



# Overall Work Program

*FY2022*

# Overall Work Program

*FY2022*

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

The preparation of this document was financed in part through grants from the United States Department of Transportation (FHWA & FTA) and the Ohio Department of Transportation (ODOT). The views and opinions of the Richland County Regional Planning Commission expressed herein do not necessarily reflect those of FHWA, FTA or ODOT.

## FY2022 Overall Work Program (OWP)

### Table of Contents

<i>Item</i>	<i>Page</i>
<b>Introduction &amp; Background</b>	<b>1</b>
<b>Location &amp; Study Area Map</b>	<b>5</b>
<b>OWP Approval Resolution</b>	<b>6</b>
<i>Work Element</i>	
<b>200 Community &amp; Economic Development</b>	<b>7</b>
Community Development Block Grants	
204.1 CDBG / RLF	8
Ohio Public Works Commission Programs	
206.1 OPWC District 16 Administration	9
<b>600 Transportation Planning</b>	<b>10</b>
Short Range Planning	
601.1 Short Range Planning	14
601.2 Short Range Planning - Intern	17
Transportation Improvement Program	
602.1 TIP	18
Continuing Planning Surveillance	
605.1 Surveillance	20
Long Range Planning	
610.1 Long Range Planning	23
Services	
625.1 Services	25
Participation in Statewide Planning	
630.1 Participation in Statewide Planning	27
Mass Transit / Mobility Management	
674.2 Operational planning for the RCTB	29
674.4 Social Service Transportation	31
697.1 Transportation Program Reporting	32
<b>900 Comprehensive Planning and Local Services</b>	<b>34</b>
Local Service	
901.1 Local Service	35
<b>1000 Administration</b>	<b>37</b>
Administration	
1001 Administration	38
<b>Supporting Documentation</b>	
Fiscal Year 2020	
Work Element budget	
<b>Appendix</b>	
A. Cost Allocation Plan / Audits / ODOT	
B. RCT Section 5307 Planning	
C. Title VI Program Compliance Review	

## INTRODUCTION

### 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.



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.

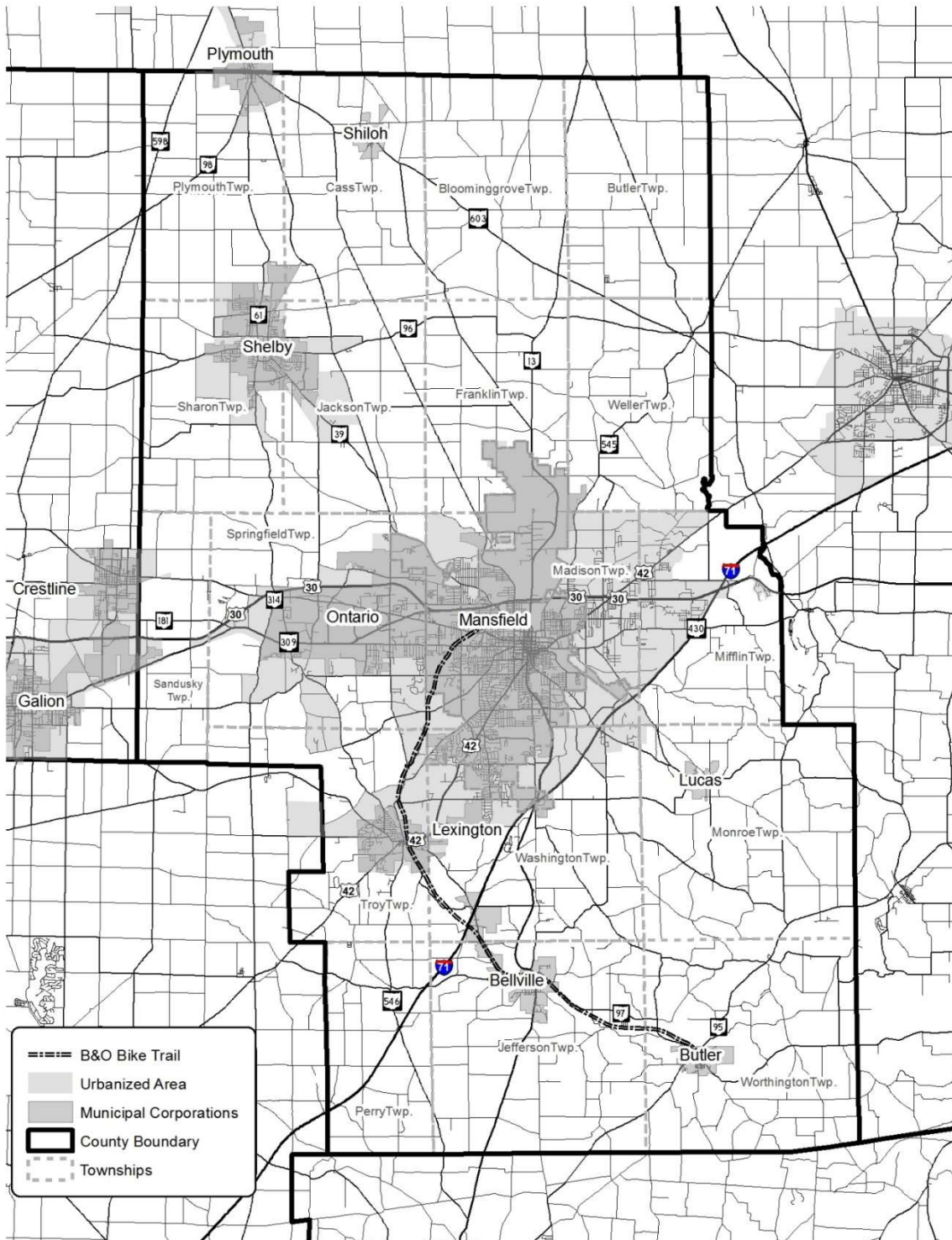
### **Transit Board**

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





# Overall Work Program Approval Resolution



## **RESOLUTION 21-14**

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 2022**

**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 2022, covering the period from July 1, 2021 to June 30<sup>th</sup> 2022 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 2022.

