



LUC Regional Planning Commission

FY20 PLANNING WORK PROGRAM

MAY 2019

Planning Work Program

LOGAN-UNION-CHAMPAIGN REGIONAL PLANNING COMMISSION

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Planning Work Program

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This report was prepared in cooperation with the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, the Ohio Department of Transportation, and the local governments of Logan, Union, and Champaign Counties.

The preparation and publication of this document was financed cooperatively by the Federal Highway Administration, the Federal Transit Administration, the Ohio Department of Transportation, and the local governments of Logan, Union, and Champaign Counties.

The contents of this Plan reflect the views of the Logan-Union-Champaign Regional Planning Commission, which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official view and policies of the Ohio Department of Transportation or the U.S. Department of Transportation. This Plan does not constitute a standard, specification or regulation.

Planning Work Program

INTRODUCTION

The Logan-Union-Champaign Regional Planning Commission (LUC) was formed in 1967 primarily as a result of the announcement by Governor Rhodes and The Ohio State University Officials that the Transportation Research Center of Ohio would be located straddling the Logan and Union County Line. This 8100-acre facility was touted to be the world's largest automotive research center. Several studies indicated that a lot of growth and development would take place around the TRC, which would result in an influx of people, business, and industry. Therefore, local officials felt that a Planning Commission should be formed to start planning for the orderly development of the three counties.

LUC is charged under Ohio Law with certain responsibilities. Among them are the review and approval of subdivisions located in the unincorporated areas and the review and recommendation to township zoning commissions concerning zoning amendments. LUC also acts as an Area-Wide Clearinghouse for applicants who request federal and state assistance for selected projects. Assistance is rendered to township and municipal zoning and planning commissions regarding zoning and subdivision development.

LUC and several of its members have been actively involved in the attraction of new business and industry to the area and in the improvement of US Route 33, 68 and other infrastructure improvements. LUC is funded by the villages, cities, and townships of the three counties and by the three counties themselves on a per capita basis.

In July 2013, the Ohio Department of Transportation (ODOT) initiated a Regional Transportation Planning Organization (RTPO) two-year pilot program with five multi-county planning organizations including LUC. This pilot program provided LUC with funding to conduct regional transportation planning in coordination with local stakeholders, Ohio Metropolitan Planning Organizations (MPO's), and ODOT. Federal transportation guidance encourages RTPO's to enhance rural area local governments' participation in "the planning, coordination, and implementation of statewide strategic long-range transportation plans and transportation improvement programs."

The initial focus of the RTPO planning program was to establish the first ever long range multi-modal transportation plans for these regions, develop transportation databases, and become knowledgeable about local government transportation funding programs. On January 27, 2016, Governor John Kasich formally designated LUC as an Ohio RTPO. This designation formalizes the program that started as a pilot and will help spur better and more informed transportation decision making in Ohio.

Planning Work Program

INTRODUCTION

As the RTPO continues to evolve from a pilot to permanent program, LUC realizes it needs to build its capacity as a transportation planning agency while continuing to deliver its core land-use related services. A partnership has been formed between LUC and the Clark County-Springfield Transportation Coordinating Committee (CCSTCC) to accomplish this. LUC retains its identity and local decision making as an RTPO while CCSTCC is contracted to perform transportation planning activities and interface with ODOT and FHWA.

CCSTCC has been conducting the metropolitan transportation planning process as the MPO for the Springfield urbanized area since 1964. The current staff has a broad mix of experience across multiple transportation planning disciplines and will be able to provide that expertise to LUC and its staff. As an MPO, CCSTCC will be able to provide LUC with templates for many planning activities common between MPO's and RTPO's, including short and long range plans. These plans are captured in the work elements of this document. Both LUC and CCSTCC benefit from this interregional cooperation, and believe it can be a statewide model for sharing and bolstering resources.

