

A. Initial Safety Training for All Staff

- Basic principles of safety management, including the integrated nature of SMS, risk management, safety culture, etc.
- Corporate safety philosophy, safety goals and objectives, safety policy, and safety standards.
- Importance of complying with the safety policy and SMS procedures and the approach to disciplinary actions for different safety issues.
- Organizational structure, roles, and responsibilities of staff in relation to safety.
- Transit agency's safety record, including areas of systemic weakness.
- Requirement for ongoing internal assessment of organization safety performance (e.g., employee surveys, safety audits, and assessments).
- Reporting accidents, incidents, and perceived hazards.
 - Lines of communication for safety managers.
 - Feedback and communication methods for the dissemination of safety information; and
 - Safety promotion and information dissemination.

B. Safety Training for Operations and Maintenance Personnel

- Unique hazards facing operational personnel.
- Seasonal safety hazards and procedures (e.g., winter operations).
- Procedures for hazard reporting.
- Procedures for reporting accidents and incidents.
- Emergency procedures; and
- De-escalation training.

C. Safety Training for Management

- Principles of the SMS.
- Management responsibilities and accountabilities for safety; and
- Legal issues (e.g., liability).

D. Training for the Safety Officer

- Familiarization with different transit modes, types of operation, routes, and so forth.
- Understanding the role of human performance in accident causation and prevention.
- Operation of SMS.
- Investigating safety occurrences.
- Crisis management and emergency response planning.
- Safety promotion.
- Communication skills.
- Performing safety audits and assessments.
- Monitoring safety performance and
- NTD incident reporting requirement.

4.2 SUSTAINING A SAFETY MANAGEMENT SYSTEM

PARTA is committed to using the data collected and information learned to inform decision making and instill positive change. The main objective is the continuous improvement of transit system safety. PARTA will communicate our agency's safety performance, along with any hazards, on our Safety Bulletin Board, which is updated monthly and throughout the year at employee meetings. PARTA will communicate any safety actions

taken based upon employee reports and trends and structure our communication based upon job responsibilities and duties.

To sustain a safety management system, *PARTA* will ensure that processes are employed to instill an organizational foundation. Examples of actions taken to sustain SMS include:

- **Create measurement-friendly culture:**

- All staff, including senior managers, should be actively engaged in creating a measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Senior managers will also lead by example and utilize performance metrics in decision making processes. The Safety Committee, along with the Director of Risk Management, will discuss results from safety reports and audits to help in the reduction and exposure of risks and threats.

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- **Build organization capacity:**

Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis and setting goals. Managing staff and the governing board will commit the financial resources required for organizational capacity and maintaining an SMS continuously.

- **Reliability and transparency of performance results:**

The SMS will be able to produce and report its results, both good and bad. Performance information should be transparent and made available to all stakeholders. Messengers should be protected to preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.

- **Demonstrate continuous commitment to measurement:**

Visible commitment to using metrics is a long-term initiative. *PARTA* will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including Transit Safety and performance measurement as a standing agenda item at meetings.

**PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP)
For: PARTA**

Adopted: 12/01/2020

Last Revised:

This Public Transit Agency Safety Plan is hereby adopted and signed by:

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Safety Committee Members

Date

Claudia B. Amrhein, General Manager

Date

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Board of Trustees, President

Date

See the Board of Trustees Resolution for Adoption (Appendix G)

Adopted 12/01/2020

Revised 01/02/2024

The Chief Safety Officer is the person designated by *PARTA* to manage and implement the Public Transit Agency Safety Plan, as well as answer any questions regarding the Agency's Transit Safety Plan.

Transit Agency Chief Safety Officer Contact Information

Title:	Chief of Staff
Name:	Kelly Jurisch
Address:	2000 Summit Rd. Kent, Ohio 44240
Phone:	330-678-7745 ext. 121
Email:	Jurisch.k88@partaonline.org

Transit Agency Director of Risk Management Contact Information

Title:	Director of Risk Management
Name:	Greg Springer
Address:	2000 Summit Rd. Kent, Ohio 44240
Phone:	330-678-7745 ext. 159
Email:	Gspringer@partaonline.org

ACTIVITY LOG

Public Transit Agency Safety Plan

Date	Activity (Review/Update/Addendum/Adoption/Distribution)	Concerned Person (Signature)	Remarks
12/30/2020	Distributed ASP to ODOT Distributed ASP to AMATS	Kelly Jurisch, Chief Safety Officer	Distributed through Black Cat By email
12/16/2020	Distributed ASP to FTA for Triennial Review	Kelly Jurisch, Chief Safety Officer	By inbox upload
1/25/2021 5/30/2021	Distributed ASP to ODOT Distributed ASP to AMATS	Kelly Jurisch, Chief Safety Officer	By Email By Email
6/29/2021	Annual Certification	Kelly Jurisch, Chief Safety Officer	GM Signature and policy posted
9/24/2022	Safety Committee Review	Kelly Jurisch, Chief Safety Officer	Distributed new regs and plan by Greg Springer to the Committee
12/22/2022	Annual Recertification	Kelly Jurisch, Chief Safety Officer	GM Signature and policy posted
12/30/2022	Distributed ASP to ODOT Distributed ASP to AMATS	Kelly Jurisch, Chief Safety Officer	Distributed through Black Cat By Email
02/01/2024	Annual Recertification, plan updates and approvals	Kelly Jurisch, Chief Safety Officer	GM, Safety Committee and Board Approval

[Adopted 12/01/2020](#)
[Revised 01/02/2024](#)

DEFINITION OF TERMS & ACRONYMS

Acronyms:

Akron Metropolitan Area Transportation Study – AMATS

Agency Safety Plan (ASP) – also referred to as PTASP in Part 673

Code of Federal Regulations - CFR

Federal Transit Administration – FTA

Metropolitan Planning Organizations – MPO

Moving Ahead for Progress in the 21st Century Act – MAP-21

National Transit Database – NTD

Ohio Department of Transportation – ODOT

Ohio Transit Risk Pool – OTRP

Portage Area Regional Transportation Authority - PARTA

Public Transit Agency Safety Plan – PTASP

Safety Management Systems - SMS

United State Code – U.S.C.

Vehicle Revenue Miles - VRM

Terms:

Accident means an event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of a public transportation vehicle; or an evacuation for life safety reasons.

Accountable Executive means a single, identified person who has ultimate responsibility for carrying out the Agency Safety Plan; and control or direct the human and capital resources for developing and maintaining the agency's safety plan, in accordance with 49 U.S.C 5329 (d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

Event means any accident, incident, or occurrence.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 40 U.S.C. Chapter 53.

Occurrence means an event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

The operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.

Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress towards meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a period required by the FTA.

Public Transportation Agency Safety Plan (or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees regarding safety.

Safety Management System means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety performance target means a performance target related to safety management activities.

Safety promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risks.

Serious injury means any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) results in a fracture or any bone (except simple fractures of the fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Transit agency means an operator of a public transportation system.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing capital assets to manage their performance, risks, and costs over their life cycles, to provide safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

APPENDICES

- Appendix A - Staff Safety Roles and Responsibilities
- Appendix B - Safety Assessment and System Review
- Appendix C - Facility Safety and Security Assessment
- Appendix D - Risk Assessment Matrix
- Appendix E - Hazard Identification and Risk Assessment Log
- Appendix F - [Standard Operating Procedures](#)
- Appendix G - Board of Trustees Resolution of Adoption
- [Appendix H](#) - Safety Performance Matrix

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RESOLUTION #2024-02-03

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

WHEREAS, *PARTA* is a recipient of federal financial assistance and all recipients are required to comply with various non-discrimination laws and regulations, including Title VI and related statutes; and

WHEREAS, Title VI prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities, and it obligates federal funding agencies to enforce compliance; and

WHEREAS, the purpose of this policy is to establish guidelines to effectively monitor and ensure that *PARTA* is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation’s (DOT) Title VI Regulations at 49 CFR Part 21; and

WHEREAS, *PARTA* amended and timely submitted a Title VI Policy/Program in October 2019 and November 2022, as required by FTA; and

WHEREAS, FTA notified *PARTA* in 2023 of deficiencies in its 2019 Title VI Policy/Program, some of which were addressed in *PARTA*’s 2022 Title VI Policy/Program that has not yet been reviewed by FTA; and

WHEREAS, this 2024 Title VI Policy/Program seeks to incorporate deficiency corrections identified for the 2019 program into an amended Title VI Policy/Program for review by FTA during the 2024 Triennial Review.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (*PARTA*) Board of Trustees that:

The 2024 Title VI Policy/Program, as set forth in the attached, be accepted and adopted for use.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (*PARTA*), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held February 22, 2024.

Date

Dave Gynn, President
Board of Trustees

Attested



PARTTA

Title VI of the Civil Rights Act of 1964
Policy/Program

Adopted
November 17, 2022

**Portage Area Regional Transportation Authority
Title VI Policy/Program
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I. INTRODUCTION

Purpose

Title VI of the Civil Rights Act of 1964 (Title VI) is a federal statute and provides that no person 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.

Title VI prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities, and it obligates federal funding agencies to enforce compliance.

