



# Overall Work Program

*FY2023*

# Overall Work Program

*FY2023*

**Richland County Regional Planning Commission**  
**19 North Main Street**  
**Mansfield, OH 44902**  
*[www.rcrpc.org](http://www.rcrpc.org)*

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## FY2023 Overall Work Program (OWP)

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## **Overall Work Program**

Each year Richland County Regional Planning Commission (RCRPC) must develop a work program consistent with federal and state regulations. The program must discuss the MPO's planning priorities as well as describe area transportation related activities expected during the next fiscal year period. The program must discuss these activities regardless of funding source, and in sufficient detail to indicate who will perform the work, the schedule for completing it, and the product or products that will be produced.

## **History of Transportation Planning in Richland County**

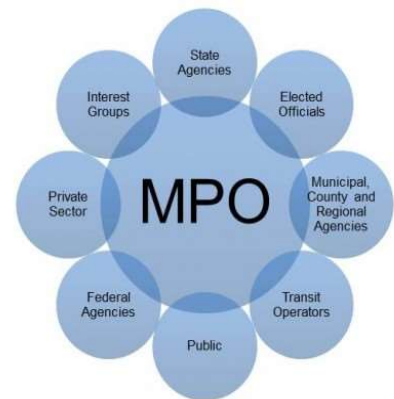
In 1959, a group of Richland County community leaders saw the need for planning. They envisioned that the issues a regional planning agency could address would range from infrastructure to zoning. They wanted to deal with issues affecting the development of the region as a whole, or more than one political subdivision within the region, which do not begin and terminate within the boundaries of any single municipality. The City of Mansfield and Richland County Commissioner's jointly created the Richland County Regional Planning Commission (RCRPC) in 1959 to undertake this planning effort.

The federal regulations that provide for transportation planning at the local level pertain to urbanized areas. The Census Bureau delineates urbanized areas (UAs) to provide a better separation of urban and rural territory, population, and housing in the vicinity of large places. An UA comprises one or more places (central place) and the adjacent densely settled surrounding territory (urban fringe) that together have a minimum of 50,000 persons.

The population of the City of Mansfield as determined by the 1960 decennial census was 47,325. In 1965, the Census Bureau conducted a canvas of the annexations to the City of Mansfield from 1960 to 1965. On the basis of the revised boundary, the 1960 population was determined to be 51,418 for the combination of the City and its annexations. The Mansfield urban area therefore was determined to be an urbanized area, and fell under the transportation planning requirements that were described in the *Federal Bureau of Public Roads Policy and Procedural Memorandum (PPM) 50-9*.

### **What do Planning Organizations do ?**

- Is a transportation policy-making and planning body with representatives of local, state & federal government and transportation authorities.
- Ensures federal spending on transportation occurs through a comprehensive, cooperative and continuing (3-C) process.
- Is required in urbanized areas with over 50,000 people.



In 1966 it was decided that the most appropriate existing agency in Richland County to perform the Comprehensive Land Use and Transportation Study was the Regional Planning Commission. However, due to the fact that there were conflicts in the rules and regulations governing membership on the RCRPC and membership on the Policy Body of the Comprehensive Land Use and Transportation Study, it was necessary that a separate autonomous body, the Coordinating Committee, be formed to oversee this new transportation responsibility. A prospectus and work program were developed and approved, a staff was hired, and the study was underway.

The year 1967 was established as the base year for the study. Social and economic data was collected, and an origin and destinations study was performed during that year. In the following years the data was analyzed, an ultimate land use plan was developed, socio-economic forecasts to 1990 were made, transportation goals and objectives were established, financial resources were analyzed, traffic forecasts were developed and alternative networks were tested. Finally, in 1975, the first *Richland County Long Range Transportation Plan (LRTP) 1990* and *Transportation Improvement Plan* were adopted.

The initial LRTP was considered to be a realistic plan that concentrated on improvements to existing facilities. This first plan was highway oriented. A major project identified in the initial plan was the completion of missing or connecting links to the US 30 expressway across the county. By the time the plan was completed in 1975, the community's public transportation service had been discontinued, and it did not appear that service would ever be restored to a point that it would affect automobile travel within the area. The planning process found that there were disadvantaged people who needed public transportation, and it was feasible to restore a limited amount; therefore, in December, 1977, a partial reinstatement of public transportation occurred in Richland County.

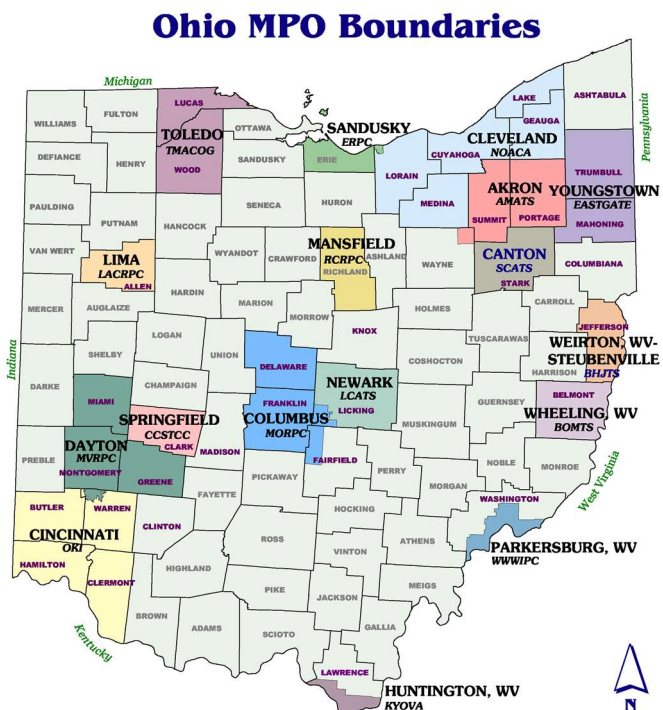
As a result of federal rules and regulations put into effect in 1975, the transportation planning of the Coordinating Committee of the Comprehensive Land Use and Transportation Study being performed by the RCRPC was designated as the Metropolitan Planning Organization (MPO) by the State of Ohio. This MPO is now called the Coordinating Committee of the *Continuing* Comprehensive Land Use and Transportation Study. It is organized through the RCRPC which operates under the provisions of Sections 713.21 & 713.23 of the Ohio Revised Code. A Transportation System Management element was added to the planning program in 1979. In 1983, the federal rules and regulations recognized the differences between large and small urban areas, and that planning programs should be tailored to meet the areas' varied needs.

## Agency Description

The RCRPC's transportation planning program has continued through the years to be flexible, adapting to changing state and federal requirements, policies, and program emphasis areas while considering local planning needs. This approach supports the concept of the MPO planning, in that local decision makers understand the needs and priorities of an area, and can best decide how to allocate the limited resources available.

There are five core functions of the RCRPC MPO:

- 1) **Establish a setting:** Establish and provide a fair and impartial setting for effective regional transportation related decision making in Richland County;
- 2) **Evaluate alternatives:** Evaluate transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues, and to the realistically available options, including funding resources;
- 3) **Maintain a Long Range Transportation Plan (LRTP):** Develop and update a long-range transportation plan for the area which spans a planning horizon of at least twenty (20) years. This plan should foster mobility and access for people and goods, efficient system performance and preservation, and improved quality of life;
- 4) **Develop a Transportation Improvement Program (TIP):** Develop a four (4) year project implementation program that is based on the long range transportation plan, and designed to serve the area's goals, using spending, regulating, operating, management, and financial tools;
- 5) **Involve the Public:** Ensure that the general public, and all of the significantly affected sub-groups, have the opportunity to be actively involved in the core functions that are listed above.



The **Richland County Regional Planning Commission** operates under the provisions of Section 713.21 & 713.23 of the Ohio Revised Code. It is comprised of a diverse cross section of the governmental, business and civic leadership of Richland County. The objective of the RCRPC is to determine the people's needs, problems and hopes, and to plan the environment in accordance with them. The Commission is not a Richland County department, but rather a separate entity. The "region" served is all of Richland County, including its municipalities and townships.

The Richland County Regional Planning Commission employs a staff of professionals to undertake a variety of programs and projects including:

### **Community Development**

The Commission oversees the Community Development Block Grant Program for Richland County, which funds community projects to benefit low and moderate income persons; and the District 16 Public Works Integrating Committee, established to administer the Ohio Public Work Commission's State Capital Improvement Program (SCIP) and Local Transportation Improvement program (LTIP). RCRPC also supervises the Revolving Loan Fund, which assists small businesses in financing their job creating projects; administers the Enterprise Zone Program for the County, which provides tax incentives for business expansions; and maintains a cooperative relationship with all Richland County development organizations.

### **Land Use Planning**

The RCRPC is responsible for the development and administration of the Richland County Subdivision Regulations. The Commission also provides assistance, advice and recommendations to municipalities and townships concerning their zoning and subdivision matters. RCRPC is responsible for the preparation of various plans, studies and reports including the Richland County Regional Comprehensive Plan.

