RICHLAND COUNTY
REGIONAL PLANNING

Overall Work Program

FY2020

Overall Work Program

FY2020

Richland County Regional Planning Commission
19 North Main Street
Mansfield, OH 44902
www.rcrpc.org

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

FY2020 Overall Work Program (OWP)

Table of Contents

Item	*Page*
Introduction & Background	**1**
Location & Study Area Map	**5**
OWP Approval Resolution	**6**
Work Element	
200 Community & Economic Development	**7**
Community Development Block Grants	
204.1 CDBG / RLF	8
Ohio Public Works Commission Programs	
206.1 OPWC District 16 Administration	9
600 Transportation Planning	**10**
Short Range Planning	
601.1 Short Range Planning	12
Transportation Improvement Program	
602.1 TIP	15
Continuing Planning Surveillance	
605.1 Surveillance	17
Long Range Planning	
610.1 Long Range Planning	19
Services	
625.1 Services	21
Participation is Statewide Planning	
630.1 Participation in Statewide Planning	23
Mass Transit / Mobility Management	
674.2 Operational planning for the RCTB	24
674.4 Social Service Transportation	26
Transportation Program Reporting	
697.1 Transportation Program Reporting	27
900 Comprehensive Planning and Local Services	**29**
Local Service	
901.1 Local Service	30
1000 Administration	**32**
Administration	
1001 Administration	33
Supporting Documentation	
Fiscal Year 2020	
Work Element budget	
Appendix	
A. Cost Allocation Plan / Audits / ODOT	
B. RCT Section 5307 Planning	
C. Title VI Program Compliance Review	

INTRODUCTION

Overall Work Program

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

History of Transportation Planning in Richland County

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

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

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

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

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

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

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

Agency Description

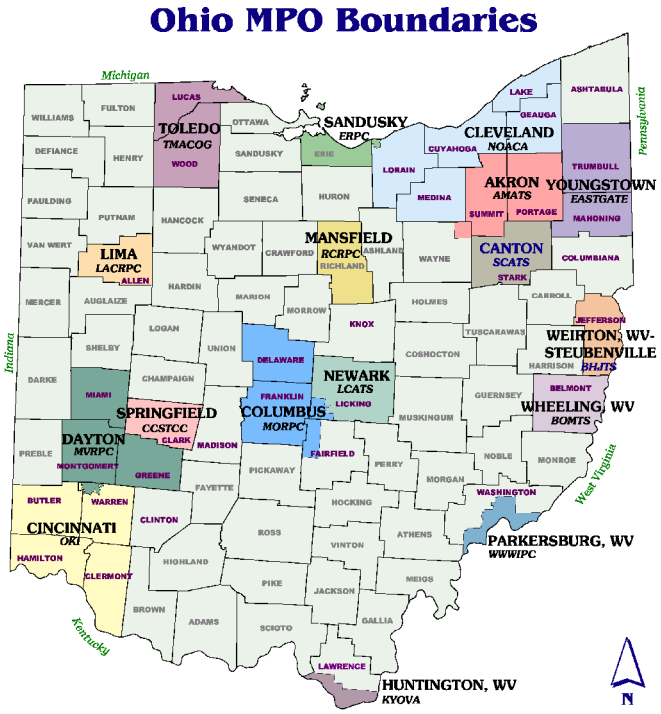
The RCRPC's transportation planning program has continued through the years to be flexible, adapting to changing state and federal requirements, policies, and program emphasis areas while considering local planning needs. This approach supports the concept of the MPO planning, in that local decision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

There are five core functions of the RCRPC MPO:

1) **Establish a setting**: Establish and provide a fair and impartial setting for effective regional transportation related decision making in Richland County;

2) **Evaluate alternatives:** Evaluate transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues, and to the realistically available options, including funding resources;

3) **Maintain a Long Range Transportation Plan (LRTP):** Develop and update a long-range transportation plan for the area which spans a planning horizon of at least twenty (20) years. This plan should foster mobility and access for people and goods, efficient system performance and preservation, and improved quality of life;



4) **Develop a Transportation Improvement Program (TIP):** Develop a four (4) year project implementation program that is based on the long range transportation plan, and designed to serve the area's goals, using spending, regulating, operating, management, and financial tools;

5) **Involve the Public:** Ensure that the general public, and all of the significantly affected sub-groups, have the opportunity to be actively involved in the core functions that are listed above.

