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ACKNOWLEDGEMENTS

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INTRODUCTION

Established in 1964, the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) has spent 45 years cultivating partnerships and alliances that range from the federal government to local councils. Its 117 members represent governmental, social and civic groups from nearly 200 communities in its eight-county, three-state region. OKI is the regional planning and intergovernmental coordination agency for the Greater Cincinnati metropolitan area. Its nearly 200 units of local governments include Butler, Clermont, Hamilton, and Warren counties in southwestern Ohio; Boone, Campbell, and Kenton counties in northern Kentucky; and Dearborn County in southeastern Indiana. As the designated Metropolitan Planning Organization (MPO) and Council of Governments (COG) for the Ohio, Kentucky and Indiana counties in its region, OKI is responsible for the development of a long-range plan and a short-range programming document for transportation, as well as other planning initiatives. Civic engagement efforts apply to the broad spectrum of transportation investments and impacts considered in metropolitan planning, as well as individual projects recommended by OKI.

In developing its Participation Plan, OKI replaced its former OKI Policy for Environmental Justice (EJ) (April 7, 2003) and OKI Policy for Public Involvement (November 12, 1998). The new plan addresses OKI’s efforts to not only involve the public in transportation decision-making and the provisions for assessing the equity of transportation investments, but also provides a plan for inter-agency coordination and consultation with local governments. The plan revolves around OKI’s transportation programming, but it can also be applied to other programs at OKI or used by other agencies. The OKI Board of Directors adopted this Participation Plan on June 14, 2007, and it continues to be reviewed and updated every four years.

As a public agency that receives federal funds and makes recommendations on federal expenditures, OKI is bound by Participation requirements which stipulate that federal funds are used fairly and without discrimination. And, per Title 49 U.S.C. Chapter 53, OKI ensures that the requirements of its transportation planning processes are structured for flexible funded projects, including project selection requirements. OKI adheres to federal and state regulations that prohibit discrimination and demonstrates its compliance by exemplifying policy set forth in its transportation planning processes.

In addition to Title VI of the Civil Rights Act of 1964 a number of additional federal and state regulations prohibit discrimination based on certain protected classes. Notable examples include:

- Fixing America’s Surface Transportation (FAST) Act, December 2015
- Moving Ahead for Progress in the 21st Century Act (MAP-21) effective October 2012
- Federal Highway Administration Order in 1998
- U.S. Department of Transportation Order in 1997
President Clinton issued Executive Order 12898 in 1994, which directed every federal agency to make EJ part of its mission by identifying and addressing the effects of all programs, policies, and activities on minority and low income populations.

The U.S. Department of Transportation issued Departmental Order 5610.2(a) (Actions to Address Environmental Justice in Minority Populations and Low-Income Populations). This Order updates the Department’s original Environmental Justice Order 12898. The Order continues to be a key component of the Department’s strategy to promote the principles of EJ in all departmental programs, policies, and activities.

- 49 CFR Part 21
- 23 CFR Part 200
- U.S. DOT Order 1050.2
- Americans with Disabilities Act of 1990
- Civil Rights Restoration Act of 1987
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973

For agencies like OKI, the Orders issued by federal departments clarified the need to involve the potentially affected public in transportation decision-making processes and assess the equity of transportation investments. The targets of the Participation Plan are the general public, but provide additional consideration for EJ populations of minority and low income populations. OKI has chosen to expand its efforts to also include elderly persons, people with disabilities, and zero-car households.

President George W. Bush issued Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency”, 2000 which requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.

- Title VI of the Civil Rights Act of 1964
TITLE VI POLICY OVERVIEW

Title VI of the Civil Rights Act of 1964 is a non-discrimination statue. Specifically, Title VI provides that “no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. Section 2000d). Each federal department or agency, which is empowered to extend Federal financial assistance to any program or activity, by way of grant, loan, federal personnel or any federal agreement contract, is authorized, and directed to make the provisions of Section 2000d of this title.

Ohio-Kentucky-Indiana (OKI) Regional Council of Governments works to ensure nondiscriminatory transportation planning and investments in support of this statue to provide a safe, secure and reliable highway system for the efficient mobility of people and goods, thereby enhancing both the quality of life and the economic vitality of the OKI region.

OKI continues its commitment to be a workplace compliant with Title VI of the Civil Rights Act of 1964.
Title VI Program Plan
Organization & Staffing Chart

Executive Director/CEO

- Deputy Executive Director
  - Transportation
- Director of Finance
- Director of Communications

Modeling
GIS
Human Resources
Regional Planning

Project Managers
Sr. Professional
Professionals
Support Staff

The Title VI Program Coordinator is a professional level position that works within the Communications Department and coordinates with CEO and Deputy Executive.
RESOLUTION

OF THE BOARD OF DIRECTORS
OF THE
OHIO-KENTUCKY-INDIANA REGIONAL COUNCIL OF GOVERNMENTS

AUTHORIZING ADOPTION OF THE UPDATE TO THE
OKI TITLE VI/LEP PROGRAM

WHEREAS, the Ohio-Kentucky-Indiana Regional Council of Governments has adopted a Title VI/LEP Program that meets the legal requirements and responsibilities of the Federal Transit Administration (FTA) as a recipient of Federal financial assistance; and

WHEREAS, the Title VI/LEP Program continues to be reviewed by OKI staff on an on-going basis to ensure consistency with federal regulations and guidelines; and

WHEREAS, the update is consistent with FTA guidance;

therefore,

BE IT RESOLVED, that the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments, at its regular public meeting of January 9, 2020, hereby approves the update to the OKI Title VI/LEP Program as recommended by OKI staff.

Kris Knochelmann, President

fp
1/9/20
TITLE VI POLICY STATEMENT

It is the policy of the Ohio-Kentucky-Indiana (OKI) Regional Council of Governments to afford equal opportunity to all persons to the end that no person in the United States shall, on the grounds of race, color, sex, disability, age or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the U.S. Department of Transportation.

Program and activities to which this policy applies include, but are not limited to, the use of grants in connection with federal-aid highway systems, the Surface Transportation and Reauthorization & Reform Act of 2015, the Highway Safety Act of 1966 and the National Traffic and Motor Vehicle and Safety Act of 1966, leases of real property and the grant of permits, licenses, easements and rights of way covering real property, Urban Mass Transportation Research Programs, and other grants for the support of basic scientific research.

This policy shall be prominently posted on the OKI website and in the Lobby area of the OKI office in both English and Spanish.

Signed and approved this 30th day of September, 2019.

OKI Regional Council of Governments
(Recipient)

By________________________

Mark R. Policinski, CEO / Executive Director
(Signature of Authorized Official)
STANDARD TITLE VI ASSURANCES

Ohio-Kentucky-Indiana (OKI) Regional Council of Governments (hereinafter referred to as the “Recipient”) hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation (DOT), it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 (hereinafter referred to as the “Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Non-discrimination in Federally Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the “Regulations”) and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that it will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby adheres to the assurances defined in Appendices A, B, C, D, and E with respect to its Federal-aid Highway Program and generally highlighted as follows:

1. That the Recipient agrees that each “facility” and each “program” as defined in subsections 21.23(b) and 21.23(e) of the Regulations will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notifications in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal-aid Highway Program and, in an adapted form in all proposals for negotiated agreements:

OKI IS AN EQUAL OPPORTUNITY CONTRACTOR

3. Where Federal financial assistance is received to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

4. Where Federal financial assistance is in the form or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.

5. It will include the appropriate clauses set forth in the assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:
(a) for the subsequent transfer of real property acquired or improved with Federal financial assistance under this Project; and

(b) for the construction or use of or access to space on, over, or under real property acquired or improved with Federal financial assistance under this Project.

6. This assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures of improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods:

(a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits, or

(b) the period during which the Recipient retains ownership or possession of the property.

7. It will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other sponsors, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants or Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.

8. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance for this Project and is binding on its contractors, the sponsor, subcontractors, transferees, successors in interest and other participants in the Project. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Signed and approved this 30th day of September, 2019

OKI Regional Council of Governments
(Recipient)

By
Mark R. Policinski, CEO / Executive Director
(Signature of Authorized Official)
In 2018 the Ohio-Kentucky-Indiana (OKI) Regional Council of Governments adopted an updated Participation Plan which will be due for its next update in 2022. OKI is dedicated to ensuring a fair and equitable planning process and business practice. The OKI Participation Plan outlines processes for consultations practices related to the Disadvantaged Business Enterprises (DBE), Title VI and Section 504 of Rehabilitation Act of 1973 requirements. OKI has dedicated staff to ensure compliance with and support of the Council’s responsibilities and practices related to these issues. OKI uses Census data to identify and reach a representative population. Per Title VI guidelines responsibilities for the OKI Title VI Coordinator include:

- Collecting and analyzing data on minority and low income populations to determine the potential impact of proposed plans, programs and projects.

- Ensuring all contract documents contain the appropriate Title VI provisions.

- Consulting with the OKI Executive Director when complaints are received or issues arise during a Public Hearing/Public Meeting.

- Ensuring that all people are treated equitably regardless of race, color or national origin.

- Monitoring Title VI accomplishments, notifying the Executive Director of problem areas and summarizing activities for inclusion in the Title VI Plan update.

- Developing and updating internal policies and procedures to ensure Title VI compliance during all phases of projects and activities.

- Ensuring that all business pertaining to the selection, negotiation, and administration of consultant contracts and agreements is accomplished without discrimination based on race, color or national origin.

- Ensuring that efforts are made to include minority and women owned businesses in consideration for contracts.

- Ensuring that internal and external publications and all other relevant communications disseminated to the public include the Title VI policy reference.

- Providing reasonable accommodations, information in the appropriate language or interpreters as needed for individuals with disabilities and LEP persons.
In order to ensure compliance of all federal requirements, in the fall of 2018 OKI developed and administered a questionnaire for each 5310 sub-recipient. This questionnaire covers multiple areas including, financial management, vehicle maintenance (if applicable), ADA and Title VI requirements. Sub-recipient agencies were required, as part of this questionnaire, to submit their complete Title VI Plan to OKI. Of the 24 total sub-recipient agencies, 8 agencies submitted Title VI Plans. OKI followed up with the 16 agencies that did not submit a plan to offer technical support and provided each with the ODOT template for Title VI Program Requirements for Sub-Recipients 2018. Ten sub-recipient agencies prepared and submitted Title VI Plans following the ODOT template in 2019. OKI continues to provide assistance to the remaining 6 sub-recipient agencies working to develop their Title VI Plans and expects all sub-recipients to have plans in place in 2020.

Although not all sub-recipients had Title VI Plans in place in 2018, all of these agencies had certified their commitment to adhere to Title VI requirements as part of their original 5310 application as well as certifying the same in their executed sub-recipient agreement. To clarify the sub-recipient requirement to have a Title VI Plan, OKI updated the OKI 5310 Program Management Plan in May 2019. It included additional provisions for ensuring that all agencies that receive Section 5310 funding comply with federal requirements during the funded activity, including having a Title VI Plan in place that must be submitted to OKI on an annual basis. For vehicles acquired, this includes the vehicle useful life benefit period.

In the fall of 2018 and winter of 2019, OKI staff conducted a site visit to all sub-recipient agencies with 5310 funded vehicles. OKI inspected the vehicles as part of our required sub-recipient oversight responsibility. The sub-recipient site visits have resulted in helping OKI staff to better understand the physical dynamics of each sub-recipient’s facility and provides an additional opportunity for enhancing communication between OKI staff and sub-recipient. The OKI 5310 Program Management Plan commits to site visits for vehicle inspections once every three years.
Section 5310 Program of Projects (POP)

This Program of Projects (POP) lists the following agencies that were approved for funding as 2019 sub-recipients of the Ohio-Kentucky-Indiana Regional Council of Governments (OKI), which is the designated recipient for Section 5310 federal funds allocated to the Cincinnati urbanized area. These projects were all selected through a locally developed competitive selection process. All the projects are derived from the Coordinated Public Transit-Human Services Transportation Plan for the OKI Region (Coordinated Plan), adopted on August 9, 2007 and most recently updated in 2016. The OKI Executive Committee approved the updated Coordinated Plan through Resolution 2016-20, signed on September 8, 2016.

Seven of the sub-recipients are private nonprofit agencies; the Northern Kentucky Area Development District will receive funding for a mobility management program; Butler County RTA will receive funding to operate their Medical/Wellness Shuttle and will also receive funding to develop and manage an online application for riders to schedule trips. None of the sub-recipients are Indian tribal governments or tribal transit agencies.

Butler County Regional Transit Authority (serves Butler County, Ohio)

Butler County Regional Transit Authority (BCRTA) provides demand response and fixed route transit services to Butler County residents. The transit agency requested funding to enable reduced fare of $5 for elderly and disabled population demand response trips for medical/wellness appointments and for development of an online application (App) to assist with scheduling ADA paratransit and other demand response services throughout the county. The App will be developed as part of a new Mobility Management program operated by BCRTA. This program will receive administrative funds for staffing in addition to the App development costs.

Operations:

BCRTA will receive funding for 1 year (or 255 service days) for the $5 fare medical/wellness trips.

FTA Grant Applicant: Butler County Regional Transit Authority
Federal Grant Amount Requested: $275,400  Local Match: $275,400

Mobility Management:

BCRTA will receive funding for 1 year for a Mobility Management activity.

FTA Grant Applicant: Butler County Regional Transit Authority
Federal Grant Amount Requested: $82,024  Local Match: $20,506
**Cancer Justice Network** (serves clients in the City of Cincinnati)

The Cancer Justice Network is a private non-profit agency with the mission to assist low-income and minority populations in Cincinnati with receiving early and timely screening and treatment for cancer, through the provision of timely transportation options. CJN is a growing network of partner non-profit agencies sharing the mission of helping low-income elderly and disabled Cincinnati residents overcome bureaucratic and logistical barriers to receiving screening and treatment for cancer. It currently has 20 partner agencies and is a non-profit organization. Most transportation services are provided through a partnership with Cincinnati Area Senior Services (CASS).

The Cancer Justice Network will receive funding to continue the support of a mobility management program initiated with a 2018 award that serves people who are elderly, people who have mental and physical disabilities. Many of those served are either homeless or at risk of becoming homeless. Navigational support and transportation services will be provided to their clients with this program.

FTA Grant Applicant: OKI  
Federal Grant Amount Requested: $160,538  Local Match: $40,135

**Catch-A-Ride/Lifetime Resources** (serves Dearborn County, Indiana)

Catch-A-Ride is a Section 5311 public transportation provider in southeast Indiana that delivers over 82,000 trips per year across six counties with a fleet of 31 vehicles. Its vehicles were funded through a combination of Section 5339, Section 5310, ARRA, and local dollars. Although Catch-A-Ride is a public transportation provider, approximately 64% of the trips provided are for older adults and/or individuals with disabilities.

Catch-A-Ride will receive funding for a Web Ride Request add-on feature for the Easy Rides dispatching software that they currently utilize. The Web Ride Request feature will decrease the time that dispatchers and clients spend scheduling rides over the phone, while increasing client satisfaction and online visibility of their upcoming trips. It has potential to increase overall trip volumes as well. Funding is also being provided to renew the Easy Rides software for dispatching and monitoring activities.

FTA Grant Applicant: OKI  
Federal Grant Amount Requested: $31,640  Local Match: $7,910

**Cincinnati Area Senior Services** (serves clients in Hamilton County, Ohio)

Cincinnati Area Senior Services (CASS) transportation program is primarily funded by Title III Older American Act dollars and private transportation grants. The CASS program has been in operation for the past thirty years and is designed to provide older adults transportation to social and recreation activities. For many seniors this transportation mode is their only source of viable transportation to and from senior centers and senior housing communities. In addition to social transportation CASS is a vital link for seniors to local grocery stores and shopping centers. In 2018 CASS provided 34,748 trips for seniors to grocery stores, senior centers, shopping and recreation as well as 995 door-to-door transportation trips to and from medical appointments. CASS provides transportation to the following senior centers and communities who, without this resource, would have no other transportation for seniors to their community sites: Green Township, Delhi Township, Anderson...
Township, Harrison Township, Cincinnati Recreation Centers in the City of Cincinnati and the Over the Rhine Senior Center in downtown Cincinnati.

CASS will receive 2 Light Transit Vehicles and on board cameras for 12 vehicles.

FTA Grant Applicant: OKI
Federal Grant Amount Requested: $115,608  Local Match: $28,908

**Cincinnati Association for the Blind & Visually Impaired** (serves clients in all four Ohio and three Kentucky counties in the OKI region, as well as four additional counties in Ohio)

The Cincinnati Association for the Blind & Visually Impaired (CABVI) provides various services to people who are blind or visually impaired, including those who are elderly and/or low-income.

CABVI will receive $165,000 to assist with the ongoing cost of their Orientation and Mobility Service. The cost of CABVI's current Mobility Management Program is $207,567 based on the cost of salaries for two full-time and one part-time orientation and mobility instructors. This program is funded through annual contributions, grants and social enterprise revenue. The project goal is to provide safe travel instruction for at least 300 people who are blind or visually impaired within a one year period from receipt of the grant. Services would also include evaluation and instruction in Orientation and Mobility that provides safe travel skills training in protective techniques, use of the white cane, and bus travel. CABVI will measure the success of this project through a detailed report of the number of individuals they served through this program. Additionally, CABVI will conduct follow-up surveys of their orientation and mobility services as a way of gathering client suggestions for continuous improvement.

FTA Grant Applicant: OKI
Federal Grant Amount Requested: $165,000  Local Match: $42,567

**Clermont Senior Services** (serves Clermont County and Hamilton County as destination)

Transportation is the number one identified need of seniors in Clermont County according to the agency’s annual surveys of customers. Medical and Adult Day Services Program (ADS) transportation remain the agency’s top two priorities.

