

RCRPC

Overall Work Program

**Richland County Regional Planning Commission
Mansfield Metropolitan Planning Organization**

Fiscal Year 2024
(JULY 1, 2023 - JUNE 30, 2024)

Version 4

DRAFT



This report is the product of a project (study) financed in part by the Federal Transit Administration and the Federal Highway Administration of the U.S. Department of Transportation.

The contents of this report reflect the views of the Richland County Regional Planning Commission (RCRPC), the Metropolitan Planning Organization for the Richland County Regional Transportation Planning & Study. RCRPC is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect official views or policy of the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation.



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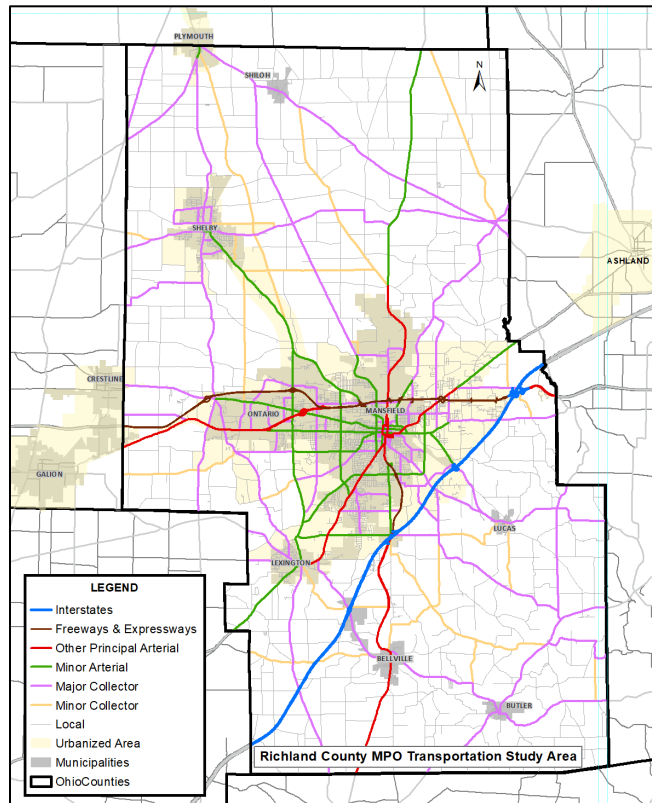
1 Introduction and Task Overview

The Overall Work Plan (OWP) reflects and provides direction for implementing the financially constrained, citizen-influenced, the State’s Access Ohio 2045 (AO45), RCRPC Regional Transportation Plan and the MPO adopted resolutions supporting ODOT’s targets for roadway performance measures. The State and Regional Transportation Plans, last adopted in 2020, has provided the framework for the region’s transportation projects and transportation improvements. Thus, street and highway, bus, bicycle and pedestrian trails/sidewalks, and airport access improvements are all considered in the RCRPC MPO regional transportation plan that seeks the efficient movement of people and goods.

This OWP presents the scope and direction of all transportation planning activities in the RCRPC MPO Region and specifies which work program tasks will be accomplished during FY 2024 (July 1, 2023 to June 30, 2024). The OWP describes priorities related to various planning efforts in the RCRPC, Transit Agencies/Entities and Metropolitan Planning Organization (MPO) within designated MPO Transportation Planning and Study Area. The MPO Transportation Planning and Study Area encompasses all Richland County and the entire corporation limits of Plymouth laying within the Huron County. Figure 1 reflects the urbanized area within MPO Planning and Study Area geography in relation to the region of Richland County.

RCRPC MPO Study Area (Figure 1)

Richland County and the Entire Corporation Limits of Plymouth



2 FY 2024 Overall Work Plan Approval Resolution



RESOLUTION 23-12

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

**A RESOLUTION APPROVING
THE RCRPC OVERALL WORK PROGRAM FOR FISCAL YEAR 2024 (FY2024)**

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 RCRPC has prepared a Overall Work Program for Fiscal Year 2024 in defining a scope of transportation and planning activities to meet the needs of this MPO region for which funding can be sought from the FHWA/United States Department of Transportation, the State of Ohio; and

WHEREAS, the Overall Work Program for Fiscal Year 2024 has been reviewed by FHWA and state agencies and changes have been incorporated to address both FHWA’s and state’s comments; and

WHEREAS, the Overall Work Program for Fiscal Year 2024 hereby certifies that all requirements of 23 CFR, Part 450 relating to the Urban Transportation Planning Process have been met; and

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

Approves the RCRPC Overall Work Program for Fiscal Year 2024.

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 May 24, 2024

By:

Attest:

Deanna West-Torrence
President

Date

Jatika Shetty
Executive Director/Secretary

Date

3 FY 2024 Overall Work Plan and Priorities

As mentioned in the Information portion, the OWP work program reflecting intermodal transportation plan and improvement. During FY 2024, priorities and emphasis related to various intermodal planning efforts in the MPO Transportation Study Area will be on the following:

- ❖ Maintenance of the SFY 2024-2027 MPO Region Transportation Improvement Program (2021-2024 TIP), update of SFY 2024-2027 MPO Region Transportation Improvement Program (2024-2027 TIP),
- ❖ Active transportation infrastructure investment program and planning,
- ❖ Regional traffic pattern, traffic safety, congestion and social-economic data collection and analysis, public involvement, and carbon reduction related air quality data, etc..

Additionally, work efforts will start on the

- ❖ Update and develop the 2050 MPO Region's Long-Range Transportation Plan. The new update is expected to be adopted by the Coordinating Committee (MPO Policy Committee) in early FY 2025.
- ❖ Special Transportation Projects, such project in FY2024 includes:
 - ✓ airport access and corridor study,
 - ✓ roundabout improvement before and after comparing analysis.
 - ✓ Pavement survey/inventory/safety project (Using STBG planning funds 100 %.)
- ❖ Bike and pedestrian trail and safety improvement study will also be the efforts to be listed in FY2024 special Transportation project, such project in FY2024 includes:
 - ✓ bike and pedestrian trail crossing intersection and safety improvement.
- ❖ Data management is also a continuing element. Designed for monitoring MPO's basic data relevant to transportation planning, it has typically required a significant amount of time and resources, primarily in the analysis of traffic, safety and/or social-economic census data. A considerable amount of MPO staff time is/will be utilized analyzing and updating the results of the mentioned data above.

FY 2024 RCRPC OVERALL WORK PLAN

The table below is the funding summary to cover RCRPC and MPO program tasks to be performed in the Fiscal Year 2024. For detailed lists of the OWP itemized tasks, please referring to the *Part 6: FY 2024 OWP Detailed Budget by Task Category (Table)*, and Appendix B for FY 2024 OWP Planning Activities by Staff Member.

| FY 2024 Overall Work Program Summary | | |
|--|---|--------------------|
| OWP Funding Category | | Amount |
| 200 - PWP & CDGB | CDBG , PWP | \$63,456 |
| 600 - PL/In-House | MPO Transportation Planning Program | \$507,393 |
| 674.2a - Public Transit | Public Transportation | \$196,686 |
| 674.2b - Transit Data | Public Transportation | \$150,000 |
| 674.4/Monility | Mobility Service/Coordination | \$559,911 |
| 900 - Local Service | Local Service | \$52,665 |
| 1. Special Project 1 | SP1 - 2050 LRTP Update | \$120,000 |
| 2. Special Project 2 | SP2 - SR13Corridor Project /4.5mi | \$95,000 |
| 3. Special Project 3 | SP3 - Bike/Ped Trail Safety Project | \$47,500 |
| 3a. Special Project 3 | SP3 - Bike/Ped Trail Safety Project | \$32,397 |
| 3b. Special Project 3 / ISAATO * | SP3 - Bike/Ped Trail Safety Project | \$15,103 |
| 4. Special Project 4 Total ** | SP4 - Pavement Survey & Safety Project Total (STBG) | \$184,069 |
| 4a. Special Project 4 | SP4 - Pavement Inventory Survey & Safety Project / (STBG)100% | \$122,624 |
| 4b Special Project 4/ In-House Staff | SP4 - Pavement Survey & Safety Project: In-house Staff Cost (STBG) 100% | \$61,445 |
| FY 2024 OWP GROUND TOTAL | | \$1,976,681 |
| FY 2024 Transportation Planning Program (Includingdn STBG Funds) | | \$953,962 |
| * Increase Safe and Accessibility Transportation Options (ISAATO) 2.5% of PL Funds for FY 2024 Eligible Activities | | |
| ** PID 119135 - STBG Planning Funds for Pavement Survey & Safety Project | | |

Both FHWA and ODOT request that the financially constrained Plan includes recommendations for streets and highways, airport access, transit and freight movement, and bicycle and pedestrian ways. The work element and task descriptions included in this work program under the directions from FHWA and ODOT are/were prepared and approved through the MPO committee structure which provides technical and policy guidance for the continuing transportation planning process. The work program elements may be revised or amended at any time to reflect improved study procedures. However, revisions or amendments must be approved through the Technical and Policy Committee structure.