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

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

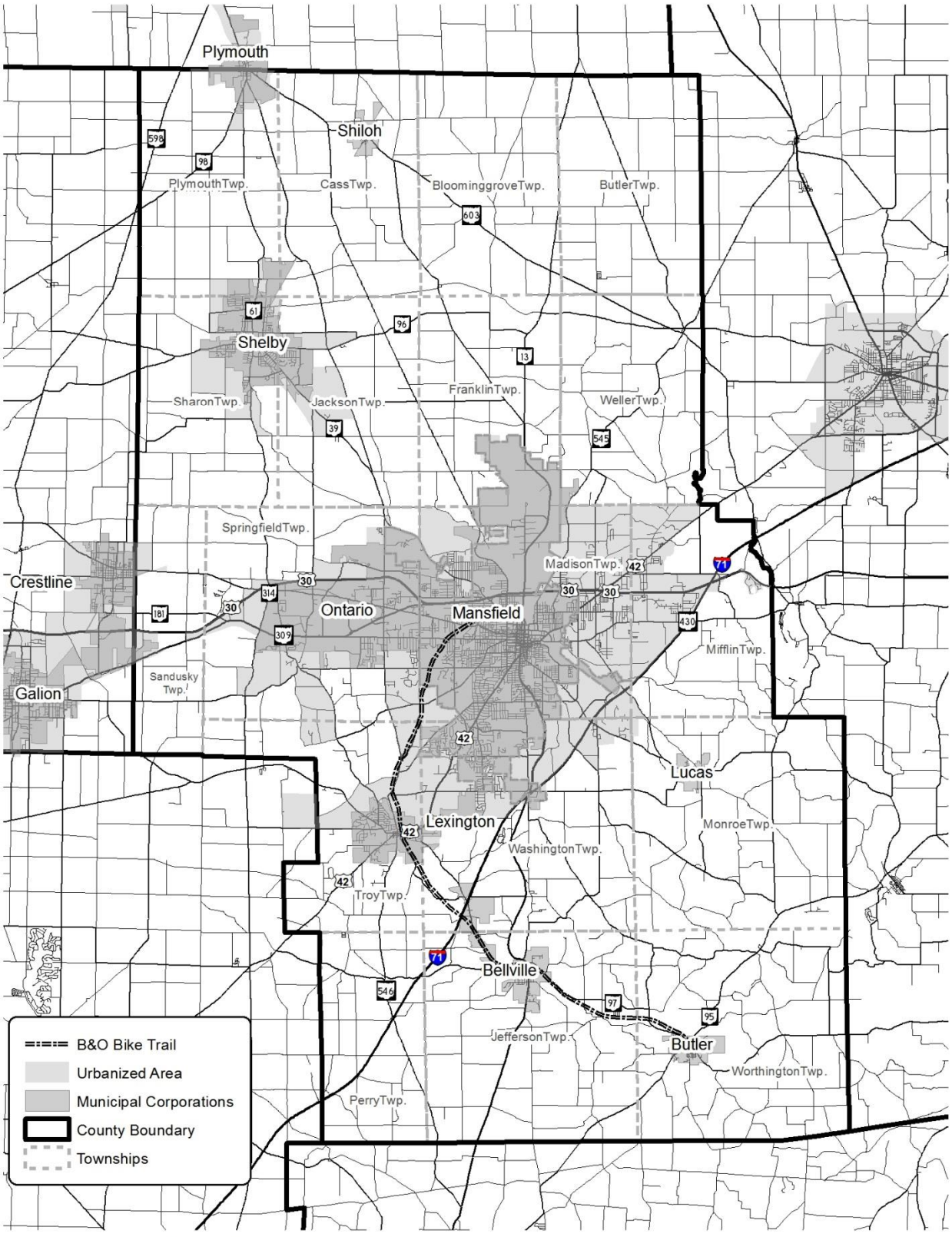
Community Development
The Commission oversees the Community Development Block Grant Program for Richland County, which funds community projects to benefit low and moderate income persons; and the District 16 Public Works Integrating Committee, established to administer the Ohio Public Work Commission's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

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

Transit Board
The RCRPC provides administrative service to the Richland County Transit Board. The transit board was formed in 1978 to oversee public transportation services in the Richland County area. Currently, transit service is provided on 14 fixed routes, along with complementary para-transit service. Additional information can be found at www.rctbuses.com.

