

# RCRPC

## Overall Work Program

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

(UPWP CPG PID: 120581)

(UPWP ISATO PID: 119534)

**Fiscal Year 2025**  
(JULY 1, 2024 - JUNE 30, 2025)

Version 5

**DRAFT**



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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.



**RICHLAND COUNTY REGIONAL PLANNING COMMISSION**

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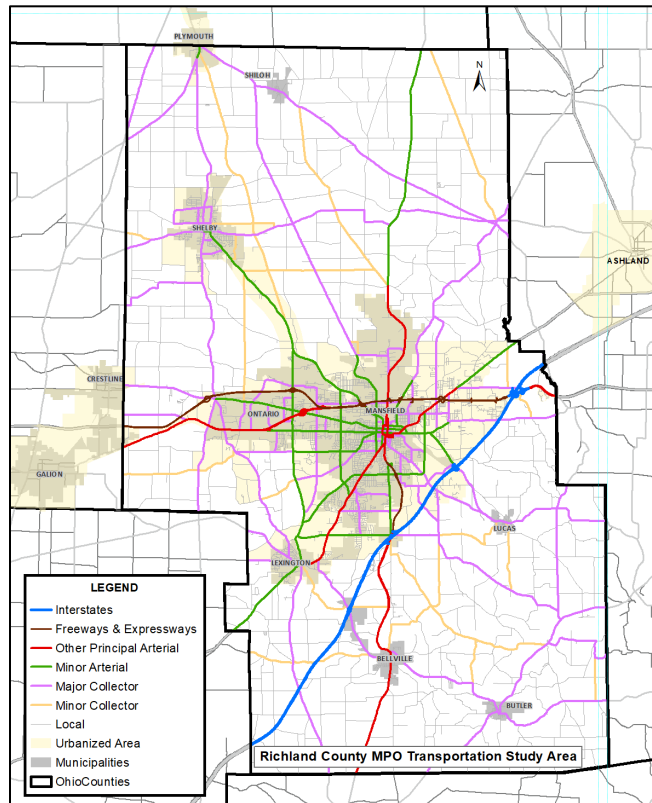
## 1 Introduction and Task Overview

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 2025 (July 1, 2024 to June 30, 2025). 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 2025 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;

WHEREAS, the RCRPC has prepared a Overall Work Program for Fiscal Year 2024 in defining a scope of transportation and planning activities to address the needs of this MPO region for which funding can be sought from the FHWA, Ohio 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 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 2025 Overall Work Plan and Priorities

As mentioned in the Information portion, the OWP work program reflects intermodal transportation plan and improvement. During FY 2025, priorities and emphasis related to various intermodal planning efforts in the MPO Transportation Study Area will be on the following:

- ❖ Establish/Adopt ODOT safety performance measure and targets. Maintenance of the SFY 2024-2027 MPO Region Transportation Improvement Program (2024-2027 TIP), update of FY 2026-2029 MPO Region Transportation Improvement Program (2026-2029 TIP) in contributing toward the achievement of targets,
- ❖ Active transportation infrastructure investment program and planning,
- ❖ Regional traffic pattern, traffic safety, modeling, congestion and social-economic data collection and analysis, public involvement, and carbon reduction related air quality data, etc..
- ❖ Update and develop the 2025-2050 MPO Region's Long-Range Transportation Plan. The State's performance measure and targets will be reflected in the development of transportation projects for LRTP via agreed project priority and selection criteria. Based on the newly updated 2024 Public Participation Plan, a significant change to the existing 2045 LRTP, that will be expired in June 2025, would include:
  - 1) the development of a financially constrained multimodal transportation projects including safety improvement, regional freight needs and pedestrian/bike related projects for the MPO region.
  - 2) in order to develop and prioritize transportation projects for the plan, serial public involvements both in-person and virtual will be developed including stakeholder interviews, citizen open meetings and online survey, etc..
  - 3) project unit costs at planning level will be developed,
  - 4) An additional six Transportation Review Team Meetings are scheduled. The Transportation Review Team acts for monitoring and understanding the planning steps and multimodal projects in the LRTP development.
  - 5) Environmental Justice Analysis

The new update is expected to be adopted by the Coordinating Committee (MPO Policy Committee) in May or June of year 2025 which will be the end of FY 2025.

Additionally, the RCRPC MPO will undertake transportation planning studies. Based on the call for planning study projects for the FY2025, MPO members have requested various types of transportation planning and safety studies. The FY2025 work efforts will include the following special projects ranging from railroad at grade crossing, safety and bike/pedestrian to roadway intersection and interchanges studies:

❖ Special Transportation Projects, such project in FY2025 includes:

- ✓ MPO regional-wide Bike-to-Work Day event (5/2025, using part of amounts that will be set-aside for Increasing Safe and Accessible Transportation Options funds) / FY 25 PID119534

*Project Description: May 17th has been designated as the national Bike to Work (BTW) day, where it aims to promote health and increase safety and accessible transportation options for all users. To create a more bike-friendly community and encourage more individuals to consider biking as a viable transportation option, the Metropolitan Planning Organization (MPO) of Richland County Regional Planning Commission (RCRPC) is collaborating with Richland County Health, Richland County Transit (RCT), City Center, and advocates to bring the BTW event back to the community and celebrate this day by encourage more people to participate in biking to work.*

- ✓ Modified the SR13 airport access and corridor study developed in FY2024 by combining with the additional railroad crossing for safety study.
  - 1) Part A: using CPG + Part of ISAATO / (FY24 PID118130 + PID119534);
  - 2) Part B: using STBG planning funds SAC (80%) + 20% T) / PID121689.

*Project Description: The RIC-13 Corridor Study located in the industrial part in the north of City of Mansfield has experienced traffic crash increase due to the traffic growth. The corridor study will consist of traffic data collection, traffic analysis, safety analysis, and preliminary engineering efforts at key intersection locations. The study was approved by Mansfield City Council.*

- ✓ Bellville SR13 & SR 97 Intersection Study / (FY24 PID118130+ FY25 PID120581)

*Project Description:* This project will study the traffic issues and develop viable solutions for the intersection of SR 13 (Riverside Drive) and SR 97 (Mill Street) in the Village of Bellville. The SR 97 westbound approach is stop controlled and traffic consistently backs up over 800 feet past N. Huron Street during morning traffic. There is a pedestrian crossing on the east intersection approach that connects the B&O bike trail on the south side of the intersection to Palm Park north of the intersection. SR 13 is a National Truck Route and a Federal Aid Primary Route which carries special State and Federal design requirements for lane and shoulder widths. SR 13 and SR 97 traffic are approximately 5% truck traffic and there was a rollover tractor trailer accident at the intersection within that last 3 years. The proposed study will examine the issues and determine if a right turn lane, signal, roundabout, or other intersection improvement will effectively and safely improve the congestion issue at this intersection. Maps, Supports from the elected officials municipal decision makers, etc. were received for this project.

- ✓ Lexington SR97 Connector Road Study (Using STBG planning funds SAC (80%) and Toll Revenue Credits to cover the 10% local share / PID:121695)

*Project Description:* This project would study the feasibility of a connector road beginning at the intersection of SR 97 and SR 42 (Main St) and extending north to the intersection of CR 139 (Hanley Rd) and CR 133 (Lexington Springmill Rd). This project will provide traffic congestion relief by allowing pass through traffic to circumvent the Downtown Square area of Lexington which is intended to be more community and pedestrian friendly. The feasibility study would consider alternate alignments and intersection alternatives to best fit the existing terrain and environmental constraints. The study will need to define proposed horizontal and vertical alignments for the new connector road and intersection treatments at either end to improve connectivity and overall intersection performance. Public outreach and meetings will be a big part of this study as a connector road will have significant impacts to the area. Another component of this study will look at the economic impact the connector road will have by opening up the land adjacent to the connector road for possible commercial and residential development. Maps and support from the Village of Lexington was addressed in the application for project.

- ❖ Continually working with ODOT to update the MPO region's federal-aid roadway and functional classification system.
- ❖ Based on the MPO roadway traffic crash study and inventory database that the MPO has done for the region, continually identifying the numbers/locations of the most dangerous intersections for potential improvement projects to be included in the 2025-2050 LRTP.