As the RTPO, LUC will carry out the cooperative, comprehensive and continuing transportation planning process via planning services provided by CCSTCC. LUC will maintain this planning process through the work elements developed annually in this Planning Work Program (PWP). The PWP describes the work necessary to maintain the transportation planning process and serves as the budgeting mechanism. The transportation planning process implemented through the PWP will be used to address the goals and objectives as defined in the 2015 LUC Long Range Transportation Plan:

Transportation Safety

- Improve and maintain safety of roadway network, reducing the number of crashes in the area and striving to fall within the nation's average range of crash data.
 - Identify high crash areas
 - Identify traffic enforcement target areas
 - Create and implement a signage plan to assist in wayfinding, speed regulation, and traffic control
 - Evaluate existing signage for conformance to current standards in high crash areas (intersection and curves)
 - Establish a public service announcement system to reduce animal crashes during deer season

Planning Work Program

INTRODUCTION

Network Connectivity, Reliability & Efficiency

- Evaluate and improve the highway network to promote safe, reliable, and efficient travel for all road users.
 - Evaluate crash data and traffic volume to identify areas of improvement
 - Evaluate the need for additional infrastructure at intersections with high traffic volumes
 - Assess local congestion and discuss infrastructure improvements
 - Perform feasibility study of congestion alleviation opportunities
 - Preserve and maintain the existing transportation network

Multimodal Access

- Improve and expand the public transportation network and non-motorized transportation options to allow easy mobility to all residents and visitors.
 - Create a comprehensive Bicycle and Pedestrian Plan for the two counties
 - Identify bicycle-pedestrian connections within activity centers such as schools, hospitals, shopping areas, universities, etc.
 - Evaluate trip data for current public transportation
 - Centralize all modes of transportation with one multimodal access hub

Economic Vitality

- Improve economic growth in the region by providing transportation options that support existing businesses and encourage new economic development opportunities.
 - Ensure that large manufacturing businesses in the region have adequate access to the freight infrastructure network.
 - Facilitate the movement of goods into and out of the area and improve the mobility of all freight modes.

Stewardship

- Commit to the future and longevity of the transportation network by evaluating the social, environmental, and financial circumstances surrounding each project.
 - Address transportation priorities in a manner consistent with fostering social and environmental principles.
 - Develop a fiscally responsible plan and explore funding options to fund proposed transportation improvements.

601

SHORT RANGE PLANNING

Objective:

To develop alternative transportation improvement actions that address near-term needs.

ELEMENT 601.1

Short Range Planning

PURPOSE

To conduct studies and develop information for decision-makers and to identify projects for implementation either in the Transportation Improvement Program or in the normal operating or capital improvement budgets of the participating agencies.

PREVIOUS WORK

Miscellaneous Corridor and Intersection Studies

METHODOLOGY

FAST Act

Implementation of activities consistent with the FAST Act will be a priority. CCSTCC Staff will review statewide planning performance measures with ODOT and public transit providers, and integrate some performance based planning activities into the Long Range Transportation Plan and Transportation Improvement Program. CCSTCC Staff will use the following to inform the transportation planning process:

- Planning level environmental mitigation activities;
- Planning level consultation of agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation;
- Coordinate consistency between transportation improvements and State and local planned growth and economic development patterns;
- Development and maintenance of management strategies to improve the performance of the existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
- Coordination with interested parties as outlined in the LUC RTPO Public Participation Plan (see Work Element 697.1);

601

SHORT RANGE PLANNING

Objective:

To develop alternative transportation improvement actions that address near-term needs.

ELEMENT 601.1

Short Range Planning - Continued

System Preservation

CCSTCC Staff will work with local governments and transportation related non-profit agencies on developing and prioritizing transportation projects for federal-aid and state funds as a part of their respective capital improvement planning. The various management systems will be employed in this regard. CCSTCC Staff will assist with Federal-aid and other grant applications to secure funding for bridge and roadway projects that preserve the roadway system.

Highway Safety and Congestion

Short range planning activities will have an emphasis on safety and congestion initiatives, management systems and other modes. CCSTCC Staff will assist local jurisdictions and ODOT District 7 with preparation of Highway Safety Applications and CEAO Safety Applications if needed. CCSTCC Staff will continue to be engaged in and support local highway safety outreach events.