The most recent federal transportation authorizing legislation Infrastructure Investment and Jobs Act (IIJA), was enacted by Congress and signed into law in November 2021. Like previous authorization acts, IIJA requires the MPO to carry out the transportation planning process for each urbanized area with a population of more than 50,000. In addition, it specifies that the MPO shall:

- ❖ Prepare a Long-Range Transportation Plan (LRTP) once every five-year in an attainment area and provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, and other parties an opportunity to comment;
- ❖ Develop a Transportation Improvement Program (TIP) for the area, which will be updated at least once every four years in compliance with 23 CFR 450.324 and shall be approved by the MPO as part of the Statewide Transportation Improvement Program (STIP) update process.
- ❖ In developing such plans and programs, employ a continuing, cooperative, and comprehensive (3C) process; and
- ❖ Comply with the Americans with Disabilities Act of 1990 (ADA), Executive Order 13166 Limited English Proficiency, Title VI of the Civil Rights Act of 1964, and regulations regarding Disadvantaged Business Enterprises (DBE).

4 OWP Scope and Metropolitan Planning Factors

The MPO uses the planning factors to establish goals for the LRTP and to prioritize projects in the LRTP and TIP. The process for developing these products is continuing, cooperative, and comprehensive (3-C). State, Regional, and local priorities are expressed by the MPO in development and execution of the planning program. Federal planning emphasis areas are often expressed through legislation or through planning guidance issued by the Federal Highway Administration, the Federal Transit Administration, or the Environmental Protection Agency. The BIPARTISAN INFRASTRUCTURE LAW (BIL), signed into law in November 2021, requires MPOs to consider ten planning factors in the transportation planning process. Additionally, BIL continues its predecessor's emphasis on financial feasibility, public involvement, and consideration of social, economic, and environmental impacts of transportation decisions. Substantial work is anticipated during FY 2024 in consideration of these planning requirements. Following is a description of the planning factors and a summary of FY 2024 planning activities applicable to each BIL planning factor. The BIL continues the Metropolitan Planning Program, which establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas. Program oversight is a joint Federal Highway Administration/Federal Transit Administration responsibility.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency. RCRPC MPO will consider performing those of following tasks:
 - ❖ Compile and analyze information about current traffic patterns and travel conditions.
 - ❖ maintain the Coordinated Public Transit-Human Services Transportation Plan and a competitive project selection process for the JARC and the related funds apportioned to the Mansfield urbanized area.
 - ❖ assist MPO entities in identifying needed transportation improvements and related funding sources.
 - ❖ participate in evaluation of proposed major transportation improvement projects in the metropolitan area.
 - ❖ develop travel demand and congestion management strategies to improve efficiency of existing system.
 - ❖ Promotion of alternative fuels and more efficient use of transportation system
 - ❖ provide a process to evaluate proposed TIP projects based on anticipated efficient movement of people and goods.

2. Increase the safety of the transportation system for motorized and nonmotorized users. RCRPC MPO will consider performing those of following tasks:
 - ❖ Continue the data-driven crash data analysis, identify roadway and bridges where unsafe conditions underscore the need for prompt improvement.
 - ❖ Coordinate with ODOT in selecting projects that merit special funding consideration because related safety concerns warrant attention; focus on bike/pedestrian safety and transit safety in regard to transit operations and passenger protection
 - ❖ Identify locations of recurring congestion and high crashes rates and encourage development of appropriate safety and congestion management strategies.
 - ❖ Promote use of technological solutions, alternate routes, etc. to manage incidents.
 - ❖ Educate elderly persons regarding transit safety.
 - ❖ Consider safety as a factor in evaluation of proposed TIP projects.

3. Increase the security of the transportation system for motorized and nonmotorized users. RCRPC MPO will consider performing those of following tasks:
 - ❖ Maintain pavement and bridge inventories.
 - ❖ Maintain an inventory of comprehensive regional base maps.
 - ❖ Promote the use of technology to enhance transit service security.
 - ❖ Promote the use of technology to enhance the security of roadway infrastructure.

4. Increase the accessibility and mobility options available to people and for freight. RCRPC MPO will consider performing those of following tasks:
 - ❖ Assemble and analyze demographic, socioeconomic and land use data to simulate the current and planned land development patterns in which the transportation system must operate.
 - ❖ Maintain a current transit database that documents characteristics of bus service available to metropolitan area travelers.
 - ❖ Process Plan amendments that meet the public involvement, fiscal constraint, and air quality thresholds, and demonstrate the ability to improve mobility for movement of people and freight.
 - ❖ Collect and analyze network data to improve the efficiency of existing and future MPO REGION area transportation networks.
 - ❖ Maintain and update bicycle/pedestrian trail database.
 - ❖ Enhance the forecasting ability of Regional transportation models.
 - ❖ Develop 2050 Long-Range Transportation Plan.
 - ❖ Continue working with ODOT and other states on freight and trade.
 - ❖ Maintain current information on the federal functional classification network and analyze major investments which can increase mobility options.
 - ❖ Assess transit needs and promote transit options in MPO REGION area
 - ❖ Ensure compliance with civil rights laws and other guidelines calling for access to information about, and options related to, transportation choices

5. Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns. RCRPC MPO will consider performing those of following tasks:
 - ❖ Evaluate social, environmental, land use and economic impacts of transportation plans.
 - ❖ Maintain a geographic information system that allows integrated analysis of various layers of data as they affect the human population and transportation network.
 - ❖ Coordinate with ODOT with regard to statewide transportation network improvements.
 - ❖ To determine regional desire to develop and promote multi-modal priorities.
 - ❖ Coordinate with ODOT in the project selection process.
 - ❖ Develop a planning process that can be integrated into the required environmental analysis for major highway and transit projects.
 - ❖ Implement the MPO Urban Area Coordinated Public Transit-Human Services Transportation Plan with state and local health and human services providers.
 - ❖ Improve the efficiency of the current transportation system.
 - ❖ Continue provision of paratransit services for the elderly and individuals with disabilities.