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

RCRPC Study Area



Document Path: \\CH-VM-FS01\Regional_Planning\GIS\Projects\county maps\county map basic with urban.mxd

Overall Work Program Approval Resolution

RICHLAND COUNTY
REGIONAL PLANNING

RESOLUTION 19-11

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

A RESOLUTION APPROVING
THE OVERALL WORK PROGRAM FOR Fiscal Year 2020

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

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

WHEREAS, the Overall Work Program for Fiscal Year 2020, covering the period from July 1, 2019 to June 30th 2020 has been prepared and submitted and now requires official approval, so

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

Approves the Overall Work Program for Fiscal Year 2020.

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 29, 2019.

By: _____
Ellen Haring
President
Date 5/31/19

Attest: _____
Jotika Shetty
Executive Director/Secretary
Date 5/29/2019

CATEGORY 200
COMMUNITY AND ECONOMIC DEVELOPMENT

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

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

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

Subcategory 204 Community Development Block Grants

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

Work Element 204.1 CDBG / RLF

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

Activities

Provide planning, development, administration and implementation services to the Richland County Commissioners for Richland County's CDBG.

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.

Results

Administration of the current program year CDBG
Development and administration of the next program year CDBG
Administration of Revolving Loan Fund in Richland County

Work Element 204.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**280**	**$26,179**
Source of Funding		*Amount*
Richland County (CDBG)		**$26,179**

Subcategory 206 Ohio Public Works Commission programs

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

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

Work Element 206.1 OPWC District 16 Administration

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

Activities

Administrative services will 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, 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, and the maintenance of the meeting records and other files.

Administrative services will include the maintenance of the District 16 data base of Job Ready Site projects, the communication with appropriate officials in the District concerning the programs rules and regulations, and the maintenance of meeting records and other files.

Results

Administration of ongoing District 16 State Capital Improvements Program

Administration of the District 16 Clean Ohio Space Program

Administration of ongoing District 16 Job Ready Site Program for the next round of funding, if needed

Work Element 206.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**265**	**$22,412**
Source of Funding		*Amount*
Ohio Public Works Commission		**$22,412**

CATEGORY 600 TRANSPORTATION

Transportation Planning

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

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

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

Transportation Planning involves a number of steps:

- Monitoring existing conditions;

- Forecasting future population and employment growth/decline, including assessing projected land use in the region and identifying major growth corridors;

-Identifying current and projected future transportation problems and needs and analyzing, through detailed planning studies, various transportation improvement strategies to address those needs;

-Developing long range and short range programs of alternative capital improvement and operational strategies for moving people and goods;

-Estimating the impact of recommended future improvements to the transportation system on environmental features, including air quality;

- Developing a financial plan for securing sufficient revenues to cover the costs of implementing strategies.

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

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

The MPO will continue to work with ODOT and FHWA to coordinate performance management and target settings activities.

Federal Planning Factors

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

1. Support the economic vitality of the metropolitan area, especially by enabling global Competitiveness, productivity and efficiency.

2. Increase the safety of the transportation system for motorized and non-motorized users.

3. Increase the security of the transportation system for motorized and non-motorized users.

4. Increase the accessibility and mobility of people and for freight.

5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.

6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

7. Promote efficient system management and operation.

8. Emphasize the preservation of the existing transportation system.

9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation

10. Enhance travel and tourism

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

Subcategory 601 Short Range Planning

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

Work Element 601.1 Short Range Planning

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

Activities

Continuous administration and technical direction of the transportation planning program.

Institute Countywide Crash Reduction Program
- *High crash intersection safety opportunities*
- *High crash roadway segment safety opportunities*
- *Bicycle Safety Action Plan*
- *Pedestrian (including RCT riders) Safety Action Plan*
- *Identify crash reduction education opportunities*
- *Assist local entities with low cost safety countermeasures*
- *Assist all jurisdictions with engineering solutions to safety concerns*

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

Develop countywide Pavement Inventory System to facilitate performance measure reporting.

