

# **PLANNING WORK PROGRAM FOR FISCAL YEAR 2025**

## **PROSPECTUS WORK ELEMENTS APPENDICES**

Prepared by



### **MID-OHIO REGIONAL PLANNING COMMISSION**

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# **DRAFT**

March 2024

To Be Approved by Transportation Policy Committee

To Be Approved by ODOT

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## PROSPECTUS FOR SFY 2025

### DESCRIPTION OF MORPC

The Mid-Ohio Regional Planning Commission (MORPC) is a public planning agency operating under state and federal law and governed by an independent commission composed of appointed officials from member jurisdictions. MORPC is the principal public agency conducting regional transportation studies for the Central Ohio area and serves as the metropolitan planning organization (MPO) for the Columbus urban area. MPOs are agencies established (per U.S. Code Title 23, Section 134 and Title 49, Section 5303) in all urban areas of 50,000 or more in population to carry out the "3-C" (continuing, cooperative, and comprehensive) metropolitan transportation planning process.

As a voluntary association of over 80 local governments and regional organizations with an area of interest in Delaware, Fairfield, Fayette, Franklin, Hocking, Knox, Licking, Logan, Madison, Marion, Morrow, Perry, Pickaway, Ross and Union counties, MORPC serves many purposes as part of fulfilling its mission to *be the regional, trusted convener and catalyst, bringing Central Ohio communities together to collaborate on best practices and plan for the future growth and sustainability of the region.*

The past MORPC Strategic Plan (2011-2012) included strategic priorities that described the focus of the services MORPC provides. In particular, transportation is addressed as:

- Supporting Personal and Freight Mobility Choices  
As the federally designated MPO for Franklin, Delaware, and portions of Fairfield, Licking and Union counties, MORPC has tremendous influence over where and how transportation investments occur in the region – especially inside the MPO area. This responsibility makes MORPC uniquely positioned to influence the region's growth patterns by promoting multimodal transportation choices, including travel by highways, transit, passenger rail, bicycling, and walking; reducing the demand for driving alone; and moving freight by highway, rail, air, and new emerging technologies. MORPC will promote transportation investments and policies that support sustainable prosperity while fulfilling its mandate to enhance personal and freight mobility, improve transportation safety, ensure the transportation system is adequately maintained, reduce congestion, and meet air quality standards.

In 2023 MORPC released its 2023-2024 Strategic Framework built on four pillars:

- Pay It Forward – enhance public service leadership and build capacity in communities
- Drive Investment – leverage creative ways to increase our member' returns on investment
- Build Value for Our Members – create opportunities for every community to enhance their assets for the future
- Create an Environment for Prosperity.- deliver essential tools for the region to get better as it grows bigger

The Strategic Framework focus is on tangible strategies for improving Central Ohio.

MORPC is involved in various planning and service activities throughout the Central Ohio region. However, the area within which MORPC<sup>1</sup> conducts urban transportation planning (its "MPO area") is limited to the jurisdictions within the area listed below and shown on the following map (though some of the MPO work of MORPC, such as transportation modeling, affects and is coordinated with a broader geographic area):

- Delaware and Franklin counties
- Bloom and Violet townships in Fairfield County

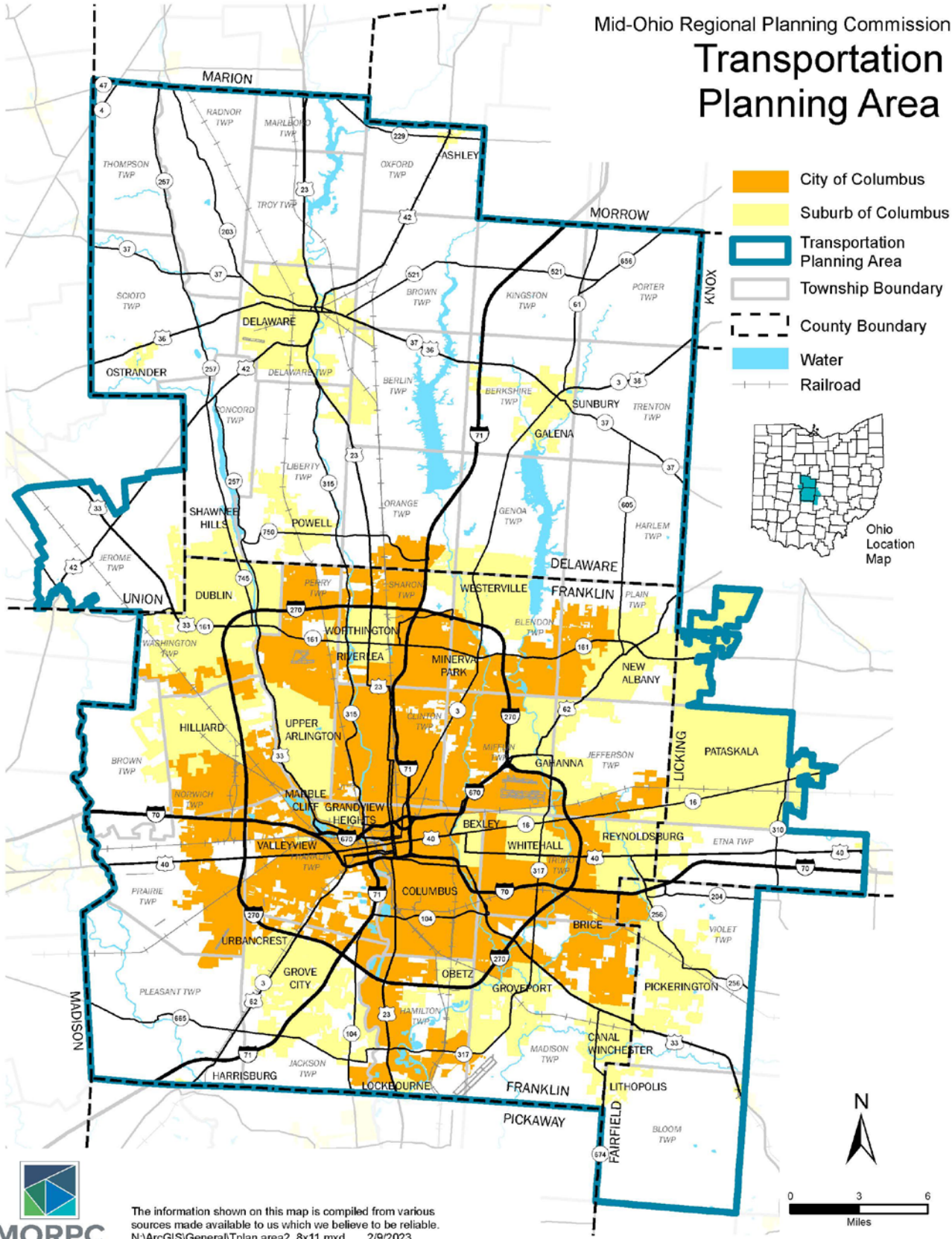
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<sup>1</sup> The Transportation Policy Committee of MORPC is officially designated as a metropolitan planning organization (MPO) by the Governor of Ohio.

- New Albany, Pataskala, and Etna Township in Licking County
- Jerome Township in Union County

The remaining area of Licking County is served by the Licking County Area Transportation Study (LCATS), an MPO formed around the Newark urban area. MORPC and LCATS continually coordinate work on transportation issues that cross the shared border of the two MPOs.

Mid-Ohio Regional Planning Commission  
**Transportation Planning Area**



The information shown on this map is compiled from various sources made available to us which we believe to be reliable.  
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## THE 3-C PLANNING PROCESS

### COORDINATED PLANNING

Numerous public and private agencies and residents representing varied interests participate in the transportation planning process. MORPC must integrate the work and views of each participant into the metropolitan transportation planning process. In some cases, formal agreements are executed between MORPC and major participant agencies. Described below are the primary responsibilities of the major participants:

1. Ohio Department of Transportation (ODOT)

ODOT is the major implementing agency for transportation projects in Ohio and the MORPC region. ODOT Districts 5 and 6 cover the MPO planning area. MORPC also works with the ODOT Office of Transit's Human Service Transportation Coordination Region 6. ODOT assigns staff liaisons to MORPC and other MPOs to oversee MPO planning and programming activities and to ensure compliance with applicable state and federal regulations. Obligation of MORPC-allocated funds from the Surface Transportation Block Grant Program (STBG), Transportation Alternatives Program (TAP), Carbon Reduction Program (CRP) and Congestion Mitigation/Air Quality Program (CMAQ) (through the large MPO statewide process) occurs through ODOT. ODOT provides oversight, approval, and technical assistance for the travel demand modeling processes. ODOT also has a significant role in the planning studies that precede major metropolitan transportation investments.

2. Federal Highway Administration (FHWA)/Federal Transit Administration (FTA)

FHWA and FTA are the major funding agencies for highway and transit planning activities, respectively. These agencies jointly conduct periodic reviews and certification of MORPC's transportation planning process. Close coordination is maintained among FHWA, FTA, ODOT and MORPC. MORPC is the designated recipient and administrator for FTA's Section 5310 formula funding for the Columbus urbanized area.

3. Central Ohio Transit Authority (COTA)

COTA is the largest public transportation operator in the Columbus urbanized area. COTA participates in the development of the Metropolitan Transportation Plan, Transportation Improvement Program, and short and long-range implementation studies. COTA is one of three designated recipients of FTA formula funds for the Columbus urbanized area, splitting with two smaller operators \$5307 and \$5340 Urbanized Area Formula funds and \$5339 Bus and Bus Facilities funds.

4. Delaware County Transit (DCT)

The Delaware urban cluster was merged into the Columbus urbanized area to reflect the results of the 2010 Census. As a result, Delaware County Transit (DCT), which is owned and operated by the Delaware County Transit Board, was reclassified from a rural transit system to an urban system. DCT participates in the development of the Metropolitan Transportation Plan, Transportation Improvement Program, and short-range and long-range implementation studies. DCT is the second largest of three designated recipients for FTA formula funds in the Columbus urbanized area, splitting \$5307 and \$5340 Urbanized Area Formula funds and \$5339 Bus and Bus Facilities funds.

5. Licking County Transit (LCT)

The Licking County Transit coverage includes a portion of the MORPC MPO area although they are primarily focused on the balance of Licking County, which is the LCATS MPO area. However, they are eligible to be a recipient of FTA formula funds in the Columbus urbanized area, splitting \$5307 and \$5340 Urbanized Area Formula funds and \$5339 Bus and Bus Facilities funding. They became the third designated recipient of FTA formula funds in 2019, when they participated in the splitting of these funds with COTA and DCT for the first time.

6. Licking County Area Transportation Study (LCATS)

Adjacent and to the east of MORPC's MPO boundary is LCATS, the Newark MPO, which covers Licking County, except for the cities of Pataskala and New Albany, and Etna Township, which are in the MORPC MPO area. In order to coordinate activities between the two MPOs, LCATS and MORPC participate on each other's committees, provide regular mailings and notices of activities, and regularly work together on matters of mutual interest.

7. Local Governments in Delaware, Fairfield, Franklin, Licking and Union Counties

To varying degrees, local governments participate in technical activities, development of metropolitan transportation plans and transportation improvement programs, and major development issues associated with transportation. Representatives of these jurisdictions often communicate with ODOT and FHWA through MORPC.

8. Ohio Rail Development Commission, Columbus Regional Airport Authority, and Private Freight Companies

These entities participate in the freight-related technical activities of the transportation program to coordinate their plans and programs with those under development by MORPC.

9. Ohio Environmental Protection Agency (OEPA)

In conjunction with the U.S. EPA, OEPA establishes and enforces standards for air and water quality in Ohio. OEPA's key role in transportation planning is monitoring air quality and producing a state implementation plan (SIP) for restoring and maintaining good air quality as required by the federal Clean Air Act.

OEPA is represented in MORPC's planning process with seats on the Transportation Advisory, Sustainability Advisory, and Transportation Policy committees. MORPC also has an Energy and Air Quality Working Group to provide input into air quality planning and SIP development. MORPC works closely with OEPA as the SIP is developed and updated with regard to the Central Ohio region's status with the National Ambient Air Quality Standards.

MORPC executed a Memorandum of Understanding (MOU) with the OEPA to cover the required scope of work in preparing the SIP elements and related work. MORPC has also executed an MOU among LCATS, ODOT and OEPA to coordinate and carry out conformity findings under state and federal regulations and future SIP development requirements that may be needed as a result of changes to air quality regulations. This is referred to as the Interagency Consultation Procedures.

## 10. Agreements

MORPC has used intergovernmental reviews to obtain comments from interested parties and to provide information and recommendations concerning proposed projects. The complexity of coordination done by MORPC necessitates defined roles and responsibilities for the various participants. The following agreements have been established to guide MORPC's interactions with other major players in transportation planning:

Agreement of Cooperation with ODOT – This is an agreement to conduct the cooperative, continuing, and comprehensive (3-C) planning process. It has been signed for a two-year period effective July 1, 2023.

Two-Party Agreement – The two-party agreements are signed among Delaware, Fairfield, Franklin, Licking, and Union counties, as well as their respective local jurisdictions. These local jurisdictions are the cities, villages, and townships in each of the five counties that have committed to participate in the 3-C process.

COTA/MORPC Memorandum of Understanding – This contract identifies the roles and responsibilities of the two parties and the services to be performed by COTA and MORPC. Funding changes require joint approval by COTA and MORPC and FTA concurrence (and other funding sources when applicable).

COTA/DCT/LCT/MORPC Agreement for the Allocation of FTA 5307 Urbanized Area Funds and FTA 5339 Bus and Bus Facilities Funds in the Columbus Urbanized Area – This four-party agreement identifies the fair and rational process used to allocate §5307 Urbanized Area Formula funds and §5339 Bus and Bus Facilities funding in the Columbus urbanized area.

MORPC/LCATS/OEPA/ODOT Memorandum of Understanding – This agreement of cooperation between MORPC, LCATS, ODOT and OEPA defines the responsibilities and requirements in the conformity process and SIP development.

Two-Party Ridesharing Agreements – Fifteen counties have requested that ridesharing services be provided by MORPC's rideshare program. These counties are Delaware, Fairfield, Fayette, Franklin, Hocking, Knox, Licking, Logan, Madison, Marion, Morrow, Perry, Pickaway, Ross, and Union.

Planning Work Program – This document (also referred to as a Unified Planning Work Program) is an annual statement to FHWA, FTA, and ODOT of MORPC's use of planning funds for the MPO area.

### CONTINUING PLANNING

Metropolitan transportation planning is an ongoing process. MORPC's two main transportation planning activities are completed and updated on a repeating cycle. The Metropolitan Transportation Plan (MTP) is completed or updated at least every four years according to federal law, and the Transportation Improvement Program (TIP) is normally developed on a two-year cycle. As soon as one of these documents is completed, work begins on the next one in a continuing cycle.

Three standing committees provide ongoing assistance and advice on transportation planning matters to MORPC staff and the Transportation Policy Committee:

- Transportation Advisory Committee (TAC)
- Community Advisory Committee (CAC)
- Attributable Funds Committee (AFC)



The TAC is a technical committee that provides recommendations to the Transportation Policy Committee. The CAC, a major component of the public participation process, provides public input and recommendations to the Transportation Policy Committee.

While the TAC and CAC provide guidance to the Transportation Policy Committee on all transportation planning matters, the AFC provides advice to the Transportation Policy Committee, the TAC, and the CAC on the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors.

In addition, MORPC, through its Sustainability Advisory Committee, maintains an Energy & Air Quality Working Group that provides assistance and advice on transportation-related matters. The Energy & Air Quality Working Group's mission is to improve and maintain clean, healthy air and economic vitality in Central Ohio through education, policy development, and strategies that address energy and air quality challenges. The committee participates in the SIP development with OEPA and includes broad representation from the community.

## COMPREHENSIVE PLANNING

Metropolitan transportation planning is intended to examine and integrate a variety of issues related to transportation. Transportation is inter-related to many metropolitan issues, such as air quality, energy consumption, development patterns, sustainability, and equity. One of MORPC's roles is to better understand these inter-relationships to positively advance regional goals through transportation planning while minimizing potential, negative consequences of transportation plans and decisions.

### Older Adults and People with Disabilities Special Planning

COTA, DCT, and MORPC have complied with FTA requirements of the Americans with Disabilities Act (ADA). COTA's entire fixed-route paratransit fleets are accessible. COTA continues efforts to increase productivity and on-time performance for service delivery. DCT's light-transit vehicle fleet is also 100% accessible.

MORPC attends COTA's Mobility Advisory Board and DCT's Transit Advisory Committee providing advice on mobility issues. These meetings work with human service agencies, other non-profit agencies, and private companies to develop transportation services to meet the needs of the community.

MORPC maintained the public transit-human services transportation coordination plan or Coordinated Plan for Franklin County until the spring of 2018. At this time, MORPC and DCT completed a joint Coordinated Plan for Franklin and Delaware counties to match FTA §5310 funding geography. In 2021, MORPC administered a nine-county Coordinated Plan for the ODOT Human Services Transportation Coordination (HSTC) Region 6 for Delaware, Fairfield, Fayette, Franklin, Licking, Logan, Madison, Pickaway, and Union counties called the Regional Mobility Plan. This Plan serves as the update to existing coordinated plans for each of these counties, including the coordinated plan for Delaware and Franklin Counties. The Regional Mobility Plan (RMP) is in effect from 2022-2026.

FTA §5310 funding for the enhanced mobility of seniors and individuals with disabilities is apportioned to urbanized and rural areas. ODOT administers these funds for small urban and rural areas. MORPC is the Designated Recipient with an approved Program Management Plan to administer these funds in the Columbus urbanized area.

MORPC's Complete Streets Policy requires project sponsors receiving MORPC-attributable federal funding to provide safe and convenient access for all users and all ages and abilities.

## Consideration of Private Mass Transportation Services and Their Role in Public Transportation

In accordance with FTA and FHWA private operator participation requirements, private operators are notified of MORPC planning activities via direct mail notices, newsletters, and through other public information efforts. A private operator sits on MORPC's TAC.

## Air Quality, Climate Change, and Energy

On April 15, 2004, the U.S. EPA designated Delaware, Fairfield, Franklin, Knox, Licking, and Madison counties in Central Ohio as being in basic non-attainment of the 8-hour NAAQS (National Ambient Air Quality Standard) for ozone. These counties were re-designated to attainment on June 12, 2009. The U.S. EPA promulgated a new eight-hour ozone standard in 2008, and on July 20, 2012, the six-county region was redesignated marginal non-attainment. On December 21, 2016, U.S. EPA approved of redesignating the Columbus area to attainment of the 2008 ozone standard. In 2015, the U.S. EPA promulgated a new primary and secondary ozone NAAQS. The U.S. EPA designated the region of Delaware, Fairfield, Franklin, and Licking counties for non-attainment under the 2015 NAAQS. In 2019, OEPA submitted a redesignation request to U.S. EPA. The redesignation to attainment with approved motor vehicle emissions budgets was published via Federal Register notices on July 3, 2019, and August 21, 2019. MORPC, ODOT, and LCATS play a role through the interagency consultation process with regard to future changes.

On April 14, 2005, the U.S. EPA designated Delaware, Fairfield, Franklin, and Licking and a portion of Coshocton counties as non-attainment of the PM 2.5 standard. On November 7, 2013, these areas were redesignated as in attainment for the PM 2.5 standard. A new annual PM 2.5 standard was promulgated by U.S. EPA in 2012. Regional attainment statuses were established in 2014, and Central Ohio was in attainment.

In addition to reducing ozone and fine particle pollution, the region needs to pursue strategies to reduce greenhouse gas emissions. Transportation accounts for 20% of Ohio's greenhouse gas emissions, and there are growing global, national, state, and local efforts to reduce greenhouse gases through regulatory and voluntary measures. Consistent with this, MORPC and its rideshare program work with various partner organizations and agencies to develop strategies to reduce emissions. The Metropolitan Transportation Plan addresses this growing concern in further detail.

Energy use is closely related to air quality and climate change. MORPC's 2018 Franklin County Energy Study found that 69% of energy used in Franklin County is wasted due to inefficiencies in the electric grid, end use, and reliance on the internal combustion engine for transportation, and wasted energy accounted for \$3 billion in consumer spending in 2015. Further, goal one of MORPC's Regional Sustainability Agenda aims to improve air quality and reduce climate change impacts to protect public health and the environment. The transportation sector is identified as the leading contributor to energy use and emissions in Central Ohio. It is important for MORPC to support technologies that improve energy efficiency in the transportation system, support alternative fuels, and less wasteful use of energy by users of the transportation system.

## Water Quality/Greenways

MORPC holds regular meetings to discuss water quality and trail development issues. MORPC convenes the Sustaining Scioto Board, made up of regional stakeholders to guide implementation of strategies to help the region adapt to climate change and ensure access to clean and abundant water for a growing region. MORPC also provides planning services to the Ohio EPA to develop updated and comprehensive water quality management plans for the Central Ohio region.

MORPC participates in the Central Ohio Watershed Council, a collaborative effort of the various watershed advocacy groups operating in the region. The council works to support the individual watershed programs by identifying and addressing common needs, such as training and fundraising. MORPC also coordinates the Central Ohio Greenways Board and hosts the Central Ohio Greenways Forum, which brings together groups focused on greenway-related trail development throughout Central Ohio.

MORPC facilitated the development of Balanced Growth Initiative plans for several Central Ohio Watersheds which includes, the Olentangy River, Big Walnut/Alum Creek, Walnut Creek, the Upper Scioto River, and Whetstone Creek. The Olentangy River Balanced Growth Plan was adopted by 26 of the 27 participating communities and endorsed by the Ohio Water Resources Council. The Walnut Creek Balanced Growth Plan was endorsed by the Ohio Water Resources Council in early 2013. The Upper Scioto Balanced Growth Plan was endorsed in 2015.

### Development Patterns

Within the MORPC MPO Area, there are approximately 1.6 million people living in households and 0.9 million jobs today. Year 2050 forecasts for this same area show 2.1 million people in households and 1.1 million jobs.

Planning for this anticipated growth, the land use forecast developed for the 2020-2050 Metropolitan Transportation Plan incorporated outcomes of the findings from insight2050 Corridor Concepts activities as well as local and area planning activities.

### Transportation Funding

In carrying out the 3-C process, many transportation infrastructure improvements are identified as needed throughout the area, but funding is insufficient to address all the needs. MORPC takes multiple approaches in working with local and regional partners to identify funding solutions, starting with helping to raise awareness of the transportation needs in the region and the lack of funds. Another is exploring alternative techniques and/or revenue sources for financing local transportation improvements, along with innovative uses of the local and federal shares of project funding. With competing priorities for federal funding, highlighting the needs across all modes continues to be important. Additionally, MORPC coordinates and facilitates collaboration to compete for discretionary grant opportunities and bring more federal transportation dollars to our region.

### Planning Data Technology

Planning data technology includes equipment and systems for collecting, analyzing, and reporting data necessary for transportation planning, predicting travel demand, and providing information for policy development. Data includes demographic, land use, environmental, economic, and physical conditions of the transportation system. MORPC will continue to use tools such as Geographic Information Systems (GIS) technology to share information, as well as perform analyses. MORPC hosts an open data portal called Mid-Ohio Open Data to improve public data access. Along with access to raw data, MORPC uses the portal to host numerous interactive web maps to solicit and distribute information. For example, transportation projects evaluated in the 2024-2050 Metropolitan Transportation Plan were displayed on an interactive on-line map that included a process for users to submit comments and draw suggested projects directly on the map. In addition, MORPC hosts center line and master address data for Franklin County that local communities can edit directly from their offices. This collaborative data collection and sharing process not only provides a standardized format for data, but also allows

communities to have access to more current and accurate information. This system also allows the potential for expanding the collection of other attributes associated with transportation infrastructure. Other transportation systems including sidewalks and bikeways are also being replicated to partner editors in a manner similar to the roads and addresses. MORPC continues to expand upon its existing web-based mapping tools and other techniques, such as the vendor-based traffic count site, to improve data efficiencies, sharing, standardization, and provide better access to Central Ohio data.

MORPC maintains a state-of-the-art activity-based travel demand model that is used as the basis for our congestion management process and development of the Metropolitan Transportation Plan and Transportation Improvement Program. It is also the basis for numerous small and large-scale special studies and ODOT's development of certified traffic for its project development needs. MORPC worked with ODOT on a project to update the model to the most current activity-based modeling platform.

MORPC continues to explore new ways to incorporate technology into many aspects of transportation planning, especially public engagement. This includes using social networking tools as a means to solicit public opinions, share development news, and conduct discussion by technical professional groups.

### Transit

MORPC will continue to play a role in seeking funds for new transit services and modes such as bus rapid transit, light rail, commuter rail, streetcar, and first/last mile services such as micro-transit. In addition, MORPC has a role in helping to coordinate transit services. For example, it assisted Delaware County Transit to transition from a rural transit agency to becoming a part of a large urban transit system. Each federal fiscal year, MORPC prepares documentation of the split between COTA, DCT, and LCT of FTA formula funds apportioned to the Columbus urbanized area. The split is summarized in Exhibit 1 in the COTA/DCT/LCT/MORPC Agreement.

In addition to traditional transit activities, COTA, DCT, and MORPC agreed to appoint MORPC as the designated recipient for FTA §5310 funds for Columbus urbanized area. MORPC completed the formal administrative process through ODOT and FTA. MORPC maintains a current public transit-human services transportation coordination plan and will continue to play a role in updating and implementing this plan as described above under Older Adults and People with Disabilities Special Planning.

Also, MORPC is working with regional and adjacent county transit providers to identify opportunities for improving technology, transit services, and funding avenues to improve inter-county transportation. MORPC holds quarterly Regional Transit Coordination meetings between the rural and urban transit agencies to provide best practices and project coordination.

### Freight

Intermodal freight is continually touted as the fastest-growing market for the freight industry and a critical component of the Central Ohio economy. Currently, over 1 in 20 private sector jobs in Central Ohio is attributed to the freight industry. However, challenges exist to maintain the region's competitive advantage. Correcting the bottlenecks that threaten the efficiency and productivity of this sector of the economy, new rail structures, special consideration of truck traffic needs, and coordination with air cargo facilities are all needed to ensure that the region continues to play an important role in national and international goods movement.

MORPC and other stakeholders are currently involved in a number of important regional projects to address these challenges. The Columbus Regional Airport Authority is actively developing intermodal (air, truck, and rail) freight facilities integrated with the Rickenbacker Airport. In 2008, Norfolk Southern Railroad opened a new intermodal facility near Rickenbacker International Airport. Norfolk Southern also

improved its Heartland Corridor with double-stack capacity from Virginia to Rickenbacker. These improvements, combined with an increase in intermodal cargo into our region as a result of the expansion of the Panama Canal in 2015, have positioned the area to experience a significant increase in truck traffic. This expected increase in truck traffic led to the successful application for TIGER funds in 2012, which granted \$16 million for the Pickaway County East-West connector, a project that connects US 23 and the Rickenbacker Intermodal Facility.

CSX Corporation worked with MORPC and state and local agencies to transform its Buckeye Yard as part of the National Gateway. This, in addition to other rail and airport plans and projects, has resulted in the need for improved transportation access to these facilities. This will require continuation and expansion of MORPC's role as both a leader and a facilitator in Central Ohio's freight system.