CCSTCC Staff will prepare abbreviated highway safety studies for corridors and intersections on an as-needed basis. Abbreviated studies will include crash data and diagramming for a three-year period and recommendations on countermeasures for safety issues identified.

Alternative Transportation

CCSTCC Staff will continue work on development and regional integration of Logan and Champaign Counties' multi-use trails system and will promote bicycling and walking as alternative modes of transportation.

CCSTCC Staff will work with local cities, villages, townships, school districts, and ODOT District 7 on developing School Travel Plans through the Safe Routes to Schools program.

CCSTCC Staff will conduct additional transportation alternatives planning activities. CCSTCC Staff will work with local cities, villages, and townships on their respective central business district streetscape plans.

601

SHORT RANGE PLANNING

Objective:

To develop alternative transportation improvement actions that address near-term needs.

ELEMENT 601.1

Short Range Planning - Continued

Local Coordination

CCSTCC Staff will coordinate with and participate in local transportation planning activities with the LUC Regional Planning Commission, elected officials, freight providers, transit agencies, law enforcement, health departments, school districts, and other local agencies as stakeholders in the transportation planning process.

CCSTCC Staff will coordinate with LUC Staff on the preparation of a Title VI Self Assessment for compliance with Title VI of the 1964 Civil Rights Act and Executive Order #12898 on Environmental Justice.

As a regular activity CCSTCC Staff will work with LUC on the development of the following fiscal year Planning Work Program.

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$20,124.00

END PRODUCTS

Municipal Bridge Applications (8/19)
Local Major Bridge Applications (10/19)
Safe Routes to Schools Program Applications (2/20)
Title VI Self Assessment (3/20)
FY21 Planning Work Program (5/20)
ODOT Safety Program Applications (4/20)
Transportation Alternatives Program Application (5/20)
Small City Applications (6/20)

601

SHORT RANGE PLANNING

Objective:

To develop alternative transportation improvement actions that address near-term needs.

ELEMENT 601.11

Short Range Planning (FY19 Carry Forward)

PURPOSE

See Work Element 601.1

PREVIOUS WORK

See Work Element 601.1

METHODOLOGY

See Work Element 601.1

SOURCE

SPR – ODOT – LOCAL (*FY19 Carry Forward*)

BUDGET

\$18,832.00

END PRODUCTS

ODOT Safety Program Applications (9/19)

601

SHORT RANGE PLANNING

Objective:

To develop alternative transportation improvement actions that address near-term needs.

ELEMENT 601.2

General Planning Services

PURPOSE

To provide general planning services used to supplement short range planning activities.

PREVIOUS WORK

SR54 Curves Analysis – Urbana
US68 Speed Zone Study – Urbana
South High Street Corridor Study - Urbana

METHODOLOGY

Through the CCSTCC general services contract, a consultant team will be tasked to provide the following analysis and data collection activities throughout the course of the fiscal year:

- 24 hour vehicular counts
- Hourly turning movement counts
- Roadway capacity analyses
- Intersection capacity analyses
- Turn lane storage analyses
- Traffic signal warrants
- Speed zone studies
- Signal timing plans
- Micro (sub-area or corridor) transportation models
- Conceptual preliminary engineering drawings and typical cross sections
- Preliminary cost estimates

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$45,436.67 (Consultant Services Only)

END PRODUCTS

Various (Ongoing)

601

SHORT RANGE PLANNING

Objective:

To develop alternative transportation improvement actions that address near-term needs.

ELEMENT 601.21

General Planning Services (FY19 Carry Forward)

PURPOSE

See Work Element 601.2

PREVIOUS WORK

See Work Element 601.2

METHODOLOGY

See Work Element 601.2

SOURCE

SPR – ODOT – LOCAL (*FY19 Carry Forward*)

BUDGET

\$17,044.00

END PRODUCTS

Various (Ongoing)

602

TRANSPORTATION IMPROVEMENT PROGRAM

Objective:

To program and monitor transportation projects that are eligible for Federal financial assistance.