- ❖ Monitor air quality in the metropolitan area, and implement measures to improve air quality including promotion of rideshare, use of clean fuels, implementation of transportation system management strategies.
 - ❖ Maintain contact with area citizens and business with a focus on receiving and providing information that can help to improve the transportation system and quality of life for the metropolitan area.
6. Enhance the integration and connectivity of the transportation system, across and between modes, and for people and freight. RCRPC MPO will consider performing those of following tasks:
- ❖ Monitor and map the continuing development of the intermodal Regional transportation network
 - ❖ Evaluate and update the long-range plan's intermodal recommendations, including transit, bicycle, and pedestrian trail strategies.
 - ❖ Update the current "Direction Looking Forward 2045" LRTP.
 - ❖ Cooperate with ODOT in maintaining and updating functional classification systems and assist with ODOT in selection of projects for funding under the NHS, Bridge, and Interstate programs.
 - ❖ Maintain transit route and scheduling database that assists in continuous internal review of bus route performance.
7. Promote efficient system management and operation. RCRPC MPO will consider performing those of following tasks:
- ❖ Assemble and analyze demographic, socioeconomic and land use data to simulate the current and planned land development patterns in which the transportation system must operate.
 - ❖ Develop and maintain fiscally constrained long-range transportation plan and transportation improvement project plan.
 - ❖ Analyze future travel demand.
 - ❖ Monitor federally funded transportation improvements and provide periodic status reports.
 - ❖ Coordinate and support ODOT's sets of targets for measuring roadway performance.
 - ❖ Provide a process to evaluate proposed TIP projects based on anticipated efficient movement of people and goods.
8. Emphasize the preservation of the existing transportation system. RCRPC MPO will consider performing those of following tasks:
- ❖ Assemble and analyze demographic, socioeconomic and land use data to simulate the current and planned land development patterns in which the transportation system must operate.

- ❖ Data collection of existing traffic, pavement and transportation conditions, strategic roadways, public transportation, and goods movement.
 - ❖ Develop the 2050 Long-Range Transportation Plan.
9. Improve the resiliency and reliability of the transportation system and reduce (or mitigate) the stormwater impacts on surface transportation.
10. Enhance travel and tourism.

Additionally, the MPO REGION planning process must include the following activities. These responsibilities are carried out through the completion of work program tasks as well.

- ❖ Publish public involvement procedures that support early and continuing involvement of citizens, affected public agencies, transportation agency employees, private providers of transportation, public transit users, freight shippers, and other interested parties in the development of the transportation plans and transportation improvement programs (TIPs).
- ❖ Comply with Title VI of the Civil Rights Act of 1964, the Presidential Order on Environmental Justice, and the State's assurance of nondiscrimination under any program receiving U.S. Department of Transportation (DOT) assistance.
- ❖ Identify actions necessary to comply with the Americans with Disabilities Act of 1990 and applicable U.S. DOT regulations.
- ❖ Provide for the involvement of traffic, rideshare, and parking agencies; airport and port authorities; and appropriate private transportation providers.
- ❖ Provide for involvement of local, state, and federal environmental resource and permit agencies.
- ❖ Include preparation of technical reports to assure documentation of the redevelopment, refinement, and reappraisal of the transportation plan.
- ❖ Develop and maintain a long-range intermodal regional transportation plan that is fiscally constrained and addresses at least a 20-year period.
- ❖ Develop/update a transportation improvement program (TIP) every year in cooperation with the State and public transit operators. The TIP must be fiscally constrained by year and may identify illustrative projects.

5 Funding Summary Breakdown by OWP Task Category

5.1 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.

5.1.1 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.

204.1 Results

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

| 204.1 CDBG / RLF | | |
|------------------------------|--------------|------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 450 | \$ 39,163 |
| <i>Source of Funding</i> | | <i>Amount</i> |
| Richlnd County (CDBG) | | \$ 39,163 |

5.1.2 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).

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.

206.1 Results

Administration of ongoing District 16 State Capital Improvements Program - continual

Administration of the District 16 Clean Ohio Space Program-continual

| 206.1 OPWC | | |
|-------------------------------------|--------------|------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 275 | \$ 24,293 |
| <i>Source of Funding</i> | | <i>Amount</i> |
| Ohio Public Works Commission | | \$ 24,293 |

5.2 CATEGORY 600 TRANSPORTATION

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 listed in section 3 “OWP Scope and Metropolitan Planning Factors” will be applied as the basis for transportation planning products. Based on the BIL, 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 FY2024 RCRPC Overall Work Program far exceeds this 2 ½% requirement in planned activities.

5.2.1 Subcategory 601 Short Range Planning

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

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 safety, congestion and general operational concerns, such as pavement assessment survey/study.*
- *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 implementation of the Richland County Housing Needs and Action Plan*
- *Assist ODOT with implementation of Transport Ohio*
- *Considering the coordination with ODOT for the development of 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.*

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 and Implementation 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 10 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

- *Prepare and conducts the following research and programs – Continual.*
Monthly press releases promoting traffic safety education.
RCRPC complete streets guidelines document.

FY 2024 RCRPC OVERALL WORK PLAN

Established Bike and Pedestrian Safety outreach program.

Transit Asset Management (TAM) document.

Regional Safe Routes to school/School Zone Safety Campaign.

RCT- Transit Development Program (TDP) document.

Richland County Housing Study and Action Plan.

- 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
- **Project Analysis and Study**
 - Conduct Airport Access and Corridor Analysis
 - Conduct Bike and Pedestrian Safety Improvement Study
 - Conduct Roundabout Improvement Before and After Comparing and Education Study
 - Conduct Pavement Survey and Inventory for safety using STBG grants

| 601.1 Short Range Planning FY2023 Carryforward | | |
|---|-------|-----------|
| Responsible Agency | Hours | Cost |
| In-House Staff | 459 | \$ 43,059 |
| Source of Funding | | Amount |
| US DOT | | \$ 34,447 |
| Ohio DOT | | \$ 4,306 |
| Local | | \$ 4,306 |
| Total | | \$ 43,059 |

| 601.1 Short Range Planning FY2024 | | |
|--------------------------------------|-------|-----------|
| Responsible Agency | Hours | Cost |
| In-House Staff | 459 | \$ 43,059 |
| Source of Funding | | Amount |
| US DOT | | \$ 34,447 |
| Ohio DOT | | \$ 4,306 |
| Local | | \$ 4,306 |
| Total | | \$ 43,059 |

| Special Project 2 SR-13 Corridor/Accessibility & Safety | | |
|--|-------|-----------|
| Responsible Agency | Hours | Cost |
| In-House Staff | | \$ 95,000 |
| Source of Funding | | Amount |
| US DOT | | \$ 76,000 |
| Ohio DOT | | \$ 9,500 |
| Local | | \$ 9,500 |
| Total | | \$ 95,000 |

| Special Project 3b Bike/Ped Safety | | |
|---------------------------------------|-------|-----------|
| Responsible Agency | Hours | Cost |
| In-House Staff | | \$ 32,397 |
| Source of Funding | | Amount |
| US DOT | | \$ 25,918 |
| Ohio DOT | | \$ 3,240 |
| Local | | \$ 3,240 |
| Total | | \$ 32,397 |

| Special Project 3a ISAATO: Bike/Ped Safety | | |
|---|-------|-----------|
| Responsible Agency | Hours | Cost |
| In-House Staff | | \$ 15,103 |
| Source of Funding | | Amount |
| US DOT | | \$ 15,103 |
| Ohio DOT | | \$ - |
| Local | | \$ - |
| Total | | \$ 15,103 |

| Special Project 4/FY2024 CTBG Pavement Survey & Safety | | |
|---|-------|------------|
| Responsible Agency | Hours | Cost |
| In-House Staff | | \$ 184,069 |
| Source of Funding | | Amount |
| US DOT | | \$ 184,069 |
| Ohio DOT | | \$ - |
| Local | | \$ - |
| Total | | \$ 184,069 |

2.5% Set-side for 100% PL

PID 119135 - STBG Planning Funds for Pavement Survey & Safety Project

5.2.2 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.

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.
- Develop and revise 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 Results

- Interactive Online TIP map - Continual

FY 2024 RCRPC OVERALL WORK PLAN

- 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.

| 601.1 Short Range Planning FY2023 Carryforward | | | 601.1 Short Range Planning FY2024 | | |
|---|--------------|------------------|--------------------------------------|--------------|------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> | <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 459 | \$ 43,059 | In-House Staff | 459 | \$ 43,059 |
| <i>Source of Funding</i> | | <i>Amount</i> | <i>Source of Funding</i> | | <i>Amount</i> |
| US DOT | | \$ 34,447 | US DOT | | \$ 34,447 |
| Ohio DOT | | \$ 4,306 | Ohio DOT | | \$ 4,306 |
| Local | | \$ 4,306 | Local | | \$ 4,306 |
| <i>Total</i> | | \$ 43,059 | <i>Total</i> | | \$ 43,059 |

5.2.3 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*

- 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.

