

DRAFT

FY2024 OVERALL WORK PROGRAM

March 2023

Updated 03-09-2023



Northeast Ohio Areawide Coordinating Agency

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NOACA SFY 2024 OWP

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Fiscal Year 2024

(July 1, 2023 - June 30, 2024)

Overall Work Program

Northeast Ohio Areawide Coordinating Agency



John R. Hamercheck
BOARD PRESIDENT

Grace Gallucci
EXECUTIVE DIRECTOR

Preparation of this publication was financed by appropriations from the counties of and municipalities within Cuyahoga, Geauga, Lake, Lorain, and Medina; the U.S. Environmental Protection Agency; and the U.S. Department of Transportation, Federal Transit Administration, and Federal Highway Administration, in conjunction with the Ohio Department of Transportation. The views and opinions of the authors or agency expressed herein do not necessarily state or reflect those of the funding organizations.

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ORGANIZATION AND MANAGEMENT



ORGANIZATION AND MANAGEMENT

History and Description of the Agency

The Northeast Ohio Areawide Coordinating Agency (NOACA) was formed in 1968 for the purpose of coordinating planning and development activities in northeast Ohio. The Demonstration Cities and Metropolitan Development Act of 1966 and the Intergovernmental Cooperation Act of 1968 provided the impetus for creation of the agency.

In 1969, NOACA merged with the Cleveland Seven County Transportation Land Use Study (SCOTS), which had been established in 1964 to respond to requirements of the 1962 Federal-Aid Highway Act. This Act required at the time that a metropolitan area prepare a comprehensive transportation/land use plan in order for the area to receive federal highway funds.

Since that time, Congress has written a series of transportation laws requiring a “continuing, cooperative and comprehensive (3C) metropolitan planning process in major metropolitan areas. This has given metropolitan planning organizations (MPOs) such as NOACA a key role in transportation planning and project funding for their respective regions. The locally elected officials who serve on MPO Boards decide how federal highway, bikeway and transit funds will be spent within the metropolitan region. For NOACA, the context in which those decisions are made is shaped by a number of Board-approved policy documents.

NOACA’s Regional Strategic Plan defines the agency’s mission statement, plus goals and strategies for effectively allocating the region’s resources. NOACA’s *Long-Range Transportation Plan* creates a detailed vision for the region’s transportation system over a 20-year period. Through its Transportation Improvement Program, that long-range vision is translated into a four-year, fiscally constrained capital budget for highway, bikeway and transit projects. Finally, the Overall Work Program outlines a work plan for staff each year.

In addition to the above activities, NOACA is designated to coordinate and review some federal and state-funded planning and development activities for a five-county area of northeastern Ohio. The agency is the region’s coordinator for certain programs of the following federal and state agencies: U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), and Federal Highway Administration (FHWA), in conjunction with the Ohio Department of Transportation (ODOT), U.S. Environmental Protection Agency (EPA), and Ohio Environmental Protection Agency (OEPA).

NOACA Board of Directors

As a federally designated metropolitan planning organization, NOACA’s Board of Directors is charged with determining how certain federal surface transportation funds will be spent in northeast Ohio, and for helping to ensure that NOACA and its partners properly carry out the federally required comprehensive, cooperative and continuing (3C) planning process. NOACA also conducts certain air and water quality planning activities, which the Board of Directors oversees. In addition, the NOACA Board serves as a forum for locally elected officials to discuss regional issues and intergovernmental cooperation.

The 48 members who comprise NOACA’s Board of Directors represent five counties, plus the communities and transit agencies of Cuyahoga, Geauga, Lake, Lorain and Medina. Membership

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distribution is proportionate to the population among the region's five counties, per NOACA's Code of Regulations. NOACA's Board of Directors members are the policy makers for NOACA.

Composition of the NOACA Board of Directors (per NOACA Code of Regulations)

1) Cuyahoga County (26)

- a) County Government
 - i) County Executive
 - ii) Director of Public Works
 - iii) County Executive Appointee
 - iv) County Council Member
- b) Regional Authorities
 - i) Northeast Ohio Regional Sewer District
 - ii) Greater Cleveland Regional Transit Authority (GCRTA)
 - iii) Cleveland-Cuyahoga County Port Authority
- c) Cuyahoga Suburban Regions
 - i) West Shore Region
 - ii) Southwest Region
 - iii) South/Central Region
 - iv) Cuyahoga Region
 - v) Chagrin/Southeast Region
 - vi) Heights Region
 - vii) Hillcrest Region
 - viii) City of Cleveland Heights
 - ix) City of Euclid
 - x) City of Lakewood
 - xi) City of Parma
- d) City of Cleveland
 - i) Mayor
 - ii) Director of Capital Projects
 - iii) Mayor Cabinet Member
 - iv) Council Member
 - v) Council Member
 - vi) Council Member
 - vii) Council Member
 - viii) City Planning Director

2) Geauga County (three)

- a) County Government
 - i) County Commissioners (Three)

3) Lake County (five)

- a) County Government
 - i) County Commissioners (Three)
 - ii) County Engineer
 - iii) Laketrans

4) Lorain County (seven)

- a) County Government
 - i) County Commissioner (Three)

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- b) City of Lorain
- c) City of Elyria
- d) Municipal Representative
- e) Townships Representative

5) Medina County (four)

- a) County Government
 - i) County Commissioners (Three)
 - ii) County Engineer

6) State of Ohio (three)

- a) Department of Transportation (Appointed by ODOT Director)
- b) Ohio Turnpike and Infrastructure Commission (ex-officio, non-voting)
- c) Ohio Environmental Protection Agency, Northeast District Office (ex-officio, non-voting)

208 Policy Board

The NOACA Board of Directors also functions as the 208 Policy Board for the Northeast Ohio Lake Erie Basin, in compliance with section 208 of the Clean Water Act. In this capacity it oversees a continuing planning process for area-wide water quality management planning in five rivers that are tributary to Lake Erie, plus direct areas that drain to the lake away from those five rivers. The 208 Policy Board adopted a Water Quality Plan in 1979, which has since been regularly updated to reflect changing water quality conditions and management strategies.

Additional subcommittees, advisory councils, task forces, and working groups support the efforts of the Board and its committees as necessary.

NOACA Committees

Standing Committees

Executive Committee – This committee provides advice to the Executive Director and staff, reviews agency policy documents, approves Board agendas, and carries out specific responsibilities as delegated by the Board of Directors. Other standing committees present items for Board discussion or approval to the Executive Committee for placement on the agenda.

Planning and Programming Committee – This committee provides policy recommendations to the NOACA Board of Directors regarding the transportation and environmental planning responsibilities of the agency.

Finance and Audit Committee – This committee is responsible for selecting outside auditors, reviewing agency accounting and financial controls, general financial oversight for the Agency and reporting audit results annually to the Board of Directors.

Governance Committee – This committee nominates officers of the Board of Directors and conducts the election of those officers. The Governance Committee also creates and implements an orientation program for new Board members, monitors the reporting of known and potential conflicts of interest, and recommends to the Board proposed revisions to the Code of Regulations as necessary.

Policy Committee – This committee assists the Agency and its members in development of comprehensive, long-range policies in transportation asset management, transportation investment and strategy, including regional strategic planning. The Policy Committee also serves as a forum for

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exchanging information regarding planning issues within the members' jurisdictions, and assists in development of the Overall Work Program.

External Affairs Committee – This committee assists the Agency in its relationships with various government agencies and subdivisions, the media, and the general public.

NOACA Subcommittees and Councils

Water Quality Subcommittee – The Water Quality Subcommittee provides advice and policy recommendations to the Planning and Programming Committee regarding the water quality management planning responsibilities of the agency.

Air Quality Subcommittee – The Air Quality Subcommittee provides advice and policy recommendations to the Planning and Programming Committee regarding the air quality planning responsibilities of the agency.

Transportation Subcommittee – The Transportation Subcommittee provides policy recommendations to the Planning and Programming Committee with regard to transportation matters affecting the planning area.

Equity Subcommittee – The Equity Subcommittee ensures that racial equity is embedded in all of NOACA's work. The Equity Subcommittee provides advice and recommendations to the Policy Committee.

Transit Council – The Transit Council advises the Transportation Subcommittee on public transit issues with the goal of providing better transportation choice, improved air quality and reduced traffic congestion through greater use of public transit.

Bicycle and Pedestrian Advisory Council (BPAC) – The BPAC assists the Transportation Subcommittee in proposing bike and pedestrian accommodations during the project planning stages. The BPAC helps NOACA increase modal choices by encouraging bicycling as a viable transportation mode, and supporting facilities that increase bicycle and pedestrian use.

Business Advisory Council (BAC) – The Business Advisory Council assists the External Affairs Committee by providing insight and feedback on how the agency's programs and policies affect business and economic development in Greater Cleveland. BAC members channel information back to the business community to ensure that it's conveyed and understood.

Community Advisory Council (CAC) – The Community Advisory Council assists the External Affairs Committee by providing feedback on how the agency's programs and policies are carried out on the local level. CAC members are invaluable resources for promoting public awareness of NOACA's programs and activities and encouraging participation and involvement in planning efforts by the public.

Rural Advisory Council (RAC) – The Rural Advisory Council advises NOACA's External Affairs Committee on the public policy and planning priorities of interested parties from rural communities within the region – and on how NOACA planning work can maximize beneficial outcomes for urbanized and rural communities alike.

Safety and Operations Council (SOC) - The Safety and Operations Council provides recommendations about regional safety and operations programs to the Transportation Subcommittee. The SOC also guides the implementation of SAVE: NOACA's Plan for Transportation Safety.

Emerging Leaders Advisory Council (ELAC) - The Emerging Leaders Advisory Council advises NOACA's External Affairs Committee on the public policy and planning priorities of interested parties from the emerging leader community within the NOACA REGION – and inspires new ideas,

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approaches and perspectives for growing NOACA's stakeholder and community connections now and into the future.

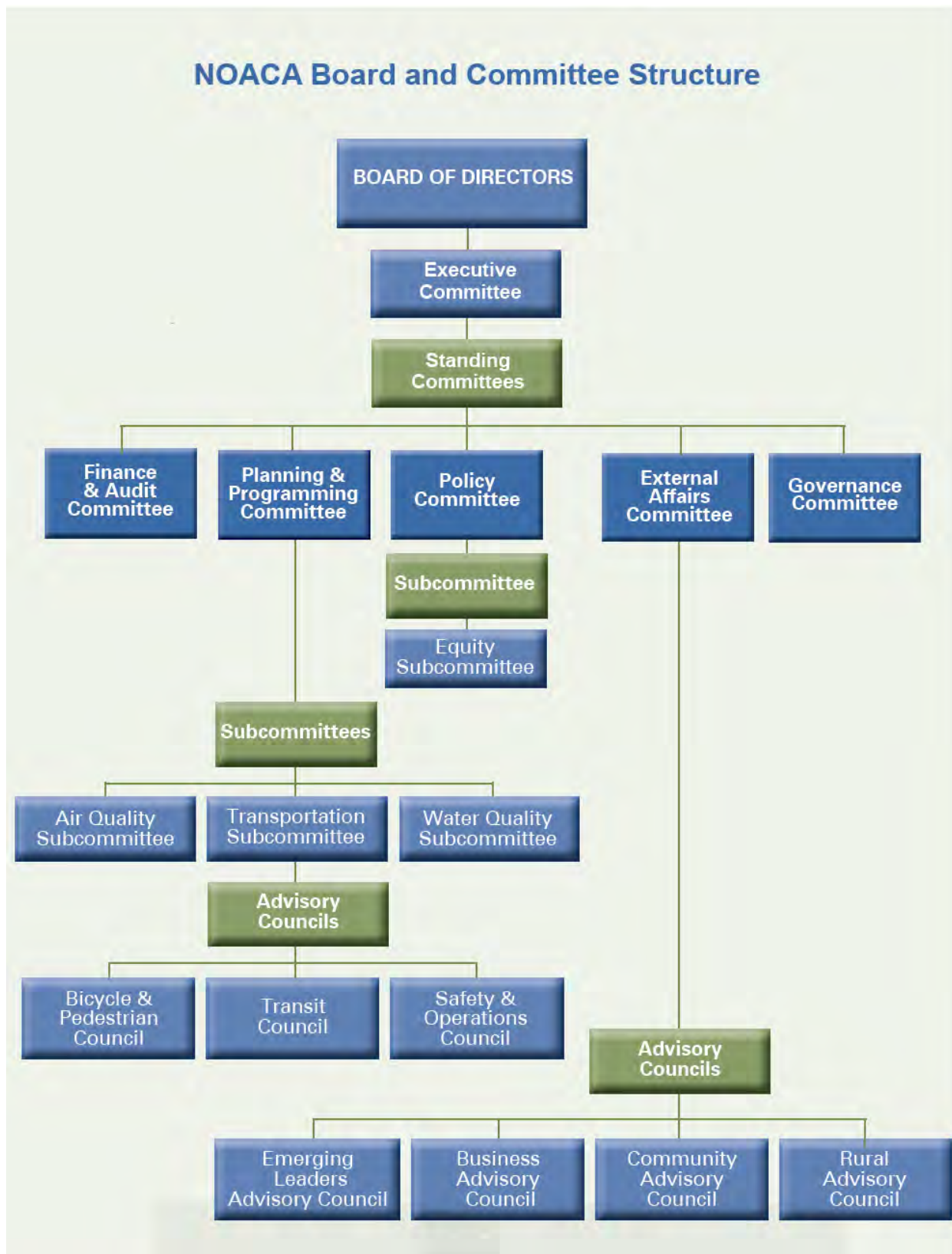


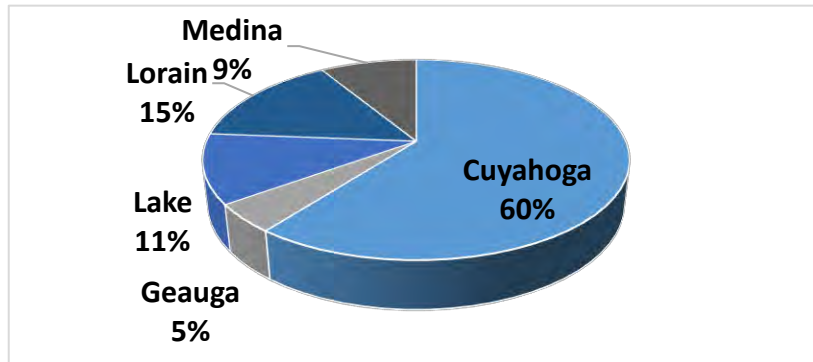
Figure 1: NOACA Board and Committee Structure

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Description of the Planning Area

While NOACA is politically organized as a five-county agency, its planning boundaries and responsibilities vary by program area. NOACA's transportation planning program covers the five northeast Ohio counties of Cuyahoga, Geauga, Lake, Lorain and Medina (exclusive of the City of Vermilion) as shown below. The region has a total population of nearly 2.09 million, with 60 percent residing in Cuyahoga County.

Figure 2: NOACA Five-County Planning Area Population



Source: U.S. Census Bureau, 2020 Census Redistricting Data (Public Law 94-171) Summary File.

Environmental Planning Boundaries

The agency's environmental programs require coordination beyond NOACA's five-county metropolitan region. For air quality purposes, NOACA coordinates its efforts with the Akron Metropolitan Area Transportation Study (AMATS), local air quality agencies, and ODOT for the eight county planning area (Table 1), which has a total population of nearly 2.9 million.

Table 1: U.S. 2010 Population and 2020 Population for NOACA's Eight-County Environmental Planning Area

COUNTY	POPULATION 2010	POPULATION 2020
Ashtabula	101,497	97,574
Cuyahoga	1,280,122	1,264,817
Geauga	93,389	95,397
Lake	230,041	232,603
Lorain	301,356	312,964
Medina	172,332	182,470
Portage	161,419	161,791
Summit	541,781	540,428

Source: U.S. Census Bureau, 2010 Census Redistricting Data (Public Law 94-171) Summary File; 2020 Census Redistricting Data (Public Law 94-171) Summary File.

NOACA is one of six Areawides designated by the Ohio governor to develop and implement regional wastewater and water quality plans known as 208 Plans. NOACA's current 208 Plan, *Clean Water 2020* will serve Cuyahoga, Geauga, Lake, Lorain, and Medina counties for the next 20 years. For water quality, NOACA coordinates with the Erie Regional Planning Commission (ERPC), designated management agencies, and local governments to implement the required management planning for the five county planning area.

WORK OF THE AGENCY



NOACA Vision Statement

NOACA will **STRENGTHEN** regional cohesion, **PRESERVE** existing infrastructure, and **BUILD** a sustainable multimodal transportation system to **SUPPORT** economic development and **ENHANCE** quality of life in Northeast Ohio.



WORK OF THE AGENCY

NOACA Planning Functions

In compliance with all applicable state and federal laws and regulations, the NOACA Board directs the agency's planning activities in these three separate, but interconnected areas:

Transportation

In accordance with the federal transportation law, NOACA is the federal and state designated metropolitan planning organization responsible for transportation planning in northeast Ohio. Based on NOACA Board direction and consistent with federal and state requirements, its functions are to:

- Maintain certification as the metropolitan planning organization for the Cleveland and Lorain-Elyria urbanized areas (*Certification Review of the Metropolitan Transportation Planning Process for the Cleveland, Ohio Transportation Management Area - FTA/FHWA 2021*)
- Maintain and enhance the "3-C" (continuing, comprehensive and cooperative) transportation planning process
- Produce a long-range (20+ year), intermodal transportation plan that considers highways, transit, rail, pedestrian, and bicycle transportation (*eNEO2050 – June 2021*) in coordination with the State and its plans, including Access Ohio 2045 and performance based planning processes
- Manage a short-range (four-year) Transportation Improvement Program (TIP) that lists and prioritizes federally funded transportation improvements (*FY 2021-2024 Transportation Improvement Program – March 2020*)
- Build public awareness of transportation-related issues and solicit meaningful public feedback on NOACA's planning activities (*NOACA Public Interaction Policy, December, 2015*)
- Coordinate sharing of transportation and related socioeconomic, land use and infrastructure information among implementing agencies and other users
- Assist local jurisdictions and implementers in planning and program development for transportation-related issues and projects
- Identify and address legislative, institutional and funding issues, including both problems and opportunities concerning the transportation program area
- Conduct Intergovernmental Review and Consultation (IGRC) as part of its Project Planning Review (PPR) process.

Water Quality

In accordance with Section 208 of the Federal Clean Water Act, NOACA is the federally designated areawide water quality management planning agency for the five-county Northeast Ohio Lake Erie Basin (NEOLEB) planning area. Through contracts with Ohio EPA and based on NOACA Board direction, NOACA works to:

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- Maintain the Section 208 continuing planning process for the NEOLEB planning area in cooperation with the Ohio Environmental Protection Agency
- Maintain a regional policy forum for the identification, discussion and resolution of water quality management planning issues confronting local communities and "Designated Management Agencies" (i.e. agencies designated to perform water quality management functions under the 208 plan)
- Build public awareness of water quality management issues through public education and communication

Air Quality

NOACA continues its efforts to assist the State of Ohio in addressing northeast Ohio's air quality concerns. The region is currently designated as being in "moderate nonattainment" of EPA air quality standards for ozone pollution, and U.S. EPA re-designated to "maintenance" for particle (PM₁₀ and PM_{2.5}), sulfur dioxide, and lead pollution. NOACA works to help Ohio improve air quality through the efforts of staff, working groups, task forces and subcommittees – and through Board actions. NOACA serves as the Clean Air Act Section 174 lead planning organization for transportation-related air quality issues. This responsibility includes:

1. Ensuring that the region's *Long-Range Transportation Plan* and Transportation Improvement Program conform to EPA air quality standards
2. Developing and using informational resources to raise awareness of air quality issues, their links to human activities, and the actions that can be taken to reduce pollution impacts on people and the economy.

Related Planning and Support Activities

Within guidelines established by the Board, NOACA provides services to member communities, other public and private organizations and the general citizenry. These services include information, reports, data, GIS products and other planning assistance that draw upon the capabilities of NOACA staff and programs.

At the direction of the NOACA Board, and at the request of sponsoring agencies, NOACA provides limited environmental management planning support to waste management districts, local health districts, soil and water conservation districts, planning commissions, and other special districts with environmental management responsibilities. NOACA also strives to link environmental consultation and mitigation efforts to its transportation system studies and other transportation planning efforts.

NOACA Staff Structure and Roles

NOACA comprises the following offices and divisions:

Office of the Executive Director and Chief Executive Officer is responsible for the work of the entire agency. Specific to this division are activities related to communications with the Board and committees, personnel administration and compliance with state and federal laws and regulations.

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Programming Division develops, updates and manages the Transportation Improvement Program (NOACA's capital budget for transportation projects). The division is also responsible for transportation policy evaluation and analysis and grants management within its core functions. The division manages program requirements for the annual staff planning work and federally-funded capital transportation projects, works with project sponsors on federally funded projects, and programs transportation projects within a four-year timeframe.

Public Affairs Division informs the public and regional stakeholders of NOACA-related activities and seeks meaningful public input. Audiences include the NOACA Board and committees, lawmakers, businesses, rural communities and the general public. This division maintains channels of communications through the NOACA website, social media, print materials, presentations, media relations and other means.

Strategic and Environmental Planning Division facilitates the creation, implementation, and monitoring of the Long-Range Plan and manages water quality, air quality, economic development, brownfields remediation. Major products of the SEP Division include NOACA's Wastewater Management and Water Quality Plan (208 Plan); Water Quality Strategic Plan; Air Quality Trends Report; Air Quality Forecast Verification Reports; Comprehensive Economic Development Strategy (CEDS); Brownfields Revolving Loan Fund Memorandum of Agreement (MOA); local emissions and weather resiliency planning; and Coordinated Public Transit-Human Services Transportation Plan.

Transportation Planning and Engineering Division is responsible for transportation planning and traffic engineering at regional and local levels. This includes transportation asset management; community transportation planning; planning for non-motorized modes; safety planning; transportation forecasting and modeling; data collection; traffic studies; transportation systems management; transit, commuter rail and freight planning; and operations planning and assistance to local communities. This division also manages the geographic information systems products and action related to the Regional Transit Strategic Plan and the Transit-Oriented Development Scorecard and Implementation Plan.

Administrative Services Division staff provide operational support for all agency divisions, including general administrative services, human resources, procurement, information technology, compliance, and building operations.

Office of the Comptroller is responsible for the financial activities of the agency including accounting, payroll, cash management and financial reporting. This office also provides support for external audits, coordinates with staff that manage the agency's operating budget, and administers employee benefits.

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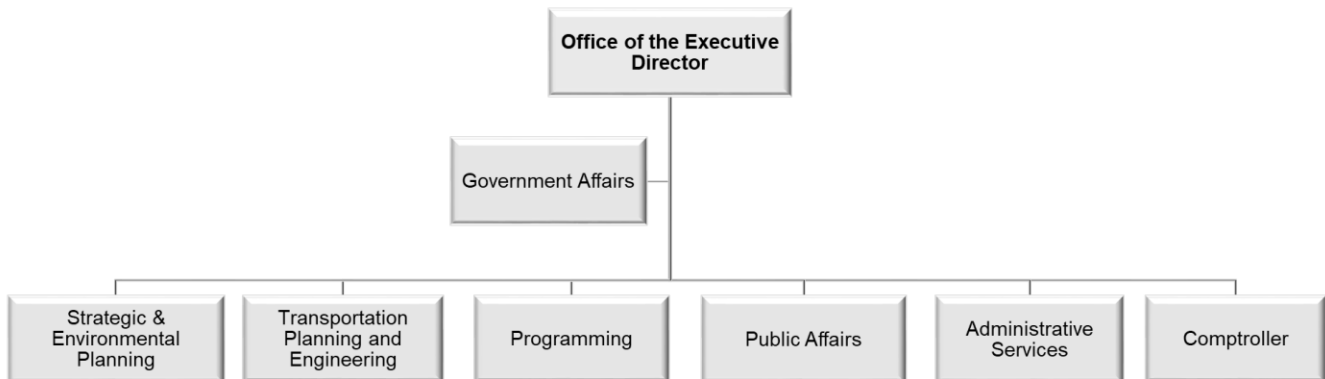


Figure 3: NOACA Organizational Chart

NOACA Strategic Plan

In January 2015 the NOACA Board adopted a Regional Strategic Plan: [*Going Forward, Together*](#). The Regional Strategic Plan is a progressive approach for propelling the region forward in an era of changing demographics, job climate, and funding constraints. An overarching goal of the plan is to keep northeast Ohio sustainable, competitive in a global economy and effective at moving people and freight.

The plan embraces a vision statement with five goals along with objectives and strategies for meeting the goals, and for effectively allocating the region's resources. These are excerpted below.

NOACA Vision Statement, Goals and Objectives

Vision Statement

“NOACA will **STRENGTHEN** regional cohesion, **PRESERVE** existing infrastructure, and **BUILD** a sustainable multimodal transportation system to **SUPPORT** economic development and **ENHANCE** quality of life in Northeast Ohio.”

NOACA Goals and Objectives

NOACA’s Goals are identified below. Objectives are detailed on pages 19-21 of the [Regional Strategic Plan](#).

Goal 1: **STRENGTHEN** Regional Cohesion

Goal 2: **PRESERVE** Existing Infrastructure

Goal 3: **BUILD** a Sustainable Multimodal Transportation System

Goal 4: **SUPPORT** Economic Development

Goal 5: **ENHANCE** Quality of Life

NOACA’s professional staff is now implementing the core concepts of the Strategic Plan.

SUMMARY



PROJECT
QUALITY
DEVELOPMENT
CONTROLLING
SYSTEM
TEAM

PLANNING
MANAGEMENT
ANALYSIS
PLAN
RESOURCES
BUDGET



SUMMARY

Overview of Operating Budget

NOACA's combined SFY 2024 revenues and SFY 2023 (estimated carry forward) revenues are projected to be around \$12.3 million. Total expenditures are budgeted at \$12.6 million, which includes \$9.7 million in new budget authority and \$2.9 million in estimated encumbrances from SFY 2023. Table 2a below reflects the actual revenues and expenditures for SFY 2022, the Board-approved budget for SFY2023, excluding the Net Cool Zero project (to avoid double counting with SFY 2024), and the SFY 2024 budget.

Federal funds account for 80 percent of the NOACA's operating budget, the majority of which (62%) are from the Consolidated Planning Grant (CPG). Other funding comes from NOACA's member dues, the State of Ohio, and other miscellaneous grants. Expenditures consist of contractual services (45%), primarily planning consulting services, and salaries and benefits (43%) with the remainder in occupancy and other operating expenses and capital expenditures such as include computer and server replacements and building improvements.

Table 2a: Historical Comparison and Budget

	SFY22 Actual	SFY23 Budget	Expected Encum- brances	New SFY24 Budget	SFY24 Budget Including Encumb.
Beginning balance	\$1,618,571	\$1,891,722			\$1,591,589
Revenues					
Federal	\$4,354,080	\$11,831,428	\$2,578,000	\$7,274,438	\$9,852,438
State	463,890	698,761	160,000	674,528	834,528
Local	963,852	1,075,006		1,654,006	1,654,006
Member Dues	706,747	706,747		706,747	706,747
Member Dues for reserves	50,000	50,000		50,000	50,000
Member Dues for WQ	188,000	188,000		188,000	188,000
Anticipated Local Grants	0	0		650,000	650,000
Miscellaneous local grants	4,373	129,259		29,259	29,259
Interest and miscellaneous income	14,732	1,000		30,000	30,000
Total Revenues	\$5,781,822	\$13,605,195		\$9,602,972	\$12,340,972
Total Resources	\$7,400,393	\$15,469,917			\$13,932,862
Expenditures					
Salaries	\$3,285,658	\$4,447,252		\$3,986,308	\$3,986,308
Employee-Benefits	1,016,052	1,553,813		1,419,255	1,419,255
Contractual Services	\$719,787	6,721,379	\$2,898,000	2,714,902	5,612,902
Other Operating Expenses	\$271,305	703,067		640,724	640,724
Occupancy & Equipment	\$178,880	383,017		300,010	300,010
Capital Expenditures	\$36,989	96,800		622,500	622,500
Total Expenditures	\$5,508,671	\$13,905,328		\$9,683,699	\$12,581,699
Ending Balance	\$1,891,722	\$1,591,589			\$1,350,862

Operating Revenues

NOACA's operating revenues are provided by Federal Highway Administration (FHWA), Federal Transit Administration (FTA), U.S. EPA, OEPA, ODOT and member dues. In general, revenues are received on a reimbursement basis requiring the agency to maintain sufficient balances to support short-term cash flow needs.

CPG funds are provided by the FHWA and FTA and are required by federal regulations to be spent exclusively on activities related to the federally prescribed metropolitan planning process. CPG funds cannot be spent on transportation capital projects, which are detailed in the Transportation Improvement Program (TIP). The Infrastructure Investment and Jobs Act (IIJA) that was signed in to law in November 2021, boosted infrastructure funding including an additional \$1.1 million for the CPG program. CPG funding requires a 20 percent local and/or state match, which ODOT and NOACA split at 10% each.

NOACA also uses limited Surface Transportation and Congestion Mitigation and Air Quality dollars for planning activities related to the Transportation for Livable Communities (TLCI) program, the Air Quality Education/Outreach and the Signal Timing Optimization Program (STOP).

FTA 5310 Program funding is used to administer the federal Enhanced Mobility of Seniors and Individuals with Disabilities Program. This competitive program funds vehicle purchases of local non-profit organizations and municipalities to provide specialized transportation services and provides funding to transit agencies for vehicles and operating expenses. NOACA uses 10 percent of its allocation for administrative costs associated with the program.

The State of Ohio provides funding for NOACA's water quality planning activities through the Ohio EPA in addition to its 10% match to CPG through ODOT.

The U.S. EPA also provides funding for water quality planning activities and are funding a Brownfield Revolving Loan Fund with a \$1 million grant,

Local funding is derived primarily through NOACA member dues. Those funds are used for the local match required by grants and for all expenses that are not eligible for federal grants . In addition, approximately \$356,000 in local funds are budgeted for NOACA's water quality planning activities.

The agency's member dues are the responsibility of NOACA's five counties and the City of Cleveland. The last dues increase, which was approved by the Board in June 2018, included \$50,000 for five years (SFY19 through SFY2023) to replenish the reserves. Due to the \$1.1 million increase in Consolidated Planning Grant funds and its related ten percent local match requirement, it is recommended that this portion of the dues remain.

Other sources of funds are project specific and either have approved funding, such as the Regional Infrastructure Accelerator project, or are in the grant application stage.

In addition to direct grants, the agency also receives pass-through revenues. The following table reflects the TLCI sub-grant recipient amounts budgeted during the three year period as well as the amount of FTA funds that are passed through to the transit agencies and local non-profits and

NOACA SFY 2024 OWP

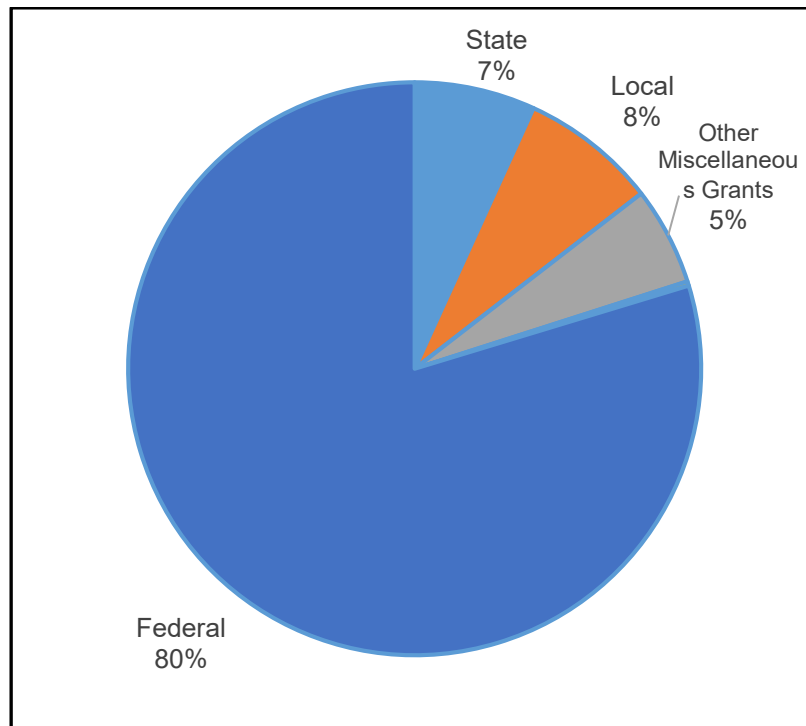
municipalities that operate the Enhanced Mobility for Seniors and Individuals with Disabilities program. For the first time, the table includes the amount of budgeted Brownfield loans.

Table 3b: Historical Comparison and Budget (Continued)

FEDERAL PASS THROUGH	SFY22 Budget	SFY23 Budget	SFY24 Budget
Revenues			
FHWA STBG (TLCI Grant Sub Recipients)	\$1,427,000	\$1,800,000	\$2,000,000
FTA 5310	\$2,020,924	\$2,750,334	\$2,416,169
Brownfield RLF Loans			531,000
Total Pass Through Revenues	\$3,447,924	\$4,550,334	\$4,947,169
Expenditures			
TLCI (Grant Sub Recipients)	\$1,427,000	\$1,800,000	\$2,000,000
FTA 5310	\$2,020,924	\$2,750,334	\$1,304,861
Brownfield RLF Loans			531,000
Total Pass Through Expenditures	\$3,447,924	\$4,550,334	\$4,947,169

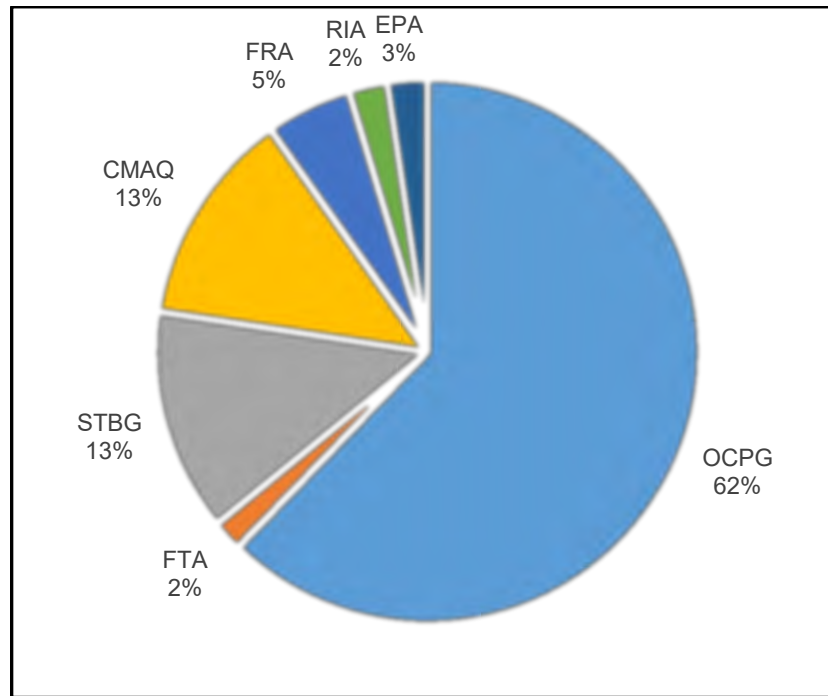
The following graphs reflect the distribution of revenues between the major sources of funds and between the various types of federal grants.

Figure 3a Revenue Sources



NOACA SFY 2024 OWP

Figure 3b Federal Funding Sources



Overview of Operating Expenditures

NOACA's SFY 2024 budgeted expenditures are programmed at approximately \$12.6 million after including \$2.9 million of estimated encumbrances from SFY 2023. Staff-related costs account for 43% of NOACA's proposed budget, while contractual services accounts for 45%. The remainder is for operating expenses, occupancy and other expenses, and capital expenditures

Salaries are comprised of salaries and longevity pay. The budget assumes there are 47 full-time equivalent positions, two of which are vacant. Budget assumptions include three percent merit-based salary adjustments for existing staff and a few promotion-based salary increases.

Fringe Benefits include health insurance, employer pension contributions, training, Medicare payments and other benefit-related costs. Budget assumptions include a five percent increase to health care premiums.

The salary and fringe benefit line items in the SFY24 Budget are lower than they were in the SFY23 Budget due to the assumption of two vacancies (versus none last year), combined with the fiscal impact of hiring new, early-career employees which fall under lower salary ranges than the longer-tenured employees who have retired or resigned.

Contractual services consist primarily (93%) of planning consulting services. The remainder is for administrative operations, including auditors, legal counsel, procurement and human resource assistance. The substantial increase in contractual services from the SFY22 actual to the SFY23 and SFY24 budgets is due to the following factors:

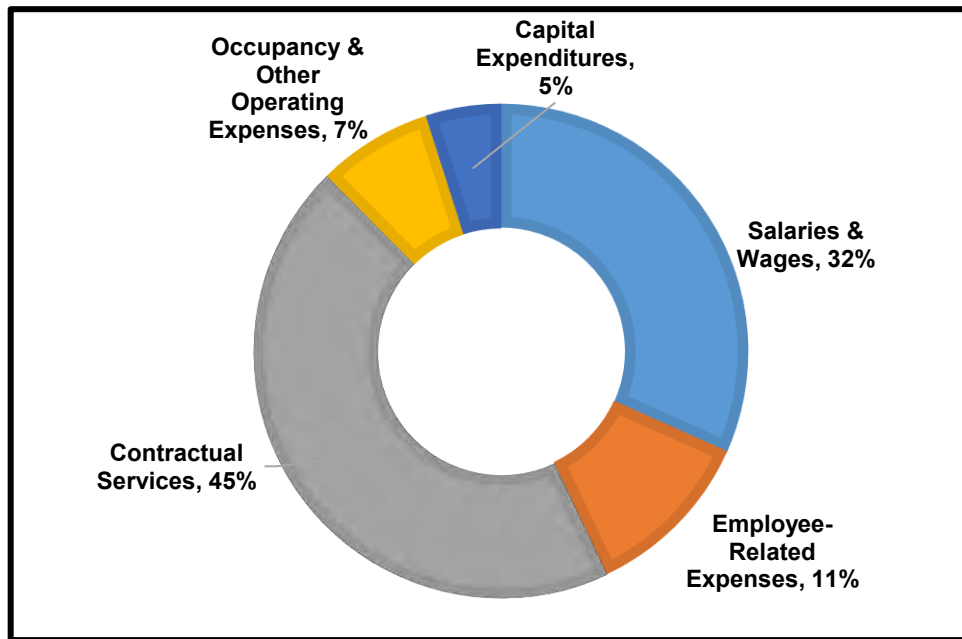
- Deferral of some of the agency's projects, such as STOP and annual traffic counts, were put on hold during COVID due to the unusual traffic patterns experienced during that time;
- The IIJA increased transportation funding, both directly through our formula grants such as OCPG (annual increase of \$1.1 million) and through some newly-introduced discretionary grant programs that the agency is aggressively pursuing;

NOACA SFY 2024 OWP

- NOACA has taken the lead on and now procures and administers the contracts on the TLCI planning projects which were formerly contracted out by local sponsors and paid directly by ODOT; and
- The agency has experienced a higher than usual level of turnover which has affected staff's ability to catch up with the COVID backlog.

All but \$1,000,000 of the contracts included in this line item are funded. Those contracts that are not funded will not move forward until funding is secured, as is the case for the \$500,000 Net Zero Cool project that is included in the capital expenditures line.

Figure 4 Expenditures by Category



Occupancy and other Operating expenses include office and other supplies, software, property and liability insurance, outside printing and meeting costs, utility bills, and building and equipment maintenance.

Capital Expenditures refers to the acquisition of physical assets that cost \$2,000 or more and that have a useful life of more than one year. Planned expenditures for the year include staff computer replacements, a server replacement, and electrical feedbox improvements. In addition, \$500,000 is included for the next phase of the Net Zero Cool project providing outside funding is obtained for the majority of the cost. The budget assumes the Agency can raise \$400,000 for the project.

NOACA SFY 2024 OWP

STAFFING BY DIVISION

Positions and Division	SFY 21	SFY 22	SFY 23	SFY 24	(+)/(-) SFY 23
Executive Office					
Executive Director	1	1	1	1	0
Deputy Director	0	0	2	2	0
Associate Director, Govt Affairs	1	1	0	1	1
Exec Assistant & Board Liaison	1	1	1	1	0
Manager/Principal (Govt Affairs)	0	0	1	0	-1
Senior Planner	0	1	0	1	1
Subtotal	3	4	5	6	1
Administrative Services					
Director Administrative Services	1	1	0	0	0
Associate Director of Compliance	1	1	0	0	0
Deputy Director Org Plan and Dev	0	0	0	1	1
Manager/Principal (Computer Systems)	1	1	1	1	0
Senior Communication & Admin Spec	1	1	1	1	0
Senior IT Support Engineer	1	1	1	1	0
Purchasing Coordinator III	0	0	1	0.5	-0.5
Accounting & Office Assistant II	0.5	0.5	0.5	0	-0.5
Receptionist	1	1	1	1	0
Building Services	0	0	0	0.5	0.5
Manager/Principal (Budget)	0	0	0	1	1
Subtotal	6.5	6.5	5.5	7	1.5
Comptroller					
Director/Comptroller	1	1	1	1	0
Manager (Accounting)	0	0	0	1	1
Senior Accountant	1	1	1	0	-1
Accounting & Office Assistant II	0.5	0.5	0.5	0	-0.5
Accountant III	0	0	0	1	1
Subtotal	2.5	2.5	2.5	3	0.5
Public Affairs					
Director	1	1	1	1	0
Manager/Principal (Communications)	0	0	1	1	0
Senior Communication & Admin Specialist	3	3	1	1	0
Senior Planner	1	1	1	0	-1
Communication Specialist III	0	0	1	1	0
Manager/Principal (Community Affairs)	0	0	0	1	1
Subtotal	5	5	5	5	0

NOACA SFY 2024 OWP

Programming	SFY21	SFY22	SFY23	SFY24	(+)/(-) SFY 23
Director	1	1	1	1	0
Principal Planner (Capital Programs)	3	3	3	1	-2
Senior Planner	1	1	1	1	0
Planner III	0	0	1	0	-1
Planner II	0	0	0	2	2
Subtotal	5	5	6	5	-1
Strategic and Environmental Planning					
Director	0	1	1	1	0
Principal Planner	0	2	2	1	-1
Senior Planner	0	3	5	4	-1
Planner III	0	3	2	2	0
Subtotal	0	9	10	8	-2
Transportation Planning & Engineering					
Director	0	1	1	1	0
Principal Planner	0	3	3	3	0
Senior Planner/Engineer	0	3	2	2	0
Planner III	0	3	2	2	0
Planner II	0	3	4	3	-1
Planner I	0	2	1	2	1
Subtotal	0	15	13	13	0
Planning					
Director	1	0	0	0	0
Principal Planner	4	0	0	0	0
Senior Planner/Engineer	5	0	0	0	0
Planner III	5	0	0	0	0
Planner II	3	0	0	0	0
Planner I	1	0	0	0	0
Subtotal	19	0	0	0	0
Strategic and Long Range Planning					
Director	1	0	0	0	0
Principal Planner	1	0	0	0	0
Senior Planner	3	0	0	0	0
Planner III	1	0	0	0	0
Planner II	0	0	0	0	0
Subtotal	6	0	0	0	0
TOTAL BUDGETED POSITIONS	47	47	47	47	0

Table 3: Staffing by Division

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DIVISIONS



DIVISIONS

Office of the Executive Director & CEO

Grace Gallucci, Executive Director and CEO

The Office of the Executive Director & CEO implements directives of the Board of Directors regarding Agency Operations and is responsible for oversight of divisions, overall work program and budget, communications with the Board and committees, personnel administration, legal support, and compliance with state and federal laws and regulations including Title VI.

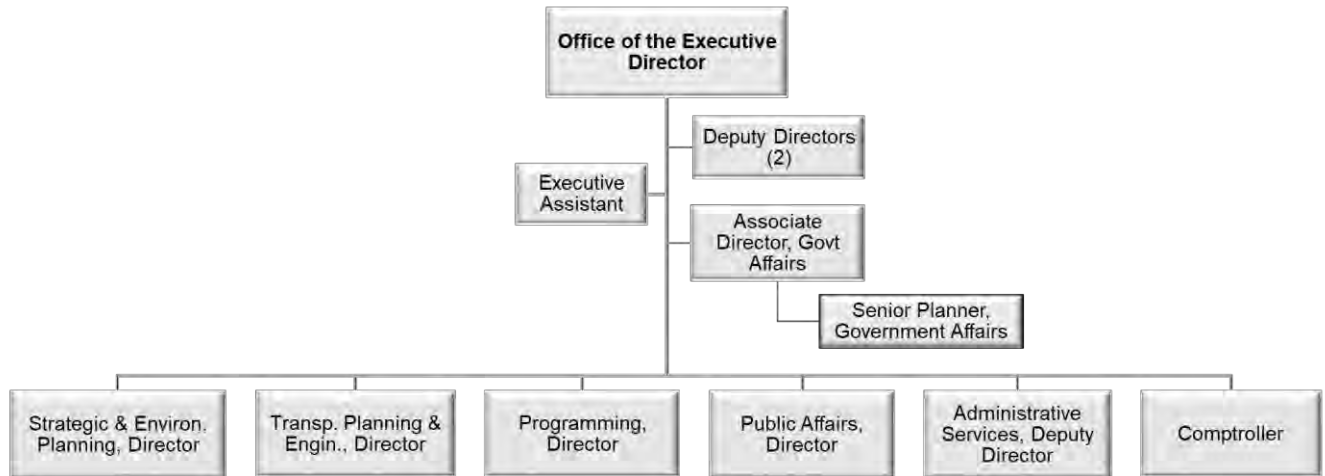


Figure 5: Office of Executive Director Staffing Chart

DIVISION COMPARISONS

Table 4: Executive Office Staffing FTE Comparison

Position	SFY21	SFY22	SFY23	SFY24
Executive Director	1	1	1	1
Deputy Director	0	0	2	2
Associate Director, Govt Affairs	1	1	0	1
Exec Assistant & Board Liaison	1	1	1	1
Manager/Principal (Govt Affairs)	0	0	1	0
Senior Planner	0	1	0	1
Subtotal	3	4	5	6

NOACA SFY 2024 OWP

Table 5: Executive Office Funding and Expenditure Comparison

Projects/Cost Centers	SFY 21 Actual	SFY 22 Actual	SFY 23 Budget	SFY 24 Budget
1000 Local Planning & Collaboration Efforts	\$10,075	-	\$33,507	\$28,162
6020 TIP & Funds Management				\$156,406
6059 Freight Conf Funding Participation	-	\$3,802	-	
6101 Long-Range Transportation Plan	\$56,509	\$84,582	\$495,758	\$485,053
6159 Regional Infra Accelerator	-	\$289	\$6,482	\$57,741
6252 Public Engagement	\$82,908	\$54,019	\$82,837	\$189,404
6652 Comp Ec Development Strategy	-	\$108,295	-	\$62,553
6951 Program Administration	\$272,634	\$283,142	\$371,034	\$153,312
6952 Overall Work Program				\$50,771
8001 Admin/Executive Office	\$372,660	\$392,386	\$378,880	\$249,091
8004 Legal Services	\$34,950	\$42,855	\$40,000	\$50,000
8006 Human Resources	\$10,650-	\$17,949	\$15,000	\$50,000
Executive Office Total	\$840,386	\$987,319	\$1,423,298	\$1,532,493

NOTE: Figures for project numbers 1000-6952 comprise all expense categories including fringe and indirect allocations. 8001- 8007 comprise all expense categories including a fringe allocation. Since direct projects include the indirect allocation, division tables duplicate indirect expenditures which are also accounted for in the indirect cost center budgets.

Programming Division

Ed May, Interim Director

The Programming Division manages program requirements and works with project sponsors on all federally-funded projects. It administers public involvement activities related to project selection and funding, and develops, updates and manages the Transportation Improvement Program and Overall Work Program.

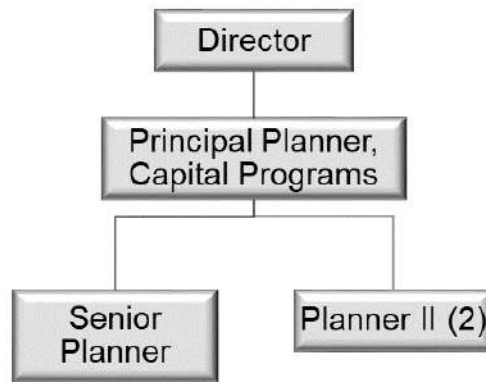


Figure 6: Programming Division Staffing Chart

DIVISION COMPARISONS

Table 6: Programming Division Historical Staffing Comparison

Position	SFY21	SFY22	SFY23	SFY24
Director	1	1	1	1
Principal Planner (Capital Programs)	3	3	3	1
Senior Planner	1	1	1	1
Planner III	0	0	1	0
Planner II	0	0	0	2
Subtotal	5	5	6	5

NOACA SFY 2024 OWP

Table 7: Programming Division Funding and Expenditure Comparison

Projects	SFY 21 Actual	SFY 22 Actual	SFY 23 Budget	SFY 24 Budget
6016 Enhanced Mobility (5310)	\$47,785	\$50,424	\$42,416	\$92,789
6020 TIP & Funds Management	\$446,362	\$378,145	\$614,108	\$332,746
6022 PPR Review & IGRC	\$42,758	\$47,954	\$32,324	\$37,258
6101 Long Range Transp Plan		\$336	\$13,689	\$21,864
6159 Regional Infra Accelerator		\$3,383	\$235,952	\$281,879
6254 TLCI	\$37,476	\$34,613	\$42,416	\$83,936
6256 Lake Erie Coastal Trail Scenic Byway (Now 6020 TIP)	\$8,028	8,548	\$33,209	
6671 Rideshare		\$1,628	\$368,312	\$335,543
6950 Agency Compliance		\$14,571		
6951 Planning & Operations Management	\$44,458	\$34,366	\$64,719	\$62,143
6952 Overall Work Program	\$224,217	\$224,994	\$267,313	\$82,068
8001 Admin/Executive Office	\$0	\$7,256	\$14,151	\$0
Programming Division Total	\$851,084	\$806,218	\$ 1,728,609	\$1,330,226

NOTE: Figures for project numbers 1000-6952 comprise all expense categories including fringe and indirect allocations. 8001- 8007 comprise all expense categories including a fringe allocation. Since direct projects include the indirect allocation, division tables duplicate indirect expenditures which are also accounted for in the indirect cost center budgets.

DIVISION WORK PROGRAM OVERVIEW

Transportation Improvement Program: NOACA will manage and update its current Transportation Improvement Program (TIP) for fiscal years 2024-2027. This will include the review and inclusion of new projects for amendment; modification of existing projects, as needed; and ensuring the on-time delivery of programmed projects. The 2024-2027 TIP will continue to address transportation system performance measures, targets and reporting as coordinated with ODOT and US DOT. Projects financed and implemented in the TIP will advance transportation performance measures and targets to achieve desired system improvements.

Funds Management: NOACA receives an annual allocation of federal funding from the United States Department of Transportation for various capital programs. These programs provide funding for regional transportation projects and initiatives as determined by the Board of Directors. NOACA will administer these programs to ensure that projects are solicited, evaluated, programmed, and implemented consistent with Board policy and priorities.

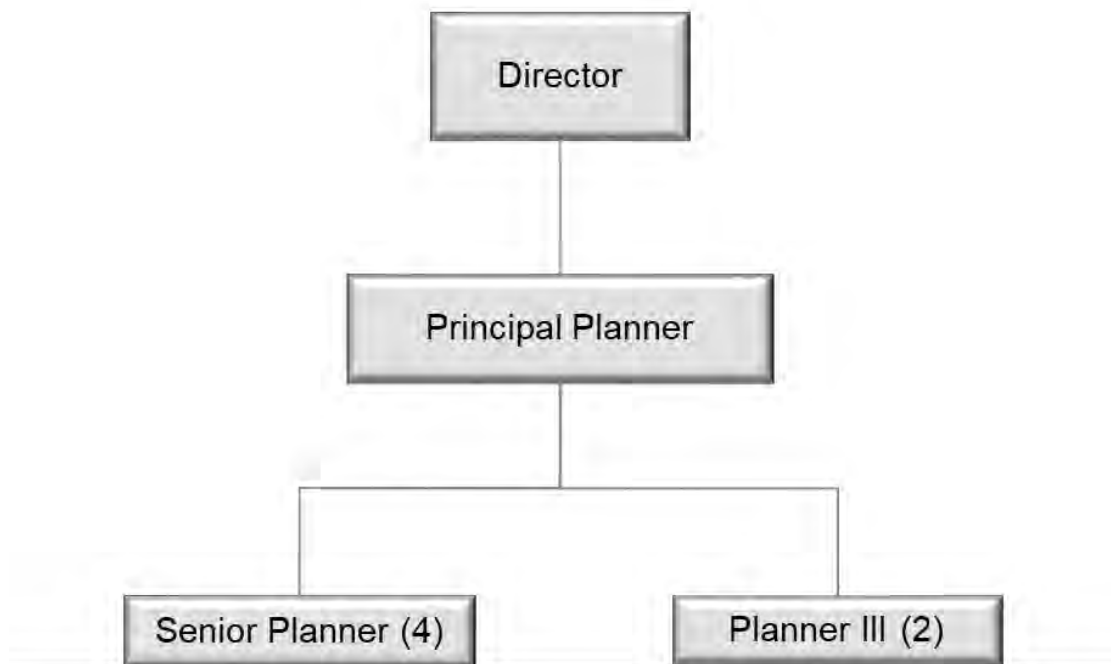
Overall Work Plan and Budget SFYs 2023, 2024, & 2025: NOACA will produce its SFY 2023 Completion report, manage its SFY 2024 OWP and budget, and develop its SFY 2025 OWP and budget.

Strategic and Environmental Planning Division

Joe MacDonald, Director

The SEP Division facilitates the creation, implementation, and monitoring of the Long-Range Plan and manages water quality and air quality planning. Major products of the SEP Division include NOACA's Wastewater Management and Water Quality Plan (208 Plan); Water Quality Strategic Plan; Air Quality Trends Report; Air Quality Forecast Verification Reports; Comprehensive Economic Development Strategy (CEDS); Brownfields Revolving Loan Fund Memorandum of Agreement (MOA); Local Emissions & Weather Resiliency Planning; and Coordinated Public Transit-Human Services Transportation Plan.