ELEMENT 602.1

Transportation Improvement Program

PURPOSE

To develop and monitor the progress of a multi-year program of prioritized local transportation improvements that will utilize federal-aid transportation funds.

PREVIOUS WORK

FY 2018-2021 Regional Transportation Improvement Program

METHODOLOGY

CCSTCC Staff will coordinate project proposals and recommendations from local stakeholders and public participants for the FY2021-2024 Transportation Improvement Program.

The program development will go through several phases including project coordination and review, preliminary public comment period, draft plan presentation, planning level environmental consultations, statewide public comment period, and program adoption.

CCSTCC staff will review and update the current Transportation Improvement Program in cooperation with the local jurisdictions, ODOT, and transportation operators as needed. The existing program will be revised to add, remove, or modify projects.

Federal and State-aid programs for highway and transit improvements are analyzed annually. The progress of all projects in the program will be monitored through TIP/STIP meetings with ODOT District 7 and project sponsors.

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$6,708.00

END PRODUCTS

Project Review Meetings (As Needed)
FY2021-2024 TIP First Draft (1/20)
FY2021-2024 TIP Second Draft for Public Involvement (3/20)
FY2021-2024 TIP Final (5/20)

602

TRANSPORTATION IMPROVEMENT PROGRAM

Objective:

To program and monitor transportation projects that are eligible for Federal financial assistance.

ELEMENT 602.11

Transportation Improvement Program (FY19 Carry Forward)

PURPOSE

See Work Element 602.1

PREVIOUS WORK

See Work Element 602.1

METHODOLOGY

See Work Element 602.1

SOURCE

SPR – ODOT – LOCAL (*FY19 Carry Forward*)

BUDGET

\$4,708.00

END PRODUCTS

Project Review Meetings (As Needed)

605

SURVEILLANCE

Objective:

To maintain the basic data required for input to the continuing transportation planning process.

ELEMENT 605.1

Surveillance

PURPOSE

To monitor the developing and changing conditions within Logan and Champaign Counties and to assess the effectiveness of various transportation plans and programs through the collection and analysis of data items.

PREVIOUS WORK

Socio-Demographics Profile
Environmental Mapping
Pavement, Roadway, and Bridge Conditions
Regional Transportation Survey
2018 Local Roadway Safety Program

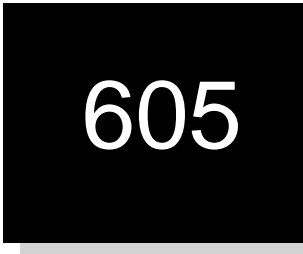
METHODOLOGY

Growth and development indicators, socio-economic data, and the physical characteristics of the transportation system are monitored through data collection and analysis. Data collected from various sources are reviewed, analyzed, evaluated, and compared to forecasts to determine if the various assumptions of the planning program are still valid, in order to ensure that effective transportation improvement projects are being programmed.

CCSTCC Staff will continue work mapping transportation data and preparing exhibits. Transportation data will be used in transit and paratransit planning, land use planning, roadway safety planning, long range transportation plan, etc.

Information on the physical and operating conditions of the existing transportation system will be collected. Data on traffic crashes, parking, and roadway characteristics will be collected, analyzed, and updated. CCSTCC Staff will collect data regarding operation and maintenance of the existing transportation system.

CCSTCC Staff will begin compiling traffic count files through the continuing collection of traffic data. CCSTCC Staff will coordinate with ODOT to identify HPMS & safety locations as needed. CCSTCC Staff will work with local jurisdictions to begin the collection of multi-use trail counts on locations throughout the planning area.



SURVEILLANCE

Objective:

To maintain the basic data required for input to the continuing transportation planning process.

ELEMENT 605.1

Surveillance - Continued

CCSTCC Staff will provide available planning data to those in the public and private sector involved in economic/community development and plan implementation to ensure that transportation and land use plans are adequately considered in proposed major developments. Proposals for major zoning change requests may be reviewed and evaluated for their impact on the transportation system. CCSTCC Staff will assist with and conduct reviews of local Traffic Impact Studies as they are prepared.

