



Mid-Ohio Regional  
Planning Commission

111 Liberty Street, Suite 100  
Columbus, Ohio 43215

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[www.morpc.org](http://www.morpc.org)

## NOTICE OF A MEETING

**EXECUTIVE COMMITTEE MEETING**  
MID-OHIO REGIONAL PLANNING COMMISSION  
111 LIBERTY STREET, SUITE 100  
COLUMBUS, OH 43215  
**SCIOTO CONFERENCE ROOM**

Thursday, November 1, 2018  
1:30 p.m.

## AGENDA

1. **Welcome** – Karen Angelou, Chair
2. **Consent Agenda**
  - Approval of [October 11, 2018 minutes](#)
3. **Executive Director's Report** – William Murdock
4. **Committee Updates**
  - **Transportation Policy Committee** – Thea Walsh
  - **Sustainability Advisory Committee** – Kerstin Carr
5. **Regional Policy Roundtable** – Terri Flora
  - **Draft Public Policy Agenda**
  - **Leadership Strategy Group on Infrastructure Funding Recommendations**
6. **Proposed Resolution 25-18: "Adoption of MORPC's 2018 Title VI Program"** – Terri Flora & Thea Walsh
7. **Quarterly Financial Statements** – Shawn Hufstedler
8. **Draft Commission Agenda**
9. **Other Business**
10. **Executive Session - ORC Section 121.22 (G) (1)**

Purpose: to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

**William Murdock, AICP**  
Executive Director

**Rory McGuinness**  
Chair

**Karen J. Angelou**  
Vice Chair

**Erik J. Janas**  
Secretary

**PLEASE NOTIFY SHARI SAUNDERS AT 614-233-4169 OR  
ssaunders@morpc.org IF YOU REQUIRE SPECIAL ASSISTANCE.**

**The next Executive Committee Meeting is  
Thursday, December 6, 2018 at 1:30 p.m.  
111 Liberty Street, Suite 100  
Columbus, Ohio 43215**

**PARKING AND TRANSIT:** When parking in MORPC's parking lot, please be sure to park in a MORPC visitor space or in a space marked with a yellow "M". Handicapped parking is available at the side of MORPC's building. One electric vehicle charging station is available for MORPC guests.

MORPC is accessible by CBUS. The closest bus stop to MORPC is S. Front Street & W. Blenkner St. Buses that accommodate this stop are the Number 61 - Grove City, the Number 5 - West 5<sup>th</sup> Ave. /Refugee, and the Number 8 - Karl/S. High/Parsons.

**MEETING ROOM ACCESS:** When you arrive in MORPC's lobby, a video screen will display the day's meetings. Each meeting will list a phone extension. Use the phone in the lobby to call the extension and someone will come escort you to the meeting.



## Mid-Ohio Regional Planning Commission Executive Committee Meeting Minutes

Date: October 4, 2018  
Time: 1:30 p.m.  
Location: Scioto Conference Room

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### **Members Present**

Chris Amorose Groomes  
Karen Angelou  
Franklin Christman  
Matt Greeson

Erik Janas  
Greg Lestini  
Rory McGuinness  
Gary Merrell – via phone

Eric Phillips  
Joe Stefanov  
Nancy White

### **MORPC Staff Present**

Terri Flora  
Nick Gill  
Ciel Klein  
Eileen Leuby

William Murdock  
Christina O’Keeffe  
Alexandra Petrella  
Shari Saunders

Aaron Schill  
Steve Sova  
Susan Tsen  
Brandi Whetstone

### **Welcome – Karen Angelou**

Chair Karen Angelou called the meeting to order at 1:30 p.m.

### **Consent Agenda**

Franklin Christman made a motion to approve the Consent Agenda, second by Nancy White; motion passed.

### **Executive Director’s Report – William Murdock**

Traditionally the Reserve and Investment Committee meets annually. After consulting with Chair Joe Stefanov, it has been determined that there is no current need to hold a meeting this year. StarOhio rates are fairly close to treasury rates. Indications are that rates will continue to rise. We will reconsider early next year if the committee needs to meet.

The Leadership Strategy Group on Infrastructure Funding is developing a list of recommendations for state legislators focused on transportation infrastructure.

The Diversity in Local Government Working Group is honing in on building diverse representation that reflects the region on our boards and committees. The Working Group will bring recommendations to the Commission later this year.

William Murdock thanked those that attended the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) listening session on September 18. We received positive feedback from both the FHWA and the FTA. A full report is expected later this fall.

The Federal Communications Commission (FCC) recently approved an order that limits the freedom municipalities have to impose fees or other constraints on 5G small-cell deployments. Prior to its approval, MORPC submitted a letter of opposition to the FCC. The letter was also sent to the Central Ohio Congressional Delegation. MORPC is developing a strategy for next steps. The Central Ohio Mayors and Managers Association (COMMA) is looking at litigation. Karen Angelou asked that MORPC send an information memo to its members.

The National Association of Regional Councils (NARC) Executive Directors’ Conference was October 1-3 in Cleveland. Topics included management, working with boards, major policy issues, the FCC ruling, and transportation. Mr. Murdock is the past chair of the Executive Directors Council. He is also one of three leads on the Major Metros Group which is a caucus of the top 40 metropolitan areas. OARC was able to present some of the things we are doing in Ohio.

Round 2 of the Competitive Advantage Projects is underway. MORPC partners with Columbus 2020 and works with counties, local business and communities to list the top four or five projects for each county. The first list, completed in 2017, is being updated in time to share with the new congressional and state legislators.

MORPC takes your investment very seriously. Team Members have completed the Return On Investment (ROI) information for your community. The ROI's are being sent this month.

There is still time to register for the October 25 Summit on Sustainability. To date, 450 people are registered.

October is Energy Awareness Month. MORPC will use social media to highlight the important energy work going on in the region. MORPC's Sustainable2050 members kicked-off Energy Awareness Month by visiting a new solar array in Lancaster. South Central Power Company, Buckeye Power, the Lancaster Area Community Improvement Corporation and the City of Lancaster collaborated on the project. The month will conclude with MORPC's annual Home Weatherization Showcase on October 29.

William Murdock reminded members that this is MORPC Energy & Air Quality Director Christina O'Keeffe's last Executive Committee Meeting before she moves on to be Executive Director of the Ohio Air Quality Development Authority (OAQDA). Brandi Whetstone will serve as Interim Energy & Air Quality Director.

The Village of Roseville has expressed interest in joining MORPC. MORPC has invited the Village to participate in various things this year to see if it makes sense for them to join and if we can deliver services to them. Next year the Village and MORPC will evaluate and determine if it makes sense for them to join.

Rory McGuinness asked about the Cultural Training mentioned in the Agency Monthly Report. The training, led by the Columbus Council on World Affairs, is offered to 30 staff members (first come, first served) and will focus on how to interact on a day-to-day basis with people from different cultures. The cost is approximately \$3,500.

#### **Sustainability Advisory Committee Update – Christina O'Keeffe**

The five communities that completed the pilot Sustainable2050 Program will be recognized at the October 11 Commission meeting. The communities are: the Cities of Dublin, Gahanna, and Upper Arlington; Genoa Township; and the Village of Lockbourne. Honorees will receive certificates and a road sign provided by the Franklin County Engineer's Office.

#### **Transportation Policy Committee Update – Nick Gill**

The goals for the 2020-2050 Metropolitan Transportation Plan (MTP) were adopted in September. The draft objectives and measurable targets will be presented at the October 11 Transportation Policy Committee meeting for review. The public comment period runs through the end of October. Many of the objectives are the same as the 2016-2040 MTP. The new required national performance measures will be incorporated into the new objectives for adoption in November.

ODOT normally creates a new Transportation Improvement Program (TIP) every two years. They are delaying the new TIP by one year due to funding uncertainty and knowing a new administration is coming. MORPC will continue the Attributable Funding Process and amend the current MORPC TIP to reflect the process.

### **Regional Data Advisory Committee Update – Aaron Schill**

The Draft Regional Data Agenda was presented to the Commission in July. The agenda has 5 overarching goals, 21 objectives, and 61 action items. After the Regional Data Advisory Committee approved the agenda at their last meeting, they began a prioritization process. Prioritized items include:

- Goal 1 – Action Item 1.1.4: Support the creation of a new Central Ohio data users group.
- Goal 2 – Action Item 2.2.4: Capitalize on MORPC’s existing communications channels to increase messaging about data resources and practices.
- Goal 3 – Action Item 3.1.4: Publish a data governance, management, and security toolkit for local governments.
- Goal 4 – Objective 4.1: Inventory and structure MORPC’s data resources to improve usability, eliminate redundancy, and enhance coordination with other data providers.
- Goal 5 – Action Item 5.3.5: Utilize MORPC’s data resources to understand and address social equity issues in Central Ohio (e.g., income disparity, housing affordability, etc.).
- **Proposed Resolution 23-18: “Adoption of MORPC’s 2019-2020 Regional Data Agenda”**  
Greg Lestini made a motion to approve Resolution 23-18, second by Matt Greeson; motion passed.

### **Proposed Resolution 22-18: “Establishing population estimates as a basis for 2019 annual participation fees to be assessed members” – Aaron Schill**

The population estimates included in the meeting packet are close to the final version. A few tweaks are still being made, but they will not impact the overall population estimates or dues. Aaron Schill shared highlights from the population estimates:

- 2.4 million people in Central Ohio
- 1.3 million people in Franklin County
- The region gained 43,000 people last year
- The City of Columbus gained 22,000 people last year

Erik Janas made a motion to approve Resolution 22-18, second by Joe Stefanov; motion passed.