Clermont Senior Services (CSS) provides transportation to over 459 square miles with several rural townships with little to no public transportation. From September 1, 2015 through August 31, 2016, CSS provided ADS for 174 county residents with an average daily attendance of 51 participants. Of these participants, 62 percent are 80 years or older, 13 percent use wheelchairs, 26 percent require a lift, 49 percent require hands-on assistance by staff to aid in ambulation on and off the vehicles to prevent falls and 58 percent live at or below 250% of the 2015 Federal Poverty Guidelines. The majority of ADS attendees have a diagnosis of Alzheimer’s or dementia while others have debilitating diseases. CSS operates the only ADS center in Clermont County.

Clermont Senior Services will receive 2 modified minivans, and funding to renew the Trapeze software for 5 years to provide dispatching and monitoring activities.

FTA Grant Applicants: OKI
Federal Grant Amount Requested: $110,370  Local Match: $27,593
**Maple Knoll Communities** (serves Hamilton County, Ohio)

Maple Knoll Communities, Inc. is a non-profit, continuum of services provider dedicated to helping older adults live to their highest potential as individuals who seek independence, good health and personal fulfillment. As a nationally recognized leader in the care and support of older adults since 1848, they have offered innovative, holistic residential and community-based programs that improve the quality of life and respond to individuals' changing needs as they age. Maple Knoll Communities has 7 vehicles in their fleet providing transportation services to their clients.

Maple Knoll Communities will receive 1 Light Transit Vehicle and 2 Modified Minivans.

FTA Grant Applicants: OKI  
Federal Grant Amount Requested: $112,280  Local Match: $28,071

**Northern Kentucky Area Development District** (serves 8 counties in Northern Kentucky including Boone, Campbell, and Kenton)

The Northern Kentucky Area Development District (NKADD) is a government agency serving clients in Northern Kentucky including the counties of Boone, Campbell, and Kenton. NKADD is a collaboration of local leaders and staff educating and empowering communities by implementing quality services through specific areas of expertise in aging, community development, human services, and workforce development.

The Aging & Disability Resource Center (ADRC) within NKADD assists callers when possible to get them information on transportation services, however, the ADRC is not equipped to handle the amount of callers received which has increased annually since 2015 from 198 to 625 in 2016 and projected to be over 300 in 2017. This project will continue to enable NKADD to expand ADRC to include mobility management services and address the demand for information on transportation services.

The Northern Kentucky Area Development District will receive funding to continue to implement mobility management using and expanding upon ADRC staff resources.

FTA Grant Applicant: OKI  
Federal Grant Amount Requested: $206,665  Local Match: $51,666

**Partners in Prime** (serves southern Butler County, Ohio)

Community First Solutions is a non-profit holding company, operating four stand-alone 501(c)3 organizations including Colonial, Behavioral Health Services, Community First Pharmacy and Partners in Prime. These organizations are unique in the services that they provide helping individuals of all age groups. Their mission is all about quality of life – and to respond to community needs and develop innovative services that help individuals live their best life.

Partners in Prime goal is to serve Butler County older adults in the most efficient manner but also with the respect they deserve, including helping older adults in their service area to age-in-place
Projects funded during this solicitation include both capital projects and operational activities. The above table illustrates the total project cost and federal share – 57.46% of federal funding allocated for FFY 2017 is being used for traditional projects – and documents that the total funding level for the POP does not exceed the amount of Section 5310 federal funds available for in FFY 2017 and 2018.

Projects funded during this solicitation include both capital projects and operational activities. The above table illustrates the total project cost and federal share – 57.46% of federal funding allocated for FFY 2017 is being used for traditional projects – and documents that the total funding level for the POP does not exceed the amount of Section 5310 federal funds available for in FFY 2017 and 2018.

Wheelchair accessible vans, specifically modified minivans, will help them become more efficient and to provide more services to more people more often.

Partners in Prime will receive 3 Modified Minivans.

**FTA Grant Applicant:** OKI  
**Federal Grant Amount Requested:** $85,140  
**Local Match:** $21,285
The chart above is the 2019 distribution of federal 5310 funding in the aggregate by County.

![5310 Awards in FFY19 by OKI County](chart1.png)

The chart above is the 2019 distribution of federal 5310 funding in the aggregate by State.

![Federal 5310 Awards in FFY19 by OKI State](chart2.png)
Title VI Training

The OKI Title VI Training Program continues to transition from a developmental phase to an implementation phase.

Internally the Title VI Coordinator provides notice of OKI’s commitment to ensure compliance with the tenets of Title VI to all current employees at its annual All Staff Meeting. For new employees there will be a Title VI module conducted during New Employee Orientation. Due to personnel changes in OKI’s Human Resources Department the format for the module has not been finalized but once finalized the Title VI Coordinator will participate in the module and subsequently report on the benefit of the training to pertinent OKI staff and program departmental heads. The Coordinator has learned that the U.S. Department of Justice offers a Title VI video which may be appropriate as part of the annual All Staff Meeting.

The external component of OKI’s Title VI Training Program involves the training of OKI’s subrecipients and beneficiaries (if any). An overview of OKI’s Sub-Recipient Monitoring Program follows a highlight of some of the Title VI Coordinator’s activities.

In addition to efforts to involve traditionally underserved population groups in its transportation planning processes through civic engagement, OKI’s Title VI Coordinator also serves as support staff to OKI’s Environmental Justice Advisory Committee (EJAC) and as support staff to the TriState Transportation Equitable Opportunity Team (TTEOT). The primary task for members of EJAC is to review and score the STP, SNK and TA funding requests relative to potential impacts of the applicant’s project on OKI’s identified EJ groups. During this reporting period the Title VI Coordinator facilitated a meeting with EJAC members to finalize the EJ score on each of the (44) applications requesting funding. Earlier in this reporting period the Coordinator had participated in OKI’s STBG/SNK/CMAQ/TA Workshop to present information on the Environmental Justice Planning Factor that is applicable to all projects applying for funding. In regards to TTEOT, the Title VI Coordinator shared information highlighting significant data, updates and/or events from OKI, Ohio State University Wexner Medical Center, Policy Matters Ohio, Center for Independent Living Options, Cancer Justice Network, Ohio Disability Coalition, Cincinnati USA Regional Chamber, Ohio Department of Transportation, Council on Aging, Opportunities for Ohioans with Disabilities, Great Lakes ADA ListServe, U.S. Access Board and the Hamilton County Board of Developmental Disabilities Services with TTEOT members. The Coordinator assisted the OKI Finance Department in calculating a new DBE Goal for OKI’s Disadvantaged Business Enterprise (DBE) Program for FY 2019-2021 which became effective October 1, 2018 and wrote a summary detailing the methodology and calculation for the new Goal which was uploaded to FTA’s TrAMS Program. The Title VI Coordinator also completed ODOT’s Title VI Compliance Questionnaire for inclusion in OKI’s State FY 2020 MPO Work Program.

Other Title VI activities for OKI’s Title Vi Coordinator have included a review of the Community Engagement and the EJ Empowerment Policy component of APA Ohio’s Planning for Equity Policy Guide. The Coordinator suggested that the Policy also reference the LEP (Limited English
communities whenever it references the Environmental Justice communities in the Guide. The Title VI Coordinator participated in a University of Cincinnati Department of Art, Architecture & Planning class on Emerging Planning Issues. The Coordinator explained the significance of Title VI of the Civil Rights Act of 1964 relative to OKI’s transportation planning activities with its Environmental Justice population groups and its Limited English Proficient population groups.

On October 4, 2018 the Title VI Coordinator participated in the Grand Opening of KYTC’s Entrepreneurial Development Institute in Covington, KY and on October 19th attended the Cincinnati Chamber’s 2018 Diversity Leadership Symposium and participated in the workshop session on “Mitigating Bias in the Workplace.” In November of this reporting period the Title VI Coordinator facilitated a TTEOT meeting at which Pete Metz, Transportation Policy and Coalition Manager with the Cincinnati Chamber, reported on the Chamber’s efforts to improve and change the Greater Cincinnati’s transportation landscape so that everyone can access all available transportation options whether to jobs, education or health care. In December the Title VI Coordinator participated in the monthly meeting of the Cincinnati Accessibility Board of Advisors (CABA) which makes recommendations to the Cincinnati City Manager on how to improve life for individuals with disabilities. The Coordinator discussed OKI’s mission; shared the latest demographic information for OKI’s 8-county region and highlighted the work of EJAC, TTEOT, OKI’s Coordinated Plan and its Oversight Team.

More recently, in June of this reporting period OKI’s Title VI Coordinator facilitated a TTEOT meeting at which its members heard from Gina Marsh, Executive Director of the Human Services Chamber of Hamilton County, who reported on her organization’s transportation initiatives. During the meeting Suzanne Burke, President/CEO of the Council on Aging of Southwestern Ohio, presented the results from a survey conducted by her organization which confirmed that transportation and housing are the top two needs identified by her clients. As a member of the Steering Committee for the Transportation 4 All grant awarded to the Clovernook Center for the Blind and Visually Impaired, OKI’s Title VI Coordinator, along with other members of the Steering Committee, helped to establish an inclusive, collaborative transportation planning process and activities that would benefit older adults, individuals with disabilities, and caregivers.

OKI’s Title VI Coordinator continues to attend monthly community council meetings held throughout Greater Cincinnati and during this reporting period added the City Council Meeting in Florence, Kentucky and the Board of Commissioner Meetings in Covington and Newport, Kentucky to her schedule. The Title VI Coordinator participated in ODOT’s Public Meeting regarding proposed changes to the DBE Goal Methodology and participated in the public meeting conducted by the Southwest Ohio Regional Transit Authority (SORTA) regarding proposed changes to the schedule of times and frequency for the Cincinnati Bell Connector (streetcar). The Coordinator also participated in the public meeting conducted by the Northern Kentucky Area Development District (NKADD) to determine how Section 5310 Transit Funding might be better expended to benefit the elderly and individuals with disabilities. The Coordinator attended the annual Ohio Transportation Equity Forum; attended the annual National Conference of Minority Transportation Officials’ Meeting & Training (COMTO); attended the Cincinnati Chamber’s annual Diversity Leadership Symposium during which the Coordinator participated in a workshop session
on “Mitigating Bias in the Workplace” and attended ODOT’s Annual Civil Rights Transportation Symposium. In addition to these activities, the Title VI Coordinator provided an opportunity for attendees at the city of Cincinnati’s Neighborhood Summit to complete a survey via laptop on Autonomous/Connected Vehicles and Smart Infrastructure. Hard copies of the survey, including a link to the survey, were provided to attendees wanting to complete the survey at a later time.

OKI’s Title VI Coordinator also participated in a webinar that highlighted proven tips for successful on-line community engagement for all planning projects which included tips on reaching Environmental Justice communities. Participation in a second webinar resulted in learning about proven tips for preventing a Public Meeting from becoming a polarized shouting match, and a third webinar provided tips for equitable engagement and ways to gain valuable input from people of all ethnicities, genders, age groups, zip codes and income levels.
Data Collection/Reporting/Analysis

Statistical data on race, color, national origin, sex, age, disability, and LEP of participants in and beneficiaries of OKI’s programs, (i.e., affected populations, and participants) will be analyzed by OKI to determine the transportation investment benefits and burdens to the population, including minority and low-income populations. OKI also analyzes statistical data relevant to the elderly, persons with disabilities and zero-car households. Each of OKI’s program areas will maintain data relative to their programs and activities. Data gathering procedures will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of Title VI program administration. Analysis of the data collected by the program emphasis areas may include:

• The race, color, national origin, sex, age, disability, income and LEP of the population eligible to be served.

• Socioeconomic Assessment to evaluate the project’s potential impacts to the human environment.

• Persons to include in the decision-making process.

• Distribution of benefits (dollars, facilities, systems, projects) to groups and communities

• Transportation needs of all persons within the boundaries of the plans or projects.

• Strategies to address impacts.

• The manner in which services are or will be provided and the related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination.

• The present or proposed membership, by race, color, national origin, sex, disability and age, in any planning or advisory body which is an integral part of the program

• Strategies to disseminate information.
TITLE VI NOTIFICATION TO THE PUBLIC

Ohio-Kentucky-Indiana (OKI)
Regional Council of Governments

OKI Regional Council of Governments operates its programs and services without regard to race, color, national origin, religion, sex, age and/or disability in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with OKI.

For more information on OKI’s civil rights program, and the procedures to file a complaint, contact Florence Parker at fparker@oki.org or 513-619-7686. Complainants may also visit OKI’s administrative office at 720 East Pete Rose Way, Suite 420, Cincinnati, Ohio 45202 during regular business hours or, visit the OKI website at www.oki.org.

If a complainant has a disability or requires information in another language, call the Ohio Relay Service at 800-750-0750.

OKI’s Title VI Notification to the Public or Beneficiary Notice is also posted on the OKI website and in the Lobby area of the OKI office in both English and Spanish.
TITULO VI AVISO AL PUBLICO
(TITLE VI NOTIFICACION TO THE PUBLIC)
Ohio-Kentucky-Indiana (OKI) Regional Council of Governments

El Consejo Regional de Gobiernos de OKI opera sus programas y servicios sin distinción de raza, color, nacionalidad, religión, sexo, edad y / o discapacidad de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que ha sido perjudicada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante OKI.

Para obtener más información sobre el programa de derechos civiles de OKI y los procedimientos para presentar una queja, comuníquese con Florence Parker a fparker@oki.org o al 513-619-7686. Los reclamantes también pueden visitar la oficina administrativa de OKI en 720 East Pete Rose Way, Suite 420, Cincinnati, Ohio 45202 durante el horario comercial habitual, o visitar el sitio web de OKI en www.oki.org.

Si un demandante tiene una discapacidad o requiere información en otro idioma, llame al Servicio de retransmisión de Ohio al 800-750-0750.

La Notificación del Título VI de OKI al Público o al Aviso del Beneficiario también se publica en el sitio web de OKI y en el área del lobby de la oficina de OKI en inglés y español.
Ohio-Kentucky-Indiana (OKI) Regional Council of Governments operates its programs without regard to race, color or national origin.

To request or receive additional information on its discrimination obligations, including its complaint procedures, please contact the person listed below:

Florence Parker, Title VI Coordinator
OKI Regional Council of Governments
720 East Pete Rose Way – Suite 420
Cincinnati, OH 45202
Telephone: 513-619-7686
Ohio Relay Service: 800-750-0750
Email Address: fparker@oki.org
Website: www.oki.org

To file a discrimination complaint, the written complaint must be filed to the address above within 180 days of the alleged discrimination. To accommodate Limited English Proficient individuals, oral complaints to be documented and/or translated may also be given at the above address. The discrimination complaint will be handled and investigated by the Ohio Department of Transportation (ODOT), or the Kentucky Transportation Cabinet (KYTC). Written complaints may also be filed with the Federal Transit Administration (FTA) or Federal Highway Administration (FHWA) no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA or FHWA.
TITLE VI COMPLAINT PROCEDURE
Ohio-Kentucky-Indiana (OKI)
Regional Council of Governments

This document is provided by the OKI Regional Council of Governments for a contractor, subcontractor, vendor or member of the general public to seek recourse if the individual is of the opinion that he or she has been unjustly served during the course of interaction with OKI and its transportation planning process.

Any person who believes he or she has been discriminated against on the basis of race, color, or national origin by the OKI Regional Council of Governments (hereinafter referred to as “OKI”) may file a Title VI complaint by completing and submitting OKI’s Title VI Complaint Form. OKI accepts complaints received no more than 180 days after the alleged incident.

Once the complaint is received, OKI will review it to determine if our office can resolve the complaint informally. The complainant will receive an acknowledgement letter informing him or her whether the complaint can be resolved informally or must be handled and investigated by the Ohio Department of Transportation (ODOT), the Kentucky Transportation Cabinet (KYTC), or the Federal Transit Administration (FTA), or the Federal Highway Administration (FHWA).

If resolved informally OKI has ten business days to investigate the complaint. However, if the complaint is handled by ODOT, or KYTC, or FTA, or FHWA the investigation must be completed within sixty (60) days. If more information is needed to resolve the case, OKI or ODOT or KYTC or FTA or FHWA may contact the complainant via a letter. The complainant has ten business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten business days, OKI or ODOT or KYTC or FTA or FHWA can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue his or her case.

After the investigator reviews the complaint, he or she will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, he or she has ten business days after the date of the closure letter or the LOF to do so.

A person may also file a complaint directly with KYTC Office for Civil Rights & Small Business Development, 200 Mero Street, Frankfort, KY 40622, or FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, or FHWA. If information is needed in another language, contact 800-750-0750 (Ohio Relay Service).
Title VI Complaint Form
Ohio-Kentucky-Indiana (OKI)

Section I:
Name:
Address:
Telephone (Home):
Telephone (Work):
Electronic Mail Address:

Section II:
Are you filing this complaint on your own behalf? Yes* No
*If you answered “yes” to this question, go to Section III.
If not, please supply the name and relationship of the person for whom you are complaining:
Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes No

Section III:
I believe the discrimination I experienced was based on (check all that apply):
[ ] Race [ ] Gender [ ] National Origin
[ ] Color [ ] Disability [ ] Limited English Proficiency (LEP)
[ ] Age [ ] Low Income

Date of Alleged Discrimination (Month, Day, Year): ________________________

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.
### Section IV:
Have you previously filed a Title VI complaint with this Agency?

<table>
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<th>Yes</th>
<th>No</th>
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### Section V:
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

[ ] Yes  [ ] No

If yes, check all that apply:

- [ ] Federal Agency ____________________
- [ ] Federal Court ____________________  [ ] State Agency _______________
- [ ] State Court ______________________  [ ] Local Agency _______________

Please provide information about a contact person at the agency/court where the complaint was filed.

**Name:**

**Title:**

**Agency:**

**Address:**

**Telephone:**

### Section VI
Name of agency complaint is against:

**Contact person:**

**Title:**

**Telephone number:**

You may attach any written materials or other information that you think are relevant to your complaint.