**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 June 23, 2021.*

By:  6/23/21  
Joseph Giles Date  
President

Attest:  6/23/21  
Jotika Shetty Date  
Executive Director/Secretary

**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  
 Development and administration of the next program year CDBG  
 Training and capacity building of staff  
 Administration of Revolving Loan Fund in Richland County*

<b>Work Element 204.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>480</b>	<b>\$43,087</b>
<i>Source of Funding</i>		<i>Amount</i>
Richland County (CDBG)		<b>\$43,087</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*

*Administration of the District 16 Clean Ohio Space Program*

<b>Work Element 206.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>250</b>	<b>\$20,294</b>
<i>Source of Funding</i>		<i>Amount</i>
Ohio Public Works Commission		<b>\$20,294</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 and freight 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 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.

## Performance Measures

The Moving Ahead for Progress in the 21st Century Act (MAP-21) require State Department of Transportation and Metropolitan Planning Organizations to establish targets for safety, pavement and bridge conditions, travel time reliability, freight travel time reliability, and in some areas emission reductions. Fixing America's Surface Transportation Act (FAST Act) reaffirms this requirement. MPOs may adopt their own regional targets or agree to support ODOT in achieving the statewide goals. RCRPC have officially agreed to support ODOT in achieving statewide targets.

### Federal-Aid Highway Program Performance Target Categories

#### Safety

Congestion Reduction

Freight Movement & Economic Vitality

Reduced Project Delivery Days

#### Infrastructure Condition

System Reliability

Environmental Sustainability

This work program will be used as a guideline to assist ODOT in achieving these performance targets.

## 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

## **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.*

*Implement Richland County Safety Plan*

*Fatal and serious injury crash intersection safety opportunities*

*Fatal and serious injury crash roadway segment safety opportunities*

*Assist local entities with determining low cost safety countermeasures*

*Assist all jurisdictions with engineering solutions to safety concerns*

*Assist all jurisdictions with engineering solution related to congestion and general operational concerns*

*Develop countywide Pavement Inventory System to assist in project decision making and to facilitate performance target reporting.*

*Implement strategies identified in the Active Transportation Plan.*

*-Develop RCRPC complete streets guidelines and assist local government with adopting their own policy.*

*-Establish Wayfinding efforts in Richland County.*

*-Identify high crash locations.*

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

*Other options that could fit:*

*Address high crash locations*

*Improve Transit infrastructure*

*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*

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

*Continue to partner with Richland Public Health on cross discipline activities.*



## 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.*

*Ladders of opportunity*

*Plan for access to all essential services, including multi-modal transportation connectivity gaps analysis and plan to address identified gaps.*

*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

*Establish Traffic Safety Communication Calendar - 1<sup>st</sup> Qtr*

*Establish Alternative Transportation Promotion Program - 1<sup>st</sup> Qtr*

*Completed B&O Trail wayfinding project - 1<sup>st</sup> Qtr*

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

*Established Bike and Pedestrian Safety outreach program - 2<sup>nd</sup> Qtr*

*Transit Asset Management (TAM) document - 2<sup>nd</sup> Qtr*

*Completed active transportation improvement demonstration project - 3<sup>rd</sup> Qtr*

*Regional Pavement Condition Report - 3<sup>rd</sup> Qtr*

*Approved Transit Development Program (TDP) document - 4<sup>th</sup> Qtr*

*Transit Ridership Heat map for analysis - 4<sup>th</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*

601 Short Range Planning continued

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

<b>Total Work Element 601.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>2,044</b>	<b>\$168,344</b>
<u>Source of Funding</u>		<i>Amount</i>
US Dot		<b>\$134,675</b>
Ohio DOT		<b>\$16,834</b>
Local		<b>\$16,834</b>
Total		<b>\$168,344</b>

<b>FY2021 Carryforward Work Element 601.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>1022</b>	<b>\$73,969</b>
<u>Source of Funding</u>		<i>Amount</i>
US Dot		<b>\$59,175</b>
Ohio DOT		<b>\$7,397</b>
Local		<b>\$7,397</b>
Total		<b>\$73,969</b>

<b>FY2022 Work Element 601.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>1582</b>	<b>\$94,375</b>
<u>Source of Funding</u>		<i>Amount</i>
US Dot		<b>\$75,500</b>
Ohio DOT		<b>\$9,437</b>
Local		<b>\$9,437</b>
Total		<b>\$94,375</b>

## Work Element 601.2 Short Range Planning – ATP project

Purpose: Implementation of wayfinding project along B&O Trail to inform users of the trail to nearby attractions at various trailheads along the trail.

