

FY 2022 UNIFIED PLANNING WORK PROGRAM

Beginning July 1, 2021 - Ending June 30, 2022

Prepared by:

Lima-Allen County Regional Planning Commission
130 West North Street
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The preparation of this report was financed in part by the Federal Highway Administration, the Ohio Department of Transportation, the Ohio Department of Public Safety, and local units of government. The contents of this report do not reflect the official view and/or policies of the Federal Highway Administration, the Ohio Department of Public Safety, or the Ohio Department of Transportation. This report does not constitute a standard specification or regulation. The contents of this report represent the work and opinions of the LACRPC. The report does not represent a standard or policy. Questions or concerns should be forwarded to the LACRPC at 130 W. North Street, Lima, Ohio 45801 (www.LACRPC.com).

ACKNOWLEDGMENT

During the course of drafting the FY 2022 Unified Planning Work Program, the staff of the Lima-Allen County Regional Planning Commission received helpful assistance from representatives of the Ohio Department of Transportation (ODOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Ohio Department of Public Safety (ODPS), the Office of the Allen County Engineer, the Allen County Regional Transit Authority (ACRTA), the Ohio Environmental Protection Agency (OEPA) and local member governments. The Planning Commission recognizes the real benefits of implementing a Safe Community Program, a program that is made possible only with the financial support and guidance of ODPS that also provides valuable motor vehicle crash data through the maintenance of its Integrated Traffic Records System. The Planning Commission also acknowledges the technical support provided by the United States Geologic Survey and the Ohio Department of Natural Resources (ODNR) which supports hydraulic and hydrologic engineering analyses prompted by the presence of some 15,725 acres of Federal Emergency Management Agency (FEMA) identified high hazard flood areas. The OEPA is an additional state agency that must be recognized for the technical support it offers the community as it relates to meeting air and water quality conformity mandates.

The Planning Commission wishes to publicly recognize the fiscal support, technical backing and overall level of assistance furnished by ODOT District One personnel and ODOT's Division of Planning specifically the Office of Statewide Planning & Research inclusive of the Modeling and Forecasting Section. The Planning Commission also wishes to acknowledge the varied personnel at ODOT's Central Office as well as those at the Ohio Office of FHWA who continue to provide guidance in their reviews of planning and progress reports.

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INTRODUCTION

The Lima-Allen County Regional Planning Commission (LACRPC) was established pursuant to Section 713.21 of the Ohio Revised Code (ORC) and a Resolution of Cooperation between various political subdivisions located within Allen County, Ohio. The LACRPC has been responsible for the planning of land use, transportation, housing, recreation and community facilities in Allen County, Ohio since 1964. As several agencies may participate in various planning programs, the coordination of efforts of such participating agencies is necessary. The role of the Regional Planning Commission is to facilitate continuing, cooperative and comprehensive planning within Allen County and its surrounding area including the City of Delphos, the Village of Cridersville, and the Village of Bluffton.

Through the participation of member political subdivisions (county, townships, cities, and villages), the LACRPC determines planning priorities and policies for the region and directs the staff in undertaking the planning work. Among the many duties of the staff is the preparation of reports for use by state and local governments, engineers, developers, and the general public to assist in the planning for coordinated development of the Allen County region.

Rationale:

This document is being presented as the FY 2022 Unified Planning Work Program (UPWP) of the LACRPC. The UPWP documents the agency's comprehensive planning program over the course of the next fiscal year calendar and corresponds to the July 1, 2021 through June 30, 2022 period.

This document is required to be compiled and submitted to state and federal agencies as the basis for soliciting federal funding assistance. This document contains information specific to the comprehensive planning process undertaken by the LACRPC. The UPWP details those LACRPC staff activities that will be conducted over the course of the FY 2022 period as specified under a contractual obligation with various funding agencies. Moreover, this document acts as a management tool from which to assess the progress of the LACRPC on specific projects, as well as its commitment to local issues.

Overview:

The document is comprised of several distinct sections. A prospectus detailing the history, roles, organizational structure and membership of the LACRPC follows the introduction. After the prospectus, the transportation planning process includes an overview of federal transportation legislation specifically ISTEA, TEA-21 SAFETEA-LU, MAP-21 and, the FAST ACT. The document proceeds to present LACRPC planning activities by the respective funding source and work element category. Work elements are arranged with regard to their respective category: Local Government Services (100 Series); Safety Services Planning (200 Series); Environmental Protection (300 Series); Community Development (400 Series); Developmental Controls (500 Series); and, Transportation Planning (600 Series). Following the work program summary, the document presents various informational tables outlining the rationale for funding, indirect cost rate/pools, and a summary of project budgets. The document concludes with an appendix containing resolutions attesting to comply with the transportation planning process and approving the FY 2022 UPWP; maps and graphics are provided for informational purposes.

The document should be viewed in its entirety. The document provides an overview of the agency, its membership, and representation by respective political subdivision, its organizational structure and, its funding sources. The document is a required annual publication with programming structured by subcategory. However, annual work program elements and areas of emphasis evolve from year to year as needs in the community and/or funding streams change.

PROSPECTUS

Historical Background:

The Lima-Allen County Regional Planning Commission (LACRPC) was established in September 1964 to obtain federal assistance to develop a transportation plan for the area. The formation of the Regional Planning Commission was accomplished in conformance with Section 713.21 of the Ohio Revised Code which states in part “where the planning commission of any municipal corporation or group of municipal corporations, any board of township trustees, and the board of county commissioners of any county in which such municipal corporation or group of municipal corporations is located, or of any adjoining county, may cooperate in the creation of a regional planning commission. For any region defined as agreed upon by the planning commissions and boards, exclusive of any territory within the limits of a municipal corporation not having a planning commission.”

By virtue of the adoption of a Resolution of Cooperation by the Board of County Commissioners of Allen County, the Planning Commission of Allen County, the Planning Commission of municipalities and the Board of Trustees of Townships within Allen County, Ohio, the LACRPC was created and vested with powers and duties given to regional planning commissions under the laws of the State of Ohio.

The comprehensive planning duties and responsibilities of the Allen County Planning Commission, created in 1954, were incorporated into the powers and duties of the LACRPC. In addition, as a result of the 1964 Urban Mass Transportation Act (UMTA) that required urban areas of 50,000 persons or more to create a Metropolitan Planning Organization (MPO), the LACRPC was awarded the responsibility by the Governor of the State of Ohio in accordance with federal law (23 USC 134) to assure that a cooperative, comprehensive, and continuing transportation planning process was established and maintained. The Allen County Commissioners in an agreement with ODOT facilitated an area-wide Transportation Study. The LACRPC subsequently prepared a regional transportation and development plan that met federal requirements for federal assistance for highway construction in the urbanized area.

Mission Statement:

The Mission of the LACRPC is to provide the basis for ongoing comprehensive development in Allen County through the implementation of specific policies, plans, and regulatory controls.

Federal Certification:

The LACRPC achieved ODOT/Federal Highway Administration (FHWA) certification for transportation planning in 1973. Initial UMTA certification was received in 1982. The Commission is presently self-certified on a continuing basis in accordance with FHWA/Federal Transit Administration (FTA) regulations. The LACRPC implemented FEMA Floodplain Management Regulations in 1979. The Commission is reviewed for concurrence on an annual basis in accordance with FEMA regulations.

Participants & Their Role:

The LACRPC operates by agreement of participating units of government and a variety of public agencies. These units of government, in addition to the citizens representing varied sectors and interests, participate in the local planning process. As such, the LACRPC must negotiate agreements between a wide variety of participants in the planning process. The major agency participants include the United States Economic Development Administration (U.S.EDA), FHWA, FTA, FEMA, ODOT, the Ohio Environmental Protection Agency (OEPA), Allen County Regional Transit Authority (ACRTA), state departments of Public Safety (ODPS), Agriculture (ODA), Development (ODSA), Natural Resources (ODNR), Historic Preservation (SHPO), and Units of Local Governments. The agencies' primary responsibilities are described below.

The ODOT and FHWA oversee the transportation planning and programming activities of the Planning Commission to ensure compliance with applicable state and federal regulations. Although the two agencies interact, ODOT maintains a continuous liaison with the Commission's MPO staff and provides technical assistance such as modeling processes and traffic assignments for highways. The MPO and ODOT receive technical support from the OEPA that assists efforts to document/determine air quality conformity with respect to the Clean Air Act Amendments of 1990. Transit planning activities are primarily financed with FTA funding as administered by ODOT. FTA, through ODOT, monitors compliance of planning activities with applicable federal regulations. The LACRPC, under a Memorandum of Understanding provides technical services and maintains a cooperative relationship with the Allen County Regional Transit Authority (ACRTA) and FTA. The ACRTA is responsible for all FTA/ODOT reporting requirements.

Local governments participate in the input for and development of transportation improvement programs and other issues associated with transportation. Local governments participate in project selection and the implementation of capital improvements. They also provide the required local match for funding the transportation planning process and associated transportation activities. Communication between representatives of these local jurisdictions with ODOT and FHWA is facilitated by the LACRPC through its internal committee structure and its MPO policy-making board - the Transportation Coordinating Committee (TCC). The local jurisdictions receive Federal-Aid Surface Transportation Program (STP) and Congestion Mitigation Air Quality (CMAQ) funds through the MPO (TCC).

The ACRTA is the local agency responsible for providing effective public transportation services within the Lima Urbanized Area. Charged with supporting a safe, accessible, and equitable system, the ACRTA maintains fixed route and demand response services. Pursuant to the intent of federal legislation, the ACRTA is an active member of the MPO and in the public planning process that requires a comprehensive and coordinated approach to a continuing transportation planning process. As the ACRTA receives Federal, State, and local funding, the Agency strives to comply with planning and operational regulatory requirements. In light of the requirements, the ACRTA receives technical assistance from the Planning Commission under the terms of an Inter-Agency Agreement that is reviewed and revised annually. The ACRTA maintains a strong relationship with FTA, ODOT, and local political jurisdictions. The ACRTA and the Planning Commission have worked to support the coordination of federally financed paratransit operations operating within the region and their mobility manager.

The LACRPC acknowledges the technical support provided by FEMA and ODNR with respect to Floodplain Management Regulations, and water quality assessments to ensure compliance with state and federal regulatory requirements. Both ODNR and FEMA provide technical assistance in the hydraulic/hydrologic modeling processes. The OEPA assists the LACRPC in addressing water quality issues as well as assessing air quality impacts of both fixed site and mobile source emissions. The LACRPC, OEPA, and other local stakeholders sustain air and water quality maintenance efforts thru collaborative efforts with the local Environmental Citizen's Advisory Committee (ECAC) and the Ottawa River Coalition (ORC). The LACRPC is an active member of both. The ECAC and the ORC maintain regular contact with the Planning Commission and member governments.

To support farmland and historic preservation efforts, the Agency coordinates efforts with the State Historic Preservation Office (SHPO) and the Ohio Department of Agriculture (ODA). Both agencies help assess local land use policy initiatives against which transportation projects are weighed.

Because of its unique role in transportation planning, the LACRPC maintains a continuous liaison with ODPS. Using Federal 402 funding ODPS provides financial underwriting for the LACRPC Safe Community Grant.

The MPO continues to coordinate transportation projects and services with local community development initiatives. The MPO regularly supports data collection necessary for the updating of the County's Comprehensive Economic Development Strategy (CEDS) which identifies and prioritizes the community's most pressing needs to meet the eligibility criteria of the United States Economic Development Administration (USEDA) and the Ohio Development Services Agency (ODSA). The Agency also facilitates area community development initiatives that are funded with Community Development Block Grant (CDBG) monies administered by ODSA.

Organizational Structure:

The governing body of the LACRPC is its Board of Directors known as the Regional Planning Commission. The Board reviews and acts on recommendations made by LACRPC staff and committees. Representation on the Board is achieved by the appointment of delegates. Such appointment is made by the participating jurisdictions (county, municipality, and township). The delegates are appointed for a two-year term starting in April of even-numbered years. Appointments to the Board are orchestrated in a manner that will provide for a composition that represents industry, labor, agriculture, business, and professional sectors. The Regional Planning Commission is composed of representatives of the various participating political subdivisions.

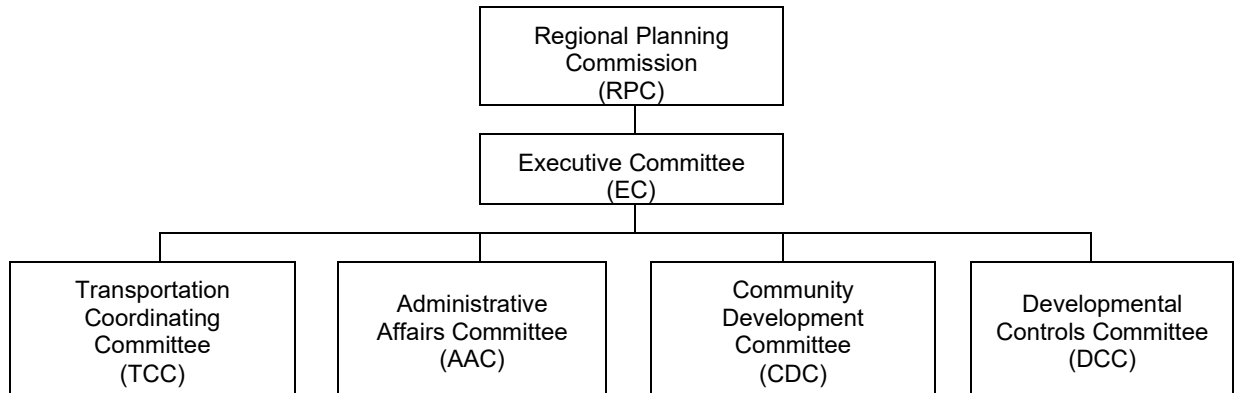
The various political subdivisions assign delegates to the Regional Planning Commission in the following manner: six (6) delegates and six (6) alternates are appointed by the Allen County Board of Commissioners to serve the County at large; one (1) delegate and one (1) alternate for every 5,000 persons in cooperating municipalities are designated by the planning commission of the municipality, subject to the approval of the legislative authority of the municipality; and, one (1) delegate and one (1) alternate for every 5,000

persons in a cooperating township are designated by the Board of Township Trustees of the participating township. See table on page 5 for Commission membership.

| PARTICIPATING JURISDICTIONS | |
|--|----------------------|
| Currently Participating Local Governments | |
| County of Allen | American Township |
| City of Delphos | Auglaize Township |
| City of Lima | Bath Township |
| Village of Beaverdam | Jackson Township |
| Village of Bluffton | Marion Township |
| Village of Cairo | Monroe Township |
| Village of Elida | Perry Township |
| Village of Harrod | Richland Township |
| Village of Lafayette | Shawnee Township |
| Village of Spencerville | Spencer Township |
| Amanda Township | Sugar Creek Township |

The current committee structure and mission statement allow the agency to respond to federal and state regulatory issues, current development demands and public concerns. The committee structure is responsive to and representative of local governments and publicly accountable. The organizational structure of the LACRPC reflects a tiered structure reflecting both standing and advisory committees. Standing committees include: (1) Executive Committee, members charged with the responsibility of developing and guiding agency policy; (2) Administrative Affairs Committee provides administrative direction and assesses management procedures; (3) Transportation Coordinating Committee, functioning as the Metropolitan Planning Organization responsible for transportation-related issues; (4) Developmental Controls Committee, a technical committee with developmental regulatory oversight; and, (5) Community Development Committee, that monitors and addresses local quality of life issues. Advisory committees serve in various capacities and for various durations. The transportation and citizen advisory committees have specific responsibilities associated with Federal planning requirements.

LACRPC STANDING COMMITTEES



| REGIONAL PLANNING COMMISSION MEMBERS (April 2020-2022) | | |
|---|-----------|------------|
| Political Subdivision | Delegates | Alternates |
| Allen County | | |
| City of Lima | | |
| City of Delphos | | |
| Village of Beaverdam | | |
| Village of Bluffton | | |
| Village of Cairo | | |
| Village of Elida | | |
| Village of Harrod | | |
| Village of Spencerville | | |
| Amanda Township | | |
| American Township | | |
| Auglaize Township | | |
| Bath Township | | |
| Jackson Township | | |
| Marion Township | | |
| Monroe Township | | |
| Perry Township | | |
| Richland Township | | |
| Shawnee Township | | |
| Spencer Township | | |
| Sugar Creek Township | | |

The Executive Committee is charged with providing leadership and direction to the LACRPC and its staff. The Committee monitors and evaluates the needs of the community and establishes the priorities of the agency based, in part, upon local demands. The Committee publishes the Unified Planning Work Program (UPWP) of the LACRPC annually in light of changing local conditions and demands. The Executive Committee is the policy-making body of the Commission, and its members are elected from the Regional Planning Commission membership. The Committee makes such final determinations, decisions, findings, and recommendations as may be

| LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION (April 2021-2022) | |
|---|--|
| Current Officers | Executive Committee |
| [REDACTED] President | CURRENT OFFICERS Plus [REDACTED] |
| [REDACTED] President-Elect | [REDACTED] |
| [REDACTED] Secretary | [REDACTED] |
| [REDACTED] Treasurer | [REDACTED] |

The Administrative Affairs Committee (AAC) is delegated with the task of providing direction and guidance in the managerial aspects of operating the LACRPC, its office, and staff. The Committee reviews and audits the financial and real property assets of the LACRPC and makes its findings and recommendations available to the Executive Committee for their perusal. The Committee meets semi-annually to review and approve the Agency's fiscal and calendar year budgets and annually with the State Auditor's Office to ensure sound fiscal controls. The Committee is also responsible for managing the annual nomination and election process of the Commission, as well as monitoring and periodic effectiveness of the Commission's organization. It monitors the agency's personnel policies with respect to personnel and makes all final personnel determinations.

| ADMINISTRATIVE AFFAIRS COMMITTEE (April 2021-20221) | |
|--|-------------|
| Members | Affiliation |
| [REDACTED] | [REDACTED] |

The Transportation Coordinating Committee (TCC) is designated by the State of Ohio as the Metropolitan Planning Organization (MPO). The Committee is responsible for all area-wide transportation planning, the review and approval of the transportation portion of the annual UPWP, the review and maintenance of the Transportation Improvement Program (TIP) and the adoption of an updated Long-Range Transportation Plan. The Committee also makes such policies and final determinations, findings, recommendations, and resolutions as may be necessary to carry out a continuing, cooperative, and comprehensive urban transportation planning process. The composition of the Committee includes representatives of the Allen County

Regional Transit Authority, local public works and traffic engineering departments, social service transportation providers, Ohio Department of Transportation and local public officials. Committee membership is comprised of no less than fifty-one percent (51%) locally elected public officials. The Committee also utilizes the services of several transportation-related subcommittees including the Transportation Advisory Committee (TAC), the Citizens Advisory Committee (CAC), the Safety Review Team (SRT), the Citizens Accessibility Advisory Committee (CAAC) and Activate Allen County.

Developmental Controls Committee:

The Developmental Controls Committee (DCC) is a technical committee of the LACRPC charged with the responsibility of monitoring development activities within Allen County and establishing regulatory controls to minimize any adverse environmental or economic effects of development. The Committee is also delegated with developing the County's land use component of the Long-Range Comprehensive Plan. The Committee monitors the development of local subdivision regulations, local zoning ordinances/resolutions and floodplain management regulations as well as any local regulatory controls proposed by local entities. The Committee also reviews the merits of

amendments or development under such regulatory controls once established. The Committee has a collaborative relationship with local agencies involved in the development process including the Allen County Health Department, the Allen Water District, the Allen County Soil & Water District, the Ottawa River Coalition, local utilities and the engineering/public works departments of the various political subdivisions.

| DEVELOPMENTAL CONTROLS COMMITTEE (April 2021-2022) | |
|---|--------------------|
| Members | Affiliation |
| | |

Community Development Committee:

The Community Development Committee (CDC) is responsible for monitoring local conditions and problem identification, as well as exploring alternative solutions and implementing actions/recommendations to address the same. The Committee surveys public opinion and monitors State and Federal regulatory requirements in order to enable the LACRPC and its member political subdivisions the ability to respond to situational circumstances which the committee has determined important. The Committee necessarily concerns itself with quality of life issues such as farmland preservation, crime, traffic safety, economic development, housing and historic preservation. The Committee is responsible for developing the agency's UPWP, cognizant of the need to provide planning services to local members. The Committee has a collaborative relationship

with local law enforcement and code enforcement officials, the Chambers of Commerce, the Allen Economic Development Group, and the Convention & Visitors Bureau.

| COMMUNITY DEVELOPMENT COMMITTEE (April 2021-2022) | |
|--|--------------------|
| Members | Affiliation |
| | |

TRANSPORTATION PLANNING PROCESS

Federal legislation is a major part of the framework that guides the transportation planning process employed by state DOTs and MPOs; therefore, in the context of developing a unified planning work program, a short summary is warranted. On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act." The law enacted 5-year funding for surface transportation, allowing states and local governments to move forward with critical transportation projects.