- ❖ Based on the bike and pedestrian inventory database that the MPO has done, continually identifying the locations of poor conditions for potential MPO urban area's bike and pedestrian lanes improvement projects to be included in the 2025-2050 LRTP.
- ❖ Based on the pavement inventory database that the MPO has done, continually identifying the locations of poor pavement conditions of local roads for potential projects to be included in the 2025-2050 LRTP.
- ❖ Based on the roadway sign and lane marking inventory database that the MPO has done, continually identifying the numbers/locations of poor conditions for potential street signs and lane markings improvement projects to be included in the 2025-2050 LRTP.
- ❖ Conduct environmental justice analysis for both 2026-2029 TIP and 2025-2050 LRTP update program.
- ❖ Establish/Adopt performance measure and target monitoring materials in the 2026-2029 TIP as well as 2025-2050 LRTP update program
- ❖ 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.

The tables below are the funding summary to cover RCRPC/MPO program tasks to be performed in the Fiscal Year 2025 and the changes in FY2025 program tasks comparing FY2024. For detailed lists of the OWP itemized tasks, please refer to the *Part 6: FY 2025 OWP Detailed Budget by Task Category (Table)*, and Appendix B for FY 2025 OWP Planning Activities by the in-house Staff Member.

## FY 2025 RCRPC OVERALL WORK PLAN

FY 2025 Overall Work Program Summary		
OWP Funding Category		Amount
200 - OPWC & CDGB	CDBG , OWPC	\$62,527
<b>600a - UPWP (In-House)</b>	Transportation Planning	\$456,249
674 - Public Transit	Public Transportation	\$480,540
900 - Local Service	Local Service	\$134,597
<b>600b - UPWP Special Projects</b>	<b>Transportation Planning Projects</b>	
1. Special Project 1	SP1 - LRTP	\$125,000
2. Special Project 2 *	Bike to Work Day (5/2025)	\$1,200
3. Special Project 3	SR-13 Corridor and Railroad Crossing Safety Study	\$31,000
3a: Special Project3 *	SR 13 Corridor Intersection Safety Improvement (including Pedestrian/Bike)	\$8,397
3b: Special Project3	SR13 Corridor Safety and Accesbility Analysis	\$22,603
4. Special Project 4	Bellville SR 13 - SR 97 Intersection Study	\$100,000
5. Special Project 5 **	SR-13 Corridor and Railroad Crossing Safety Study (Part2-STBG+0.2 TC)	\$218,566.16
6. Special Project 6 **	Lexington SR 97 Connector Road Study (STBG + 0.1TC)	\$220,000
<b>600a+600b: FY2025 UPWP - Transportation Planning Program (including STBG Funds)</b>		<b>\$1,152,015</b>
<b>FY 2025 OWP Ground Total</b>		<b>\$1,829,679</b>
* Estimated Minimum Spend (ISAATO 2.5%) on Eligible Activities for SFY 2025		
** Using STBG Planning Funds		

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.
- ❖ Develop a Congestion Management Process (as requirement for TMA); 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 2025 in consideration of these planning requirements. Following is a description of the planning factors and a summary of FY 2025 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 these of following tasks:

- ❖ Conduct a regional-wide comprehensive data-driven roadway inventory profiles through identifying the needs for improvements to the transportation and roadway network system within the MPO transportation study area.

The comprehensive data-driven database would allow MPO member entities, stakeholders and public access, and the visualized GIS maps will be created. The MPO region's roadway inventory profiles of databases and maps will includes:

- 1) A database and GIS maps showing the MPO region's highest crash locations with ODOT criteria (crashes at the location had at least 30% that were related to the fatality and injury crashes). The data-driven database and visualized maps will help communities who want to apply for the competitive safety funds through ODOT and potential projects to be prioritized for MPO 2050 LRTP update.
  - 2) A database and GIS Maps showing all highest crash locations by crash frequencies. The data-driven database and visualized maps will be act as an additional fact to help communities who want to apply for the safety funds through federal's competitive discretionary funds.
  - 3) A database and GIS maps showing all bike and pedestrian related crashes in the region. The database will also be used as potential projects to be prioritized for MPO 2050 LRTP update.
  - 4) A database and GIS maps show all MPO region's sidewalk conditions (good, fair and poor). The data will also be used for potential projects in MPO 2050 LRTP update.
  - 5) A database and GIS maps showing all locally owned roadway pavement conditions (excluding roadways maintained by State and MPO roadways in the rural area maintained by the County). The data will also be used for potential projects to be prioritized for MPO 2050 LRTP update.
  - 6) A database and GIS maps showing conditions of all traffic signs and lane markings within the MPO transportation study area. The data will also be used for potential projects to be prioritized for MPO 2050 LRTP update
  - 7) A database and GIS maps showing all updated federal-aid roadway system, also called the roadway functional classification system, by working together with ODOT.
- ❖ Compile and analyze information about current traffic patterns and travel conditions.
  - ❖ Maintain the Coordinated Public Transit-Human Services Transportation Plan.
  - ❖ 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 these 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 these 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 these 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 these 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 these 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 these 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.
  - ❖ Conduct the 2025-2050 LRTP update project, 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

*RCRPC staff will 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.*

*RCRPC staff will provide 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.*

*RCRPC staff will 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 – last quarter  
 Training and capacity building of staff - continual  
 Administration of Revolving Loan Fund in Richland County - continual*

<b>204.1 CDBG/Fair Housing/RLF</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>430</b>	<b>\$ 35,268</b>
<i>Source of Funding</i>		<i>Amount</i>
<b>Richlnd County (CDBG)</b>		<b>\$ 35,268</b>

**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

*Staff will 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.*

*Staff will 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*

<b>206.1 OPWC &amp; NRAC</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>320</b>	<b>\$ 27,258</b>
<i>Source of Funding</i>		<i>Amount</i>
<b>Ohio Public Works Commission</b>		<b>\$ 27,258</b>

## 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 FY2025 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 that facilitate and /or support the implementation of the Long-Range Transportation and continuous, cooperative and comprehensive metropolitan planning process within the MPO Transportation Planning Area.

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.

Task 601.1 Short-Range Transportation		
End Products:	Completion Dates:	Responsible Agency:
Coordinate Performance Measures with ODOT & RCT	July 1, 2024 - June 30, 2025	MPO/ODOT/RCT
Bike to Work Day / ISAATO - PID 119534	May, 2025	MPO Staff
Ped/Bike Facility Inventory/Active Transportation Program	July 1, 2024 - June 30, 2025	MPO Staff
MPO Regional Three-Year Traffic Crash Analysis & Report	Jan. 2025	MPO Staff
<b>SR-13 Corridor and Railroad Crossing Safety Study</b>	July 1, 2024 - June 30, 2025	
<i>a. Intersection Safety Improvement Pedestrian / Bike (ISAATO)</i>	July 1, 2024 - Dec. 31, 2024	Consultant/Mansfield
<i>b. Corridor Safety and Accesbility Analysis(CPG) - PID118130</i>	July 1, 2024 - Dec. 31, 2024	Consultant/Mansfield
<i>c. Corridor Safety and Accesbility Analysis(STBG)- PID121689</i>	July 1, 2024 - June 30, 2025	Consultant/Mansfield
Bellville SR 13 - SR 97 Intersection Study (CPG, ISAATO) - PID 118130	July 1, 2024 - June 30, 2025	Consultant/Bellville
Lexington SR 97 Connector Road Study (STBG ) - PID 121695	July 1, 2024 - June 30, 2025	Consultant/Lexington

Activities: Alongside the completion of end products under this category in FY2025 following on-going activities will be conducted by MPO. These activities are vital in ensuring the success and sustainability of the products:

- *Continuous administration and technical direction of the transportation planning program.*
- *Implementation of the Richland County Traffic Safety Plan*
- *Assist local entities with determining low-cost safety countermeasures.*
- *Assist local entities with funding options for safety improvements.*
- *Assist all jurisdictions with potential solutions to congestion and general operational concerns.*
- *Promote innovative transportation solutions such as access management or signal coordination to reduce the need for new roadways and added capacity.*
- *Implement strategies identified in the RCRPC Active Transportation Plan.*
  - *Develop RCRPC complete streets guidelines and assist local entities with adopting their own.*
  - *Develop an outreach program for Ped/Bike Safety*
- *Assist ODOT with implementation of Walk.Bike.Ohio.*
- *Encourage active transportation activities through various media outlets.*
- *Assist local entities with applying for funds for active transportation projects.*
- *Evaluate countywide sidewalk inventory to assist in project decision making.*
- *Assist with 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.*