### **Proposed Resolution 24-18: “Authorizing the executive director to execute a Memorandum of Understanding with the Short North Alliance to support implementation of a Late Night Employee Shuttle Service as part of the Short North Parking Pilot Project” – Nick Gill**

Nick Gill presented the [Short North Late Night Parking Shuttle](#) pilot. As a result of current and future economic growth in the Arts District, the Short North Parking plan is being implemented by the City of Columbus in mid-January. Under the plan, businesses receive ten parking spots. Not everyone who works in the Short North lives there. The safety of the estimated 5,000 late night workers traveling to and from their vehicles is being considered with the implementation of this late night parking shuttle pilot. The shuttle service will be a safe option to transport workers safely to parking garages downtown at no cost to users. Additional goals are for this to serve as an employment recruitment and retainment tool for the Short North, to increase mobility options, and to provide employers and employees with alternative modes of transportation. The estimated total cost is \$108,000. MORPC’s share will be no more than \$80,000. After the pilot is complete, the Short North Alliance will identify other funding sources.

Eric Phillips made a motion to approve Resolution 24-18, second by Greg Lestini; motion passed.

**Quarterly Membership Update – Eileen Leuby**

Eileen Leuby gave the [October 2018 Membership Report](#) highlighting:

- Member visits
- Annual Salary & Fringe Benefit Survey
- Upcoming events
- 2019 Local Government Internship Program

**Draft Commission Agenda**

The Executive Committee reviewed the draft October 11, 2018 Commission Meeting Agenda.

**Executive Session**

Karen Angelou made a motion for the Executive Committee to enter into Executive Session for the purpose of Section 121.22 (G) (1): To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing; second by Nancy White. A roll call vote was conducted with all attending committee members in favor. Executive Session began at 2:35 p.m. and concluded at 3:44 p.m.

The meeting adjourned at 3:45 p.m.

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Erik J. Janas, Secretary  
**Executive Committee**



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## Memorandum

**TO:** Mid-Ohio Regional Planning Commission  
Executive Committee  
Officers and Board Members

**FROM:** Thea J. Walsh, AICP  
Director of Transportation Systems and Funding

**DATE:** October 26, 2018

**SUBJECT:** Proposed Resolution 25-18: "Adoption of MORPC's 2018 Title VI Program"

This resolution is to approve the Title VI/Non-Discrimination Program at MORPC. Given that MORPC receives and sub allocates Federal Transit Administration (FTA) funds, MORPC must fulfill the Title VI requirements and guidelines of the Civil Rights Act of 1964.

Federal regulations require MORPC to produce a Title VI monitoring program which must be approved by MORPC's Transportation Policy Committee every three years.

Items required for a Title VI Program in a metropolitan planning organization (MPO) includes:

- A copy of MORPC's Title VI notice
- MORPC's Title VI discrimination complaint process
- A list of public transportation related Title VI investigations, complaints, or lawsuits
- MORPC's public participation plan
- MORPC's plan for providing language assistance for persons with limited English proficiency
- A table depicting racial breakdown of minorities on relevant MORPC committees
- A description of efforts to ensure subrecipients are complying with Title VI
- A demographic profile of the metropolitan area
- A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process
- Demographic maps that overlay with minority and non-minority populations that demonstrate the impact of state and federal funds in aggregate for public transportation managed by the MPO
- Analyze the impacts of federal funds spent and identify any disparate impacts on the basis of race, color, or national origin, and, if so, identify a substantial legitimate justification for the disparate impact

William Murdock, AICP  
Executive Director

Rory McGuinness  
Chair

Karen J. Angelou  
Vice Chair

Erik J. Janas  
Secretary

- A description of the procedures the MPO uses to pass through FTA financial assistance
- MORPC's process to provide assistance to potential subrecipients applying for funding
- MORPC's RFP and contract procedures

MORPC staff believes MORPC is in compliance with the Title VI requirements.

Attachment: Resolution 25-18

RESOLUTION 25-18

**“Adoption of MORPC’s 2018 Title VI Program”**

WHEREAS, in October 2014 the Governor of Ohio appointed the Mid-Ohio Regional Planning Commission as Designated Recipient ID No. 1310 for the Federal Transit Administration’s (FTA) Section 5310 (*Enhanced Mobility of Seniors and Individuals with Disabilities*) funds for the Columbus Urbanized Area; and

WHEREAS, MORPC is the designated recipient of the Section 5310 Federal Transit Administration (FTA) funds for the Columbus, Ohio urbanized area, that are distributed to sub recipients; and

WHEREAS, MORPC is subject to Title VI of the Civil Rights Act of 1964 and the U.S Department of Transportation’s implementing regulations; and

WHEREAS, the FTA requires all recipients document their compliance by submitting a Title VI Program according to the guidelines provided in FTA Circular 4702.1B to their FTA regional civil rights officer once every three years; now therefore

BE IT RESOLVED BY THE MID-OHIO REGIONAL PLANNING COMMISSION:

- Section 1. That it approves MORPC’s *2018 Title VI/Non-Discrimination Program* dated November 2018.
- Section 2. That it directs staff to implement, monitor and recommend updates to the Program as needed.
- Section 3. That it directs staff to transmit this resolution and program to the FTA.
- Section 4. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 5. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.

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Rory McGuiness  
**Mid-Ohio Regional Planning Commission**

Effective date: November 8, 2018  
Submitted by: Thea Walsh, Director, Transportation Systems & Funding  
Prepared by: Bernice Cage, Public Information & Diversity Manager, Public & Government Affairs  
Mary Ann Frantz, Alternative Transportation Manager, Transportation Systems & Funding  
Authority: Ohio Revised Code Section 713.21  
For action date: November 8, 2018  
Attachment: 2018 Title VI/Non-Discrimination Program



Mid-Ohio Regional  
Planning Commission

# Title VI/Non-Discrimination Program at MORPC

(Focus on Metropolitan Planning Organization)

## November 2018

- Mid-Ohio Regional Planning Commission
- FTA Recipient ID: 1310
- Columbus, Ohio

**Title VI<sup>1</sup>/Non-Discrimination Program**  
**at the**  
**Mid-Ohio Regional Planning Commission**  
**(Focus on Metropolitan Planning Organization)**

**Report Prepared by MORPC**

**November 2018**

This report was prepared by the Mid-Ohio Regional Planning Commission (MORPC), 111 Liberty St., Columbus, Ohio 43215, 614-228-2663. Funding was provided by the Federal Highway Administration, Federal Transit Administration, Ohio Department of Transportation, and Delaware, Fairfield, Franklin, Licking and Union Counties. The report reflects the views and policies of the Mid-Ohio Regional Planning Commission.

In accordance with requirements of the U.S. Department of Transportation, MORPC does not discriminate on the basis of age, race, color, national origin, gender, sexual orientation, familial status, ancestry, military status, religion or disability in programs, services or in employment. Information on non-discrimination and related MORPC policies and procedures is available at [www.morpc.org/title-vi](http://www.morpc.org/title-vi).

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<sup>1</sup> Title VI of the U.S. Civil Rights Act of 1964

**There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. Among other things, in operating a federally-assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means:**

- **Deny program services, aids, or benefits;**
- **Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or**
- **Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.**

U.S. Department of Justice

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## **V. Appendices**

Appendix A – Civil Rights and Non-Discrimination Related Links

Appendix B – Non-Discrimination Clause in MORPC ODOT Agreement

Appendix C – Title Assurances, Self-Certification of Process, Contractors’ Requirements

Appendix D – ODOT Title VI Baseline Assessment Tool – FY2019

Appendix E – Non-Discrimination Complaint Procedure

Appendix F – Responsibilities for Title VI Compliance at MORPC

Appendix G – Public Involvement Plan

Appendix H – Environmental Justice Analysis TIP

Appendix I – Limited English Proficiency Plan  
Attachments to Appendix I

Appendix J – Title VI Resolution

Appendix K –Final MORPC 5310 Program Management Plan

Appendix L – Title VI Notice

Appendix N – 2016-2017 Diversity and Inclusion Plan

Appendix O - MORPC Contracting Process Procedures

## SUMMARY OF MORPC ONGOING TITLE VI-RELATED ACTIVITIES

Name	Description	Date
<b>Title VI Assurances</b>	DOT Title VI assurances are required by FHWA and FTA. MORPC includes these with the annual MPO self-certification resolution.	May 2018
<b>Data Collection</b>	MORPC is required to collect and map data on Title VI-protected populations in the planning area. This is an on-going activity of the transportation department.	Ongoing
<b>Public Involvement Plan</b>	MORPC is required to proactively encourage public participation – <i>seeking out and considering the needs of those traditionally-underserved</i> – the transportation department maintains a separate public involvement plan.	September 2015
<b>Title VI External Complaint Process</b>	MORPC is required to maintain a complaint process.	Current
<b>Beneficiary Title VI Notifications</b>	MORPC is required to let beneficiaries know MORPC’s obligations in regards to Title VI and how complaints can be filed.	Current
<b>LEP (Limited English Proficiency)</b>	MORPC is required to take <i>sound measures and reasonable steps</i> to serve the non-English speaking populations in the area. MORPC takes steps to better reach out to these populations and to produce various materials in different languages.	November 2018
<b>ODOT Title VI Report</b>	ODOT requires this report annually. It is included as an appendix in the transportation planning work program document.	May 2018
<b>Contracts, RFPs, RFQs Reviews</b>	MORPC contracts, RFPs and RFQs are required to include specific Title VI related language. Individual departments and the finance director are responsible for making sure that this is done correctly.	Current

## I. INTRODUCTION

### A. THIS PROGRAM

This program, in response to FTA C4702.13, provides an overview of the responsibilities that the Mid-Ohio Regional Planning Commission (MORPC) has in regards to the Civil Rights Act of 1964 (and related law) and how these responsibilities are carried out by MORPC. The program focuses primarily on Title VI of the Civil Rights Act and on the Metropolitan Planning Organization (MPO) functions at MORPC (see U.S. Code Title 23, section 134 and Title 49, section 5303). MORPC documents some of its non-discrimination-related activities in other reports and these are referenced and/or the current versions are included herein.