### Activities

*Coordinate the implementation of “Walk Richland” project through design and installation of signage*

*Foster collaborative working relationships with local jurisdictions and various partners for the implementation of the project*

*Create a promotion campaign for project utilizing social media, press and newsletters*

*Attend and participate in meetings to represent RCRPC when required*

*Assist with creation of the project report*

<b>FY2022 Work Element 601.2</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>Intern</b>	<b>160</b>	<b>\$4,316</b>
<i>Source of Funding</i>		<i>Amount</i>
US Dot		<b>\$1,789</b>
Ohio DOT		<b>\$ 224</b>
Local		<b>\$ 2,304</b>
Total		<b>\$ 4,316</b>

Intern salary 100% local

## **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 RCRPC Public Involvement Plan*

*Continue to improve 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 bike lane stripping and signing.*

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

*Project development monitoring to insure TIP requirements are maintained.*

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

602 Transportation Improvement Program continued

**602 Results**

*Interactive Online TIP map - 1<sup>st</sup> Qtr*

*Effective project selection process - Continual*

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

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

*Approved Transportation Improvement Program (TIP) - Continual*

*Accurate, up to date TIP - Continual*

<b>Total Work Element 602.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>1,112</b>	<b>\$77,162</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$61,731</b>
Ohio DOT		<b>\$ 7,716</b>
Local		<b>\$ 7,716</b>
Total		<b>\$77,162</b>

<b>FY2021 Carry Forward Work Element 602.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>556</b>	<b>\$38,481</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$30,785</b>
Ohio DOT		<b>\$ 3,848</b>
Local		<b>\$ 3,848</b>
Total		<b>\$38,481</b>

<b>FY2022 Work Element 602.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>556</b>	<b>\$38,681</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$30,945</b>
Ohio DOT		<b>\$ 3,868</b>
Local		<b>\$ 3,868</b>
Total		<b>\$38,681</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  
Bike Lanes  
Walking/Hiking Paths  
Sidewalks / Crosswalks  
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  
Signal operation  
RCT operation data including ridership, revenue miles, revenue hours, and costs  
RCT vehicle data  
Freight Activity – Roadway/Rail/Air  
Commercial/Other transit data*

*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*

*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*

*Publicly accessible online GIS data - 3<sup>rd</sup> Qtr*

*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 – 1<sup>st</sup>/2<sup>nd</sup> Qtr*

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

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

<b>Total Work Element 605.1</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>497</b>	<b>\$41,586</b>
<u><i>Source of Funding</i></u>		<u><i>Amount</i></u>
US Dot		<b>\$33,268</b>
Ohio DOT		<b>\$ 4,158</b>
Local		<b>\$ 4,158</b>
	<b>Total</b>	<b>\$41,986</b>

<b>FY2021 Carry Forward Work Element 605.1</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>286</b>	<b>\$22,543</b>
<u>Source of Funding</u>		<i>Amount</i>
US Dot		<b>\$18,034</b>
Ohio DOT		<b>\$ 2,254</b>
Local		<b>\$ 2,254</b>
	<b>Total</b>	<b>\$22,543</b>

<b>FY2022 Work Element 605.1</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>285</b>	<b>\$19,043</b>
<u>Source of Funding</u>		<i>Amount</i>
US Dot		<b>\$15,234</b>
Ohio DOT		<b>\$ 1,904</b>
Local		<b>\$ 1,904</b>
	<b>Total</b>	<b>\$19,043</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 (Car/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*

#### **610 Results**

*Detailed Plan and schedule for next (2025) LRTP update – 2<sup>nd</sup> Qtr*

*Initial inquiry for long range projects for the next approved LRTP - Continual*

*Reaffirmed and/or Revised LRTP - Direction-Looking Forward - Continual*

<b>Total Work Element 610.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>495</b>	<b>\$38,078</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$30,462</b>
Ohio DOT		<b>\$ 3,807</b>
Local		<b>\$ 3,807</b>
Total		<b>\$38,078</b>

<b>FY2021 Carry Forward Work Element 610.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>286</b>	<b>\$13,914</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$11,131</b>
Ohio DOT		<b>\$ 1,391</b>
Local		<b>\$ 1,391</b>
Total		<b>\$13,914</b>

<b>FY2022 Work Element 610.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>285</b>	<b>\$24,164</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$19,331</b>
Ohio DOT		<b>\$ 2,416</b>
Local		<b>\$ 2,416</b>
Total		<b>\$24,164</b>

## **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>Total Work Element 625.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>460</b>	<b>\$25,678</b>
<u>Source of Funding</u>		<i>Amount</i>
US Dot		<b>\$20,542</b>
Ohio DOT		<b>\$ 2,567</b>
Local		<b>\$ 2,567</b>
Total		<b>\$25,678</b>

<b>FY2021 Carry Forward Work Element 625.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>230</b>	<b>\$12,714</b>
<u>Source of Funding</u>		<i>Amount</i>
US Dot		<b>\$10,171</b>
Ohio DOT		<b>\$ 1,271</b>
Local		<b>\$ 1,271</b>
Total		<b>\$12,714</b>