FY 2024 RCRPC OVERALL WORK PLAN

- Data analysis from survey/public input outreach effort - Continual
- 2020 decennial census, ACS & related data disseminated and analyzed as available – Continual.

| 605.1 Surveillance FY2023 Carryforward | | | 605.1 Surveillance FY2024 | | |
|---|--------------|------------------|------------------------------|--------------|------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> | <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 1,292 | \$ 70,172 | In-House Staff | 1,292 | \$ 70,172 |
| <i>Source of Funding</i> | | <i>Amount</i> | <i>Source of Funding</i> | | <i>Amount</i> |
| US DOT | | \$ 56,137 | US DOT | | \$ 56,137 |
| Ohio DOT | | \$ 7,017 | Ohio DOT | | \$ 7,017 |
| Local | | \$ 7,017 | Local | | \$ 7,017 |
| <i>Total</i> | | \$ 70,172 | <i>Total</i> | | \$ 70,172 |

5.2.4 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)

FY 2024 RCRPC OVERALL WORK PLAN

- 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 the current RCRPC Regional Plans are aligned with statewide Access Ohio 2045 and Walk-Bike-Ohio.

610 Results

- Schedule for update of LRTP (A draft schedule for updating the current LRTP is shown in Appendix A: 610 - LRTP Update Tasks & Schedule)
- Update travel demand model
- Update modeling network
- Update base and horizon year social-economic data
- Needs assessment.
- GIS database
- Safety
- Regional financial and funding analysis
- Public involvement tools
- Short, mid, and long-term project lists
- Plan update activity schedule.
- Establish stakeholder group.
- Determine level of consultant assistance.
- Establish Committee to investigate regional funding opportunities and candidate projects for
- Bipartisan Infrastructure Law grants.
- Update Current LRTP (Consultant)

| 610.1 Long Range FY2023 Carryforward | | | 610.1 Long Range FY2024 | | |
|---|--------------|------------------|----------------------------|--------------|------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> | <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 230 | \$ 44,265 | In-House Staff | 230 | \$ 44,265 |
| <i>Source of Funding</i> | | <i>Amount</i> | <i>Source of Funding</i> | | <i>Amount</i> |
| US DOT | | \$ 35,412 | US DOT | | \$ 35,412 |
| Ohio DOT | | \$ 4,427 | Ohio DOT | | \$ 4,427 |
| Local | | \$ 4,427 | Local | | \$ 4,427 |
| <i>Total</i> | | \$ 44,265 | <i>Total</i> | | \$ 44,265 |

| Special Project 1 LRTP Update | | |
|----------------------------------|--------------|-------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | | \$ 120,000 |
| <i>Source of Funding</i> | | <i>Amount</i> |
| US DOT | | \$ 96,000 |
| Ohio DOT | | \$ 12,000 |
| Local | | \$ 12,000 |
| <i>Total</i> | | \$ 120,000 |

5.2.5 Subcategory 625 Planning Assistance/Service

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.

FY 2024 RCRPC OVERALL WORK PLAN

- 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.

| 625.1 Service FY2023 Carryforward | | | 625.1 Service FY2024 | | |
|--|--------------|------------------|---------------------------------|--------------|------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> | <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 414 | \$ 30,287 | In-House Staff | 414 | \$ 30,287 |
| <i>Source of Funding</i> | | <i>Amount</i> | <i>Source of Funding</i> | | <i>Amount</i> |
| US DOT | | \$ 24,229 | US DOT | | \$ 24,229 |
| Ohio DOT | | \$ 3,029 | Ohio DOT | | \$ 3,029 |
| Local | | \$ 3,029 | Local | | \$ 3,029 |
| <i>Total</i> | | \$ 30,287 | <i>Total</i> | | \$ 30,287 |

5.2.6 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 things affecting the region
- Participation on OARC committees that relate to regional transportation planning issues.
 - OARC Transportation Directors
 - OARC Safety Working Group
 - ODOT Statewide Transportation Modeling 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*

| 630.1 Statewide FY2023 Carryforward | | | 630.1 Statewide FY2024 | | |
|--|--------------|-----------------|-----------------------------------|--------------|-----------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> | <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 51 | \$ 4,765 | In-House Staff | 51 | \$ 4,765 |
| <i>Source of Funding</i> | | <i>Amount</i> | <i>Source of Funding</i> | | <i>Amount</i> |
| US DOT | | \$ 3,812 | US DOT | | \$ 3,812 |
| Ohio DOT | | \$ 476 | Ohio DOT | | \$ 476 |
| Local | | \$ 476 | Local | | \$ 476 |
| <i>Total</i> | | \$ 4,765 | <i>Total</i> | | \$ 4,765 |

5.2.7 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 D.

Activities

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

674.2Results

- Route and schedule analysis throughout the year - Continual.
- Effective marketing – Continual.
- Safety analysis
- 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.

| 674.2a Mass Transit | | |
|---|--------------|-------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 3,542 | \$ 196,686 |
| <i>Source of Funding</i> | | <i>Amount</i> |
| FTA Section 5307 PID: 111766 | | \$ 157,349 |
| Local - RCTB | | \$ 39,337 |
| <i>Total</i> | | \$ 196,686 |

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

| 674.2b Mass Transit- Data | | |
|----------------------------------|--|-------------------|
| <i>Responsible Agency</i> | | <i>Cost</i> |
| Transit Operator | | \$ 150,000 |
| <i>Source of Funding</i> | | <i>Amount</i> |
| FTA Section 5307 | | \$ 120,000 |
| Local - RCTB | | \$ 30,000 |
| <i>Total</i> | | \$ 150,000 |

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.

674.4 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 - Continual.

| 674.4 Social Service Transportation | | |
|--|--------------|-------------------|
| <i>Responsible Agency</i> | <i>hours</i> | <i>Cost</i> |
| Agencies & Providers | 1,856 | \$ 559,911 |
| <i>Source of Funding</i> | | <i>Amount</i> |
| ODOT Office of Transit | | \$ 69,829 |
| ATAC Agencies | | \$ 490,082 |
| <i>Total</i> | | \$ 559,911 |

5.2.8 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.
- Develop Purpose for Project Study and Project Scope of Work.
- Develop Request for Proposals.
- Development and publishing of annual report of transportation planning activities.
- Giving comments and inputs to received project documentation.
- 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

- MPO website update - Continual
- Local MPO Manual for public, new hires, commission members - Continual.
- Work Program completion report - Continual.
- Enhanced Performance Management dashboard on website - Continual.
- Approved Overall Work Program - Continual.
- Federal Funds Obligation Report - Continual.
- Approved Title VI/Environmental Justice formal complaint process – 1st Quarter.
- Approved RCRPC Transportation Prospectus- 4th Quarter

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- RCRPC Transportation Planning Procedural Manual- 4th Quarter
- Enhanced Public Involvement (VPI) techniques - Continual
- 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.

| 697.1 Reporting FY2023 Carryforward | | | 697.1 Reporting FY2024 | | |
|--|--------------|------------------|-----------------------------------|--------------|------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> | <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 401 | \$ 52,951 | In-House Staff | 401 | \$ 52,951 |
| <i>Source of Funding</i> | | <i>Amount</i> | <i>Source of Funding</i> | | <i>Amount</i> |
| US DOT | | \$ 42,361 | US DOT | | \$ 42,361 |
| Ohio DOT | | \$ 5,295 | Ohio DOT | | \$ 5,295 |
| Local | | \$ 5,295 | Local | | \$ 5,295 |
| <i>Total</i> | | \$ 52,951 | <i>Total</i> | | \$ 52,951 |

5.3 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 character rate or be of a different 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.