CCSTCC Staff will review roadway speed data provided by ODOT. CCSTCC Staff will work with ODOT staff to develop analytical and reporting techniques from the raw data and incorporate these techniques into the planning process.

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$15,062.00

END PRODUCTS

Maintain Highway and Transit Networks (Ongoing)
Various Data Files and Exhibit Updates (Ongoing)
Collection of Traffic Counts (Ongoing)

605

SURVEILLANCE

Objective:

To maintain the basic data required for input to the continuing transportation planning process.

ELEMENT 605.11

Surveillance (FY19 Carry Forward)

PURPOSE

See Work Element 605.1

PREVIOUS WORK

See Work Element 605.1

METHODOLOGY

See Work Element 605.1

SOURCE

SPR – ODOT – LOCAL (*FY19 Carry Forward*)

BUDGET

\$9,416.00

END PRODUCTS

Maintain Highway and Transit Networks (Ongoing)
Various Data Files and Exhibit Updates (Ongoing)
Collection of Traffic Counts (Ongoing)

610

LONG RANGE PLANNING

Objective:

To develop and maintain the Transportation Plan with a minimum 20 year planning horizon for Logan and Champaign Counties.

ELEMENT 610.1

Long Range Plan

PURPOSE

To plan for the long range multi-modal transportation needs of Logan and Champaign Counties.

PREVIOUS WORK

The 2040 Transportation Plan was completed in FY16.

METHODOLOGY

CCSTCC Staff will work with LUC, ODOT, local jurisdictions, and transportation operators to implement the 2040 Transportation Plan. Implementation of the Long Range Transportation Plan will carry out the planning strategies that focus on:

- Economic vitality of the United States
- Increase the safety of the transportation system
- Increase the security of the transportation system
- Increase the accessibility and mobility options
- Protection and enhancement of the environment
- System management
- Preservation of the existing transportation system.

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$3,354.00

END PRODUCTS

Assistance in Logan and Champaign Counties Comprehensive Land Use Planning (Ongoing)
Implementation of 2040 Transportation Plan (Ongoing)

674

PUBLIC TRANSPORTATION

Objective:

To develop and evaluate alternative strategies for improving transit, paratransit, and human services transportation.

ELEMENT 674.1

Coordinated Transportation Planning

PURPOSE

To plan for and support paratransit, transit, and human services coordination efforts among providers and to comply with the Americans with Disabilities Act of 1990 (ADA), the FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities, and FTA Section 5311 Rural Transit Program.

PREVIOUS WORK

None

METHODOLOGY

CCSTCC Staff will work with Champaign County Transit System (CTS), Transportation for Logan County (TLC), local human services transportation providers, paratransit providers, and other interest groups on coordinated transportation planning and programs. Efforts will be aimed at improving mobility in a coordinated manner. CCSTCC Staff will coordinate and host transportation provider roundtable meetings on an as needed basis to assist in transportation coordination.

CCSTCC Staff will provide technical assistance to the providers in the areas of planning and implementing operating and capital projects, recordkeeping and reporting, transit financing, administrative practices, service improvements, and interpretation of FAST Act and other FTA/ODOT rules and regulations. The local providers will be responsible for submitting all reports in accordance with these regulations. CCSTCC Staff will work with the local providers and local employers to develop service options for access to jobs.

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$3,854.00

END PRODUCTS

Transportation Providers Roundtable Meetings (As Needed)

697

PUBLIC INVOLVEMENT

Objective:

To communicate and document the work of the Regional Transportation Planning Organization.

ELEMENT 697.1

Public Involvement

PURPOSE

To inform local governmental agencies and the general public of the work performed by and programs approved by the Regional Transportation Planning Organization.

PREVIOUS WORK

LUC Public Participation Plan

METHODOLOGY

CCSTCC Staff will keep records for compliance with the Public Participation Plan, as required in the FAST Act transportation planning regulations. CCSTCC Staff will provide transportation planning information to LUC for their website to make this information about the area available to the public.

CCSTCC Staff will participate with local jurisdictions and ODOT District 7 in public involvement activities at the project planning stage and also during project development.