The FAST Act builds on previous legislative initiatives. Such transportation legislation includes: The Moving Ahead for Progress in the 21st Century (MAP 21) Act; the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); the Transportation Equity Act for the 21st Century (TEA-21); and the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). These historical transportation bills create the framework for local transportation planning when considered with the ramifications of the Clean Air Act Amendments of 1990, the National Environmental Policy Act of 1969, and the Americans with Disabilities Act of 1990. Coupled with the required mechanisms for intergovernmental coordination and public input, the aforementioned legislation is the underpinning for the urban transportation planning process.

FAST Act:

Fixing America's Surface Transportation Act or FAST Act, (P.L. No. 114-94: December 4, 2015), authorized \$39.9B in appropriations to DOT from Fiscal Year (FY) 2016 through FY 2020 to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and rail transportation networks. The Act works to reform and strengthen transportation programs, refocus on national priorities, provide long-term certainty and more flexibility for States and local governments, streamline project approval processes and maintain a strong commitment to safety. Overall, the Act maintained current program structures and funding shares between highways and transit. The Act proposes to continue: (1) support of early engagement among agencies involved in the environmental review process; (2) reduce duplicative reviews; (3) expedite the environmental review process for reconstruction in the aftermath of an emergency; and, (4) expand the use of public dashboards to the environmental review process to provide additional transparency.

The FAST Act makes a number of changes to the DOT's safety programs, including creating new grant programs and making changes to the departments' authorities to protect the traveling public. More specifically, the Act: (1) streamlined the Federal Motor Carrier Safety Administration's (FMCSA) truck and bus safety grant program; (2) improved the National Highway and Traffic Safety Administration's (NHTSA) ability to recall unsafe vehicles and prohibits rental companies from renting out motor vehicles subject to safety recalls until they are fixed; (3) established a new competitive grant program for passenger and freight rail safety projects; (4) increased accountability of states to ensure rail transit safety performance by bolstering oversight in urban areas; and, (5) provided additional flexibility in transporting hazardous materials during major disasters and emergencies in an effort to improve the ability to carry out emergency response and relief efforts.

Freight was a major component of the public debate in the development of the FAST Act and eventually established both formula and discretionary grant programs to fund critical transportation projects that would benefit freight movements. These programs work to provide a dedicated source of Federal funding for freight projects, including multimodal projects. The Act emphasizes the importance of Federal coordination to focus local governments on the needs of freight transportation providers. More specifically the Bill requires the Development of a National Freight Strategic Plan that will address the conditions and performance of the multimodal freight system to identify strategies and best practices to improve intermodal connectivity and freight-

movement efficiencies. In addition, the Plan will address the conditions and performance of the national freight system to mitigate the impacts of freight movement on communities.

The Act expands the MPO's charge to integrate transit within its Long-Range Transportation Plan (LRTP) by requiring intercity bus facilities to be identified in the transportation plan. Moreover, the Bill requires the MPO's LRTP to include "consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner. The Act also requires additional stakeholders (public ports, intercity bus operators, and employer-based commuting programs) to be included in the planning process.

To meet the requirements of the new Act, the LACRPC will need to cooperate with the State and local governments to evaluate the need to develop transportation plans and programs for the Lima Urbanized Area. Such plans and programs will need to provide for the development of transportation facilities (including pedestrian walkways and bicycle/transit facilities) that will function as an intermodal transportation system for the urbanized area, the State, and the nation. The process of developing such plans and programs must provide for consideration of all modes of transportation, including transit and freight, and be integrated into the 3C planning process to the degree appropriate, based on the complexity of the transportation problems.

The FAST Act also contains important provisions for MPOs and their local elected officials. The Bill recognizes the vital role of federal transportation investments for communities, and the importance of ensuring that local voices are part of the transportation decision-making process. The FAST Act makes significant funding available for locally owned bridges by preserving the off-system bridge set-aside and by making bridges that are not on the National Highway System eligible for funding under the National Highway Performance Program. The FAST Act also provides funding for local projects through a Surface Transportation Block Grant Program and funding for the Transportation Alternatives Program.

FAST Act Planning Factors:

Because transportation planning studies are programmed for funding in the UPWP, specific consideration is given to the federal planning factors (23 USC 134). The FAST Act added two new planning factors to the eight factors established in SAFETEA-LU legislation. In accordance with the legislation, studies, and strategies undertaken by the MPO shall:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
- Increase accessibility and mobility of people and freight.
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- Enhance travel and tourism.

Federal & State Planning Emphasis Areas:

Each year, FHWA and FTA issue guidance for MPOs to consider when preparing their annual work programs. For FY 2022 the federal and state guidance includes:

- Creating a performance-based planning and programming system: The MPO coordinates performance-based planning activities in the Long-Range Transportation Plan (LRTP) and in the Transportation Improvement Program (TIP).
- Focusing on the Ladders of Opportunity and providing access to essential services: The MPO monitors and considers access to essential services (e.g., employment, health care, education, and recreation destinations) through a variety of activities.
- Title VI & Environmental Justice: The MPO shall document specific activities being conducted as it relates to Title VI and Environmental Justice within its annual work program to ensure Title VI documentation is current.
- Initiate development of metropolitan planning agreements as per 23 CFR 450.314 which requires States, MPOs, and public transportation providers to determine their mutual responsibilities in carrying out the metropolitan transportation planning process and document this process in written agreements. Agreements will include details on performance measures among other items. ODOT will initiate the development of agreements with each MPO upon finalization of the performance measures rulemakings.

Performance-Based Planning & Implications for the Transportation Planning Process:

The FAST Act, in collaboration with previous transportation legislation has worked to develop strategic transportation goals (23 USC 150) that will require the LACRPC and local stakeholders address within the LRTP and TIP programming efforts. The Bill has worked to establish performance-based planning and programming to increase the accountability and transparency of the Federal-Aid Highway Program as well as local decision making. Federal and state efforts are establishing performance-based planning and programming processes that result in transportation plans, programs, and projects that support the national goals pursuant to 23 USC 150(b) and the general purposes outlined in 49 USC 5301. Therefore, a central step in producing the FY 2022 Unified Planning Work Program is to ensure that the MPO's planning activities align with federal and state regulatory guidance. The MPO commits to working with ODOT as well as local Transit and elected officials to coordinate target setting and to integrate performance management into local long-range transportation planning efforts and development of the transportation improvement program to address:

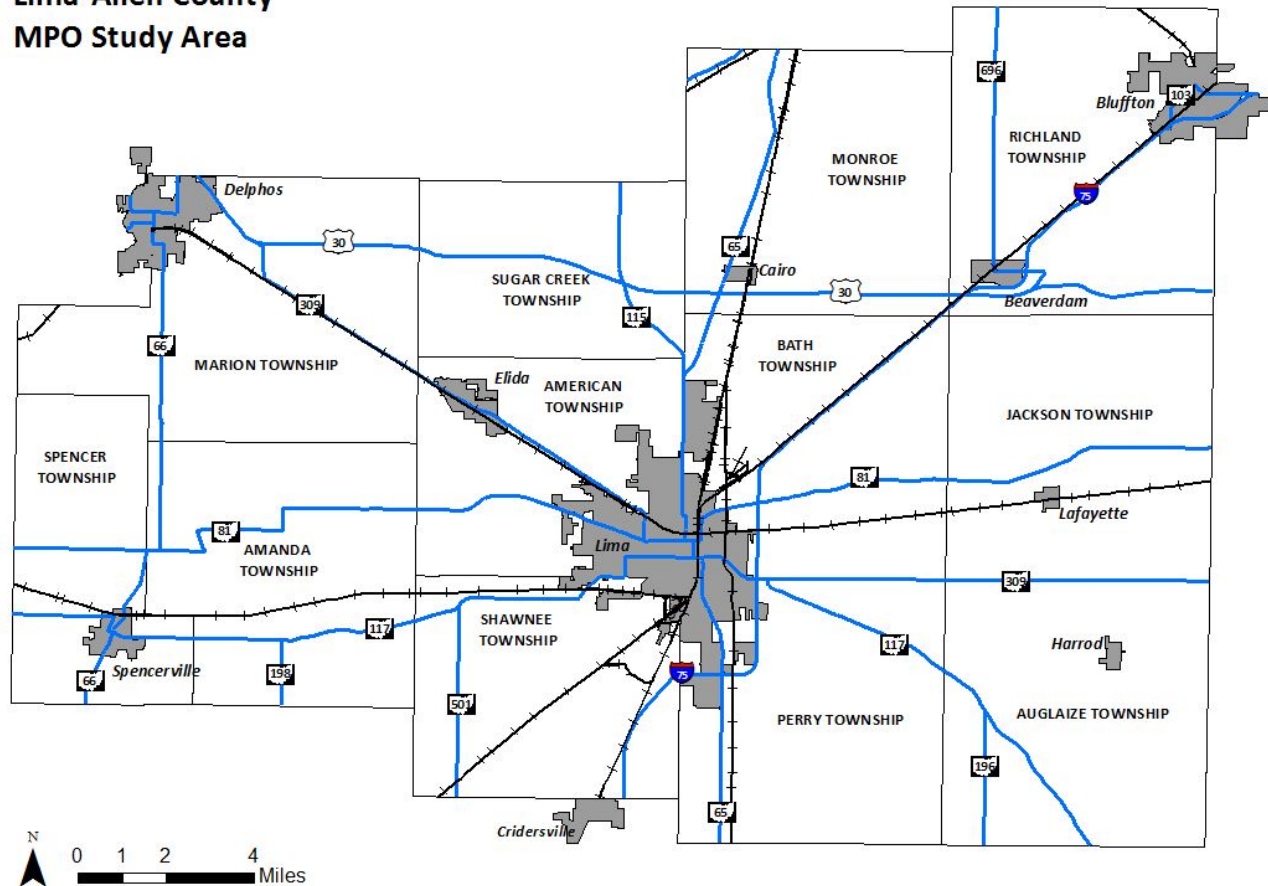
- **Safety:** Achieve a significant reduction in fatalities and serious injuries on public roads.
- **Infrastructure Condition:** Maintain the highway infrastructure asset system in a state of good repair.
- **Congestion Reduction:** Achieve a significant reduction in congestion on the NHS.
- **System Reliability:** Improve the efficiency of the surface transportation system.
- **Freight Movement & Economic Vitality:** Improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental Sustainability:** Enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced Project Delivery Delays:** Reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion by eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

This MPO work program commits to supporting: data collection, analysis, sharing, as well as target setting, and reporting required to address highway, bridge, and transit performance pursuant to 23 CFR 450; 23 CFR 490; 49 CFR 625; 49 CFR 630; & 49 CFR 673.

MPO's Transportation Study Area:

The transportation study area of the LACRPC embraces the County of Allen, the City of Delphos, and the Village of Cridersville and its surrounding area in Auglaize County. In addition, the Planning Commission's regional interests require a collaborative process inclusive of populations residing in Van Wert, and Hancock counties. The population of the study area, based on the 2010 Census, is 111,519. A map of the transportation study area is shown below.

Lima-Allen County MPO Study Area



Public Involvement Process:

Consistent with the intent of federal legislation, it is the policy of the Transportation Coordinating Committee (TCC), as the Transportation Policy Committee, to aggressively support proactive public involvement at all stages of project planning and development. The performance standards for these proactive public involvement processes include early and continuous involvement; reasonable public availability of technical information; collaborative input on alternatives, evaluation criteria and mitigation needs; open public meetings where matters related to Federal-Aid Highway and transit programs are being considered; and, open access to the decision-making process prior to closure.

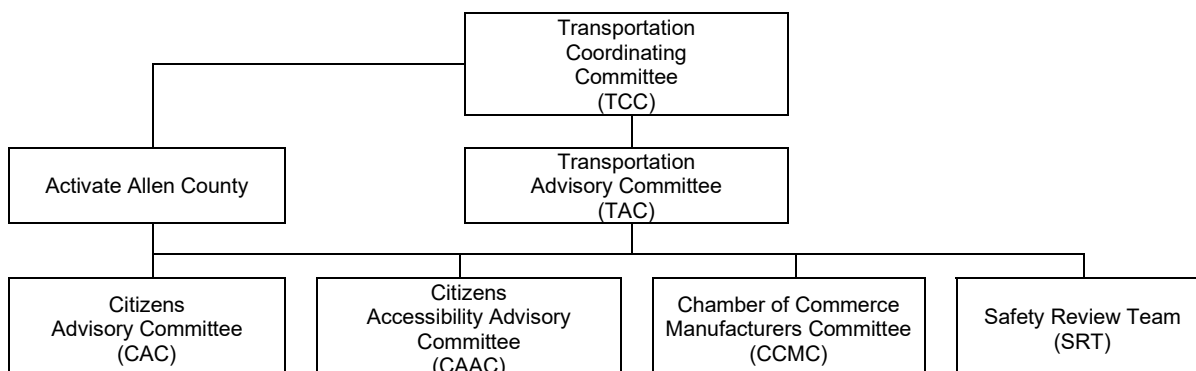
To achieve these objectives, the TCC commits to: (1) promoting an active role for the public in the development of transportation plans, programs, and projects from the early stages of the planning process through detailed project development; (2) promoting the shared obligation of the public and decision-makers to define goals and objectives for the transportation system, to identify transportation and related problems, to develop alternatives to address the problems, and to evaluate the alternatives on the basis of collaboratively identified criteria; (3) ensuring that the public is actively involved in the development of public involvement procedures themselves in

ways that go beyond commenting on drafts; (4) strongly encouraging the transportation providers to aggressively seek to identify and involve the affected and interested public, including those traditionally under-served by existing transportation systems and facilities; and, (5) carefully evaluating public involvement processes and procedures to assess their success at meeting the performance requirements specified in the appropriate regulations during the development of the Transportation Improvement Program.

Central to the success of the transportation planning process is the early involvement of local public officials, private citizens, and interested agencies that represent a wide range of disciplines, areas of expertise, and specific concerns. Public involvement is required to ensure that the social, economic, and environmental effects of projects are identified early on in the planning process, and especially during project selection.

In order to comply with the federal legislation locally, specific project proposals are publicized through the early coordination and review of the Intergovernmental Review Process. Affected segments of the community are identified and potential issues are identified. These issues are continuously refined as project development continues to progress. Citizen input is solicited on any proposed project, and/or changes in services or service levels through public meetings, or public notices advertising the availability of draft documents pertaining to such issues.

The development of the transportation planning process requires cooperation and coordination amongst all levels of local governments, as well as citizen input. Transportation projects, programs and activities need to be included in the MPO documents whether highway or transit-oriented, and reviewed by various citizen advisory groups and technical committees prior to being recommended by the MPO. Highway elements are reviewed by the Transportation Advisory Committee (TAC) the Citizens Advisory Committee (CAC), and the Transportation Coordinating Committee (TCC). Public transit and paratransit elements are presented to the CAC and the Citizens Accessibility Advisory Committee (CAAC). Safety and freight issues fall under the purview of the (Chamber of Commerce Manufacturers Committee (CCMC). In October 2004, ODPS required the creation of a team to investigate fatal crashes in hopes of providing greater insight into local highway conditions. The Safety Review Team (SRT) meets regularly to review situational crash data. In FY 2011, the Planning Commission agreed to shoulder additional responsibilities designed to eliminate institutional barriers to creating healthy, more livable, and sustainable communities. The Sustainability Committee now known as Activate Allen County reflects non-traditional stakeholders looking to end myopic perspectives and work across parochial funding limitations to generate better projects with longer-lasting positive impacts on the community. The Committee looks to engage residents, developers, businesses, and government representatives in building more healthy, active, and sustainable communities across the region.



| TRANSPORTATION COORDINATING COMMITTEE (April 2021-2022) | |
|--|-------------|
| Member | Affiliation |
| [REDACTED] | [REDACTED] |
| NOTE: * Elected Officials. The composition of the Transportation Coordinating Committee must include at least 51% local elected officials pursuant to Memorandum of Understanding with FHWA/ODOT. Noel Mehlo is the FHWA representative. | |

| TRANSPORTATION ADVISORY COMMITTEE (April 2021-2022) | |
|--|-------------|
| Members | Affiliation |
| [REDACTED] | [REDACTED] |
| NOTE: Noel Mehlo is the FHWA representative. | |

CITIZENS ADVISORY COMMITTEE (April 2021-2022)

[illegible]

Note: * Elected Officials.

ACTIVATE ALLEN COUNTY
(April 2021-2022)

| |
|--|
| Allen County Allen County Public Health City of Lima Lima/Allen County Chamber of Commerce Lima-Allen County Regional Planning Commission Mental Health & Recovery Services Board Mercy Health - St. Rita's Medical Center Ohio State University - Lima United Way of Greater Lima West Ohio Community Action Partnership |
|--|

| CITIZENS ACCESSIBILITY ADVISORY COMMITTEE (April 2021-2022) | |
|--|-------------|
| Members | Affiliation |
| [REDACTED] | [REDACTED] |

| SAFETY REVIEW TEAM (April 2021-2022) | |
|---|-------------|
| Members | Affiliation |
| [REDACTED] | [REDACTED] |
| Note: * Elected Officials | |

CHAMBER OF COMMERCE MANUFACTURERS COMMITTEE
(April 2021-2022)

[illegible]

FY 2022

UNIFIED PLANNING

WORK

PROGRAM

**Subcategory
105
LOCAL**

INFORMATION SERVICES

Objective:

To assist and enhance the technical capabilities of the Commission and that of its participating members by collecting, cataloging, and conducting needed research and providing pertinent data and information necessary to further the agency's roles and responsibilities.

Purpose: To be able to provide information and/or data in the areas of education, employment, community development, economic development, transportation, environmental protection, housing, and other areas of local governmental concern in a timely/competent manner.

Previous Work: The Planning Commission's wealth of data is a major asset to the region and to member political subdivisions. The Commission houses aerial photographs, hydrologic mapping, utility coverage, school districts, political maps traffic, topographic, soil, and zoning information across Allen County. The Commission has been designated as a Local Census Affiliate of the US Census Bureau and has participated in the local census process dating back to 1970. In 2010, the Agency facilitated the Allen County Complete County Committee undertakings aimed at delivering a comprehensive count. In 2011, the Planning Commission validated local population and household counts as well as to disaggregate census statistics for local consumption. In 2012, staff facilitated a request to identify the veterans laid to rest in township and village cemeteries. In 2013, staff worked with various community stakeholders to assemble data needed to support grants targeting senior housing, senior transportation, low-income housing, and health care funding. In 2014 and 2015, the Agency helped compile a Community Assessment for WOCAP and an annual housing assessment to support continued HUD funding. In 2019, the Agency undertook multiple reviews and informational efforts needed to address the 2020 decennial census including facilitating the Local Boundary Annexation Program and the Local Update of Census Addresses. In 2020 the Agency supported the development and efforts of a Complete Count Committee.

Methodology: Staff will continue to maintain its designation as a Local Census Affiliate and to work with the Bureau of the Census in local review programs. The Commission will maintain its liaison with the State's Office of Strategic Research, as well as other local census affiliates to monitor new information sets and maintain programmatic effectiveness. The Commission establishes policy on the provision of technical services; the provision of data/information to members, other agencies, and private concerns are on a fee for service basis.

