presentation of the annual Ohio Conference on Freight in coordination with other OARC members. September 2009
2. Create a draft prioritized list of freight projects, initiatives, and policies for possible inclusion of the 2035 Plan update process. June 2010
3. Evaluate the effectiveness of TMACOG's freight planning with a year-end report that highlights the results of planning efforts. June 2010

Ongoing Products:

4. Collect, create, and disseminate technical data, maps, and other information that can help to inform regional decision makers and the general public regarding freight movement issues.
5. Monitor transportation legislation that impacts the freight community and promote awareness of national, state, and local transportation issues.
6. Work toward implementing freight projects, initiatives and policies from the 2035 Plan, including support for the marketing and development of the Lake Erie West Global Logistics Hub.
7. Provide staff and support for a minimum of four meetings of the TMACOG Freight Committee.
8. Work with SEMCOG and their partner, the Detroit Regional Chamber of Commerce, on freight issues impacting both northwest Ohio and southeast Michigan.
9. Continue to support the University of Toledo Intermodal Transportation Institute (ITI), the Michigan Ohio University Transportation Center (MIOH/UTC), and other transportation research, education, and technology organizations.

60150 Pedestrian/Bicycle Transportation Planning

Goal: To provide for increased availability and promote usage of pedestrian and bicycle transportation within the region.

Objectives:

- Improve the intermodal transportation system, positively impacting air quality, and improving personal mobility through continued development of pedestrian and bicycle facilities and opportunities within the region.
- Disseminate educational information on transportation alternatives.
- Utilize the goals of the 2035 Plan to implement plan projects and develop policies based on the pedestrian and bikeway plan policies.
- Augment the availability of on-line information resources for pedestrian and bicycle issues through mapping and interactive descriptions and visuals.
- Support regional efforts to promote the availability and potential for increased utilization of bicycling for transportation.
- Use TMACOG's resources plus community outlets to share information on the benefits of incorporation of non-motorized access and parking in new development and major street projects, on projects' relationship to the bikeway network, and on existing bikeway facilities.
- Support the inclusion of relevant goals and initiatives in the update of the 2035 Plan.

TMACOG continues to promote the incorporation of bicycle and walking facilities into all new transportation development or renovation plans. Through agency publications, Bike Week and Bike to Work Day promotions, and other public relations activities, TMACOG creates awareness of existing bikeway facilities and encourages the use of non-motorized transportation.

Specific Products:

1. Encourage transportation alternatives and promote increased usage through the activities of the annual Bike Week. May 2010
2. Continue the availability and distribution of TMACOG bicycle user maps and dissemination of printed and electronic materials. December 2009
3. Continue to support development of the new bicycle commuters advocacy group for promotion of increased bicycle transportation. April 2010
4. Support efforts to develop a regional sidewalk policy. June 2010
5. Provide input to the update of the 2035 Plan June 2010

Ongoing Products:

6. Provide staff and support for the Pedestrian and Bikeways Committee and hold a minimum of four meetings.
7. Support implementation of policies developed from the 2035 Plan.

8. Support regional bikeway development efforts and project teams including facilitating meetings of the Westside Corridor acquisition task force and the Wabash Cannonball coordinating committee.
9. Increase the connectivity of the regional trail system through identifying routing and plan development within corridors and assist in the preservation of corridors.
10. Continue to update the “*Bicycle Facilities Guide for Recreational Riding*” as appropriate and disseminate the information via the website.
11. Provide technical information on incorporating pedestrian and bicycle access into transportation and development projects and information on available funding.
12. Keep current on the TMACOG website: principles for accommodating bicycle and pedestrian transportation, bikeway definitions and the regional bicycle/pedestrian plan.

60160 Regional Public Transportation Planning

Goal: To improve provision of public transportation facilities and services throughout the region.

Objectives:

- Increase personal mobility and access to jobs and essential services throughout the region through a robust network of interconnected transportation modes
- Support the economic vitality of the urban core and the region

In previous years, TMACOG facilitated the Regional Transit Study needs assessment and a Regional Core Circulator Study which recommended a streetcar for downtown Toledo. In 2008-2009, TMACOG convened a series of transit forums for area leaders, who focused on the need for an updated and expanded transit system. Staff also participated with an area consortium, the Mobility Alliance, in creating an action plan that would improve transportation for citizens with disabilities.

During FY 2010, TMACOG will continue to work with stakeholders on key issues and objectives. We will support area efforts by distributing information on transit needs and opportunities to the public. The update of the 2035 Plan will begin this year, providing an opportunity to reassess priorities.

Specific Products:

1. Review status of 2035 Plan transit projects and initiatives; recommend transit elements for inclusion in the plan update. June 2010
2. Disseminate information about the need for more public transit in the region October 2009
3. Assess funding options for the “Regional Core Circulator” (downtown streetcar). May 2010

Ongoing Products:

4. Assist with Mobility Alliance action plan for improved transportation for citizens with disabilities, including efforts towards a transit informational call center.
5. Work with local governments, transit providers, and other stakeholders to prioritize and implement Regional Transit Study recommendations, 2035 Plan projects and initiatives, and Transit Forum action items.

60190 Transportation Service

Goal: To respond to transportation information needs requests in the TMACOG region.

Objectives:

- Provide TMACOG members with assistance as needed with the transportation project development process.
- Increase the usability of the online traffic count database.
- Develop TMACOG website to become a reference site, including more online maps and data, and links to information available from other sources.
- Add interactive mapping capabilities to the TMACOG website.
- Working with our communications staff, increase awareness of TMACOG resources available to the community.