As a regional coordinating entity, MORPC has partnered with ODOT and FHWA staff on an OARC Freight Working Group. The working group fosters collaboration in addressing freight issues at a state level. The working group also coordinates interregional freight initiatives as its need is identified through the working group process. Tasks associated with this working group include program planning for the Ohio Conference on Freight, coordinating input into statewide freight planning activities such as the Statewide Rail Plan, the rail crossings study, and the upcoming update to the Statewide Freight Plan.

Freight and goods movement clearly have an impact beyond local, regional, state, and even national borders. Thus, the ongoing discussions regarding megaregions are directly related to freight activities. In particular, global trading patterns are shifting, and a competitive advantage will belong to regions that can attract not only high-skilled workers and businesses that employ them, but places that provide affordable housing options, a high quality of life, and transportation hubs that act as gateways to the global economy. MORPC's participation in various freight stakeholder groups, such as the Columbus Region Logistics Council, the Ohio Supply-Chain Academic Network, the Rickenbacker Area Employers Network, and the Warehousing Education Research Council, ensures MORPC is aware of the region's freight activities and is in a position to incorporate freight considerations into the agency's various planning programs.

### Intelligent Transportation Systems (ITS)

To foster transportation system integration and agency cooperation, MORPC houses, updates, and maintains the Central Ohio ITS Architecture. This federally mandated effort is supported by ODOT, COTA, the Franklin County Engineer's Office, the City of Columbus, and others through an ITS Committee. All ITS projects using federal funding must conform to the architecture (see 23 CFR 940.9). Project examples include centrally controlled traffic signal systems that can easily communicate with other systems, centers, and vehicles. In coordination with ODOT, MORPC updated the Central Ohio ITS Architecture in 2021 to include the Smart Columbus initiative, US 33 Smart Mobility Corridor, and the Statewide CV/AV Architecture. The ITS User Guide was also updated. MORPC administers an ITS committee with local agencies and ODOT to coordinate ITS developments and continually update the architecture.

Examples of application of advanced technology and strategies in the region include the US 33 Smart Mobility Corridor and ODOT Smart Lanes project on I-670. Building on these, MORPC established a Smart Region Task Force to align efforts around a shared vision for a smart region. The three deliverables of the Task Force were a Smart Streets Policy, a Smart Region Playbook, and a Smart Region Resource Guide. MORPC's Smart Streets Policy requires project sponsors receiving MORPC-attributable federal funding to consider digital infrastructure needs during the development and implementation of projects.

MORPC will continue to encourage both public and private sectors to participate in the distribution of ITS-related information in order to find the most cost-effective ways to reach the public. Regardless of the jurisdictions involved, it is MORPC's goal that a traveler in the area will experience the benefits of ITS, whether using a highway, public transportation, or incident or emergency management services. MORPC will also continue to work with ODOT to identify different ways to implement such a system.

### Safety

As a partner in the Federal Highway Safety Improvement Program, MORPC has a comprehensive program that addresses regional and statewide issues. MORPC participates in ODOT's Strategic Highway Safety Plan steering committee and sits on the ODPS Traffic Records Coordinating Committee Technical Council as a representative for OARC. On a local level, MORPC attends the Safe Communities Coalition, Fatality Review Board, and other local safety initiative meetings.

In addition to participating in these committees, MORPC is working to implement the Central Ohio Transportation Safety Plan. This work includes continuing to offer crash data analysis to our members, encouraging local governments to address priority safety locations, and working on other regional safety initiatives. To support local planning activities, MORPC utilizes tools and data provided by ODOT to analyze and communicate critical safety priorities.

### Security

Effective coordination and communication among the many different transportation agencies in a region are essential. Security planning involves both the monitoring of the system to ensure that no catastrophic infrastructure failures occur and preparedness for dealing with situations where the transportation network fails or where the transportation network could fail due to overcapacity usage.

MORPC has developed a Transportation Security Planning Program with three strategies: (1) Work to promote and strengthen local emergency preparedness efforts in the Central Ohio region by acting as a convener, coordinator, communicator, and advocate for training, planning, partnering, and funding opportunities from local, state, federal, or private resources; (2) Promote the improvement and maintenance of the transportation network to address issues related to homeland security and emergency preparedness; and (3) Promote and encourage prioritization of projects and policies that incorporate emergency and safety aspects.

# STAFF CONTACTS

Below is a listing of key staff members associated with the work elements in this PWP. The individuals in this listing are managed by department directors as shown in the agency organization chart provided in Appendix A. The directors with management responsibilities for certain work elements are:

- Nick Gill, Transportation Study Director
- Kerstin Carr, Chief Regional Strategy Officer & Sr. Director of Planning
- Niel M. Jurist, Sr. Director, Communications & Engagement

	<b>Work Element</b>	<b>Key Staff</b>
60125-3000	Management & Operations Planning	Jon Heider
60135-3000	Safety Planning	Lauren Cardoni
60155-3000	Transit and Human Services Planning	Elliott Lewis
60205-3000	Transportation Improvement Program (TIP) and Implementation	Thomas Graham
60515-2000	Manage, Map, Collect, and Share Data	Cheri Mansperger
60525-2000	Data Analytics and Research for Transportation Projects and Programs	Adam Porr
60555-3000	Transportation Systems Analysis Techniques and Applications	Cheri Mansperger
61015-3000	Long-Range Multimodal Transportation Planning	Maria Schaper
61025-0400	Transportation Public Involvement	Niel Jurist
61035-1000	Regional Strategic Initiatives	Kerstin Carr
62515-1000	Planning Coordination and Support	Kerstin Carr
62524-1000	Member Assistance and Support (2024)	Kerstin Carr
62525-1000	Member Assistance and Support	Kerstin Carr
66505-3000	Ongoing Local Planning	Maria Schaper
66534-3000	Growth and Major Economic Development Planning	Nick Gill
66565-3000	Regional Supplemental Planning	Maria Schaper
66575-1000	Technical Assistance Program	Lauren Cardoni
66584-3000	Safe Streets For All Action Plan and Demonstration Activities	Lauren Cardoni
66715-3000	Transportation Services (Ridesharing)	Patty Olmsted
66735-1000	Air Quality Awareness	Mauro Diaz-Hernandez
67401-3000	Ongoing COTA Activities	Clare DiCuccio
67402-3000	Ongoing DCT Activities	Clare DiCuccio
67414-3000	5310 Designated Recipient 2024	Clare DiCuccio
67415-3000	5310 Designated Recipient 2025	Clare DiCuccio
67424-3000	Mobility Management 2024	Emma Strange
67433-3000	Mobility Management ODOT Regional Supplemental 2023	Emma Strange
69715-3000	Program Administration	Charles Ratliff

## CATEGORY 600: TRANSPORTATION

### A. Key Issues

The MORPC Prospectus identifies the following key issues in transportation planning:

- Special planning for older adults and people with disabilities
- Participation by private transportation providers
- Air quality, climate change, and energy resiliency
- Sustainability
- Water quality and greenways
- Development patterns
- Transportation funding
- Planning data technology
- Transit
- Freight
- Intelligent transportation systems
- Safety
- Security
- Equity

### B. Goals

Goals for the 2024-2050 Metropolitan Transportation Plan were adopted in November 2022, with measurable objectives adopted in February 2023. These guided the development of the 2024-2050 MTP adopted in May 2024.

By guiding investment in transportation and mobility infrastructure and services in Central Ohio, the MTP identifies strategies to advance the following six goals:

- GOAL: Position Central Ohio to attract and retain economic opportunity to prosper as a region and compete globally
  - OBJECTIVE: Increase the average number of jobs reachable within 20 minutes and within 40 minutes via automobile, transit, cycling, and walking
  - OBJECTIVE: Minimize the percentage of total vehicle miles traveled under congested conditions
  - OBJECTIVE: Minimize the amount of extra, or buffer, travel time necessary when planning expected trip travel time.
- GOAL: Provide transportation and mobility options to benefit the health, safety, and welfare of all people.
  - OBJECTIVE: Ensure trip travel time for disadvantaged populations is comparable or better than the average for the entire population.
  - OBJECTIVE: Maintain infrastructure in a state of good repair by minimizing the percentage of bridges and pavements in poor condition and maintaining transit fleet of a useful life
  - OBJECTIVE: Reduce the number of fatal crashes and serious injury crashes
- GOAL: Create sustainable neighborhoods to improve all residents' quality of life
  - OBJECTIVE: Encourage and support MORPC member communities to adopt complete streets policies or policies that contain those elements
  - OBJECTIVE: Increase the amount of bicycle and pedestrian infrastructure



- OBJECTIVE: Target infrastructure development to serve a higher number of people and jobs
- GOAL: Increase regional collaboration and employ innovative transportation solutions to maximize the return on public expenditures
  - OBJECTIVE: Maximize the amount of non-regional transportation dollars (i.e., federal discretionary programs) utilized on regional transportation projects
  - OBJECTIVE: Increase the number of projects utilizing innovative initiatives on functionally classified Principal Arterials and above
  - OBJECTIVE: Increase the percentage of functionally classified Minor Arterials and above facilities employing coordinated Intelligent Transportation System (ITS) technologies and increase the mileage of facilities with vehicle to infrastructure communication capabilities.
  - OBJECTIVE: Increase the number of transit vehicles and facilities with surveillance capabilities and increase the miles of functionally classified Principal Arterials and above with video surveillance
  - OBJECTIVE: Encourage and support MORPC member communities to adopt Smart Streets policies or policies that contain those elements.
- GOAL: Reduce per capita energy consumption and promote alternative fuel resources to increase affordability and resilience of regional energy supplies
  - OBJECTIVE: Reduce the percentage of commuters driving alone, and increase the percentage of commuters riding transit, bicycle, or walking
  - OBJECTIVE: Reduce vehicle miles traveled (VMT) per capita
  - OBJECTIVE: Increase the percentage of vehicles using alternative fuels
  - OBJECTIVE: Increase the number of alternative fuel stations
- GOAL: Protect natural resources and mitigate infrastructure vulnerabilities to maintain a healthy ecosystem and community
  - OBJECTIVE: Reduce emissions from mobile sources to continuously meet EPA air quality standards for each criteria pollutant
  - OBJECTIVE: Maintain the condition of critical transportation infrastructure to enhance the resiliency of the transportation system.

C. Status and Future Actions Report

The status and proposed future actions to address these key issues and advance these regional goals are outlined in the following work element descriptions.

## 60125-3000 - Management & Operations Planning

**Primary Contact:** Jon Heider

The IJJA encourages areas to be innovative in the way they manage and operate the system to ensure people and goods move efficiently, safely, and in the most secure way possible. This work element coordinates on the benefits of a holistically managed transportation system. There are many ways MORPC works to do this: facilitating better access management; maintaining the Intelligent Transportation Systems (ITS) Architecture including being sure infrastructure is ready for connected vehicles (CV) and moving toward autonomous vehicles (AV); incorporating security and emergency response into the planning process; incorporating goods movement into the planning process; and continually monitoring and evaluating bridge and pavement conditions.

Product/Method	Agencies	Schedule
<p><b>Condition report of highway system and resources</b></p> <p>Assess current condition of highway system by collecting pavement condition summaries from ODOT and local agencies. Identify resources needed to bring it to an acceptable standard. Coordinate effort with the ODOT Asset Management System.</p>	MORPC	As needed in conjunction with TIP, MTP and PM reporting
<p><b>Access Management</b></p> <p>Participate in regional discussions on access management, provide assistance to local governments, and advocate for proactive management practices.</p>	MORPC	Assistance as needed
<p><b>Maintain Regional ITS Architecture</b></p> <p>Coordinate Central Ohio Regional ITS Committee. Assist governments and agencies in researching and implementing ITS systems and projects including infrastructure to support connected vehicles (CVs) and autonomous vehicles (AVs) in the region. Monitor implementation of ITS projects to update the architecture as needed. Convene the ITS committee quarterly.</p>	Local Agencies, MORPC, ODOT	Ongoing

Product/Method	Agencies	Schedule
<p><b>Participation and education on freight initiatives</b></p> <p>Collaborate with the private and public sectors (including other MPOs, the state, and federal agencies) on projects that improve freight mobility in Central Ohio. Conduct freight scanning tours and one-on-one meetings with community officials. Use freight-related information to provide a picture of the current and future infrastructure impacting freight movement in Central Ohio. Partner with the other MPOs through OARC and ODOT to hold the annual Ohio Conference on Freight.</p>	<p>Local Agencies, MORPC, OARC, ODOT</p>	<p>Ongoing</p>
<p><b>Transportation security assistance</b></p> <p>Participate and advocate for transportation security through regional initiatives with federal, state and local governments and transit agencies.</p>	<p>MORPC</p>	<p>Ongoing</p>

**Related Activities**

60205-3000 - Transportation Improvement Program (TIP) and Implementation

**Budget**

**Total Work Element Budget:** \$170,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$170,000

**Funding Sources:** FHWA: \$136,000.00, ODOT: \$17,000.00, MORPC: \$17,000.00

**Budget Note:** None

## 60135-3000 - Safety Planning

**Primary Contact:** Lauren Cardoni

The IJJA continued a core Highway Safety Improvement Program (HSIP) that is structured and funded to make significant progress in reducing traffic fatalities and serious injuries. This law requires state Departments of Transportation (DOTs) to implement a State Highway Safety Plan (SHSP) and to address safety issues in their regions.

Since 2005, MORPC has led and actively participated in state and local efforts to identify and address these critical safety priorities. MORPC staff regularly participate in local and statewide safety committees, provide ongoing assistance to local governments, and seek to improve local knowledge of best practices in traffic safety. A key part of this work element is to increase the awareness and understanding of safety considerations and impacts across all MORPC work efforts.

Product/Method	Agencies	Schedule
<p><b>Regional crash data analysis</b></p> <p>Develop and maintain information regarding safety trends and priority safety locations throughout the region. Continually improve the network screening processes for improved location identification.</p>	MORPC	Ongoing
<p><b>Regional Safety Education</b></p> <p>Work with local governments and the state on developing and promoting successful outreach materials to educate both the public and decision makers on safety-related concerns. Host annual Safety Forum to provide updates on the Central Ohio Transportation Safety Plan and to facilitate regional discussion on safety priorities and strategies.</p>	Local Governments, MORPC, ODOT	Ongoing
<p><b>Member assistance</b></p> <p>Provide technical assistance to local governments to assess local crash data and safety concerns; Encourage and provide support for funding applications to address identified priority safety locations.</p>	Local Governments, MORPC	Ongoing
<p><b>Safety Committee Participation</b></p> <p>Attend and participate in state and local safety committees, such as the Ohio Association of Regional Councils (OARC) Transportation Safety Subcommittee, the Ohio Strategic Highway Safety Plan (SHSP) Steering Committee, the Traffic Records Coordinating Committee (TRCC) Technical Council, county Safe Community Coalitions, etc.</p>	MORPC	Ongoing

Product/Method	Agencies	Schedule
<b>Project Evaluation</b> In support of various funding programs, regularly conduct analysis of projects to assess safety impacts.	MORPC	Ongoing
<b>Special projects and studies</b> Conduct special studies and projects related to transportation safety, as requested by local governments, ODOT, or other partners.	Local Governments, MORPC, ODOT	Ongoing

**Related Activities**

- 60205-3000 - Transportation Improvement Program (TIP) and Implementation
- 62515-1000 - Planning Coordination and Support
- 66584-3000 - Safe Streets For All Action Plan and Demonstration Activities

**Budget**

**Total Work Element Budget:** \$130,000  
**Spent Previous Year:** \$0  
**Remaining Work Element Budget:** \$130,000  
**Funding Sources:** FHWA: \$104,000.00, ODOT: \$13,000.00, MORPC: \$13,000.00  
**Budget Note:** None

## 60155-3000 - Transit and Human Services Planning

**Primary Contact:** Elliott Lewis

This work element includes transit planning efforts that carry out the Metropolitan Transportation Plan. Work includes integration of all aspects of transit and mobility to provide access to all populations while improving the range of options for meeting diverse mobility needs. Also, reporting requirements regarding civil rights compliance will be fulfilled.

Product/Method	Agencies	Schedule
<p><b>Maintain the urbanized area's Coordinated Plan</b></p> <p>Maintain and track the required Coordinated Plan that covers nine counties for planning and funding purposes. These counties include Delaware, Fairfield, Fayette, Franklin, Licking, Logan, Madison, Pickaway, and Union. These counties define ODOT's Human Services Transportation Coordination (HSTC) Region 6. Coordination also includes relationships with additional counties in the CORPO and HSTC Region 5.</p>	<p>COTA, Delaware County Transit, LCATS, MORPC, ODOT, Licking County Transit, CORPO in ODOT HSTC Regions 5 &amp; 6</p>	<p>Ongoing</p>
<p><b>Public transit provider coordination</b></p> <p>Provide coordination and technical support for ongoing planning activities of transit providers, especially COTA, DCT, LCTB, LCATS, CORPO counties and ODOT's Human Services Transportation Coordination (HSTC) Regions 5 and 6. Convene quarterly coordination meetings.</p>	<p>MORPC, Transit Agencies</p>	<p>Ongoing</p>
<p><b>Transit Service planning assistance</b></p> <p>Maintain data sharing and data management to aid with transit planning. Work with transit entities, human service agencies, private providers, and local communities to track transit inventory, policies, programs, and facilities to improve mobility, advance equity, and support the underserved.</p>	<p>COTA, Delaware County Transit, LCATS, MORPC, Licking County Transit, CORPO in ODOT HSTC Regions 5 &amp; 6</p>	<p>Ongoing</p>
<p><b>Monitor agreements and funding in the region</b></p> <p>Work with relevant parties to ensure agreements and funding terms are met in the region.</p>	<p>FTA, MORPC, ODOT, Transit Agencies</p>	<p>Ongoing</p>

Product/Method	Agencies	Schedule
<p><b>Workforce Mobility Assistance</b></p> <p>Participate in developing and recommending solutions to increase access to transit and address congestion issues. Affected groups include employers, employees and local colleges/universities in outlying areas where there is a lack of transportation for seasonal and permanent employees.</p>	<p>MORPC, Transit Agencies, Local Jurisdictions in Franklin County and bordering counties</p>	<p>Ongoing</p>

**Related Activities**

- 66715-3000 - Transportation Services (Ridesharing)
- 67401-3000 - Ongoing COTA Activities
- 67402-3000 - Ongoing DCT Activities
- 67415-3000 - 5310 Designated Recipient 2025
- 67433-3000 - Mobility Management ODOT Regional Supplemental 2023

**Budget**

**Total Work Element Budget:** \$125,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$125,000

**Funding Sources:** FHWA: \$100,000.00, ODOT: \$12,500.00, MORPC: \$12,500.00

**Budget Note:** None

## 60205-3000 - Transportation Improvement Program (TIP) and Implementation

**Primary Contact:** Thomas Graham

This work element is to prepare and continue to maintain an updated Transportation Improvement Program (TIP), including administering MORPC-attributable federal funds to maximize their benefits in the region. Through this element, MORPC identifies federal, state, and other resources to make local improvements and coordinate them with traditional federal resources.

This element also involves the monitoring and coordination of progress for projects in the TIP. Quarterly or as-needed amendments to the TIP are completed. Policies for allocation and management of MORPC-attributable funds are reviewed and updated and applications for MORPC funding are solicited every two years. Periodic reports concerning the status of federal funds are made to MORPC committees. MORPC also participates in public involvement opportunities conducted as part of the development of regionally significant transportation improvements, including COTA's program of projects.

Product/Method	Agencies	Schedule
<p><b>Maintain the SFY 2024-2027 TIP &amp; Prepare SFY 26-29 TIP</b></p> <p>Coordinate with ODOT Districts 5 and 6, LCATS, COTA, DCT and local agencies on project information for TIP amendments. Coordinate with ODOT Central Office on TIP update and amendment schedules.</p>	<p>MORPC</p>	<p>Amendments as needed; SFY 26-29 TIP May 2025</p>
<p><b>Prioritized list of regional projects for TRAC</b></p> <p>As needed, work with and assist local jurisdictions to apply for ODOT Major/New funding from the Transportation Review Advisory Council (TRAC). MORPC will prioritize all applications submitted according to MORPC's criteria and submit to TRAC per TRAC policies.</p>	<p>MORPC</p>	<p>Per TRAC Schedule</p>
<p><b>Complete Streets Policy and Implementation</b></p> <p>Maintain the Complete Streets Policy to reflect the changes in complete streets methods and strategies. Assist local governments in implementing complete streets through project development and process in accordance to MORPC's Complete Streets Policy and developing their own policies or ordinances.</p>	<p>Local Jurisdictions, MORPC</p>	<p>Ongoing</p>



Product/Method	Agencies	Schedule
<p><b>Collaboration on innovative project delivery and financing options for projects</b></p> <p>As needed, continue to work with local jurisdictions to identify alternative project funding mechanisms and coordinate them with the use of federal, state and other locally available resources, including coordination with OPWC's infrastructure programs (SCIP &amp; LTIP). Assist with discretionary federal and state funding opportunities. Work with our public and private partners to bring projects that are extremely time-sensitive online as quickly as possible.</p>	MORPC	Ongoing
<p><b>Reports on the status of federally funded projects &amp; annual obligation report</b></p> <p>Continue coordinating with project sponsors and partner agencies to establish realistic schedules for advancing projects in the TIP and help to accelerate development of projects when possible.</p>	MORPC	Monthly & September 2024
<p><b>Program of projects to use MORPC-attributable funding</b></p> <p>MORPC will work through its Attributable Funds Committee to solicit and select projects to use MORPC Surface Transportation Block Grant (STBG), Congestion Mitigation Air Quality (CMAQ), Carbon Reduction Program (CRP), and Transportation Alternatives Program (TAP) funds, and monitor project delivery milestones.</p>	MORPC	March 2025

**Related Activities**

- 60125-3000 - Management & Operations Planning
- 61015-3000 - Long-Range Multimodal Transportation Planning
- 61025-0400 - Transportation Public Involvement
- 66565-3000 - Regional Supplemental Planning

**Budget**

**Total Work Element Budget:** \$400,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$400,000

**Funding Sources:** FHWA: \$320,000.00, ODOT: \$40,000.00, MORPC: \$40,000.00

**Budget Note:** The IIJA requirement of 2.5% of PL funds used for complete streets is encompassed within the complete streets component of this work element. Planning for complete streets and safe and accessible travel for bikes and pedestrians is also completed in work elements 61015-3000 and 61035-1000.

## 60515-2000 - Manage, Map, Collect, and Share Data

**Primary Contact:** Cheri Mansperger

This element pertains to MORPC's role as a leader in coordinating data providers throughout the region, as well as managing its own internal data and GIS systems. It includes using technology for collecting, maintaining, and sharing data sets that support transportation programs. It includes keeping data sets current and organized and managing and monitoring the GIS system. In addition, it includes advancing collaboration among local data providers to reduce redundancies and improve efficiencies associated with information management.

Product/Method	Agencies	Schedule
<p><b>Increase efficiencies of internal data systems</b></p> <p>Standardize internal data sets to reduce inaccuracies and redundancies. Provide assistance in streamlining internal data processes supporting transportation planning. Improve data and GIS processes as new techniques and technologies are made available, including increased use of open data, online tools, and other cloud computing resources. Update data sets from the U.S. Census and other federal, state, and local sources; and when possible, automate the collection, processing, and storage of data.</p>	<p>MORPC</p>	<p>Continuous</p>
<p><b>Update and maintain data sets to support transportation planning efforts</b></p> <p>Collect, maintain and improve data on an established schedule to support diversity compliance, travel demand modeling, safety planning, and other general transportation planning processes. Examples of data collected and maintained include development information, building permits, QCEW employment, geographic boundaries, bikeways, sidewalks, intersections, road network characteristics, and other pertinent information.</p>	<p>MORPC, ODOT, OEPA, OGRIP, Regional Data Providers</p>	<p>Continuous</p>

Product/Method	Agencies	Schedule
<p><b>Promote data sharing among data providers to reduce redundancy</b></p> <p>Manage the Franklin County Location Based Response System (LBRS) by working with local communities to keep their data current. Coordinate with ODOT on its Roads &amp; Highway/LBRS integration project. Host quarterly GIS and Data User Group meetings and be involved in other groups where data sharing is discussed. Provide leadership and support development of regional open data resources, including the Smart Columbus Operating System to improve data sharing among providers in Central Ohio, and to help leverage connected vehicle and other sensor data. Provide support to the Regional Data Advisory Committee at MORPC, and work to achieve the goals and objectives of the Regional Data Agenda. Keep licenses current for GIS.</p>	<p>CURA, Local Governments, ODOT, OGRIP, OneColumbus, URISA</p>	<p>Continuous</p>
<p><b>Coordinate with U.S. Census</b></p> <p>Participate in activities associated with the American Community Survey, updates to Census delineated geographic areas, and providing support for local governments and other partners related to the release of 2020 Decennial Census products.</p>	<p>Local Governments, MORPC</p>	<p>Continuous</p>
<p><b>Collection and maintenance of mobility data sets</b></p> <p>Implementation of regular counting program for motorized and non-motorized modes. Process these and those collect by agencies throughout the region into an online system. Utilize other data sets as provided by subscription through ODOT to understand mobility patterns of the region.</p>	<p>MORPC</p>	<p>Ongoing</p>

**Related Activities**

- 60525-2000 - Data Analytics and Research for Transportation Projects and Programs
- 60555-3000 - Transportation Systems Analysis Techniques and Applications
- 61015-3000 - Long-Range Multimodal Transportation Planning
- 66565-3000 - Regional Supplemental Planning

**Budget**

<b>Total Work Element Budget:</b>	\$530,000
<b>Spent Previous Year:</b>	\$0
<b>Remaining Work Element Budget:</b>	\$530,000
<b>Funding Sources:</b>	FHWA: \$424,000.00, ODOT: \$53,000.00, MORPC: \$53,000.00
<b>Budget Note:</b>	None

## 60525-2000 - Data Analytics and Research for Transportation Projects and Programs

**Primary Contact:** Adam Porr

Many transportation programs and projects require GIS and data analytical methods. This element includes using information and tools developed through 60515-2000 to develop and prepare final products associated with the various projects and programs of the Metropolitan Planning Organization. In addition, MORPC functions as a regional resource for requests for information regarding transportation, demographic, development, and various other community needs. This element includes aspects of research associated with fulfilling those requests.