Recipients of public transportation funding from FTA are required to develop policies, programs, and practices that ensure federal transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

Overview of services

PARTA operates Demand Response, Fixed-Route, and ADA Complementary Paratransit service in Portage County, Ohio. *PARTA*'s governing body is organized as a 14-member board of trustees. As of November 2022, *PARTA*'s 133 employees operate 55 revenue vehicles to provide public transportation services Monday through Saturday. *PARTA*'s Demand Response (DART) service is provided to the residents of Portage County. ADA Complementary Paratransit Service is a service provided to individuals with a disability who are prevented from using Fixed-Route service and live or are travelling within 3/4 of a mile from a Fixed Route.

Nondiscrimination Assurance

PARTA is committed to ensuring that its transit programs and activities comply with Title VI and has established this program to accomplish the following:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with Limited English Proficiency (LEP).

II. TITLE VI POLICY STATEMENT & AUTHORITIES

Title VI Policy Statement

It is *PARTA*'s policy to maintain its Title VI program in accordance with FTA and DOT guidelines. *PARTA* is committed to ensuring that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

PARTA has designated a member of senior staff, the Communications and Public Advocacy Advisor, as the Title VI administrator. The administrator maintains current knowledge of Title VI requirements and attends Title VI training seminars. *PARTA*'s Title VI administrator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 49 CFR Part 21 and FTA C 4702.1B.

Authorities

STATUTORY AUTHORITY. Section 601 of the Civil Rights Act of 1964 states the following:

No 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.

The Civil Rights Restoration Act of 1987 clarified the broad, institution-wide application of Title VI. Title VI covers all the operations of covered entities without regard to whether specific portions of the covered program or activity are federally funded. The term "program or activity" means all the operations of a department, agency, special purpose district, or government; or the entity of such state or local government that distributes such assistance and each such department or agency to which the assistance is extended, in the case of assistance to a state or local government.

REGULATORY AUTHORITY. The U.S. Department of Justice ("DOJ") Title VI regulations can be found at 28 CFR § 42.401 et seq., and 28 CFR § 50.3. The U.S. Department of Transportation ("DOT") Title VI implementing regulations can be found at 49 CFR Part 21. All programs receiving financial assistance from FTA are subject to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and DOT's implementing regulations.

ADDITIONAL DOCUMENTS. In addition to the above-listed statute and regulations, Federal Circular FTA C 4702.1B details requirements necessary for compliance and administration of a Title VI program and Title VI principles are also incorporated in the Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons ("DOT LEP Guidance"), 70 FR 74087 (December 14, 2005).



Claudia Amrhein
General Manager

11-17-2022

Date

III. REQUIREMENT TO PREPARE & SUBMIT TITLE VI PROGRAM

PARTA prepares its Title VI program in accordance with requirements of Title 49 CFR Section 21 as outlined in FTA C 4702.1B. Once completed, PARTA's Title VI program is submitted to the FTA regional civil rights officer every three (3) years, or as otherwise directed by the FTA. Prior to submission, the program is reviewed and approved by the PARTA Board of Trustees as required by federal regulation.

Attachment A: Board Adoption

IV. ORGANIZATION & TITLE VI PROGRAM RESPONSIBILITIES

PARTA has designated the following individual as its Title VI administrator:

Denise Baba, Communications and Public Advocacy Advisor

PARTA

2000 Summit Rd.

Kent, OH 44240

Phone: 330.678.7745

FAX: 330.676.6310

Email: dbaba@partaonline.org

The duties and responsibilities of the Title VI administrator include:

- Prepare/update and submit Title VI reports required by the FTA
- Provide the General Manager with regular updates on PARTA's Title VI program
- Monitor overall implementation of PARTA's Title VI efforts
- Ensure that employees are aware of Title VI requirements
- Develop Title VI information for distribution to the general public
- Provide outreach concerning PARTA's Title VI efforts
- Maintain current knowledge of Title VI requirements
- Attend Title VI training seminars

For the 2020-2022 reporting period, PARTA's services and activities:


- Did not meet the threshold for compliance requirements applicable to transit providers that operate 50 or more fixed route vehicles in peak service and are located in urbanized areas (UZA) of 200,000 or more people
- In 2020, PARTA constructed a vehicle storage building on its existing property. PARTA's Title VI Equity Analysis is included in this document as an attachment.

Attachment B: Title VI Determination of Site or Location of Facilities; Equity Analysis

V. GENERAL REPORTING REQUIREMENTS

1. Notice to the Public

PARTA displays a notice to the public to inform customers of their rights under Title VI. See below.



NOTICE


Your Rights Under Title VI of the Civil Rights Act of 1964

"No person in the United States shall, on the grounds 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."

PARTA operates its programs and services without regard to race, color, and national origin, in accordance with Title VI of the Civil Rights Act.

Contact *PARTA* for more information on your Title VI rights or if you believe you have been discriminated against based on one or more of the characteristics noted above.

To file a complaint please contact us:
In person: 2000 Summit Rd., Kent
Online: www.partaonline.org
By phone: 1-877-RIDE-RTA



If assistance is needed in another language call 330.678.7745

PARTA posts its *Title VI Notice to the Public* in the following locations:

- on its website, at www.partaonline.org/get-in-touch/civil-rights/title-vi-civil-rights;
- in the lobby of its administration building;
- at its transit center;
- on all transit vehicles; and
- in its Passenger Information Manual.

2. Title VI Complaint Procedures

PARTA has established the following process for filing a Title VI discrimination complaint. Aggrieved persons may file a complaint:

- In-person at *PARTA*'s administrative offices located at 2000 Summit Rd., in Kent, Ohio.
- By calling *PARTA*'s Title VI administrator at 330-678-7745 or dialing *PARTA*'s Customer Service line at 1-877-RIDE-RTA.
- By downloading and completing a complaint form available on *PARTA*'s website www.partaonline.org. Complete forms may be returned by postal mail to the attention of the Title VI administrator, 2000 Summit Rd., Kent, OH 44240; by faxing the form to 330-676-6310; or scanned and emailed to customerservice@partaonline.org.
- By completing a digital form at www.partaonline.org/civil-rights.
- By filing directly with the Department of Transportation by contacting:

U.S. Department of Transportation
 Federal Transit Administration
 1200 New Jersey Ave. S.E.
 Washington, D.C. 20590

Phone: 866-377-8642 / 800-877-8339 (TTY)

PARTA engages in the following procedures for investigating and tracking Title VI complaints:

- All complaints regarding PARTA service received by phone and through PARTA's customer service email address (CustService@PARTAonline.org), including those alleging Title VI violations, are initially forwarded to the operations manager.
- The operations manager forwards all complaints to the Title VI administrator. PARTA's Title VI administrator reviews and assesses all complaints for potential Title VI violations.
- Title VI complaints submitted through the Title VI complaint form on PARTA's website are forwarded directly to the Title VI administrator's email upon submission.
- After a complaint is received, PARTA contacts the complainant by phone or email.
- The administrator, or a designee, contacts the complainant and attempts to resolve any Title VI complaints within 30 business days.
- The Title VI administrator or a designee (usually the operations manager or assistant operations manager) investigates the complaint.
- Once the investigation is complete, the Title VI administrator reviews the results and makes a determination as to whether the complaint is substantiated or unsubstantiated. If substantiated, corrective action is taken.
- The complainant is informed of the outcome through the best available means of contact.
- Once the investigation has closed, the original complaint or a copy of the complaint and notes related to the complaint are maintained in a binder located in the office of the Title VI administrator. The binder is organized in chronological order by year and month.

Attachment C: Complaint Form

3. Title VI Investigations, Complaints & Lawsuits

PARTA's Title VI administrator reviews and assesses all complaints for potential Title VI violations. The administrator, or a designee, contacts the complainant and attempts to resolve any Title VI complaints within 30 business days. A person may also file a complaint directly with the FTA Office of Civil Rights. PARTA had no Title VI complaints in 2020, one (1) Title VI complaint in 2021, and two (2) Title VI complaints in 2022.

Complaint	Date	Summary	Status	Action Taken
1.	3/21/21	Acquaintance of rider sent email stating that rider believed she had been "racially profiled" while boarding PARTA's Route 30 bus.	Video, including sound, of the incident was reviewed and no grounds for racial profiling were found. However, it was determined that the driver had acted in a manner that was less than professional.	Corrective action was taken with the driver to address his performance and tolerance.
2.	4/7/22 & 4/20/22	A rider called to allege a PARTA driver discriminated against her because she is white. The incident was reported to have taken place	On 4/11/22, a PARTA rep. called the rider. The call went unanswered, and it was not possible to leave a message. Before PARTA could follow-up	Video and audio of both incidents were reviewed (file numbers C220471656.9802 & C2204201222.8105).

		on the Interurban West Route 30 bus	a second time regarding the initial complaint, the same rider called PARTA on 4/20/22, at 12:25 pm to file another complaint. The second alleged incident again took place on the Route 30 bus with a different driver. The rider called again at 1:16 pm on 4/20/22 and stated she had contacted her attorney and said, "Do not call me back."	Allegations of discrimination and/or mistreatment by the bus operators were determined to be unsubstantiated.
3.	7/13/22	A rider called the PARTA customer service line and stated that the PARTA bus drove past her while she was standing at the bus stop. The rider said this driver has passed her by before and the rider stated she is "tired of [the driver's] racism."	Video of the incident was reviewed (file number C2207131451.8201). The rider was not standing at the bus stop. Instead, she was standing in the middle of the intersection between 2 restaurants. The bus operator would not have been permitted to pick her up in that location.	Allegations of discrimination and/or mistreatment by the bus operator was determined to be unsubstantiated.