Figure 7: Strategic and Environmental Planning Division Staffing Chart



NOACA SFY 2024 OWP

DIVISION COMPARISONS

Table 8: Strategic and Environmental Planning Division Historical Staffing Comparison

Position	SFY21	SFY22	SFY23	SFY24
Director	0	1	1	1
Principal Planner	0	2	2	1
Senior Planner	0	3	5	4
Planner III	0	3	2	2
Subtotal	0	9	10	8

Table 9: Strategic and Environmental Planning Division Funding and Expenditure Comparison

Projects	SFY 21 Actual	SFY 22 Actual	SFY 23 Budget	SFY 24 Budget
1011 Air Quality Public Education and Outreach	\$88,344	\$158,632	\$168,607	\$128,895
1012 Air Quality Planning Administration	\$76,305	\$87,178	\$184,644	\$95,415
1021 Local Water Quality Planning	\$241,879	\$291,262	\$350,334	\$344,273
1022 604b Water Quality Planning	\$51,657	\$51,657	\$51,657	\$96,585
1023 Ohio EPA Biennium Water Quality Program	\$75,000	\$75,000	\$75,000	\$75,000
1036 Brownfields Revolving Loans				\$256,096
6016 Enhanced Mobility (5310)	\$69,761	\$138,917	\$120,044	\$86,940
6022 PPR & IGRC	\$2,632	\$3,594	\$21,441	\$16,795
6051 Transit & Commuter Rail Planning	\$32,280	\$6,189		
6053 Intermodal Freight Planning	\$77,551	\$83,101	\$70,956	
6101 Long Range Transportation Plan	\$485,559	\$418,307	\$369,985	\$174,475
6102 Local Emissions & Weather Resiliency Planning				\$188,154
6152 GIS Data Collection & Mgmt	\$8,346			
6254 TLCI	\$186,309	\$300,760	\$141,247	\$48,378
6740 Transit Regional Strategic Plan	\$35,559		\$84,780	
6652 CEDS		\$19,093		\$67,632
6671 Rideshare	\$89,984	\$98,155		\$90,851
6951 Planning & Operations Management	\$30,637	\$73,239	\$53,400	\$45,900
8001 Admin/Executive Office		\$7,229	\$10,152	
8005 Building Operations		\$1,775	\$31,143	
Strategic & Environmental Planning Division Total	\$1,551,803	\$1,814,088	\$1,733,690	1,715,389

NOACA SFY 2024 OWP

NOTE: Figures for project numbers 1000-6952 comprise all expense categories including fringe and indirect allocations. 8001- 8007 comprise all expense categories including a fringe allocation. Since direct projects include the indirect allocation, division tables duplicate indirect expenditures which are also accounted for in the indirect cost center budgets.

DIVISION WORK PROGRAM OVERVIEW

Water Quality Planning: This program involves activities associated with maintenance and improvement of the 208 Plan for northeast Ohio; a new 208 Plan, *Clean Water 2020*, received NOACA Board approval on September 11, 2020, followed by Ohio EPA certification and official USEPA approval the following year. Water quality management through point and non-point source planning activities, and collaboration with water infrastructure managers, ensures effective and efficient planning for the region's water resources. Staff take a leadership role among Ohio's five other areawide agencies in collaborative efforts to reduce nutrient production, synthesize Geographic Information Systems (GIS) maps and datasets, and perform consistency reviews for Ohio EPA Permits-to-Install (PTI). Staff will complete its update of the Water Quality Strategic Plan and continue to update Facility Planning Area (FPA) boundaries and prescriptions for wastewater treatment.

Air Quality Planning: This program assesses transportation-related air quality issues in the Cleveland-Akron-Lorain metropolitan planning area through data analysis, legislative review and community outreach. The air quality needs are assessed in relation to the federally-mandated Clean Air Act requirements, specifically the National Ambient Air Quality Standards (NAAQS) for public health. This program also conducts daily forecasts of both ground-level ozone and fine particulate matter and issues public advisories when conditions appear favorable for such pollutants to exceed the NAAQS. Staff also coordinate conformity analysis; calculate Greenhouse Gas Emissions Analysis and produce an annual air quality trends report. SEP Division staff provide content support for Public Affairs Division public education and outreach efforts through NOACA's Air Quality Public Education and Outreach Strategy and accompanying Communication Plan.

Transportation Demand Management (TDM)/Rideshare Program: Staff will manage and maintain the TDM/Rideshare software platform (Gohio Commute) and support Public Affairs Division efforts to market and conduct outreach to grow participation through employee transportation coordinators. Staff have taken initiative to develop and promote incentive programs with tangible rewards to encourage alternative commutes. Staff will also coordinate with PA and TPED staff to focus outreach and education on local schools and districts. Staff will also coordinate with NOACA's Mobility Manager to provide mobility management resources through the Gohio Commute platform's new tool, Gohio Mobility. Finally, staff will offer support to Programming staff, who manage NOACA's Vanpool Program.

NOACA SFY 2024 OWP

Long-Range Plan (LRP): NOACA, the designated MPO for the Cleveland-Lorain-Elyria urbanized areas, has developed a long-range transportation plan (*eNEO2050: An Equitable Future for Northeast Ohio*) that encourages and promotes equity and safe, efficient development, management and operation of surface transportation systems to serve the mobility needs of people and freight and foster economic growth and development. SEP staff will coordinate with Programming and TPED staff to execute implementation of the existing plan and build toward development of the next LRP in coordination with the state (Ohio Department of Transportation) and its plans, including *Access Ohio 2045* and performance-based planning processes. NOACA will implement new regional, outcome-based performance measures to better gauge its progress toward Northeast Ohio's 2050 vision.

Economic Development: NOACA has developed the first Comprehensive Economic Development Strategy (CEDS) for the Northeast Ohio region and is meant to complement existing economic development efforts. A CEDS will help NOACA and other entities effectively direct and support projects that spur regional economic growth. An Economic Development Administration (EDA)-approved CEDS is a requirement to apply for EDA funding; EDA grant programs are very flexible; potential uses include infrastructure, workforce development, business incubators, and much more. The integration of economic development with metropolitan planning can help create efficiencies and align plans and funding.

Pending Board adoption of the CEDS, NOACA will become the designated Economic Development District (EDD) for Northeast Ohio. As an Economic Development District, a Strategy Committee must be appointed that represents the main economic interests of the Region. A change to the NOACA Committee structure is proposed. Specifically, the formation of an Economic Development Subcommittee that reports to the Policy Committee is recommended as part of the adoption of the CEDS plan.

Brownfields Remediation: The Northeast Ohio Areawide Coordinating Agency (NOACA) and the Northeast Ohio Sustainable Communities Consortium (Vibrant NEO), formed the NOACA-Vibrant NEO Brownfield Coalition (the "Coalition") to apply to the United States Environmental Protection Agency (U.S. EPA) for funding to create a Brownfield Revolving Loan Fund (RLF). The Vibrant NEO-NOACA Brownfields Coalition received a \$1 million grant from the United States Environmental Protection Agency (U.S. EPA) to conduct remediation of contaminated properties. Coalition members agree to cooperatively carry out the Brownfield RLF to provide loans and subgrants to eligible entities for brownfield remediation. The award required Vibrant NEO and NOACA to create a Memorandum of Agreement (MOA) outlining roles and responsibilities for implementing the grant. The MOA states the parties will create a Brownfields Steering Committee to do the following:

- Review applications submitted for loans/subgrants.
- Conduct all standard due diligence normally undertaken by lending entities.
- Draft loan/subgrant agreements, subject to Vibrant NEO and NOACA approval. Agreements will include, but are not limited to, determination of loan or subgrant, dollar amount, interest rate, payback period, etc.
- Recommend projects to the Vibrant NEO and NOACA Boards of Directors or their appropriate committees, based on the criteria developed by Vibrant NEO.

NOACA SFY 2024 OWP

Local Emissions & Weather Resiliency Planning: This program advances NOACA's efforts towards the development of a framework and plan to reduce emissions pollution; mitigate impacts of extreme weather, adapt to changes that may occur, particularly relative to infrastructure, and build community resilience. These efforts will prepare the region to reduce overall greenhouse gas emissions and develop projects and activities to increase resilience in the face of challenging climate conditions. NOACA staff will support member communities as they develop local plans, projects, and enact local regulation and policy consistent with regional goals.

Enhanced Mobility Planning: The 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program provides funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and complementary paratransit services under the Americans with Disabilities Act (ADA). NOACA is the designated recipient of these funds and will manage the process and procedures for the administration of the 5310 program under this project. Mobility management staff will coordinate with Rideshare staff to provide mobility management resources through the Gohio Commute platform.

Transportation Planning and Engineering Division

Ali Makarachi, Director

The Transportation Planning and Engineering Division is responsible for transportation planning and traffic engineering at regional and community levels.

The general activities of this division includes transportation planning for motorized and non-motorized modes of travel, transportation modeling at macro and micro level, traffic engineering transportation asset management, safety, and community-level transportation planning and traffic studies. It also provides technical support and data to stakeholders, project sponsors, and the general public.

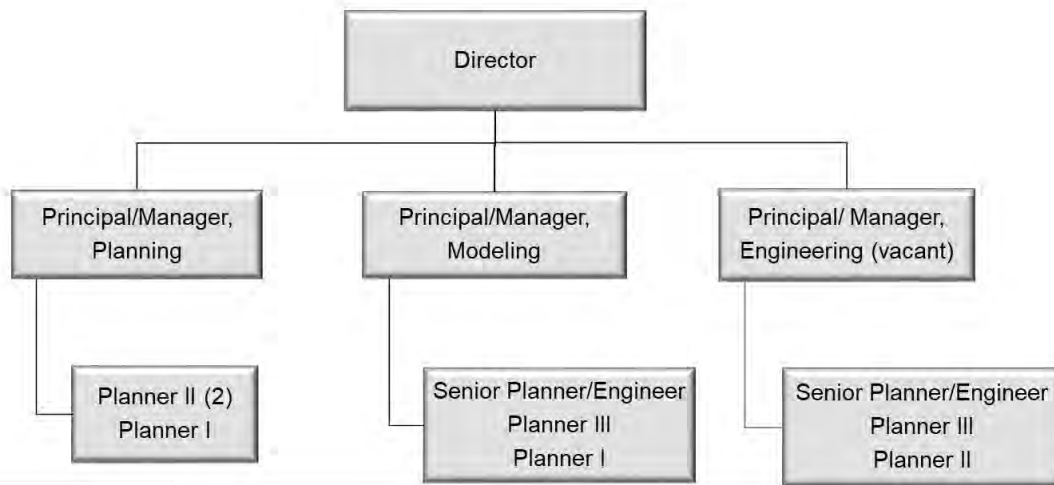


Figure 8: Transportation Planning and Engineering Division Staffing Chart

DIVISION COMPARISONS

Table 10: Transportation Planning and Engineering Division Historical Staffing Comparison

Position	SFY21	SFY22	SFY23	SFY24
Director	0	1	1	1
Principal Planner	0	3	3	3
Senior Planner/Engineer	0	3	2	2
Planner III	0	3	2	2
Planner II	0	3	4	3
Planner I	0	2	1	2
Subtotal	0	15	13	13

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Table 11: Transportation Planning and Engineering Division Funding and Expenditure Comparison

Projects	SFY 21 Actual	SFY 22 Actual	SFY 23 Budget	SFY 24 Budget
6016 Enhanced Mobility (5310)	\$1,521			
6020 TIP & Funds Mgmt		\$1,351		
6022 PPR & IGRC	\$3,038	\$478	\$3,023	
6050 Sub-Regional Corridor Transportation Planning	\$89,492	\$140,591	\$708,262	\$784,280
6051 Transit and Commuter Rail Planning		\$60,485	\$163,502	\$1,143,518
6052 Non Motorized Modes of Travel				\$361,375
6053 Freight PL		\$608		\$101,157
6054 Modeling and Data Analysis				\$1,697,536
6055 Transportation Operations Planning	\$84,904	\$19,990	\$115,090	\$98,608
6056 Congestion Management Process	\$21,995	\$6,209	\$117,949	\$87,368
6057 <i>New Number</i> Regional Safety Program				\$130,313
6058 Transportation Asset Management	\$100,621	\$675	\$149,369	\$129,123
6059 <i>New Number</i> STOP Program				\$520,171
6101 Long Range Transportation Plan	\$316,999	\$7,028		
6103 (Active Transportation Planning (Now 6052 Non Motorized Modes of Travel)	\$210,623	\$208,061	\$244,904	
6104 Active Transportation Demo Project (Now 6052 Non Motorized Modes of Travel)		\$31,090		
6152 GIS Data Collection and Management (Now 6054 Modeling & Data Analysis)	\$103,711	\$71,701	\$167,424	
6153 Transportation Forecasting & Modeling (Now 6054 Modeling & Data Analysis)	\$221,382	\$241,769	\$339,192	
6155 Regional Safety Program (Now 6057 Regional Safety Program)	\$259,541	\$217,885	\$172,530	
6156 Household Travel Survey (Now 5054 Modeling & Data Analysis)			\$1,062,313	
6159 Regional Infra Accelerator			\$17,757	
6250 Regional Traffic Count Program (Now 6054 Modeling & Data Analysis)	\$10,458	\$179,911	\$239,645	
6254 Transportation for Livable Communities Initiative (TLCI)	\$102,523	\$103,367	\$1,212,605	\$1,164,836
6651 Signal Timing Optimization Program (Now 6059 Signal Timing Optimization Prog)	\$97,640	\$163,288	\$1,039,813	
6652 CEDS		\$3,665		
6951 Program Administration	\$69,106	\$54,238	\$33,959	\$400
Transportation Planning and Engineering Division Total	\$1,673,754	\$1,512,390	\$5,787,337	\$6,218,285

NOTE: Figures for project numbers 1000-6952 comprise all expense categories including fringe and indirect allocations. 8001- 8007 comprise all expense categories including a fringe allocation. Since direct projects include the indirect allocation, division tables duplicate indirect expenditures which are also accounted for in the indirect cost center budgets.

DIVISION WORK PROGRAM OVERVIEW

Traffic Operations Planning: The goal of this project is to update and maintain NOACA region's ITS architecture to support future investments in technology to allow travelers to make better decisions with respect to choice of mode and route and use technology to maximize the efficiency of existing highway infrastructure.

Regional Safety Program: Staff efforts on this project include analyzing regional crash data to identify priorities for safety investment, with emphasis on targeted, lower-cost improvements on the local road network to mitigate fatalities and serious injuries. Efforts will also be made to assist local agencies in pursuing state and federal safety funding for eligible improvements and collaborate with regional safety partners to increase awareness of education and enforcement to encourage better choices and safer behaviors by all road users. Staff will develop periodic community safety reports based on the community safety data and utilizing recognized analytic tools to identify high priority crash locations and recommend safety treatments and develop Safe Routes to School (SRTS) plan and initiatives.

Corridor Studies: Staff will establish a principal arterial network as an alternative to the existing highway network at the first stage; arterial corridors will be studied and prioritized for different applications such as congestion mitigation, traffic signal optimization, safety, transit routes and workforce accessibility to major job hubs. Transportation studies, with consideration of economic development, will be conducted to promote access and economic growth within the region.

Signal Timing and Optimization Program: Staff will provide technical assistance to local agencies to improve the efficiency of traffic signals in regionally-significant corridors in order to improve air quality by reducing delays for a majority of vehicles. Better signal coordination patterns are expected to reduce crashes, especially rear-end crashes, by minimizing the number of stops by vehicles on the arterial network.

Transportation Modeling and Data Integration: Staff assigned to this project will develop and maintain transportation models to assist in planning for the region's future transportation needs and developing the long-range transportation plan in coordination with the State and its plans (Access Ohio 2045) and performance based planning processes.

Regional Traffic Count: Work on this project will focus on collecting and providing traffic counts on major roadways throughout the region which will be incorporated into the federal Highway Performance Monitoring System (HPMS) and ODOT's Transportation Information Management System (TIMS).

Transportation Asset Management: NOACA has established a transportation asset management program to ensure the transportation network is maintained efficiently and effectively with allocated resources to allow future generations the ability to travel safely and reliably, which establishes the link between the agency's strategic objectives with its investment decisions.

Pavement Management: Utilizing RoadMatrix, a pavement management software, staff will assist communities and counties in their asset management efforts by providing the most current pavement condition data collected by the Ohio Department of Transportation and the NOACA travel forecasting model.

Bridge Management: NOACA will continue implementing a bridge prioritization system by ranking bridge conditions according to their general appraisal values and or by their sufficiency rating values. The Bridge Priority Index (BPI) has been developed in order to rank all bridges for repair or reconstruction in a priority order based on a combination of categorical elements, namely

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condition, function class, and traffic demand using the information from the NOACA travel forecasting model.

Transit Planning: The goal of these planning efforts is to integrate and coordinate transit planning with the overall transportation planning process through NOACA's *Regional Transit Strategic Plan* and *Transit-Oriented Development Scorecard and Implementation Plan*. The transit asset management program will continue to improve the State of Good Repair of transit assets by updating inventories, assessing conditions, identifying alternatives, developing performance measures and targets and prioritizing investments.

Transportation Livability Planning: This is defined as walking, biking, wheelchair, small-wheeled transport and access to transit. This program supports the region's *Long-Range Transportation Plan*, in coordination with the State and its plans, including Access Ohio 2045 and performance based planning processes, by developing specialized planning products that include recommendations to improve transportation by modes other than single occupancy vehicles. This also includes the TLCI program which comprises planning studies and implementation projects. Planning studies are awarded to support activities that facilitate and promote sustainable development, multimodal transportation, and complete and green streets. Studies must have logical boundaries and result in deliverables leading to transportation infrastructure improvements. All TLCI plans will include an analysis of existing conditions plus short and long term recommendations. Plans will also include feasibility studies and implementation strategies to support work subsequent to final plan approval. TLCI Implementation Projects fund the construction of multimodal transportation improvements recommended in TLCI planning studies or other locally completed plans and studies.

Geographic Information System (GIS): The GIS team provides GIS technical assistance and data management for transportation projects and agency planning.

Freight Planning: The goal of these planning products will be to identify the region's current freight conditions, identify trends, and encourage efficient freight mobility. These planning activities will also work to meet the federal and state requirements set forth by the new IIJA Act, as well as identify transportation infrastructure needs for the region's businesses. In performance of Freight Planning activities, NOACA will consider the state Transport Ohio freight plan and related initiatives; plan for increased performance of the freight network; identify and promote regional priority projects; and serve as technical resource to member communities and regional agencies.

Public Affairs Division

Danielle Render, Director

The Public Affairs Division informs the public & other interested parties of NOACA-related activities, seeks input through public involvement and education, and produces publications and digital, web-based communications. It also conducts media relations, marketing and public outreach activities.

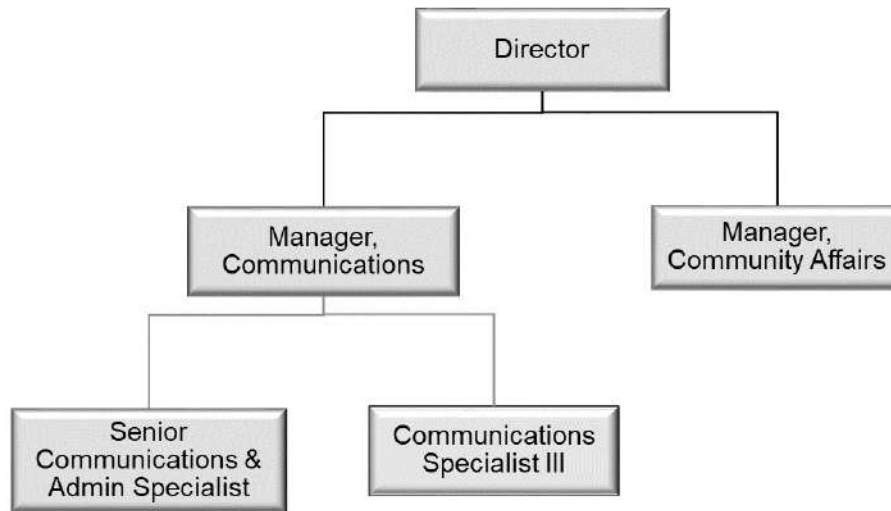


Figure 9: Public Affairs Division Staffing Chart

DIVISION COMPARISONS

Table 12: Public Affairs Division Historical Staffing Comparison

Position	SFY21	SFY22	SFY23	SFY24
Director	1	1	1	1
Manager/Principal (Communications)	0	0	1	1
Senior Communication & Admin Specialist	3	3	1	1
Senior Planner	1	1	1	0
Communication Specialist III	0	0	1	1
Manager/Principal (Community Affairs)	0	0	0	1
Subtotal	5	5	5	5

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Table 13: Public Affairs Division Funding and Expenditure Comparison

Projects	SFY 21 Actual	SFY 22 Actual	SFY 23 Budget	SFY 24 Budget
1000 Local Planning & Collaboration Efforts	\$3,142	\$9,063	\$48,579	\$23,730
1011 Air Quality Public Education & Outreach	\$139	\$949	\$49,913	\$94,673
1021 Local Water Quality Planning			\$8,826	\$8,624
6020 TIP & Funds Management	\$72,577	\$79,978	\$65,259	
6101 Long-Range Transportation Plan	\$97,014	\$65,583	\$99,118	\$192,179
6102 Local Emissions and Weather Resiliency Planning				\$9,000
6252 Public Engagement	\$653,796	\$577,231	\$739,336	\$823,458
6671 Rideshare			\$86,147	\$58,795
6951 Planning & Operations Management		\$1,843	\$22,140	\$21,236
6952 Overall Work Program				
8001 Admin/Executive Office			\$5,561	
8002 Administrative Services		\$2,526	\$12,033	\$5,854
External Engagement and Public Affairs Division Total	\$826,668	\$737,173	\$1,136,912	\$1,237,549

DIVISION WORK PROGRAM OVERVIEW

The mission of the Public Affairs Division is to facilitate engagement processes and outreach activities to various stakeholders, partners, and the general public in order to inform, educate, involve, and collaborate with constituencies in support of NOACA's overall mission and goals. These efforts will be designed strategically to deliver NOACA's position, agenda, and legislative priorities in support of the major planning programs and activities for the Agency.

Public Engagement and Public Information

The work products of public engagement and public information activities are designed to communicate the transportation planning process, environmental planning initiatives, NOACA's priorities, and the agency's agenda for serving communities. As detailed in both the *Public Participation Plan* and *Communications Plan*, NOACA will engage stakeholders and the general public through public and informational meetings, community outreach and a network of communications, marketing and public participation efforts.

Work products will also include communication and marketing campaigns, surveys, flyers, digital, social media platforms and collateral materials to promote and elevate the Agency's programs and projects, with special attention to transportation and air quality areas (i.e. utilization of *Content Marketing Plan*; *Social Media Campaigning Plan*; *Legislative Agenda Priorities Plan*).

Public input activities will be part of the public participation program. Meetings and events will be conducted for the entire process by providing information, organizing workshops, stakeholder meetings and decision-making sessions to ensure there is equitable public participation and access. Public Affairs will assist agency divisions to connect audiences to the subject matter and content while exploring approaches to communicate the intended messages to reach audiences. These efforts will help inform stakeholders to better understand NOACA's work.

Public Involvement activities will also be developed to actively engage stakeholders throughout the process of planning to educate the public about the legislative priorities and agenda at NOACA; how our program impact the community; and the relevancy of programs and services to targeted audiences. These activities will be in the form of lunch and learn series; podcast series, transportation and environmental awareness campaigns and activities to advance participation and knowledge of NOACA programs and services.

To further promote these efforts to advance the legislative agenda, NOACA. Public Affairs will help organize provide outreach activities in the forms of community engagement workshops and sessions to build stakeholder capacity, community education meetings, dialogue series, research, and focus group planning to help divisions reach the appropriate audience. NOACA will use communication approaches such as lunch and learns podcasts, digital media platforms, surveys, collateral material and other external marketing efforts to elevate the messaging of our programs and services.

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Public Affairs will assist program divisions to elevate their Outreach efforts to include activities targeted for Environmental Justice (EJ) and equity principles to ensure underserved communities are part of all transportation and environmental planning, education, and communications efforts in accordance with Title VI constituencies, as required by federal policies. NOACA fulfills its commitment to these communities by proactively planning communication efforts to these traditionally-underserved communities and maintaining continuous relationships with key members who represent the concerns of these communities. With the inclusion of the a Community Affairs Manager, Communications and External Engagement Mangder and Senior Communication Specialists, Public Affairs will actively structure approaches and strategic connections throughout service areas to ensure there is active participation among divisions throughout the community. This will also avail the agency to increase audience participation with workforce accessibility and mobility tools; vanpool and Gohio Commute; Street Supplies; and other programs.

Goals for 2024 to enhance the OWP's Public Participation Plan and engagement reach include:

- Go Digital: Use digital engagement and online methods to get input from the public
- Be Creative: Use creative outreach techniques and promotion methods to increase public participation
- Go "Where the People Are:" Attend community meetings and events to reach more residents regionally;
- Be Transparent: Improve communication by sharing outcomes of outreach efforts

Administrative Services Division

Lindy Burt, Deputy Director for Organizational Planning & Development

The Administrative Services Division manages general administrative services, information technology, building operations, procurement, document management, and service requests.

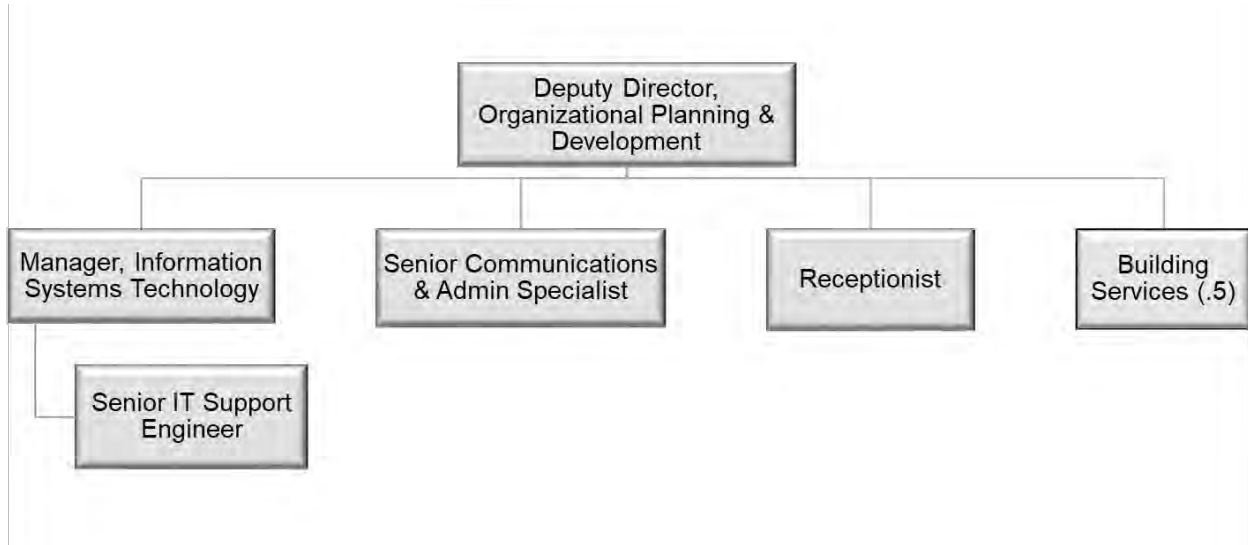


Figure10: Administrative Services Division Staffing Chart

DIVISION COMPARISONS

Table 14: Administrative Services Division Historical Staffing Comparison

Position	SFY21	SFY22	SFY23	SFY24
Director Administrative Services	1	1	1	0
Associate Director of Compliance	1	1	0	0
Deputy Director Org Plan and Dev	0	0	0	1
Manager/Principal (Computer Systems)	1	1	1	1
Senior Communication & Admin Spec	1	1	1	1
Senior IT Support Engineer	1	1	1	1
Purchasing Coordinator III	0	0	1	0.5
Accounting & Office Assistant II	0.5	0.5	0.5	0
Receptionist	1	1	1	1
Building Services	0	0	0	0.5
Manager/Principal (Budget)	0	0	0	1
Subtotal	6.5	6.5	6.5	7

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Table 15: Administrative Services Division Funding and Expenditure Comparison

Projects/Cost Centers	SFY 21 Actual	SFY 22 Actual	SFY 23 Budget	SFY 24 Budget
1000 Local Planning & Collaboration Efforts	\$2,046	\$15,434	\$14,135	\$4,750
1021 Local WQ Planning	\$3,655		\$1,427	
6022 Project Planning Review & IGRC	\$148		\$2,857	
6054 Modeling and Data Analysis				\$38,466
6101 Long Range Plan		\$1,510		
6152 GIS Data Collection & Mgmt (Now 6054 Modeling and Data Analysis.	\$5,546	\$5,980	\$6,318	
6153 Transportation Forecasting & Modeling (Now 6054 Modeling and Data Analysis	\$1,455	\$2,065	\$53,339	
6252 Public Engagement	\$1,943	\$2,734		
6950 Agency Compliance & Administration	\$366,129	\$151,685		
6951 Program Administration	\$3,909		\$222,492	\$161,119
6952 Overall Work Program and Budge				\$203,083
8000 Indirect (depreciation)			\$114,023	
8001 Admin/Executive Office			\$29,615	\$5,000
8002 Administrative Services	\$259,176	\$231,939	\$340,696	\$323,509
8003 Computer Services	\$377,605	\$364,824	\$513,957	\$546,381
8005 Building Operations	\$112,088	\$149,919	\$800,626	\$920,609
8006 Human Resources				
Administrative Services Division Total	\$1,133,700	\$926,090	\$2,099,485	\$2,202,917

NOTE: Figures for project numbers 1000-6952 comprise all expense categories including fringe and indirect allocations. 8001- 8007 comprise all expense categories including a fringe allocation. Since direct projects include the indirect allocation, division tables duplicate indirect expenditures which are also accounted for in the indirect cost center budgets.

DIVISION ACTIVITY OVERVIEW

Procurement

- Lead efforts related to NOACA purchasing and procedures
- Administer contracts and RFQs, RFPs, RFIs and bids

Information Systems and Technology (IS&T)

- Support information technology operations, modeling and GIS capabilities and staff technology needs, e.g., computers, phone systems, video conferencing and networks

Building Operations

- Oversee maintenance and repair of HVAC, plumbing, building and grounds
- Manage snow removal, safety, and janitorial services

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Compliance

- Ensure compliance with public records management

Human Resources

- Coordinate Human Resources activity including professional services provided by Human Resources Consultant.

Board organization and support and organizational development

- Plan and facilitate staff meetings, training and retreats

Office of the Comptroller

Billie Geyer, Comptroller

The Office of the Comptroller manages NOACA's accounting and financial functions in accordance with federal and state regulations and governmental accounting standards

Figure 11: Office of the Comptroller Staffing Chart

DIVISION COMPARISONS

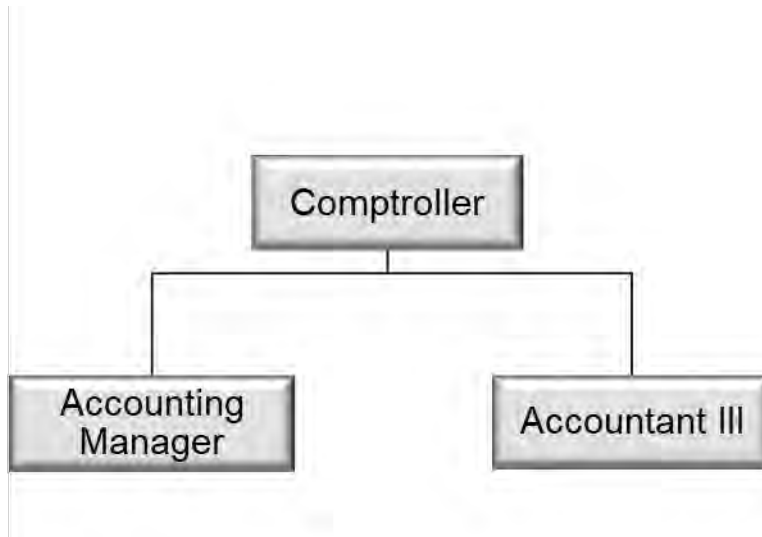


Table 16: Office of the Comptroller Historical Staffing Comparison

Position	SFY21	SFY22	SFY23	SFY24
Director/Comptroller	1	1	1	1
Manager (Accounting)	0	0	0	1
Senior Accountant	1	1	1	0
Accounting & Office Assistant II	0.5	0.5	0.5	0
Accountant III	0	0	0	1
Subtotal	2.5	2.5	2.5	3

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Table 17: Office of the Comptroller Funding and Expenditure Comparison

Projects	SFY 21 Actual	SFY 22 Actual	SFY 23 Budget	SFY 24 Budget
1000 Local Planning & Collaboration Efforts	\$13	\$20		
1036 Brownfield Revolving Loan Fund				\$11,414
6101 Long-Range Transportation Plan	\$121			
6159 Regional Infrastructure Accelerator		\$131		
8007 Accounting	\$296,741	\$303,597	\$364,709	\$407,411
Office of Comptroller Totals	\$296,875	\$303,748	\$364, 709	\$418,825

NOTE: Figures for project numbers 1000-6952 comprise all expense categories including fringe and indirect allocations. 8001- 8007 comprise all expense categories including a fringe allocation. Since direct projects include the indirect allocation, division tables duplicate indirect expenditures which are also accounted for in the indirect cost center budgets.

DIVISION ACTIVITY OVERVIEW

Financial Planning and Performance Management

This office is responsible for financial activities of the agency, including general ledger accounting, payroll, accounts payables, accounts receivables, grant accounting and invoicing, cash management, investments, financial policies, internal audits, financial reporting, and coordinating outside audits. It also coordinates on the development and management of the budget.

Benefits

Oversight of administration of employee benefits and personnel records is another responsibility of this office.

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Budget and OWP BY PROJECT



101, 102, and 103: ENVIRONMENTAL PROGRAMS

101.1 AIR QUALITY PUBLIC EDUCATION AND OUTREACH (PID 111110)

Project Managers: Kathleen Moore, Danielle Render

Project Team: Tim Kovach, Joe MacDonald, Vacant Planner III, Gayle Godek, AnTuan Guerry, Kate Moening

Description

NOACA aims to improve air quality and increase public awareness of both the causes and impact of air pollution. NOACA recognizes that a more informed public is likely to support larger regional measures necessary to reduce congestion and meet Clean Air Act (CAA) requirements. The Agency assesses the air quality needs of the Cleveland-Akron-Lorain metropolitan planning area through data analysis, legislative review, and community outreach. NOACA also promotes transportation choice alternatives to single-occupancy vehicle (SOV) trips and supports an interactive, user-friendly software platform with other Ohio MPO partners. The Agency recognizes the important role of transportation choice to mitigate mobile emissions, reduce air pollution, and improve public health.

In keeping with its vision, NOACA will educate the community about the region's air quality challenges and the linkages among air quality, transportation, land use, and public health. NOACA will empower individuals and organizations to improve air quality, in particular through increased use of alternate transportation modes. NOACA will advocate for public policies that provide greater transportation choice, reduce mobile emissions, benefit public health, create economic opportunity, and enhance quality of life in Northeast Ohio. These efforts support the following NOACA Regional Strategic Plan Goals:

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	✓
Goal 2: Preserve Existing Infrastructure	✓
Goal 3: Build a Sustainable Multimodal Transportation System	✓
Goal 4: Support Economic Development	✓
Goal 5: Enhance Quality of Life	✓

Objectives and Performance Measures

- Provide daily forecasts of regional air quality and alert the public when pollutant exceedance anticipated; encourage Northeast Ohio constituents to choose alternative travel modes and alter behavior to mitigate the contribution of mobile emissions.
- Encourage Northeast Ohio residents and employees to choose alternative travel behaviors to mitigate the contribution of mobile emissions
- Collaborate with individuals and organizations to increase awareness of air quality as an important public health issue.
- Implement education campaigns to foster conviction, develop skills, provide role-modeling opportunities, and promote behavior change.
- Develop technical education guides geared toward stakeholders and the public about

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NOACA's air quality trends and the impact of commuter behavior and other transportation choices on those trends (e.g. annual Air Quality Trends Report, annual Air Quality Forecast Verification Report)

Previous Work

- Prepared Air Quality Forecasts and Alerts
- Completed Annual Air Quality Trends Report
- Maintained and updated outreach materials and digital media

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Air Quality Public Forecasts, Alerts and Messaging	x	x	x	x
2. Technical Reports for Public Education	x	x	x	x
3. Develop a public engagement system to gather information from target audiences to measure awareness and understanding of air quality issues in forms of content marketing and deployment of campaigns and material	x	x		
4. Develop public outreach support materials that communicate the air quality problem, and promote actions to improve air quality	x	x	x	x
5. Provide health and education sector representatives with resources and information that educate about air quality issues, and promote actions that will improve air quality	x	x	x	x

Methodology

Product 1:

NOACA shall continue to prepare and publicly disseminate daily air quality forecasts and issue public alerts with alternative travel behavior messaging, as needed. Messaging includes examples of alternative travel modes, such as walking, biking, riding public transit, carpooling, and vanpooling. This information is disseminated on airnow.gov, the National Weather Service, email lists/newsletters, social media, radio, and through the Ohio Department of Transportation (ODOT) Statewide Traffic Management Center (TMC). NOACA shall also continue to generate quarterly Air Quality Forecast verification reports (see Product 2) to summarize the accuracy of NOACA's and the National Oceanic and Atmospheric Administration's (NOAA's) public air quality forecast models. NOACA will issue public alerts and messaging for any anticipated exceedance of a National Ambient Air Quality Standard (NAAQS). (Quarters 1-4).

Product 2:

Air Quality Trends Report: Analyze the CY 2022 air quality data and monitor nonattainment designations as the NAAQS are revised and implemented by the United States Environmental Protection Agency (USEPA). These results will be placed in a draft report completed by the end of the 4th Quarter of SFY 2024. Present the results to the Air Quality Subcommittee, Board and the public. Post report on NOACA website and make available to public stakeholders, the media and other constituents to inform decision-making and personal support of larger regional measures necessary to reduce congestion and improve air quality. The Air Quality Trends Report will include the following:

- CY 2022 NAAQS changes: the most updated information in regards to changes/proposed changes in the NAAQS (Q3).

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- Updated facts on nonattainment status with the most recent information in regards to area designations.
- Infographics and other visual, multimedia approaches to share key insights from the Trends Report with the general public.

Air Quality Forecast Verification Report: Develop quarterly summaries that address the accuracy with which NOACA forecasts daily concentrations of ground-level ozone and fine particulate matter and disseminate those reports to the Air Quality Subcommittee. The report should also include an assessment of Exceedance Days, NOACA's success with Exceedance Day forecasts and a review of the public messaging associated with Air Quality Alerts issued for forecasted Exceedance Days. Also develop a forecast verification report for presentation to NOAA at their annual Air Quality Forecasters Workshop in Q2.

Product 3:

NOACA staff will develop relationships with air quality and transportation influencers, including Gohio Commute users and managers, and others that communicate with target audiences, such as the general public, community leaders, employers, commuters, air quality partners/influencers, and the health and education sectors, to create an partner network to facilitate public engagement with diverse sectors and audiences.

NOACA staff will develop and deploy information gathering methods (surveys, focus groups, key informant interviews) to engage with target sectors (education, public health, business, government) and/or demographics (youth, black/brown, commuter populations) to gauge audience understanding about air quality conditions, impacts and education/outreach needs. An opportunity to promote air quality information and resources will be provided to assist audiences that want to learn more about the issue, and actions they can take to improve air quality.

Data collected will be analyzed by NOACA staff to improve communication, education and outreach campaigns, tools, resources, and other materials to increase impact, and appropriately and effectively target messaging to elevate air quality as a public health and transportation issue in the region. Data will be reported to the Air Quality Subcommittee at quarterly meetings.

Product 4:

NOACA staff will develop a two-tiered no-idling public campaign to deploy during Air Quality Awareness Week/start of ozone season to educate drivers about the effects of car idling on air quality. Staff will develop stickers and/or window clings with a no-idle message, and approach gas stations and drive through establishments to post during AQAW/Ozone season. Staff will also develop a no-idle education brochure for new drivers, and approach car dealerships, driving schools, air quality and safety partners to distribute materials, and post on the NOACA website.

NOACA staff will report on progress for all projects at quarterly Air Quality Subcommittee meetings.

Product 5:

Develop public health air quality outreach resources to educate the public about the outdoor air quality and public health connection, and personal actions to take to improve air quality, including flyers/brochure about the public health impacts of air quality, no-idle policies and implementation, and programs available to take personal action, such as walking/biking initiatives, Gohio Commute, no idling, and lawn mower/yard equipment information and rebate programs.

101.2 AIR QUALITY PLANNING ADMINISTRATION

Project Manager: Kathleen Moore

Project Team: Tim Kovach, Vacant Planner III, Derek Taylor (modeling support)

Description

This program assesses the air quality needs of the Cleveland-Akron-Lorain metropolitan planning area through modeling and data analysis to satisfy CMAQ eligibility requirements and conformity. NOACA assesses these air quality needs in relation to the federally-mandated Clean Air Act requirements, specifically the National Ambient Air Quality Standards (NAAQS) for public health. NOACA informs its Board for potential action through the Air Quality Subcommittee of the Board's Planning and Programming Committee. These efforts support the following NOACA Regional Strategic Plan Goals:

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	✓
Goal 2: Preserve Existing Infrastructure	✓
Goal 3: Build a Sustainable Multimodal Transportation System	✓
Goal 4: Support Economic Development	✓
Goal 5: Enhance Quality of Life	✓

Objectives and Performance Measures

- Provide support to the NOACA Board's Air Quality Subcommittee for their quarterly meetings (agendas, memos, presentations, minutes, etc.)
- Coordinate planning efforts with Ohio Department of Transportation (ODOT), Akron Metropolitan Area Transportation Study (AMATS), Erie Regional Planning Commission (ERPC), Ohio Environmental Protection Agency (Ohio EPA), Federal Highway Administration (FHWA), and United States Environmental Protection Agency (USEPA)
- Develop technical reports to reflect model outputs and emissions analysis to assess CMAQ project proposals, SIP budget updates and conformity, and Greenhouse Gas Emissions Inventory.

Previous Work

- Air Quality Subcommittee support for quarterly meetings
- Emissions modeling for CMAQ project proposals, SIP budget updates, conformity analyses, public transit impact studies, and *eNEO2050*
- Coordination with Ohio EPA on ozone reduction workgroup initiatives
- Technical assistance and project management for a local emissions and weather resiliency planning

NOACA SFY 2024 OWP

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Air Quality Subcommittee Administration	X	X	X	X
2. Collaborative Ozone and Carbon Reduction Programs	X	X	X	X
3. Air Quality Modeling and Conformity Analysis	X	X	X	X
4. Greenhouse Gas Emissions Inventory			X	X

Methodology

Product 1:

Relevant air quality news, legislature, analysis, or outreach will be discussed quarterly by the Air Quality Subcommittee (AQS) at NOACA in September and December (2023); March and June (2024). Agendas, meeting packets and meeting minutes are the key tangible products. This task includes budget and work program planning; outside presentations or data/technical assistance requests; and tracking of staff training and travel.

Product 2:

Provide planning and technical support for collaborative ozone and carbon reduction projects with Ohio EPA and air quality planning area partners. Encourage public participation in the programs developed by the workgroups for lawn and garden rebate/discounts and idle reduction campaigns.

Product 3:

This product includes modeling support for CMAQ project selection and conformity analysis (Quarters 1-2). This product also includes final memos and reports on CMAQ project emissions analysis and conformity analysis for proposed transportation project investments. Such efforts are conducted annually for the CMAQ program and also as needed per ODOT's request. Such analyses are presented to the AQS as necessary for information and potential action.

Product 4:

The need for this work product is supported by information from the U.S. Energy Information Administration (EIA), which indicates the transportation sector, which made up 29.3% of total GHGs in Ohio in 2018; second only to the electric power industry.¹ Further, greenhouse gas emissions from transportation have increased by about 10 percent since 1990, while overall GHGs have fallen by more than 15%.²

NOACA staff will develop an inventory of mobile GHG emissions associated for each county in the NOACA region and include this in the CY2022 Air Quality Trends Report to better inform the public about connections between transportation project investments and mode choices; traffic congestion; mobile emissions (including GHG); and air quality. A draft GHG emissions inventory and report is scheduled for Quarter 4 completion.

¹ *State CO₂ Emissions 2018*, <http://www.eia.gov/environment/emissions/state/>. [Accessed September 8, 2021].

² *Ibid*

102.1 LOCAL WATER QUALITY PLANNING

Project Manager: Kathleen Moore

Project Team: Pamela Davis, Eric Akin, Intern

Description

NOACA staff provide support to the Board on water quality planning issues through the Water Quality Subcommittee. Additionally, NOACA's local water quality efforts provide planning and technical support to NOACA member communities and their stakeholder populations. These efforts help protect regional water resources through NOACA's role as a water quality management agency. NOACA staff also support local stakeholders through watershed planning outreach efforts, and collaborate with water infrastructure managers to ensure effective and efficient planning for the region's water resources.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	✓
Goal 2: Preserve Existing Infrastructure	✓
Goal 3: Build a Sustainable Multimodal Transportation System	
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	✓

Objectives and Performance Measurement

- Support NOACA's Water Quality Subcommittee and the NOACA Board
- Improve the region's water quality through implementation of NOACA's Water Quality Strategic Plan and *Clean Water 2020* (208 Plan)
- Support local watershed planning groups to address nonpoint source pollution
- Facilitate local government implementation of best management practices (BMPs) to enhance regional stormwater management
- Support NOACA's member communities and the general public to help the region achieve water quality improvements

Previous Work

- Water Quality Subcommittee administration (FY2023)
- Black River and Cuyahoga River Areas of Concern (AOCs) technical assistance
- Ohio Environmental Protection Agency (Ohio EPA) Federal 604b22 and State Biennium/TIPBUD24 contract applications
- Completed an update to NOACA's Water Quality Strategic Plan
- Comprehensive watershed planning technical support and public outreach

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Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Water Quality Administration	X	X	X	X
2. Water Quality Planning and Technical Support	X	X	X	X
3. Ohio EPA 604b23 and TIPBUD25 Contract Development			X	X
4. Ohio EPA 604b22 Contract Support	X			X
5. Ohio EPA TIPBUD24 Contract Support	X			X
6. Implement Water Quality Strategic Plan and <i>Clean Water 2020</i>	X	X	X	X

Methodology

Product 1:

NOACA staff will provide quarterly planning and technical support to NOACA's Water Quality Subcommittee in September and December (2023) and in March and June (2024). Staff will develop agendas, memorandums, meeting packets and meeting minutes as the key tangible products. Work products also include public presentations and tracking staff time, travel, and training. Staff will prepare and present 208 Plan modification requests from wastewater designated management agencies (DMAs) to NOACA's Board of Directors and appropriate committees/subcommittees, as needed.

Product 2:

NOACA staff will provide water quality planning and technical support when necessary. Examples include weekly summaries of Ohio EPA activity, with highlighted projects of interest within 208 facility planning areas (FPAs) and adjacent counties. NOACA staff will also provide planning and technical assistance to the Cuyahoga and Black River Area of Concern (AOC) Advisory Committees. NOACA staff will perform Intergovernmental Reviews (IGRs) for federal and state grant programs; Project Planning Reviews (PPRs) for transportation projects considered for NOACA funding; and transportation project review for adherence to NOACA's Complete and Green Streets, FPA Development Impact and New or Modified Highway Interchange Project Policies.

Product 3:

NOACA staff will draft scope of work narratives and budgets and finalize Ohio EPA 604b23 and TIPBUD25 contract applications for approval by Ohio EPA in FY24 Q4.

Product 4:

NOACA staff will complete the work identified in NOACA's Ohio EPA 604b22 contract by leveraging local water quality dues, as needed. Staff will maintain and update Clean Water 2020 to include submittal of all revisions and modifications to Ohio EPA for certification by the Governor.

Product 5:

NOACA staff will complete the work identified in NOACA's Ohio EPA TIPBUD24 contract by leveraging local water quality dues, as needed. Staff will work with the Areawide/Water Quality Subcommittee of the Ohio Association of Regional Councils (OARC) on collaborative projects for nutrient reduction.

Product 6:

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NOACA staff will implement the updated Water Quality Strategic Plan and continue implementation of Clean Water 2020. Any work to implement Net Zero Cool Phase II will be included in the methodology for this activity/work product

Staff will continue to support the development of Nonpoint Source Implementation Strategy (NPS-IS) plans for subwatersheds. Technical support and mapping assistance for NPS-IS includes identification of critical areas and quantifiable strategic goals with implementation activities. Staff will coordinate with watershed partners to develop project summaries to help identify and attract funding to meet both short and long-term objectives.

NOACA staff will continue to engage communities in transition from on-site sewage treatment systems to sanitary sewers. Work may include outreach to identified transition areas and “critical sewer areas” will involve coordination with DMAs, community leaders, and health departments.

102.2 604b WATER QUALITY PLANNING

Project Manager: Kathleen Moore

Project Team: Pamela Davis, Eric Akin

Description

This program includes activities associated with a contract between NOACA and Ohio EPA (604b contract). The contract provides funding toward continuous planning activities associated with the maintenance and improvement of *Clean Water 2020*, NOACA's 208 Plan or areawide wastewater and water quality management plan. Ohio EPA may authorize additional work under the 604b contract to include supplemental and collaborative projects.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	✓
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	✓

Objectives and Performance Measurements

- Fulfill NOACA's Areawide water quality management planning responsibilities as specified in Sections 205(j), 208 and 303 of the Clean Water Act
- Maintain and improve Clean Water 2020 as outlined in the 604b contract with Ohio EPA
- Provide regional water quality planning technical assistance as outlined in the 604b contract with Ohio EPA
- Collaborate with the Areawide/Water Quality Subcommittee of the Ohio Association of Regional Councils (OARC) on initiatives to meet the goals of Ohio EPA.
- Complete Ohio EPA 604b quarterly and closeout reports

Previous Work

- Developed draft Nonpoint Source Implementation Strategy (NPS-IS) plans for three watersheds in the Upper Cuyahoga River in Geauga County (Tare Creek, East Branch Reservoir and Sawyer Brook watersheds)
- Provided GIS mapping assistance to Medina Soil & Water Conservation District in the development of Nine-Element Nonpoint Source Implementation Strategy (NPS-IS) plans for Headwaters Chippewa Creek (Medina County) and Hubbard Creek subwatersheds.
- Provided GIS mapping assistance to West Creek Conservancy to support NPS-IS Plan development for Headwaters Chippewa Creek-Cuyahoga River, Village of Independence Cuyahoga River and Willow Lake-Cuyahoga River subwatersheds (HUC 12)
- Submitted quarterly and closeout contract reports to Ohio EPA

NOACA SFY 2024 OWP

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. 208 Plan Maintenance and Improvements (604b22 contract)	x	x	x	x
2. Water Quality Planning and Technical Assistance (Ohio EPA 604b22 contract)	x	x	x	x
3. FPA Boundaries and Prescriptions Map Dispute Negotiations	x	x	x	x
4. Ohio EPA 604b22 Quarterly and Closeout Reports	x	x	x	x

Methodology

Product 1:

To maintain and update *Clean Water 2020* (208 Plan) wastewater planning maps, NOACA staff accept and review submittals of DMA-requested changes to FPA boundaries and prescriptions. Staff will gain consensus from DMAs on final draft FPA maps during the review process, then prepare and present FPA modification requests for (sub) committee and Board review. Following Board approval, staff will transmit copies of modification documents to Ohio EPA for certification. NOACA staff coordinate with large publicly owned treatment works (POTW) and Ohio's Water Pollution Control Loan Fund (WPCLF) program to ensure 208 FPA consistency with funded projects and will identify any necessary changes to maps.

Each year, NOACA staff initiate a comprehensive review of current FPA maps for a specific County, known as the Five-Year FPA Map Review Process. To complete the process, staff prepare and distribute maps for DMAs to review. NOACA staff offer to meet with DMAs and other stakeholders to determine if FPA map updates are necessary.

Product 2:

As a designated Areawide, NOACA staff conducts water quality management plan consistency reviews for permit-to-install (PTI) applications, a National Pollutant Discharge Elimination System (NPDES) permit, or a CWA loan or grant - Summaries (Ongoing). Staff provide progress reports for Ohio EPA to track PTI application locations in the NOACA region using geographical information systems (GIS); approximately 30 locations mapped each quarter.

NOACA staff provides technical Assistance to Ohio EPA, DMAs, health departments, engineers, developers and other interested parties on general 208 plan inquiries. NOACA staff typically records over 150 stakeholder assists on various 208 plan issues each year. NOACA anticipates a similar level of assistance in FY24.

Product 3:

Maintaining NOACA's 208 plan requires a contract task for dispute negotiations to resolve identified disagreements related to FPA boundaries and prescriptions for wastewater treatment. NOACA staff will organize and facilitate meetings, as needed, among DMAs, Ohio EPA staff, local health agencies, and other affected parties to resolve 208 Plan consistency issues or disagreements. For such meetings, NOACA staff will prepare agendas and meeting summaries. NOACA staff's goal for disputes is to facilitate a consensus agreement between wastewater DMAs and affected jurisdictions.

Product 4:

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Complete quarterly and closeout reports and quarterly invoices to Ohio EPA demonstrating 604b22 contract work and progress toward grant-funded deliverables. Quarterly reports are due to Ohio EPA no later than 30 days after the end of the quarter and closeout reports are due no later than 45 days after the end of the fiscal year.