The information presented in this program is current as of the date of the report and will continue to provide an overview of Title VI and related non-discrimination activities and requirements. However, all of the information is subject to change and revision in accordance with new legislation, rules and policies at the federal, state, or MORPC levels, or due to MORPC updates of various documents. Therefore, it is strongly recommended that the MORPC staff or MORPC website and other internet links in Appendix A be consulted for the latest information.

This program is intended to serve three primary audiences and purposes:

- **Federal and State Oversight Agencies** – To provide information to state and federal oversight agencies on how MORPC carries out its responsibilities in regards to Title VI and related non-discrimination requirements.
- **MORPC Staff** – As a reference for MORPC staff on Title VI-related requirements and responsibilities and procedures that MORPC follows related to non-discrimination.
- **General Public** - Information for the general public on the non-discrimination regulations that MORPC is obligated to follow (due to being a federal fund recipient and a public entity) and how MORPC responds to these requirements.

It should be noted that MORPC is responsible, contractually, to various jurisdictions in carrying out and properly and sensitively following non-discrimination requirements. The state and federal governments have significant oversight responsibility for MORPC in regards to non-discrimination, and for some MORPC funding sources, local governments or other entities also may have an oversight role. (See Appendix B.)

### B. CIVIL RIGHTS ACT OF 1964 AND TITLE VI

At a time when significant amounts of open, overt and even government-sanctioned discrimination still existed against Americans of African descent across the United States, the U.S. Congress passed the landmark Civil Rights Act of 1964. President Lyndon Johnson signed the Civil Rights Act of 1964 into law on July 2, 1964.

In considering the Title VI legislation, one senator addressed how North Carolina hospitals received substantial federal monies for construction, that such hospitals discriminated against blacks as

patients and as medical staff, and that, in the absence of legislation, judicial action was the only means to end these discriminatory practices:

*“That is why we need Title VI of the Civil Rights Act, H.R. 7152 - to prevent such discrimination where Federal funds are involved. . . . Title VI is sound; it is morally right; it is legally right; it is constitutionally right. . . . What will it accomplish? It will guarantee that the money collected by colorblind tax collectors will be distributed by Federal and State administrators who are equally colorblind. Let me say it again: The title has a simple purpose – to eliminate discrimination in Federally-financed programs.”*

Full integration and equal rights for blacks had reached an unstoppable momentum despite the lingering efforts of some governments and individuals to maintain and justify segregationist practices and policies of the past. Today, discrimination against various groups, often in a less blatant way than in 1964 and usually not sanctioned by law, continues as a significant issue. Unintentional discrimination, perhaps through policies or procedures that have the unintended result of discriminating against particular persons or groups, is also an issue today.

The Civil Rights Act of 1964 included eleven titles. Title VI, the primary focus of this program because of its particular applicability to the MPO and MORPC, addressed discrimination in federally-funded programs and activities. A widely-used passage related to Title VI sums up what the title is about:

*No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (42 USC 2000 Section 601).*

This made entities that receive federal funding, such as MORPC, directly subject to the federal Civil Rights Act and requirements to operate in accordance with federal non-discrimination law. Current Title VI law requires non-discrimination in all programs and activities, whether federally-funded or not, of those who receive federal funds.

The term "program or activity" and the term "program" mean all of the operations of:

- a. A department, agency, special purpose district, or other instrumentality of a state or of a local government; or
- b. The entity of such state or local government that distributes such assistance and each such department or agency (and each other state or local government entity) to which the assistance is extended, in the case of assistance to a state or local government;

*Any part of which is extended federal financial assistance. 42 U.S.C. § 2000d-4a(1)*

In the 50-plus intervening years, following the passage of the 1964 Civil Rights Act, the specific applicability of the Act has been clarified or expanded to include more than race, color and national origin. Discrimination protections based on age, handicap/disability, sex, religion, limited English proficiency, and income level have also been included in various federal statutes, regulations, executive orders, and policies.

MORPC and other federal fund recipients must adjust their programs and policies to conform with these requirements, as well. Federal, state and local discrimination prohibitions against lesbian, gay, bi-sexual, and transgender (LGBT) individuals also are common (e.g., see June 2010 HUD press release No. 10-119).

Many programs have two recipients. The *primary* recipient or conduit directly receives the federal financial assistance. The primary recipient then distributes the federal assistance to a *subrecipient* to carry out a program. Both the primary recipient and subrecipient must act in accordance with Title VI. MORPC is a primary and subrecipient.

The specific Title VI-related activities discussed in this program are mostly in response to regulations and directives of the U.S. Department of Transportation (DOT), particularly the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). DOT Title VI implementing regulations are contained in the Code of Federal Regulations, 49 CFR 21.

## C. AUTHORITIES

Most federal agencies have adopted regulations that prohibit recipients of federal funds from using criteria or methods of administering their programs that have the *effect* of subjecting individuals to discrimination based on race, color, or national origin. The Supreme Court has held that such regulations may validly prohibit practices having a disparate impact on protected groups, even if the actions or practices are not intentionally discriminatory. *Guardians*, 463 U.S. 582; *Alexander v. Choate*, 469 U.S. at 292-94; see *Elston v. Talladega County Board of Education*, 997 F.2d 1394, 1406 (11th Cir.), *reh'g denied*, 7 F.3d 242 (11th Cir. 1993).

While each federal agency extending federal financial assistance has primary responsibility for implementing Title VI with respect to its recipients, overall coordination in identifying legal and operational standards, and ensuring consistent application and enforcement, rests with the Civil Rights Division of the Department of Justice.

Title VI claims against an entity such as MORPC may be proven under two primary theories:

- Intentional discrimination/disparate treatment; and
- Disparate impact/effects.

The first refers to intentional discrimination based on race, color, or national origin. The second refers to actions that use a neutral procedure or practice that has a disparate impact on individuals of a particular race, color, or national origin, and when such a practice lacks a "substantial legitimate justification."

The documents below are some of the major federal civil rights-related legislation, regulations, executive orders, and federal agency guidance that MORPC is subject to. These are generally listed chronologically by date enacted and are not all-inclusive. See Appendix A for links to actual documents and other related information.

- ❖ [Title VI of the Civil Rights Act of 1964](#) (42 U.S.C. 2000) – prohibits discrimination on the grounds of race, color, or national origin

- ❖ [1970 Uniform Act \(42 USC 4601\)](#) – related to persons displaced/property acquired
- ❖ [Federal-aid Highway Act of 1973 \(23 U.S.C. 324\)](#) – prohibits discrimination on the basis of sex
- ❖ [Section 504 of the Rehabilitation Act of 1973 \(29 U.S.C. 794\)](#) – prohibits discrimination based on handicap/disability
- ❖ [Age Discrimination Act of 1975 \(42 U.S.C. 6101\)](#) – prohibits discrimination based on age
- ❖ [Implementing Regulations \(49 CFR 1.51, 49 CFR 21 and 23 CFR 200\)](#) – U.S. DOT and FHWA Title VI implementing regulations
- ❖ [Federal Transit Laws](#) Title 49 U.S.C. Chapter 53 as amended by MAP-21
- ❖ [Civil Rights Restoration Act of 1987 \(P.L. 100-259\)](#) – restored original intent and scope of Title VI to include all programs and activities of federal-aid recipients and contractors whether federally-funded or not
- ❖ [Fair Housing Act Amendments of 1988 \(42 U.S.C. 3601-3631\)](#) – adds religion as a protected group for relocation purposes
- ❖ [Americans with Disabilities Act of 1990 \(P.L. 101-336\)](#) – non-discrimination based on disability
- ❖ [DOT Order 1000.12](#) – implementation of DOT Title VI Program
- ❖ [Executive Order 12250](#) – (28 CFR 42.401) Department of Justice coordination of enforcement of non-discrimination in federally assisted programs
- ❖ [Executive Order 12898 \(EJ\) in 1994](#) – federal actions to address equity and fairness in minority and low-income populations (“Environmental Justice”)
- ❖ [Executive Order 13166 \(LEP\) in 2000](#) – requires meaningful access to services for people with limited English proficiency

#### D. STATE OF OHIO NON-DISCRIMINATION LAWS

The State of Ohio also includes many of the same non-discrimination requirements as the federal government in various sections of the Ohio Revised Code, Ohio Administrative Code, Executive Orders, and other documents. The location for some of this information is Section 4112 of the ORC. MORPC, in all of its functions, is also subject to following these state laws and regulations.