There are no investigations or lawsuits pending against PARTA which allege Title VI discrimination on the basis of race, color, or national origin with respect to service or other transit benefits from January 1, 2020, through the present.

4. Public Participation Plan

~~PARTA will solicit input on a continuing basis through a multifaceted approach including, but not necessarily limited to, use of its website, social media channels, attendance at community meetings and events, surveys, mailings, and other outreach methods. The means employed to engage stakeholders will be determined by information to be disseminated and/or the feedback sought. More structured meetings may be held regarding specific proposals and projects when required to expand support and encourage broad-based public participation in the development and review of programs and projects. PARTA will aggressively promote opportunities for the inclusion of minority and low- and moderate-income populations with regard to public participation. Sources of public input may include:~~

- ~~• Transit users~~
- ~~• The general public~~
- ~~• Non-profit organizations providing services to low-income and homeless populations~~
- ~~• Community centers that primarily service low-income and minority populations~~
- ~~• Local and county government officials~~
- ~~• Local business organizations~~
- ~~• The local university~~
- ~~• School districts~~

~~PARTA solicits public input through a variety of activities and outlets, including, but not limited to use of its website, attendance at community meetings and events, surveys, mailings, and other outreach methods. In addition to these activities, PARTA also hosts regularly scheduled meetings of its Citizens Advisory Council (CAC).~~

The CAC was established to provide a non-binding source of opinion and advice on a wide variety of issues faced by PARTA's Board of Trustees and management. Participation of minority and low-income individuals in CAC meetings is promoted by networking with social service and government agencies that service those populations. In addition to these networking activities, PARTA conducts outreach to minority and low-income populations through attendance at public meetings and events specifically targeted to these groups. By engaging in networking and outreach activities aimed at minority and low-income individuals, PARTA seeks to better understand the needs of these populations, listens to their concerns, and communicates to them how to access and use PARTA's services to promote growth in ridership among these demographics.

PARTA rarely encounters Limited English Proficient (LEP) individuals as this demographic in Portage County is exceedingly small. Should PARTA encounter LEP individuals, it looks to engage Kent State University's (KSU) English as a Second Language Center to receive guidance and feedback on how best to meet the needs of this population.

Attachment D: Summary of Outreach Efforts

5. Limited English Proficiency Plan

As a recipient of federal funding, PARTA is required to take reasonable steps to ensure meaningful access to its programs and activities for individuals who may be Limited English Proficient (LEP) persons.

LEP refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, and understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

PARTA has developed a Language Assistance Plan (LAP) detailing its responsibilities as a recipient of federal financial assistance related to the needs of LEP persons.

Attachment E: Language Assistance Plan

PARTA's LAP includes a *Four-Factor Analysis* consisting of an examination of 1.) LEP demographics, 2.) Contact Frequency, 3.) Importance of Service, and 4.) Resources and Costs to determine what specific services are appropriate.

Four-Factor Analysis

To prepare this plan, PARTA undertook the U.S. Department of Transportation (U.S.DOT) four-factor LEP analysis, that considers the following factors:

Factor 1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area.

~~Most people in Portage County are proficient in the English language. Based on the 2017 American Community Survey, 95.1% of the population speak only English. Of those who speak a language other than English at home, 1.7% of this population speak English less than “very well.” Due to the very low number of LEP individuals in Portage County, PARTA has extremely limited to no interaction with this population. Furthermore, the vast majority of LEP individuals in PARTA’s service area are affiliated with Kent State University (KSU). These are college students seeking bachelor’s and/or advanced degrees. PARTA works with KSU’s Office of Global Education to address any specific issues this population may have.~~

PARTA’s service area is Portage County, Ohio. According to the Census Bureau’s 2020 Decennial Census the total population of the county is 161,791. The Census Bureau’s 2020 American Community Survey (ACS) Languages Spoken at Home for the Population 5-years and Over Table shows the county population over the age of 5 years old is 155,065. The percentage of that population that speaks only English is 95.5%. The Census estimates that 4.5% of the population 5 years and over speak a language other than English at home. Of that population, 1.3% or 2,083 individuals are identified as speaking English “Less Than Very Well.” The largest proportion of those who speak English less than very well are Chinese who comprise 26% of the population who speak English less than very well and Arabic speakers who comprise 20% of the population who speak English less than very well.

Portage County - Languages Spoken at Home			
	<u>Total Number</u>	<u>% of Population</u>	<u>Population Over Age 5</u>
<u>Speak language other than English at home</u>	<u>6906</u>	<u>4.5%</u>	<u>155,065</u>
<u>Speak English Less than “Very Well”</u>	<u>2083</u>	<u>1.3%</u>	<u>155,065</u>
<u>Chinese</u>	<u>545</u>	<u>0.35%</u>	<u>155,065</u>
<u>Arabic</u>	<u>412</u>	<u>0.25%</u>	<u>155,065</u>
<u>Other Indo-European languages</u>	<u>367</u>	<u>0.24%</u>	<u>155,065</u>

Source: ACS 2020: 5-year Estimates Detailed Tables (ACSDT5Y2020.C16001)

Factor 2. The frequency with which LEP persons come into contact with the program.

~~PARTA has surveyed key program areas and assessed major points of contact with the public and determined that contact with LEP persons is infrequent following this examination. There are so few LEP persons in Portage County that they comprise an extremely limited portion of PARTA’s ridership. Furthermore, as these individuals are almost exclusively associated with KSU, they do not need to purchase fare because KSU students ride PARTA buses for free based on a contractual agreement between PARTA and KSU. Pursuant to the points noted above, customer service interactions are also rare. Likewise, there has been no LEP participation in any of PARTA’s recent public meeting or outreach events. However, should an LEP individual come into contact with PARTA and use its services, the transit stands ready to assist them in accessing the system equitably.~~

Factor 3. The nature and importance of the program, activity, or service provided by the program to people's lives.

~~Our transit system considers transit to be an important and essential service for the residents of Portage County. The LEP population in PARTA's service area is made up primarily of students attending KSU. Public transit provides a means for these individuals to access vital services both on and off campus.~~

PARTA considers its transit service to be an essential service for the residents of Portage County. Every day that it operates, PARTA helps people get to work, school, medical appointments, grocery stores, and other essential activities. Therefore, PARTA is committed to providing meaningful access to all individuals including any LEP populations that may choose to use PARTA's service.

Factor 4. The resources available to PARTA and overall cost to provide LEP assistance.

PARTA reviewed its available resources that could be used for providing LEP assistance and has budgeted sufficient funds to address the needs of its LAP.

Results of the Four Factor Analysis

PARTA's four (4) factor analysis did not reveal a large enough population of LEP individuals in Portage County with a common language to warrant the translation of materials. Due to the very low number of LEP individuals in Portage County, PARTA has extremely limited to no interaction with this population. While there is a population of international students who attend Kent State University, they typically read, write, and understand English well even when their spoken English is difficult for native English speakers to understand. Further, it is a KSU requirement that students with LEP participate in English as a Second Language classes to enhance their communication skills. PARTA works with KSU's English as a Second Language Center to address any specific issues their international students may have.

Language Assistance Measures

PARTA has instituted various measures to assist those who may have limited English proficiency. These measures are deemed appropriate based on the low percentage of LEP individuals in PARTA's service area. Assistance includes:

- Color-coded routes/schedules/signs – Each route has a unique color that coordinates with a schedule, route, and sign; making it easier to identify which route a rider needs to get from point “A” to point “B.”
- Simplified Route Numbering System – Allows for easier use of our system.
- Numbered Bus Bays at the KCG Transit Center – Each route arrives and departs from an assigned numbered bay, which is identified on its corresponding schedule.
- PASSIO GO – A GPS AVL system activated in 2023 allows individuals to track the bus in real-time, and also plan a trip in a Google transit style trip planner.
- EZFare – Launched in the summer of 2019, this mobile ticketing application provides convenience and ease of use by allowing riders to purchase fare using a smartphone.

- Interior Labeling of Buses – English and Spanish are included on all interior signage of vehicles as new buses are acquired.

Notice to LEP Persons/Outreach Techniques

PARTA does not have a formal practice of outreach techniques due to the lack of an LEP population and resources available in the service area. However, since KSU has been identified as the most likely location where LEPs may be encountered, PARTA works cooperatively with the KSU English as a Second Language Center. Additionally, notice of the availability of LEP assistance is posted in the following locations:

- On buses
- PARTA website

Monitoring and Updating the LAP

At a minimum, PARTA will follow the Title VI Program update schedule for review and updating its LAP. This evaluation will consist of:

- Reexamining the Four Factor Analysis to determine if the composition and number of the LEP population have changed,
- Assessing the sufficiency of staff training and LEP assistance measures,
- Assessing the number of requests for language assistance since the implementation of the existing LAP, and
- Reviewing any complaints received from LEP persons since the implementation of the existing LAP.