*Project Analysis and Study for FY 2025*

- *Conduct Airport Access, Corridor Analysis (SR-13 Corridor)*
- *Conduct Railroad Crossing Safety Analysis (Railroad at Grade Crossing at SR-13)*
- *Conduct Bike and Pedestrian Safety Improvement Study (Inventory for MPO Bike/Pedestrian Sidewalks Profile and Surface Conditions)*
- *Conduct Intersection Traffic Improvement Study (SR-13 & SR 97 Intersection Traffic Study)*
- *Conduct Roadway Connector and Safety Study (SR 97 Connector Road Study)*
- *Conduct Regional-wide roadway Inventory Database and Mapping*

*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.*

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

<b>601.1 Short Range Planning</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>Staff + Special Projects</b>	<b>200</b>	<b>\$ 18,006</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 14,405
Ohio DOT		\$ 1,801
Local		\$ 1,801
<i>Total</i>		<b>\$ 18,006</b>

<b>Special Project CPG Total (SP1, SP2,SP3, SP4)</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>Staff + Special Projects</b>		<b>\$ 257,200</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 207,679
Ohio DOT		\$ 24,760
Local		\$ 24,760
<i>Total</i>		<b>\$ 257,200</b>

<b>Special Project STBG Total</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>		<b>\$ 438,566</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 394,566
Ohio DOT		\$ 22,000
Local		\$ 22,000
<i>Total</i>		<b>\$ 438,566</b>

STBG Planning Funds for SR97 Connector Road & Safety Study

<b>Special Project 1: LRTP Update</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>		<b>\$ 125,000</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 100,000
Ohio DOT		\$ 12,500
Local		\$ 12,500
<i>Total</i>		<b>\$ 125,000</b>

<b>Special Project 5 (Part 2) / PID121689 - SR13 Corridor/Railroad Crossing &amp; Safety (STBG)</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>		<b>\$ 218,566</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 218,566
Ohio DOT		\$ -
Local		\$ -
<i>Total</i>		<b>\$ 218,566</b>

STBG Planning Funds for SR97 Connector Road & Safety Study

<b>Special Project 2: Bike to Work Day / ISAATO</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>		<b>\$ 1,200</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 1,200
Ohio DOT		\$ -
Local		\$ -
<i>Total</i>		<b>\$ 1,200</b>

2.5% Set-side for ISAATO

<b>Special Project 6 / PID121695 - Lexington SR-97 Connector Road Safety Study (STBG)</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>		<b>\$ 220,000</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 176,000
Ohio DOT		\$ 22,000
Local		\$ 22,000
<i>Total</i>		<b>\$ 220,000</b>

STBG Planning Funds for SR97 Connector Road & Safety Study

<b>Special Project 3a (Part 1): SR13 Corridor/Railroad Crossing &amp; Safety / ISAATO</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>		<b>\$ 8,397</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 8,397
Ohio DOT		\$ -
Local		\$ -
<i>Total</i>		<b>\$ 8,397</b>

2.5% Set-side for ISAATO

<b>Special Project 3b (Part 1) SR13 Corridor/Railroad Crossing &amp; Safety</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>		<b>\$ 22,603</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 18,083
Ohio DOT		\$ 2,260
Local		\$ 2,260

<b>Special Project 4 SR13 - SR97 Intersection Study</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>		<b>\$ 100,000</b>
<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 80,000
Ohio DOT		\$ 10,000
Local		\$ 10,000
<i>Total</i>		<b>\$ 100,000</b>

**5.2.2 Subcategory 602 Transportation Improvement Program**

Objective: The development, monitoring, and revision of the biennial 2026-2029 Transportation Improvement Program (TIP) and project delivery activities associated with the contribution to the achievement of the performance targets for the projects included in the 4-year program of transportation system improvement. And, link the MPO capital investment priorities of transportation system improvements in the transportation plan to target achievement by accomplishing performance targets.

Purpose: Tasks required for the development and management of the Transportation Improvement Program to achieve the transportation performance measures identified in the MTP. Incorporation of the Federal Funds Obligation Project List into the Transportation Improvement Program.

Task 602 Transportation Improvement Program		
End Products:	Completion Dates:	Responsible Agency:
2026-2029 Transportation Improvement Program (Draft & Final)	July 1, 2024 - 4/30/2025	MPO Staff
2026-2029 TIP Environment and Justice Analysis/Justice 40	July 1, 2024 - 4/30/2025	
Title VI Program required forms and assurances	June 30, 2025	
Updated Title VI Nondiscrimination Program	June 30, 2025	
Updated Public Involvement Plan	Jan., 2024, Jan., 2025	
Transportation Improvement Program Revisions as Needed	July 1 2024 - June 30, 2025	
Federal Funds Obligation Project List and Report	Sept. 30 2024	
Update MPO Website	July 1 2024 - June 30, 2025	

Activities: Alongside the completion of end products under this category in FY2025 following on-going activities will be conducted by MPO. These activities are vital in ensuring the success and sustainability of the products:

- Continuous administration and technical direction of the transportation planning program.
- Develop and revise a 4-year 2026-2029 Transportation Improvement Program
- Review of all projects in the 2026-2029 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.

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- 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.

602.1 TIP FY2024 Carryforward			602.1 TIP FY2025		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>	<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
In-House Staff	1,172	\$ 80,575	In-House Staff	1,172	\$ 80,575
<i>Source of Funding</i>		<i>Amount</i>	<i>Source of Funding</i>		<i>Amount</i>
US DOT		\$ 64,460	US DOT		\$ 64,460
Ohio DOT		\$ 8,058	Ohio DOT		\$ 8,058
Local		\$ 8,058	Local		\$ 8,058
<i>Total</i>		\$ 80,575	<i>Total</i>		\$ 80,575

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: Develop and collect all required MPO traffic, GIS and social-economic data for the ODOT asset management plan. MPO agree to use the following data sources and methodologies for performance-based planning and programming using (a) ODPS crash data for MPO safety targets and performance measure, (b) NPMRDS for calculate the measures of MPO's Travel Time and Freight Reliability and Peak Hour Excessive Delay (PHED) per Capita for roadway segments, and using (c) ACS for measure percent of Non-SOV Travel in the MPO region.



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Task 605 Continuing Planning - Surveillance		
End Products:	Completion Dates:	Responsible Agency:
MPO Area GIS Based Social-Economic Data Maintenance and Update	July 1 2024 - June 30, 2025	<b>MPO Staff</b>
MPO Area Crash Data Surveillance	July 1 2024 - June 30, 2025	
MPO Area Identify roadway locations for Traffic Data collection	July 1 2024 - June 30, 2025	
Update Federal-Aid System / Functional Classification	July 1 2024 - June 30, 2025	
NPMRDS analysis for TTI, Freight and PHED and Non-SOV	July 1 2024 - June 30, 2025	

**Activities:** Alongside the completion of end products under this category in FY2025 following on-going activities will be conducted by MPO. These activities are vital in ensuring the success and sustainability of the products:

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.

605.1 Surveillance FY2024 Carryforward			605.1 Surveillance FY2025		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>	<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>1,429</b>	<b>\$ 76,430</b>	<b>In-House Staff</b>	<b>1,429</b>	<b>\$ 76,430</b>
<i>Source of Funding</i>		<i>Amount</i>	<i>Source of Funding</i>		<i>Amount</i>
<b>US DOT</b>		<b>\$ 61,144</b>	<b>US DOT</b>		<b>\$ 61,144</b>
<b>Ohio DOT</b>		<b>\$ 7,643</b>	<b>Ohio DOT</b>		<b>\$ 7,643</b>
<b>Local</b>		<b>\$ 7,643</b>	<b>Local</b>		<b>\$ 7,643</b>
<i>Total</i>		<b>\$ 76,430</b>	<i>Total</i>		<b>\$ 76,430</b>

**5.2.4 Subcategory 610 Transportation Plan**

Objective: Preparation/Adoption of performance measure and target monitoring in the Long-Range Transportation Planning Process. Development, maintenance and updating of the Long-Range Transportation Plan (LRTP) that includes short, mid and long-term strategies to result in an integrated multimodal transportation system that facilitates the efficient movement of people and goods.