**Signature**  
**Date**
Please submit this form in person at the address below, or mail this form to:

Florence Parker, Title VI Coordinator
OKI Regional Council of Governments
720 East Pete Rose Way – Suite 420
Cincinnati, OH 45202
FORMULARIO DE QUEJA POR DISCRIMINACIÓN
CONFORME AL TITULO VI
(TITLE VI COMPLAINT FORM)

Ohio-Kentucky-Indiana (OKI)

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<td>Nombre:</td>
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<td>Teléfono (casa):</td>
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<td>¿Está presentando esta queja en su propio nombre?</td>
<td>Sí*</td>
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*Si ha contestado “sí” a esta pregunta, pase a la sección III.

Si la respuesta es “no, escriba el nombre de la persona que presenta la queja y la relación que tiene con usted:

Por favor, explique la razón por la cual usted presenta esta queja a nombre de un tercero:

| ¿Tiene usted permiso de la persona agraviada para presentar esta queja en nombre de esa persona? | Sí | No |

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<th>Sección III:</th>
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| Creo que la discriminación que he experimentado está basada en (marque todos los que correspondan):

[ ] Raza [ ] Género [ ] Nacionalidad [ ] Color [ ] Discapacidad [ ] Dominio limitado del idioma inglés (LEP) [ ] Edad [ ] Bajos recursos |

Fecha en que ocurrió la presunta discriminación (mes, día, año): ________________
Explique de la manera más clara posible lo ocurrido y por qué cree usted haber sido discriminado. Liste a todas las personas que estuvieron envueltas. Incluya el nombre y la información de contacto de la persona(s) que le ha discriminado (si lo sabe), y el nombre e información de contacto de cualquier testigo(s). Si necesita más espacio, use la parte de atrás de esta hoja.

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<tr>
<th>Consejo Regional de Gobiernos (Regional Council of Governments)</th>
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<tr>
<td><strong>Sección IV:</strong> ¿Ha presentado usted en el pasado una queja basada en el Título VI ante esta agencia?</td>
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<tr>
<td><strong>Sección V:</strong> ¿Ha presentado usted esta queja en cualquier otra agencia federal, estatal o local o en cualquier corte federal o estatal?</td>
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<td>Si respondió “Sí”, marque todos los que correspondan:</td>
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<td>[ ] Agencia federal ___________________</td>
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Por favor, proporcione información sobre la persona de contacto en la agencia/corte donde se presentó la queja.

| Nombre: |  |
| Título: |  |
| Agencia/Corte: Dirección: |  |
| Teléfono: |  |

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<th><strong>Sección VI</strong></th>
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<tr>
<td>Nombre de la agencia contra la que se presentó la queja:</td>
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<td>Persona de contacto:</td>
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<tr>
<td>Título:</td>
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<td>No. de teléfono:</td>
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</table>
Usted puede adjuntar a este formulario cualquier información por escrito o cualquier otro tipo de información que usted crea que sea relevante a su queja.

________________________________________
Firma                                        Fecha

Por favor, entregue este formulario en persona en la dirección que aparece más abajo, o envíelo a:

Florence Parker, Title VI Coordinator
OKI Regional Council of Governments
720 East Pete Rose Way – Suite 420
Cincinnati, OH 45202
As of the date of this submission, January 21, 2020, no transit-related Title VI investigation, lawsuit or complaint has been filed with OKI, ODOT, KYTC, FTA, or FHWA against the Ohio-Kentucky-Indiana Regional Council of Governments.
PUBLIC PARTICIPATION PLAN

Summary of Outreach Efforts

Ohio-Kentucky-Indiana (OKI)
Regional Council of Governments

In accordance with the Fixing America’s Surface Transportation (FAST) Act, OKI continues to be committed to the goal of securing active and representative participation from all segments of the community in its transportation planning and decision making process. The OKI region has an extremely diverse, well-developed transportation system for the mobility of both people and goods. Transportation options must continue to be reliable, flexible and affordable in order to safely connect people to each other, to their workplaces, to the institutions that matter to them and to the services upon which they depend. OKI views comprehensive, strategic stakeholder outreach and public involvement essential to the continued success of its 2040 Regional Transportation Plan, 2016 Update that was adopted by the OKI Board of Directors on June 9, 2016 and which will be updated to the 2050 Regional Transportation Plan in June 2020, pending Board approval.

Though OKI staff is preparing to update the OKI 2040 Regional Transportation Plan the Title VI Coordinator published a Legal Notice last fall in the Cincinnati Enquirer, Cincinnati Herald and La Jornada Latina to announce a Public Hearing for Amendment #4 to OKI’s current 2040 Plan and placed Classified Ads in the Herald and La Jornada seeking applicants to fill the positions of Senior Transportation Modeler and a Transportation Modeling Manager. The Title VI Coordinator also placed a Legal Notice in the Enquirer, the Herald and La Jornada that invited the public to a Public Hearing regarding OKI’s draft of its surface transportation projects proposed within the OKI region for Fiscal Years 2020-2023 in its Transportation Improvement Program (TIP). All Legal Notices and Classified Ads placed in La Jornada are published in both English and Spanish. The Coordinator also attended the Annual Meetings of the Hispanic and African American Chambers.

A copy of OKI’s Participation Plan, which was updated and adopted by the OKI Board of Directors in January 2018, can be found in the Appendix. The Participation Plan is posted on OKI’s website at www.oki.org in the section under the Program banner. OKI also enhances the public involvement activities and components of its Title VI Plan via:

- Information sharing on the OKI website, www.oki.org
- Social Media, especially Facebook and Twitter
- Press releases announcing the award of funding to projects in the OKI region
- Attendance at area community council meetings and board of commissioner meetings
- Inclusion of Title VI language in all contracts
• Title VI Coordinator as support staff to OKI’s Environmental Justice Advisory Committee
• Title VI Coord as support staff to TriState Transportation Equitable Opportunity Team
• Membership in the African American Chamber of Commerce Greater Cincinnati / N KY
• Membership in the Hispanic Chamber of Commerce Cincinnati USA
• Title VI Coordinator’s recent appointment to WCPO-TV Move Up Cincinnati Advisory Bd
• Publication of Public Meetings and Public Hearings, Legal Ads and Classified Ads in major regional newspaper and local newspapers oriented to the African American and Hispanic communities

It should be noted that the Title VI Coordinator and other OKI staff have discovered that due to the rapidly changing world of technology, use of the Public Meeting format is being superceded by use of the various social media platforms. OKI staff will govern their outreach efforts accordingly where and when appropriate.
The OKI Regional Council of Governments is a Metropolitan Planning Organization (MPO) and a Council of Governments (COG) that serves an eight-county region in three states. The eight counties include Boone, Campbell and Kenton counties in northern Kentucky; Dearborn county in southeastern Indiana and Butler, Clermont, Hamilton and Warren counties in southwestern Ohio. According to the 2010 U.S. Census there are 1,999,474 individuals in the OKI region. Of that number 1,612,369 are Non-Minority White and 387,105 are Minority. In the Minority classification for the OKI region 255,089 individuals are Black or African American; 53,384 are Hispanic or Latino; 40,120 are Asian. The remaining individuals in the Minority classification are considered of American Indian and Alaska Native or Native Hawaiian and other Pacific Islander or some other race or two or more races. Individuals, who have a limited ability to read, write, speak, or understand English, are often described as Limited English Proficient, or “LEP.” In order to determine if written or oral communication should be translated and what languages they should be translated to, a Four-Factor Analysis is used. The Four-Factor Analysis considers the following:

1. The number or proportion of LEP persons served or encountered in the eligible service population
2. The frequency with which LEP individuals come in contact with the programs, activity, or service
3. The nature and importance of the program, activity or service provided by the program
4. The resources available to the recipient and costs

Factor 1 – The number or Portion of LEP Persons served or encountered in the eligible service population

Based on data from the U.S. 2010 census Kentucky’s total population is estimated to be 4,339,367; the breakdown of the total population is as follows:

- White – 87.6%
- Black or African American – 7.9%
- Hispanic or Latino – 3.1%
- Asian – 1.1%
- American Indian or Alaska Native – 0.2%
- Native Hawaiian and Other Pacific Islander – 0.1%
According to the aforementioned data from the U.S. Census Hispanics or Latinos make up approximately three percent of Kentucky’s total population and are therefore the state’s largest LEP demographic. As a result, KYTC focuses its analysis on this population group. Language assistance is available to other LEP speaking individuals as the need presents itself.

Based on OKI’s demographic profile of its 8-county region beginning on page 41, Hispanic or Latino individuals in OKI’s 3-county region in northern Kentucky also represents three percent so the percentage is the same for both the whole of Kentucky and OKI’s 3-county region in northern Kentucky. Language assistance is available to this population group and other LEP speaking individuals in the OKI region upon request and free of costs.

Factor 2 – The frequency with which LEP individuals come in contact with the program, activity, or service.

OKI staff has limited contact with LEP individuals. As a transportation planning agency OKI works to define the policies, programs and projects that will help create a multimodal and coordinated regional roadmap to guide transportation improvements through the OKI region. Its staff Demographer collects data from the U.S. Census Bureau, the American Community Survey, the Population Estimates Program, the Decennial Census and the Bureau of Labor Statistics. During its funding rounds when applications are submitted requesting either STP, SNK, or TA funding OKI staff convenes the OKI Environmental Justice Advisory Committee (EJAC) to evaluate and score the applications. Individuals serving on the EJAC committee include representatives from the African American and Latino communities and they, along with members of the TriState Transportation Equitable Opportunity Team (TTEOT), collaborate with OKI staff to share program, activity or service information with LEP individuals.

Factor 3 – The nature and importance of the program, activity, or service provided by the program.

Transportation has long been a major contributor to the region’s prosperity and quality of life. The OKI region has an extremely diverse, well-developed transportation system for the mobility of both people and goods. Transportation options must continue to be reliable, flexible and affordable in order to safely connect people to each other, to their workplaces, to the institutions that matter to them and to the services upon which they depend. The preceding statement establishes the benchmarks for OKI staff when reviewing and updating its Regional Transportation Plan every four years.

Factor 4 – The resources available to the recipient and costs.

Even though OKI is a transportation planning agency and not a transit agency and its contact with LEP individuals is limited, OKI’s Title VI Coordinator ensures that its LEP population groups are afforded the opportunity to participate in OKI’s transportation planning process in a number of ways. Every Legal Notice will continue to be published in both English and Spanish in La Mega Nota, the area Spanish journal formerly known as La Jornada Latina that was sold in March 2019 to La Mega Media. Postings will be made on La Mega Digital, which represents various social
media platforms including Facebook, Twitter, and Instagram, and OKI blurbs or public service announcements will be broadcast in Spanish by the on-air talent on La Mega 97.7 FM, the Spanish radio station.

As a Metropolitan Planning Organization (MPO) and a Council of Governments (COG), OKI solves multi-state dilemmas and creates far-reaching development plans by identifying potential transportation needs and gaps 20-30 years in the future for the 8-county region it serves. OKI is also the pass-through for federal funding designated for major transportation projects in its 8-county region. These activities are implemented, documented and supported by the abundance of research conducted by OKI staff. When members of OKI’s Environmental Justice Advisory Committee evaluate and score applications requesting STP, SNK and TA funding, their primary concerns include whether the proposed project will impact an Environmental Justice (EJ) or LEP population group. Will the impact be negative or positive? If negative, how does the applicant propose that the impact be mitigated? If the project provides a positive benefit to an EJ or LEP community, please describe the benefit.

OKI also provides the following:

- Staff support to the OKI Environmental Justice Advisory Committee (EJAC)
- Posts the Ohio Relay Service number on its Title VI Notification, which is printed in both English and Spanish, in the OKI Lobby.
- Staff support to the TriState Transportation Equitable Opportunity Team (TTEOT) which was formerly known as the Southwest Ohio Transportation Team (SWOT).
- Recruits representatives from non-profit community-based organizations and other appropriate volunteers, including representatives working on behalf of the Spanish and Latino community, to serve on both EJAC and TTEOT.
- Monitors and evaluates the need for additional language assistance via review of the most current information provided by the American Community Survey and OKI’s Demographer.
- Continues its established working relationship with the local Affordable Language Services agency for translation and interpretation services and has expanded this support arena to now include La Mega Media, the largest Hispanic Media platform in Ohio for the Hispanic market via radio, print, digital, and events. The availability of options is very beneficial depending on the size and complexity of a translation request; depending on the need for 2-3 quotes rather than just one quote along with whether the translation requires a more formal-speaking format rather than the use of a more local vernacular.

The OKI region also has residents who are Asian, American Indian and Alaska Native or Native Hawaiian and other Pacific Islander or, individuals who speak other Indo-European languages. According to information provided by the American Community Survey some of these residents speak English less than very well. Even though these residents have not requested language translation services they qualify for the Safe Harbor Provision and language translation services will be provided to these residents free of costs upon request. Tables 1.1 through 1.8 below illustrate the location of LEP population groups in the OKI region. OKI staff will continue to work to identify potential avenues of outreach that function on behalf of these population groups.
Some of the preliminary entities have been identified and contacted by OKI’s Title VI Coordinator to determine how best to reach these residents. The Coordinator has been informed by its newest appointee to OKI’s EJAC that La Mega Media is a very effective vehicle to share news because it has garnered tens of thousands of followers from various social media platforms including FaceBook, Twitter and Instagram.

OKI is a transportation planning organization that conducts research to identify current needs and project future transportation needs for the residents living in its eight-county region. As the designated MPO for Butler, Clermont, Hamilton and Warren counties in southwestern Ohio; Boone, Campbell and Kenton counties in northern Kentucky and Dearborn county in southeastern Indiana, OKI is responsible for the development of a long-range plan and a short range programming document for transportation as well as other planning initiatives. The long-range plan is updated every four years at which time Public Meetings and social media platforms are held to inform the public of the needs that have been identified and to seek input from the public. Legal Notices inviting the public to the Public Meetings are published in the Cincinnati Enquirer, the Spanish journal La Mega Nota (formerly La Jornada Latina) and in the Cincinnati Herald, a newspaper marketed to the African American community. OKI’s Title VI Coordinator/Public Involvement Specialist, who is responsible for community outreach, attends community council meetings, city council meetings and board of commissioner meetings to disseminate information announcing the Public Meetings which are also posted on OKI’s website.

The Legal Notices include the name and contact information for the Title VI Coordinator/Public Involvement Specialist for individuals wishing to attend the Public Meetings but may have an American Disabilities Act (ADA) or Limited English Proficiency (LEP) concern or request. Members of OKI’s Environmental Justice Advisory Committee and the TriState Transportation Equitable Opportunity Team are also asked to reach out, especially to the LEP population groups they serve, to inform them of the Public Meetings and encourage them to attend. However, as mentioned earlier, the Title VI Coordinator and other OKI staff have discovered that due to the rapidly changing world of technology, use of the Public Meeting format is being superceded by use of the various social media platforms. This discovery is also acknowledged by the most recent appointee, Karla Boldery, to OKI’s Environmental Justice Advisory Committee. Ms. Boldery is the Cincinnati Market Manager for La Mega Media, the largest Hispanic media platform in Ohio, and she reports that social media is the best avenue to reach the Hispanic population in the Greater Cincinnati area. OKI staff will govern their outreach efforts accordingly.

The Title VI Coordinator has a working relationship with Affordable Language Services which offers professional translation and interpretation services in more than 200 languages along with sign language interpreters. A request from residents for either service will be provided free of costs. The Coordinator has also identified resources that are available for individuals with mobility concerns. Additionally, OKI is a member of the Hispanic and African American Chambers of Commerce. Though staff has learned that there is also the Indian American Chamber of Commerce of Greater Cincinnati & Northern Kentucky, Greater Cincinnati Chinese Chamber of Commerce, the Japan America Society of Greater Cincinnati, the European American Chamber of Commerce and the Germania Society of Cincinnati, these organizations have a primary function of small business development and are primarily import/export firms. Santa Maria Community
Services is a social services organization that also serves the Hispanic community. All of these entities are willing to disseminate information when appropriate.

OKI’s Title VI Coordinator is responsible for providing timely and reasonable language assistance to LEP populations. The Coordinator works with staff throughout the OKI organization to ensure that everyone is aware that all such inquiries should be referred to the Title VI Coordinator and annually the Coordinator participates in an All-Staff Meeting to remind co-workers of OKI’s commitment to the tenets of Title VI. Though OKI has not received a request for ADA or LEP assistance, personnel at Affordable Language Services indicates that Spanish continues to be the language most requested to be translated or interpreted in the OKI region. Arabic is their second most requested language for which assistance is requested because many of the visitors coming to the Greater Cincinnati area are from Arabic speaking countries and French is their third most requested language. These requests are made by area export businesses wanting to market their products to Spanish, Arabic and French speaking consumers. Personnel with Santa Maria Community Services reports that of the (39) languages spoken among the 1,224 foreign students attending school in the Cincinnati Public School system Spanish, Arabic and French are the major languages.

As new/updated American Community Survey and decennial Census data become available, staff will monitor, evaluate and update, as needed, its language access program in conjunction with the review and update of its Title VI Program Plan which now occurs annually.

In accordance with the Four-Factor Analysis Tables 1.1 through 1.8 below illustrate the estimated number and percent of LEP individuals in each of the eight counties in the OKI region. Thus far no requests for ADA or LEP assistance have been submitted to OKI but staff is prepared to provide such assistance free of costs or address the need as requested.