Product(s): Maintenance of Census Affiliate Designation; Continual.
Support of Local Update Census Addresses; Continual.
Information Services; Continual.

Subcategory 105

Time Allotment: 163 Hours

**Subcategory
201
LOCAL**

EMERGENCY SERVICES - PLANNING

Objective:

To provide technical and planning assistance to the various law enforcement, fire and emergency service agencies operating within Allen County, Ohio.

Purpose:

Government officials, as well as members of Allen County's general public, have expressed mounting concern over the perception of crime within the larger community. The LACRPC is uniquely qualified to support criminal justice, fire safety and emergency service planning activities because of its ability to collect, catalog, and analyze data. The LACRPC is committed to providing technical assistance to local organizations servicing Allen County, Ohio.

Previous Work:

Regional Planning Commission staff has repeatedly provided technical assistance and support in the development and preparation of federal grant applications for Allen County law enforcement agencies. Commission staff has prepared several grants including Drug Awareness and Resistance Education (D.A.R.E.) grants and the State of Ohio's Office of Criminal Justice Services (OCJS) grants for various Allen County Agencies. Commission staff has also provided spatial and demographic analyses of traffic and traffic-related accidents, as well as crime-related data for various law enforcement agencies within Allen County and representatives of local academic institutions. In 2013 and 2014 staff prepared maps of criminal and drug interdiction activities for the Allen County Sheriff's Office. In 2015 the RPC mapped fire hydrant in Bath Township. In 2016, the RPC worked with the Allen County Sheriff's Office and geo-coded, mapped, and analyzed UCR Part 1 Crime data across Allen County. The RPC also worked with American Township and City of Delphos fire departments in mapping exercises to standardize responses for areas of jurisdictions and improve response times. In 2017, 2018, and 2019 staff identified "hot spots" of crime across the community with local law enforcement and undertook various demographic and employment analyses for area fire districts.

Methodology:

The Commission will continue to pursue the identification and mapping of crime in the community and cooperate with local neighborhood associations and local law enforcement agencies as well as other members of the criminal justice system aiding and coordination with respect to federal and state grant programs. The Regional Planning Commission will also assist local criminal and juvenile justice agencies with problem-solving techniques utilizing both geographic and cartographic techniques.

Product(s):

Technical Assistance; Continual.

Subcategory 201

Time Allotment: 82 Hours

**Subcategory
205
ODPS**

SAFE COMMUNITY PROGRAM

Objective:

To address pertinent safety issues and improve traffic safety through programming focused on public awareness activities, educational outreach, and behavior modification.

Purpose:

The local community has repeatedly experienced higher than average crash rates for Ohio cities of similar size. In 1994, the Ohio Department of Public Safety (ODPS) ranked Lima first in Ohio with respect to the number of bicycle-related crashes for cities of similar size. In 1996, ODPS and the Ohio Rail Development Commission (ORDC) ranked Allen County in the top three Ohio counties with respect to train/motor vehicle crashes. During the five-year study period, 2014-2018, Lima ranked number two with respect to both bike and pedestrian crashes, when compared to similar communities with populations under 50,000. Ohio established a 2019 statewide goal of 0.81, with respect to the rate of fatalities per 100 million vehicle miles traveled; Allen County met that goal with a rate of 0.69.

Previous Work:

This subcategory was first introduced into the agency's Unified Planning Work Program in January of 1992. Past programming has been successful because of the broad-based support of local media outlets and community-based partnerships. Programming has emphasized increased local awareness of at-risk behaviors, including failure to use appropriate safety equipment, impaired driving, excessive speed, failure-to-yield, texting and driving, etc. In 2018 and 2019 the Agency again received grant funding from ODPS to support local safety initiatives aimed at addressing excessive speed, safety restraints, and distracted driving.

Methodology:

Utilizing community-based partnerships and by increasing local awareness, the Allen County Safe Community Program will develop programmatic elements aimed at reducing the economic and societal costs associated with vehicular crashes. The Commission will continue to maintain an ongoing effort to present and discuss various facets of traffic safety and public safety programming with interested parties of the general public. On request, the LACRPC will develop and/or produce specific safety-related materials or information for local groups who share the same concern for safety. The LACRPC will also provide technical support, materials, or assistance to groups, or organizations, that will continue to maintain an ongoing effort to present and discuss various facets of traffic safety and public safety programming. The LACRPC will develop and release public service announcements in accordance with the ODPS guidelines and will ensure that the public/private sector are afforded an opportunity, when it arises, to participate in safety programming events such as, but not limited to, impaired driving awareness, Click It or Ticket, distracted driving, motorcycle safety, or other highway safety-related campaigns.

Product(s):

Public Information & Technical Assistance; Continual.

Subcategory 205

Time Allotment: 1,219 Hours

**Subcategory
302
LOCAL**

KEEP ALLEN COUNTY BEAUTIFUL

Objective:

To create, through public/private partnerships, a community culture that demonstrates respect for local environs through sound solid waste management practices, litter prevention, and beautification.

Purpose: To engage residents and businesses to take greater responsibility for improving their community environment through systematic strategies targeting the education of citizens about litter prevention and leading to a change in individual attitudes toward solid waste management.

Previous Work: Since 1996, the Planning Commission has supported neighborhood clean-up campaigns and litter collection activities on area roadways and in public parks. The Commission's experience was that such clean-up activities did little to prevent the reoccurrence of litter or debris on area roadways, alleys, and other public places. The community has now come to the realization that in order to curb litter and illegal dumping we needed to change behaviors. To adequately address solid waste management, including the identification and mapping of special generators of litter, an inventory of littered roadways and sites was completed. The identification of a core group of individuals committed to addressing litter management was also accomplished. In 2005, the Community was successful in politically establishing the Keep America Beautiful (KAB) affiliate as a force in Allen County. In 2006, KAB sponsored two (2) distinct educational awareness programs including a Litter Forum for local officials and an Environmental Litter Law Enforcement Workshop for local law and code enforcement personnel. In 2008, staff facilitated meetings of the local KAB affiliate and supplied technical support including mapping, marketing, and public outreach. In 2009, 2010, 2011, and 2012 staff provided technical support and grant writing targeting ODNR funding. In 2012, staff worked to coordinate and organize local stakeholders in efforts to attract OEPA funding. In 2013 and 2014, staff worked with representatives of the City of Lima, WOCAP, Ottawa River Coalition and KAB members to assemble an OEPA grant-funded opportunity targeting illegal dumping, litter law enforcement, and local recycling efforts. In 2015, 2016, and 2017 the Agency targeted clean-up projects of the Ottawa River and the Miami-Erie Canal. In 2018 and 2019, the Agency worked with KAB and ODNR to identify highway/riverine corridors for upgrades.

Methodology: Staff will continue to work with and support the KAB affiliate in Allen County. In addition, a Litter Index will be supported.

Product(s): Technical support; Ongoing.

Subcategory 302
Time Allotment: Hours

**Subcategory
305
LOCAL**

ENVIRONMENTAL PLANNING

Objective:

To assist and enhance the capabilities of local governments and organizations in efforts to maintain and/or restore the physical, cultural and biological integrity of the region.

Purpose:

The purpose of this element is threefold: (1) to increase governmental coordination and local awareness of some of the unique physical, cultural and biological aspects of Allen County, Ohio and the related consequences of continued development, urban encroachment, and human economic activities; (2) to catalog all sites of historic, cultural or environmental significance as part of the preliminary environmental screening process; and, (3) to provide technical assistance to the various agencies involved in preserving, maintaining or restoring the unique aspects of the region.

Previous Work:

In FY 2005, the agency worked with local political subdivisions developing Phase II Storm Water Management Plan (SWMP) elements. In FY 2006, LACRPC staff worked to address wetlands and historical sites along the Eastown Road, SR 81 and I-75 corridors. In FY 2010, staff worked to develop county-wide Illicit Discharge Regulations. In FY 2016, staff worked with local governments to develop county-wide Stormwater Management & Sediment Control Regulations. In FY 2012, the Commission reviewed/critiqued the Blanchard River Watershed Action Plan with local partners. In FY 2013, RPC worked to adopt a county-wide Hazard Mitigation Plan for Allen County. In FY 2014 and 2015 staff worked to integrate new data sets within its GIS mapping capabilities. In FY 2018 and FY 2019, the Commission worked to better define the EPA rulings and implications of the waters of the state and began to map potential urban encroachments into floodplains and wetlands areas.

Methodology:

The Agency will continue to cooperate with those state and federal agencies with oversight responsibility of environmentally sensitive attributes of Allen County including the Army Corps of Engineers, the OEPA, the Ohio Department of Natural Resources (ODNR), National Resource Conservation Service (NRCS), the Ohio Archeological Office and the Ohio Historic Preservation Office. Moreover, it will assist those local agencies with participatory functions such as the Ottawa River Coalition, the Soil & Water Conservation District and the Allen County Historical Society when undertaking activities related to this element of the UPWP. The Agency will work with the Allen County EMA to update, as required, the public involvement process for the County's Hazard Mitigation Plan. Commission staff will continue to collect and catalog sites of historical, cultural, and biological significance. The Commission will support the Ottawa River Coalition and work to establish best management practices for air and water quality within Allen County.

Product(s):

Technical support; Ongoing.
Maintenance of local OAI & OHI Inventory Forms; Continual.

Subcategory 305

Time Allotment: 122 Hours

**Subcategory
401
LOCAL**

REGIONAL DEVELOPMENT

Objective:

To review the development plans of local utilities and parks to provide an integrated framework to update other regional plans for the horizon year of 2040 as part of a coordinated comprehensive regional plan.

| | |
|-----------------------|---|
| Purpose: | Locally elected officials, local government representatives, park enthusiasts, development and utility officials, as well as local citizen groups have expressed concern with respect to an orderly approach of public and private infrastructure investments and the long-term development of Allen County, Ohio. |
| Previous Work: | In conjunction with local political subdivisions, the Regional Planning Commission has participated in several studies and developed distinct plans/policies to support the development of a Comprehensive Development Plan for Allen County. The Development Plan is prefaced upon various data sets including soils, floodplains, wetlands, municipal water and sewer supplies/facilities, transportation, housing and land use in Allen County. In 2010, staff reviewed revisions to the District's Ohio Public Works application and recommended nearly \$700,000 for acquisition and development of the Motter Farm Park by the Johnny Appleseed Metropolitan Park District. In 2013, staff worked with City of Lima officials to develop a hierarchical approach to prioritize park investments. Since 2013, the staff has served as a member of the District 13 Natural Resource Assistance Council (NRAC) to ensure that public information relative to the availability of funding for passive recreational pursuits is distributed to area local governments. |
| Methodology: | The LACRPC will establish a process to update regional development and economic development plans. Work will be coordinated with the State's Office of Strategic Research housed within the Service Development Agency. An inventory of open space will be coordinated with wetlands, woodlands, floodplains, and agricultural land use activities. A regional land use inventory will be coordinated with local development officials and area planning commissions. An overview of the sewer and water development plan will be prepared within the framework of previously adopted policies, goals, and objectives addressing the area's specific development concerns. The Planning Commission will facilitate and coordinate the local planning process with area officials, development representatives, environmentalists, and concerned citizens. |
| Product(s): | Maintain Inventory of Recreational Facilities in Allen County; Continual. Maintain Inventory of Educational Facilities; Continual. Develop Inventory of Public Water Systems & Sewer Systems; Ongoing. Service to District 13 Natural Resource Assistance Council; Continual. |

Subcategory 401

Time Allotment: 20 Hours

**Subcategory
402
LOCAL**

FARMLAND PRESERVATION

Objective:

To identify and promote strategies to preserve farmland in Allen County and comply with the ASA planning requirements of Section 5709 of the Ohio Revised Code.

Purpose:

Although agriculture is Allen County's largest industry, Allen County is losing hundreds of acres annually to residential and commercial development. This acreage is taken from previously productive farmland resulting in urbanization of our rural areas, a diminished agricultural presence, and future potential land-use conflicts. The community must adopt a strategy in order to preserve the community's prime farm ground and maintain a fiscally sound agricultural industry.

Previous Work:

In 2002, the Commission facilitated a review and preparation of a local application for the Agricultural Easement Protection Program sponsored by the Ohio Department of Agriculture's Office of Farmland Preservation. In 2003, agency efforts resulted in several strategies being developed to preserve the rural character and existing farmland in Bath Township. In 2004, newly released soil data was released by the National Resource Conservation Service and integrated within the Farmland Preservation Plan. In 2005, the Agency undertook an assessment of available data at the Farm Service Administration (FSA) Office and assisted with the transfer of digital files to facilitate the development of GIS capabilities at FSA. In 2006, the Agency supported an Agricultural Security Area (ASA) Application participated in the creation of a local Land Trust and sponsored a workshop with the American Farmland Trust as the headliner. Since 2008, staff have served on the Ohio Department of Agriculture's (ODA) Farmland Preservation Advisory Board to assist state and local farmland protection initiatives. In 2013 and 2014, staff met with representatives of West Central Ohio Land Conservancy (WCOLC), Allen Soil and Water Conservation District (SWCD), and Township Trustees to develop Protected Agricultural Districts to further property owners pursuing agricultural easements with ODA. Since FY 2015, staff worked to support technical reviews related to selecting and funding agricultural easements. In 2017, Allen County saw its first successful ODA sponsored agricultural easement; 4 such easements have now been established.

Methodology:

The RPC will actively solicit the assistance of the Allen County Farm Bureau, the Extension Office of Ohio State University, the Allen County Township Trustees and Clerks Association, the Chamber of Commerce, the Allen County Board of Realtors and other interested parties in the development of policies/strategies aimed at preserving our agricultural base. The Agency will undertake a review of available legislative and financial resources to develop a strategy for farmland preservation.

Product(s):

Maintenance of Farmland Preservation Office; Continual.
Service to ODA Farmland Preservation Advisory Board; Ongoing.

Subcategory 402

Time Allotment: 20 Hours

**Subcategory
405
LOCAL**

ECONOMIC DEVELOPMENT

Objective:

To provide technical and planning assistance necessary to improve the economic vitality of the Allen County community.

Purpose: Local elected officials and government representatives have long realized that accurate information is the key in retaining and expanding a vibrant economic base. The Commission will continue to support such activities in its Work Program. In order to support local economic development initiatives, the Commission will establish and provide a central location for information and services utilized in attracting, retaining, and expanding local employment opportunities.

Previous Work: The Planning Commission has also compiled and submitted local cost of living data to the ACCRA since 1997. In 2007, the agency developed a Community Economic Development Strategy (CEDS) for Allen County. In 2010, LACRPC facilitated local efforts to maintain and publish the CEDS project listing. In 2012, staff continued working with local officials and representatives to review funding opportunities and layering of funds in local transportation, sewer, water, and housing projects. In 2013, staff worked collaboratively with the Allen County Commissioners, the Allen Water District, Auglaize Township, Perry Township, the Village of Harrod, the Allen County Regional Airport and the City of Lima to secure an Innovation Grant from the Ohio Development Services Agency to develop a water distribution system to Allen County's east side. In 2015, the Agency worked with the AEDG and local governments to complete the platting of Ft. Shawnee Industrial Drive. In 2016, the RPC and AEDG prepared a second CEDS document. In 2017, the Agency worked with the Chamber of Commerce and local officials to develop a list of shovel-ready infrastructure projects requested by the Trump Administration needed to advance economic development. The Commission works to continually provide the area Chambers of Commerce, the Allen Economic Development Group (AEDG) and governmental officials with statistical information.

Methodology: The LACRPC will continue to develop data and materials related to documenting the area's economic base. The LACRPC will continue to work with local economic development groups in developing a current real-time database of development-related statistics. The agency will work toward monitoring the progress of local economic development initiatives supported in part with federal and state funding. Staff will attend/support the Lima/Allen County Chamber of Commerce's Agribusiness Committee.

Product(s): Maintenance of the Cost of Living Index; Continual.
Attend meetings of the Agribusiness Committee; Continual.

Subcategory 405

Time Allotment: 50 Hours

**Subcategory
410
LOCAL**

HOUSING

Objective:

To provide technical and planning assistance to the various political subdivisions, neighborhood organizations and proponents of safe and affordable housing services within Allen County, Ohio.

Purpose: To support and strengthen local housing initiatives, as well as to promote a better understanding of the local housing climate with regard to policies and activities which further reinvestment, revitalization and affordability as well as barriers to improving existing conditions.

Previous Work: Since 2000, Commission staff has participated in discussions of the Allen County Housing Consortium. Between 2001 and 2005, LACRPC staff worked to identify deficient housing stock with various neighborhood associations. Over the same period, staff provided technical assistance to the City of Lima for a federal “weed and seed” grant aimed at improving housing conditions and safety in targeted neighborhoods. In 2005 and 2006, the agency continued its support of Lima’s Weed and Seed initiatives and participated in planning activities as per the Allen County Comprehensive Housing Improvement Strategy (CHIS). In 2008, the Planning Commission worked to assess predatory lending behaviors with the Allen County Sheriff’s Office, the Ohio Attorney General and local governments to identify and map local housing foreclosures. In 2009, the agency completed An Analysis of Housing Impediments and submitted the same to HUD. In 2010 and 2011, the Agency facilitated the delivery of the Neighborhood Stabilization Program. In 2012, staff updated housing assessments of Cairo, Elida, Harrod, and Lafayette. Staff worked with local social service agencies to address Fair Housing Choice issues identified by the Ohio Development Services Agency (ODSA). In 2014, staff worked with the City of Lima and local political subdivisions to secure participation in the Ohio Attorney Generals Demolition Program. In 2015, the Agency compiled “An Analysis of Impediments: Furthering Fair Housing Choice” (AI) and submitted the same to ODSA. In 2016, the RPC completed an annual update to the AI. In 2017, the Agency worked with the Allen County Housing Consortium to develop a “Blueprint to End Homelessness”. In June 2019 staff prepared and the City of Lima and Allen County Commissioners adopted an FY 2020-2025 AI.

Methodology: The Regional Planning Commission will work with community stakeholders to ensure safe and affordable housing within the community. The agency will monitor tax policies, tax incentives, zoning policies, building codes, mortgage, and predatory lending practices, and the rental housing inspection programs to determine their impact on diversity, the protected classes and affordable, habitable housing.

Product(s): Technical Assistance & Public Information; Continual.
Meetings of the Allen County Housing Consortium; Continual.

Subcategory 410

Time Allotment: 64 Hours

**Subcategory
415
LOCAL**

CDBG PROGRAM ADMINISTRATION

Objective:

To provide technical assistance and programmatic oversight in the administration of Community Development Block Grant-funded projects within Allen County, Ohio.

Element 415

Community Allocation Program Administration

Purpose:

The Formula Program principally benefits low to moderate-income persons thru the elimination of blight or meeting a particular urgent community need.

Previous Work:

The Commission has provided successful grant administration of federal and state funding since the Agency's inception in 1964. In 2014, the Planning Commission submitted a successful Formula Program Grant to Ohio Development Services Agency targeting improved water services in Delphos. The Village of Lafayette successfully upgraded its sanitary sewer infrastructure in 2015 using Program monies. In 2015, Bath Township also completed necessary roadway paving projects in the Chipman Addition. In 2016, the Village of Lafayette received funding to improve local roadways. No funding was available in 2017. In 2018 funding supported roadway improvements in the City of Delphos and the development of a centralized rural mailbox in the Village of Lafayette.

Methodology:

The Commission will administer the Community Allocation Block Grant Program funds under the terms of a Memorandum of Understanding with the Board of Allen County Commissioners, based on criteria established by the Ohio Development Services Agency (ODSA). The Agency will support public information and awareness of the 2014 CDBG Program, project solicitations, project selection, project award and project reporting. The agency will administer the CDBG Small Cities Program for Allen County based on criteria established by the ODSA.

Product(s):

Programmatic Reporting; Ongoing.

Element 415.2

CHIP/HOME Program Administration

Purpose:

CHIP/HOME Program funds strive to encourage and stimulate the housing (re)development and neighborhood revitalization.