<b>FY2022 Work Element 625.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>230</b>	<b>\$12,964</b>
<u>Source of Funding</u>		<i>Amount</i>
US Dot		<b>\$10,371</b>
Ohio DOT		<b>\$ 1,296</b>
Local		<b>\$ 1,296</b>
Total		<b>\$12,964</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 impacting 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*

#### **630 Results**

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

*Written or verbal input to ODOT regarding project development process, implementation, scope, cost, design, and/or schedule. - Continual*

<b>Work Element 630.1</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>85</b>	<b>\$6,508</b>
<i>Source of Funding</i>		<i>Amount</i>
US Dot		<b>\$5,206</b>
Ohio DOT		<b>\$ 651</b>
Local		<b>\$ 651</b>
Total		<b>\$6,508</b>

<b>FY2021 Carry Forward Work Element 630.1</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>42</b>	<b>\$ 3,229</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$ 2,583</b>
Ohio DOT		<b>\$ 323</b>
Local		<b>\$ 323</b>
	<b>Total</b>	<b>\$ 3,229</b>

<b>FY2022 Work Element 630.1</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>43</b>	<b>\$ 3,279</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$ 2,623</b>
Ohio DOT		<b>\$ 328</b>
Local		<b>\$ 328</b>
	<b>Total</b>	<b>\$ 3,279</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.*

*Effective marketing*

*Performance monitoring*

*Equipment management*

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

*Staff involvement in and planning for all RCTB meetings*

*Planning for operation of para-transit services*

*Use of RCT services for ATAC coordination effort*

*National Transit Database (NTD) annual reports*

*ODOT Certification of Data annual report*

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

674 Transit continued

<b>Work Element 674.2</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>0</b>	<b>\$111,484</b>
<i>Source of Funding</i>		<i>Amount</i>
FTA Section 5307 PID #104403		<b>\$89,187</b>
Local - RCTB		<b>\$22,297</b>
Total		<b>\$111,484</b>

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

<b>Work Element 674.2</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>Transit Operator</b>		<b>\$200,000</b>
<i>Source of Funding</i>		<i>Amount</i>
FTA Section 5307		<b>\$160,000</b>
Local - RCTB		<b>\$40,000</b>
Total		<b>\$200,000</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*

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

*Meet a significant number of trip requests in a coordinated fashion by matching the request with existing transportation*

*The broker keeps records of all transportation resources and uses this information to match trip requests from agency representatives to the most appropriate existing transportation service.*

### Results

*Coordination of transportation resources in Richland County*

*Schedule trips, provide information and referral, and facilitate the exchange of fares between agencies*

*RPC pays the transportation providers and then collects reimbursement from the requesting agencies.*

*Using this method, the purchasing agencies and the transportation providers have a single contact for scheduling and billing concerns.*

<b>Work Element 674.4</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>1,680</b>	<b>\$426,269</b>
<i>Source of Funding</i>		<i>Amount</i>
ODOT Office of Transit		<b>\$ 61,015</b>
ATAC Agencies		<b>\$365,254</b>
Total		<b>\$426,269</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*

#### **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*

*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 – 3<sup>rd</sup> Qtr*

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

*Enhanced Performance Management dashboard on website – 4<sup>th</sup> Qtr*

**697 Transportation Program Reporting continued**

*Online local projects information – 4<sup>th</sup> Qtr*

*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>Total Work Element 697.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>789</b>	<b>\$52,662</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$42,130</b>
Ohio DOT		<b>\$ 5,267</b>
Local		<b>\$ 5,267</b>
Total		<b>\$52,662</b>

<b>FY2021 Carry Forward Work Element 697.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>394</b>	<b>\$26,206</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$20,965</b>
Ohio DOT		<b>\$ 2,621</b>
Local		<b>\$ 2,621</b>
Total		<b>\$26,206</b>

<b>FY2022 Work Element 697.1 Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>395</b>	<b>\$26,456</b>
<u>Source of Funding</u>		<u>Amount</u>
US Dot		<b>\$21,165</b>
Ohio DOT		<b>\$ 2,646</b>
Local		<b>\$ 2,646</b>
Total		<b>\$26,456</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.*

*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*

<b>Work Element 901.1</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>445</b>	<b>\$39,598</b>
<i>Source of Funding</i>		<i>Amount</i>
Local (participating agency fees)		<b>\$39,598</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>Work Element 1001</b>		
<b>Responsibilities, Manpower and Funding</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>RCRPC(Wages &amp; FB)</b>	<b>2,109</b>	<b>\$94,584</b>
<i>Source of Funding</i>		<i>Amount</i>
Shared by all direct time programs		<b>\$94,584</b>