<table>
<thead>
<tr>
<th>Table 1.1—Boone County Language Spoken At Home</th>
<th>Boone County, KY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Estimate</td>
</tr>
<tr>
<td>Total Population—5 years and over</td>
<td>117,019</td>
</tr>
<tr>
<td>English only</td>
<td>109,681</td>
</tr>
<tr>
<td>Spanish</td>
<td>3,012</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>1,534</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>1,582</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>482</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>2,087</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>1,144</td>
</tr>
<tr>
<td>Other languages</td>
<td>657</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>236</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2012-2016)
### Table 1.2—Campbell County Language Spoken At Home

<table>
<thead>
<tr>
<th>Total Population—5 years and over</th>
<th>Estimate</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>English only</td>
<td>82,809</td>
<td>96.2%</td>
</tr>
<tr>
<td>Spanish</td>
<td>1,717</td>
<td>2.0%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>413</td>
<td>0.5%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>937</td>
<td>1.1%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>101</td>
<td>0.1%</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>246</td>
<td>0.3%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>40</td>
<td>0.1%</td>
</tr>
<tr>
<td>Other languages</td>
<td>373</td>
<td>0.4%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>168</td>
<td>0.2%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2012-2016)

### Table 1.3—Kenton County Language Spoken At Home

<table>
<thead>
<tr>
<th>Total Population—5 years and over</th>
<th>Estimate</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>English only</td>
<td>146,455</td>
<td>96.1%</td>
</tr>
<tr>
<td>Spanish</td>
<td>3,312</td>
<td>2.2%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>1,416</td>
<td>0.9%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>1,244</td>
<td>0.8%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>288</td>
<td>0.2%</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>1,098</td>
<td>0.7%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>675</td>
<td>0.4%</td>
</tr>
<tr>
<td>Other languages</td>
<td>245</td>
<td>0.2%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>94</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2012-2016)

### Table 1.4—Butler County Language Spoken At Home

<table>
<thead>
<tr>
<th>Total Population—5 years and over</th>
<th>Estimate</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>English only</td>
<td>325,521</td>
<td>92.9%</td>
</tr>
<tr>
<td>Spanish</td>
<td>11,265</td>
<td>3.2%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>5,506</td>
<td>1.6%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>6,239</td>
<td>1.8%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>1,594</td>
<td>0.5%</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>5,326</td>
<td>1.5%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>2,877</td>
<td>0.8%</td>
</tr>
<tr>
<td>Other languages</td>
<td>1,864</td>
<td>0.5%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>464</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2012-2016)
### Table 1.5—Clermont County Language Spoken At Home

<table>
<thead>
<tr>
<th></th>
<th>Clermont County, OH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Estimate</td>
<td>Percent</td>
</tr>
<tr>
<td>Total Population—5 years and over</td>
<td>188,844</td>
<td>100.0%</td>
</tr>
<tr>
<td>English only</td>
<td>183,144</td>
<td>97.0%</td>
</tr>
<tr>
<td>Spanish</td>
<td>2,497</td>
<td>1.3%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>552</td>
<td>0.3%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>1,751</td>
<td>0.9%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>418</td>
<td>0.2%</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>1,114</td>
<td>0.6%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>399</td>
<td>0.2%</td>
</tr>
<tr>
<td>Other languages</td>
<td>338</td>
<td>0.2%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>54</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2012-2016)

### Table 1.6—Hamilton County Language Spoken At Home

<table>
<thead>
<tr>
<th></th>
<th>Hamilton County, OH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Estimate</td>
<td>Percent</td>
</tr>
<tr>
<td>Total Population—5 years and over</td>
<td>752,137</td>
<td>100.0%</td>
</tr>
<tr>
<td>English only</td>
<td>698,703</td>
<td>92.9%</td>
</tr>
<tr>
<td>Spanish</td>
<td>18,082</td>
<td>2.4%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>7,298</td>
<td>1.0%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>17,746</td>
<td>2.4%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>5,144</td>
<td>0.7%</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>9,882</td>
<td>1.3%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>3,850</td>
<td>0.5%</td>
</tr>
<tr>
<td>Other languages</td>
<td>7,723</td>
<td>1.0%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>2,749</td>
<td>0.4%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2012-2016)

### Table 1.7—Warren County Language Spoken At Home

<table>
<thead>
<tr>
<th></th>
<th>Warren County, OH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Estimate</td>
<td>Percent</td>
</tr>
<tr>
<td>Total Population—5 years and over</td>
<td>208,943</td>
<td>100.0%</td>
</tr>
<tr>
<td>English only</td>
<td>193,366</td>
<td>92.5%</td>
</tr>
<tr>
<td>Spanish</td>
<td>4,215</td>
<td>2.0%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>1,383</td>
<td>0.7%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>4,468</td>
<td>2.1%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>1,321</td>
<td>0.6%</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>5,749</td>
<td>2.8%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>1,760</td>
<td>0.8%</td>
</tr>
<tr>
<td>Other languages</td>
<td>1,145</td>
<td>0.5%</td>
</tr>
<tr>
<td><strong>Speak English less than “very well”</strong></td>
<td>156</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2012-2016)
Table 1.8—Dearborn County Language Spoken At Home

<table>
<thead>
<tr>
<th>Language</th>
<th>Estimate</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population—5 years and over</td>
<td>46,888</td>
<td>100.0%</td>
</tr>
<tr>
<td>English only</td>
<td>45,892</td>
<td>97.9%</td>
</tr>
<tr>
<td>Spanish</td>
<td>476</td>
<td>1.0%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>113</td>
<td>0.2%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>360</td>
<td>0.8%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>50</td>
<td>0.1%</td>
</tr>
<tr>
<td>Asian and Pacific Islander languages</td>
<td>148</td>
<td>0.3%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>51</td>
<td>0.1%</td>
</tr>
<tr>
<td>Other languages</td>
<td>12</td>
<td>0.0%</td>
</tr>
<tr>
<td>Speak English less than “very well”</td>
<td>0</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2012-2016)
The OKI Title VI Program Plan is designed to comply with the statutes and requirements under the law and as directed by the Federal Highway Administration (FHWA).

The table below is a list of internal programs that include procedures and directives used by OKI.

<table>
<thead>
<tr>
<th>OKI DIVISION</th>
<th>PROCEDURE, MANUAL, DIRECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>OKI Participation Plan (Updated 1/2018)</td>
</tr>
<tr>
<td>Communications</td>
<td>OKI DBE Program &amp; Goal (Updated 8/2018)</td>
</tr>
<tr>
<td>Regional Planning</td>
<td>Section 5310 Program Management Plan (Updated 5/2019)</td>
</tr>
<tr>
<td>Transportation Planning</td>
<td>Memorandum of Agreement (MOA) with state DOTS and Transit Providers (Updated 5/2018)</td>
</tr>
</tbody>
</table>
TABLE DEPICTING MINORITY REPRESENTATION ON OKI COMMITTEES AND COUNCILS

<table>
<thead>
<tr>
<th>Group</th>
<th>Caucasian</th>
<th>Black or African American</th>
<th>Asian American</th>
<th>Native American</th>
<th>Hispanic or Latino</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population in the OKI Region</td>
<td>84.3%</td>
<td>13.2%</td>
<td>2.3%</td>
<td>0.2%</td>
<td>2.9%</td>
</tr>
<tr>
<td>Coordinated Plan Oversight Team</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Environmental Justice Advisory Committee</td>
<td>69%</td>
<td>30%</td>
<td>0%</td>
<td>0%</td>
<td>1%</td>
</tr>
</tbody>
</table>

2011-2015 American Community Survey, Demographic and Housing Estimates, Table DP05

The Title VI Coordinator currently works with members of the OKI Environmental Justice Advisory Committee, OKI Board of Directors, OKI Intermodal Coordinating Committee, African American Chamber of Commerce Greater Cincinnati/Northern Kentucky, Hispanic Chamber Cincinnati USA, TriState Transportation Equitable Opportunity Team and other community stakeholders to identify potential committee members. As the result of a newly formed working relationship with La Mega Media, Inc., a minority owned business and the largest Hispanic media company in the Midwest, the company’s Cincinnati Market Manager has agreed to serve on OKI’s Environmental Justice Advisory Committee.

The Title VI Coordinator will continue to participate in future Title VI trainings provided by FTA, ODOT, KYTC, and the Federal Highway Administration. Trainings, updates and refresher workshops are a welcomed enhancement, especially when new Executive Orders are issued or, new Federal Circulars are released pertinent to Title VI.

The Title VI Coordinator has revised the form for current and future individuals volunteering to serve on the Coordinated Plan Oversight Team and the Environmental Justice Advisory Committee. In addition to the form requesting name, address, organization represented and contact information, there is a question asking individuals to indicate his/her race or ethnicity in order to ensure accuracy on the above table and document the diverse participation in OKI’s transportation planning process.
5310 Program Sub-Recipient Consideration, Assistance, and Monitoring

OKI is the Designated Recipient for the Section 5310 federal program in the Cincinnati urbanized areas of Ohio, Kentucky, and Indiana. Title 49 U.S.C. 5310 authorizes the formula assistance program for the Enhanced Mobility of Senior and Individuals with Disabilities Program and provides funding to states and designated recipients to improve mobility for seniors and individuals with disabilities. As the Designated Recipient, OKI is responsible for ensuring funded projects are in compliance with Title VI and funding sub-recipients continue to comply with federal requirements for their project and through their project period.

Sub-recipient Consideration

OKI uses a competitive selection process to determine awards and funding distribution. To be considered for 5310 program funding, all projects must be included in the OKI Coordinated Public Transit-Human Services Transportation Plan. OKI ensures inclusion in development of the Coordinated Plan by following the Public Participation Plan. The Coordinated Plan was developed and approved in cooperation with multiple stakeholders. The Plan establishes long-term goals for providing transportation services to seniors and persons with disabilities and identifies where gaps in transportation services exist in the OKI region. It also prioritizes which gaps are more important to residents in the region based upon extensive public input and stakeholder engagement. The list of prioritized gaps in transportation services was developed through surveys targeted to seniors and people with disabilities by distributing them through agencies serving these populations; meetings with specialized transportation agency representative and their clients; and, along with other outreach methods used to gather public input including social media posts.

As part of the required Section 5310 funding application, each applicant is required to provide information relating to the clientele to be served by the project, including the number of minority individuals broken down by American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian and other Pacific Islander population groups.

Additionally, each applicant is required to certify compliance with a number of assurances including:

- Nondiscrimination in Federal Transit Programs
- Nondiscrimination on the Basis of Disability
- Nondiscrimination – Title VI;
- Equal Employment Opportunity;
- Nondiscrimination on the Basis of Sex
- Nondiscrimination on the Basis of Age
- Disadvantaged Business Enterprise (DBE);
- Compliance with Title VI of the Civil Rights Act of 1964, as amended; and

OKI assures equity of distribution of 5310 funding benefits, as required by Title VI of the Civil Rights Act of 1964, in multiple ways. Public participation is the single most important element of the
transportation planning process. OKI’s Unified Planning Work Program (UPWP) includes a discreet work element directing the development and maintenance of the Public Participation Plan. The Plan describes processes in place to successfully engage the citizens, communities and business interests of OKI’s eight county region. This Plan was followed when the current Coordinated Plan was prepared and each time it has been updated. Additionally, OKI prepared and included data depicting our identified Environmental Justice communities to inform the Coordinated Plan strategies and service gaps.

Sub-recipient Assistance
OKI staff will assist its sub-recipients in complying with DOT’s Title VI regulations, including the general reporting requirements. The assistance will be provided to sub-recipients as necessary and appropriate, and the information, forms, and data will be kept in a central repository by OKI and will be available for all sub-recipients. The assistance will include the provision of:

- Sample notices to the public informing beneficiaries of their rights under DOT’s Title VI regulations, procedures on how to file a Title VI Complaint, and a copy of the sub-recipient’s Title VI Complaint Form.
- Sample procedures for tracking and investigating Title VI Complaints filed with a sub-recipient and when the primary recipient expects the sub-recipient to notify the primary recipient of complaints received by the sub-recipient.
- Demographic information on the race and English proficiency of residents served by the sub-recipient. This information will assist the sub-recipient in assessing the level and quality of service it provides to communities within its service area and in assessing the need for language assistance.
- Any other sub-recipient-generated or obtained data, such as travel patterns, surveys, etc., that will assist sub-recipients in complying with Title VI.

OKI will monitor its sub-recipients through compliance reviews to ensure compliance with DOT Title VI regulations and general reporting requirements, and to verify that the sub-recipient’s level and quality of service is provided on an equitable basis.

Annual Sub-recipient Monitoring
OKI monitors sub-recipient agencies on an annual basis to ensure Title VI requirements continue to be met by each sub-recipient agency. Sub-recipient agency Title VI plans are required to be submitted to OKI during the application process. OKI requires sub-recipients to respond to a monitoring questionnaire distributed to all active sub-recipients annually through the duration of a 5310 project or program’s activity or useful life benefit in the case of vehicles. The following Title VI related questions are included in the annual monitoring questionnaire:

- Does your agency have a current Title VI Program Plan?
- Have you received any Title VI discrimination complaints over the past two years?
- Have you reduced 5310 vehicle transport service to your clients over the past year?
- If so, please describe the complaint and how it was resolved?
- If required by your Plan, how do you inform your clients of their rights under Title VI?
Ohio-Kentucky-Indiana (OKI)
Regional Council of Governments

Equity – Identification/Analysis of EJ Mobility Needs

OKI is committed to the goal of securing active and representative participation from all segments of the community in its transportation planning and decision making process. In accordance with FAST Act guidelines, all OKI public participation activities include an Environmental Justice (EJ) component which is designed to involve EJ communities in a meaningful way. For OKI, EJ communities include Minority, Low Income, Individuals with Disabilities, Elderly population groups, and Zero-Car households. Of these five population groups for which OKI defines Target Groups and Areas, only the Minority and Low Income populations are listed in Executive Order 12898 on Environmental Justice. The Elderly population and People with Disabilities are included in the FAST Act, but they are not currently required to be addressed under EJ. Zero-Car households are a logical and reasonable extension of EJ, but this group also is not included in the Executive Order or the Proposed Rules. The composition of these five EJ population groups is defined in federal documents related to EJ and in U.S. decennial censuses and the American Community Survey (ACS).

The purpose of OKI’s EJ efforts is to analyze the environmental and social effects of proposed actions to ensure that these groups have adequate access to public information related to locally preferred alternatives developed; to provide opportunities for participation in the process and, to ensure that federal funds are used fairly and without discrimination. Alternatives are reviewed in such a way that adverse impacts are minimized to every extent possible. OKI’s EJ Advisory Committee participates in reviewing, scoring and ranking all funding application responses, specifically evaluating overall net benefit to EJ population groups per Executive Order 12898. OKI requires a response to this section of the application in order for a project to be funded even if the project is not located within one of the designated EJ population groups. If the analysis of a funding application reveals that the proposed transportation system investment will result in a disparate impact the application must include information regarding how the impact will be mitigated and whether the overall net benefit outweighs the negative impact which may be a temporary impact.

OKI has not had a project requiring land acquisition and the displacement of persons from their residences and businesses. Therefore, there has not been the need to conduct an Equity Analysis to determine site or location of facilities. However, at the conclusion of OKI’s 2040 Regional Transportation Plan, 2016 Update, it was determined that nearly 85%, or over $5.8 billion of its total $6.5 billion, recommended expenditures are with EJ communities. OKI is a transportation planning organization that conducts research to identify current needs and project future transportation needs for the residents living in its eight-county region. The FTA financial assistance for which OKI is the Designated Recipient includes the 5310 Program.
The following table provides a demographic profile of the OKI region and the maps that follow identify the location of minority populations in the aggregate in the OKI region.

<table>
<thead>
<tr>
<th>OKI Region–County Demographic Profile</th>
<th>Dearborn County, Indiana</th>
<th>Boone County, Kentucky</th>
<th>Campbell County, Kentucky</th>
<th>Kenton County, Kentucky</th>
<th>Butler County, Ohio</th>
<th>Clermont County, Ohio</th>
<th>Hamilton County, Ohio</th>
<th>Warren County, Ohio</th>
<th>OKI Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>49,552</td>
<td>125,656</td>
<td>31,466</td>
<td>153,393</td>
<td>373,638</td>
<td>201,092</td>
<td>805,365</td>
<td>222,184</td>
<td>2,032,936</td>
</tr>
<tr>
<td>Not Hispanic or Latino</td>
<td>48,968</td>
<td>120,672</td>
<td>39,781</td>
<td>158,596</td>
<td>357,300</td>
<td>197,632</td>
<td>782,665</td>
<td>216,664</td>
<td>1,972,158</td>
</tr>
<tr>
<td>White alone</td>
<td>47,758</td>
<td>111,481</td>
<td>34,636</td>
<td>145,696</td>
<td>308,906</td>
<td>189,211</td>
<td>534,797</td>
<td>194,312</td>
<td>1,616,787</td>
</tr>
<tr>
<td>Black or African American alone</td>
<td>417</td>
<td>3,425</td>
<td>3,034</td>
<td>7,010</td>
<td>28,772</td>
<td>2,562</td>
<td>205,765</td>
<td>7,514</td>
<td>259,619</td>
</tr>
<tr>
<td>American Indian and Alaska Native</td>
<td>19</td>
<td>118</td>
<td>67</td>
<td>190</td>
<td>303</td>
<td>329</td>
<td>1,039</td>
<td>119</td>
<td>2,254</td>
</tr>
<tr>
<td>Asian alone</td>
<td>207</td>
<td>3,063</td>
<td>673</td>
<td>2,036</td>
<td>9,334</td>
<td>2,128</td>
<td>18,913</td>
<td>10,607</td>
<td>47,526</td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander alone</td>
<td>55</td>
<td>0</td>
<td>31</td>
<td>67</td>
<td>223</td>
<td>77</td>
<td>272</td>
<td>43</td>
<td>788</td>
</tr>
<tr>
<td>Some other race alone</td>
<td>80</td>
<td>31</td>
<td>57</td>
<td>194</td>
<td>422</td>
<td>290</td>
<td>2,012</td>
<td>707</td>
<td>3,703</td>
</tr>
<tr>
<td>Two or more races</td>
<td>353</td>
<td>2,558</td>
<td>1,283</td>
<td>3,614</td>
<td>8,740</td>
<td>2,915</td>
<td>18,876</td>
<td>3,252</td>
<td>41,591</td>
</tr>
<tr>
<td>Two races including Some other race</td>
<td>6</td>
<td>0</td>
<td>56</td>
<td>71</td>
<td>357</td>
<td>75</td>
<td>613</td>
<td>27</td>
<td>1,218</td>
</tr>
<tr>
<td>Two races excluding Some other race, and three or more races</td>
<td>347</td>
<td>2,558</td>
<td>1,227</td>
<td>3,543</td>
<td>8,373</td>
<td>2,940</td>
<td>18,263</td>
<td>3,225</td>
<td>40,376</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>584</td>
<td>4,984</td>
<td>1,676</td>
<td>4,797</td>
<td>16,338</td>
<td>3,460</td>
<td>23,300</td>
<td>5,630</td>
<td>60,796</td>
</tr>
<tr>
<td>White alone</td>
<td>365</td>
<td>3,848</td>
<td>1,176</td>
<td>2,079</td>
<td>11,805</td>
<td>2,587</td>
<td>15,101</td>
<td>4,722</td>
<td>41,183</td>
</tr>
<tr>
<td>Black or African American alone</td>
<td>0</td>
<td>48</td>
<td>22</td>
<td>137</td>
<td>521</td>
<td>0</td>
<td>1,131</td>
<td>0</td>
<td>2,267</td>
</tr>
<tr>
<td>American Indian and Alaska Native</td>
<td>0</td>
<td>96</td>
<td>0</td>
<td>0</td>
<td>455</td>
<td>62</td>
<td>101</td>
<td>32</td>
<td>746</td>
</tr>
<tr>
<td>Asian alone</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>0</td>
<td>62</td>
<td>113</td>
<td>0</td>
<td>197</td>
<td>46</td>
</tr>
<tr>
<td>Native Hawaiian and Other Pacific Islander alone</td>
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<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>49</td>
<td>0</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Some other race alone</td>
<td>219</td>
<td>904</td>
<td>376</td>
<td>2,180</td>
<td>3,189</td>
<td>422</td>
<td>5,369</td>
<td>877</td>
<td>13,536</td>
</tr>
<tr>
<td>Two or more races</td>
<td>0</td>
<td>88</td>
<td>34</td>
<td>395</td>
<td>368</td>
<td>227</td>
<td>1,440</td>
<td>191</td>
<td>2,793</td>
</tr>
<tr>
<td>Two races including Some other race</td>
<td>0</td>
<td>0</td>
<td>80</td>
<td>242</td>
<td>159</td>
<td>37</td>
<td>653</td>
<td>57</td>
<td>1,226</td>
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<tr>
<td>Two races excluding Some other race, and three or more races</td>
<td>0</td>
<td>88</td>
<td>4</td>
<td>153</td>
<td>209</td>
<td>190</td>
<td>787</td>
<td>134</td>
<td>1,556</td>
</tr>
</tbody>
</table>