To address the transportation service needs of TMACOG members, staff will continue to provide transportation planning assistance, project funding information, special studies, traffic counts and forecasting, mapping and data, and other assistance or information as requested. Travel demand forecasts and planning level traffic estimates within the transportation planning area will be produced at member request. In an effort to build the TMACOG website into a comprehensive source for transportation information, we will provide more online maps and data, include links to other websites, and will continue to provide online traffic counts that are current and accurate. The possible addition of online interactive mapping will also be a part of the website development.

Ongoing Products:

10. Address requests from members for assistance with project development, including process facilitation, finding sources for funding, and partnering.
11. Provide traffic projections from the travel demand model for studies and for member project requests (within 60 days following the start date of the project request).
12. Maintain and improve the online traffic count database, and provide counts for specific locations as needed by special request.
13. Create maps and provide copies of existing maps at member request.
14. Provide GIS data, demographic and socioeconomic data, safety and crash location data, and other information as requested.
15. Maintain and expand the TMACOG website map collection, including the use of interactive maps.
16. Promote the use of the TMACOG website as a source for regional transportation information.

60200 TRANSPORTATION IMPROVEMENT PROGRAM

Goal: To maintain the Transportation Improvement Program (TIP) and manage the TMACOG transportation project funding programs to maximize use of funds available to the area.

60210 Transportation Improvement Program Development

Objectives:

- Work with ODOT and FHWA to adapt to new procedures and initiatives of the new Transportation Act anticipated in 2010.
- Maintain the Transportation Improvement Program (TIP) for the MPO area.
- Update and track local projects incorporated in the TIP.
- Incorporate the intent of the Long Range Plan, the Congestion Mitigation Plan, the Intelligent Transportation System and other relevant guidelines into the selection process in the evaluation of new projects for funding.
- Support the inclusion of relevant goals and initiatives in the update of the 2035 Plan.

Traditionally the TIP is prepared biennially in conjunction with the State Transportation Improvement Program (STIP) for the State of Ohio. The current FY2008-2011 TIP was prepared and approved in FY 2007. We will continue to implement and maintain the FY 2008-2011 TIP and keep it current, including incorporating any amendments.

Specific Products:

1. Work with ODOT to continue to deliver any economic stimulus projects funded through the American Reinvestment and Recovery Act June 2010
2. The TIP Committee will continue to pursue the timely utilization of federal and state funding so as to maximize the use of available resources. June 2010
3. Publish the annual listing of highway, transit, pedestrian, and bikeway projects using federal funding in our area September 2010

Ongoing Products:

4. Monitor and maintain the FY 2008-2011 TIP.
5. Provide staff and support for the TIP Committee meetings to manage the program.

60220 Transportation Improvement Program Management (STP-Funded[§])

Goal: To monitor, work with local jurisdictions on, and best utilize the available resources of the Transportation Improvement Program to further the development of transportation infrastructure within the region.

Objectives:

- Monitor the progress of project development.
- Proactively manage the MPO sub-allocation funding.
- Work with local jurisdictions to build a reservoir of projects equal to 25 percent of the current year allocation and working with sponsors and ODOT District Office to schedule project sales for a 20-30-30-20 percent annual cost distribution by quarter.
- Maintain records and prepare reports to document project progress and maintain accountability.
- Actively monitor projects on a regular basis to ensure compliance with procedures and timelines.
- Find any existing discrepancies in ODOT's Ellis Project tracking system and notify ODOT to make corrections.
- Support the inclusion of relevant goals and initiatives in the update of the 2035 Plan.

This element is funded through a separate STP project funding agreement (PID # 76588) and is not part of Consolidated Planning Grant Funds.

Specific Products:

- | | |
|---|---------------|
| 1. Prepare four program monitoring reports with actions needed to keep projects on schedule | Quarterly |
| 2. Complete FY 2012 "lock down" in cooperation with ODOT District 2 staff | December 2010 |

Ongoing Products:

3. Proactive management of TMACOG sub-allocation funding to actively pursue project schedules, track adherence to project development commitment dates, and notify project sponsors of missed commitment dates.
4. Work with project sponsors and ODOT District 2 to schedule project sales with quarterly goals of 20 percent, 30 percent, 30 percent, and 20 percent of projects sold in the respective quarters of the fiscal year.
5. Work with project sponsors and ODOT District 2 to identify reservoir of projects ready to be sold totaling 25 percent of current year allocation.
6. Monitor ODOT Ellis system and notify ODOT of inconsistencies that are found between Ellis and TMACOG TIP project schedules and funding.

[§] TMACOG STP funding is provided through TMACOG-managed funds allocated through the TIP (PID #76588).

60500 CONTINUING PLANNING - SURVEILLANCE

Goal: To provide data and other inputs for the ongoing transportation planning process.

Objectives:

- Respond to the ODOT directive by acquiring additional traffic counts at HPMS (which will aid the update of the traffic model) and safety locations (which will aid in safety studies).
- Create a regional inventory of pavement condition data benefiting the planning process of area roadways for local jurisdictions.
- Coordinate with Midwestern Consulting in creating a new downloadable traffic flow map for local agency and jurisdiction awareness.
- Support the implementation and use of the State of Ohio's Location Based Response System (LBRS) of statewide standardized location data (such as streets and addresses).
- Maintain the TMACOG region's data resources (i.e. GIS and socioeconomic) and acquire new data as needed.
- Improve safety and efficiency of the transportation system
- To support the development, implementation, and coordination of ITS infrastructure across the region

TMACOG staff will continue to assist the jurisdictions to standardize their counting procedures and also in the use of the Traffic Count Database Systems (TCDS) software and website program. In CY 2009, TMACOG will expand upon the amount of traffic counts gathered in a typical season in response to an ODOT directive by collecting additional HPMS and screenline locations. Furthermore, we will provide the consultant, Midwestern Consulting, with traffic count and additional GIS data necessary to produce a web based traffic flow map.