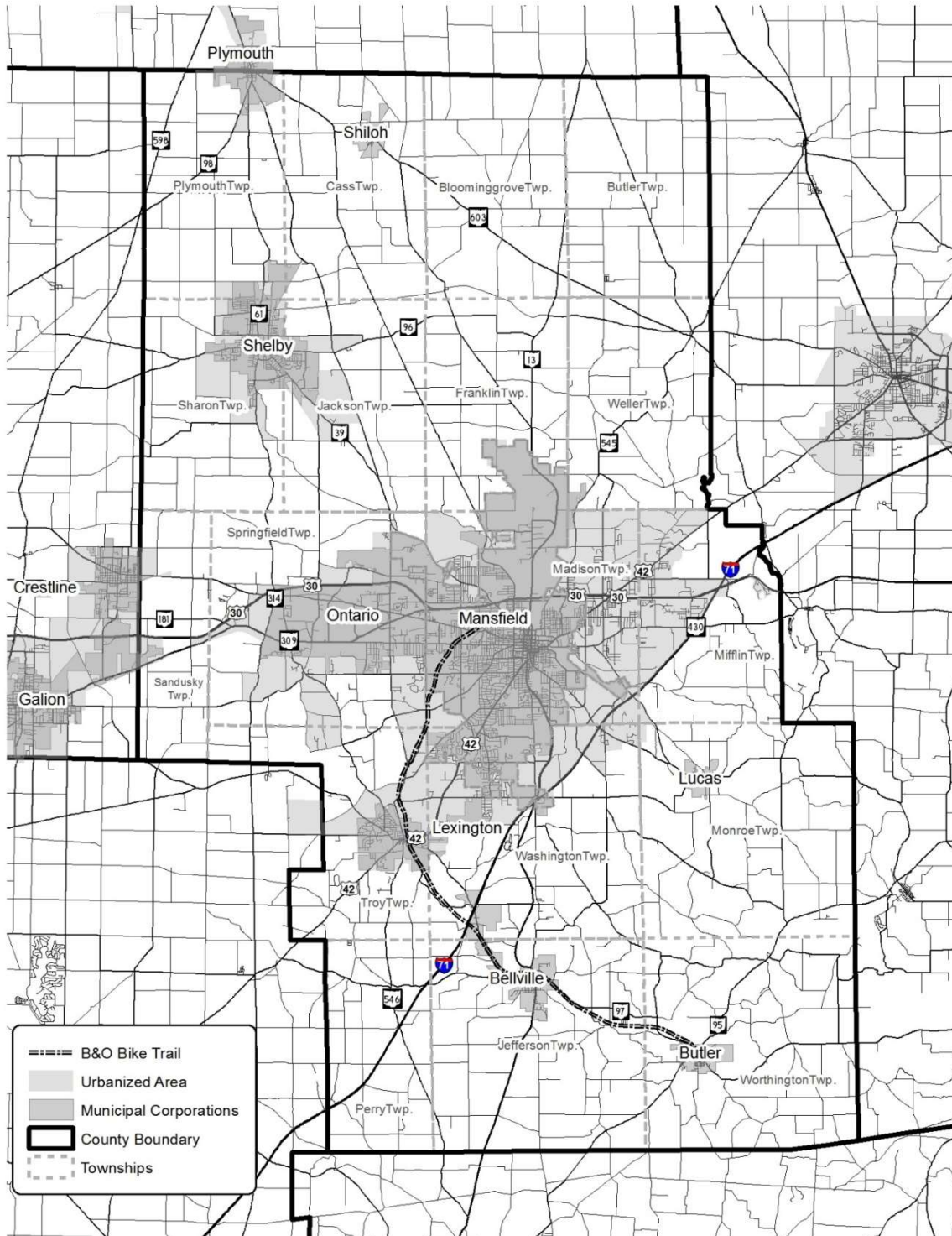
### **Transit Board**

The RCRPC provides administrative service to the Richland County Transit Board. The transit board was formed in 1978 to oversee public transportation services in the Richland County area. Currently, transit service is provided on 9 fixed routes, along with complementary para-transit service. Additional information can be found at [www.rctbuses.com](http://www.rctbuses.com).

### **Transportation Planning**

The RCRPC is a Metropolitan Planning Organization responsible for the transportation planning program in Richland County. This planning program is a prerequisite for Federal and State financial participation in most transportation projects in Richland County, and also provides the community with a wide variety of services.

**RCRPC Study Area**  
*Richland County and the entire corporation limits of Plymouth*



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## Overall Work Program Approval Resolution



### **RESOLUTION 22-13**

OF THE COORDINATING COMMITTEE OF THE CONTINUING COMPREHENSIVE  
LAND-USE AND TRANSPORTATION PROGRAM FOR RICHLAND COUNTY, OHIO

#### **A RESOLUTION APPROVING THE OVERALL WORK PROGRAM FOR Fiscal Year 2023**

**WHEREAS**, the Coordinating Committee of the Continuing Comprehensive Land-Use and Transportation Program of the Richland County Regional Planning Commission who is designated as the Metropolitan Planning Organization (MPO) for the Mansfield urbanized area by the Governor acting through the Ohio Department of Transportation (ODOT) in cooperation with locally elected officials of Richland County; and

**WHEREAS**, the MPO must annually prepare a document that provides an overview of all the major work activities, funding levels and funding sources, and

**WHEREAS**, the Overall Work Program for Fiscal Year 2023, covering the period from July 1, 2022 to June 30<sup>th</sup> 2023 has been prepared and submitted and now requires official approval, so

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Coordinating Committee of the Continuing Comprehensive Land Use and Transportation Program for Richland County:

Approves the Overall Work Program for Fiscal Year 2023.

#### **Certification:**

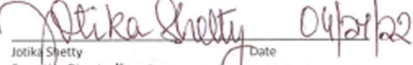
The foregoing resolution was approved by the Coordinating Committee of the Continuing Comprehensive Land-Use and Transportation Program of the Richland County Regional Planning Commission at its regular meeting held on April 27, 2022.

By:

  
Joseph Giles  
President

Date

Attest:

  
Jotika Shetty  
Executive Director/Secretary

Date

## **CATEGORY 200**

### **COMMUNITY AND ECONOMIC DEVELOPMENT**

In 1982, the RCRPC completed a "Comprehensive Housing Study" under a HUD 701 Planning Grant. The completion of this report marked the end of an era in that it was the last activity to be performed under a long list of HUD 701 Planning Grants.

The RCRPC has assumed various roles in the community and economic development process throughout its existence. All of its planning elements, be they land use or transportation oriented, have been undertaken with an awareness of their significance to the local community and economy.

Currently, the RCRPC administers a variety of community and economic development programs which are meant to provide services to low and moderate income residents of Richland County, and/or to support the economic stability and growth of the community. The oversight of these programs includes grant management, required reporting, and extensive work with partner agencies and local and State governmental entities to ensure that the programs meet the specified objectives. A summary of these programs is provided in the introduction and background section of this document.

## **Subcategory 204 Community Development Block Grants**

**Objective:** Planning, development, administration and implementation of Community Development Block Grant (CDBG) Program in Richland County, including the Revolving Loan Fund (RLF) activities.

### **Work Element 204.1 CDBG / RLF**

**Purpose:** Planning, development, administration and implementation of the County's CDBG & RLF.

### **Activities**

*Provide planning, development, administration and implementation services to the Richland County Commissioners for Richland County's CDBG Allocation Program, CDBG –CV Program. Active competitive CDBG grants including community development, economic development and targets of opportunity grants.*

*Administration of the Richland County Revolving Loan Fund. Distributing information; reviewing the program with prospective applicants; reviewing applications; processing and closing loans; servicing all loans, and maintaining appropriate records.*

*Attend trainings and conferences that build capacity and level of expertise in community development*

### **Results**

*Administration of the current program year CDBG - continual  
Development and administration of the next program year CDBG – 3<sup>rd</sup> quarter  
Training and capacity building of staff - continual  
Administration of Revolving Loan Fund in Richland County - continual*

<b>204.1 CDBG / RLF</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>398</b>	<b>\$ 34,117</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>Richlnd County (CDBG)</b>		<b>\$ 34,117</b>

## **Subcategory 206 Ohio Public Works Commission programs**

**Objective:** Development and Administration of Ohio Public Works Commission (OPWC) Programs in the multi-county area making up District 16.

*OPWC District 16 is made up of eight (8) counties as designated by the State Legislature. It includes Ashland, Crawford, Hardin, Marion, Richland, Seneca, Wayne and Wyandot Counties.*

### **Work Element 206.1 OPWC District 16 Administration**

**Purpose:** Development and Administration of OPWC Programs for District 16, including the State Capital Improvement Programs (State Issue #1) and the Job Ready Site Programs.

#### **Activities**

*Serve as District 16 liaison for Infrastructure projects. Administrative services include the maintenance of the District 16 data base of Issue #1 projects, the communication with appropriate officials in the District concerning the programs rules and regulations, review applications for eligibility and completeness and the maintenance of meeting records and other files.*

*Serve as District 16 liaison for Natural Resources Assistance Council (NRAC). Administrative services will include maintaining and updating the membership list, the communication with appropriate officials in the District concerning the programs rules and regulations, review applications for eligibility and completeness and the maintenance of the meeting records and other files.*

#### **Results**

*Administration of ongoing District 16 State Capital Improvements Program - continual*

*Administration of the District 16 Clean Ohio Space Program-continual*

<b>206.1 OPWC</b>		
<i><u>Responsible Agency</u></i>	<i><u>Hours</u></i>	<i><u>Cost</u></i>
<b>In-House Staff</b>	<b>275</b>	<b>\$ 21,512</b>
<i><u>Source of Funding</u></i>		<i><u>Amount</u></i>
<b>Ohio Public Works Commission</b>		<b>\$ 21,512</b>

## **CATEGORY 600 TRANSPORTATION**

### **Transportation Planning**

Transportation Planning plays a fundamental role in the regional vision for the future. It includes a comprehensive consideration of possible strategies; an evaluation process that encompasses diverse viewpoints; the collaborative participation of relevant transportation related agencies and organizations; and open, timely, and meaningful public involvement.

Transportation helps shape an area's economic health and quality of life. Not only does the transportation system provide for the mobility of people and goods, it also influences patterns of growth and economic activity by providing access to the land. The performance of the system affects public policy concerns like air quality, environmental resource consumption, social equality, land use, urban growth, economic development, safety and security. Transportation planning recognizes the critical links between transportation and other societal goals. The planning process is more than merely listing highway and transit capital projects. It requires developing strategies for operating, managing, maintaining and financing the area's transportation system in such a way as to advance the area's long term goals.