Staff Training

All PARTA staff is provided with the LAP and educated on procedures to follow when an LEP person is encountered. This information is also part of the PARTA staff orientation process for new hires and reviewed annually with all relevant employees. Training topics are listed below:

- Understanding Title VI, PARTA's Title VI policy, and LEP responsibilities
- What language assistance services PARTA offers
- Procedures for providing LEP assistance

Vital Document Translation

PARTA does not translate documents as it does not encounter any LEP groups consistent with the Safe Harbor Provision.

6. Minority Representation on Planning and Advisory Bodies

PARTA has established a Citizens Advisory Council (CAC) to provide a non-binding source of opinion and advice on a variety of issues. Goals of PARTA's CAC include:

- Provide an avenue of outreach to the community where first-hand information about PARTA services, initiatives, and goals can be shared
- Allow community members to provide feedback concerning PARTA's services, initiatives, and goals
- Create an ongoing dialogue that strengthens PARTA's relationship with the community

***PARTA* Citizens Advisory Council**

Race	Count	Percentage
American Indian/Alaskan Native	0	0%
Asian	0	0%
Black/African American	5	21%
Hispanic/Latino	0	0%
Native Hawaiian/Pacific Islander	0	0%
White	19	79%
TOTAL MEMBERSHIP	24	100%

7. Effective Practices to Fulfill Subrecipient Monitoring

PARTA is a direct recipient of FTA funds. It has determined that any sub-recipient under *PARTA* receiving federal financial assistance in accordance with 49 USC Section 5310, must comply with Title VI of the Civil Rights Act of 1964 and U.S. DOT requirements.

One sub-recipient, Family & Community Services, receives federal financial assistance through *PARTA*. The following approach is applied to monitor *PARTA*'s sub-recipient:

- **Initial Assessment.** Between June 2018 and May 2019, *PARTA* met with Family & Community Services to understand the sub-recipient's current knowledge of and compliance with Title VI requirements. The initial assessment was conducted with on-staff personnel through one-on-one meetings to discuss what *PARTA* would be monitoring and how *PARTA* would inspect the required documentation.
- **Information Exchange.** After the information was gathered from the initial assessment, we received policies to comply with Title VI and other programs. Once we received the sub-recipient's policies, we followed up through a conference call to review compliance.

Schedule of Subrecipient Title VI Program Submissions		
<i>Subrecipient</i>	<i>Policy</i>	<i>Date Received</i>
Family & Community Services	Title VI Plan	3/19/2019

Schedule of Subrecipient Title VI Program Submissions		
<i>Subrecipient</i>	<i>Policy</i>	<i>Date Received</i>
Family & Community Services	Title VI Plan	3/19/2019
Family & Community Services	Title VI Plan	11/18/2022

- **On-site Review:** *PARTA* will complete an on-site review annually for compliance. This review will require the sub-recipient to submit information regarding its Title VI program and demonstrate their compliance.

- Due to COVID-19 restrictions, on-site reviews were suspended in 2020 & 2021, a virtual compliance meeting was held via Zoom video conferencing on Dec. 3, 2020.
- An in-person on-site review was conducted on Nov. 2, 2022.
- Compliance: PARTA will certify that the sub-recipient does or does not meet the requirements under Title VI and provide appropriate documentation for its decision. If the sub-recipient is not in compliance, PARTA will work with the sub-recipient to bring them into compliance.
- PARTA provides assistance and support to its subrecipient when needed through email, virtual training, and on-site visits.

Attachment F: Subrecipient Oversight

VI. REQUIREMENTS OF TRANSIT PROVIDERS

1. Service Standards

PARTA operates local and express Fixed Route bus services within the greater Portage County area. Local bus service operates within the immediate Portage County area, as well as contracted service provided to KSU's main campus. Express service runs to Akron in Summit County and to Cleveland in Cuyahoga County.

~~Vehicle load for each mode. PARTA provides two (2) modes of Fixed Route bus service—local and express within the greater Portage County area. Local includes service within the immediate Portage County area, as well as contracted service provided to Kent State University's main campus. Vehicle load for local bus is 0.3 for years 2020-2022. PARTA also provides service to Akron and Cleveland through express bus service. Vehicle load for express bus is 0.11 for years 2020-2022. Attachment F: Vehicle Load Calculations~~

~~a. Vehicle headway for each mode. While PARTA does not track peak vs. non-peak service, we do monitor our headway and frequency. For years 2020-2022, we averaged a Local headway of 51.8 minutes and a frequency of 1.19 buses per hour. For the same time period, we averaged an express headway of 105 minutes with a frequency of 0.57 buses per hour. An attached table shows the average headway across each of our local and express routes. The one outlier is the Cleveland Express as it does two trips per day—one in the morning and one in the evening.~~

a. **Vehicle load for each mode.** PARTA provides two (2) modes of Fixed Route bus service – local and express within the greater Portage County area. Local includes service within the immediate Portage County area, as well as contracted service provided to Kent State University's main campus. PARTA determines its service standard based on the average load per vehicle over a three (3) year period.

PARTA's fleet includes buses of varying seating capacity, with the lowest capacity being

18 seats and the highest seating capacity being 32 seats. The average vehicle load for local buses is 0.3 for the years 2020-2022. PARTA also provides service to Akron and Cleveland through Express bus service. Vehicle load for an Express bus is 0.11 for years 2020-2022. Attachment G: Vehicle Load Calculations

b. Vehicle headway for each mode. While PARTA does not track peak vs. non-peak service, we do monitor our headway and frequency. For the years 2020-2022, we averaged a local headway of 51.8 minutes and a frequency of 1.19 buses per hour. For the same time period, we averaged an Express headway of 105 minutes with a frequency of 0.57 buses per hour. An attached table shows the average headway across each of our local and Express routes. The one outlier is the Cleveland Express as it does two (2) trips per day – one (1) in the morning and one (1) in the evening. PARTA defines its standard vehicle headway based on averages for each mode.

<u>MODE</u>	<u>GUIDELINE</u>
<u>Fixed Route</u>	<u>An average vehicle headway of 52 minutes is expected</u>
<u>Express Route</u>	<u>An average vehicle headway of 105 minutes is expected</u>

Attachment G: Vehicle Headway Calculations

b.a. On-time performance for each mode. PARTA’s on-time performance is calculated based on departures from each bus stop as tracked by our Automatic Vehicle Location (AVL) system. A report is then generated for a specific time. PARTA follows a general rule of one (1) minute early up to five (5) minutes late to determine if a route is on-time. Our AVL system analyzes the on-time performance based on this same principle. Routes surveyed in years 2020-2022 include local Fixed Route service provided off KSU’s main campus and express service. KSU routes were excluded because they run at a frequency of 9-15 minutes and the general public schedule reflects this frequency during the day rather than a traditional timetable. The average on-time compliance for the local service was 81.29% and for express was 61.5% with an overall performance of 78%. PARTA works to ensure that schedules are adjusted when necessary to ensure we are providing the most reliable service possible.

On-Time Compliance

Route	2020 On-Time Compliance	2021 On-Time Compliance	2022 On-Time Compliance	Average by Route
30 - Interurban West	85%	78%	75%	79%
35 - Interurban East	80%	78%	80%	79%
40 - Suburban North	83%	81%	65%	76%
45 - Suburban South	83%	81%	79%	81%
46 - Downtowner	NA	NA	NA	NA
70 - Windham/Garrettsville	82%	83%	82%	82%
80 - Raven West	84%	80%	85%	83%
85 - Raven East	89%	90%	88%	89%
90 - Akron Express	77%	63%	69%	70%
100 - Cleveland Express	53%	NA	52%	53%
Average On-Time Compliance	80%	79%	75%	78%

2. Service Policies

a. ~~**Service availability for each mode.** *PARTA's* local bus service is provided to the two (2) major cities in Portage County and several rural villages. Our goal along these lines is that nobody should walk more than a quarter mile to the bus stop. We provide stops at most intersections, as well as in front of major multi-family complexes. When determining stop locations, we utilize AASHTO's standards as laid out in the Guide for Geometric Design of Transit Facilities on Highways and Streets. These standards are as follows: 400ft apart in a CBD; 660ft in an urban area; and 660-1320ft in suburban areas. Most of our area would be considered urban based on population density. *PARTA* does have one local bus line that runs through more rural communities and these stops may be spaced further apart because the bus is jumping from village to village with each village only containing three (3) to seven (7) stops. KSU routes may have closer spacing, which comes as a result of the spacing being determined as KSU prefers through their contracted service. *PARTA's* express route service keeps stops spaced further apart regardless of distance due to the timing of the route. The idea being that in order to provide reliable express service, the bus cannot be making frequent stops between the points of origin and termination.~~

b. ~~**Distribution of transit amenities for each mode.** *PARTA* does not have autonomous authority to determine the placement of transit amenities throughout the various political subdivisions in the greater Portage County service area. *PARTA* staff work with local entities to place transit amenities in locations where transit services have been historically well-utilized. The final decision is made by the respective political subdivision. In 2014, *PARTA* installed 10 new bus shelters by working cooperatively with the City of Ravenna, Ravenna Township, and Franklin Township, at locations where transit service is well-utilized along the Interurban and Suburban Fixed Route service corridors. During the previous reporting period, *PARTA* installed three (3) new bus shelters at locations where transit service is well-utilized.~~

- ~~c. **Vehicle assignment for each mode.** *PARTA* operates its fleet from one maintenance and bus storage facility. *PARTA* does not have a formal vehicle assignment policy in place. Most Fixed Route buses are 35-foot long and are all within their useful life.~~

2. Service Policies

PARTA's service policies regarding service availability, distribution of service amenities, and vehicle assignment have been adopted by its board of trustees as part of its Title VI Program and are incorporated herein. These policies are as follows:

- a. **Service availability for each mode.** *PARTA* provides bus service to two (2) major cities in Portage County and several rural villages. Our goal is that no person should walk more than a quarter mile to a bus stop. There are stops at most intersections, as well as in front of major multi-family complexes.