Another important component of the data collection and management effort is to maintain and update socioeconomic, geographic (GIS), and network data files (for the travel demand model). An additional product will be assisting the Village of Waterville in collecting pavement data for a roadway inventory. This resulting database will be the starting point for a regional pavement inventory.

Staff will also work with area stakeholders and coordinate with southeast Michigan ITS planning to implement Toledo area ITS Plan recommendations and ITS projects included in the 2035 Plan. This year, focus will be on the Freeway Management System that ODOT is scheduled to build in FY 2011 and on preparations needed for future cross-jurisdictional signal coordination. As part of the "safety and security coordination" initiative in the 2035 Plan, we will support efforts of the county Emergency Management agencies to strengthen emergency evacuation planning. TMACOG's System Performance and Monitoring Committee (SPM) is designated as overseer of ITS activities. We will work through this committee on identifying the appropriate ITS elements to include in the 2035 Plan-Update 2011.

Specific Products:

1. Gather the required counts pertaining to the HPMS and screenline locations. June 2010
2. Continue working with the Village of Waterville to create a roadway pavement inventory November 2009
3. Provide data to Midwestern Consulting for use in creating a new downloadable traffic flow map. December 2009
4. Review progress on ITS projects and initiatives in the 2035 Plan; identify ITS projects and initiatives for inclusion in the 2035 Plan update May 2010
5. Support ODOT efforts to build the freeway management system; work with ODOT and stakeholders to maximize its utility for the region June 2010
6. Convene a working session with local governments to prepare for coordination of traffic signals across jurisdictions. March 2010

Ongoing Products:

7. Maintain and update socioeconomic data files for the transportation study area.
8. Maintain and update network data files including newly constructed project information.
9. Maintain and update traffic count database.
10. Maintain and update GIS data (roads, political boundaries, census etc.).
11. Mapping needs, as required, to assist various transportation committees and events.
12. Continue to work with local jurisdictions to use the TCDS software to upload counts into the traffic count website.
13. Update the database that organizes all transportation data (ODOT inventory system, network inputs, counts, TIP projects, forecasts, etc).
14. Complete any needed revisions to the ITS regional architecture.
15. Coordinate with stakeholders (in NW Ohio and SE Michigan) and ODOT to support improved transportation system safety and security and implementation of other ITS Plan and 2035 Plan ITS projects.
16. Provide staff and support for any committees or ad hoc groups needed to maintain the regional architecture or implement plan recommendations.

61100 LONG RANGE PLANNING

Goal: To maintain, promote, and monitor implementation of the regional transportation plan.

Objectives:

- Stay in compliance with federal law by maintaining a 20-year horizon regional transportation plan for the Toledo metropolitan area (Lucas and Wood counties in Ohio; Erie, Bedford and Whiteford townships and the City of Luna Pier in Monroe County, Michigan).
- Build on regional strengths, implement the plan, including projects, initiatives, and policies, plus overarching plan goals.
- Insure the plan speaks to regional needs, fully engage citizens, business, and leadership in the planning process.

In FY 2010, TMACOG will begin the 4-year update process for the “On the Move: 2007-2035 Transportation Plan.” The update is due July 1, 2011. Concurrently, TMACOG and the Transportation Planning Committee will continue to work on current plan implementation in coordination with local governments, ODOT, and the private sector.

In support of plan implementation, a 2010-2011 Legislative Agenda will be prepared and informational presentations will be given. Staff and the planning committee will continue to track 2035 Plan project and initiative status.

Specific Products:

1. Begin the 2035 Plan—Update 2011 by completing the following products:
 - a. Update 2011 process table, including public involvement plan August 2009
 - b. Goals and objectives report October 2009
 - c. Fiscal projections report May 2010
 - d. Systems analysis and needs report (July 2010)
 - e. Draft revised projects, initiatives, and policies list (December 2010)
 - f. Report on consultation with environmental agencies and major regional stakeholders (February 2011)
 - g. final Update 2011 report (April 2011)
2. Update the 2035 Plan projects progress chart March 2010
3. Update the 2035 Plan initiatives progress table June 2010
4. Prepare the 2010-2011 Legislative Agenda highlighting area priorities June 2010

Ongoing Products:

5. Provide information and assistance in support of the 2035 Plan, including presentations to state and local entities and input to state planning processes
6. Assist as requested in area community comprehensive plan updates and major development efforts
7. Provide staff support for meetings of the Transportation Planning Committee

61500 CONTINUING PLANNING – PROCEDURAL DEVELOPMENT

Goal: To develop forecasting tools and perform modeling for system analyses.

Objectives:

- Identify a cohesive transportation vision for the region by exploring issues and opportunities pertaining to the street system, as well as examining alternative options.
- Develop tools to aid jurisdictions in planning and maintaining the transportation system.

TMACOG maintains a computer model that is used to predict future traffic loading on the street system. The model requires extensive data inputs including demographic parameters, current traffic levels and other components related to the street system. Maintenance and update of this model is a major task as is the additional coding necessary to construct experimental network changes needed to test future scenarios. Refinement and improvement to the modeling capabilities at TMACOG continue in FY 2010. We will use the model for traffic projection requests as needed.