Transportation planning is a cooperative process designed to foster involvement by all users of the system, such as the business community, community groups, environmental organizations, the traveling public, freight operators, and public transit operators through a proactive public participation process.

Transportation Planning involves a number of steps:

- Monitoring existing conditions;
- Forecasting future population and employment growth/decline, including assessing projected land use in the region and identifying major growth corridors;
- Identifying current and projected future transportation problems and needs and analyzing, through detailed planning studies, various transportation improvement strategies to address those needs;
- Developing long range and short range programs of alternative capital improvement and operational strategies for moving people and goods;
- Estimating the impact of recommended future improvements to the transportation system on environmental features, including air quality;
- Developing a financial plan for securing sufficient revenues to cover the costs of implementing strategies.

The Transportation Planning program will aggressively address the issue of Environmental justice by ensuring public involvement of low income and minority groups in all facets of the planning process. Disproportionately high and adverse human health or environmental effects on these identified populations will be properly evaluated and mediated to every extent possible by the MPO.

The Public Involvement Plan and Title VI requirements will continually be reviewed and updated to reflect the most efficient way including virtual participation options to meet the requirements of these programs.

### **Federal Planning Factors**

These factors, defined by federal statute serve as de facto national transportation planning goals. Whether or not these goals apply to Richland County, and to what extent, is strictly the decision of the MPO.

1. Support the economic vitality of the metropolitan area, especially by enabling global Competitiveness, productivity and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
10. Enhance travel and tourism

As a planning commission, we have concluded that these factors do apply and should be used as basis for our regional goals.

### **Bipartisan Infrastructure Law (BIL) Implementation**

A minimum of 2 ½% of PL funding is required to be used to increase safe and accessible options for multiple travel modes for people of all ages and abilities. The FY2023 RCRPC Overall Work Program far exceeds this 2 ½% requirement in planned activities.

## Performance Measures

The Bipartisan Infrastructure Law (BIL) reaffirms Performance Measures that the 2 previous infrastructure laws (MAP-21 and FAST Act) required. ODOT and in some cases MPOs are tasked with establishing targets for safety, pavement and bridge conditions, travel time reliability, freight travel time reliability, and in some areas emission reductions. RCRPC may choose to enact their own regional targets, or agree to support ODOT in achieving the statewide goals. RCRPC has agreed to support ODOT in achieving statewide targets by passing an annual Resolution.

### Federal-Aid Highway Program Performance Target Categories

Safety	Infrastructure Condition
Congestion Reduction	System Reliability
Freight Movement & Economic Vitality	Environmental Sustainability
Reduced Project Delivery Days	

## Goals and Objectives

The transportation activities that follow are planned and scheduled to assist in meeting the goals and objectives of the RCRPC Long Range Transportation Plan, **Direction – Looking Forward 2045** as well as Ohio's Transportation Plan, **Access Ohio 2045**.

The goals from these 2 plans are listed below

### Access Ohio 2045

Safety  
Preservation  
Efficiency and reliability  
Mobility and Access  
Economic competitiveness  
Quality of Life  
Environmental Stewardship

### Direction- Looking Forward 2045

Safety  
System Preservation and Reliability  
  
Economic Vitality  
Quality of Life  
  
Public Involvement

## Overall Work Program Emphasis Areas

Specific activities will appear in multiple categories to address the following.

### Access Ohio 2045 Implementation

- Alignment of AO45 strategies with LRTP development
- Statewide safety initiatives collaboration
- Establishing new and expanding existing transportation partners
- Transportation data sharing
- Multi-modal corridor studies collaboration

### Walk.Bike.Ohio Implementation

- Alignment of W.B.O. strategies with LRTP development
- Encourage active transportation in the region
- Look for innovative ways to optimize funding for active transportation projects
- Evaluate the active transportation system to understand system performance needs and identify regional priorities
- Serve as a technical resource on active transportation to local jurisdictions

### Transport Ohio Implementation

- Alignment of Transport Ohio strategies with LRTP development
- Look for innovative ways to optimize funding for freight projects
- Evaluate the freight system to understand system performance needs and identify regional priorities
- Serve as a technical resource on freight to local jurisdictions

### Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future.

Plans and infrastructure investments should be developed and implemented to help achieve the national greenhouse gas reduction goals of 50-52% below 2005 levels by 2030, and net zero by 2050. This will be done, in part, by promoting and investigating the feasibility of transition to electric and other alternative fueled vehicles.

Increase access to public transportation

### Equity and Justice<sup>40</sup> in Transportation Planning

Advance racial equity and support of underserved, disadvantaged communities

Employ Strategies that...

- Improve infrastructure for non-motorized travel and public transportation access
- Safety for all users, particularly arterials (infrastructure and speed management)
- Reduce single occupancy vehicles and associated pollution in high volume corridors
- Offer reduced public transportation fares as appropriate
- Target demand response service toward areas of high concentration of older adults and those with poor access to essential services
- Transit oriented development including affordable housing and consideration of underserved populations

### Complete Streets

Review policies rules and procedures to determine their impact on the safety of all road users

Plan, develop and operate streets and networks that prioritize safety, comfort, and access to destinations for pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists.

(not a one size fits all solution – each complete street is unique and developed to best serve it's community)

### Public Involvement

Increase meaningful public involvement in the planning process by integrating Virtual Public Involvement (VPI)

### Planning and Environmental Linkages (PEL)

The use of PEL is a collaborative and integrated approach to transportation decision making that considers environmental, community, and economic goals early in the planning process. This leads to Interagency relationship building among planning, resource and regulatory agencies in the early stages.

This results in transportation plans and programs that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.

### Data in transportation planning

Data sharing should be utilized for a variety of issues such as freight, bike and pedestrian planning, equity analysis, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principals allows for efficient use of resources and improved policy and decision-making at all levels.

## **Subcategory 601 Short Range Planning**

**Objective:** The identification and analysis of near term transportation problems/needs and the development of recommended solutions.

### **Work Element 601.1 Short Range Planning**

**Purpose:** To identify short range transportation needs and problems, present alternative solutions and evaluation criteria, and assist policy makers in development and adoption of plans and programs that include activities and projects that optimize efficient management of the existing transportation system.

#### **Activities**

*Continuous administration and technical direction of the transportation planning program.*

*Implementation of the Richland County Traffic Safety Plan*

*Assist local entities with determining low cost safety countermeasures*

*Assist local entities with funding options for safety improvements*

*Assist all jurisdictions with potential solutions to congestion and general operational concerns*

*Promote innovative transportation solutions such as access management or signal coordination to reduce the need for new roadways and added capacity*

*Implement strategies identified in the RCRPC Active Transportation Plan.*

*-Develop RCRPC complete streets guidelines and assist local entities with adopting their own*

*-Develop an outreach program for Ped/Bike Safety*

*Assist ODOT with implementation of Walk.Bike.Ohio.*

*Encourage active transportation activities through various media outlets*

*Assist local entities with applying for funds for active transportation projects*

*Evaluate countywide sidewalk inventory to assist in project decision making*

*Assist with the Richland County Housing Study and Action Plan*

*Assist ODOT with implementation of Transport Ohio*

*Assist consultant with Regional Freight Plan*

*Create level of expertise within the staff on the latest management and operations strategies for existing transportation system – utilize LTAP and other available training tools*

## **601 Short Range Planning continued**

### **Transit Planning**

*Monitor transit activities and assist RCT management team and the Richland County Transit Board in identifying operational improvements, service adjustments, safety issues, and capital improvements.*

*Assist with the development of Transit Development Program (TDP) –  
In an effort to improve the transit operations, this report is produced documenting operations of the last calendar year and forecasting the operational and capital needs of the Transit System for the next 5 years.*

*Planning efforts for the Agency Transportation Advisory Committee (ATAC) and Ohio Coordination Program grant.*

*Monitor adherence to the Coordinated Public Transit Human Services Transportation Plan*

## **601 Results**

*Monthly press releases promoting traffic safety education - Continual*

*RCRPC complete streets guidelines document - 2<sup>nd</sup> Qtr*

*Established Bike and Pedestrian Safety outreach program - 3<sup>rd</sup> Qtr*

*Transit Asset Management (TAM) document - 1<sup>st</sup> Qtr*

*Regional Safe Routes to school/School Zone Safety Campaign – 4<sup>th</sup> Qtr*

*Approved RCT- Transit Development Program (TDP) document - 3<sup>rd</sup> Qtr*

*Richland County Housing Study and Action Plan - 3<sup>rd</sup> Qtr*

*Administration of grants that may be procured for the purpose of coordination activities, such as ODOT's Ohio Coordination Program. - Continual*

*Decision making guided by the Coordinated Public Transit Human Services Transportation Plan affecting local public transit and transportation services - Continual*

*Training of MPO planning staff through attendance at transportation related conferences, workshops, and seminars with content relevant to the work program – Continual*

### **Consultant Contract**

*Approved RCRPC Regional Freight Plan – 4<sup>th</sup> Qtr*

<b>601.1 Short Range Planning</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>3,666</b>	<b>\$ 281,157</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 224,926</b>
<b>Ohio DOT</b>		<b>\$ 28,116</b>
<b>Local</b>		<b>\$ 28,116</b>
<i>Total</i>		<b>\$ 281,157</b>

<b>601.1 Short Range Planning FY2022 Carryforward</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>1,833</b>	<b>\$ 90,579</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 72,463</b>
<b>Ohio DOT</b>		<b>\$ 9,058</b>
<b>Local</b>		<b>\$ 9,058</b>
<i>Total</i>		<b>\$ 90,579</b>

<b>601.1 Short Range Planning FY2023</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>1,833</b>	<b>\$190,579</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$152,463</b>
<b>Ohio DOT</b>		<b>\$ 19,058</b>
<b>Local</b>		<b>\$ 19,058</b>
<i>Total</i>		<b>\$190,579</b>

*Contains \$100,000 Direct (Consultant)*

## **Subcategory 602 Transportation Improvement Program**

**Objective:** The development, monitoring, and revision of the biennial Transportation Improvement Program (TIP) and project delivery activities associated with projects included in the 4-year program of transportation system improvements.