Product/Method	Agencies	Schedule
<p><b>Provide GIS and technical assistance to transportation programs</b></p> <p>Coordinate with the modeling team to be responsive to new data needs associated with the travel demand model. Prepare land use forecasts for traffic studies. Provide demographic and economic data for studies as needed. Continue data and mapping analyses in support of the 2024-2050 MTP.</p>	<p>Local Governments, MORPC</p>	<p>As needed</p>
<p><b>Prepare annual estimates of population and employment at the county and sub-county levels</b></p> <p>Using residential building permits and tracking development information, create annual population and employment data at the county and sub-county levels.</p>	<p>Local Communities, Local Governments, MORPC, ODOT</p>	<p>October 2024</p>
<p><b>Transform raw data into useful information, suggest conclusions, and support decision-making</b></p> <p>Create data visualizations to make finding and retrieving information easy for users for transportation planning purposes. Produce data-driven reports for a quick view of facts and figures about communities and the region. Monitor and expand upon MORPC's regional open data portal.</p>	<p>MORPC</p>	<p>As needed</p>
<p><b>Update the Transportation Plan Report Card</b></p> <p>Perform necessary analyses to evaluate advancements toward meeting performance measurements identified in the Metropolitan Transportation Plan.</p>	<p>MORPC</p>	<p>April 2025</p>

Product/Method	Agencies	Schedule
<p><b>Respond to and document requests</b></p> <p>Answer questions from governments, residents, academia and businesses for transportation and demographic data. Maintain Affiliate status with the Ohio Census Affiliate Network. Attend training sessions as appropriate and submit annual report to the Ohio Development Services Agency documenting census-related activities.</p>	MORPC	As needed

**Related Activities**

- 60515-2000 - Manage, Map, Collect, and Share Data
- 60555-3000 - Transportation Systems Analysis Techniques and Applications
- 61015-3000 - Long-Range Multimodal Transportation Planning
- 66565-3000 - Regional Supplemental Planning

**Budget**

**Total Work Element Budget:** \$525,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$525,000

**Funding Sources:** FHWA: \$420,000.00, ODOT: \$52,500.00, MORPC: \$52,500.00

**Budget Note:** None

## 60555-3000 - Transportation Systems Analysis Techniques and Applications

**Primary Contact:** Cheri Mansperger

This work element is to maintain and update the regional transportation models and the processes that rely on the model. These processes include the technical components of the Congestion Management Process (CMP), environmental justice (EJ) analysis, air quality conformity analysis and Congestion Mitigation and Air Quality eligibility calculations.

Since the mid-1960s a regional travel demand model has been maintained that covered Central Ohio. It has evolved over the years with numerous updates and validation processes. During the early 2000s it evolved into one of the few activity-based models in the country. The model has been the basis for evaluating projects for inclusion in the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), transportation conformity analysis for each Transportation Plan update, preparing mobile source budgets for the State Implementation Plan (SIP) for air quality, and environmental justice analyses for the MTP and TIP, as well as numerous other regional local and regional traffic studies.

Product/Method	Agencies	Schedule
<p><b>Up-to-date travel demand model</b></p> <p>On-the-ground facilities and transit schedules will be monitored to maintain highway and transit networks. This will be coordinated with ODOT's model update consultant. The latest research in modeling techniques will be reviewed including modeling other modes such as bicycling, pedestrians and freight.</p>	MORPC	Ongoing
<p><b>Up-to-date data sets for SIP development and air quality conformity</b></p> <p>Monitor air quality regulations as they impact the transportation planning process and coordinate with ODOT and OEPA to prepare data, run analyses and/or review documents.</p>	MORPC, ODOT, OEPA	As needed
<p><b>Up-to-date CMP and EJ analysis procedures, data and documents</b></p> <p>Collect and analyze travel data from available sources. Review CMP and EJ procedures applied elsewhere and incorporate improvements. Update CMP procedures needed to evaluate projects.</p>	MORPC	Ongoing
<p><b>Determination of the emissions changes from proposed CMAQ projects</b></p> <p>Use MOVES or other appropriate emission estimation tools.</p>	MORPC	As needed

Product/Method	Agencies	Schedule
<p><b>Up-to-date Land Use Model processes</b></p> <p>Maintain the land use model processes and data inputs/outputs for analyzing land use scenario concepts.</p>	MORPC	As needed
<p><b>Modeling assistance to ODOT staff in the certified design traffic development</b></p> <p>Provide modeling assistance in ODOT's certified traffic development for roadways within MORPC's MPO area, including land use data review and revision, model network coding and refinement, model validation and calibration, alternative analysis, and application of ODOT's Traffic Forecasting Toolbox.</p>	MORPC, ODOT	As needed

**Related Activities**

- 60205-3000 - Transportation Improvement Program (TIP) and Implementation
- 60515-2000 - Manage, Map, Collect, and Share Data
- 60525-2000 - Data Analytics and Research for Transportation Projects and Programs
- 61015-3000 - Long-Range Multimodal Transportation Planning

**Budget**

**Total Work Element Budget:** \$510,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$510,000

**Funding Sources:** FHWA: \$408,000.00, ODOT: \$51,000.00, MORPC: \$51,000.00

**Budget Note:** None



## 61015-3000 - Long-Range Multimodal Transportation Planning

**Primary Contact:** Maria Schaper

This work element is the creation and maintenance of the Metropolitan Transportation Plan and related activities. The plan examines the region's transportation needs at least 20 years into the future and proposes a multimodal network to meet the region's needs. Work includes maintenance activities and performance management for the 2024-2050 Metropolitan Transportation Plan. This activity also includes coordination with local governments and other transportation agencies, participating in special long-range planning efforts, monitoring, and reporting on federal and state transportation legislation, regulations, and policies, and integrating transportation into other regional planning efforts.

Previous long-range plans were adopted in 1982, 1989, 1993, 1997, 2001, 2004, 2008, 2012, 2016 and 2020. MORPC has also worked with COTA on its long-range transit plans, which are incorporated into the long-range metropolitan transportation plan. Other regional transportation planning efforts have included the regional thoroughfare plan completed in 2002, insight2050, and several transit studies and coordination with COTA on its NextGen plan completed in 2017, Columbus' Connect Columbus long-range plan and the insight2050 Corridors Concept study. Most recently MORPC is partnering with COTA and the City of Columbus to plan and deliver the LinkUS Mobility Initiative, a plan to bring \$8 billion in premium transit and transit supportive infrastructure improvements to the region by 2050.

This work element also ensures that MORPC is conducting active transportation planning as part of its Metropolitan Transportation Plan and provides education, resources, and technical assistance to local governments.

Product/Method	Agencies	Schedule
<p><b>2024-2050 MTP Follow-up</b></p> <p>Track MTP performance measures and compliance with federal requirements and ODOT measures. Prepare the annual MTP report card, federal performance measure reports, and MTP amendments as needed.</p>	<p>MORPC</p>	<p>Ongoing; MTP Report Card: May</p>
<p><b>Complete long-range system studies</b></p> <p>Use the regional data and resources and technical expertise in highway, thoroughfare, transit, pedestrian and bikeway planning to analyze specific long-range transportation needs to assist local governments, and coordinate with LCATS as needed. Conduct studies and assist with projects, as requested by local governments or others, that relate to pedestrian, bicycle, or transit long range planning.</p>	<p>LCATS, Local Governments, MORPC</p>	<p>Ongoing</p>

Product/Method	Agencies	Schedule
<p><b>Goals and Objectives for the 2024-2050 Metropolitan Transportation Plan</b></p> <p>Through the public involvement process, review the goals, objectives and performance measures adopted in the 2020-2050 Metropolitan Transportation Plan and make updates as necessary to reflect federal rules on the Performance-Based Planning Process and regional desires. Participate in the development of state performance targets.</p>	<p>Local Agencies, MORPC, ODOT, Transit Agencies</p>	<p>Candidate Projects July 2023; Evaluation October 2023</p>
<p><b>Identification and Evaluation of Candidate Projects</b></p> <p>Through research of community plans, state plans, modeling and the public through an interactive web map, candidate projects will be identified and then evaluated with regard to evaluation criteria based on the goals, objectives and performance measures adopted for the 2024-2050 Metropolitan Transportation Plan.</p>	<p>Local Agencies, MORPC, ODOT, Transit Agencies</p>	<p>Candidate Projects July 2023; Evaluation October 2023</p>
<p><b>Coordination with ODOT planning activities</b></p> <p>Identify and coordinate with special studies and projects that are in the early steps of the Project Development Process and the statewide transportation plan. Coordinate with ODOT on implementation efforts of Access Ohio 2045, Walk.Bike.Ohio, Central Ohio Workforce Transit Plan, and Transport Ohio strategies. Participate in stakeholder engagement activities for the development of Access Ohio 2050 and the Strategic Transportation and Development Analysis and Route 23 Connect.</p>	<p>MORPC, ODOT</p>	<p>Ongoing</p>
<p><b>Draft strategies and projects, draft MTP and Adopted MTP</b></p> <p>Through interaction with our committees and the public and evaluation of projects, draft strategies and projects will be developed that will be presented through communities throughout the region, included in a draft MTP and finally the completed MTP for adoption.</p>	<p>COTA, Local Governments, MORPC</p>	<p>Draft strategies and projects, November 2023; draft MTP February 2024; adopted MTP May 2024</p>

Product/Method	Agencies	Schedule
<p><b>Intercity transportation service planning</b></p> <p>Coordinate with communities within Central Ohio and other state and regional partners on discussion of passenger rail service and other modes to connect to the Columbus area. Facilitate the Passenger Rail Task Force to advance existing inter-city passenger mobility planning activities and projects and identify new/other alternatives that address the need for other interregional routes suitable for passenger travel. This includes innovative technologies such as high-speed passenger rail/magnetic levitation, advanced air mobility, and other innovative transportation modes, as deemed appropriate. This would include Chicago to Columbus, Cleveland, Columbus &amp; Cincinnati, Columbus to Newark and Pittsburgh, and other possible routes.</p>	LCATS, MORPC, ODOT	Ongoing
<p><b>Functional Class, National Highway System, and Thoroughfare Planning</b></p> <p>Update the federal-aid functional classification system and National Highway System, including intermodal connectors as necessary. Review local agency thoroughfare plans and coordinate with them to for consistency throughout the region and integrates all modes of transportation.</p>	MORPC	As needed, Functional class update June 2025

**Related Activities**

- 60155-3000 - Transit and Human Services Planning
- 60525-2000 - Data Analytics and Research for Transportation Projects and Programs
- 60555-3000 - Transportation Systems Analysis Techniques and Applications
- 61035-1000 - Regional Strategic Initiatives

**Budget**

**Total Work Element Budget:** \$430,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$430,000

**Funding Sources:** FHWA: \$344,000.00, ODOT: \$43,000.00, MORPC: \$43,000.00

**Budget Note:** None

## 61025-0400 - Transportation Public Involvement

**Primary Contact:** Niel Jurist

This work element is to prepare and conduct a public involvement process consistent with local needs and in conformance with state and federal requirements. Additionally, this element is to ensure that the general public and its significant constituent parts have access to and are engaged in the development of transportation plans and programs. This public involvement process also is being used to meet the public participation requirements for FTA's Section 5307, the Central Ohio Transit Authority and Delaware County Transit programs of projects.

In 1995, MORPC adopted a Public Involvement Process (PIP), which incorporated a Citizen Advisory Committee (CAC) into the MORPC committee structure. In 1994 Executive Order 12898: Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations was signed by President Clinton. The PIP underwent an update in 2013, and the name of the CAC was changed to the Community Advisory Committee. The PIP was updated in 2015 to include FTA's Section 5307 Program of Projects. In FY2022, it was further updated to reflect a more inclusive process and include newer technology. Its title was changed to Public Participation Plan (PPP).

Over the years, MORPC has undertaken a number of activities to involve the public, including biennial reports, regional transportation plan summaries, open houses, and periodic newsletters. Currently, the focus has grown to include in-person and virtual presentations, web access, electronic newsletters, immersive engagement experiences (e.g., virtual reality) radio, streaming and social media platforms.

Product/Method	Agencies	Schedule
<p><b>Transportation Public Involvement Process</b></p> <p>Maintain and update, as necessary, the MORPC public participation process, which includes engaging local governments, stakeholders and the public in the transportation planning process and soliciting input into the decision-making process. The public participation process supports the activities of the community and technical advisory committees. Implement the public involvement process by providing for review and comment the elements of the transportation planning process to local communities, technical working groups, the media, the general public and placement on the web and through electronic newsletters, meetings, open houses, printed one-pagers, direct mail, and social media. MORPC will continue to seek the involvement of the Environmental Justice and Justice 40 target populations.</p>	<p>MORPC</p>	<p>Ongoing</p>

Product/Method	Agencies	Schedule
<p><b>Public Involvement Activities for the Metropolitan Transportation Plan</b></p> <p>MORPC will execute the Public Participation Plan that will provide outreach, engagement, and education to the general and specific publics for the Metropolitan Transportation Plan through the media, social media, the website, printed materials, meetings, presentations, and a public open house. The focus will be on sharing elements of the Metropolitan Transportation Plan to support implementation, including land use forecasts, evaluation criteria, population estimates, transit, and strategies including candidate projects, etc.</p>	MORPC	Ongoing, support for 2024 MTP update process
<p><b>Public Involvement Activities for the Transportation Improvement Program</b></p> <p>MORPC will execute the Public Participation Plan that will provide inclusive outreach, engagement, information, and education to the general and specific publics for the Transportation Improvement Program through the media, social media, printed materials, presentations, a public open house, and the website. The focus will be on identifying projects to include in the TIP, including FTA's 5307 Program of Projects, Section 5310 and providing input on the draft TIP.</p>	MORPC	Ongoing
<p><b>Public Involvement Activities for the Active Transportation Plan</b></p> <p>MORPC will execute the Public Participation Plan that will provide outreach, engagement, and education to the general and specific publics for the Active Transportation Plan through the media, social media, printed materials, presentations, electronic newsletters, and the website. The focus will be on identifying projects to be included in the Active Transportation Plan and providing input into the draft plan.</p>	MORPC	Ongoing
<p><b>Public Involvement for Miscellaneous Transportation Activities</b></p> <p>MORPC will develop and implement project-specific public involvement programs to meet the unique needs of the individual projects.</p>	MORPC	Ongoing

**Related Activities**

60135-3000 - Safety Planning

60205-3000 - Transportation Improvement Program (TIP) and Implementation

61015-3000 - Long-Range Multimodal Transportation Planning

61035-1000 - Regional Strategic Initiatives

**Budget**

**Total Work Element Budget:** \$160,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$160,000

**Funding Sources:** FHWA: \$128,000.00, ODOT: \$16,000.00, MORPC: \$16,000.00

**Budget Note:** None

## 61035-1000 - Regional Strategic Initiatives

**Primary Contact:** Kerstin Carr

Transportation is interrelated with land use, housing, air quality, energy, environmental sustainability, and quality of life. This work element is to ensure MORPC is leading the region in studying, identifying, and communicating best practices, as well as developing plans, tools, and programming to address these issues and advance regional goals in these areas. This work element includes connecting people to green space and our natural resources.

In 2014 MORPC began a collaborative initiative called insight2050, which provides guidance, planning resources, and community engagement tools to enable local governments, together with their residents and the real estate and business communities, to evaluate local development opportunities and make informed decisions regarding development and infrastructure. This initiative has informed many other local and regional planning activities since its completion. In 2019-2020 MORPC led the development of the Central Ohio Regional Housing Strategy, which identified key housing issues facing our region and recommended investment priorities, regulatory strategies, and programming opportunities to address these housing issues. The Central Ohio Greenways Board, a committee of MORPC, was formed in 2015. The Board developed a strategic plan that includes the vision of creating a world-class network of trails easily accessible to every Central Ohioan and strives to increase greenways trail mileages and use of trails for recreational and transportation needs. Beginning in 2021, MORPC partnered with other regional planning organizations on the RAPID 5 initiative, which aims to connect our region’s major waterways and trails into one interconnected, greenspace system.

Product/Method	Agencies	Schedule
<p><b>insight2050 Resource Updates and Outreach</b></p> <p>Develop, maintain and update insight2050 tools and resources to ensure information is available to member communities. Conduct presentations and workshops about insight2050 findings with focus on the transportation, environmental, and fiscal impacts of land use decisions. Coordinate with outreach of the Metropolitan Transportation Plan.</p>	<p>Local Governments, MORPC</p>	<p>Ongoing</p>
<p><b>Planning for Housing</b></p> <p>Assist local communities in addressing the housing demand of the region and the relationship of residents’ mobility needs and how these can be satisfied by the transportation system.</p>	<p>MORPC</p>	<p>Ongoing</p>
<p><b>Regional Trail Planning</b></p> <p>Assist local communities and others in planning for trails, including multi-use paths along roadways, connecting the region via a low stress bike and pedestrian system, and supporting efforts to promote their use, such as signing and Trail Towns programs.</p>	<p>MORPC</p>	<p>Ongoing</p>

Product/Method	Agencies	Schedule
<p><b>Central Ohio Greenways Vision Planning and Implementation</b></p> <p>Assist Central Ohio Greenways (COG) Board with planning and implementation of greenway trails through assisting with projects, studies, and plan review; maintaining a database of proposed and planned trail projects, maintaining cost estimates for trail projects; developing a funding toolkit for trail projects; and assisting local governments in funding requests.</p>	MORPC	Ongoing
<p><b>River Corridor Development Planning</b></p> <p>Assist local communities, non-profits, and others following the RAPID 5 initiative in planning appropriate development and pedestrian and bicycle access along and to the region's major river corridors while preserving natural resources and the environment.</p>	MORPC	Ongoing

**Related Activities**

- 60155-3000 - Transit and Human Services Planning
- 60525-2000 - Data Analytics and Research for Transportation Projects and Programs
- 60555-3000 - Transportation Systems Analysis Techniques and Applications
- 61015-3000 - Long-Range Multimodal Transportation Planning

**Budget**

**Total Work Element Budget:** \$435,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$435,000

**Funding Sources:** FHWA: \$348,000.00, ODOT: \$43,500.00, MORPC: \$43,500.00

**Budget Note:** None



## 62515-1000 - Planning Coordination and Support

**Primary Contact:** Kerstin Carr

Coordination of planning efforts among different jurisdictions is a critical element to ensuring regional consistency in the transportation network.

This element is to ensure that MORPC staff is aware of local transportation and community planning efforts and that our members are engaged in MORPC's transportation activities. It includes informational meetings among MORPC and others, regional collaboration meetings, and educational workshops and forums. MORPC staff will provide technical planning assistance to support individual communities with effective integration of insight2050 findings into local land use and transportation plans.

Product/Method	Agencies	Schedule
<p><b>Informational Meetings</b></p> <p>Meet with local government staff and other transportation, planning, and land use-related entities to stay abreast of their transportation planning efforts. Share any MORPC transportation-related activities that may be useful to them, and facilitate coordinated efforts of neighboring jurisdictions.</p>	Local Communities, MORPC	Ongoing
<p><b>Regional Collaboration Group Meetings</b></p> <p>Organize and facilitate regular collaboration meetings among neighboring jurisdictions to discuss any major transportation and land use projects or plans that could influence others.</p>	Local Communities, MORPC	Ongoing
<p><b>Member Education</b></p> <p>Provide mobility-related best practices and relevant information with focus on safety and active transportation to our members through educational forums, workshops, webinars, events, or multi-media.</p>	MORPC	Ongoing
<p><b>Cross-jurisdictional Planning Assistance</b></p> <p>Provide planning assistance for member governments who are collaboratively working on cross-jurisdictional mobility projects.</p>	MORPC	Ongoing

Product/Method	Agencies	Schedule
<p><b>Active Transportation Education and Outreach</b></p> <p>Utilize the findings of the 2020-2050 Active Transportation Plan, Impact of Trails study, insight2050 findings, and other regional plans and projects for outreach, marketing, and storytelling with local governments, the general public, and private and philanthropic sectors. Promote and advance interest in active transportation. Collaborate on educational efforts related to improving quality of life through Complete Streets, trails, and other active transportation initiatives.</p>	MORPC	Ongoing

**Related Activities**

- 61015-3000 - Long-Range Multimodal Transportation Planning
- 66565-3000 - Regional Supplemental Planning

**Budget**

**Total Work Element Budget:** \$215,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$215,000

**Funding Sources:** FHWA: \$172,000.00, ODOT: \$21,500.00, MORPC: \$21,500.00

**Budget Note:** None

## 62524-1000 - Member Assistance and Support (2024)

**Primary Contact:** Kerstin Carr

This work element will provide member support around how to plan and manage future growth in Central Ohio. As Central Ohio is expected to become a region of 3.15 million people by 2050, MORPC is well positioned to identify innovative ways on assisting its local government members with best practices, tools, and services to make bold changes to their comprehensive plans, zoning codes, and development standards in order to create neighborhoods that provide more housing and transportation options for residents.

This element builds off of work element 62514-1000 which is to educate members on planning topics and for MORPC to continuously be aware of efforts being taken at the local level to inform the type of staff assistance needed by our members.

Product/Method	Agencies	Schedule
<p><b>Member Planning Services</b></p> <p>Support and expand MORPC's Community-Based Planning Assistance program to offer additional staff, technical, and consultant resources to MORPC's members.</p>	MORPC	June 2024
<p><b>Data for decision making</b></p> <p>Research community data sources and trends that impact community characteristics, development, housing, transportation needs that support high quality of life, and compile key community data pieces.</p>	Local Agencies, MORPC	June 2024
<p><b>Story Telling</b></p> <p>Use data collected that encourages more compact, walkable, bikeable, transit-friendly, and mixed-use communities to support local and regional story-telling and sharing of best practices.</p>	MORPC	June 2024

### Related Activities

61015-3000 - Long-Range Multimodal Transportation Planning

62514-1000 - Planning Coordination and Support

### Budget

**Total Work Element Budget:** \$550,000

**Spent Previous Year:** \$350,000

**Remaining Work Element Budget:** \$200,000

**Funding Sources:** FHWA: \$160,000.00, ODOT: \$20,000.00, MORPC: \$20,000.00

**Budget Note:** Funding source amounts are carryover only.

## 62525-1000 - Member Assistance and Support

**Primary Contact:** Kerstin Carr

This work element will provide member support around how to plan and manage future growth in Central Ohio. As Central Ohio is expected to become a region of 3.15 million people by 2050, MORPC is well positioned to identify innovative ways on assisting its local government members with best practices, tools, and services to make bold changes to their comprehensive plans, zoning codes, and development standards in order to create neighborhoods that provide more housing and transportation options for residents.

This element builds off of work element 62515-1000 which is to educate members on planning topics and for MORPC to continuously be aware of efforts being taken at the local level to inform the type of staff assistance needed by our members.

Product/Method	Agencies	Schedule
<p><b>Member Planning Services</b></p> <p>Support and expand MORPC's Community-Based Planning Assistance program to offer additional staff, technical, and consultant resources to MORPC's members.</p>	MORPC	June 2024
<p><b>Data for decision making</b></p> <p>Research community data sources and trends that impact community characteristics, development, housing, transportation needs that support high quality of life, and compile key community data pieces.</p>	Local Agencies, MORPC	June 2024
<p><b>Story Telling</b></p> <p>Use data collected that encourages more compact, walkable, bikeable, transit-friendly, and mixed-use communities to support local and regional story-telling and sharing of best practices.</p>	MORPC	June 2024

### Related Activities

61015-3000 - Long-Range Multimodal Transportation Planning

62515-1000 - Planning Coordination and Support

### Budget

**Total Work Element Budget:** \$425,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$425,000

**Funding Sources:** FHWA: \$340,000.00, ODOT: \$42,500.00, MORPC: \$42,500.00

**Budget Note:** None

## 66505-3000 - Ongoing Local Planning

**Primary Contact:** Maria Schaper

Identify local planning efforts to be coordinated with the transportation planning process.

MORPC annually reviews active plans with local governments and planning agencies to ensure current information is on hand for reference during transportation study activities. A library of plans is maintained and a catalog of the plans is kept and made available on-line through the MORPC website.

Product/Method	Agencies	Schedule
<p><b>Integrate local planning efforts into MORPC's regional transportation planning processes</b></p> <p>Track local planning activities through communication with local government sources and make regular reports of local planning activity. Update planning library published on the MORPC website.</p>	<p>Local Agencies, Local Communities</p>	<p>Continuous</p>

### Related Activities

60205-3000 - Transportation Improvement Program (TIP) and Implementation

60525-2000 - Data Analytics and Research for Transportation Projects and Programs

61015-3000 - Long-Range Multimodal Transportation Planning

61035-1000 - Regional Strategic Initiatives

### Budget

This activity is provided solely for informational purposes and does not have a final product or any budget within the work program. However, staff members may be involved through related activities in planning activities undertaken by others.

## 66534-3000 - Growth and Major Economic Development Planning

**Primary Contact:** Nick Gill

This work element focuses on conducting regional coordination of long-range transportation planning which includes consideration of access, infrastructure, land use, and housing. The outcomes are intended to address very near-term needs, long-term investment planning and comprehensively align various local and regional efforts the Central Ohio Region for the Intel investment and subsequent growth.

MORPC will coordinate with the State of Ohio, LCATS, and other regional stakeholders (including but not limited to Foundations, TIDs, Counties, Municipalities and Townships) to address the needs of the region and prepare for growth demands associated with the Intel investment. The coordination approach will be transect-based with a focal point being the Silicon Heartland Site in New Albany. The primary focus will start with geographies that are within the 20-minutes travel of the site. Broader review and planning also will focus on the 40-minutes travel time concentric circle of the site, 60-minutes and beyond.

On January 21, 2022 Ohio Governor Mike DeWine and Lt. Governor Jon Husted joined JobsOhio, One Columbus, and several local, state, and federal leaders to announce that leading global semiconductor manufacturer Intel Corporation has chosen a site in New Albany, Licking County as the future home for its most advanced semiconductor manufacturing facilities in the world. Intel plans to invest more than \$20 billion to build two state-of-the-art factories by 2025. The facilities will support Intel’s most advanced process technologies, resulting in an increased American share of the global semiconductor supply chain.

On February 24th, 2022, the Mid-Ohio Regional Planning Commission, Licking County Planning & Development and One Columbus held a listening session for the Central Ohio Region focused on planning for the impending growth related to Intel’s Silicon Heartland announcement. Over 150 local officials and community leaders came together to initiate the planning dialogue to address the related growth. Regular sessions have been held monthly to continue the dialogue in the region. Regional readiness planning from this dialogue now continues under this work element.

Product/Method	Agencies	Schedule
<p><b>Agency Coordination Plan</b></p> <p>With MORPC and LCATS staff engage with local jurisdictions to further enhance understanding of planning needs with regard to Intel impacts.</p>	<p>LCATS, Local Jurisdictions, MORPC</p>	<p>May 2024</p>
<p><b>Enhanced data and travel demand model coverage</b></p> <p>Through engagement with local agencies, enhance comprehensive regional data sets and through interaction with ODOT, expand regional travel demand model coverage area.</p>	<p>LCATS, MORPC, ODOT</p>	<p>December 2024</p>
<p><b>Updated local planning documents</b></p> <p>Through inventorying of local transportation planning documents and engagement with local jurisdictions assist in updating planning documents such as zoning codes, thoroughfare plans and/or comprehensive plans.</p>	<p>LCATS, Local Jurisdictions, MORPC</p>	<p>July 2024</p>

Product/Method	Agencies	Schedule
<b>Funding Opportunities</b> Compile funding options for projects including eligibility, application process and matching of most appropriate options for each project.	LCATS, Local Jurisdictions, MORPC	October 2024
<b>List of Improvement Concepts</b> Through analysis of safety, physical condition, travel and congestion including development of cost estimate an implementation strategy.	LCATS, Local Jurisdictions, MORPC	August 2025

**Related Activities**

- 60205-3000 - Transportation Improvement Program (TIP) and Implementation
- 60515-2000 - Manage, Map, Collect, and Share Data
- 60555-3000 - Transportation Systems Analysis Techniques and Applications
- 61015-3000 - Long-Range Multimodal Transportation Planning

**Budget**

**Total Work Element Budget:** \$1,000,000  
**Spent Previous Year:** \$100,000  
**Remaining Work Element Budget:** \$900,000

**Funding Sources:** ODOT: \$900,000.00

**Budget Note:** Budget breakdown is approximately \$875,000 for consultant services and \$125,000 of staff services. Work to be spread out over state fiscal years 2024 and 2025.