PARTA determines stop locations utilizing AASHTO's standards as defined in the Guide for Geometric Design of Transit Facilities on Highways and Streets. These standards are as follows: 400 ft apart in a CBD; 660 ft in an urban area; and 660-1320 ft in suburban areas. Most of *PARTA's* local fixed route service area is considered urban based on population density. *PARTA* does have one local route that operates through more rural communities. Stops in certain areas of this route are spaced further apart as the bus is traveling from village to village with each village hosting three (3) to seven (7) stops.

KSU routes generally have closer spacing as a result of the layout being determined by *KSU* through their contracted service. *PARTA's* Express route service maintains stops spaced further apart regardless of distance to support timing of the route. To provide reliable Express service, it is not feasible for the bus to make frequent stops between points of origin and termination.

- b. **Distribution of transit amenities for each mode.** *PARTA* does not have autonomous authority to determine the placement of transit amenities throughout the various political subdivisions in the greater Portage County service area. It is *PARTA's* policy that its staff work with local entities to place transit amenities in locations where transit services have been historically well utilized while being cognizant of and communicating to municipalities the requirement to distribute federally funded assets equitably. However, the final decision is made by the respective political subdivision.

In 2014, *PARTA* installed 10 new bus shelters by working cooperatively with the City of Ravenna, Ravenna Township, and Franklin Township at locations where transit service is well-utilized along the Interurban and Suburban Fixed Route service corridors. During the previous reporting period, *PARTA* installed three (3) new bus shelters at locations where transit service is well-utilized.

Vehicle assignment for each mode. *PARTA* operates its fleet from one maintenance and bus storage facility. Most Fixed Route buses are 35-foot long and are all within their useful

life. It is PARTA's policy to rotate the assignment of buses in its fleet on a daily basis such that no bus is in service on the same route regularly from day to day.

VII. APPENDICES

RESOLUTION #2022-11-06

A RESOLUTION BY THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) BOARD OF TRUSTEES AMENDING THE TITLE VI POLICY/PROGRAM.

WHEREAS, PARTA is a recipient of federal financial assistance and all recipients are required to comply with various non-discrimination laws and regulations, including Title VI and related statutes; and

WHEREAS, the purpose of this policy is to establish guidelines to effectively monitor and ensure that **PARTA** is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21; and

WHEREAS, the policy outlines **PARTA's** commitment to ensuring that transit programs and activities comply with Title VI; and

WHEREAS, PARTA adopted this policy in January 2017, amending the policy in October 2019, which is valid for three (3) years; and

WHEREAS, PARTA's updated policy must be resubmitted to the FTA no later than December 1, 2022.

NOW, THEREFORE, LET IT BE RESOLVED by the Portage Area Regional Transportation Authority (**PARTA**) Board of Trustees that:

The Title VI Policy/Program, as set forth in the attached, has been accepted and adopted for use.

CERTIFICATION:

The undersigned duly qualified Board President, acting on behalf of the Portage Area Regional Transportation Authority (**PARTA**), certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees held November 17, 2022.

Date

Dave Gynn, President
Board of Trustees

Marcia Fletcher
Attested

Attachment B: Title VI Determination of Site or Location of Facilities; Equity Analysis



December 11, 2020

TO: Triennial Review File

FROM: Claudia B. Amrhein, GM

RE: Title VI Determination of Site or Location of Facilities; Equity Analysis

In 2020, PARTA constructed a vehicle storage building on its existing property located at 2000 Summit Road, Kent, OH 44240.

During 2019, PARTA staff and A&E consultants evaluated the planned location of the vehicle storage building during the early planning stages of building design. The location of the new facility was planned within our campus, behind the existing administration and maintenance facility.

The documents reviewed and factors considered are summarized below:

- FTA C 4702.1B;
- PARTA Campus Master Plan, November 17, 2009
- FTA Approval in Re: PARTA Main Facility Improvements, Kent, Portage County, Ohio – Environmental Review, dated July 28, 2010;
- Ohio Historical Preservation Office Concurrence Letter dated September 16, 2016;
- Ohio History Connection Concurrence Letter dated October 16, 2016;
- PARTA's Categorical Exclusion submission and all appendices, dated May 2017;
- FTA Approval in Re: Environmental Review Approval for the Compressed Natural Gas Fueling Facility, dated May 11, 2017.

The vehicle storage facility has been on PARTA's master plan since 2009 along with several other planned improvements located on our existing 14-acre site. In 2010, FTA provided PARTA NEPA Categorical Exclusion approval for all planned improvements projects. This included construction of a new vehicle storage building.

Over several years, PARTA added asphalt surface parking areas, constructed an automated bus wash facility, and converted a portion of the existing garage area into training offices, renovated maintenance bays to CNG-compliant standards, and constructed a CNG fueling facility open for public use.

During the planning phases constructing the CNG fueling station, PARTA prepared extensive environmental review documents as defined in FTA's 2010 CE document, and in 2017, received environmental review approval for the CNG fueling facility.

Attachment B: Title VI Determination of Site or Location of Facilities; Equity Analysis

The CNG fueling station is located at the front of our property and is open for public use. The environmental review work performed included areas of study consistent with Title VI equity analysis requirements, including environmental justice, land use and zoning, state historical preservation analysis, noise and vibration studies, and other required measures to ensure no adverse impact would result from the construction of the CNG station.

Having acquired full approval of the CNG fueling compound, we reviewed the documentation listed above and determined the following factors met Title VI equity analysis requirements:

- We did not purchase new land and siting of the building was consistent with the location that received FTA approval in 2010 and 2017. Alternative sites were not considered for this project because we already owned adequate property that had already been thoroughly studied and approved for more impactful projects that also triggered Title VI equity analysis.
- The building is located behind the existing administration and maintenance building. It cannot be seen from the street.
- PARTA's 14-acre property is not located near any residential living areas. We are located across the street from Kent State University's Football Stadium and bordered by Summit Road, State Route 261, and undisturbed land owned by Kent State University.
- The storage facility location is compliant with the spirit and purpose of Title VI requirements. The building site was not selected with the purpose or effect of excluding any person from, denying them the benefits of, or subjecting them to discrimination under any program on the grounds of race, color, or national origin. The location does not, in fact, subject any person to or have the effect of excluding any person from benefits protected by Title VI.
- Construction of the storage facility did not require land acquisition and did not displace persons from their residences and businesses.
- Construction of the storage facility was considered in light of previous construction of the CNG fueling compound and no cumulative adverse impacts resulted.



Title VI Complaint Form

Title VI of the 1965 Civil Rights Act requires that “No person in the United States shall, on the grounds 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.”

If you feel that you have been discriminated against based on one of the characteristics noted above, you have the right to file a complaint.

To submit a Title VI complaint, please fill out this form and return it to: PARTA, Attn: Title VI Administrator, 2000 Summit Rd., Kent, OH 44240. You may also fax the form to our fax line: 330-676-6310, Attn: Title VI Administrator or you may email the form to customerservice@partaonline.org.

1. Full Name (Complainant): _____

2. Phone (with area code): _____

3. Home Address (Street #, City State, ZIP): _____

4. Person discriminated against (if someone other than the complainant)

Name: _____

Address _____

City: _____ State: _____ ZIP: _____

5. Which of the following best describes the reason you believe the discrimination took place?

- Race Color National origin

6. What date did the alleged discrimination take place? _____

Attachment C – TITLE VI COMPLAINT FORM

7. In your own words, describe the alleged discrimination. Explain what happened and who you believe was responsible. Please use additional paper if additional space is required.

8. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

YES NO

If yes, please place a mark next to each agency that applies

Federal agency Federal court
 State agency State court

9. Please provide the name and phone number of the contact person at the agency or court where the complaint was filed:

10. Please sign below. You may attach any written material or other information that you think is relevant to your complaint.