### **Work Element 602.1 Transportation Improvement Program**

**Purpose:** The developing, monitoring and revision of the TIP and project delivery activities associated with projects included in the 4-year program of transportation system improvements.

#### **Activities**

*Continuous administration and technical direction of the transportation planning program.*

*Development of a 4 year Transportation Improvement Program*

*Review of all projects in the TIP for consistency with the LRTP*

*Fiscal constraint review for all projects and programs requested to be in the TIP*

*Public Involvement as per TIP/STIP development schedule and RCRPC Public Involvement Plan*

*Continue to improve/enhance project selection criteria to insure national and regional goals are addressed.  
Emphasize safety improvements within project selection*

*Support roadway design standards that balance the need to improve operations and traffic carrying capacity with the economic viability of the adjacent land*

*Promote system preservation throughout the selection process*

*Continue to support local promotion and construction of active transportation infrastructure.*

*Encourage design standards that consider community and environmental impacts through the incorporation of context sensitive solutions into projects*

*Prepare TIP Amendments and Modifications throughout all phases of project development*

602 Transportation Improvement Program continued

602 Results

*Interactive Online TIP map - Continual*

*Effective project selection process - Continual*

*Meet the requirements of the RCRPC Public Involvement Plan - Continual*

*Fiscal Analysis of all TIP projects - Continual*

*Complete, well balanced program utilizing MPO allocated funds - Continual*

*Transit projects for TIP programmed – 2<sup>nd</sup> Qtr*

*1<sup>st</sup> Draft of RCRPC TIP - 3<sup>rd</sup> Qtr*

*2<sup>nd</sup> Draft of RCRPC TIP - 3<sup>rd</sup> Qtr*

*Final RCRPC TIP - 4<sup>th</sup> Qtr*

<b>602.1 TIP</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>772</b>	<b>\$ 54,083</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 43,266</b>
<b>Ohio DOT</b>		<b>\$ 5,408</b>
<b>Local</b>		<b>\$ 5,408</b>
<i>Total</i>		<b>\$ 54,083</b>

<b>602.1 TIP FY2022 Carryforward</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>386</b>	<b>\$ 27,041</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 21,633</b>
<b>Ohio DOT</b>		<b>\$ 2,704</b>
<b>Local</b>		<b>\$ 2,704</b>
<i>Total</i>		<b>\$ 27,041</b>

<b>602.1 TIP FY2023</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>386</b>	<b>\$ 27,041</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 21,633</b>
<b>Ohio DOT</b>		<b>\$ 2,704</b>
<b>Local</b>		<b>\$ 2,704</b>
<i>Total</i>		<b>\$ 27,041</b>

## **Subcategory 605 Continuing Planning - Surveillance**

**Objective:** Maintenance of basic data files or input to other aspects of the ongoing transportation planning process.

### **Work Element 605.1 Surveillance**

**Purpose:** Collection and maintenance of sufficient data to monitor growth of the community; use and efficiency of the transportation system both now and in the future; transportation resources and community attitudes towards transportation.

#### **Activities**

*Continuous administration and technical direction of the transportation planning program.*

*Collect and maintain data for the inventory of physical characteristics and conditions of the transportation System*

- Roads and Bridges*
- Transit and Paratransit System assets*
- Freight Terminals/Generators*
- Railroads*
- Airports*
- Parking*
- Bike Trails*
- Walking/Hiking Paths*
- Sidewalks / Crosswalks / Curb Ramps*
- Signals and Signing*
- Pavement Marking*

*Collect and maintain data for the inventory of the operational characteristics of the transportation system*

- Traffic Volumes*
- Intersection Movement Counts*
- Crash data*
- Traffic Signals*
- RCT operation data including ridership, revenue miles, revenue hours, and costs*
- RCT vehicle data*
- Freight Activity – Roadway/Rail/Air*
- Commercial Areas*

*Collection and maintenance of Demographic, Economic, and Land Use data*

- Population*
- Workers*
- Vehicles*
- Households*
- Employment*

**605 Continuing Planning - Surveillance continued**

*Analysis of Census data relative to transportation system operations*

*Increase local knowledge of freight operations and data from Transport Ohio development*

*Maintenance of GIS system to be utilized in the collection and maintenance of all transportation planning data.*

**605 Results**

*Up to date inventories and data files, essential to all planning activities and decision making - Continual*

*Increased expertise in the use of Streetlight Software - Continual*

*Program for public distribution of data pertinent to current news/events - Continual*

*Traffic counts in response to community requests and MPO needs - Continual*

*Data analysis from survey/public input outreach effort - Continual*

*2020 decennial census, ACS & related data disseminated and analyzed as available - Continual*

<b>605.1 Surveillance</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>979</b>	<b>\$ 52,549</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 42,039</b>
<b>Ohio DOT</b>		<b>\$ 5,255</b>
<b>Local</b>		<b>\$ 5,255</b>
<i>Total</i>		<b>\$ 52,549</b>

<b>605.1 Surveillance FY2022 Carryforward</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>490</b>	<b>\$ 26,275</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 21,020</b>
<b>Ohio DOT</b>		<b>\$ 2,627</b>
<b>Local</b>		<b>\$ 2,627</b>
<i>Total</i>		<b>\$ 26,275</b>

<b>605.1 Surveillance FY2023</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>490</b>	<b>\$ 26,275</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 21,020</b>
<b>Ohio DOT</b>		<b>\$ 2,627</b>
<b>Local</b>		<b>\$ 2,627</b>
<i>Total</i>		<b>\$ 26,275</b>

## **Subcategory 610 Transportation Plan**

**Objective:** Development, evaluation, revision and updating of the Long Range Transportation Plan (LRTP)

### **Work Element 610.1 Long Range Planning**

**Purpose:** Maintain a LRTP that is consistent with the requirements of the present Surface Transportation Act and representative of the needs and desires of the citizens of Richland County. Monitor and evaluate forecasts, assumptions and goals that in the adopted long range plan and make adjustments or revise the plan as necessary.

#### **Activities**

*Continuous administration and technical direction of the transportation planning program.*

*Coordinate long range planning activities with land use, economic development, and local community organizations*

*Staff involvement in researching the latest planning and implementation efforts of all multi modal transportation options (Motor Vehicles/Bike/Pedestrian/Transit)*

*Encourage ODOT and local governments to employ context sensitive solutions in the planning and development of transportation projects*

*Verify Goals, Objectives, and Strategies presented in the approved Long Range Transportation Plan still serve the region appropriately*

*Ensure all RCRPC Regional Plans are aligned with statewide Plans.*

*-Access Ohio 2045*

*-Walk.Bike.Ohio.*

#### **Consultant Contract**

*General Planning / Planning level estimating*

### **610 Results**

*Schedule for update of LRTP*

*Plan update activity schedule - 1<sup>st</sup> Qtr*

*Establish stakeholder group - 1<sup>st</sup> Qtr*

*Determine level of consultant assistance - 2<sup>nd</sup> Qtr*

*Establish Committee to investigate regional funding opportunities and candidate projects for Bipartisan Infrastructure Law grants. - 1<sup>st</sup> Qtr*

*Reaffirm/Revise DIRECTION – Looking Forward 2045 - 4<sup>th</sup> Qtr*

610.1 Long Range		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>992</b>	<b>\$ 117,686</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 94,148</b>
<b>Ohio DOT</b>		<b>\$ 11,769</b>
<b>Local</b>		<b>\$ 11,769</b>
<i>Total</i>		<b>\$ 117,686</b>

610.1 Long Range FY2022 Carryforward		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>496</b>	<b>\$ 58,843</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 47,074</b>
<b>Ohio DOT</b>		<b>\$ 5,884</b>
<b>Local</b>		<b>\$ 5,884</b>
<i>Total</i>		<b>\$ 58,843</b>

*Contains \$25,000 Direct (Consultant)*

610.1 Long Range FY2023		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>496</b>	<b>\$ 58,843</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 47,074</b>
<b>Ohio DOT</b>		<b>\$ 5,884</b>
<b>Local</b>		<b>\$ 5,884</b>
<i>Total</i>		<b>\$ 58,843</b>

*Contains \$25,000 Direct (Consultant)*

## **Subcategory 625 Services**

**Objective:** The provision of planning assistance, data, information, and reports to individuals and organizations involved in community development, planning and implementation activities.

### **Work Element 625.1 Planning Assistance, Information Dissemination and GIS Activities**

**Purpose:** To assist and make available transportation data collected to anyone requesting information about the transportation system in Richland County.