Funding source amounts are carryover only.

## 66565-3000 - Regional Supplemental Planning

**Primary Contact:** Maria Schaper

This work element includes research and planning efforts that are required to fulfill MPO planning and project implementation responsibilities. The project includes seven elements:

1. Promote the advancement of transportation projects that use MORPC-attributable federal funds by supplementing monitoring and coordination efforts.
2. Support travel demand modeling applications and bike and pedestrian planning through the acquisition of necessary traffic counts and bike and pedestrian counts.
3. Develop technical tools and data sets for promoting data sharing and availability and soliciting public feedback.
4. Provide planning data, travel demand forecasting, and transportation analysis assistance to members upon request for studies conducted by or for local governments.
5. Support for the Interregional Connections activities
6. Conduct resiliency research and planning to prepare the transportation system for a changing climate
7. Coordinate with other regional activities such as the Regional Sustainability Agenda activities that further the 2024-2050 MTP Goals.

Product/Method	Agencies	Schedule
<p><b>Regular reports to members and MORPC committees on project delivery</b></p> <p>Work with project sponsors, their consultants and ODOT to develop realistic schedules of key progress points for each project. Provide assistance in determining appropriate facilities for complying with MORPC's complete streets policy. Coordination with affected agencies and adjustment of the project processing schedules will take place as necessary.</p>	<p>Local Jurisdictions, MORPC, ODOT</p>	<p>Continuous</p>
<p><b>Traffic counts for approximately 200 locations, including bike and pedestrian counts as identified in active transportation count plan</b></p> <p>Hire a consultant to take 24-hour traffic counts during the year. Some counts will be classification counts and include bike and pedestrian counts.</p>	<p>Local Agencies, MORPC</p>	<p>June 2022</p>
<p><b>Implement projects to address the goals, objectives, and action items detailed in the Regional Data Agenda.</b></p> <p>Develop new collaborative partnerships and adjust staff roles to implement the priority projects of the RDAC.</p>	<p>Local Governments, Regional Data Providers</p>	<p>Ongoing</p>



Product/Method	Agencies	Schedule
<p><b>Provide special services and conduct special transportation studies</b></p> <p>Review specific problem situations or concerns with the transportation system identified by our members and provide data to decision makers to make recommendations to alleviate them.</p>	Local Agencies, MORPC	As needed
<p><b>Support for interregional travel</b></p> <p>Resources for staff to advance intercity travel modes.</p>	MORPC	As needed
<p><b>Resiliency Planning</b></p> <p>Identify and forecast impacts on Central Ohio's infrastructure of changing weather patterns and environment to better plan for a resilient region.</p>	Local Agencies, MORPC, ODOT, OEPA	Ongoing
<p><b>Coordination with other regional activities, such as the Regional Sustainability Agenda to further the 2024-2050 MTP goals</b></p> <p>Expand the MTP's reach and impact by coordinating its goals, objectives, and strategies with other activities, such as the Regional Sustainability Agenda.</p>	Local Agencies, MORPC, ODOT	Ongoing

**Related Activities**

- 60205-3000 - Transportation Improvement Program (TIP) and Implementation
- 60515-2000 - Manage, Map, Collect, and Share Data
- 61015-3000 - Long-Range Multimodal Transportation Planning

**Budget**

**Total Work Element Budget:** \$400,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$400,000

**Funding Sources:** STBG-M: \$400,000.00

**Budget Note:** 100% STBG using toll credit

## 66575-1000 - Technical Assistance Program

**Primary Contact:** Lauren Cardoni

The Technical Assistance Program (TA Program) provides assistance to local planning agencies for community-based planning services that help to advance regional goals and specific strategies identified in the Metropolitan Transportation Plan (MTP). Specifically, the program focuses on providing assistance for specific activities in the following categories:

- Active Transportation Planning
- Central Ohio Greenways Visioning
- Bicycle and Pedestrian Safety Planning
- Land Use Planning
- Safety Planning

Product/Method	Agencies	Schedule
<p><b>Planning Assistance</b></p> <p>Provide technical assistance, through MORPC staff and/or external consultants, to eligible organizations/communities. Provide access to additional financial support to be leveraged with communities' existing funds toward planning efforts that demonstrate an impact on active transportation, trails, transportation safety, and land use planning.</p>	<p>Local Agencies, MORPC</p>	<p>Ongoing</p>

### Related Activities

61015-3000 - Long-Range Multimodal Transportation Planning

61035-1000 - Regional Strategic Initiatives

62515-1000 - Planning Coordination and Support

66565-3000 - Regional Supplemental Planning

### Budget

**Total Work Element Budget:** \$275,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$275,000

**Funding Sources:** STBG-M: \$275,000.00

**Budget Note:** %100 STBG using toll credit

## 66584-3000 - Safe Streets For All Action Plan and Demonstration Activities

**Primary Contact:** Lauren Cardoni

In 2023, MORPC applied to USDOT's Safe Streets and Roads for All (SS4A) discretionary grant program for safety planning funds. In December 2023, MORPC received notification of the award. These funds will be used to update the Central Ohio Transportation Safety Plan and conduct the following supplemental planning activities:

- Advance MORPC's Regional Non-Motorized Volume Data Program
- Develop a regional Complete Streets Safety Audit Program
- Conduct Pedestrian Safety Improvement demonstration projects

Product/Method	Agencies	Schedule
<p><b>Safety Plan Update</b></p> <p>Complete an update to Central Ohio Transportation Safety Plan in accordance with the funding program guidelines and requirements.</p>	<p>Local Governments, MORPC, ODOT</p>	<p>Spring 2025</p>
<p><b>Non-Motorized Volume Data Program</b></p> <p>Collaborate with local and state partners to enhance MORPC's existing non-motorized volume data program.</p>	<p>MORPC, ODOT</p>	<p>2026</p>
<p><b>Complete Streets Safety Audit Program</b></p> <p>Collaborate with local partners to enhance existing initiatives focused on conducting walk audits and identifying proven safety countermeasures for implementation.</p>	<p>MORPC, Public Health</p>	<p>2026</p>
<p><b>Pedestrian Safety Demonstration Projects</b></p> <p>Collaborate with local partners to install quick-build, low-cost, high-impact pedestrian safety countermeasures at 20 priority locations throughout the region.</p>	<p>Local Agencies, MORPC</p>	<p>2026</p>

### Related Activities

60135-3000 - Safety Planning

**Budget**

**Total Work Element Budget:** \$1,290,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$1,290,000

**Funding Sources:** FHWA: \$1,032,000.00, ODOT: \$90,300.00, MORPC: \$70,704.90, Local: \$96,995.10

**Budget Note:** None

## 66715-3000 - Transportation Services (Ridesharing)

Primary Contact: Patty Olmsted

Transportation Demand Management (TDM) strategies have shown effectiveness in reducing traffic congestion and environmental pollution caused by motor vehicles. TDM refers to a series of measures promoting alternatives to the single-occupancy vehicle (SOV) by maximizing the use of the existing transportation infrastructure. These measures include carpooling, vanpooling, public transportation, walking, bicycling, telecommuting, and compressed work weeks. MORPC updated its Transportation Demand Management Strategic Plan in spring of 2020.

In 2017, the OARC Rideshare and Air Quality Subcommittee concluded the process of combining the two different existing ride-matching platforms in different parts of the state into one new multi-modal TDM and rideshare system with air quality support. The new platform is branded Gohio Commute. MORPC holds the prime contract and pays the vendor with reimbursement from OARC Rideshare and Air Quality Subcommittee members and other entities that have signed an inter-agency agreement. In 2021 the Subcommittee worked with ODOT to expand the Gohio Commute to serve the entire state of Ohio.

Product/Method	Agencies	Schedule
<p><b>Promote a culture of sustainable and smart multimodal travel throughout Central Ohio. Public education and ride matching services.</b></p> <p>Support OARC, ODOT and Gohio Commute a statewide TDM ridematching software vendor. Increase program awareness and participation in communities throughout the 15 counties. Support MORPC’s mobility hub, air quality efforts and TDM coalition. Promote services to the public, communities, employers and government partnerships through special multi-modal projects, networking, events, alternative transportation groups, air quality awareness events, websites, individual meetings, campaigns, and social media outlets.</p>	<p>MORPC, OARC, ODOT</p>	<p>Ongoing</p>

Product/Method	Agencies	Schedule
<p><b>Raise public awareness about mobility options in the region. Increase ridesharing and TDM acceptance to improve air quality.</b></p> <p>Implement best practices that equip individual travelers/organizations with comprehensive mobility resources necessary to change behavior away from high SOV usage. Develop customizable multi-modal strategies for workplaces, such as telecommuting, rideshare parking, vanpool subsidies, transit, and bike options to increase employees' usage of alternative modes. Use existing and develop additional data sets to focus strategies with alternative transportation partners.</p>	MORPC	Ongoing
<p><b>National Transit Database Reporting</b></p> <p>Submit vanpool ridership, operating costs and passenger miles traveled for inclusion in the National Transit Database to increase the Columbus UZA federal funding apportionments. Work with COTA to track and use additional federal funds to increase vanpooling in the region, and help fill empty vanpool seats. The data will also be used to monitor air quality and calculate the reduction of fuel used due to vanpooling.</p>	MORPC	Ongoing
<p><b>Program evaluation, strategic plan and telework policy</b></p> <p>Update, maintain and track MORPC's TDM strategic plan and mobility hub platform. The rideshare program will continue to use the TDM strategic plan as a planning tool to assist in growing the program. Staff is using the tool to create, track and implement best practices, form and maintain partnerships with employers and community-based organizations, build its relationship with other TDM providers, and the individual commuters. Maintain developed telework policy for local governments and employers.</p>	MORPC	Ongoing

Product/Method	Agencies	Schedule
<p><b>Promote TDM services to reduce SOV travel and associated air pollution in communities near high-volume corridors as well as in diverse and underserved populations</b></p> <p>The rideshare and AQ programs have identified underserved populations and the need for specific multi-cultural outreach on TDM and AQ campaigns via digital marketing radio, social media and at resource centers, libraries, transit centers, etc., Target languages are Somali, Spanish, Asian, and African communities. Staff is working with numerous agencies in targeted geographic area provide reliable, affordable, and safe transportation options and air quality information to individuals. Staff continues to work with first mile/last-mile and the needs of commuters who work 2nd and 3rd shifts.</p>	MORPC	Ongoing

**Related Activities**

- 60125-3000 - Management & Operations Planning
- 60155-3000 - Transit and Human Services Planning
- 66735-1000 - Air Quality Awareness

**Budget**

**Total Work Element Budget:** \$750,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$750,000

**Funding Sources:** CMAQ-M: \$750,000.00

**Budget Note:** 100% MORPC CMAQ

## 66735-1000 - Air Quality Awareness

**Primary Contact:** Mauro Diaz-Hernandez

In 2001, MORPC began a year-round daily air quality forecasting service for ground-level ozone and particulate matter in order to track and report poor air quality to the public, businesses, and organizations. This work element ensures that MORPC continues air pollution forecasting and educating its members and the public on the importance of air quality, its health and environmental impacts, and how to reduce air pollution. These activities also align with the region’s goal working toward attainment with the National Ambient Air Quality Standards for ozone and particulate matter pollution.

Educating the public, issuing air quality alerts, and understanding the impacts of air quality on our communities is an important complement to transportation planning and funding. It ensures: 1) that the public understands the benefits of non-motorized and alternative-fueled transportation, 2) technology enhancement for more efficient transportation to reduce congestion and 3) that the public has the knowledge to protect their health from air pollution.

Strategies for reducing fossil-fuel consumption include providing technical assistance, outreach, data benchmarking and analysis, assessments, and planning services to assist communities in advancing alternative fuel and other initiatives that reduce emissions and energy use.

Product/Method	Agencies	Schedule
<p><b>Air Quality Alerts and Coordination</b></p> <p>Work with forecasting consultant to provide accurate forecasts and the technical skills to maintain a year-round, daily air quality forecasting service for ozone and particulate matter pollution. Maintain a regional communications network for issuing Air Quality Alerts. Establish and maintain relationships with partners to broaden the reach of messaging.</p>	<p>MORPC, OEPA, Other (See Description)</p>	<p>Ongoing</p>
<p><b>Air Quality Research</b></p> <p>Conduct and innovate air quality research and education through partnerships. Research examples include air quality monitoring on a neighborhood level to better understand air quality levels across the region's most vulnerable population groups.</p>	<p>MORPC, ODOT, Other (See Description)</p>	<p>Ongoing</p>
<p><b>Education and Outreach</b></p> <p>Collaborate on educational and outreach efforts related to the impacts of air quality on individuals and communities, including educating about the benefits of reducing energy and fuel use.</p>	<p>Local Agencies, Local Governments, MORPC</p>	<p>Ongoing</p>



Product/Method	Agencies	Schedule
<p><b>Conduct special studies and projects related to GHG emissions</b></p> <p>Conduct studies, provide technical assistance, and assist with projects that create awareness around air pollution and reduce GHG emissions, including GHG inventories, climate action plans, and regional coordination around EV infrastructure.</p>	MORPC	Ongoing
<p><b>Planning and policy assistance</b></p> <p>Assist local agencies and entities in energy and resiliency planning and air quality and energy policy matters. Assist with studies, projects, and plan reviews. Develop and maintain tools and resources to encourage activities that reduce air emissions and fuels and energy consumption. Serve as a trusted resource concerning U.S. EPA and Ohio EPA proposed rules and policy related to air quality. Assist Energy and Air Quality Working group with implementation of its Action Plan.</p>	MORPC, Other (See Description)	Ongoing

**Related Activities**

66715-3000 - Transportation Services (Ridesharing)

**Budget**

**Total Work Element Budget:** \$575,000

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$575,000

**Funding Sources:** CMAQ-M: \$575,000.00

**Budget Note:** MORPC CMAQ (100% using toll credit)

## 67401-3000 - Ongoing COTA Activities

**Primary Contact:** Clare DiCuccio

This work element is for coordination with COTA and reporting COTA planning activities to ensure adherence to federal and state requirements and for the facilitation of effective transit services in the COTA service area, mainly in Franklin County and in portions of adjacent counties.

Through other work elements MORPC assists COTA in the preparation of a long-range transit plan and helps channel federal money through the TIP process toward its implementation. MORPC incorporates the transit elements into the Metropolitan Transportation Plan. MORPC also supports COTA through coordination with other local, state and federal agencies like ODOT, FTA, etc., in various efforts like National Transit Database reporting, safety planning, asset management, the UZA's coordinated human services plan, and the LinkUS Mobility Initiative, etc.

MORPC facilitates user feedback through its public involvement process to ensure COTA's compliance with the Americans with Disabilities Act and Title VI requirements. MORPC also coordinates with COTA in long-range planning efforts including regional high capacity or fixed-guideway corridor analysis, coordinating, and connecting with adjacent counties and Transportation Demand Management.

Product/Method	Agencies	Schedule
<p><b>COTA's planning process</b></p> <p>Maintain the 2024-2027 Transportation Improvement Program (TIP) as needed, including public involvement requirements for FTA Section 5307. Facilitate coordination among ODOT, FTA and MORPC when needed.</p>	<p>COTA, FTA, MORPC, ODOT</p>	<p>Ongoing</p>
<p><b>Continued refinement of COTA's Long-Range Plan and other planning activities</b></p> <p>Continue planning activities supporting COTA's long range plans including LinkUS, ITS activities, Bus on Freeway Shoulder, high capacity rapid transit planning, first-mile/last-mile or micro-transit, the SID Transit Pass (Downtown C-pass), transit oriented development, and coordinating and connecting with adjacent county transit agencies.</p>	<p>COTA, FTA, MORPC</p>	<p>Ongoing</p>
<p><b>Short-Range Transit Plan (SRTP) update</b></p> <p>Maintain the SRTP by inventorying planned development projects and discussing existing and planned routes and incorporate into the TIP.</p>	<p>COTA</p>	<p>April 2025</p>
<p><b>Service change planning</b></p> <p>COTA service change planning occurs months before regularly scheduled service changes (typically January, May and October of each year).</p>	<p>COTA, MORPC</p>	<p>Ongoing</p>

Product/Method	Agencies	Schedule
<p><b>COTA safety and asset management plans</b></p> <p>COTA develops performance measures and targets in relation to the National Public Transportation Safety Plan. COTA develops a Transit Asset Management Plan (TAMP) which includes capital asset inventories, condition assessments, investment prioritization and reporting requirements. COTA coordinates with MORPC for reporting and other federal requirements.</p>	COTA, FTA, MORPC	Ongoing

**Related Activities**

- 60155-3000 - Transit and Human Services Planning
- 61015-3000 - Long-Range Multimodal Transportation Planning
- 67402-3000 - Ongoing DCT Activities

**Budget**

This activity is provided solely for informational purposes and does not have a final product or any budget within the work program. However, staff members may be involved through related activities in planning activities undertaken by others.

## 67402-3000 - Ongoing DCT Activities

**Primary Contact:** Clare DiCuccio

This work element is for coordination with Delaware County Transit and reporting DCT planning activities to ensure adherence to federal and state requirements and for the facilitation of effective transit services in Delaware County.

As a result of the 2010 Census, portions of Delaware County were added to the Columbus urbanized area. MORPC changed its role with DCT accordingly and will continue to assist through other work elements, with its transition to an urban transit system, providing support to as required/requested in the administering of federal transit formula grants, development of the UZA's coordinated human services plan and the MTP/TIP. In the past, MORPC has assisted DCT with its bike-on-bus CMAQ applications, its coordinated planning efforts, and other TIP processes. MORPC will provide assistance with safety planning and asset management.

MORPC facilitates user feedback through its public involvement process to ensure DCT's compliance with the Americans with Disabilities Act and Title VI requirements.

Product/Method	Agencies	Schedule
<p><b>DCT's planning process and requirements needed to receive federal urban area and state funds</b></p> <p>MORPC will work with DCT to demonstrate consistency of its operations and planning with the Metropolitan Transportation Plan and federal regulations, and to assess DCT's capital and operating needs.</p>	<p>Delaware County Transit, FTA, MORPC, ODOT</p>	<p>Ongoing</p>
<p><b>Implement recommendations from DCT's Strategic Plan</b></p> <p>Begin planning implementation of the strategic plan recommendations. Continue to review Delaware County residents' attitudes, priorities and needs for short-term and long-term public transportation services and potential local funding of the services based on findings and resources to match federal funds.</p>	<p>Consumers &amp; Others, Delaware County, Delaware County Transit, MORPC</p>	<p>Ongoing</p>
<p><b>DCT safety and asset management plans</b></p> <p>Support DCT in the development of performance measures and targets in relation to the National Public Transportation Safety Plan. DCT develops a Transit Access Management Plan (TAMP) which includes capital asset inventories, condition assessments, investment prioritization and reporting requirements. MORPC will assist DCT in these activities.</p>	<p>Delaware County Transit, FTA, MORPC, ODOT</p>	<p>Ongoing</p>

## **Related Activities**

60155-3000 - Transit and Human Services Planning

61015-3000 - Long-Range Multimodal Transportation Planning

67401-3000 - Ongoing COTA Activities

## **Budget**

This activity is provided solely for informational purposes and does not have a final product or any budget within the work program. However, staff members may be involved through related activities in planning activities undertaken by others.

## 67414-3000 - 5310 Designated Recipient 2024

**Primary Contact:** Clare DiCuccio

This work element is to carry out the responsibility and authority for the administration of the FTA Section 5310 Program for Enhanced Mobility of Seniors and Individuals with Disabilities for each federal fiscal year apportionment for the Columbus urbanized area. The program will follow FTA policy and program guidance in the selection of projects and apply for FTA funding using the designated FTA electronic grant management system on behalf of eligible recipients.

Prior to MAP-21, FTA Section 5310 Program funds had been apportioned to and administered statewide by the Ohio Department of Transportation (ODOT) for 80% of the purchase of equipment to support transportation services for the elderly and people with disabilities where existing transportation is unavailable, inappropriate, or insufficient. With the passage of the FAST Act, the Section 5310 Program was revised and expanded to include operating and some activities from the former New Freedom Program.

MORPC utilizes a 5310 Advisory Committee made up of public volunteers within the elderly adults and individuals with disabilities sectors to review and select awards for the Columbus urbanized area.

Product/Method	Agencies	Schedule
<p><b>A Program Management Plan (PMP) according to FTA provisions</b></p> <p>Work from MORPC’s FTA-approved PMP, which includes the Designated Recipient’s program objectives, policies, procedures, and administrative requirements in a form readily accessible to potential subrecipients, recipient staff, FTA, and the public. The PMP details coordination, eligible sub-recipients, local share and local funding requirements, project selection criteria, method of distributing funds and the development of the Program of Projects.</p>	<p>COTA, Delaware County Transit, FTA, MORPC</p>	<p>Ongoing</p>
<p><b>Comply with other FTA requirements</b></p> <p>Oversee the implementation of projects, certifying a fair and equitable distribution of funds to sub-recipients, management of all aspects of grant distribution, vehicle use, oversight and submit reports as required by FTA.</p>	<p>COTA, Delaware County Transit, FTA, MORPC</p>	<p>Ongoing</p>
<p><b>Program of Projects</b></p> <p>Develop a project selection process and confirm selected projects are documented in MORPC's MTP and TIP.</p>	<p>FTA, MORPC, ODOT</p>	<p>Ongoing</p>

Product/Method	Agencies	Schedule
<p><b>Update and Maintain the Coordinated Plan</b></p> <p>Maintain a locally developed, coordinated public transit-human services transportation plan (coordinated plan) for the UZA in association with the MTP and TIP. The Plan must be developed and approved through a process that provided adequate outreach to allow for participation.</p>	<p>COTA, Delaware County Transit, MORPC</p>	<p>Ongoing</p>

**Related Activities**

60155-3000 - Transit and Human Services Planning

67401-3000 - Ongoing COTA Activities

67402-3000 - Ongoing DCT Activities

67415-3000 - 5310 Designated Recipient 2025

**Budget**

**Total Work Element Budget:** \$169,079

**Spent Previous Year:** \$60,000

**Remaining Work Element Budget:** \$109,079

**Funding Sources:** FTA: \$109,079.00

**Budget Note:** Funding source amounts are carryover only.

## 67415-3000 - 5310 Designated Recipient 2025

**Primary Contact:** Clare DiCuccio

This work element is to carry out the responsibility and authority for the administration of the FTA Section 5310 Program for Enhanced Mobility of Seniors and Individuals with Disabilities for each federal fiscal year apportionment for the Columbus urbanized area. The program will follow FTA policy and program guidance in the selection of projects and apply for FTA funding using the designated FTA electronic grant management system on behalf of eligible recipients.

Prior to MAP-21, FTA Section 5310 Program funds had been apportioned to and administered statewide by the Ohio Department of Transportation (ODOT) for 80% of the purchase of equipment to support transportation services for the elderly and people with disabilities where existing transportation is unavailable, inappropriate, or insufficient. With the passage of the FAST Act, the Section 5310 Program was revised and expanded to include operating and some activities from the former New Freedom Program.

MORPC utilizes a 5310 Advisory Committee made up of public volunteers within the elderly adults and individuals with disabilities sectors to review and select awards for the Columbus urbanized area.

Product/Method	Agencies	Schedule
<p><b>A Program Management Plan (PMP) according to FTA provisions</b></p> <p>Work from MORPC’s FTA-approved PMP, which includes the Designated Recipient’s program objectives, policies, procedures, and administrative requirements in a form readily accessible to potential subrecipients, recipient staff, FTA, and the public. The PMP details coordination, eligible sub-recipients, local share and local funding requirements, project selection criteria, method of distributing funds and the development of the Program of Projects.</p>	<p>COTA, Delaware County Transit, FTA, MORPC</p>	<p>Ongoing</p>
<p><b>Comply with other FTA requirements</b></p> <p>Oversee the implementation of projects, certifying a fair and equitable distribution of funds to sub-recipients, management of all aspects of grant distribution, vehicle use, oversight and submit reports as required by FTA.</p>	<p>COTA, Delaware County Transit, FTA, MORPC</p>	<p>Ongoing</p>
<p><b>Program of Projects</b></p> <p>Develop a project selection process and confirm selected projects are documented in MORPC’s MTP and TIP.</p>	<p>FTA, MORPC, ODOT</p>	<p>Ongoing</p>



Product/Method	Agencies	Schedule
<p><b>Update and Maintain the Coordinated Plan</b></p> <p>Maintain a locally developed, coordinated public transit-human services transportation plan (coordinated plan) for the UZA in association with the MTP and TIP. The Plan must be developed and approved through a process that provided adequate outreach to allow for participation.</p>	<p>COTA, Delaware County Transit, MORPC</p>	<p>Ongoing</p>

**Related Activities**

60155-3000 - Transit and Human Services Planning

67401-3000 - Ongoing COTA Activities

67402-3000 - Ongoing DCT Activities

67414-3000 - 5310 Designated Recipient 2024

**Budget**

**Total Work Element Budget:** \$173,250

**Spent Previous Year:** \$0

**Remaining Work Element Budget:** \$173,250

**Funding Sources:** FTA: \$173,250.00

**Budget Note:** None

## 67424-3000 - Mobility Management 2024

**Primary Contact:** Emma Strange

This work element will support mobility management coordinating programs among public, private, and human service transportation providers that serve older adults, people with disabilities and individuals with lower incomes. Mobility management will focus on increasing access to service by increasing awareness, coordinating services, and addressing barriers to achieve a more efficient transportation system. MORPC maintains the locally developed Coordinated Plan for the MPO and administers the FTA’s Section 5310 funding for the Columbus urbanized area.

MORPC worked work with existing mobility managers in the MORPC MPO area, Licking County, the Central Ohio Rural Planning Organization (CORPO) counties, ODOT’s Human Service Transportation Coordination Regions (HSTCR) 5 and 6, and ODOT’s Office of Transit for a more regional multi-county approach to the Coordinated Plan. MORPC previously maintained the locally developed Coordinated Plan for the MPO (Delaware and Franklin Counties). The current Coordinated Plan, commonly referred to as the Regional Mobility Plan, is a nine-county partnership of ODOT’s HSTC Region 6 including Delaware, Fairfield, Fayette, Franklin, Licking, Logan, Madison, Pickaway, and Union Counties. The next Regional Mobility Plan will be a nine-county partnership of ODOT’s HSTC Region 6 including Delaware, Fairfield, Fayette, Franklin, Licking, Logan, Madison, Pickaway, and Union Counties.