**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

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long-range plan and make adjustments or revise the plan as necessary.

Task 610.1 Long-Range Transportation Plan		
End Products:	Completion Dates:	Responsible Agency:
Complete 2025-2050 Long-Range Transportation Plan as federally required	July 1, 2024 - May, 2025	Consultant
Project survey, call for projects	September 15, 2024	Consultant/MPO
Environment Justice Analyses	July 1, 2024 - Dec, 30, 2024	Consultant
Multimode Considerations (Freight, Bike/Ped, etc.)	July 1, 2024 - Dec, 30, 2024	Consultant
MPO Population, Employment and Trip Pattern	July 1, 2024 - Dec, 30, 2024	Consultant/MPO
Update LRTP Website	July 1, 2024 - June 30, 2025	Consultant/MPO
Public Involvement Meetings	July 1, 2024 - Dec, 30, 2024	Consultant/MPO
Adoption of 2050 LRTP	May or June, 2025	MPO
Monitoring Roadway Network and Traffic Data for Model	July 1 2024 - June 30, 2025	MPO
Travel Demand Model Maintenance and Update	July 1 2024 - June 30, 2025	MPO/ODOT
MPO Planning Area Boundary and Federal Functional Classification Update	July 1 2024 - June 30, 2025	MPO/ODOT

**Activities:** Alongside the completion of end products under this category in FY2025 following on-going activities will be conducted by MPO. These activities are vital in ensuring the success and sustainability of the products:

- Continuous administration and technical direction of the transportation planning program.
- Coordinate long range planning activities with land use, economic development, and local community organizations.
- Staff involvement in researching the latest planning and implementation efforts of all multi modal transportation options (Motor Vehicles/Bike/Pedestrian/Transit)
- Encourage ODOT and local governments to employ context sensitive solutions in the planning and development of transportation projects.
- Verify Goals, Objectives, and Strategies presented in the approved Long Range Transportation Plan still serve the region appropriately.
- Environmental Justice (EJ) Analysis
- Ensure the current RCRPC Regional Plans are aligned with emphasis areas of statewide Access Ohio 2045 and Walk-Bike-Ohio.

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<b>610.1 Long Range FY2024 Carryforward</b>			<b>610.1 Long Range FY2025</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>	<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>469</b>	<b>\$ 41,609</b>	<b>In-House Staff</b>	<b>469</b>	<b>\$ 41,609</b>
<i>Source of Funding</i>		<i>Amount</i>	<i>Source of Funding</i>		<i>Amount</i>
<b>US DOT</b>		<b>\$ 33,287</b>	<b>US DOT</b>		<b>\$ 33,287</b>
<b>Ohio DOT</b>		<b>\$ 4,161</b>	<b>Ohio DOT</b>		<b>\$ 4,161</b>
<b>Local</b>		<b>\$ 4,161</b>	<b>Local</b>		<b>\$ 4,161</b>
<i>Total</i>		<b>\$ 41,609</b>	<i>Total</i>		<b>\$ 41,609</b>

**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.

<b>Task 625 Planning Assistance/Service</b>		
<b>End Products:</b>	<b>Completion Dates:</b>	<b>Responsible Agency:</b>
Technical assistance and staff support to MPO and its advisory committees.	July 1 2024 - June 30, 2025	<b>MPO Staff</b>
Preparation and distribution of materials (agenda packets, minutes, resolutions, documents, etc.).	July 1 2024 - June 30, 2025	
Coordination with partner agencies, including ODOT, and staff support for joint meetings.	July 1 2024 - June 30, 2025	
Preparation and submission of planning data/maps based on the requests from community	July 1 2024 - June 30, 2025	
Preparation and submission of reports and invoices.	July 1 2024 - June 30, 2025	
Preparation of performance measure materials (TTI, Freight and PHED and Non-SOV).	July 1 2024 - June 30, 2025	
MPO staff participation at general trainings, conferences and meetings.	July 1 2024 - June 30, 2025	
MPO Website Update.	July 1 2024 - June 30, 2025	
Preparation and discussion about the creation of RTPO	July 1 2024 - June 30, 2025	MPO/ODOT/Local
Organizing and assistign regional Bike to Work Day event and related Maps and flyers	April - May, 2025	MPO/Richland Co.

Activities: Alongside the completion of end products under this category in FY2025 following on-going activities will be conducted by MPO. These activities are vital in ensuring the success and sustainability of the products:

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

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- 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.
- Participate in organizations and events that target traditionally underserved population.
- Maintenance of Transportation related pages of the RCRPC Website

<b>625.1 Service FY2024 Carryforward</b>			<b>625.1 Service FY2025</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>	<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>100</b>	<b>\$ 9,003</b>	<b>In-House Staff</b>	<b>100</b>	<b>\$ 9,003</b>
<i>Source of Funding</i>		<i>Amount</i>	<i>Source of Funding</i>		<i>Amount</i>
<b>US DOT</b>		<b>\$ 7,202</b>	<b>US DOT</b>		<b>\$ 7,202</b>
<b>Ohio DOT</b>		<b>\$ 900</b>	<b>Ohio DOT</b>		<b>\$ 900</b>
<b>Local</b>		<b>\$ 900</b>	<b>Local</b>		<b>\$ 900</b>
<i>Total</i>		<b>\$ 9,003</b>	<i>Total</i>		<b>\$ 9,003</b>

**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

Task 630 Statewide Planning		
End Products:	Completion Dates:	Responsible Agency:
Assistance and Coordination with ODOT and District 3 on US42/US30 Interchange Study	July 1 2024 - June 30, 2025	MPO/ODOT
Assistance and Coordination with ODOT and District 3 on I71/US30 Interchange Study	July 1 2024 - June 30, 2025	MPO/ODOT
Participation in ODOT plan review and plannig meetings	July 1 2024 - June 30, 2025	MPO/ODOT
Preparation and participation in the planning data and modeling activities by ODOT Statewide MUG	July 1 2024 - June 30, 2025	MPO/ODOT
Preparation and participation in Joint Review Program (even years)	July 1 2024 - June 30, 2025	MPO/ODOT
Preparation of performance measure materials (TTI, Freight and PHED and Non-SOV).	July 1 2024 - June 30, 2025	MPO
Preparation and discussion about the creation of RTPO	July 1 2024 - June 30, 2025	MPO/ODOT/Local
Assistance and Coordination with ODOT finalizing new biennial MPO funding agreements (odd years)	May, 2025	MPO/ODOT
Adopt yearly targets for the safety performance measures; submit safety target resolutions to ODOT	Feb, 2025	MPO/ODOT

Activities: Alongside the completion of end products under this category in FY2025 following on-going activities will be conducted by MPO. These activities are vital in ensuring the success and sustainability of the products:

- 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
- Attendance and participation in “Toward Zero Deaths” activities
- Assist ODOT with all statewide plans and initiatives.

**FY 2025 RCRPC OVERALL WORK PLAN**

<b>630.1 Statewide FY2024 Carryforward</b>			<b>630.1 Statewide FY2025</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>	<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>25</b>	<b>\$ 2,126</b>	<b>In-House Staff</b>	<b>25</b>	<b>\$ 2,126</b>
<i>Source of Funding</i>		<i>Amount</i>	<i>Source of Funding</i>		<i>Amount</i>
<b>US DOT</b>		<b>\$ 1,701</b>	<b>US DOT</b>		<b>\$ 1,701</b>
<b>Ohio DOT</b>		<b>\$ 213</b>	<b>Ohio DOT</b>		<b>\$ 213</b>
<b>Local</b>		<b>\$ 213</b>	<b>Local</b>		<b>\$ 213</b>
<i>Total</i>		<b>\$ 2,126</b>	<i>Total</i>		<b>\$ 2,126</b>

**5.2.7 Subcategory 674 Transit**

**Objective:** Provide technical assistance and support to create operational Performance Measures related to the Transit Asset Management Plan, Public Transportation Safety Program, Maintenance Update Plan, Financial Update Plan, a Coordinated Public Transit and Human Service Transportation Plan , Title VI and any other service improvement or expansion plans.