#### E. MORPC ORGANIZATION AND FUNDING

MORPC is organized per sections 713.21 and 713.23 of the Ohio Revised Code as a “Regional Planning Commission” (RPC) and serves member jurisdictions in the Central Ohio area. The MORPC Transportation Policy Committee acts as the “Metropolitan Planning Organization” or “MPO” for the Columbus Urbanized Area (see “Prospectus” in MORPC Transportation Planning Work Program – link in Appendix A) as designated by the Ohio Governor and U.S. Department of Transportation.

MORPC has served as the MPO (or “Transportation Study”) since 1964 and as a planning entity per the Ohio Revised Code since 1943 (under different organizational arrangements and names). The current organization, under the name “Mid-Ohio Regional Planning Commission,” was formed in 1969.

MORPC currently includes four major “production” departments: 1) Transportation Systems and Funding (the “MPO”); 2) Data and Mapping; 3) Planning and Environment; and 4) Energy and Air Quality. Energy and Air Quality includes a home weatherization and housing rehab component, and within Transportation Systems and Funding there is a separate demand management program that provides ridesharing services in 15 counties. MORPC also includes several “support” departments including Executive Management, Finance, Information Technology, and Public and Government Affairs.

MORPC is an independent, voluntary membership-run planning entity and receives part of its operations funding from member dues, which are also used to match grants. The MPO service area includes Delaware and Franklin Counties, and portions of northwest Fairfield County, southeast Union County and southwest Licking County.

The current MPO geographic area was generally established in 1973 except that portions of middle and northern Delaware County, not previously included in the MPO, were added in the early 1990s. Due to the increasing spread of urban growth beyond the central county in the past decade or so, and due to the larger 8-county U.S. Census Bureau-defined metropolitan statistical area, MPO work considers and sometimes includes, or extends into, areas beyond the MPO boundary.

MORPC is governed by a “commission” (or “board”) composed of officials appointed from member governments per MORPC bylaws and articles of agreement. The MPO is governed by the “Transportation Policy Committee” under advisement from the Transportation Advisory Committee and the Community Advisory Committee. The Transportation Policy Committee includes the members of the Commission who are from geographic areas within the MPO boundary and some additional members, per Transportation Policy Committee bylaws.

**Board Diversity** – To understand and effectively serve the needs of a diverse population, an organization’s board needs to have the perspective of diverse voices at the table. In June 2018, MORPC conducted a survey of its Board members which also requested racial and ethnic minority representation. Out of a total of 134 respondents:

- 30% female
- 70% male
- 8% African American
- 1% Hispanic
- 1% Native American
- 90% Caucasian
- 27% between the ages of 25-44
- 58% between the ages of 45-64
- 15% the age of 65 or older

MORPC operates differently from most public entities in that agency funding comes not from a committed or dedicated tax source but from the voluntary participation of local governments, and from performing work associated with various grants and agreements, which can change over time. These grants and agreements are from federal agencies, the State of Ohio, local governments, utility companies, foundations, and from other public and private entities, to perform, implement or administer specific programs, services or studies.

The funding for a large portion of this work comes directly or indirectly from the federal government, often through state agency recipients. Sometimes these funds come through other subrecipients. The primary federal agencies that provide funding to MORPC include the Department of Transportation (DOT), the Department of Housing and Urban Development (HUD), the Department of Energy (DOE), and the Department of Health and Human Services (HHS). MORPC currently operates three major programs, which normally provide the bulk of federal funding to the agency:

- Transportation/MPO functions funded by the DOT
- Home Weatherization program funded by the DOE & HHS
- Housing programs funded by HUD

## Section 5310 Funds

### PROVIDING ASSISTANCE TO SUBRECIPIENTS Chapter III, 11

MORPC is the Designated and Primary Recipient of FTA Section 5310 funds in the Columbus, Ohio urbanized area. MORPC passes Section 5310 funds through to subrecipients as required by the grant program. MORPC is in the process of developing agreements/contracts using FFY 2016 and 2017 funds executed with FTA with the following subrecipients.

- Alpha Group of Delaware County
- American Red Cross
- Arch Express
- Association for the Developmentally Disabled
- Canal Winchester Senior Transportation Services
- Clintonville Beechwold Community Resource Center
- Grove City
- Groveport
- Heritage Day Health Centers
- LifeCare Alliance
- National Church Residences
- Netcare Access
- SourcePoint

Subrecipients are to be held to the same non-discrimination standards and accountable to the FTA Master Agreement as well as more defined guidelines based on their particular projects as MORPC when using these funds. Each subrecipient is also responsible to complete FTA's Certification and Assurances each federal fiscal year as they become available.

Subrecipients can access MORPC's Title VI notice of rights, complaint form and procedures and adopted policies at <http://www.morpc.org/title-vi/>. All Title VI complaints regarding services

provided with Section 5310 funds are to be addressed to MORPC as well as the recipient using MORPC's complaint procedures.

Sample notices, procedures, demographic and other information will be coordinated and provided by MORPC to assist subrecipients in their Title VI compliance.

### **MONITORING SUBRECIPIENTS Chapter III, 12**

MORPC has developed a process and schedule to track subrecipients Title VI Program compliance and submissions. MORPC's grant administrator will perform site visits as appropriate to each subrecipient to ensure their projects are in compliance with the signed agreement and FTA standards. The administrator will receive reports that will be entered into FTA TrAMS.

As required by the project, selected subrecipients will submit invoices to MORPC for reimbursement. Additional information may be requested in the event documentation is needed for reimbursement to ensure they are in compliance.

### **Conduct Equity Analysis for Determination of Site or Location of Facilities Chapter III, 13**

MORPC and its subrecipients do not use FTA funds to determine the location of a new facility or make renovations to existing facility. No projects require an equity analysis for land acquisition and the displacement of persons from their residences or businesses.

### **Procedures MORPC uses to pass through FTA financial assistance to subrecipients in a non-discriminatory manner Chapter VI, 2, c (2)**

MORPC has a Section 5310 Program Management Plan (PMP) approved by FTA. The PMP documents the pass through of FTA financial assistance to subrecipients in a nondiscriminatory manner. As part of the Section 5310 funding request process, Title VI data collection and general reporting requirements, Limited English Proficiency Requirements and FTA Certification and Assurances is required. A description of procedures to request funding is also included in the PMP. (See Appendix K.)

When funding becomes available, MORPC submits a press release, posts on MORPC's website and social media, sends email blasts and mails post cards to potential subrecipients. MORPC's email and USPS mailing lists are inclusive of minority population organizations.

Each applicant is required as part of its Section 5310 funding request to provide information relating to the clientele to be served by the project, including the number of minority individuals broken down by African American, Hispanic, Asian or Pacific Islander, Native American, and Asian-Indian population groups. MORPC's Title VI complaint process will be used to solicit any complaints based on perceived discrimination based on race, color, or national origin. As a Designated and Primary Recipient, MORPC will monitor subrecipients with regard to Title VI.

### **Procedures MORPC uses to provide assistance to potential subrecipients applying for funding, including its efforts to assist applicants that would serve predominantly minority populations. Chapter VI, 2, c (3)**

As stated in MORPC's PMP when the funding cycles are announced the selection process is open and transparent, and every effort will be made to reach multiple agencies that provide services to the primary target populations, ensuring equity of access to the benefits of the grant programs among eligible groups, as required by Title VI of the Civil Rights Act.

MORPC contacts interested parties representing all segments of the study area, including advocates for people with disabilities, the elderly and minority populations have been maintained. In addition to mailing announcements and web postings, funding availability will be communicated using MORPC's Transportation Public Involvement Plan. (See Appendix G.)

The selection process includes an informational workshop where outlining the development of project and criteria is offered. The workshop and assistance in developing proposals are advertised and offered to all interested parties.

## II. TITLE VI ORGANIZATION AT MORPC

### A. INTRODUCTION

In general, routine Title VI and related non-discrimination responsibilities at MORPC are handled in a decentralized manner, being primarily the responsibility of individual departments. This reflects the reality that MORPC operates through many different agreements, contracts and programs, and each of them may have somewhat different requirements and responsibilities relating to Title VI and non-discrimination.

Though MORPC is one entity, each production department operates their programs in different functional areas, somewhat independently utilizing different funding sources and agreements, and under varying requirements, roles, and constraints, which individual departments are most familiar with. This affects how Title VI responsibilities are organized at MORPC.

It should be noted that all of MORPC, without exception and across all departments, is subject to following federal Title VI and non-discrimination requirements. In that MORPC receives any federal funds, it is subject to these regulations, but in fact, MORPC receives significant amounts of federal funds that infiltrate every activity and operation of MORPC. This makes the entire agency subject to the related federal laws in all its operations.

### B. KEY STAFF RESPONSIBILITIES

As shown in the MORPC Title VI organization chart in Appendix F, the agency Executive Director, who is hired by the Commission, has overall responsibility for non-discrimination and implementation of the Title VI program. Directly reporting to the Executive Director on non-discrimination and civil rights issues is the Director of Public & Government Affairs who serves as the overall agency “Title VI Coordinator.”

This person is the key contact person that has general responsibility over civil rights-related and non-discrimination issues that may arise within the agency. The Director of Public and Government Affairs is responsible for Title VI as it relates to public outreach and Title VI notifications.

The other key staff member related to Title VI, who also reports directly to the Executive Director, is the Chief of Staff and Director of Operations. The Chief of Staff is responsible for helping to make sure the agency meets Title VI requirements in purchasing and in professional service or other contracts. This person is also responsible for employment and hiring and for the agency’s Equal Employment Opportunity reporting.