# FY 2022 Overall Work Program

PROGRAM	TOTAL	US-DOT	ODOT	Local	RCTB Sec. 5307	RCTB LOCAL	ODOT Coordination	Other (as specified)
<b>204: CDBG (Administration, Fair Housing, RLF)</b>								ODOD/CDBG
DIRECT SALARIES	\$20,043							\$20,043
FRINGE BENEFITS	\$11,447							\$11,447
DIRECT EXPENSES	\$1,500							\$1,500
INDIRECT COSTS	\$10,098							\$10,098
SUB TOTAL	\$43,087							\$43,087
FUNDING BY SOURCE								100.0%
<b>206: Ohio Public Works Commission programs (Issue #1, NRAC, Job Ready Site)</b>								OPWC
DIRECT SALARIES	\$9,660							\$9,660
FRINGE BENEFITS	\$5,517							\$5,517
DIRECT EXPENSES	\$250							\$250
INDIRECT COSTS	\$4,867							\$4,867
SUB TOTAL	\$20,294							\$20,294
FUNDING BY SOURCE								100.0%
<b>601.1: SHORT RANGE - USING ESTIMATED 2021 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$27,601	\$22,081	\$2,760	\$2,760				
FRINGE BENEFITS	\$15,763	\$12,610	\$1,576	\$1,576				
DIRECT EXPENSES	\$16,700	\$13,360	\$1,670	\$1,670				
INDIRECT COSTS	\$13,905	\$11,124	\$1,391	\$1,391				
SUB TOTAL	\$73,969	\$59,175	\$7,397	\$7,397				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>601.1: SHORT RANGE - 2022 FUNDS</b>								
DIRECT SALARIES	\$34,881	\$27,905	\$3,488	\$3,488				
FRINGE BENEFITS	\$19,921	\$15,936	\$1,992	\$1,992				
DIRECT EXPENSES	\$22,000	\$17,600	\$2,200	\$2,200				
INDIRECT COSTS	\$17,573	\$14,058	\$1,757	\$1,757				
SUB TOTAL	\$94,375	\$75,500	\$9,437	\$9,437				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>TOTALS 601.2: SHORT RANGE - 2021 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$0							
FRINGE BENEFITS	\$0							
DIRECT EXPENSES								
INDIRECT COSTS	\$0							
SUB TOTAL	\$0							
FUNDING BY SOURCE		#DIV/0!	#DIV/0!	#DIV/0!				
<b>601.2: SHORT RANGE - 2022 FUNDS</b>								
DIRECT SALARIES	\$2,080	\$0	\$0	\$2,080				
FRINGE BENEFITS	\$1,188	\$950	\$119	\$119				
DIRECT EXPENSES								
INDIRECT COSTS	\$1,048	\$838	\$105	\$105				
SUB TOTAL	\$4,316	\$1,789	\$224	\$2,304				
FUNDING BY SOURCE		41.5%	5.2%	53.4%				
<b>602: TIP - USING ESTIMATED 2021 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$18,546	\$14,837	\$1,855	\$1,855				
FRINGE BENEFITS	\$10,592	\$8,473	\$1,059	\$1,059				
DIRECT EXPENSES	\$0	\$0	\$0	\$0				
INDIRECT COSTS	\$9,343	\$7,475	\$934	\$934				
SUB TOTAL	\$38,481	\$30,785	\$3,848	\$3,848				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>602: TIP - 2022 FUNDS</b>								
DIRECT SALARIES	\$18,546	\$14,837	\$1,855	\$1,855				
FRINGE BENEFITS	\$10,592	\$8,473	\$1,059	\$1,059				
DIRECT EXPENSES	\$200	\$160	\$20	\$20				
INDIRECT COSTS	\$9,343	\$7,475	\$934	\$934				
SUB TOTAL	\$38,681	\$30,945	\$3,868	\$3,868				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				

# FY 2022 Overall Work Program

PROGRAM	TOTAL	US-DOT	ODOT	Local	RCTB Sec. 5307	RCTB LOCAL	ODOT Coordina tion	Other (as specified)
<b>605: SURVEILLANCE - USING ESTIMATED 2021 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$7,491	\$5,993	\$749	\$749				
FRINGE BENEFITS	\$4,278	\$3,422	\$428	\$428				
DIRECT EXPENSES	\$7,000	\$5,600	\$700	\$700				
INDIRECT COSTS	\$3,774	\$3,019	\$377	\$377				
SUB TOTAL	\$22,543	\$18,034	\$2,254	\$2,254				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>605: SURVEILLANCE - 2022 FUNDS</b>								
DIRECT SALARIES	\$7,491	\$5,993	\$749	\$749				
FRINGE BENEFITS	\$4,278	\$3,422	\$428	\$428				
DIRECT EXPENSES	\$3,500	\$2,800	\$350	\$350				
INDIRECT COSTS	\$3,774	\$3,019	\$377	\$377				
SUB TOTAL	\$19,043	\$15,234	\$1,904	\$1,904				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>610: LONG RANGE - USING ESTIMATED 2021 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$6,706	\$5,365	\$671	\$671				
FRINGE BENEFITS	\$3,830	\$3,064	\$383	\$383				
DIRECT EXPENSES	\$0	\$0	\$0	\$0				
INDIRECT COSTS	\$3,378	\$2,703	\$338	\$338				
SUB TOTAL	\$13,914	\$11,131	\$1,391	\$1,391				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>610: LONG RANGE - 2022 FUNDS</b>								
DIRECT SALARIES	\$6,706	\$5,365	\$671	\$671				
FRINGE BENEFITS	\$3,830	\$3,064	\$383	\$383				
DIRECT EXPENSES	\$10,250	\$8,200	\$1,025	\$1,025				
INDIRECT COSTS	\$3,378	\$2,703	\$338	\$338				
SUB TOTAL	\$24,164	\$19,331	\$2,416	\$2,416				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>625: PLANNING ASSISTANCE - USING ESTIMATED 2021 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$6,007	\$4,806	\$601	\$601				
FRINGE BENEFITS	\$3,431	\$2,744	\$343	\$343				
DIRECT EXPENSES	\$250	\$200	\$25	\$25				
INDIRECT COSTS	\$3,026	\$2,421	\$303	\$303				
SUB TOTAL	\$12,714	\$10,171	\$1,271	\$1,271				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>625: PLANNING ASSISTANCE - 2022 FUNDS</b>								
DIRECT SALARIES	\$6,007	\$4,806	\$601	\$601				
FRINGE BENEFITS	\$3,431	\$2,744	\$343	\$343				
DIRECT EXPENSES	\$500	\$400	\$50	\$50				
INDIRECT COSTS	\$3,026	\$2,421	\$303	\$303				
SUB TOTAL	\$12,964	\$10,371	\$1,296	\$1,296				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>630: STATEWIDE PARTICIPATION - USING ESTIMATED 2021 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$1,508	\$5,365	\$671	\$671				
FRINGE BENEFITS	\$861	\$3,064	\$383	\$383				
DIRECT EXPENSES	\$100	\$0	\$0	\$0				
INDIRECT COSTS	\$760	\$2,703	\$338	\$338				
SUB TOTAL	\$3,229	\$2,583	\$323	\$323				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>630: STATEWIDE PARTICIPATION - 2022 FUNDS</b>								
DIRECT SALARIES	\$1,508	\$1,206	\$151	\$151				
FRINGE BENEFITS	\$861	\$689	\$86	\$86				
DIRECT EXPENSES	\$150	\$120	\$15	\$15				
INDIRECT COSTS	\$760	\$608	\$76	\$76				
SUB TOTAL	\$3,279	\$2,623	\$328	\$328				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				