Previous Work:

In 2009, the Agency completed An Analysis of Housing Impediments and submitted the same to HUD. In 2010, the agency facilitated the delivery of the Neighborhood Stabilization Program (NSP). Over the 2011-2013 period the Planning Commission worked with WSOS and the local Housing Advisory Committee (HAC) to submit and manage CHIP Grants under the auspices of the Ohio Development Services Agency (ODSA). In 2013, the Agency worked with WSOS and the HAC to secure and manage HOME Program grant funding. In 2015, as part of an internal ODSA management decision, the HOME Program allowed regional HOME

CDBG PROGRAM ADMINISTRATION
(Continued)

Previous Work: Program applications. In order to improve their collective competitiveness, Allen and Putnam Counties submitted a regional application in 2015. Upon receipt of the award, work to complete 14 home repair projects (\$41,500), the rehabilitation of 11 homes (\$187,616) and the construction of 1 Habitat Home commenced. Down payment assistance programming was also folded into the program mix and successfully completed during the 2015 thru 2016 period. In 2017 and 2018 the Agency convened the Housing Advisory Committee and worked with WSOS and Putnam County to submit a HOME Program grant application to ODSA. Upon receipt of 2017 award the intent is to rehab 11 homes, help with the construction of three Habitat homes, repair 15 homes and assist with rehabs on four rental units. In 2019, the Agency continued to work with Putnam County and WSOS to support the multi-county Housing Advisory Committee and ODSA funding opportunities. In 2019 and 2020 staff supported the study of housing-related issues with the Allen County Housing Consortium.

Methodology: The Agency will support the Allen County Housing Consortium and a Housing Advisory Committee to develop and sustain a Community Housing Improvement Strategy (CHIS) and manage the 2019 and 2020 HOME Program grant. The Commission will administer HOME Program funds, under the terms of a Memorandum of Understanding with the Board of Allen County Commissioners, based on criteria established by the ODSA.

Product(s): Programmatic Reporting; Ongoing.

Subcategory 415
Time Allotment: 165 Hours

**Subcategory
501
LOCAL**

ZONING ASSISTANCE

Objective:

To provide technical assistance to local political subdivisions in the preparation, interpretation, and enactment of local zoning regulations as per Section 519 of the Ohio Revised Code.

Purpose: The Planning Commission will assist member political subdivisions in the review, development, and revision of zoning regulations in order to ensure development occurs in an orderly and measured manner.

Previous Work: Since its inception, the LACRPC has provided technical assistance in the preparation, interpretation, and enactment of zoning resolutions to the unincorporated political subdivisions within Allen County as required under Chapter 519 of the Ohio Revised Code. In 2007, the LACRPC targeted new sign regulations and re-introduced training programs for local code enforcement people and facilitated the development of model sign regulations across the urbanized area. The emphasis in 2011 focused on updating zoning regulations in American, Jackson, and Shawnee townships. Efforts continued in 2012, with assistance provided to Shawnee, Auglaize, and Amanda townships. In 2013 and 2014, staff worked with Shawnee Township representatives to address the area previously in the Village of Ft. Shawnee. In 2015, regulations for Auglaize and Marion townships were updated. In 2016, the RPC provided technical assistance to Shawnee Township and worked to refine the zoning district regulations necessary to better integrate properties within Ft. Shawnee. In 2017, Staff worked with Auglaize and Jackson townships to direct reinvestment in the unincorporated areas of Westminster, Maysville and Lafayette. In 2018 and 2019, the RPC facilitated zoning text reviews in Jackson, Richland, and Shawnee Townships. In 2020 new Planned Unit Development (PUD) District standards were reviewed.

Methodology: The Regional Planning Commission will review all development plans to determine whether such development is compatible with local zoning regulations and the county's land-use plan. The Commission will assist member political subdivisions in the preparation of zoning resolutions/ordinances and interpretation of regulatory compliance with respect to the proposed development activities. The Commission will also continue to cooperate with the zoning commissions and planning commissions of member political subdivisions, as well as the office of the Allen County Recorder in the amendment of such resolutions, both text and map, and in the filing of such amendments as required. The Planning Commission will continue to work with local code enforcement personnel in order to ensure consistency and reliability within and between local development codes.

Product(s): Maintenance of Township Zoning Maps; Continual.
Maintenance of Township Documents; Continual.
Technical Assistance & Information; Continual.

**Subcategory 501
Time Allotment:**

120 Hours

**Subcategory
505
LOCAL**

SUBDIVISION REGULATIONS

Objective:

To administer, process, review and approve proposed subdivisions and land transfer processes pursuant to Chapter's 711 and 713 of the Ohio Revised Code.

Purpose: The purpose of providing for and administering such regulatory processes is to provide for the harmonious development of Allen County by: (1) furthering the orderly configuration and use of land according to its capability and suitability; (2) facilitating the adequate provision for transportation, water, sewage, drainage, schools, parks, playgrounds, and other public requirements; and, (3) accommodating the further subdivision of tracts into smaller parcels of land.

Previous Work: This has been an ongoing element of the Commission's UPWP. The LACRPC has been responsible for subdivision approval in the unincorporated areas outside of municipal jurisdictions in Allen County since 1966. In October 1997, state legislation removed the platting authority of municipalities outside of their political boundaries. In 2006, staff introduced and implemented revised subdivision regulations for the unincorporated areas of Allen County. In 2012, staff facilitated the review and approval of 134 minor land divisions. In 2012, staff worked with local banks and the County Prosecutors Office to update bonding issues. In 2013, staff worked to adopt revised County Subdivision Regulations. In 2015, staff facilitated the review and approval of 75 minor and 51 exempted land divisions. In 2016, staff worked to formalize bonding requirements and tracking tools for outstanding bonds. In 2016, staff facilitated the review and approval of 27 minor and 68 exempted land divisions. In 2017, staff approved 22 minor land divisions, 42 land transfers, and 36 exempted land divisions affecting some 723.4 acres. In 2018, staff approved 19 minor land divisions, 42 land transfers, and 32 exempted land divisions affecting some 1,115.6 acres. In 2019, staff approved 23 minor land divisions and 85 exempted land divisions affecting some 1,029.7 acres.

Methodology: The Commission will continue to administer the review and processing of all subdivision applications and the transference of land subject to the provisions and territorial limitations of the Allen County Subdivision Regulations and Chapters 711 and 713 of the Ohio Revised Code. Pursuant to the aforementioned revision, the LACRPC will conduct an informational campaign to educate local developers, local political subdivisions, real estate brokers, attorneys, and the general public as to the extent of local regulatory changes.

Product(s): Management of Land Division and Platting Processes; Ongoing. Technical Assistance and Public Information; Continual.

Subcategory 505

Time Allotment: 1,000 Hours

**Subcategory
510
LOCAL**

FLOODPLAIN MANAGEMENT

Objective:

To provide technical assistance and oversight for the Allen County Floodplain Management Regulations which govern development within local flood hazard areas, pursuant to the "National Flood Insurance Act of 1968," 82 Stat. 572, 42 U.S.C.A. 4001, as amended.

Purpose:

The Commission will review, develop, and implement regulatory controls and procedures to minimize the potential loss of life, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, and impairment of the tax base due to flood conditions.

Previous Work:

The Commission has managed the Allen County Floodplain Management Regulations for the unincorporated areas of the county since 1978. Periodically, as federal and state regulations have evolved, the Commission has had to revisit the Floodplain Management Regulations in order to bring the document into minimal compliance with the changing regulatory requirements of the Federal Emergency Management Agency (FEMA). In 2007, staff reviewed the existing regulations as to their overall compliance with existing minimum state and federal guidelines as defined by Ohio Department of Natural Resources (ODNR) Division of Water and per the "National Flood Insurance Act of 1968," 82 Stat. 572, 42 U.S.C.A. 4001, as amended, and recommend revisions as warranted. In 2008, staff coordinated efforts with the Village of Bluffton and FEMA to document structural damage resulting from the August 2007 flood. Fiscal years 2009 and 2010 were focused on delivering new digital floodplain maps as part of FEMA's aggressive Map Modernization Program (MMP). In 2011, a formal appeal was made with FEMA to modify the Flood Insurance Rate Map (FIRM) boundaries. In 2012, staff continued to support the FEMA and ODNR in finalizing the MMP. In 2017, staff approved 7 floodplain development permits; in 2018 6 floodplain development permits were issued. In 2019, 6 floodplain development permits were issued and a Letter of Map Revision approved.

Methodology:

Staff will continue to provide public information and technical support to area realtors, developers, property owners, government representatives, and the general public. Staff will continue to obtain, maintain, and provide floodplain related information as provided by FEMA. The staff will also continue to cooperate with the Ottawa River Coalition to implement/monitor management of the Ottawa River watershed area.

Product(s):

Technical Assistance & Public Information; Continual.
Issuance of Floodplain Development Permits; Continual.

Subcategory 510

Time Allotment: 225 Hours

**Subcategory
601
ODOT/FHWA**

SHORT RANGE PLANNING

Objective:

To facilitate continuing, comprehensive communications between the Agency and local stakeholders, inclusive of the general public, in order to identify and assess transportation needs and then develop a range of alternative actions appropriate to meet such needs pursuant to federal planning requirements.

Purpose:

To engage the public in the transportation planning and decision-making process, conduct studies, develop requisite information for alternative analysis and decision making, and to identify projects for implementation within either the MPO's Transportation Improvement Program, the Ohio Department of Transportation's (ODOT) Highway Safety Program or the normal operating or capital improvement budgets of local member governments. More specifically the MPO will work to:

- Advance the 3C planning process with the cooperation, and commitment and collaboration needed to hurdle multijurisdictional issues, critical transportation investments decisions and a shared vision for future improvements by providing the resources necessary to enhance the insights, understanding, technical training and capabilities of local governments and the MPO. Moreover, the MPO will work to coordinate performance management and target setting with ODOT and local stakeholders.
- Improve the collection, management, and integration of data on transportation-related fatalities and serious injuries, and their precursors, to enhance safety analysis for consideration and inclusion either within the MPO's Transportation Improvement Program (TIP), the State's Highway Safety Program, or the normal operating budget of local governments.
- Update the Agency's Title VI Program Implementation Plan to reflect the most current Title VI Program and reporting requirements pursuant to the Federal regulations that work to prohibit discrimination on the basis of race, color, or national origin in federally funded programs/activities.
- Review its Public Participation Plan (PPP) to ensure that the Agency can more effectively engage the general public in the transportation planning process; implementing, maintaining and effectively critiquing the agency's level of public involvement in the local transportation planning process; and, identifying and designating the appropriate level of commitment necessary to ensure an ongoing level of public support for, and trust in the MPO's planning process.

Previous Work:

Since its inception, the MPO annually undertook prioritized analyses of specific locations experiencing safety and congestion issues. The MPO has also provided engineering and transportation-related services to member political subdivisions since its inception. The MPO routinely completes detailed intersection crash analyses, corridor level of service analyses, at-grade railroad grade crossing corridor safety studies, speed studies, and signal/stop sign warrant analyses. The MPO's website is replete with previous work elements.

SHORT RANGE PLANNING

(Continued)

Methodology:

The MPO will work with State, local, and private partners to address human behaviors to reduce safety risks, improve safety data analysis to guide decisions, support integration of effective safety countermeasures, and pursue performance-based rather than prescriptive regulations. The MPO will work to identify the risk factors that contribute to fatalities and serious injuries and implement evidence-based risk elimination and mitigation strategies. Based on information generated elsewhere in this work program, the MPO will identify high crash intersection locations. The MPO will target fatal and serious injury crash locations and work to evaluate their existing conditions, recommend alternatives to ameliorate traffic flow, and reduce motor vehicle crashes upon request. The MPO will also assist local governments in the documentation of specific safety issues and assist them in preparing/submitting candidate projects for potential state/federal improvement program funding using the new Roadside Safety Audit program methodology. The MPO will continue to support and cooperate with the ODOT District One Safety Review Team, as well as an ODPS mandated Safety Review Committee to investigate fatal and serious injury crashes. The MPO will also annually establish targets and publish the Safety Performance Targets as per 23 CFR 490.207(a) (1-5). Staff will review the most recent Federal guidance to ensure the Agency's commitment to addressing Title VI of the Civil Rights Act of 1964 remains properly documented. The MPO will revisit and update the Agency's Title VI Program Implementation Plan and Environmental Justice reporting requirements pursuant to FHWA and ODOT guidance. The Agency will continue to record any Title VI complaints and submit annual update reports to ODOT. The Agency will take advantage of Title VI training opportunities for its staff and committees as available and appropriate. The MPO will work to establish available LEP resources in the community and assess whether a formal LEP Plan is warranted. As part of the LRTP and TIP programs the MPO will evaluate each of the proposed projects/services for Environmental Justice implications and concerns to ensure there are no systemic, disproportionate, adverse impacts to the low-income, minority, disabled, or LEP populations. The Agency will continue to monitor federal, state, and local data sources to maintain information on available DBE firms and LEP populations to support their inclusion in the transportation planning process. The MPO will continue to explore its management, policy, and technological commitment to public involvement. The MPO will continue to work and consult with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. Recognizing other agencies are the lead agencies for man-made and natural disasters the MPO will work with the Office of Homeland Security, Emergency Management Agency, Local Emergency Planning Committee, Ottawa River Coalition, Environmental Advisory Committee, and local fire/law enforcement agencies to support their roles related to transportation, safety, and environmental data sets/analyses. The MPO will work to identify and cooperate with local government, industry, business groups,

SHORT RANGE PLANNING (Continued)

Methodology: and economic development organizations interested in developing/supporting common concerns involving congestion and travel time reliability, safety, freight and commerce. The MPO will maintain an updated list of all required stakeholders and planning partners across the community. Non-traditional planning partners in the community will be targeted for ongoing consultation including pedestrian and bicycling. Public information and outreach targeting the relationship between transportation, land use, and air/water pollution, as well as, their collective impact on health and environment will be undertaken. The effectiveness of the Work Program will be monitored on a regular basis to ensure that it is meeting the deliverables and that it continues to meet the needs of the area member governments and the general public. Staff will continue to review its internal committee structure; committee composition; public meeting formats, including accessibility by location, time, and mode; public notification processes; and, use of technology including the use of visualization techniques and posting of transportation studies, reports, and plans in electronically accessible formats on the world wide web. Staff will undertake various tasks to ensure the Public Participation Plan is successfully integrated within the MPO planning process as per the FAST Act. The MPO staff will continue to participate in forums with ODOT, FHWA, and FTA to discuss planning, policy, financial and technical issues and concerns. The MPO will facilitate continuing, cooperative and comprehensive urban transportation planning activities for the planning area. Staff will continue to attend OARC/ODOT meetings as required. The MPO will facilitate/support, prepare for, and attend transportation-related meetings, trainings, workshops, seminars, and/or courses. The MPO will prepare, submit, review, adopt and release transportation-related planning documents as required. Training, development, and orientation of new staff members will occur as needed, warranted, and available

Product(s): SFY 2021 Completion Report; August 2021.
Draft FY 2023 Unified Planning Work Program; March 2022.
Title VI Self-Assessment Compliance Report; March 2022.
Final FY 2023 Unified Planning Work Program; May 2022.
Identify High Crash Intersection Locations; May 2022.
Title VI Program Implementation Plan Update; May 2022.
Roadside Safety Audits; Upon Request.
Transportation-Related Information Assistance; Ongoing.
Publication of Quarterly Newsletters; Continual.
Website Posting & Maintenance; Ongoing.
Ongoing Revisions to PPP and Community Stakeholders; Ongoing.
Documentation of Community Outreach & Public Involvement; Ongoing.
OARC Involvement; Continual.
Safety Review Team Meetings; Ongoing.
Local Emergency & Environmental Planning Meetings; Ongoing.
Transit & Airport Board Meetings; Ongoing.
Staff Development, Training & Orientation; Continual.

Subcategory 601

Time Allotment: 2,037 Hours

**Subcategory
602
ODOT/FHWA**

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Objective:

To respond to local transportation needs, program eligible projects for federal financial assistance within a multi-year program and ensure compliance with all federal planning requirements including fiscal constraints.

Purpose:

To develop and maintain a list of local, viable, prioritized transportation projects in accordance with the MPO's Long-Range Transportation Plan; and, ensure the effective utilization of federal financial assistance.

Previous Work:

The MPO has worked with local stakeholders to ensure timely delivery of projects thru the TIP adoption and amendment processes. The MPO completed the preparation and adoption of the FY 2021-2024 TIP in May 2020. The MPO continues to review and amend the TIP as warranted; all TIP amendments are posted to the Agency website.

Methodology:

The MPO will continue to support and cooperate with ODOT to deliver the program of projects identified in the current FY 2021-2024 period. The MPO will complete periodic revisions and administrative amendments to the TIP and publish an annual listing of federally obligated transportation projects. The MPO will continue a process to evaluate and revise the MPOs Transportation Project Selection Process to better reflect FHWA/FTA performance measures and the MPOs LRTP to ensure candidate projects are consistent with the Process. The MPO will support and deliver the 4-year program of projects for the FY 2021-2024 period as per 23 CFR 450.324 and in compliance with the Agency's PPP, Title VI programming, and EJ analyses. Therein the MPO will document the review and approval of all projects in the TIP and produce documentation of the document's fiscal constraint. Special emphasis will be placed upon the maintenance of the TIP Financial Plan, fiscal constraints, and an approved obligated annual element. The MPO will assess fiscal controls and balance the financial demands of local projects with available federal funding by utilizing one or a combination of approaches including (1) borrowing between annual SAC budgets; (2) carrying funding over to accumulate funding for a higher cost project; (3) employing the use of ODOT/OARC policy on sharing Obligation Authority; and, (4) capping its federal participation in local projects. The MPO is committed to an open-ended, evolving public involvement process that will be refined and revised as comments from our stakeholders are received.

Product(s):

Annual Listing of Obligated Projects Posted; September 2021.
Revised Transportation Project Selection Process; September 2021.
Quarterly STIP/TIP Amendments; July/August 2021 & January/April 2022.

Subcategory 602

Time Allotment: 1,226 Hours

**Subcategory
605
ODOT/FHWA**

CONTINUING PLANNING - SURVEILLANCE

Objective:

To acquire and maintain the data necessary to support performance on the existing urban transportation system and facilitate the comprehensive coordination of transportation improvements.

Purpose:

To maintain the data and analytical means required for input and support of effective decision-making necessary to sustain the continuing, cooperative transportation planning process and ensure the development of a coordinated transportation system. The MPO will work to integrate coordination between and amongst local governments, the ACRTA, the MPO, and ODOT concerning the performance-based planning process. More specifically the MPO will concentrate on data collection, data analysis, data sharing, target setting, and reporting regarding the transportation system's performance relative to safety, bridge conditions, pavement conditions, system reliability, freight movements, and transit assets. To further such ends the MPO will work to:

- Maintain a computerized database of vehicular crash listings to support safety analyses, prioritize safety improvements.
- Document and monitor existing transportation facilities, their classification, characteristics and level of service measured in terms of capacity and operational efficiency. The integration of various data sets will be used by the MPO to identify engineering deficiencies and recommend countermeasures to improve the performance of existing transportation facilities to relieve vehicle congestion and maximize the safety and mobility of people and freight.
- Monitor and assess traffic volumes at selected roadway and bridge sites in order to maintain a database that can be used to assess the accuracy of traffic forecasts and the validity of various assumptions of the transportation planning process.
- Assist local government stakeholders including the local transit agency, port and airport authorities, and not-for-profit paratransit operators with technical assistance in the incorporation of safety and security in transportation planning activities.
- Inform local elected officials, developers, law enforcement personnel, service clubs, neighborhood organizations and members of the general public through the news media, technical reports, speaking engagements, and assorted committee meetings.
- Document bike/pedestrian counts, to further alternative commuting options and advance effective capital investments to support the same.