MORPC has recently established an internal Diversity Committee. The committee was created to focus on and improve diversity issues at MORPC. While not specifically designated to address federal Title VI compliance issues, this committee may have involvement in this in the future. Ultimately though, most of the on-going responsibility for meeting program-related Title VI requirements at MORPC rests with each department director.

### III. KEY MPO TITLE VI ACTIVITIES

#### A. INTRODUCTION

MORPC conducts various activities to address and respond to Title VI-related issues, concerns, and requirements, Section III focuses on the primary Transportation Systems and Funding/MPO and related departments activities regarding Title VI and includes planning sub-sections on data collection.

#### B. PLANNING PROCESS

##### 1. INTRODUCTION

The MORPC Transportation Systems and Funding Department carries out a *comprehensive, cooperative and continuing* planning process in accordance with the Code of Federal Regulations, Title 23, Section 450. The principal products of this process are the Metropolitan Transportation Plan and the Transportation Improvement Program. MORPC must continually monitor the impacts of its planning to avoid, minimize or mitigate disproportional impacts on Title VI-protected populations.

Title VI affects the MORPC planning process in important ways. These are described in more detail in subsections 2 and 3:

- Data collection
- Public involvement

The primary responsibility for ensuring that these tasks are appropriately and sensitively carried-out lies with the Transportation Systems and Funding Director, while the specific tasks are normally sub-delegated within the Transportation Systems and Funding Department. The MORPC Director of Public and Government Affairs also has a significant role in the public involvement and notification responsibilities.

The MORPC Transportation Systems and Funding Department also has often performed special activities or planning studies that are specifically directed to the Title VI-protected populations. Examples include the MPO's past involvement with (and ongoing interest in) developing and maintaining the following:

- human services transportation planning, mobility, and job access for the transportation disadvantaged as elements of the *Coordinated Plan*.
- *Transportation Demand Management Plan* that incorporates mobility management.
- *Planning Framework for the Evacuation of the Transportation Needs Populations in Central Ohio*.
- *insight2050* study that proactively plan for development and growth over the next 30+ years. This report considers changing demographics and impacts to the mobility of the transportation system.

- **Minority Mobility Needs:** During our outreach and analysis we did not identify any transportation needs specific to minority populations. Their needs were similar to the needs of the general population; access to jobs and other services and generally have adequate mobility throughout the region. Our planning process continuously reaches out to minority populations. To date we have not identified that minority populations in our region have transportation needs different from the population as a whole. These needs are access to jobs and other services; improve the safety of the transportation system; and minimize congestion. Over the last several years, the agency has seen an increase in the need to improve transit services and provide more biking and walking infrastructure to create better and more sustainable neighborhoods. Our transportation planning process includes minority population groups and viewpoints.
- **Impacts of State and Federal funds:** MORPC's analysis of the impact of the distribution of State and Federal funds is shown in figures IV-1 to IV-35 on pages 20- 37 of the Environmental Justice documentation. The charts identify the impacts of the TIP projects with respect to particular measures on various populations groups which specially include minority and non-minority populations groups. A disparate impact would show up in these graphs if the trends depicted on the graph would be different between minority and non-minority population. In all measures the trend lines of minority and non-minority population follow a similar pattern as a result of the TIP projects when compared to the no build situation. More details can be derived by the paragraph associated with each measure. (See Appendix H.)

This type of work is done periodically in addition to the standard MPO activities discussed below.

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## 2. DATA COLLECTION

MORPC is a major collector, user and generator of economic, demographic, land use, transportation, and other data. Collecting some data is a regulatory requirement: *Develop procedures for the collection of statistical data (race, color, sex, age, disability, and national origin) of participants in, and beneficiaries of State highway programs, i.e., relocates, impacted citizens and affected communities (23 CFR 200.9(b)(4)).* Some of the purposes identified for collecting data, include:

To Identify:

- Impacts and persons/businesses impacted
- Transportation needs of all persons/groups within plans or project area
- People to include in the decision-making process
- Leaders/"Champion(s)" for various modes and transportation options
- Benchmark and monitor MORPC diversity efforts

Historically, the major need for data at MORPC has been related to the travel demand modeling component of the transportation work program and is a core part of MORPC's ongoing work. The need for data, however, goes beyond modeling and permeates most planning and service outreach activities at MORPC.

The MPO provides forecasts of population, housing, economic and transportation trends that provide the basis for addressing current issues and exploring future needs. MORPC also serves as a center for the collection, analysis, and dissemination of information in Central Ohio.

Some data is important to the planning process and Title VI because it helps identify the geographic locations and extent of traditionally-underserved populations that are protected through Title VI.

Demographic data regarding characteristics of these target populations for the metropolitan planning area is gathered and distributed into MORPC's traffic analysis zones. This is done so that the data can be further analyzed through the travel demand model. The analyses result in the identification of planning measurements that can be used to identify geographic areas of high densities of target populations.

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### 3. PUBLIC INVOLVEMENT

An effective public involvement process is a cornerstone to due process protection under the law. The rationale is the desire for a public involvement process that proactively seeks and is open to addressing the needs of all persons, including those traditionally underserved. Furthermore, the rationale is to provide public access and the opportunity for input in the development of agency programming.

The public participation, consultation and notification requirements of MPOs are described in the Code of Federal Regulations Title 23, Section 450.316. CFR 450.316 (1) (vii): *Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.*

Public involvement is defined as the *process by which interested and affected individuals or entities are consulted and included in decision-making process.* The public involvement process includes:

- Information dissemination (timely and relevant)
- Consultation (honest and open exchanges)
- "Stakeholder" participation (collaborative engagement)

Communication and public outreach are important to most MORPC programs and activities. Planning studies conducted by staff often need to include participation by a broad spectrum of area residents. Services offered by the housing or weatherization programs particularly, must reach lower and moderate-income groups, minorities, non-English speaking persons, and others. Results of the public participation efforts are included in the Public Involvement Appendix of each document. The Diversity and Inclusion plan also benchmarks the effectiveness of reaching out to these populations. See Focus Area: Service to Diverse Populations in the Diversity and Inclusion Plan. (See Appendix N.)

The MORPC public participation plan, which is updated periodically, helps to guide the engagement and outreach efforts for the transportation planning process. The current version of this plan is in Appendix G.

Some of the tools that MORPC uses to help keep the public informed include the following:

- ❖ **Website** – MORPC maintains an extensive website which is updated frequently. The site includes information on the agency’s responsibilities, policies, programs, publications, on-going activities, and press releases. Direct staff links are provided for most of the information on the website.
- ❖ **Social Media** – MORPC’s social media efforts include Facebook, Twitter, Vimeo, and LinkedIn.
- ❖ **Publications** – Each year, MORPC issues a multitude of publications, reports, and maps as part of the agency work, and responds to and processes a large number of data requests. Much of this can be accessed through the website. The publications are also distributed to the metropolitan libraries located within the transportation planning area.
- ❖ **Electronic newsletters** – MORPC utilizes electronic newsletters such as eSource and Voices of insight 2050 to also inform the public of its programs, projects and initiatives.
- ❖ **Press Releases** – Press releases are routinely sent to more than 150 media contacts, including daily and weekly newspapers, and television and radio stations throughout the Central Ohio area. These include numerous Title VI-protected groups. The press releases are also placed on the website in the Press Center.
- ❖ **Meetings Open to the Public** – All MORPC board and committee meetings are open to the public. Meeting dates, times and agendas for board and major committee meetings are posted well in-advance on the agency’s website.
- ❖ **Opportunities for Public Comment** – MORPC routinely provides opportunities for public comment through Social Media (Facebook and Twitter), online, email, U.S. mail, fax, phone, and through public comment at meetings. MORPC responds to all comments received.
- ❖ **Staff is Accessible** – Staff is accessible in person, on the phone, by mail, by fax, and by email. Contact information for many staff members is included on the agency website.
- ❖ **Mailings** – MORPC routinely uses direct mail and email to keep the public informed of the agency’s services, programs, public comment periods, meetings, and publications. These mailings include a large number of community groups and social service agencies, some of which represent Title VI protected groups. MORPC also sends press releases to newspapers that are published by and for traditionally underserved populations.
- ❖ **Events** – Events such as workshops, open houses, and forums are held regularly, as needed. MORPC routinely offers the following different ways for people to comment on activities, programs, and decisions made at the agency, as follows:
- ❖ **Comments are Accepted at Any Time** – Comments are accepted by social media, online, phone, fax, email, U.S. mail, from the interactive maps on the website and in person at any board, committee or public meeting.
- ❖ **Formal Public Comment Periods for Major Activities** – Formal public comment and review periods are used to solicit comments on major planning and programming activities. This includes major amendments to the transportation plan or transportation improvement program and changes to important MORPC policies such as the public participation plan.

MORPC also has an active Community Advisory Committee that is a major component of the public involvement process and provides public input and recommendations to the Transportation Policy Committee. It is the responsibility of Public and Government Affairs to make sure that the Community Advisory Committee has representation from Title VI-relevant populations.

The Community Advisory Committee presently has 15 members, including 4 minority, and 3 people with a disability. MORPC consistently recruits for new committee members. MORPC also reviews and requires that project-specific committees include representation of diverse populations from the study areas.

**The Transportation Advisory Committee serves as the technical component of the public involvement process and provides recommendations to the Transportation Policy Committee. The Transportation Advisory Committee (TAC) presently has 32 members.**

MORPC has created an external facing Diversity in Local Government Working Group to address diverse voices on its Board and in its Working Committees. The Working Group is tasked with providing recommendations by November 2018.