5.3.1 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:
 - 1) Administration of the Richland County Subdivision Regulations.
 - 2) 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.

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- 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

| 900.1 Local Service | | |
|----------------------------------|--------------|------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| In-House Staff | 320 | \$ 52,665 |
| <i>Source of Funding</i> | | <i>Amount</i> |
| Participating Agency Fees | | \$ 52,665 |

5.4 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.

5.4.1 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.

| 1001 Administration | | |
|---|--------------|-------------------|
| <i>Responsible Agency</i> | <i>Hours</i> | <i>Cost</i> |
| RCRPC (Wages&FB) | 2,322 | \$ 114,339 |
| <i>Source of Funding</i> | | <i>Amount</i> |
| Shared by all direct time programs | | \$ 114,339 |

FY 2024 RCRPC OVERALL WORK PLAN

6 FY 2024 OWP Detailed Budget by Program and Task Category (Table)

| FY 2024 Overall Work Program | | | | | | | | | | |
|--|---|---|-----------|----------|----------|-----------|------------|------------|----------------------|----------|
| PROGRAM | | TOTAL | US-DOT | ODOT | Local | RCTB 5307 | RCTB LOCAL | ODOT Coord | Other (as specified) | |
| FY 2024 Overall Work Program Itemized Budget | 204: CDBG | 204: CDBG (Administration, Fair Housing, RLF) ODOT/CDBG | | | | | | | | |
| | | DIRECT SALARIES | \$19,352 | | | | | | | \$19,352 |
| | | FRINGE BENEFITS | \$10,522 | | | | | | | \$10,522 |
| | | DIRECT EXPENSES | \$0 | | | | | | | \$0 |
| | | INDIRECT COSTS | \$9,290 | | | | | | | \$9,290 |
| | | SUB TOTAL | \$39,163 | | | | | | | \$39,163 |
| | | FUNDING BY SOURCE | | | | | | | | 100.0% |
| | 206: OPWC | 206: Ohio Public Works Commission programs (Issue #1, NRAC, Job Ready Site) OPWC | | | | | | | | |
| | | DIRECT SALARIES | \$11,930 | | | | | | | \$11,930 |
| | | FRINGE BENEFITS | \$6,486 | | | | | | | \$6,486 |
| | | DIRECT EXPENSES | \$150 | | | | | | | \$150 |
| | | INDIRECT COSTS | \$5,727 | | | | | | | \$5,727 |
| | | SUB TOTAL | \$24,293 | | | | | | | \$24,293 |
| | | FUNDING BY SOURCE | | | | | | | | 100.0% |
| | 601.1: Short Range | 601.1: SHORT RANGE - USING ESTIMATED 2023 CARRYOVER | | | | | | | | |
| | | DIRECT SALARIES | \$13,865 | \$11,092 | \$1,386 | \$1,386 | | | | |
| | | FRINGE BENEFITS | \$7,538 | \$6,031 | \$754 | \$754 | | | | |
| | | DIRECT EXPENSES | \$15,000 | \$12,000 | \$1,500 | \$1,500 | | | | |
| | | INDIRECT COSTS | \$6,656 | \$5,325 | \$666 | \$666 | | | | |
| | | | SUB TOTAL | \$43,059 | \$34,447 | \$4,306 | \$4,306 | | | |
| | | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | |
| 601.1: SHORT RANGE - 2024 FUNDS | | | | | | | | | | |
| DIRECT SALARIES | | \$13,865 | \$11,092 | \$1,386 | \$1,386 | | | | | |
| FRINGE BENEFITS | | \$7,538 | \$6,031 | \$754 | \$754 | | | | | |
| DIRECT EXPENSES | \$15,000 | \$12,000 | \$1,500 | \$1,500 | | | | | | |
| INDIRECT COSTS | \$6,656 | \$5,325 | \$666 | \$666 | | | | | | |
| | SUB TOTAL | \$43,059 | \$34,447 | \$4,306 | \$4,306 | | | | | |
| | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | | |
| 602: TIP | 602: TIP - USING ESTIMATED 2023 CARRYOVER | | | | | | | | | |
| | DIRECT SALARIES | \$1,828 | \$1,462 | \$183 | \$183 | | | | | |
| | FRINGE BENEFITS | \$994 | \$795 | \$99 | \$99 | | | | | |
| | DIRECT EXPENSES | \$4,500 | \$3,600 | \$450 | \$450 | | | | | |
| | INDIRECT COSTS | \$877 | \$702 | \$88 | \$88 | | | | | |
| | | SUB TOTAL | \$8,199 | \$6,559 | \$820 | \$820 | | | | |
| | | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | |
| | 602: TIP - 2024 FUNDS | | | | | | | | | |
| | DIRECT SALARIES | \$1,828 | \$1,462 | \$183 | \$183 | | | | | |
| | FRINGE BENEFITS | \$994 | \$795 | \$99 | \$99 | | | | | |
| DIRECT EXPENSES | \$4,500 | \$3,600 | \$450 | \$450 | | | | | | |
| INDIRECT COSTS | \$877 | \$702 | \$88 | \$88 | | | | | | |
| | SUB TOTAL | \$8,199 | \$6,559 | \$820 | \$820 | | | | | |
| | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | | |
| 605: Surveillance | 605: SURVEILLANCE - USING ESTIMATED 2023 CARRYOVER | | | | | | | | | |
| | DIRECT SALARIES | \$33,439 | \$26,751 | \$3,344 | \$3,344 | | | | | |
| | FRINGE BENEFITS | \$18,181 | \$14,545 | \$1,818 | \$1,818 | | | | | |
| | DIRECT EXPENSES | \$2,500 | \$2,000 | \$250 | \$250 | | | | | |
| | INDIRECT COSTS | \$16,052 | \$12,842 | \$1,605 | \$1,605 | | | | | |
| | | SUB TOTAL | \$70,172 | \$56,137 | \$7,017 | \$7,017 | | | | |
| | | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | |
| | 605: SURVEILLANCE - 2024 FUNDS | | | | | | | | | |
| | DIRECT SALARIES | \$33,439 | \$26,751 | \$3,344 | \$3,344 | | | | | |
| | FRINGE BENEFITS | \$18,181 | \$14,545 | \$1,818 | \$1,818 | | | | | |
| DIRECT EXPENSES | \$2,500 | \$2,000 | \$250 | \$250 | | | | | | |
| INDIRECT COSTS | \$16,052 | \$12,842 | \$1,605 | \$1,605 | | | | | | |
| | SUB TOTAL | \$70,172 | \$56,137 | \$7,017 | \$7,017 | | | | | |
| | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | | |

FY 2024 RCRPC OVERALL WORK PLAN

| FY 2024 Overall Work Program | | | | | | | | | | |
|--|---|--|----------|----------|-----------|------------|------------|----------------------|--|--|
| PROGRAM | TOTAL | US-DOT | ODOT | Local | RCTB 5307 | RCTB LOCAL | ODOT Coord | Other (as specified) | | |
| FY 2024 Overall Work Program Itemized Budget | 610: Long Range | 610: LONG RANGE - USING ESTIMATED 2023 CARRYOVER | | | | | | | | |
| | | DIRECT SALARIES | \$9,025 | \$7,220 | \$903 | \$903 | | | | |
| | | FRINGE BENEFITS | \$4,907 | \$3,926 | \$491 | \$491 | | | | |
| | | DIRECT EXPENSES | \$26,000 | \$20,800 | \$2,600 | \$2,600 | | | | |
| | | INDIRECT COSTS | \$4,333 | \$3,466 | \$433 | \$433 | | | | |
| | | SUB TOTAL | \$44,265 | \$35,412 | \$4,427 | \$4,427 | | | | |
| | | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | |
| | | 610: LONG RANGE - 2024 FUNDS | | | | | | | | |
| | | DIRECT SALARIES | \$9,025 | \$7,220 | \$903 | \$903 | | | | |
| | | FRINGE BENEFITS | \$4,907 | \$3,926 | \$491 | \$491 | | | | |
| | | DIRECT EXPENSES | \$26,000 | \$20,800 | \$2,600 | \$2,600 | | | | |
| | | INDIRECT COSTS | \$4,333 | \$3,466 | \$433 | \$433 | | | | |
| | SUB TOTAL | \$44,265 | \$35,412 | \$4,427 | \$4,427 | | | | | |
| | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | | |
| | 625: Planning Assistance | 625: PLANNING ASSISTANCE - USING ESTIMATED 2023 CARRYOVER | | | | | | | | |
| | | DIRECT SALARIES | \$13,730 | \$10,984 | \$1,373 | \$1,373 | | | | |
| | | FRINGE BENEFITS | \$7,465 | \$5,972 | \$747 | \$747 | | | | |
| | | DIRECT EXPENSES | \$2,500 | \$2,000 | \$250 | \$250 | | | | |
| | | INDIRECT COSTS | \$6,591 | \$5,273 | \$659 | \$659 | | | | |
| | | SUB TOTAL | \$30,287 | \$24,229 | \$3,029 | \$3,029 | | | | |
| | | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | |
| | | 625: PLANNING ASSISTANCE - 2024 FUNDS | | | | | | | | |
| | | DIRECT SALARIES | \$13,730 | \$10,984 | \$1,373 | \$1,373 | | | | |
| | | FRINGE BENEFITS | \$7,465 | \$5,972 | \$747 | \$747 | | | | |
| DIRECT EXPENSES | | \$2,500 | \$2,000 | \$250 | \$250 | | | | | |
| INDIRECT COSTS | | \$6,591 | \$5,273 | \$659 | \$659 | | | | | |
| SUB TOTAL | \$30,287 | \$24,229 | \$3,029 | \$3,029 | | | | | | |
| FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | | | |
| 630: Statewide Participation | 630: STATEWIDE PARTICIPATION - USING ESTIMATED 2023 CARRYOVER | | | | | | | | | |
| | DIRECT SALARIES | \$2,107 | \$1,686 | \$211 | \$211 | | | | | |
| | FRINGE BENEFITS | \$1,146 | \$917 | \$115 | \$115 | | | | | |
| | DIRECT EXPENSES | \$500 | \$400 | \$50 | \$50 | | | | | |
| | INDIRECT COSTS | \$1,012 | \$809 | \$101 | \$101 | | | | | |
| | SUB TOTAL | \$4,765 | \$3,812 | \$476 | \$476 | | | | | |
| | FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | | |
| | 630: STATEWIDE PARTICIPATION - 2024 FUNDS | | | | | | | | | |
| | DIRECT SALARIES | \$2,107 | \$1,686 | \$211 | \$211 | | | | | |
| | FRINGE BENEFITS | \$1,146 | \$917 | \$115 | \$115 | | | | | |
| | DIRECT EXPENSES | \$500 | \$400 | \$50 | \$50 | | | | | |
| | INDIRECT COSTS | \$1,012 | \$809 | \$101 | \$101 | | | | | |
| SUB TOTAL | \$4,765 | \$3,812 | \$476 | \$476 | | | | | | |
| FUNDING BY SOURCE | | 80.0% | 10.0% | 10.0% | | | | | | |
| 674.2: Mass Transit | 674.2a: MASS TRANSIT EXCLUSIVE (RCTB Planning expenses as described in OWP Appendix B) and included in the STIP as PID#111770. This section provided by the transit operator (Required by FTA to be included here) | | | | | | | | | |
| | DIRECT SALARIES | \$94,718 | | | | \$75,774 | \$18,944 | | | |
| | FRINGE BENEFITS | \$51,499 | | | | \$41,199 | \$10,300 | | | |
| | DIRECT EXPENSES | \$5,000 | | | | \$4,000 | \$1,000 | | | |
| | INDIRECT COSTS | \$45,469 | | | | \$36,375 | \$9,094 | | | |
| | SUB TOTAL | \$196,686 | | | | \$157,349 | \$39,337 | | | |
| | FUNDING BY SOURCE | | | | | 80.0% | 20.0% | | | |
| | 674.2b: MASS TRANSIT DATA - This section provided by transit operator (Required by FTA to be included here) | | | | | | | | | |
| | Expense for data collection, financial and grant management, and other planning per FY23 OWP Appendix B | \$150,000 | | | | \$120,000 | \$30,000 | | | |
| | FUNDING BY SOURCE | | | | | 80.0% | 20.0% | | | |

FY 2024 RCRPC OVERALL WORK PLAN

| FY 2024 Overall Work Program | | | | | | | | | | | |
|--|---|---|-----------|----------|----------|----------|--------------|---------------|---------------|-----------------------------|-----------|
| | | PROGRAM | TOTAL | US-DOT | ODOT | Local | RCTB 5307 | RCTB LOCAL | ODOT Coord | Other (as specified) | |
| FY 2024 Overall Work Program Itemized Budget | 674.4 Mobility | 674.4: SERVICE COORDINATION | | | | | | | | | |
| | | Agencies | | | | | | | | | |
| | | DIRECT SALARIES | \$41,957 | | | | | | | \$33,566 | \$8,391 |
| | | FRINGE BENEFITS | \$22,813 | | | | | | | \$18,250 | \$4,563 |
| | | DIRECT EXPENSES | \$475,000 | | | | | | | \$1,900 | \$473,100 |
| | | INDIRECT COSTS | \$20,142 | | | | | | | \$16,113 | \$4,028 |
| | SUB TOTAL | | \$559,911 | | | | | | \$69,829 | \$490,082 | |
| | FUNDING BY SOURCE | | | | | | | | 12.5% | 87.5% | |
| | 697: Transportation Program Report | 697: TRANSPORTATION PROGRAM REPORTING - USING EST 2023 CARRYOVER | | | | | | | | | |
| | | DIRECT SALARIES | \$13,812 | \$11,049 | \$1,381 | \$1,381 | | | | | |
| | | FRINGE BENEFITS | \$7,510 | \$6,008 | \$751 | \$751 | | | | | |
| | | DIRECT EXPENSES | \$25,000 | \$20,000 | \$2,500 | \$2,500 | | | | | |
| | | INDIRECT COSTS | \$6,630 | \$5,304 | \$663 | \$663 | | | | | |
| | | SUB TOTAL | | \$52,951 | \$42,361 | \$5,295 | \$5,295 | | | | |
| | FUNDING BY SOURCE | | | 80.0% | 10.0% | 10.0% | | | | | |
| | 697: Transportation Program Report | 697: TRANSPORTATION PROGRAM REPORTING - 2024 FUNDS | | | | | | | | | |
| | | DIRECT SALARIES | \$13,812 | \$11,049 | \$1,381 | \$1,381 | | | | | |
| | | FRINGE BENEFITS | \$7,510 | \$6,008 | \$751 | \$751 | | | | | |
| DIRECT EXPENSES | | \$25,000 | \$20,000 | \$2,500 | \$2,500 | | | | | | |
| INDIRECT COSTS | | \$6,630 | \$5,304 | \$663 | \$663 | | | | | | |
| SUB TOTAL | | \$52,951 | \$42,361 | \$5,295 | \$5,295 | | | | | | |
| FUNDING BY SOURCE | | | 80.0% | 10.0% | 10.0% | | | | | | |
| 901: Local | 901: LOCAL SERVICES (Including Development Regulations) | | | | | | | | | | |
| | DIRECT SALARIES | \$12,188 | | | \$12,188 | | | | | | |
| | FRINGE BENEFITS | \$6,627 | | | \$6,627 | | | | | | |
| | DIRECT EXPENSES | \$28,000 | | | \$28,000 | | | | | | |
| | INDIRECT COSTS | \$5,851 | | | \$5,851 | | | | | | |
| | SUB TOTAL | | \$52,665 | | | \$52,665 | | | | | |
| FUNDING BY SOURCE | | | | | 100.0% | | | | | | |