#### **Activities**

*Continuous administration and technical direction of the transportation planning program.*

*Continue to be represented on local committees that address transportation issues. Including the work required to be a participating member, including but not limited to:*

*Safe Routes to School Committees  
Richland Community Development Group  
Richland Moves  
Richland Public Health  
Transportation Improvement District*

*Report to Technical Advisory Committee on all planning program activities*

*Assist local jurisdictions with reviews of proposed development*

*Access Management  
Impact analysis*

*Assist ODOT and all local partners with their Safety Goals*

*Promote region's statistical advantages*

*Encourage local and state agencies to maintain adequate funding programs for the operation and maintenance of the region's transportation system*

*Assist ODOT D3 in all regional transportation planning activities*

*Continue to evaluate, update and implement the RCRPC Public Involvement Plan*

*Continue to be a readily accessible forum for cooperative decision making by local government officials with regards to land use and transportation and development related issues.*

625 Services continued

*Participate in organizations and events that target traditionally underserved population*

*Maintenance of Transportation related pages of the RCRPC Website*

625 Results

*Assistance and Support to groups who have interest in the regional transportation system - Continual*

*Coordinated effort in maintaining and improving the transportation system - Continual*

<b>625.1 Service</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>317</b>	<b>\$ 21,199</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 16,959</b>
<b>Ohio DOT</b>		<b>\$ 2,120</b>
<b>Local</b>		<b>\$ 2,120</b>
<i>Total</i>		<b>\$ 21,199</b>

<b>625.1 Service FY2022 Carryforward</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>158</b>	<b>\$ 10,599</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 8,480</b>
<b>Ohio DOT</b>		<b>\$ 1,060</b>
<b>Local</b>		<b>\$ 1,060</b>
<i>Total</i>		<b>\$ 10,599</b>

<b>625.1 Service FY2023</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>158</b>	<b>\$ 10,599</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 8,480</b>
<b>Ohio DOT</b>		<b>\$ 1,060</b>
<b>Local</b>		<b>\$ 1,060</b>
<i>Total</i>		<b>\$ 10,599</b>

## **Subcategory 630 Participation in Statewide Planning**

Objective: To be an effective planning partner to ODOT

### **Work Element 630.1 Participation in Statewide Planning**

Purpose: Assistance provided to ODOT for all statewide transportation planning activities

#### **Activities**

*Assistance and participation in meetings, plan reviews, program reviews and other statewide planning and policy issues*

*Collaboration with FHWA and ODOT in all thing affecting the region*

*Participation on OARC committees that relate to regional transportation planning issues*

*-OARC Transportation Directors*

*-OARC Safety Working Group*

*Attendance and participation in "Toward Zero Deaths" activities*

*Assist ODOT with all statewide plans and initiatives*

#### **630 Results**

*Local input on statewide boards that affect the regional transportation system - Continual*

*Written or verbal input to ODOT regarding statewide plans and programs and initiatives - Continual*

<b>630.1 Statewide</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>294</b>	<b>\$ 19,738</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 15,791</b>
<b>Ohio DOT</b>		<b>\$ 1,974</b>
<b>Local</b>		<b>\$ 1,974</b>
<i>Total</i>		<b>\$ 19,738</b>

<b>630.1 Statewide FY2022 Carryforward</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>147</b>	<b>\$ 9,869</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 7,895</b>
<b>Ohio DOT</b>		<b>\$ 987</b>
<b>Local</b>		<b>\$ 987</b>
<i>Total</i>		<b>\$ 9,869</b>

<b>625.1 Statewide FY2023</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>147</b>	<b>\$ 9,869</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 7,895</b>
<b>Ohio DOT</b>		<b>\$ 987</b>
<b>Local</b>		<b>\$ 987</b>
<i>Total</i>		<b>\$ 9,869</b>

## **Subcategory 674 Transit**

**Objective:** Activities and assistance to develop, monitor, analyze, and improve mass transit services and systems including the development of short and long range plans and programs to improve operational efficiencies and forecast the need for capital improvements.

### **Work Element 674.2 Operational planning for the Richland County Transit Board (RCTB)**

**Purpose:** Additional details regarding the work completed in this section are included in Appendix B.

#### **Activities**

*Provide staff, administration and office facilities to the Richland County Transit Board, the implementing agency for public transportation projects in Richland County*

#### **Results**

*Route and schedule analysis throughout the year - Continual*

*Effective marketing - Continual*

*Performance monitoring - Continual*

*Equipment management - Continual*

*Financial planning, budgeting, monitoring, and implementation of all financial activities - Continual*

*Staff involvement in and planning for all RCTB meetings - Continual*

*Planning for operation of para-transit services - Continual*

*Use of RCT services for ATAC coordination effort - Continual*

*National Transit Database (NTD) annual reports - Continual*

*ODOT Certification of Data annual report - Continual*

*Grant development, administration, and reporting for all local, FTA, and Office of Transit grants - Continual*

674 Transit continued

<b>674.2 Mass Transit</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>2,059</b>	<b>\$ 107,857</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>FTA Section 5307</b>		<b>\$ 86,286</b>
<b>PID: 111766</b>		
<b>Local - RCTB</b>		<b>\$ 21,571</b>
<i>Total</i>		<b>\$ 107,857</b>

Expense for data collection and planning as per FY22 OWP Appendix B

<b>674.2 Mass Transit</b>		
<u>Responsible Agency</u>		<u>Cost</u>
<b>Transit Operator</b>		<b>\$ 120,000</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>FTA Section 5307</b>		<b>\$ 96,000</b>
<b>Local - RCTB</b>		<b>\$ 24,000</b>
<i>Total</i>		<b>\$ 120,000</b>

## Work Element 674.4 Social Service Transportation

Purpose: To facilitate the coordination of transportation provided by Social Service Agencies and to achieve the goals of the Coordinated Public Transit Human Services Transportation Plan.

### Activities

*Maintain a single computerized database of transportation services in Richland County*

*Use a comprehensive listing of transportation routes and schedules provided by all social service agencies and Richland County Transit.*

*Fulfill trip requests in a coordinated fashion by matching the request with existing transportation*

*Maintain records and provide invoicing services for trips*

### Results

*Coordination of transportation resources in Richland County - Continual*

*Scheduled trips, information and referral to agencies and providers, facilitation of exchange of fares between agencies and providers*

<b>674.4 Social Service Transportation</b>		
<u>Responsible Agency</u>	<u>hours</u>	<u>Cost</u>
<b>In-House Staff</b>		<b>\$ 426,583</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>ODOT Office of Transit</b>		<b>\$ 61,266</b>
<b>ATAC Agencies</b>		<b>\$ 365,317</b>
<i>Total</i>		<b>\$ 426,583</b>

## **Subcategory 697 Transportation Program Reporting**

**Objective:** To effectively communicate transportation activities to stakeholders

### **Work Element 697.1 Transportation Program Reporting**

**Purpose:** Includes the preparation of reports and documents that facilitate communication of transportation related issues to the region's transportation stakeholders.

#### **Activities**

*Continuous administration and technical direction of the transportation planning program*

*Creation of Overall Work Program and Completion report.*

*Development and publishing of annual report of transportation planning activities*

*Review and Updating of Title VI/Environmental Justice formal complaint process*

*Review and Updating of RCRPC Transportation Prospectus*

*Review and Updating of RCRPC Transportation Planning Procedural Manual*

*Continue to develop regional modes of cooperation between multiple agencies*

*Create level of expertise within the staff on the latest Virtual Public Involvement (VPI) techniques*

#### **697 Results**

*Local MPO Manual for public, new hires, commission members - 2<sup>nd</sup> Qtr*

*Work Program completion report – 2<sup>nd</sup> Qtr*

*Enhanced Performance Management dashboard on website – 2<sup>nd</sup> Qtr*

*Approved Overall Work Program – 3<sup>rd</sup> Qtr*

*Federal Funds Obligation Report – 3<sup>rd</sup> Qtr*

*Approved Title VI/Environmental Justice formal complaint process – 3<sup>rd</sup> Qtr*

*Approved RCRPC Transportation Prospectus – 4<sup>th</sup> Qtr*

*RCRPC Transportation Planning Procedural Manual – 4<sup>th</sup> Qtr*

*Enhanced Performance Management dashboard on website – 2<sup>nd</sup> Qtr*

697 Transportation Program Reporting continued

Monthly press releases promoting traffic safety education – Continual

Completed employee timesheets, weekly staff update meetings, monthly staff status reports - Continual

Meeting presentation, educational materials on transportation topics, meeting agendas, memos and minutes developed for the TAC, coordinating committee. - Continual

MPO website maintained with current information on transportation topics - Continual

Press releases and media stories related to MPO projects - Continual

<b>697.1 Reporting</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>1,100</b>	<b>\$ 69,431</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 55,545</b>
<b>Ohio DOT</b>		<b>\$ 6,943</b>
<b>Local</b>		<b>\$ 6,943</b>
<i>Total</i>		<b>\$ 69,431</b>

<b>697.1 Reporting FY2022 Carryforward</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>550</b>	<b>\$ 34,716</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 27,772</b>
<b>Ohio DOT</b>		<b>\$ 3,472</b>
<b>Local</b>		<b>\$ 3,472</b>
<i>Total</i>		<b>\$ 34,716</b>

<b>697.1 Reporting FY2013</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>550</b>	<b>\$ 34,716</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>US DOT</b>		<b>\$ 27,772</b>
<b>Ohio DOT</b>		<b>\$ 3,472</b>
<b>Local</b>		<b>\$ 3,472</b>
<i>Total</i>		<b>\$ 34,716</b>

## **CATEGORY 900**

### **COMPREHENSIVE PLANNING AND LOCAL SERVICE**

The Richland County Regional Planning Commission has prepared a long range Comprehensive Land Use Plan for 2035 for Richland County that was completed and approved during Fiscal Year 2009. The development of this plan was oriented around an anticipated rate and level of growth and development activities. The lack of growth and development does not necessarily invalidate the plan. It may however, have an impact from the standpoint that when growth and developments do occur, they may be at a different rate or be of a different character than what we had anticipated in our plan. For this reason it is necessary to keep abreast of the assumptions that went into the development of the plan, what is being done to implement the plan (i.e. development regulations) and what is actually happening or needs to be happening in the region. If this is done, we should be able to identify the point at which the plan has to be revised, in part or in total, to facilitate new direction or character of growth and development that may be desired by the community.

The Richland County Regional Planning Commission is responsible for the administration of the Richland County Subdivision Regulations and provides advice and assistance to villages, townships, and cities relative to their development regulations.