TMACOG will develop a pavement management planning process to aid local jurisdictions with the improvement of roadway and pavement inventories.

Specific Products:

1. Continue working with a local jurisdiction to refine the planning process for a pavement management process. June 2010
 - a. Inventory roadway pavement and provide a rating based on its condition.
 - b. Include the gathered inventory in a database.
 - c. Evaluate the process in order to develop a cohesive method for succeeding jurisdictions that want to develop a pavement management process.
2. Assess the existing conditions (congestion maps and trip tables) and run the future build and future no build scenarios with the 2035 Plan projects. June 2010
3. In the event there is a biannual TIP in 2010, the model will be run for air quality conformity. June 2010

Ongoing Products:

4. Provide traffic projection results to members as needed.
5. Provide staff and support for System Performance and Monitoring Committee meetings.
6. Continue to develop annual pavement condition report for all the federal aid routes.
7. Continue to refine and improve the capabilities of the traffic model.

67400 TRANSIT PLANNING

Goal: To provide data and support for the transit planning activities of the Toledo Area Regional Transit Authority (TARTA) and Toledo Area Regional Paratransit Service (TARPS).

67495 TARTA Short-Range Planning and Marketing Activities^{##}

The TARTA Planning Department is responsible for the Authority's short-term capital and service planning. These duties include designing new routes and service options, maintenance of the passenger shelter program, preparing grant applications and planning documentation that meet the requirements of the Federal Transit Administration (FTA) and the Ohio Department of Transportation (ODOT), developing the annual program of projects, and the preparation of specifications for major capital projects. The planning department also acts as the principle liaison for TARTA's communications with other federal, state, and local agencies. **This element is funded through a separate funding agreement and is not part of Consolidated Planning Grant Funds at TMACOG. It is funded through Section 5307 funding provided to TARTA.**

Specific objectives to be performed by TARTA:

- | | |
|--|----------------|
| 1. Public Transit Monitoring System (PTMS) Report Update. | February 2008 |
| 2. Certification of Data. | April 2008 |
| 3. National Transit Database Report. | April 2008 |
| 4. Complete and submit the annual Capital Plan for Transit Improvements. | May 2008 |
| 5. Market and evaluate success of Toledo Mud Hens Service. | September 2007 |
| 6. Preparation of 2007 Program of Projects. | September 2007 |
| 7. Market and evaluate success of Call-A- Ride flex-route services. | December 2007 |
| 8. Planning of a new TARPS Intermodal Paratransit Facility. | December 2007 |

Ongoing Products:

9. Investigate and institute service changes as necessary.
10. Attendance at scheduled meetings of the Metropolitan Planning Organization and its committees and subcommittees.
11. Work to complete the transit portions of the "On the Move: 2007-2035 Transportation Plan" and implement provisions as outlined in the plan and to participate with TMACOG on long range transportation issues.
12. Market special TARTA events such as Ozone Action Day special fare, and Bike Week along with regular TARTA services.

^{##} Funded through TARTA Section 5307 funding.

69700 TRANSPORTATION PROGRAM REPORTING

69710 Transportation Policy Committee Reporting and Administration

Goal: To report on and manage the Transportation Department processes and coordinate efforts of transportation stakeholders in the region.

Objectives:

- Maximize efficiency of TMACOG's planning effort while remaining flexible to respond to member needs and changing federal transportation policies and guidance.
- Continue outreach to local governments, educational institutions, and major transportation stakeholders to promote TMACOG's leadership positioning in transportation planning.
- Be recognized for implementing Title VI, Environmental Justice, and Public Involvement programs.
- Strengthen the TMACOG website as an effective tool for regional transportation planning

TMACOG will provide reports on the activities of the Transportation Department, the Transportation Council and all of its subcommittees. This will include such things as, but not limited to, secretarial support, administrative reports, project management, and staff management (personnel evaluations, etc.). The annual Summit will be held to report on regional transportation planning activities and highlight the importance of transportation to the general public, report on major issues, and coordinate efforts of the diverse community of transportation stakeholders. To provide information to the public more effectively, staff will upgrade the Transportation web pages.

Activities that are ineligible for federal funding will be charged to a 100 percent locally funded element. (Element 68210)

Specific Products:

1. Convene a TMACOG transportation summit to coordinate area activities and provide current information to stakeholders. (Element 69720) December 2009
2. Review and update the Transportation department web pages. March 2010
3. Consolidate separate agency DBE materials into one master document. May 2010

Ongoing Products:

4. Support further development of University of Toledo Intermodal Transportation Institute (ITI).
5. Provide staff and support to regional transportation organizations and agencies.

6. Support development of research activities through the Michigan-Ohio University Transportation Center.
7. Provide staff and support for the Transportation Council. Complete the Annual Work Program.
8. Maintain environmental justice and public involvement in transportation planning at TMACOG in accordance with TMACOG's public involvement policy document (which will be updated as needed).

70000 COMMUTER SERVICES

Purpose: Provide commuter information and services that result in improving the availability of safe, reliable, and economical transportation options.

72000 CommuterLINK (Lucas County Funded)

Goal: To provide greater access to those areas not served by public transit in the TMACOG region by working with existing transportation operators; To determine the transportation needs of employers in target areas and provide transportation services to their current and potential employees; To increase accessibility to a transportation network for employees and employers; To remove transportation barriers for individuals attempting to enter the workforce.

Ongoing Products:

1. Continue to respond to the transportation needs of the Ohio Works First (OWF) and low-income population in Lucas County.
2. Increase the knowledge of community organizations' employees who serve the target population about transportation needs and options.
3. Increase the awareness of the general public of the lack of adequate public transportation options in this area and the need to increase public transportation in our region.
4. Assist families receiving Ohio Works First (OWF) benefits and meet program criteria with getting to work.