# FY 2022 Overall Work Program

PROGRAM	TOTAL	US-DOT	ODOT	Local	RCTB Sec. 5307	RCTB LOCAL	ODOT Coordina tion	Other (as specified)
<b>674.2: MASS TRANSIT EXCLUSIVE (RCTB Planning expenses as described in OWP Appendix B) and included in the STIP as</b>								
DIRECT SALARIES	\$52,766				\$42,213	\$10,553		
FRINGE BENEFITS	\$30,135				\$24,108	\$6,027		
DIRECT EXPENSES	\$2,000				\$1,600	\$400		
	\$26,584				\$21,267	\$5,317		
SUB TOTAL	\$111,484				\$89,187	\$22,297		
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		\$200,000			\$160,000	\$ 40,000		
collection, financial and grant management, and other planning per FY19 OWP Appendix B								
FUNDING BY SOURCE					80.0%	20.0%		
<b>674.4: SERVICE COORDINATION</b>								
							Agencies	
DIRECT SALARIES	\$35,794						\$28,635	\$7,159
FRINGE BENEFITS	\$20,442						\$16,354	\$4,088
DIRECT EXPENSES	\$352,000						\$1,600	\$350,400
INDIRECT COSTS	\$18,033						\$14,426	\$3,607
SUB TOTAL	\$426,269						\$61,015	\$365,254
FUNDING BY SOURCE							14.3%	85.7%
<b>697: TRANSPORTATION PROGRAM REPORTING - USING EST 2021 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$12,630	\$10,104	\$1,263	\$1,263				
FRINGE BENEFITS	\$7,213	\$5,770	\$721	\$721				
DIRECT EXPENSES	\$0	\$0	\$0	\$0				
INDIRECT COSTS	\$6,363	\$5,090	\$636	\$636				
SUB TOTAL	\$26,206	\$20,965	\$2,621	\$2,621				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>697: TRANSPORTATION PROGRAM REPORTING - 2022 FUNDS</b>								
DIRECT SALARIES	\$12,630	\$10,104	\$1,263	\$1,263				
FRINGE BENEFITS	\$7,213	\$5,770	\$721	\$721				
DIRECT EXPENSES	\$250	\$200	\$25	\$25				
INDIRECT COSTS	\$6,363	\$5,090	\$636	\$636				
SUB TOTAL	\$26,456	\$21,165	\$2,646	\$2,646				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>800.1: Consultant contract - 2021 CARRYOVER FUNDS</b>								
DIRECT SALARIES	\$0	\$0	\$0	\$0				
FRINGE BENEFITS	\$0	\$0	\$0	\$0				
DIRECT EXPENSES	\$0	\$0	\$0	\$0				
INDIRECT COSTS	\$0	\$0	\$0	\$0				
SUB TOTAL	\$0	\$0	\$0	\$0				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>800.1: Consultant Contract - 2022 FUNDS</b>								
DIRECT SALARIES	\$0	\$0	\$0	\$0				
FRINGE BENEFITS	\$0	\$0	\$0	\$0				
DIRECT EXPENSES	\$0	\$0	\$0	\$0				
INDIRECT COSTS	\$0	\$0	\$0	\$0				
SUB TOTAL	\$0	\$0	\$0	\$0				
FUNDING BY SOURCE		80.0%	10.0%	10.0%				
<b>901: LOCAL SERVICES (Including Development Regulations)</b>								
DIRECT SALARIES	\$14,265			\$14,265				
FRINGE BENEFITS	\$8,147			\$8,147				
DIRECT EXPENSES	\$10,000			\$10,000				
INDIRECT COSTS	\$7,187			\$7,187				
SUB TOTAL	\$39,598			\$39,598				
FUNDING BY SOURCE				100.0%				