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.

<b>Task 674 Transit</b>		
<b>End Products:</b>	<b>Completion Dates:</b>	<b>Responsible Agency:</b>
Completion Report for FY2024 Transit Planning Activities /UPWP	Sept. 15, 2024	RCT/MPO
Annual List of Obligated Transit Project and Report/TIP	Sept. 30, 2024	MPO/RCT
Establish Memorandum of Understanding (MOU) with MPO	January, 2025	MPO / RCT
Adopt Transit Safety Performance Measures	July,2024	ODOT/MPO / RCT
RCTB Meetings, Collaborating with transit providers & human service agencies	July 1 2024 - June 30, 2025	RCT
Update Transit Ridership Monitoring Report/ GTFS	April 30, 2025	RCT/MPO
National Transit Database Report/NTD	April 30, 2025	MPO/RCT
Update Title VI Program required forms and assurances	July 1 2024 - June 30, 2025	RCT
Updated Title VI Nondiscrimination Program (Feb. 2025??)	July 1 2024 - June 30, 2025	RCT
DBE Program Goal	August 1, 2024	RCT
Maintain and Updated Public Involvement Plan /TIP	July 1 2024 - April 30, 2025	RCT/MPO
Draft/Final 2026-2029 Public Transit TIP Projects	July 1, 2024 - April 30, 2025	RCT/MPO/ODOT
Environment Justice Analyses/Justice 40	July 1, 2024 - April 30, 2025	RCT/MPO
2026-2029 Public Transit Projects Revision as Needed	July 1 2024 - June 30, 2025	RCT/MPO
FTA Certificate & Assurances	March 31, 2025	RCT/Richland Co Prosecutor
Bus Stop Conversion Plan	March 31, 2025	RCT/Richland Publi Health/ODH
2026-2029 Public Transit Projects Revision as Needed	July 1 2024 - June 30, 2025	RCT/MPO

## FY 2025 RCRPC OVERALL WORK PLAN

Activities: Alongside the completion of end products under this category in FY2025 following on-going activities will be conducted by MPO. These activities are vital in ensuring the success and sustainability of the products:

- Provide staff, administration and office facilities to the Richland County Transit Board, the implementing agency for public transportation projects in Richland County
- Implements Title VI regulations in 49 Code of Federal Regulations Part 21 and integrates Title VI provisions and environmental justice principles, including the USDOT Limited English Proficiency Guidance, into MPO programs and activities; provides procedures for investigating and tracking Title VI complaints filed against them and ensure that procedures for filing a complaint are available to members of the public upon request.
- Participation and assistance to the Richland County Mobility Coordination Committee
- Continue review of the On Demand Service system and review of fiscal sustainability
- Update route and schedule guide as needed.
- Maps, demographics, GIS analytics.
- Planning and implementing the new TDP recommendations, including workforce transportation
- Plan and manage procurements and contracting
- Develop grant applications and administer federal, state, local grants
- Contract & oversee planning consultants
- Plan budget, raise funds and assure financial sustainability
- Drug Testing - continual
- Public outreach & Marketing Efforts
- Identify Transit Planning Activities for FY2026

<b>674.2a Mass Transit</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>3,508</b>	<b>\$ 204,790</b>
<i>Source of Funding</i>		<i>Amount</i>
<b>FTA Section 5307</b>		<b>\$ 163,832</b>
<b>PID:</b>		
<b>Local - RCTB</b>		<b>\$ 40,958</b>
<i>Total</i>		<b>\$ 204,790</b>



Expense for data collection and planning as per FY25 OWP Appendix D

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

Work Element 674.4: Regional Mobility Transportation

Purpose: To facilitate the coordination of transportation options provided to elderly, disabled and low income population within the multicounty Region 5 designated by ODOT. This is a new program to achieve the goals of the Regional Coordinated Public Transit Human Services Transportation Plan. The RCRPC continues to support transportation stakeholders in expanding the geographic reach, diversity of ridership, and transportation funding opportunities.

Task 674.4 Social Service Transportation		
End Products:	Completion Dates:	Responsible Agency:
Monitoring of paratransit coordination	July 1 2024 - June 30, 2025	MPO/ODOT
Attending the transportation coalition meeting	July 1 2024 - June 30, 2025	MPO/ODOT
Maintain and update Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan)/FTA 5310	July 1 2024 - June 30, 2025	MPO/ODOT
Maintain database of transportation services in District.	July 1 2024 - June 30, 2025	MPO/ODOT
Memorandum of Understanding with ODOT/MPO/AAA	January 2025.	MPO/ODOT

Activities: Alongside the completion of end products under this category in FY2025 following on-going activities will be conducted by MPO. These activities are vital in ensuring the success and sustainability of the products:

- Implements Title VI regulations in 49 Code of Federal Regulations Part 21 and integrates Title VI provisions and environmental justice principles, including the USDOT Limited English Proficiency Guidance, into MPO programs and activities; provides procedures for investigating and

tracking Title VI complaints filed against them and ensure that procedures for filing a complaint are available to members of the public upon request.

- Maintain a single computerized database of transportation services in Richland County and Region 5 (Seneca, Huron, Richland, Crawford, Ashland, Marion, Morrow and Knox as designated by Ohio Department of Transportation (ODOT)).
- Use a comprehensive listing of transportation routes and schedules provided by all social service agencies and Richland County Transit.

<b>674.4 Social Service Transportation</b>		
<i>Responsible Agency</i>	<i>hours</i>	<i>Cost</i>
<b>Agencies &amp; Providers</b>	<b>1,856</b>	<b>\$ 105,750</b>
<i>Source of Funding</i>		<i>Amount</i>
<b>ODOT Office of Transit</b>		<b>\$ 105,750</b>
<b>ATAC Agencies</b>		<b>\$ -</b>
<i>Total</i>		<b>\$ 105,750</b>

**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.

Task 697 Program Reporting		
End Products:	Completion Dates:	Responsible Agency:
Draft and Final FY 2026 Unified Planning Work Program	May,2025	MPO Staff
Revision of FY 2025 UPWP as needed	July 1 2024 - June 30, 2025	
MPO TAC & Policy/Coordinating Committee meetings and documentation	July 1 2024 - June 30, 2025	
Work Program completion report	September 30, 2025	
Federal Funds Obligation Report	September 30, 2025	
Reports on MPO Performance Measures (TTI, Freight and PHED and Non-SOV).	July 1 2024 - June 30, 2025	
Employee timesheets, staff update meetings, monthly staff status reports	July 1 2024 - June 30, 2025	
Progress Reports and Invoices	July 1 2024 - June 30, 2025	
Newsletters on update of MPO transportation program	July 1 2024 - June 30, 2025	
MPO Website maintainance and update	July 1 2024 - June 30, 2025	
Press releases and media stories related to MPO events and projects	July 1 2024 - June 30, 2025	
Joint Biennial Program Review	April-June 2025	
Participation in professional development activities and related trainings	July 1 2024 - June 30, 2025	

Activities: Alongside the completion of end products under this category in FY2025 following on-going activities will be conducted by MPO. These activities are vital in ensuring the success and sustainability of the products:

- 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

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- 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.