73000 Share A Ride (CMAQ Funded)

Goal: To promote reduction of single vehicle (SOV) trips through increased use of ridesharing and vanpooling to work or school.

Share A Ride is a computer matching service that matches registered commuters who live and work in the same area to form carpools and/or vanpools. This element is funded through a separate Congestion Mitigation and Air Quality (CMAQ) funding (PID # 76595), and is not part of Consolidated Planning Grant Funds at TMACOG. CMAQ funding is provided through TMACOG-managed funds allocated through the Transportation Improvement Program (TIP), PID # 76595.

Ongoing Products:

1. Expand the Share A Ride database by five percent through advertising, marketing and community events.
2. Partner with the Ozone Action program to foster a greater awareness of the importance of air quality issues and the impact of the single occupant vehicle (SOV) on air quality.
3. Increase awareness of all the programs in the Commuter Services Department through marketing and promotional programs.
4. Work with Car Buy program to provide carpool information to individuals that have received a vehicle.
5. Maintain the Commuter Services information on TMACOG's website so that it is consistent with marketing efforts being used to promote the department's programs.
6. Participate in and support the Gas Cap Testing and Replacement program, which is held in partnership with the Ozone Action program to foster a greater awareness of the importance of air quality issues. Emphasize the importance of decreasing the amount of volatile organic chemicals (VOCs) released into the air by the automobile.
7. Market the Guaranteed Ride Home Program.

74000 Specialized Transportation (CPG Funded)

Goal: To increase the availability of handicap accessible transportation. This element is funded through a Consolidated Planning Grant.

Ongoing Products:

1. Continue to monitor the maintenance and use of Specialized Transportation Program (Section 5310) vehicles in accordance with ODOT requirements.
2. Administer the Specialized Transportation Program grant process, following procedures set by ODOT.
3. Work to increase the quality and quantity of applications for Specialized Transportation Program funds.

75000 Car Buy Program

Goal: To provide a reliable transportation alternative for low-income, working families as a step toward helping them to become self-sufficient.

The Car Buy Program purchases safe, reliable automobiles for eligible clients who will make monthly payments as approved by the Commuter Services Council. When the loan is paid in full the client receives a clear title for the vehicle. JFS funding pays for credit reports, insurance, car care classes and car repairs.

Specific Products:

1. Seek and secure sources of funding for program

Ongoing Products:

2. Conduct Prevention, Retention, Contingency (PRC) eligibility reviews with potential clients.
3. Provide car care classes for program participants to help them develop a better understanding of how to purchase, operate, and care for their automobile.
4. Provide budget class for program recipients to improve their money management skills.
5. Provide State of Ohio certified Defensive Driving Remedial Program for participants to learn collision prevention techniques and discuss other legal driving issues.
6. Register all the Car Buy Program participants for the Share A Ride Program
7. Foster a relationship with participants so that they understand the responsibility of owning a car including the cost of insurance, upkeep, and maintenance.
8. Provide the necessary support, documentation, and follow-up to distribute four to seven cars each month.
9. Conduct semi-annual inspections on cars.
10. Market the car donations (Give Toledo Wheels) program to local car dealers and the general public.

Cost Allocation Plan

APPENDIX A

Title VI Assurances

**ODOT GUIDELINES FOR CONDUCTING TITLE VI PROGRAM
COMPLIANCE REVIEWS OF THE METROPOLITAN PLANNING ORGANIZATION**

**Compliance Review Response For The
Toledo Metropolitan Area Council of Governments
CY 2007**

I. Metropolitan Planning Organization Handling Agency Compliance

- A. To what extent does the MPO employ minority staff personnel in the program area under review?

Staff Profile - CY 2007 (Full-time Regular Positions as of 12/31/07)

<u>Male</u>	<u>Female</u>	<u>White</u>	<u>African-Am.</u>	<u>Middle Eastern</u>
13 – 50%	13 – 50%	23 – 88.5%	3 – 11.5%	0

- B. Has the Agency adopted a formal Title VI complaint process?

A formal Title VI complaint process was adopted by the Executive Committee on May 16, 2007. This process and complaint form is posted on TMACOG’s website at www.tmacog.org

- C. Has the MPO received any specific Title VI complaints in the program area under review? If so, what corrective action has been taken?

No complaints have been received.

II. Consultant Contracts

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

1. Does the Agency establish and monitor annual Title VI contracting goals?

TMACOG does establish Title VI contracting goals for FTA, but not FHWA-funded projects. This has been addressed in the revised Title VI policies approved by the Executive Committee May 16, 2007.

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

In conjunction with its DBE Program, TMACOG utilizes DBE Directories from ODOT and TARTA that include the names of minority-owned businesses as well as consultants.

This information can also be used when establishing DBE goals.

3. What other methods or procedures are utilized to encourage use of qualified minority consultants?
 - a. Information about RFPs is made available directly to DBEs via the ODOT Bulletin Board.
 - b. Notices for both Bids and RFPs are placed in and through minority owned media, journals, and associations as appropriate and available.
 - c. Both Requests for Bids and RFPs are posted on TMACOG's website.
 - d. Procurement information is provided to DBEs requesting information regarding contracting and supply possibilities.
 - e. Special arrangements may be made by DBEs to receive assistance from the agency in developing acceptable bid packages, addressing cash flow and scheduling problems, etc.
 - f. All agencies responding to requests for proposals are strongly encouraged to utilize minority subcontractors when submitting their proposal packages and are evaluated on their efforts to do so. For some contracts, a specific DBE goal is established and included as part of the RFP. In addition, award contracts also contain clauses encouraging the use of DBE contractors, vendors, and suppliers.