Previous Work:

The collection of traffic counts is an ongoing process; traffic count databases are reflective of 2000 thru 2019 data. The MPO has worked to develop a localized crash database since 1987. Crash Summary Reports have been produced on an annual basis since 1992. Crash analyses, traffic counts, and traffic flow maps, have been a staple of the MPO since

CONTINUING PLANNING - SURVEILLANCE

(Continued)

Previous Work: 1996. In FY 2010, the MPO worked with local governments to identify and ameliorate high water hazardous conditions on area roadways. In 2012 and 2013, the MPO worked with local law enforcement and the Transit Authority to develop on-site surveillance cameras. In 2013, the MPO coordinated the first bike/pedestrian counts which have been ongoing since. In 2015, the MPO worked to identify the extent and severity of injury crashes across local political subdivisions. In 2016, staff documented traffic flow characteristics and levels of service during AM, Noon, and PM peak hours over higher-order roadways on the functional classification system. In 2016, the MPO worked to intensify efforts aimed at identifying and mitigating serious injury crashes/locations. In 2017 and 2018, staff continued the process of preparing fatal crash reports, crash summary reports, and intersection improvement studies. Staff also created traffic count and traffic flow maps. In 2019 and 2020 staff worked to document pavement condition ratings upon the higher-order roadways of the functional classification system as well as all county and township roads.

Methodology: Utilizing information obtained from ODPS and ODOT, the MPO will prepare a Crash Summary Report for Allen County. The MPO will monitor and maintain motor vehicle crash locations by roadway intersections. High crash intersection locations will be identified. Intersections will be assessed by crash frequency, crash severity, and crash rates. High crash intersections will be ranked and identified in both tabular and mapped formats for public distribution. The MPO will also release a Fatal Crash Summary Report.

The MPO will continue its traffic counting and mapping programs focusing upon localized areas of concern, asset management issues, travel demand modeling needs, and performance management concerns. Traffic counts will be made available in electronic and web-based formats. The MPO will collect traffic counts targeting at-grade rail crossings and forward the same to the PUCO and ORDC to assist in establishing safety coefficients at such crossings. The MPO will also use current traffic counts to establish crash rates and support safety audit recommendations.

Utilizing the proprietary StreetLight data software program in coordination with ODOT, LACRPC will identify and analyze projects to evaluate the condition, performance, and progress of the transportation system. Information on the physical and operating conditions of the existing transportation system will be collected. Data on roadway characteristics will be collected to establish current levels of service especially at problematic intersections and corridors with preference given to those located on the federal functional classification system.

Consistent with planning requirements of the FAST Act, the MPO will establish baseline performance measures with ODOT and the ACRTA and work to quantify such measures to better explore alternative management, program operations, and intelligent transportation systems applications. The MPO will work with ODOT, the Allen County Engineer

CONTINUING PLANNING - SURVEILLANCE

(Continued)

Methodology: and local units of government to support and advance transportation performance management and performance-based planning and programming across the region's transportation network. More specifically the MPO will establish programming and targets. The MPO will work with ODOT and local units of government to document: Safety Performance Targets as per 23 CFR 490.207(a) (1-5); Pavement Asset Performance Targets as per 23 CFR 490.307(a) (1-4); Bridge Asset Performance Targets as per 23 CFR 490.407(c) (1-2); and, Transit Asset Management Targets as per 49 CFR 673 or as additional guidance becomes available. The MPO will research available venues to deliver the status of such targets and commits to annually publish performance targets on the Agency website to advance transparency and local understanding of the expense and complexity of the region's transportation system.

The MPO will work with local units of government and community stakeholders to develop transportation-related information in a manner that is consistent and in a format that is readily understood and easily recognized to advance public education and awareness. The MPO will utilize the proprietary StreetLight Data software program and other available means to gather information for all stakeholders based upon needs and requests.

Product(s): 2020 Crash Summary Report; October 2021.
2020 High Hazard Intersection Listing; October 2021.
2020 High Hazard Intersection Maps; October 2021.
2021 Fatal Crash Summary Report; February 2022.
Maintenance of Crash Records File; Continual.
2021 Traffic Counts Maps; February 2022.
2021 Updated Web-Based Traffic Counts; March 2022.
Maintenance of Traffic Count Records File; Continual.
Transportation-Related Information Assistance; Continual.

Subcategory 605

Time Allotment: 1,426 Hours

**Subcategory
605.8
STP**

TRANSPORTATION - STP (PID 105331)

Objective:

Develop the foundation for sustainable development thru interagency cooperative practices and management strategies that target increased accessibility, cleaner air and water, improved health conditions, and broad-based economic and community development indicators as quantitative benchmarks from which to assess progressive incremental improvements.

Purpose:

To develop and implement policies and practices that further leverage investments in our local communities and neighborhoods by increasing transportation choices, promoting equitable/affordable housing, and increasing employment opportunities in a truly complementary fashion. Developing policies regarding transportation-related improvements where the built environment is improved thru a deliberative process of public input, where acceptable design guidelines are established and adopting regulatory policies. The MPO will seek to develop and utilize a wide array of public outreach methods to document sustainability, livability, and quality of life issues. Thru interagency coordination, the MPO will develop the rationale and planning processes necessary to support community wellness, community livability, improved public transit services, “walkable communities” and “complete street” initiatives.

Previous Work:

In FY 2012, staff worked with local stakeholders to create a working advisory group of non-traditional stakeholders to support the overall community-based initiative. Staff also worked with local service providers to establish and integrate community indicators reflective of sustainability on the Agency website. In FY 2012, staff worked with community stakeholders to bring several high-profile public awareness events focusing on Active Transportation to Allen County. In 2013, RPC staff worked with representatives of the ACHD, Transit Authority, FACTS Coalition, AAA³ and LACCA and examined various initiatives to address transportation and health disparities. In FY 2013, the MPO continued to identify specific barriers to community livability and sustainability targeting increased access to education, job training and employment sites with public transportation services. In FY 2014, the MPO worked with the Sustainability Committee (AKA Activate Allen County) to identify the food deserts in Allen County identifying nearly 18,000 underserved people. Since 2014, the MPO has worked with community stakeholders to document bicycle and pedestrian counts. In 2016, staff worked with area partners to further the development of a DRAFT Active Transportation Plan; in 2017 the Active Transportation Plan was adopted. In 2018 and 2019, the MPO worked to integrate projects identified and recommended in the Active Transportation Plan to support sustainable development patterns and provide the population with modal choices. The Plan was amended in 2019 to reflect support and commitment for the development of safe routes to area schools and the need to support the inclusion of ADA Transition Plan projects. In 2018, 2019, 2020, and 2021 efforts supported the development and integration of ADA Transition Plans and Safe Route to School Travel Plans in various municipalities.

TRANSPORTATION - STP

(Continued)

Methodology:

Staff will support community initiatives/activities that incorporate the concepts of sustainability in the transportation decision making process. The MPO will work to increase public awareness and acceptance of the benefits associated with transportation choice, multi-modal transportation systems, improved access to housing and employment, and reduced emissions. The MPO will continue to reach beyond usual stakeholders and seek collaboration with groups/agencies from faith-based organizations, neighborhood groups, employment agencies, transit, public health, and other “non-traditional” sectors to address transportation impacts. The MPO will work to support access management and integration of complete streets policies, establishing active transportation options, and support Safe Routes to Schools programming. The MPO will provide technical assistance to those political subdivisions interested in furthering energy efficiency and reducing dependence on fossil fuels to foster a cleaner, healthier environment. Staff will partner with these entities in a process that establishes a community vision and action plan that removes barriers to realizing a more equitable, healthy, accessible, and safe, livable community. The MPO will monitor a variety of social issues which include, but are not limited to, health, crime, and safety in an effort to achieve these goals.

Such efforts will target areal disparities and equitable access to transportation with respect to meeting basic needs including fresh food, medical facilities, parks, and schools. Access to appropriate medical facilities, treatment centers and requisite housing will also be addressed. Staff will support various initiatives to develop public policy and effective strategies to implement real change based in part on the YMCAs “Pioneering Healthier Communities”, the Center for Disease Control & Prevention (CDC) “Healthy Communities” initiative, Easter Seals Project Action to develop Livable Communities, United Way’s “Goals for the Common Good”, and sustainable development proposals predicated on collaborative efforts by and for HUD, USEPA, USDOT, WOCAP, and Lima Housing Task Force

The MPO will work to provide the information needed to make smart choices to reduce vehicle miles of travel and commuting costs while enhancing air quality and improving both personal and local health conditions. The MPO will work with regional employers to promote retention through affordable, convenient, and sustainable commute options in order to maximize employee attraction and retention with the region. Staff will work with local stakeholders to implement policies and programs supporting the MPOs Active Transportation Plan (ATP). Staff will assist local communities in the analysis of transportation impacts on neighborhood housing, employment opportunities, and transportation costs. Staff will work to gather data to promote equitable and affordable housing and employment opportunities. Staff will work to develop practices that sustain and expand bike/pedestrian facilities and support the development of a regional bike/pedestrian system, land use planning efforts that foster more compact development that supports non-motorized transportation, and the identification of ped/bike projects

TRANSPORTATION - STP

(Continued)

Methodology:

deemed critical to fostering more walkable neighborhoods as well as key sections of the regional ATP. Staff will initiate or build upon data, studies, or reports that advance a more balanced transportation network inclusive of such modes as walking, biking, public transit, paratransit and passenger rail options. Staff will continue involvement in intercity transportation service planning through coordination with MPO members and others on discussion of rail service and other modes to and through the Lima/Allen County area. This would include Chicago to Columbus, Cleveland or other possible routes. The MPO will continue to support, assist and help coordinate activities amongst agencies and modes interested in furthering the same.

Staff will continue to support local governments, Activate Allen County and the Allen County Bicycle and Pedestrian Task Force to educate the public in areas of traffic safety and identify funding opportunities to enhance active transportation options across the community. The MPO will also work with Activate Allen County and the Allen County Bicycle and Pedestrian Task Force as well as Allen County Public Health and ODOT District to ensure local Safe Routes to School Travel Plans are developed and/or updated to ensure safe, appropriate and accessible paths to school are provided across the MPOs 12 different school districts. The MPO will work to: document health and safety-related impacts of motorized and non-motorized transport; educate young bicyclists and pedestrians as to the rules of the road across multiple venues; support walking and biking to school events, bicycle rodeos, walking school bus activities, etc.; and, dump-the-pump days and ozone action days.

The MPO will actively work to address active transportation options and incorporate the transportation provisions of the ADA into its urban transportation planning program. Active transportation options provide the multimodal options necessary to ensure equity in the distribution of federal funding. Active transportation options also support the intent of the ADA and ensure that pedestrians with disabilities have the opportunity to use the transportation system in an accessible and safe manner. An integral component of the ADA planning process is for local governments to prepare and implement ADA Transition Plans that inventory accessibility conditions and define strategies and schedules for implementing fully accessible pedestrian networks. The MPO intends to continue to work with member local governments to assist in the development of ADA Transition Plans; and, review local government transportation improvement project funding requests to promote consistency with ADA accessibility standards. The MPO will use MPO STP funding (PID 105331) to accommodate the same.

TRANSPORTATION - STP

(Continued)

Products: Sustain Working Group of Non-Traditional Stakeholders; Continual.
Maintain & Integrate Sustainability in Agency Website; Continual.
Develop Public Awareness of Emissions Factors; Ongoing.
Maintain & Implement Active Transportation Plan Components; Continual.
Attend Activate Allen County Meetings; Ongoing.
Support the Allen County Bicycle & Pedestrian Task Force; Ongoing.
Support Lima Housing Task Force; Ongoing
Validate and Map Bike/Pedestrian Counts; September 2021 and May 2022.
Support and Develop ADA Transition Plans; June 2022.
Support and Develop Safe Route to School Travel Plans; June 2022
Technical Assistance; Ongoing.

**Subcategory
610
ODOT/FHWA**

CONTINUING PLANNING - REVIEW AND APPRAISAL

Objective:

To compare the results of surveillance activities against the current 2040 Long Range Transportation Plan (LRTP) and to assess the adequacy of the existing network in order to prepare a periodic update that complies with federally mandated transportation goals and priorities

Purpose:

To evaluate the current status of the regional transportation system and or identify necessary improvements to the system that will guide the investments and advancement of the system for at least 20 years into the future. To realize same the MPO will:

- Provide necessary information to ODOT's Office of Statewide Planning & Research needed to maintain the calibration of the traffic forecast and travel demand model for the Lima Urbanized Area.
- Support ODOT's initiative to advance balanced modal transportation networks and expand modal travel options across all periods of the day within the State's urban areas.
- Develop the means to familiarize local member governments with the FAST Act goals, planning factors and performance measures required under the current transportation planning regulations necessary to develop the LRTP and support long-range planning procedures.
- Support the existing Long-Range Transportation Plan while developing the variables for a 2045 Plan Update taking care to integrate community stakeholders in the consultation requirements of Plan development pursuant to state and federal planning requirements.
- Support further development of travel demand model capabilities in order to support and enhance the development of transportation planning alternatives and improved decision making related to transportation and economic development projects.

Previous Work:

In FY 2011, the MPO worked to integrate peak and off-peak traffic counts by vehicle class within its travel demand model in order to support model development reflecting AM, PM and off-peak networks. In 2012, the MPO supplied traffic count data to re-calibrate the travel demand model. In FY 2013, ODOT ran several alternative analyses to support long-range planning assessments. In FY 2014, the Agency adopted a 2040 Transportation Plan for Allen County. In FY 2015, 2016, and 2017, the Agency worked to provide updated traffic and model variables across Allen County Traffic Analysis Zones. In FY 2018, the MPO adopted the 2040 Transportation Plan Update.

Methodology:

Staff will collect, research, and prepare, socio-economic, demographic, housing and land use data, inclusive of utilities, zoning, etc., to support amendments, additions, and/or validation of the MPOs travel demand model, local land use plans and the current short-range FY 2021-2024 TIP. Staff will collect, track, and update changes in housing units, school enrollment, employment and population, and significant land-use changes through the review of zoning applications, site plans, and subdivision

CONTINUING PLANNING - REVIEW AND APPRAISAL

(Continued)

Methodology:

plans. The MPO will work to identify and cooperate with regional governments, area agencies, and local non-profit entities interested in supporting common goals on transportation planning topics such as safety, freight, transit services, livability, and commerce. The MPO commits to support ODOT in multijurisdictional planning to assure multiple perspectives are used to improve coordination and implement effective planning across wider geographic areas. The MPO will maintain a comprehensive list and location of hydric soils, aquifers, springs, wetlands, floodplains, and prime farmland. The MPO will monitor the presence or reported presence of endangered plants, animals, birds, fish, amphibians, insects, and mollusks. The MPO will work to assure consistency between transportation improvements and planned growth and economic development patterns. Supporting model capabilities, fixed-route transit data will be reviewed to ensure data consistency through the 2040 Plan horizon. The MPO will continue to compile, maintain, and monitor an independent variables file. The MPO will continue to collect and code the necessary roadway data on highway network links to support both the Roadway Network Capacity Calculator and GIS operations. The MPO will support ongoing Census data collection, analysis, aggregation and/or disaggregation of available SF1 and ACS data sets at the block and TAZ levels and formatting of variables to model latest planning assumptions to justify proposed improvements for inclusion in future TIP/Plan updates. Necessary employment data will be reviewed and geocoded. Population projections provided by ODSA will be reviewed. Based on transportation conformity guidance provided by OEPA and ODOT, the MPO will work to develop conformity determinations for non-exempt FHWA/FTA projects. Staff will also engage in interagency consultation with its federal, state, and local partners pursuant to the MPO's adopted public involvement process to ensure pertinent information is distributed, discussed, and a general awareness of the issues is achieved. Staff will participate in conformity analyses to meet Clean Air Act requirements to the extent required. The MPO will support ODOT in local data collection activities and integration of the same within the travel demand model to establish baseline performance on the Federal Aid System as required. Specific targets for performance measures (Interstate System Reliability Truck Travel Time Reliability) shall be tracked by ODOT and the MPO. Once included in the MPO LRTP, such performance data will be assessed and posted to the Agency website. The MPO will work to inventory existing networks/conditions, assess needs, discuss funding options, and develop capital/service project recommendations. The MPO will work with ODOT to develop necessary updates for the model network as required. The MPO will encourage and facilitate public participation and involvement in the review and periodic reviews of the area's current 2040 Transportation Plan.

CONTINUING PLANNING - REVIEW AND APPRAISAL
(Continued)

Product(s): Travel Demand Model Data Collection; Continual.
Review & Reaffirmation of the 2040 Transportation Plan; June 2022.

DRAFT

Subcategory 610
Time Allotment: 435 Hours

**Subcategory
610.4
STP**

LONG RANGE PLANNING - STP (PID 105331)

The MPO is required to conduct a continuing, cooperative, and comprehensive transportation planning process that results in producing a Transportation Plan for the region with a with a 20-year horizon.

| | |
|-----------------------|--|
| Purpose: | To undertake a comprehensive and strategic approach, using measurable goals and objectives, necessary to sustain a Long-Range Transportation Plan (LRTP) and land-use plans that will improve and sustain intermodal transportation through 2040. |
| Previous Work: | In FY 2019 the MPO adopted the 2040 Transportation Plan. |
| Methodology: | The MPO will support the integration of the 2040 LRTP projects in a continuing, comprehensive, and cooperative manner in which local stakeholders work to develop the planned transportation system that will meet the needs of the community thru 2040. The MPO will work to sustain the public involvement process necessary to integrate the transportation perspectives of the general public, its regional partners, and ODOT. Cognizant of federal legislation, the MPO will work with its stakeholders to establish the goals and set measurable objectives to advance stated goals. Performance-based planning measures pursuant to 23 CFR 490 are integrated within the LRTP. Trend analyses reflecting demographic and economic factors will be tracked. The MPO will continue to work to quantify needs across the transportation system inclusive of all modes including public transit and freight (inclusive of rail, local and over-the road haulers). The MPO will use a consensus-based approach of the strategies to select eligible projects in order to advance existing land use and transportation goals for the region. The 2040 conditions will be predicated upon ODOT travel demand forecasts and fiscal projections. The MPO will monitor social and environmental factors such as accessibility, air, water quality. The MPO will monitor the LRTP program of projects to ensure consistency thru its adopted public involvement process and work to ensure that it engages low-income and minority populations in the process. The MPO will provide coordination and assistance to member jurisdictions to promote transportation efficiency while updating local comprehensive plans and ensure consistency thru its adopted public involvement process. The MPO will provide input, as requested, on proposed zoning changes, subdivision and development plan submittals. This includes plan review, providing staff reports and participating in technical, subdivision, and zoning meetings/hearings. The MPO will collect, research, and prepare, socio-economic, demographic, housing and land use data, inclusive of utilities, zoning, etc., to support amendments, additions, and/or validation of the MPOs long-range transportation plan. Staff will collect, track, and update changes in housing units, school enrollment, employment and population, and significant land-use changes through the review of zoning applications, site plans, and subdivision plans. The MPO will provide coordination and assistance to local emergency planners to include preparedness and recovery plans for a variety of manmade and natural |

disasters including pandemics and other health-related emergencies. The MPO will work to identify and cooperate with regional governments, area agencies, and local non-profit entities interested in supporting common transportation goals. The MPO will use MPO STP funding to accommodate the same.

Product(s): Elida Comprehensive Plan Update; July 2021.
Lima Comprehensive Plan; December 2021

DRAFT

**Subcategory
674
FHWA/ODOT**

**MASS TRANSPORTATION
TRANSIT/SPECIALIZED TRANSPORTATION PROGRAM SERVICES**

Objective:

To develop, assess and assist in implementing alternative strategies to improve public and private transportation services to the transportation-disadvantaged community within Allen County, Ohio.

Purpose: To facilitate the provision of specialized transportation to senior citizens and individuals with disabilities as well as those disadvantaged persons without access to personal transportation and where existing transportation services are unavailable, inappropriate, or insufficient.

Previous Work: The MPO developed the Allen County Public Transit Human Services Transportation Coordination Plan (adopted 2009) and assisted ODOT with the FTA Specialized Transportation Program thru FY 2017. The MPO developed the West Central Ohio Regional Transportation Coordination Plan adopted by Allen, Auglaize, Mercer, and Van Wert counties at the request of the Area Agency on Aging 3 (AAA³) and ODOT in December 2017. Thereafter AAA³ became responsible for all FTA 5310 programming. The MPO continues to support transportation stakeholders in expanding the geographic reach, diversity of ridership, and transportation funding opportunities.