Complainant's Signature

Date

FOR OFFICE USE ONLY:

Date complaint received: _____

Investigator: _____

2020 Outreach Efforts Summary

DATE	EVENT
Monthly	PARTA Board of Trustee meetings – held the 4 th Thursday of each month and are open to the public with time set aside for public comment. In 2020, some meetings were held <i>virtually</i> . In these instances, the meetings were live streamed for the public and later posted to YouTube.
Monthly	PARTA Finance Committee meeting – held the 4 th Tuesday of each month and are open to the public with time set aside for public comment. In 2020, some meetings were held <i>virtually</i> . In these instances, the meetings were live streamed for the public and later posted to YouTube.
1-2-2020	<p>Title VI Program distributed to area agencies</p> <ul style="list-style-type: none"> • Catholic Charities • Center of Hope • Coleman Professional Services • Community Action Council • Family and Community Services • Freedom House • The Haven • Housing and Emergency Support Services (HESS) • Job & Family Services • Kent Free Library • Kent City Schools • Kent Social Services • King Kennedy Center • Maplewood Career Center • Miller Community House • NAACP • Neighborhood Development Services (NDS) • PASSAGES • Portage Area Recovery Center • Portage County Job & Family Services • Portage Metropolitan Housing • Ravenna City Schools • Reed Memorial Library • Safer Futures • Salvation Army • Skeets Mathews Community Center • Townhall2 • Veteran Services Commission
1-14-2020	Travel Trainer on-site 'Q & A' at transit center
1-23-2020	Travel Trainer on-site 'Q & A' at transit center
1-26-2020	PARTA on-site info table at Stow High School Fundraiser
2-6-2020	Travel Trainer on-site 'Q & A' at transit center
3-24-2020	"Ask the Travel Trainer" virtual info series introduced via Facebook (video)
4-22-2020	"Ask the Travel Trainer" Episode 1 – Fixed Route Service during Covid-19 (posted to Facebook & YouTube)
4-29-2020	"Ask the Travel Trainer" Episode 2 – Essential places PARTA passes (posted to Facebook & YouTube)
5-6-2020	"Ask the Travel Trainer" Episode 3 – How do I learn about PARTA during COVID-19 (posted to Facebook & YouTube)
5-13-2020	"Ask the Travel Trainer" Episode 4 – Which fixed route bus passes Ravenna Walmart (posted to Facebook & YouTube)

Attachment D – SUMMARY OF TITLE VI OUTREACH

- 5-20-2020 "Ask the Travel Trainer" Episode 5 – What days are PARTA services closed (posted to Facebook & YouTube)
- 5-26-2020 "Ask the Travel Trainer" Episode 6 – How to use SPOT PARTA (posted to Facebook & YouTube)
- 5-27-2020 "Ask the Travel Trainer" Episode 7 – How to use EZfare (posted to Facebook & YouTube)
- 6-10-2020 "Ask the Travel Trainer" Episode 8 – KSU Students: How to use PARTA (posted to Facebook & YouTube)
- 6-17-2020 "Ask the Travel Trainer" Episode 9 – How to use SPOT PARTA texting feature (posted to Facebook & YouTube)
- 6-24-2020 "Ask the Travel Trainer" Episode 10 – How to use SPOT PARTA plan a trip feature (posted to Facebook & YouTube)
- 7-1-2020 "Ask the Travel Trainer" Episode 11 – What happens if I get on the wrong bus (posted to Facebook & YouTube)
- 7-8-2020 "Ask the Travel Trainer" Episode 12 – How much does it cost to ride a PARTA bus (posted to Facebook & YouTube)
- 7-15-2020 "Ask the Travel Trainer" Episode 13 – How long does PARTA run (posted to Facebook & YouTube)
- 7-29-2020 "Ask the Travel Trainer" Episode 14 – KSU students: What to expect this semester (posted to Facebook & YouTube)
- 8-12-2020 "Ask the Travel Trainer" Episode 15 – KSU campus transportation (posted to Facebook & YouTube)
- 8-19-2020 "Ask the Travel Trainer" Episode 16 – #90 Akron Express Route (posted to Facebook & YouTube)
- 8-26-2020 "Ask the Travel Trainer" Episode 17 – How to access PARTA bus maps & schedules (posted to Facebook & YouTube)
- 12-9-2020 "Ask the Travel Trainer" Episode 18 – PARTA Saturday Service (posted to Facebook & YouTube)
- 12-16-2020 "Ask the Travel Trainer" Episode 19 – What is Dial-A-Ride (posted to Facebook & YouTube)
- 12-17-2020 Title VI notice posted to Facebook & Twitter
- 12-23-2020 "Ask the Travel Trainer" Episode 20 – December 2020 early shutdown (posted to Facebook & YouTube)

PARTA 2021 Outreach Efforts Summary

DATE	EVENT
Monthly	PARTA Board of Trustee meetings – held the 4 th Thursday of each month and are open to the public with time set aside for public comment. In 2021, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.
Monthly	PARTA Finance Committee meeting – held the 4 th Tuesday of each month and are open to the public with time set aside for public comment. In 2021, some meetings were held virtually. In these instances, the meetings were live streamed for the public and later posted to YouTube.
1-29-2021	Title VI Program distributed to area agencies <ul style="list-style-type: none"> • Catholic Charities • Freedom House • The Haven • Miller Community House • Neighborhood Development Services (NDS) • PASSAGES • Ravenna City Schools • Reed Memorial Library • Safer Futures • Salvation Army • Skeels Mathews Community Center • Townhall2 • Veteran Services Commission
1-13-21	"Ask the Travel Trainer" Episode 21 – How to stay up to date with PARTA service alerts (posted to FB & YouTube)
1-20-21	"Ask the Travel Trainer" Episode 22 – KSU spring '21 (posted to FB & YouTube)
1-27-21	"Ask the Travel Trainer" Episode 23 – Do you Qualify for Reduced Fare (posted to FB & YouTube)
2-3-21	"Ask the Travel Trainer" Episode 24 – The Kent Central Gateway (posted to FB & YouTube)
2-15-21	"Ask the Travel Trainer" Episode 25 – 5 Tips for new PARTA riders (posted to FB & YouTube)
2-24-21	"Ask the Travel Trainer" Episode 26 – The Ravenna service hub (posted to FB & YouTube)
4-9-21	"Ask the Travel Trainer" Episode 27 – KSU Summer '21 (posted to FB & YouTube)
5-20-21	Virtual refresher on how to ride with PARTA (posted to FB & YouTube)
6-9-21	Understanding PARTA service reductions (video posted to Facebook & YouTube)
6-24-21	Outreach at Senior Forum @ Ravenna High School
7-9-21	Outreach at Portage Metropolitan Housing HUD Strong Family Initiative event
7-21-21	Community outreach at Kent Central Gateway transit center
7-28-21	Outreach at Portage County Job & Family Services Health & Wellness Fair
7-30-21	Outreach at Portage County Housing Services Council Community Resource Connect
8-12-21	"Ask the Travel Trainer" Episode 28 – KSU Fall '21 (posted to FB & YouTube)
8-24 to 8-29	Outreach at 2021 Portage County Randolph Fair

PARTA 2022 Outreach Efforts Summary

DATE	EVENT
Monthly	<i>PARTA</i> Board of Trustees meetings – held the 4 th Thursday of each month unless otherwise noted. Notice of upcoming meetings are posted at the <i>PARTA</i> administration building and on the <i>PARTA</i> website. Meetings are open to the public with time set aside for public comment.
Monthly	<i>PARTA</i> Finance Committee meeting – held the 4 th Tuesday of each month unless otherwise noted. Notice of upcoming meetings are posted at the <i>PARTA</i> administration building and on the <i>PARTA</i> website. Meetings are open to the public with time set aside for public comment.
2-4-2022	Community newsletter emailed
3-29-2022	Hosted information table at Akron Metro transit center during electric bus launch
4-5-2022	<i>PARTA</i> Citizen Advisory Council meeting held
4-7-2022	Hosted information table at Leadership Portage County Mental Health Conference
5-15-2022	Hosted online survey soliciting feedback on possible transit improvements to St. Rt. 59 in Franklin Twp.
6-22-2022	Hosted information table on Public Square in Cleveland as part of Greater Cleveland RTA event
8-23-2022	Hosted information booth at week-long Portage County Randolph Fair
9-8-2022	Attended open house/dedication of new facility at King Kennedy Community Center
9-22-2022	Hosted information table at Ravenna job fair hosted by Job & Family Services targeting low-income transit riders
10-26-2022	Hosted information table at Kent job fair hosted by Job & Family Services targeting low-income transit riders
11-3-2022	<i>PARTA</i> Citizen Advisory Council meeting held
11-12-2022	Hosted information table at Financial Wellness Fair sponsored by Portage County Treasurer



PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY Language Assistance Plan

Purpose

This Language Assistance Plan (LAP) has been prepared to address the Portage Area Regional Transportation Authority's (PARTA's) responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language proficiency.

Title VI and Federal Authority

The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964 and the Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which provides guidance and procedures to:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

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

Background

PARTA provides Demand Response, Fixed-Route, and ADA Complementary Paratransit service in Portage County, Ohio. Under the direction of a 14-member board appointed by Portage County officials, PARTA operates 64 revenue vehicles to offer public service Monday through Saturday. This includes 15 fixed routes that service Akron, Brimfield, Cleveland, Franklin Township, Garrettsville, Hiram, Kent, Ravenna, Ravenna Twp., Stow, Streetsboro, and Windham. In addition, Demand Response (DART) service is available countywide.

This LAP identifies reasonable steps PARTA takes to provide language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided by PARTA. Executive Order 13166 defines LEP persons as those individuals who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

Limited English Proficiency (LEP) Needs Assessment: Four-Factor Analysis

To prepare this plan, PARTA undertook the U.S. Department of Transportation (U.S.DOT) four-factor LEP analysis, that considers the following factors:

Factor 1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area.