Develop countywide Active Transportation Plan.
- *Continue to work with ODOT to insure National and State Bike Routes are appropriately identified in the region.*

Develop project scope review process to insure compliance with LRTP

Create level of expertise in the latest management and operations strategies for existing transportation system

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

Determine the benefits and interest of a countywide complete streets policy that could act as a catalyst for local government to adopt their own policy.
- *Continue to partner with Richland Public Health on cross discipline activities.*

601 Short Range Planning continued

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

Transit Planning – monitor transit activities and assist management team and the transit board in identifying operational improvements, service adjustments, safety issues, and capital improvements.

Ladders of opportunity

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

Coordination of Elderly and Disabled Transportation

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

Results

Countywide Safety program – Documents / Studies / Plans

Acceptable level of service on regional transportation system

Regional Pavement Condition report

Draft Richland County Bike and Pedestrian Plan

Become regional management and operational advisors

Draft regional complete streets policy document

Approved Transit Development Program document

Assist local agencies with development of ODOT Specialized Transportation Program (STP) applications

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

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

601 Short Range Planning continued

Total Work Element 601.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**2215**	**$99,843**
Source of Funding		*Amount*
US Dot		**$79,845**
Ohio DOT		**$ 9,984**
Local		**$ 9,984**
	Total	**$ 99,483**

FY2019 Carryforward Work Element 601.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**1521**	**$68,546**
Source of Funding		*Amount*
US Dot		**$54,837**
Ohio DOT		**$ 6,855**
Local		**$ 6,855**
	Total	**$68,546**

FY2020 Work Element 601.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**1249**	**$56,257**
Source of Funding		*Amount*
US Dot		**$45,006**
Ohio DOT		**$ 5,626**
Local		**$ 5,626**
	Total	**$56,257**

Subcategory 602 Transportation Improvement Program

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

Work Element 602.1 Transportation Improvement Program

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

Activities

Continuous administration and technical direction of the transportation planning program.

Development of a 4 year Transportation Improvement Program that is consistent with the DIRECTION: Looking Forward 2040, the current; long range transportation plan.

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

Fiscal constraint documentation for all projects and programs recorded in the TIP

Public Involvement as per RCRPC Public Involvement Plan
Stakeholder and decision maker outreach for potential TIP projects

Develop project selection criteria to insure national and regional goals are addressed.
Emphasize safety improvements within project selection

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

Promote system preservation throughout the selection process

Continue to support local bike lane stripping and signing.

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

Project development monitoring to insure TIP requirements are maintained.

Prepare TIP Amendments and Modifications throughout all phases of project development

Results

Approved project selection process

Meet the requirements of the RCRPC Public Involvement Plan

Approved Transportation Improvement Program (TIP)

Continually up to date TIP

Total Work Element 602.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**490**	**$35,736**
Source of Funding		*Amount*
US Dot		**$28,589**
Ohio DOT		**$ 3,574**
Local		**$ 3,574**
	Total	**$35,736**

FY2019 Carry Forward Work Element 602.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**243**	**$17,746**
Source of Funding		*Amount*
US Dot		**$14,196**
Ohio DOT		**$ 1,775**
Local		**$ 1,775**
	Total	**$17,746**

FY2020 Work Element 602.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**247**	**$17,990**
Source of Funding		*Amount*
US Dot		**$14,392**
Ohio DOT		**$ 1,799**
Local		**$ 1,799**
	Total	**$17,990**

Subcategory 605 Continuing Planning - Surveillance

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

Work Element 605.1 Surveillance

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

Activities

Continuous administration and technical direction of the transportation planning program.

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

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

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

- *Traffic Volumes*
- *Intersection Movement Counts*
- *Crash data*
- *Signal operation*
- *Level of Service – Roadway and Intersection*
- *RCT operation data including ridership, revenue miles, revenue hours, and costs*
- *RCT vehicle data*
- *Freight Activity – Roadway/Rail/Air*
- *Commercial/Other transit data*

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

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

605 Continuing Planning - Surveillance continued

Other relative data to insure up to date TAZ data

Analysis of Census data relative to transportation system operations

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

Provide Traffic Analysis Zone (TAZ) data updates to ODOT

Collaboration with FHWA, ODOT and local entities in the development of performance management processes.