## **Subcategory 901 Local Service**

**Objective:** Provide professional and technical service to participating governmental subdivisions

### **Work Element 901.1 Local Service (Includes work previously included in 920)**

**Purpose:** Provide professional and technical service to participating governmental subdivisions and the general public. Provide administration for the Enterprise Zone/Tax Incentive Review Council for Richland County, and the Zoning, Sub-division, and land use committee of the RCRPC. All services are provided with emphasis on attention to being consistent with the Comprehensive Land Use Plan for 2035.

### **Activities**

*The resources of the RCRPC will be made available to participating governmental subdivisions to address identified issues or problems. Requests will be evaluated on a first come first serve basis. Evaluation will be based on, but not limited to, estimated cost, available budget, previous service provided to the requesting entity, and significance to the region as a whole.*

*The Commission will provide local support for special or new programs that are beneficial to local governments*

*Enterprise Zone management for Richland County*

*Richland County Growth Corporation administration*

*The Commission will continue the process of reviewing, re-evaluating and updating the existing Comprehensive Plan.*

*Assist with the development of the Richland County Housing Needs assessment and Action Plan*

*Monitor, and update as needed, the Richland County Comprehensive Economic Development Strategy (CEDS).*

*Assistance provided by staff and the Zoning, Subdivision and Land Use Committee includes, but is not limited to the following:*

- a) Administration of the Richland County Subdivision Regulations.*
- b) Advice, recommendations and assistance to cities, villages, townships, and the general public on zoning and subdivision matters, as appropriate*

*Review and revise Richland County Subdivision Regulations to reflect new Ohio Laws or local evaluation of potential changes*

**901 Local Service continued**

*Develop mapping, data and related materials for the work of RCRPC.*

*Provide training and technical assistance to the RCRPC membership.*

*Community outreach to expand the understanding and use of GIS in Richland County.*

*Staff participation on task forces, committees, focus groups or workshops convened by members to facilitate local planning*

**Results**

*Providing information and assistance to participants in the RCRPC on a request basis*

*Local administration of the State Issue programs dealing with Open Space and Infrastructure grant programs*

*Administration for the Richland County Growth Corporation*

*Administration for the Enterprise Zone and Tax Incentive Review Council for Richland County*

*Continuing monitoring of Comprehensive Plan for planned 10 year reevaluation cycle through an audit*

*Response to requests for information and service*

*Administration and revised Subdivision Regulations*

*Recommendations on rezoning and text amendment requests to Townships*

*Participation in local planning efforts*

*Richland County Housing Needs Assessment and Action Plan*

<b>900.1 Local Service</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>In-House Staff</b>	<b>320</b>	<b>\$ 32,109</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>Participating Agency Fees</b>		<b>\$ 32,109</b>

**CATEGORY 1000**  
**ADMINISTRATION**

There are certain activities and costs incurred by the Richland County Regional Planning Commission that are necessary for its general operation that cannot be directly assigned to any one program, and that are equally beneficial to all programs. These costs are assigned to an indirect cost pool and distributed across all programs on the basis of direct time costs to each program. Typical examples of these types of costs are rent, bookkeeping, and general office management, and the costs associated with the preparation, holding and documentation of meetings of the RCRPC.

## **Subcategory 1001 Administration**

Objective: To provide for effective and efficient operation of the RCRPC and completion of its work program

### **Work Element 1001 Administration**

Purpose: Provide a charge number for administrative costs

### **Activities**

*Office management*

*Bookkeeping, financial functions to facilitate the flow of funds through the County Auditor and County Treasurer*

*RCRPC meeting preparation, attendance, and documentation, including regular staff meetings*

*Work program and budget development, monitoring and progress report (shared with Transportation planning program).*

### **Results**

*Effective financial and operational management of RCRPC*

Responsibilities, Manpower and Funding: Indirect costs.

All costs associated with administration are documented in the annual Cost Allocation Plan (CAP) that is developed according to the guidelines that are provided by the ODOT Office of Audits. Upon approval by that Office, the final CAP rate is incorporated into this document.

<b>1001 Administration</b>		
<u>Responsible Agency</u>	<u>Hours</u>	<u>Cost</u>
<b>RCRPC (Wages&amp;FB)</b>	<b>2,097</b>	<b>\$ 94,483</b>
<u>Source of Funding</u>		<u>Amount</u>
<b>Shared by all direct time programs</b>		<b>\$ 94,483</b>

# FY 2023 Overall Work Program

PROGRAM	TOTAL	US-DOT	ODOT	Local	RCTB 5307	RCTB LOCAL	ODOT Coord	Other (as specified)
<b>204: CDBG (Admininstration, Fair Housing, RLF)</b>								ODOD/CDBG
DIRECT SALARIES	\$16,520							\$16,520
FRINGE BENEFITS	\$9,159							\$9,159
DIRECT EXPENSES	\$1,500							\$1,500
INDIRECT COSTS	\$6,938							\$6,938
SUB TOTAL	\$34,117							\$34,117
FUNDING BY SOURCE								100.0%
<b>206: Ohio Public Works Commission programs (Issue #1, NRAC, Job Ready Site)</b>								OPWC
DIRECT SALARIES	\$10,769							\$10,769
FRINGE BENEFITS	\$5,970							\$5,970
DIRECT EXPENSES	\$250							\$250
INDIRECT COSTS	\$4,523							\$4,523
SUB TOTAL	\$21,512							\$21,512
FUNDING BY SOURCE								100.0%
<b>601.1: SHORT RANGE - USING ESTIMATED 2022 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$45,497	\$36,397	\$4,550	\$4,550				
FRINGE BENEFITS	\$25,223	\$20,179	\$2,522	\$2,522				
DIRECT EXPENSES	\$750	\$600	\$75	\$75				
INDIRECT COSTS	\$19,109	\$15,287	\$1,911	\$1,911				
SUB TOTAL	\$90,579	\$72,463	\$9,058	\$9,058				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>601.1: SHORT RANGE - 2023 FUNDS</b>								
DIRECT SALARIES	\$45,497	\$36,397	\$4,550	\$4,550				
FRINGE BENEFITS	\$25,223	\$20,179	\$2,522	\$2,522				
DIRECT EXPENSES	\$100,750	\$80,600	\$10,075	\$10,075				
INDIRECT COSTS	\$19,109	\$15,287	\$1,911	\$1,911				
SUB TOTAL	\$190,579	\$152,463	\$19,058	\$19,058				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>602: TIP - USING ESTIMATED 2022 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$13,569	\$10,856	\$1,357	\$1,357				
FRINGE BENEFITS	\$7,523	\$6,018	\$752	\$752				
DIRECT EXPENSES	\$250	\$200	\$25	\$25				
INDIRECT COSTS	\$5,699	\$4,559	\$570	\$570				
SUB TOTAL	\$27,041	\$21,633	\$2,704	\$2,704				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>602: TIP - 2023 FUNDS</b>								
DIRECT SALARIES	\$13,569	\$10,856	\$1,357	\$1,357				
FRINGE BENEFITS	\$7,523	\$6,018	\$752	\$752				
DIRECT EXPENSES	\$250	\$200	\$25	\$25				
INDIRECT COSTS	\$5,699	\$4,559	\$570	\$570				
SUB TOTAL	\$27,041	\$21,633	\$2,704	\$2,704				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				

# FY 2023 Overall Work Program

PROGRAM	TOTAL	US-DOT	ODOT	Local	RCTB 5307	RCTB LOCAL	ODOT Coord	Other (as specified)
<b>605: SURVEILLANCE - USING ESTIMATED 2022 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$11,282	\$9,025	\$1,128	\$1,128				
FRINGE BENEFITS	\$6,255	\$5,004	\$625	\$625				
DIRECT EXPENSES	\$4,000	\$3,200	\$400	\$400				
INDIRECT COSTS	\$4,738	\$3,791	\$474	\$474				
SUB TOTAL	\$26,275	\$21,020	\$2,627	\$2,627				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>605: SURVEILLANCE - 2023 FUNDS</b>								
DIRECT SALARIES	\$11,282	\$9,025	\$1,128	\$1,128				
FRINGE BENEFITS	\$6,255	\$5,004	\$625	\$625				
DIRECT EXPENSES	\$4,000	\$3,200	\$400	\$400				
INDIRECT COSTS	\$4,738	\$3,791	\$474	\$474				
SUB TOTAL	\$26,275	\$21,020	\$2,627	\$2,627				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>610: LONG RANGE - USING ESTIMATED 2022 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$16,634	\$13,307	\$1,663	\$1,663				
FRINGE BENEFITS	\$9,222	\$7,378	\$922	\$922				
DIRECT EXPENSES	\$26,000	\$20,800	\$2,600	\$2,600				
INDIRECT COSTS	\$6,986	\$5,589	\$699	\$699				
SUB TOTAL	\$58,843	\$47,074	\$5,884	\$5,884				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>610: LONG RANGE - 2023 FUNDS</b>								
DIRECT SALARIES	\$16,634	\$13,307	\$1,663	\$1,663				
FRINGE BENEFITS	\$9,222	\$7,378	\$922	\$922				
DIRECT EXPENSES	\$26,000	\$20,800	\$2,600	\$2,600				
INDIRECT COSTS	\$6,986	\$5,589	\$699	\$699				
SUB TOTAL	\$58,843	\$47,074	\$5,884	\$5,884				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>625: PLANNING ASSISTANCE - USING ESTIMATED 2022 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$5,242	\$4,193	\$524	\$524				
FRINGE BENEFITS	\$2,906	\$2,325	\$291	\$291				
DIRECT EXPENSES	\$250	\$200	\$25	\$25				
INDIRECT COSTS	\$2,202	\$1,761	\$220	\$220				
SUB TOTAL	\$10,599	\$8,480	\$1,060	\$1,060				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>625: PLANNING ASSISTANCE - 2023 FUNDS</b>								
DIRECT SALARIES	\$5,242	\$4,193	\$524	\$524				
FRINGE BENEFITS	\$2,906	\$2,325	\$291	\$291				
DIRECT EXPENSES	\$250	\$200	\$25	\$25				
INDIRECT COSTS	\$2,202	\$1,761	\$220	\$220				
SUB TOTAL	\$10,599	\$8,480	\$1,060	\$1,060				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>630: STATEWIDE PARTICIPATION - USING ESTIMATED 2022 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$4,745	\$3,796	\$475	\$475				
FRINGE BENEFITS	\$2,631	\$2,105	\$263	\$263				
DIRECT EXPENSES	\$500	\$400	\$50	\$50				
INDIRECT COSTS	\$1,993	\$1,594	\$199	\$199				
SUB TOTAL	\$9,869	\$7,895	\$987	\$987				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				