Most people in Portage County are proficient in the English language. Based on the 2017 American Community Survey, 95.1% of the population speak only English. Of those who speak a language other than English at home, only 1.7% of this population speak English less than “very well.” Due to the very low number of LEP individuals in Portage County, PARTA has extremely limited to no interaction with this population. Furthermore, the vast majority of LEP individuals in PARTA’s service area are affiliated with Kent State University (KSU). These are college students seeking Bachelor’s and/or advanced degrees. PARTA works with KSU’s Office of Global Education to address any specific issues this population may have.

Factor 2. The frequency with which LEP persons come into contact with the program.

PARTA has surveyed key program areas and assessed major points of contact with the public and determined that contact with LEP persons is infrequent. There are so few LEP persons in Portage County that they comprise an extremely limited portion of PARTA’s ridership. Furthermore, as these individuals are almost exclusively associated with KSU, they do not need to purchase fare because KSU students ride PARTA buses for free based on a contractual agreement between PARTA and KSU. Pursuant to the points noted above, customer service interactions are also rare. Likewise, there has been no LEP participation in any of PARTA’s recent public meeting or outreach events.

Factor 3. The nature and importance of the program, activity, or service provided by the program to people’s lives.

Our transit system considers transit to be an important and essential service for the residents of Portage County. The LEP population in PARTA’s service area is made up primarily of students attending KSU. Public transit provides a means for these individuals to access vital services both on and off campus.

Factor 4. The resources available to PARTA and overall cost to provide LEP assistance.

PARTA reviewed its available resources that could be used for providing LEP assistance and has budgeted sufficient funds to address the needs of its LAP.

LAP Implementation

PARTA’s four (4) factor analysis did not reveal a large enough population of LEP individuals in Portage County with a common language to warrant the translation of materials. However, PARTA has implemented a LAP which seeks to identify persons who may need language assistance, offers language assistance measures that are useful to LEP individuals, outlines staff training objectives, and provides notice to LEPs that assistance is available.

Identifying Persons Who Need Language Assistance

PARTA engages in the following activities to identify those who may need language assistance:

- Examination of records to see if requests for language assistance have been received in the past, either in-person or over the phone to determine whether language assistance might be needed at future events or meetings.
- Have staff person greet participants as they arrive to PARTA sponsored events. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English.
- Have Census Bureau Language Identification Flashcards available at PARTA meetings/events. This will assist PARTA in identifying language assistance needs for future events and meetings. Also, have the cards available at the Kent Central Gateway (KCG) Transit Center.
- Survey drivers, front-office staff, schedulers, dispatchers, and road supervisors on an annual basis at the beginning of each fiscal year regarding their experience on having any direct or indirect contact with LEP individuals.

Language Assistance Measures

PARTA has instituted various measures to assist those who may have limited English proficiency. These measures are deemed appropriate based on the very low percentage of LEP individuals in PARTA's service area. Assistance includes:

- *Color-coded routes/schedules/signs* – Each route has a unique color that coordinates with a schedule, route, and sign; making it easier to identify which route a rider needs to get from point 'A' to point 'B.'
- *Simplified Route Numbering System* – Allows for easier use of our system.
- *Numbered Bus Bays at the KCG Transit Center* – each route arrives and departs from an assigned numbered bay, which is identified on its corresponding schedule.
- *Travel Training* – PARTA provides travel training in group and one-on-one settings. Furthermore, our trainer works with Kent State's Office of Global Education to ensure students who may be LEP learn how to utilize schedules and our transportation in and around the county.
- *SPOT PARTA* – A GPS AVL system activated in 2016 allows individuals to track the bus in real-time and, also plan a trip in a google transit style trip planner.
- *EZFare* – Launched in the summer of 2019 this mobile ticketing application provides convenience and ease of use by allowing riders to purchase and store fares using a smartphone.

Staff Training

All PARTA staff is provided with the LAP and educated on procedures to follow when an LEP person is encountered. This information is also part of the PARTA staff orientation process for new hires and reviewed annually with all relevant employees. Training topics are listed below:

- Understanding the Title VI policy and LEP responsibilities
- What language assistance services PARTA offers
- Documentation of language assistance requests
- How to handle a Title VI and/or LEP complaint

Notice to LEP Persons/Outreach Techniques

PARTA does not have a formal practice of outreach techniques due to the lack of LEP population and resources available in the service area. However, since KSU has been identified as the most likely location where LEPs may be encountered, PARTA works cooperatively with the KSU Office of Global Education. Additionally, notice of the availability of LEP assistance is posted in the following locations:

- On buses
- PARTA website
- Postings at PARTA facilities
- Information tables at local events

Monitoring and Updating the LAP

At a minimum, PARTA will follow the Title VI Program update schedule for review and updating its LAP.

This evaluation will consist of:

- Reexamining the Four Factor Analysis to determine if the composition and number of the LEP population have changed,
- Assessing the sufficiency of staff training and LEP assistance measures,
- Assessing the number of requests for language assistance since the implementation of the existing LAP,
- Reviewing any complaints received from LEP persons since the implementation of the existing LAP.

Dissemination of Language Assistance Plan

This LAP is available on the PARTA website at: www.partaonline.org

The plan is also available at no cost in English, upon request, by visiting the PARTA administrative offices in person at 2000 Summit Road in Kent, Ohio, or by phone, fax, postal mail, or email.

Contact Information

Questions or comments about this plan should be submitted to:

Denise Baba
Communications & Public Advocacy Advisor
Portage Area Regional Transportation Authority (PARTA)
2000 Summit Road
Kent, OH 44240
p: 330.678.7745
f: 330.676.6310
e: dbaba@partaonline.org

Attachment F: Subrecipient Oversight

Denise Baba

From: Denise Baba
Sent: Wednesday, November 9, 2022 12:40 PM
To: Leanna Berry
Cc: Heather Laliberte (hlaliberte@fcsOhio.org); Claudia Amrhein
Subject: 2022 Title VI On-Site Review
Attachments: Emerald Transportation Notice to the Public.docx; Emerald Transportation Notice to the Public.pdf

Leanne,

This email is a follow up to PARTA's on-site review of Title VI compliance conducted on Wednesday, November 2, 2022.

As indicated during the visit, please note that Family and Community Services (Emerald Transportation) should display a Title VI Notice to the Public in its office and in its vehicle.

For your convenience I have attached a sample notice. Once the notice is posted, you will be in compliance. I will follow up with you to ensure that this requirement is met.

If you have any questions, please feel free to reach out to me. My contact information is listed below.

Thank you,

Denise

Denise Baba, M.Ed.
Communications & Public Advocacy Advisor, DBE/O & Title VI
Portage Area Regional Transportation Authority (PARTA)
p 330.678.7745 x113
e dbaba@partaonline.org
w PARTAonline.org
2000 Summit Rd.
Kent, OH 44240



[Facebook](#) | [Twitter](#) | [YouTube](#)

Attachment G – Vehicle load calculations

	Ridership 2020	Revenue Hours 2020	Passengers per Revenue Hour 2020	Ridership 2021	Revenue Hours 2021	Passengers per Revenue Hour 2021	Ridership 2022	Revenue Hours 2022	Passengers per Revenue Hour 2022
County Fixed	172591	32099	5.38	155265	33477	4.64	130088	22579	5.76
Campus Fixed	202393	15216	13.30	177057	12734	13.90	224271	10364	21.64
Total Local	374984	47315	7.9	332322	46211	7.19	354359	32943	10.76
Express	6590	2222	2.97	7019	2965	2.37	9116	2246	4.06
Total Express	6590	2222	2.97	7019	2965	2.37	9116	2246	4.06
<u>Bus Local</u>	<u>2020 Seats</u>	<u>2021 Seats</u>	<u>2022 Seats</u>						
Tesco	30	30	30						
Orion	33	33	33						
Gillig LF 30'	26	26	26						
Gillig LF 35'	32	32	32						
Hometown Trolley	NA	NA	32						
LTV	18	18	18						
Average Seats	28	28	29						
<u>Bus Express</u>									
Tesco	30	30	30						
Orion	33	33	33						
Gillig LF 30'	26	26	26						
Gillig LF 35'	32	32	32						
Hometown Trolley	NA	NA	32						
LTV	18	18	18						
Average Seats	28	28	29						
					<u>Average Vehicle Load</u>				
Vehicle Load - Local	0.28	0.25	0.37		0.3				
Vehicle Load - Express	0.11	0.09	0.14		0.11				

Attachment H – Vehicle headway calculations

Local Bus	2020 Local Headway	2020 Local Frequency	2021 Local Headway	2021 Local Frequency	2022 Local Headway	2022 Local Frequency
30 - Interurban West	30	2.00	30	2.00	30	2.00
35 - Interurban East	30	2.00	30	2.00	30	2.00
40 - Suburban North	45	1.33	45	1.33	45	1.33
45 - Suburban South	45	1.33	45	1.33	45	1.33
46 - Downtowner	N/A	N/A	N/A	N/A	40	1.50
60 - Black Squirrel	N/A	N/A	N/A	N/A	N/A	N/A
70 - Windham/Garrettsville	105	0.57	105	0.57	105	0.57
80 - Raven West	60	1.00	180	0.33	180	0.33
85 - Raven East	60	1.00	60	1.00	60	1.00
51 - Campus Loop	30	2.00	30	2.00	30	2.00
53 - Reverse Loop	12	5.00	N/A	N/A	N/A	N/A
54 - Summit St. Express	N/A	N/A	N/A	N/A	N/A	N/A
55 - Allerton	12	5.00	N/A	N/A	15	4.00
57 - Stadium Loop	35	1.71	30	2.00	30	2.00
58 - Frnt Campus/Sum. East	36	1.67	40	1.50	40	1.50
Average Headway	41.7	1.44	59.5	1.01	54.2	1.11

Local
Average Headway Average Frequency
51.8 **1.19**

Express Bus	2017 Express Headway	2017 Express Frequency	2017 Express Headway	2017 Express Frequency	2017 Express Headway	2017 Express Frequency
90 - Akron Express	105	0.57	105	0.57	105	0.57
100 - Cleveland Express	2 Trips per day 6am and 4pm					
Average Headway	105	0.57	105	0.57	105	0.57

Express
Average Headway Average Frequency
105 **0.57**

Ravenna Master Plan will be cutting edge



Along the Way
David E. Dix
Columnist

Ravenna and the Portage County Regional Planning Commission are undertaking an updated version of the city's master plan that will identify goals and key players who can bring those goals to fruition.