4. Are Title VI assurances and provisions included on consultant contracts?

All consultant contracts include language requiring compliance with Title VI within the standard terms and conditions.

- B. Have consultants made positive efforts to employ qualified minority subcontractors? If so, to what extent?

Over the past several years, we have requested proposals for a number of discretionary grants that provide the opportunity for DBE participation. For contracts where subcontracting has been appropriate, consultants have complied with MBE/DBE participation goals

- C. What are the MPO Handling Agency's procedures for monitoring consultant compliance with Title VI contract provisions?

TMACOG attempts to assure that all consultants comply with Title VI provisions by incorporating the ODOT-prescribed language requirements for contractors, subcontractors, and suppliers into its contractual agreements with them.

Subcontractors with minority vendors are, of course, monitored through contractor invoices to insure that the vendors are being utilized as stated in the contract and also to insure that they are being paid in a timely fashion.

III. Urban Transportation Planning Process

- A. What techniques and procedures are employed that will provide data relative to minority populations, neighborhoods, income levels, physical environments, travel habits, etc.?

Information on minority persons, neighborhoods, income levels, etc. is developed from the 2000 Census STF 1 and 3 files and the recently available Census Transportation Planning package (CTPP). Utilizing this data, environmental justice target areas with higher than the regional average of minority or low-income residents are delineated by transportation analysis zones (TAZs). This information is utilized in development of the Transportation Improvement Program (TIP) and the Long Range Regional Transportation Plan (RTP) in both generic analyses of systems and projects and in specific analysis for Environmental Justice concerns (lack of proportionate investment or more than proportionate adverse impact analyses). TIP and RTP public involvement processes are designed to include specific activities and meetings in Environmental Justice (EJ) target areas. Origin/destination studies (OD) traffic volume studies, household travel surveys, travel time studies, and surveys for the Regional Transit Study all include efforts to ensure representation of residents in these areas. EJ information and analysis is used as a tool to guide policy and plan development.

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

The data is used at all levels of plan development, as well as throughout the decision-making process; planners utilize the data to develop various alternatives from which the system with the least negative impacts will be chosen; the various task forces and citizen advisory groups consider this data in making their recommendations to the TMACOG Transportation Council and Board of Trustees and Executive Committee of the Board (the policy board); and the Executive Committee of the Board of Trustees utilizes the data as a factor that is weighted prior to making a final decision.

- C. Do the MPO Transportation Plan and TIP include assessments of the impacts that planned transportation system investments will have on both the minority and non-minority areas? Discuss assessment methodology and resulting documentation.

Analysis of the physical, social, and economic impacts of various alternatives upon minorities is conducted as a part of system development and in specific environmental justice analyses required in development of the TIP and RTP. The assessment of human services transportation needs is aimed at improving services to various groups of disadvantaged individuals.

As noted above environmental justice analysis is a routine part of TIP and RTP development. In addition, many short-range improvement programs are initiated at the request of local jurisdictions, which utilize public input as a determinant in deciding which alternative will be the least detrimental to the affected community, balanced with general community travel and safety needs.

Both the TIP and RTP contain specific analyses of the impact of transportation system investments on minority and non-minority populations to include investments in minority and non-minority areas, projects requiring right-of-way in minority and non-minority areas and visualizing the location of projects impacting minority areas.

- D. To what extent has the MPO developed a formalized procedure (organization, responsibilities, etc.) to provide for citizen participation in the transportation planning process?

TMACOG adopted a formal “TMACOG Public Involvement Policy for Transportation” in November 2003 outlining procedures to be utilized in development of planning products and documents in the transportation department. This policy is being updated to reflect provisions of SAFETEA-LU.

For each major study and the 2035 Plan, extensive public involvement efforts are required. All major activities require special public input meetings in all three counties (Monroe, Lucas, Wood); presentations in various media; and placing ads with minority-focused radio stations and newspapers. Less traditional methods such as placing surveys on TARTA buses have been used to insure the broadest range of public input possible into the process.

- E. Are minorities, both individually and through their organizations, represented in the citizen participation effort? If so, how many and in what capacities?

Yes, minority representatives are recruited to participate on all transportation council standing committees and in special teams and task forces. As noted above, public involvement procedures require advertisement of major activities and opportunities for public involvement in minority media outlets and require public meetings be held in Environmental Justice areas for all major products.

- F. Are there any further affirmative actions taken by the MPO to enlist the involvement and support of minorities in the transportation planning process?

TMACOG uses both affirmative action and DBE considerations in all hiring decisions, purchasing and provisions on internal administrative services. In addition, outreach efforts are made to inform neighborhood and citizens' groups, particularly those in minority areas, of TMACOG's functions and opportunities for citizen involvement in its planning process. This is done through public involvement meeting notices and press releases to minority newspapers, publications, and presentations to local organizations. As noted above, this has been particularly emphasized in the TIP and RTP processes.

Toledo Metropolitan Area Council of Governments
(TMACOG)

May 2007

Nondiscrimination Complaint Procedures
for
Programs or Activities of TMACOG

These procedures cover all external complaints regarding TMACOG programs and activities filed under Title VI of the Civil Rights Act of 1964 as contained in 49 CFR 21, “Nondiscrimination in the Federally-Assisted Programs of the Department of Transportation.” Title VI says that “[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

These procedures, required per 23 CFR 200.9 (b)(3), also cover external complaints regarding TMACOG programs or activities filed under other related nondiscrimination laws that additionally prohibit discrimination on the basis of disability, sex, age and/or or low income. This includes, but is not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, 23 USC 324, 42 USC 610, Executive Order 13166, and the DOT Order on Environmental Justice and Executive Order 12898. These procedures are for any external discrimination complaints relating to any program or activity administered by TMACOG.