Methodology: The MPO will continue to support local governments, agencies, and non-profit entities interested in supporting common goals in the delivery of transportation services, employment, livability and commerce. The MPO commits to support ODOT in its monitoring of paratransit coordination. The MPO will continue to attend the FACTS transportation coalition meeting. The MPO will continue to support the delivery and implementation of the FTA/ODOT 5310 Program inclusive of grant notifications, grant assessments, vehicle inspections, and vehicle reporting. The MPO will ensure public and private sector input inclusive of non-profit transportation providers, health and human service agencies and the general public will be made available to ACRTA, ODOT, and the Mobility Manager.

Product(s): FACTS Coalition Participation & Support; Ongoing.
Citizens Accessibility Advisory Committee Support; Ongoing.

**Subcategory 674
Time Allotment:** 143 Hours

**Subcategory
675
FTA/ODOT**

MASS TRANSPORTATION - ACRTA

Objective:

To promote and provide for the delivery of safe, efficient, reliable and cost-effective public transportation services.

| | |
|-----------------------|---|
| Purpose: | The ACRTA will continue to work with local stakeholders to identify concerns, assess gaps in service and introduce necessary service modifications to better meet the needs of the public. The ACRTA looks to provide a high level of quality services and acknowledges Federal Transit Administration reporting requirements. |
| Previous Work: | The ACRTA continually reviews its ability to render quality service and on-time performance. The ACRTA has been actively participating in the coordination of service across various planning levels. The ACRTA continues to work with the MPO, Mobility Manager and FACTS Coalition to enhance transportation options of the disadvantaged. In 2016, ACRTA received Medicaid waiver eligibility to support paratransit service. In 2017, the ACRTA worked with the MPO to develop and implement a Transit Asset Management approach. After suffering a .25 percent sales tax levy loss in 2017 transit services were cut back to ensure fiscal solvency. In 2019 a .10 percent sales tax levy was passed and the ACRTA began planning to rebuild the system to its previous level of service. |
| Methodology: | Pursuant to MAP-21 and the FAST Act, the ACRTA has begun a transition to performance-driven, outcome-based programming. The Transit Authority and the MPO are working to integrate the concept of performance-based planning in the Transit Authority's data collection and reporting procedures, project prioritization and selection processes, and budgeting as established in the ACRTA's Transit Development Plan, Asset Management Plan, and Safety Plan. Subsequent to this approach, the ACRTA has linked investment priorities with performance measures targets with ODOT and the MPO in the STIP/TIP development process. Working with ODOT, the ACRTA established targets establishing a state of good repair (SGR) for capital rolling stock and its facilities, as well as safety performance targets that advance state and national objectives. The ACRTA with the support of ODOT and the MPO is also working to adopt a Public Transportation Agency Safety Plan built on a template prepared by ODOT to minimize fatalities, injuries, major mechanical failures, and safety events while maximizing system reliability. The Safety Plan is intended to help guide and manage safety risks and hazards in the public transportation system and must be adopted by July 20, 2020. The ACRTA will work with ODOT and the MPO to ensure the required elements of the Plan are established and safety performance targets are met. Key parts of the Plan include defined safety roles and responsibilities; strong executive safety leadership; formal safety accountabilities and communication; effective policies and procedures; and, active employee involvement. The ACRTA must work with the MPO to submit an annual report that reflects performance targets for the following year. The transit provider is also required to submit an annual |

MASS TRANSPORTATION - ACRTA

(Continued)

Methodology

narrative that provides a description of the change in the condition of the provider's transit system and describes the progress made during the year to meet the performance targets set in the previous reporting year (49 CFR§625.55). The ACRTA will work to continually review its ability to maintain its capital assets, provide quality service, and ensure its reliability and on-time performance. The ACRTA, in cooperation with MPO efforts, will collect and monitor information gathered through route surveillance, operator input, and consumer contact to assess and address service levels, the need for specialized services, special contingency plans, fare structure, and capital needs. Transit officials will periodically assess route and system productivity measures to ensure system performance and assess needed improvements to meet customer demands. The ACRTA will review its fare structures and levels of service to ensure efficient, productive, equitable, safe, and secure public transit services. The ACRTA will review its internal policies regarding fare structure and services including route modifications in light of Title VI requirements. Staff will reexamine its fixed route and demand response services in light of demand response and complementary paratransit program policies to evaluate the effectiveness of existing eligibility criteria, no-show, and suspension policies. Staff will integrate and assess its Safety Plan policies and program plans including incident command and electronic device policies. The ACRTA will reassess its internal program policies to assess drug-testing and required substances. A Financial Plan shall be established for a 5-year period to provide the basis for capital investment plans, maintaining existing levels of public transit service, and establishing reserve funds. The ACRTA will work to advance its internal financial capacity and funds management as well as to expand flexible funding opportunities with the MPO and local agencies. The ACRTA will review and update its Maintenance Plan and subsequently its Transit Development Plan targeting goals and objectives reflecting the current fleet of vehicles and facilities inclusive of SGR and manufacturers' recommended maintenance requirements. The ACRTA will acknowledge its responsibilities outlined under its Tier II status and work to monitor and maintain a Transit Asset Management (TAM) Plan. The ACRTA will continue to participate in the coordinated public transit human services transportation planning process that identifies the needs of individuals with disabilities, older adults, and people with low incomes. The ACRTA will work with the MPO, paratransit operators, social service providers, and economic development professionals to assess and expand transit/paratransit services, specifically for the purpose of connecting disadvantaged and low-income individuals, seniors, youths, and others with local workforce training, employment centers, health care, and other vital services. Staff will work with the FACTS Coalition to address the limits and capacity constraints of ADA complementary service. The ACRTA will work to ensure that its Title VI Program is reviewed and updated annually and that its website and publications reference its obligations. The ACRTA will assess the LEP population's existing access to public transportation services including their frequency of use and ability to navigate the system. The ACRTA will establish an MOU with the MPO detailing their mutually supportive roles.

MASS TRANSPORTATION - ACRTA
(Continued)

Product(s): Establish and Adopt Safety Performance Measures; July 2021.
Assess Personnel Drug Policy Assessment; July 2021.
Review/Reassess Maintenance Plan; October 2021.
Establish Memorandum of Understanding (MOU) with MPO; January 2022.
Update 2021-2025 Financial Plan; March 2022
Level of Service Analyses; As Necessary.
Drug Testing; Continual.
Marketing Efforts; Continual.

Subcategory 675-RTA
Time Allotment: N/A

**Subcategory
675
FTA/ODOT**

MASS TRANSPORTATION - MPO

Objective:

To advance and promote the delivery of safe, efficient, reliable, and cost-effective public transportation services as a means to greater mobility options.

Purpose:

The MPO will work with the Transit Authority to enhance the experience and quality of public transportation services provided by the Allen County Regional Transit Authority (ACRTA). The MPO will provide technical assistance to the Transit Authority in the collection, assemblage and subsequent reporting of data relative to transit ridership, operations, maintenance, safety and security issues, and capital investments.

Previous Work:

The MPO has aided in analyzing the efficiency and effectiveness of the Transit Authority's fixed route, demand response and ADA service areas since 1992. More recently, the MPO has assisted the ACRTA with boarding and alighting studies (2014), ridership surveys (2016), service and route alternatives (2016), programming of capital projects (2017), and supported its public participation processes (2017). In 2018 and 2019, MPO services were minimized due to fiscal constraint issues.

Methodology:

Consistent with the FAST Act, the MPO will work with ODOT and the ACRTA to adopt a performance-based management approach focused on asset management, the "state of good repair" and public safety. The goals are specified under 49 U.S.C. §5301(b) & §5329(d)(1)(E). The MPO will also work with the Transit Authority to monitor Title VI and the LEP populations and document existing access to public transportation services. The MPO will work with the Transit Authority to assess and support warranted and fiscally responsible acquisitions inclusive of rolling stock to advance system productivity and increased operational efficiencies. The MPO will work with the Transit Authority to prepare financial plans to support capital investments and existing levels of public transit service. The MPO will also work with the Transit Authority to investigate the needs of the LEP population and the population's existing access to public transportation services. The MPO will monitor transit activities and assist the management team and transit board in identifying operational improvements, service adjustments, safety issues, and capital improvements. The MPO will establish a Memorandum of Understanding with the Transit Authority detailing the cooperative relationship necessary to carry out the requisite transportation planning process inclusive of Board representation, TIP process (inclusive of developing the financial plan, and the annual listing of obligated projects), reaffirmation of the 2040 Transportation Plan, and the public participation process.

Product(s):

Assess/Support Public Transit Performance Measures; Ongoing.
Memorandum of Understanding with ACRTA; January 2022.
Transit Board Meetings; Ongoing.
Technical Assistance; Ongoing.
Drug Testing; Continual.
Public Outreach & Marketing Efforts; Continual.

Subcategory 675-MPO

Time Allotment: 387 Hours

**Subcategory
697
ODOT/FHWA**

ANNUAL REPORT - TRANSPORTATION

Objective:

To communicate and document the work of the Agency.

| | |
|-----------------------|---|
| Purpose: | To inform local governmental agencies and the general public on an annual basis of the results of the work performed by the MPO and the ACRTA. |
| Previous Work: | Since its inception (1964) the Agency has released an annual report in order to more fully comply with transportation mandates and to furnish the general public a better understanding of the issues and the activities confronting the urban transportation planning processes. |
| Methodology: | The Agency's Annual Report will necessarily document the activities and issues confronting the community with respect to traffic, transit, paratransit, and the overall urban transportation planning process. The report will describe traffic and transportation planning activities undertaken by the LACRPC including the area's current short- and long-range Transportation Plans and an indication of recent plan changes and progress made toward plan implementation. In addition to the Commission's accomplishments, its internal organization, function, and responsibilities will be outlined in the report. Issues and activities reflective of current transit and specialized transportation services will also receive the report's attention. |
| Product(s): | CY 2020 Annual Report; April 2022. |

Subcategory 697

Time Allotment: 61 Hours

| FY 2022 STAFF PROFILE AND ESTIMATED % OF TIME ALLOCATIONS | | | | | | | | | |
|---|---------------|------------|-----------------|-------|---------|-------|--------|-------|-------|
| Staff Position | Salary Range | Indirect % | ODOT/ FHWA % | STP % | Local % | RTA % | ODPS % | CDBG% | Total |
| Executive Director | 63,000-97,039 | 20% | 30% | 25% | 15% | 5% | 1% | 4% | 100% |
| Grants Administrator | 52,000-88,214 | 50% | 15% | 10% | 10% | 5% | 5% | 5% | 100% |
| Planning Engineer | 46,500-74,366 | 10% | 55% | 25% | 10% | 0% | 0% | 0% | 100% |
| Program Planner II | 36,400-63,974 | 5% | 15% | 10% | 10% | 0% | 0% | 60% | 100% |
| Assistant Planner | 32,760-53,582 | 5% | 55% | 35% | 2% | 2% | 0% | 1% | 100% |
| Assistant Planner | 32,760-53,582 | 5% | 60% | 25% | 10% | 0% | 0% | 0% | 100% |
| Assistant Planner | 32,760-53,582 | 5% | 40% | 10% | 45% | 0% | 0% | 0% | 100% |
| Secretary I | 26,000-36,255 | 75% | 10% | 5% | 5% | 5% | 0% | 0% | 100% |
| Intern | 10/hour | 2% | 48% | 50% | 0% | 0% | 0% | 0% | 100% |
| Intern | 10/hour | 2% | 48% | 50% | 0% | 0% | 0% | 0% | 100% |

| FY 2022 FUND USER SUMMARY | | | |
|---------------------------|----------------|---------------|----------------|
| Funding Source | Direct Labor | Other Direct | Total Overhead |
| FHWA/ODOT | 122,115 | 52,158 | 180,005 |
| STP | 77,413 | 8,472 | 114,115 |
| FTA | 8,540 | 11,271 | 12,589 |
| ODPS | 29,914 | 5,086 | |
| CDBG | 4,044 | 30 | 5,961 |
| Local | 60,315 | 7,413 | 133,006 |
| TOTAL | 302,338 | 84,429 | 445,676 |

| RATIONALE FOR FUNDING SPLIT | | | | |
|--|--|---|-------|-------------------------|
| Subcategory | | Rationale for Funding | Hours | Funding |
| 105 | Information Services | Government Services | 163 | LOCAL |
| 201 | Emergency Services - Planning | Safety Services | 82 | LOCAL |
| 205 | Safe Community Program | Safety Services | 1219 | ODPS |
| 302 | Keep Allen County Beautiful | Litter Prevention Activities | 0 | LOCAL |
| 305 | Environmental Planning | Environmental Planning | 122 | LOCAL |
| 401 | Regional Development | Regional Planning | 154 | LOCAL |
| 402 | Farmland Preservation | Regional Planning | | LOCAL |
| 405 | Economic Development | Regional Planning | | LOCAL |
| 410 | Housing | Regional Planning | | LOCAL |
| 415 | CDBG Program Administration | Regional Planning | 165 | LOCAL |
| 501 | Zoning Assistance | Developmental Controls | 1345 | LOCAL |
| 505 | Subdivision Regulations | Developmental Controls | | LOCAL |
| 510 | Floodplain Management | Developmental Controls | | LOCAL |
| 601 | Short Range Planning | Highway Related Activities | 2037 | ODOT/FHWA/STP/ LOCAL |
| 602 | Transportation Improvement Program | Primarily Highway Oriented Activities | 1226 | ODOT/FHWA/ LOCAL |
| 605 | Continuing Planning - Surveillance | Highway Related | 1426 | ODOT/FHWA/STP/ LOCAL |
| 605.8 | Transportation - STP | Sustainable Communities | 1141 | STP/LOCAL |
| 610 | Continuing Planning - Review and Appraisal | Highway Related | 435 | ODOT/FHWA/STP/ LOCAL |
| 610.4 | Long Range Planning - STP | Highway Related | 2014 | STP/LOCAL |
| 674 | Mass Transportation | Transit & Paratransit Oriented Activities | 143 | ODOT/FHWA/ LOCAL |
| 675 | Mass Transportation - ACRTA | Transit Oriented Activities | | ODOT/FTA/LOCAL |
| 675 | Mass Transportation - MPO | Transit Oriented Activities | 387 | ODOT/FTA/LOCAL |
| 697 | Annual Report - Transportation | Highway, Transit & Paratransit Related | 61 | ODOT/FHWA/ LOCAL |
| NOTE: For transportation planning, the Lima-Allen County Regional Planning Commission and the Allen County Regional Transit Authority are the responsible agencies. | | | | |

| COST DISTRIBUTION FOR FY 2022 | | | | | |
|----------------------------------|-------------------------|-----------------------|---------------|----------------|--------------------|
| Funding Source | Total Cost Allocated | Proposed Distribution | | | |
| | | Direct Labor | Other Direct | Indirect | Fringe Benefits |
| FHWA/ODOT | 354,275 | 122,112 | 52,58 | 109,522 | 70,483 |
| STP | 200,000 | 77,413 | 8,472 | 69,432 | 44,683 |
| FTA | 32,400 | 8,540 | 11,271 | 7,660 | 4,929 |
| ODPS | 35,000 | 29,914 | 5,086 | | |
| CDBG | 10,035 | 4,044 | 30 | 3,627 | 2,334 |
| LOCAL | 200,734 | 60,315 | 7,413 | 80,926 | 52,080 |
| TOTAL | 832,433 | 302,338 | 84,429 | 271,167 | 174,509 |

ESTIMATED INDIRECT COST POOL

| | FY 2020 Estimated | FY 2020 Actual | FY 2022 Estimated |
|--|----------------------|-------------------|----------------------|
| Employee Wages: | | | |
| Direct Labor | 334,436 | 221,074 | 302,338 |
| Indirect Labor | 82,444 | 113,462 | 83,554 |
| Total Labor | 416,880 | 334,536 | 385,892 |
| Fringe Benefits: | | | |
| Sick Leave | 36,584 | 31,393 | 15,434 |
| Vacation | 38,873 | 31,682 | 26,710 |
| Holiday | 13,714 | 15,167 | 17,457 |
| Miscellaneous Leave Pay | 1,371 | 7,782 | 8,000 |
| Subtotal Fringe Benefits | 90,542 | 86,024 | 67,601 |
| Other Fringe Benefits: | | | |
| Ohio Public Employees Retirement | 59,676 | 59,945 | 54,025 |
| Health Insurance | 95,000 | 69,004 | 95,000 |
| Medicare | 6,181 | 6,140 | 5,595 |
| Worker's Compensation | 5,541 | -131 | 0 |
| Other Benefit | 7,657 | 477 | 500 |
| Subtotal Other Fringe Benefits | 174,055 | 134,435 | 155,120 |
| Total Fringe Benefits | 264,597 | 220,459 | 222,722 |
| Indirect Expenses: | | | |
| Office Supplies | 12,000 | 8,992 | 10,000 |
| Postage | 1,000 | 1,020 | 1,000 |
| Copies | 7,000 | 3,349 | 5,000 |
| Sundry Supplies | 500 | 2,441 | 2,500 |
| Electric | 18,000 | 15,725 | 17,000 |
| Telephone | 0 | 1 | 50 |
| Vehicle Expenses | 100 | 68 | 100 |
| Contract Services | 63,000 | 61,358 | 65,000 |
| Water/Sewer | 1,500 | 1,346 | 1,500 |
| Repairs | 5,000 | 2,964 | 5,000 |
| Travel & Meetings | 500 | 122 | 500 |
| Depreciation | 20,000 | 16,579 | 19,000 |
| Software Amortization | 0 | 0 | 250 |
| Equipment | 10,000 | 0 | 5,000 |
| Software | 3,500 | 0 | 3,500 |
| Training | 0 | 1,235 | 1,500 |
| Sundry Expenses | 500 | 2,599 | 2,500 |
| Total Indirect Costs | 142,600 | 117,800 | 139,400 |
| Fringe Benefit Cost Rate Computation: | | | |
| Total Fringe Benefit Costs | 264,597 | 220,459 | 222,722 |
| Total Labor Costs (Direct and Indirect) | 416,880 | 334,536 | 385,892 |
| = Fringe Benefit Cost Rate | 63.47% | 65.90% | 57.72% |
| Indirect Cost Rate Computation: | | | |
| Total Indirect Costs | 142,600 | 117,800 | 139,400 |
| Only Direct Labor Costs | | | |
| = Indirect Cost Rate | 82.94% | 138.43% | 89.69% |
| Summary: | | | |
| Fringe Benefit Rate | 63.47% | 65.90% | 57.72% |
| Total Overhead Cost | 146.41% | 204.33% | 147.41% |