Establish reporting system for measuring effectiveness of established goals and objectives

Results

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

Total Work Element 605.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**1575**	**$83,547**
Source of Funding		*Amount*
US Dot		**$66,838**
Ohio DOT		**$ 8,355**
Local		**$ 8,355**
	Total	**$88,547**

FY2019 Carry Forward Work Element 605.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**902**	**$47,864**
Source of Funding		*Amount*
US Dot		**$38,291**
Ohio DOT		**$ 4,786**
Local		**$ 4,786**
	Total	**$47,864**

FY2020 Work Element 605.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**673**	**$35,683**
Source of Funding		*Amount*
US Dot		**$28,547**
Ohio DOT		**$ 3,568**
Local		**$ 3,568**
	Total	**$35,683**

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 and assumptions that were used in the development of the adopted long range plan and make adjustments or revise the plan as necessary

Activities

Continuous administration and technical direction of the transportation planning program.

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

Staff involvement in researching the latest planning and implementation efforts of all multi modal transportation options (Car/Bike/Pedestrian/Transit/Passenger Rail)

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

Maintain data by Traffic Analysis Zone (TAZ) with most current data available
Compare the result of surveillance activities with model assumptions

Investigate the benefits of a level of service report to monitor operating conditions throughout the region and identify improvement needs.

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

Continue to update the local Transit Asset Management Plan as per FTA requirements

Begin development of a transit agency safety plan per the National Public Transportation Safety Plan.

Results

Reaffirmed and/or Revised Long Range Transportation Plan

Accurate Travel Demand Model

Establish a local Transit Asset Management Plan

Total Work Element 610.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**1108**	**$78,276**
Source of Funding		*Amount*
US Dot		**$62,621**
Ohio DOT		**$ 7,828**
Local		**$ 7,828**
	Total	**$78,246**

FY2019 Carry Forward Work Element 610.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**635**	**$44,864**
Source of Funding		*Amount*
US Dot		**$35,891**
Ohio DOT		**$ 4,486**
Local		**$ 4,486**
	Total	**$44,864**

FY2020 Work Element 610.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**473**	**$33,412**
Source of Funding		*Amount*
US Dot		**$26,730**
Ohio DOT		**$ 3,341**
Local		**$ 3,341**
	Total	**$33,412**

Subcategory 625 Services

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

Work Element 625.1 Planning Assistance, Information Dissemination and GIS Activities

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

Activities

Continuous administration and technical direction of the transportation planning program.

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

Safe Routes to School Committees
Richland Community Development Group – Downtown Traffic Flow
Richland Moves
Creating Healthy Communities

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

Assist in promoting development plans along the existing transportation network where capacity is sufficient to minimize the construction and maintenance of new roadways.

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

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

625 Services continued

Participate in organizations and events that target traditionally underserved population

Maintenance of Transportation related pages of the RCRPC Website

Results

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

Coordinated effort in maintaining and improving the transportation system

Total Work Element 625.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**315**	**$19,045**
Source of Funding		*Amount*
US Dot		**$15,236**
Ohio DOT		**$ 1,905**
Local		**$ 1,905**
	Total	**$19,045**

FY2019 Carry Forward Work Element 625.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**155**	**$9,373**
Source of Funding		*Amount*
US Dot		**$7,498**
Ohio DOT		**$ 937**
Local		**$ 937**
	Total	**$9,373**

FY2020 Work Element 625.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**189**	**$9,672**
Source of Funding		*Amount*
US Dot		**$ 7,737**
Ohio DOT		**$ 967**
Local		**$ 967**
	Total	**$9,672**

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 the development of the performance management process

Participation on OARC committees that relate to regional transportation planning issues

Attendance and participation in "Toward Zero Deaths" activities

Results

Representation on statewide boards that affect the regional transportation system

Work Element 630.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**70**	**$5,479**
Source of Funding		*Amount*
US Dot		**$4,383**
Ohio DOT		**$ 548**
Local		**$ 548**
	Total	**$5,479**

Subcategory 674 Transit

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

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

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

Activities

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

Results

Route and schedule analysis throughout the year.