# FY 2022 Overall Work Program

PROGRAM	TOTAL	US-DOT	ODOT	Local	RCTB Sec. 5307	RCTB LOCAL	ODOT Coordination	Other (as specified)
<b>GRAND TOTAL ALL PROGRAMS</b>								
DIRECT SALARIES	\$248,592	\$133,400	\$16,675	\$33,020	\$0	\$0	\$28,635	\$36,862
FRINGE BENEFITS	\$142,832	\$80,199	\$10,025	\$18,172	\$0	\$0	\$16,354	\$21,052
DIRECT EXPENSES	\$424,650	\$48,640	\$6,080	\$16,080	\$0	\$0	\$1,600	\$352,150
INDIRECT COSTS	\$125,241	\$68,045	\$8,506	\$15,693	\$0	\$0	\$14,426	\$18,571
<b>TOTAL</b>	<b>\$941,315</b>	<b>\$330,283</b>	<b>\$41,286</b>	<b>\$82,964</b>	<b>\$0</b>	<b>\$0</b>	<b>\$61,015</b>	<b>\$428,635</b>
<b>Summary (includes transit operator planning as required by FTA)</b>								
Local Service	\$39,598	\$0	\$0	\$39,598	\$0	\$0	\$0	\$0
Transportation Planning	\$414,335	\$329,804	\$41,226	\$43,306	\$0	\$0	\$0	\$0
Public Transportation	\$737,753	\$0	\$0	\$0	\$249,187	\$62,297	\$61,015	\$365,254
CDBG	\$43,087	\$0	\$0	\$0	\$0	\$0	\$0	\$43,087
Ohio Public Works Prog	\$20,294	\$0	\$0	\$0	\$0	\$0	\$0	\$20,294
Misc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,255,067</b>	<b>\$329,804</b>	<b>\$41,226</b>	<b>\$82,904</b>	<b>\$249,187</b>	<b>\$62,297</b>	<b>\$61,015</b>	<b>\$428,635</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	\$622,078	\$329,804			\$249,187			\$43,087
State Of Ohio	\$122,535		\$41,226				\$61,015	\$20,294
Local	\$510,455			\$82,904		\$62,297		\$365,254
Other	\$0							
<b>Total</b>	<b>\$1,255,068</b>	<b>\$329,804</b>	<b>\$41,226</b>	<b>\$82,904</b>	<b>\$249,187</b>	<b>\$62,297</b>	<b>\$61,015</b>	<b>\$428,635</b>
<b>ESTIMATED 2021 CARRYOVER</b>		<b>\$152,845</b>	<b>\$19,106</b>	<b>\$19,106</b>				
<b>ESTIMATED 2022 CPG FUNDS</b>		<b>\$176,959</b>	<b>\$22,120</b>	<b>\$24,200</b>				
<b>TRANSPORTATION PLANNING</b>		<b>\$329,804</b>	<b>\$41,226</b>	<b>\$43,306</b>				

**COST ALLOCATION PLAN**

A fringe benefit rate of 57.11% and an indirect cost rate of 50.38% 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. Who is the Title VI contact person for your agency? Does this person accept complaints from the public? If not, who does? Please include title, email, and telephone number for each person listed.

Jotika Shetty - Title VI contact – 419.774.5684 / [jshetty@rcrpc.org](mailto:jshetty@rcrpc.org)

Executive Director Jotika Shetty accepts all complaints from the public.

2. In the past three years, has your agency been named in a discrimination complaint or lawsuit? If so, when and what was the nature of the complaint or lawsuit? What was the outcome? Was corrective action taken? Explain.

For example:

Year	Type of Complaint	Finding	Brief Description of Allegation
2012	Sexual Harassment	NPC	

No. The agency has not been named in a discrimination complaint or lawsuit.

3. Does your agency have a written complaint process? If so, please provide a copy as an attachment.

Yes. Please see attached

4. Has your agency made the public aware of the right to file a complaint? If so, by what mechanism?

Yes. The RCRPC complaint form is available on its website.

5. Has your agency provided free translation services for persons with Limited English Proficiency (LEP)? Do you have a LEP Plan? If so, please provide a copy as an attachment.

The agency to date has not been required to provide free translation services. A separate LEP plan has not been prepared.

- a. What techniques or procedures are employed to address LEP?

If requested the agency would make every effort to procure a translator with advance notice.

6. Has your agency provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the annual MPO self-certification resolution? If so, please provide a copy as an attachment.

A copy of the resolution, which includes the Title VI assurances, is attached.

7. Do you have any questions regarding this assessment of Title VI? If so, please include them here along with your email address or telephone number and an ODOT representative will respond.

No. Not at this time



8. Provide the number of full-time employees of your agency. Provide a copy of your most recent EEO report.

Seven (7). An EEO report is not required as there are less than 10 employees.

9. When was the last time the individual responsible for complying with Title VI responsibilities for your agency attended Title VI training? Did he/she receive a certificate of completion? If yes, please attach a copy of the certificate.

The person responsible for the RCRPC's Title VI program has not received training or certification.

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

Yes. Information on any training programs made available by ODOT

11. Provide the name, title, and contact information of the person who completed this baseline assessment. Is this the person who should be contacted with follow-up questions? If not, please provide the contact information for that individual.