<b>697.1 Reporting FY2024 Carryforward</b>			<b>697.1 Reporting FY2025</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>	<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>139</b>	<b>\$ 9,378</b>	<b>In-House Staff</b>	<b>139</b>	<b>\$ 9,378</b>
<i>Source of Funding</i>		<i>Amount</i>	<i>Source of Funding</i>		<i>Amount</i>
<b>US DOT</b>		<b>\$ 7,502</b>	<b>US DOT</b>		<b>\$ 7,502</b>
<b>Ohio DOT</b>		<b>\$ 938</b>	<b>Ohio DOT</b>		<b>\$ 938</b>
<b>Local</b>		<b>\$ 938</b>	<b>Local</b>		<b>\$ 938</b>
<i>Total</i>		<b>\$ 9,378</b>	<i>Total</i>		<b>\$ 9,378</b>

**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.

**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 following on-going activities will be completed by staff:

- 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.
- 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

<b>900.1 Local Service</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>In-House Staff</b>	<b>1,780</b>	<b>\$ 134,597</b>
<i>Source of Funding</i>		<i>Amount</i>
<b>Participating Agency Fees</b>		<b>\$ 134,597</b>

## 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.

<b>1001 Administration</b>		
<i>Responsible Agency</i>	<i>Hours</i>	<i>Cost</i>
<b>RCRPC (Wages&amp;FB)</b>	<b>2,718</b>	<b>\$ 131,257</b>
<i>Source of Funding</i>		<i>Amount</i>
<b>Shared by all direct time programs</b>		<b>\$ 131,257</b>



FY 2025 RCRPC OVERALL WORK PLAN

6 FY 2025 OWP Detailed Budget by Program and Task Category (Table)

FY 2025 Overall Work Program										
PROGRAM		TOTAL	US-DOT	ODOT	Local	RCTB 5307	RCTB LOCAL	ODOT Coord	Other (as specified)	
FY 2025 Overall Work Program Itemized Budget	204: CDBG	<b>204: CDBG (Adminstration, Fair Housing, RLF)</b>								ODOD/CDBG
		DIRECT SALARIES	\$16,539							\$16,539
		FRINGE BENEFITS	\$9,116							\$9,116
		DIRECT EXPENSES	\$2,000							\$2,000
		INDIRECT COSTS	\$7,613							\$7,613
		SUB TOTAL	\$35,268							\$35,268
		FUNDING BY SOURCE								100.0%
	206: OPWC	<b>206: Ohio Public Works Commission programs (Issue #1, NRAC, Job Ready Site)</b>								OPWC
		DIRECT SALARIES	\$13,427							\$13,427
		FRINGE BENEFITS	\$7,401							\$7,401
DIRECT EXPENSES		\$250							\$250	
INDIRECT COSTS		\$6,180							\$6,180	
	SUB TOTAL	\$27,258							\$27,258	
	FUNDING BY SOURCE								100.0%	
601.1: Short Range	<b>601.1: SHORT RANGE - USING ESTIMATED 2024 CARRYOVER</b>									
	DIRECT SALARIES	\$4,227	\$3,382	\$423	\$423					
	FRINGE BENEFITS	\$2,330	\$1,864	\$233	\$233					
	DIRECT EXPENSES	\$500	\$400	\$50	\$50					
	INDIRECT COSTS	\$1,946	\$1,557	\$195	\$195					
		SUB TOTAL	\$9,003	\$7,202	\$900	\$900				
		FUNDING BY SOURCE		80.0%	10.0%	10.0%				
	<b>601.1: SHORT RANGE - 2025 FUNDS</b>									
	DIRECT SALARIES	\$4,227	\$3,382	\$423	\$423					
	FRINGE BENEFITS	\$2,330	\$1,864	\$233	\$233					
DIRECT EXPENSES	\$500	\$400	\$50	\$50						
INDIRECT COSTS	\$1,946	\$1,557	\$195	\$195						
	SUB TOTAL	\$9,003	\$7,202	\$900	\$900					
	FUNDING BY SOURCE		80.0%	10.0%	10.0%					
602: TIP	<b>602: TIP - USING ESTIMATED 2024 CARRYOVER</b>									
	DIRECT SALARIES	\$40,057	\$32,046	\$4,006	\$4,006					
	FRINGE BENEFITS	\$22,080	\$17,664	\$2,208	\$2,208					
	DIRECT EXPENSES	\$0	\$0	\$0	\$0					
	INDIRECT COSTS	\$18,438	\$14,751	\$1,844	\$1,844					
		SUB TOTAL	\$80,575	\$64,460	\$8,058	\$8,058				
		FUNDING BY SOURCE		80.0%	10.0%	10.0%				
	<b>602: TIP - 2025 FUNDS</b>									
	DIRECT SALARIES	\$40,057	\$32,046	\$4,006	\$4,006					
	FRINGE BENEFITS	\$22,080	\$17,664	\$2,208	\$2,208					
DIRECT EXPENSES	\$0	\$0	\$0	\$0						
INDIRECT COSTS	\$18,438	\$14,751	\$1,844	\$1,844						
	SUB TOTAL	\$80,575	\$64,460	\$8,058	\$8,058					
	FUNDING BY SOURCE		80.0%	10.0%	10.0%					
605: Surveillance	<b>605: SURVEILLANCE - USING ESTIMATED 2024 CARRYOVER</b>									
	DIRECT SALARIES	\$34,492	\$27,593	\$3,449	\$3,449					
	FRINGE BENEFITS	\$19,012	\$15,209	\$1,901	\$1,901					
	DIRECT EXPENSES	\$7,050	\$5,640	\$705	\$705					
	INDIRECT COSTS	\$15,876	\$12,701	\$1,588	\$1,588					
		SUB TOTAL	\$76,430	\$61,144	\$7,643	\$7,643				
		FUNDING BY SOURCE		80.0%	10.0%	10.0%				
	<b>605: SURVEILLANCE - 2025 FUNDS</b>									
	DIRECT SALARIES	\$34,492	\$27,593	\$3,449	\$3,449					
	FRINGE BENEFITS	\$19,012	\$15,209	\$1,901	\$1,901					
DIRECT EXPENSES	\$7,050	\$5,640	\$705	\$705						
INDIRECT COSTS	\$15,876	\$12,701	\$1,588	\$1,588						
	SUB TOTAL	\$76,430	\$61,144	\$7,643	\$7,643					
	FUNDING BY SOURCE		80.0%	10.0%	10.0%					

FY 2025 RCRPC OVERALL WORK PLAN

FY 2025 Overall Work Program										
	PROGRAM	TOTAL	US-DOT	ODOT	Local	RCTB 5307	RCTB LOCAL	ODOT Coord	Other (as specified)	
FY 2025 Overall Work Program Itemized Budget	610: Long Range	<b>610: LONG RANGE - USING ESTIMATED 2024 CARRYOVER</b>								
		DIRECT SALARIES	\$17,951	\$14,361	\$1,795	\$1,795				
		FRINGE BENEFITS	\$9,895	\$7,916	\$989	\$989				
		DIRECT EXPENSES	\$5,500	\$4,400	\$550	\$550				
		INDIRECT COSTS	\$8,263	\$6,610	\$826	\$826				
		SUB TOTAL	\$41,609	\$33,287	\$4,161	\$4,161				
		FUNDING BY SOURCE		80.0%	10.0%	10.0%				
		<b>610: LONG RANGE - 2025 FUNDS</b>								
		DIRECT SALARIES	\$17,951	\$14,361	\$1,795	\$1,795				
		FRINGE BENEFITS	\$9,895	\$7,916	\$989	\$989				
		DIRECT EXPENSES	\$5,500	\$4,400	\$550	\$550				
		INDIRECT COSTS	\$8,263	\$6,610	\$826	\$826				
	SUB TOTAL	\$41,609	\$33,287	\$4,161	\$4,161					
	FUNDING BY SOURCE		80.0%	10.0%	10.0%					
	625: Planning Assistance	<b>625: PLANNING ASSISTANCE - USING ESTIMATED 2024 CARRYOVER</b>								
		DIRECT SALARIES	\$4,227	\$3,382	\$423	\$423				
		FRINGE BENEFITS	\$2,330	\$1,864	\$233	\$233				
		DIRECT EXPENSES	\$500	\$400	\$50	\$50				
		INDIRECT COSTS	\$1,946	\$1,557	\$195	\$195				
		SUB TOTAL	\$9,003	\$7,202	\$900	\$900				
		FUNDING BY SOURCE		80.0%	10.0%	10.0%				
		<b>625: PLANNING ASSISTANCE - 2025 FUNDS</b>								
		DIRECT SALARIES	\$4,227	\$3,382	\$423	\$423				
		FRINGE BENEFITS	\$2,330	\$1,864	\$233	\$233				
DIRECT EXPENSES		\$500	\$400	\$50	\$50					
INDIRECT COSTS		\$1,946	\$1,557	\$195	\$195					
SUB TOTAL	\$9,003	\$7,202	\$900	\$900						
FUNDING BY SOURCE		80.0%	10.0%	10.0%						
630: Statewide Participation	<b>630: STATEWIDE PARTICIPATION - USING ESTIMATED 2024 CARRYOVER</b>									
	DIRECT SALARIES	\$1,057	\$845	\$106	\$106					
	FRINGE BENEFITS	\$583	\$466	\$58	\$58					
	DIRECT EXPENSES	\$0	\$0	\$0	\$0					
	INDIRECT COSTS	\$486	\$389	\$49	\$49					
	SUB TOTAL	\$2,126	\$1,701	\$213	\$213					
	FUNDING BY SOURCE		80.0%	10.0%	10.0%					
	<b>630: STATEWIDE PARTICIPATION - 2025 FUNDS</b>									
	DIRECT SALARIES	\$1,057	\$845	\$106	\$106					
	FRINGE BENEFITS	\$583	\$466	\$58	\$58					
	DIRECT EXPENSES	\$0	\$0	\$0	\$0					
	INDIRECT COSTS	\$486	\$389	\$49	\$49					
SUB TOTAL	\$2,126	\$1,701	\$213	\$213						
FUNDING BY SOURCE		80.0%	10.0%	10.0%						
674.2: Mass Transit	<b>674.2: MASS TRANSIT EXCLUSIVE (RCTB Planning expenses as described in OWP Appendix D) and included in the STIP as PID#118354. This section provided by the transit operator (Required by FTA to be included here)</b>									
	DIRECT SALARIES	\$99,324				\$79,459	\$19,865			
	FRINGE BENEFITS	\$54,747				\$43,798	\$10,949			
	DIRECT EXPENSES	\$5,000				\$4,000	\$1,000			
	INDIRECT COSTS	\$45,719				\$36,575	\$9,144			
	SUB TOTAL	\$204,790				\$163,832	\$40,958			
	FUNDING BY SOURCE					80.0%	20.0%			
	<b>This section provided by transit operator (Required by FTA to be included here)</b>									
	Expense for data (5307) collection, financial and grant management, and other planning per FY25 OWP Appendix D	\$170,000				\$136,000	\$34,000			
	FUNDING BY SOURCE					80.0%	20.0%			