Product/Method	Agencies	Schedule
<p><b>Engagement</b></p> <p>Work with human service agencies, municipalities, transit agencies, private providers, and the public to address gaps in understanding and awareness of mobility options for older adults, people with disabilities, and low-income populations.</p>	<p>COTA, Delaware County Transit, FTA, LCATS, Local Agencies, MORPC, Consumers &amp; Others, CORPO in ODOT HSTC Regions 5 &amp; 6</p>	<p>Ongoing</p>
<p><b>Increase capacity</b></p> <p>Address the gaps and needs identified in the Coordinated Plan that impact transportation capacity. Work with current transportation providers and stakeholders to improve coordination and increase capacity.</p>	<p>COTA, Delaware County Transit, FTA, LCATS, MORPC, CORPO in ODOT HSTC Regions 5 &amp; 6,</p>	<p>Ongoing</p>
<p><b>Information coordination</b></p> <p>Facilitate regional collaboration among transit agencies and private transportation providers to develop operational planning for technology that coordinates the transportation system, mode eligibility, and trip arrangement for users.</p>	<p>COTA, Delaware County Transit, FTA, LCATS, MORPC, CORPO in ODOT HSTC Regions 5 &amp; 6,</p>	<p>Ongoing</p>

Product/Method	Agencies	Schedule
<p><b>State and local coordination</b></p> <p>Convene a dynamic local stakeholder committee to exchange best practices, provide feedback on urban and rural program progress, to assist in tracking the Coordinated Plan Action Plan (Goals and Strategies) providing input to the next more regional Coordinated Plan update.</p>	<p>Consumers &amp; Others, COTA, Delaware County Transit, FTA, LCATS, Local Agencies, MORPC, CORPO in ODOT HSTC Regions 5 &amp; 6,</p>	<p>Ongoing</p>
<p><b>Awareness and accessibility</b></p> <p>Develop a regional inventory of accessible transportation options, travel training, scheduling/routing software etc. Track barriers to transportation caused by cost, benefit coverage, geography, language, age, ability, infrastructure and accessibility challenges. Incorporate inclusive transportation in to MORPC's Transportation Demand Management and Active Transportation Plans.</p>	<p>COTA, Delaware County Transit, FTA, LCATS, MORPC, CORPO in ODOT HSTC Regions 5 &amp; 6</p>	<p>Ongoing</p>

**Related Activities**

- 60155-3000 - Transit and Human Services Planning
- 66714-3000 - Transportation Services (Ridesharing)
- 66715-3000 - Transportation Services (Ridesharing)
- 67414-3000 - 5310 Designated Recipient 2024
- 67414-3000 - 5310 Designated Recipient 2024

**Budget**

**Total Work Element Budget:** \$150,000

**Spent Previous Year:** \$10,000

**Remaining Work Element Budget:** \$140,000

**Funding Sources:** FTA: \$112,000.00, Local: \$28,000.00

**Budget Note:** Funding source amounts are carryover only.

## 67433-3000 - Mobility Management ODOT Regional Supplemental 2023

**Primary Contact:** Emma Strange

This work element will support mobility management coordinating programs among public, private and human service transportation providers that serve older adults, people with disabilities and individuals with lower incomes. Mobility management will focus on increasing access to service by increasing awareness, coordinating services and addressing barriers to achieve a more efficient transportation system. MORPC maintains the locally developed Coordinated Plan (Regional Mobility Plan) for the MPO and administers the FTA’s Section 5310 funding for the Columbus urbanized area. This element specifically refers to the regional work of the Regional Mobility Plan.

MOPRC works with existing mobility managers in the MORPC MPO area, Licking County, the Central Ohio Rural Planning Organization (CORPO) counties, ODOT’s Human Service Transportation Coordination Regions (HSTCR) 5 and 6 and ODOT’s Office of Transit for a more regional multi-county approach to the Coordinated Plan now called the Regional Mobility Plan. The Regional Mobility Plan is a nine-county partnership of ODOT’s HSTC Region 6 including Delaware, Fairfield, Fayette, Franklin, Licking, Logan, Madison, Pickaway, and Union Counties.

Product/Method	Agencies	Schedule
<p><b>Engagement</b></p> <p>Work with human service agencies, municipalities, transit agencies, private providers, and the public to address gaps in understanding and awareness of mobility options for older adults, people with disabilities, and low-income populations.</p>	<p>COTA, Delaware County Transit, FTA, LCATS, MORPC, CORPO in ODOT HSTC Regions 5 &amp; 6</p>	<p>Progress through June 30, 2025</p>
<p><b>Increase capacity</b></p> <p>Address the gaps and needs identified in the Regional Mobility Plan that impact transportation capacity. Work with current transportation providers and stakeholders to improve coordination and increase capacity</p>	<p>COTA, Delaware County Transit, FTA, LCATS, MORPC, CORPO in ODOT HSTC Regions 5 &amp; 6</p>	<p>Progress through June 30, 2025</p>
<p><b>Information coordination</b></p> <p>Facilitate regional collaboration among transit agencies and private transportation providers to develop operational planning for technology that coordinates the transportation system, mode eligibility, and trip arrangement for users.</p>	<p>COTA, Delaware County Transit, LCATS, MORPC, Transit Agencies, Licking County Transit</p>	<p>Progress through June 30, 2025</p>
<p><b>State and local coordination</b></p> <p>Convene the Regional Mobility Plan Steering Committee to exchange best practices, provide feedback on urban and rural program progress, to assist in tracking the Regional Mobility Plan Action Plan (Goals and Strategies) providing input.</p>	<p>CORPO in ODOT HSTC Regions 5 &amp; 6, COTA, Delaware County Transit, FTA, LCATS, MORPC</p>	<p>Progress through June 30, 2025</p>

Product/Method	Agencies	Schedule
<p><b>Awareness and accessibility</b></p> <p>Develop a regional inventory (Gohio Mobility) of accessible transportation options, travel training, scheduling/routing software etc. Track barriers to transportation caused by cost, benefit coverage, geography, language, age, ability, infrastructure and accessibility challenges. Incorporate inclusive transportation in to MORPC's Transportation Demand Management and Active Transportation Plans.</p>	<p>COTA, Delaware County Transit, FTA, LCATS, MORPC, CORPO in ODOT HSTC Regions 5 &amp; 6</p>	<p>Progress through June 30, 2025</p>
<p><b>Training and Professional Development</b></p> <p>Develop a skilled team of mobility professionals to tackle the regional goals of the Regional Mobility Plan. Training will include American Public Transit Association (APTA), Ohio Public Transit Association (OPTA), and Easter Seals opportunities among others.</p>	<p>MORPC</p>	<p>Progress through June 30, 2025</p>

**Related Activities**

- 60155-3000 - Transit and Human Services Planning
- 66715-3000 - Transportation Services (Ridesharing)
- 67414-3000 - 5310 Designated Recipient 2024
- 67424-3000 - Mobility Management 2024

**Budget**

**Total Work Element Budget:** \$300,000

**Spent Previous Year:** \$150,000

**Remaining Work Element Budget:** \$150,000

**Funding Sources:** ODOT: \$150,000.00

**Budget Note:** Funding source amounts are carryover only.

## 69715-3000 - Program Administration

**Primary Contact:** Charles Ratliff

This work element is to facilitate the efficient administration of the transportation planning program. This work element provides for technical and policy direction of activities to fulfill ODOT, U.S. EPA, Ohio EPA, FHWA, FTA, and jointly funded work as described in the Planning Work Program where such activities are not directly attributable to specific work elements.

The MPO committee structure is maintained, which includes revisions to articles of agreement and bylaws in 2014. Each year, the Planning Work Program is developed and a completion report is prepared and submitted to ODOT. Self-certification resolutions are adopted biennially, and ODOT and multi-party planning agreements are prepared and executed. Title VI and Disadvantaged Business Enterprise (DBE) requirements are completed and incorporated into the agency's diversity program. Quadrennial U.S. DOT certifications are completed.

Product/Method	Agencies	Schedule
<p><b>CAC, TAC, TPC agendas and meeting summaries</b></p> <p>The MPO committees are maintained by filling empty seats and providing information necessary to make decisions for the MPO.</p>	<p>Local Governments, MORPC</p>	<p>Ongoing</p>
<p><b>Annual Planning Work Program and Completion Report</b></p> <p>Prepare a report of activities to accomplish the scope of work for the previous state fiscal year. Based on U.S. DOT and ODOT requirements and guidance along with MPO board direction, develop the planning scope of work for the coming state fiscal year.</p>	<p>MORPC</p>	<p>September 2024 (Completion report for SFY 2024) &amp; March 2025 (PWP for SFY 2026)</p>
<p><b>Title VI &amp; DBE Process</b></p> <p>Prepare and submit the annual and triennial Title VI Compliance reports, incorporating updates as necessary. Implement and prepare the reports on the DBE program.</p>	<p>MORPC</p>	<p>March &amp; ongoing</p>
<p><b>Maintain certification and planning agreements</b></p> <ul style="list-style-type: none"> <li>• Prepare annual self-certification information.</li> <li>• Prepare the biennial ODOT/MORPC agreement and other required multi-party and two-party planning agreements.</li> <li>• Participate in the quadrennial U.S. DOT certification process.</li> </ul>	<p>COTA, Delaware County Transit, Local Governments, MORPC, ODOT</p>	<p>As needed</p>

Product/Method	Agencies	Schedule
<b>Monitor federal and state planning requirements</b> Obtain and provide updates on changes to planning laws and rules.	MORPC	Ongoing

**Related Activities**

None

**Budget**

**Total Work Element Budget:** \$157,431  
**Spent Previous Year:** \$0  
**Remaining Work Element Budget:** \$157,431  
**Funding Sources:** FHWA: \$125,944.80, ODOT: \$15,743.10, MORPC: \$15,743.10  
**Budget Note:** None

# **APPENDIX A**

## **MORPC STRUCTURE**



## **PREFACE**

The Mid-Ohio Regional Planning Commission is a voluntary association of over 80 local governmental entities in and around the following counties: Franklin, Delaware, Fairfield, Fayette, Hocking, Knox, Licking, Logan, Madison, Marion, Morrow, Perry, Pickaway, Ross, and Union. The member governments designate an elected or other official to represent their units, of which at least one person must have a high degree of decision-making authority for the entity.

The mission consists of the following:

- Improve the ability of local governments or other entities to deal with local or regional issues.
- Assist local governments in making best use of local tax dollars and other resources through planning, capital improvements programming, shared services and collaboration, policy advocacy, and management best practices.
- Increase the amount of federal and state funds flowing into the region for use in meeting needs recognized by local governments.
- Manage federal, state, and in-house rules and regulations associated with grant programs and operation of local activities.

The COMMISSION shall have all powers, duties and responsibilities pertaining to regional planning commissions, specified in Section 713.21 to 713.27 of the Ohio Revised Code and as otherwise permitted by federal, state, or local law.

## **BOARD MEMBER ROLES**

The primary responsibilities of a MORPC board member are to effectively represent his or her governmental unit at the board meetings and to share pertinent information with his or her organization. Board members can serve on committees, task forces and working groups as seats are available.

## **MORPC'S OVERALL ROLE AS A REGIONAL COUNCIL**

### **A Voluntary Association of Local Governments**

For over 60 years, the Mid-Ohio Regional Planning Commission (MORPC) has been addressing challenges associated with growth and development in Central Ohio as well as aiding its members to improve the quality of life within the region.

Organizations such as this are created to help local governments implement good planning and development practices in the fields of energy, infrastructure development, transportation, land use, air and water quality, and sustainability.

### **MORPC's Mission**

MORPC is the regional voice and trusted convener and catalyst, bringing Central Ohio communities together to collaborate on best practices and plan for future growth and sustainability of the region.

Today, as a voluntary association of over 85 local governments, MORPC serves many purposes including but not limited to:

- Provide an intergovernmental forum and process for developing creative solutions on regional challenges.
- Provide planning and programming services which directly impact community and economic development.
- Build public and private partnerships to improve communications and better serve a diverse region.
- Maintain a regional database and forecast economic and demographic trends.
- Work closely with community leaders, volunteer citizens, and partner organizations on policy advocacy to effectively represent the voice of the region.
- Implement and maintain eligibility for federal and state programs.

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and the Clean Air Act Amendments of 1990 significantly increased the responsibility of MPOs. In addition to providing significantly higher levels of funding, ISTEA gave state and local government officials more opportunity to participate in decisions regarding transportation programs and more flexibility in deciding where and how to use ISTEA authorizations. The act made the MPO responsible for coordinating metropolitan planning efforts with state and local governments.

These acts required the addition of nonattainment air quality areas into planning. This requirement expanded the planning area boundaries to include all of Delaware County. Thus, by 1992 the MPO planning area included Franklin and Delaware counties together with Etna, Bloom and Violet townships in Licking and Fairfield counties. In 1998, the 1991 act was reaffirmed with passage of TEA-21, in 2005 with the passage of SAFETEA-LU, in 2012 with the passage of MAP-21, in 2015 with the passage of The FAST Act, and in 2021 with the passage of the Infrastructure Investment & Jobs Act (IIJA).

On November 15, 2021, President Biden signed the [Infrastructure Investment and Jobs Act](#) (IIJA) (Public Law 117-58, also known as the “Bipartisan Infrastructure Law”) into law. The Bipartisan Infrastructure Law is the largest long-term investment in our infrastructure and economy in our Nation’s history. It provides \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure, including in roads, bridges, and mass transit, water infrastructure, resilience, and broadband.

In 2015, the metropolitan planning organization boundary was amended to: Delaware and Franklin counties; the cities of Pataskala, Reynoldsburg and New Albany, Etna Township, and areas of Jersey Township engulfed within the New Albany boundary in Licking County; Bloom and Violet Townships in Fairfield County; and Jerome Township in Union County.

## **The following are included in the remainder of Appendix A**

- **Staff Organizational Chart**
- **MORPC Pay Grades**
- **MORPC Articles of Agreement**
- **Commission Bylaws (Transportation Policy Committee within the Commission)**
- **Community Advisory Committee Bylaws**
- **Transportation Advisory Committee Bylaws**
- **Attributable Funding Committee Bylaws**
- **MORPC Code of Ethics**

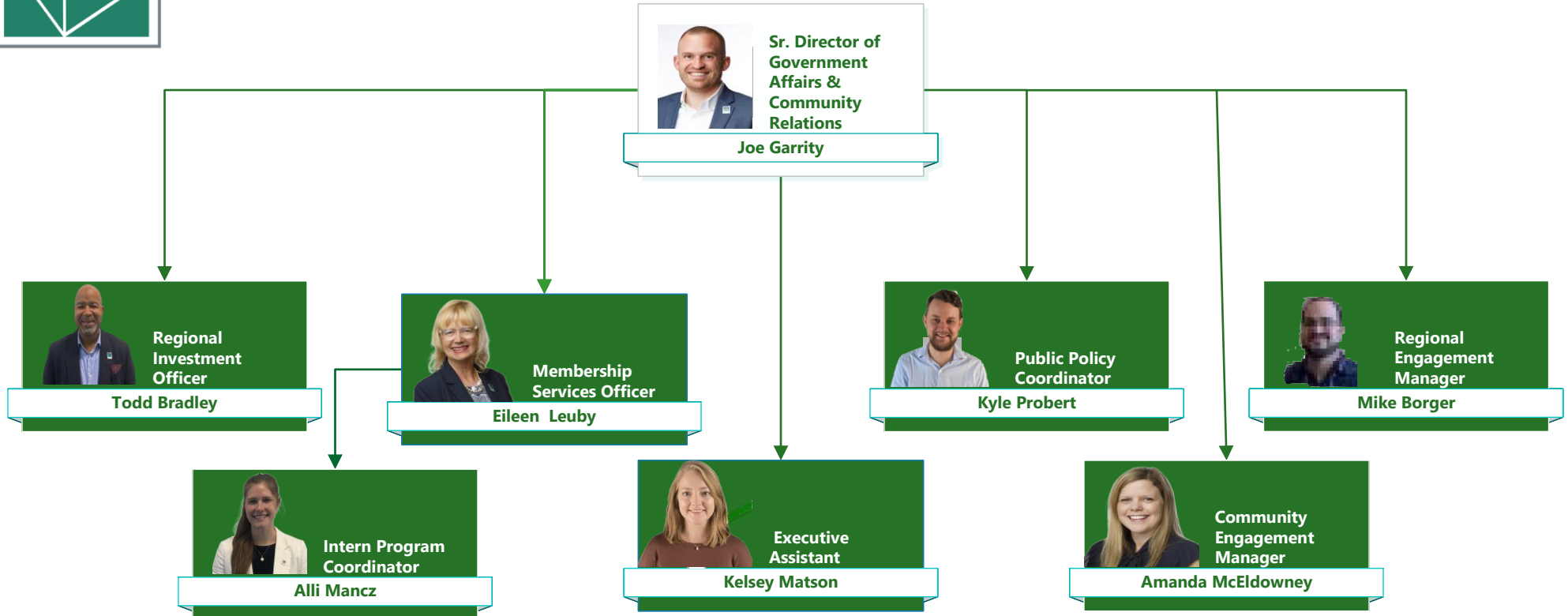


MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION



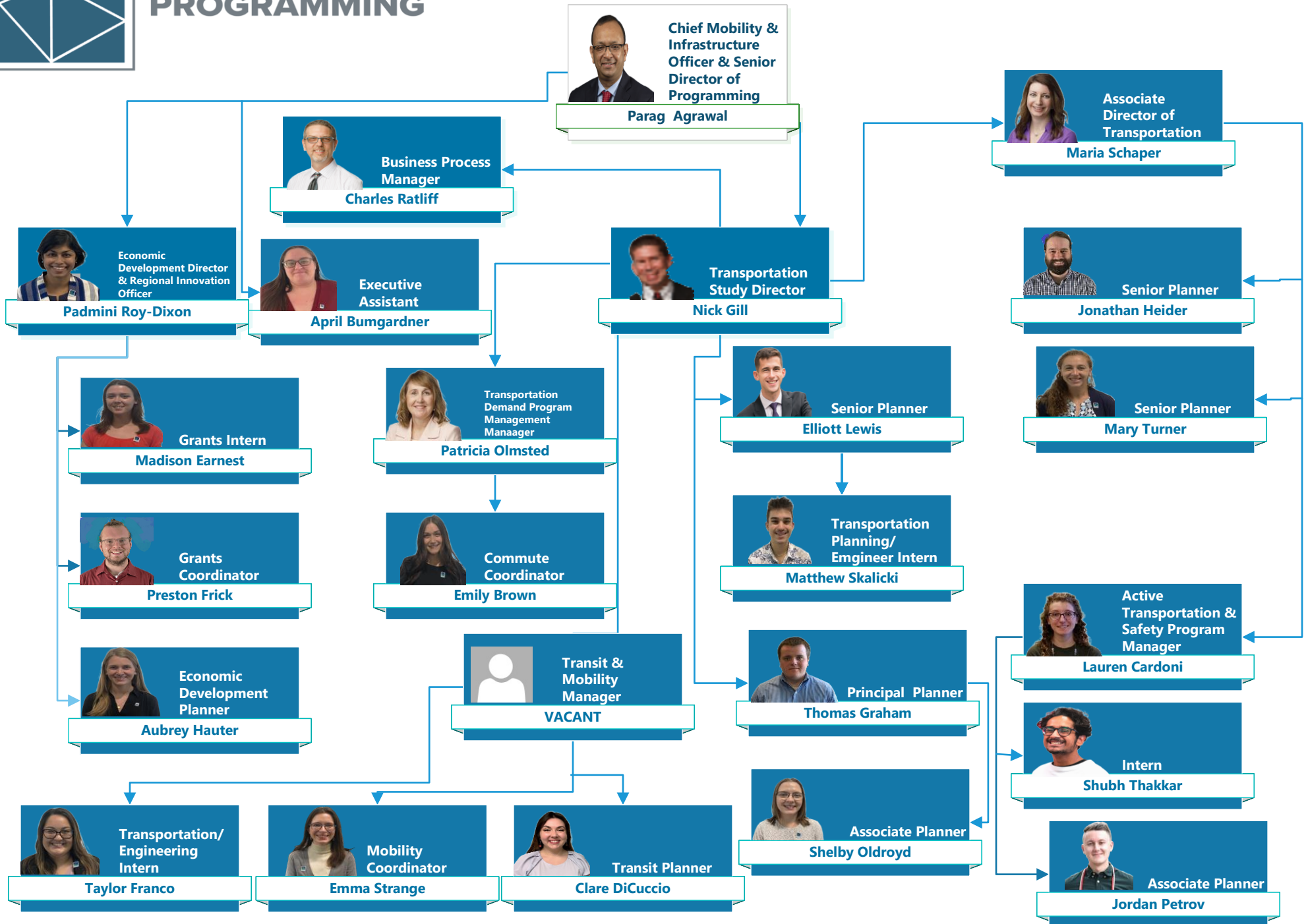


# GOVERNMENT AFFAIRS



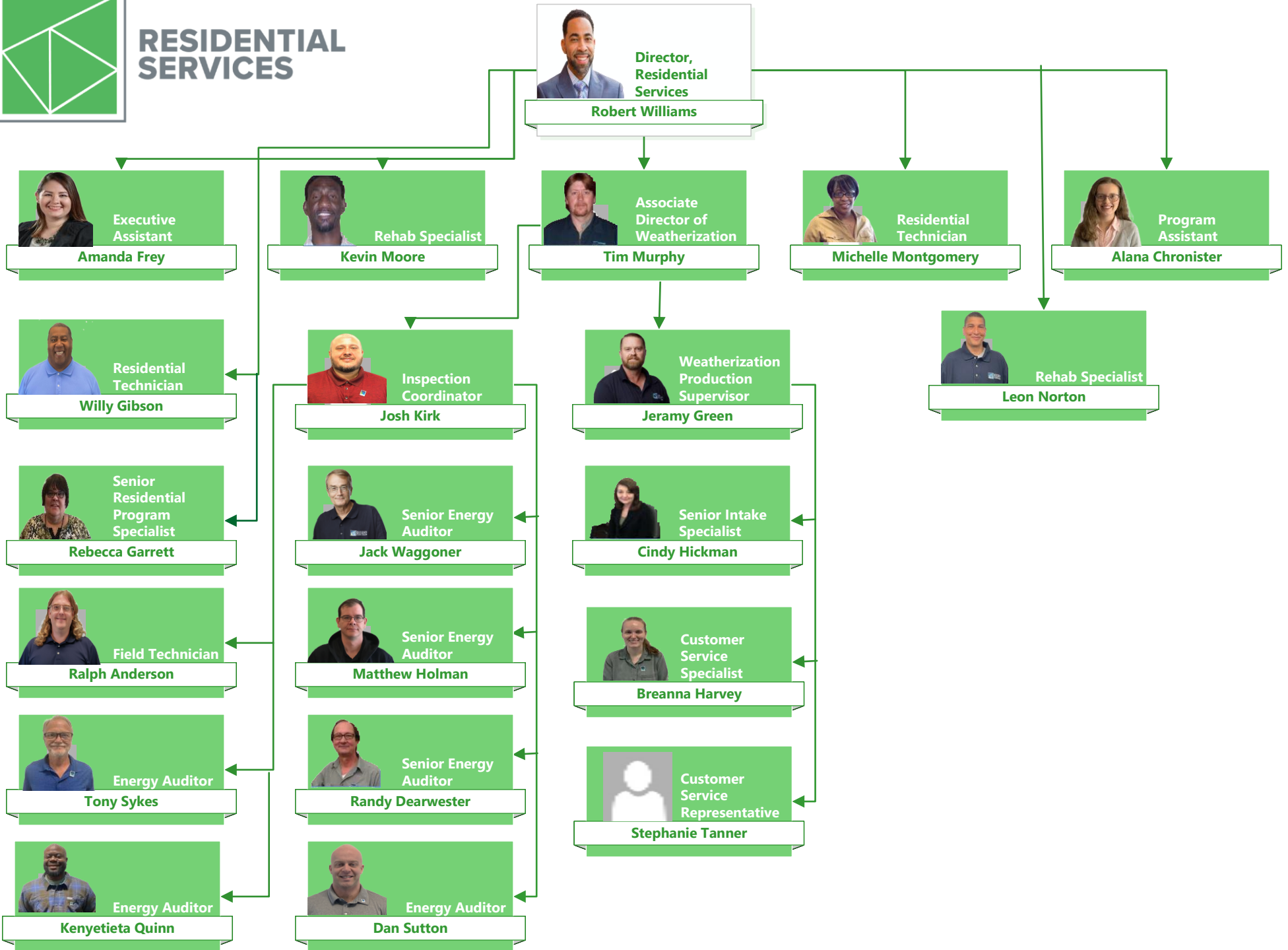


# PROGRAMMING





# RESIDENTIAL SERVICES





# OPERATIONS

**Chief Operating Officer**  
Shawn Hufstedler

**HR Director**  
Andrea Doolittle

**HR Manager**  
Tracy Clifton

**Contractor**  
Shea Wenger

**Strategic Director of Technology**  
VACANT

**IT Manager**  
Steve White

**IT Systems Engineer**  
Lord Schofeld

**IT Specialist**  
Kylie Davis

**Director of Finance**  
VACANT

**Accountant**  
Betsy Hunkar

**Accounting Manager**  
Alissa Obuksova

**Accountant-Revenue/  
Payroll/Federal Reporting**  
Danielle Spencer

**Accounting Specialist**  
April Drake

**Accounting Clerk**  
Holly Dudley

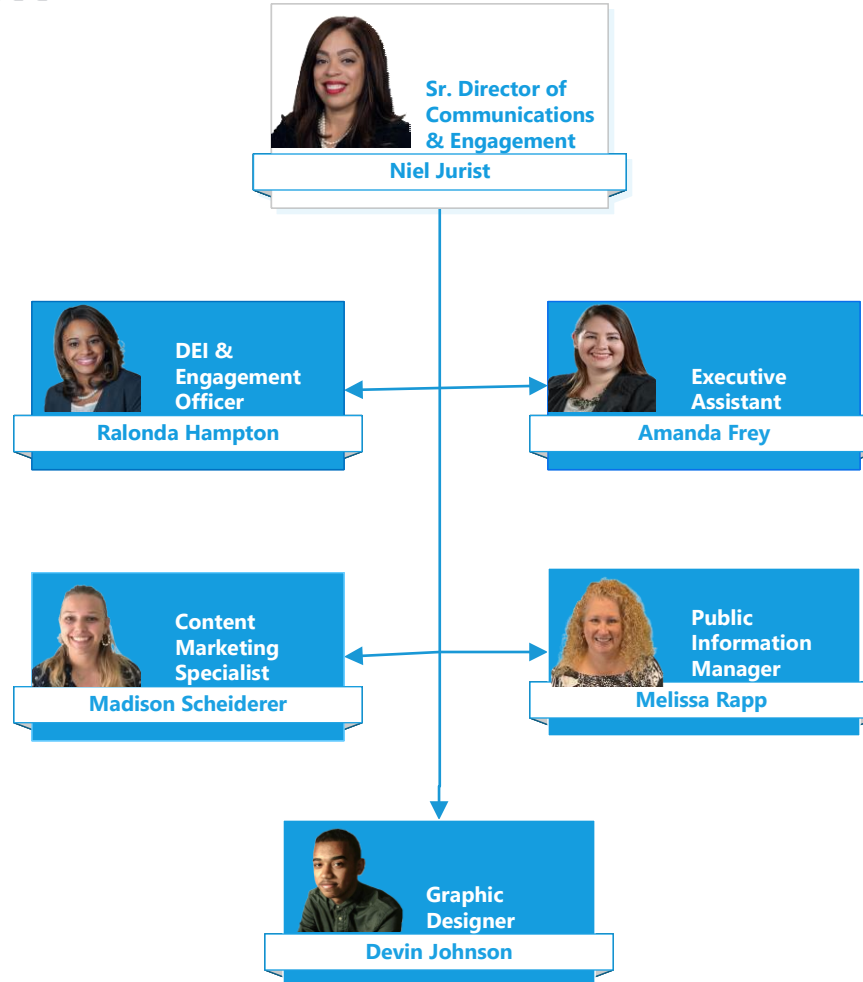
**Executive Coordinator**  
Shari Saunders