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$3,854.00

END PRODUCTS

Annual RTPO Newsletter (11/19)
Information for Website (Ongoing)
Public Involvement Activities (As-needed)

Planning Work Program

DIRECT LABOR HOUR DISTRIBUTION

	601	602	605	610	674	697	Total
Director	140	20	50	10		10	230
Planner					40		40
Planner	30		10				40
Planner	100	80	50			10	240
Planner	140		40	10		10	200

Salary Range By Job Classification

Director	\$64,000	to	\$88,000
Senior Planner	\$50,000	to	\$74,000
Planner	\$36,000	to	\$60,000

*Direct hours and salaries are for CCSTCC Staff only. Detail relative to fringe benefits and indirect costs can be found in the CCSTCC Planning Work Program.

FY2020
FINANCIAL RESPONSIBILITY BY COST CATEGORY

Detail relative to funding for all work elements may be found in the USDOT Statewide Planning and Research Program.

All SPR funds are passed through to the Clark County-Springfield Transportation Coordinating Committee per a Memorandum of Understanding among LUC, TCC, and Clark County.

LUC member agencies provide local matching funds via an approved dues structure.

All planning work elements are the responsibility of the staff of the Clark County-Springfield Transportation Coordinating Committee.

Consultant services may be used for some of the work elements.

FY2020
FINANCIAL RESPONSIBILITY BY COST CATEGORY

	SPR - FED	SPR - STATE	LOCAL	TOTAL
601.1 - Short Range Planning	FY20 - SPR			
DIRECT LABOR	\$4,800.00	\$600.00	\$600.00	\$6,000.00
FRINGE BENEFITS	\$3,532.80	\$441.60	\$441.60	\$4,416.00
INDIRECT EXPENSES	\$2,966.40	\$370.80	\$370.80	\$3,708.00
DIRECT EXPENSES	\$4,800.00	\$600.00	\$600.00	\$6,000.00
CONSULTANT EXPENSES				\$0.00
				\$20,124.00
601.11 - Short Range Planning	FY19 Carry Forward - SPR			
DIRECT LABOR	\$6,400.00	\$800.00	\$800.00	\$8,000.00
FRINGE BENEFITS	\$4,710.40	\$588.80	\$588.80	\$5,888.00
INDIRECT EXPENSES	\$3,955.20	\$494.40	\$494.40	\$4,944.00
DIRECT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
CONSULTANT EXPENSES				\$0.00
				\$18,832.00
601.2 - General Planning Services	FY20 - SPR			
DIRECT LABOR	\$0.00	\$0.00	\$0.00	\$0.00
FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00
INDIRECT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
DIRECT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
CONSULTANT EXPENSES	\$36,349.34	\$4,543.67	\$4,543.67	\$45,436.67
				\$45,436.67
601.21 - General Planning Services	FY19 Carry Forward - SPR			
DIRECT LABOR	\$0.00	\$0.00	\$0.00	\$0.00
FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00
INDIRECT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
DIRECT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
CONSULTANT EXPENSES	\$13,635.20	\$1,704.40	\$1,704.40	\$17,044.00
				\$17,044.00
602.1 - Transportation Improvement Program	FY20 - SPR			
DIRECT LABOR	\$1,600.00	\$200.00	\$200.00	\$2,000.00
FRINGE BENEFITS	\$1,177.60	\$147.20	\$147.20	\$1,472.00
INDIRECT EXPENSES	\$988.80	\$123.60	\$123.60	\$1,236.00
DIRECT EXPENSES	\$1,600.00	\$200.00	\$200.00	\$2,000.00
CONSULTANT EXPENSES				\$0.00
				\$6,708.00
602.11 - Transportation Improvement Program	FY19 Carry Forward - SPR			
DIRECT LABOR	\$1,600.00	\$200.00	\$200.00	\$2,000.00
FRINGE BENEFITS	\$1,177.60	\$147.20	\$147.20	\$1,472.00
INDIRECT EXPENSES	\$988.80	\$123.60	\$123.60	\$1,236.00
DIRECT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
CONSULTANT EXPENSES				\$0.00
				\$4,708.00