In recent years, MORPC has taken steps to reach out to the growing non-English speaking communities in Central Ohio. MORPC has some of its outreach material translated into Spanish and Somali. It also routinely distributes information to Spanish and Somali publications in the region. The MORPC website is translatable into various languages. MORPC also has under contract various agencies that provide interpretation, translation and services for the deaf and hearing impaired. This information is available to all staff on the intranet site and at the front desk in the lobby. See additional information in the Diversity and Inclusion plan under Focus Area: Service to Diverse Populations. (See Appendix N.)

Additional information on public involvement is included on the MORPC website. See the MORPC “public involvement” and “Metropolitan Transportation Plan” links in Appendix A.

## C. DIVERSITY AND INCLUSION PLAN

In 2009 MORPC formed the Diversity & Inclusion Committee to investigate the agency’s approach to diversity. The committee inventoried each department’s policies in serving diverse populations. The committee also hired a consultant, Multiethnic Advocates for Cultural Competence (MACC), to help MORPC enhance its diversity efforts.

In 2013, MORPC created the first MORPC Diversity & Inclusion Work Plan. The plan utilized the suggestions from MACC based on surveys and focus group interviews with staff and board members, as well as information provided from a MORPC self-assessment for cultural competence in the workplace completed for United Way.

The goal of the yearly work plans is to cultivate a work environment that is welcoming and inclusive; provide services and programs to the Central Ohio community creating a special place to live, work, and raise a family; and create a place for businesses to want to locate. The work plans assist MORPC in its planning and decision-making, establishing priorities, providing relevancy to the MORPC region,

building capacity, maintaining accountability, allocating resources and improving services to the Central Ohio community.

MORPC's commitment to diversity is evident in its Diversity Statement:

*"Diversity refers to the differences that make us unique. MORPC recognizes, values, embraces and celebrates diversity by respecting and utilizing all of our differences to enhance our lives and our society."*

The current 2016-2017 Diversity Work Plan reviewed the efforts of the 2015 Work Plan and the six focus areas.

The matrices, sorted by focus area, identifies: the process in which to achieve desired outcomes (Infrastructure); the capability to implement the processes (Competency); and the MORPC Team Member(s) responsible for the specific infrastructure (Staff). The matrix provides an area for reporting results (Outcome).

- **Workforce** (WF) – Commit to the preparation of a culturally competent workforce.
- **Workplace** (WP) – Improve accessibility and accommodations for minorities, people with disabilities and GBLT.
- **Diversity Spend** (DS) – Increase diverse vendors spend to 10 percent.
- **Service to Diverse Populations** (SD) – Increase/enhance service to diverse populations.
- **Diversity Requirements** (DR) – Continue to meet the federal requirements for DBE and Section 3 HUD monitoring and reporting.
- **Diversity Communications** (DC) – Increase the promotion of MORPC's services and programs to diverse audiences, and increase the awareness of MORPC's Diversity & Inclusion efforts.

In early 2018 and as a result of the outcomes from the 2017 Work Plan new actions were developed to improve performance on priority Diversity & Inclusion goals and to implement new internal structure to improve capacity, results and priority. The results of those efforts will be revealed in October/November 2018.

See Appendix N for the complete Diversity and Inclusion Work Plan.

## IV. OTHER TITLE VI-RELATED RESPONSIBILITIES AT MORPC

### A. TITLE VI RESOLUTION, POLICY STATEMENT AND ASSURANCES

MORPC is required by the U.S. Department of Transportation to submit approval of the three-year Title VI program and to maintain a Title VI policy statement signed by the Executive Director and Title VI assurances. See Appendix J. The policy statement, included in Appendix C, is an express commitment to non-discrimination and is signed by the chief administrative officer. The policy statement is required to be circulated throughout the organization and general public.

The Title VI assurances are now included as part of the annual MPO self-certification resolution, usually adopted in May of each year. Appendix C includes a copy of this from FY 2018.

It is relevant to note that by signing an assurance, the recipient has provided documentation that may be a basis for a 'breach of contract' action. Even without such writing, courts describe Title VI obligations (and other non-discrimination laws) as similar to a contract; "the recipients' acceptance of the funds triggers coverage under the non-discrimination provision" (*Paralyzed Veterans*, 477 U.S. at 605).

Assurances serve two important purposes: they remind prospective recipients of their non-discrimination obligations, and they provide a basis for the federal government to sue to enforce compliance with these statutes.

**The notice, Notifying the Public of Rights Under Title VI, can be found on MORPC's website at <http://www.morpc.org/title-vi/>, in MORPC's lobby, and in the employee lounge.**

### B. ON-SITE TITLE VI FEDERAL OR STATE REVIEWS

The federal agency providing the financial assistance is primarily responsible for enforcing Title VI as it applies to its recipients. Federal agencies have several mechanisms available to *evaluate* whether recipients are in compliance with Title VI, and additional means to *enforce* or obtain compliance should a recipient's practices be found lacking. Evaluation mechanisms include pre-award reviews, post-award compliance reviews, and investigations of complaints.

MORPC is subject to on-site federal or state Title VI compliance reviews, though this would be a rare-occurrence, if it took place. On-site reviews, which would be a detailed review of how MORPC addresses Title VI compliance, can be done anytime that a federal agency director believes that such a review is warranted, or for other specific reasons. Due to the dispersion within the MPO and the agency of Title VI activities and responsibilities, any response to on-site reviews by the agency is likely to be a joint effort by various individuals and departments.

Much more common, are special Title VI reviews pertaining to one project (see next section), activity or to complaints, usually requiring a written response. Title VI issues are also usually reviewed as part of the MPO on-site certification review conducted by FHWA and FTA every four years. A copy of the 2018 Title VI and Non-discrimination questions and answers to the Certification Review are included in Appendix M. MORPC strives to comply to proper procedures and maintenance of documentation of all activities related to Title VI.

## C. SPECIAL GRANTS

It is not unusual for MORPC to apply for special grants from various federal agencies or for federal grants through state agencies. These grants may be initiated by the MPO or another department at MORPC and may be a joint effort across departments. Often, in these cases, the federal agency (or state agency representing the federal agency) will require their own Title VI assessment – primarily answering various questions (and perhaps providing documentation) regarding Title VI at MORPC. This assessment is in accordance with U.S. Justice Department - recommended procedures for federal agencies.

Completing the required forms and documentation may be a combined effort at MORPC. As noted in the previous section, MORPC having correctly followed and documented Title VI procedures in the past can make responding to these Title VI reviews less difficult. The current document also should help with this.

Federal agencies typically require that an applicant submit an *assurance* of compliance with Title VI (and other applicable non-discrimination related laws) as part of a pre- grant award review. They may request information on pending lawsuits or complaints, prior compliance determinations, ethnic makeup of staff and decision-making bodies, and other related information. As part of the federal agency internal screening process, agency civil rights officials are normally notified of potential assistance grants and are provided the opportunity to raise a "red flag" or concern about potential grant recipients, such as MORPC.

## D. COMPLAINT PROCESS

Any individual may exercise their right to file a complaint with MORPC, or oversight federal or state agencies, if that person believes that they have been subject to unequal treatment or discrimination, in their receipt of benefits/services on grounds of race, color, or national origin. MORPC adopted an external Title VI complaint process in 2004.

Under MORPC's Requirement to Record and Report Transit-Related Investigations, Complaints, and Lawsuits, MORPC has not, in the past three years, received a Title VI complaint, investigation or lawsuit.

MORPC makes a concerted effort to resolve complaints informally at the lowest level, using the agency's non-discrimination complaint process or other procedures. The complaint process is intended to be used for external discrimination complaints. It includes a multi-step process for resolving complaints in conjunction with the Ohio Department of Transportation and federal agencies.

MORPC is also required to make it known that discrimination-related complaints can be submitted to MORPC using this procedure or through the federal highway or transit administrations, or other federal agencies.

Per the complaint process, complaints would first be submitted to the Director of Operations. This person will review the complaint then request assistance in the response from the appropriate department director. The current complaint process is in Appendix E and on the MORPC website.

## E. NOTIFYING BENEFICIARIES OF PROTECTION UNDER TITLE VI

In order to comply with 49 CFR Section 21.9(d) and the FTA Civil Rights Assurance (that MORPC has signed) and other requirements, recipients and subrecipients shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded them by Title VI. The information shall include:

- A statement that the agency operates programs without regard to race, color, and national origin.
- A description of the procedures that members of the public should follow in order to request additional information on the recipient's or sub-recipient's non-discrimination obligations.
- A description of the procedures that members of the public should follow in order to file a discrimination complaint against the recipient or subrecipient.

Notices of Title VI obligations and protections against discrimination are located on MORPC's website <http://www.morpc.org/title-vi/> in MORPC's main lobby and in the employee lunchroom. The notices are written in English and Spanish. Information regarding the notices is also available in the Diversity and Inclusion Plan under Area of Focus: Workplace.

The FTA Title VI Assurance says:

*The Mid-Ohio Regional Planning Commission will make it known to the public that the person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.*

MORPC does this in the following ways:

- Website – MORPC maintains a website with a wide-range of information on discrimination-related concerns. It also includes MORPC's complaint process.
- Major Publications – In major publications, such as the Metropolitan Transportation Plan and Transportation Improvement Program, information is included in the front on MORPC's obligations related to Title VI and where to get more information.
- Brochures – the non-discrimination clause is also placed on MORPC pamphlets, brochures and applications

## F. LIMITED ENGLISH PROFICIENCY (LEP) AND OTHER COMMUNICATION ISSUES

A limited English proficiency or LEP person is one who does not speak English as primary language and has limited ability to read, speak, write, or understand English. MORPC is required to implement *sound measures* and take *reasonable steps* for meaningful access to programs and activities by LEPs.