102.3 OHIO EPA BIENNIUM WATER QUALITY PROGRAM

Project Manager: Kathleen Moore

Project Team: Eric Akin, Pamela Davis, Gina Beim

Description

This program includes activities associated with a contract between NOACA and Ohio EPA (Biennium/TIPBUD contract). The contract provides funding toward continuous planning activities associated with the maintenance and improvement of *Clean Water 2020*, NOACA's 208 Plan or areawide wastewater and water quality management plan. Ohio EPA may authorize additional work under the Biennium/TIPBUD contract to include supplemental and collaborative projects consistent with the priorities

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	✓
Goal 2: Preserve Existing Infrastructure	✓
Goal 3: Build a Sustainable Multimodal Transportation System	
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	✓

Objectives and Performance Measurements

- Fulfill NOACA's Areawide water quality management planning responsibilities as specified in Sections 205(j), 208 and 303 of the Clean Water Act
- Maintain and improve Clean Water 2020 as outlined in the Biennium/TIPBUD contract with Ohio EPA
- Provide regional water quality planning and technical assistance as outlined in the Biennium/TIPBUD contract with Ohio EPA
- Collaborate with the Areawide/Water Quality Subcommittee of the Ohio Association of Regional Councils (OARC) on initiatives to meet the goals of Ohio EPA
- Complete Ohio EPA Biennium/TIPBUD quarterly and closeout reports

Previous Work

- Completed the update to NOACA's 208 Plan, *Clean Water 2020*, and achieved certification by the Governor.
- Sent quarterly and closeout contract reports to Ohio EPA
- Resolved disputes with wastewater DMAs and updated FPA maps in Cuyahoga County, Lorain County and Medina County
- Created parcel-level map updates for FPA boundaries and prescriptions

NOACA SFY 2024 OWP

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. 208 Plan Maintenance and Improvements (Ohio EPA TIPBUD24 contract)	x	x	x	x
2. Water Quality Planning and Technical Assistance (Ohio EPA TIPBUD24 contract)	x	x	x	x
3. Designated Management Agency (DMA) Roundtable Administration		x		x
4. Ohio EPA TIPBUD24 Quarterly and Closeout Reports	x	x	x	x

Methodology

Product 1:

NOACA will continue to post the current version and updates of the 208 plan on NOACA's website www.noaca.org. NOACA staff will also post updates on the efforts involved in the 5-year FPA map updates to keep all interested parties informed on the progress of the county-wide map review process.

NOACA will continue to work on chapter content updates to Clean Water 2020, as needed, in accordance with the update procedures outlined in the current 208 Plan. NOACA staff will proactively work to promote and explain the updates in Clean Water 2020 to target audiences. Specifically NOACA will develop resources for officials and professionals typically involved with FPA modification requests submitted to NOACA.

During FY24, NOACA will determine the need to continue engagement with communities in transition from on-site sewage treatment systems to sanitary sewers. This engagement can involve development of community-specific fact sheets to distribute to local officials and professionals serving identified transition areas and conducting meetings within/between specific communities or with community officials.

Product 2:

Ohio EPA's contracts also allow Areawides and Ohio EPA District Offices to identify needs for regional water quality technical assistance. Areawides/District Offices are encouraged to incorporate Ohio EPA's goal to reduce the delivery of nutrients to surface/ground waters.

NOACA staff will continue to support subwatershed planning efforts to develop NPS-IS plans. Staff will continue to collaborate with watershed organizations and SWCDs and to develop GIS maps and NPS-IS Plans for review and approval by Ohio EPA.

During FY24, NOACA may participate in collaborative initiatives, such as continuing work on a multi-year project with the Areawide/Water Quality Subcommittee of the Ohio Association of Regional Councils (OARC) to supply data on sewer infrastructure to Ohio EPA. NOACA staff will complete the activities and deliverables for collaborative initiatives as outlined in the Ohio EPA Biennium/TIPBUD contract.

NOACA will continue to work with Ohio EPA Northeast District Office (NEDO) staff to support Total Maximum Daily Load (TMDL) stakeholder engagement efforts associated with the Black River TMDL.

Product 3:

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NOACA staff will facilitate semi-annual meetings of DMAs and satellite DMAs—prepare agendas, meeting packets, and meeting summaries to provide updates on NOACA's FPA-related work and continue communication among DMAs. NOACA will bring in outside speakers to present on topics related to wastewater treatment and planning in the NOACA region.

Product 4:

Staff will prepare quarterly reports and invoices to Ohio EPA demonstrating Biennium/TIPBUD24 contract work and progress toward grant-funded deliverables. Quarterly reports are due to Ohio EPA no later than 30 days after the end of the quarter and closeout reports are due no later than 45 days after the end of the fiscal year.

103.6 BROWNFIELD REVOLVING LOAN FUND PROGRAM

Project Manager: Vacant

Project Team: Joe MacDonald, Billie Geyer, Danielle Render, Gina Beim

Description

The United States Environmental Protection Agency (U.S. EPA) has awarded a Brownfield Revolving Loan Fund (RLF) Grant to the Northeast Ohio Areawide Coordinating Agency (NOACA) and Vibrant NEO Coalition (hereafter referred to as the Coalition). The RLF will support the clean-up and subsequent redevelopment of brownfield sites through loans and sub-grants, depending on the reuse of the property. Grant funds will be utilized to clean up both hazardous and petroleum substances at properties located in a 12-county region of Northeast Ohio that includes Ashtabula, Cuyahoga, Geauga, Lake, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull, and Wayne Counties.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	✓
Goal 2: Preserve Existing Infrastructure	✓
Goal 3: Build a Sustainable Multimodal Transportation System	
Goal 4: Support Economic Development	✓
Goal 5: Enhance Quality of Life	✓

Objectives and Performance Measurements

- Manage Marketing & Community Engagement Consultant
- Manage Qualified Environmental Professional
- Assist Brownfields Steering Committee with project application review
- Monitor selected loan/subgrant recipients
- Submit reports to U.S. EPA as required

Previous Work

- Create Memorandum of Agreement between NOACA and Vibrant NEO
- Create Loan Application
- Create Brownfields Steering Committee
- Enter Closeout Agreement (COA) with U.S. EPA describing requirements for the loan program after the end of the Cooperative Agreement (CA)
- Create marketing materials and conduct outreach to generate awareness and solicit applications from property owners
- Submit reports to U.S. EPA as required

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Marketing and Community Involvement	X	X	X	X
2. RLF Management and Administration	X	X	X	X
3. Loans and Subgrants	X	X	X	X

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Methodology

Product 1:

The Coalition will implement a marketing and community involvement program, with the assistance of a consultant.

- Manage consultant work and approve invoices for successfully completed tasks
- Develop and produce RLF Grant marketing materials
- Develop a Community Relations Plan for sharing information
- Convene borrowers and community stakeholders
- Identify and market to target audience
- Attend site meetings
- Create a site information repository
- Prepare for public meetings
- Issue press releases
- Create/develop program-specific webpages on NOACA and Vibrant NEO sites
- Travel to EPA Brownfields Conferences

The Coalition will engage with the following partner organizations to develop and market the program:

- County Land Reutilization Corporations
- County and City Departments of Community & Economic Development
- TeamNEO, the regional economic development agency
- Regional planning organizations/councils of government: Akron Metropolitan Area Transportation Study (AMATS), Eastgate Regional Council of Governments (Eastgate), Northeast Ohio Four County Regional Planning and Development Organization (NEFCO), Stark County Area Transportation Study (SCATS)
- Local Community Development Corporations
- Industrial brokerage community
- Local lending institutions
- Local environmental law firms
- Metroparks and land conservancies
- Local watershed partnerships

Staff will create site-specific Community Relations Plans for all projects to ensure residents know about and have access to the Analysis of Brownfield Cleanup Alternatives (ABCA) and other relevant information. It will contain:

- Relevant information about NOACA offices, meetings, and methods of communication.
- Relevant information about local project jurisdiction offices, meetings, and methods of communication.

Product 2:

The RLF Grant project manager will work with U.S. EPA and the Brownfields Steering Committee to manage the RLF program, with assistance and ultimate project approval from the NOACA Board of Directors. The project manager will:

- Work with U.S. EPA to gain site eligibility approvals and approvals regarding other program activities
- Verify the completion of cleanup activities

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- Approve invoices and arrange payments
- Document project activities for U.S. EPA reporting
- Manage the RLF Grant throughout the period and beyond to revolve the repaid funds
- Ensure selected applicants fulfill all federal requirements, including Davis-Bacon wage provisions, Build America Buy America procurement provisions

The Coalition will coordinate with the U.S. EPA Project Officer to:

- Closely monitor recipient's performance
- Review Analysis of Brownfield Cleanup Alternatives (ABCA)
- Collaborate during the performance of the scope of work
- Review proposed procurements
- Review qualifications of key personnel
- Review and comment on reports prepared under the Cooperative Agreement
- Review sites to verify they meet applicable site eligibility criteria
- Monitor the use of program income after the Cooperative Agreement project period ends

Product 3:

A Brownfields Steering Committee that contains representatives from NOACA and other project partners including Vibrant NEO, Eastgate, and NEFCO, and subject matter experts will provide financial expertise during loan review. A Qualified Environmental Professional (QEP) will provide consulting services for technical aspects of remediation.

Basic RLF Process

- Eligibility Determination
 - Coordinate with U.S. EPA Officer
- Loan Application Documents (may include):
 - Phase I, II ESAs, remedial action plan
 - Project budget and redevelopment plan
 - Pro forma
 - Project schedule
 - Audited financials
 - Articles of Incorporation and Organization
 - ALTA survey
 - Legal Description
 - Access agreement
 - Declaration of ownership
 - VAP CP credentials
- Loan Review (may include):
 - Overall determination of creditworthiness of project
 - Rate and Term sheet
 - Draft financial analysis
 - Offer letter
- Prepare ABCA for U.S. EPA review
- Execute Loan Agreement
 - The Coalition will disburse and service all loans
- Disbursements Requests and Loan Management

Remediation Oversight

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- Manage Qualified Environmental Professional (QEP) to oversee remediation in compliance with U.S. EPA and Ohio EPA regulations and approve invoices for successfully completed tasks
- Submit weekly reports to U.S. EPA during remediation
 - Photos
 - Waste generated and its disposal
 - Any public involvement
 - Any media attention
- Submit quarterly reports to U.S. EPA

600: TRANSPORTATION PROGRAM

601.6 ENHANCED MOBILITY PLANNING

Project Manager: Sarah White

Project Team: Jim Thompson, Leah Telepak

Description

The 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program provides funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and provide complementary paratransit services under the Americans with Disabilities Act (ADA). NOACA is the designated recipient of these funds and will manage the process and procedures for the administration of the 5310 program under this project.

This program will also engage older adults, individuals with disabilities, those with low income, and stakeholders representing these specialized populations as part of the planning process to continuously revise and update the *Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio*. Through mobility management practices, the program will promote improved transportation service coordination between human service agencies, public transit, and other providers.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	✓
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	✓
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	✓

Objectives and Performance Measurements

- Assess and plan for the current and future transportation needs of specialized populations, including older adults, people with disabilities, and those with low income to improve transportation options
- Complete a scheduled update of the *Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio*
- Support the goals and objectives of the *Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio*
- Prioritize and target specialized transit projects for federal and state funding.
- Effectively program and manage projects in support of the Enhanced Mobility (5310) funding programs
- Comply with Title VI and Environmental Justice (EJ) requirements through planning analysis of the transportation needs and locations of disadvantaged populations
- Promote mobility management and coordination of transportation services to older adults, individuals with disabilities, and low-income populations. Plan for current and future transportation needs
- Help improve the efficiency of public transit agencies and human service agencies by cultivating partnerships and coordinated transportation activities

Previous Work

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- Managed the Specialized Transportation program annual application and selection process for SFY 2020, SFY 2021, and SFY 2022.
- Updated the Program Management Plan for Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310)
- Updated the application for the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program and allocation criteria for program
- Completed the Tier II Transit Asset Management Plan
- Completed the Coordinated Public Transit-Human Services Transportation Plan
- Managed RideAmigos in development, testing, and implementation of Specialized Mobility Search portion of Gohio Commute, Gohio Mobility, and continue to maintain provider data

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Grants Administration of the Enhanced Mobility of Seniors and Individuals with Disabilities program (5310)	X	X	X	X
2. Pass-through Projects: grant disbursement for Section 5310 approved pass-through capital/operating project funds	X	X	X	X
3. Mobility Management planning activities and technical support	X	X	X	X

Methodology

Product 1:

Monitor sub-recipient projects for compliance with application goals and federal grant regulations, including submission of all required Certifications and Assurances and Program of Projects

- Solicit, evaluate, recommend, and award 5310 project applications
- Develop and enter into contracts with sub-recipients or supplemental agreements with direct recipient
- Use Federal Transit Administration's (FTA's) Transit Award Management System (TrAMS) and Electronic Clearing House Operation (ECHOWeb) systems to manage all aspects of grant distribution and oversight for sub-recipients receiving funds
- Publicize availability of funding for the Cleveland urbanized area through public notices, direct, and email notification of interested parties, and the NOACA website

Product 2:

- Distribute grants to sub-recipients receiving capital/operating project funds

Product 3:

Complete a scheduled update of the *Coordinated Public Transit-Human Services Transportation Plan for Northeast Ohio*

- Conduct research and analysis on changes in public policy and recommend appropriate steps to integrate changes into the planning process for specialized transportation
- Maintain Specialized Mobility Search portion of Gohio Commute, Gohio Mobility. Educate users and promote platform with NOACA's environmental planning team
- Identify low-income and minority populations to address benefits and burdens of transportation investments and ensure equitable distribution of transportation funding
- Promote improved transportation service coordination between human service agencies, public transit, and other providers in the region through convening stakeholders such as the

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Northeast Ohio Mobility Coalition, Services for Independent Living Transportation Coalition, Ohio Department of Transportation Mobility Managers Roundtable, etc.

- Implement strategies to achieve the goals and objectives identified in the *Coordinated Public Transit-Human Services Transportation Plan*
- Encourage integration of American Disabilities Act (ADA) transition plans into the Project Planning Review (PPR) process if needed

602.0 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND FUNDS MANAGEMENT

Project Manager: Ed May

Project Team: Ed May, Jim Thompson, Senior Planner (Vacant), Planner III Programming (Vacant), Leah Telepak

Description

This program is the implementation tool for the NOACA region's *Long-Range Transportation Plan eNEO 2050: An Equitable Future for Northeast Ohio*. The TIP is maintained and updated on a regular basis to ensure compliance with federal regulations and state policies and procedures. *eNEO2025* guides the design, management and investment in the region's transportation system for everyday forms of travel – motor vehicle, public transit, bicycle, and pedestrian – and the movement of goods and freight. The NOACA Regional Transportation Investment Policy (RTIP) serves as the primary instrument in managing the TIP and NOACA's federal fund resources.

Funds-management objectives ensure the efficient and effective use of federal funds allocated to NOACA for plans and programs that advance the region's transportation system and achieve adopted performance measures and targets.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Maintain the region's 2024-2027 TIP consistent with the NOACA RTIP and federal and state requirements
- Continue to develop data-driven programs that allow for systematic improvements to the region's transportation system while minimizing administrative burden
- Provide information regarding the TIP to all affected and interested parties, including environmental justice (EJ) populations, to afford them the opportunity to comment on the programs and projects
- Ensure that NOACA capital program funding balances are spent down by the end of the state fiscal year using innovative funding strategies to advance projects, where appropriate and when possible
- Oversee and manage NOACA-administered funding programs to ensure projects are effectively prioritized, programmed and delivered within scope, on time and on budget.
- Support and provide technical assistance to project sponsors toward effective and efficient program delivery
- Use GIS mapping to pinpoint EJ areas and to ensure that those populations share equitably in the benefits of NOACA's projects and programs
- Evaluate and prioritize proposed LRTP and associated plan strategies and projects in accordance with established project prioritization criteria, transportation performance measures and regional benefits
- Coordinate with communities and regional agencies to develop programs and projects that implement the strategies of the NOACA LRTP and associated plans

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- Encourage and advance regional collaboration and best practices in the areas of project planning, financing, contracting and implementation
- Maintain Transportation Performance Management (TPM) components in the TIP consistent with Federal rulemakings and in coordination with ODOT and public transportation providers

Previous Work

- Developed the 2024-2027 NOACA TIP for FHWA approval in July 2023
- Ensured any new or significantly revised projects proposed for implementation in the region were evaluated and adopted through the established Project Planning Review (PPR) and TIP Amendment and Modification procedures
- Amended ODOT/NOACA performance targets into the TIP
- Managed the NOACA administered programs to effectively expend allocated funds to minimize carry forward while maintaining appropriate project review processes.
- Maintained the capital program performance measures and dashboard reports to monitor the delivery of NOACA funding programs on a quarterly basis
- Developed and applied TIP prioritization criteria to all plan projects in the TIP universe to determine recommendations for NOACA administered funding during development of the SFY 2024-2027 TIP that will help achieve established performance measures and targets

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. SFY 2024-2027 TIP Management	X	X	X	X
2. Manage funding for major infrastructure projects (Irishtown Bend; lakefront; vision for the valley; etc.)	X	X	X	X
3. Coordination of Scenic Byway Program	X	X	X	X

Methodology

Product 1: SFY 2024-2027 TIP Management (Quarters 1-4/Ongoing, unless noted below)

- Maintain the 2024-2027 TIP to ensure all programs and projects reflect current funding levels, programmed schedules, and scopes
- Review and update the RTIP to reflect current NOACA goals and priorities, and any requirements resulting from changes in federal or state law concerning transportation and transportation planning (Quarters 2 and 4)
- Evaluate and implement available innovative financing strategies to advance shovel-ready projects in the TIP
- Review and update NOACA's funding resource guide to accurately reflect current Federal, State and other funding programs available to communities and public transit agencies
- Implement and manage the solicitation of applications and programming of selected projects for NOACA's TLCI, Section 5310, Carbon Reduction, and CMAQ programs.
- Deliver the NOACA capital programs through sponsor coordination, public involvement, and Committee and Board action
- Provide support as needed to ODOT, local project sponsors, and public transit agencies to monitor and coordinate the delivery of projects and programs in the TIP
- Coordinate with ODOT and project sponsors to finalize the SFY 2025 Annual Priority List of NOACA-administered funded projects (Quarter 3)
- Review bi-weekly, ODOT-generated project status reports

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- Maintain capital program performance measures and dashboard reports to keep apprised of increased costs and/or schedule changes in a timely manner and to provide a means of verifying that program goals are met. Report project development status to the appropriate committees and Board of Directors
- Maintain and update, as needed, transportation performance management measures in the TIP to reflect federal, state, and regional priorities. Evaluate ongoing TIP prioritization and investment strategies toward achievement of adopted measures and targets
- Prepare an annual list of obligated highway, transit, and planning projects federally funded in accordance with 23 U.S.C. 250.332 (Quarter 1)
- Prepare the NOACA capital programs for the end-of year annual report that will highlight current TIP status and NOACA-administered funding achievements, including a report of financial management and budget
- Manage and update NOACA's Infrastructure Investment and Jobs Act of 2021 (IIJA) regional project prioritization tool for selection of grant applications
- Support NOACA's preparation and submission of grant applications

Product 2:

- Manage, monitor, and report on regional grants received, including the Irishtown Bend Slope Stabilization Project, the Amish Buggy Safety Project, the Regional Infrastructure Accelerator Project, and any other federal grants received.

Product 3:

- Participate and lead efforts of the LECT Byway Committee
- Regularly review and update the LECT Corridor Management Plan to ensure that it effectively outlines the Byway's intrinsic qualities, effective marketing and public awareness strategies, and opportunities for coordination with stakeholders (Quarters 2-4)
- Provide support and technical assistance, as needed, to the Ohio and Erie Canalway and North Ridge Scenic Byway committees in the development and implementation of corridor management plans (Ongoing)
- Regularly review and update the LECT mobile application to best represent the LECT intrinsic resources and sites of interest
- Continue development of marketing and promotional materials to educate and inform potential travelers of the LECT

602.2 PROJECT PLANNING REVIEW – INTERGOVERNMENTAL REVIEW & CONSULTATION

Project Manager: Ed May

Project Team: Bev Burtzlaff, NOACA Planning and Programming Staff comprising the internal Capital Programs Committee

Description

Project Planning Review (PPR) is the review process which transportation projects must undergo before being added or amended to the NOACA Long-Range Transportation Plan (LRTP) or Transportation Improvement Program (TIP). This process involves review of proposed projects by staff, committees, the general public and NOACA's Board of Directors. PPR ensures that NOACA meets all federal, state and local planning requirements for projects requesting federal funding and projects on the federal-aid system not requesting federal funds. The purpose of PPR is to (1) assess whether a proposed project helps achieve NOACA vision and goals, (2) ensure the proposed project is consistent with NOACA planning requirements and oversight agency requirements, (3) assist project sponsors in the development of projects, and (4) invite public involvement.

Intergovernmental Review and Consultation (IGRC) is a component to the PPR process that solicits involvement from governmental bodies potentially affected by a proposed project. An effective IGRC process is necessary to comply with federal requirements, to strengthen intergovernmental partnerships, and to foster cooperation and coordination among all levels of government. Staff will work with ODOT, USDOT, FHWA, FTA and other partners to integrate and update the goals, performance measures, targets as required by the MAP-21/FAST/IIJ Acts.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	

Objectives and Performance Measurements

- Coordinate and manage NOACA's PPR process, which includes NOACA staff review, committee review, public involvement, and IGRC. PPR assesses a project's compliance with NOACA's long-range transportation goals and requirements, including performance measures and targets
- Work with ODOT, USDOT, FHWA, FTA, and other partners to integrate the goals and performance measures and establish targets required by MAP-21/FAST/IIJ Acts
- Track and monitor comments and conditions resulting from the PPR and IGRC processes and work with project sponsors through project development to ensure concerns are successfully addressed
- Ensure that projects proposed for the LRTP and TIP achieve NOACA goals and planning requirements
- Create an opportunity for active engagement of interested and affected parties and the general public to review and provide input on projects under consideration for inclusion in NOACA's LRTP and TIP

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Previous Work

- Implementation of ongoing quarterly PPR process
- Development of the Project Planning Review Standard Operating Procedures
- Produced quarterly summaries of IGRC reviews

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Quarterly PPR administration and post-PPR monitoring	x	x	x	x
2. IGRC administration and materials and reports for distribution	x	x	x	x

Methodology

Product 1:

- Evaluate projects proposed for inclusion in the Plan and TIP against NOACA Planning requirements and target screening criteria, inclusive of adopted transportation performance measures and targets
- Initiate PPR process and coordinate with appropriate staff to allow for the effective and efficient evaluation of projects
- Administer and manage the PPR process on-time
- Document and monitor PPR comments and conditions in coordination with project sponsors to ensure that they are satisfactorily addressed prior to TIP inclusion
-

Product 2:

- Address questions from interested and affected parties regarding the IGRC process in an appropriate and timely manner
- Conduct the IGRC process using effective outreach tools and in coordination with the PPR process to notify affected parties of project information available for review
- Document and monitor IGRC comments and conditions in coordination with project sponsors to ensure that they are satisfactorily addressed prior to TIP inclusion
- Administer a comprehensive listing of interested parties for use in distributing IGRC information process

605.0 SUB-AREA & CORRIDOR STUDIES

Project Manager: Senior Planner, Modeling (Vacant)

Project Team: Derek Taylor, Dave Bass, Dave Kuebler, Planner I (Vacant), Planner II (Vacant), Planner III (Vacant), Senior Planner, Engineering (Vacant), Ali Makarachi

Description

This project includes planning efforts at the subarea and corridor scale to identify and analyze transportation system inefficiencies and deficiencies. This project emphasizes transportation planning and traffic engineering as well as land use considerations. Resulting recommendations can be short or long term, and may call for analysis that is more detailed.

Implementing the NOACA Complete and Green Street policy is one of the main activities in this project and the objective is to respond to the demands of motor vehicles, pedestrian, and bicycles in an efficient and safe manner.

Road and street functional classification attempt to define the access and mobility boundaries by grouping roads, streets, and highways in a hierarchy based on the type of highway service they provide. Generally, how closely a highway or street actually functions compared to the defined service plays a crucial role in reducing congestion, promoting safety, and increasing transportation system efficiency. Streets and highways are part of an interconnected network, and each one plays a role in moving traffic throughout the system by a specified degree of access and a level of movement.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Assist in achieving NOACA's Long-Range Transportation Plan (eNEO 2050) goals by working to improve efficiency and safety of the existing transportation system and prioritize significant elements of the system for funding recommendations.
- Enhance modal choices by improving access to all the modes of travel facilities and services on identified corridors.
- Reinvigorate arterial corridors role as multimodal corridors.
- Restore arterial functionality.
- Coordinate with local and regional partners in the planning process to identify deficiencies and measure the performance of the region's transportation system.
- Maintain and update a federal-aid network of roadways through the functional classification revision process.

Previous Work

NOACA SFY 2024 OWP

- Completed the following tasks:
 - Functional classification adjustments – Ongoing
 - Corridor Data Requests from External Partners and Stakeholders - Ongoing
 - IR-71 & IR-77 Corridor Analyses – SFY 2018 & SFY 2019
 - New Interchange Analysis including I-480/Granger Rd, SR-44/Jackson St
 - Cleveland Clinic Transportation Plan Assistance – FY 2022
 - E105th/E 93rd St Corridor Analysis – FY 2022
 - SR-2 Corridor Modification Scenarios – FY 2022

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Subarea and/ or Corridor Analysis	X	X	X	X
2. Aerozone Subarea Studies	X	X	X	X
3. Complete & Green Street Policy Implementation	X	X	X	X
4. Highway & Street Function Class Modifications	X	X	X	X

Product 1:

- Conduct subarea and corridor transportation analysis for principal arterial corridors in response to internal and external requests. These analyses may include, but not limited to, daily and time-period traffic volumes, turning movements, congestion levels, transit service and ridership, environmental justice, origin-destination study.

Product 2:

- Conduct a sub-regional study for Aerozone. The Aerozone is an employment center for technology, research, development, and logistics jobs clustered within the communities surrounding the Cleveland Hopkins International Airport and NASA Glenn Research Center.

Product 3:

- Implement the NOACA Complete and Green Street Policy in a selected arterial.

Product 4:

- Analysis all submitted requests for highway/ street functional classification changes by applying the Board-approved criteria.

605.1 TRANSIT AND RAIL PLANNING

Project Manager: Chad Harris

Project Team: Planner II (Vacant), Ali Makarachi

Description

Transit is an important aspect of the transportation network, and mobility choices are vital to the health and vibrancy of a region. Public transit is not just a form of alternative transportation, but provides options for lower-income households, the elderly, and people with disabilities. Public transit provides access to healthcare, entertainment, and educational facilities, among other daily activities and destinations. Corridors with high amounts of transit riders are crucial for local transit authorities in terms of transit network coverage and service. The other important factor in increasing transit ridership is connectivity. The “first mile” and “last mile” bus services as feeders to the main transit corridors are the connection links in providing a complete transit connectivity from riders’ actual origins to their destinations.

In the NOACA region, bus services, including local, premium and Bus Rapid Transit (BRT), which run through the existing highways and streets, network with thousands of bus stops at different levels of passenger comfort. As an alternative to the road network, there are limited miles of railway network of light and heavy rail operated by the Greater Cleveland Regional Transit Authority (RTA) for passenger services and regional freight rail companies. It should noted that the length miles of the existing railway network is not comparable to total lane miles of road network.

This project will analyze the current local and regional transit networks based on accessibility to major residential areas, major workplaces, major destinations and Environmental Justice areas. Analyses of the existing transit networks will be followed by establishing a set of short, medium, and long-term objectives for development and expansion of improved transit networks to achieve a true multimodal transportation system in the NOACA region.

Local governments generally support land use changes associated with the establishment of an expanded rail network, which in turn encourages significant Transit Oriented Development.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Collaborate with local transit agencies in improving the existing transit networks.
- Study the proposed eNEO visionary rail network and recommend a set of appropriate extensions by the planning decades.
- Support the local transit Oriented Development initiatives.

Previous Work

- Completed the Transit Economic Analysis Study in conjunction with NOACA’s modeling and environmental activities.
- Completed the Transit Oriented Development (TOD) scorecard and Implementation plan.

NOACA SFY 2024 OWP

- Completed TOD plans for three pilot locations.
- Completed Transit Asset Management Tier II Plan in conjunction with the Enhanced Mobility for seniors and Individuals with disabilities program.
- Completed regional transit strategic planning process in SFY 2021.
- Conducted a vanpool plan in SFY 2022,

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Transit network development based on improving access to jobs, equity, and major transit corridors	X	X	X	X
2. BRT Priority Corridor Strategic Plan	X	X	X	X
3. Visionary rail network development	X	X	X	X
4. Transit Orientation Development (TOD) Program	X	X	X	X
5. Van Pool Program	X	X	X	X

Product 1:

- Develop an improved regional transit network in collaboration with transit agencies.

Product 2:

- Study the major transit corridors for recommending BRT lines.

Product 3:

- Study the proposed eNEO visionary rail network and recommend a set of appropriate extensions by the planning decades.
- Continue advocacy work and planning for inter-city passenger rail service corridors radiating from Cleveland

Product 4:

- Establish a set of criteria based on high frequency, high transit capacity and connectivity to the primary activity centers to identify potential transit stations for TOD.
- Identify a set of transit stations by applying the established TOD criteria.
- Specify the Land use types around the identified potential transit stations.

Product 5:

- Support the NOACA Van Pool Program implementation by providing information from the conducted vanpool plan and analyses.

605.2 NONMOTORIZED MODES OF TRAVEL

Project Manager: Dave Bass

Project Team: Planner II (Vacant), Dave Bass, Sam Schweikert, Ali Makarachi, Chad Harris

Description

Walking and bicycling are important components of a multimodal transportation system in urban, suburban, and rural settings. Planning for walking and cycling is a travel demand strategy that can alleviate vehicle traffic congestion and reduce emissions. Improving or increasing the pedestrian and bicycle infrastructure is necessary in the NOACA region, but especially critical for the population that does not have access to a personal vehicle.

Nonmotorized modes of travel are generally used for conducting the following trips and activities:

- Utilititrain (non-recreatinal) trips
- Access to transit services
- Recreational Pursuits

A great proportion of transit stops currently are not accessible by walking and biking safely and comfortably. Creating walking and biking connections to all stops will require a large amount of investment and in this regard, the guidelines of the NOACA ACTIVATE Plan offers a prioritization model. This project will implement that investment prioritization model for accessing transit stops by nonmotorized modes of travel.

This project also includes data collection activities and the purposes are:

- Gauging regional and local trends,
- Determining the impact of facility improvements or changes,
- Studying pedestrian and cyclist behavior,
- Calibrating walk and bike modes in the NOACA Travel Forecasting Model, and
- Guiding planning and programming

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Establish a balanced transportation system that allows for safer and more convenient multimodal transportation.
- Create walking and biking connections to major transit stops in the NOACA region.
- Improve the nonmotorized data collection by considering the potential demand locations.
- Enhance and automate the biking information available to cyclists.

Previous Work

- Prepared bicycle and pedestrian count report.

NOACA SFY 2024 OWP

- Supported stakeholders with guidance on best practices for active transportation.
- Managed regional bicycle and pedestrian volunteer count program.
- Prepared and distributed Cuyahoga, Geauga, Lake, Lorain and Medina individual county bike maps.
- Managed permanent bicycle and pedestrian counters program.
- Develop technical guidelines for nonmotorized transportation planning.

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Nonmotorized mode facility improvement and extension based of the noaca activate guidelines	x	x	x	x
2. Major transit stop prioritization for investment in improvement transit access of nonmotorized modes	x	x	x	x
3. Bicycle & pedestrian count program	x	x	x	x
4. Bike map maintenance and mobile application development	x	x	x	x
5. Street Supplies Program	x	x	x	x

Product 1:

- Support walking and biking facility improvement efforts of partner agencies by utilizing the NOACA Activate Guidelines.
- Continuously explore best practices in bicycle and pedestrian planning and improve the NOACA Activate Guidelines.

Product 2:

- Propose an investment prioritization model for accessing transit stops by nonmotorized modes of travel.

Product 3:

- Analysis potential walking and biking demand and routes using the NOACA travel forecasting model and adjust the data collection locations accordingly.

Product 4:

- Continue maintenance of bike maps and produce a mobile device app for locating the biking optimal routes in association with traffic stress levels. NOACA's proposed mobile bike application seeks to convert the regional bike maps from their paper and PDF formats into an interactive application. This application will enable the user to identify safe biking routes from an origin to a destination in a manner that is specific to any level of biking ability. In addition, this application will inform the regional bicycle planning process in the following ways: a) With user permission, the application will log bike trips (maintaining anonymity of user), generating a source of data that will be used by NOACA and other transportation planning stakeholders in further designing the region's bicycle network; and b) This data will serve as a source of information on the general demand for bicycle travel, including frequency, type of trip, and origins and destinations.

Product 5:

- Continue providing street supplies to communities for their local projects

605.3 REGIONAL FREIGHT PLANNING

Project Manager: Ben Turin

Project Team: Ali Makarachi

Description

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Efficient freight movement is becoming more challenging as its traffic is increasing. Safety, travel time reliability and infrastructure conditions are transportation related concerns. Generally, freight planning is a component of other transportation areas such as safety, operations, congestion, and expands to other faculties and modes beyond roadway network alone.

This project focuses on transportation aspects of freight planning and comprehensive data gathering effort to understand freight movement in the NOACA region across all five modes: trucking, water, rail, air, and pipelines. The freight-intensive locations will be identified as the center of data collection activities and the data will include origins, destinations and routes of freight in the region today. To inform future scenarios, analyses will be conducted on safety, infrastructure conditions (e.g. pavement, bridges, and rail tracks), freight mobility, and freight network redundancy.

This project also envisions the future of freight in the NOACA region in several ways:

- Performance,
- Technology and Innovation, and
- Future investments,

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Make inventory and map the freight system in the NOACA region.
- Compile freight mode characteristics.
- Develop and evaluate performance measures for freight movements.
- Conduct outstanding freight hub studies.
- Compile the State of Freight report annually.
- Research innovative freight topics

Previous Work

- Updated the NOACA Regional Freight Plan – SFY 2022
- Produced State of Freight Report– SFY 2021
- Prepared CSX Rail Freight Hub Study – SFY 2020, Fairport Harbor Freight Hub Study – SFY 2021, and Port of Lorain Freight Hub Study – SFY 2022

NOACA SFY 2024 OWP

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Performance measures & targets development related to freight operations	x	x	x	x
2. Identify major freight hubs and evaluate their access management		x	x	x
3. Rail crossing prioritization in association with freight movements			x	x
4. Update the Regional Freight Plan focusing on transportation aspects of travel time, cost, safety, etc.	x	x	x	x

Product 1:

- Truck Travel Time Reliability Index (TTTR)
TTTR is the only required performance measure per FHWA guidelines for freight planning at present. This measure will be collected and reported.
- Develop additional performance measures.

Product 2:

- Identify freight-intensive locations
- Evaluate the identified freight major hubs for connectivity, safety, congestion, etc.

Product 3:

- Update the rail-crossing map with community impact indices.
- Prioritize the rail crossing locations for improvements

Product 4:

- Summarize performance measures across time.
- Conduct research on innovative freight planning topics.
- Prepare data for updating the freight plan.

605.4 MODELING & DATA ANALYSIS

Project Manager: Derek Taylor

Project Team: Chad Harris, Sam Schweikert, Dave Kuebler, Dave Bass, Planner I (Vacant), Planner II (Vacant), Senior Planner (Modeling - Vacant), Ali Makarachi

Description

Transportation models are used to evaluate and prioritize plans and projects, and assist decision-makers to understand the transportation related impacts and plausible outcomes of major investments. Similar to other megaregion travel demand models, the NOACA Travel Forecasting Model is a mathematical model that utilize a vast amount of socioeconomic data and highway and transit network attributes and many years of research in the field of travel modeling.

Principal activities for this project comprise developing and maintaining transportation models to assist in planning for the region's future transportation needs and developing the Long-Range Transportation Plan in coordination with the State and performance based planning processes. NOACA's travel forecasting model is a macro-level planning tool for evaluating the current and future travel by various modes in the NOACA region. Other important related activities are traffic count collection and Household travel survey, which will be utilized to calibrate and evaluate the developed travel demand model.

Traffic volumes, transit ridership, truck volumes and vehicle mile travel (VMT) are typical outputs used for many regional transportation-planning activities.

This project also provides geographic information systems (GIS) technical assistance and data management for agency transportation projects and planning.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	

Objectives and Performance Measurements

- Operate, maintain, and update NOACA travel forecasting model in accordance with FHWA, FTA, and ODOT guidance.
- Provide technical assistance and analysis in response to requests from planning staff, ODOT district staff, etc.
- Calibrate and validate the NOACA travel forecasting model using the updated traffic counts, household travel survey results and other data sources.
- Continue to update / maintain GIS databases and standards.
- Continue to support NOACA staff with GIS technical assistance, mapping and data analysis.
- Continue to maintain NOACA's online GIS Portal.

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Previous Work

- Prepared the Traffic Analysis Zone (TAZ) System, associated land-use data, parking data, transit lines, highway/ street network attributes, special trip generators, etc. for use in the NOACA travel forecasting model.
- Completed conformity analysis for the SFY 2021-2024 Transportation Improvement Program.
- Performed CMAQ analyses for local projects receiving ODOT funding independent of the statewide program and for those seeking funding through the statewide CMAQ program.
- Produced model data outputs as inputs to the congestion management analysis, community pavement reports, and various transportation studies.
- Annexed Summit, Portage, and a part of Wayne counties to the NOACA modeling region to more accurately capture inter-county trips.
- Updated all model inputs to reflect a 2022 base year.
- Maintain all model inputs at five year-increments between 2020-2050
- Updated transit routes and line ridership for year-ending 2021 schedules.
- Added bike trails to the model network to allow for better bike routing
- Integrated a bike assignment into the travel forecasting model.
- Split truck model outputs into 3 categories (small, medium, and large) to assist in freight planning.
- Assisted staff on specific GIS data/mapping/analysis needs: freight, transportation planning, water quality, safety reports, bike map, TIP, and LRTP
- Maintained geodatabase data storage including adding new data and updating existing data, portal data and enhancements such as switching to Java format and adding layers, and advising in the development of the Data Analysis and Research Tool (DART)
- Developed custom GIS tools for specific staff needs such as a buffered crash analysis for the safety team and a modeling data input conversion tool

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. GIS databases maintenance /analysis and Response to Internal & External GIS Requests	x	x	x	x
2. Household Travel Survey (HHTS) implementation and analysis	x	x	x	x
3. Regional Traffic Count Program - annual data collection & analysis			x	x
4. NOACA Travel Forecasting Model maintenance and update	x	x	x	x
5. NOACA Travel Forecasting Model outputs analysis in response to internal & external requests	x	x	x	x

Products 1:

- Produce GIS data for agency planning needs.
- Continue to update/maintain GIS databases and file structure.
- Continue to update/maintain NOACA's online GIS Portal and DART.
- Create detailed and well-designed maps for specific projects.

Product 2:

- Manage the HHTS implementation.
- Publish the travel survey results and produce technical reports.

NOACA SFY 2024 OWP

- Adjust parameters and the appropriate input data of the NOACA travel forecasting model based on the travel survey results.

Product 3:

- Review, organize and process the annually collected traffic count data.
- Evaluate the received traffic counts for reasonableness, accuracy and completeness.

Product 4:

- Update the NOACA travel forecasting model.
- Implement a model recalibration and revalidation process to provide more realistic travel forecasting model outputs.

Product 5:

- Provide analysis based on the NOACA travel forecasting model for various planning projects such as congestion management process, highway network modifications, realignment of transit lines, corridor studies, etc.
- Provide model outputs to air quality modeling analyses to support conformity.

605.5 EVOLUTION OF FUTURE INFRASTRUCTURE & TECHNOLOGY

Project Manager: Dave Bass

Project Team: Senior Planner (Vacant), Ali Makarachi

Description

The automobile industry is replacing “Horse Power” with “Processing Power” and there is a little doubt that the Plug-in Hybrid Electric Vehicles (PHEV), Connected and Autonomous Vehicles (CAV), autonomous shuttles and other technology driven advancements are going to fill our highway network sooner than expected. This technology will not replace the existing modes of travel overnight. However, the PHEVs and CAVs will slowly replace the existing conventional cars and eventually all will be traveling in these futuristic vehicles. Traffic signals could be outdated as cars will be in constant communication with each other to ensure they smoothly and safely weave through traffic condition. This could free up more space for pedestrian areas and bicycle lanes. This may take one or two decades but it will certainly happen with new social norms and travel patterns being established. Any future transportation plan should consider these technology advancements in different levels.

Autonomous shuttle feeder buses are expected to work best in line-haul segments with focus on first mile and last mile services. In addition, these services may compete with traditional transit services due to increased user productivity, reducing insurance costs, as they are generally safer.

This project facilitates the sharing of best practices with and among partner agencies and provides leadership on the update of the regional intelligent transportation system (ITS) architecture in order to comply with the Federal Highway Administration (FHWA) rule requiring that federally funded transportation projects are consistent with the national ITS architecture.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Install charging ports in response to PEVs demand in the region.
- Study the implementation of the autonomous shuttle buses.
- Identify smart freeway and major arterial lanes for communicating with autonomous vehicles.
- Examine roadway capacity and safety improvements of the identified smart highway lanes.
- Maintain and update the existing NOACA ITS system.

Previous Work

NOACA SFY 2024 OWP

- Estimated annual number of required charging ports for supporting the projected annual PEVs.
- Analyzed traffic impacts of several selected smart freeway lanes, which allocated to autonomous cars and trucks only.
- Examined autonomous shuttle buses for improving workers' accessibility to the regional major job hubs and transit hubs.
- Collected information for ITS system in the region, identified existing, and planned ITS improvements.

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. EV charging stations - planning and implementation	x	x	x	x
2. Regional ITS Architecture planning and coordination	x	x	x	x
3. Autonomous shuttle feeder bus service planning	x	x	x	x
4. Future Technology of autonomous and connected vehicles adaptation plans	x	x	x	x

Product 1:

- Continue managing the implementation of the current EV charging ports.
- Develop a plan for EV charging sites beyond 2030.

Product 2:

- Maintain and update regional ITS architecture and strategic plan for the NOACA region and coordinate with ODOT on statewide ITS planning.
- Guide the region's future investments in intelligent transportation infrastructure and deployment of autonomous and connected vehicles.

Product 3:

- Identify a set of potential routes that autonomous shuttle services could operate as the "first mile" & "last mile" services and as the feeders to the main transit lines.

Product 4:

- Develop planning strategies at the regional level for deploying autonomous and connected vehicles in order to ensure the safe and efficient operation of public roadways.

605.6 CONGESTION MANAGEMENT PLAN (CMP) & TRAFFIC OPERATIONS

Project Manager: Senior Planner (Engineering - Vacant)

Project Team: Planner III (Vacant), Ali Makarachi

Description

The purpose of a congestion management plan is to:

- (1) Identify the spatial and time-based aspects of traffic congestion,
- (2) Measure the congestion severity, and
- (3) Develop congestion mitigation strategies to alleviate congestion for enhancing the mobility of persons and goods in the NOACA region.

The planning years for the NOACA congestion management plan, established in the eNEO 2050 Long Range Transportation Plan (LRTP), are 2020-2030, 2030-2040, and 2040-2050. Each decade cycle plan will be evaluated during the third year and sixth years of its implementation.

A set of specific, measurable, agreed-upon, realistic, and time-bound regional and local objectives will be updated for each planning year. These objectives will build upon the prior-year objectives in order to fulfill the NOACA's regional strategic plan goals. It should be noted that the CMP objectives are a subset of the NOACA's LRTP goals and objectives to provide multimodal transportation system and focus solely on traffic congestion.

During the third and sixth years of each NOACA CMP, staff will begin evaluating the progress of the implementation of CMP objectives, so they can be adjusted/updated, if necessary.

NOACA's congestion management process is consistent with current practices required by federal law. The primary purpose is to identify congested corridors in the region, develop strategies to mitigate the congestion, and monitor the effectiveness of such strategies.

Communities in the NOACA region may request technical assistance in transportation planning and traffic engineering. This project will respond to these requests by conducting appropriate studies and recommending traffic operation improvements.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

The CMP uses several objectives and performance measures to characterize current and future conditions on the transportation system in the region. The eNEO 2050 LRTP introduced the following congestion management objectives for the planning decades:

- Reduce Total vehicle delay during the AM and PM peak periods.
- Increase the Percent of Non-Single Occupancy Vehicle Work Commute during the Morning Peak Period.
- Reduce Average Auto Work Commute Time to Regional Major Job Hubs during the AM Peak Period.

NOACA SFY 2024 OWP

- Reduce Average Transit Work Commute Time to Regional Major Job Hubs during the AM Peak Period.
- Continue the Signal Timing Optimization Program (STOP) implementation.
- Implement a ramp metering in each planning decade.
- Implement a Diverging Diamond Interchange (DDI) in each planning decade.
- Improve access to transit stations.
- Increase transit & nonmotorized AM Work Commute shares.

Performance measures can identify the intensity and extent of congestion. The CMP monitors traffic congestion using the following performance measures:

1. Level of service (LOS),
2. Volume to capacity ratio (V/C),
3. Travel time, and travel speeds ,
4. Vehicle miles of travel (VMT), for passenger vehicles, walk and bike modes,
5. Transit access and ridership,
6. Transit service headway,
7. Travel time reliability by various modes of travel in the region, and
8. Mode shares

Previous Work

- Developed traffic congestion and recommended strategies for the CMP report – SFY 2020
- Identified freeway and arterial bottlenecks – SFY 2018
- Created CMP Corridor Profiles Report – SFY 2018
- Produced travel time maps (using INRIX data) – SFY 2016
- Identified the existing and future traffic congestion corridors and locations by utilizing the NOACA travel forecasting model – SFY 2017
- Developed the 2020, 2025, 2030, and 2035 congestion management plans
- Developed the NOACA CMP objectives for decades of 2020 -2030, 2030-2040 and 2040-2050 in the LRTP – SFY 2021

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. The NOACA 2020 - 2030 CMP progress review	x	x		
2. The 2020 -2030 Congestion Management Plan evaluation & update	x	x	x	
3. The NOACA CMP objectives updates for the planning decades		x	x	x
4. Traffic Engineering Technical Assistance Program	x	x	x	x

Products 1:

- Review the plan progress by collecting the relevant data such as traffic volumes, average travel times, average travel speeds, transit ridership by facility type, etc. from various sources such as the NOACA traffic counts, the NOACA travel forecasting model, etc.

NOACA SFY 2024 OWP

- Identify and prioritize congested corridors in the region.

Product 2:

- Estimate the 90th percentile travel times through the congested corridors and locations by passenger cars, transit, and non-motorized travel modes.
- Evaluate the 2020-2030 plan objectives fulfillments based on the developed regional performance measure values.
- Calculate the congestion costs for each congested corridor and intersection.
- Incorporate transportation performance measures into the NOACA congestion management process and products.
- Develop strategies to mitigate congestion locations:
 - Strategies should be specific to the type of corridor, i.e., freeway, arterial.
 - Evaluate alternative strategies to mitigate congestion rather than adding roadway capacity and coordinate strategies with the LRTP and other NOACA plans.

Product 3:

- Review the CMP objectives for the planning decades.
- Update the CMP objectives for the planning decades if necessary.

Product 4:

- Collaborate with NOACA member communities to provide transportation and traffic operations technical assistance to improve system mobility.

605.7 REGIONAL SAFETY PROGRAM

Project Manager: Ben Turin

Project Team: Planner III (Vacant), Ali Makarachi

Description

The nationally Vision Zero initiative envisages to have a transportation network with zero deaths or injuries. One of the NOACA's transportation planning goals is to achieve this vision in its five-county region in the future. During the last few years, NOACA has initiated several safety programs such as the SAVE Plan, Regional Safety Program (RSP), Safe Routes to School (SRTS), etc. to improve the efficiency and safety of transportation system.

This project seeks to direct, promote, and enhance the safety of the transportation network for reducing fatal and serious injury crashes for all modes of travel in the NOACA region. Traffic crashes happen on our region's roads for a variety of reasons that can involve the road, the vehicle, and/or the traveler. A study conducted by the National Highway Traffic Safety Administration (NHTSA) concluded that 94% of all traffic crashes occur because of driver error. Achieving a safer transportation network requires addressing the interaction among the infrastructure, vehicles, and the skill and behavior of users. NOACA's Regional Safety Program aims to reduce crashes, especially fatal and serious injury crashes, by considering the six E's of transportation safety:

- **Engineering** – The design elements of a roadway should promote safety for all users. Existing deficiencies should be upgraded where possible and economical on minor projects, or in conjunction with life-cycle replacement of infrastructure.
- **Education** – This provides travelers of all modes the knowledge and skills to be safe on the road.
- **Enforcement** – Highly visible and consistent enforcement encourages more drivers to obey traffic laws, leading to safer behaviors by all road users.
- **Emergency Medical Service (EMS)** -- Responses to crashes should occur rapidly and with effective coordination by first responders.
- **Evaluation** – All actions taken must be evaluated in order to measure their success and to determine if further changes are needed.
- **Equity** – Programs and projects are implemented to balance transportation options within the regional transportation system that provide access for all users through a multimodal network.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

NOACA SFY 2024 OWP

- Establish, monitor, evaluate, and report on performance measures and targets to assess the effectiveness of the existing transportation system related to safety in collaboration with stakeholders.
- Enhance safety for all users on the region's transportation system in partnership with FHWA, ODOT, GCRTA and other NOACA member agencies.
- Implement safety plans to reduce fatalities and serious injuries for all modes.

Previous Work

- Developed Community Safety Reports.
- Developed SAVE Plan.
- Prepared State of Safety summary of regional crash trends.
- Developed Safety Priority Lists.
- Created a regional Safe Routes to School (SRTS) program.
- Provided assistance to local governments in developing School Travel Plans and seeking funding for infrastructure and non-infrastructure projects.
- Completed Road Safety Assessments (RSAs)

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Annual safety performance measures and targets setting	X	X	X	X
2. The SAVE Plan implementation	X	X	X	
3. Community Safety Reports preparation		X	X	X
4. Safe Routes to School Program	X	X	X	X

Product 1:

- Track progress toward safety performance measures.
- Set five safety performance measure targets.

Product 2:

- Produce an update to the SAVE Plan that results in an action plan that identifies and prioritizes locations for systemic improvement within the region.
- Identify high observed and predicted crash corridors and intersections throughout the NOACA region and prioritize locations.
- Recommend appropriate solutions to reduce and eliminate crashes at the priority locations.

Product 3:

- Prepare input data for updating Community Safety Reports for jurisdictions in the NOACA region.
- Incorporate updates and improvements based on internal and external feedback of 2022 Community Safety Reports.

Product 4:

- Provide SRTS assistance including high schools and support other agencies' initiatives that complement the NOACA SAVE Plan.
- Track awarded SRTS funding in the NOACA region.

605.8 TRANSPORTATION ASSET MANAGEMENT

Project Manager: Dave Kuebler

Project Team: Derek Taylor, Chad Harris, Ali Makarachi

Description

Majority of trips take place through the highways and street network. This network is an important asset item of the transportation infrastructure and its expansion, maintenance and operation very much depend on the available funds in any period of planning. The overall pavement and bridge condition of the highways and streets is an indicator of the quality of service provided to traffic through the system.

Recognizing the immense investment need for transportation system preservation, NOACA has established a transportation asset management program to allow current residents and future generations travel safely and reliably. Considering the current and future resources and funding allocations, this program ensures that the transportation network is maintained efficiently and effectively.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Maintain the region's transportation infrastructure in as good or better condition.
- Minimize the life-cycle costs for managing and maintaining transportation assets.
- Establish, monitor, evaluate and report on performance measures and targets to assess the efficiency and effectiveness of the existing transportation system related to preservation of the transportation system in collaboration with FHWA, ODOT and Stakeholders, and as required by the IIJ Act.

Previous Work

- Completed Transportation Asset Management Project Management Plan and policy.
- Developed a bridge prioritization system based on traffic volume, bridge condition, and functional class.
- Reviewed and researched federal rule making, guidance, and national best practices on transit asset management to identify a framework for developing a transit asset management plan.
- Produced 2018 and 2020 community pavement reports.

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Road pavement database maintenance and update	x	x	x	x
2. Pavement Management System outputs analysis	x	x	x	x
3. Pavement rehabilitation & maintenance needs of the regional road network	x	x	x	x
4. Community Pavement Reports development	x	x	x	x

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Product 1:

- Collect the pavement condition data.
- Prepare the collected data for use by the NOACA pavement management system (RoadMatrix)

Product 2:

- Create scenarios to assist communities and counties in their asset management efforts.
- Run RoadMatrix for the requested pavement management scenarios and provide outputs for the budget allocation purposes.

Product 3:

- Analyze the outputs of RoadMatrix for determining the road pavement maintenance and rehabilitation budget.

Product 4:

- Prepare pavement data and scenarios for developing a set of updated pavement community reports.

605.9 SIGNAL TIMING OPTIMIZATION PROGRAM (STOP)**Project Manager:** Planner III (Vacant)**Project Team:** Ben Turin, Ali Makarachi**Description**

This project promotes a multimodal efficient transportation system at the corridor level. The coordinating and optimizing signal timing improve the efficiency of traffic signal systems in regionally significant corridors. A targeted approach to signal timing and optimization will reduce travel times and delays, thereby reducing emissions. The objective is to respond to the demands of motor vehicles, pedestrian, and bicycles in an efficient and safe manner.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Improve air quality by decreasing emissions associated with unnecessary delay caused by inefficient signal timings on arterial roadways of regional significance.
- Re-establish and maintain system inter-communications across jurisdictional boundaries to retain air quality benefits over time.
- Re-evaluate traffic signal timings to respond to changes in;
 - travel patterns,
 - lane use at intersections,
 - through and turning lanes,
 - addition of bike lanes, and/or
 - implementation of ramp metering
- Re-time traffic signal systems to support priority for transit vehicles, consisting of either active priority through signal preemption systems, or passive priority through signal timing plans. When appropriate, consider providing transit vehicles with rapid access/egress from major transit hubs to promote travel-time reliability.

Previous Work

- Completed the STOP projects in the following corridors:
 - Chester /Euclid Avenue,
 - SOM Center Road,
 - West 150th/Warren Road,
 - Cedar Road,
 - Pearl Road,
 - Bagley Road, and
 - Ridge Road.

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Traffic counts collection and traffic signal equipment evaluation	x	x	x	x

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Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
2. Signal Timing Optimization Program (STOP) implementation	x	x	x	x

Product 1:

- Collect traffic counts for the selected arterial corridors.
- Inspect intersections along the selected corridors and evaluate the existing traffic signal equipment.

Product 2:

- Conduct the STOP project for two selected arterial corridors.