**Agency-Wide Administrative Assistant**  
VACANT



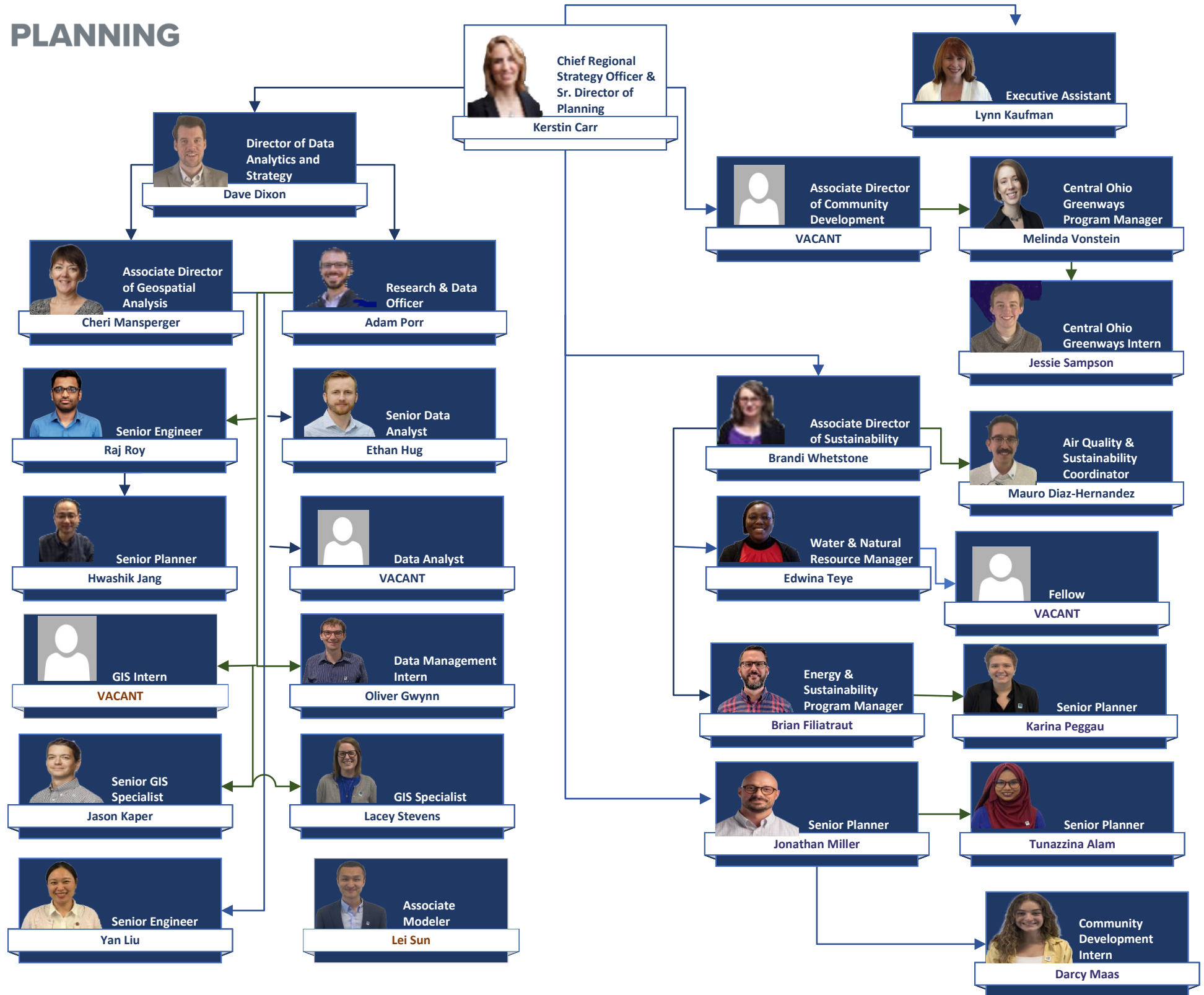


# COMMUNICATIONS & ENGAGEMENT





# PLANNING



**Mid-Ohio Regional Planning Commission (MORPC)**  
**Pay Range and Authorized Staff Positions by Job Title**

Position	Pay Grade	MIN	MID	MAX
Customer Service Representative	A	\$37,752	\$43,766	\$49,779
Field Technician				
Accounting Clerk	B	\$36,202	\$43,518	\$50,833
Electric Baseload Auditor				
Energy Auditor				
HVAC Service & Installation Technician				
Operations Specialist				
Program Assistant				
Public Affairs Specialist				
Senior Intake Specialist				
Customer Service Outreach Specialist				
Customer Service Specialist				
Accounting Specialist				
Administrative Assistant				
Agency-Wide Administrative Assistant				
Assistant Engineer				
Assistant Planner				
Help Desk Support				
Lead Electric Baseload Auditor				
Associate GIS Specialist	D	\$42,387	\$55,057	\$67,727
Associate Planner				
Associate Transit Planner				
Digital Communications Coordinator				
GIS Specialist				
Lead Intake Coordinator				
Residential Program Specialist				
Residential Technician				
Sr HVAC Service Technician	E	\$47,665	\$61,920	\$76,174
Accountant - Accounts Receivable				
Accountant - Accounts Receivable/Payroll				
Accountant - Grants Mgmt & Budget				
Accountant - Revenue/Payroll/Federal Reporting				
Administrative Coordinator				
Air Quality & Sustainability Coordinator				
Associate Engineer				
Associate Modeler				
Central Ohio Greenways Program Coordinator				
Commuter Coordinator				
Database Administrator				
Senior Energy Auditor				
Executive Assistant				
Executive Assistant to C&E and RES Services				

<b>Mid-Ohio Regional Planning Commission (MORPC)</b>				
<b>Pay Range and Authorized Staff Positions by Job Title</b>				
<b>Position</b>	<b>Pay Grade</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Graphics Designer	<b>E</b>	\$47,665	\$61,920	\$76,174
Government Affairs Coordinator				
IT Specialist				
Housing Rehab Specialist				
Intern Program Coordinator				
Rehab Specialist				
Marketing Coordinator				
Mobility Coordinator				
Public Policy Coordinator				
Senior GIS Specialist				
Senior Residential Program Specialist				
Transit Planner				
Brand Management Coordinator	<b>F</b>	\$53,549	\$69,614	\$85,679
Data Analyst				
Grants Coordinator				
Economic Development Planner				
Energy Planner				
Mobility Systems Specialist				
Network Administrator				
Principal GIS Specialist				
Senior Business Outreach Coordinator				
Senior Government Affairs Coordinator				
Senior Housing Rehab Specialist				
Senior Public Affairs Coordinator				
Community Affairs Coordinator	<b>G</b>	\$60,187	\$78,211	\$96,236
Community Engagement Manager				
Content Manager Specialist				
Energy Auditor Supervisor				
Energy Coordinator				
Energy & Sustainability Coordinator				
Executive Coordinator				
Grants and Investment Officer				
Inspection Coordinator				
Membership Services Coordinator				
Program Coordinator				
Senior Air Quality & Sustainability Specialist				
Senior Data Analyst				
Senior Engineer				
Senior Network Administrator				
Senior Planner				
Senior Transit Planner				
Active Transportation & Safety Program Manager	<b>H</b>	\$67,727	\$88,014	\$108,302
Business Process Manager				
Data Manager				
Membership Services Officer				
Public Information Manager				

Mid-Ohio Regional Planning Commission (MORPC)				
Pay Range and Authorized Staff Positions by Job Title				
Position	Pay Grade			
		MIN	MID	MAX
Principal Engineer	H	\$67,727	\$88,014	\$108,302
Central Ohio Greenways (COG) Program Manager				
CORPO Manager				
Diversity Inclusion & Engagement Officer				
Energy & Sustainability Program Manager				
Technology Services Manager				
IT Systems Engineer				
Principal Planner				
Regional Engagement Manager				
Research & Data Officer				
Strategic Projects Manager				
Transit Principal Planner				
Transportation Demand Mgmt Program Manager				
Water & Natural Resources Program Manager				
Weatherization Production Supervisor				
Economic Development Officer	I	\$76,010	\$98,870	\$121,729
(TIP) Program Manager				
Accounting Manager				
Alternative Transportation Manager				
Assistant Director of Residential Services				
Human Resources Manager				
Infrastructure Development Manager				
IT Manager				
Mobility Programs & Planning Manager				
Planning Manager				
Regional Investment Officer				
Residential Program Manager				
Sustainability Officer				
Transit & Mobility Manager				
Travel Forecasting Manager				
Associate Director	J	\$85,527	\$111,169	\$136,810
Associate Director of Transportation Planning				
Associate Director of Infrastructure Programs				
Associate Director of Community Development				
Associate Director of Geospatial Analysis				
Director, Finance	K	\$96,086	\$124,896	\$153,705
Director, Human Resources				
Director of Data Analytics & Strategy				
Economic Development Director & Regional Innovation Officer				
Strategic Director of Technology				
Transportation Study Director				
Sr Director, Communications & Engagement	L	\$110,110	\$145,200	\$180,290
Sr. Director, Residential Services				
Chief Regional Planning Officer				
Sr. Director, Government Affairs & Community Relations				

**Mid-Ohio Regional Planning Commission (MORPC)  
 Pay Range and Authorized Staff Positions by Job Title**

	Pay Grade			
Position		MIN	MID	MAX
Chief Mobility & Infrastructure Officer & Sr Director of Programming	L	\$110,110	\$145,200	\$180,290
Chief Operating Officer	M	\$126,627	\$166,980	\$207,334

## MID-OHIO REGIONAL PLANNING COMMISSION

### ARTICLES OF AGREEMENT

#### ARTICLE I – MISSION & REGION

The Mid-Ohio Regional Planning Commission (hereinafter referred to as the COMMISSION) shall carry out the following mission:

- Improve the ability of local governments or other entities to deal with local or regional issues.
- Assist local governments in making best use of local tax dollars and other resources through planning, capital improvements programming, shared services and collaboration, policy advocacy, and management best practices.
- Increase the amount of federal and state funds flowing into the region for use in meeting needs recognized by local governments.
- Manage federal, state and in-house rules and regulations associated with grant programs and operation of local activities.

The region (hereinafter referred to as the REGION) for which the COMMISSION is created and shall be maintained, is the Central Ohio Regional Planning Area which shall include the geographic area of Franklin County and other local units of government that are cooperating in the work of the COMMISSION.

#### ARTICLE II – MEMBERSHIP OF THE COMMISSION

There shall be two general classes of membership on the COMMISSION, full membership with voting rights and associate membership without voting rights.

##### A. ELIGIBILITY

Any municipality, board of township trustees, or board of county commissioners representing a local unit of government which is within, contiguous to or near Franklin County, is eligible for a full membership with the COMMISSION.

Other units of local government (as enabled in O.R.C. 713.21) may become associate members upon such terms as may be agreed upon by the COMMISSION.

##### B. CONDITIONS

To acquire and retain full membership on the COMMISSION, a prospective participating organization must:

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*Amended October 18, 1979 by adoption of Resolution 40-79*

*Amended April 22, 1982 by adoption of Resolution 18-82*

*Amended November 16, 1989 by adoption of Resolution 33-89*

*Amended December 19, 1991 by adoption of Resolution 28-91*

*Amended September 19, 2013 by adoption of Resolution 21-13, effective January 1, 2014*

1. Formally enter into the Articles of Agreement of the COMMISSION by obtaining approval to join the COMMISSION from the prospective participating organization's legislative body including authorization to enter into the Articles of Agreement of the COMMISSION and submitting a copy of the approved authorizing legislation to the COMMISSION.
2. Pay the appropriate participation fees as set forth in Article IX of these Articles of Agreement.
3. Maintain or create, for local planning responsibilities, an appropriate planning organization such as a municipal planning commission or legislative authority where it serves as the municipal planning commission.

In the instance of a local unit of government, other than a municipality, township, or county, such conditions as may be established by the COMMISSION shall be satisfied.

C. REPRESENTATION

The COMMISSION supports diversity in all of its activities, consequently members are strongly encouraged to appoint representatives who can speak for diverse groups including disadvantaged, low income, and minority groups. Additionally, the COMMISSION can benefit from additional expertise such as housing, financial, planning, technology, energy, etc., and members are encouraged to consider appointment of representatives with such relevant expertise.

Further, in order for the COMMISSION to retain its role as a forum for central Ohio's local government leaders, each full member shall be represented by at least one elected or appointed official who has a high degree of decision-making authority.

Additional representation requirements shall be defined in the Bylaws of the COMMISSION.

D. TERM OF SERVICE

Representatives to the COMMISSION shall serve at the pleasure of their appointing authority.

E. VACANCIES

A vacancy on the COMMISSION shall be filled by the authority that appointed such representative in the first instance.

F. VOTING



Each full member representative to the COMMISSION shall be entitled to vote on all motions acted upon by the COMMISSION.

**G. ACCEPTANCE OF NEW MEMBERS**

A unit of local government which is eligible by virtue of the Ohio Revised Code and these Articles of Agreement for full membership and has fulfilled the conditions of Article II.B. of these Articles of Agreement, may apply for representation on the COMMISSION.

Upon acceptance by the COMMISSION as a full member, the unit of local government shall become a participating organization in cooperative association with the COMMISSION.

Units of local government eligible for associate membership shall be accepted as members in a manner as may be established by the COMMISSION.

**H. WITHDRAWAL OF MEMBERSHIP**

The legislative authority of any member may terminate its membership with the COMMISSION at any time by adopting a resolution to do so, delivering a certified copy thereof to the Secretary of the COMMISSION, and withdrawing its representatives from the COMMISSION. So far as active participation is concerned, such withdrawal shall be effective upon delivery, but shall not relieve the withdrawing party of its obligation to contribute its share of the cost for the year in which the withdrawal occurs. However, if any such member shall withdraw at any time within the last six months of the year in which it became a member, such withdrawing party shall contribute its share of the cost for the first six months of the year next ensuing. Any legislative authority or other unit of local government not contributing as provided by Article IX hereof may, by a determination of the COMMISSION, be deemed to have withdrawn.

If any member fails to meet the requirements set out in Article II.B., that member shall receive a notice of such failure from the COMMISSION. If after six months from the date of the notice the member continues to fail to meet the requirements set out in Article II.B., the member is deemed to be withdrawn, and a notice from the COMMISSION to that effect shall be forwarded to the former member.

**ARTICLE III – POWERS AND DUTIES OF THE COMMISSION**

The COMMISSION shall have all powers, duties and responsibilities pertaining to regional planning commissions, specified in Section 713.21 to 713.27 of the Ohio Revised Code and as otherwise permitted by federal, state or local law.

The COMMISSION shall provide planning and consultation services concerning local and regional problems and shall review and report its findings on state and federal grant applications when requested by members. The COMMISSION may also provide planning assistance for any member. The cost thereof shall be paid by such member in such a manner and amount as may be agreed on between the COMMISSION and the member.

Any such work so undertaken and completed by the COMMISSION shall be of an advisory or recommending nature which, may or may not be adopted by the member's planning organization. The fact that such planning organization refuses to adopt such work shall not relieve the member from the obligation to pay the amount specified under the contract.

The COMMISSION, after making a regional plan or any change, supplement or abolition thereof, shall certify a copy thereof to the planning commission of each municipality, to the township trustees, and the county commissioners of the REGION.

The planning commission of any municipality to which such a plan, change, supplement or abolition is certified may adopt the same, and it shall thereupon have the same force and effect within such municipality as is provided by law or charter for plans prepared and adopted by said planning commission. The boards of county commissioners may adopt said plan, change, supplement, or abolition so far as it related to non-municipal territory within their respective jurisdictions. When so adopted, said plan, change, supplement or abolition shall be certified to the COMMISSION and filed with the county recorder of affected counties as provided by law.

#### **ARTICLE IV – LOCAL PLANNING RESPONSIBILITIES**

Detailed planning within a single political jurisdiction is not the responsibility of the COMMISSION, but shall remain the responsibility of the planning organization or agency for that local unit of government.

If a county or only a part of a county becomes a member of the COMMISSION, a mutual agreement between the COMMISSION and the regional planning commission involved shall be required to determine how regional planning will be effectuated in that part of the county within the COMMISSION'S planning area. Regardless of the type, planning organizations of members may exercise the option of utilizing COMMISSION staff in lieu of maintaining their own permanent staff by entering into an appropriate agreement with the COMMISSION and paying the required costs agreed upon by the parties thereto.

#### **ARTICLE V – OFFICERS OF THE COMMISSION**

##### **A. OFFICERS**

1. Chair and Vice Chair

The chair and vice chair shall each be members of the COMMISSION and be elected by representatives of the COMMISSION at its annual meeting each year. Each shall hold office until the annual meeting next after his or her election and until his or her successor is elected and qualified. The duties of the chair shall include the appointment of standing, ad hoc, and other committees as authorized by Article VII of these Articles, unless other provisions for their appointment have been adopted. The chair may appoint such special committees or task forces as may be necessary from time to time in order to perform the duties set forth in the Articles of Agreement, or as the Commission may otherwise direct. The chair shall preside at all meetings of the COMMISSION. The vice chair shall serve as chair during any absence of the chair and shall assist the chair in performance of duties.

2. Secretary

The COMMISSION at its annual meeting each year shall elect a secretary. The secretary shall hold office until the annual meeting next after his or her election and until his or her successor is elected and qualified. It shall be the duty of the secretary to ensure a full record of the proceedings of the COMMISSION and of its committees is kept, and he or she shall perform such other duties as the COMMISSION may from time to time direct.

B. VACANCIES

Should the offices of chair, vice chair or secretary become vacant, the COMMISSION may at its next regular meeting receive nominations from the Nominating Committee as well as from the floor and elect a successor; however, such vacancy shall be filled within a period of five months. When a vacancy occurs, the COMMISSION shall appoint an interim officer at its next regular meeting. Such interim officer shall possess all the powers of a regular officer and shall serve until the position is filled by the COMMISSION.

**ARTICLE VI – EMPLOYEES**

The COMMISSION or its delegate may authorize the employment of a director, and such planners, engineers, accountants and others as may be necessary, and determine their compensation. Personnel shall not be under civil service but shall be eligible for and covered by the Ohio Public Employees Retirement System.

**ARTICLE VII – COMMITTEES OF THE COMMISSION**

The Bylaws adopted by the COMMISSION shall provide for the establishment of standing, ad hoc, and other committees, at least one of which shall oversee financial, administrative and personnel matters; a county planning area committee and subcommittee for each county without a county or regional planning commission; and a transportation policy committee.

The method of selection, term, name, duties and responsibilities of committees shall be provided in the Bylaws of the COMMISSION.

### **ARTICLE VIII – ELECTIONS**

#### **A. NOMINATING COMMITTEE**

There shall be established a Nominating Committee, the members of which shall be appointed by the chair of the COMMISSION and confirmed by the COMMISSION. Said Nominating Committee shall be composed of five (5) members of the COMMISSION, and not more than two (2) of these five shall be appointees from any one type of jurisdiction (i.e., counties, cities, villages, or townships) in order to provide for a broad perspective from among the governments represented on the COMMISSION as indicated in Article II.C. of these Articles. The Nominating Committee shall designate its chair from its members.

#### **B. NOMINATION FOR ELECTION**

At least twenty (20) days prior to the annual meeting, the chair shall appoint the Nominating Committee. Said Nominating Committee having been duly appointed and confirmed shall, at least ten (10) days prior to the annual meeting of the COMMISSION, report the names of the candidates so nominated to the secretary. The secretary shall advise each member of the COMMISSION, in writing, at least five (5) days prior to the annual meeting as to the nominees so selected. At the annual meeting, the chair of the Nominating Committee shall report the names so nominated. After this report is presented, nominations from the floor shall be invited. Such nominations must be seconded. The secretary then shall prepare ballots properly identifying the nominees, said ballots shall be distributed and tallied during the annual meeting by a temporary committee appointed for that purpose.

### **ARTICLE IX – FINANCIAL PROVISIONS**

The cost of maintaining the COMMISSION for regional planning purposes shall be apportioned in accordance with the Bylaws. Each member shall contribute annually according to the fee schedule adopted by the COMMISSION.

**ARTICLE X – AMENDMENT**

These Articles of Agreement may be amended by resolution adopted by the COMMISSION at any regular or special meeting and confirmed by a majority of the full members.

**ARTICLE XI – TIME OF TAKING EFFECT**

These Articles of Agreement shall take effect upon the adoption of the resolution of adoption of these Articles of Agreement by the COMMISSION at any of its regular or special meetings, and the confirmation by a majority of the members within one year thereafter.

**ARTICLE XII – TAX EXEMPT STATUS AND DISSOLUTION**

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on, (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by an organization, contributions to which are deductible under Section 170(c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the organization, the Members of the COMMISSION shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization in such manner so that they can be used exclusively for public purposes.

MID-OHIO REGIONAL PLANNING COMMISSION

BYLAWS

SECTION I – COMMISSION

A. PARLIAMENTARY PROCEDURE

On matters not addressed by the Articles of Agreement or Bylaws, Robert’s Rules of Order revised (current version) shall govern the meetings of MORPC and meetings of all committees included in these bylaws.

B. REPRESENTATION

Representatives to the COMMISSION must be selected as follows:

1. Representation on the COMMISSION

- a) Representation for municipalities and for the unincorporated portions of townships shall be based upon the entire population of the municipality or the unincorporated portion of the township as reported in the most recent U.S. Census or MORPC estimate.
- b) Representation for counties shall be based upon the entire population of the villages and unincorporated portions of townships within that county plus 10% of the population of the cities within that county as reported in the most recent U.S. census or MORPC estimate. In addition, the county engineer’s office of counties which are entirely within the MORPC Metropolitan Planning Organization boundary shall be represented on the COMMISSION.
- c) Representation on the COMMISSION for full members shall be determined based upon Table 1 Full Member Representation.
- d) Associate members shall have such representation as may be established by the COMMISSION.

Representatives	Full Member Population Range	
	Minimum	Maximum
1	1	10,000
2	10,001	40,000
3	40,001	60,000
4	60,001	80,000
5	80,001	100,000
6	100,001	120,000
7	120,001	140,000
8	140,001	160,000
9	160,001	180,000
10	180,001	200,000
11	200,001	250,000
12	250,001	300,000
13	300,001	400,000
14	400,001	500,000
15	500,001	and up

*Amended April 19, 2001 by adoption of Resolution 8-01  
Amended November 15, 2001 by adoption of Resolution 29-01  
Amended April 21, 2005 by adoption of Resolution 13-05  
Amended November 10, 2011 by adoption of Resolution 46-11  
Amended September 19, 2013 by adoption of Resolution 21-13  
Amended June 12, 2014 by adoption of Resolution 16-14  
Amended October 13, 2016 by adoption of Resolution 18-16*

2. Appointing Authority

- a) Full member representatives shall be appointed and submitted to MORPC in writing by the mayor, chief executive officer, council president serving as mayor, or legislative body as determined by the local unit of government.
- b) Associate member representatives shall be appointed by such means as may be established by the COMMISSION.

C. FINANCIAL PROVISIONS AND APPORTIONMENT OF COSTS

Each year the COMMISSION shall adopt a fee schedule by July 31 to be used in assessing members for the upcoming calendar year. In every year evenly divisible by five, the COMMISSION shall establish a five-year fee schedule which it shall not exceed when adopting fees for each upcoming year. Each year the COMMISSION shall provide a non-binding estimate of fees for the next five (5) years for members to use in their financial planning.

Each participating municipality, participating county and member township shall contribute annually according to the fee schedule adopted by the COMMISSION. When per-capita fees are used, each member township shall contribute based on the population used to calculate its representation in Section I.B.

The contribution for the first year of membership shall be paid during the month following the execution of an agreement between the member and the COMMISSION, and shall amount to that part of the appropriate annual participation cost pro-rated on the basis of the balance of the time remaining in that calendar year.

In addition each participating full member shall contribute not more than seven (7) cents per capita of its population equal to its population used to calculate its representation in Section I.B. The funds so contributed shall be set aside in a separate fund to amortize lease payments on the building or buildings housing the COMMISSION'S offices and shall be used for no other purpose. In the event that the COMMISSION decides that further capital improvements are needed after this lease is paid out, the seven cents will continue to be committed to such purpose. If they are not needed, then these contributions shall cease.

Associate members shall contribute at the rate and in the manner as may be established at the time they become a participant, but this rate and manner may be revised by the COMMISSION from time to time.

When per-capita fees are used in assessing annual member fees, all current year population figures for municipalities, townships and counties shall be based on the latest U.S. Census when available, or an estimate thereof made by the COMMISSION.

D. QUORUM

- 1. A quorum shall be defined as those members present and eligible to vote at any COMMISSION meeting and/or committee meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

E. CODE OF ETHICS

All members of the COMMISSION and all committees included within these Bylaws shall be aware of and governed by the current Code of Ethics adopted by MORPC.

## SECTION II – EXECUTIVE COMMITTEE

### A. MEMBERSHIP

1. In 1998, one-half of the members were appointed for a one-year term and one-half of the members for a two-year term by the COMMISSION at an annual meeting. Thereafter, members are appointed for two-year terms by the COMMISSION at the annual meeting. Nominees shall be from recommendations by the Nominating Committee, with input from the officers and Executive Committee. Any member may be reappointed to an additional two terms of two years each (maximum membership of six years).
2. Additional voting members shall consist of the current officers, the most recent past chair willing to serve, selected committee chairs and working group chairs during the tenure of their groups.
3. The Nominating Committee shall attempt to encourage a diversity of membership representation on the Executive Committee by taking into consideration the following constituency groups:
  - a) Representation from Columbus, suburbs, counties, villages and townships
  - b) Members who are elected and nonelected
  - c) Members who are full-time (career) and part-time public officials
4. The vice chair of the COMMISSION shall chair the Executive Committee.

### B. EXECUTIVE COMMITTEE DUTIES

1. The Executive Committee shall:
  - a) Review, study and approve operational policy and routine financial and administrative matters as necessary.
  - b) With the COMMISSION, develop and recommend public policy matters for discussion, input and approval.
  - c) Develop, monitor and recommend changes to the COMMISSION in the overall strategic direction of the organization.
  - d) Meet monthly as necessary.
  - e) Be responsible for other duties as may be delegated or assigned to it by the COMMISSION.
2. The Executive Committee shall act on behalf of the full COMMISSION with regard to personnel matters. Such authority shall include but not be limited to the following:
  - a) Establishing annual compensation limits within amounts budgeted and appropriated by the COMMISSION for salaries and benefits.
  - b) Reviewing and adopting personnel policies to be maintained in an employee guidebook.
  - c) Making final and binding decisions on discrimination grievances as required by MORPC's Affirmative Action program.
  - d) Subject to the Articles of Agreement, establishing proper level of personnel decision-making authority for the executive director and directors and monitor staff personnel activities monthly.
3. The Executive Committee shall periodically review and recommend revisions to the COMMISSION's general administrative policies and rules.