Source: U.S. Census Bureau, American Community Survey 5-Year Estimates (2012-2016)
TRANSIT SERVICE AREAS

The maps below display the locations of minority population concentrations overlaid with the public transit service areas for each county in the OKI region. The counties of Boone, Campbell and Kenton are serviced by the Transit Authority of Northern Kentucky (TANK) and Hamilton County is served by Southwest Ohio Regional Transit Authority (SORTA). The fixed route service areas consist of the local routes with a .25 mile buffer on each.
DISTRIBUTION OF
TRANSPORTATION PROJECTS (TIP)

The maps below display the locations of minority population concentrations overlaid with the most current Transportation Improvement Program (TIP) projects for each county in the OKI region. The TIP consists of approved transit and highway projects funded directly by the federal government or OKI. The dark blue points on the map represent projects at intersections or interchanges while the dark blue lines represent projects on highway segments.
Compliance / Non-compliance Reporting

Throughout the year, the Title VI Coordinator periodically meets with the CEO / Executive Director of OKI to review the policies and procedures relative to Title VI. This includes, but is not limited to, a review of files and statistics of complaints received for investigation and services offered to recipients and beneficiaries of OKI services.

The OKI offices, departments, divisions that receive federal funds continually collect program data, although it is not always documented to denote such. Self-surveys are periodically sent to sub-recipients and sub-grantees. These self-surveys examine all facets of the programs offered by the agency surveyed. OKI will also conduct on-site reviews and assessments on a triennial basis. Instances of which the on-site and/or survey reveal that the agency or one or more of its programs is not in compliance with Title VI, an investigation will be conducted by the Title VI Officer, Coordinator or Liaison. Records of the self-survey and efforts put forth to bring the agency into compliance will be maintained. These will include correspondence, resolution and corrective actions.

In the event of non-compliance with this plan, or applicable regulations and laws are determined via a complaint investigation or through the self-survey process, OKI will make every effort to attain full compliance.

The Title VI Officer, Coordinator or Liaison shall notify the appropriate department head in the event that a complaint investigation, compliance review or self-survey indicates noncompliance. The notification shall state the condition of non-compliance, recommended approach to correct the situation, and the period for the response and corrective action. The Title VI Officer, Coordinator or Liaison may conduct an interview to consult with the department head regarding the correct approach to remedy non-compliance.
APPENDICES
STANDARD DOT ASSURANCES
APPENDIX A – Standard DOT Assurance

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “Contractor”) agrees as follows:

1. **Compliance with Regulations.** The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, “DOT”), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination.** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

   1. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

   2. **Information and Reports.** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

   3. **Sanctions for Noncompliance.** In the event of the Contractor’s noncompliance with the nondiscrimination provisions of this contract, the Sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

      a. Withholding of payments to the Contractor under the contract until the Contractor complies,

      and/or

      b. Cancellation, termination, or suspension of the contract, in whole or in part.
4. **Incorporation of Provisions.** The Contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Sponsor to enter into such litigation to protect the interests of the Sponsor and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
APPENDIX B – Standard DOT Assurance

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the (Title of Recipient) will accept title to the lands and maintain the project constructed thereon in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of Federal Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (Title of Recipient) all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto (Title of Recipient) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (Title of Recipient), its successors and assigns.

The (Title of Recipient), in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby conveyed [,] [and] (2) that the (Title of Recipient) will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of Secretary, Part 21, Non-discrimination in Federal assisted programs of the U.S. Department of Transportation, effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].

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APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits or similar instruments entered into by the (Title of Recipient) pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:

1. In the event facilities are constructed, maintained or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color or national origin, will be excluded from participation in, denied the benefits of or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (Title of Recipient) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.

C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the (Title of Recipient) will have the right to enter or reenter the lands and facilities thereon, and the above described lands and facilities will thereupon revert to and vest in and become the absolute property of the (Title of Recipient) and its assigns.
APPENDIX D – Standard DOT Assurance

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the (Title of Recipient) pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the grounds of race, color or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.) in the event of breach of any of the above Non-discrimination covenants, the (Title of Recipient) will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon and hold the same as if said (lease, license, permit, etc., as appropriate) had never been made or issued.

C. With respect to deeds in the event of breach of any of the above Non-discrimination covenants, the (Title of Recipient) will there upon revert to, vest in and become the absolute property of the (Title of Recipient) and its assigns.
APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following Non-discrimination statutes and authorities; including but not limited to the following:

• Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR Part 21;

• The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

• Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);


• The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);

• Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin or sex);

• The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

• Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38;

• The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin and sex);
• Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

• Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 FR (Federal Register) 74087 – 74100);

• Title IX of the Education Amendments of 1972, as amended, which prohibits sex discrimination in education. It covers women and men, girls and boys, and staff and students in any educational institution or program that receives Federal assistance. (20 U.S.C. §§ 1681 – 1688)
APPENDIX F – Glossary / Definitions

**Area Development Districts (ADD):** Focus on developing and sustaining the fundamental building blocks for state, regions and local communities in a rapidly changing global marketplace. Including but not limited to traditional emphasis on strategic planning and project funding for clean and safe drinking water systems, health care facilities, affordable housing, small business development and transportation improvements.

**Affirmative Action:** A good faith effort to eliminate past and present discrimination in all federally assisted programs and to ensure future non-discrimination practices.

**African American (Black):** A person having origins in any of the black racial groups of Africa.

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

**Applicant:** An eligible public entity or organization that submits an application for financial assistance under a program administered on behalf of the State.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**Assurance:** A written “policy statement” or “contractual agreement” signed by the agency head in which a recipient agrees to administer federally assisted programs in accordance with civil rights laws and regulations.

**Beneficiary:** Any person or group of people (other than states) entitled to receive benefits, directly or indirectly, from any federally assisted program (i.e., relocated persons, impacted citizens, communities, etc.).

**CEO/Executive Directors:** In accordance with the OKI Board of Directors, which is the governing body of OKI, the departmental heads of OKI are responsible to the OKI CEO/Executive Director for the direction of their respective divisions. OKI employs fewer than fifty (50) employees therefore, the OKI CEO/Executive Director appoints the OKI Title VI Designee.

**Complaint:** A verbal or written allegation of discrimination that indicates that a federally assisted program operated in such a manner that it results in disparity of treatment to persons or groups of persons because of race, color, national origin, religion and sex.
**Compliance:** A satisfactory condition wherein an applicant, recipient, or sub-recipient has effectively implemented all of the Title VI requirements or can demonstrate that every good-faith effort toward achieving this end has been made.

**Contract:** A mutually binding legal relationship or any modification thereof obligating the seller to furnish supplies or services, including construction, and obligating the buyer to pay for them. Throughout this document a lease is considered a contract.

**Contractor:** Any person, corporation, partnership, organization, or incorporated association that participates, through a contract or subcontract, in any program or activity covered by this Plan including lessees.

**Discrimination:** Involves any act or inaction, whether intentional or unintentional in any program or activity of a federal aid recipient, sub-recipient, or contractor, which results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, sex, national origin, age, disability or in the case of disability, failing to make a reasonable accommodation.

**Division:** One of the administrative subdivisions of an office of the OKI Regional Council of Governments.

**Federal Assistance:**

- Grants and loans of federal funds
- The grant or donation of federal property and interest in property
- The detail of federal personnel
- The sale and lease of, and the permission to use (on other than a casual or transient basis), federal property or any interest in such property without
- Consideration or with nominal consideration, or with consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient
- Any federal agreement, arrangement, or other contract that has, as one of its purposes, the provision of assistance

**Federal Highway Administration or FHWA:** Agency within the U.S. Department of Transportation that supports State and local governments in the design, construction and maintenance of the Nation’s highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program).

**Grantee:** Any public or private agency, institution or organization to whom federal financial assistance is intended for any program

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.
**Interpretation:** The process of listening to something in one language and orally interpreting it in another. The mix of LEP services under the Oral Languages Services is as follows:

- Hiring bilingual staff
- Hiring staff interpreters
- Using telephone interpreter lines
- Using community volunteers
- Use of family members, friends, and other customers/passengers as interpreters

**Kentucky Transportation Cabinet or KYTC:** The agency of Kentucky charged by its laws with the responsibility for all modes of transportation.

**Limited English Proficiency or LEP:** Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient.

**Metropolitan Planning Organization or MPO:** Policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all Urbanized Areas (UZA) of populations over 50,000, as determined by the U.S. Census. MPOs are designated by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or, in accordance with procedures established by applicable State or local law. When submitting the Transportation Improvement Program (described below) to the State for inclusion in the statewide program, MPOs self-certify that they have met all federal requirements.

**Minority:** A person or groups of persons differing from others in some characteristics, who may be subjected to differential treatment based on race, color or national origin. Includes African Americans, Hispanics or Latinos, American Indian or Alaska Native, Asians and Native Hawaiian or other Pacific Islander.

**Native Hawaiian or other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**Non-compliance:** The condition wherein a recipient has failed to meet prescribed requirements and has shown a lack of good-faith effort in implementing all of the Title VI requirements.

**Non-minority or Non-minority group of people:** Caucasians

**Persons:** Where designation of persons by race, color or national origin is required, the following designations ordinarily may be used: “White not of Hispanic origin,” “Black not of Hispanic origin,” “Hispanic,” “Asian or Pacific Islander,” “American Indian or Alaskan Native.” Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.
Public Participation: An open process in which the rights of the community to be informed to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals.

Primary Recipient: OKI or any department, division, or agency authorized to request federal assistance on behalf of sub-recipients and to distribute financial assistance to sub-recipients’ contracts for carrying out a program.

Program: Includes any highway, project, or activity that provides services, financial aid or other benefits to individuals, including education or training, work opportunities, health, welfare, rehabilitation, housing or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient (i.e. Planning, Environment, Design, Right-of-Way, Construction, Safety, & Research).

Program Area Officials: The officials who are responsible for carrying out technical program responsibilities.

Recipient: Any political subdivision or instrumentality thereof or any public or private agency, institution, or organization or other entity; or any individual in the OKI region to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term “recipient” does not include any ultimate beneficiary under any such program. Examples of recipients include MPOs, Council of Governments (COG), towns, cities, counties, school districts or any sub-recipient.

Statewide Transportation Improvement Program or STIP: Statewide transportation improvement program (STIP) for all areas of the State covering a period of at least four years. The STIP is a staged, multi-year, statewide intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes as well as metropolitan plans, transportation improvement programs (TIP), and planning processes. The STIP must be developed in cooperation with the metropolitan planning organization (MPO), public transit providers, and any Regional Transportation Planning Organization (RTPO) in the State and must be compatible with the TIPs for the metropolitan areas in the State.

Statewide Transportation Plan or STP: A long-range transportation plan that provides for the development and implementation of the multimodal transportation system (including transit, highway, bicycle, pedestrian and accessible transportation) for the State. This plan must identify how the transportation system will meet the State’s economic, transportation, development and sustainability goals for at least a 20-year planning horizon.

Sub-Grantee: Any public or private agency, institution, or organization to whom federal financial assistance is intended (through another recipient) for any program.

Translation: Translation is the replacement of a written text from one language into an equivalent written text in another language.
**Transportation Improvement Programs or TIP:** Plan developed by Metropolitan Planning Organization cooperation with the State and public transit providers detailing a list of upcoming transportation projects, covering a period of at least four years. It should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects and safety projects included in the State’s Strategic Highway Safety Plan. The TIP should include all regionally significant projects receiving FHWA or FTA funds, or for which FHWA or FTA approval is required.

**Title VI Officer, Coordinator or Liaison:** Refers to the OKI staff responsible in matters relating to Title VI. The Title VI Officer, Coordinator or Liaison reports to and assists the OKI CEO / Executive Director in carrying out the Title VI responsibilities of the OKI Regional Council of Governments.

**Title VI Program:** The system of requirements developed to implement Title VI of the Civil Rights Act of 1964. When appropriate, the phrase “Title VI Program” also refers to the civil rights provisions of other federal non-discrimination authorities to the extent that they prohibit discrimination on the grounds of race, color, national origin, sex, age and disability, including income level and Limited English Proficiency in program or activities receiving federal financial assistance.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
OKI PARTICIPATION PLAN
2018 OKI PARTICIPATION PLAN

January 2018
www.oki.org
The OKI Participation Plan is up-dated every four years.

OKI Participation Plan

January 2018

Ohio-Kentucky-Indiana Regional Council of Governments
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The preparation of this document was financed cooperatively by the Federal Highway Administration, the Federal Transit Administration, the Commonwealth of Kentucky Transportation Cabinet, the Ohio Department of Transportation, the Indiana Department of Transportation, the units of local and county government in the OKI region. The opinions, findings, and conclusions expressed in this document are those of the OKI Regional Council of Governments and are not necessarily those of the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation.
RESOLUTION

OF THE BOARD OF DIRECTORS OF THE
OHIO-KENTUCKY-INDIANA REGIONAL COUNCIL OF GOVERNMENTS

AUTHORIZING ADOPTION OF THE UPDATE TO THE
OKI PARTICIPATION PLAN

WHEREAS, the Ohio-Kentucky-Indiana Regional Council of Governments has adopted a Participation Plan that meets the planning regulations of Fixing America’s Surface Transportation (FAST) Act at all levels as part of a comprehensive public/community outreach; and

WHEREAS, the Participation Plan is periodically updated by OKI staff on an on-going basis to ensure consistency with federal regulations and guidelines; and

WHEREAS, OKI staff has incorporated the most current data and processes to deliver an effective program: Now, therefore,

BE IT RESOLVED, that the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments, at its regular public meeting of January 11, 2018, hereby adopts the update to the OKI Participation Plan as recommended by OKI staff.

T.C. ROGERS, PRESIDENT

FP
01/11/18
ACKNOWLEDGEMENTS

The Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Ohio Department of Transportation (ODOT), the Kentucky Transportation Cabinet (KYTC), and the units of local and county governments in the OKI region financed the preparation of this document cooperatively.

The opinions, findings and conclusions expressed in this document are those of the OhioKentucky-Indiana Regional Council of Governments (OKI) and are not necessarily those of the U.S. Department of Transportation (U.S. DOT). This report does not constitute a standard, specification, or regulation.

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INTRODUCTION

A CONTEXT FOR POLICY DEVELOPMENT

The Ohio-Kentucky-Indiana Regional Council of Governments (OKI) is the regional planning and intergovernmental coordination agency for the Greater Cincinnati metropolitan area. OKI’s planning area includes nearly 200 units of local governments in a Tri-state area comprised of Butler, Clermont, Hamilton, and Warren counties in Ohio; Boone, Campbell, and Kenton counties in Kentucky; and Dearborn County in Indiana. As the designated Metropolitan Planning Organization (MPO) for the Ohio, Kentucky and Indiana counties in its region, OKI is responsible for the development of a long-range plan and a short-range programming document for transportation, as well as other planning initiatives. Civic engagement concerns apply to the broad spectrum of transportation investments and impacts considered in metropolitan planning, as well as individual projects recommended by OKI. Notices of public participation activities and time established for public review of and comments on the TIP shall also satisfy the Program of Projects (POP) requirements for the Butler County Regional Transit Authority, Clermont Transportation Connection, City of Middletown Transit System, Southwest Ohio Regional Transit Authority, Transit Authority of Northern Kentucky and Warren County Transit System for all projects funded through the Federal Transit Administration.

In developing this Participation Plan, OKI is replacing its former OKI Policy for Environmental Justice (EJ) (April 7, 2003) and OKI Policy for Public Involvement (November 12, 1998). This new plan addresses OKI’s efforts to not only involve the public in transportation decision-making and the provisions for assessing the equity of transportation investments, but also provides a plan for inter-agency coordination and consultation with local governments. The plan is focused on OKI’s transportation program, but it may also be applied to other programs at OKI or used by other agencies. The OKI Board of Directors adopted this Participation Plan on June 14, 2007 with Resolution OKI 2007-21.