FY2020
FINANCIAL RESPONSIBILITY BY COST CATEGORY

	SPR - FED	SPR - STATE	LOCAL	TOTAL
605.1 - Surveillance	FY19 - SPR			
DIRECT LABOR	\$2,400.00	\$300.00	\$300.00	\$3,000.00
FRINGE BENEFITS	\$1,766.40	\$220.80	\$220.80	\$2,208.00
INDIRECT EXPENSES	\$1,483.20	\$185.40	\$185.40	\$1,854.00
DIRECT EXPENSES	\$6,400.00	\$800.00	\$800.00	\$8,000.00
CONSULTANT EXPENSES				\$0.00
				\$15,062.00
605.11 - Surveillance	FY19 Carry Forward - SPR			
DIRECT LABOR	\$3,200.00	\$400.00	\$400.00	\$4,000.00
FRINGE BENEFITS	\$2,355.20	\$294.40	\$294.40	\$2,944.00
INDIRECT EXPENSES	\$1,977.60	\$247.20	\$247.20	\$2,472.00
DIRECT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
CONSULTANT EXPENSES				\$0.00
				\$9,416.00
610.1 - Long Range Planning	FY20 - SPR			
DIRECT LABOR	\$800.00	\$100.00	\$100.00	\$1,000.00
FRINGE BENEFITS	\$588.80	\$73.60	\$73.60	\$736.00
INDIRECT EXPENSES	\$494.40	\$61.80	\$61.80	\$618.00
DIRECT EXPENSES	\$800.00	\$100.00	\$100.00	\$1,000.00
CONSULTANT EXPENSES				\$0.00
				\$3,354.00
674.1 - Coordinated Transportation Planning	FY20 - SPR			
DIRECT LABOR	\$800.00	\$100.00	\$100.00	\$1,000.00
FRINGE BENEFITS	\$588.80	\$73.60	\$73.60	\$736.00
INDIRECT EXPENSES	\$494.40	\$61.80	\$61.80	\$618.00
DIRECT EXPENSES	\$1,200.00	\$150.00	\$150.00	\$1,500.00
CONSULTANT EXPENSES				\$0.00
				\$3,854.00
674.2 - Transit Planning				
DIRECT LABOR			\$0.00	\$0.00
FRINGE BENEFITS			\$0.00	\$0.00
INDIRECT EXPENSES			\$0.00	\$0.00
DIRECT EXPENSES			\$0.00	\$0.00
CONSULTANT EXPENSES				\$0.00
				\$0.00
697.1 - Public Involvement	FY20 - SPR			
DIRECT LABOR	\$800.00	\$100.00	\$100.00	\$1,000.00
FRINGE BENEFITS	\$588.80	\$73.60	\$73.60	\$736.00
INDIRECT EXPENSES	\$494.40	\$61.80	\$61.80	\$618.00
DIRECT EXPENSES	\$1,200.00	\$150.00	\$150.00	\$1,500.00
CONSULTANT EXPENSES				\$0.00
				\$3,854.00
TOTAL FINANCIAL RESPONSIBILITY				
DIRECT LABOR	\$22,400.00	\$2,800.00	\$2,800.00	\$28,000.00
FRINGE BENEFITS	\$16,486.40	\$2,060.80	\$2,060.80	\$20,608.00
INDIRECT EXPENSES	\$13,843.20	\$1,730.40	\$1,730.40	\$17,304.00
DIRECT EXPENSES	\$16,000.00	\$2,000.00	\$2,000.00	\$20,000.00
CONSULTANT EXPENSES	\$49,984.54	\$6,248.07	\$6,248.07	\$62,480.67
TOTAL	\$118,714.14	\$14,839.27	\$14,839.27	\$148,392.67