Jotika Shetty  
Executive Director  
419 774 6202  
[jshetty@rcrpc.org](mailto:jshetty@rcrpc.org)

### **Disadvantaged Business Enterprise**

12. Does your agency include the required DBE assurance language (49 CFR 26.13 (a) and (b)) verbatim in all financial agreements, contracts, and sub-contracts? Please provide a sample copy of such.

The incidence of RCRPC entering into contracts of any kind with entities other than State agencies, such as ODOT and the Auditor of State, is very rare. The language for agreements with State agencies is supplied by the State agency. If we do enter into contract we will include DBE assurance language provided by ODOT.

13. Does your agency physically include the Civil Rights Special Provisions (FHWA-1273) in all contracts and ensure they are included in all sub-contracts, including third-tier contracts. Please provide a sample copy of such.

The incidence of RCRPC entering into contracts of any kind with entities other than State agencies, such as ODOT and the Auditor of State, is very rare. The language for agreements with State agencies is supplied by the State agency.

14. The Notice of Proposed Rule Making (NPRM) for 49 CFR 26.21 (a)(1) [<http://www.gpo.gov/fdsys/pkg/FR-2012-09-06/pdf/2012-21231.pdf>] intends to clarify US DOT's position regarding which entities can set DBE program goals. It is US DOT's position that only State Transportation Agencies (STAs), such as ODOT, can set DBE program goals and that sub-recipients would need to implement the established goal. Does your agency currently follow this process or does your agency set its own DBE goals? If your agency sets its own DBE goals, you will need to discontinue doing so and adopt ODOT's DBE goals.

The RCRPC has established no set DBE goal.

## Consultant Contracts

15. Does your agency have written consultant selection procedures consistent with the provisions of 49 CFR 18.36?

RCRPC will utilize ODOT's Quality Based Selection process for consultant services.

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

N/A

- a. Does your agency monitor annual Title VI contracting goals? Describe your monitoring process.

N/A

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

State of Ohio and ODOT's DBE directories listing will be used

- c. What other methods or procedures are utilized to encourage use of qualified minority consultants?

None

- d. Are Title VI assurances and provisions included in consultant contracts? Provide an example.

The use of consultants by the RCRPC is extremely rare; In the case there is one, All contracts with consultants will include language specifying the consultant's responsibilities for non-discrimination and for complying with Title VI requirements.. Since the agency has not had a contract to date it is unable to provide an example

17. Have consultants made good faith efforts to employ qualified minority sub-contractors? If so, to what extent?

The agency has not has not had any contracts with consultants who had sub-contractors.

18. What are you agency's procedures for monitoring consultant compliance with Title VI contract provisions?

Consultant contracts will be reviewed for Title VI compliance, with inclusion of Title VI language in contracts and RFPs.

## Urban Transportation Planning Process

19. Does your agency maintain documentation describing its procedures for incorporation Title VI requirements into the region's urban transportation planning program?

The RCRPC has written procedures for this purpose which is included in the annual Overall Work Program as Appendix C.

20. What techniques and procedures are employed to provide data relative to minority and disabled populations, age and sex distributions, neighborhoods, income levels, physical environment, travel habits, etc.?

Census and ACS data in continually evaluated.

21. Is this data used to develop a socio-demographic profile of the MPO region? If so, provide a copy of the socio-demographic profile of your agency's region.

Please refer to the last page of this document.

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

The GIS enables the location of transportation projects to be overlaid on demographic data involving race, income, age etc. to identify areas for special review. Detailed demographic profiles are in hand for each of the MPO's 30 Census Tract area that blend many aspects of social and economic data into a user friendly package. This overlaid data enables the decision makers to determine how transportation facilities, public transportation affect disadvantaged and minority populations

23. Do the MPO Transportation Plan and TIP include assessments 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.

The MPO when developing the Plan and TIP uses the most recent data available from the Census to identify targeted areas that may be impacted by transportation system investments. If a project is considered a major project; one that requires R-O-W, adding capacity, a new roadway, evaluation is made using the fourteen (14) factors from the original guidance, of the executive order. If a project is determined to have an adverse effect, during the planning process, alternatives are developed to minimize or eliminate the impact.

24. Explain your agency's public involvement process for transportation planning. How does your agency obtain and consider input from all citizen groups, especially minority, low income, disabled, and transit dependent?

The RCRPC has an approved Public Participation Plan, which is available from the RCRPC web site, or by request.

In addition, RCRPC notifies through US mail, churches within the identified EJ areas of public meetings in the transportation planning process, inviting members to attend our "Open House" for which ever activity.

- a. Do you have a formalized public involvement process? When was the last time it was updated?

The Plan was updated in 2011, addressing SAFETEA-LU

25. Are Environmental Justice (EJ) populations, either individually or through their organizations and community leaders, represented in the citizen participation effort? If so, how many and in what capacity?

The organization approach blends diverse representation on the Commission and its committees. The RCRPC board has two (2) members representing of minorities, one (1) member representing persons of disabilities, and one (1) member representing elderly senior citizens

In addition, RCRPC notifies through US mail, churches within the identified EJ areas of public meetings in the transportation planning process, inviting members to attend our "Open House" for which ever activity.

26. Are there any other affirmative actions taken by your agency to enlist the involvement and support of EJ populations in the transportation planning process? Explain.

We continually try new approaches to most effectively reach the targeted audiences. This is a constantly changing activity.