As a public agency that receives federal funds and makes recommendations on federal expenditures, OKI is bound by participation requirements for ensuring that federal funds are used fairly and without discrimination. And, per Title 49 U.S.C. Chapter 53, ensures that the requirements of its transportation planning processes are met for flexible funded projects, including project selection requirements.
Participation, civic engagement has become a prominent issue for public agencies as the result of a series of federal orders that serve to amplify Title VI. These include:

- FAST Act (Fixing America’s Surface Transportation) effective December 4, 2015
- Moving Ahead for Progress in the 21st Century Act (MAP-21) effective October 2012
- SAFETEA-LU Act (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users)
- Federal Highway Administration Order in 1998
- U.S. Department of Transportation Order in 1997
- President Clinton issued Executive Order 12898 in 1994, which directed every federal agency to make EJ part of its mission by identifying and addressing the effects of all programs, policies and activities on minority and low income populations.
- The U.S. Department of Transportation issued Departmental Order 5610.2(a) (Actions to Address Environmental Justice in Minority Populations and Low-Income Populations). This Order updates the Department's original Environmental Justice Order 12898. The Order continues to be a key component of the Department's strategy to promote the principles of EJ in all departmental programs, policies, and activities.
- Section 504 of the Rehabilitation Act of 1973
- For agencies like OKI, the Orders issued by federal departments clarified the need to involve the potentially affected public in transportation decision-making processes and assess the equity of transportation investments. The targets of the Participation Plan are the entire public, but provide for additional consideration of EJ populations of minority and low income populations. OKI has chosen to expand its efforts to also address elderly persons, people with disabilities, and zero-car households.
- President George W. Bush issued Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency”, 2000 which requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.
This Plan contains the following four distinct but related elements:

**Element 1:** Presents a policy and process for involvement including focused special efforts to involve EJ target populations

**Element 2:** Describes a process for defining the population groups and areas in the OKI region to be targeted for EJ processes

**Element 3:** Describes a process for assessing the equity of transportation investments on EJ target populations

**Element 4:** Lists the initiatives that OKI will undertake to support the implementation of this plan.
INTRODUCTION

OKI seeks public participation as a means of developing effective solutions that can be implemented to address regional issues and needs. To develop solutions that account for the region’s diversity, OKI seeks participation from a broad expanse of its geographic region and the many sectors of its population. To address EJ, OKI makes special efforts to involve Minority and Low Income population groups per Executive Order 12898 but also chooses to track three additional population groups which include the Elderly, People with Disabilities, and Zero-Car Households. Many of these special efforts are focused on areas where EJ populations are most prevalent (terms are defined in Element 2 of the Participation Plan).

In response to federal directives, this plan accounts for the Clean Air Act Amendments of 1990 and federal requirements referenced in the FAST Act. Together, these federal initiatives have greatly enhanced the role of participation in metropolitan-level planning.

Element 1 of the Participation Plan outlines OKI’s strategy and structure used to engage the public in regional planning and agency decisions which may affect their quality of life. The success of efforts to engage the public to participate depends upon the:

- Methods employed to publicize opportunities for participation;
- Access to information for education or comment;
- Type and format of information provided;
- Timing of participation in terms of frequency and correlation to final decision-making;
- Opportunities for dialogue and comment;
- Consideration given to public comments and discussion; and
- Incorporation of public participation.

OKI’S ORGANIZATIONAL STRUCTURE

Independent of OKI’s Participation Plan, the public is involved in OKI decision-making through provisions in the agency’s organizational structure. This structure is related to OKI’s establishment as a public, non-profit organization under the Ohio Revised Code. Agency structure, responsibilities, and authority are described in the OKI Articles of Agreement.
The structure of OKI includes four standing committees that involve public officials and others in the development of plans, programs and policy adoption. These committees are the Board of Directors, the Executive Committee, the Intermodal Coordinating Committee (ICC) and the Environmental Justice (EJ) Advisory Committee. In 2000, the OKI Board established the EJ Advisory Committee to ensure participation from and to address the needs of EJ population groups. Additional opportunities for direct participation are provided by interim groups – such as task forces, stakeholder groups, or subcommittees, which are established for specific purposes of short duration.

As legally required, OKI’s policy-level committees are dominated by public officials that represent local governments and major transportation and planning agencies. Other public organizations, as well as individual citizens, also serve on these committees. The times and agendas of committee meetings are made available in advance by notification placed on OKI’s website. All meetings are open to the public. Board and committee composition and major functions are summarized below.

- **The Board of Directors** governs OKI and is responsible for regional policy decision-making. Two-thirds of the members are elected officials; the other third includes representatives of local planning agencies, community groups, the private sector and individual citizens. The Board meets quarterly. The Executive Committee is drawn from its membership.

- **The Executive Committee** serves the Board by developing consensus on area-wide or multijurisdictional transportation policy matters. The Executive Committee can establish policy, adopt plans, and resolve issues. It can also establish additional committees for advisory purposes. Executive Committee members include an elected official from each member county’s governing body; a cross-section of local governments; and representatives from state transportation agencies, regional planning commissions, and transit agencies. The Executive Committee meets monthly.

- **The Intermodal Coordinating Committee (ICC)** is the technical advisory committee that advises the Board of Directors and Executive Committee on technical issues related to transportation planning. The ICC provides technical review and input to staff and the Executive Committee. Members include local traffic engineers and representatives of transit agencies, utilities, community and environmental groups, and state agencies. The ICC meets monthly, two days prior to meetings of the Executive Committee/Board of Directors.

- **The Environmental Justice Advisory Committee (EJ)** was established to oversee the implementation of the agency’s EJ component of the Participation Plan. The committee’s ongoing work includes the review of funding applications and regional EJ efforts.

Other interim groups provide additional planning support for specific issues or projects. Members may include policy-makers, planning professionals, stakeholders, or individual citizens to provide policy and/or technical input to OKI decision-making processes. A group’s membership, mission
and duration are determined by the need it is addressing. Interim groups have provided planning support in areas such as corridor studies, long-range plan development and bicycle planning.

RANGE OF PARTICIPATION EFFORTS

The OKI Transportation planning program includes a wide range of outreach participation efforts each with varying degrees of intensity based on the nature of planning effort, project type and federal requirements. This document outlines the approach, timing and level of intensity of the OKI participation efforts for the agency’s primary planning activities.

Meaningful opportunities for participation in OKI’s transportation decision-making are provided through the scheduled updates of the long-range planning and short-range programming elements of the transportation planning process and the development of corridor or special studies. The term “update” as used herein refers to a major revision where the major planning assumptions are revised to reflect new base year population, employment, travel, estimates, or other data. An “amendment” refers to adjustments made to a plan or program in the intermediate years between updates. One other mechanism permissible under federal planning guidelines available to MPO’s is a “modification”. Used almost exclusively for Transportation Improvement Plans (TIP) a modification allows for minor changes in project funding, timing or scope when a new air quality conformity determination is not required. A modification does not require public review or a solicitation for public comment. Figure 1-1: Public Participation and Conformity Decision Tree for Changes to Plan and TIP, which is illustrated below, is used to assist in determining the level of public involvement the agency will undertake for a given change to the TIP.

Notices of public participation activities and time established for public review of and comments on the TIP shall satisfy the Program of Projects (POP) requirements for the Butler County Regional Transit Authority, Clermont Transportation Connection, City of Middletown Transit System, Southwest Ohio Regional Transit Authority, Transit Authority of Northern Kentucky and Warren County Transit System for all projects funded through the Federal Transit Administration.

AMENDMENT

Amendment applies to a revision made to the Plan and the TIP. The type of change that can trigger an amendment includes major changes to:

- project cost,
- project phase initiation dates,
- design scope (e.g., changing project termini or the number of through traffic lanes), the addition or deletion of a project, or
- a major change that triggers the need for a new regional emissions analysis for transportation conformity per 40 CFR Part 93
An amendment is a revision that does require:
• public review and comment,
• re-demonstration of fiscal constraint, and a
• new transportation conformity determination (in air quality non-attainment and maintenance areas).

Definition and Function of the Interagency Consultation Group (IAC)

OKI initiates review and discussion by local, state and federal agencies. IAC will review the proposed changes to the Plan and TIP and begin an air quality conformity review, if needed. In cases where an air quality conformity determination is needed, the interagency agency process must be undertaken in accordance with OKI’s Transportation Conformity Memorandum of Understanding (MOU) as adopted by the OKI Board of Directors. The Conformity MOU sets forth policy, criteria, and procedures for demonstrating and assuring conformity of such activities applicable to implementation plans developed according to Part A, Section 110 and Part D of the Clean Air Act.

We all should know that diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value no matter what their color.

Maya Angelou
Figure 1-1 Public Participation and Conformity Decision Tree for Changes to Plan and TIP

Determine scope of revision to Plan/TIP

Does revision include a major change in project cost, phase initiation dates, scope, or addition/deletion of a project?

Yes

Revision is an amendment and OKI initiates Interagency Consultation. Does amendment involve changes to timing and scope of a non-exempt project? (Project type not listed in Table 1-1 of Participation Plan)

Yes

Conformity is not required. Public participation will include posting on OKI's website and opportunity to provide comment for at least 14 days prior to approval by OKI resolution.

No

No

Project is an Administrative Modification. Conformity is not required. OKI notifies the Inter-agency group and Modification is posted on OKI’s website with review and approval by ICC. (Administrative Modification not required for projects that qualify to utilize the approval TIP Grouped Project List)

Is the non-exempt project regionally significant as defined by the transportation conformity regulations?

Yes

New conformity determination is required, but may rely on a previous emissions analysis and a short conformity report. Public participation through posting on OKI's website and other opportunities to provide comment for at least 14 days prior to approval by OKI.

No

Is the non-exempt, regionally significant project listed in the adopted Regional Transportation Plan, with no major changes to timing or scope? (i.e., Addition to TIP with same timing and scope in Plan.)

Yes

New conformity determination is required, but may rely on a previous emissions analysis and a short conformity report. Public participation through posting on OKI’s website and opportunity to provide comment at least 14 days prior to approval by OKI resolution.

No

New conformity determination is required, but may rely on a previous emissions analysis and a short conformity report. Public participation through posting on OKI website and opportunity to provide comment at least 14 days prior to approval by OKI resolution.

Project must be incorporated into Plan through either a Plan update or Plan amendment. Participation is thus provided through either a series of public involvement opportunities, posting on OKI website and a public hearing related to the Plan update or, if the TIP amendment occurs in the interval between Plan updates, through a posting on OKI website for at least 14 days and a public hearing to amend the Plan. A new conformity determination and a new regional emission analysis, with a full conformity report, will be completed.
ADMINISTRATIVE MODIFICATION

Participation Process for Administrative Modifications to the TIP

Minor changes to a transportation project may be accomplished through an Administrative Modification rather than an Amendment if certain conditions are met. These conditions were approved by the OKI Board of Directors in January, 2014 and are based on the following guidance provided by ODOT:

1. Revise a project description without significant change to the project scope or conflict with the environmental document;
2. Revise a project’s fiscal year within the current TIP;
3. Change the source of funds (from federal to state funds, state to federal funds, federal to local funds, local to federal funds, state to local funds or local to state funds);
4. Split or combine individually listed projects in the current TIP without causing significant change to the project scope, or environmental document;
5. Change funding types for individual statewide line items;
6. Change in the project lead agency;
7. Revise the ALI code, project name, number of vehicles, or type of vehicles;
8. Revise the project phase funding amount listed in the TIP within the following limits for highway projects:

<table>
<thead>
<tr>
<th>Current Project Phase Cost</th>
<th>Change in Project Phase Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $2,999,999</td>
<td>over 50% of the project/phase cost</td>
</tr>
<tr>
<td>$3,000,000 - $9,999,999</td>
<td>over 30% of the project/phase cost</td>
</tr>
<tr>
<td>$10,000,000 and above</td>
<td>over 20% of the project/phase cost</td>
</tr>
</tbody>
</table>

9. Revise the project phase funding amount listed in the TIP within the following limits for transit projects:

<table>
<thead>
<tr>
<th>Current Project Phase Cost</th>
<th>Change in Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $999,999</td>
<td>over 50% of the project/phase cost</td>
</tr>
<tr>
<td>$1,000,000 - $4,999,999</td>
<td>over 30% of the project/phase cost</td>
</tr>
<tr>
<td>$5,000,000 and above</td>
<td>over 20% of the project/phase cost</td>
</tr>
</tbody>
</table>

If the change to the project fits within one or more of the definitions listed above, the change may be accomplished through an Administrative Modification. The Administrative Modification is posted on the OKI website, with review and approval by the Intermodal Coordinating Committee.
• The OKI Regional Transportation Plan (Plan), which is the long-range programming element of OKI’s transportation planning process, addresses the region’s transportation needs for a minimum of 20 years. The public is provided opportunities for participation throughout the entire Plan update process which occurs every four years.

Transportation projects must be consistent with the adopted Plan to be eligible for federal funding. Projects that add capacity to the transportation system must be listed in the adopted Plan. The Plan’s adoption by OKI’s Board of Directors is the final step in the update process. Plan recommendations focus on improving the function and integration of major roadway, transit, freight, bicycle, pedestrian and intermodal facilities. The recommendations are developed to address current transportation problems, future travel conditions (based on projections of travel demand), and federal requirements for mitigating congestion, meeting financial constraints, and addressing air quality and other environmental, social, and financial issues.

• The Transportation Improvement Program, (TIP), which is the short-range programming element of OKI’s transportation planning process, schedules transportation projects for funding and implementation over a four-year period. The opportunity for participation is provided when the TIP is updated, which is every two years. Project amendments can occur routinely in the interim between updates. Notices of public participation activities and time established for public review of and comments on the TIP shall also satisfy the Program of Projects (POP) requirements for the Butler County Regional Transit Authority, Clermont Transportation Connection, City of Middletown Transit System, Southwest Ohio Regional Transit Authority, Transit Authority of Northern Kentucky and Warren County Transit System for all projects funded through the Federal Transit Administration.

The TIP includes a variety of projects, but capacity-expansion projects recommended in the Plan must be included in the TIP in order to be eligible for federal funding. These projects are selected and prioritized in coordination with local governments and the ICC. Prioritization is based on criteria that reflect the regional transportation goals found in the Plan, such as increasing safety, reducing congestion and improving economic vitality.

• Corridor and Special Studies focus on specific areas within the region or specific transportation issues. They are not conducted on a scheduled basis. The study recommendations are reviewed and adopted by the Board of Directors and incorporated into the Plan. Public participation is defined at the on-set of each study and provided for throughout the study’s development.

Corridor and Special studies are conducted for issues requiring detailed study. For Corridor Studies, the participation process is geared toward developing consensus for a solution among those who are most affected. For Special Studies, participation is most often designed to obtain technical or specialized input (such as in a bike plan or freight study). The
participation opportunities provided during these studies tend to generate greater numbers of participants and more intense interest than other transportation planning processes, but the participants tend to be drawn from a relatively small geographic area or interest group.

PARTICIPATION POLICY

OKI’s Participation Plan is designed to secure active and representative involvement from all segments of the community in planning and decision-making about regional planning issues, goals, problems, alternatives, and solutions. To accomplish this purpose, OKI commits to the following goals:

- **Enable** an early and active role for the public in the development of transportation plans and programs;

- **Identify** and invite a broad range of potentially affected and interested persons, with special efforts to identify EJ populations;

- **Tailor** techniques to meet the diverse needs of the public and the variety of planning activities;

- **Make** special efforts to secure participation and input from EJ populations, including the use of facilities and outreach methods that facilitate their participation;

- **Consult** the public about participation methods as well as planning issues;

- **Evaluate** participation processes and procedures periodically so that adjustments can be made for maximum effectiveness; and

- **Coordinate** with Ohio, Kentucky and Indiana statewide participation plans.
PARTICIPATION PROCESS

General Provisions for Public Meetings

Public meetings will be convened as forums for interactive discussion on a variety of planning studies in order to receive input from community residents.

To encourage meaningful participation by the public, OKI arrangements for public meetings will provide for the following:

- **Timing** so that public comment can be considered as part of the planning process prior to final decision-making;

- **Promotion** to reach a broad and diverse public;

- **Facility** locations that are accessible to people with physical disabilities and in compliance with the Americans with Disabilities Act (ADA); accessible to public transit, if available and appropriate to the particular study or project; geographically convenient and accessible to the majority of potentially impacted and interested stakeholders; and

- **Develop** strategies that promote participation and facilitate discussion by providing relevant information for public review and a viable opportunity for public comment and discussion.

The information or proposals for which public comment is sought may be presented in a variety of ways including, but not limited to, display boards, 3D models, handouts and audio visual presentations. OKI will present information in a form and style to be generally understood by the public. Terms commonly used only in the transportation planning field will be avoided or explained. Qualified personnel will be available for discussing the information and for answering questions from the public. The meetings will include some format for requesting and obtaining public input including, but not limited to, a question-and-answer session, survey or comment form. OKI will continue to utilize social media platforms as appropriate.

OKI will strive to accommodate persons with special needs. In addition to ensuring that the facility for public meetings and public hearings is ADA compliant, OKI will provide translation services upon request at no cost to the recipient and will participate in hearing relay services for individuals with hearing impairments. OKI is required to conduct a public meeting on a biennial
basis, at a minimum, for its transportation planning process. The meeting will be held at OKI and may be conducted in conjunction with an ICC Meeting.

**Notification Process for Public Meetings**

OKI will use a variety of ways to attract the general public, elected officials and representatives of agencies and organizations to attend public meetings. At a minimum, these methods will include:

1. Legal notices placed in general circulating newspapers and major minority newspaper(s) in their native language at least fourteen days in advance of the meetings;
2. Post a notice on OKI’s website at least fourteen days in advance of the meetings;
3. Submit press releases to major newspapers and community papers;
4. Notify OKI committee members;
5. Notify EJ organizations (i.e., agencies and organizations that serve or represent EJ populations) and selected media targeting EJ populations and,
6. Utilize OKI’s various social networks.