# FY 2023 Overall Work Program

PROGRAM	TOTAL	US-DOT	ODOT	Local	RCTB 5307	RCTB LOCAL	ODOT Coord	Other (as specified)
<b>630: STATEWIDE PARTICIPATION - 2023 FUNDS</b>								
DIRECT SALARIES	\$4,745	\$3,796	\$475	\$475				
FRINGE BENEFITS	\$2,631	\$2,105	\$263	\$263				
DIRECT EXPENSES	\$500	\$400	\$50	\$50				
INDIRECT COSTS	\$1,993	\$1,594	\$199	\$199				
SUB TOTAL	\$9,869	\$7,895	\$987	\$987				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>674.2: MASS TRANSIT EXCLUSIVE (RCTB Planning expenses as described in OWP Appendix B) and included in the STIP as PID#111766, This section provided by the transit operator (Required by FTA to be included here)</b>								
DIRECT SALARIES	\$53,615				\$42,892	\$10,723		
FRINGE BENEFITS	\$29,724				\$23,779	\$5,945		
DIRECT EXPENSES	\$2,000				\$1,600	\$400		
INDIRECT COSTS	\$22,518				\$18,015	\$4,504		
SUB TOTAL	\$107,857				\$86,286	\$21,571		
FUNDING BY SOURCE					80.0%	20.0%		
<b>This section provided by transit operator (Required by FTA to be included here)</b>								
Expense for data collection, financial and grant management, and other planning per FY23 OWP Appendix B	\$120,000				\$96,000	\$24,000		
FUNDING BY SOURCE					80.0%	20.0%		
<b>674.4: SERVICE COORDINATION</b>								
							Agencies	
DIRECT SALARIES	\$37,775						\$30,220	\$7,555
FRINGE BENEFITS	\$20,942						\$16,754	\$4,188
DIRECT EXPENSES	\$352,000						\$1,600	\$350,400
INDIRECT COSTS	\$15,866						\$12,692	\$3,173
SUB TOTAL	\$426,583						\$61,266	\$365,317
FUNDING BY SOURCE							14.4%	85.6%
<b>697: TRANSPORTATION PROGRAM REPORTING - USING EST 2022 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$17,203	\$13,762	\$1,720	\$1,720				
FRINGE BENEFITS	\$9,537	\$7,630	\$954	\$954				
DIRECT EXPENSES	\$750	\$600	\$75	\$75				
INDIRECT COSTS	\$7,225	\$5,780	\$723	\$723				
SUB TOTAL	\$34,716	\$27,772	\$3,472	\$3,472				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>697: TRANSPORTATION PROGRAM REPORTING - 2023 FUNDS</b>								
DIRECT SALARIES	\$17,203	\$13,762	\$1,720	\$1,720				
FRINGE BENEFITS	\$9,537	\$7,630	\$954	\$954				
DIRECT EXPENSES	\$750	\$600	\$75	\$75				
INDIRECT COSTS	\$7,225	\$5,780	\$723	\$723				
SUB TOTAL	\$34,716	\$27,772	\$3,472	\$3,472				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>901: LOCAL SERVICES (Including Development Regulations)</b>								
DIRECT SALARIES	\$11,198			\$11,198				
FRINGE BENEFITS	\$6,208			\$6,208				
DIRECT EXPENSES	\$10,000			\$10,000				
INDIRECT COSTS	\$4,703			\$4,703				
SUB TOTAL	\$32,109			\$32,109				
FUNDING BY SOURCE				100.0%				

# FY 2023 Overall Work Program

PROGRAM	TOTAL	US-DOT	ODOT	Local	RCTB 5307	RCTB LOCAL	ODOT Coord	Other (as specified)
<b>GRAND TOTAL ALL PROGRAMS (excludes Transit Operator Planning)</b>								
DIRECT SALARIES	\$358,222	\$182,676	\$22,834	\$34,032	\$42,892	\$10,723	\$30,220	\$34,844
FRINGE BENEFITS	\$198,598	\$101,275	\$12,659	\$18,868	\$23,779	\$5,945	\$16,754	\$19,318
DIRECT EXPENSES	\$530,750	\$132,000	\$16,500	\$26,500	\$1,600	\$400	\$1,600	\$352,150
INDIRECT COSTS	\$150,453	\$76,724	\$9,590	\$14,294	\$18,015	\$4,504	\$12,692	\$14,634
<b>TOTAL</b>	<b>\$1,238,023</b>	<b>\$492,675</b>	<b>\$61,584</b>	<b>\$93,694</b>	<b>\$86,286</b>	<b>\$21,571</b>	<b>\$61,266</b>	<b>\$420,946</b>
<b>Summary (includes transit operator planning as required by FTA)</b>								
Local Service	\$32,109	\$0	\$0	\$32,109	\$0	\$0	\$0	\$0
Transportation Planning	\$615,844	\$492,675	\$61,584	\$61,584	\$0	\$0	\$0	\$0
Public Transportation	\$654,440	\$0	\$0	\$0	\$182,286	\$45,571	\$61,266	\$365,317
CDBG	\$34,117	\$0	\$0	\$0	\$0	\$0	\$0	\$34,117
Public Works Programs	\$21,512	\$0	\$0	\$0	\$0	\$0	\$0	\$21,512
Misc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,358,023</b>	<b>\$492,675</b>	<b>\$61,584</b>	<b>\$93,694</b>	<b>\$182,286</b>	<b>\$45,571</b>	<b>\$61,266</b>	<b>\$420,946</b>
<b>Funding by Original Source</b>		<b>US-DOT</b>	<b>ODOT</b>	<b>Local</b>	<b>RCTB Sec. 5307</b>	<b>RCTB LOCAL</b>	<b>ODOT Coordination</b>	<b>Other (as specified)</b>
Federal Funds	\$709,078	\$492,675			\$182,286			\$34,117
State Of Ohio	\$144,363		\$61,584				\$61,266	\$21,512
Local	\$504,582			\$93,694		\$45,571		\$365,317
Other	\$0							
<b>Total</b>	<b>\$1,358,023</b>	<b>\$492,675</b>	<b>\$61,584</b>	<b>\$93,694</b>	<b>\$182,286</b>	<b>\$45,571</b>	<b>\$61,266</b>	<b>\$420,946</b>
ESTIMATED 2022 CARRYOVER INCLUDED IN TOTAL ABOVE		\$206,337	\$25,792	\$25,792				
ESTIMATED 2023 CPG FUNDS PROGRAMMED IN TOTAL ABOVE		\$286,337	\$35,792	\$35,792				
<b>TRANSPORTATION PLANNING PROGRAM TOTAL</b>		<b>\$492,675</b>	<b>\$61,584</b>	<b>\$61,584</b>				

### COST ALLOCATION PLAN

A fringe benefit rate of **55.44%** and an indirect cost rate of **42.00%** have been used in the preparation of this document. The rate is documented in the SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD, which has been provided to the ODOT Office of External Audits. These rates do not reflect any anticipated carryover of indirect costs from previous fiscal years. The RCRPC uses the Provisional Method for the Cost Allocation Plan (CAP).

This rate is prepared by evaluating the most recently audited Fiscal Year's financial data, considering experience for the current Fiscal Year and projecting this information for the entire year, and using this historical experience as a starting point. This is then evaluated, along with any changes in salaries or other costs that are anticipated for the coming year, to arrive at an estimated indirect rate.

### AUDITS

Arrangements will be made for the required financial and compliance audit in accordance with OMB Circular A-133, and the audit will be made within the prescribed audit reporting cycle. Failure to furnish an acceptable audit, as determined by the federal audit agency, may be a basis for denial and/or refunding of federal funds.

### OHIO DEPARTMENT OF TRANSPORTATION SUPPORT AND ASSISTANCE

ODOT supports and assists the Richland County Regional Planning Commission in the performance of Transportation planning process for Richland County in a number of ways including but not necessarily limited to the following:

1. Provision of a District Representative that provides advice, assistance, and monitors technical activities and financial transactions related to the program.
2. Transportation Statewide Planning and Research provides:
  - (a) A traffic count program on a regular basis and select counts on a requested basis.
  - (b) Advice and assistance in developing traffic projection utilizing travel demand modeling and related computer services when requested.
3. Bureau of Aerial Engineering provides price quotations and technical advice concerning photogrammetry services on a request basis.
4. Both the Central Office and the District Programming Office provide information, assistance and advice in the development of and monitoring of our Biennial TIP.
5. The District Traffic Engineer and his staff have provided valuable information and assistance in the evaluation of high accident locations and development of signal improvements.
6. Provision of a project liaison that provides advice and assistance to the Agency Transportation Advisory Committee regarding the coordination of social service transportation.
7. Provision of a project liaison that provides advice and assistance regarding public transportation operations and grant management.