49 CFR 21 outlines types of prohibited discriminatory actions per that law. It follows, in part:

- (1) A recipient to which this part applies may not, directly or through contractual or other arrangements, on the grounds of race, color, or national origin:
 - (i) Deny a person any service, financial aid, or other benefit provided under the program;
 - (ii) Provide any service, financial aid, or other benefit to a person which is different, or is provided in a different manner, from that provided to others under the program;
 - (iii) Subject a person to segregation or separate treatment in any matter related to his receipt of any service, financial aid, or other benefit under the program;
 - (iv) Restrict a person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program;
 - (v) Treat a person differently from others in determining whether he satisfies any admission, enrollment, quota eligibility, membership, or other requirement or condition which persons must meet in order to be provided any service, financial aid, or other benefit provided under the program;

- (vi) Deny a person an opportunity to participate in the program through the provision of services or otherwise afford him/her an opportunity to do so which is different from that afforded others under the program; or
- (vii) Deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.

The law prohibits intimidation or retaliation of any kind. The procedures do not deny the right of the complainant to file formal complaints with other federal, state or local agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints.

PROCEDURE

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the TMACOG Vice President of Finance and Administration. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
2. Upon receipt of the complaint, the TMACOG Vice President of Finance and Administration will determine TMACOG's jurisdiction, acceptability of the complaint, and need for additional information. TMACOG will also acknowledge receipt of the complaint by notifying the complainant.
3. The TMACOG Vice President of Finance and Administration will assign or designate a staff person from whose area is affected by the complaint to investigate the merit of the complaint.
4. The complaint will receive a case number and will be logged in the TMACOG records identifying the basis of the complaint and the race, color, national origin, and gender of the complainant. The assigned staff will start the investigation.
5. Within 50 calendar days of the receipt of the complaint, TMACOG's investigator will prepare an investigative report for the president's review. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. TMACOG will also include signed affidavits from all parties - complainant, accused, and witnesses - as applicable. Any reports or documents gathered during the investigation will also be included.
6. The investigative report and its findings shall be sent to TMACOG's legal counsel for review. The counsel will review the report and associated documentation and will provide input within 10 calendar days.
7. TMACOG's investigator will review any comments or recommendations from TMACOG's legal counsel. The investigator will discuss the report and recommendations with the president. The report will be modified as needed and made final for its release.

8. Once TMACOG's investigative report becomes final, the parties will be properly notified of the resolution of the complaint, including recommendations to remedy any discriminatory practice – if such practice is identified, and appeal rights.
9. TMACOG's investigative report and a copy of the complaint will be forwarded to the appropriate oversight agency (for example, the Ohio Department of Transportation), providing the federally funded assistance, within 70 calendar days of the receipt of the complaint.

10. If the complainant is not satisfied with the results of the investigation, he/she shall be advised of their right to appeal. The first appeal will go to the TMACOG Executive Committee for review. The TMACOG Board of Trustees is the final review process within TMACOG. If the complainant remains unsatisfied, TMACOG's determination can be appealed to federal or state entities, as applicable, or to the United States Department of Justice (USDOJ). Appeals of decisions by the TMACOG Executive Committee to the TMACOG Board of Trustees must be filed within 30 days of notification (per step 8) of a decision on the complaint. The TMACOG Board of Trustees will make a decision on the complaint and notify the complainant of such within 120 days. Appeals outside TMACOG must be filed within 180 days after TMACOG's final resolution. Absent new facts, TMACOG will not reconsider its determination.

11. If it is determined, following the initial investigation or following any appeals that TMACOG acted in a discriminatory manner TMACOG will take whatever action is needed, per the recommendations in the investigative report, to remedy the discriminatory practice.

For more information regarding the TMACOG complaint process of filing complaints, please contact:

William Best
Vice President of Finance and Administration
TMACOG
(419) 241-9155 ext. 108

**Toledo Metropolitan Area Council of Governments
Title VI Discrimination Complaint Form**

Why do you believe these events occurred?

What other information do you think is relevant to this complaint?

How can this issue or issues be resolved to your satisfaction?

Please list below the names, addresses, phone numbers and job titles of person(s) we may contact for additional information about your complaint (witnesses, fellow employees, supervisors, others):

NAME	ADDRESS	PHONE NUMBER	JOB TITLE
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Signature:

Date:

APPENDIX B

61000 — Long Range Planning – SEMCOG Format

APPENDIX B

61100 LONG RANGE PLANNING

Goal: To maintain, promote, and monitor implementation of the regional transportation plan.

Objectives:

- Stay in compliance with federal law by maintaining a 20-year horizon regional transportation plan for the Toledo metropolitan area (Lucas and Wood counties in Ohio; Erie, Bedford and Whiteford townships and the City of Luna Pier in Monroe County, Michigan).
- Build on regional strengths, implement the plan, including projects, initiatives, and policies, plus overarching plan goals.
- Insure the plan speaks to regional needs, fully engage citizens, business, and leadership in the planning process.

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In support of plan implementation, a 2010-2011 Legislative Agenda will be prepared and informational presentations will be given. Staff and the planning committee will continue to track 2035 Plan project and initiative status.