The notification will include, at a minimum, 1) information on the public meeting subject, location, and time; 2) locations where documents are available for review (if applicable), and 3) invitation to participate in the public meeting. Particular efforts will be made to promote the participation of EJ populations.

**Process for Public Comment and Response**

Comments from public meetings will be recorded, reviewed, and summarized in a document. A summary of comments will be presented to the OKI Board for its consideration prior to Board action on the item. Changes that are significantly different and/or raise new issues from the initial item presented to the Board for action will be made available for public comment. The OKI Board will determine if additional opportunity for public comment is warranted.

**General Provisions for Public Hearings**

Public hearings will be convened to provide formal documentation of public comments on the major outcomes of OKI’s planning process prior to its presentation to the Board for adoption. These planning process documents include a draft of the Plan update, a draft of the TIP update, and amendments to the Plan in intervals between updates (these would be needed for TIP amendments in which capacity expansion projects are added or deleted).

Public hearings will include a brief overview of the draft Plan, amendments, or TIP before the floor is open for comments. At the hearing, citizens will be able to comment verbally or submit written comments. Public hearings will be held at the OKI office or other suitable locations, which
are accessible by transit and accessible to people with disabilities, as ADA specified. The comment period begins with the publication of the legal notice and remains open until OKI Board action is taken. Comments may be submitted to OKI in writing, by email or personal testimony at the Board Meeting at the discretion of the Board President.

**Notification Process for Public Hearings**

Public hearings will be publicized by:

1. Legal notices placed in the major newspapers and major minority newspaper(s) in their native language at least fourteen days in advance of the hearings;
2. Post a notice on OKI’s website;
3. Notify OKI committee members;
4. Notify EJ organizations (i.e., agencies and organizations that serve or represent EJ populations) and selected media targeting EJ populations and
5. Utilize OKI’s various social networks.

The notification will include, at a minimum, 1) information on the public meeting subject, location, and time; 2) locations where documents are available for review (if applicable), and 3) invitation to participate in the public meeting. Particular efforts will be made to promote the participation of EJ populations.

**Availability of Documents for Review and Comment**

Documents subject to review and comment at a public hearing will be made available at least fourteen days prior to the public hearings, which coincides with the placement of a legal notice. Copies of draft documents will be placed, at a minimum, on the OKI website and at the OKI office. Copies may be requested from OKI.

**Process for Public Comment and Response**

Comments on documents subject to public hearings may be made verbally or in writing at the public hearing or transmitted during the comment period.

Comments presented verbally at the public hearings will be recorded and documented. All comments submitted within the comment period will be reviewed and summarized in a document that includes staff responses. Staff responses will be made available to those who provided comment. A summary of comments will be presented to the OKI Board for its consideration prior to Board action on the item.
Participation Process for Regional Transportation Plan Update

Due to the regional, macro-level, and conceptual planning recommendations generated by the Plan, outreach must be flexible to obtain optimal participation from the region’s broad and diverse populations. For each Plan update, OKI will design a unique participation plan which takes advantage of the most current and effective techniques. To address EJ concerns, each Plan update will include an EJ component. Staff will report to ICC and the OKI Executive Committee/Board at regularly scheduled meetings. Participation is critical to developing consensus so that recommendations will advance to implementation.

Notification Process for Public Meetings

The notification process for public meetings will be in accordance with the General Provisions for Public Meetings described above.

Process for Public Comment and Response

Comments from public meetings will be recorded and summarized in a format that includes staff analysis and responses. A summary of comments and responses will be presented to the OKI Board for its consideration prior to the Plan’s adoption and subsequently included, along with any Board modifications, as an appendix to the Plan. If the Plan is changed significantly from the original format made available for public comment and raises new issues, then OKI will provide additional opportunity for public comment on the revised document.
Public Hearing

A public hearing will be held prior to adoption of the Plan update by the OKI Board in accordance with the General Provisions for Public Hearings discussed previously.

Document Availability

Documents subject to review and comment at the public hearing will be made available at least fourteen days prior to the meeting, which coincides with the placement of the legal notice. Copies of draft documents will be placed, at a minimum, on the OKI website, at the OKI office and in each county’s main public library. Copies may be requested from OKI.

Participation Process for TIP Update

For comments on the TIP, OKI will maintain a separate record of comments for subsequent incorporation into the summary of comments prepared in conjunction with the public hearing on the TIP. If the TIP is changed significantly from the initial document made available for public comment and raises new issues, then OKI will provide additional opportunity for public comment on the revised document.

A public hearing will be held prior to adoption of the TIP update by the OKI Board in accordance with the General Provisions for Public Hearings discussed previously.

Participation Process for Amendments to the TIP and Regional Transportation Plan (Plan)

In the intervals between updates, amendments to the TIP and the Plan will be documented in a resolution presented to OKI’s ICC for consideration and then to the OKI Board for approval.

In accordance with FAST Act, participation plans should incorporate a recommended list of projects for which TIP and/or Plan amendments can be processed without a requirement for public review and a new transportation conformity determination. Table 1-1 lists project types that are exempt from a public review requirement and transportation conformity. Exemption of such projects would not deny the public the right for interested parties that are affected by transportation plans, programs and projects to be involved in the early stages or at key decision points in the planning process, since the exempted projects are of types that are typically not identified through the planning process and/or are known to be non-controversial, negligible impact projects. A project for which public review is not required could be subject to public involvement requirements if OKI, in consultation with either the KYTC, Indiana Department of Transportation (INDOT), ODOT, Federal Transit Administration (FTA) or FHWA, determines that public review is appropriate due to a potential for controversy, negative impacts, or public concern for any other reason.
For amendments involving non-exempt projects (project types not included in Table 1-1), public review and a new transportation conformity determination are required. OKI, in consultation with KYTC, INDOT, ODOT, FTA or FHWA, may determine that the amended projects are not regionally significant and therefore the new conformity determination may rely on a previous regional emissions analysis. In this case, the participation process will consist of a posting of the amendment and conformity report on OKI’s website and the opportunity to provide comment for a period of at least fourteen days prior to OKI Board action.

If a TIP amendment involves a non-exempt, regionally significant project it must be incorporated into the Plan in order to be eligible for federal funding, which involves either a Plan update or amendment. Participation is thus provided through either a series of public meetings and a public hearing related to the Plan update or, if the TIP amendment for a capacity expansion project occurs in the interval between Plan updates, through a public hearing to amend the Plan.

**Corridor and Special Studies**

**Corridor Studies**

Due to the discussion of local issues which often generate intensive public interest, corridor studies are a major focus of OKI’s participation efforts. For each corridor study, OKI will design a unique participation process to obtain optimal participation from the area's key stakeholders, a diversity of community and special interest groups, and the general public. To address EJ concerns, each corridor plan will include an EJ component for participation. At a minimum, each corridor study will have its own advisory group that oversees the study process and is involved in designing the participation process, study goals, problem definition, alternative solutions, and selection of preferred alternatives. In addition, each study may apply any number of other methods to provide public outreach or obtain public input. Participation is important for developing consensus so that recommendations will advance to implementation. Public Meetings are valuable to the process and will be held at locations appropriate to attract stakeholder input. Public Hearings are not required for corridor studies.

**Special Studies**

For special studies that focus on specific transportation issues (such as a bike plan or a freight study), OKI will tailor an individual participation program based on project scope, funding, and purpose. Efforts to involve the public may include developing a separate committee for the study duration as well as a combination of efforts to provide outreach and obtain input from affected organizations and the general public. Study recommendations incorporated into the Plan are subject to the participation efforts conducted as part of the Plan amendment process. Public Meetings are valuable to the process and will be held at locations appropriate to attract stakeholder input. Public Hearings are not required for special studies.
Table 1-1: TRANSPORTATION CONFORMITY EXEMPT PROJECT TYPES

<table>
<thead>
<tr>
<th><strong>Safety</strong></th>
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<tbody>
<tr>
<td>Railroad/Highway crossing</td>
<td>Skid treatments</td>
</tr>
<tr>
<td>Shoulder improvements</td>
<td>Adding medians</td>
</tr>
<tr>
<td>Increasing sight distance</td>
<td>Truck climbing lanes outside the urbanized areas</td>
</tr>
<tr>
<td>Traffic control devices and operating assistance</td>
<td>Lighting improvements</td>
</tr>
<tr>
<td>Railroad/highway crossing warning devices</td>
<td>Widening narrow pavements or reconstructing, rehabilitation, or replacement of bridges (no additional travel lanes)</td>
</tr>
<tr>
<td>Guardrails, median barriers, crash cushions</td>
<td>Emergency truck pullovers</td>
</tr>
<tr>
<td>Pavement resurfacing, restoration and/or rehabilitation</td>
<td>Safety roadside rest areas</td>
</tr>
<tr>
<td>Pavement marking</td>
<td>Changes in vertical and horizontal alignment *</td>
</tr>
<tr>
<td>Emergency relief</td>
<td>Truck size and weight inspection stations *</td>
</tr>
<tr>
<td>Fencing</td>
<td>Interchange reconfiguration projects *</td>
</tr>
<tr>
<td>Changes in access control for safety</td>
<td>Intersection signalization at individual intersections *</td>
</tr>
<tr>
<td>Hazard elimination program, highway safety improvement program</td>
<td>Intersection channelization *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transit</strong></th>
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</thead>
<tbody>
<tr>
<td>Operating assistance to transit agencies</td>
<td>Construction of small transit passenger shelters and information kiosks</td>
</tr>
<tr>
<td>Purchase of transit support vehicles</td>
<td>Reconstruction or renovation of transit buildings and structures</td>
</tr>
<tr>
<td>Rehabilitation of transit vehicles</td>
<td>Purchase of new buses or rail cars to replace existing vehicles or for minor expansions</td>
</tr>
<tr>
<td>Purchase of office, shop, and operating equipment for existing transit facilities</td>
<td>Transportation corridor fringe parking facilities</td>
</tr>
<tr>
<td>Purchase of operating equipment for transit vehicles (e.g. radios, fare boxes, lifts, etc.)</td>
<td>Bus terminal and transfer points *</td>
</tr>
<tr>
<td>Construction or renovation of power, signal, and communications systems for transit</td>
<td>Construction of new bus or rail storage/maintenance facilities *</td>
</tr>
<tr>
<td>Alterations to facilities or vehicles in order to make them accessible for elderly and handicapped persons</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Air Quality</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuation of ride-sharing and van-pooling promotion activities at current levels</td>
<td>Bicycle and pedestrian facilities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other Minor Projects</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and technical studies</td>
<td>Acquisition of scenic easements</td>
</tr>
<tr>
<td>Engineering to assess social, economic, and environmental effects of the proposed action</td>
<td>Planting and landscaping</td>
</tr>
<tr>
<td>Noise attenuation</td>
<td>Directional and information signs</td>
</tr>
<tr>
<td>Emergency or hardship advance land acquisitions</td>
<td>Repair of damage caused by natural disasters, civil unrest, or terrorist acts</td>
</tr>
</tbody>
</table>

*Projects must meet criteria for categorical exclusion*
Other Provisions for Involving the Public

OKI Website

To increase public awareness and understanding of OKI planning efforts and opportunities for participation, OKI will maintain a website (www.oki.org) with information on the agency, its planning activities, and special opportunities for participation. Information will be updated on a regular basis.

Networking

Networking involves OKI staff presenting information and seeking opportunities for discussion to groups with a special interest in transportation planning. OKI will offer networking opportunities during the update of the Plan and in the intervals between Plan updates. A networking session may feature an explanation of the planning process, plan recommendations, or a planning issue and will include a question-and-answer session. OKI may distribute handouts, a survey form, or use other methods to provide information or obtain input. OKI will be available for networking in response to requests and will continue to promote its availability to EJ communities and organizations.

Additionally, OKI’s analysis of roadways within the urbanized area is a critical element which will be provided to each individual State Highway Safety Plan (SHSP). The use of safety conscious planning workshops is a component of this process and furthers the interagency consultation efforts to implement projects and programs. Through such participation efforts, OKI ensures outreach to and input from local and regional safety stakeholders including, but not limited to, transit providers, elected officials and staff from departments of environmental services, police, fire, emergency services and planning.

Other Outreach Methods

Independent of efforts to involve the public as described in preceding sections, OKI may make additional outreach efforts at any time. The outreach method and timing will be determined based on the need for education, the nature of the planning effort, and the audience to be reached. Methods for increasing public awareness of transportation issues or participation opportunities include, but are not limited to, social media, press releases, public service announcements, media briefings, newspaper articles, and coordination with EJ communities or organizations. Methods to provide for public education include, but are not limited to, social media, newsletters, information displays, fact sheets, brochures, a speaker’s bureau, and information for distribution by EJ communities or organizations.
Additional Participation of EJ Populations

In addition to the efforts to involve EJ populations in OKI transportation planning as provided in the preceding sections, and in addition to the resources to improve communication with EJ populations as discussed in Participation Plan Element 4, there may be occasions in which public comment is needed from one or more EJ populations or, perhaps for a corridor study, at a level more localized than which OKI is traditionally involved. In that case, OKI will seek to collaborate with the public and private organizations that represent or serve these special populations. This collaboration would involve working with agencies/organizations willing to present information to the people they serve or represent; provide space in their newsletters; allow meetings in their facilities, or otherwise serve as intermediaries. These agencies/organizations may include, but are not necessarily limited to, congregations, schools, neighborhood centers, housing associations, adult education centers, and sponsors of special events.

Availability of Data

In addition to drafts of the Plan and the TIP being available for review and comment, these and other documents and technical information will be available to the public in response to requests. Reproduction costs of more than 10 pages will be borne by the party making the request.

Statement of Non-Discrimination

In carrying out this policy to involve the public in transportation plans and programs, discrimination against any person because of political or religious opinion or affiliation or because of race, creed, color, national origin, sex, age, income or disability is hereby prohibited.

Amending the Participation Plan

In accordance with FAST Act legislation, this OKI Participation Plan is developed “in consultation with all interested parties.” This consultation requirement is intended to afford all parties who participate in the regional planning process a specific opportunity to comment on the Plan prior to its approval or subsequent amendment. The update process for this document – the OKI Participation Plan – is required four years after the document’s adoption and every four years thereafter. Revisions to this document will be preceded by a 45-day public review period. OKI is committed to consideration of public input.
ELEMENT 2

PROCESS FOR DEFINING TARGET GROUPS AND AREAS

INTRODUCTION

“Target Groups” are concentrations within the OKI region of the population groups addressed by EJ. These concentrations are located within “Target Areas.” The process for defining Target Groups goes hand-in-hand with the definition of Target Areas, and the terms Target Group and Target Area are often interchangeable.

OKI has defined Target Groups and Areas for five population groups: Minority, Low Income, and Elderly populations; People with Disabilities; and Zero-Car Households. These Target Groups and Areas are subject to special efforts in OKI’s Participation Plan, as described in Plan Elements 1 and 4. The Minority and Low Income Target Groups and Areas are also the focus of an assessment of the equity of transportation recommendations, as explained in Plan Element 3.

The focus of Plan Element 2 is OKI’s process for defining Target Groups and Areas. The process uses census data to identify where EJ population groups are most concentrated. The data and maps developed at the time of this plan’s publication are based on the most current available census data. The Target Groups and Areas will be reviewed no less than every four years, in conjunction with the update of the Plan, and the definition process may be revised at any time.

As a two-step process, the definition of Target Groups and Areas involves first identifying the general distribution of each EJ population group and then defining where each group is most concentrated. Where the concentration of an EJ population group meets or exceeds the regional average and has an EJ population of more than 250, the EJ population is considered to be part of a Target Group and Area. The definition process is based on small-area data that results in the identification of multiple, non-contiguous areas with EJ population concentrations. For each EJ population group, these dispersed concentrations are referred to collectively as a Target Group and the multiple locations of the concentrations are referred to collectively as a Target Area. The definition of Target Groups and Areas is based on guidance published by ODOT [Guidance for Best Practices for Incorporating Environmental Justice into Ohio Transportation Planning and Environmental Processes, August, 2002].

ENVIRONMENTAL JUSTICE POPULATION GROUPS AND AREAS

Of the five population groups for which OKI defines Target Groups and Areas, only the Minority and Low Income populations are listed in the Executive Order 12898 on Environmental Justice.
The Elderly population and People with Disabilities are included in FAST Act, but they are not required to be addressed under EJ unless they are included in the finalized version of the Federal Rules. Zero-Car Households are a logical and reasonable extension of EJ, but this group is not included in the Executive Order or the Proposed Rules. OKI chooses to track all five EJ population groups.

The composition of the five EJ population groups is defined in federal documents related to EJ and in U.S. decennial censuses and the American Community Survey (ACS).

**Minority** is comprised of four groups as defined in final U.S. DOT Order on Environmental Justice (Federal Register April 15, 1997) which includes persons from every racial category except White Alone plus all Hispanic persons:

1. **Black** (a person having origins in any of the black racial groups of Africa);
2. **Hispanic** (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
3. **Asian American** (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or
4. **American Indian and Alaskan Native** (a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).

**Low Income**, as defined in final U.S. DOT Order on Environmental Justice (Federal Register April 15, 1997), refers to people in households where the median income is at or below poverty level.

**Elderly**, as per Federal guidelines, comprises those age 65 and older.

**People with Disabilities**, non-institutionalized persons aged 16-64 who have a sensory, physical, mental or self-care disability; going outside the home disability; or employment disability.

**Zero-Car Households**, occupied housing units for which there is no car or access to one.
TARGET DEFINITION POLICY

For each EJ population group, the Target Group and Area is the basis for conducting efforts under this Participation Plan. The Target Group lives where the EJ population group is most concentrated. This concept is also explained in ODOT’s [Guidance for Best Practices for Incorporating Environmental Justice into Ohio Transportation Planning and Environmental Processes, August, 2002]:

Typically low income and minority populations are spread throughout the regional area and state but are likely to be located in concentrated locations or neighborhoods. These areas should have a significantly higher percentage of low income and minority population than the regional or statewide average. These areas can then be identified as target areas.