610.1 LONG-RANGE PLAN

Project Manager: Ed May

Project Team: Ali Makarachi, Derek Taylor, Joe MacDonald, Gina Beim and appropriate staff from the Divisions of Programming, Transportation Planning and Engineering and Strategic and Environmental Planning

Description

NOACA, the designated MPO for the Cleveland-Lorain-Elyria Metropolitan Area (including urbanized areas) develops and maintains a Long-Range Plan (LRP). Through the LRP, NOACA encourages and promotes safe, efficient development, management and operation of surface transportation systems to serve the mobility needs of people and freight while it fosters built and natural environmental resilience. In addition to transportation, the LRP also provides comprehensive examination of critical themes pertinent to the future of Northeast Ohio, including equity, housing, land use, economic development, and environmental quality. NOACA staff completed the current plan, *eNEO2050: An Equitable Future for Northeast Ohio*, in SFY 2021. *eNEO2050* serves as a high-level policy directive for all NOACA's work and is incorporated into every project and program.

NOACA staff will update *eNEO2050* with 2020 Census population data in SFY 2024 and 2025. NOACA will also continue to work with member communities, regional stakeholders and the public to implement *eNEO2050*. Specifically, NOACA will engage stakeholders in the development of regional outcome-based performance measures and targets to gauge progress toward Northeast Ohio's desired future. Additionally, the LRTP will address the planning factors required under the current federal planning regulations, the national goal areas identified in the Infrastructure Investment and Jobs (IIJ) Act and the Transportation Performance Measures (TPM) and target setting required by MAP-21/FAST/IIJ Acts.

Since the OWP is an implementation of NOACA's LRTP, all of NOACA staff will contribute to this work effort with ODOT, USDOT, FHWA and other partners to integrate the goals and performance measures and establish required targets. NOACA staff will ensure LRTP consistency with the State and its plans, including *Access Ohio 2045*, *Walk.Bike.Ohio*, *Transport Ohio (STW Freight Plan)*; *Strategic Highway Safety Plan*; and *TAMP* and performance-based planning processes.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Monitor OWP efforts as they relate to the implementation of *eNEO2050*
- Coordinate NOACA OWP efforts associated with the gradual development of the next LRP (due FY 2025)
- Continue efforts to achieve state of the practice methods for conducting planning efforts
- Continue visioning and project identification efforts
- Outreach to citizens within NOACA's planning region

NOACA SFY 2024 OWP

- Work closely with NOACA stakeholders in the implementation of *eNEO2050* and its FY 2025 update.
- Incorporate special considerations for outreach to Title VI and Environmental Justice (EJ) populations
- Continue to develop and manage a comprehensive performance management system for the region's transportation system and NOACA's planning and programming efforts in collaboration with ODOT, USDOT, FHWA and other partners, as required by MAP-21/FAST/IIJ Acts

Previous Work

- Produced NOACA 2040 long-range transportation plan (*AIM Forward 2040*) and *eNEO2050: An Equitable Future for Northeast Ohio*
- Initiated development of outcome based performance measures and targets

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Monitor efforts for implementation of <i>eNEO2050</i> and ensure incorporation into the TIP and annual OWP; develop implementation plan for LRP and collaborate with partners for implementation.	x	x	x	x
2. Project management for the next required update and Board approval of the LRP (FY2025)	x	x	x	x
3. Continued development and management of NOACA performance measures and targets in collaboration with ODOT, USDOT, FHWA, and other partners as required by MAP-21/FAST/IIJ Acts.	x	x	x	x
4. Research and policy analysis that supports compliance and beneficial policy and legislative outcomes consistent with regional planning priorities	x	x	x	x
5. Implement Outcome Based Performance Measures and Targets	x	x	x	x

Methodology

Product 1:

- Participate in NEOSCC/Vibrant NEO to inform NOACA's LRTP planning efforts.
- Monitor implementation of *eNEO2050: An Equitable Future for Northeast Ohio* in the following areas:
 - Equity
 - Housing
 - Land Use
 - Economic development
 - NOACA's planning goals and objectives
 - Population employment trends
 - Financial planning
 - Asset management activities
 - Safety planning
 - Congestion Management Process planning
 - Project planning
 - Freight planning
 - Transit planning

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- Pedestrian planning
- Bicycle planning
- Environmental planning
- Security planning
- Outreach and public involvement
- Environmental Justice (EJ)

Product 2:

- Support, management and oversight of the FY 2025 LRTP, particularly the processing and analysis of 2020 Census Data for Northeast Ohio
- Ensure development is done in coordination with the State and its plans, including *Access Ohio 2045* and performance based planning processes
- Manage the FY 2025 development of the LRP, including a detailed plan and schedule
- Ensure roles and responsibilities are clearly established, and develop an ongoing performance-based planning process and outcomes for monitoring progress of work products towards achievement of plan objectives

Product 3:

- Continue to develop a comprehensive performance measurement system to guide the region's transportation system and agency planning and programming efforts
- Develop a database and dashboard for monitoring NOACA performance measures
- Report on performance measures efforts

Product 4:

Conduct research and analysis of existing policy and resulting programs and decisions that guide compliance and integration of laws into regional planning practices

- Conduct research and analysis on best management practices linking transportation and land use
- Analyze workforce mobility
 - Information analysis to build a stronger case for regional cohesion leading to significant projects that drive regional mobility. Include senior, disabled and EJ populations
 - Develop a persuasive document that demonstrates the importance of regional cohesion regarding workforce mobility
- Produce reports and white papers to inform local stakeholders and sponsor communities of compliance issues and planning opportunities
- Identify *eNEO2050* projects for implementation in the next three decades

Product 5:

- Prepare a report template and public release protocol for approved outcome-based performance measures and targets
- Calculate (or "rate," if measures are qualitative) approved outcome-based performance measures and targets
- For those measures where there is not readily-available data, develop an approach to acquire or gather the necessary data and work collaboratively with partners to do so. Record methodology and cite resources appropriately
- Provide outcome-based performance measures and targets report for internal review and work with Public Affairs to develop potential engagement activities to inform stakeholders, policymakers and the public of NOACA findings.

610.2 LOCAL EMISSIONS AND WEATHER RESILIENCY PLANNING

Project Manager: Kathleen Moore

Project Team: Tim Kovach, Joe MacDonald, Vacant Planner III, Danielle Render, Gina Beim

Description

This program advances NOACA's efforts towards the development of a framework and plan to reduce emissions pollution; mitigate impacts of extreme weather, adapt to changes that may occur, particularly relative to infrastructure, and build community resilience. These efforts will prepare the region to reduce overall greenhouse gas emissions and develop projects and activities to increase resilience in the face of challenging climate conditions. NOACA staff will support member communities as they develop local plans, projects, and enact local regulation and policy consistent with regional goals.

A regional framework and plan creates a foundation for transformative solutions that will enhance equity across the region, particularly as it relates to clean air and water as well as sound and reliable infrastructure. When completed and adopted, NOACA will implement its approved framework and plan that integrates local initiatives and identifies opportunities to develop programs and policies at the regional scale. Work completed within this program will result in significant co-benefits to residents, businesses and workers due to improved quality of life. It could also have national and global co-benefits with regional goals aligned to federal requirements related to climate action. Moreover, alignment with federal requirements will be necessary to be eligible for significant funding available through recent congressional actions.

Coordinated planning at the regional scale resulting in a framework and plan will enable Northeast Ohio to compete for, and receive, future funding allocated for projects to adapt infrastructure and systems to meet future needs. A guiding principle for this effort is the creation of a framework that enables coordination and collaboration within the region that lessens the burden on local communities. NOACA undertakes this work as part of the implementation of eNEO2050, the long-range plan that the NOACA Board adopted in 2021.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measures

- Conduct public outreach activities to inform the work effort and shape the framework and plan
- Build regional consensus for the framework and plan
- Facilitate continued discussion to drive the success of planning activities
- Research and provide information on funding opportunities that support regional and local goals
- Provide technical support/assistance to NOACA member communities to complete planning and implementation at the local level

Previous Work

- Engaged Stakeholders through advisory groups, including a Strategy Committee, Technical Working Group, and component-focused workgroups and workstreams
- Produced Greenhouse Gas Inventory, Climate Risk and Vulnerability Assessment, and have made progress on the development of Mitigation and Adaptation Strategies
- Created and began the execution of a public engagement strategy to facilitate planning and consensus building including presenting progress and key findings with a variety of audiences

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Roadmap/Administrative Project Management	x	x	x	x
2. Research and Policy Analysis	x	x	x	x
3. Planning and Technical Support for NOACA Member Communities	x	x	x	x
4. Planning and Technical Support for Outreach and Education Materials	x	x	x	x
5. Plan Maintenance and Updates			x	x

Methodology

Product 1:

NOACA will provide administrative project management for the development of the regional framework and plan to reduce emissions pollution; mitigate impacts of extreme weather, adapt to changes that may occur, particularly relative to infrastructure, and build community resilience, which includes the regional greenhouse gas inventory, risk and vulnerability assessment, and strategies for mitigation and adaptation (Quarters 1-2). Staff will monitor and track progress toward goals, facilitate discussions on action deployment, and convene interested parties for discussions and meetings. (Quarters 3-4)

Product 2:

NOACA will continue to conduct research and analyze proposed and enacted federal, state, and local policy relevant to climate planning. This work includes identifying relevant funding opportunities, particularly the federal IIJA and the IRA, and connecting member communities and partner organizations to resources to secure funding for planning, programming and implementation. (Quarters 1-4)

Product 3:

NOACA will provide technical support to member communities as they develop their climate mitigation and adaptation strategies, plans and programs. NOACA staff will support ongoing efforts by jurisdictions that seek to update their own climate plans (e.g. Cuyahoga County, City of Cleveland, City of Oberlin); who recently completed climate action plans (e.g. City of Lakewood); or who want to develop new climate action plans for the first time (e.g. City of Cleveland Heights). (Quarters 1-4)

Product 4:

NOACA will advance a communications and outreach strategy that provides diverse stakeholders and the public from across the region with ample opportunity to learn about the critical work that is being undertaken, provide feedback to shape the framework and plan and build regional consensus. NOACA will continue to prepare content for use in public engagement materials for outreach and education purposes during the development process as well as implementation. (Quarters 1-4)

Product 5:

NOACA will prepare updates to the regional framework and plan to include annual greenhouse gas emissions for on-road mobile emissions and integration of community inventories, if developed. For Global Covenant of Mayors (GCoM) compliance, NOACA needs to update the entire regional inventory every three years (i.e. prepare for an update in 2025 that will likely cover at least 2020-2021). Staff will maintain a record to track progress toward emission reduction and adaptation goals. NOACA will prepare documentation for public review at the eneo2050.com website. (Quarters 3-4)

615.9 REGIONAL INFRASTRUCTURE ACCELERATORS DEMONSTRATION PROJECT

Project Manager:

Project Team: Grace Gallucci, Ali Makarachi, Ed May, Jim Thompson

Description:

NOACA has been awarded funding through the U.S. Department of Transportation (US DOT), Build America Bureau's to serve as a Regional Infrastructure Accelerator (RIA) for a 2 year demonstration period. Under the program, NOACA would provide assistance and act as a resource to regional entities (e.g. counties, towns, economic development agencies, etc.) as they develop regional transportation infrastructure projects that could be eligible for US DOT credit assistance. The primary credit programs include Transportation Infrastructure Finance and Innovation Act (TIFIA), Railroad Rehabilitation and Improvement Financing (RRIF), and Private Activity Bonds (PABs) programs.

NOACA is primed to demonstrate that RIA responsibilities are a natural fit for federally designated metropolitan planning organizations. MPOs are already staffed with qualified transportation planners and engineers, and exist to develop and implement a long range transportation plan and TIP for the region they represent. MPOs are organized and represent local governments and regional transportation agencies contained within its geographic boundaries. MPOs over 200,000 in population, like NOACA, also receive annual apportionments federal transportation planning and capital funding for long-term sustainability of RIA responsibilities. NOACA is ideally suited for a demonstration project like the RIA due to its mix of urban, suburban, and rural diversity, so lessons learned will be widely applicable across the country.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measures

- Develop financial plans for the identified pipeline of projects, considering applicability and eligibility of US DOT credit assistance programs
- Develop a business model that demonstrates the effectiveness of an MPO to serve as an RIA for long-term program responsibilities
- Submit an application for a minimum of one project to the US DOT for consideration through applicable credit assistance program(s)

NOACA SFY 2024 OWP

Previous Work

- Developed and submitted an application to U.S. Department of Transportation, Build America Bureau for the Regional Infrastructure Accelerators (RIA) demonstration program
- Developed a RIA Partner and Stakeholder Committee to inform and assist with RIA responsibilities and activities
- Procured a consultant to assist NOACA and pipeline project sponsors with project development and financial planning
- Worked with pipeline project partners to advance planning, programming and initiation of development activities

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Provide Technical Assistance to Pipeline Project Partners	x	x	x	x
2. Development and Financial Plans for Eligible Pipeline Projects	x	x	x	
3. Submit Application to US DOT TIFIA Program for Pipeline Project			x	
4. Develop a Business Model for Long-term MPO RIA Responsibilities			x	x

Methodology

Product 1: Provide Technical Assistance to Pipeline Project Partners (Quarters 1-4)

- Ongoing coordination with project partners to provide technical assistance for the planning, design, and implementation of the identified pipeline projects
- Educate project partners regarding eligibility, application, and terms of applicable US DOT credit assistance programs
- Organize regular meetings with all project partners, US DOT Build America Bureau, and other stakeholders to regularly discuss project status and challenges

Product 2: Development and Financial Plans for Eligible Pipeline Projects (Quarters 1-3)

- Coordinate with project partners and consultant to create project development and financial plans for each of the pipeline projects, identifying project development and funding opportunities and challenges

Product 3: Submit Application to US DOT TIFIA Program for Pipeline Project (Quarter 3)

- Work with pipeline project partners to determine the eligibility and applicability of US DOT credit assistance programs
- Coordinate the submittal of at least one project for consideration of US DOT credit assistance program financing

Product 4: Develop a Business Model for Long-term MPO RIA Responsibilities (Quarters 3-4)

- Develop a comprehensive written report that documents and demonstrates the effectiveness of a MPO to serve as a RIA
- Submit the business model to US DOT Build America Bureau for consideration

625.2 PUBLIC ENGAGEMENT

Project Manager: Danielle Render

Project Team: AnTuan Guerry, Gayle Godek, Communications Specialist III (Vacant)

In accordance with NOACA's Public Participation Plan (December 2016) & Public Interaction Policy (December 2015), activities herein are developed to support the outreach, communication, and engagement needs of NOACA products, plans, and projects.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Conduct NOACA public participation processes in accordance with the Board-approved Public Participation Plan
- Increase awareness of, public knowledge/understanding about, and visibility of NOACA and its mission and work
- Position NOACA as a primary and valuable source of information
- Create a positive perception of the NOACA brand
- Build and maintain relationships to further NOACA goals (media, stakeholders, elected officials, project sponsors, planning partners, consultants, influencers, etc.)
- Incorporate Transportation Performance Measures and targets into opportunities for public education, input and engagement activities

Previous Work

- Prepared SFY 2022 Annual Report
- Organized and executed SFY 2023 Annual Meeting
- Developed and implemented Public Outreach Plans for Long Range Plan , TIP and OWP

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Communications Planning, Public Engagement, and Outreach	x	x	x	x
2. Use earned, owned, and paid media to disseminate information about NOACA, its activities, policies, and decisions	x	x	x	x
3. Produce both internal and external events/awards to help reach audiences and creatively communicate NOACA's messages	x	x	x	x
4. Provide support to members of the Board and executive staff to advance the work of the agency	x	x	x	x

Methodology

Product 1:

- Develop and execute a comprehensive external communications plan that informs key audiences about NOACA programs, plans, initiatives, and services. This plan shall be proactively inclusive of underserved communities such as individuals living in defined EJ areas and those communities representative of federal Title VI protections. This includes an update to NOACA's [Public Interaction Plan](#).
- Create tools, messaging and marketing approaches for public engagement and outreach services to accommodate project planning. Create, assist with, and/or execute outreach planning tools for the following to assist staff with their planning efforts:
 - Major Initiatives: the *Long-Range Plan* and the *Overall Work Program and Budget*
 - Transportation Planning Efforts: Regional Transit Strategic Plan; Regional Safety Program; Bike and Pedestrian Plan/Bike Maps; Street Supplies Program; Intermodal Freight Planning; Asset Management Planning; Van Pool strategic planning; Workforce Accessibility and Mobility tool; Transportation for Livable Communities (TLCI), 5310, and CMAQ
 - Environmental Planning Efforts: air quality public outreach and engagement including local emissions and weather resiliency planning; Gohio Commute; Commuter Choice Awards, Air Quality Trends Report; and Air Quality Advisories
- Incorporate (when appropriate) virtual public interaction/involvement in conducting meetings
- Produce materials to articulate NOACA's transportation and air quality-related messaging clearly
 - Produce collateral materials, message maps, videos, fact sheets, presentations, signage, displays, floor plans, report graphics, social media graphics, infographics, publications, e-publications, ads, legal notices, flyers, posters, podcasts, videos etc.
 - Provide general input regarding the design of bike maps, plans, etc.
 - Produce an Annual Report and Impact Report
- Assist with the peer review process for transportation planning and programming-related reports, studies and policy documents
- Undertake a "brand refresh" to modernize and simplify NOACA's logo/branding
- Manage speaking engagements (including those through NOACA's speakers bureau)
- Manage and respond to all requests for public information and public records
- Further define stakeholder strategy plans including opportunities and activities to support transportation & air quality planning
- Incorporate Transportation Performance Measures and targets into opportunities for public education, input and engagement activities from both digital and direct outreach services
- Conduct both in-person and virtual meetings for both general business and community interfacing as part of public involvement (PI) and outreach engagement

Product 2:

- Use earned, owned, and paid media to disseminate information about NOACA, its activities, policies, and decisions
 - Produce an e-newsletter at least quarterly. Maintain an email open rate above the industry standard for a [Government Agency or Service](#) (21.17%)

NOACA SFY 2024 OWP

- Update the NOACA website (www.noaca.org) as needed and based on relevant and timely updates. Increase number of impressions in relations to social media cross promotions and web users
- Engage stakeholders through social media as needed, at least 10 times per week across all platforms. Increase impressions/reach/followers on all platforms
- Create content through a NOACA announcement channel at least quarterly, in between the release of electronic newsletter
- Maintain NOACA website and redirected project sites including; eNEO2050 long-range planning; Irishtown Bend, and Hyperloop
- Proactively and continuously engage journalists in an effort to present information transparently about NOACA activities, decisions, policies, and work products
 - Produce press releases and/or media advisories as needed, at least monthly
 - Hold meetings with editorial board staff and/or beat reporters, at least yearly
 - Develop articles for the newsletters of partner organizations and/or trade publications, op-ed pieces, letters to the editor, etc. as needed, at least yearly
 - Create/maintain a media log and produce news clips daily
 - Provide daily news digest

Product 3:

- Produce both internal and external events/awards to help reach audiences and creatively communicate NOACA's messages
- Produce the 2023 NOACA Annual Meeting within budget and increase attendance/sponsorships from previous year
- Plan and execute at least four in the lecture series, for the "Lunch and Learn Series"
- Plan and execute at least two of meetings to engage Non-NOACA Communities
- Manage NOACA award program(s) including the Walter F. Ehrnfelt Jr. Award; assist with communications and marketing activities for the Commuter Choice awards

Product 4:

- Provide support to members of the Board and executive staff to advance the work of the agency.
 - Provide member support as needed including administrative duties; archiving information; creating election letters, sign-in sheets, and table tents; generating letters and resolutions; performing meeting set-up/tear-down; ordering food; producing proclamations, etc.
 - Produce executive director's reports for all Board meetings, standing committee meetings, and subcommittee meetings (up to 40 per year)
 - Produce an annual *Board Resource Guide*
 - Use (when appropriate) virtual public interaction/involvement in conducting meetings with the Board, committees, subcommittees, and advisory councils

625.4 TRANSPORTATION FOR LIVABLE COMMUNITIES INITIATIVE (TLCI)

Project Manager: Planner III (TPED - Vacant); Jim Thompson (Programming)

Project Team: Sam Schweikert, Dave Bass, Ali Makarachi, Leah Telepak, Planner III (Programming - Vacant), Planner II (Programming - Vacant)

Description

The Transportation for Livable Communities Initiative (TLCI) projects including planning studies and implementation funding for local transportation improvements. The TLCI local projects strengthen community livability and support innovative concepts and plans that improve multimodal transportation across the region.

TLCI planning studies support activities that facilitate and promote sustainable development, multimodal transportation, and complete and green streets policy. Studies generally have logical boundaries and result in deliverables leading to transportation infrastructure improvements. All TLCI plans will include an analysis of existing conditions, short and long-term recommendations, feasibility studies and implementation strategies.

TLCI Implementation Projects fund the construction of multimodal transportation improvements recommended in TLCI planning studies or other locally completed plans and studies.

The local project development program seeks to increase implementation opportunities and explore innovative approaches to provide local communities with a nexus between regional plans and policies and project development.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Support the goals of the LRTP by advancing TLCI project objectives.
- Assist with the planning, implementation and completion of TLCI-funded plans.
- Develop transportation projects that (a) provide more travel options through complete streets, (b) increase user safety and (c) result in positive public health impacts.
- Promote reinvestment in underutilized or vacant/abandoned properties supported by multimodal transportation systems.
- Support economic development through place-based transportation and land use recommendations.
- Ensure that the benefits and burdens of growth, change and transportation projects are distributed equitably by integrating the Title VI and EJ populations' needs in project development.
- Enhance regional cohesion by supporting collaboration between regional and community partners.
- Provide people with safe and reliable transportation choices that enhance their quality of life.

NOACA SFY 2024 OWP

Previous Work

- Developed TLCI Policy for approval by NOACA Board in January 2015.
- Evaluated and recommended TLCI program of projects for NOACA Board approval
- Created a database of TLCI recommendations for the GIS Portal
- Completed local development projects such as:
 - Cleveland Heights/University Heights – Taylor Road Corridor Study
 - City of Cleveland – Franklin Boulevard Traffic Calming Study
 - Cleveland Metroparks – Emerald Necklace Trail Crossing Improvements

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Local TLCI Planning Projects Implementation	x	x	x	x
2. Regional TLCI Planning Projects Implementation	x	x	x	x
3. Administer annual TLCI Implementation Projects	x	x	x	X

Product 1:

- Manage and conduct the current local TLCI planning studies.
- Promote livable communities through outreach and serve as a stakeholder in regional programs that support livable communities' initiatives.

Product 2:

- Manage the Regional Metroparks connections study.
- Develop the plan for extension of Cuyahoga Valley Scenic Railroad excursion passenger rail service from Independence to Cleveland

Product 3:

- Promote livable communities through outreach and serve as a stakeholder in regional programs that support livable communities' initiatives
- Support project sponsors of completed TLCI planning studies and connect them to potential funding sources such as the TLCI implementation program or other capital improvement projects, as requested
- Manage implementation project awards, including the review of project development submissions to ensure that construction projects meet the intent of the project scope and TLCI program objectives
- Work with ODOT on project programming and disbursement of construction funds

665.2 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

Project Manager: Vacant

Project Team: Joe MacDonald

Description

The most recent Long-Range Plan (LRP) for NOACA, titled *eNEO2050: An Equitable Future for Northeast Ohio*, serves as a high-level policy directive for all NOACA's work and is incorporated into every project and program. Chapter 5 of the *eNEO2050* resource document is *Enable the Economy*. This is the first NOACA LRP to incorporate economic development in such a dedicated way, and it fits with the goal of the NOACA vision to "SUPPORT economic development" as well as other related goals, as shown below.

After adoption of the LRP, the first major NOACA project specifically for economic development is a Comprehensive Economic Development Strategy (CEDS). The NOACA Board of Directors authorized the creation of a CEDS to foster collaboration for regional economic growth, and created an Economic Development Subcommittee, which reports to the NOACA Policy Committee. The Economic Development Subcommittee will help direct the CEDS and act as the CEDS Strategy Committee. This Strategy Committee is a requirement of the U.S. Economic Development Agency (EDA), which provided partial funding to create the CEDS. A CEDS will enable NOACA and other regional entities to apply for funds made available by the EDA, which were previously inaccessible. NOACA staff will continue to update and implement the CEDS and assist the Economic Development Subcommittee.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	✓
Goal 2: Preserve Existing Infrastructure	
Goal 3: Build a Sustainable Multimodal Transportation System	✓
Goal 4: Support Economic Development	✓
Goal 5: Enhance Quality of Life	✓

Objectives and Performance Measurements

- Implement and update the CEDS
- Develop and monitor performance metrics for the CEDS
- Identify regional federal funding requests related to economic development for which NOACA should provide letters of support
- Identify federal funding opportunities for which NOACA should apply, particularly those that link transportation and economic development
- Help the Economic Development Subcommittee
 - A. Develop comprehensive, long-range policies related to economic development
 - B. Develop and implement a strategic plan to advance sustainable and equitable economic growth
 - C. Develop an economic impact-based approach to project evaluation and prioritization for proposed investments
 - D. Develop NOACA's major planning documents that integrate economic, transportation, and environmental issues

NOACA SFY 2024 OWP

Previous Work

- NOACA CEDS development
- Creation of Economic Development Subcommittee Charter

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Monitor efforts for implementation of the CEDS	x	x	x	x
2. End-of-year reporting of CEDS implementation activities, including performance measures as data is available				x
3. Research, project development, and policy analysis as needed to advance <i>eNEO2050</i> and to assist the Economic Development Subcommittee.	x	x	x	x

Methodology

Product 1:

- Identify linkages between NOACA transportation, air, and water quality planning and economic development over the previous year
- Identify stakeholder efforts that align with CEDS key topic areas and strategies
- Provide letters of support as needed for federal funding requests that align with the CEDS from partner organizations

Product 2:

Create CEDS annual performance report, as required by the Economic Development Administration

- Summary of progress on strategies and outcomes
- Updates to background statistics
- Monitor performance measures to ensure continued progress, in conjunction with NOACA outcome-based performance measures

Product 3:

Conduct research and analysis on best management practices linking transportation and economic development

- Assist in NOACA project prioritization by evaluating potential projects through a lens of sustainable and equitable economic development
- Assist in the preparation of NOACA federal funding requests in which the federal agency (i.e. U.S. Department of Transportation, etc.) considers economic development to be a scoring criteria
- Produce reports, presentations, memos, or other documents as needed to assist and inform the Economic Development Subcommittee

NOACA SFY 2024 OWP

667.1 RIDESHARE (PID 111106)

Project Manager: Kathleen Moore, Jim Thompson, Danielle Render

Project Team: Tim Kovach, Vacant Planner III, Derek Taylor (Workforce Development), Leah Telepak (Vanpool), TPED Staff (Safety, Active Transportation), Kate Moening

Description

This program focuses on the promotion and maintenance of a software platform and user database that offers individuals and businesses a user-friendly way to carpool or vanpool, and to more easily coordinate the use of other alternatives to single-occupancy vehicle travel, including transit, bike and pedestrian modes.

Gohio Commute is a comprehensive, interactive software platform where users can match with alternative trip partners, log their travel, earn rewards and track savings in terms of emissions, cost, and mileage. The program benefits air quality and helps relieve traffic congestion. The website is a cooperative service offered in partnership with other metropolitan planning organizations (MPOs) across Ohio. These efforts support the following NOACA Regional Strategic Plan Goals:

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	✓
Goal 2: Preserve Existing Infrastructure	✓
Goal 3: Build a Sustainable Multimodal Transportation System	✓
Goal 4: Support Economic Development	✓
Goal 5: Enhance Quality of Life	✓

Objectives and Performance Measurements

- Promote the use of other transportation modes to reduce single occupancy vehicle trips
- Improve the region's air quality and reduce traffic congestion
- Make ride-matching easier by helping commuters find partners, log travel, earn rewards and track savings.
- Effectively monitor the success of the platform through user registration counts, employer participation, user activity reports, costs saved, emissions reduced and health benefits.
- Pilot consulting support for local employers with transportation management needs.

Previous Work

- Implemented annual Commuter Choice Awards, including the Clean Air Challenge
- Collaborated with partners for Car(bon) FREE challenge series to develop toolkits
- Collaborated with other MPOs throughout Ohio to promote and improve the new Gohio Commute Platform and develop Gohio Mobility.
- Updated and administered Gohio Commute and Gohio Mobility (e.g. quarterly reports on performance metrics to both NOACA Air Quality Subcommittee and Ohio Association of Regional Councils (OARC) Rideshare/Air Quality Subcommittee)

NOACA SFY 2024 OWP

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Gohio Commute Administration, Improvements, and Performance Metrics	X	X	X	X
2. Development of Transportation Demand Management (TDM) Toolkits and Employer TDM Consulting Pilot Program	X	X	X	X
3. Develop Air Quality and Transportation/Safe Routes to School (SRTS) Education Program	X	X	X	X
4. Administration of the NOACA Vanpool Program	X	X	X	X
5. Car(bon) Free Challenge Series and Commuter Choice Awards	X	X	X	X

Methodology

Product 1:

NOACA staff will manage the Gohio Commute Platform on a daily basis, in cooperation with OARC partner agencies. Staff will field inquiries from the general public and help them create accounts, find and secure matches, log trips, secure incentives, etc. Public Affairs will also manage print and digital content on Gohio Commute, including branding, logos, user communications, surveys, program emails, etc. Staff will submit requests for improvements and revisions to the platform through the RideAmigos Ticketing System and follow up with RideAmigos staff to ensure changes and improvements are made in a timely manner. Staff will prepare quarterly reports on maintenance and improvement requests, along with quarterly reports on performance metrics. Staff will share reports with the OARC Rideshare/Air Quality Subcommittee and NOACA Air Quality Subcommittee.

Product 2:

NOACA staff will develop a comprehensive TDM toolkit for employers that includes resources for promoting Gohio Commute, integrating TDM into the onboarding process, and trainings for incorporating Gohio Commute into TDM work. Staff will also create a comprehensive menu of TDM programs and policies that organizations can employ, including examples of best practices from the region, where appropriate. Staff will identify a small group of employers (approximately five (5)) in the region to pilot a TDM consulting program, utilizing these resources. Through this pilot program, employers will: survey baseline employee commute patterns; select new TDM policies to implement; track progress through Gohio Commute; and analyze results. Staff will develop branding and collateral material for this program to encourage educational awareness and build capacity. Staff will develop branding and materials for this program, and staff will update the Air Quality Subcommittee on progress at its quarterly meetings.

Product 3:

NOACA staff will develop school/district air quality and transportation/SRTS education program. This program will focus on educating students, parents and school staff about what air quality is, the benefits of clean air to personal health and communities, the influence transportation has on air quality, and what actions can be taken to maintain clean air. Staff will report on progress to the Air Quality Subcommittee at quarterly meetings.

NOACA SFY 2024 OWP

Product 4:

The NOACA Vanpool program promotes an alternative transportation option for commuters, focused on improving workforce mobility to regional employment centers and improved air quality. This is accomplished by providing information and financial incentives to eligible commuters and employers. NOACA will work with regional employers, workforce organization groups, member communities and regional transit agencies for rider recruitment and formation of new vanpools. A primary focus of the program will be the implementation of an annual outreach and marketing plan outlining the most effective approaches to increase awareness and participation in all aspects of the program. To support vanpool, NOACA will continue to maintain the Guaranteed Ride Home program and develop a database to provide an efficient reimbursement program as an incentive to stranded vanpool participants.

Product 5:

NOACA staff will continue the Car(bon) Free Challenge Series on Gohio Commute in February, May, and October. This series will provide users with an incentive to remain engaged with the platform throughout the year, encourage them try different non-SOV modes, and educate them on how to utilize and benefit from these modes. NOACA will work with regional partners to develop, promote, and provide prizes for these challenges.

Staff will manage the Commuter Choice Awards (CCA) program. In cooperation with NOACA Public Affairs will brand program design; promote it through appropriate channels; collect responses; develop a methodology by which to score responses; and help distribute awards to winners as needed. Staff will ensure to fully integrate Gohio Commute into the program through the CCA Clean Air Challenge. Staff will update the Air Quality Subcommittee at quarterly meetings.

695.1 PLANNING ADMINISTRATION & OPERATIONS MANAGEMENT

Project Managers: Deputy Directors (products 1, 6 and 7); Ali Makarachi (products 2, 7 and 8); Ed May (products 3, 7 and 8); Danielle Render (products 4 and 7); Joe MacDonald (products 5, 7 and 8);

Project Team: Kathleen Moore, Derek Taylor, Chad Harris, AnTuan Guerry, Manager Strategic and Long Range Planning (vacant), Brenda Walker

Description

This project provides for oversight of staff and overall CPG-funded project implementation in a way that is consistent with requirements. This project will also serve to ensure that the agency complies with all laws and regulations regarding Title VI of the Civil Rights Act of 1964, certification requirements, and other transportation-related compliance issues.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Move the agency toward the goal of increased accountability, transparency, and improved compliance with the letter and spirit of metropolitan planning law and federal guidance
- Produce high performing results and go beyond simply meeting the letter of the metropolitan planning regulations
- Meet or exceed all state and federal requirements regarding the continuing, cooperative and comprehensive (3-C) planning process and applicable federal and state laws and regulations governing the operation of a metropolitan planning organization
- Help facilitate the work of the NOACA Board of Directors and committees
- Set expectations of accountability, assess effectiveness of activities with measurable information and monitor goal fulfillment and project completion
- Fully integrate NOACA's external engagement and public affairs, planning and programming processes
- Maintain well-trained and developed staff
- Increase accountability, transparency and improve compliance with metropolitan planning law and federal guidance
- Comply with state and federal requirements and guidelines relative to retention and disposition of NOACA transportation planning-related documents

NOACA SFY 2024 OWP

Previous Work

- Concluded annual performance evaluation and salary review processes
- Directed, managed and provided oversight of transportation planning and related activities as well as ongoing management of the continuing, cooperative and comprehensive (3-C) planning process
- Underwent FY 2021 Federal (Quadrennial) Certification Review Process
- Completed FY 2023 NOACA Title VI Program questionnaire
- Finished 2018 transfer of agency records to the OnBase document management system
 - Completed significant work organizing transportation-related files and folders
 - Finished setup and configuration of the OnBase system, including configuration for document retention per the NOACA records retention schedule
- Completed 2019 updates to interagency planning agreements with transit agencies and MPOs
- Developed FY 2017 Diversity and Inclusion Policy
- Established FY 2017 state-approved revision to the NOACA records retention schedule

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Provide direction of staff and divisions for all OWP products	x	x	x	x
2. Transp. Planning & Engineering Division management	x	x	x	x
3. Programming Division management	x	x	x	x
4. External Engagement and Public Affairs Division management	x	x	x	x
5. Strategic & Environmental Planning management	x	x	x	x
6. Agency compliance and staff development activities	x	x	x	x
7. Board and committee support	x	x	x	x
8. Transportation and AQ best practices and process improvement	x	x	x	x

Methodology

Product 1:

- Work with NOACA senior staff to ensure well-coordinated effort and eliminate redundant effort and establish and track performance metrics that measure effectiveness of activities against agency goals
- Coordinate among senior management and staff to outline a work program that includes staff time allocations and expense budgeting for SFY 2023
- Work with division directors to revise (as needed) and implement a performance evaluation and salary review process that is performance driven, objective and consistent

NOACA SFY 2024 OWP

Products 2 - 5:

- Ensure the OWP is done in coordination with the State and its plans, *including Access Ohio 2045; Walk.Bike.Ohio; Transport Ohio (STW Freight Plan); Strategic Highway Safety Plan*; and TAMP and performance based planning processes
- Document transportation project-related accomplishments during current SFY to compile a year-end completion report
- Manage meetings, communication and planning activities, and work products
- Manage staff, provide training opportunities, conduct ongoing performance evaluations, develop staff performance plans, and review/monitor development, implementation, and execution of plans, activities and products
- Coordinate among members of senior management team to revise (as needed)
- Implement a performance evaluation and salary review process that is performance driven, objective and consistent
- Work with ODOT, federal agencies and staff to ensure that the NOACA meets and exceeds all state and federal requirements regarding the 3C planning process

Product 6:

- Ensure compliance and required reporting for state and federal laws and regulations
- Comply with the letter and spirit of state and federal laws and regulations concerning nondiscrimination, environmental justice, public accountability, transparency, and ethics
 - Provide other information and documentation regarding NOACA's nondiscrimination policies and initiatives to state and federal officials, as requested
 - Work with division directors and staff to raise awareness of nondiscrimination issues and policies
 - Help facilitate staff training, public involvement, DBE activities and other nondiscrimination activities
 - Ensure compliance with Title VI of the Civil Rights Act and related nondiscrimination requirements, including those pertaining to Environmental Justice
 - Complete the annual ODOT Title VI questionnaire for the Overall Work Program
- Update and maintain interagency agreements with transit agencies and neighboring MPOs
- Continue to refine and administer the system for organizing and archiving transportation planning-related public records and to manage the retention and disposition processes in order to fully comply with state and federal records management requirements and guidelines

Product 7:

- Create, review, and edit agency materials, memos, reports, resolutions, draft policies, recommendations, etc. as needed to fulfill compliance and MPO operations responsibilities
- Provide support to Board, committees, subcommittees and advisory councils

Product 8:

- Share NOACA practices or processes related to transportation and air quality planning

NOACA SFY 2024 OWP

- Identify opportunities for improved practices/processes with regard to transportation and air quality planning and develop improved practices/processes to address these opportunities

NOACA SFY 2024 OWP

695.2 OVERALL WORK PROGRAM

Project Manager: Budget Manager

Project Team: Directors and Group Managers/Principal Planners

Description:

This project will provide direction and support for NOACA's management staff in the development of the next overall work program (OWP) and the OWP budget and completion of activities in the current SFY OWP.

Objectives and Performance Measurements

- To ensure development of NOACA's next SFY OWP, final completion report for previous SFY OWP, and to monitor progress for current SFY
- To provide direction and support in the management of the operating/OWP budget and in the completion of activities outlined in the current SFY OWP

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Previous Work

- Previous SFY OWP Completion Reports
- Previous SFY OWP and Budgets

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Complete OWP Completion Report and submit to ODOT			x	
2. Conduct OWP and Budget Management	x	x	x	x
3. Develop SFY OWP and Budget	x	x	x	x

Methodology

Product 1:

- Work with directors and staff to develop year end OWP completion report, which assesses progress made and funding used in the prior SFY. This will include an activity report, product completion analysis, and budget analysis

NOACA SFY 2024 OWP

Product 2:

- Quarterly progress reviews and documentation (not required by ODOT)
 - Work with directors and staff to develop OWP progress reports, which assess progress made and funding used in the current SFY
- Conduct quarterly internal assessments of OWP-related budgets
- Coordinate efforts among staff, directors, committees and Board on any mid-year changes to the OWP and budget, as needed, and develop appropriate OWP and budget amendments
- Continue implementation of an information-management system for the development and management of OWP projects and budget

Product 3:

- Work with management and staff to develop a work program and budget for upcoming SFY
- Prepare OWP introduction, layout, and charts for staffing and committees
- Acquire lists of anticipated planning activities from Northeast Ohio transit agencies
- Coordinate with Board and committees for review and approval of OWP and budget
- Work with state and federal officials, as needed, to refine the final draft of the document

LOCAL PLANNING EFFORTS AND INDIRECT ADMINISTRATIVE AND SUPPORT SERVICES

100.0 LOCAL PLANNING AND COLLABORATION EFFORTS

Project Manager: Grace Gallucci

Project Team: Marilyn Lebon, Beverly Burtzlaff, Government Affairs Liaison/Senior Planner (vacant), Danielle Render

Description

NOACA leadership engages with a variety of stakeholders in order to inform planning and decision-making. One mechanism for this engagement includes NOACA-hosted special events that are not considered necessary for the performance of Federal awards. These are planned and executed through this project.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- To inform and educate external stakeholders of NOACA's efforts
- To engage external stakeholders in a way that informs NOACA's activities.
- To support government affairs activities

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. External meetings	x	x	x	x
2. Government relations	x	x	x	x
3. Special events and sponsorships	x	x	x	x

Methodologies

Product 1:

- Attend or participate in external meeting, luncheons, and conferences that, while not directly related to transportation planning and air quality, are important to achieving NOACA's mission

Product 2:

- Coordinate with legislators and partners on legislative priorities that are important to achieving NOACA's mission

Product 3:

- Inform and educate external stakeholders of NOACA's efforts

800.1 OFFICE OF THE EXECUTIVE DIRECTOR

Project Manager: Grace Gallucci

Project Team: Marilyn Lebon

Description

The Office of the Executive Director is responsible for the overall administration, management, and strategic leadership of the organization.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Provide overall administration, management, and strategic leadership of the organization	X	X	X	X

Methodology

Product 1:

- Attend meetings, review documents, and provide guidance to agency leadership and staff.

800.2 ADMINISTRATIVE SERVICES

Project Manager: Lindy Burt

Project Team: Kelly Harris, Procurement Consultant,

Description:

Administrative services activities include purchasing, contract management, facilities; mail; front desk reception; board room usage; conference room management; visitor administration; inventory, other related support activities, and building operations. Staff manage all procurements for tangible and intangible products and services; participate in procurement selection; and prepare and negotiate contracts; amendments and intergovernmental agreements. This support function is also responsible for posting and archiving RFP/RFQs on NOACA's website.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

Support all other divisions in the agency by:

- Coordinating Operations
- Ensuring Functionality
- Maintaining Equipment
- Stocking Supplies
- Sustaining the Facility

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Coordinate procurement activities including solicitations, development and execution of contracts, and completion of purchase orders	x	x	x	x
2. Provision of building reception, clerical and general administrative services in support of agency-wide operations	x	x	x	x
3. Maintain general supply inventory	x	x	x	x

NOACA SFY 2024 OWP

Methodology

Product 1:

- Coordinate procurement process for Agency, including preparation of solicitation documents, DBE goal-setting, advertising, evaluation of vendor responses, approval process, and contract preparation

Product 2:

- Receive and provide guidance to visitors to the building
- Monitor, answer and route calls that come into Agency's main phone line
- Provide administrative and clerical services in support of agencywide and division operations

Product 3:

- Monitor inventory of general supplies and procure to replenish, as necessary

Product 4:

- Arrange for waste removal and recycling services, coordinate with vendors as needed and ensure payment

800.3 INFORMATION TECHNOLOGY (IT) SERVICES

Project Manager: Marsha Arzaga

Project Team: Deltcho Marinov

Description

IT services ensure the use of operational systems, by delivering and optimizing technology hardware, software and telecommunication infrastructure for staff, public and its stakeholders. IT develops and executes policies and standards, plans and invests for acquiring new technology resources, and monitors and manages privacy and security to minimize risks.

IT facilitates the use of business communication in terms of electronic mail and telephone services, which is essential to conducting agency business. Under this project, personnel ensure these systems are readily available, enabling the Agency to respond and share information quickly and efficiently.

IT automates the exchange of data internally among staff and between staff and other organizations, and supports the management of internal documentation systems. IT serves as technical lead in evaluating all new technology efforts to ensure compatibility with the Agency's network, providing appropriate technical support, defined technical requirements, and deliverables.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Improve efficiency by ensuring a reliable network for performance and capacity
- Prioritize technology initiatives so they align with agency goals
- Enhance security to mitigate risks and vulnerabilities
- Resolve technical issues encountered by staff
- Collaborate on agency projects to ensure technology components are feasible, compatible and functional

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Assess and implement innovative technology that encourages efficiency and collaboration	X	X	X	X
2. Practice and monitor secure computing	X	X	X	X
3. Deliver optimal end user support and promote accessible, available network services	X	X	X	X

Methodology

Product 1:

- Optimize network systems through technology resource management
- This includes acquisition of new equipment, software and telecommunication resources
- Troubleshoot problems that staff encounter on a daily basis
- Monitor and maintain reliable network systems and telecommunication infrastructure.
- Coordinate efforts as they relate to data exchange between staff and other organizations
- Automate the use of data retention process and procedures to capture, categorize, and archive data while complying with Ohio State Public Records Commission
- Assist staff in enabling virtual participation in meetings

Product 2:

- Protect servers, workstations resources and accounts from unauthorized use
 - This employs security methods to minimize the probability of a security incident. Measures include the use of virus protection software, firewall, VPN, SSL certificates, installation of software security updates, patches, adherence with agency security standards, monitoring of systems to detect anomalous activity, and ongoing training for staff.
- Continually testing disaster recovery methods to restore critical business functions

Product 3:

- Support, maintain and post content on agency Website and direct projects that include application development and technical components
- Work towards ensuring the website content complies with W3C (World Wide Web Consortium) standards and equal access to information and services for the public
- Web-based information and data exchange delivery are the primary means by which the agency and public communicate and conduct business
- Provide assistance in projects that require technical knowledge
- Contribute to design layout and test the site for usability in our GIS data port
- Backup and troubleshoot SQL database in accessing pavement management data

800.4 LEGAL SERVICES

Project Manager: Grace Gallucci

Project Team: Legal Counsel, Lindy Burt

Description

NOACA consults with legal counsel on an as-needed basis for guidance on contracts, contract amendments, MOUs, agreements, policies, procedures, and other documents. Legal counsel also attends and provides guidance at Board and Committee meetings, as directed.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Provide legal guidance	X	X	X	X

Methodology

Product 1:

- Provide legal guidance on contracts, contract amendments, MOUs, agreements, policies, procedures, and other documents
- Attend and provide legal guidance at Board and Committee meetings, as directed

800.5 BUILDING OPERATIONS

Project Manager: Lindy Burt

Project Team: Dave Parsh

Description

These indirect cost center personnel are responsible for the maintenance, upkeep and repair of the building, grounds and component systems. This includes services such as elevators, plumbing and electrical systems, heating, cooling, and ventilation equipment, roofs, parking lot, pest management, custodial services, and security and fire-suppression systems and equipment.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Ensure the safety of property, occupants and visitors
- Maintain a comfortable environment that is suitable for its intended purpose
- Perform preventive maintenance and repair on the facility

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Repair and maintenance of the building structure, component systems, and interior and exterior spaces	x	x	x	x
2. Custodial and building services	x	x	x	x
3. Security and fire safety	x	x	x	x
4. Coordinate waste removal and recycling	x	x	x	x
5. Facilitate payments to utility service providers	x	x	x	x

Methodology

Product 1:

- Conduct routine inspections of building by staff and the city and selected vendors
- Coordinate replacement and repair as needed

Product 2:

- Monitor building for proper cleanliness and coordinate implementation of daily cleaning services

NOACA SFY 2024 OWP

Product 3:

- Conduct routine checks of fire extinguisher and alarm system
- Coordinate repair and replacement of system as needed

Product 4:

- Coordinate waste disposal and recycling services

Product 5:

Coordinate provision of utilities and payments to service providers

NOACA SFY 2024 OWP

800.6 HUMAN RESOURCES

Project Manager: Grace Gallucci

Project Team: Lindy Burt, Human Resources Consultant

Description

NOACA consults with a human resources consultant on an as-needed basis for guidance.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Activities, Tangible Products	Work Schedule			
	1 st	2 nd	3 rd	4 th
1. Provide guidance on human resources issues	X	X	X	X

Methodology

Product 1:

- Assist NOACA with issues and concerns related to personnel including hiring, leave and FMLA, and other federal regulations, and administration of performance evaluations

800.7 ACCOUNTING SERVICES**Project Manager:** Billie Geyer**Project Team:** Jennifer Hess, Accountant III (vacant)**Description**

This indirect cost center supports agency activities by providing finance and accounting services including accounts payable, accounts receivable, payroll and employee benefit coordination financial reporting, and banking and investment activities.