Specific Products:

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 - g. final Update 2011 report (April 2011)
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4. Prepare the 2010-2011 Legislative Agenda highlighting area priorities June 2010

Ongoing Products:

5. Provide information and assistance in support of the 2035 Plan, including presentations to state and local entities and input to state planning processes
6. Assist as requested in area community comprehensive plan updates and major development efforts

7. Provide staff support for meetings of the Transportation Planning Committee.

61100 LONG RANGE PLANNING

Fiscal Year 2010 - July 1, 2009 – June 30, 2010

Part Time Hours.....0

Full Time Hours546

Total Hours546

FY 2010 Expenditures:

Staff Labor/Leave\$11,812

Fringe Additive\$7,323

Direct Expenses\$ 2,995

Indirect Additive\$15,308

Total Expenses\$37,438

FY 2010 Revenue:

FHWA PL (MI).....\$30,643

Local Match\$ 6,795

Total Revenue\$37,438

APPENDIX C

60140 — Freight Planning – SEMCOG Format

APPENDIX C

60140 Freight Transportation Planning

Goal: To improve freight movement efficiency and support efforts to increase freight movement volume within and through the region.

Objectives:

- Identify freight flow efficiency needs based on input from stakeholders in all modes of transportation, and develop plans to address those needs.
- Support projects, initiatives, and policies that address freight movement problems, increase efficiency, increase volume, and strengthen the region's position as a multimodal freight hub.
- Provide a venue for discussion, coordination and problem solving, emphasizing the need to speak with a unified voice on freight issues.
- Raise public awareness of freight movement issues through maps, publications, presentations, and public meetings.
- Support freight transportation improvements with consideration to impacts on safety, the environment, the local community, and the business community.

TMACOG will continue support for the Lake Erie West Global Logistics Hub, which has the potential to increase freight movement volume and foster economic growth in the region. As a part of the logistics hub initiative, TMACOG will support the development of the Toledo Express Air Commerce Park that includes the addition of a new customs facility to efficiently handle international freight. Support will also continue for the CSX Gateway initiative that includes the construction of an intermodal freight facility near North Baltimore in southern Wood County.

TMACOG will coordinate with the Southeastern Michigan Council of Governments (SEMCOG) and their partner, the Detroit Area Chamber of Commerce, to address freight movement efficiency and safety concerns impacting both regions. TMACOG will also continue to participate in the development of the Intermodal Transportation Institute (ITI) at the University of Toledo, a premier transportation research center focusing on alternative energy, infrastructure utilization, and supply chain performance. TMACOG is also affiliated with the Michigan Ohio University Transportation Center (MIOH/UTC), a coalition of university, government, and industry partners that work to improve transportation efficiency, safety, and security in southeast Michigan and northwest Ohio.

Specific Products:

1. Final planning and presentation of the annual Ohio Conference on Freight in coordination with other OARC members.
2. Create a draft prioritized list of freight projects, initiatives, and policies for possible inclusion of the 2035 Plan update

September 2009

- process. June 2010
3. Evaluate the effectiveness of TMACOG's freight planning with a year-end report that highlights the results of planning efforts. June 2010

Ongoing Products:

17. Collect, create, and disseminate technical data, maps, and other information that can help to inform regional decision makers and the general public regarding freight movement issues.
18. Monitor transportation legislation that impacts the freight community and promote awareness of national, state, and local transportation issues.
19. Work toward implementing freight projects, initiatives and policies from the 2035 Plan, including support for the marketing and development of the Lake Erie West Global Logistics Hub.
20. Provide staff and support for a minimum of four meetings of the TMACOG Freight Committee.
21. Work with SEMCOG and their partner, the Detroit Regional Chamber of Commerce, on freight issues impacting both northwest Ohio and southeast Michigan.
22. Continue to support the University of Toledo Intermodal Transportation Institute (ITI), the Michigan Ohio University Transportation Center (MIOH/UTC), and other transportation research, education, and technology organizations.

Fiscal Year 2010 - July 1, 2009 – June 30, 2010

Part Time Hours0

Full Time Hours 546

Total Hours546

FY 2010 Expenditures:

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Total Expenses\$37,438

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Total Revenue\$37,438

APPENDIX D

List of Acronyms

2025 RTP	2025 Regional Transportation Plan – Update 2004
2035 Plan	On the Move: 2007-2035 Transportation Plan
CDBG	Community Development Block Grant
CMAQ	Congestion Mitigation Air Quality
CPG	Consolidated Planning Program
DBE	Disadvantaged Business Enterprise
EJ	Environmental Justice
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Authority
ITS	Intelligent Transportation Systems
JARC	Job Access Reverse Commute
LCJFS	Lucas County Department Job And Family Services
MPO	Metropolitan Planning Organization
MS4s	Municipal Separate Storm Sewer System
NHS	National Highway System
NPDES	National Pollution Discharge Elimination System
OD	Origin /Destination
ODOD	Ohio Department of Development
ODOT	Ohio Department of Transportation
ORDC	Ohio Rail Development Commission
OWF	Ohio Works First
PTMS	Public Transit Monitoring System
SEMCOG	Southeastern Michigan Council of Governments
SIP	State Implementation Plan
SOV	Single Occupancy Vehicle
TARPS	Toledo Area Regional Paratransit System
TARTA	Toledo Area Regional Transit Authority
TCDS	Traffic Count Database Systems
TIP	Transportation Improvement Program
TMACOG	Toledo Metropolitan Area Council of Governments
USDA	United States Department of Agriculture
VOC	Volatile Organic Compounds
WIA	Workforce Investment Act