FY 2025 RCRPC OVERALL WORK PLAN

FY 2025 Overall Work Program										
PROGRAM		TOTAL	US-DOT	ODOT	Local	RCTB 5307	RCTB LOCAL	ODOT Coord	Other (as specified)	
FY 2025 Overall Work Program Itemized Budget	674.4 Mobility	<b>674.4: SERVICE COORDINATION</b>								Agencies
		DIRECT SALARIES	\$51,578						\$51,578	\$0
		FRINGE BENEFITS	\$28,430						\$28,430.02	\$0
		DIRECT EXPENSES	\$2,000						\$2,000.00	\$0
		INDIRECT COSTS	\$23,742						\$23,741.54	\$0
		SUB TOTAL	\$105,750					\$105,750	\$0	
		FUNDING BY SOURCE						100.0%	0.0%	
	697: Transportation Program Report	<b>697: TRANSPORTATION PROGRAM REPORTING - USING EST 2024 CARRYOVER</b>								
		DIRECT SALARIES	\$4,662	\$3,730	\$466	\$466				
		FRINGE BENEFITS	\$2,570	\$2,056	\$257	\$257				
		DIRECT EXPENSES	\$0	\$0	\$0	\$0				
		INDIRECT COSTS	\$2,146	\$1,717	\$215	\$215				
		SUB TOTAL	\$9,378	\$7,502	\$938	\$938				
		FUNDING BY SOURCE		80.0%	10.0%	10.0%				
	697: Transportation Program Report	<b>697: TRANSPORTATION PROGRAM REPORTING - 2025 FUNDS</b>								
DIRECT SALARIES		\$4,662	\$3,730	\$466	\$466					
FRINGE BENEFITS		\$2,570	\$2,056	\$257	\$257					
DIRECT EXPENSES		\$0	\$0	\$0	\$0					
INDIRECT COSTS		\$2,146	\$1,717	\$215	\$215					
	SUB TOTAL	\$9,378	\$7,502	\$938	\$938					
	FUNDING BY SOURCE		80.0%	10.0%	10.0%					
901: Local	<b>901: LOCAL SERVICES (Including Development Regulations)</b>									
	DIRECT SALARIES	\$51,005			\$51,005					
	FRINGE BENEFITS	\$28,114			\$28,114					
	DIRECT EXPENSES	\$32,000			\$32,000					
	INDIRECT COSTS	\$23,478			\$23,478					
	SUB TOTAL	\$134,597			\$134,597					
	FUNDING BY SOURCE				100.0%					

FY 2025 Overall Work Program										
PROGRAM		TOTAL	US-DOT	ODOT	Local	RCTB 5307	RCTB LOCAL	ODOT Coord	Other (as specified)	
Summary	Total	<b>GRAND TOTAL ALL PROGRAMS (excludes Transit Operator Planning/674.2b- Transit Data)</b>								
		DIRECT SALARIES	\$445,221	\$170,678	\$21,335	\$72,340	\$79,459	\$19,865	\$51,578	\$29,966
		FRINGE BENEFITS	\$245,406	\$94,078	\$11,760	\$39,874	\$43,798	\$10,949	\$28,430	\$16,517
		DIRECT EXPENSES	\$68,350	\$21,680	\$2,710	\$34,710	\$4,000	\$1,000	\$2,000	\$2,250
		INDIRECT COSTS	\$204,935	\$78,563	\$9,820	\$33,298	\$36,575	\$9,144	\$23,742	\$13,793
		<b>TOTAL</b>	<b>\$963,912</b>	<b>\$364,999</b>	<b>\$45,625</b>	<b>\$180,221</b>	<b>\$163,832</b>	<b>\$40,958</b>	<b>\$105,750</b>	<b>\$62,527</b>
	Total	<b>Summary (includes transit operator planning as required by FTA)</b>								
		Local Service	\$134,597	\$0	\$0	\$134,597	\$0	\$0	\$0	\$0
		Transportation Planning (MPO Staff)	\$456,249	\$364,999	\$45,625	\$45,625	\$0	\$0	\$0	\$0
		Transportation Special Projects (CPG)	\$247,603	\$198,083	\$24,760	\$24,760				
		** Transportation Special Projects (STBG)	\$438,566	\$394,566	\$22,000	\$22,000				
		* ISAATO (CPG)	\$9,597	\$9,597	\$0	\$0				
		Public Transportation	\$374,790	\$0	\$0	\$0	\$299,832	\$74,958		
		Mobility Coordination	\$105,750						\$105,750	\$0
		CDBG / Fair Housing	\$35,268	\$0	\$0	\$0	\$0	\$0	\$0	\$35,268
Public Works Programs & NRAC		\$27,258	\$0	\$0	\$0	\$0	\$0	\$0	\$27,258	
Misc.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
	<b>Total</b>	<b>\$1,829,679</b>	<b>\$967,245</b>	<b>\$92,385</b>	<b>\$226,982</b>	<b>\$299,832</b>	<b>\$74,958</b>	<b>\$105,750</b>	<b>\$62,527</b>	
Funding by Original Source	<b>FY2025 Funding by Original Source</b>									
	Federal/FTA	\$335,101				\$299,832			\$35,268	
	Federal Funds /(CPG)	\$563,082	\$563,082							
	* ISAATO / Federal CPG	\$9,597	\$9,597	\$0	\$0					
	** Federal Funds/ STBG	\$394,566	\$394,566							
	State Of Ohio	\$225,394		\$92,385				\$105,750	\$27,258	
	Local	\$301,940			\$226,982		\$74,958		\$0	
	Other	\$0								
	<b>Total</b>	<b>\$1,829,679</b>	<b>\$967,245</b>	<b>\$92,385</b>	<b>\$226,982</b>	<b>\$299,832</b>	<b>\$74,958</b>	<b>\$105,750</b>	<b>\$62,527</b>	

\* ISAATO 2.5% of FL @ 100% for FY2025 Eligible Activities.  
 \*\* STBG - Lexington SR-97 Connector Road Safety Study FY2025