Strategic Plan Goals	
Goal 1: Strengthen Regional Cohesion	√
Goal 2: Preserve Existing Infrastructure	√
Goal 3: Build a Sustainable Multimodal Transportation System	√
Goal 4: Support Economic Development	√
Goal 5: Enhance Quality of Life	√

Objectives and Performance Measurements

- Ensure timely and accurate payments to vendors and employees and reporting on taxes and pension and other benefits
- Ensure that grants are invoiced and collected in a timely manner
- Provide timely and accurate financial reports
- Manage all banking, investment, and reconciliation activities
- Oversee other financial management and accounting records and systems, as required
- Facilitate annual audit of NOACA's financial records
- Provide oversight and training for NOACA's financial and payroll software systems

Activities, Tangible Products	Work Schedule			
	1st	2nd	3rd	4th
1. Administration of payroll and accounts payable/receivable	x	x	x	x
2. Financial reporting and management	x	x	x	x
3. Benefits administration	x	x	x	x

Methodology**Product 1:**

- Administer and support accounts payable and accounts receivable activities.
- Process payroll
- Ensure timely and accurate payments to employees and associated reporting of taxes, insurance, pension and other benefits

Product 2:

- Ensure grants are properly invoiced and expenditures are properly documented
- Provide financial reports required by federal, state, Board, and others

NOACA SFY 2024 OWP

- Manage all banking activities including the reconciliation of bank statements and general ledger accounts
- Perform other financial management activities for NOACA, as required
- Facilitate the annual audit of NOACA's financial records to achieve unqualified results
- Provide oversight and training for financial and payroll software system

Product 3:

- Obtain information on trending benefits and the best, cost effective, employee benefits possible
- Stay well-informed of any and all federal or state regulations to maintain compliance with various programs
- Administer benefits program on behalf of the agency and review/ensure affordable, comprehensive benefits package

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FUNDING and EXPENDITURE TABLE



Investment Capital #7	
Investment	Investment Value at Year end
424 963	467 459
446 211	1 005 037
468 522	1 620 915
491 948	2 324 149
516 545	3 124 764
542 372	4 033 850
569 491	5 063 675
R 28 331	R 35 414

**NOACA FUNDING AND EXPENDITURE TABLES
STATE FISCAL YEAR 2024**

PROGRAM/ GRANT	ODOT PID	Project Number	Project Name	0.6497				0.4732				Carryover from SFY23				New PID SFY24			
				Consultant	Direct Labor	Fringe	Indirect	Other	Total	Federal	State	Local	Total	Federal	State	Local	Total		
Ohio Consolidated Planning Grant																			
OCPG	116044 & 118130	1012	Air Quality Public Education and Outreach		38,128	24,772	29,764	3,450	96,114	26,912	3,364	3,364	33,640	49,979	6,247	6,247	62,474		
		6020	TIP & Funds Management	14,280	186,839	121,389	145,853	24,290	492,651	137,942	17,243	17,243	172,428	256,179	32,022	32,022	320,223		
		6022	PPR & IGRC		22,241	14,450	17,362		54,053	15,135	1,892	1,892	18,919	28,108	3,513	3,513	35,134		
		6050	Subarea & Corridor Studies	500,000	116,972	75,997	91,313	700	784,982	219,795	27,474	27,474	274,744	408,191	51,024	51,024	510,238		
		6051	Visionary Rail Network Development	250,000	58,847	38,233	45,938	500	393,518	-	-	-	-	314,814	39,352	39,352	393,518		
		6052	Nonmotorized Modes of Travel	117,280	94,208	61,207	73,542	18,537	364,774	-	-	-	-	291,819	36,477	36,477	364,774		
		6053	Regional Freight Planning		41,335	26,855	32,268	700	101,158	28,324	3,541	3,541	35,405	52,602	6,575	6,575	65,753		
		6054	Modeling & Data Analysis	1,160,650	215,531	140,030	168,251	54,338	1,738,800	-	-	-	-	1,391,040	173,880	173,880	1,738,800		
		6055	Evolution of Future Infrastructure & Technology	325	40,440	26,274	31,569	700	99,308	-	-	-	-	79,446	9,931	9,931	99,308		
		6056	Congestion Mgt Plan & Traffic Operations		35,743	23,222	27,902	500	87,367	24,463	3,058	3,058	30,578	45,431	5,679	5,679	56,789		
		6057	Regional Safety Program		53,413	34,702	41,696	1,200	131,011	36,683	4,585	4,585	45,854	68,126	8,516	8,516	85,157		
		6058	Asset Management		52,965	34,411	41,346	400	129,122	-	-	-	-	103,298	12,912	12,912	129,122		
		6101	Long Range Plan	250,000	255,755	166,164	199,652	4,100	875,671	210,518	26,315	26,315	263,147	490,019	61,252	61,252	612,524		
		6102	Local Emissions & Weather Resiliency Planning		77,419	50,299	60,436	9,000	197,154	-	-	-	-	157,723	19,715	19,715	197,154		
		6159	Regional Infrastructure Accelerator Staffing		47,162	30,641	36,816		114,619	-	-	-	-	91,695	11,462	11,462	114,619		
		6252	Public Engagement	55,700	298,213	193,749	232,796	237,004	1,017,462	284,889	35,611	35,611	356,112	529,080	66,135	66,135	661,350		
		6652	Comprehensive Economic Development Strategy		53,567	34,802	41,816	700	130,885	36,648	4,581	4,581	45,810	68,060	8,508	8,508	85,075		
		6951	Planning Admin & Operations Management	3,335	172,843	112,296	134,928	26,608	450,010	126,003	15,750	15,750	157,504	234,005	29,251	29,251	292,507		
		6952	Overall Work Program	3,600	135,813	88,238	106,021	2,950	336,622	94,254	11,782	11,782	117,818	175,043	21,880	21,880	218,804		
Total				2,355,170	1,997,434	1,297,731	1,559,269	385,677	7,595,281	1,241,566	155,196	155,196	1,551,957	4,834,659	604,332	604,332	6,043,324		
Work Program Sub Category																			
		101	-	38,128	24,772	29,764	3,450	96,114	26,912	3,364	3,364	33,640	49,979	6,247	6,247	62,474			
		602	14,280	209,080	135,839	163,215	24,290	546,704	153,077	19,135	19,135	191,346	284,286	35,536	35,536	355,358			
		605	2,028,255	709,454	460,931	553,825	77,575	3,830,040	309,265	38,658	38,658	386,581	2,754,767	344,346	344,346	3,443,459			
		610	250,000	333,174	216,463	260,088	13,100	1,072,825	210,518	26,315	26,315	263,147	647,742	80,968	80,968	809,678			
		615	-	47,162	30,641	36,816	-	114,619	-	-	-	-	91,695	11,462	11,462	114,619			
		625	55,700	298,213	193,749	232,796	237,004	1,017,462	284,889	35,611	35,611	356,112	529,080	66,135	66,135	661,350			
		665	-	53,567	34,802	41,816	700	130,885	36,648	4,581	4,581	45,810	68,060	8,508	8,508	85,075			
		695	6,935	308,656	200,534	240,949	29,558	786,632	220,257	27,532	27,532	275,321	409,049	51,131	51,131	511,311			
Total				2,355,170	1,997,434	1,297,731	1,559,269	385,677	7,595,281	1,241,566	155,196	155,196	1,551,957	4,834,659	604,332	604,332	6,043,324		

**NOACA FUNDING AND EXPENDITURE TABLES
STATE FISCAL YEAR 2024**

ODOT PID	Project Number	Project Name			0.6497	0.4732							
			Consultant	Direct Labor	Fringe	Indirect	Other	Total	Federal	State	Local	Other	Total
LOCAL	1000	Local Planning & Admin Support Services		4,490	2,917	3,505	45,730	56,642			56,642		56,642
	1021	Local Water Quality Planning		143,230	93,057	111,811	7,600	355,698			355,698		355,698
CMAQ	111112	1011 CMAQ AQ Public Education & Outreach		78,824	51,212	61,533	32,350	223,919	223,919				223,919
CMAQ	111103	6059 Signal Timing Optimization Program	500,000	6,037	3,922	4,713	5,500	520,172	520,172				520,172
FED EPA		1022 604b Water Quality Planning		39,741	25,820	31,023		96,584	96,584				96,584
STATE EPA		1023 Ohio EPA Biennium Water Quality Program		30,860	20,050	24,090		75,000		75,000			75,000
EPA RLF		1036 Brownfield Revolving Loan Fund	132,499	55,552	36,092	43,366		267,509	221,720		45,789		267,509
FTA		6016 Enhanced Mobility Planning		73,002	47,429	56,988	3,010	180,429	180,429				180,429
RIA		6159 Regional Infrastructure Accelerator Consultant	225,000					225,000	225,000				225,000
TLCI	112018	6254 Transportation for Livable Communities	-	91,037	59,147	71,067	3,600	224,851	224,851				224,851
	112017	6254 Planning Studies FY23	250,000					250,000	250,000				250,000
	112016	6254 Planning Studies FY22	573,000					573,000	573,000				573,000
	112015	6254 Planning Studies FY21	250,000					250,000	250,000				250,000
		6051 Cuyahoga Valley Scenic Railroad	250,000					250,000				250,000	250,000
AMTRAK		6051 Federal RR Admin AMTRAK	500,000					500,000	500,000				500,000
RIDESHARE	111108	6671 Rideshare	335,000	63,443	41,219	49,526	21,350	510,538	510,538				510,538
Total Direct Expenses Except OCPG			3,015,499	586,216	380,865	457,622	119,140	4,559,342	3,776,213	75,000	458,129	250,000	4,559,342

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RESOLUTION/ SELF CERTIFICATION



NOACA SFY 2024 OWP

RESOLUTION/SELF CERTIFICATION WILL BE INSERTED IN FINAL OWP AND BUDGET AS
APPROVED BY THE BOARD IN MARCH 2023

TITLE VI



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2020 NOACA Title VI Program

A Plan for Compliance with Title VI of the 1964 Civil Rights Act and Related Law



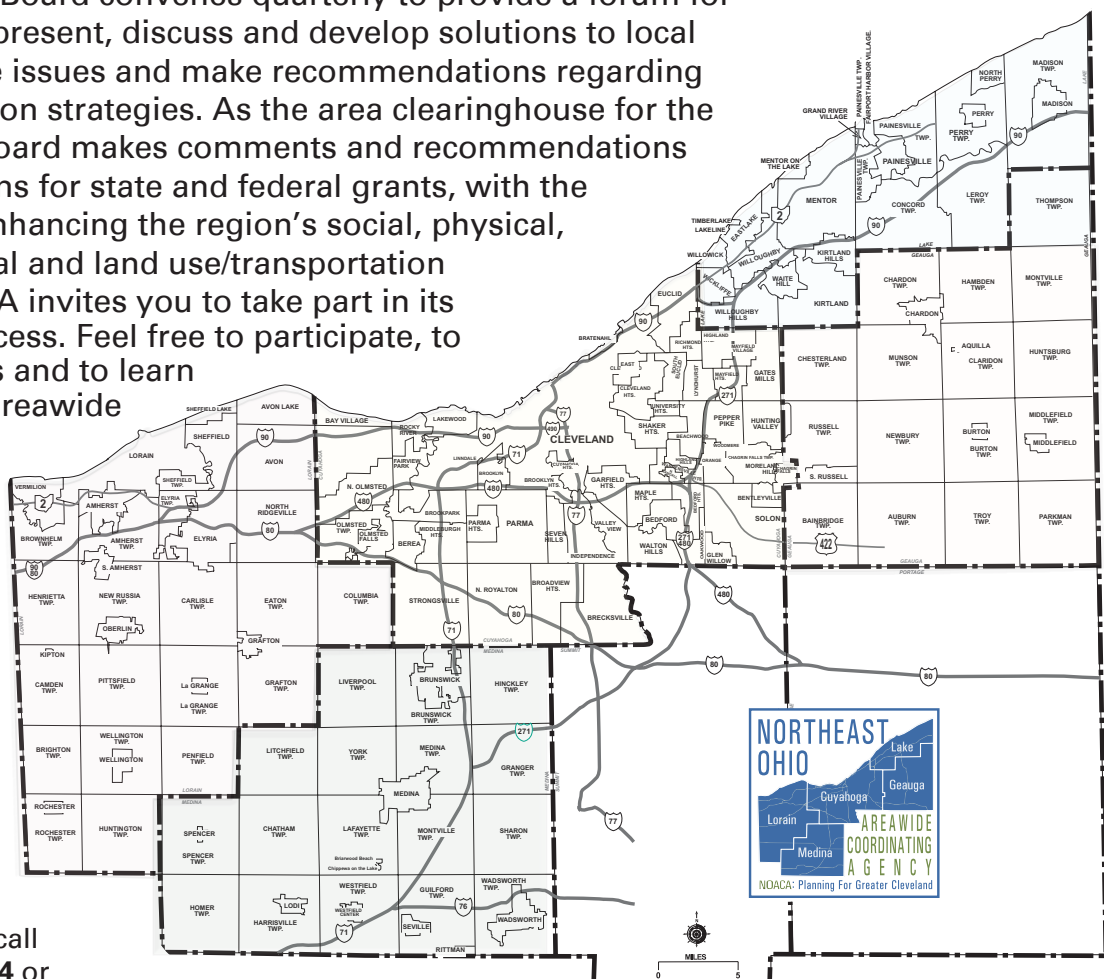
Northeast Ohio Areawide
Coordinating Agency

December 2020

The Northeast Ohio Areawide Coordinating Agency (NOACA) is a public organization serving the counties of and municipalities and townships within Cuyahoga, Geauga, Lake, Lorain and Medina (covering an area with 2.1 million people). NOACA is the agency designated or recognized to perform the following functions:

- Serve as the Metropolitan Planning Organization (MPO), with responsibility for comprehensive, cooperative and continuous planning for highways, public transit, and bikeways, as defined in the current transportation law.
- Perform continuous water quality, transportation-related air quality and other environmental planning functions.
- Administer the area clearinghouse function, which includes providing local government with the opportunity to review a wide variety of local or state applications for federal funds.
- Conduct transportation and environmental planning and related demographic, economic and land use research.
- Serve as an information center for transportation and environmental and related planning.
- As directed by the Board, provide transportation and environmental planning assistance to the 172 units of local, general purpose government.

NOACA's Board of Directors is composed of 46 local public officials. The Board convenes quarterly to provide a forum for members to present, discuss and develop solutions to local and areawide issues and make recommendations regarding implementation strategies. As the area clearinghouse for the region, the Board makes comments and recommendations on applications for state and federal grants, with the purpose of enhancing the region's social, physical, environmental and land use/transportation fabric. NOACA invites you to take part in its planning process. Feel free to participate, to ask questions and to learn more about areawide planning.



For more information, call (216) 241-2414 or log on at www.noaca.org

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1) Title & Subtitle NOACA 2020 Title VI Program A Plan for Compliance with Title VI of the Civil Rights Act and Related Law	2) NOACA Report No.	
3) Author(s)	4) Report Date December 11, 2020	
5) Performing Organization Name & Address Northeast Ohio Areawide Coordinating Agency 1299 Superior Avenue, Cleveland, OH 44114-3204 Phone: (216) 241-2414 FAX: (216) 621-3024 Website: www.noaca.org	6) Project Task No.	
	7) NOACA Contract/Grant No. ODOT/FHWA	
8) Sponsoring Agency Name & Address Ohio Department of Transportation 1980 W. Broad St., Box 899 Columbus, OH 43216-0899	9) Type of Report & Period Covered	
	10) Sponsoring Agency Code	
11) Supplementary Notes Federal funding for this project was provided by the Federal Highway Administration and administered by the Ohio Department of Transportation.		
12) Abstracts		
13) Key Words & Document Analysis A. Descriptors B. Identifiers/Open Ended Terms		
14) Availability Statement NOACA	15) No. Pages	
	16) Price	

NOACA 2020 Title VI Program

A Plan for Compliance with Title VI of the Civil Rights Act and Related Law

December 2020



**NORTHEAST OHIO
AREAWIDE COORDINATING AGENCY
1299 Superior Avenue E.
Cleveland, Ohio 44114**

noaca.org

Timothy C. Lennon
BOARD PRESIDENT

Grace Gallucci
EXECUTIVE DIRECTOR

Preparation of this publication was financed by appropriations from the counties of and municipalities within Cuyahoga, Geauga, Lake, Lorain and Medina; the U.S. Environmental Protection Agency; and the U.S. Department of Transportation, Federal Transit Administration and Federal Highway Administration, in conjunction with the Ohio Department of Transportation.

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NOACA AND TITLE VI OF THE CIVIL RIGHTS ACT

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin in programs or activities that receive federal funding. NOACA does not tolerate discrimination in any of its programs, services or activities, and will not discriminate against anyone on the grounds of race, color, national origin, gender, age, disability, religion, income, sexual orientation, gender identity or family status.

In addition to the Civil Rights Act, there are a number of laws, executive orders and regulations pertaining to nondiscrimination that affect NOACA. Most are rooted in the Civil Rights Act. They include:

- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act (1990)
- Executive Order 11246 – Equal Employment Opportunity (1965)
- Executive order 11625 - Prescribing Additional Arrangements for Developing and Coordinating a National Program for Minority Business Enterprise (1971)
- Executive Order 12898 - Federal actions to Address Environmental Justice in Minority Populations and Low-income Populations (1994)
- Executive Order 13166 - Improving Access to Services for People with Limited English Proficiency (2000)

Of particular interest is Executive Order 12898 regarding Environmental Justice (EJ). It was intended to ensure that minority and low-income individuals receive equitable benefit from federally funded programs, that they do not suffer disproportionately from any environmental burdens caused by those programs, and that they have the opportunity for meaningful input into the process.

U.S. DOT guidelines for EJ populations include the following groups:

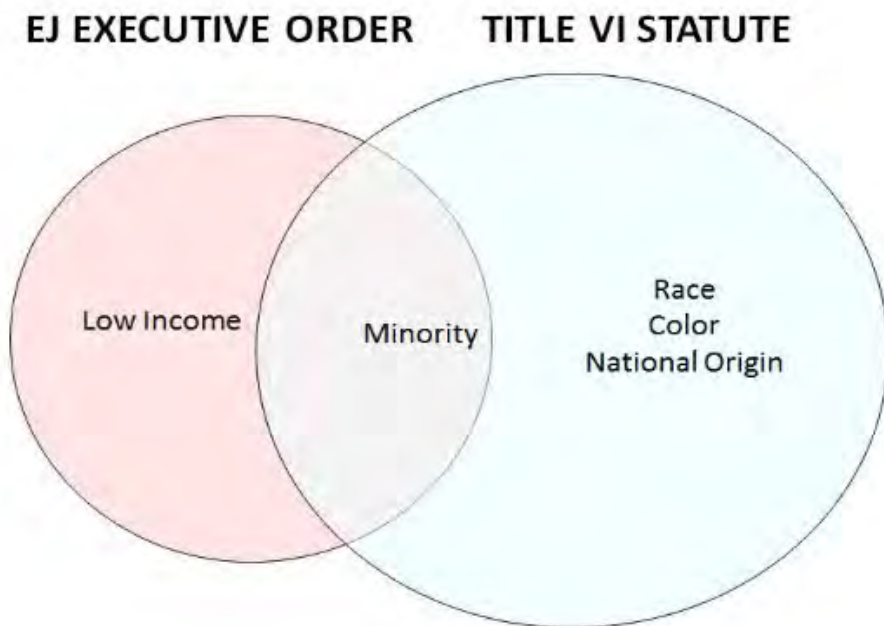
- Persons whose household income is at or below the Department of Health and Human Services poverty guidelines.
- The following five minority groups:
 - Black (a person having origins in any of the black racial groups of Africa)
 - Hispanic or Latino (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)
 - Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent)
 - American Indian and Alaskan Native (a person having origins in any of the original people of North America, South America, including Central America, and who maintains cultural identification through tribal affiliation or community recognition)
 - Native Hawaiian or Other Pacific Islander (people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

The Federal Transit Administration suggests a variety of options for integrating EJ considerations into existing programs, planning and project development processes, including:

1. Ensuring that the level and quality of public transportation service is provided in a non-discriminatory manner. For example, when considering transit routes and service options, grantees should take into account the challenges faced by low-income and minority households who are dependent on transit for accessing employment and other services.
2. Promoting full and fair participation in transportation decision-making without regard to race, color, national origin or income: for example, grantees should (and MPOs must) be able to demonstrate how they seek out and consider the needs of those traditionally underserved by existing transportation systems and should periodically review the effectiveness of the procedures, strategies, and desired outcomes contained in their public participation plan to ensure a full and open participation process, which considers the needs of low-income and minority households.
3. Ensuring meaningful access to public transportation-related programs and activities by persons with limited English proficiency: for example, grantees can prepare additional literature in the languages which are predominant in their regions.

Source: Federal Transit Administration

The Environmental Justice executive order and Title VI of the Civil Rights Act contain overlapping requirements. As a federally designated metropolitan planning organization that receives federal funding, NOACA complies fully with these requirements by seeking meaningful public input from both low-income populations and minority populations, and by ensuring that all groups receive equitable benefit from the work of NOACA.



Source:

*Federal Highway
Administration*

ABOUT THE

The Northeast Ohio Areawide Coordinating Agency (NOACA) was formed in 1968 for the purpose of coordinating planning and development activities in northeast Ohio. NOACA is the federally designated metropolitan planning organization (MPO) for Cuyahoga, Geauga, Lake, Lorain and Medina Counties in Northeast Ohio.

As a federally designated metropolitan planning organization, NOACA's Board of Directors is charged with determining how federal funds related to highways, bikeways and transit will be spent in northeast Ohio, and for helping to ensure that NOACA and its partners properly carry out the federally required "Comprehensive, Cooperative and Continuing" (3C) planning process. NOACA also conducts certain air and water quality planning activities, which the Board of Directors oversees. In addition, the NOACA Board, committees, subcommittees and councils serve collectively as a forum for local public officials and citizens to discuss regional issues and intergovernmental cooperation.

While NOACA oversees the processes for federal transportation funding and regional transportation planning in northeast Ohio, the agency does not directly provide any transportation services to individuals. Nevertheless, it is extremely important to NOACA that the agency comply with both the letter and spirit of all nondiscrimination laws, regulations and executive orders. The agency strives for continuous improvement in this area. This document outlines the scope of those efforts and lays out a plan for future efforts.

NOACA takes inclusion and nondiscrimination very seriously and in recent years has made significant strides in this area. NOACA staff works with the NOACA Board and committees to ensure ongoing improvement in meeting and exceeding Title VI, Environmental Justice, and other state and federal nondiscrimination requirements. In 2017 NOACA received approval through the federal certification review process, earning four commendations for excellence. Each year NOACA self-certifies its compliance with these and other state and federal requirements in its *Overall Work Program and Budget*. In 2020 the NOACA Board created a statement of commitment to racial equity.

NOACA's Commitment to Racial Equity in Planning

The NOACA Board of Directors adopted the Agency's Statement on Injustice and Inequity at its June 26, 2020 Special Board Meeting. The statement reads:

NOACA serves 2.1 million racially, ethnically and socioeconomically diverse people across a five county region in Northeast Ohio. Recent events of civil unrest underscore that racial justice remains a prominent issue yet to be fully addressed, but absolutely necessary in order to achieve an equitable society. The NOACA Board of Directors is aware of the consequences of historic racism and its legacy that has resulted in systemic racism, which is defined as a form of racism, intentional or unintentional, that is embedded as normal practice within society. Consistent with NOACA's guiding mission and values, we are committed to doing our part to eradicate racism. We commit to justice and equity, taking a stand against the ongoing impacts of racism in our region and across the country. We unequivocally condemn racism, injustice and inequality.

Although NOACA has made advances toward achieving equity in its planning and resource allocation and has realized some success through the process of continuous improvement and best practices, to eradicate racism and its negative effects on our communities of color, we are committed to exploring, listening and learning to further address the impacts that racism may have in decision making and organizational practices. We are committed to understanding, evaluating and measuring how our policies and actions impact equity in our region. We will continue to embrace diversity, strive for equity, and seek inclusion in all our efforts; and, we will ensure that these actions remain explicit values that are always reflected as a core component of our work. We will commit to creating a Subcommittee of the Policy Committee and develop a plan to ensure racial equity is embedded in all of our work.

NOACA recognizes the historically inequitable results of transportation planning in Northeast Ohio and throughout the country, particularly the development of the highway system, which have facilitated and heightened racially segregated communities and disparate outcomes relative to mobility and access to opportunity. We are aware that there are still inequity implications across the region and nation. We will seek to better understand the root causes of racial disparities linked to transportation and the environment, such as development patterns, and promote a deeper awareness of their correlations, with the goal of eliminating them. We will be more comprehensive in our planning scope, focusing on the relationship of transportation and environmental planning to housing, land use, economic development and health outcomes. We intend to achieve planning solutions that are not only highly equitable but also help correct structural problems that perpetuate racial inequity.

NOACA is committed to being a leader in transforming our region into one where equity is achieved by creating access to opportunity through transportation and environmental planning, focusing on inclusive practices that empower all citizens in our region. We will apply an equity lens, with a specific focus on racial equity, to the important work that we do, and we will do it with intentionality and transparency. The resulting economic and social outcomes will create a healthier and more prosperous Northeast Ohio region for all.

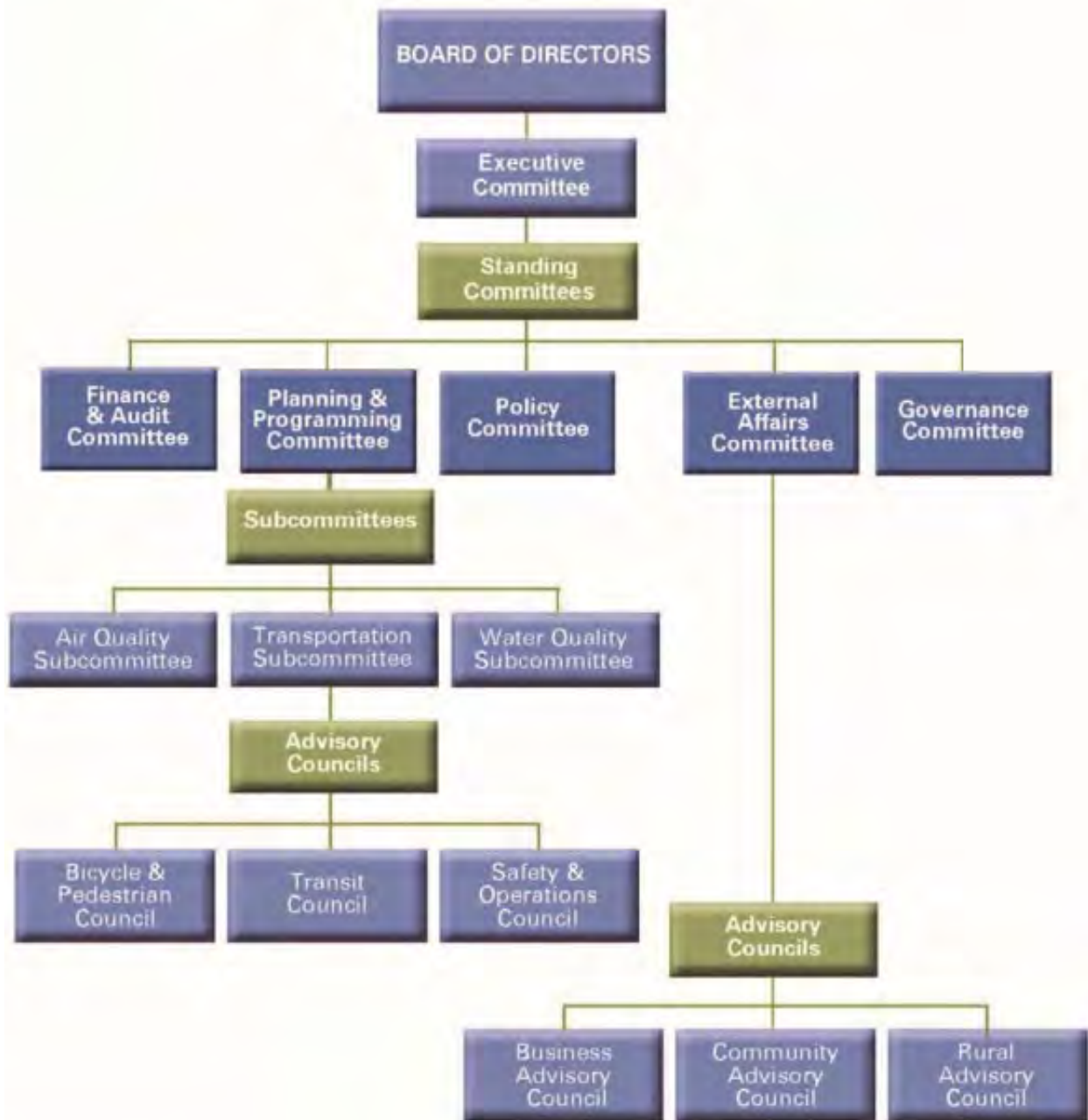
THE NOACA BOARD OF DIRECTORS AND COMMITTEE STRUCTURE

NOACA's 46-member Board of Directors represents the communities, transit agencies and county governments of Cuyahoga, Geauga, Lake, Lorain and Medina Counties. Membership distribution is proportionate to the population among the region's five counties, per NOACA's Code of Regulations. NOACA's Board of Directors members are the policy makers for NOACA.

The NOACA Board also functions as the 208 Policy Board for the Northeast Ohio Lake Erie Basin. In this capacity the Board oversees a continuing planning process for areawide water quality management planning in five rivers that are tributary to Lake Erie as well as direct areas that drain to the lake away from those five rivers. The 208 Policy Board adopted a Water Quality Plan in 1979, which has since been regularly updated to reflect changing water quality conditions and management strategies.

In addition to the executive director, there are six standing committees, three subcommittees and six advisory councils that ultimately report to the NOACA Board of Directors. It is anticipated that an Equity Subcommittee will be added in 2021, reflecting NOACA's commitment to equity in planning. It is also expected that an Emerging Leaders subcommittee will be formed in 2021 to provide fresh perspective on racial equity and other significant issues. The current committee structure is depicted in Exhibit I.

NOACA Board and Committee Structure



Four NOACA advisory councils have deliberate regularly on issues with ramifications for the agency's Title VI compliance efforts.

- **The [Transit Council](#)** advises the Transportation Subcommittee (TS) on public transit issues with the goal of providing better transportation choice, improved air quality and reduced traffic congestion through greater use of public transit. Membership includes representatives from:
 - Geauga County Transit (GCT)
 - Greater Cleveland RTA (GCRTA)
 - Laketran
 - Lorain County Transit (LCT)
 - Medina County Public Transit (MCPT)
 - Ohio Department of Transportation, District 12
- **The [Bicycle and Pedestrian Advisory Council \(BPAC\)](#)** assists the Transportation Subcommittee in proposing bike and pedestrian accommodations during the project planning stages. The BPAC helps NOACA increase modal choices by encouraging bicycling as a viable transportation mode, and supporting facilities that increase bicycle and pedestrian use. Membership includes elected officials, city and county engineers, Metroparks representatives, and bicyclists.
- **The [Community Advisory Council](#)** provides continuous and balanced public representation in the development of regional plans and policies. Council membership includes 15 members selected from among religious organizations, social service agencies, nonprofits, voter advocacy groups, health advocacy groups, modal organizations, senior organizations, schools, etc. Of the five councils listed here, the CAC has the greatest level of direct involvement with Title VI and Environmental Justice-related matters.
- **The [Rural Advisory Council](#)** plays an important role in advising NOACA of the public policy and planning priorities of interested parties from rural communities so that NOACA planning work can most productively coordinate with rural interests to maximize the beneficial outcomes for urbanized and rural communities alike. The 15 council members are selected from social service, nonprofit, fair housing, township and park district organizations.

All NOACA committees and subcommittees are composed of elected and appointed officials who represent the residents of Northeast Ohio. Membership is based on the positions held within government. However, the Bicycle and Pedestrian Council (BPAC) and the Business, Community and Rural Advisory Councils also include representatives from the bicycling community, the business community and the non-governmental organizations within the region. Staff works closely with committees to ensure that minority, low-income and other traditionally underserved populations are well represented on the various councils.

The following tables show the 2020 makeup of those five councils.

Transit Council 2020 *

Name	Organization	Race
JoAnna Santilli, Transit Director	Geauga County Transit (GCT)	White
India Birdsong, CEO and General Manager ***	Greater Cleveland Regional Transit Authority (GCRTA)	African American
Ben Capelle, General Manager**	Laketran	White
James Cordes, Lorain County Administrator	Lorain County Transit (LCT)	White
Shannon Rine, Director	Medina County Transit	White
David A. Short, P.E., P.S.	Ohio Department of Transportation	White

* *Transit Council membership is prescribed in NOACA's Code of Regulations based on organization and title.*

** *Council chair*

*** *Vice chair*

Bicycle and Pedestrian Advisory Council (BPAC) 2020

Name	Organization	Race
Samuel Alai, Mayor	City of Broadview Heights	White
Larry Antoskiewicz, Mayor	City of North Royalton	White
James M. Sonnhalter, Planning Manager	Cuyahoga County Planning Commission	White
Joyce Braverman, Planning Director **	City of Shaker Heights	White
Mike Challender, Sustainability Coordinator	Lorain County	White
Andrew Cross, Traffic Engineer	City of Cleveland	White
Timothy DeGeeter, Mayor	City of Parma	White
James W. Dvorak, Commissioner	Geauga County	White
Leslie Farley	ODOT District 3	White
Marka Fields, Chief City Planner	Cleveland Planning Commission	White
Erin Fink, PE	Lake County Engineer	White
Meghan George, Mayor	City of Lakewood	White

Name	Organization	Race
Rob Hilliard, City Manager	City of Oberlin	White
William F. Hutson, Commissioner	Medina County	White
David E. Marquard, P.E., P.S.	Cuyahoga County Department of Public Works	White
Sean McDermott, Chief of Planning & Design	Cleveland Metroparks	White
Calley Mersmann	Cleveland Planning Commission	White
Anthony Ratajczak	Medina County Bicycling Community	White
Tim Smith	Medina County Bicycle Task Force	White
Allan Pennington, Engineer	City of Mentor	White
David Short, Planning Engineer	ODOT District 12	White
Jacob VanSickle, Executive Director*	Bike Cleveland	White
Richard Wong, Planning Director	City of Cleveland Heights	Asian
James Ziemnik, Director**	Lorain County Metroparks	White
Matt Zone, City Council, Ward 15	City of Cleveland	White

* Council Chair ** Vice chair

Community Advisory Council 2020

Name	Organization	Race
Bishara Addison**	Towards Employment	African American
Erika Anthony	Ohio Transformation Fund	African American
Ryan Aroney	United Way of Greater Cleveland	White
Justin Bibb	GCRTA Board of Trustees	African American
Dean Carlow	Greater Cleveland Youth for Christ	White
Barb Clint	Clevelanders in Motion, LLP	White
Andrew Katusin	United Way of Greater Cleveland	White
Stephanie McHenry	Cleveland Neighborhood Progress	African American
Beth Morgan	McKinley Outreach Center	White

Audrey Morris	League of Women Voters	White
Dorivette Nolan	Cuyahoga Metropolitan Housing Authority	Hispanic
Michael Ratcliff	Cuyahoga Board of Developmental Disabilities	African American
Leo Serrano*	Cleveland Public Schools	Hispanic
Parris Smith	Lorain County Urban League	African American
Laura Toth	Medina County Office for Older Adults	White

* *Council Chair*

** *Vice Chair*

Rural Advisory Council 2020

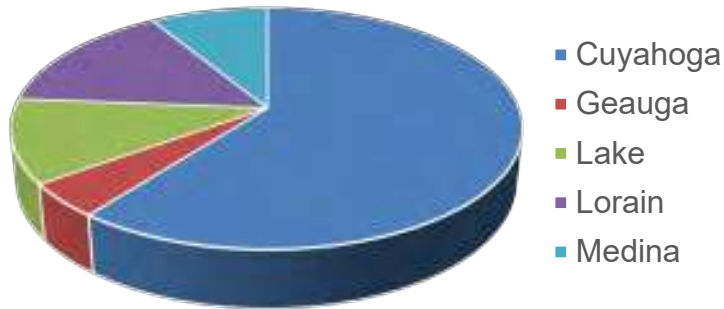
Name	Organization	Race
Christin Brandon	Lorain County Community Development	White
Steven Corso*	Ohio Ecological Food and Farm Assn.	White
Leslie Gambosi	Village of Middlefield	White
Brian Guccion	Sharon Township	White
Thomas Hach	Riverside School District, Lake County	White
Rob Henwood	Medina County Planning Services and Fair Housing Office	White
Jeanene Kress	Olmsted Township	White
Denny Miller	Medina Township	White
Gary Neola, Jr	Geauga County Planning Commission	White
John Oros**	Geauga Park District	White
David Short	ODOT District 12	White
Tim Snyder	Geauga County Board of Zoning Appeals	White
Tim Stahlberg	Motorcycle Ohio	White
Carl Wesemeyer	Grafton Township	White
Kyle White	OSU Extension	White

* *Council Chair*

** *Vice Chair*

DEMOGRAPHIC PROFILE OF NOACA REGION

**Population
Estimates by County**



NOACA is politically organized as a five-county agency. Its transportation planning program covers the five northeast Ohio counties of Cuyahoga, Geauga, Lake, Lorain and Medina (exclusive of the City of Vermilion) as shown below. The region has a total population of nearly 2.1 million, with 61 percent residing in Cuyahoga County.

*Source: U.S. Census Bureau, 2018
American Community Survey 1-Year
Estimates*

COUNTY	POPULATION 2010	POPULATION 2018 (Estimate)
Cuyahoga	1,280,122	1,243,857
Geauga	93,389	94,031
Lake	230,041	230,514
Lorain	301,356	309,461
Medina	172,332	179,146
Total	2,077,240	2,057,009

Below are the key demographics related to Environmental Justice and linguistically isolated populations in NOACA's five counties, in Ohio and nationwide.

Total Population by Racial Classification, by County

	Ohio	Cuyahoga	Geauga	Lake	Lorain	Medina
White	9,470,940	778,016	91,037	208,276	265,593	170,228
Black or African American	1,446,306	363,507	1,211	10,504	25,734	2,575
Asian	271,762	38,700	674	2,941	3,396	1,885
American Indian and Alaska Native	25,672	3,432	188	133	1,071	104
Native Hawaiian and Other Pacific Islander	4,228	605	-	147	75	-
Other race	112,136	15,384	238	3,229	3,331	784
Two or more races	358,398	44,213	683	5,284	10,261	3,570
Total	11,689,442	1,243,857	94,031	230,514	309,461	179,146

Source: American Community Survey 2018 1-year estimate

	Ohio	Cuyahoga	Geauga	Lake	Lorain	Medina
Hispanic or Latino	455,918	76,732	1,509	10,738	31,642	3,823
Non Hispanic or Latino	11,233,524	1,167,125	92,522	219,776	277,819	175,323
Total	11,689,442	1,243,857	94,031	230,514	309,461	179,146

Source: American Community Survey 2018 1-year estimate

NOACA also uses Census data and GIS mapping to identify and locate Environmental Justice and limited English proficiency (LEP) populations for planning, project programming and outreach purposes. NOACA strives to ensure that the agency serves all populations within the region and that all interested individuals have a voice in the metropolitan planning process.

This report will go into more detail on limited English proficiency populations in the planning, programming and public outreach sections of the document.

Urban Core Communities Program

NOACA has long sought to ensure that communities with significant Title VI and Environmental Justice populations receive an equitable share of NOACA funding for transportation projects. In 2001 NOACA designated 34 communities within its five-county region as “urban core” communities. In order to be designated as an “urban core” community, it must meet all six of the following criteria:

- Population that is 100% urbanized;
- Street density of at least 10 street miles per square mile;
- Population density of at least 2,175 people per square mile, exclusive of land used for airfields and protected uses;
- The median year of housing structures constructed is 1970 or prior;
- An intersection density of at least 100 per square mile, exclusive of land used for airfields and protected uses
- Property value per capita at or below \$95,488

With this program NOACA sought to designate specific “urban core” communities to help strengthen these communities and to help improve the mobility of transit-dependent and low-income individuals. Designation as an urban core community carries with it added weight during NOACA’s project planning review process (which is a prerequisite to project funding approval) and also makes them eligible for specific benefits that NOACA has established for urban core communities. These include:

Preliminary Engineering

Urban core communities are eligible to apply for financial assistance for the preliminary engineering phase of their transportation improvement projects. The Board of Directors shall approve the not-to-be-exceeded amount, dependent on the project and available funds.

Right-of-Way

Urban core communities may apply for federal funds for right of way after an initial \$50,000 sponsor-paid investment.

Use of Toll Credits

Projects sponsored by, and located within, designated communities are eligible for 90% NOACA funding participation (rather than the usual 80%), utilizing 10% funding from Toll Credits.

Environmental Justice (EJ) Areas and Disadvantaged Communities Policies

Of particular note here are NOACA's EJ Areas Policy and Disadvantaged Communities Policy, each of which offers specific tangible benefits to areas and communities with traditionally disadvantaged populations. For years financially challenged communities have found it difficult to provide the local match needed to receive federal funding for transportation projects. These two policies help fill that gap.

NOACA's Environmental Justice Areas Policy designates EJ areas based on the income level and/or minority status of population in a specific area, and provides specific benefits to those areas in order to align with the principles and intent of Presidential Executive Order 12898.

Note that this policy refers to *areas*, not *communities*. NOACA's Environmental Justice Areas are not based on political jurisdictions, but on traffic analysis zones (TAZs). A TAZ is an amalgamation of Census Blocks that is smaller than a Census Tract, so it allows the agency to conduct analyses at the neighborhood level. Because NOACA has long done its transportation data analyses by TAZ, this methodology lets us look at EJ areas in relation to existing infrastructure and anticipated projects. It also allows us to identify pockets of EJ population for public outreach purposes.

The TAZ approach allows NOACA to pinpoint concentrations of minority and low-income populations where they live throughout the region and not just in concentrated communities. Any project in a designated Environmental Justice Area is eligible for the benefits of this program.

In order to be designated an Environmental Justice Area, the area must contain one or both of the following:

- A percentage of minority population at or above either the regional average or the national average (whichever is lower).
- A percentage of low-income population at or above either the regional average or the national average (whichever is lower).

The Disadvantaged Communities Policy addresses nondiscrimination at the community level using somewhat broader criteria. The EJ Areas Policy and the Disadvantaged Communities policies together provide a framework to ensure that the benefits of NOACA's regional transportation investments are shared by all socioeconomic groups.

In order to be designated a Disadvantaged Community, the local community must:

- Be a designated Urban Core Community as defined by the NOACA Urban Core Communities Policy (see the full diversity and Inclusion Policy document for more information)
- Meet a scoring threshold based on up to five criteria:
 - Minority population
 - Low-income population
 - Elderly population

- Population of individuals with disabilities
- Population of individuals with low English proficiency

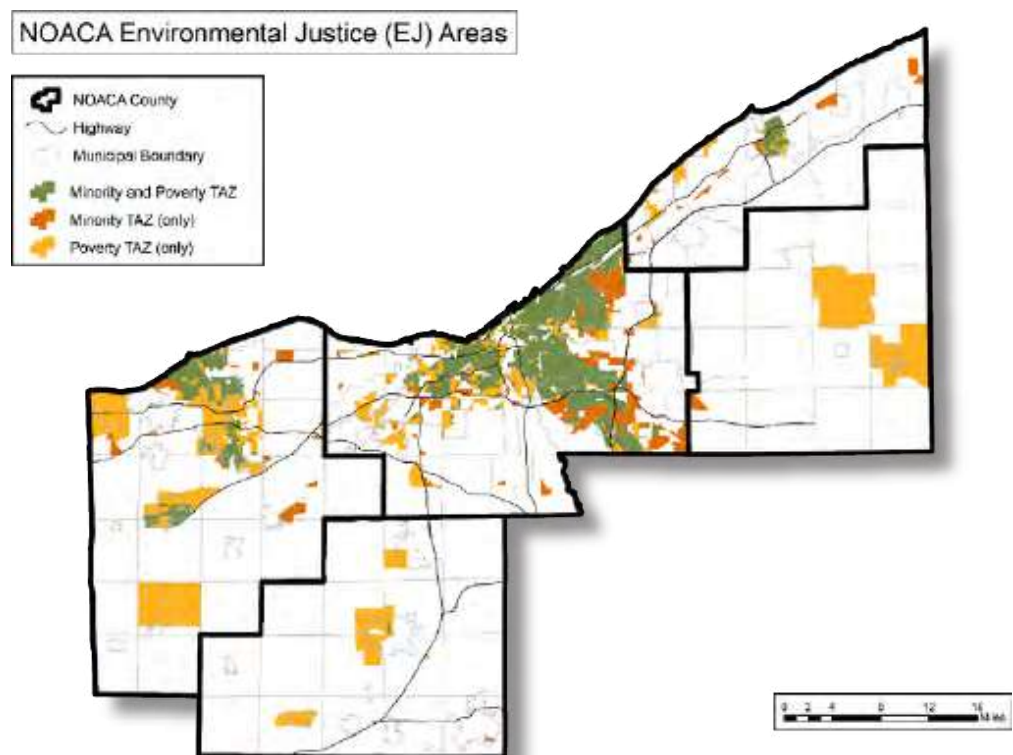
Benefits available to designated Environmental Justice areas and Disadvantaged Communities include:

- Funding for preliminary engineering
- Funding for right-of-way acquisition after the initial \$50,000 sponsor-paid investment
- Use of available NOACA toll credits to reduce local match to as little as zero percent

Each of these programs complements the others by looking at traditionally underserved populations at different geographic levels. By looking at these groups at the community level, the Disadvantaged Communities policy finds traditionally underserved communities, mainly in the core urban areas. By measuring EJ populations at the TAZ level, the EJ Areas Policy methodology identifies EJ populations where they live, including pockets of poverty at the edges of the region.

These programs offer significant benefits to EJ populations and other traditionally underserved populations, and have been a major step forward in NOACA's ongoing efforts to ensure that the benefits of NOACA's planning and programs fully serve the diverse communities that make Northeast Ohio a great place to live.

The map illustrates the reach of the EJ Areas Policy within the NOACA region.



NOACA Policies that Address Nondiscrimination and Encourage Diversity	
Environmental Justice (EJ) Areas Policy	<p>Defines EJ areas and outlines benefits available to them</p> <p>Uses toll credits to reduce local match to as little as zero percent and provides additional funding for preliminary engineering and right of way.</p>
Urban Core Communities and Disadvantaged Communities Policies	<p>Provides benefits to communities based on considerations such as urbanized population, population density, age of housing stock, property value per capita, EJ population, elderly population, individuals with disabilities and individuals with low English proficiency.</p> <p>Benefits include assistance to reduce local match (as little as 10% for Urban Core and zero% for Disadvantaged). Also provides funding for preliminary engineering and right of way using toll credits.</p>
Toll Credits Policy	Makes it possible for NOACA to reduce or eliminate local match for Urban Core Communities, Disadvantaged Communities and EJ Areas using toll credits.
Equal Employment Opportunity Policy	States that NOACA will not discriminate in hiring, promotions, compensation, continuing education, etc.
Americans with Disabilities Policy	States that NOACA will not discriminate against individuals with disabilities, and will provide reasonable accommodations for eligible applicants and employees.
Disadvantaged Business Enterprise (DBE) Policy	Applies a goal-based methodology to NOACA's consultant selection process to ensure that federally assisted contracts are made available businesses owned by individuals from traditionally disadvantaged populations.
Diversity and Inclusion Policy	Summarizes all NOACA policies related to nondiscrimination and includes the full text policies as appendices.

For more information on these policies, please see the full Diversity and Inclusion Policy.

COMMUNICATIONS AND PUBLIC INVOLVEMENT

NOACA created a Public Engagement Plan (Appendix C) in December 2019 that outlines techniques and strategies for public outreach. This ensures that traditionally disadvantaged groups, including Environmental Justice populations, have a voice in the metropolitan planning process.

This document includes commitments to:

- Post a NOACA Title VI public notice revised for clarity that is posted it more prominently on the agency's website and in the NOACA offices
- Post detailed information on NOACA's nondiscrimination policy
- Post complaint and appeals procedures in English and Spanish along with a detailed online complaint form
- Provide a minimum comment period of 45 days before adoption of a revised participation plan
- Produce a Public Participation Plan annually that highlights public interaction opportunities for the upcoming year
- Consult with NOACA's Community Advisory Council for advice and guidance on planning outreach activities in Environmental Justice areas
- Identify specific stakeholders from Environmental Justice areas to provide feedback on NOACA's major published documents
- Proactively provide information regarding major planning documents to all interested parties to facilitate timely public engagement
- Host public meetings at convenient times and at ADA-accessible locations
- Employ visualization techniques to describe metropolitan transportation plans and TIPs
- Incorporate public input into the production of major planning documents and planning process
- Demonstrate explicit consideration of and response to public input received during the development of the metropolitan transportation plan and the TIP
- Seek out and consider the opinions of those traditionally underserved by existing transportation systems, such as low-income and minority households
- Address the concerns of underserved communities according to the agency's Environmental Justice Policy as relates to the inclusion of low-income, minority and other under-represented populations
- Periodically review the effectiveness of the procedures and strategies contained in the Participation Plan

- Continue to refine methodologies to increase the use of socioeconomic data in NOACA's public involvement and outreach efforts, including the agency's work with social service organizations, schools and community groups to better reach Title VI, Environmental Justice and Limited English Proficiency (LEP) populations
- Create a robust process for identifying and reaching out to Limited English Proficiency populations, using Census data to pinpoint Census Tracts with high LEP populations
- Develop procedures to reach out to the Latino community through social service agencies and news outlets

Outreach Efforts 2017-2019

NOACA provides many opportunities to provide ongoing input through its website and social media channels. NOACA posts to Facebook and Twitter daily and continuously updates its website with information about the agency, including announcements regarding nondiscrimination policy, public meetings, webinars, employment opportunities and requests for proposals.

NOACA conducts a wide variety of public outreach events to distribute information about key programs and to solicit feedback. All of these outreach events are designed to provide the fullest possible access to traditionally underserved populations, and some are specifically targeted at those populations. NOACA staff has worked closely with the Community Advisory Councils to implement the existing Public Participation Plan and to develop an EJ outreach plan for the next PPP update.

NOACA public meetings are widely advertised, including in newspapers serving minority populations. NOACA has conducted public meetings with traditionally underserved populations and with the organizations that serve and represent them. The agency has also surveyed these organizations on a regular basis. All these efforts were aimed at developing a better understanding of the transportation challenges faced by low-income, minority, elderly and disabled populations. NOACA plans to build on this and increase its outreach to traditionally underserved populations.

NOACA held five public meetings (one in each NOACA county) in 2017 to gather meaningful public input on these documents. Among the five meetings, NOACA engaged a total of 63 attendees. Locations for the public meetings were chosen based on the overlap of EJ areas and projects mapped out by NOACA's Programming Division.

In 2017 NOACA updated its long-range transportation plan and will do so again in 2021. In 2020 NOACA also updated its Transportation Improvement Program and Overall Work Program.

Public Involvement in 2020

In order to ensure a strong level of public involvement during the course of planning projects, NOACA remained cognizant of the characteristics of the Northeast Ohio region and service area. As such, demographics of the study area and community factors were used to create a geographically focused public participation program. These methods and outreach efforts were achieved through both traditional and non-traditional approaches that included communication and marketing messaging. Public involvement was divided into three approach areas:

Public Awareness

- Robust communication and public awareness campaigns on how to get involved

Public Participation

- Activities during the visioning & discovery phases to collect data and public input

Public Involvement

- Building consensus with public stakeholders in the decision-making and analysis process

Some direct engagement methods were accomplished by:

- In-person communication (public meeting/roundtables)
- Virtual/Webinar Meetings
- Digital and electronic messaging (Social media/websites)
- Partnership/Stakeholder engagement

In addition to traditional methods of communication, NOACA utilized strategies by working with our Board Councils, area partners and stakeholders comprised of municipalities, government, elected officials, advocacy and social groups, educational, health and minority, low-income equity coalitions to broaden our reach to underserved, minority and low-income communities.

By partnering with these community groups and institutions, NOACA used cost-effective approaches to extend its reach and help partner organizations provide information of interest to groups they represent. As such, the agency provided opportunities for public participation through alternative means other than public meetings or written communication. These include personal interviews or use of audio or video recording and regional surveys to capture comments as needed for particular projects (i.e., the eNEO2050 Long Range Plan).

Additional non-traditional and effective outreach was also conducted with the following methods to reach audiences:

Campaigns on Focus Areas:

- Neighborhood/Community Lenses
- Underserved/Disadvantaged Areas
- Outreach - COVID Challenges

Postcards, flyers, community event engagements

Digital Formats:

- Sasaki Crowd Gauge Tool
- Monthly Lunch and Learns
- eNEO2050 Podcast
- Virtual Town Hall Meetings
- Regional Roundtables
- College and High School Outreach/Surveys and online interactive tools
- Video Campaigns
- Social Media/Digital Action Displays
- Collateral Material/Drop-off center
- Electronic mailers
- Direct mailers
- Website News Alerts/Updates
- Presentations/Info online

All of these methods, including virtual meetings, highlighted the main points of each document with brief presentations, copies of all documents, interactive stations using visualization techniques and large-scale maps. Comment cards were provided to all participants.

Certification Review 2016

In 2016 NOACA underwent a federal certification review process with representatives from the Federal Highway Administration and the Federal Transit Administration. The review process included a detailed question and answer document regarding NOACA's planning, programming and communications and Title VI practices. It also included a widely advertised public involvement meeting in the evening at NOACA's centrally located offices, which are transit, bike and ADA accessible.

The certification review public meeting was advertised on social media, the NOACA website, the Cleveland Plain Dealer, and in the Call and Post, a longstanding news source for the African American community that is advertised as "Ohio's Black News Leader." The public meeting was attended by members of the general public and much of the discussion focused on transit access.

The final 2016 certification review document included the following observations from federal officials:

-
- NOACA designated a Title VI coordinator and received no Title VI complaints or requests for language translation since the last certification review. NOACA is able to articulate the fact that a program with no complaints is not necessarily indicative of a healthy program, and seeks to improve their outreach to underserved populations. There was a request for a sign-language interpreter for the public meeting for this review, which NOACA arranged appropriately.
 - It is clear that NOACA made efforts not only to identify and prevent discriminatory policies, but also to actively breakdown barriers that exist in the administration of their services as a recipient of federal funding. NOACA offers the opportunity to waive local match requirements to communities identified through Environmental Justice analyses as part of their efforts. These communities represent ones believed to historically have been denied equal access to funding opportunities.
 - NOACA successfully articulated methods for determining regional demographics based on data collection from the US Census Bureau (American Community Survey). They expressed their intentions to conduct outreach to communities that have not traditionally participated, in addition to being cognizant of the negative impacts of a potential project. NOACA successfully articulated methods for discrimination complaint procedures, and engagement strategies with populations addressed under Environmental Justice and accessibility/mobility initiatives.
 - NOACA identified and translated vital documents in their outreach activities, and identified use of the “four-factor analysis” in evaluating service to LEP populations. NOACA is currently updating their complaint process per guidance provided by the FHWA at a recent Title VI Workshop. They will establish internal procedures to determine their jurisdiction to investigate incoming complaints, which varies based on the scope or risk associated with the complaint. The appropriate practice is to report all complaints of discrimination to the ODOT Title VI Coordinator, currently located within the Office of Economic Opportunity under the Division of Opportunity, Diversity, and Inclusion.
 - NOACA is aware that ODOT possesses an ADA Transition Plan, but is unaware if the Local Public Agencies in their region have ADA Transition Plans.
-

Since the 2016 federal certification review, NOACA has updated its Title VI complaint process to fully comply with recent Federal Highway Administration guidelines. Those procedures are explained on the NOACA website in English and Spanish.

LIMITED ENGLISH PROFICIENCY

According to the U.S. Census Bureau's 2019 American Community Survey estimates, approximately 4.1 percent of persons over age five who speak English "less than very well" in the NOACA region. However, these percentages vary from as few as 1.5% in Medina County to as many as 5.1% in Geauga County.

	Cuyahoga County	Gauga County	Lake County	Lorain County	Medina County	NOACA Region
<i>Population 5 years and older</i>	1,165,184	88,917	219,187	292,801	169,852	1,935,941
<i>Speak a language other than English at home</i>	8.6%	9.8%	2.9%	4.3%	2.7%	6.8%
<i>Speak English "less than very well"</i>	4.9%	5.1%	3.0%	3.0%	1.5%	4.1%

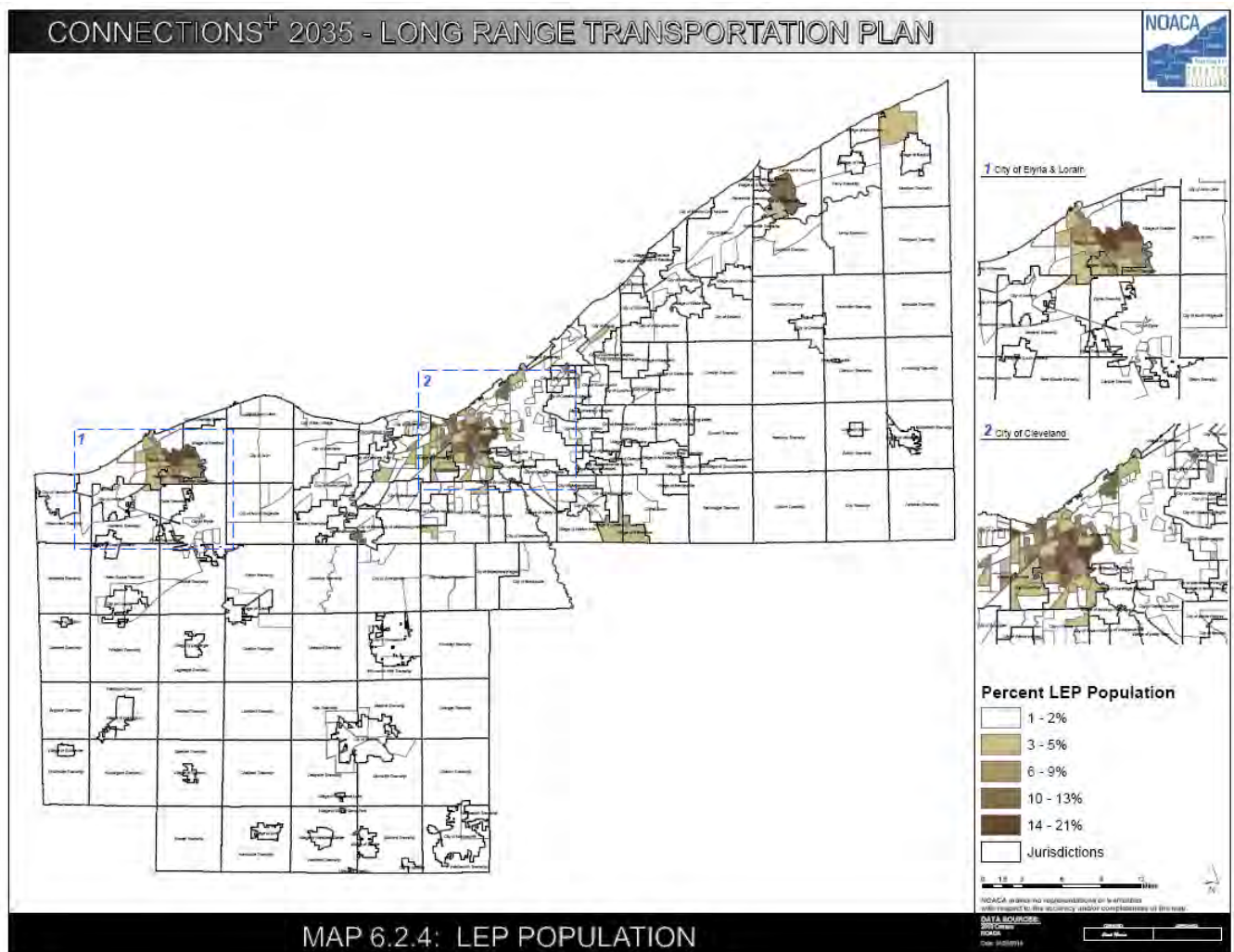
American Community Survey (ACS) 1-year 2019 estimate

NOACA's long-range transportation plan for 2017 includes a map of limited English proficiency populations in the NOACA region.

Despite the relatively low number of limited English proficiency (LEP) households in the NOACA region overall, there are clearly significant pockets of LEP population. The cities of Painesville, Lorain and Cleveland have the highest concentrations of LEP population in the NOACA region.

According to the 2015 American Community Survey, the percentage of individuals aged five years and over who speak English "less the very well" are as follows:

- Painesville 10.9%
- Lorain City 6.7%
- Cleveland 4.9%



English proficiency definitions and terminology differ slightly among federal agencies. The U.S. Environmental Protection Agency (EPA) considers a household in which all members age 14 years and over speak a non-English language and also speak English less than "very well" to be "linguistically isolated." The EPA offers an online mapping tool called EJ screen that facilitates analyses of EJ areas and "linguistically isolated" areas by Census block.

By the EPA's definition and methodology, the NOACA region has significant pockets of linguistically isolated individuals with rates as high as 44 percent, which is in the 99th percentile nationally. These concentrations are usually in Census Blocks that also have very concentrated Environmental Justice populations.