| FY 2022 SUMMARY OF PROJECT BUDGET SOURCE OF FUNDS (Continued) | | | | | | | | | | | |
|---|--------------------|---------------------|---------------|----------------|----------------|---------------|-------------------|----------------|------|------|-------|
| SUBCATEGORY | AMOUNT BUDGETED | ODOT/FHWA/STP/FUNDS | | | | FTA SEC. 5307 | | | CDBG | ODPS | LOCAL |
| | | FHWA SHARE | ODOT SHARE | STP SHARE | LOCAL MATCH | FTA SHARE | RTA/ODOT SHARE | LOCAL MATCH | | | |
| 601 SHORT RANGE PLANNING | | | | | | | | | | | |
| Direct Labor | 50,000 | 40,000 | 5,000 | | 5,000 | | | | | | |
| Other Direct | 13,035 | 10,428 | 1,304 | | 1,304 | | | | | | |
| Indirect | 44,845 | 35,876 | 4,485 | | 4,485 | | | | | | |
| Benefits | 28,860 | 23,088 | 2,886 | | 2,886 | | | | | | |
| TOTAL | 136,740 | 109,392 | 13,674 | | 13,674 | | | | | | |
| 602 TIP | | | | | | | | | | | |
| Direct Labor | 35,000 | 28,000 | 3,500 | | 3,500 | | | | | | |
| Other Direct | 10,000 | 8,000 | 1,000 | | 1,000 | | | | | | |
| Indirect | 31,392 | 25,113 | 3,139 | | 3,139 | | | | | | |
| Benefits | 20,202 | 16,162 | 2,020 | | 2,020 | | | | | | |
| TOTAL | 96,594 | 77,275 | 9,659 | | 9,659 | | | | | | |
| 605 SURVEILLANCE | | | | | | | | | | | |
| Direct Labor | 35,000 | 28,000 | 3,500 | | 3,500 | | | | | | |
| Other Direct | 25,162 | 20,130 | 1,000 | | 1,000 | | | | | | |
| Indirect | 31,392 | 25,113 | 3,139 | | 3,139 | | | | | | |
| Benefits | 20,202 | 16,162 | 2,020 | | 2,020 | | | | | | |
| TOTAL | 111,756 | 89,404 | 11,176 | | 11,176 | | | | | | |
| 605.8 TRANSPORTATION - STP (PID 105331) | | | | | | | | | | | |
| Direct Labor | 28,000 | | | 28,000 | | | | | | | |
| Other Direct | 4,512 | | | 4,512 | | | | | | | |
| Indirect | 25,113 | | | 25,113 | | | | | | | |
| Benefits | 16,162 | | | 16,162 | | | | | | | |
| TOTAL | 73,787 | | | 73,787 | | | | | | | |
| 610 CONTINUING PLANNING | | | | | | | | | | | |
| Direct Labor | 10,680 | 8,544 | 1,068 | | 1,068 | | | | | | |
| Other Direct | 5,756 | 4,605 | 576 | | 576 | | | | | | |
| Indirect | 9,579 | 7,663 | 958 | | 958 | | | | | | |
| Benefits | 6,164 | 4,932 | 616 | | 616 | | | | | | |
| TOTAL | 32,179 | 25,744 | 3,128 | | 3,128 | | | | | | |
| 610.4 LONG RANGE PLANNING STP (PID 105331) | | | | | | | | | | | |
| Direct Labor | 49,413 | | | 49,413 | | | | | | | |
| Other Direct | 3,960 | | | 3,960 | | | | | | | |
| Indirect | 44,319 | | | 44,319 | | | | | | | |
| Benefits | 28,521 | | | 28,521 | | | | | | | |
| TOTAL | 126,213 | | | 126,213 | | | | | | | |
| 674 MASS TRANSPORTATION MPO | | | | | | | | | | | |
| Direct Labor | 3,500 | 2,800 | 350 | | 350 | | | | | | |
| Other Direct | 2,000 | 1,600 | 200 | | 200 | | | | | | |
| Indirect | 3,139 | 2,511 | 135 | | 135 | | | | | | |
| Benefits | 2,020 | 1,616 | 87 | | 87 | | | | | | |
| TOTAL | 10,659 | 10,866 | 571 | | 571 | | | | | | |

| FY 2021 SUMMARY OF PROJECT BUDGET SOURCE OF FUNDS (Continued) | | | | | | | | | | | |
|---|--------------------|---------------------|---------------|--------------|----------------|---------------|-------------------|----------------|------|------|-------|
| SUBCATEGORY | AMOUNT BUDGETED | ODOT/FHWA/STP/FUNDS | | | | FTA SEC. 5307 | | | CDBG | ODPS | LOCAL |
| | | FHWA SHARE | ODOT SHARE | STP SHARE | LOCAL MATCH | FTA SHARE | RTA/ODOT SHARE | LOCAL MATCH | | | |
| 675 MASS TRANSPORTATION ACRTA | | | | | | | | | | | |
| Excludable | 36,000 | | | | | 28,800 | 3,600 | 3,600 | | | |
| TOTAL | 36,000 | | | | | 28,800 | 3,600 | 3,600 | | | |
| 675 MASS TRANSPORTATION MPO | | | | | | | | | | | |
| Direct Labor | 9,489 | | | | | 7,591 | 949 | 949 | | | |
| Other Direct | 12,523 | | | | | 10,018 | 1,252 | 1,252 | | | |
| Indirect | 8,511 | | | | | 6,809 | 851 | 851 | | | |
| Benefits | 5,477 | | | | | 4,382 | 548 | 548 | | | |
| TOTAL | 36,000 | | | | | 28,800 | 3,600 | 3,600 | | | |
| 697 ANNUAL REPORT | | | | | | | | | | | |
| Direct Labor | 1,500 | 1,200 | 150 | | 150 | | | | | | |
| Other Direct | 2,000 | 1,600 | 200 | | 200 | | | | | | |
| Indirect | 1,345 | 1,076 | 135 | | 135 | | | | | | |
| Benefits | 866 | 693 | 87 | | 87 | | | | | | |
| TOTAL | 5,711 | 4,569 | 571 | | 571 | | | | | | |

| FY 2021 SUMMARY OF PROJECT BUDGET SOURCE OF FUNDS (Continued) | | | | | | | | | | | |
|---|--------------------|---------------------|---------------|----------------|----------------|---------------|-------------------|----------------|---------------|---------------|----------------|
| SUBCATEGORY | AMOUNT BUDGETED | ODOT/FHWA/STP/FUNDS | | | | FTA SEC. 5307 | | | CDBG | ODPS | LOCAL |
| | | FHWA SHARE | ODOT SHARE | STP SHARE | LOCAL MATCH | FTA SHARE | RTA/ODOT SHARE | LOCAL MATCH | | | |
| ALL SUBCATEGORIES | | | | | | | | | | | |
| Direct Labor | 302,338 | 108,544 | 13,568 | 77,413 | 13,568 | 7,591 | 949 | 949 | 4,044 | 29,914 | 45,798 |
| Other Direct | 84,429 | 46,362 | 5,795 | 8,472 | 5,795 | 10,018 | 1,252 | 1,252 | 30 | 5,086 | 365 |
| Indirect | 271,167 | 97,353 | 12,169 | 69,432 | 12,169 | 6,809 | 851 | 851 | 3,627 | 0 | 67,906 |
| Benefits | 174,509 | 62,652 | 7,831 | 44,683 | 7,831 | 4,382 | 548 | 548 | 2,334 | 0 | 43,701 |
| TOTAL | 832,443 | 314,911 | 39,364 | 200,000 | 39,364 | 28,000 | 3,600 | 3,600 | 10,035 | 35,000 | 157,770 |

- ACRTA's work is funded through FTA's Section 5307.
- These totals reflect the entire budget of the LACRPC which is the responsible agency for the work completed except for work element 675 (ACRTA) which is the responsibility of the Allen County Regional Transit Authority.
- The MPO will perform services for the ACRTA using Section 5307 Funding.

LIST OF ACRONYMS

AAC: Administrative Affairs Committee
ACRTA: Allen County Regional Transit Authority
ADA: Americans with Disabilities Act of 1990
AEDG: Allen Economic Development Group
ASA: Agricultural Security Area
CAAC: Citizens Accessibility Advisory Committee
CAC: Citizens Advisory Committee
CDBG: Community Development Block Grant
CDC: Community Development Committee
CEDS: Community Economic Development Strategy
CFR: Code of Federal Regulations
CHIS: Comprehensive Housing Improvement Strategy
CMAQ: Congestion Mitigation and Air Quality
CMS: Congestion Management System
CTSP: Community Traffic Safety Program
COP: Community Oriented Policing
CY: Calendar Year
DARE: Drug Awareness and Resistance Education
DCC: Developmental Controls Committee
E&D: Elderly and Disabled
EC: Executive Committee
EDA: U.S. Economic Development Administration
FEMA: Federal Emergency Management Agency
FHWA: Federal Highway Administration
FIRM: Flood Insurance Rate Map
FRA: Federal Railroad Administration
FSA: Farm Service Administration
FTA: Federal Transit Administration
FY: Fiscal Year
GIS: Geographic Information System
GPS: Global Positioning System
HUD: U.S. Department of Housing and Urban Development
ISTEA: The Intermodal Transportation Efficiency Act of 1991
ITS: Intelligent Transportation Systems
ITRS: Integrated Traffic Records System
KAB: Keep America Beautiful
HSP: Highway Safety Program
LACNIP: Lima-Allen County Neighborhoods In Partnership
LACRPC: Lima-Allen County Regional Planning Commission
LEPC: Local Emergency Planning Committee
LOS: Level of Service
LUCA: Local Update of Census Addresses
MIS: Major Investment Study
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MUTCD: Manual of Uniform Traffic Control Devices
NAICS: North American Industrial Classification System
NRAC: Natural Resource Assistance Council
NRCS: Natural Resource Conservation Service
NTMP: Neighborhood Traffic Management Program

OARC: Ohio Association of Regional Councils
ODA: Ohio Department of Agriculture
ODNR: Ohio Department of Natural Resources
ODPS: Ohio Department of Public Safety
ODOT: Ohio Department of Transportation
OEPA: Ohio Environmental Protection Agency
OOCJS: Ohio Office of Criminal Justice Services
ORC: Ohio Revised Code
ORC: Ottawa River Coalition
ORDC: Ohio Rail Development Commission
ODSA: Ohio Development Services Agency
PUCO: Public Utilities Commission of Ohio
PUD: Planned Unit Development
SRT: Safety Review Team
SCP: Safe Community Program
SF: Standard Form
SHPO: State (Ohio) Historic Preservation Office
STP: Surface Transportation Program
SAFETEA-LU: Safe Accountable Flexible Efficient Transportation Equity Act: Legacy for Users
STIP: State Transportation Improvement Program
TAC: Transportation Advisory Committee
TAZ: Traffic Analysis Zone
TCC: Technical Coordinating Committee
TDM: Transportation Demand Management
TDP: Transit Development Plan
TE: Transportation Enhancement
TIP: Transportation Improvement Program
UMTA: Urban Mass Transportation Act of 1964
UPWP: Unified Planning Work Program

AUDIT STATEMENT

The Lima-Allen County Regional Planning Commission maintains its own set of accounting records. The Allen County Auditor acts as fiscal agent. The audit examines and evaluates the system of internal accounting control of the Commission, including applicable internal administrative controls used in administering federal financial assistance programs. Such audit is conducted according to generally accepted auditing standards (Standards for Audit of Governmental Organizations, Programs, Activities, and Functions) issued by the U.S. General Accounting Office under the Single Audit Act of 1984. The organization-wide audit will be performed in conformance with the Office of Management and Budget Circular A-133 (Audits of State and Local Governments).

CERTIFICATE OF INDIRECT COSTS

RESOLUTION
METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

WHEREAS, in accordance with 23 CFR 450.334, the Transportation Coordinating Committee (TCC) of the Lima-Allen County Regional Planning Commission (LACRPC) was designated as the Metropolitan Planning Organization (MPO) responsible for the transportation planning functions within Allen County and the Lima Urbanized Area by the Governor of the State of Ohio; and,

WHEREAS, the Joint Planning Regulations issued October 28, 1993 by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) require a Unified Planning Work Program (UPWP) be prepared addressing the major transportation issues in the metropolitan planning area as the basis and justification for soliciting federal/state funding; and,

WHEREAS, the TCC has approved the preliminary FY 2022 Unified Planning Work Program and finds that it has been prepared in accordance subsequent to the general direction of the Ohio Department of Transportation (ODOT) and applicable requirements as established under:

- I. 49 U.S.C. Section 5323(k), 23 U.S.C. 135, and 23 CFR part 450.220;
- II. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State Under 23 U.S.C. 324 and 29 U.S.C. 794;
- III. Section 1101 of the Transportation Equity Act for the 21st Century (TEA-21/Pub. L. 105-178) regarding the involvement of disadvantaged business enterprises in the FHWA and the FTA funded project (Sec. 105 (f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23);
- IV. Sections 1107 and 6001 of the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU/Pub. L. 109-59) regarding metropolitan planning requirements for certain organizations; and,
- V. Section 1105 of the Moving Ahead for Progress in the 21st Century Act (MAP-21/Pub. L. 112-141) regarding MPO responsibility to establish a cooperative, continuous and comprehensive framework for making transportation investment decisions in metropolitan areas; and,
- VI. Section 1201 of the Fixing America's Surface Transportation Act (FAST Act/Pub L. 114-94); requiring MPOs to expand consultation and participation in the public planning process and affect changes to the selection criteria for MPO officials; and,
- VII. The provision of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulation; and,
- VIII. The provision of 49 CFR part 20 regarding restrictions on influencing certain activities.

NOW, THEREFORE, BE IT RESOLVED by the Transportation Coordinating Committee of the LACRPC that the FY 2022 Unified Planning Work Program, as presented is consistent with federal planning requirements to the degree appropriate for the size of the area and the complexity of its transportation problems and be submitted to ODOT/FHWA/FTA for federal funding assistance.

ADOPTED THIS 22nd DAY OF APRIL, 2021

Steve Ewing, Chair, Transportation Coordinating Committee, MPO
Lima-Allen County Regional Planning Commission

Attest: Shane A. Coleman, Executive Director
Lima-Allen County Regional Planning Commission

**RESOLUTION: APPROVING THE FY 2022 UNIFIED PLANNING WORK PROGRAM AS A
BASIS FOR SOLICITING FEDERAL FUNDING ASSISTANCE**

WHEREAS, the Transportation Coordinating Committee (TCC) of the Lima-Allen County Regional Planning Commission, designated as the Metropolitan Planning Organization (MPO), has approved the preliminary FY 2022 Unified Planning Work Program as a basis for soliciting Federal Funding assistance; and,

WHEREAS, the Funding Agencies have reviewed and commented on the preliminary FY 2022 Unified Planning Work Program; and,

WHEREAS, the Transportation Coordinating Committee has now incorporated the comments of the reviewing agencies; and,

WHEREAS, the Transportation Coordinating Committee believes that the Federal Funding assistance is essential to carry on the planning process in Allen County;

NOW, THEREFORE, BE IT RESOLVED by the Transportation Coordinating Committee of the LACRPC that the FY 2022 Unified Planning Work Program be submitted to ODOT/FHWA and Federal Transit Administration (FTA) for Federal Funding assistance.

ADOPTED THIS 22nd DAY OF APRIL, 2021

Steve Ewing, Chair, Transportation Coordinating Committee, MPO
Lima-Allen County Regional Planning Commission

Attest: Shane A. Coleman, Executive Director
Lima-Allen County Regional Planning Commission

**TITLE VI PROGRAM
LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION
FY 2022 UNIFIED PLANNING WORK PROGRAM**

1. Which office within your organization has lead responsibility for Title VI compliance?

The size of the Agency precludes a separate office. Compliance responsibilities are part of the job description of existing staff.

2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.

Ms. Marlene Schumaker, the Grants Administrator, is the Title VI contact person for this Agency. She accepts written, electronic and verbal complaints from the public. Ms. Schumaker is responsible for addressing complaints from the public. The Title VI contact person can be reached by telephone at 419-228-1836, by email at mschumaker@lacrpc.com or by mail at 130 W. North Street, Lima, OH 45801-4311.

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

Yes. Our Title VI Plan & Compliance Procedures can be found at the Agency website at: <https://www.lacrpc.com/title-vi/>

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

The Title VI policy can be found on page 1.1 of the Title VI Plan & Compliance Procedures available at:

<https://www.lacrpc.com/wpcontent/uploads/Reports/TransportationPlanning/Title-VI-Plan-April-2012.pdf>

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

The LACRPC has a formal adopted Title VI Program complaint process. The document is available on the Agency website at:

<https://www.lacrpc.com/wpcontent/uploads/Reports/TransportationPlanning/Title-VI-Plan-April-2012.pdf>

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

Yes. The Agency has an interactive form available at: <https://www.lacrpc.com/title-vi/title-vi-complaint-form/>

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

The Agency has placards and posters in the front entry and reception area. The LACRPC also posts civil rights information on the Agency website and includes a description of the respective complaint procedure and a complaint form.

8. In the past three years, has your organization been named in any Title VI and/or 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.

The Agency has not been named in a discrimination complaint or lawsuit.

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

Yes, the Agency has Title VI compliance documentation included in the Unified Planning Work Program as well as a Resolution attesting to the Metropolitan Transportation Planning Processes. The Title VI Baseline Assessment Tool is an attachment to the Unified Planning Work Program prepared annually. The resolution is submitted as an attachment to the Unified Planning Work Program prepared annually.

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

The Agency and local governments are small in size. The majority of MPO funded contracts are issued as ODOT Let Projects wherein all contracts carry ODOT approved contract language governing "Standard DOT Title VI Assurances for Contractor Requirements" inclusive: Compliance of 49 CFR Part 21 Regulations, Nondiscrimination, Solicitations for Subcontractors, Procurements of Materials and Equipment, the mandatory provision of Information and Reporting, Sanction for Noncompliance, etc. If Federal funds are used, Federal rules are invoked and ODOT is charged with oversight responsibilities. In such cases ODOT is actively involved in the contracting process. Now, the LPAs may engage consultants to perform architectural, engineering and related services needed to develop a Federal-aid project without solicitation of projects wherein the total fee is less than \$50,000. The scope of work, project phases, and contract requirements may not be broken down into smaller components merely to permit the use of this fee exempt procedure. Noting this exception to Federal requirements the consultant selection process is dependent on the use of Federal funds. If Federal funds are used in a consultant agreement, Federal rules are invoked and ODOT is charged with oversight responsibilities. In such cases ODOT is actively involved in the consultant selection and contracting process. If Federal funds are not used in a consultant agreement, the LPA must select an ODOT prequalified consultant in accordance with State law, but the LPA consultant selection process will not be subject to oversight from ODOT.

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

| | |
|--|-----|
| Title VI posters in public buildings | Yes |
| Title VI brochures at public events | No |
| Title VI complaint forms in public buildings | No |
| Title VI complaint forms at public events | No |
| Title VI policy posted on your website | Yes |
| Title VI Program Plan posted on your website | Yes |
| Other | N/A |

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?**

In April 2007, the MPO adopted a Public Participation Plan (PPP) which identified techniques and procedures to engage the elderly, minority, low income, disabled, and LEP populations with the transportation planning process. The Plan was formally reviewed and revised in 2009, 2010, 2013, 2019, and 2021. While the formal review process continued in 2015 and 2017, to measure the MPO's progress toward meeting stated goals, the Plan was not revised. The LACRPC Public Participation Plan – Revised February 2021 can found on the agency website at <https://www.lacrpc.com/wp-content/uploads/Reports/DraftDocumants/Draft-Public-Participation-Plan-Revised-September-2019-COMLETE.pdf>

- 13. Please select which of the following outlets your organization uses to provide notices to different population groups (select all that apply):**

| | |
|---|-----|
| Neighborhood and community paper advertisements | Yes |
| Community radio station announcements | Yes |
| Church and community event outreach | Yes |
| Targeted fliers distributed in particular neighborhoods | Yes |
| Other | Yes |

The MPO openly engages the transportationally disadvantaged populations using various outreach efforts including focus groups, neighborhood meetings, open houses, placards, public meetings, county fair, newsletters, newspapers, electronic media outlets and/or the internet as necessary. Proposed projects are identified along with their respective impacts during meetings held in offices/centers within the minority community; such meetings are sponsored in part by local social service providers and/or neighborhood groups and held in ADA accessible buildings located on the Transit Authority's fixed route system. For residents without access to fixed route services the Transit Authority provides free transportation services to those interested in attending such events.

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

Yes. The following groups are active planning participants, many with seats on multiple standing and advisory committees serving the Agency: Audubon Society, Allen County Council on Aging, West Ohio Community Action Partnership, Delphos Senior Citizens, Lima Memorial Hospital, Mental Health & Recovery Services, Lima-Allen Metropolitan Housing Authority, St. Rita's Medical Center, Allen County Regional Transit Authority, Johnny Appleseed Metropolitan Park District, Legal Aide Services, Allen County Public Health, Sharon Park Neighborhood Association, Ottawa River Coalition, Allen County Board of DD, Allen County Juvenile Court, Lakewood West Neighborhood Association, Southside Neighborhood Association, City View Terrace Neighborhood Association, Martin Luther King Jr. Neighborhood Association, Northwest Perry Revitalization Group, Superior Federal Credit Union, Union Bank, Lima Samaritan House, Allen County JFS, Huntington National Bank, Realtor's Association, Coleman Professional Services, Lima Area Habitat for Humanity, Clymer Medical Transport, Inc., Marimor Industries, Goodwill Industries, West Central Ohio Health Ministries, Family and Children First Council, Area Agency on Aging, and the Children's

Developmental Center. The Agency also coordinates with area municipalities (7) and townships (12) as well as ODOT.