### SECTION III – FINANCIAL AUTHORIZATIONS

- A. The COMMISSION shall at least annually approve an operating and capital budget and authorize appropriations.
- B. Subject to an approved budget and appropriation, the authority to enter into agreements shall be:
  - 1. Executive director for agreements up to \$75,000
  - 2. Executive director plus an Executive Committee resolution for agreements greater than \$75,000
- C. The following approvals shall be required to authorize the obligations of funds for goods and services (e.g. purchase order) and for the approval of payments (e.g. invoices):
  - 1. Finance director shall authorize all obligations and payments.
  - 2. Chief of staff or director of operations shall authorize all obligations and payments over \$10,000.
  - 3. Executive director shall authorize all obligations and payments greater than \$25,000.
  - 4. COMMISSION chair (or alternate officer) shall authorize all obligations and payments greater than \$50,000.
  - 5. Executive director shall authorize all payments (e.g. reimbursements) to the chief of staff or director of operations, regardless of amount.
  - 6. Chief of staff or director of operations shall authorize all payments (e.g. reimbursements) to the finance director, regardless of amount.
  - 7. The COMMISSION chair shall approve all payments (e.g. reimbursements) to the executive director or any MORPC COMMISSION member, regardless of amount. If the COMMISSION chair is unavailable, an alternate officer may approve; however, no official may authorize or sign for his/her own expenditure or payment. Furthermore, no official may be the sole approval authority for any individual transaction. Another officer shall authorize all payments (e.g. reimbursements) to the COMMISSION chair.

In the absence of the finance director, the assistant finance director or equivalent staff member serving as the acting finance director shall have the above authority in this Section III of the finance director. In the absence of the chief of staff or director of operations, the staff member serving as the acting chief of staff or director of operations shall have the above authority in this Section III of the acting chief of staff or director of operations. In the absence of the executive director, the chief of staff or alternately designated acting executive director shall have the above authority in this Section III of the executive director.

### SECTION IV – LAND USE PLANNING ADVISORY COMMITTEE (LUPAC)

- A. PURPOSE AND RESPONSIBILITIES OF THE LUPAC
  - 1. a) LUPAC has been delegated the responsibility to review “small” township rezoning cases in unincorporated areas of Franklin County and make recommendations as required by Section 519.12(E) of the Ohio Revised Code to the township on behalf of the MORPC COMMISSION.
  - b) The purpose of the LUPAC is to review rezoning cases in Franklin County for townships with township zoning.
  - c) All “large” township rezoning cases shall be forwarded directly to the MORPC COMMISSION for review and recommendation. (See MORPC COMMISSION Review below.)

- d) Small rezoning cases will be defined as those with less than 100 lots proposed. Large rezoning cases will be defined as those with greater than 100 lots proposed or cases using a wastewater treatment system other than conventional on-site or central sanitary sewer system.
2. LUPAC is also delegated the responsibility to review township zoning text amendments and recommend action to the MORPC COMMISSION.
3. LUPAC shall also serve as a resource to the MORPC COMMISSION to review and recommend policies on a wide range of land use issues including, but not limited to, land use related legislative initiatives, local, county and regional land use plans and development code revisions.

#### B. MEETINGS

1. LUPAC shall meet as necessary to hear small township rezoning cases and township zoning text amendments.
2. Quorum will be met by a simple majority of the members being present.
3. LUPAC recommendations on small township rezoning cases shall be forwarded to the respective township on behalf of the MORPC COMMISSION as required by Section 519.12(E) of the Ohio Revised Code.
4. LUPAC recommended action on township zoning text amendments shall be forwarded to the MORPC COMMISSION for consideration.

#### C. MORPC COMMISSION REVIEW

1. Large township rezoning cases shall be reviewed by LUPAC. LUPAC will forward recommendations to the MORPC COMMISSION for action.
2. Only MORPC COMMISSION members from within Franklin County shall vote on recommendations on large township rezoning cases or township zoning text amendments. MORPC COMMISSION recommendations shall be forwarded to the respective township as required by Section 519.12(E) of the Ohio Revised Code.
3. The MORPC COMMISSION shall hear large township rezoning cases and make its recommendation at a regularly scheduled COMMISSION meeting. The MORPC chair shall call a special COMMISSION meeting to hear a large township rezoning case if necessary to comply with the township public hearing date as specified in the Ohio Revised Code.

#### D. LUPAC MEMBERS, APPOINTMENTS AND OFFICERS

1. LUPAC shall be comprised of five (5) MORPC COMMISSION members from within Franklin County as follows:
  - 1 - Franklin County Engineer
  - 1 - Franklin County at-large representative
  - 1 - Franklin County municipality
  - 2 - Franklin County townships
2. The MORPC chair, upon input from the MORPC executive director and LUPAC chair, shall appoint LUPAC members and alternates annually (no later than May).
3. LUPAC members shall elect a chair and vice chair annually (no later than July).

4. Alternates may be used when a majority will not be reached by the LUPAC members or when members will be unable to attend. Alternates should be from Franklin County and will be appointed by the chair of the COMMISSION. Alternates will have the ability to vote.

## SECTION V – TRANSPORTATION POLICY COMMITTEE

### A. NAME

The name of this committee shall be the Transportation Policy Committee for the Mid-Ohio Regional Planning COMMISSION.

### B. ORIGIN

The Transportation Policy Committee is provided for in the federally required Prospectus to the annual Planning Work Program.

### C. PURPOSE

The Transportation Policy Committee for the Mid-Ohio Regional Planning COMMISSION is designated as the "Metropolitan Planning Organization" (MPO) for the Columbus metropolitan planning area as authorized in federal transportation planning regulations and under agreement with the Ohio Department of Transportation. The Transportation Policy Committee is the forum for cooperative decision-making that will be taking the required approval actions as the MPO. The metropolitan area, per 23 United States Code §134 and 49 United States Code §5303, as amended, must have a continuing, cooperative, and comprehensive ("3C") transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods. The MPO, in cooperation with the state and with operators of publicly owned transit services, shall be responsible for carrying out the metropolitan transportation planning process.

### D. QUORUM

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

### E. MEMBERSHIP

Representation on the Transportation Policy Committee shall consist of local elected officials or their representatives, officials of public agencies that administer or operate major modes of transportation in the transportation study area, and appropriate State transportation officials; and such other local elected officials, public transportation agencies, or appropriate State officials as determined by the Transportation Policy Committee. The transportation study area is that portion of central Ohio that has been identified and mutually agreed to be included in it by the Transportation Policy Committee and the Governor of Ohio, acting through the Ohio Department of Transportation, subject to the approval of the United States Department of Transportation.

Representation shall be determined as follows:

1. Full members of the COMMISSION that are located wholly or partially within the boundaries of the transportation study area. These members will have the same representatives on the Transportation Policy Committee as they have on the MORPC COMMISSION.
2. The Commissioners of any county which is not a member of the COMMISSION, but which has ter-

ritory within the transportation planning area and which has entered into a commitment to participate in the 3C process for that territory shall be entitled to one representative on the Transportation Policy Committee.

3. Cities, villages and townships that are located wholly or partially within the boundaries of the transportation study area that are dues-paying members of the transportation program but are not full members of MORPC are entitled to one representative each on the Transportation Policy Committee, selected by the city, village or township.

4. Transportation Agencies:

In addition to the community representatives detailed above, the Transportation Policy Committee will offer representation (1 representative per entity) to the following transportation-related entities:

- a) Major authorities or agencies operating per the Ohio Revised Code, whose primary function is to provide transportation services or operate transportation facilities within the transportation study area such as, but not limited to:
  - i. Central Ohio Transit Authority
  - ii. Columbus Regional Airport Authority
  - iii. Delaware Area Transit Agency
  - iv. Licking County Transit Board
  - v. Lancaster Public Transit System
- b) The Ohio Department of Transportation
- c) The Ohio Environmental Protection Agency
- d) Others, or modifications to the above, as may be required or recommended by the U.S. Department of Transportation or the Ohio Department of Transportation
- e) Each transportation agency may designate a primary representative and an alternate representative who may be seated at such times as the primary representative is unable to participate in the Transportation Policy Committee.
- f) Other local elected officials or their representatives, public transportation agencies, or appropriate state officials as determined by the Transportation Policy Committee including officers of the COMMISSION in the event that the officer is not already a member of the Transportation Policy Committee and the current chairperson of the MORPC Community Advisory Committee.

## F. OFFICERS

The officers of the Transportation Policy Committee shall be the same as those of the COMMISSION and shall serve in the same roles and for the same terms. The chair may appoint such special committees or task forces as may be necessary from time to time in order to perform the purpose of the Transportation Policy Committee, or as the Transportation Policy Committee may otherwise direct. The chair shall preside at all meetings of the Transportation Policy Committee. The vice chair shall serve as chair during any absence of the Chair and shall assist the Chair in performance of duties. It shall be the duty of the secretary to ensure that a full record of the proceedings of the Transportation Policy Committee is prepared and kept, and he or she shall perform such other duties as the Transportation Policy Committee may from time to time direct.

## G. SUBCOMMITTEES

The Transportation Policy Committee is advised by three standing subcommittees:

1. The Community Advisory Committee is provided for in the Public Involvement Process (as is required under federal transportation planning regulations), which sets out participation requirements for Metropolitan Transportation Planning and Programming.
2. The Transportation Advisory Committee is to provide technical advice to the Transportation Policy Committee as defined in the biennial Agreement between the Mid-Ohio Regional Planning COMMISSION and the State of Ohio, Department of Transportation, for Urban Transportation Planning and Transportation Programs.
3. The Attributable Funds Committee is to provide advice to the Transportation Policy Committee, the Transportation Advisory Committee (TAC), and the Community Advisory Committee (CAC) on the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors.

The Transportation Policy Committee shall adopt guidelines to govern the subcommittees, the selection process for subcommittee members, and establish terms to encourage diverse involvement in subcommittee membership and leadership.

#### H. MEETINGS

The Transportation Policy Committee will meet monthly as necessary.

### SECTION VI – REGIONAL POLICY ROUNDTABLE

#### A. NAME

The name of this committee shall be the Regional Policy Roundtable for the Mid-Ohio Regional Planning COMMISSION.

#### B. ORIGIN

The Regional Policy Roundtable is a standing committee to evaluate and advise the COMMISSION on legislative issues and public policy matters of regional importance at the local, state, and federal level.

#### C. PURPOSE

The Regional Policy Roundtable seeks to develop a public policy agenda that aims to reflect the objectives and ideals of both MORPC's members and the greater community. The public policy agenda will be reviewed and adopted by the COMMISSION. The COMMISSION and MORPC staff will utilize the public policy agenda to proactively advocate for policies and opportunities to enhance the quality of life in central Ohio and advance the region.

The Regional Policy Roundtable will identify new public policy areas, legislation, and issues of interest. The Roundtable will research and provide recommendations to the COMMISSION on positions on legislative and executive issues.

#### D. QUORUM

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

#### E. MEMBERSHIP

Representation on the Regional Policy Roundtable shall consist of members from the COMMISSION,

MORPC subcommittees and working groups, business community, non-profit organizations, education sector, and residents in the REGION.

The Regional Policy Roundtable shall adopt guidelines for membership, the selection process, and establish terms to encourage diverse involvement in subcommittee membership and leadership.

F. OFFICERS

The chair of the Regional Policy Roundtable shall be a full member representative of the COMMISSION and is selected and documented by the COMMISSION chair and executive director. He/she will serve a two-year term at the pleasure of the COMMISSION chair and executive director.

The vice chair of the Regional Policy Roundtable shall be a full member representative of the COMMISSION and is selected by the COMMISSION chair and executive director. He/she will serve a two-year term at the pleasure of the COMMISSION chair and executive director.

G. MEETINGS

The Regional Policy Roundtable will meet every other month or as necessary.

**SECTION VII – SUSTAINABILITY ADVISORY COMMITTEE**

A. NAME

The name of this committee shall be the Sustainability Advisory Committee for the Mid-Ohio Regional Planning Commission.

B. ORIGIN

The Sustainability Advisory Committee is a standing committee to evaluate and advise the COMMISSION on matters of regional importance pertaining to environmental and fiscal sustainability. It may address topics such as air quality, energy, environmental infrastructure, farmland preservation, greenways, innovative land use regulations and tools, local food, materials management, water quality, sustainable growth and planning, related transportation research innovations, and regional systems.

C. PURPOSE

The Sustainability Advisory Committee's primary purpose is to advise and guide a diverse community of local governments and stakeholders along with MORPC working groups and staff on environmentally and economically sustainable practices, opportunities, and tools that support regional growth and vitality in the Central Ohio region. To do so, the Committee shall regularly adopt goals, objectives and strategies to further the regional goals outlined in the Metropolitan Transportation Plan and other plans as appropriate. The objectives and strategies shall be consistent with other MORPC adopted strategic plans, public policy agenda, and sustainability agreements. The COMMISSION and MORPC staff will utilize the goals to support existing related agency programs, with a focus on those in the departments of Energy & Air Quality and Planning & Environment, and to seek out opportunities to assist local governments, enhance the quality of life in Central Ohio, and advance the region. The Sustainability Advisory Committee will research and provide recommendations to the Commission as guided by the annual goals and as determined by the Committee.

D. QUORUM

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

#### E. MEMBERSHIP

Membership shall be nominated by the Executive Director, MORPC Department Directors, or committee members and appointed by the Committee Chair and Executive Director.

To stagger the expiration of terms, one-half of the initial members shall serve for one-year terms and one-half of the members shall serve for two-year terms. Thereafter, as terms expire, all members shall serve two year terms with the option to renew upon being nominated and approved by the Committee Chair and Executive Director. A member may serve a maximum of three consecutive terms.

Representation on the Sustainability Advisory Committee shall include at least 12 members. All members shall be located within the MORPC Region. Due consideration shall be given to the make-up of the Committee to ensure no one entity is over-represented on the Committee. The Sustainability Advisory Committee composition shall consist of the following:

1. A Chair and Vice Chair from COMMISSION.
2. One appointed representative from each subcommittee established in section H (subcommittees).
3. At least three representatives from the Green Pact (one small community/Township representative, one large community representative, and one associate/organizational member representative).
4. A minimum of three other seats including representatives from various stakeholder groups in the region, including but not limited to the business community, non-profit organizations, government, education sector, and community members.

Under the guidance of the Executive Director and Committee Chair the Sustainability Advisory Committee shall adopt guidelines to establish the size limit of the Committee, and provisions to encourage diverse involvement in subcommittee membership and leadership.

#### F. OFFICERS

The chair of the Sustainability Advisory Committee must be a full member representative of the COMMISSION and is selected and documented by the COMMISSION Chair and Executive Director. He/she will serve a two-year term at the pleasure of the COMMISSION Chair and Executive Director.

The Vice Chair of the Sustainability Advisory Committee must be a full member representative of the COMMISSION and is selected by the COMMISSION Chair and Executive Director. He/she will serve a two-year term at the pleasure of the COMMISSION Chair and Executive Director.

#### G. SUBCOMMITTEES

The Sustainability Advisory Committee is advised by standing subcommittees or working groups as established by the Committee Chair and Executive Director to address key regional issue areas such as energy, air quality, food, materials management, greenways, water quality and resources, or other working groups as needed.

The Sustainability Advisory Committee may adopt bylaws to govern the subcommittees, the selection process of subcommittee members, and establish provisions to encourage broad involvement in subcommittee membership and leadership.

#### H. MEETINGS

The Sustainability Advisory Committee will meet as necessary. Quarterly meetings are recommended.

A. NAME

The name of this committee shall be the Central Ohio Rural Transportation Planning COMMITTEE for the Mid-Ohio Regional Planning COMMISSION.

B. ORIGIN

The COMMITTEE is provided for the federally and state sponsored "Rural Transportation Planning Organization" (RTPO) and is administered by an ODOT approved Planning Work Program at the Mid-Ohio Regional Planning Commission.

C. PURPOSE

The COMMITTEE is designated as the RTPO for Fairfield, Knox, Madison, Marion, Morrow, Pickaway and Union counties surrounding the Columbus metropolitan planning area in the Mid-Ohio Regional Planning Commission's area of interest and designated by a COMMISSION agreement with the Ohio Department of Transportation. The COMMITTEE is the forum for cooperative decision-making that will be taking the required approval actions as the RTPO. The State of Ohio has designated the RTPO area, per 23 USC § 135(m), as amended, to enhance the planning, coordination, and implementation of statewide strategic long-range transportation plans and transportation improvement programs, with an emphasis on addressing the needs of non-metropolitan areas of the State.

D. MEMBERSHIP

In order to be a member of the Central Ohio RTPO, each County Board of Commissioners must execute a Memorandum of Understanding and resolution declaring membership in the COMMITTEE and the creation of a COUNTY SUBCOMMITTEE. All terms of Central Ohio RTPO Membership are managed by the Memorandum of Understanding.

E. QUORUM

A quorum shall be defined as at least one representative from at least two thirds of the member counties in the RTPO. An affirmative vote of a majority of the quorum is necessary for any action taken.

F. MEMBERSHIP REPRESENTATION

Fourteen representatives on the COMMITTEE shall consist of two local elected officials from each COUNTY SUBCOMMITTEE selected by the County Board of Commissioners for their respective county. Seven additional representatives on the COMMITTEE shall consist of one member from each COUNTY SUBCOMMITTEE selected by the members of the COMMITTEE that are selected by the County Boards of Commissioners. Each member representative may identify a designee to attend COMMITTEE meetings on their behalf with full member representation privilege. Additional ex-officio representatives shall include appropriate State and Federal transportation officials. The members must be appointed biannually by their appointing authority. A list of required and suggested members may be found in line item (J) of this document.

G. OFFICERS

The officers of the COMMITTEE shall be selected from the COMMITTEE membership annually and announced at the first official meeting of the COMMITTEE. The committee shall select the following officers: a Chairperson to preside over meetings, a Vice-Chairperson to act on the Chairperson's behalf in his or her absence, and a Secretary to certify all minutes of COMMITTEE business meetings.

H. MEETINGS



The COMMITTEE will meet at a minimum of once annually. Additional meetings may be called by the Chairperson or Vice-Chairperson, fulfilling the Chair's duties, or by any three (3) members of the COMMITTEE.

I. NOTICE

Notice of meetings shall be mailed and/or electronically mailed at least one week in advance of the meeting date, whenever practical.

J. COUNTY SUBCOMMITTEES

The COMMITTEE is advised by COUNTY SUBCOMMITTEES. One COUNTY SUBCOMMITTEE represents each county.

Required and suggested representation shall be determined as follows:

1. Required: One member of the County Board of Commissioners
2. Required: The County Engineer
3. Required: A representative of the chief executive officer of the City with the largest number of people residing within the boundaries of the county, as determined by the decennial census of the United States.
4. Required: Full members the COMMISSION located wholly or partially within the boundaries of the subcommittee county.
5. Representation of other municipalities and townships that are located wholly or partially within the boundaries of the county.
6. Representation of any local or regional planning commission that is serving the county wholly or partially.
7. Representation of agencies that provide transportation services to the county wholly or partially, including:
  - a) Transit Agencies
  - b) Vehicle for Hire Companies
  - c) Providers serving individuals with disabilities
  - d) Providers serving seniors
  - e) Providers serving at-risk populations
8. Representation of the Ohio Department of Transportation District Office and/ or the County Garage.
9. Representation of business and general citizenry.
10. Any other representative that the Board of County Commissioners invites to participate.

**SECTION IX – REGIONAL DATA ADVISORY COMMITTEE**

A. NAME

The name of this committee shall be the Regional Data Advisory Committee for the Mid-Ohio Regional Planning Commission.

B. ORIGIN

The Regional Data Advisory Committee is a standing committee to evaluate and advise the COMMISSION on matters of regional importance pertaining to data analysis. It will evaluate data needs in the region and prioritize development of tools used for analysis. It will set data standards to enable data interoperability and assure data credibility. It will explore public/private partnerships and other collaboration opportunities around using data.

C. PURPOSE

The Regional Data Advisory Committee seeks to develop and maintain collaboration around data development, publishing and usage for the purpose of analysis to reflect the objectives and ideals of both MORPC's members and the greater community. The actions shall support other MORPC adopted strategic plans, and policy agendas. The COMMISSION and MORPC staff will utilize the data to support existing related agency programs, and seek out opportunities to assist local governments, enhance the quality of life in Central Ohio, and advance the region. The Regional Data Advisory Committee will research and provide recommendations to the Commission as guided by the annual goals and as determined by the committee.

D. QUORUM

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

E. MEMBERSHIP

Membership shall be nominated by the Executive Director, MORPC Department Directors, or committee members and appointed by the Committee Chair and Executive Director. All members shall serve two year terms with the option to renew upon being nominated and approved by the Committee Chair and Executive Director. A member may serve a maximum of three consecutive terms.

Representation on the Regional Data Advisory Committee shall include at least 15 members. All members shall be located within the MORPC Region. Due consideration shall be given to the make-up of the Committee to ensure diverse representation from various entities throughout the region, especially from MORPC member communities.

The Regional Data Advisory Committee composition shall consist of the following:

1. A Chair from the COMMISSION.
2. A Vice-Chair
3. Representation from an Associate MORPC Member.
4. Representation from the Central Ohio GIS User Group.
5. Representation from the Economic Development Community.
6. A minimum of five seats from community and business organizations including representatives from education, health, tech entrepreneurs, transportation, and other data-intensive sectors.
7. A minimum of six other seats including representatives from various stakeholder groups in the region, including but not limited to business, media, non-profits, and research organizations and community members.

To stagger the expiration of terms, one-half of the initial members shall serve for one-year terms and one-half of the members shall serve for two-year terms. Thereafter, as terms expire, all members shall serve two year terms with the option to renew upon being nominated and approved by the Committee Chair and Executive Director.

Under the guidance of the Executive Director and Committee Chair, the Regional Data Advisory Committee shall adopt guidelines to establish the size limit of the Committee, and provisions to encourage diverse involvement in subcommittee membership and leadership.

**F. OFFICERS**

The chair of the Regional Data Advisory Committee must be a full member representative of the COMMISSION and is selected and documented by the COMMISSION Chair and Executive Director. He/she will serve a two-year term at the pleasure of the COMMISSION Chair and Executive Director.

The Vice Chair of the Regional Data Advisory Committee is selected by the COMMISSION Chair and Executive Director. He/she will serve a two-year term at the pleasure of the COMMISSION Chair and Executive Director.

**G. MEETINGS**

The Regional Data Advisory Committee will meet as necessary. Quarterly meetings are recommended.

**SECTION VIII – TIME OF TAKING EFFECT**

These Bylaws shall supersede any prior action of the COMMISSION inconsistent with such Bylaws. These Bylaws shall be effective upon the approval of the COMMISSION.

**BYLAWS OF THE  
COMMUNITY ADVISORY COMMITTEE  
OF THE**

**MID-OHIO REGIONAL PLANNING COMMISSION**

**ARTICLE I**

Section 1.     **NAME**

The name of this committee shall be the Community Advisory Committee of the Mid-Ohio Regional Planning Commission.

Section 2.     **ORIGIN**

The Community Advisory Committee is provided for in the Public Involvement Process (PIP; such PIP as is required under 23 CFR §Sec 450.316), which sets out participation requirements for Metropolitan Transportation Planning and Programming.

Section 3.     **PURPOSES**

The purpose of the CAC is as follows:

1. To ensure appropriate and timely advice to the Transportation Policy Committee, which is the Metropolitan Planning Organization as defined in the Public Involvement Process. The CAC also advises the staff.
2. To serve as the primary body representing public opinion on the goals, objectives, policies, system plans/programs or individual project plans/programs relating to improvement in transportation.
3. To permit continuous interaction and two-way communication between participants and staff about the planning process from problem identification through all developmental phases to resolution.
4. To ensure that all plans and programs give adequate consideration to possible social, economic, energy and environmental issues.
5. To implement that part of the Public Involvement Process relating to public participation.

Section 4.     **DUTIES AND RESPONSIBILITIES**

The CAC shall:

1. Hold regular meetings with the staff of the Metropolitan Planning Organization (MPO) to become familiar with the planning process, priorities, funding requirements, state and federal guidelines and requirements, long- and short-range plans, and transportation issues.
2. Provide funding and policy recommendations to the Transportation Policy Committee.
3. Work with the planning staff during preparation of long- and short-range plans and familiarize

itself with planning terminology and procedures.

4. Review and recommend methodology for obtaining input to the planning process.
5. Review the various phases of the Metropolitan Transportation Plan, Transportation Improvement Program (TIP), and special studies; including methodology, projections, assumptions, and recommended plans and programs prior to submission to the Transportation Policy Committee.
6. Designate one or more representatives of the CAC to any MPO-related advisory committees convened to provide input into the planning process.
7. Establish special subcommittees as may be required to provide supplemental advice necessary to facilitate review and consensus.
8. Represent CAC on other committees in the communities, as appointed.
9. Communicate information to the public within geographic districts and act as a liaison between public and staff.
10. Participate at area meetings soliciting public comments, which are utilized in the decision-making process at CAC meetings.
11. Communicate public reaction and desires to staff, elected officials, and the Transportation Policy Committee of MORPC.
12. Recruit qualified new or replacement members.

#### Section 5. MEMBERSHIP

- A. In keeping with Purpose 2, the membership of the CAC shall be broad-based and shall include representation from the general citizenry, populations that are traditionally underserved with transportation, environmental interests, businesses, and others. Members may represent multiple constituencies from among any of the above categories.
  - i. General Citizens in the planning area  
No less than 50% of CAC membership should be drawn from geographic representation. Geographic representation will be drawn from the Transportation Planning area with representatives of the following types of development areas (boundaries to be considered approximate):
    - a. "Central City" of the City of Columbus including the historical districts (intended to represent the portion of the city developed before automobiles became influential in development patterns)
    - b. "Inner Ring" of the City of Columbus (intended to represent the portion of the city outside the "Central City" developed before freeways became influential in development patterns)
    - c. "Outer Ring" of the City of Columbus (intended to represent the portion of the city outside the "Inner Ring" developed when freeways became influential in development patterns)
    - d. "First suburbs" – first ring of suburbs surrounding a "Central City" that have little opportunity to expand geographically and are mostly

developed; especially those suburbs developed before automobiles became influential in development patterns

- e. "Developing suburb" – a developing residential area outside the "Central City" that has an opportunity to expand geographically and has development patterns heavily influenced by the availability of the automobile
- f. "Exurbia/rural" – towns and low-density areas beyond the "Central City" and its contiguous suburbs

The attached map shows the approximate boundaries of these six types of development areas. Unincorporated areas will be grouped with the appropriate type of development area. The rationale for dividing the geography of the Transportation Planning Area into these development categories is that they have similar types of infrastructure installed and face similar infrastructure and growth issues. It is a goal to have two representatives for each type of development area, but areas with higher population will have more.