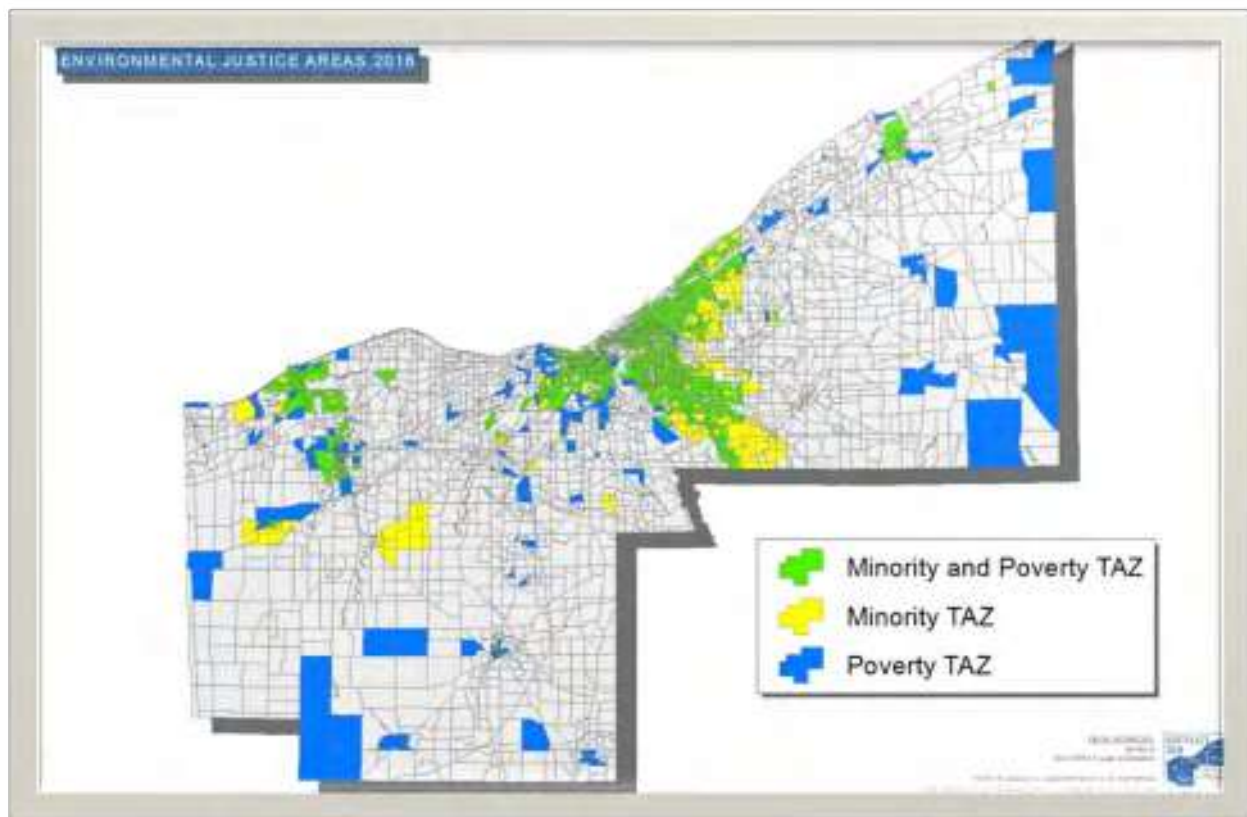
NOACA believes it is important that the agency take steps to ensure that LEP individuals have reasonable access to that process. Currently:

- NOACA announces on its website and in its public meeting notices that the agency will provide language translation services for individuals who wish to attend NOACA public meetings or read NOACA documents. The agency website also features a language translation tool.
- NOACA's Public Interaction Policy states that "NOACA will make every effort to arrange for translation, sign language or other special assistance at meetings for individuals with special needs who request them at least three business days before the meeting."
- NOACA posts its Title VI notice to the public along with its Title VI complaint form and process in English and Spanish on NOACA's website and in the NOACA offices. NOACA's Title VI notice to the public is also prominently posted in the agency offices.

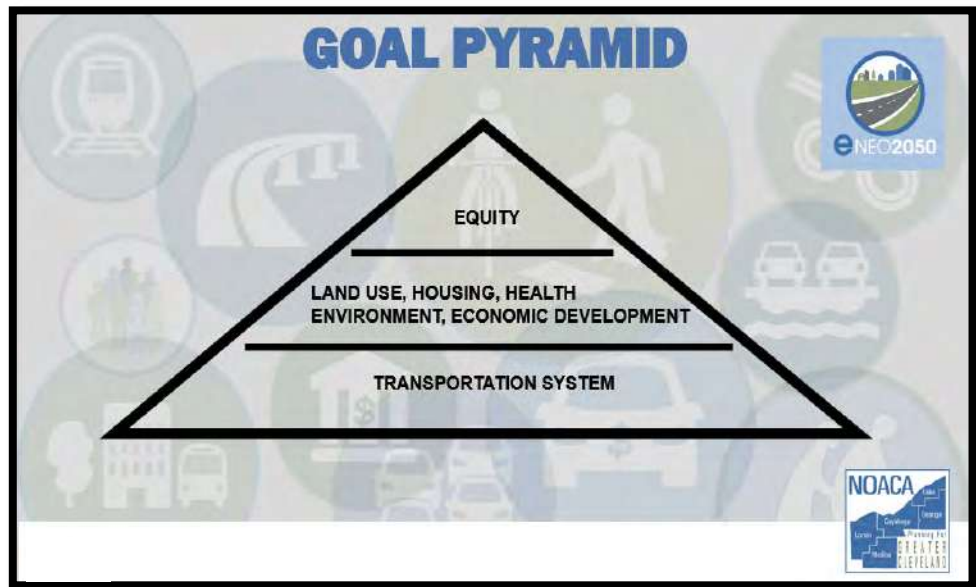
Long-Range Plan and Transportation Improvement Program (TIP)

NOACA's long-range transportation plan contains a fiscally constrained list of capital projects over a 20-year horizon. The Transportation Improvement Program (TIP) is a four-year capital budget that is the implementation tool for the long-range plan. The FY 2017 transportation plan, *AIM Forward 2040*, shows an EJ map similar to the one in the TIP. It shows EJ areas that are predominantly minority, predominantly low-income, or a mix of the two. Perhaps not surprisingly, it shows pockets of poverty along the far edges of the region that would be overlooked if we considered EJ solely at the community level and not at the more granular TAZ level. By developing a program that looks at EJ populations in this more granular way, NOACA took a significant step forward in reaching EJ populations where they actually live.

NOACA works to ensure that all planned and programmed projects are the result of careful development to minimize and avoid negative impacts, that promote full public participation and awareness, and that provide the maximum receipt of benefits to both EJ and non-EJ populations. A complete description and analysis showing NOACA's approach to planning and project programming for EJ populations can be found in the NOACA 2016-2021 Transportation Improvement Program (TIP) and in *AIM Forward 2040*, which is NOACA's long-range transportation plan. Both documents can be found on the NOACA website: www.noaca.org.

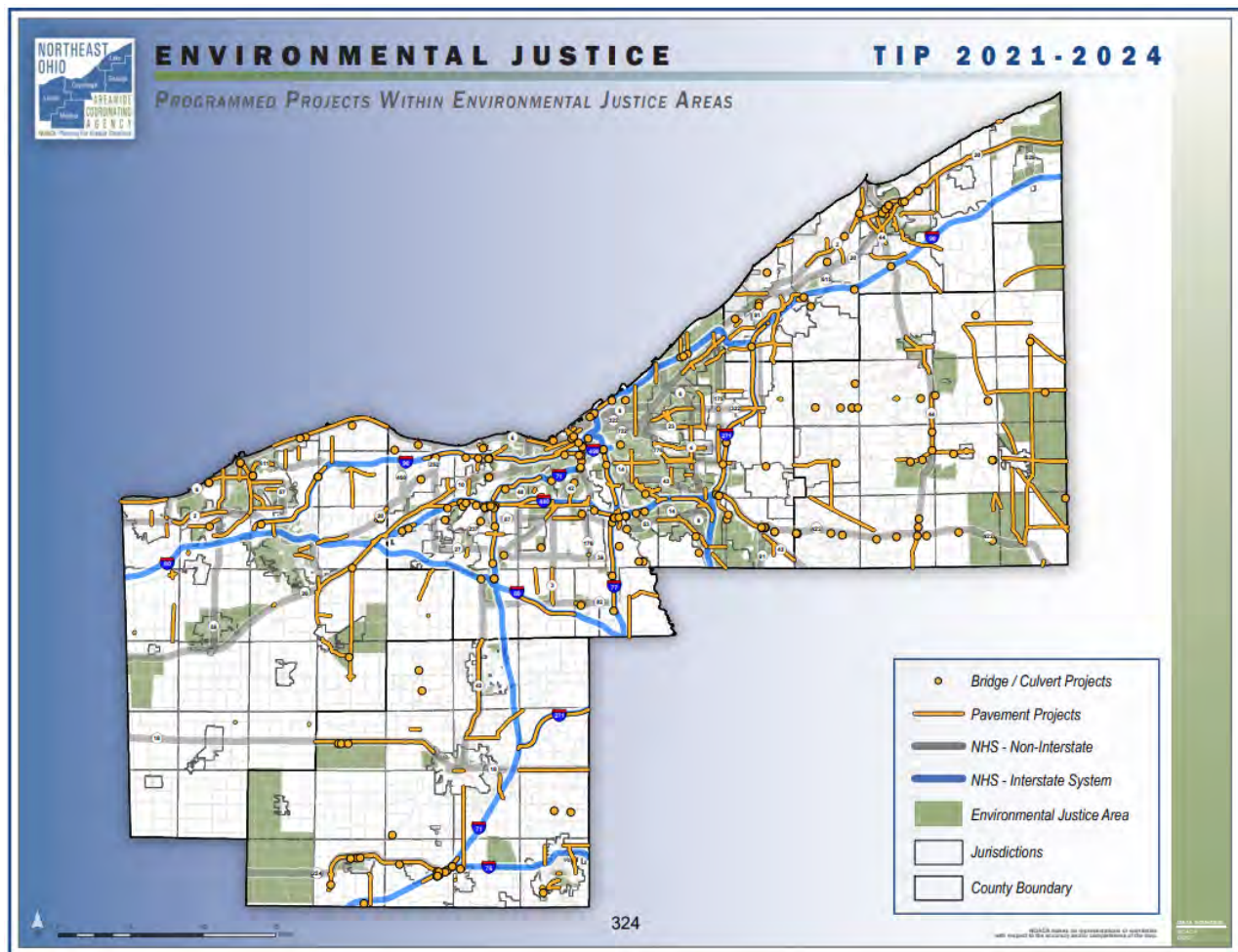


NOACA is currently developing its long-range plan for 2021-2050. That plan, eNEO 2050: An Equitable Plan for Northeast Ohio, will be completed in the spring of 2021. It is being developed as a regional plan that will address needs that go beyond transportation. It promotes quality of life by integrating regional land use, housing and economic development with transportation-related capital investment planning. This more comprehensive approach seeks to enhance the region's competitiveness and increase its resilience by providing its residents better access to jobs, education, medical services and other opportunities through more cost-effective, sustainable transportation choices. The overarching theme of the plan is equity.



NOACA uses Environmental Justice mapping for the long-range plan and TIP to identify areas where and EJ populations and Plan/TIP projects overlap. That mapping methodology shows EJ areas at the traffic analysis zone (TAZ) level, per the EJ Areas Program. A TAZ is an area generally larger than a Census block, but smaller than a Census Tract, and is typically used for transportation system analysis. By employing EJ data at this level, we can identify areas where minority and/or low-income populations exceed the lesser of the regional average or the national average, whichever is lower. Currently those averages are 28.81% for minority population and 14.72% for the low-income population. This is very useful for determining which capital projects are eligible for EJ Program benefits, and is used in both the TIP and the transportation plan.

The map below illustrates the output of that mapping methodology as illustrated in NOACA's 2021-2024 Transportation Improvement Program (TIP). It shows where they EJ areas are located in relation to projects in the current TIP.



The TIP also includes a detailed table of 304 transportation projects that affect these EJ areas. These projects cover many work types ranging from bridge deck replacements to pavement resurfacing to transit facilities to bikeways. Projects contained in the TIP with NOACA administered funding were prioritized with EJ considerations. There were not specific points awarded for a project's anticipated benefit to EJ populations, rather EJ was an additional consideration that was used as a screen to identify Tier I priorities. Tier II priorities were Disadvantaged and Urban Core communities. Tier III priorities were the remaining projects that did not appear to contribute to direct benefit to EJ populations. Based on this analysis, the TIP states the following conclusion:

A majority of the projects contained within the TIP totaling 379 (75%), representing \$2,177,952,559 (83%) of the total dollars, are projects that 'maintain' the existing regional transportation system. These projects consist largely of roadway and bridge rehabilitation or reconstruction projects and transit vehicle, facility rehabilitation, and rail infrastructure projects. These projects aim to preserve the existing transportation system for continued safe and efficient access and travel. Projects that 'enhance' the transportation system within the region total 121 projects (24%), representing \$255,161,793 (10%) of the total dollars. Enhancement

type projects consist of projects that upgrade and enhance the safety and overall functionality of the system. These projects consist of safety improvements, new and expanded multimodal facilities, and environmental and scenic type improvements that serve to protect, upgrade and augment the existing system. Projects in the TIP that 'expand' the transportation network within the region make up the remaining 1%. Expansion type projects are projects that increase capacity or extend new alignments for connection within the existing transportation network. These projects typically have the greatest potential for impacts to the environmental, social, and economic health of the areas in which they are constructed. The overall program, both in terms of number of projects and level of funding, demonstrates that preservation and enhancement of the existing transportation system for both EJ and non-EJ areas is a priority for the region.

There are projects in the NOACA TIP which are not represented on the map as locations are either not yet identified or they occur at various and multiple locations across the region. These projects include countywide transit system operations, miscellaneous equipment and ODOT districtwide maintenance initiatives (pavement markings, routine road, bridge and vegetative maintenance, signal timing, guardrail repair, etc.). However, it can be concluded that these activities have positive impacts to both EJ and non-EJ areas as most are directly or indirectly associated with enhancing and maintaining existing transportation services and access.

The table indicates that more than 93% of funding is invested in maintenance and enhancement of existing assets. The table further illustrates that approximately 58% of the total funding committed to projects in the SFY 2021 – 2024 Transportation Improvement Program is invested in EJ areas.

Regional Strategic Transit Plan

NOACA is currently developing a Regional Strategic Transit Plan that will involve public and private stakeholders region-wide, including all of the five transit agencies within the NOACA region, and will also considering connectivity with transit agencies in neighboring regions. It will include a demographic analysis of transit riders in Northeast Ohio. The overarching goals of the plan are to:

- Recommend how to better connect the region through transit and best deploy existing transit resources.
- Identify opportunities for collaboration and strategic partnerships between the existing transit operators.
- Use NOACA products like the transit oriented development and transit asset management plans.
- Recommend how to best prioritize transit capital investments
- Identify gaps in transit service regionally

As of this writing NOACA's Regional Strategic Transit Plan is nearly complete. We expect it to be a powerful asset in our efforts to improve transportation equity in Northeast Ohio.

Coordinated Public Transit – Human Services Plan

NOACA maintains a Coordinated Public Transit – Human Services Plan that includes the analyses necessary to identify the needs of the target population groups for the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) funding program. NOACA is the designated recipient of those funds.

The 2019 plan is called Mobilize. The plan’s “Goals for the Future and Strategies for Implementation” reflect the engagement of transportation providers, clients, and the public, and were created to address identified current and future needs. The four goals are intentions for addressing the mobility of seniors and individuals with disabilities in northeast Ohio, while each strategy furthers the overarching goals of the Coordinated Plan. The strategies include “Potential Actions” that serve as launching points for implementation. Strategies are prioritized by anticipated funding, available resources, and timeframe of implementation.

Goals for the Future

1. Improve and expand transportation options for seniors and individuals with disabilities
2. Improve accessibility, affordability, and quality of transportation services for seniors and individuals with disabilities
3. Improve coordination of transportation services and resources
4. Increase awareness of transportation issues and resources

Strategies for Implementation

1. Provide platform for identifying transportation resources and service
2. Develop and implement educational programs and training opportunities for seniors, individuals with disabilities, advocates, stakeholders, and drivers
3. Explore accessibility and relationships with transportation network companies
4. Mitigate environmental barriers
5. Use technologies to improve communication between riders, drivers, and transportation providers
6. Improve/increase night, weekend, and last-minute transportation options
7. Improve access to underserved and unserved areas
8. Improve cross-county transportation options and efficiencies
9. Improve frequency and timeliness of service

Data gathered in the Coordinated Plan is used in NOACA’s planning and programming efforts, policy development, and public outreach efforts. The next Coordinated Plan will be completed in 2023.

NEO Mobility Coalition

In October of 2014, NOACA and the American Cancer Society, Cleveland Office, formed a regional mobility coalition. Stakeholders including transportation providers, human service agencies, government agencies, and others were invited to discuss current transportation barriers and brainstorm potential solutions for seniors, individuals with disabilities, those with low income, and those with health issues.

The Mobility Coalition continues its work today, studying problems and identifying solutions. It produces a regular newsletter aimed at service providers

Transportation Asset Management Program

Road and bridge infrastructure is the backbone of America's transportation system, and maintaining it in a state of good repair is essential for all modes of transportation. Roads and bridges accommodate not only passenger and freight vehicles, but also accommodate buses, bicyclists and pedestrians.

In 2014, the NOACA Board of Directors established a Provisional Transportation Asset Management Program to address the region's most critical pavement needs with the goal of bringing all the region's roadways up to a state of good repair. Transportation asset management focuses on strategic maintenance, rehabilitation and replacement of assets rather than a worst first strategy.

Between 2014 and 2016 this program resulted in nearly \$70 million in targeted infrastructure projects.

Although this policy targets infrastructure condition, NOACA's approach reflects a "complete streets" concept to ensure that NOACA project investments balance the needs of all users and provide a safe, accessible and well connected transportation network. These users include motorists, pedestrians, bicyclists, transit vehicles, emergency vehicles, freight carriers and horse-drawn vehicles.

In 2017 NOACA developed a comprehensive Transportation Asset Management Policy, which initially focused on pavement and bridges, but has being extended to all transportation infrastructure on a step by step basis. NOACA now has a comprehensive asset management plan for public transit.

While this program is not exclusively focused on traditionally underserved populations, the program does aim to bring the entire system up to a state of good repair. Given the state of infrastructure in NOACA's urban core areas, we expect that this program will greatly benefit Title VI and EJ populations.

NOACA's full Transportation Asset Management Policy is available on the NOACA website.

Disadvantaged Business Enterprise (DBE) Policy and Program

NOACA's DBE program fully complies with U.S. Department of Transportation regulations: 49 CFR Part 26. NOACA developed its Disadvantaged Business Enterprise (DBE) in order to ensure full compliance with all federal and state requirements

NOACA will never exclude or discriminate against anyone in connection with the award and performance of any goods or services contract on the basis of race, color, gender or national origin.

NOACA's DBE program is a goal-based program that applies mainly to consultant contracts that advance the agency's planning functions. NOACA uses nondiscrimination language and goals in its contracts pertaining to the selection of subcontractors. The contractor must document the progress of efforts being made in securing the services of qualified DBE subcontractors.

Only businesses certified as DBEs under the State of Ohio Unified Certification Program (UCP) are considered in meeting NOACA DBE program requirements. The Ohio UCP is a "one stop" certification process for the federal DBE programs in Ohio.

Goals for NOACA contracts funded with federal highway dollars are set by the Ohio Department of Transportation (ODOT), per Federal Highway Administration (FHWA) guidelines. Goals for NOACA contracts funded with federal transit dollars are set by the Greater Cleveland Regional Transit Authority GCRTA, per Federal Transit Administration guidelines. NOACA will use either ODOT or GCRTA goals for its locally funded contracts, depending on the nature of the contract. NOACA does not use quotas in any way in the administration of its DBE program.

DBE goals for NOACA-funded capital projects are administered by project sponsors and are overseen by FTA or FHWA.

TITLE VI ADMINISTRATION AND TRAINING

Administration

NOACA's associate director of compliance, under the direction of the NOACA Board and executive director, works with division directors to ensure that the agency's Title VI compliance and other nondiscrimination efforts are maintained at a high level. NOACA takes these responsibilities very seriously and strives for ongoing improvement in this area.

Compliance with Title VI and other nondiscrimination requirements happens through various means, including:

- NOACA's *Diversity and Inclusion Policy*, and its component policies
- NOACA's *Public Interaction Policy* and public involvement efforts
- NOACA's long-range plan and TIP, and the analyses that go into those products

- NOACA's *Overall Work Program* and planning and programming procedures
- NOACA's Public Interaction Policy and NOACA's *Disadvantaged Business Enterprise Program* and procurement procedures
- NOACA staff training and direction

NOACA's Title VI and other nondiscrimination programs are administered in both internal and external ways. NOACA strives for transparency in all its operations, and its nondiscrimination policies and procedures are no exception. NOACA prominently displays a *Nondiscrimination* page in the *About Us* section of its website with links to various policies, procedures and forms. NOACA's home page provides a direct link to its *Nondiscrimination* page.

NOACA posts its Title VI Notice to the Public and Title VI complaint process (Appendix F) on this page and in public meeting areas within the agency offices. This Title VI Notice includes a Nondiscrimination Policy describing the breadth of the agency's responsibilities under various laws, executive orders and regulations. NOACA has not been the subject of a discrimination complaint or lawsuit in at least 15 years.

Training

NOACA's responsibilities with regard to Title VI and other nondiscrimination requirements begin with staff training and awareness. Compliance with these laws and regulations is an integral part of the agency's planning, project programming and external relations processes. NOACA believes that raising awareness of systemic equity issues among agency staff is vital to ensuring that the agency conforms to both the letter and the spirit of the law. NOACA continually strives to increase that level of awareness among staff from all agency divisions.

In 2018 all Planning, Programming and External Engagement staff completed the Ohio Department of Transportation's *Title VI for Local Public Agencies* course. New employees joining the agency since that time have also taken the training. The course provides training for local public agencies on what Title VI is, why it is important and how to apply Title VI's requirements in their daily work.

In 2018 all staff also took public ethics training offered by the Ohio Ethics Commission.

In 2019 all staff attended a traveling exhibit called *Undesign the Redline: The Transformation of Race, Place, and Class in America*. This exhibition and presentation offered an explorative, interactive, and visioning framework for addressing systemic challenges of Redlining. This exhibit seeks to answer the fundamental questions about our communities: how did we get here, and what does that mean for where we are going? NOACA staff followed up on this exhibition with an internal discussion about the lessons learned and remedies that could be applied.

In 2019 and 2020 all staff attended a “Groundwater Racial Equity” seminar presented by the Racial Equity Institute. The “Groundwater” approach seeks to explain racial inequities as a systemic and structural problem within our institutions. Staff also followed up this training with internal discussions on how we can apply the lessons learned to the metropolitan planning process. The Groundwater metaphor is based on three research observations:

- 1) Racial inequity looks the same across systems
- 2) Socio-economic difference does not explain racial inequity
- 3) Inequities are caused by systems, regardless of people's culture or behavior.

Again, this seminar was followed by extensive staff discussion about how to address racial inequity as part of the planning process. NOACA believes that a detailed understanding of the problem is key to addressing it effectively. As a result, NOACA’s next long-range plan will focus extensively on equity.

Appendices

Note: These appendices contain the Title VI complaint procedure and complaint form. These are posted on the NOACA website. The form is an online form and we have provided screenshots in these appendices. NOACA has received no Title VI complaints.

Appendix A: Title VI Notice to the Public

Appendix B: Title VI Complaint Procedure and Form

Appendix C: NOACA Public Engagement Plan

Appendix D: NOACA Diversity and Inclusion Policy

Appendix E: NOACA Board Resolution: 2020 Title VI Program

Appendix A: NOACA Title VI Notice to the Public

The Northeast Ohio Areawide Coordinating Agency (NOACA) values diversity and actively seeks input from all interested parties, regardless of cultural identity, background or income level.

NOACA does not tolerate discrimination in any of its programs, services or activities, and will not discriminate against anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status. NOACA will actively work to ensure inclusion of everyone in our community so that its programs, services and activities represent the diversity we enjoy.

The NOACA Board of Directors updated the agency's [Title VI Program](#) in January 2015. This document describes the procedures NOACA will implement to comply with Title VI of the 1964 Civil Rights Act and addresses compliance with federal regulations and federal and state nondiscrimination laws in regard to:

- Communications and public involvement
- Planning and programming
- Consultant contracts
- Title VI administration

Northeast Ohio Areawide Coordinating Agency (NOACA) valora la diversidad y busca activamente aportaciones de todas las partes interesadas, independientemente de antecedentes, identidad cultural, o nivel de ingresos.

NOACA no tolerará discriminación en ninguno de sus programas, servicios o actividades, y no discriminará contra nadie por motivo de raza, color, origen nacional, sexo, edad, discapacidad, religión, ingresos, o estatus familiar. NOACA trabaja activamente para asegurar la inclusión de todo el mundo en nuestra comunidad, de manera que sus programas, servicios y actividades representen la diversidad de la que disfrutamos.

La Junta de Administración de NOACA actualizó el [Programa del Título VI](#) en enero de 2015. El presente documento describe los procedimientos que NOACA implementará para cumplir con el Título VI de la Ley de Derechos Civiles de 1964, y habla del cumplimiento con las regulaciones federales y las leyes federales y estatales relativas a no discriminación con respecto a:

- Comunicaciones y participación del público
- Planificación y programación
- Contratos con consultores
- Administración del Título VI

Appendix B

NOACA COMPLAINT PROCESS

Filing Complaints of Discrimination

1. Any person who feels that he/she has been subjected to discrimination based on race, color or national origin under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, 23 USC 324, 42 USC 610, and the DOT Order on Environmental Justice and Executive Order 12898, or other forms of discrimination under related nondiscrimination laws and regulations may file a complaint with NOACA.
2. Complaints should be in writing, signed by the complainant or his/her representative(s), and must include the complainant(s) name, address, and telephone number. NOACA provides an online complaint form that is available the website. Allegations of discrimination received via postal mail or e-mail will be acknowledged and processed. Allegations received by telephone will be documented in writing and provided to the complainant(s) for review before processing.
3. Upon receipt of a complaint, the NOACA Executive Director or his/her designee will, within 14 days, provide the complainant or his/her representative with a written acknowledgement of the complaint. NOACA staff may contact the complainant in an attempt to resolve any issues related to the complaint.

Complaint Investigations

1. NOACA will forward any unresolved complaints to the Ohio Department of Transportation (ODOT) Division of Opportunity, Diversity and Inclusion for review.
2. The Ohio Department of Transportation will conduct an independent investigation of the claim and will contact the complainant. NOACA will abide by the ODOT decision regarding any complaints.
3. If the complainant disagrees with the decision rendered by ODOT, he/she will have the right to request reconsideration, or to file a complaint with the FTA or FHWA Offices of Civil Rights, as applicable, at the following addresses:

Federal Transit Administration
Region V Office of Civil Rights
200 West Adams Street, Suite 320
Chicago, IL 60606

Federal Highway Administration
Office of Civil Rights- Investigations and Adjudications
HCR-40, Room E81-328
1200 New Jersey Avenue, SE
Washington, DC 20590

Retaliation

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964. It is the policy of NOACA that persons filing a complaint of discrimination have the right to do so without interference, intimidation, coercion, or fear of reprisal. Anyone who feels he/she has been subjected to retaliation should report such incident to the Executive Director and/or ODOT's Division of Opportunity, Diversity and Inclusion

Name/ Nombre

Street Address/ Dirección:

City

State



ZIP Code

Telephone/ No. de teléfono:

E-mail Address/Dirección de Correa Electrónico

Name/ Nombre

Street Address/ Dirección:

City

State



ZIP Code

Telephone/ No. de teléfono:

E-mail Address/Dirección de Correa Electrónico

Are you represented by an attorney for this complaint?

☐ Yes/Si

☐ No

Attorney's Name/ Nombre del abogado(a):

Street Address/ Dirección:

Street Address/ Dirección:

City

State



ZIP Code

Telephone/ No. de teléfono:

E-mail Address/Dirección de Correa Electrónico

Basis of alleged discrimination/ Base de la supuesta discriminación

- ☐ Race/ Raza
- ☐ Color/ Color
- ☐ National Origin/ Nacionalidad
- ☐ Sex/ Sexo
- ☐ Disability/ Incapacidad
- ☐ Sexual Orientation/ Orientación sexual
- ☐ Political Affiliation/ Afiliación política
- ☐ Martial Status/ Estado civil
- ☐ Other/ Otro

Other / Otros

**In the space below, please describe the alleged discrimination. Explain what happened and who you believe was responsible/
Por favor describa abajo el supuesto acto de discriminación. Explique lo más claro posible lo que pasó y quien usted piensa es el responsable por el supuesto acto.**

Have you filed a complaint of the alleged discrimination with a federal agency?/ ¿Ha presentado una queja de la supuesta discriminación con una agencia federal?

☐ Yes/ Sí


☐ No/ No

Date of the alleged discrimination/ Fecha de la supuesta discriminación

▼

▼

▼



Federal Court/ La corte federal

☐ Federal Court/ La corte federal

☐ Federal

☐ State Court/ La corte estatal

☒ State

☐ Local/ Local

Please provide the name of the Agency where you filed your complaint/ ¿Ante qué agencia usted presentó queja?Name/ Nombre

Contact Person/ Nombre del investigador o representante

You may attach any additional information you think is relevant to your complaint./ Por favor, firme el formulario. Adjunte cualquier información adicional usted cree que es pertinente con su queja.

No file selected.

Submit Form



eNEO2050

eNEO2050

Public Engagement Plan 2020-2021



Northeast Ohio Areawide
Coordinating Agency



ENE02050: AN EQUITABLE FUTURE FOR NORTHEAST OHIO **Northeast Ohio Areawide Coordinating Agency** **PUBLIC ENGAGEMENT PLAN**

PART 1. ENEO 2050 PUBLIC ENGAGEMENT PLAN

1.0 Introduction

As the metropolitan planning organization for Northeast Ohio representing Cuyahoga, Geauga, Lake, Lorain and Medina counties, the Northeast Ohio Areawide Coordinating Agency (NOACA) provides leadership in transportation and environmental planning. We engage the public and cultivate effective partnerships with local governments and industry experts in the areas to create the best plan possible for our region – one that addresses mobility challenges and accessibility for all as we prepare for our region’s future.

1.2 About eNEO2050: An Equitable Future for Northeast Ohio

ENE02050 is part of NOACA’s long-range plan, a federally required document for all metropolitan areas. This plan will be updated, at least once every five years, in order for the region to stay in compliance with federal regulations. The long-range plan serves two major functions. First, it records the community’s collective vision and goals for the region to ensure transportation access is available to all. Second, it is the plan that guides the project prioritization and expenditure of federal transportation funding. This update looks beyond today’s transportation system and into the year 2050. It forecasts mobility needs of the region’s population 25 years into the future and charts a course for providing access to workforce, land use, housing, health and economic development.

It also identifies deficiencies in the current transportation system and currently unmet mobility needs in the region. Furthermore, it is an objective way to decide, which transportation projects are considered for implementation and recommendation for funding.

The *Public Engagement Plan* outlines the guidance, methods, strategies and outreach activities associated with the planning areas needed to create a comprehensive regional plan. It allows NOACA to engage with stakeholders so they can actively stay involved with the decision-making of eNEO2050.

eNEO2050 is also responsive to the compliance regulations provided in federal law (23 §CFR450.316).

1.3 Regional Policy Guidance

In June 2009 the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Transportation (DOT), and the U.S. Environmental Protection Agency (USEPA) joined together to create the Partnership for Sustainable Communities (Partnership). The aim of the partnership was to help regions nationwide improve access to affordable housing, increase transportation options, and lower transportation costs while protecting the environment. The Northeast Ohio Sustainable Communities Consortium (NEOSCC) formed in 2011 with a \$4.25M grant from the Partnership to address and guide a 12-county Northeast Ohio region (including NOACA and the metropolitan planning organizations for Akron, Canton and Youngstown) to plan for a vibrant and resilient future.

NOACA supports NEOSCC's mission and will use the regional visioning framework established to guide the implementation, recommendations and strategies for eNEO2050 to help Northeast Ohio achieve the long-range planning objectives and goals. The mission is to create conditions for a more VIBRANT, RESILIENT, and SUSTAINABLE Northeast Ohio – Northeast Ohio that is full of vitality, a good steward of its built and natural resources, and that is adaptable and responsive to CHANGE.

It is essential to recognize the relationships among land use, transportation, jobs, housing, infrastructure investment, and environmental quality. It is also essential to support land use patterns and decision-making processes that will:

- Encourage strategies to promote region-wide economic prosperity and housing equity
- Support the development of multiple, sustainable means of region-wide travel
- Restore and enhance NEO's natural systems and significant built environments

- Advance cost-effective investment in NEO's infrastructure and public services
- Improve environmental quality
- Build collaborative regional initiatives
- Catalyze community-focused economic development and place-based community design.

(Source: NEOSCC).

Central to the development of *eNEO2050*'s public participation initiatives, NOACA will address public reactions and perceptions regarding regional transportation and environmental planning significance. NOACA will use several tools of engagement including CrowdGauge methods and public opinion surveys to gain perspective on the needs and priorities of residents. The plan's development will center activities to address the following questions.

1.4 Key Questions and Goals

- 1) What is the community pulse of 2020 vs 2013 when determining the needs of the region? Are the same needs still prevalent after seven years?
- 2) Data vs Perception: How have we performed as a region since 2013? How does the data compare with public perception? Do the data and perception reflect the public's current needs?
- 3) How do we collectively collaborate and connect all regional data and planning documents to create a comprehensive regional plan for the next 30 years?
- 4) How do we advance the initiatives established in ENEO2050 to achieve the vision framed by its goals and objectives through supportive engagement and public participation?

1.4.1 Key Goals

a) **Goal 1: Enable Inclusive & Transparent Public Planning**

The visioning process to create ENEO2050 actively seeks to increase participation and decision-making by populations that have been left out of such processes in the past.

b) Goal 2: Reflect Shared Values

By establishing a shared vision to support, inconsistent policies and investment decisions that can be more easily be refined to better effect change.

c) Goal 3: Respect Choice

Preserving our quality of life, expanding choices for Northeast Ohio's citizens and respecting local government and individual property rights are essential principles for this process

d) Goal 4: Promote Informed Decision-Making

Currently, many decisions and practices are made in the absence of accurate and accessible region-wide or local data. ENEO2050 aspires to provide this missing information and articulate the region's choices clearly and unambiguously.

e) Goal 5: Coordinate Efforts & Investments

By relentlessly driving for improvements in how we do business and improving how we plan, Northeast Ohio will be able to eliminate waste of resources and leverage regional assets, investments, and opportunities to their fullest potential.

f) Goal 6: Enable & Promote Action

The *eNEO2050* process is intended to stimulate broad public participation, which will lead to the development of a shared regional vision and strategic policy framework; a dashboard of metrics; and a set of tools, policies, and pilot programs that will be politically actionable at many levels of government.

g) Goal 7: Improve Quality of Life

ENE2050 will promote integrated regional land use, and housing, transportation, and capital investment planning to enhance the region's economic competitiveness, increase its resilience, provide its citizens better access to decent, affordable housing, and offer more cost-effective transportation choices.

1.4.2 Principle Approaches

NOACA will also use the following three principle approaches for goal-focused public participation:

- a. **Integration:** Integration is the intentional combining of related activities to achieve more effective results, leveraging multiple policy tools to address complex regional challenges and opportunities.
- b. **Collaboration:** Collaboration recognizes that shared efforts advance our region most effectively toward shared outcomes.

- c. **Accountability:** Accountability includes a commitment to monitor and evaluate the effectiveness of our policies and practices toward achieving shared outcomes and a willingness to adjust course to improve performance.

The three principles are significant to the *Public Engagement Plan* in helping to guide regional planning. Specifically, they are integrated throughout the participation plan to support approaches that will:

- Reflect the interests and priorities of the diverse stakeholders of the Northeast Ohio planning area – including residents, employers, policymakers, local government officials and staff, developers, and other interested stakeholders.
- Engage a cross-section of the planning area’s residents from all parts of the area and from a representative range of demographic characteristics (race/ethnicity/nationality, age, and income level).
- Transcend political differences and transitions by assuring robust participation by partners, stakeholders, and constituents.
- Promote a regional approach to economic growth and competitiveness.

2.0 Public Engagement and Outreach

Among the new elements called out in the *eNEO2050*, the need for a more inclusive approach to engaging the broader community at-large is the focus. In response, NOACA created and implemented public engagement activities to establish principles and guidance for all outreach as a specific way to address equity in the region.

Public engagement will refocus on the people of Northeast Ohio, rather than just on the anticipated planned and built infrastructure, through participation activities where actions are developed for real participation, rather than the traditional processes (mailers, community postings). Many traditional processes, although common, do not necessarily engage certain communities effectively. *eNEO2050* public engagement will set the tone for how NOACA does business throughout the region and directly within communities.

The public engagement process sets the expectation that NOACA staff will consult communities before, during and after participation activities, to assure greater effectiveness is accomplished in those efforts. NOACA staff will measure success against those expectations and plans that result from these community connections.

This approach also brings awareness to NOACA staff as they create analyses and findings based on public feedback. As NOACA staff gather information from public participation, staff will work that knowledge and experience into the *eNEO2050 plan*.

NOACA staff will also focus public participation efforts on long-term relationships, which include the expectation of ongoing communication (rather than self-contained projects that lack “bigger picture” context). Long-term relationships create flexibility that allows NOACA and community partners to share the agenda and engage with one another even when there is not a significant planning effort like the LRP.

The *Public Engagement Plan* will reinforce NOACA’s commitment toward public participation in all of its regional planning efforts, and help NOACA support equitable outcomes for all communities. A key purpose of public engagement is to change the public perception of government planning and its own influence on government planning. Both NOACA and the public will jointly make decisions that affect the region.

The following principles are front and center for public participation:

- Equity
- Respect
- Transparency
- Relevance
- Accountability
- Collaboration
- Inclusion
- Cultural Competence

These principles will ensure members of the region’s diverse communities will participate and feel represented and included in a meaningful way. These principles are simultaneously guided within the previous NOACA comprehensive regional long-range plan, *AIM Forward 2040* and the current development of the *ENE02050*.

2.1 Guiding Principles for Public Participation

The following guiding principles comprise the core elements of the participation plan to inform the public about *eNEO2050*:

- Regional planning and transportation planning are about people – we will build better communities for our entire region.
- People, businesses, and the broader community have a stake in the region’s transportation decisions.

- Participation processes should facilitate discussion and dialogue about transportation impact on the natural and built environments.
- Participation in policy discussions and decisions should be meaningful and have relevant impact.
- Participation opportunities should be inclusive and assure engagement of traditionally underrepresented groups in regional policymaking.
- Use a variety of participation activities to assure the process can be responsive to the needs of affected audiences and groups.
- Use multiple methods to capture public comments, including traditional methods (mail, phone) and emerging methods (email, online forums, focus groups and related opportunities).
- Summarize and communicate submitted information to participants and the public (and track its impact on the planning process).
- Whenever possible, schedule and site public meetings during times and in locations accessible by transit riders and people with disabilities, to avoid potential conflicts. Consider opportunities hosted by other units of government; locations throughout the region to provide convenient/nearby access to the process; and different times during the day and evening hours to accommodate a variety of work schedules.
- Promote opportunities widely, both through NOACA's communication channels, and through organizations and agencies in collaboration with NOACA.

NOACA staff will use technology to connect with audiences as a means to regularly communicate throughout various outlets. A communications and public engagement calendar will be available as an internal and external source. Technology and in-person engagement methods will be used as permitted.

2.3 Public Participation Process and Strategies

NOACA will strategically approach public participation to meet the needs of the region. It is important to reach out to stakeholders from all backgrounds and perspectives to have well thought out plans that benefit everyone. Public participation activities will be developed holistically and comprehensively with the practice of collaboration and inclusion.

Partners in local and state government, advocacy groups and collaborators have a key role to help shape the work of NOACA. NOACA staff will target select groups at early stages of engagement, especially to help plan and shape participation methods. Specific constituencies include:

- Interests historically underrepresented in regional planning efforts (communities of color, cultural communities, the disability community)
- Residents of the region – including drivers, cyclists, pedestrians, and transit users
- Elected officials and staff of counties, cities, the state and other relevant public agencies (NOACA staff strongly encourage Board subcommittee members and NOACAs Councils to participate)
- Freight interests (including ports, shippers, freight transportation service providers)
- Business interests (employers and employees)
- Organizations that represent public transportation employees, private transportation, and commuting programs (carpooling, vanpooling, parking and transit benefit programs, telework, etc.)

NOACA will also engage agencies that represent rural parts of the region, as well as the urban core centers. NOACA will also engage agencies with expertise in areas such as land use and multi-modal solutions.

NOACA staff will intentionally include communities who have not been historically engaged in policy dialogues with NOACA. Outreach activities will actively seek out the involvement of underrepresented communities to open up opportunities for involvement and to provide feedback. NOACA staff will target varied information to these groups and conduct special outreach methods to invite more participation in the future. These efforts will be ongoing. At the same time, it is important to leverage NOACA's established relationships to cultivate long-lasting connections.

2.4 Public Participation Methods

The following are commonly used public participation methods in long range planning. Outreach and public involvement are valuable activities that can engage stakeholders, underrepresented constituencies and newer audiences to shape region-wide planning.

1. Create background information to post on websites and for use in fact sheets, handouts, and other materials.

2. Convene stakeholders for discussion around large topics of regional scale.
3. Sponsor listening sessions, workshops or virtual webinars to feature policy aspects and promote topic-based policy discussions on plan content.
4. Use social media to connect constituencies to planning efforts and promote involvement – both for two-way discussion and one-way push marketing. Includes interactive techniques (such as crowd-sourcing and visual mapping) to gather data and facilitate feedback.
5. Design and disseminate informal surveys – use social media, electronic mailing lists, idea-gathering platforms and websites to ask questions and promote discussion spaces.
6. Utilize online interactive engagement tools with abilities to crowdsource or generate surveys; interactive online maps and visualization, which support features such as layering, videos, create markers and provide feedback. (Related to social media and web-based methods.)
7. Offer forums, including online forums, to elicit stakeholders' and communities' ideas and perspectives on regional issues, projects and initiatives.
8. Develop special events to announce, highlight or kick-off an issue, discussion, project, initiative or news event (on-site guerilla campaigns that allow for videotaping community responses to highlight on-going participation).
9. Offer open opportunities to learn about the project, through open houses, meetings/virtual meetings, receptions specific to locations that interest the public, or other experience in order to highlight an initiative, infrastructure project or investment.
10. Solicit in-depth information by hosting focus groups or small-group discussions about issues, activities or public perceptions from stakeholders in non-traditional locations.
11. Update existing foundational planning documents (including *Aim Forward 2040*) to reflect lessons learned through engagement strategies.
12. Create a web portal to access and download resources for public comment.

A mixture of several or all of these strategies will be use in every effort and as appropriate for specific audiences. Specific activities will be available to reflect the broader goals, strategies, and tactics of the *Public Engagement Plan*. These activities will be posted online and communicated widely to clarify how and when the public can participate.

2.5 Public Comment Process

State and federal law require formal public comment processes for specific short-term and long-term planning efforts. The public comment period for eNEO2050 is designed to formally involve people in the long-range planning process. These formal comment processes will generally occur throughout each segment of the planning development, in an effort and opportunity to lend voice and feedback toward decision-making.

NOACA will involve the public in the plan development process as follows:

- NOACA policy requires action to set public comment review for at least 30 days regarding the final plan document and during the plan development
- A public notice will be place on NOACA's website, and in selected media outlets with regional circulation to formally announce the public comment period at meetings or in electronic format.
- NOACA staff will submit news and media release to the following major and niche outlets to announce the availability to comment:
 - ❖ Major areawide circulation of daily newspapers/related dailies
 - ❖ Web news outlets policy websites and news sites
 - ❖ All television stations in the regional area
 - ❖ All radio stations in the regional area
 - ❖ Online and printed publications with non-daily production schedules
 - ❖ Ethnic news organizations (newspapers, online sites, radio)
 - ❖ Niche audience publications

- ❖ Colleges, universities, educational institutions
- Other optional promotional activities are also used:
 - ❖ Paid Web advertising (as budget permits)
 - ❖ Paid Facebook advertising (as budget permits)
 - ❖ Social media packages for partners to post and “like” for dissemination with controlled messages and content marketing to their network of contacts
 - ❖ The use of email marketing and campaign platforms (Constant Contact; Eventbrite; etc).

NOACA staff will develop a separate dynamic landing page on the NOACA website as the central location to obtain information about the long-range plan. A comprehensive and interactive news section will be available that includes how people can get involved. NOACA staff will disseminate updated information throughout all communication channels. NOACA will ensure a platform where:

- Proactive engagement with key constituencies is available to assure they are aware on how to participate in the process – this is broad for large-scale regional discussions and more targeted for specific, smaller-scale conversations.
- NOACA can collect public comment through the website and at public meetings when available. NOACA staff will create a report at the close of the process to document all comments and share publicly as part of the decision-making process.

Once the comment period ends, the Plan will be forwarded to the NOACA Board of Directors for comments prior to the scheduled Board meeting, June 2021. A final copy will be presented as an action item to the Board for approval and adoption. Once approved, the final plan will be posted on the NOACA website and eNEO2050 webpage.

2.6 NEEDS ASSESSMENT AND OPPORTUNITIES

NOACA staff will ask stakeholders questions to elicit input during the development of eNEO2050. Staff will pose these questions through a variety of means and forums, as detailed herein the *Outreach and Strategies* sections. Below are examples of questions designed to guide discussions of transportation

needs and opportunities, including the first major phase of long-range plan outreach.

FIGURE 1. Key Questions Regarding Needs and Opportunities

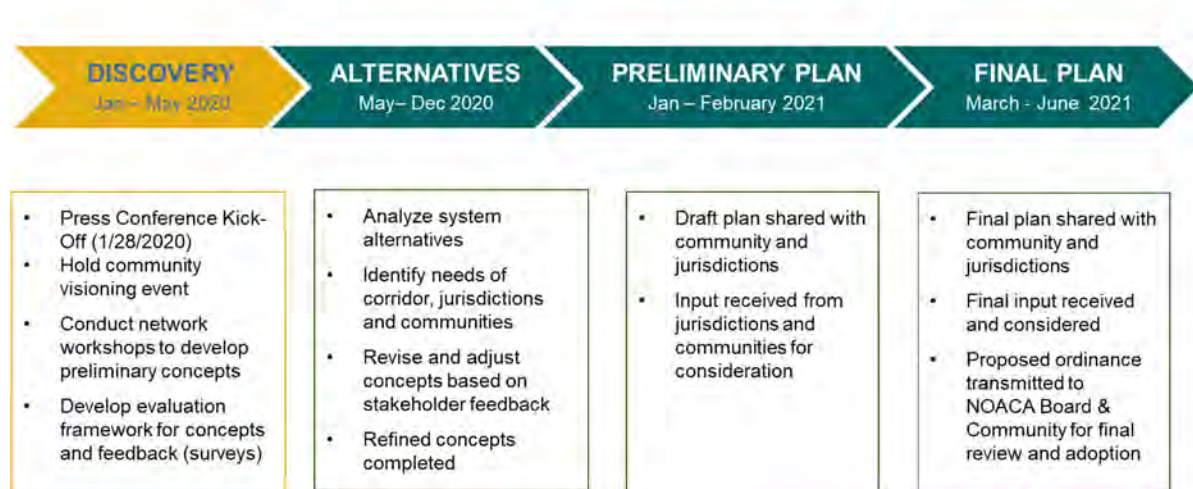
- Why the eNEO250, long-range plan should be important to you?
- What's working well with the transportation system in your community?
- Are there transportation barriers or mobility issues that prevent people from getting where they need to go?
- Are there transportation needs that you have heard from people of color, people with low incomes, older adults, youth, people with disabilities, and people with limited English proficiency?
- What changes or trends are occurring that might affect the transportation system and how you use it?
- What opportunities for improving the transportation system do you see now or in the near future?

3.0 COMMUNICATION METHODS

A. Internal Communications

Several internal communication tools will be develop by staff to ascertain the best strategies to build communication portals for public awareness, participation and engagement throughout the discovery, alternatives analysis, preliminary plan and final plan stages.

Figure 2. Planning Development Stages



NOACA's staff will provide support to outline the proposed communication strategies and events for public engagement once information is provided throughout the planning stages. The content where public responses and participation is needed will be outline in the following as ongoing strategic communication tools:

1. Public Engagement & Communications Messaging Schedule
2. Social Media Calendar
3. Publications Calendar
4. Events Calendar

B. External Communications

NOACA staff will aim to make it easy to access eNEO2050 information required to help residents understand, follow, and engage in the long-range planning. In-person and webinar/virtual meetings, website content, emails, social media, and other electronic means will be used for external communications.

3.1 Meetings

Every month, NOACA staff will engage the public about the eNEO2050 planning development at in-person, virtual meetings, conferences, and events. Regardless of whether the NOACA is hosting, co-hosting, staffing a table, or simply in attendance, staff will introduce *eNEO2050* to new audiences when available. To facilitate this effort, staff will produce a series of outreach materials, including postcards, bullets, flyers, and electronic brochures. NOACA's staff will also provide an eNEO2050 Communications Kit that can be disseminated to partner organizations and committees within their own business networks.

3.2 Website

A separate webpage for *eNEO2050* will be developed for interested parties to follow the long-range plan development. The webpage will gather, in one location, everything needed to understand, follow, and participate in the long-range planning activities. Visitors will find a timeline of upcoming and past events, data visualization applications, crowd gauge tools, places to provide comments, and advice on how to get involved.

3.3 Electronic Notifications

NOACA staff will notify a broad range of stakeholders about the LRP milestones and participation opportunities through complementary modes of communication:

- *Emails:* Subscribers to the NOACA email list can opt in or opt out of communications about meetings, engagement opportunities, transportation equity updates and notices. Emails are NOACA's primary means of notifying interested parties about opportunities for engagement.
- *Social Media:* NOACA will use its social media platforms that are followed by transportation advocates, community groups, other government agencies, and interested members of the public. Staff will routinely schedule posting of events, campaigns and public participation opportunities throughout the long-range planning development. Links to the *eNEO2050* webpage will allow viewers to easily access additional information. Social media postings will complement the use of all email and collateral material communications.
- *Social Media Kits:* NOACA will send quarterly social media kits to Board of Director members, committees, and partners to share and distribute pertinent information about the *eNEO2050* including public awareness campaigns, activities and comment periods
- *NOACA Homepage Banners:* Large, inviting banner graphics with prominent "action buttons" will serve to alert visitors to the NOACA website regarding important announcements and opportunities. The action buttons will direct visitors to the *eNEO2050* webpage where all planning development information are hosted.
- *NOACA Website Calendar/Announcements:* NOACA will add public involvement upcoming events to the webpage calendar and announcements under the News Section as information becomes available.
- *NOACA Connection:* NOACA will send monthly updates about *eNEO2050* to all subscribers of the agency's external newsletter, the NOACA Connection. Each issue will feature a section about the *eNEO2050* including developments, activities and public comment periods. These updates are used to reach out to a broader audience.
- *Podcast:* NOACA will host a podcast series about the *eNEO2050* and will post electronically on several podcast listening stations (Spotify, iHeartRadio, iTunes, Alexa, Tune-in, Google Podcast, Podcaster, Amazon platforms, etc.)

- *Media Alerts/Outlets:* NOACA will send monthly media alerts to media outlets from print, radio, t.v. and blogs to disseminate messages about the eNEO2050 development and pitch story ideas to raise the awareness of the long-range planning.
- *Local TV and government stations:* NOACA will send public service announcements to the City of Cleveland broadcast station and East Cleveland Cable t.v. to target residents and underserved populations that are frequent viewers.

4.0 ENGAGEMENT METHODS

Through the public engagement planning efforts, staff will work to provide opportunities for members of the public to participate in the eNEO2050 long-range planning and to ensure everyone's voice may be heard, valued, and considered.

NOACA will conduct in-person public outreach events that will take place at venues who comply with Americans with Disabilities Act (ADA) accessibility standards and are accessible by public transportation. When in-person meetings are not available, virtual meetings will be held with the same agenda and premise for public engagement. NOACA will target several internal and external groups/organizations to 1) provide professional perspective, discussion and feedback on the long-range planning development; and 2) invite these associated groups and organizations to bring their constituents, clients, and broader audiences to the events as a way to gain more public participation.

4.1 NOACA Advisory Councils

Throughout the development of *eNEO2050*, NOACA staff will provide updates to all of the agency's Advisory Councils including: Transportation, Business, Community and Rural. The Advisory Council's membership includes municipalities, local businesses, public agencies, advocacy groups, and other interested parties. NOACA will present updates at the Advisory Council's quarterly meeting, however, will offer roundtable and community meetings as requested to ensure each of the four major phases of LRP development is explored including: assessing needs, selecting alternatives, scenarios and strategies before finalizing the LRP.

4.2 NOACA In-person & Virtual Meetings

The NOACA welcomes public comments at all public meetings, whether in person or virtual, offering stakeholders a chance to offer their input into and feedback about NOACA decisions. NOACA will provide and disseminate information to the public regarding activities on a regular basis and provide related materials on the *ENE02050* webpage and the NOACA meeting calendar. Staff expects to present and discuss LRP topics frequently in calendar year 2020 and early 2021, when assessing needs and priorities of residents, selecting alternatives, scenarios and strategies before finalizing the LRP.

4.3 Open Houses

As permitted, NOACA will develop Open Houses to allow the public opportunities to comment on the NOACA planning scenarios and documents in person, while learning more about transportation planning in lieu of the electronic messages and collateral material. These open houses will generally be located at local libraries within the regional districts. NOACA staff will host Open Houses when planning decisions of interest are critical and significant for public comment. Staff anticipates hosting at least three Open Houses during the development of *ENE02050*.

4.4 Regional Roundtables

NOACA will host roundtables comprised of municipal, regional and legislative representatives that brings together planners, department directors, elected and appointed government officials interested municipal officials and their respective guests to discuss, plan, and coordinate common issues related to transportation access to land use, housing, health, jobs and economic development. NOACA staff will create either an in-person or virtual roundtable during the LRP development.