15. Do you take the following into consideration when identifying a public meeting location (select all that apply)?

| | |
|--|-----|
| Parking | Yes |
| Accessibility by public transportation | Yes |
| Meeting times | Yes |
| Existence of ADA ramps | Yes |
| Familiarity of community with meeting location | Yes |

The Agency tracks the location of ADA accessible buildings suitable as venues for public meetings. The Agency also works to ensure public transit or paratransit services are readily available for such meetings.

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. There have been no requests for special assistance in the past year. In 2015, however, a request to translate the Regional Transportation Coordination Plan was received and braille services approved. A subsequent request for the same Plan was received; predicated upon the resident's low vision; the request was approved and the Plan was generated in a large font format. Today, that same Plan is generated in a large font format. No other requests for translation services (e.g. English to Spanish or English to Mandarin Chinese) have been received.

LIMITED ENGLISH PROFICIENCY (LEP) AND LANGUAGE ASSISTANCE:

17. Are you familiar with the LEP four-factor analysis methodology?

Yes – familiar with but not necessarily experienced or fully competent. Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee; Factor 2: The frequency that LEP individuals come in contact with the program; Factor 3: The Nature and Importance of the Program, Activity, or Services Provided; and, Factor 4: The Resources Available to the Commission & Costs.

18. Are you familiar with the LEP language assistance Safe Harbor threshold?

Yes. Eligible LEP groups constitute 5% or 1,000 persons of the total population qualified to be served. These Safe Harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. The 2019 ACS identified the number of persons who “speak a language other than English AND “speak English less than Very Well” at (401) or approximately or 0.39% of the 2019 population of Allen County (102,351), (based on table B16003 of the ACS data).

19. Does your organization have an LEP Plan and/or Language Assistance Plan (LAP)? If so, please provide the website link or attach a copy.

No. We do not currently have a Plan to address the needs of LEP populations. To date, the MPO has never received such a request from an LEP person or any member of any LEP

population group; but not until recently has the safe harbor threshold been documented. The MPO has discussed the need for oral translators with like-minded agencies to ensure that oral services are available during normal business hours on an as needed basis should such services ever be requested. The MPO will work toward developing new LEP policies.

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. Based on Factor 3 above we do not possess any vital “documents”. However, discussions regarding the need for Spanish language forms (251 Spanish/680 LEP) have occurred. The MPO policy board has adopted the U.S Department of Justice’s Safe Harbor Provision whereby it will provide written translation of vital documents for LEP populations that constitute 1,000 persons or five percent (5%) of the total population to be serviced.

21. Do you have a list of staff who speak languages other than English?

The LACRPC is small and no staff person is proficient in a language other than English.

22. Do you provide free translation services in languages other than English to the public upon request?

Unless requested, the LACRPC does not translate planning documents; there have been no requests for document translation to another language. At public meetings, information is displayed utilizing appropriate visualization techniques, with graphs, photographs, drawings, and/or maps that can be interpreted with minimal language skills. The MPO will however, provide meaningful access to LEP persons through free oral translation services on request and in a timely manner. The MPO has been in contact with multi-lingual faculty members at Bluffton University to work thru LEP policy development issues.

23. How often do you receive request for language assistance?

To date the MPO has not received any request for language assistance from an LEP person or representative of an LEP group. The LACRPC has received a request for a document in Braille and in large print; both requests were satisfied.

TITLE VI TRAINING:

24. Who provides Title VI training to your staff?

Typically, the Agency takes advantage of services provided by staff at the ODOT’s Office of Equal Opportunity (OEO) and the Local Technical Assistance Program (LTAP). Technical interpretations have been secured from OEO personnel. Civil Rights-related training has been secured from LTAP workshops/webinars targeting the ADA, DBEs and Title VII regarding unlawful employment practices. But such training is limited.

25. How often are Title VI trainings conducted?

The Agency takes advantage of available trainings as they are offered by ODOT. The frequency with which they are offered are balanced against the staffing available and the workload at the time.

26. How many staff were trained on Title VI this year?

None.

TRANSPORTATION PLANNING PROGRAM-DATA COLLECTION AND ANALYSIS:

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

Yes. The Agency's Public Participation Plan, available on the Agency website <https://www.lacrpc.com/wp-content/uploads/Reports/DraftDocumants/Draft-Public-Participation-Plan-Revised-September-2019-COMplete.pdf> maintains detailed documentation regarding procedures/efforts to incorporate Title VI requirements into the region's urban transportation planning program. Procedures are described within the Plan that include engaging the transportationally disadvantaged populations using focus groups, neighborhood meetings, open houses, placards, public meetings, newsletters, newspapers, electronic media outlets and/or the internet as necessary. Proposed projects are identified along with their respective impacts during meetings held in offices/centers within the minority community; such meetings are sponsored in part by local social service providers or neighborhood groups.

28. Does your organization maintain socio-demographic data and mapping for the transportation planning region?

Yes. As a Census Affiliate, the Agency uses census data to create detailed demographic profiles of all local jurisdictions and recognized neighborhood organizations within the MPO region. These profiles are utilized throughout the planning process and integrated within documents prepared by the MPO including its Public Participation Plan, Transportation Improvement Program (TIP), Transit Development Plans, Long Range Transportation Plan, Public Transit-Human Service Transportation Coordination Plan, air quality assessments, environmental justice (EJ) analyses, as well as local plans such as Community Economic Development Plans (CEDs), comprehensive land use, and Community Housing Improvement Programs (CHIP) as well as Community Health Improvement Plans (CHIP). Such reports are located <https://www.lacrpc.com/reports-2/> or <https://www.lacrpc.com/transportation-planning/>.

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

The MPO's Environmental Justice (EJ) analysis identifies all minority groups and concentrations to assess potential impacts of MPO planning activities or projects. The MPO uses its travel demand model to track potential negative consequences to areas overrepresented by protected classes, especially with respect to travel time and access to public transportation services. The results of these analyses are channeled through the various committees in the MPOs organizational structure and presented to local elected officials and transportation stakeholders. All recommendations with all comments, as well as responses to those comments and recommendations are documented and forwarded to the

Policy Committee and ODOT for concurrence. The release of new ACS data in December of 2013 was insightful and the MPO Board and affected communities have been notified of LEP planning requirements.

MPO staff includes engineers, planners, and data analysts who execute their analyses using accepted best practices. Staff applies industry standards to predict impacts and forecast the effects of planned projects. Ongoing processes collect and monitor information about how transportation and environment plans affect low-income and minority populations. With respect to transportation plans, the MPO collects and analyzes crash and safety data, commute time, congestion, access to public transit, and other parameters measuring the value of a transportation system. Environmental plans are evaluated by the extent of physical impacts of right-of-way acquisitions, traffic volume/noise, impacts water quality and access to municipal water services, wastewater treatment, and air quality. Current data is collected and analyzed for every regionally significant planning process or study. The Agency performs both Social, Economic and Environmental (SEE) and EJ analyses to identify and assess disproportionate impacts on the transportationally disadvantaged. It should be understood that the Agency has an open-door policy with respect to its internal committee members and advocates for the transportationally disadvantaged; a policy provides free and unfettered access to the staff to ensure everyone's access to, and understanding of, project impacts.

30. Does your organization conduct Transportation Plan and Transportation Improvement Program and conduct environmental justice (EJ) 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.

Within both the MPO's Transportation Plan and its TIP, the results of an EJ and socio-economic & environmental analysis are reflected. In cooperation with ODOT, the MPO utilizes its urban travel demand model to reveal proposed project impacts by traffic analysis zone. All impacts to zones are identified using benchmarks reflecting accessibility within each TAZ measured by travel time to work, school, shopping and other. The MPO uses the Travel Demand Model and Air Quality Conformity Determination. The SEE maps every project by demographic group and identifies protected classes. The SEE assessment identifies rights-of-way required for new projects and assesses same against build and no-build scenarios. These tasks are ongoing in the public planning and outreach programs associated with the long range and short-range transportation plans. Such measures serve as solid baseline measures to assess new or existing disparities in the transportation system. References to the EJ and SEE analysis are an integral part of the Long-Range Transportation Plan. The TIP includes only a nominal reference as all TIP projects have already been included in the 2040 Long Range Transportation Plan. Draft documents are published on the Agency website. Draft documents are also made available to local political subdivisions, key government offices, and to the Lima Public Library. Any public comments are included in all final documents.

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

No. The MPO staff has been rebuffed in such efforts by our membership – even by our most committed board and advisory committee members. Staff's perspective is that the level of government reporting has become so pervasive that people are just exhausted of it and unwilling to comply. Individuals are not even willing to identify themselves by age cohort, gender or disability status. The MPO Committee structure does reflect a broad-based approach and attempts to be inclusive reflect a recruitment from all protected classes. The Agency does have a strong understanding of each committee member's physical and demographic and socio-economic characteristics. The Agency does formally request such

information at all standing committee meetings in an attempt to comply with such reporting requirements.

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.**

The person who prepared and submitted this document was Shane A. Coleman, Executive Director of the Lima-Allen County Regional Planning Commission which is located at 130 W. North Street in Lima, Ohio 45801. Mr. Coleman can be reached at 419-228-1836 or scoleman@lacrpc.com.

- 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.**

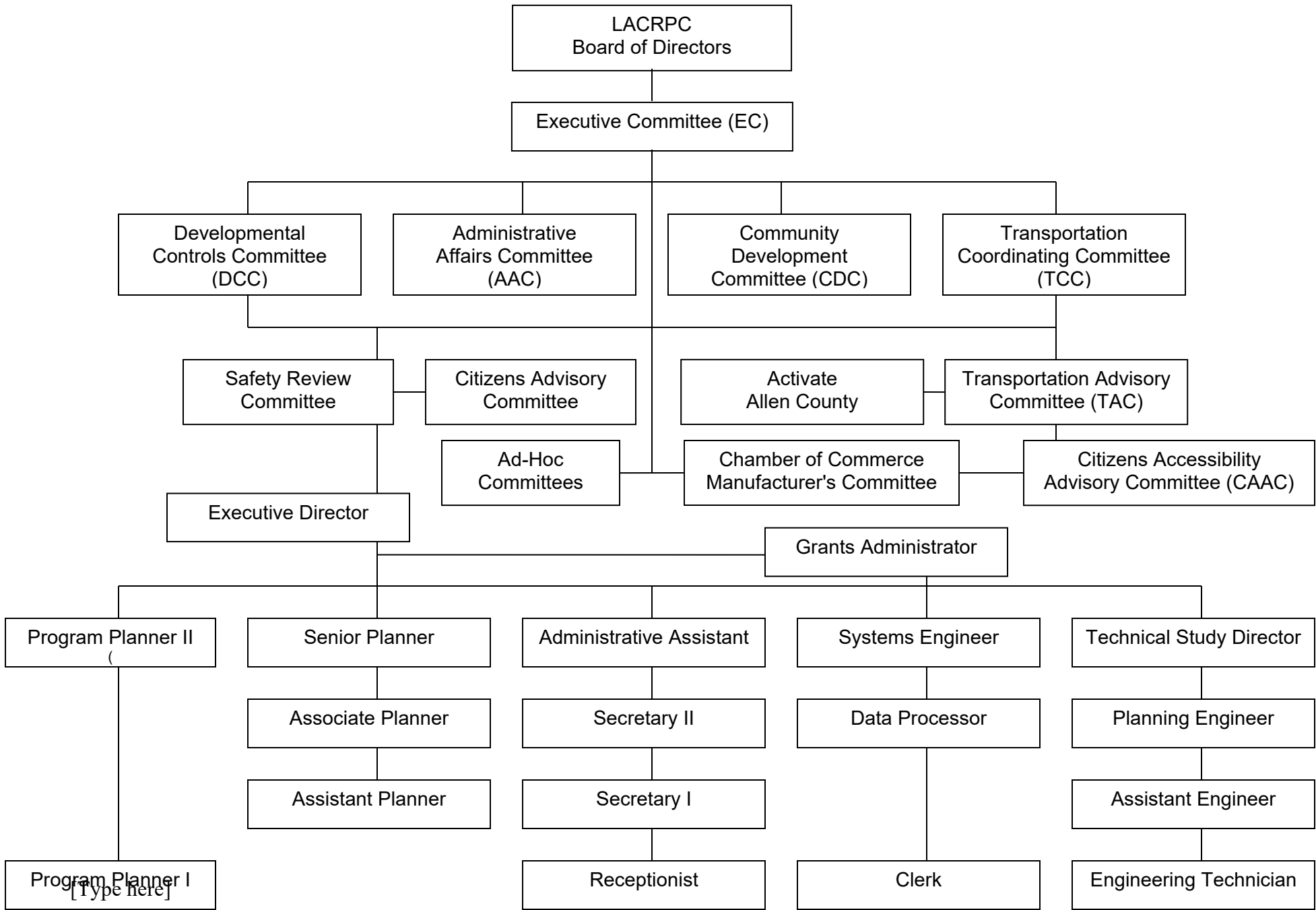
No.

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

Yes. Title VI trainings are rare and advance notice is often inadequate. We are a rural area with a strong agricultural processing sector. We have a growing pool of Hispanic and Chinese residents. Although these populations currently fail to meet minimum thresholds for translation services, they are a growing population. We are interested in establishing a pool of local linguists who can support local governments to advance LEP concerns without incurring excessive costs. Several agencies have expressed an interest in exploring such an opportunity including: Western Ohio Community Action Partnership, Head Start, Allen County Public Health, United Way, Allen County Sheriff's Office, Regional Transit Authority, and Allen County Jobs & Family Services.

FRINGE BENEFITS & INDIRECT COSTS AGREEMENT

ORGANIZATIONAL STRUCTURE



| STAFF PROFILE AND ESTIMATED TIME ALLOCATION | | | | | | | | | |
|---|---------------|----------|-------|-------|-------|-----|------|-------|-------|
| Staff Position | Salary | Indirect | ODOT/ | STP | Local | RTA | ODPS | CDBG% | Total |
| | Range | % | FHWA | % | % | % | % | | |
| | | | % | | | | | | |
| Executive Director | 63,000-97,039 | 20% | 30% | 1525% | 15% | 5% | 1% | 4% | 100% |
| Grants Administrator | 52,000-88,214 | 50% | 15% | 10% | 10% | 5% | 5% | 5% | 100% |
| Planning Engineer | 46,500-74,366 | 10% | 55% | 25% | 10% | 0% | 0% | 0% | 100% |
| Program Planner II | 36,400-63,974 | 5% | 15% | 10% | 10% | 0% | 0% | 60% | 100% |
| Assistant Planner | 32,760-53,582 | 5% | 55% | 35% | 2% | 2% | 0% | 1% | 100% |
| Assistant Planner | 32,760-53,582 | 5% | 60% | 25% | 10% | 0% | 0% | 0% | 100% |
| Assistant Planner | 32,760-53,582 | 5% | 40% | 10% | 45% | 0% | 0% | 0% | 100% |
| Secretary I | 26,000-36,255 | 75% | 10% | 5% | 5% | 5% | 0% | 0% | 100% |
| Intern | 10/hour | 2% | 48% | 50% | 0% | 0% | 0% | 0% | 100% |
| Intern | 10/hour | 2% | 48% | 50% | 0% | 0% | 0% | 0% | 100% |

| COST DISTRIBUTION FOR FY 2022 | | | | | |
|----------------------------------|----------------|-----------------------|---------------|----------------|--------------------|
| Funding Source | Total Cost | Proposed Distribution | | | |
| | Allocated | Direct | Other | Indirect | Fringe Benefits |
| | | Labor | Direct | | |
| FHWA/OD OT | 354,275 | 122,112 | 52,58 | 109,522 | 70,483 |
| STP | 200,000 | 77,413 | 8,472 | 69,432 | 44,683 |
| FTA | 32,400 | 8,540 | 11,271 | 7,660 | 4,929 |
| ODPS | 35,000 | 29,914 | 5,086 | | |
| CDBG | 10,035 | 4,044 | 30 | 3,627 | 2,334 |
| LOCAL | 200,734 | 60,315 | 7,413 | 80,926 | 52,080 |
| TOTAL | 832,433 | 302,338 | 84,429 | 271,167 | 174,509 |

| ESTIMATED INDIRECT COST POOL | | | |
|--|----------------|----------------|----------------|
| | FY 2020 | FY 2020 | FY 2022 |
| | Estimated | Actual | Estimated |
| Employee Wages: | | | |
| Direct Labor | 334,436 | 221,074 | 302,338 |
| Indirect Labor | 82,444 | 113,462 | 83,554 |
| Total Labor | 416,880 | 334,536 | 385,892 |
| Fringe Benefits: | | | |
| Sick Leave | 36,584 | 31,393 | 15,434 |
| Vacation | 38,873 | 31,682 | 26,710 |
| Holiday | 13,714 | 15,167 | 17,457 |
| Miscellaneous Leave Pay | 1,371 | 7,782 | 8,000 |
| Subtotal Fringe Benefits | 90,542 | 86,024 | 67,601 |
| Other Fringe Benefits: | | | |
| Ohio Public Employees Retirement | 59,676 | 59,945 | 54,025 |
| Health Insurance | 95,000 | 69,004 | 95,000 |
| Medicare | 6,181 | 6,140 | 5,595 |
| Worker's Compensation | 5,541 | -131 | 0 |
| Other Benefit | 7,657 | 477 | 500 |
| Subtotal Other Fringe Benefits | 174,055 | 134,435 | 155,120 |
| Total Fringe Benefits | 264,597 | 220,459 | 222,120 |
| Indirect Expenses: | | | |
| Office Supplies | 12,000 | 8,992 | 10,000 |
| Postage | 1,000 | 1,020 | 1,000 |
| Copies | 7,000 | 3,349 | 5,000 |
| Sundry Supplies | 500 | 2,441 | 2,500 |
| Electric | 18,000 | 15,725 | 17,000 |
| Telephone | 0 | 1 | 50 |
| Vehicle Expenses | 100 | 68 | 100 |
| Contract Services | 63,000 | 61,358 | 65,000 |
| Water/Sewer | 1,500 | 1,346 | 1,500 |
| Repairs | 5,000 | 2,964 | 5,000 |
| Travel & Meetings | 500 | 122 | 500 |
| Depreciation | 20,000 | 16,579 | 19,000 |
| Software Amortization | 0 | 0 | 250 |
| Equipment | 10,000 | 0 | 5,000 |
| Software | 3,500 | 0 | 3,500 |
| Training | 0 | 1,235 | 1,500 |
| Sundry Expenses | 500 | 2,599 | 2,500 |
| Total Indirect Costs | 142,600 | 117,800 | 139,400 |
| Fringe Benefit Cost Rate Computation: | | | |
| Total Fringe Benefit Costs | 264,597 | 220,459 | 222,722 |
| Total Labor Costs (Direct and Indirect) | 416,880 | 334,536 | 385,892 |
| = Fringe Benefit Cost Rate | 63.47% | 65.90% | 57.72% |
| Indirect Cost Rate Computation: | | | |
| Total Indirect Costs | 142,600 | 117,800 | 139,400 |
| Only Direct Labor Costs | | | |
| = Indirect Cost Rate | 82.94% | 138.43% | 89.69% |
| Summary: | | | |
| Fringe Benefit Rate | 63.47% | 65.90% | 57.72% |
| Indirect Cost Rate | 82.94% | 134.43% | 89.69% |
| Total Overhead Cost | 146.41% | 204.33% | 147.41% |

| FY 2022 FUND USER SUMMARY | | | |
|---------------------------|----------------|---------------|----------------|
| Funding Source | Direct Labor | Other Direct | Total Overhead |
| FHWA/ODOT | 122,115 | 52,158 | 180,005 |
| STP | 77,413 | 8,472 | 114,115 |
| FTA | 8,540 | 11,271 | 12,589 |
| ODPS | 29,914 | 5,086 | |
| CDBG | 4,044 | 30 | 5,961 |
| Local | 60,315 | 7,413 | 133,006 |
| TOTAL | 302,338 | 84,429 | 445,676 |

COMMENTS RECEIVED