| FY 2024 Overall Work Program | | | | | | | | | | |
|-------------------------------|---|--|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|-----------------------------|
| | | PROGRAM | TOTAL | US-DOT | ODOT | Local | RCTB 5307 | RCTB LOCAL | ODOT Coord | Other (as specified) |
| Total | GRAND TOTAL ALL PROGRAMS (excludes Transit Operator Planning/674.2b- Transit Data) | | | | | | | | | |
| | DIRECT SALARIES | \$355,754 | \$140,488 | \$17,561 | \$29,749 | \$75,774 | \$18,944 | \$33,566 | \$39,673 | |
| | FRINGE BENEFITS | \$193,427 | \$76,385 | \$9,548 | \$16,175 | \$41,199 | \$10,300 | \$18,250 | \$21,570 | |
| | DIRECT EXPENSES | \$660,150 | \$121,600 | \$15,200 | \$43,200 | \$4,000 | \$1,000 | \$1,900 | \$473,250 | |
| | INDIRECT COSTS | \$170,780 | \$67,441 | \$8,430 | \$14,281 | \$36,375 | \$9,094 | \$16,113 | \$19,045 | |
| | TOTAL | \$1,380,112 | \$405,915 | \$50,739 | \$103,405 | \$157,349 | \$39,337 | \$69,829 | \$553,538 | |
| | Summary | Summary (includes transit operator planning as required by FTA) | | | | | | | | |
| | | Local Service | \$52,665 | \$0 | \$0 | \$52,665 | \$0 | \$0 | \$0 | \$0 |
| | | Transportation Planning (MPO) | \$507,393 | \$405,915 | \$50,739 | \$50,739 | \$0 | \$0 | \$0 | \$0 |
| | | Transportation Special Projects (CPG) | \$247,397 | \$197,918 | \$24,740 | \$24,740 | | | | |
| | | ** Transportation Special Projects (STB) | \$184,069 | \$184,069 | \$0 | \$0 | | | | |
| | | * ISAATO (CPG) | \$15,103 | \$15,103 | | | | | | |
| Public Transportation/Transit | | \$346,686 | \$0 | \$0 | \$0 | \$277,349 | \$69,337 | \$0 | \$0 | |
| Mobility Coordination | | \$559,911 | | | | \$0 | \$0 | \$69,829 | \$490,082 | |
| CDBG | | \$39,163 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$39,163 | |
| Public Works Programs | | \$24,293 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$24,293 | |
| Misc. | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Total | | \$1,976,681 | \$803,004 | \$75,479 | \$128,144 | \$277,349 | \$69,337 | \$69,829 | \$553,538 | |
| Funding by Original Source | FY2024 Funding by Original Source | | | | | | | | | |
| | Federal/FTA | \$316,512 | | | | \$277,349 | | | \$39,163 | |
| | Federal Funds /(CPG) | \$603,832 | \$603,832 | | | | | | | |
| | * ISAATO / Federal CPG | \$15,103 | \$15,103 | | | | | | | |
| | ** Federal Funds/ STBG | \$184,069 | \$184,069 | | | | | | | |
| | State Of Ohio | \$169,601 | | \$75,479 | | | | \$69,829 | \$24,293 | |
| | Local | \$687,564 | | | \$128,144 | | \$69,337 | | \$490,082 | |
| | Other | \$0 | | | | | | | \$0 | |
| Total | \$1,976,681 | \$803,004 | \$75,479 | \$128,144 | \$277,349 | \$69,337 | \$69,829 | \$553,538 | | |

* ISAATO 2.5% of PL @ 100% for FY 2024 Eligible Activities.

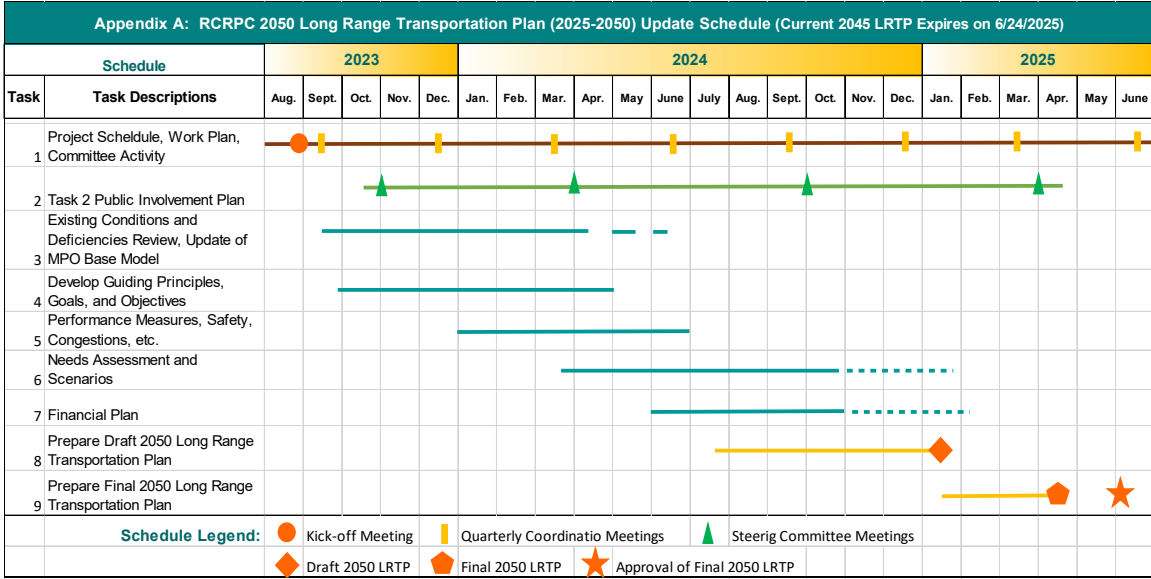
** PID 119135 - STBG Planning Funds for Pavement Survey Project & Safety.