Requirement to Provide Meaningful Access to LEP Persons: Language Assistance Plan or LEP Plan is located in Appendix I.

Additional information on the LEP population is available in the Diversity and Inclusion Plan under Area Focus: Service to Divers Populations and the ODOT Title VI Assessment. See Appendix N.

Illiteracy is another situation that can make communication, especially written communication, difficult. MORPC staff is available to help client's complete applications for service and other documents and to take verbal comments. Public meetings are also frequently held which allow for communication verbally with staff and in written form.

## G. ANNUAL TITLE VI REPORT FOR ODOT

Annually, in May, in conjunction with developing the coming year's planning work program, MORPC updates the Title VI report required by the Ohio Department of Transportation. The MPO is mostly a subrecipient of federal transportation funds and ODOT is usually the primary recipient for MORPC.

The ODOT report, which helps to satisfy federal requirements for the primary recipient and the sub-recipient, is submitted to ODOT with the transportation work program and currently includes information related to: the composition of the MPO staff; Title VI complaints; use of minority contractors; and citizen participation activities. A copy of the most recent report is included in Appendix D and on the MORPC website.

## H. CONTRACT PROCEDURES

### Contract Procedures

MORPC's contracting and pre-contracting steps are generally done on a decentralized basis by individual departments, though all contracts are reviewed by the MORPC Chief of Staff & Finance Director. MORPC's current contracting procedures, as adopted by the Commission, are contained in available in Appendix O. These are general requirements that apply agency-wide.

The requirement is to include specific Title VI-related text in all MORPC requests for proposals (RFPs), requests for qualifications (RFQs) and contracts. MORPC is required to include the following language in all RFPs or RFQs:

[The following section is for projects funded by federal transportation funds.]

The Mid-Ohio Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged

business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

The following text is required to be included in all contracts:

The background of this Agreement is as follows:

- A. Pursuant to the FAST Act of 2016, the Federal Highway Administration (“FHWA”) made certain funds available to the State of Ohio for surface transportation planning programs. MORPC is the sub-recipient of some of these funds (“GRANT”).
  
- B. The Mid-Ohio Regional Planning Commission (hereinafter referred to as the “SUBRECIPIENT”) HEREBY AGREES THAT as a condition to receiving any Federal financial assistance it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 2 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-Assisted Programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no persons the United States shall, on the grounds of race, color, creed, religion, ancestry, national origin, sex or gender, sexual orientation, gender identity or expression, age, disability or other handicap, genetic information, marital/familial status, veteran status, or income or status with regard to public assistance, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the SUBRECIPIENT receives Federal financial assistance including the Ohio Department of Transportation, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.71(a) of the regulations.

**§19. Non-Discrimination.**

CONSULTANT shall carry out the applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MORPC deems appropriate.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.) as amended, the following notice to the CONSULTANT regarding federal aid recipients applies. MORPC has made similar notice of compliance via the GRANT agreement. During the performance of this Agreement, CONSULTANT for itself, its assignees and successors in interest agrees as follows:

- a) CONSULTANT will ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, color, sex, national origin (ancestry), disability, genetic information, age (40 years or older), sexual orientation, military status (past, present, or future), creed, gender identification, marital/familial status, limited English proficiency, or status with regard to public assistance. Such action shall include, but not be limited to, the following: Employment, Upgrading, Demotion, or Transfer; Recruitment or

Recruitment Advertising; Layoff or Termination; Rates of Pay or other forms of Compensation; and Selection for Training including Apprenticeship.

- b) CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin (ancestry), disability, genetic information, age (40 years or older), sexual orientation, military status (past, present, or future), creed, gender identification, marital/familial status, limited English proficiency, or status with regard to public assistance.
- c) *Compliance with Regulations:* CONSULTANT will comply with the regulations relative to nondiscrimination in Federally-assisted programs of the U.S. DOT Title 49, Code of Federal Regulations, Part 21, as amended, (hereinafter referred to as "Regulations"), which are herein incorporated by reference and made a part of this Agreement.
- d) *Nondiscrimination:* CONSULTANT, with regard to the work performed by it after the execution of this Agreement, will not discriminate on the grounds of race, color, national origin, sex, age, disability, low-income status, limited English proficiency, religion, genetic information, sexual orientation, gender identification, creed, military status (past, present, or future) or marital/familial status in the selection and retention of contractors and consultants, including in the procurement of materials and leases of equipment. The CONSULTANT will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B to Part 21 of the Regulations.
- e) *Solicitations for Contracts, including Procurement of Materials and Equipment:* In all solicitations either by competitive bidding or negotiation made by CONSULTANT for work to be performed under a contract, including procurement of materials or equipment, each potential contractor or supplier will be notified by CONSULTANT of the CONSULTANT's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, religion, color, national origin, sex, age, disability, low-income status, limited English proficiency, genetic information, sexual orientation, gender identification, creed, military status (past, present, or future) or marital/familial status.
- f) *Information and Reports:* CONSULTANT will provide all information and reports required by the Regulations or directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by ODOT, FHWA, or FTA to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT will so certify to ODOT, FHWA or FTA as appropriate, and will set forth what efforts it has made to obtain the information.
- g) *Sanctions for Noncompliance:* In the event of CONSULTANT'S noncompliance with the nondiscrimination provisions of this Agreement, ODOT will impose such Agreement sanctions as ODOT, FHWA, or FTA may determine to be appropriate, including, but not limited to:
  - i. Withholding of payments to CONSULTANT under this Agreement until CONSULTANT complies, and/or;
  - ii. Cancellation, termination, or suspension of this Agreement, in whole or in part.

h) *Incorporation of Provisions:* CONSULTANT will include the provisions of paragraphs a) through g) in every contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. CONSULTANT will take such action with respect to any contracts or procurement as ODOT, FHWA, or FTA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event CONSULTANT becomes involved in, or is threatened with, litigation with a contractor, consultant, or supplier as a result of such direction, MORPC may request ODOT to enter into such litigation to protect the interests of ODOT, and, in addition, MORPC may request the United States to enter into such litigation to protect the interest of the United States.

i) *Pertinent Non-Discrimination Authorities:*

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects)
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 et seq.,) (prohibits discrimination on the basis of sex)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), as amended (prohibits discrimination on the basis of disability) and 49 CFR Part 27
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age)
- Airport and Airway Improvement Act of 1982 (49 U.S.C. § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex)
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of Federal-Aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not)
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12189), as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38 (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities)
- The Federal Aviation Administration’s Non-Discrimination Statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex)
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority or low-income populations)
- Executive Order 13166, Improving Access to Services for People with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100)
- Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended (prohibits discrimination in the sale, rental, and financing of dwellings on the basis of race, color,

- religion, sex, national origin, disability, or familial status (presence of child under the age of 18 and pregnant women)
- Title IX of the Education Amendments Act of 1972, as amended (20 U.S.C. 1682 *et seq.*) (prohibits discrimination on the basis of sex in education programs or activities)

MPO contracts also need to include the “Contractor Contractual Requirements.” This is included as part of the “Standard DOT Assurances” document, currently included as part of MORPC’s annual self-certification resolution. A copy of this is in Appendix C.



Mid-Ohio Regional  
Planning Commission

111 Liberty Street, Suite 100  
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## Memorandum

**TO:** William Murdock, Executive Director  
Executive Committee

**FROM:** Shawn Hufstedler  
Chief of Staff & Director of Operations

**DATE:** October 26, 2018

**SUBJECT:** Financial Report – September 2018

### Summary

At September 30, 2018 our cash position was \$1,355,386 in the operating account, which is slightly less than the 30-day target threshold balance. For the year-to-date ending September 30, 2018 the fringe rate variance was favorable, and the indirect rate was also better than projected.

### Operating Income (Change in Net Position)

There has been a decrease in net position (loss from operations) for the year-to-date ending September 30, 2018 of (\$313,965). This is primarily the result of costs that have not been recovered in the weatherization programs (\$119,565), building due diligence/leasehold improvement costs for which revenue was recorded in prior years (\$31,817), investment income of \$42,346, and a reduction in 2018 revenues which relate to cash received from COTA in 2017 but not spent in 2017, recorded instead as prior year revenue (\$191,269).

### Member Dues

Member dues revenue was 7.7% of the year-to-date operating revenue. Dues revenue recognized (excluding Leasehold Improvements and Building Due Diligence, which are budgeted from prior year dues) was \$54,549 less than the 2018 annual dues billed. Use of member dues was under budget \$282,325, including the prior year dues budgeted for use. Use of all current year and prior year member dues, including building due diligence and office improvement activities were as follows:

William Murdock, AICP  
Executive Director

Rory McGuinness  
Chair

Karen J. Angelou  
Vice Chair

Erik J. Janas  
Secretary

<u>Use of Member Dues</u>	<u>Year-to-date 09-30-2018</u>		<u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>(Over) Under</u>
Services to Members	\$294,976	\$281,895	\$ 13,081
Local Matching Funds	219,164	199,515	19,649
Development Fund	64,939	70,058	(5,119)
Building Lease	104,524	105,907	(1,383)
Member Services Coordination	80,462	75,233	5,229
Leasehold Improvements & Building Due Diligence	262,500	31,817	230,683
Other	55,085	34,900	20,185
<b>Total</b>	<b>\$1,081,650</b>	<b>\$799,325</b>	<b>\$ 282,325</b>

**Fringe Benefit and Indirect (Overhead) Variances**

**Fringe Benefits**

The actual fringe benefit cost rate for the year-to-date is 58.45% which is lower than the budgeted rate of 61.0%, creating a favorable variance for the year of \$59,379.