Target Groups and Areas are defined based on U.S. Census data. Census data is available at different levels including place, township, census tract, block group and block. Block Groups are subdivisions of a Census Tract and are the smallest geographic units for which the Census Bureau tabulates sample data needed in EJ analysis. Since Block Groups are more refined than Census Tracts, OKI will use U.S. Census data allocated to Census Block Groups for the purpose of identifying Target Groups/Areas. The Target Areas based on Block Groups will be used for individual project evaluation. For assessing participation equity (see Plan Element 3), OKI will use Traffic Analysis Zone geography. Traffic Analysis Zones are the geographic units used for modeling the performance and assessing the needs of the region’s transportation system.

OKI’s definition process corresponds to ODOT’s guidance for identifying target populations for Low Income and Minority populations. OKI has further expanded its process to include the Elderly population, People with Disabilities, and Zero-Car households by:

- Identifying the number and the percentage of low income and minority populations in the entire OKI region, project impact region or the state;
- Calculating the average percentage of low income and minority populations of the entire region, project area or state;
- Using that percentage as a reference point to identify locations with target EJ populations of low income and minority populations.

As clarified in ODOT’s [Guidance for Best Practices for Incorporating Environmental Justice into Ohio Transportation Planning and Environmental Processes, August, 2002], the average percentage is a reference point for calculating a threshold percentage for defining a Target Group and Area. In addition, OKI will apply a numeric threshold of 250 for defining a Target Group and Area. The EJ populations in census block groups where the EJ population both exceeds the regional average and there are more than 250 EJ persons (or households in the case of zero cars) will be defined as the Target Group. For example, for the Minority population, the 2011-2015 regional average is 20.18 percent which then becomes the threshold
percentage. The census block groups where the Minority population is 20.18 percent or more of the block group’s total population and the number of Minority persons exceeds 250 are part of the Target Area that contains the Target Group population. It should be noted that the Census Bureau combines five years’ worth of data to create a larger sample size and a more accurate estimate because of the small size of Block Groups. The data represent an average condition over the course of the sample years, which in this case are 2011 through 2015.

TARGET GROUPS AND AREAS

The EJ Advisory Committee decided that any block group containing the regional average (regional threshold) or more of a target population (target group) and whose target population exceeded 250 would be considered a target area. Tables and maps displaying details about the current Target Groups/Areas can be found in the Appendix of this document. Target Groups/Areas can be updated annually if necessary as new data becomes available from the American Community Survey. Data updates will be provided in the appendices of Plan documents.

The data has been aggregated according to the specifications and in accordance with [Guidance and Best Practices for Incorporating Environmental Justice into Ohio Transportation Planning and Environmental Processes, August, 2002]. Data have been gathered for low income, minority, elderly, people with disabilities and zero-car household groups in the OKI planning region.

As the data were analyzed, OKI staff noted that a few Block Groups had unusually high margins of error, especially for the Minority and Low-Income EJ variables. As a result, staff created additional steps in our methodology for identifying EJ Block Groups for the Minority and LowIncome variables. Once it was confirmed that a Block Group met the numeric and percentage thresholds, staff evaluated the quality of the data based on the margin of error and the corresponding data at the Census Tract level. A Block Group was eliminated from being classified as an EJ Target Area if it met the following two conditions:

1. It had a margin of error for the target population in the Block Group (for the Minority variable staff used largest minority group present) that exceeded the estimate for that target population, and;

2. The target group population in the Block Group exceeded the estimate for that target group population in the Census Tract in which the Block Group was contained.

These additional levels of analysis identified and eliminated two Block Groups from OKI’s Target Area for the Minority EJ variable that staff is highly confident were misidentified by the Census data. No Low-Income Block Groups were affected.
INTRODUCTION

To address the needs for EJ populations, regional planning investments must provide an equitable distribution of benefits and should not result in a disproportionate burden of adverse impacts on Minority and Low Income population groups. To monitor public participation endeavors and ensure that the goals established by this Participation Plan are met, OKI has developed an assessment process.

PARTICIPATION ASSESSMENT

The assessment process compares the impacts of the Plan and TIP recommendations on Minority and Low Income target areas with the entire region (target areas are defined in Element 2). The impacts are calculated by OKI’s Regional Travel Demand Model for transportation mobility and accessibility.

In transportation planning, the Travel Demand Model is used to forecast travel patterns for different transportation scenarios and then calculate data for measuring the impacts of the different travel patterns, such as total vehicle-miles-of-travel and pollutant emissions. These impact measures are analyzed as a basis for recommending a plan or TIP.

In the Participation Plan assessment process, OKI uses the Travel Demand Model to estimate such things as traffic volumes, transit ridership and travel times as a basis for assessing the impact of transportation investments on EJ target and non-target areas. For assessing the Plan that includes a TIP, these EJ impact measures will be calculated for the following transportation scenarios:

1. The existing transportation system (base year)
2. The “existing plus committed” system (the existing system under future conditions modified only by project recommendations in the TIP)
3. The future transportation system as recommended in the Plan

OKI will use a variety of impact measures that relate to transportation mobility and accessibility. Some will be able to be estimated using the OKI Travel Model and others will require different approaches. Measures will be used from six general categories which are described on the following page. Each of these categories will be reported by mode (auto vs. bus) and/or travel
time, where appropriate. The following measures have been identified as objectives to be evaluated:

Mobility/Congestion
- Travel Time
- Percentage of vehicle miles traveled in congestion

Accessibility
- Job opportunities within 20 minutes auto travel time
- Job opportunities within 20 minutes transit travel time
- Job opportunities within 40 minutes transit travel time
- Percentage of population within 40 minutes transit travel time of a college/university

Reliability
- Dependable transit service as measured by percent of on-time arrivals

Safety
- Transit safety as measured by the number of crashes

Equity
- Supply of transportation infrastructure and services
- Displacement of residents and business
- Social Structure
- Expenditures on highway projects
- Expenditures on transit projects

Other Regional Performance Measures
- Environmental Impacts
- Financial impacts
- System performance indicators

From the data developed in the assessment process, the transportation conditions for Minority and Low Income target areas will be compared with those of non-target areas. For three other population groups (i.e., Elderly population, People with Disabilities, and Zero-Car Households), OKI will define target areas and develop data, but is not required to conduct an EJ assessment. The significance of the comparative process for these groups is reduced by the relatively disbursed distribution of the Elderly population and People with Disabilities, for which the target areas contain less than half the group population, and by the strong correlation of the Zero-Car Household target area to the Minority and Low Income target areas.
ELEMENT 4

PLAN IMPLEMENTATION

ADMINISTRATION OF PARTICIPATION PLAN

OKI is committed to this document’s implementation. This level of commitment is exemplified in several ways:

• Ensuring the proper conduct of the provisions in OKI’s Participation Plan
• Coordinating with EJ organizations and communities
• Monitoring OKI’s coordination with Title VI, ADA, LEP and Section 504
• Researching approaches used by other MPOs to address Participation
• Serving as OKI’s advocate for participation of EJ groups/areas
• Assessing the need for modifications to OKI’s Participation Plan
• Providing staff support to an OKI EJ Advisory Committee
• Consulting with local and state resource agencies to develop the best strategies for mitigating environmental impacts on a regional level
• Assessing the effectiveness and equity of the Participation Plan’s provisions for public participation.

Participation Plan Administrator

OKI has established a position for overseeing the implementation of the agency’s Participation Plan. This position involves responsibility for the bullets listed above. This position is currently filled by:

Florence J. Parker
OKI Regional Council of Governments
720 East Pete Rose Way, Suite 420
Cincinnati, OH 45202
T: 513-619-7686  F: 513-621-9325
fparker@oki.org

ENVIRONMENTAL JUSTICE ADVISORY COMMITTEE

OKI has an EJ Advisory Committee to:
• Provide oversight of the application of OKI’s Participation Plan
• Monitor the overall effectiveness of OKI’s Participation Plan and compliance with federal policy
• Ensure input on EJ regional planning needs and concerns in OKI’s decision-making process
• Participate in the TIP and Plan project prioritization process

TECHNICAL SUPPORT FOR PLAN IMPLEMENTATION

• OKI will develop and maintain an **EJ Network List** that will identify key agencies/organizations that serve Minority, Low Income, and Elderly populations, People with Disabilities or serve as their advocates, and Zero-Car Households. This list will include major churches and ministerial organizations. The list will provide indications of how agencies/organizations may be used for implementing OKI’s Participation Plan, including, but not limited to, their interest in providing coordination to OKI, acting as liaison with the community/clients/congregations, and/or disseminating information by newsletter or other means. The list will include names of contacts, phone numbers, and email addresses. OKI will also utilize various social media platforms to enhance information distribution and reach.

• **A List of Recommended Facilities** will be developed. The list will indicate facilities preferred as sites for meetings with or making information available to EJ Target Groups/Areas. Information will be provided on transit access, access for people with disabilities, size of meeting space, etc., as well as street address, community, name of contact person, and phone number. The list may include libraries, faith-based communities/congregations, schools, medical buildings, agencies, EJ organization facilities, and businesses serving EJ populations.

• **A Media List** of sources available for reaching EJ population groups will be developed. The list will include public newspapers, agency/organization newsletters (for communities, public agencies, private organizations, faith communities/congregations, schools), radio stations (including Radio Reading Service), and special events.

• OKI will develop a database on **EJ Target Areas** designed for public access. It will include, but not necessarily be limited to, base data and summary analysis of the Target Groups/Areas (see plan Element 2) and lists and/or maps of jurisdictions, communities, or neighborhoods in EJ Target Areas.

• As dictated by federal mandates and discrete scopes of work, OKI coordinates and consults with a number of public, private and non-profit agencies and organizations on regional or sub-regional transportation studies, plans and programs, including the 2040 OKI Regional Transportation Plan, the TIP, the Strategic Regional Policy Plan, and several corridor studies. This includes agencies that are responsible for land use management, natural resources, environmental protection, conservation and historic preservation.
• Through consultation with resource agencies, OKI works to develop the best strategies for mitigating environmental impacts on a regional level. To the extent possible, key environmental resource agency personnel are included on OKI committees.

Environmental resource agencies are also invited to review and comment on the Plan and other major documents. Coordination and consultation occur as necessary in formal and informal settings, on long- and short-term basis, and in individual contacts and group discussions.

The following are some of the agencies and organizations with which OKI has interacted in the past and will consult with in the future to enhance participation efforts:

• Federal and state transportation departments
• Federal and state environmental agencies
• Federal and state natural resources agencies
• U.S. Army Corps of Engineers
• U.S. Fish and Wildlife Service
• U.S. Department of Agriculture
• U.S. Environmental Protection Agency
• Federal Aviation Administration
• National Park Service
• Federal and state emergency management agencies
• Federal, state and local homeland security agencies
• State air quality agencies  
  - Indiana Department of Environmental Management  
  - Kentucky Natural Resource and Environmental Protection Cabinet  
  - Ohio Environmental Protection Agency
• State historic preservation offices
• State departments of agriculture
• Public transit service providers  
  - Butler County Regional Transit Authority  
  - Clermont Transportation Connection  
  - City of Middletown Transit System  
  - Southwest Ohio Regional Transit Authority  
  - Transit Authority for Northern Kentucky  
  - Warren County Transit System
• Local elected officials
• Local government planning commissions
• Local government public works and engineering departments
• Local transportation improvement districts
• Local government environmental services departments
• Local government public safety departments
• Regional and local water and sewer districts or departments
• Soil and water conservation districts
• Resource conservation and development districts
• Flood control districts
• Local park districts
• Local recreation departments
• Local health departments
• Local watershed planning groups
• Local government economic development offices
• Local agencies for children, seniors and the disabled
• Local school districts, colleges and universities
• Local hospital associations
• Local business and community/neighborhood associations
• The United Way
• Trade and industry associations, such as chambers of commerce, the Hispanic Chamber of Commerce, Greater Cincinnati & Northern Kentucky African American Chamber of Commerce, Homebuilders associations, Realtors, and Farm Bureau Federation chapters
• Civic associations, such as the NAACP, the Urban League, the Sierra Club, the League of Women Voters, and Citizens for Civic Renewal

EVALUATION OF PARTICIPATION PLAN

OKI will conduct a four year review of the effectiveness of its participation process. OKI will develop evaluation forms (as indicated below) for use at public meetings. The forms may also be used for other participation efforts. The distribution, collection, review, and maintenance of the forms will be the responsibility of OKI staff responsible for administering the Participation Plan. The forms will be made available to the public for review on request.

• A Record of Participation will be completed by OKI staff. It will include, at a minimum, information on:
  - Meeting date, time, location, and topics
  - Methods for publicizing the meeting
  - Number of participants (excluding staff) by categories such as OKI committee member, elected official, agency staff, organization affiliate, unaffiliated citizens

• A Comment Sheet for Evaluation by Participants will be available at each public meeting. Participants will be encouraged to complete the Comment Sheet before leaving the meeting. It will include the meeting date, time, location, and topic. Participants will be asked for information that includes:
  - Participant’s comments on the information presented
  - Participant’s name, mailing address, telephone number, email address, neighborhood for residence and work, and interest in coming to the meeting (such as OKI committee member, elected official, agency staff, organization affiliate, community resident, community business, etc.). The Comment Sheet will note that the participant’s response to this question is optional.
- How participant learned of the meeting (checkboxes)
- Indications of participant’s opinion of the suitability of meeting location, meeting time, topics presented, format of information presented, opportunity for comment, and overall event (checkboxes and space for comments)

**Appendix: Environmental Justice Target Groups and Target Areas**

Data from the U.S. Census Bureau’s decennial censuses and American Community Surveys (ACS) are the bases for determination of the Environmental Justice (EJ) Target Groups and Target Areas. Decennial census data, as the name implies, is gathered once each decade in years ending in zero from every household in the nation. Decennial census data is limited to a small selection of subject matter but is available for every level of geography, from the smallest (census block) to the largest (nation as a whole).

The American Community Survey, on the other hand, consists of a sample of households, with data being collected continuously. The ACS covers a large number of subject areas and new data sets are released annually. Tabulations based on one year’s accumulation of data are available for geographies with populations of 65,000 or more and three-year data is available for geographies with populations of 20,000 or more. An accumulation of five years of ACS data is required for geographic areas with populations less than 20,000, with the block group being the smallest unit of geography for which ACS data is tabulated. The diagram below illustrates the various geographies for which census data is tabulated.
Data from the 2011-2015 American Community Survey at the block group level have been used to identify the current EJ Target Groups and Areas. Identification of Minority, Low-Income, Elderly, People with Disabilities, and Zero-Car Household populations were accomplished using Tables B03002, B17021, B01001, B23024, and B25044, respectively. The following table shows the number and percent of each EJ Group in the OKI region. The Percent figures for each EJ Group constitute the regional threshold.

<table>
<thead>
<tr>
<th>EJ Group</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority</td>
<td>408,882</td>
<td>20.18</td>
</tr>
<tr>
<td>Low Income</td>
<td>278,126</td>
<td>14.05</td>
</tr>
<tr>
<td>Elderly</td>
<td>266,065</td>
<td>13.13</td>
</tr>
<tr>
<td>Disabled</td>
<td>127,929</td>
<td>10.69</td>
</tr>
<tr>
<td>Zero Car</td>
<td>65,019</td>
<td>8.33</td>
</tr>
<tr>
<td><strong>Regional Total</strong></td>
<td><strong>2,025,711</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EJ Group</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>2,025,711</td>
<td>100</td>
</tr>
<tr>
<td>Households</td>
<td>780,574</td>
<td>100</td>
</tr>
<tr>
<td>Population Ages 20-64</td>
<td>1,196,200</td>
<td>100</td>
</tr>
</tbody>
</table>
Block groups were eligible for designation as EJ Target Groups if they met two criteria. First, the block group’s EJ population (households in the case of the Zero-Car EJ group) had to meet or exceed the regional threshold. Secondly, the block group’s EJ population/households had to meet or exceed 250. Additionally, for the Minority and Low-Income variables the margin of error was evaluated using the criteria that is discussed on page 24 of this document.

The threshold percentages for each EJ population are shown in the table below, along with the regional total of each Target Group, the percentage of the EJ population group located in the Target Areas, and the number of Census Block Groups in the Target Areas. Maps of the 2015 Target Areas are provided on subsequent pages.

**Table A.2. 2011-2015 EJ Target Groups/Areas for the OKI Region**

<table>
<thead>
<tr>
<th>Target Group</th>
<th>Regional Threshold (%)</th>
<th>EJ Population in Target Areas</th>
<th>% of EJ Pop. in Target Areas</th>
<th>No. of Block Groups in Target Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority</td>
<td>20.18</td>
<td>291,072</td>
<td>71.19</td>
<td>475</td>
</tr>
<tr>
<td>Low Income</td>
<td>14.05</td>
<td>176,143</td>
<td>63.33</td>
<td>377</td>
</tr>
<tr>
<td>Elderly</td>
<td>13.13</td>
<td>125,077</td>
<td>47.01</td>
<td>346</td>
</tr>
<tr>
<td>Disabled</td>
<td>10.69</td>
<td>10,576</td>
<td>8.27</td>
<td>36</td>
</tr>
<tr>
<td>Zero Car Households</td>
<td>8.33</td>
<td>9,445</td>
<td>14.53</td>
<td>27</td>
</tr>
</tbody>
</table>
Figure A-2. EJ Minority Target Areas 2011-2015

- Block Groups
- EJ Minority Block Groups
Figure A-3. EJ Low Income Target Areas 2011-2015

Block Groups
EJ Low Income Block Groups
Figure A-4. EJ Elderly Target Areas 2011-2015
Figure A-5. EJ Population with Disabilities Target Areas 2011-2015

- Block Groups
- EJ Disabilities Block Groups
Figure A-6. EJ Zero-Car Household Target Areas 2010

Block Groups
EJ Zero Car Block Groups
Figure A-7. Combined EJ Target Areas 2011-2015

- Block Groups
- EJ Block Groups