Effective marketing

Performance monitoring

Equipment management

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

Staff involvement in and planning for all RCTB meetings

Planning for operation of para-transit services

Use of RCT services for ATAC coordination effort

ODOT Public Transit Management System (PTMS) update

National Transit Database (NTD) annual reports

ODOT Certification of Data annual report

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

674 Transit continued

Work Element 674.2 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**1,864**	**$93,749**
Source of Funding		*Amount*
FTA Section 5307 PID #94760		**$74,999**
Local - RCTB		**$18,750**
	Total	**$93,749**

Expense for data collection and planning as per FY19 OWP Appendix B

Work Element 674.2 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
Transit Operator		**$200000**
Source of Funding		*Amount*
FTA Section 5307 PID #94760		**$160,000**
Local - RCTB		**$40,000**
	Total	**$200,000**

Work Element 674.4 Social Service Transportation

Purpose: To facilitate the coordination of transportation provided by Social Service Agencies.

Activities

Maintain a single computerized database of transportation services in Richland County

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

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

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

Results

Coordination of transportation resources in Richland County

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

RPC pays the transportation providers and then collects reimbursement from the requesting agencies. Using this method, the purchasing agencies and the transportation providers have a single contact for all scheduling and billing concerns.

Work Element 674.4 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**1,710**	**$416,720**
Source of Funding		*Amount*
ODOT Office of Transit		**$ 53,376**
ATAC Agencies		**$363,344**
Total		**$416,720**

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 .

Publishing Obligated Federal Funds report

Development and publishing of annual report of transportation planning activities

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

Review and Updating of RCRPC Transportation Prospectus

Review and Updating of RCRPC Transportation Planning Procedural Manual

Continue to develop regional modes of cooperation between multiple agencies

Federal Funding of Transportation projects report for previous fiscal year.

Results

Approved Overall Work Program

Work Program completion report

Approved Title VI/Environmental Justice formal complaint process

RCRPC Transportation Prospectus

RCRPC Transportation Planning Procedural Manual

Federal Funds Obligation Report

Total Work Element 697.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**438**	**$31,154**
Source of Funding		*Amount*
US Dot		**$24,923**
Ohio DOT		**$ 3,115**
Local		**$ 3,115**
	Total	**$31,154**

FY2019 Carry Forward Work Element 697.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**220**	**$15,626**
Source of Funding		*Amount*
US Dot		**$12,501**
Ohio DOT		**$ 1,563**
Local		**$ 1,563**
	Total	**$15,626**

FY2020 Work Element 697.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**218**	**$15,528**
Source of Funding		*Amount*
US Dot		**$12,422**
Ohio DOT		**$ 1,553**
Local		**$ 1,553**
	Total	**$15,528**

CATEGORY 900
COMPREHENSIVE PLANNING AND LOCAL SERVICE

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

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

Subcategory 901 Local Service

Objective: Provide professional and technical service to participating governmental subdivisions

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

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

Activities

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

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

Enterprise Zone management for Richland County

Richland County Growth Corporation administration

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

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

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

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

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

901 Local Service continued

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

Provide training and technical assistance to the RCRPC membership.

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

Maintain communication with State, Federal, and professional GIS organizations to stay familiar with related technology.

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 plan for planned 10 year reevaluation cycle

Annual update of CEDS that qualifies this area for Economic Development Administration (EDA) funding. cooperation with regional CEDS effort.

Response to requests for information and service

Revised Subdivision Regulations

Work Element 901.1 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
In-House Staff	**335**	**$34,152**
Source of Funding		*Amount*
Local (participating agency fees)		**$34,152**

CATEGORY 1000
ADMINISTRATION

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

Subcategory 1001 Administration

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

Work Element 1001 Administration

Purpose: Provide a charge number for administrative costs

Activities

Office management

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

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

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

Results

Effective financial and operational management of RCRPC

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

Work Element 1001 Responsibilities, Manpower and Funding		
Responsible Agency	*Hours*	*Cost*
RCRPC(Wages & FB)	**2,232**	**$97,702**
Source of Funding		*Amount*
Shared by all direct time programs		**$97,702**

APPENDIX A

COST ALLOCATION PLAN

A fringe benefit rate of **64.94%** and an indirect cost rate of **56.88%** have been used in the preparation of this document. The rate is documented in the SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD, which has been provided to the ODOT Office of External Audits. These rates do not reflect any anticipated carryover of indirect costs from previous fiscal years. The RCRPC uses the Provisional Method for the Cost Allocation Plan (CAP).