LUC Regional Planning Commission

APPENDIX

TITLE VI COMPLIANCE QUESTIONNAIRE

MAY 2019

TITLE VI COMPLIANCE QUESTIONNAIRE

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

General

1. Which office within your organization has lead responsibility for Title VI compliance?
 - [None determined at this time.](#)
2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.
 - [None determined at this time.](#)
3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.
 - [No, the organization's Title VI Program is under development in SFY 2019.](#)
4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.
 - [No, the organization's Title VI Program is under development in SFY 2019.](#)
5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.
 - [No, the organization's Title VI Program is under development in SFY 2019.](#)
6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.
 - [No, the organization's Title VI Program is under development in SFY 2019.](#)
7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.
 - [No](#)
8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.
 - [N/A](#)
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.
 - [N/A](#)

10. Does your contract language include Title VI and other non-discrimination assurances?
- [The organization has a partnership with another agency that does include Title VI language in its contracts.](#)
 - Do you use any of the following methods to disseminate Title VI information to the public (select all that apply): [No, the organization's Title VI Program is under development in SFY 2019.](#)
 - Title VI posters in public buildings
 - Title VI brochures at public events
 - Title VI complaint forms in public buildings
 - Title VI complaint forms at public events
 - Title VI policy posted on your website
 - Title VI Program Plan posted on your website
 - Other (Please explain)

Public Involvement

11. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy.
- [No.](#)

When was the Public Participation Plan most recently updated?

- [N/A](#)

12. 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](#)
 - Community radio station announcements
 - Church and community event outreach
 - Targeted fliers distributed in particular neighborhoods
 - US Mail
13. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations?
- [The organization does this by implementing contracted Fair Housing activities.](#)
14. Do you take the following into consideration when identifying a public meeting location (select all that apply):
- [Parking](#)
 - Accessibility by public transportation
 - [Meeting times](#)
 - [Existence of ADA ramps](#)
 - [Familiarity of community with meeting location](#)
15. Have meeting participants requested special assistance (e.g., interpretation services) ahead of any public event in the past year?
- [No](#)

Limited English Proficiency (LEP) and Language Assistance

16. Are you familiar with the LEP four-factor analysis methodology?
- No
17. Are you familiar with the LEP language assistance Safe Harbor threshold?
- No
18. Does your organization have an LEP Plan and/or a Language Assistance Plan (LAP)?
- No
19. Has your organization identified vital documents that need to be made available in languages other than English?
- No
20. Do you have a list of staff who speak languages other than English?
- No
21. Do you provide free translation services in languages other than English to the public upon request?
- No
22. How often do you receive requests for language assistance?
- Never

Title VI Training

23. Who provides Title VI training to your staff?
- [ODOT staff](#)
 - Title VI Coordinator
 - Other (Please explain)
24. How often are Title VI trainings conducted?
- N/A
25. How many staff were trained on Title VI this year?
- [None, the organization's Title VI Program is under development in SFY 2019.](#)

Transportation Planning Program - Data Collection and Analysis

26. Does your agency maintain documentation describing its procedures for incorporating Title VI requirements into the region's transportation planning program?
- [No, the organization's Title VI Program is under development in SFY 2019.](#)
27. Does your organization maintain socio-demographic data and mapping for the transportation planning region?
- [Yes, demographic data was compiled and published in the LUC 2015 Long Range Regional Transportation Plan](#)

28. Does your organization use data to identify protected groups for consideration in the planning process?
- No
29. Does your organization conduct Transportation Plan and Transportation Improvement Program environmental justice analyses of the impacts that planned transportation system investments will have on both minority (including low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation.
- No
30. Does your organization track demographic information of participants in its transportation planning program public involvement events?
- No

Technical Assistance

31. Provide the name, title, and contact information for the person who completed this questionnaire and the date the questionnaire was completed.
- Brad Bodenmiller, Director
LUC Regional Planning Commission
PO Box 219
10820 State Route 347
East Liberty, OH 43319

bbodenmiller@lucplanning.com
937-666-3431
32. Is this the person who should be contacted with follow-up questions?
- Yes, and also our partner agency the Clark County-Springfield Transportation Coordinating Committee because of our RTPPO agreement.
33. Do you have any questions regarding this questionnaire?
- No
34. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT?
- No