FY 2024 RCRPC OVERALL WORK PLAN

| Transportation Planning Program Summary | | | | | | |
|--|--------------------------------|--|------------------|------------------|-----------------|-----------------|
| PROGRAM | | | TOTAL | US-DOT | ODOT | Local |
| A: Transportation Planning (In-House) | FY23 Carryover | ESTIMATED FY2023 CARRYOVER (IN-HOUSE PLANNING) | \$253,697 | \$202,957 | \$25,370 | \$25,370 |
| | FY24 | ESTIMATED FY2024 FUNDS (IN-HOUSE PLANNING) | \$253,697 | \$202,957 | \$25,370 | \$25,370 |
| | Total | TOTAL IN-HOUSE PLANNING (TRANSPORTATION PLANNING PROGRAM) | \$507,393 | \$405,915 | \$50,739 | \$50,739 |
| B1: Special Projects (FY 2024 CPG Funds) | SP-1 | SP1 - 2050 LRTP UPDATE: FY 2024 FUNDS | \$120,000 | \$96,000 | \$12,000 | \$12,000 |
| | SP-2 | SP2 - SR 13 Corridor (North of Longview Ave.) 4.5mi: FY 2023 | \$0 | \$0.0 | \$0.0 | \$0.0 |
| | | SP2 - SR-13 CORRIDOR (North of Longview Ave.) 4.5mi: FY 2024 FUNDS | 95,000 | 76,000 | 9,500 | 9,500 |
| | SP-3 | SP3 - BIKE/PED TRAIL (Belville) FY 2023 CARRYOVER FUNDS | \$7,459 | \$5,967 | \$746 | \$746 |
| | | SP3 - BIKE/PED TRAIL (Belville) FY2024 FUNDS | \$24,938 | \$19,950 | \$2,494 | \$2,494 |
| | | * SP3 - BIKE/PED TRAIL (Belville) ISAATO /FY2024 FUNDS | \$15,103 | \$15,103 | | |
| | FY23 Carryover | (SP-1,SP-2,SP-3) USING FY23 CARRYOVER FUNDS | \$7,459 | \$5,967 | \$746 | \$746 |
| | FY24 Funds | SPECIAL PROJECTS TOTAL (SP1,SP2,SP3) FY2024 FUNDS | \$239,938 | \$191,950 | \$23,994 | \$23,994 |
| Total | * ISAATO / FY2024 FUNDS | \$15,103 | \$15,103 | | | |
| B2: SP 4 - STBG/ Pavement Survey & Safety Project | FY24 Funds | SP4 - STBG: PAVEMENT SURVEY & SAFETY PROJECT FY2024 | \$122,624 | \$122,625 | \$0 | \$0 |
| | | SP4 - ADAM HILL WARREN (USING 733 HOURS) | \$46,675 | \$46,675 | \$0 | \$0 |
| | | SP4 - PONG WU (USING 178 HOURS) | \$14,769 | \$14,769 | \$0 | \$0 |
| | Total | ** SP4 - TOTAL STBG FY2024 | \$184,069 | \$184,069 | \$0 | \$0 |
| Transportation Planning Program Total | FY23 Carryover | EST FY 2023 CARRYOVER FUNDS (07/01/2023 -12/31/2023) | \$261,156 | \$208,925 | \$26,116 | \$26,116 |
| | FY24 Funds | FY 2024 FUNDS (01/01/2024 -06/30/2024) | \$493,635 | \$394,908 | \$49,363 | \$49,363 |
| | | * ISAATO /FY2024 FUNDS | \$15,103 | \$15,103 | | |
| | Total | TRANSPORTATION PLANNING PROGRAM GRAND TOTAL (Excluding Special Project 4) | \$769,893 | \$618,935 | \$75,479 | \$75,479 |
| Transportation Planning Program Total | FY23 Carryover | EST FY 2023 CARRYOVER FUNDS (07/01/2023 -12/31/2023) | \$261,156 | \$208,925 | \$26,116 | \$26,116 |
| | FY24 Funds | FY 2024 FUNDS (01/01/2024 -06/30/2024) | \$677,704 | \$578,977 | \$49,363 | \$49,363 |
| | | * ISAATO /FY2024 FUNDS | \$15,103 | \$15,103 | \$0 | \$0 |
| | Total | TRANSPORTATION PLANNING PROGRAM GRAND TOTAL (Including Special Project 4) | \$953,962 | \$803,004 | \$75,479 | \$75,479 |
| * ISAATO 2.5% of PL @ 100% for FY 2024 Eligible Activities. | | | | | | |
| ** PID 119135 - STBG Planning Funds for Pavement Survey Project & Safety | | | | | | |

7 Appendix:

7.1 Appendix A: 610 – LRTP Update Tasks & Schedule



7.2 Appendix B: FY2024 OWP and Planning Activities by Staff Member

| Appendix B: FY 2024 Overall Work Program and Planning Activities by Staff Member (7/1/2023 - 6/30/2024) | | | | | | | | | | | | | | | | | | |
|---|---|--------------|--------------------------|-----------------------|-----------------------|------------------------|----------------|-------------------------|-----------------------|--------------------------------|------------------------------------|-------------------------------|-----------------------------|--|-----------------------|--------------------------|----------------------|---------------|
| Staff | Position | Total Hours | 204: CDBG & Fair Housing | 206: District 16 OPWC | 206: District 16 NRAC | 601: SHORT RANGE TOTAL | 602: TIP TOTAL | 605: SURVEILLANCE TOTAL | 610: LONG RANGE TOTAL | 625: PLANNING ASSISTANCE TOTAL | 630: STATEWIDE PARTICIPATION TOTAL | 674.2: MASS TRANSIT EXCLUSIVE | 674.4: SERVICE COORDINATION | 697: TRANSPORTATION PROGRAM REPORT FUNDS TOTAL | 901.1: LOCAL SERVICES | 1000: ADM Ho/Vocal/ Sick | Total Hours Assigned | |
| Tadie | Planner III-Transit Development Manager | 2080 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 15.0 | 0.0 | 10.0 | 0.0 | 1,681.0 | 0.0 | 75.0 | 0.0 | 0.0 | 299.20 | 2,080 |
| Hill Warren | Transportation Planner III | 2080 | 0.0 | 0.0 | 0.0 | 274.7 | 733.0 | 366.2 | 91.6 | 183.1 | 0.0 | 0.0 | 0.0 | 183.1 | 0.0 | 0.0 | 248.60 | 2,080 |
| Wu | Transportation Technical Director | 2080 | 0.0 | 0.0 | 0.0 | 178.1 | 267.2 | 356.2 | 356.2 | 267.2 | 89.1 | 0.0 | 0.0 | 267.2 | 0.0 | 0.0 | 299.20 | 2,080 |
| Interns (2) | Interns (2) | 1040 | 0.0 | 0.0 | 0.0 | 257.5 | 0.0 | 772.5 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 10.00 | 1,040 |
| Martin | Planner II - Mobility Mgr | 2080 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 1,806.0 | 0.0 | 0.0 | 5.0 | 268.60 | 2,080 |
| Fiscal Manager | Admin/Fiscal Manager | 2080 | 50.0 | 20.0 | 5.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 50.0 | 50.0 | 20.0 | 1,636.0 | 248.60 | 2,080 |
| Planner II/GIS/LU | Transpl/Land Use Plan II | 2080 | 0.0 | 0.0 | 0.0 | 82.6 | 0.0 | 1,073.2 | 0.0 | 330.2 | 0.0 | 0.0 | 0.0 | 165.1 | 100.0 | 0.0 | 329.00 | 2,080 |
| Shetty | Executive Director | 2080 | 400.0 | 200.0 | 50.0 | 125.0 | 0.0 | 0.0 | 12.5 | 37.5 | 12.5 | 0.0 | 0.0 | 62.5 | 200.0 | 681.0 | 299.20 | 2,080 |
| Transit Fiscal/New Hire | Transit Fiscal/New Hire | 2080 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 1,861.0 | 0.0 | 0.0 | 0.0 | 0.0 | 219.00 | 2,080 |
| Total Hours | | 17680 | 450 | 220 | 55 | 918 | 1,000 | 2,583 | 460 | 828 | 102 | 3,542 | 1,856 | 803 | 320 | 2,322 | 2,221 | 17,680 |

7.3 Appendix C: Cost Allocation Plan / Audits / ODOT

COST ALLOCATION PLAN

A fringe benefit rate of **54.371%** and an indirect cost rate of **48.005%** 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.

Provision of a project liaison that provides advice and assistance regarding public transportation operations and grant management.

7.4 Appendix D: RCT Section 5307 Planning

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.

7.5 Appendix E: Title VI Program Compliance Review

**Metropolitan Planning Organizations (MPOs) &
Regional Transportation Planning Organizations (RTPOs)**

General

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](#)

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 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?

[Yes, it does include 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 \(Please explain\) – Title VI information on TAC meeting Agenda and](#)

[related TAC meeting website](#)

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

RCRPC also assists other stakeholders (such as 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, but the google web contains the translation function to different languages

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? [Zero this year](#)

Transportation Planning Program - Data Collection and Analysis

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

[Title VI requirements are being documented in more detail in all publications](#)

28. Does your organization maintain socio-demographic data and mapping for the transportation planning region? [Yes](#)

29. Does your organization use data to identify protected groups for consideration in the planning process?

[YES, we use US Census Data](#)

30. 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.

31. Does your organization track demographic information of participants in its transportation planning program public involvement events? **NO**

Technical Assistance

32. 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.

Pong Wu, Transportation Technical Director, pwu@rcrpc.org 02/28/2022

33. 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**
34. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain. **Title VI prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. Programs that receive Federal funds cannot distinguish among individuals on the basis of race, color or national origin, either directly or indirectly, in the types, quantity, quality or timeliness of program services, aids or benefits that they provide or the manner in which they provide them. RCRPC is continually trying to improve in these areas; notification of future training opportunities is always welcome.**