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

AUDITS

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

OHIO DEPARTMENT OF TRANSPORTATION SUPPORT AND ASSISTANCE

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

1. Provision of a District Representative that provides advice, assistance, and monitors technical activities and financial transactions related to the program.

2. Transportation Statewide Planning and Research provides:

   (a) A traffic count program on a regular basis and select counts on a requested basis.

   (b) Advice and assistance in developing traffic projection utilizing travel demand modeling and related computer services when requested.

3. Bureau of Aerial Engineering provides price quotations and technical advice concerning photogrammetry services on a request basis.

4. Both the Central Office and the District Programming Office provide information, assistance and advice in the development of and monitoring of our Biennial TIP.

5. The District Traffic Engineer and his staff have provided valuable information and assistance in the evaluation of high accident locations and development of signal improvements.

6. Provision of a project liaison that provides advice and assistance to the Agency Transportation Advisory Committee regarding the coordination of social service transportation.

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

APPENDIX B

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.

OHIO DEPARTMENT OF TRANSPORTATION
OFFICE OF EQUAL OPPORTUNITY

TITLE VI COMPLIANCE QUESTIONNAIRE

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,419.774.5684 jshetty@rcrpc.org

3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.

   Yes. 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.

   Yes. 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.

   Yes. 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.

   Yes. 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 areas in the RCRPC offices including the lobby and conference/board room.

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. RCRPC has not been named in a discrimination complaint or lawsuit.

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.

   RCRPC Resolution 19 -07 dated 03/27/18 is attached

10. Does your contract language include Title VI and other non-discrimination assurances?

    RCRPC seldom signs contracts, but we will ensure proper language in all future contracts.

11. Do you use any of the following methods to disseminate Title VI information to the public (select all that apply):

    i. Title VI posters in public buildings
    ii. Title VI brochures at public events
    iii. Title VI complaint forms in public buildings
    iv. Title VI complaint forms at public events
    v. Title VI policy posted on your website - yes
    vi. Title VI Program Plan posted on your website - yes
    vii. Other (Please explain)

Public Involvement

12. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy. When was the Public Participation Plan most recently updated?

    RCRPC Public Involvement Plan – Approved May 28, 2014

    https://docs.wixstatic.com/ugd/bbcc36_243fe104533b4020acde1b82940d5901.pdf

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

14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations? If so, please list groups.

    The RCRPC will continue to seek new ways to include minorities, traditionally underserved persons and advocacy groups in it 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):

    Parking – Yes

    Accessibility by public transportation – Yes

    Meeting times – Yes

    Existence of ADA ramps – Yes

    Familiarity of community with meeting location – Yes

    We also assist other agencies (ODOT) when public meetings are being scheduled

16. Have meeting participants requested special assistance (e.g., interpretation services) ahead of any public event in the past year? If so, describe how the request was addressed.

    We have not recently had any special requests.

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. Yes,
20. Has your organization identified vital documents that need to be made available in languages other than English? No If so, describe how that need is being addressed.
21. Do you have a list of staff who speak languages other than English? We have no official list
22. Do you provide free translation services in languages other than English to the public upon request? We are currently able to offer translation services at no charge to the public.
23. How often do you receive requests for language assistance? Never

Title VI Training

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

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?

    These Title VI requirements will be documented in more detail in all future 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, Environmental Justice areas are reviewed for approval of the TIP.
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.

    All Planned projects are reviewed prior to approval.

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

    No. Currently this information is not collected at public events.

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.

    Jotika Shetty, Executive Director jshetty@rcrpc.org 05/01/2019

    Todd Blankenship, Transportation Technical Director tblanknship@rcrpc.org 04/30/2019

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.

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