Todd Peetz, in his 15th year as director of the commission, said the updated master plan will be cutting edge for its clarity and ease of use.

Businesses looking for good opportunities or good sites on which to locate will find the Ravenna Master Plan and its interactive features easy to use and helpful, he said.

To identify goals, the Ravenna Planning Commission will survey adults, existing businesses and Ravenna High School students. Printed surveys will be mailed to all businesses and be made available to all residents. Ravenna students will be asked to complete a survey specially designed for them.

"Young people are critical to the updated Ravenna Master Plan," Peetz said. "They are Ravenna's future. We want to know if they plan to leave or stay in Ravenna and, if they are leaving, what might keep them interested in remaining in Ravenna."

Continued improvements in data collection technology are contributing to the updated plan. Geographic information systems speed up the process of creating accurate maps that tell a person how individual parcels are zoned and how they are being used.

The Portage County Regional Planning Commission in 2022 and 2023 used that type of information to produce a county plan. Along with the GIS technology, programming will enable users to target specific properties and hypothesize how those parcels might be used.

In addition to an accurate inventory of the community and its parcels, goals identified by the surveys of businesses, residents and young people will be matched with the key players necessary to make them happen. Key players might range from government agencies to businesses, and, in some cases, even individuals who need to be brought in to team up with interested parties.

Peetz said video technology highlighting attractive features of Ravenna will introduce potential users to the Ravenna Master Plan. Drone videography will focus on Ravenna's historic downtown. The video will also show the Balloon A-Fair and Ravenna Cruise-In that last year drew about 4,000 classic vehicles and 18,000 spectators. Other positive community events will be mentioned.

Mayor Frank Seman, Economic Development Director Dennis West, Portage Development Board President Brad Ehrhart and City Engineer Bob Finney will do voice-overs that extol Ravenna's advantages.

The master plan could include the work of Judy Watkins, director of Ravenna's Parks and Recreation Department, who created a bike plan for the city to better connect its neighborhoods and destination



LEFT: Portage County Regional Planning Commission director Todd Peetz and Gail Gifford, principal planner, examine a Ravenna land-use map.
PROVIDED BY DAVID E. DIX

Unlike a department within a subdivision, regional planning commissions are creations of the Ohio Revised Code in which funding comes from local community members and their dues.

points. Peetz said the plan will help Ravenna schools map out bus routes to make it easier for any young person, regardless of neighborhood, to ride to school.

Peetz said an enthusiastic steering committee is updating the Ravenna Master Plan and making the process more fun.

Committee participants include City Council members Rob Karis and Cheryl Wood, Economic Development Director Dennis West, Mike Bogo of Neighborhood Development Services, Ryan Cline of the Ravenna Area Chamber of Commerce, Arasin Hughes of Main Street Ravenna, Geraldine Nelson of the NAACP and Pamela Calhoun of Portage Metropolitan Housing Authority and Ravenna Board of Education.

Unlike a department within a subdivision, regional planning commissions are creations of the Ohio Revised Code in which funding comes from local community members and their dues.

The Portage County Regional Planning Commission's members are 15 Portage County townships, six villages, PARTA, Water Resources Department, Soil and Water Conservation District, Portage County engineer and Portage County government. Ex-officio members are Hiram College, Kent State University, Portage County Health District, Habitat for Humanity, Home Builders Association, Portage Park District and NEOMED.

Ravenna is the only Portage County city that is a member. Kent, Aurora and Streetsboro, with their own planning departments, do not participate.

Dues entitle all members to a number of dedicated Regional Planning Commission work hours. Addi-

tional hours are billed at an agreed-upon rate. For its master plan update, Ravenna is paying an extra \$50,000.

The Portage County Regional Planning Commission can also undertake special projects paid for by interested parties.

The Kent Historical Society is funding a survey of historical buildings and neighborhoods. It will use interactive technology so any user can quickly see a building or property that has a historic value. A similar program was done for Ravenna, although it was created before some of the interactive processes were available and needs an update. Brimfield Township is funding a master plan update similar to Ravenna's. Peetz said Portage County's farming and agribusiness would benefit from a master plan too.

"We have a wonderful staff who feel incentivized to do a great job for our clients. Their funding makes our work possible," Peetz said.

Peetz, a Kent State alumnus, holds a master's degree in city and regional planning from Ohio State. Before coming to Portage County, he spent 18 years in Florida's Orlando area as a planning consultant.

The Portage County Regional Planning Commission has four full-time staff members: Evelyn Beeman, office manager; Gail Gifford, principal planner and GIS specialist; Lisa Reeves, community development specialist; and Nick DeHaven, community planner. Alex Zaverchnik is a part-time GIS technician. Ella Robertson is an intern from Kent State University.

David E. Dix is a retired publisher of the Record-Courier.



Governor DeWine Announces \$106 Million to Support Local Transit Projects

February 13, 2024

(COLUMBUS, Ohio)—Ohio Governor Mike DeWine and Ohio Department of Transportation (ODOT) Director Jack Marchbanks today announced more than \$100 million in investments to support quality public transportation in Ohio.

A total of \$106 million will be awarded to 383 transit projects throughout Ohio. ODOT's Office of Transit is awarding the funds through seven separate grant programs that focus on workforce mobility, senior citizen and special needs transportation, rural transit, and busing.

“This funding will help ensure that transportation is not a barrier to opportunity. We are improving the quality of life for Ohioans who depend on public transportation to access jobs, education, and medical services,” said Governor DeWine.

Funding will be used for a variety of purposes such as transit fleet expansion, replacement vehicles, preventative maintenance, facility upgrades, new equipment and technology, and operating assistance.

“Transportation isn’t just about moving vehicles; it’s about moving people. These grant funds target the pillar of ODOT’s mission to make transportation accessible, especially in our rural communities,” said Director Marchbanks.

Local Transit Funding Ohio LOVES Transit Week!

Program	Funding Amount
Rural Transit Program	\$39,009,519
Ohio Transportation Partnership Program II	\$37,100,000
Specialized Seniors & Individuals with Disabilities Transit Program	\$8,686,932
Ohio Workforce Mobility Partnership Program	\$8,605,069
Buses & Bus Facilities Program	\$5,035,267
Mobility Management Program	\$4,615,735
Ohio Intercity Bus Program	\$3,280,200

MIKE DEWINE GOVERNOR OF OHIO
 Ohio Department of Transportation
 Ohio THE HEART OF IT ALL

DETAILS: Full List of 384 Grant Awards

The grants are being awarded through the following ODOT programs:

Rural Transit Program

\$39,009,519 for 42 operating projects awarded for public transportation services in rural areas.

Ohio Transportation Partnership Program II

\$37,100,000 for 199 various projects intended to provide state funds to rural and urban transit systems in Ohio. Projects include regionalization, coordination, technology, service expansion workforce initiatives, and healthcare initiatives.

Specialized Seniors & Individuals with Disabilities Transit Program

\$8,686,932 to 83 projects intended to enhance mobility for seniors and people with disabilities in small urbanized and rural areas. Funding goes to agencies that serve the special needs of transit-dependent populations beyond traditional public transportation services.

Ohio Workforce Mobility Partnership Program

\$8,605,069 to support 31 projects in rural and urban areas that easily and efficiently transport people to economically significant employment centers or to places of employment outside of the community they live in.

Buses & Bus Facilities Program

\$5,035,267 for 66 capital projects to assist with the purchase of capital assets for public transit systems in rural portions of the state.

Mobility Management Program

\$4,618,738 for five regional planning and 34 local mobility management projects dedicated to increasing access to mobility for Ohioans by increasing understanding and awareness of transportation needs, promoting coordination of transportation options to meet needs, and building sustainable and healthy communities by integrating transportation into planning and programs.

Ohio Intercity Bus Program

\$3,280,200 for three projects dedicated to addressing the intercity bus transportation needs of the entire state. This program supports projects that provide transportation between non-urbanized areas and urbanized areas that result in connections of greater regional, statewide, and national significance.

These grant programs are funded through state general revenue funds and Federal Transit Administration funding awarded to ODOT.