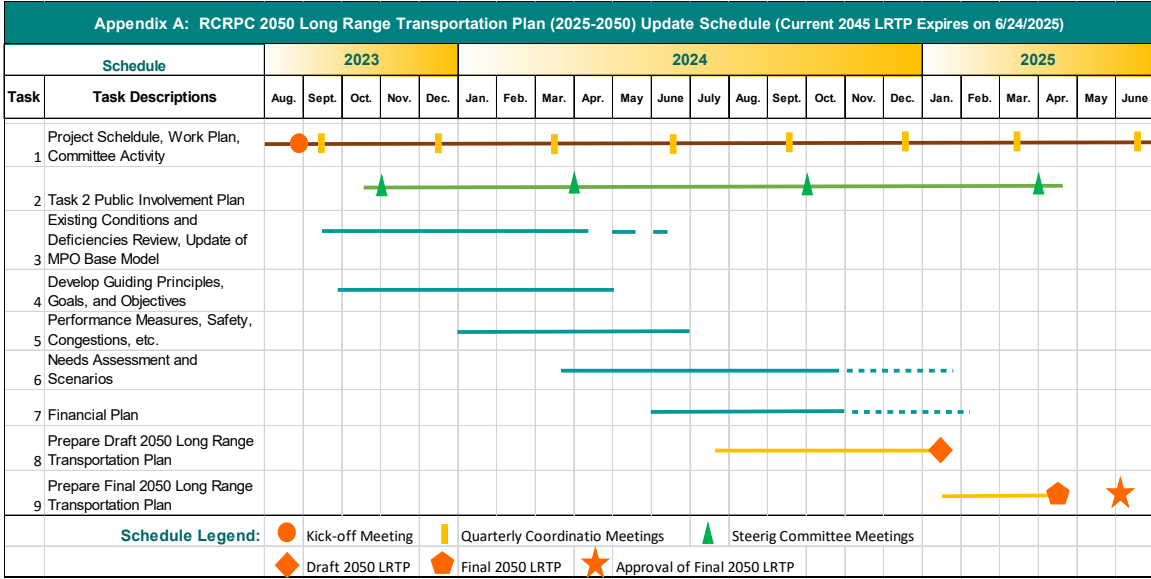
FY 2025 RCRPC OVERALL WORK PLAN

**FY 2025 UPWP / Transportation Planning Program Summary**

PROGRAM		TOTAL	US-DOT	ODOT	Local	RCTB 5307	RCTB LOCAL	ODOT Coord	Other (as specified)
A: Transportation Planning CPG (In-House)	FY24 Carryover	ESTIMATED FY2023 CARRYOVER (IN- HOUSE PLANNING)	\$228,124	\$182,500	\$22,812	\$22,812			
	FY2025	ESTIMATED FY2024 FUNDS (IN-HOUSE PLANNING)	\$228,124	\$182,500	\$22,812	\$22,812			
	<b>Total</b>	<b>TOTAL IN-HOUSE PLANNING (TRANSPORTATION PLANNING PROGRAM)</b>	<b>\$456,249</b>	<b>\$364,999</b>	<b>\$45,625</b>	<b>\$45,625</b>			
B1: Special Projects (FY 2025 CPG Funds)		SP1 - 2050 LRTP	\$125,000	\$100,000	\$12,500	\$12,500			
		SP2* - Bike To Work Day (ISAATO)	\$1,200	\$1,200					
		SP3 - SR-13 Corridor & Railroad Crossing Safety Study (Part 1)	\$31,000	\$26,479	\$2,260	\$2,260			
		- SP3a* - SR-13 Corridor & Railroad Crossing Safety (ISAATO)	\$8,397	\$8,397					
		- SP3b - SR-13 Corridor & Railroad Crossing Safety (IASS)	\$22,603	\$18,083	\$2,260	\$2,260			
		SP4 - Bellville SR 13 - SR 97 Intersection Study	\$100,000	\$80,000	\$10,000	\$10,000			
		<b>B1: SPECIAL PROJECT (CPG)</b>	<b>\$257,200</b>	<b>\$207,679</b>	<b>\$24,760</b>	<b>\$24,760</b>			
B2: Special Project (STBG)		SP5 - SR-13 Corridor & Railroad Crossing Safety Study (STBG+TC) (Part 2)	\$218,566	\$218,566					
		SP6 - Lexington SR-97 Connector Road Study (STBG+TC) FY2025	\$220,000	\$176,000	\$22,000	\$22,000			
		<b>B2: SPECIAL PROJECT (STBG+TC)</b>	<b>\$438,566</b>	<b>\$394,566</b>	<b>\$22,000</b>	<b>\$22,000</b>			
Grand Total		<b>FY2025 TRANSPORTATION PLANNING PROGRAM TOTAL (CPG Funds Only)</b>	<b>\$713,449</b>	<b>\$572,678</b>	<b>\$70,385</b>	<b>\$70,385</b>			
		<b>FY2025 TRANSPORTATION PLANNING PROGRAM TOTAL (STBG Funds Only)</b>	<b>\$438,566</b>	<b>\$394,566</b>	<b>\$22,000</b>	<b>\$22,000</b>			
		<b>FY2025 TRANSPORTATION PLANNING PROGRAM TOTA (CPG + STBG)</b>	<b>\$1,152,015</b>	<b>\$967,245</b>	<b>\$92,385</b>	<b>\$92,385</b>			
* Estimated Minimum Spend (ISATO 2.5%) on Eligible Activities for SFY 2025									
** Using STBG + TC Planning Funds									

7 Appendix:

7.1 Appendix A: 610 – LRTP Update Tasks & Schedule



7.2 Appendix B: FY2025 OWP and UPWP Planning Activities by Staff Member

Appendix B: FY2025 Overall Work Program and UPWP Transportation Activities by Staff Member (7/1/2024 - 6/30/2025)																		
STAFF	WORK DAYS in FY 2025	204: CDBG & FAIR HOUSING	206: DISTRICT 16 OPWC	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	TOTAL HOURS	ASSIGNE D	BLANCE
Transit Manager	261	2088	0	0	0	0	28	64	0	0	1639	50	8	0	0	299	2088	0
Senior Transportation	261	2088	0	0	0	1729	0	120	0	0	0	0	20	0	0	219	2088	0
Technical Director	261	2088	0	0	200	500	200	539	200	50	0	0	100	0	0	299	2088	0
Mobility Planner	261	2088	0	0	0	0	0	0	0	0	0	1889	0	0	0	219	2088	0
Fiscal Manager	261	2088	30	20	0	0	0	0	0	0	0	30	100	0	1689	219	2088	0
Planner II	261	2088	0	0	0	100	1599	100	0	0	0	0	20	50	0	219	2088	0
Executive Director	261	2088	300	250	50	0	30	100	0	0	0	0	30	0	1029	299	2088	0
Transit Fiscal	261	2088	0	0	0	0	0	0	0	0	1889	0	0	0	0	219	2088	0
Intern	130	1040	0	0	0	15	1000	15	0	0	0	0	0	0	0	10	1040	0
Landuse Planner	261	2088	100	0	0	0	0	0	0	0	0	0	0	1730	0	258	2088	0
<b>Total</b>	<b>2,479</b>	<b>19,832</b>	<b>430</b>	<b>270</b>	<b>50</b>	<b>2,344</b>	<b>2,857</b>	<b>938</b>	<b>200</b>	<b>50</b>	<b>3,508</b>	<b>1,949</b>	<b>278</b>	<b>1,780</b>	<b>2,718</b>	<b>2,259</b>	<b>19,832</b>	<b>0</b>

**7.3 Appendix C: Cost Allocation Plan / Audits / ODOT**

COST ALLOCATION PLAN

A fringe benefit rate of **55.12%** and an indirect cost rate of **46.03%** 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: \[jshetty@rcrpc.org\]\(mailto:jshetty@rcrpc.org\)](#)

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

<https://www.rcrpc.org/policies>

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

<https://www.rcrpc.org/policies>

5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.

<https://www.rcrpc.org/policies>

6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.

<https://www.rcrpc.org/policies>

7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.

RCRPC posts the Title VI Notice to the Public on [www.rcrpc.org](http://www.rcrpc.org) and in public area in the RCRPC offices lobby.

8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.

No

9. Has your organization provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the MPO self-certification resolution (Note, this only applies to MPOs, RTPOs do not approve self-certification resolutions)? If so, please provide a copy as an attachment.

[Resolution 21-12 attached. Updated resolution will be provided when approved.](#)

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

[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 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):

- 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](mailto:pwu@rcrpc.org) 03/18/2024

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.](#)