**Indirect (Overhead)**

The actual indirect cost variance for the year-to-date first quarter is 52.78% which is lower than the budgeted rate of 55.0%, resulting in a favorable variance for the year-to-date of \$114,524.

**Statement of Net Assets**

- Operating cash on hand is \$1,355,386 which was equal to 28 days of cash flow. The Hope 3 Trust account holds cash of \$40,889 restricted for NSP usage. The building reserve account is \$1,040,248; operating reserve account is at \$1,334,191; and management reserve is \$102,536. The building improvement/maintenance fund holds \$693,349.
- Accounts Receivable totaled \$1,677,736 compared to \$1,628,317 at the end of September 2017.
- Accounts Payable plus Other Accrued Liabilities totaling \$283,816 were \$19,888 more than the \$263,928 balance at the end of September 2017.

**Expenses and Appropriations**

Expenses for the year-to-date through September 30, 2018 totaled \$10,331,113 or 57.8% of the total year's operating appropriations of \$17,874,151.

**Operating Reserve**

The \$1,355,386 of operating cash at September 30, 2018 is equivalent to 28 days of expenditures, which is less than the 30-day target threshold established in the Operating Reserve Policy. The pending receipt of more than \$300,000 from the Central Ohio Transit Authority for funds in lieu of NTD/Section 5307 is projected to restore the operating cash balance back to greater than 30 days in the fourth quarter.

The \$1,334,191 balance of the invested operating reserve at September 30, 2018 is held in STAROhio, and has not been utilized year-to-date. Combining both the operating reserve balance and the operating cash balance equates to 55 days of expenditures, which is less than the 60-day target threshold as per the Operating Reserve Policy. Interest earned and allocated to the operating reserve year-to-date through September 30, 2018 was \$18,143.

**MORPC**  
**Statement of Net Position**  
**As of 09/30/2018**

	<u>Balance at</u> <u>09/30/2018</u>	<u>Balance at</u> <u>08/31/2018</u>	<u>Monthly</u> <u>Difference</u>	<u>Balance at</u> <u>09/30/2017</u>	<u>Yearly</u> <u>Difference</u>
<b>Assets</b>					
<b>Current Assets</b>					
Cash	\$1,355,386	\$1,513,622	(\$158,236)	\$899,121	\$456,265
Cash-Designated for Building Improvement	693,349	692,186	1,163	724,115	(30,766)
Cash-Operating Reserve	1,334,191	1,331,847	2,344	1,311,863	22,328
Cash-Building Reserve	1,040,248	1,038,425	1,823	1,022,880	17,368
Cash-Management Reserve	102,536	102,362	174	100,879	1,657
Cash with Trustee NSP1 Franklin Co	40,889	40,838	51	42,114	(1,225)
Investments Greenways Fund	10,925	10,925	0	0	10,925
Accounts Receivable	1,677,736	1,529,762	147,974	1,628,317	49,419
Prepaid Expenses	<u>101,840</u>	<u>125,993</u>	<u>(24,153)</u>	<u>120,645</u>	<u>(18,805)</u>
<b>Total Current Assets</b>	<b>6,357,102</b>	<b>6,385,960</b>	<b>(28,859)</b>	<b>5,849,934</b>	<b>507,167</b>
<b>Non-Current Assets</b>					
Forgivable Mortgages	38,362	38,734	(371)	77,615	(39,253)
Fixed Assets	626,507	626,507	0	579,201	47,306
Contributed Assets	369,976	369,976	0	369,976	0
Accumulated Depreciation	<u>(904,942)</u>	<u>(900,410)</u>	<u>(4,532)</u>	<u>(849,576)</u>	<u>(55,366)</u>
<b>Total Non-Current Assets</b>	<b>129,903</b>	<b>134,806</b>	<b>(4,903)</b>	<b>177,215</b>	<b>(47,312)</b>
<b>Deferred Outflows of Resources</b>					
GASB 68 Pension	<u>2,919,775</u>	<u>2,919,775</u>	<u>0</u>	<u>2,076,372</u>	<u>843,403</u>
<b>Total Deferred Outflows of Resources</b>	<b><u>2,919,775</u></b>	<b><u>2,919,775</u></b>	<b><u>0</u></b>	<b><u>2,076,372</u></b>	<b><u>843,403</u></b>
<b>Total Assets</b>	<b><u>\$9,406,779</u></b>	<b><u>\$9,440,541</u></b>	<b><u>(\$33,762)</u></b>	<b><u>\$8,103,521</u></b>	<b><u>\$1,303,258</u></b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Accounts Payable	\$252,049	\$170,114	\$81,936	\$226,354	\$25,695
Accrued Payroll	199,388	184,729	14,659	180,093	19,295
Accrued Fringe Benefits	73,100	84,744	(11,644)	52,777	20,323
Other Accrued Liabilities	31,767	28,282	3,485	37,574	(5,807)
Accrued PTO & Sick Leave	40,000	40,000	0	40,000	0
Deferred Income	1,004,323	1,074,543	(70,220)	522,389	481,934
Deferred Income-Member Dues	335,433	425,569	(90,136)	334,445	988
Deferred Income-Indirect Reserve	229,477	236,843	(7,366)	225,672	3,805
Deferred Fringe Benefit Reserve	<u>102,982</u>	<u>107,152</u>	<u>(4,169)</u>	<u>297,459</u>	<u>(194,477)</u>
<b>Total Current Liabilities</b>	<b>2,268,519</b>	<b>2,351,975</b>	<b>(83,456)</b>	<b>2,169,468</b>	<b>99,051</b>
<b>Non-Current</b>					
Accrued PTO & Sick Leave	452,291	432,524	19,768	433,898	18,393
HOPE 3 Deferred Income	3,406	3,777	(371)	8,852	(5,446)
Other Mortgages-Deferred Income	34,957	34,957	0	68,762	(33,805)
Accrued Building Lease Expense	0	0	0	540	(540)
GASB 68 Pension Liability	<u>7,183,782</u>	<u>7,183,782</u>	<u>0</u>	<u>5,418,085</u>	<u>1,765,697</u>
<b>Total Non-Current</b>	<b>7,674,436</b>	<b>7,655,039</b>	<b>19,397</b>	<b>5,921,170</b>	<b>1,753,266</b>
<b>Deferred Inflows of Resources</b>					
GASB 68 Pension	<u>336,123</u>	<u>336,123</u>	<u>0</u>	<u>416,480</u>	<u>(80,357)</u>
<b>Total Deferred Inflows of Resources</b>	<b><u>336,123</u></b>	<b><u>336,123</u></b>	<b><u>0</u></b>	<b><u>416,480</u></b>	<b><u>(80,357)</u></b>
<b>Total Liabilities</b>	<b>10,279,078</b>	<b>10,343,137</b>	<b>(64,059)</b>	<b>8,263,379</b>	<b>2,015,699</b>
<b>Net Assets</b>					
Beginning Net Assets	<u>(558,334)</u>	<u>(558,334)</u>	<u>0</u>	<u>195,701</u>	<u>(754,034)</u>
Current YTD Net Income	<u>(313,965)</u>	<u>(344,262)</u>	<u>30,297</u>	<u>(355,559)</u>	<u>41,594</u>
<b>Total Net Assets</b>	<b><u>(872,299)</u></b>	<b><u>(902,596)</u></b>	<b><u>30,297</u></b>	<b><u>(159,858)</u></b>	<b><u>(712,441)</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>\$9,406,779</u></b>	<b><u>\$9,440,541</u></b>	<b><u>(\$33,762)</u></b>	<b><u>\$8,103,521</u></b>	<b><u>\$1,303,258</u></b>

MID-OHIO REGIONAL PLANNING COMMISSION

SCHEDULE OF REVENUES AND EXPENSES-BUDGET AND ACTUAL  
FOR THE NINE MONTHS ENDING SEPTEMBER 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>Variance over / (under)</u>
Revenue			
Environment, Mapping & Transportation	\$ 5,086,412	\$ 7,631,977	\$ (2,545,565)
Energy and Air Quality	3,563,358	3,532,541	30,817
Housing & Community Services	800,738	1,058,625	(257,887)
Services to Members & Development	567,993	588,737	(20,743)
Other	(43,699)	574,985	(618,683)
<b>Total Operating Revenues</b>	<b>\$ 9,974,802</b>	<b>\$ 13,386,863</b>	<b>\$ (3,412,061)</b>
Expenses			
Salaries and benefits	\$ 5,111,536	\$ 5,697,332	\$ (585,796)
Materials and Supplies	114,117	412,500	(298,383)
Consultants, services and other	5,065,257	7,236,159	(2,170,902)
Depreciation	40,203	59,622	(19,419)
<b>Total Expenses</b>	<b>\$ 10,331,113</b>	<b>\$ 13,405,613</b>	<b>\$ (3,074,500)</b>
Operations income (loss)	\$ (356,312)	\$ (18,750)	(337,562)
Interest Income	42,346	18,750	23,596
Increase (decrease) in net position	<b>\$ (313,965)</b>	<b>\$ -</b>	<b>\$ (313,965)</b>