**Description of RCT Planning Program funded by Section 5307****1. INTRODUCTION**

The transit system in Richland County is operated under a rather unique arrangement. This arrangement has an effect on the transit planning process. The relationship between the operational arrangement and the planning process is described in this section.

Oversight of the transit operations in Richland County is the responsibility of the Richland County Transit Board (the Board) which is appointed by the County Commissioners. The Board owns all of the capital assets of the transit system, and determines routes, schedules, fares and policies. The Board contracts with a private management company to oversee the day to day operations and maintenance of the transit service, and to provide some of the short range planning functions. The Board provides reimbursement to the private operator for all net operating, maintenance, and planning expenses. The Board has no staff of its own, and has entered into an agreement with the Richland County Regional Planning Commission (RCRPC) to provide additional planning functions, including marketing, administration, financial, and grant management.

The planning activities of both the RCRPC and the private operator are funded by a combination of Section 5307 Federal funds (80%) and local funds (20%). This appendix briefly describes the work to be done under that portion of the planning program funded by Section 5307.

**2. SHORT RANGE OPERATIONAL PLANNING**

The purpose of this element is to provide a means for the efficient on-going planning for operation of the transit system. The planning done under the various sections of this element enables the Transit Board to make decisions which result in the most effective utilization of funds available, to provide the best possible service to the riding public. The following text gives a general description of the work to be completed.

Route and Schedule Analysis - Ridership data is continually monitored and tabulated. The performance of each route is checked by calculating the ridership per vehicle mile each month. The ridership on individual runs of each route, and specific pick-up locations, is also checked periodically to monitor route performance. Routes or particular runs with a continuing poor performance are the subject for further analysis. These analyses may lead to immediate minor revisions in routes or schedules, or recommendations for major revisions to be included in the Transit Development Program. This work is performed by the RCRPC and the private operator.

Marketing - This includes development and implementation of specific promotional efforts including free days in conjunction with special events, monthly pass program, and the design of an effective bus user information system. This information system includes route maps and time schedules that are available as a link from the RCRPC web site, and informational signs and printed timetables that are available on the vehicles and at the passenger station. This is a joint effort between the RCRPC and the private operator.

Performance Monitoring - The purpose of this sub-element is for the RCRPC to monitor the performance of the private operator in providing the service and reporting necessary data. It consists of periodic schedule adherence checks on all transit routes, periodic ridership counts to verify ridership figures reported by operator, and routine monthly comparison of reported ridership to reported fare box revenue. As per federal requirements all performance management and target setting activities will be coordinated with the MPO, ODOT and FTA.

Equipment Management - The private operator maintains records on mileage, parts replacement, maintenance, breakdowns and etc. by vehicle. The operator uses this information to develop and maintain an effective preventative maintenance program. The RCRPC maintains a file on the age and condition on all equipment. This information is used for various reporting requirements and in the development and monitoring of a capital improvements program as part of the Transit Development Program (TDP). As per federal regulations all Transit Asset Management requirements will be coordinated with the MPO, ODOT and FTA.

Financial Planning - An annual budget is developed for the Board and adherence to the budget is monitored and reported to the Board on a monthly basis. All expected revenue and expenses for the coming year are included in the budget. The budget is used in preparing funding applications from all sources and in keeping the Board advised of the current financial situation. The financial data is used to develop estimates of future costs and revenues that are used in the planning of the TDP. This work is performed by the RCRPC.

Provide for Involvement of RCTB - Regular board meetings are held monthly, and special committee meetings are held as needed. Staff of the RCRPC and the private operator attend all of these meetings and provide information to assist the board in their decision making process, and to receive instructions on how to carry out the board's decisions. RCRPC staff provides the Board with information on State and Federal grant programs, including legislation, policies and regulations.

Para-transit service planning is performed primarily by the private operator, with RCRPC staff monitoring the service each month.

Grant management activities of the RCRPC include collecting and reporting data for various monthly, quarterly, and annual reports, as required by the various funding sources, and for the purpose of planning for future operational and financial needs.

### **3. PLANNING FOR THE TRANSPORTATION DISADVANTAGED**

Special planning efforts are needed for transportation programs to assist the elderly, persons with disabilities, and persons that are otherwise disadvantaged, to such an extent that prohibits them from utilizing the fixed route transit system. The private operator works with local human service agency staff and persons with disabilities in providing the para-transit service. The purpose of this effort is to meet the transportation needs of these persons in the most efficient way possible. This effort results in combining trips where possible, and scheduling trips on RCT bus service, or other providers when appropriate.

## Title VI Baseline Assessment

1. Which office within your organization has lead responsibility for Title VI compliance?  
Office of the Executive Director
2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.  
Jotika Shetty, Executive Director, Phone: 419 774 6202 , Email: [jshetty@rcrpc.org](mailto:jshetty@rcrpc.org)
3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.  
<https://www.rcrpc.org/policies>
4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.  
<https://www.rcrpc.org/policies>
5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.  
<https://www.rcrpc.org/policies>
6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.  
<https://www.rcrpc.org/policies>
7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.  
RCRPC posts the Title VI Notice to the Public on [www.rcrpc.org](http://www.rcrpc.org) and in public area in the RCRPC offices lobby.
8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.  
No
9. Has your organization provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the MPO self-certification resolution (Note, this only applies to MPOs, RTPOs do not approve self-certification resolutions)? If so, please provide a copy as an attachment.  
Resolution 21-12 attached. Updated resolution will be provided when approved.
10. Does your contract language include Title VI and other non-discrimination assurances?  
RCRPC seldom signs contracts, but ensures proper language in all contracts.

11. Do you use any of the following methods to disseminate Title VI information to the public (select all that apply):
- i. Title VI posters in public buildings
  - ii. Title VI brochures at public events
  - iii. Title VI complaint forms in public buildings
  - iv. Title VI complaint forms at public events
  - v. Title VI policy posted on your website - yes
  - vi. Title VI Program Plan posted on your website - yes
  - vii. Other (Please explain)

### **Public Involvement**

12. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy. When was the Public Participation Plan most recently updated?  
<https://www.rcrpc.org/public-involvement-1>
13. Please select which of the following outlets your organization uses to provide notices to different population groups (select all that apply):
- i. Neighborhood and community paper advertisements
  - ii. Community radio station announcements
  - iii. Church and community event outreach
  - iv. Targeted fliers distributed in particular neighborhoods
  - v. Other (Please explain)  
[notices on organization website and social media, press releases to media](#)
14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations? If so, please list groups.  
[The RCRPC continues to seek new ways to include minorities, traditionally underserved persons and advocacy groups in its planning program. It has identified the following organizations to facilitate outreach to minorities and low-income populations](#)  
[North End Community Improvement Collaborative](#)  
[Mansfield Area Y](#)  
[Richland Public Health](#)  
[Richland County 211](#)
15. Do you take the following into consideration when identifying a public meeting location (select all that apply):
- i. Parking - yes
  - ii. Accessibility by public transportation - yes
  - iii. Meeting times - yes
  - iv. Existence of ADA ramps - yes
  - v. Familiarity of community with meeting location - yes  
[We also assist other agencies \(ODOT\) when public meetings are being scheduled](#)
16. Have meeting participants requested special assistance (e.g., interpretation services) ahead of any public event in the past year? If so, describe how the request was addressed.  
[No requests were received.](#)

## **Limited English Proficiency (LEP) and Language Assistance**

17. Are you familiar with the LEP four-factor analysis methodology? **Yes**
18. Are you familiar with the LEP language assistance Safe Harbor threshold? **Yes**
19. Does your organization have an LEP Plan and/or a Language Assistance Plan (LAP)? If so, please provide the website link or attach a copy. **No**
20. Has your organization identified vital documents that need to be made available in languages other than English? If so, describe how that need is being addressed. **No**
21. Do you have a list of staff who speak languages other than English? **We do not have an official list but are aware which staff persons who are multilingual.**
22. Do you provide free translation services in languages other than English to the public upon request? **Yes**
23. How often do you receive requests for language assistance? **Almost never**

## **Title VI Training**

24. Who provides Title VI training to your staff?
  - i. ODOT staff - **The staff has attended update workshop and training when provided by ODOT**
  - ii. Title VI Coordinator
  - iii. Other (Please explain)
25. How often are Title VI trainings conducted? **As provided by ODOT**
26. How many staff were trained on Title VI this year?  
**0 (zero)**

## **Transportation Planning Program - Data Collection and Analysis**

Does your agency maintain documentation describing its procedures for incorporating Title VI 1 requirements into the region's transportation planning program?  
**Title VI requirements are being documented in more detail in all publications.**

27. Does your organization maintain socio-demographic data and mapping for the transportation planning region?  
**Yes**
28. Does your organization use data to identify protected groups for consideration in the planning process?  
**Yes Environmental Justice areas are reviewed for approval of the TIP.**

29. Does your organization conduct Transportation Plan and Transportation Improvement Program environmental justice analyses of the impacts that planned transportation system investments will have on both minority (including low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation.

Yes. All transportation plans are developed with public involvement activities to inform and engage minorities and underserved populations. Data is used to conduct environmental justice analysis on all project for impacts on minority and low income status populations that are to be included in Transportation Plan and Transportation Improvement Program.

30. Does your organization track demographic information of participants in its transportation planning program public involvement events?

No

### **Technical Assistance**

31. Provide the name, title, and contact information for the person who completed this questionnaire and the date the questionnaire was completed. Is this the person who should be contacted with follow-up questions? If not, please provide the name, title, and contact information for that individual.

Jotika Shetty, Executive Director, [jshetty@rcrpc.org](mailto:jshetty@rcrpc.org) 03/03/3022

32. Do you have any questions regarding this questionnaire? If so, please include them here along with your email address or telephone number and an ODOT representative will respond. No

33. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain.

RCPRC is continually trying to improve in these areas; notification of future training opportunities is always welcome.