4.5 Meetings with Stakeholder Organizations

eNE02050 requires input from a broad range of stakeholders, including those who may not be able to attend the NOACA's public meetings or events. Staff will respond to invitations to attend regularly scheduled meetings of municipalities, transportation advocacy organizations, professional groups, and other organizations interested in discussing transportation issues and learning how to shape the transportation system in the region as permitted.

In addition, staff has been proactively building relationships with organizations serving the needs of people with low incomes, people with disabilities, people with limited English proficiency, older adults, and communities of color. We will reach out to our contacts in these organizations to gather input about the transportation needs and challenges of the people they serve and to plan how to best communicate and engage with their constituents.

4.6 Regional Surveys and Comments

NOACA will hire a consultant to perform random sample surveys throughout the region to collect and gather data on resident's perceptions of the current and future transportation priorities as well as gauge demographics on regional transportation accessibility. Occasionally, NOACA will distribute electronic surveys asking stakeholders for their thoughts, ideas, and feedback on specific topics. Surveys will be posted on the *eNEO2050* webpage and sent out via email and social media.

Staff also anticipates receiving comments and questions throughout the development of *eNEO2050* and during designated public review periods. Staff generally responds using the same media through which the comment or inquiry was made. All written comments will be summarized and generated from in-person & virtual meetings and online through website and email portals.

4.7 Partner Events

NOACA staff will seek opportunities to collaborate with other local transportation organizations who are developing long-range plans including the Greater Cleveland Regional Transit Authority (GCRTA), Ohio Department of Transportation (ODOT), and other organizations to reach broader audiences. Staff will look for opportunities to attend and present at associated meetings and events that draw stakeholders with an interest in improving the regional transportation system.

PART II. OUTREACH STRATEGIES

This proposed outreach strategies will help all stakeholders, community and public, understand, follow, and participate in the planning development of *eNEO2050*. Staff will provide information about upcoming events, activities and public comment period as we have gathered information throughout the LRP development.

2.2.1 Planning Guidance

Planning for the long-range plan for the year 2050 present incredible opportunities for our region. How will our region grow and evolve? What should be our core focus areas and priorities? What type of transportation system will best meet the future needs of our residents and visitors? What kinds of projects will we be able to afford? NOACA seeks to answer these questions and more as part of the outreach communications and messaging associated with the developing the eNEO2050.

2.2.2 How the Public Will Shape the ENEO2050 Plan

This *Public Engagement Plan* ensures the community has a voice in the development of the eNEO2050 by creating opportunities to be informed and engaged throughout the planning process. To accomplish this, outreach will take place in two phases.

- A. Phase 1: NOACA will seek opinions on what residents want to see as priorities and focus areas that affect their current and future needs for accessibility and how they want to achieve that vision.
- B. Phase 2: NOACA will seek more specific public input based on a handful of potential scenarios for the year 2050.

NOACA is committed to community outreach that is:

- **Thorough:** Outreach should be comprehensive, providing many options for how a person can get involved.
- **Inclusive:** Everyone is welcome to participate in the eNEO2050 Plan process. NOACA wants to make sure participants are as diverse as our vibrant region; therefore, we will make a concerted effort to reach traditionally underserved communities.
- **Creative:** NOACA will strive to use cutting-edge tools and techniques to reach the public. Being innovative means, we are always focused on improving.
- **Continuous:** Members of the public should be able to participate from the comfort of their own homes, at times convenient to them. This means using tools that enable 24/7 involvement. We also invite public feedback throughout the planning process.

2.2.3 AUDIENCES

In line with the NOACA's vision for public participation, NOACA staff aspires to engage the full spectrum of the public in the NOACA's long-range transportation planning. Staff will gather input from a variety of individuals and groups with an interest in transportation planning including, but not limited to the following:

- Regional Transportation
- Advisory Council
- Municipalities
- Professional groups (e.g., planners, engineers)
- Community organizations
- Economic development and business organizations
- Transportation and environmental advocates

Staff will make a concerted effort to reach populations that have been underserved by the existing transportation system or that have unique transportation needs and challenges including:

- People with disabilities
- People with low incomes
- People of color
- People with limited English proficiency
- Young people
- Older adults

2.2.4 OUTREACH ACTIVITIES

The following objectives and outreach strategies will be used to achieve our public participation goals during development of eNEO2050. Evaluation measures are also outlined to ensure effectiveness.

A. OBJECTIVES FOR IN-PERSON AND VIRTUAL ENGAGEMENT:

The following objectives address how active NOACA will attempt to reach people in person or through virtual means to obtain input, and sharing public opinion with decision makers.

OBJECTIVE #1 – Community Events & Reaching Underserved Communities

- To personally engage and obtain input from at least 2,000 people in the development of the eNEO2050 Plan by participating in three outreach events per month during phase one, with at least a third of these events taking place in Northeast Ohio's environmental justice focus areas. These areas, shown in our Title VI Program, identify parts of the region with high concentrations of underserved communities.

Strategies:

- Partner with existing organizations to conduct presentations that inform and gather public input in-person or via virtual platforms (i.e. webinars, Zoom meetings, etc.)
- Speak with people where they already are and reside by hosting booths at community festivals or public locations
- Encourage public participation by using an activity to gather input and increase public awareness of eNEO2050, including Sasaki Crowd Gauging tools and Civic Commons related events
- Provide essential materials in Spanish, multiple languages and visually-accessible formats, as needed
- Work with local government, social, civic, business and transportation to identify outreach opportunities, particularly to reach underserved groups
- Develop a youth outreach program to get input from those who will be affected most by the eNEO2050 Plan
- Reach out to bus and rail riders through a series of "Transit Talks" pop-up meetings at designated locations throughout the service area (i.e GCRTA collaborations)
- Encourage event participants to see the results of their input and stay in touch throughout the eNEO2050 plan development by signing up for the eNEO2050 updates on the webpage

Evaluation Measures: Outreach Event Listing, Survey Results, Newsletter sign-ups

OBJECTIVE #2 – Events Hosted by NOACA

NOACA will host at least six regional meetings to raise awareness of key milestones during development of the eNEO2050 (including sharing the draft plan), with a total of 500 attendees, garnering input from 50%.

Strategies:

- Choose event locations that comply with Americans with Disabilities Act (ADA) requirements and are accessible by public transportation and or accessible virtual events for public participation
- Establish opportunities for public input by allowing comments to be submitted in person, electronically, or via postal service
- Create an educational event program with interesting content that explains the eNEO2050 Plan's primary concepts:
 - Downtown Podcast Recordings (One per county)
 - Traveling Display at local libraries as permitted (bi monthly)
 - City Council Ward Club Meetings/Open House, as permitted (Quarterly)
 - Presentation the Box (Agencies invite NOACA to speak at events to inform their constituents, clients and audience to discuss topics specific to their area of need (as permitted))
- Provide digital communication kits to make it easy for partners to distribute event information via social media and other electronic channels such as social media posting, flyers. Distribution targets include:
 - Board of Directors
 - Public Agencies and Government
 - Advocacy Organizations
 - Colleges and Universities
 - Area apartment buildings and complexes
 - Churches and or religious organizations
- Provide sufficient event notification at least 3-4 weeks prior to events (i.e. Virtual Town Hall Meetings)
- Create a detailed strategic media plan targeting various media outlets and government access television channels to drive event attendance and public engagement opportunities for the eNEO2050 activities (i.e. East Cleveland Cable TV and City of Cleveland Community Public Access station).

- Create a detailed strategic media plan targeting various media outlets and local government access television channels to drive event attendance for in-person or virtual public participation
- Explore paid social media advertising to boost event attendance
- Explore adding an online chat room during event to broaden reach and public comments.

Evaluation Measures: Event Attendance, Public Comments, Social media like/shares based on analytics

OBJECTIVE #3 – Sharing Public Input with Decision Makers

Supply a continuous stream of eNEO2050 information to government, planning and policy decision makers by providing quarterly community outreach updates to NOACA Board of Directors, committees; advisory councils and other established eNEO2050 Working Group through various communication channels, such as written summaries, videos, and oral presentations.

Strategies:

- Create an eNEO2050 Plan Working Group to ensure a thorough vetting of plan concepts and documents
- Compile community event reports that provide photos, demographic information, and a summary of feedback gathered at outreach events
- Create short videos summarizing public sentiment at events to convey diversity of feedback
- Provide community outreach briefings and consult with Board, Committees, Councils and Working Groups with decision-making on NOACA's work
- Conduct statistically-valid market research examining public opinion on transportation issues in the five-county area (i.e. Public Opinion Survey)

Evaluation Measures: Community Event Reports, Oral Presentations, Videos, Market/Public Opinion Research Results

OBJECTIVES FOR VISUALIZATION & ACCESS TO INFORMATION:

The following objectives address how we will share information and ensure two-way communication.

OBJECTIVE #4 – Use of Plain Language & Visualization in Communication Tools

Ensure that all eNEO2050 print and electronic materials communicate NOACA's message in an effective, appealing way by using visuals (photos, illustrations, charts, etc.) and plain language, as defined by the Federal Plain Language Guidelines.

Strategies:

- Brand the eNEO2050 Plan to make communication tools immediately recognizable across all platforms (print, audio, social media, website, and collateral material).
- Include how-to-comment information on all materials (email, social media, etc.)
- Send regular outreach updates via email, including the eNEO2050 newsletter, to community contacts
- Create a collector's or memorable printed poster explaining the eNEO2050 Plan process in English and Spanish
- Create shareable social media graphics to communicate key plan concepts and event information
- Feature the eNEO2050 Plan in NOACA's annual report, as a communication tool targeted primarily with industry experts, elected officials, and the business community
- Create new online mapping features (portal) to the eNEO2050 website to boost visualization efforts
- Incorporate innovative technology and interactive elements in community presentations and events including a video release of the overall plan and strategy;
- Create marketing videos with a list of questions to engage the public and receive feedback about priority focus areas. These videos will be marketed in forms of community campaigns
- Market the Sasaki Crowd Gauging Tool

Evaluation Measures: Email Statistics, Analytics for Web Maps, Online Sign-ups and submission of videos; Checklist for Plain Language

OBJECTIVE #5 – Graphics & Digital Outreach (Website, Social Media & Video)

Provide digital engagement opportunities and planning information through eNEO2050 website, social media channels, and online videos, achieving:

- A monthly average of 250 unique visitors to the eNEO2050 Plan section of the website,
- A monthly average of 15 posts focused on the eNEO2050 Plan, with 5% engagement
- 1,000 cumulative views and shares on eNEO2050 Plan videos.

Strategies:

- Drive traffic to website from social media channel
- Include website address in all materials and presentations and encourage visits
- Partner with stakeholders to post and share social media kits
- Share timely eNEO2050 news throughout each phase through cross marketing appeals via news on social media
- Encourage continuous two-way communication with the public by posting photos from outreach events and stimulating interest in future events
- Conduct video interviews at eNEO2050 Plan meetings and events, as well as at locations where people typically congregate (i.e. Annual Meeting; staff external meetings, etc.)
- Post video footage online, with captions whenever possible to make them ADA-friendly, and disseminate through social media channels
- Use an online platform to collect input during phase one and two of public outreach

- Post eNEO2050 technical reports to the website for public review as they become available throughout plan development, and publish final 2050 Plan documents to the website no later than 90 days after official adoption by the NOACA Board of Directors, June 2021.

Evaluation Measures: Website Analytics, Social Media Statistics, Video Statistics, Shared social media

B. Evaluation & Reporting

NOACA will periodically review the effectiveness of these objectives and strategies throughout the implementation of the outreach plan and make any necessary adjustments to ensure our goals are reached.

A comprehensive, appealing and easy-to-understand report will be produced to document public participation for the eNEO2050 Plan. The report will present an overview of outreach activities, evaluate the effectiveness of these activities against the objectives outlined in this *Public Engagement Plan*, and summarize the public feedback received. Results will be shared with the NOACA Board and committees prior to the adoption of the eNEO2050.

C. Stakeholder Database

Achieving the objectives in this *Public Engagement Plan* begins with appropriately identifying audiences with a jurisdictional, direct, or other interest in the eNEO2050 Plan. NOACA will develop a comprehensive community stakeholder database to ensure that input is gathered from as many segments of the community as possible. This includes regular coordination with local governments, as well as state and federal agencies; civic, community and advocacy groups; business and commerce sectors; educational, health, faith-based and other organizational groups.

NOACA will continuously connect with organizations that have not traditionally been involved with regional transportation and environmental planning. A message will be included in all materials, should groups not see their name on the stakeholder list that will be centrally located on the website, to contact NOACA, so they can get involved in the eNEO2050 Plan. Representatives will be able to contact our community outreach staff to learn more by emailing noaca@mpo.noaca.org or calling the number provided.

The stakeholder database will be updated throughout the public involvement process, and at a minimum will include the following entities:

Community & Service Organizations

- Alumni Organizations
- Apartment Complexes
- Bicycle & Pedestrian Advocacy Groups
- CareerSource & Job Access
- Civic Involvement Organizations
- Community Development Corporations
- Disability Advocacy Groups
- Independent Living Housing
- Environmental Advocacy Groups
- Faith-based Organizations
- Food Bank Advocacy/ Distribution
- Homeowners Associations
- Land Use Conservancy
- Older Adult and Active Advocacy
- Social Justice Organizations
- Social Service Organizations
- Sorority & Fraternity Organizations
- Transit Advocacy Groups

Universities/Colleges

Veterans Associations

Health Organizations

- Community Health Services
- Cuyahoga Department of Health
- Geauga Department of Health
- Medina Department of Health
- Lake Department of Health
- Lorain Department of Health
- Free Clinics
- MetroHealth
- St. Luke Hospital/Sisters of Charity
- University Hospitals
- Cleveland Clinic

Business & Tourism Associations

- BOMA
- Hotel & Lodging Association
- Chambers of Commerce
- Convention & Visitors Bureaus
Florida Business Improvement
Districts
- Major Employers
- Greater Cleveland Partnerships
- Realtors Associations
- Community Development Corporations

State & Federal Agencies

- NE Ohio Congressional Delegation
- NE Ohio Legislative Delegation
- Federal Highway Administration
- Federal Transit Administration
- Ohio Department of Transportation
- Ohio Turnpike and Infrastructure Commission
- Ohio Department of Environmental Protection Agency

Local Governments

- NE Ohio Cities, Townships, Counties
- GCRTA
- NEORSD
- NOACA Board
Committees Board
Advisory Councils

Innovative Technologies

- Electric Vehicle Charging Stations
- Electric Vehicles
- Hyperloop
- Block Chain
- Autonomous Vehicles
-

D. On-going Schedule of Public Engagement Activities

Over the next 18 months of the *ENEO2050*'s development, staff will ask the public to share information and weigh in on several upcoming decisions. Figure 3 represents the times during which various types of input will be most helpful and most likely to engage the public for plan awareness, participation and decision-making.

Figure 3.

Task Name	Assigned to	Start	Finish	% of Completion
Phase I. Public Priorities				
Media/Outreach Campaign #1	JM/AM	5/4/2020	9/30/2020	--
LRP Dynamic Website (page)	EEPA	5/4/2020	9/30/2020	100%
Launch	EEPA	5/15/2020	5/15/2020	100%
- Press Releases	DR	5/18/2020	5/18/2020	100%
- Emailer (controlled messages: Informational - web directed)	EEPA	5/20/2020	5/20/2020	100%
- Social Media (5 month calendar of messages)	EEPA	5/20/2020	8/20/2020	50%
- <i>Public Opinion Survey Released</i>	Consultant	5/20/2020	8/30/2020	100%
- Public Campaign - "Why the Future of Northeast Ohio should matter to you?"	EEPA	6/1/2020	9/1/2020	75%
Sasaki Interactive Tool	Consultant	6/1/2020	10/30/2020	100%
- Media/Marketing Campaign on Sasaki Tool	EEPA	6/1/2020	10/30/2020	55%
- Community Meeting/Postcard Drop off: Cuyahoga/Cleveland	JM/EEPA	7/1/2020	7/15/2020	100%

- Community Meeting/Postcard Drop off: Medina	JM/EEPA	7/1/2020	7/15/2020	100%
- Community Meeting/Postcard Drop off: Geauga	JM/EEPA	7/1/2020	7/15/2020	100%
- Community Meeting/Postcard Drop off: Lake	EEPA	7/1/2020	7/15/2020	100%
- Community Meeting/Postcard Drop off: Lorain	EEPA	7/1/2020	7/15/2020	100%
Podcast Launch: E-NEO 2050: An Equitable Future for Northeast Ohio	EEPA	7/1/2020	7/13/2020	100%
Media Outreach Campaign #2 - Planning for our Future (people response via video) Video	EEPA	7/1/2020	8/31/2020	75%
Campaign/Public send in video response (Create Questions 1-4)	EEPA	7/1/2020	8/31/2020	50%
- Create Mktg video about all four questions	EEPA/Task Force/Content	7/6/2020	8/30/2020	30%
Release video (background music/NOACA branding) Website	EEPA/Consult	9/30/2020	9/30/2020	
Release Videos on YouTube	EEPA	10/1/2020	10/1/2020	
Release Videos on Instagram	EEPA	10/1/2020	10/1/2020	
Release Videos on Facebook	EEPA	10/1/2020	10/1/2020	
Release Videos on Twitter	EEPA	10/1/2020	10/1/2020	
Select public videos to be used in final response video/clips on website	GG/SMT/EEPA	10/1/2020	10/30/2020	

Release of final video	EEPA	11/15/2020	11/15/2020	
LRP Roundtables:				
NOACA Councils	Planning/EEPA	8/1/2020	8/30/2020	
LRP Roundtables:				
Planning and Economic Development	Planning/EEPA	8/1/2020	8/30/2020	
LRP Roundtables:				
Rural Communities	Planning/EEPA	8/1/2020	8/30/2020	
LRP Roundtables:				
Workforce Development	Planning/EEPA	8/1/2020	8/30/2020	
August Podcast (2):	EEPA	8/10/2020	8/14/2020	100%
Phase II. Prioritizing Future Scenarios	AM	8/10/2020	10/30/2020	
Media/Outreach Campaign #3 - Future Scenarios	AM/EEPA	8/10/2020	10/30/2020	
Webinar #1.				
Prioritization of Scenarios Explained (recorded)	AM	8/10/2020	8/14/2020	
In- Person Community Meeting:				
Cuyahoga/Cleveland – East	JM/AM	8/10/2020	8/14/2020	
In-Person Community Meeting:				
Cuyahoga/Cleveland – West	JM/AM	8/17/2020	8/21/2020	
In-Person Community Meeting:				
Cuyahoga/Cleveland – North	JM/AM	8/17/2020	8/21/2020	
In-Person Community Meetings: Geauga	JM/AM	8/24/2020	8/28/2020	
In Person Community Meetings: Medina	JM/AM	8/24/2020	8/28/2020	
In-Person Community Meetings: Lake	JM/AM	8/31/2020	9/3/2020	
In-Person Community Meetings: Lorain	JM/AM	8/31/2020	9/3/2020	

Marketing Videos Taped - North Water Productions	EEPA/Consultant	9/3/2020	10/30/2020	
Cleveland Rising Summit Event - Hyperloop	GG/KS/DR/HTT	9/3/2020	9/30/2020	
Civic Commons type/Community Engagement Development	EEPA	9/7/2020	9/30/2020	
Podcast -Annual Meeting Media	EEPA	9/11/2020	9/11/2020	50%
Campaign/Community Engagement	EEPA	9/14/2020	10/9/2020	25%
Civic Commons Event	EEPA	10/9/2020	10/9/2020	TBA
October Podcast	EEPA	10/16/2020	10/16/2020	25%
Webinar #2. TBA (recorded)	AM	10/19/2020	10/19/2020	
Public Meeting (Cleveland Public Hall) Summarizing LRP - Regional/Cuyahoga	JM/AM	10/26/2020	10/30/2020	
Public Meeting (Geauga)	JM/AM	10/26/2020	10/30/2020	
Public Meeting (Medina)	JM/AM	11/2/2020	11/6/2020	
Public Meeting (Lake)	JM/AM	11/2/2020	11/6/2020	
Public Meeting (Lorain)	JM/AM	11/9/2020	11/13/2020	
Webinar #3. Identifying TIP Projects (recorded)	AM	12/1/2020	12/4/2020	
December Podcast	EEPA	12/6/020	12/14/2020	
LRP Year in Review - Media Campaign Week 1 Highlights	EEPA	12/6/2020	12/14/2020	
LRP Year in Review - Media Campaign Week 2 Highlights	EEPA	12/14/2020	12/18/2020	

LRP Year in Review - Media Campaign Week 3 Next Steps 2021	EEPA	12/21/2020	12/31/2020
Phase III. LRP Roll- out 2021 Analysis Released	EEPA	1/4/2021	1/15/2021
January Podcast Media Outreach Campaign #4 Release (1-8 videos)	EEPA	1/18/2021	1/22/2021
	EEPA	1/19/2021	1/23/2021
February Podcast LRP Marketing Video Released - Social Media Action Platform (1-2)	EEPA	2/1/2021	1/24/2021
	EEPA	2/1/2021	1/25/2021
LRP Marketing Video Released - Social Media Action Platform (3-4)	EEPA	2/15/2021	1/26/2021
DRAFT Results of Long Range Plan Released	EEPA	3/1/2021	1/27/2021
LRP Marketing Video Released - Social Media Action Platform (5-6)	EEPA	3/1/2021	1/28/2021
Public Comment Period	EEPA	3/1/2021	4/30/2021
NOACA Committee Evaluation/Comment Period	GG/JM/AM	3/1/2021	5/31/2021
LRP Marketing Video Released - Social Media Action Platform (7-8)	EEPA	3/15/2021	3/19/2021
March Podcast Media/Outreach Campaign #4	EEPA	3/15/2021	3/19/2021
Long Range Plan Traveling Exhibit	EEPA	3/15/2021	7/30/2021
(Cuyahoga/Cleveland)	EEPA	3/22/2021	4/2/2021

Long Range Plan Traveling Exhibit (Geauga)	EEPA	4/5/2021	4/23/2021
April Podcast	EEPA	4/19/2021	4/19/2021
Long Range Plan Traveling Exhibit (Medina)	EEPA	4/26/2021	5/10/2021
May Podcast	EEPA	5/17/2021	5/17/2021
Long Range Plan Traveling Exhibit (Lake)	EEPA	5/17/2021	6/4/2021
Board of Directors Review/Approval LRP	GG/JM/AM	6/1/2021	6/30/2021
Long Range Plan Traveling Exhibit (Lorain)	EEPA	6/7/2021	6/21/2021
June Podcast	EEPA	6/21/2021	6/21/2021
July Podcast: Plan Highlights	EEPA	7/19/2021	7/19/2021
Community Celebration - Marketing Event	EEPA	7/14/2021	7/14/2021

DIVERSITY & INCLUSION POLICY

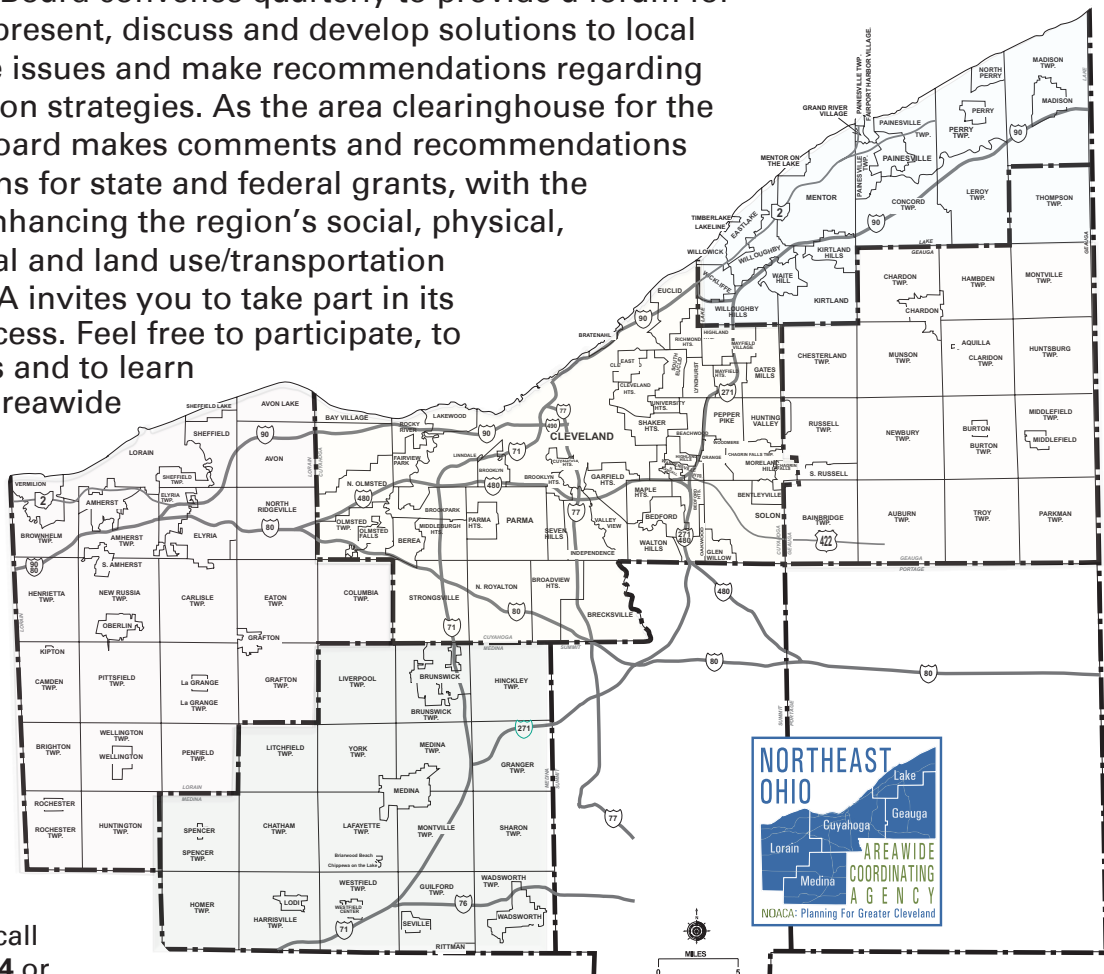


June 2017

The Northeast Ohio Areawide Coordinating Agency (NOACA) is a public organization serving the counties of and municipalities and townships within Cuyahoga, Geauga, Lake, Lorain and Medina (covering an area with 2.1 million people). NOACA is the agency designated or recognized to perform the following functions:

- Serve as the Metropolitan Planning Organization (MPO), with responsibility for comprehensive, cooperative and continuous planning for highways, public transit, and bikeways, as defined in the current transportation law.
- Perform continuous water quality, transportation-related air quality and other environmental planning functions.
- Administer the area clearinghouse function, which includes providing local government with the opportunity to review a wide variety of local or state applications for federal funds.
- Conduct transportation and environmental planning and related demographic, economic and land use research.
- Serve as an information center for transportation and environmental and related planning.
- As directed by the Board, provide transportation and environmental planning assistance to the 172 units of local, general purpose government.

NOACA's Board of Directors is composed of 45 local public officials. The Board convenes quarterly to provide a forum for members to present, discuss and develop solutions to local and areawide issues and make recommendations regarding implementation strategies. As the area clearinghouse for the region, the Board makes comments and recommendations on applications for state and federal grants, with the purpose of enhancing the region's social, physical, environmental and land use/transportation fabric. NOACA invites you to take part in its planning process. Feel free to participate, to ask questions and to learn more about areawide planning.



For more information, call (216) 241-2414 or log on at www.noaca.org

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NOACA Diversity and Inclusion Policy

NOACA and Nondiscrimination

The Northeast Ohio Areawide Coordinating Agency (NOACA) values diversity and actively seeks input and involvement from all interested parties, regardless of cultural identity, background or income level.

NOACA does not tolerate discrimination in any of its programs, services or activities, and will not discriminate against anyone on the grounds of race, color, national origin, gender, age, disability, religion, income, sexual orientation, gender identity or family status. NOACA will actively work to ensure that everyone in our region can benefit from NOACA programs, services and activities so that we all can benefit from the diversity that makes Northeast Ohio a great place to live.

In order to ensure that we meet the highest possible standards with regard to nondiscrimination, diversity and inclusion, NOACA has created the following policy/program documents:

- Public Interaction Policy (Appendix A)
- Environmental Justice Areas Policy (Appendix B)
- Urban Core Communities Policy (Appendix C)
- Disadvantaged Communities Policy (Appendix D)
- Disadvantaged Business Enterprise Policy (Appendix E)
- Equal Employment Opportunity Policy (Appendix F)
- Americans with Disabilities Act Policy (Appendix G)
- NOACA Title VI Program (Appendix H)
- Title VI complaint procedures (Appendix I)

This Diversity and Inclusion Policy summarizes these documents, while the full text documents are compiled as appendices. They are reviewed periodically and may be updated at any time. NOACA will update this document to reflect any policy changes as they occur.

NOACA maintains a nondiscrimination page under the *About Us* tab on the agency website. That page contains a nondiscrimination statement, a description of the agency's Environmental Justice responsibilities, a Title VI complaint form and a description of the complaint process. All information on that page is in English and Spanish.

NOACA's nondiscrimination policies are intended to serve and protect individuals, provide resources to local communities, and to serve compliance or reporting functions. The table below shows the agency's nine nondiscrimination policies and programs in this context.

Policy/Program	Serves & Protects Individuals	Provides Resources to Local Communities	What Requirement Does it Address?
Public Interaction Policy	X		Federal requirements related to the Civil Rights Act
Environmental Justice Policy		x	Executive Order 12898
Urban Core Communities Policy		x	Civil Rights Act of 1964
Disadvantaged Communities Policy		x	Civil Rights Act of 1964
Disadvantaged Business Enterprise Policy	x		Executive Order 11625
Equal employment opportunity	x		Executive Order 11246
Americans with Disabilities Act	x		ADA
NOACA Title VI Program	x		Federal requirements related to the Civil Rights Act of 1964
Title VI complaint procedures	x		Federal requirements related to the Civil Rights Act of 1964

The following documents and reports also provide information on demographics, planning practices and project selection as they relate to Title VI populations:

- NOACA's long-range transportation plan (currently AIM Forward 2040)
- NOACA's Transportation Improvement Program
- The Coordinated Public Transit – Human Services Transportation Plan for Northeast Ohio

NOACA Policies and Programs in Summary

Public Interaction Policy

NOACA's Public Interaction Policy states that NOACA will, "proactively and conscientiously seek engagement with stakeholders to the transportation system planning process and the general public. Per this policy, NOACA will, "produce an annual plan which will describe the methods by which the Agency will engage, educate and inform stakeholders and the general public of the major programs, documented work products, decision processes and policies under consideration for the present year.

This policy fulfills federal requirements to, "engage the public's input in the formation of major documents, programs, policies and decisions related to the planning activities." While the Public Interaction Policy is a general document and doesn't solely address interaction with Title VI and Environmental Justice populations, it is especially important that NOACA reach out to and seek meaningful input from those individuals. This means:

- Providing timely notice and reasonable access to information about transportation issues and processes
- Holding public meetings at convenient times and accessible locations
- Seeking out and considering meaningful input from traditionally underserved populations, including low-income and minority households, who may face challenges accessing employment and other services

Procedures described in this document include using Census data and mapping to identify and reach out to low-income and minority (Environmental Justice) populations, and individuals with limited English proficiency. NOACA also makes every effort to arrange for translation, sign language or other special assistance at meetings for individuals with limited English proficiency or other special needs upon request.

NOACA holds its public meetings, open houses, etc. at convenient times and in locations that are transit and ADA-accessible.

In addition, NOACA relies on its Community Advisory Council to provide input and perspective regarding the needs of traditionally disadvantaged populations. The Community Advisory Council reports to NOACA's External Affairs Committee.

The Community Advisory Council's 15 members are selected from among religious organizations, social service agencies, nonprofits, voter advocacy groups, health advocacy groups, modal organizations, senior organizations, schools, etc. The Council Charter states that the council will provide, "Continuous and balanced public representation in the development of regional plans and policies."

NOACA's full Public Interaction Policy is included as Appendix B.

Environmental Justice Areas Policy

Rooted in the Equal Protection Clause of the U.S. Constitution, Presidential Executive Order 12898 (1994) is intended to ensure that minority and low-income populations enjoy a fair share of the benefits of federal investments while not receiving an unfair portion of any potential environmental burdens.

NOACA's Environmental Justice Areas Policy designates Environmental Justice areas based on the income level and/or minority status of population in a specific area, and provides specific benefits to those areas, in order to align with the principles and policies of Presidential Executive Order 12898.

The Federal Highway Administration's Environmental Justice (EJ) Web page states that:

EJ is important because it helps to ensure full and fair participation by potentially affected communities in every phase of the transportation decision-making process. When this is accomplished, the development, construction, operation and maintenance of transportation projects should reflect an equitable distribution of benefits and burdens.

Note that this policy refers to *areas*, not *communities*. NOACA's Environmental Justice Areas are not based on political jurisdictions, but on traffic analysis zones (TAZs). A TAZ is an amalgamation of Census Blocks but is smaller than a Census Tract, so it allows the agency to conduct analyses at the neighborhood level.

The TAZ approach allows NOACA to pinpoint concentrations of minority and low-income populations where they live throughout the region and not just in concentrated communities. Any project in a designated Environmental Justice Area is eligible for the benefits of this program.

In order to be designated an Environmental Justice Area, the area must contain one or both of the following:

- A percentage of minority population at or above either the regional average or the national average (whichever is lower).
- A percentage of low-income population at or above either the regional average or the national average (whichever is lower).

These criteria constitute the strict federal definition of Environmental Justice populations. The list and map of designated Environmental Justice Areas shall be updated periodically based on Census population data.

Benefits to designated Environmental Justice areas include:

- All benefits available to designated Urban Core and Disadvantaged Communities
- Available use of toll credits to reduce local match for projects to as little as zero percent

The full Environmental Justice Areas Policy is included as Appendix E.

Urban Core Communities Policy

The Urban Core Communities Policy was originally approved by the NOACA Board in 1999 and was revised in 2015 with expanded benefits for qualifying communities. The program was intended to help older urban core communities implement federally funded transportation projects.

Since Title VI populations tend to be concentrated in Urban Core Communities, the program provides real world benefits to these individuals in terms of improved transportation infrastructure and services. These communities often have some of the region's oldest infrastructure, concentrations of low-income and minority individuals and a shrinking tax base.

The criteria for Urban Core Communities consider:

- Urbanized population
- Population density
- Age of housing stock
- Intersection density (walkability)
- Property value per capita

Benefits to designated Urban Core Communities include:

- Funding for preliminary engineering
- Funding for right-of-way acquisition, after the initial \$50,000
- Available use of NOACA toll credits to reduce local match to as little as 10 percent

The full Urban Core Communities Policy is included as Appendix C.

Disadvantaged Communities Policy

Similar to the Urban Core Communities Policy, the Disadvantaged Communities Policy provides a framework to ensure that the benefits of NOACA's regional transportation investments are shared by all socioeconomic groups. This policy was developed separately from the Urban Core Communities Policy to serve a subset of urban communities facing financial hardship due to their population composition.

Because financially challenged communities often find it difficult to provide the local match that's needed to use federal funding for transportation projects, the Disadvantaged Communities Policy helps fill that gap. Designated Disadvantaged Communities must first be designated Urban Core Communities. Qualifying criteria are also based on various nondiscrimination laws and executive orders.

In order to be designated a Disadvantaged Community, the local community must:

- Be a designated Urban Core Community as defined by the NOACA Urban Core Communities Policy
- Meet a scoring threshold based on up to five criteria:
 - Minority population
 - Low-income population
 - Elderly population
 - Population of individuals with disabilities
 - Population of individuals with low English proficiency

Benefits to qualifying communities include:

- All benefits available to designated Urban Core Communities
- Available use of toll credits to reduce local match for projects to as little as zero percent

The full Disadvantaged Communities Policy is included as Appendix D.

Disadvantaged Business Enterprise (DBE) Policy and Program

NOACA's DBE program fully complies with U.S. Department of Transportation regulations: 49 CFR Part 26. NOACA developed its Disadvantaged Business Enterprise (DBE) in order to ensure full compliance with all federal and state requirements

NOACA will never exclude or discriminate against anyone in connection with the award and performance of any goods or services contract on the basis of race, color, gender or national origin.

NOACA's DBE program is a goal-based program that applies mainly to consultant contracts that advance the agency's planning functions. NOACA uses nondiscrimination language and goals in its contracts pertaining to the selection of subcontractors. The contractor must document the progress of efforts being made in securing the services of qualified DBE subcontractors.

Only businesses certified as DBEs under the State of Ohio Unified Certification Program (UCP) will be considered in meeting NOACA DBE program requirements. The Ohio UCP is a "one stop" certification process for the federal DBE programs in Ohio.

Goals for NOACA contracts funded with federal highway dollars are set by the Ohio Department of Transportation (ODOT), per Federal Highway Administration (FHWA) guidelines. Goals for NOACA contracts funded with federal transit dollars are set by the Greater Cleveland Regional Transit Authority GCRTA, per Federal Transit Administration guidelines. NOACA will use either ODOT or GCRTA goals for its locally funded contracts, depending on the nature of the contract. NOACA does not use quotas in any way in the administration of its DBE program.

DBE goals for NOACA-funded capital projects are administered by project sponsors and are overseen by FTA or FHWA.

The full Disadvantaged Business Enterprise (DBE) Policy is included as Appendix F.

Equal Employment Opportunity Policy

It is the policy of NOACA to promote fairness and equality in hiring practices and employment opportunities, including promotions, compensation adjustments, career improvement opportunities, continuing education and general employment conditions.

NOACA shall not discriminate against any employee or applicant for employment because of race, color, national origin, religion, disability, age, gender, sexual orientation, gender identity or genetic information. NOACA will work to ensure that employees and job candidates are treated equitably with regard to recruitment, employment, upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or internship. NOACA shall post notices of these provisions in conspicuous places available to employees as well as applicants for employment.

As hiring occurs, NOACA will make all reasonable efforts to develop an agency staff that reflects the race and gender makeup of region, as well as that of the planning, engineering, communications and administrative professions. This will be reviewed annually and reported to the NOACA Board of Directors.

It is also the policy of NOACA to promote a productive work environment and not to tolerate verbal or physical conduct by any employee who harasses, disrupts or interferes with another's work performance or engages in behavior that creates an intimidating, offensive or hostile environment.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The full NOACA Equal Employment Opportunity Policy is included as Appendix G.

Americans with Disabilities Policy

In accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, NOACA prohibits discrimination against qualified individuals with disabilities in all employment practices, including: job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment.

NOACA is committed to providing accommodations for eligible employees and applicants with documented disabilities.

NOACA is also committed to removing barriers for individuals with disabilities, and will work to ensure that agency facilities are compliant with the Americans with Disabilities Act.

Finally, NOACA is committed to working with project sponsors and local communities to assist in their efforts to minimize barriers to disabled individuals in their project design and in their public buildings.

The full NOACA Americans with Disabilities Act Policy is included as Appendix H.

Title VI Program

The Federal Transit Administration requires NOACA, as the metropolitan planning organization (MPO) for Northeast Ohio and recipient of FTA funds, to maintain a Title VI Program. Recipients of FTA funding are to submit a Title VI compliance report every three years that is “timely, complete and accurate.”

NOACA’s Title VI program describes agency procedures that help ensure compliance with Title VI of the Civil Rights Act of 1964 and related legislation, executive orders and regulations. However, NOACA’s nondiscrimination responsibilities actually go beyond Title VI of the Civil Rights Act. The Title VI Program also addresses:

- Executive Order 11246 – Equal Employment Opportunity (1965)
- Executive order 11625 -- Prescribing Additional Arrangements for Developing and Coordinating a National Program for Minority Business Enterprise (1971)
- Americans with Disabilities Act (1990)
- Executive Order 12898 -- Federal actions to Address Environmental Justice in Minority Populations and Low-income Populations (1994)
- Executive Order 13166 – Improving Access to Services for People with Limited English Proficiency (2000)

Some of these requirements, such as Environmental Justice, are also addressed in specific stand-alone NOACA policies. However, the Title VI program is a more general document that offers an overview of the agency’s policies and procedures. It provides:

- A description of NOACA’s Board and committee structure
- Current outreach efforts with regard to Title VI populations
- An analysis of the NOACA region’s residents who have limited English proficiency and a description of how the agency reaches out to those individuals
- A description of how NOACA works to ensure that the agency serves Title VI and Environmental Justice populations through its planning and project programming work
- A description of NOACA’s consultant selection procedures to ensure compliance with state and federal requirements regarding Disadvantaged Business Enterprises (DBEs)
- A section on NOACA’s Title VI administration and training for agency staff

NOACA’s full Title VI Program is included as Appendix A.

NOACA Title VI Complaint Procedure

NOACA takes any concerns regarding discrimination very seriously and maintains a process for filing complaints. The agency is proud to have received no discrimination complaints to date.

Any person who feels that he or she has been subjected to discrimination based on race, color or national origin under Title VI of the Civil Rights Act of 1964, or other forms of discrimination under related nondiscrimination laws and regulations may file a complaint in writing with NOACA.

NOACA provides a description of its Title VI complaint procedures and a complaint form in English and Spanish on its website. Upon receipt of a complaint, NOACA will contact the complainant and attempt to resolve any issues related to the complaint.

Unresolved complaints will be forwarded to the Ohio Department of Transportation's Division of Opportunity, Diversity and Inclusion for review. If the complainant disagrees with the decision rendered by ODOT, he or she will have the right to request reconsideration, or to file a complaint with the FTA or FHWA Offices of Civil Rights.

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964. It is the policy of NOACA that persons filing a complaint of discrimination have the right to do so without interference, intimidation, coercion, or fear of reprisal.

The full NOACA Title VI Complaint Process is included as Appendix I.

Appendix A

NOACA Public Interaction Policy

PUBLIC INTERACTION POLICY

POLICY STATEMENT

Public interaction is a federally mandated process of informing, educating and engaging stakeholders of MPO programs and the general public in the planning process activities for which the MPO is responsible. As a public agency which expends state and federal tax dollars, it shall be the policy of NOACA to proactively and conscientiously seek engagement with stakeholders to the transportation system planning process and the general public. The goal of public involvement engagements is to inform the public of the Agency activities and to facilitate their participation. Per this policy, NOACA will produce an annual plan which will describe the methods by which the Agency will engage, educate and inform stakeholders and the general public of the major programs, documented work products, decision processes and policies under consideration for the present year.

AUTHORITY

Federal Highway Administration Statutes - 23 CFR Parts 450 and 500
Federal Transit Authority Statutes – 49 CFR Part 613
United States Code, 49 CFR Part 21

PURPOSE

This Policy fulfills the federal mandate that requires an MPO to inform the public of its activities. To the greatest extent possible MPOs are to engage the public's input in the formation of major documents, programs, policies and decisions related to the planning activities. Through public education and engagement, the MPO can develop community consensus for the expenditure of public funds in support of managing the transportation system. Further the engagement process can be helpful in producing outcomes that are economically efficient and equitable.

CRITERIA

§ 450.316 Interested parties, participation, and consultation.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

POLICY PRINCIPLES

- **Proactive Dissemination of Information**
NOACA will generally provide information in sufficient time such that general and targeted stakeholders will always have reasonable opportunity to consider information and provide feedback in time to be considered in the policy formation process
- **Timely Provision of Information to Facilitate Engagement**
NOACA will create a stakeholder engagement plan consisting of specific communication channels useful for NOACA to engage stakeholders in active and iterative communication process
- **Transparency**
NOACA will facilitate the clear understanding of programs, processes and decisions by all stakeholders through both general and specific means. The goal is the provision of information such that an interested stakeholder can understand NOACA's work at their desired level of detail
- **Engagement of Stakeholders**
NOACA will seek the engagement of stakeholders and facilitate their engagement by creating consistent channels of information flow and engagement activity such that stakeholders will be afforded multiple opportunities to learn, discuss, comment and otherwise participate in the development of NOACA's work
- **Information Provided in Context**
NOACA's work often facilitates other activities, especially land use development. In order to provide a full and complete understanding, NOACA must communicate on the associated and potential outcomes of its planning efforts
- **Accessibility**
NOACA will structure and communicate information in ways that are easily understandable and consumable and therefore accessible to the widest possible audience. NOACA will also create communication channels to specific groups of stakeholders whose judgements and discretion should be considered in the formation and implementation of policies

POLICIES

NOACA will create an annual participation plan to engage its stakeholders and other interested parties in the metropolitan transportation planning process. The participation plan will include various communication channels to ensure that stakeholders have multiple opportunities to learn, discuss, comment and otherwise participate in the development of NOACA's work.

NOACA's goal is to provide information so that stakeholders and interested parties can understand NOACA's work at their desired level of detail. Therefore, NOACA will structure and communicate information in ways that are easily understandable and therefore accessible to the widest possible audience.

NOACA will use Census data and mapping to identify and include those who are traditionally underserved by existing transportation systems, including individuals with limited English proficiency. NOACA will also make every effort to arrange for translation, sign language or other special assistance at meetings for individuals with limited English proficiency or other special needs.

NOACA will also use various communication techniques, including visualization, to facilitate the clear understanding by stakeholders and other interested parties of its programs, processes, projects, major planning documents and decisions. NOACA will use a variety of communications methods, such as the internet, social media, print, etc., to disseminate information.

NOACA will provide information in sufficient time so that stakeholders and other interested parties will have reasonable opportunity to consider information and provide feedback in time to be considered in policy formation and the development of projects and major planning documents.

NOACA will ensure that any public meetings, open houses, etc., it holds are at convenient times and in locations that are ADA-accessible.

NOACA will consider the public input it receives regarding its policies and major planning documents. NOACA will respond to the person who provided the input if he/she provides contact information. When significant comments are received on major planning documents, such as the long-range transportation plan and TIP, a summary of the disposition of the comments will be included in the final document.

NOACA posts draft documents to its website for public review and comment. If the final version of the long-range transportation plan or Transportation Improvement Program (TIP) changes significantly from the draft version, the proposed final version will be posted to the website for public review and comment.

NOACA will seek public comment on its participation plan for at least 45 calendar days before adopting it. Copies of the final, approved plan will be posted on its website and sent to the Federal Highway Administration and Federal Transit Administration.

NOACA coordinates its planning efforts with other planning organizations, such as the Ohio Department of Transportation (ODOT) and communities within its jurisdiction, following its Project Planning Review, intergovernmental review and consultation, and public involvement processes.

Appendix B

NOACA Environmental Justice Policy

ENVIRONMENTAL JUSTICE POLICY

POLICY STATEMENT

Environmental justice is a framework to ensure that the benefits and burdens of regional transportation investments are shared by low income and minority groups. The Northeast Ohio Areawide Coordinating Agency's (NOACA's) Environmental Justice Policy designates Environmental Justice areas based on the income level and/or minority status of a location's population, and develops specific programs for these communities, in order to align with the principles and policies of Presidential Executive Order 12898.

AUTHORITY

14th Amendment to the US Constitution
Presidential Executive Order 12898 (February 11, 1994)

SUPERSEDEENCE

This policy replaces the Environmental Justice Communities Policy, adopted in September 2015.

PURPOSE

To comply with Presidential Executive Order 12898, issued on February 11, 1994, recipients of federal funds and agencies charged with the distribution of federal funds must ensure that low income populations and minority populations are not unfairly burdened by transportation investments and are treated fairly in processes expending federal funds.

The concept of environmental justice is rooted in the 14th Amendment: "All citizens are created equal and entitled to equal protection." The Federal action requiring environmental justice was Presidential Executive Order 12898 issued on February 11, 1994, that states, in part:

To the greatest extent practicable and permitted by law, and consistent with the principles set forth in the report on the National Performance Review, each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations in the United States and its territories and possessions, the District of Columbia, the Commonwealth of Puerto Rico, and the Commonwealth of the Mariana Islands.

Accordingly, this policy allows for NOACA to support reinvestment in environmental justice areas and to ensure such groups are not disproportionately impacted by transportation projects. Moreover, this policy outlines the criteria for determining locations of environmental justice concern and the benefits of such a designation.

CRITERIA

Environmental Justice areas will be identified at the Transportation Analysis Zone (TAZ) level. A TAZ is an agglomeration of Census Blocks, but smaller than a Census Tract, allowing for a

refined approach with significant accuracy, small enough to capture population within a tiny geography, yet large enough to leverage accurate sample data.

A TAZ will be identified as a location of EJ concern if it has a minority population percentage at or above the lesser of the regional average or the national average and/or a population in poverty whose percentage of the full TAZ is at or above the lesser of the regional average or the national average.

Though rates will change over time, based on the latest data currently available, the current locations are identified as an EJ area if meets either or both of the following thresholds:

- Percent of residents of minority status at or above: 28.81%
- Percent of residents below the poverty level at or above: 14.72%

USES OF THE DESIGNATION

Projects that will be implemented in environment justice areas are eligible for the following benefits:

- Sponsors may be eligible to apply for financial assistance for preliminary engineering for transportation projects;
- Sponsors may apply for federal funds for right-of-way acquisition, less the initial \$50,000 right of way investment typically required;
- The use of toll credits to reduce local match requirements: project sponsors are eligible for 100% NOACA funding participation, utilizing 20% funding from Toll Credits.
- Other programs that may be conceived of in the future.

These benefits apply to projects within an EJ area. For projects that span both EJ areas and non-EJ areas, the 0% match requirement and other benefits would apply only to the portion of the project that lies within the EJ area.

In addition to these benefits, each major project funded or approved by NOACA will be assessed for its potential negative impact on EJ areas as well as its potential positive outcome for EJ areas.

FUTURE UPDATES OF DESIGNATED TAZ'S

The list and map of designated environmental justice areas shall be updated periodically, as newer data are released and geographic socio-economic changes are observed in the region.

Appendix C

NOACA Urban Core Communities Policy

September 11, 2015

NOACA URBAN CORE COMMUNITIES POLICY

POLICY STATEMENT

The Northeast Ohio Areawide Coordinating Agency's (NOACA) Urban Core Communities Policy seeks to foster reinvestment in defined urban core areas while minimizing a currently increasing regional infrastructure cost burden given stagnant regional population growth and outstanding needs within areas of existing infrastructure. The policy designates Urban Core Communities based on community characteristics that shape the urban qualities of a place and develops specific programs, for these communities.

AUTHORITY

United States Code, Title 23, Section §134
United States Code, 49 CFR Part 21

PURPOSE

This policy is a revision to the Urban Core Communities Policy adopted by the NOACA Board in 1999 as contained in NOACA's *Framework for Action 2025* long range transportation plan. The policy was created to foster reinvestment in defined urban core areas in the region, with the intent that these communities would receive special consideration for federal assistance through NOACA attributable funding programs. The policy is updated herein to reflect the current fiscal environment, updated Agency goals and priorities, recent data including the 2010 Census, and potential uses of the policy for designated communities.

The Policy allows for NOACA to support reinvestment in the urban core areas. Through the designation of specific communities as Urban Core Communities, specific programs may be developed and targeted to support these communities and to ensure that these communities are not negatively impacted by transportation projects.

CRITERIA

The Urban Core Communities (UCC) designation considers the urban form, physical aspects and character of a community. As such, six criteria shall be applied to each community, and a community must meet all criteria to obtain the UCC designation. The intent of the criteria is to measure the extent to which the current infrastructure network serves the population at a cost-effective density supporting a sustainable multi-modal network. The criteria and current thresholds are as follows:

Category	Criteria	Current Threshold
Urbanization of population	Minimum percentage of population living in an urbanized area as defined by the US Census Bureau	100%
Street density	Minimum number of streets per square mile	10
Population density	Minimum population density at or above the regional density of communities that are at least 50% urbanized* by population. The land area used in the calculation is exclusive of airfields and other protected areas (e.g., parks, cemeteries, and flood plains).	2,175
Age of housing stock	Median year of housing structures built is on or prior to the year that the region's population peaked. Data used for this criterion, if survey-based, shall incorporate the margin of error for each community.	1970
Intersection density (Walkability)	Minimum number of intersections per square mile at or above the regional intersection density of communities that are at least 50% urbanized* by population. The land area used in the calculation is exclusive of airfields and other protected areas (e.g., parks, cemeteries, and flood plains).	100
Property value per capita	Maximum per capita value of all real estate at or below the regional average of communities that by area are at least 50% urbanized*.	\$95,488

*as defined by federal regulations

Upon analyzing each community against the established criteria, a list of designated Urban Core Communities shall be established.

USES

Designated Urban Core Communities are eligible for special programs, as follows:

- The Urban Core Preliminary Engineering Program, through which communities are eligible to apply for financial assistance for preliminary engineering for their transportation projects.
- The Urban Core Right-of-Way Program, through which communities may apply for federal funds for right-of-way acquisition, less the initial \$50,000 right of way investment typically required.
- The use of toll credits to reduce local match requirements (pending the adoption of NOACA's toll credits policy): projects sponsored by, and located within, designated communities are eligible for 90% NOACA funding participation, utilizing 10% funding from Toll Credits.
- Other programs that may be conceived of in the future.

FUTURE UPDATES OF DESIGNATED COMMUNITIES

The list of designated Urban Core Communities shall be updated, as necessary, following each decennial census.

Appendix D

NOACA Disadvantaged Communities Policy

DISADVANTAGED COMMUNITIES POLICY

POLICY STATEMENT

The Disadvantaged Communities Policy is a framework to ensure that the benefits and burdens of regional transportation investments are shared by all socioeconomic groups. The Northeast Ohio Areawide Coordinating Agency's (NOACA's) Disadvantaged Communities Policy designates specific communities based on the socio-economic composition of a community, and develops specific programs for these communities, in order to align with the principles and policies of the US Department of Transportation, Title VI of the Civil Rights Act, and Presidential Executive Order 12898.

AUTHORITY

14th Amendment to the US Constitution
United States Code, Title 23, Section §134
United States Code, 49 CFR Part 21

SUPERSEDEENCE

This policy replaces the Environmental Justice Community Policy, adopted in September 2015.

PURPOSE

This policy originates from the Urban Core Communities Policy adopted by the Board of Directors in 1999 as contained in NOACA's *Framework for Action 2025* long range transportation plan. The initial policy, developed in part to support disadvantaged communities' concepts, was created to foster reinvestment in defined urban core areas in the region, with the intention that these communities would receive special consideration for federal assistance through NOACA attributable funding programs. This new policy was developed as a separate policy from the Urban Core Communities Policy to develop a subset of communities with urban qualities that additionally face financial hardship due to its population composition. This new policy reflects the current fiscal environment, updated Agency goals and priorities, recent Census data, and updated USDOT literature on disadvantaged populations, and to focus specifically, when needed, on specific communities beyond the context of only Urban Core Communities.

The Policy allows for NOACA to support reinvestment in Disadvantaged Communities and to ensure such communities are not disproportionately impacted by transportation projects. Through the designation of specific communities as "Disadvantaged Communities," specific programs may be developed targeted to these communities.

CRITERIA

A designated Disadvantaged Community designation must:

1. Be a designated Urban Core Community as defined by the NOACA Urban Core Communities Policy; and,
2. Obtain any 3 of 6 points from the following table below. To determine if a community meets a particular Disadvantaged Community element, each subpopulation element within each community is to be assessed against the lesser of national or regional averages for the five-county region. Upon analyzing each community against the

established criteria, a list of designated Disadvantaged Communities shall be established. The criteria and current thresholds applied are below.

Category	Criteria	Current Threshold (Rate)	Weight
Urban Core Community	Must be an Urban Core Community as defined previously in this policy.		Must meet
Minority*	Minimum minority population percentage at or above the lesser of the regional or national average.	28.8%	1 point
Low Income*	Minimum poverty level percentage at or above the lesser of the regional average or Federal average.	14.7%	2 points
Elderly*	Minimum elderly percentage at or above the lesser of the regional or national average.	15.5%	1 point
People with Disabilities*	Minimum disability rate at or above the lesser of the regional or national average.	13.3%	1 point
Low English Proficiency*	Minimum "Low English Proficiency" rate at or above the lesser of the regional or national average.	3.5%	1 point

*as defined by federal regulations.

USES OF THE DESIGNATION

Designated Disadvantaged Communities would be eligible for:

1. Use of toll credits to reduce local match requirements (pending the adoption of NOACA's toll credits policy). Projects sponsored by, and located within, designated communities are eligible for 100% NOACA funding participation, utilizing 20% funding from Toll Credits.
2. Additional special programs that may be conceived of in the future

FUTURE UPDATES OF DESIGNATED COMMUNITIES

The list of designated Disadvantaged Communities shall be updated, as necessary, following each decennial census.

Appendix E

Disadvantaged Business Enterprises Program Policy

NOACA DISADVANTAGED BUSINESS ENTERPRISES (DBE) PROGRAM POLICY

The Northeast Ohio Areawide Coordinating Agency (NOACA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. NOACA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, NOACA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of NOACA to ensure that DBEs as defined in part 26, have an equal opportunity to receive and participate in NOACA and DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of NOACA and DOT assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for NOACA and DOT assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in NOACA and DOT assisted contracts;
6. To assist eligible firms to become DBE certified to be eligible to compete for NOACA and DOT assisted contracts.

The Director of Programming has been delegated as the DBE Liaison Officer. In that capacity, the Director of Programming is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by NOACA in its financial assistance agreements with the Department of Transportation.

NOACA has disseminated this policy statement to the NOACA Board of Directors and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. NOACA will post its DBE policy on its website, email it to all Board of Directors members and alternates, email it to all local communities and counties in our service area, and include it in language all posted RFPs henceforth.

DISADVANTAGED BUSINESS ENTERPRISES (DBE) PROGRAM

NOACA will provide to ODOT and FTA updates to this policy and program that represent significant changes.

NON-DISCRIMINATION

NOACA will never exclude any person from participating in, deny any persons the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex or national origin.

In administering its DBE program, NOACA will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

NOACA does not use quotas in any way in the administration of this DBE program.

CERTIFICATION REQUIREMENTS

Only businesses certified as DBEs under the State of Ohio Unified Certification Program will be considered in meeting NOACA DBE program requirements. The Ohio UCP is a "one stop" certification process for the Federal DBE Programs in Ohio. The Ohio UCP consolidates all DBE firms certified by four different agencies into one centralized DBE Directory for US DOT funded contracts for Airport, Highways, and Public Transit. The four approved certification agencies are the Ohio Department of Transportation, the Greater Cleveland Regional Transit Authority, the City of Dayton and the Cleveland Hopkins International Airport. Non-Ohio firms and vendors that are certified in accordance with other state or local processes must seek certification through the Ohio UCP prior to award of a contract.

A listing of currently certified DBEs in Ohio can be accessed from the Ohio Unified DBE Directory at www.ohioucp.org. Potential DBEs may also access the website for information on how to become certified. To qualify for certification as a DBE, an applicant must meet the eligibility standards established in the federal regulations at 49 CFR Part 26 and 13 CFR Part 121.

GOAL SETTING

The following goal setting methodologies will be utilized, depending on the source of funding programmed for the contract or service:

FEDERAL HIGHWAY ADMINISTRATION (FHWA) ASSISTED CONTRACTS

NOACA must operate its DBE program under ODOT's FHWA-approved DBE program plan. NOACA will request a DBE goal on a contract by contract basis through the ODOT DBE Goal Setting Committee for all federally assisted contracts. The ODOT DBE Goal Setting Committee will assign a corresponding percentage of work to be performed by DBE businesses based on the following: availability of ready, willing, and able DBE certified firms, location of the project, work types on the project, and past participation on similar projects.

If the ODOT determined goal is 0%, NOACA will not assign an individual contract goal, however will still encourage the use of DBE's to complete the work and will consider DBE participation for preference in the award of contracts.

FEDERAL TRANSIT ADMINISTRATION (FTA) ASSISTED CONTRACTS

As a direct recipient of FTA assistance, NOACA must have a DBE program if in any Federal fiscal year (FFY) the cumulative value of DBE program eligible contracts expected for award will exceed \$250,000 in Federal funds.

The following methods will be followed by NOACA to establish DBE goal setting for FTA assisted contracts:

- a. NOACA's DBE goal does not apply to vehicle purchases.
- b. NOACA is confident in the Greater Cleveland Regional Transit Authority's (GCRTA) DBE Goal methodology, which involve extensive public involvement and a comment period. Therefore, NOACA will adopt the most current GCRTA methodology for applicable FTA contracts and subcontracts.
- c. The methodology considers the availability of ready, willing and able DBE firms to perform the work required on contracts NOACA expects to award during a three-year period, as compared to the overall availability of firms to perform such work.

NOACA LOCAL FUND ASSISTED CONTRACTS

NOACA will establish a DBE goal on a contract by contract basis utilizing one of the methodologies above, as appropriate depending on the nature of the contract or service.

DBE LAISON OFFICER

NOACA has designated a DBE Liaison Officer (DBELO) in its Division of Programming. The DBELO is responsible for implementing all aspects of the DBE program, from policy to through reporting. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by NOACA in its financial assistance agreements with the Department of Transportation and Federal Transit Administration. The DBELO shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any FHWA or FTA assisted contract in administration of its DBE requirements. The DBELO has direct, independent access to the Executive Director concerning DBE program matters.

DBELO Responsibilities

The DBELO is responsible for developing, implementing and monitoring the DBE program in coordination with other appropriate officials. Duties and responsibilities include the following:

1. Monitors projects and reports data and other information as required by ODOT and FTA to ensure DBE program compliance.
2. Reviews contracts, purchase requisitions, and requests for reimbursement for compliance with this program.
3. Analyzes NOACA's progress toward goal attainment and identifies ways to improve progress.

4. Advises the Executive Director on DBE matters and achievement.

NOACA will disseminate this policy statement to the NOACA Board of Directors. NOACA will utilize its website as a medium for public information, i.e., RFP's and public announcements.

REQUIRED CONTRACT PROVISIONS

NOACA has signed the following assurances, applicable to all DOT-assisted contracts and their administration. The following language is required for inclusion in financial assistance agreements with all sub-recipients:

NOACA shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the [Recipient] of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Per 49 CFR 26.13b, NOACA will ensure that the following language is also placed verbatim in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

PROMPT PAYMENT

NOACA will include the following clause in each DOT and FTA assisted prime contract:

The prime contractor agrees to pay each sub contractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from NOACA. The contractor shall also require that this contractual obligation be placed in all Subcontractor contracts that it enters into and further require that all Subcontractors place the same payment obligation in each of their lower tier contracts. If the invoice submitted to the Contractor (or Subcontractor) contains a defect or impropriety, the Contractor shall send written notification to the firm within fifteen days after receipt of the invoice. The notice shall contain a description of the defect or impropriety and any additional information necessary to correct the defect or impropriety. If the Consultant sends such written notification to

the firm, the required payment date shall be thirty days after the Consultant receives a proper invoice.

The prime contractor agrees further to return retainage payments to each sub contractor within 30 days after the subcontractor's work is satisfactorily completed.

Any delay or postponements of payment from the 30-day period may occur only for good cause following written approval of NOACA.

Repeated failures to pay Subcontractors timely pursuant to this section will result in a finding by the NOACA that the Consultant is in breach of Contract and subject to all legal consequences that such a finding entails.

NOACA will monitor payments made to the DBE contractor/sub contractor prior to the reimbursement of each invoice to ensure that the determined goal is being achieved.

REQUIRED PROPOSAL NOTE:

To be inserted into NOACA contracts that are assisted with FHWA / FTA funds, when applicable:

It is the policy of NOACA, as required by the United States Department of Transportation (US DOT) that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for this federally assisted contract and/or subcontract with another other contractor to perform the requested services. Consequently, the requirements of Title 49 CFR Part 26 will apply to this contract. If not a DBE itself, the Contractor must use its best efforts to solicit from and to utilize DBE subcontractors with meaningful minority groups and female representation among their employees. The Contractor must ensure that the DBE subcontractor(s) is performing a "commercially useful function" as defined in NOACA policy.

This proposal includes a **DBE Goal of X%**. At least this percent of the agreement shall be performed by certified DBE firms. The percentage goal may be met if the awarded Contractor is DBE certified. If the goal is 0% the Contractor is not required to perform an individual contract goal, however NOACA will still encourage the use of DBE's to complete the work and will consider DBE participation for preference in the award of the contract.

Only firms certified as DBE through a State's Unified Certification Program (UCP) will be counted toward meeting this goal. A listing of currently certified DBEs in Ohio can be accessed on the UCP website at www.ohioucp.org. Potential DBEs may also access the website to obtain information on how to become certified. To qualify for certification as a DBE, an applicant must meet the eligibility standards established in the federal regulations at 49 CFR Part 26 and 13 CFR Part 121. DBE certification must be in place at the time of contract award and throughout performance of the contract.

The Contractor must document the progress and efforts being made in securing the services of DBE subcontractors. In the event the Contractor is unable to meet the DBE goal placed on the contract, a request for a waiver of all or part of the goal may be made to NOACA. The written request must indicate a good faith effort was made to meet the goal.

The Contractor's proposal must include the percentage of work to be performed by each DBE subcontractor, and a description of the work to be performed by each. Contractor proposals that do not include the minimum percentage of DBE participation noted above, or that cannot demonstrate good faith efforts to include DBEs, will be rejected. If selected, the Contractor's price proposal shall reflect the required level of DBE participation, or provide an explanation of how the requirement will be met in later phases of the work.

GOOD FAITH EFFORTS

The Contractor must document the progress and efforts being made in securing the services of DBE subcontractors. In the event the Contractor is unable to meet the DBE Goal placed on a project, good faith efforts to secure DBE participation must be demonstrated. The written request must indicate a good faith effort was made to meet the goal and be sent to the DBE Liaison Officer, NOACA Division of Programming, 1299 Superior Avenue, Cleveland, Ohio, 44114. There will be no extension of time for the project granted if the Contractor wishes to avail themselves of this process.

NOACA shall consider the following information and documentation when considering Good Faith Efforts (GFE) have been met:

1. Dollar value and % of DBE goal. Dollar value and % of waiver request.
2. Signed copy of each subcontract or purchase order agreement between the prime and DBE subcontractor utilized in meeting the contract goal.
3. Copy of dated written communication, fax confirmation, personal contact, follow up and negotiation with the DBE's.
4. Copy of dated written communication and/or fax confirmation that bidder solicited and provided DBE's with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.
5. Copy of dated written communication of each noncompetitive DBE quote that includes the dollar value of each reference item and work type.
6. Copy of dated written communication of DBE's that were not interested in providing a quote for the project.
7. Documentation of all negotiating efforts and reason for rejecting DBE bids for service.
8. Solicitations made by the Vendor/Consultant/Contractor for subcontracting opportunities and DBE quotes through associations, networks, or other appropriate methods of announcement.
9. Documentation of GFE to meet the DBE subcontract goal, by looking beyond the items typically subcontracted or consideration of subcontracting items normally performed by the prime as a way to meet the DBE goal.

NOACA will review the submitted documentation and issue a written decision within ten (10) business days.

COMMERCIALLY USEFUL FUNCTION

NOACA is required to monitor DBE contractors to ensure they are performing a Commercially Useful Function (CUF) on the project. A DBE is performing a CUF when it is responsible for

execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved with the DBE's employees. A DBE firm must have the proper North American Industry Notification System (NAICS) codes for the type of work they are performing. The DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the materials and installation (where applicable), and paying for the work components itself.

REPORTING

NOACA will report DBE participation to ODOT for FHWA assisted contracts and FTA for FTA assisted contracts on quarterly basis, using DOT Form 4630.

CONFIDENTIALITY

NOACA will safeguard from disclosure to third parties information that may reasonably be regarded as confidential proprietary business information, consistent with federal, state and local law. Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the net worth requirements to a third-party (other than DOT/FTA) without written consent of the subcommittee.

Appendix F

NOACA Equal Employment Opportunity Policy

Northeast Ohio Areawide Coordinating Agency (NOACA)

Equal Employment Opportunity Policy

Equal Employment Opportunity

It is the policy of NOACA to promote fairness and equality in hiring practices and employment opportunities, including promotions, remuneration adjustments, career improvement opportunities, continuing education and general employment conditions.

As hiring occurs, NOACA will make all reasonable efforts to develop an agency staff that reflects the race and gender makeup of region, as well as that of the planning and engineering professions.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Nondiscrimination in Employment

NOACA shall not discriminate against any employee or applicant for employment because of race, color, national origin, religion, disability, age, gender, sexual orientation, gender identity or genetic information. NOACA will work to ensure that employees and job candidates are treated equitably with regard to recruitment, employment, upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or internship. NOACA shall post notices of these provisions in conspicuous places available to employees as well as applicants for employment.

Harassment-free Environment

It is the policy of NOACA to promote a productive work environment and not to tolerate verbal or physical conduct by any employee who harasses, disrupts or interferes with another's work performance or engages in behavior that creates an intimidating, offensive or hostile environment.

Any offensive conduct in the workplace that creates a hostile work environment – whether committed by directors, employees or non-employees – is prohibited. Offensive conduct directed at individuals because of race, national origin, religion, political affiliation, disability, age, gender or sexual orientation, gender identity, citizen status, genetic information or veteran status, or any other classification protected by applicable law, is also prohibited. This conduct includes:

- a. Unwanted physical contact or contact of any kind, including sexual flirtations, touching, advances or propositions

- b. Verbal abuse of any kind, including racial or ethnic epithets or derogatory comments based on one's religious beliefs or political affiliation
- c. Demeaning, insulting, intimidating or sexually suggestive comments about an individual's dress or body
- d. Displaying in the workplace demeaning, insulting, intimidating or sexually suggestive remarks, jokes, objects or pictures, including nude photographs
- e. Demeaning, insulting, intimidating or sexually suggestive written, recorded or electronically transmitted messages

It is important for employees to understand that **no one** has the authority to condition any aspect of their job on sexual favors. This includes but is not limited to raises, bonuses, hiring, firing, transfers and job assignments.

Supervisors and directors have a responsibility to keep the workplace free of any form of harassment. No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal or unwillingness to submit to sexual advances will affect the employee's terms or conditions of employment.

An employee who believes that any actions or words constitute unwelcome harassment shall immediately advise the person conducting the harassing that the behavior is unwelcome and unwanted. If the unwelcome behavior continues or if the employee does not believe it is safe to confront the person, then the employee has a responsibility to report the situation as soon as possible. The report shall be made to a supervisor or agency director.

Complaints of harassment will be investigated under the agency's grievance policy unless special procedures are considered appropriate. All complaints of harassment shall be investigated promptly and in an impartial and confidential manner by the employee's supervisor, director and the executive director. Should a complaint involve the behavior of an agency director, it shall be reviewed by the NOACA Executive Committee. Employees are required to cooperate in any investigation. Timely resolution of each complaint will be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Preventing and stopping harassment in the workplace is a **SHARED RESPONSIBILITY** among staff members. It is important to speak up in an honest and respectful manner to either the alleged harasser or to the proper member of management, as outlined above, as soon as possible. NOACA cannot correct what it does not know about. Any employee, including directors, found to have violated the harassment policy is subject to appropriate disciplinary action, which may include termination.

Appendix G

NOACA Americans with Disabilities Policy

NOACA Americans with Disabilities Policy

Purpose

This policy outlines the provisions of the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and NOACA's obligations under federal law.

Policy

In accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, NOACA prohibits discrimination against qualified individuals with disabilities in all employment practices, including: job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. NOACA is committed to providing accommodations for eligible employees and applicants with documented disabilities.

NOACA is also committed to removing barriers for individuals with disabilities, and will work to ensure that agency facilities are compliant with the Americans with Disabilities Act.

Finally, NOACA is committed to working with project sponsors and local communities to assist in their efforts to minimize barriers to disabled individuals in their project design and in their public buildings.

Employment

All applicants for NOACA positions shall have equitable access to all steps in the employee selection process and will not encounter disability related questions that could potentially screen them out of the application process. Applicants may not be asked questions that are likely to elicit information about a disability, including whether an applicant has a particular disability. Inquiries regarding an applicant's medical or workers' compensation history may not be asked. However, applicants may be asked questions concerning their ability to perform the essential functions of a job. An applicant may not be asked to describe or demonstrate how they would perform the job functions, unless all applicants are asked to do this or if the disability is obvious or the applicant discloses a hidden disability.

Reasonable Accommodation

NOACA is committed to making reasonable accommodation in job duties, the work environment, and the application process to enable a qualified individual with a disability to enjoy equal employment opportunities, as long as such accommodations do not constitute an undue hardship to the agency.

An employee who believes he or she needs a reasonable accommodation to perform an essential function of the job should make the request through his or her direct supervisor. NOACA will work with the employee to determine if the disability can be reasonably accommodated. Employee requests for accommodation will be kept strictly confidential within the limits of Ohio public records law.

If an applicant or employee believes he or she has been discriminated against in employment on the basis of disability, a complaint may be filed through NOACA's Associate Director of Compliance. Unresolved complaints will be forwarded to the Ohio Department of Transportation's Division of Opportunity, Diversity and Inclusion.

Americans with Disabilities Policy (cont.)

NOACA Building

The goal of NOACA is full compliance with the ADA. The agency will conduct periodic building audits to ensure ongoing ADA compliance. Any deficiencies will be addressed in a transition plan for achieving compliance, which will also be updated periodically.

NOACA will also work with project sponsors, local communities and the Ohio Department of Transportation (ODOT) to encourage and assist public entities in developing transition plans to ensure ADA compliance.

Capital Projects

NOACA supports the Federal Highway Administration (FHWA) guidance regarding ADA compliance for capital projects.

The Federal Highway Administration states that any construction project that is programmed must meet accessibility requirements when built. NOACA supports that policy and requires project sponsors to meet federal ADA requirements as a condition of receiving NOACA funding.

Appendix H

NOACA Title VI Program

NOACA TITLE VI PROGRAM

An Action Plan for
Compliance with Title VI
of the 1964 Civil Rights
Act



JANUARY 2015

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INTRODUCTION

The Northeast Ohio Areawide Coordinating Agency (NOACA) was formed in 1968 for the purpose of coordinating planning and development activities in northeast Ohio. NOACA is the federally designated metropolitan planning organization (MPO) for Cuyahoga, Geauga, Lake, Lorain and Medina Counties in northeast Ohio.

As a federally designated metropolitan planning organization, NOACA's Board of Directors is charged with determining how federal funds related to highways, bikeways and transit will be spent in northeast Ohio, and for helping to ensure that NOACA and its partners properly carry out the federally required Comprehensive, Cooperative and Continuing (3C) planning process.

NOACA also conducts certain air and water quality planning activities, which the Board of Directors oversees. In addition, the NOACA Board serves as a forum for local public officials to discuss regional issues and intergovernmental cooperation.

While NOACA oversees the processes for federal transportation funding and regional transportation planning in northeast Ohio, the agency does not directly provide any transportation services to individuals. Nevertheless, it is extremely important to NOACA that the agency complies with both the letter and spirit of all nondiscrimination laws, regulations and executive orders. The agency strives for continuous improvement in this area. This document outlines the scope of those efforts and lays out a plan for future efforts.

NOACA takes its nondiscrimination efforts very seriously. NOACA's associate director of compliance works with the executive director, and with the NOACA Board and committees to ensure ongoing compliance and improvement regarding Title VI, Environmental Justice and other state and federal nondiscrimination requirements. Each year NOACA self-certifies its compliance with these and other state and federal requirements in its [Overall Work Program and Budget](#).

THE NOACA BOARD OF DIRECTORS AND COMMITTEE STRUCTURE

NOACA's 45-member Board of Directors represents the communities, transit agencies and county governments of Cuyahoga, Geauga, Lake, Lorain and Medina. Membership distribution is proportionate to the population among the region's five counties, per NOACA's Code of Regulations. NOACA's Board of Directors members are the policy makers for NOACA.

The NOACA Board also functions as the 208 Policy Board for the Northeast Ohio Lake Erie Basin. In this capacity the Board oversees a continuing planning process for areawide water quality management planning in five rivers that are tributary to Lake Erie as well as direct areas that drain to the lake away from those five rivers. The 208 Policy Board adopted a Water Quality Plan in 1979, which has since been regularly updated to reflect changing water quality conditions and management strategies.

In addition to the executive director, there are six standing committees, three subcommittees and four advisory councils that ultimately report to the NOACA Board of Directors. The committee structure is depicted in Exhibit I.

Exhibit I



Four NOACA advisory councils have particular influence over issues with ramifications for the agency's Title VI compliance efforts.

- **The [Transit Council](#)** advises the [Transportation Subcommittee \(TS\)](#) on public transit issues with the goal of providing better transportation choice, improved air quality and reduced traffic congestion through greater use of public transit. Membership includes representatives from:
 - Brunswick Transit Authority (BTA)
 - Geauga County Transit (GCT)
 - Greater Cleveland RTA (GCRTA)
 - Laketran
 - Lorain County Transit (LCT)
 - Medina County Public Transit (MCPT)
- **The [Bicycle and Pedestrian Advisory Council \(BPAC\)](#)** assists the [Transportation Subcommittee](#) in proposing bike and pedestrian accommodations during the project planning stages. The BPAC helps NOACA increase modal choices by encouraging bicycling as a viable transportation mode, and supporting facilities that increase bicycle and pedestrian use.
- **The [Business Advisory Council](#)** is a new entity within NOACA's committee structure. The council charter calls on the council to provide "insight and feedback on how NOACA programs and policies are affecting business and economic development in Greater Cleveland to the External Relations Committee." The Council has 15 members selected from among small business owners, corporations, unionized labor, trade associations, universities, chambers of commerce etc.
- **The [Community Advisory Council](#)** is another new entity within NOACA's committee structure. The council charter calls for providing continuous and balanced public representation in the development of regional plans and policies. Council membership includes 15 members selected from among religious organizations, social service agencies, nonprofits, voter advocacy groups, health advocacy groups, modal organizations, senior organizations, schools, etc.

All NOACA committees and subcommittees are composed of elected and appointed officials who represent the residents of northeast Ohio. Their seats on NOACA's committees and subcommittees are based on the position they hold within government. The Transit Council is similarly comprised. However, the Bicycle and Pedestrian Council (BPAC), Community Advisory Council, and Business Advisory Council also include representatives from the bicycling community, the business community and the non-governmental organizations within the region. Exhibits II - V show the makeup of those four councils.

Exhibit II Transit Council Membership *

Name	Organization	Race	Gender
Patrick McNamara, Director	Brunswick Transit Authority (BTA)	White	Male
Michael Kasper, Transit Director	Geauga County Transit (GCT)	White	Male
Joseph Calabrese, CEO and General Manager **	Greater Cleveland Regional Transit Authority (GCRTA)	White	Male
Raymond Jurkowski, General Manager	Laketran	White	Male
James Cordes, Lorain County Administrator	Lorain County Transit (LCT)	White	Male
Michael Salamone, Director	Medina County Transit	White	Male

* *Transit Council membership is prescribed in NOACA's Code of Regulations based on organization and title.*

** *Council chair*

Exhibit III Bicycle and Pedestrian Advisory Council (BPAC)

Name	Organization	Race	Gender
Samuel Alai, Mayor	City of Broadview Heights	White	Male
Allison Ball, Planner	Cuyahoga County Planning Commission	White	Female
Joyce Braverman, Planning Director	City of Shaker Heights	White	Female
Timothy DeGeeter, Mayor	City of Parma	White	Male
Gayle Lewin, Highway Design Engineer	Cuyahoga County Department of Public Works	White	Female
Robert Stefanik, Mayor	City of North Royalton	White	Male
Donna Studniarz, Director of Strategic Initiatives	Cleveland Metroparks	White	Female
Michael Summers, Mayor	City of Lakewood	White	Male
Richard Wong, Planning Director	City of Cleveland Heights	Asian	Male
Nicholas Gorris, Deputy Engineer	Geauga County	White	Male
Erin Fink, P.E., Lake County Engineer Rep.	Lake County	White	Female
Allen Pennington, Engineer	City of Mentor	White	Male
Barb Bickel, Executive Director	Visit Lorain County	White	Female

Eric Norenberg, City Manager	City of Oberlin	White	Male
James Ziemnik, Director	Lorain Metroparks	White	Male
Patrick McNamara	Brunswick Transit Authority	White	Male
Anthony Ratajczak	Medina County Bicycling Community		
Martin Cader, Bike and Pedestrian Coordinator	Cleveland City Planning Commission	White	Male
Martin Keane, Ward 17 Councilman *	City of Cleveland	White	Male
Jacob VanSickle, Executive Director	Bike Cleveland	White	Male
Leslie Farley	ODOT District 3	White	Female
David Short	ODOT District 12	White	Male

* Council Chair

Exhibit IV Business Advisory Council Membership

Name	Organization	Race	Gender
Barry Doggett	Eaton Corporation	White	Male
Scott Esterly	Building Owners and Managers Association	White	Male
Mike Hoag	WIRE-Net	White	Male
Brian Smith	Cleveland Clinic	White	Male
Sashi Brown	Cleveland Browns	Black	Male
Ed Rybka	City of Cleveland	White	Male
Sandra Luther	Lake County League of Women Voters	White	Female
Tony Gallo	Lorain Chamber of Commerce	White	Male
Don Romancak	Lorain County	White	Male
Melissa Krebs	Brunswick Area Chamber of Commerce	White	Female
Susan Davis	Cleveland Engineering Society	White	Female
Heidi Gartland	University Hospital	White	Female
Dennis Lafferty	Collection Auto Group	White	Male
David Wondolowski	Cleveland Building Trades Council	White	Male

Exhibit V Community Advisory Council Membership

Name	Organization	Race	Gender
Courtney Clark	Cuyahoga Community College	White	Female
Donovan Duncan	Cuyahoga Metropolitan Housing Authority	Black	Male
Tracy Strobel	Cuyahoga County Library	White	Female
Mary Warren	League of Women Voters	White	Female
Katie Lerner	Student	White	Female
Leo Serrano	Cleveland Public Schools	Latino	Male
James Clements	Catholic Charities	White	Male
Carrie Dotson	Lifeline, Inc.	White	Female
Bill Harper	United Way of Greater Lorain County	White	Male
Anne Spelic	Lorain County Office on Aging	White	Female
Skip Sipos	Medina Metropolitan Housing Authority	White	Male
David Beach	GreenCityBlueLake	White	Male
Barb Clint	YMCA	White	Female
Patty Kaplan	American Lung Association	White	Female
John Klee	Catholic Charities, Diocese of Cleveland	White	Male

Communications and Public Involvement

NOACA's public involvement processes are outlined in the Public Interaction Policy (PIP), which was last updated in 2011. The PIP outlines NOACA's policies with regard to public involvement, public comment at NOACA meetings, and public comment generally. This document is included as Appendix C.

The PIP includes a summary of federal regulations regarding Title VI, Environmental Justice and public participation. It also includes a public participation plan that outlines NOACA's strategies and techniques for public involvement and for gaining meaningful public input.

An update to that policy is currently being drafted that will be more specific with regard to outreach to Title VI and Environmental Justice populations, including individuals with limited English proficiency. That update will include:

- A NOACA Title VI public notice revised for clarity that is posted it more prominently on the agency's website and in public areas of the building
- Expanded and clarified complaint and appeals procedures in English and Spanish along with a detailed online complaint form
- Better defined processes to increase the use of socioeconomic data in NOACA's public involvement and outreach efforts, including the agency's work with social service organizations, schools and community groups to better reach Title VI, Environmental Justice and Limited English Proficiency (LEP) populations
- A more robust process for identifying and reaching out to Limited English Proficiency populations within the region, using Census data to pinpoint Census Tracts with high LEP populations
- Procedures to reach out to the Latino community through social service agencies and news outlets
- New procedures for public meetings that will reduce or eliminate barriers to participation due to
 - The location of public meetings
 - Work schedules
 - Transportation
 - Limited English proficiency
 - Special needs of people with disabilities
 - Child care needs

Current Outreach Efforts

NOACA provides many opportunities to provide ongoing input through its website and social media channels. NOACA posts to Facebook and Twitter daily and continuously updates its website with information about the agency, including announcements regarding nondiscrimination policy, public meetings, webinars, employment opportunities and requests for proposals.

NOACA conducts a wide variety of public outreach events to distribute information about key programs and to solicit feedback. All of these outreach events are designed to provide the fullest possible access to traditionally underserved populations, and some are specifically targeted at those populations.

For example, in recent years NOACA staff distributed bus passes at Cuyahoga County Job & Family Services, Lake County Job & Family Services, and a women's homeless shelter serving the urban core in two counties in exchange for completed transit surveys. NOACA directors have also met with directors of local social service organizations to both explain how they can apply for federal transportation funding and to learn how NOACA can be of greater assistance.

NOACA also conducts public meetings and focus groups on a regular basis. These meetings are widely advertised, including in newspapers serving minority populations. NOACA has conducted public meetings with traditionally underserved populations, and with the organizations that serve and represent them. The agency has also surveyed these organizations on a regular basis. All these efforts were aimed at developing a better understanding of the transportation challenges faced by low-income, minority, elderly and disabled populations. NOACA plans to build on this and increase its outreach to traditionally underserved populations.

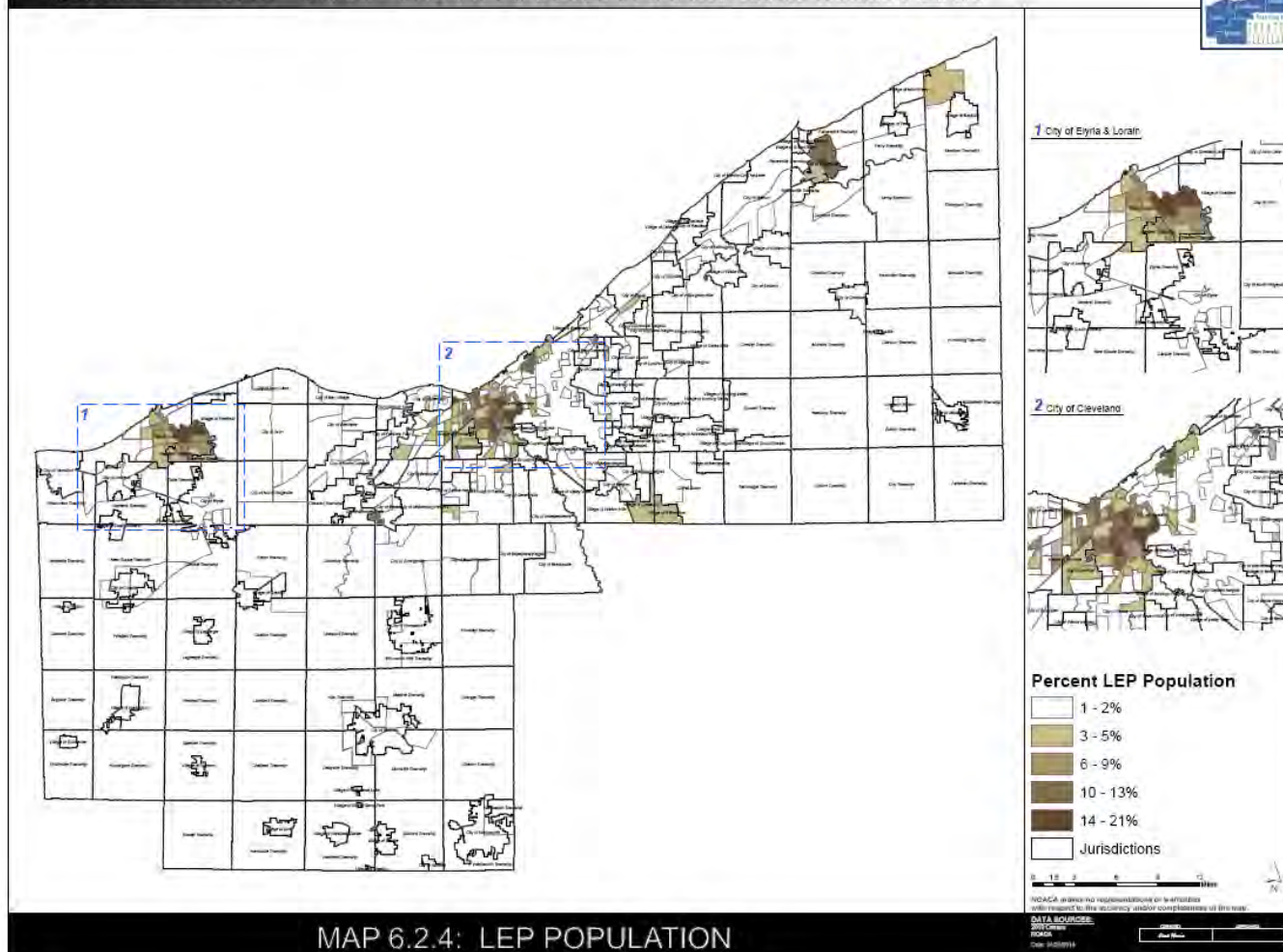
In addition, NOACA recently worked with the Greater Cleveland Regional Transit Authority to fund and administer an Onboard Transit Survey that determined the needs and travel patterns of transit riders, including minority, low income, disabled and transit dependent individuals. NOACA also funded and administered a regional Household Travel Survey to determine the travel patterns of individuals using all modes of transportation. The data gained from these surveys are being used in NOACA's travel demand model, in its transportation planning efforts and in its public involvement efforts.

Limited English Proficiency

According to the U.S. Census Bureau's 2007-2011 American Community Survey estimates, approximately 1.1 percent of persons over age 5 in the NOACA region speak English "less than very well." Among those individuals who don't speak English well, most speak Spanish at home. The percentages of LEP individuals vary from as little as 0.16% in Geauga County to as much as 1.46% in Lorain County.

	Cuyahoga County	Geauga County	Lake County	Lorain County	Medina County	NOACA Region
Total Population:	1,209,889	88,196	217,171	282,270	160,972	1,958,498
Speak English less than "very well"	14,572	137	2,517	4,131	438	21,795
Percent who speak English less than "very well"	1.20%	0.16%	1.16%	1.46%	0.27%	1.11%

Limited English Proficiency populations in the NOACA region are concentrated in portions of three cities: Lorain, Cleveland and Painesville. Looking at Census Tracts in those areas, the LEP population varies from 1-21% with most areas in the 3-9% range.



It is worth noting that as the metropolitan planning organization (MPO) for northeast Ohio, NOACA provides no direct services to individuals. NOACA works with local communities, transit agencies, county engineers and the Ohio Department of Transportation to conduct the federally required metropolitan planning process for the region and to identify transportation projects for funding. NOACA does not provide bus service, rail service or other transportation services to the public.

As such, no LEP persons are directly served or likely to be encountered by NOACA programs, except through NOACA's public outreach efforts. For this reason, NOACA's programs, activities and services have little importance or relevance to the everyday lives of LEP individuals, except perhaps as a matter of general interest in good government.

Finally, the cost of mounting a significant LEP outreach campaign would be prohibitive for NOACA, given the agency's size and budget. Such an effort would not affect the everyday lives of LEP individuals, but would divert agency resources from the planning work that benefits all the region's residents, including LEP individuals.

Because the percentage of LEP individuals in the NOACA region is extremely low and NOACA programs and services are designed to serve governmental entities rather than individuals, we believe a modest approach to addressing the needs of LEP individuals is appropriate. Going beyond that modest approach would yield little or no direct benefit to the LEP population, would divert the agency's resources from its primary mission, and would not be a good use of taxpayer dollars.

As outlined in the above section, NOACA conducts a robust public involvement program and actively seeks out meaningful input from the public at large. Despite the factors described in the above paragraphs, we believe it is nevertheless important that the agency take steps to ensure that LEP individuals have reasonable access to that process. Currently:

- NOACA conducts a public involvement program that specifically includes outreach to Title VI and Environmental Justice populations. This program actively seeks meaningful public input on NOACA planning documents, policies and programs. However:
 - NOACA has seen no indication of a demand for translation services in its public outreach efforts or communications materials.
 - NOACA has not received a public request that its reports, studies or other materials be made available in a language other than English.
 - NOACA has never received a comment in a public meeting, on its public comment hotline, via email or social media, or through postal mail in any language other than English.
- NOACA posts a notice on its website and in its Public Interaction Policy (Attachment C) stating that the agency will provide language translation services for individuals who wish to attend NOACA public meetings or read NOACA documents. There have been no requests for these services to date.
- NOACA's Public Interaction Policy indicates that "NOACA will make every effort to arrange for translation, sign language or other special assistance at meetings for individuals with special needs who request them at least three business days before the meeting." To date, there have been no such requests.
- NOACA offers a language translation tool on its website.

For 2015, NOACA is expanding its LEP outreach efforts to include:

- Posting a revised and expanded Title VI notice to the public in English and Spanish on NOACA's website and in NOACA's public meeting areas
- Posting a revised and expanded Title VI complaint form on its website in English and Spanish
- Updating the Public Interaction Policy to outline a process that uses Census data and mapping to identify concentrations of LEP individuals for public outreach targeting
- Identifying partner organizations within the Latino community that can help with NOACA outreach to LEP individuals specifically and to the Latino community in general
- Gauge the need for further LEP oriented actions based on this outreach

TITLE VI PROGRAM AREAS

PLANNING AND PROGRAMMING

Coordinated Public Transit – Human Services Plan

NOACA maintains a Coordinated Public Transit – Human Services Plan (Attachment D), which includes the analyses necessary to identify the needs of the target population groups for the Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) funding program. For years NOACA has assisted the Ohio Department of Transportation in the administration of that important funding program, and has now successfully applied to be the designated recipient of those funds.

As part of the process of soliciting applications for Enhanced Mobility funding, NOACA holds a free Application Workshop for eligible applicants to describe the process and to answer any question that might arise regarding how to complete the application or the evaluation and selection process. These Workshops are generally very well attended. NOACA staff is also available to answer questions and provide assistance via email or telephone during office hours.

The Coordinated Plan includes:

- An assessment of available transportation services
- A demographic profile of the region that includes an analysis of elderly and disabled populations, along with people living in poverty, minority groups and limited English proficiency populations
- An assessment of the transportation needs of seniors, the disabled, low-income individuals and reverse commuters
- Strategies and activities to address the needs of the target populations
- Strategies and activities for implementation based on resources, feasibility and time

Coordinated Plan Objectives

First Tier

- Reduce transit/specialized transportation cost for riders and providers
- Improve frequency of service
- Improve weekend service
- Improve operational efficiencies at all levels
- Improve access to underserved areas with transit-dependent populations
- Improve evening service
- Advance awareness of growing unmet transportation funding needs

Second Tier

- Improve access to information and travel training for riders and health and human service agencies
- Improve last-minute transportation options
- Mitigate environmental barriers
- Improve inter-county transportation options

Data gathered in the Coordinated Plan is used in NOACA's planning and programming efforts, policy development, and public outreach efforts. Findings from the Coordinated Plan are included in the agency's transportation plan, *Connections*⁺ 2035.

Other Transportation Planning Activities for Seniors and People with Disabilities or Low Income

NOACA has provided funding to support work access activities conducted by transit agencies in Cuyahoga County for several years running. These funds are used to provide vanpool and other transportation services to low-income commuters, including many who are transitioning from welfare to work who are not served by existing transit routes.

In 2014, NOACA applied for and received a grant through the State of Ohio to hire a full-time mobility manager. That individual is now working to identify and coordinate transportation resources for low-income individuals, minority groups, the elderly and people with disabilities. These resources include public transit, welfare-to-work transportation programs and transportation services offered by local non-profit organizations. In addition to coordinating these service, NOACA's mobility manager also works to help improve the efficiency of these programs and to help eliminate gaps in service.

NOACA Urban Core Programs

In addition to its support for Work Access programs, NOACA has designated 34 communities within its five-county region as "urban core" communities. In order to be designated as an "urban core" community, it must meet three of the following five criteria:

- Have reached a maximum population by 1970 or earlier
- Have 50 percent or more housing units constructed prior to 1950
- Have a 1990 population density greater than 2,500 per square mile
- Have seven or more surface street miles per community square mile
- Have total assessed real property value per capita below the regional mean

Two of NOACA's Transportation Plan Goals are to:

- Improve the transportation mobility of the transit-dependent and low income individuals to jobs, housing and other trip purposes.

- Foster reinvestment in existing urban core areas throughout the region, and work to target and manage transportation investments to implement Plan goals.

NOACA sought to designate specific “urban core” communities in part as a way to help improve the mobility of transit-dependent and low-income individuals. These communities are home to the vast majority of Northeast Ohio’s minority and low-income populations.

Designation as an urban core community carries with it added weight during NOACA’s project planning review process (which is a prerequisite to project funding approval) and also makes them eligible for specific programs that NOACA has established specifically for urban core communities. The programs include:

Urban Core Preliminary Engineering Program

- Urban core communities are eligible to apply for financial assistance for the preliminary engineering phase of their transportation improvement projects. The Board of Directors shall approve the not-to-be-exceeded amount, dependent on the project and available funds. Communities that receive federal aid for preliminary engineering must commit in writing that the project will advance to construction within an agreed upon time. If the project does not advance, by federal law, the community will be required to pay back the federal funds.

Urban Core Right-of-Way Program

- Urban core communities may apply for federal funds for right of way, minus the initial \$50,000 right of way investment

Urban Core Neighborhood Planning Assistance

- Urban core communities are eligible to apply for NOACA’s Neighborhood Planning Program, wherein NOACA staff assists urban core communities in planning studies. More information on the program is available on NOACA’s website.

While NOACA does not provide services directly to individuals, the agency does provide significant benefit indirectly to Title VI and Environmental Justice populations and the communities in which they live through the Urban Core Programs. Staff is currently studying additional ways to assist Urban Core communities through new Regional Transportation Investment Policy initiatives, and expect to expand those policies in 2015.

TITLE VI PROGRAM AREAS

NOACA Provisional Asset Management Program (PTAMP)

Road infrastructure is the backbone of America's transportation system, and maintaining it in a state of good repair is essential for all modes of transportation. Roads and bridges accommodate not only passenger and freight vehicles, but also accommodate buses, bicyclists and pedestrians.

In 2014, the NOACA Board of Directors established a Provisional Transportation Asset Management Program to address the region's most critical pavement needs with the goal of bringing all the region's roadways up to a state of good repair. NOACA staff is currently developing a comprehensive Asset Management Program for the agency, which is expected to be ready by the summer of 2015.

A total of 23 projects totaling nearly \$35 million came out of the PTAMP analysis in 2014, which was intended to help bring the region's roadways up to a state of good repair. Of these, eight projects totaling \$15.7 million are to be constructed in fiscal year 2015. These eight projects are all in the urban core cities of Cleveland and Lorain, where there are significant Environmental Justice (EJ) populations. NOACA programmed another 15 projects totaling \$19.1 million for FY 2016, predominantly in urban core communities. These projects are on routes that provide significant access to jobs, centers of business, recreation and cultural amenities.

These projects will help revitalize some of the oldest infrastructure in the region and help spur economic development in important EJ areas. The PTAMP is not part of NOACA's Urban Core Program per se and does not exclusively focus on urban core communities. However, it is focused on the most deficient pavement and bridges in the region, and is expected to greatly benefit residents of urban core communities where some of the region's oldest and most deficient infrastructure can be found.

Backlog Maintenance Projects For The 2015 Construction Season						
Pavement Name	Community	Length	Average Width	Preliminary Construction Cost	Refined Construction Cost	Refined PTAMP 80% Funding
WEST BLVD.	Cleveland	2.10	37.50	\$2,575,000	\$2,900,017	\$2,320,014
HARVARD	Cleveland	1.70	43.00	\$1,648,000	\$2,050,194	\$1,640,155
BROADVIEW AVE.	Cleveland	1.72	42.00	\$2,060,000	\$2,284,870	\$1,827,896
EAST BLVD./FORD DR.	Cleveland	2.37	48.00	\$2,369,000	\$2,401,960	\$1,921,568
PROSPECT	Cleveland	1.00	60.00	\$1,236,000	\$1,577,651	\$1,262,121
COMMUNITY COLLEGE	Cleveland	0.88	62.00	\$1,236,000	\$1,526,120	\$1,220,896
Elyria Ave	Lorain	1.25	60.00	\$2,060,000	\$2,060,000	\$1,648,000
W 117th STREET	Cleveland	2.94	70.00	\$741,600	\$927,000	\$741,600
Total				\$13,925,600	\$15,727,812	\$12,582,250

TITLE VI PROGRAM AREAS

CONSULTANT CONTRACTS

NOACA's procurement policy outlines a set of written consultant selection procedures consistent with U.S. DOT requirements (49 CFR §18.36).

NOACA complies with 49 CFR §18.36 by following its written policies for engaging in procurements that meet federal requirements, as well as the "State and local laws" referenced in that CFR. For NOACA, the state and local laws mean all of Chapter 307 of the Ohio Revised Code. NOACA Board Resolution No. 2011-010, adopted on March 18, 2011, ensures that NOACA's procurement policy continuously complies with state law. All consultant selection procedures follow the NOACA policies, all of which include the DBE requirements.

NOACA uses the Ohio Department of Transportation's Disadvantaged Business Enterprise goals in its consultant contracting efforts. NOACA monitors this goal by reviewing all proposals for DBE prime consulting or sub-contractor participation before any contract is executed. NOACA reviews the lists of DBEs kept by the State of Ohio and by the Greater Cleveland Regional Transit Authority to assist in establishing the validity of DBE claims. In the recent past, NOACA has been fortunate in being able to contract directly with DBE firms in several instances.

NOACA's written procurement policies, as well as all past practices, have included advertising of requests for proposals in Cleveland's local minority-owned and minority-focused newspaper, the Call & Post. In addition, NOACA emails notice of its RFPs to any DBEs known to work in the subject field.

Title VI assurances and provisions are included in all NOACA contracts. The relevant clause is as follows:

"19. Equal Employment Opportunity Consultant agrees to abide by any and all applicable equal employment opportunity laws, whether state or federal, and to use its best efforts to subcontract with Disadvantaged Business Enterprises (DBE's) when possible. It is recommended that Consultant attempt to achieve 12% letting of subcontracts to DBE's. This complies with requirements of NOACA for its efforts at minority participation. Consultant agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, age, creed, sex, sexual orientation or national origin, and agrees to take affirmative action so that applicants are employed and that employees are treated during employment without regard for their race, color, religion, age, creed, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant further agrees that it will insert the foregoing provision in all of its subcontracts in connection with services provided. Consultant further agrees to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21."

NOACA's consultants have made good faith efforts to comply with the agency's DBE goals by employing DBEs as subcontractors where possible, thus helping to ensure that NOACA always exceeds its participation goal. NOACA is proud of its DBE record.

TITLE VI ADMINISTRATION AND TRAINING

Administration

NOACA's associate director of compliance, under the direction of the NOACA Board and executive director, works with division directors to ensure that the agency's Title VI compliance and other nondiscrimination efforts are maintained at a high level. NOACA takes these responsibilities very seriously and strives for ongoing improvement in this area.

Compliance with Title VI and other nondiscrimination requirements happens through various means, including:

- NOACA's planning efforts and products, particularly its Coordinated Public Transit – Human Services Plan
- NOACA's *Public Interaction Policy* and public involvement efforts
- NOACA's *Overall Work Program* and planning and programming procedures
- NOACA's *Disadvantaged Business Enterprise Program* and procurement procedures
- NOACA staff training and direction

NOACA's Title VI and other nondiscrimination programs are administered in both internal and external ways. NOACA strives for transparency in all its operations, and its nondiscrimination policies and procedures are no exception. NOACA prominently displays a [Nondiscrimination](#) page in the *About Us* section of its website with links to various policies, procedures and forms. NOACA's home page provides a direct link to its *Nondiscrimination* page.

NOACA posts its Title VI Notice to the Public (Attachment A) on this page and in public meeting areas within the agency offices. This Title VI Notice includes a Nondiscrimination Policy describing the breadth of the agency's responsibilities under various laws, executive orders and regulations. NOACA also posts the Title VI complaint procedure and form (Attachment B) on this page.

NOACA has not been the subject of a discrimination complaint or lawsuit in at least 15 years.

Training

NOACA's internal responsibilities with regard to Title VI and other nondiscrimination requirements begin with staff training and awareness. Compliance with these laws and regulations is an integral part of the agency's planning, project programming and external relations processes. NOACA believes that raising awareness of these requirements among agency staff is vital to ensuring that the agency conforms to

both the letter and the spirit of the law. NOACA continually strives to increase that level of awareness among staff from all agency divisions.

In 2014, six NOACA employees attended the National Highway Institute's *Fundamentals of Environmental Justice* course. These included the two directors, plus staff from NOACA's Planning, Programming and External Relations divisions. Course materials were made available to other NOACA staffers and course highlights were discussed at a staff meeting.

In addition, NOACA's executive director attended a one-day Environmental Justice course in 2014 hosted by ODOT and presented by the Federal Highway Administration.

In 2015, NOACA's Associate Director of Compliance, who serves as the Title VI administrator, completed the Ohio Department of Transportation's *Title VI for Local Public Agencies* course. NOACA will require all Planning, Programming and External Relations division staff to also complete this course in 2015.

ATTACHMENTS TO THIS PROGRAM ARE AVAILABLE ONLINE

Attachment A: [Title VI Notice to the Public](#)

Attachment B: [Title VI Complaint Procedure and Form](#)

Attachment C: [NOACA Public Interaction Policy](#)

Attachment D: [Coordinated Public Transit-Human Services Transportation Plan](#)



Appendix I

NOACA Title VI Complaint Procedures

NOACA TITLE VI COMPLAINT PROCEDURE

Filing Complaints of Discrimination

1. Any person who feels that he/she has been subjected to discrimination based on race, color or national origin under Title VI of the Civil Rights Act of 1964, or other forms of discrimination under related nondiscrimination laws and regulations may file a complaint with NOACA.
2. Complaints should be in writing, signed by the complainant or his/her representative(s), and must include the complainant(s) name, address, and telephone number. NOACA provides an online complaint form that is available the website. Allegations of discrimination received via postal mail or e-mail will be acknowledged and processed. Allegations received by telephone will be documented in writing and provided to the complainant(s) for review before processing.
3. Upon receipt of a complaint, the NOACA Executive Director or his/her designee will, within 14 days, provide the complainant or his/her representative with a written acknowledgement of the complaint. NOACA staff may contact the complainant in an attempt to resolve any issues related to the complaint.

Complaint Investigations

1. NOACA will forward any unresolved complaints to the Ohio Department of Transportation (ODOT) Division of Opportunity, Diversity and Inclusion for review.
2. The Ohio Department of Transportation will conduct an independent investigation of the claim and will contact the complainant. NOACA will abide by the ODOT decision regarding any complaints.
3. If the complainant disagrees with the decision rendered by ODOT, he/she will have the right to request reconsideration, or to file a complaint with the FTA or FHWA Offices of Civil Rights, as applicable, at the following addresses:

Federal Transit Administration
Region V Office of Civil Rights
200 West Adams Street, Suite 320
Chicago, IL 60606

Federal Highway Administration
Office of Civil Rights- Investigations and Adjudications
HCR-40, Room E81-328
1200 New Jersey Avenue, SE
Washington, DC 20590

Retaliation

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964. It is the policy of NOACA that persons filing a complaint of discrimination have the right to do so without interference, intimidation, coercion, or fear of reprisal. Anyone who feels he/she has been subjected to retaliation should report such incident to the Executive Director and/or ODOT's Division of Opportunity, Diversity and Inclusion.

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA), as the metropolitan planning organization (MPO) for the five Northeast Ohio Counties of Cuyahoga, Geauga, Lake, Lorain and Medina, and the City of Cleveland, is engaged in the planning and programming of federally funded transportation projects and programs using Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding; and

WHEREAS, NOACA strives to comply with both the letter and spirit of Title VI of the Civil Rights Act of 1964, along with other nondiscrimination statutes and Executive Orders; and

WHEREAS, NOACA does not tolerate discrimination in any of its programs, services or activities, and will not discriminate against anyone on the grounds of race, color, national origin, gender, age, disability, religion, income, sexual orientation, gender identity or family status; and

WHEREAS, the Federal Transit Administration (FTA) requires that metropolitan planning organizations receiving FTA funding maintain a Board-approved Title VI program that is updated every three years; and

WHEREAS, the full NOACA Title VI Program dated December 2020 has been made available to the NOACA Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northeast Ohio Areawide Coordinating Agency, consisting of 46 principal officials of general purpose local government throughout and within the Counties of Cuyahoga, Geauga, Lake, Lorain, Medina and the City of Cleveland that:

Section 1. The NOACA Title VI Program dated December 2020 and its provisions are approved by the NOACA Board of Directors.

Section 2. The Executive Director is hereby authorized to transmit a certified copy of the resolution to the Federal Transit Administration and other appropriate agencies.

Certified to be a true copy of a Resolution of the Board of Directors of the Northeast Ohio Areawide Coordinating Agency adopted this 11th day of December 2020.

Secretary: _____

Date Signed: _____



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