- ii. Transportation disadvantaged or underserved, for example:
    - Low-income
    - Minorities
    - Senior Citizens/Veterans
    - Children/Youth/Minor Students (Youth Commission)
    - Mental/Physical Disabilities
    - College Students (OSU, Columbus State)
  - iii. Environmental, for example:
    - Environmental
    - Historic/Archaeological
    - Pedestrians and Bicyclists
    - Health Organizations
  - iv. Business, for example
    - Real Estate/Developers/Realtors
    - Small Businesses
    - General Business
    - Media
  - v. Transportation Providers, for example
    - Yellow Cab, American Red Cross, National Church Residences Center for Senior Health
  - vi. General Interest
- B. Membership Selection and Appointment
- a. Membership shall consist of a representative, designated or otherwise, from the populations listed. To the extent possible members will be drawn from recognized organizations that themselves are representative of the populations or interests they are intended to represent.
  - b. Membership of the CAC shall not exceed 24 representatives.

- c. Members shall be determined upon nomination by the Executive Director, MORPC Directors or the CAC Chair and appointed by the CAC Chair and the Executive Director.
  - d. Members' terms shall end the December of their second calendar year. Appointments may happen throughout the year and re-appointments shall be effective for a two (2) year term beginning in January.
- C. Attendance: Regular attendance is vital to the effective functioning of the CAC. Members who miss more than 3 consecutive meetings or more than 6 meetings per year will have their memberships re-evaluated and are subject to dismissal. Absences may be excused at the discretion of the Chair.

## ARTICLE II

### Organization

#### Section 1. OFFICERS & DURATION

The officers shall consist of a Chair, Vice-chair and a Secretary. Terms of office for Chair and Vice-chair shall start at the first meeting of odd numbered calendar years and shall be for 2 years and limited to 2 consecutive terms of office. The Secretary will be a MORPC staff person appointed by the Executive Director and shall serve until replaced.

#### Section 2. DUTIES OF OFFICERS

1. Chair - Presides at all meetings of the CAC and appoints subcommittees as needed. The Chair acts as liaison between the CAC and the staff and Transportation Policy Committee of MORPC and as such is expected to attend all meetings of the Transportation Policy Committee. The Chair supervises the conduct of the CAC's business and activities. Acts as mediator when necessary. Conveys the opinions of the CAC to MORPC's Transportation Policy Committee through membership in the Transportation Policy Committee. The Chair updates the CAC on the decisions of the Transportation Policy Committee.
2. Vice-chair - Acts in place of the Chair when necessary and presides at meetings when the Chair temporarily vacates the Chair, or is absent from a meeting. The Vice-chair is expected to attend the Transportation Policy Committee when the Chair is unable to do so. If the Chair is unable to continue the duties of the seat, then the Vice-chair assumes that position. Vice-chair serves as a member of the Complete Streets Appeals Committee pending appointment by the Chair of the Transportation Policy Committee.
3. Secretary - Records the minutes and attendance, prepares required reports, notifies members of meetings and such other duties as required or directed by the CAC. Secretary reviews minutes of meetings. Secretary shall also have available at each meeting a copy of the bylaws and a book on parliamentary procedure.

#### Section 3. ELECTION

1. The Chair of the CAC, at the September meeting of each even numbered year shall appoint a nominating committee consisting of at least 3 members to develop a slate of candidates for next term's Chair and Vice-chair.
2. The nominating committee shall present a slate of candidates at the November meeting. Upon presentation of the slate of candidates, additional nominations may be made from the floor. Following close of nominations, the Chair and Vice-chair shall be elected by the CAC.
3. The secretary of the CAC shall be appointed from MORPC staff by the Executive Director.
4. If a vacancy in the office of Chair occurs prior to the end of term, the Vice-chair will assume the duties and responsibilities of Chair for the remainder of the term.



5. If a vacancy occurs in the office of Vice-chair prior to the end of term, a special election shall be called to fill the vacant position.

## ARTICLE III

### Meetings

#### Section 1. CAC MEETING TIMES AND ESTABLISHMENT OF THE AGENDA

The CAC shall generally hold regular monthly meetings on the 2nd Monday prior to the Transportation Policy Committee. The Transportation Policy Committee generally does not meet in August. The calendar of CAC meetings including date, time and place, shall be set each year and shall consider the dates of Transportation Policy Committee meetings, holidays, and other events such as election days. During the year monthly meeting dates, times, and places may be moved if conditions warrant. Monthly meetings may be canceled by the Chair if there is no business scheduled. The Chair may call special meetings as required.

At least 2 weeks prior to the CAC meeting the Secretary shall poll the MPO staff and CAC officers for agenda items for that month. From the responses the Secretary shall compile a draft agenda and circulate it to MPO staff and CAC officers. The Chair shall have at least 1 day to review and comment on the agenda.

Members desiring to add an item to the agenda of the monthly meeting should forward a list of such items and related handouts to the Chair and the Secretary at least 10 days prior to the meeting so they may be considered for inclusion on the agenda. All other items and handouts submitted later by the members may be discussed at the CAC's discretion.

#### Section 2. QUORUM

The quorum shall consist of one-third (1/3) of current membership. For the purposes of a quorum, current membership shall consist of participants who have accepted appointment to the CAC by MORPC and have not resigned that position nor been replaced by the Chair. A majority vote of a quorum of the voting membership shall be required for committee action.

#### Section 3. MINUTES AND AGENDAS

The minutes shall be recorded by staff and reviewed and approved for content by the Secretary. Copies will be mailed and/or electronically mailed to each member along with the new agenda prior to the next meeting.

Notice of meetings shall be mailed and/or electronically mailed at least 1 week in advance of meeting date, whenever practical.

#### Section 4. COMPENSATION

No member of the CAC will be compensated for participating in the meetings.

## ARTICLE IV

### Subcommittees

#### Section 1. FORMATION

Subcommittees shall be formed, when necessary, to provide supplemental advice on specific phases of the plan and program. These committees shall be responsible to the CAC.

#### Section 2. MEMBERSHIP

Subcommittee members and Chair, who shall be a member of the CAC, shall be appointed by the Chair of the CAC and shall be composed of any person with recognized competence in the subcommittee subject and may include members of the CAC and individuals from outside the CAC.

#### Section 3. DUTIES

Subcommittee will perform specific tasks assigned to it and will report its advice and recommendations to the CAC.

#### Section 4. MEETINGS

Subcommittee shall meet as determined by the Chair of the subcommittee of the CAC.

## ARTICLE V

### Conflict Resolution

#### Section 1. SUBCOMMITTEES

If conflict should arise between the staff and a subcommittee regarding procedure, methodology, projections, assumptions, recommended plans, or any other aspect which cannot be resolved, a full report expressing the subcommittee's and staff's viewpoints will be presented to the CAC by the Chair of the subcommittee.

#### Section 2. CAC

If conflict should arise between the staff and CAC regarding procedure, methodology, projections, assumptions, recommended plans, or any other issue which cannot be resolved, a full report expressing the CAC's viewpoints will be presented to the Transportation Policy Committee by the Chair of the CAC. Staff viewpoints should be presented by the Secretary of the CAC if there is a conflict.

## ARTICLE VI

### Bylaws and Rules of Order

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the committee may adopt.

## ARTICLE VII

### Amendment

#### Section 1. HOW AMENDED

These articles may be amended by a majority vote of the CAC subject to approval of the Transportation Policy Committee.

## ARTICLE VIII

### Code of Ethics & Procedures

#### Section 1. All members shall be aware of and governed by the Code of Ethics adopted by the Planning Commission in Resolution 45-94 (attached).

Approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on March 23, 1995.

Amended and approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on December 16, 1999.

Amended and approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on February 12, 2004.

Amended and approved by the Policy Committee of the Mid-Ohio Regional Planning Commission on November 10, 2011 and shall take effect on January 1, 2012.

Amended and approved by the Transportation Policy Committee of the Mid-Ohio Regional Planning Commission on May 8, 2014 and shall take effect on July 1, 2014.

#### Attachments:

- Geographical Map
- Code of Ethics



**BYLAWS OF THE  
TRANSPORTATION ADVISORY COMMITTEE  
OF THE  
MID-OHIO REGIONAL PLANNING COMMISSION**

**ARTICLE I**

Transportation Advisory Committee (TAC)

Section 1. NAME

The name of this committee shall be the Transportation Advisory Committee of the Mid-Ohio Regional Planning Commission.

Section 2. ORIGIN

The Transportation Advisory Committee is provided for in the Prospectus to the annual transportation work program.

Section 3. PURPOSE

The purpose of the Transportation Advisory Committee is to provide technical advice to the Transportation Policy Committee of the Mid-Ohio Regional Planning Commission (MORPC) as defined under Section 2 of the biennial Agreement between the Mid-Ohio Regional Planning Commission and the State of Ohio, Department of Transportation for Urban Transportation Planning and Transportation Programs dated May 24, 2011, or as defined in subsequent agreements for the same purpose.

Section 4. MEMBERSHIP

1. Permanent Voting Members:

- Ohio Department of Transportation:
  - ODOT District Six
  - ODOT District Five
- Transit:
  - Central Ohio Transit Authority (COTA)
  - Delaware County Transit Board (DATABus)
- Large Cities:
  - City of Columbus Department of Public Service (largest city by population) – three representatives
  - Delaware (largest city by population in Delaware County)
- Counties (entirely within MPO):
  - Franklin County Engineer's Office (largest county by population) - two representatives
  - Delaware County Engineer's Office
- Other:
  - Vehicle for Hire Board representative (Section 5310 eligible)
  - Columbus Regional Airport Authority (CRAA) representative
  - Greater Columbus Chamber of Commerce/Columbus Region Logistics Council

2. Four-Year Term Voting Members:
  - Local Government – 10 representatives (at least one of each type)
    - City (without permanent representation)
    - Village
    - Township
    - County Planning Commission
    - County Engineer (without permanent representation)
  
3. Permanent Non-Voting Members:
  - Federal Highway Administration (FHWA), Ohio Division
  - Public Utilities Commission of Ohio(PUCO)
  - Ohio Environmental Protection Agency (OEPA)
  - Mid-Ohio Regional Planning Commission (MORPC Director of Transportation Systems and Funding)
  - American Council of Engineering Companies (ACEC)
  - Academic institutions - up to two representatives)
  - Traffic Law Enforcement representatives

The Transportation Policy Committee may appoint other such members whose broad technical knowledge and experience in transportation planning or related field would enhance the transportation planning process.

Section 5. Term Memberships

1. Permanent Voting Members: Membership shall consist of one designated representative, unless otherwise noted, from the organizations listed, appointed by the chief executive of the organization.
  
2. Four-Year Term Voting Members: Prospective representatives are nominated by the chief executive officer of any eligible local government listed and are selected by the Chair of the Transportation Policy Committee. Terms are for four years, except that representatives elected as officers of the TAC remain on the TAC until they are no longer an officer. Eligible local governments include any general purpose local government whose geography is primarily inside the MPO boundary and which is fully up-to-date in paying its dues to MORPC, except that local governments which are permanent members are not eligible for representation in this category. These selections shall be staggered so that at least five representatives are appointed every other year, on or about the date of the annual meeting for the selection of officers pursuant to Article II, Section 2; such representative(s) being seated during the January meeting of the following odd numbered year.
  
3. Permanent Non-Voting Members: Membership shall consist of one designated representative, unless otherwise noted, from the organizations listed, appointed by the chief executive of the organization.

Section 6. ALTERNATE MEMBERS

Each member representative may designate an alternate to serve in their absence.

Section 7. MEMBERS IN GOOD STANDING

1. Members are considered to be “in good standing” for the purpose of determining a quorum or for other purposes except that,
  - a. If a member organization which is assessed dues by MORPC is in arrears for those dues, a representative from that organization is considered to be not in good standing, and he or she shall forfeit voting privileges immediately. The representative’s voting privileges shall be immediately reinstated upon payment of all amounts which are delinquent, or
  - b. If a representative or his or her alternate has not attended for two (2) consecutive regular TAC meetings that member is considered to be not in good standing, and he or she shall forfeit voting privileges immediately upon adjournment of the second meeting. Thereafter, the attendance of the representative or his or her alternate at a meeting will result in reinstatement of the representative’s voting privileges effective at that meeting, and the representative shall be considered to be in good standing.
2. If a representative or his or her alternate does not attend at least five meetings per year, the appointing authority may be asked to replace that representative and alternate.

Section 8. DUTIES AND RESPONSIBILITIES

1. Provide general technical advice for the MORPC Transportation Policy Committee as required.
2. Review the outlines of procedures for the various phases of the Transportation Planning Process: methodology, projections, assumptions and recommended plans and programs before submission to the Transportation Policy Committee.
3. On request, advise and assist the Director of Transportation and/or the Transportation Policy Committee in implementing the planning process as related to the functions of TAC.
4. Establish special subcommittees as may be required to provide supplemental technical personnel and advice necessary for the development and carrying out the intent of the plan and promote implementation of the program.



## ARTICLE II

### Organization

#### Section 1. OFFICERS

The officers shall consist of a Chair, Vice-Chair and a Secretary.

#### Section 2. ELECTION OF OFFICERS

The Chair, Vice-Chair and Secretary of the committee shall be elected at a meeting during the last quarter of the calendar year. Term of office shall start at the first meeting of the new year and shall be for one year and/or until a successor is elected and takes office.

#### Section 3. DUTIES OF OFFICERS

1. Chair: To preside at all meetings of TAC and to appoint subcommittees as needed.
2. Vice-Chair: To perform the duties of the Chair in their absence. To serve as a member of the Complete Streets Appeals Committee pending appointment by the Chair of the Transportation Policy Committee.
3. Secretary: To record the minutes and attendance, prepare required reports, notify members of meetings and such other duties as required or directed by TAC.
4. Temporary Chair: In the absence of the Chair and Vice-Chair a temporary Chair shall be selected by the members present.

## ARTICLE III

### Meetings

#### Section 1. REGULAR MEETINGS

The TAC shall generally hold regular monthly meetings on the second Wednesday prior to the Transportation Policy Committee (eight days prior to the Transportation Policy Committee). The Transportation Policy Committee generally does not meet in February or August. The calendar of TAC meetings including date, time and place, shall be set each year and shall consider the dates of Transportation Policy Committee meetings, holidays, and other events which may affect its schedule. During the year monthly meeting dates, times, and places may be moved if conditions warrant. Monthly meetings may be canceled by the Chair if there is no business scheduled.

Section 2. SPECIAL MEETINGS

The Chair or the Director of Transportation may call special meetings as required.

Section 3. NOTICE

Notice of meetings shall be mailed and/or electronically mailed at least one week in advance of meeting date, whenever practical.

Section 4. AGENDA

Members desiring to add an item to the agenda of the monthly meeting should forward a list of such items and related handouts to the Secretary at least 10 days prior to the meeting to be included as part of the monthly mailing. All other items and handouts by the members shall be discussed at TAC's prerogative.

Section 5. QUORUM

The quorum shall consist of half of the voting members in good standing. A majority vote of a quorum of the voting membership shall be required for committee action.

ARTICLE IV

Subcommittees

Section 1. FORMATION

Subcommittees may be formed to provide supplemental technical advice on specific phases of the transportation planning process. These committees shall be responsible to TAC.

Section 2. MEMBERSHIP

Subcommittee members and Chair shall be appointed by the Chair of TAC and shall be composed of any technical person with recognized competence in the specific subject in question.

Section 3. DUTIES

Subcommittee will perform the specific tasks assigned to it and will report their advice and recommendations to TAC.

Section 4. MEETINGS

Subcommittee shall meet as determined by the Chair of the subcommittee.

## ARTICLE V

### Conflict Resolution

#### Section 1. SUBCOMMITTEES

If conflict should arise between the staff and a subcommittee regarding procedure, methodology, projections, assumptions, recommended plans or any other technical aspect which cannot be resolved, a full report expressing the subcommittee and staff's viewpoints will be presented to TAC by the Chair of the subcommittee.

#### Section 2. TAC

If conflict should arise between the staff and TAC regarding procedure, methodology, projections, assumptions, recommended plans or any other issue which cannot be resolved, a full report expressing TAC's viewpoints will be presented to the Transportation Policy Committee by the Chair of TAC or by the Director of Transportation at the request of the Chair. Staff viewpoints should be presented by the Director of Transportation if there is a conflict.

## ARTICLE VI

### Amendment to the Bylaws and Rules of Order

#### Section 1. HOW AMENDED

These articles may be amended by a majority vote of committee subject to approval of the Transportation Policy Committee.

#### Section 2. RULES OF ORDER

All questions of parliamentary procedure, order of business or other matters not covered by the bylaws shall be decided according to Robert's Rules of Order, Newly Revised.

## ARTICLE VII

### Code of Ethics & Procedures

Section 1. All members shall understand and be governed by the Code of Ethics adopted by the Planning Commission in Resolution 45-94, effective October 20, 1994 (attached).

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Revised by the Transportation Advisory Committee and approved by the Transportation Policy Committee on the following dates:

- March 2004
- July 2011
- April 2016, effective January 2017

BYLAWS OF THE ATTRIBUTABLE  
FUNDS COMMITTEE OF THE  
MID-OHIO REGIONAL PLANNING COMMISSION

ARTICLE I  
MORPC Attributable Funds Committee

Section 1. NAME

The name of this committee shall be the Attributable Funds Committee of the Mid-Ohio Regional Planning Commission (AFC).

Section 2. PURPOSE AND ORIGIN

The purpose of the Attributable Funds Committee is to provide advice to the Transportation Policy Committee, the Transportation Advisory Committee (TAC), and the Community Advisory Committee (CAC) of the Mid-Ohio Regional Planning Commission (MORPC) on the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors. Its origin is to formalize the ad hoc process used at the time of adoption of these bylaws, bringing together members of these committees and other constituencies to work collaboratively to create and update the processes.

Section 3. MEMBERSHIP

There shall be two classes of membership, permanent members and ad interim members.

Membership shall consist of a designated representative or their designated alternate from the committees or organizations listed below:

Permanent Members

- MORPC Committees:
  - *Transportation Policy Committee*: 1 appointed by the Chair of the Transportation Policy Committee
  - *Community Advisory Committee (CAC)*: 2 appointed by the Chair of CAC
  - *Transportation Advisory Committee (TAC)*: All members as identified in the current TAC bylaws with voting rights as listed in the TAC bylaws
  - *MORPC Sustainability Advisory Committee (SAC)*: 2 appointed by the Chair of the SAC and representing transportation-related SAC Working Groups
  
- *Columbus and Franklin County Metropolitan Park District (Metro Parks)*: 1 as appointed by the Executive Director of Metro Parks (non-voting)

- *Sierra Club*: 1 as appointed by the Chair of the Central Ohio Group (non-voting)
- *Rails-to-Trails Conservancy*: 1 as appointed by Midwest Regional Office Director (non-voting)
- *Clean Fuels Ohio*: 1 as appointed by the Executive Director of CFO (non-voting)
  - MORPC staff: 3 as appointed by the Executive Director (non-voting)

Ad Interim Members

Representatives of communities which have a future commitment of MORPC-attributable federal funding or which submitted final application(s) for MORPC-attributable federal funding on the most recent deadline date, except for those communities that already have representation through Permanent Member seats: 1 per community applicant appointed by the chief executive of that community.

On the day after the most recent deadline date for the final application for MORPC-attributable federal funds, the chief executive of each community submitting one or more applications for funding in the application round for that deadline date (except for those communities that already have representation through Permanent Member seats) shall have the right to appoint one representative to serve on the Attributable Funds Committee for a term ending at the latter of the next final application round deadline date or the date upon which they no longer have a future commitment of MORPC-attributable federal funding.

The Transportation Policy Committee may appoint other such members whose broad technical knowledge and experience in transportation planning or related field would enhance the development and application of the funding allocation process.

Section 4. DUTIES AND RESPONSIBILITIES

1. Provide advice to the Transportation Policy Committee, the Transportation Advisory Committee (TAC), and the Community Advisory Committee (CAC) of the Mid-Ohio Regional Planning Commission (MORPC) on the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors.
  - i. Review the procedures used to allocate MORPC-attributable federal funds to projects and project sponsors - methodology, projections, assumptions and recommended policies and procedures - before submission to the Transportation Policy Committee, TAC, and CAC. This includes review of the Principles and Procedures for managing these funding programs and recommending modifications to them.
  - ii. This committee is also charged with evaluating and recommending projects for funding by application of the above procedures.
2. Establish special subcommittees as may be required to provide supplemental personnel and advice necessary for the development and carrying out the intent of its duties and responsibilities.

ARTICLE II  
Organizational  
n

Section 1. OFFICERS

The officers shall consist of a chair, vice-chair and a secretary and shall be the same as the officers of the Transportation Advisory Committee.

Section 2. DUTIES OF OFFICERS

1. Chair: To preside at all meetings of AFC and to appoint subcommittees as needed.
2. Vice-Chair: To perform the duties of the chair in the chair's absence.
3. Secretary: To record the minutes and attendance, prepare required reports, notify members of meetings and such other duties as required or directed by TAC.
4. Temporary Chair: In the absence of the chair and vice-chair a temporary chair shall be selected by the members present.

ARTICLE  
III  
Meetings

Section 1. REGULAR MEETINGS

The AFC shall meet when called to do so by the chair or the Director of Transportation Systems and Funding.

Section 2. NOTICE

Notice of meetings shall be mailed and/or electronically mailed at least one week in advance of meeting date, whenever practical.

Section 3. AGENDA

Members desiring to add an item to the agenda of the monthly meeting should forward a list of such items and related handouts to the secretary at least 10 days prior to the meeting to be included as part of the monthly mailing. All other items and handouts by the members shall be discussed at AFC's prerogative.

Section 4. QUORUM

A quorum shall be defined as those members present and eligible to vote at any meeting. An affirmative vote of a majority of the quorum is necessary for any action taken.

ARTICLE IV  
Subcommittees

Section 1.      FORMATION

Subcommittees may be formed to provide supplemental advice on specific issues. These subcommittees shall be responsible to AFC.

Section 2.      MEMBERSHIP

Subcommittee members and chair shall be appointed by the chair of AFC and shall be composed of any person with recognized competence in the specific issue in question.

Section 3.      DUTIES

Subcommittee will perform the specific tasks assigned to it and will report its advice and recommendations to AFC.

Section 4.      MEETINGS

Subcommittee shall meet as determined by the chair of the subcommittee.

ARTICLE V  
Conflict Resolution

Section 1.      SUBCOMMITTEES

If conflict should arise between the staff and a subcommittee regarding procedure, methodology, projections, assumptions, recommendations or any other aspect which cannot be resolved, a full report expressing the subcommittee and staff's viewpoints will be presented to AFC by the chair of the subcommittee. The AFC shall decide the issue.

Section 2.      ATTRIBUTABLE FUNDS COMMITTEE

If conflict should arise between the staff and AFC regarding procedure, methodology, projections, assumptions, recommendations or any other issue which cannot be resolved, a full report expressing AFC's viewpoints will be presented to the CAC and TAC by the chair of the AFC or by the Executive Director at the request of the chair. The CAC and TAC shall individually decide the issue as part of their considerations of the recommendations of the AFC.

ARTICLE VI

Amendment to the Bylaws & Rules of Order

Section 1. HOW AMENDED

These articles may be amended by a majority vote of the AFC subject to approval of the Transportation Policy Committee, CAC, and TAC.

Section 2. RULES OF ORDER

All questions of parliamentary procedure, order of business or other matters not covered by the bylaws shall be decided according to Robert's Rules of Order, Newly Revised.

ARTICLE VII

Code of Ethics & Procedures

Section 1. CODE OF ETHICS

All members shall understand and be governed by the Code of Ethics adopted by the Planning Commission in Resolution 45-94 (attached).

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Approved by the CAC, TAC and Policy Committee of the Mid-Ohio Regional Planning Commission July 2011 by Resolution T-16-11.

Approved by the CAC, TAC and Policy Committee of the Mid-Ohio Regional Planning Commission December 2013 by Resolution T-20-13.

Approved by the CAC, TAC and Transportation Policy Committee of the Mid-Ohio Regional Planning Commission April 2018 by Resolution T-2-18.





## Mid-Ohio Regional Planning Commission

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# MEMORANDUM

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

**FROM:** Charles J. Olimpio, Jr., director  
Finance and Administration

**DATE:** October 6, 1994

**RE:** Proposed Resolution 45-94: **"ADOPTING A REVISED CODE OF ETHICS FOR THE MID-OHIO REGIONAL PLANNING COMMISSION"**

As part of our systematic review of Commission policies this year, legal counsel has prepared this revised Code of Ethics to incorporate updates needed due to changes in the law. There were only two changes to the existing code:

1. Section 2 B - improved language regarding competitive bidding exclusions.
2. Section 2 E - added to prohibit improper influence over investment of public funds in any security, mortgage, etc.

CJO/cl

Attachment: Resolution

RESOLUTION 45-94

**ADOPTING A REVISED CODE OF ETHICS FOR THE MID-OHIO REGIONAL PLANNING COMMISSION**

WHEREAS, the members and employees of the Commission are subject to the Ohio Ethics Law and related statutes; and

WHEREAS, it has been deemed appropriate that members, committee members and employees be aware of and abide by ethics appropriate to this Commission; and

WHEREAS, MORPC adopted a revised Code of Ethics on October 19, 1989, by Resolution 27-89; and

WHEREAS, as a part of our systematic review of Commission policies, this policy has been updated by legal counsel; now therefore

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

- Section 1. A. That no member, committee member or employee of the Commission shall receive or agree to receive directly or indirectly, compensation, anything of value or the promise of anything of value other than from the Commission or the governmental unit with which they serve and represents on the Commission, which compensation or thing of value is of such a character as to manifest a substantial and improper influence upon them with respect to their duties.
- B. That it shall not constitute a violation of this section for a member of the Commission to receive a partnership distributive share of fees for services rendered by another partner in any case, proceeding, application or other matter which comes before the Commission, provided that the member does not render personal services or appear before the Commission on the matter. The member, committee member or employee also must abstain from any vote, recommendation or discussion on the matter.
- Section 2. That no member, committee member or employee of the Commission shall:
- A. Authorize, or employ the authority or influence of their office to secure authorization of any public contract in which they, a member of their family, or any of their business associates has an interest.
- B. During their term of office or within one year thereafter, occupy any position of profit in the prosecution of a public contract authorized by them or by the Commission, of which they are a member at the time of authorization, unless the contract was let by competitive bidding to the lowest and best bidder.**

- C. Have an interest in the profits or benefits of a public contract entered into by or for the use of the Commission.
- D. Have an interest in the profits or benefits of a public contract that is not let by competitive bidding when required by law, and that involves more than \$150 dollars.
- E. **Authorize or employ the authority or influence of their office to secure the investment of public funds in any share, bond, mortgage or other security, with respect to which they, a member of their family, or any of their business associates either has an interest, is an underwriter, or receives any brokerage, organization or servicing fees.**

Section 3. That no member, committee member or employee of the Commission shall take part in discussion, vote or use the authority or influence of their office on any case, proceeding, application or other matter which comes before the Commission in which they, a member of their family, any of their private business associates, or any private entity of which they are an owner or agent, has an interest which conflicts with the duties of the member. An interest is deemed to conflict with the duties of the member if the interest has the direct aim or purpose of profit or gain for the member, members of their family, their private business associates, or any private entity of which they are owner or agent. An interest is deemed not to conflict if there is an overriding public interest involved and the profit or gain of any private individual or entity is only incidental.

Section 4. That no present or former member, committee member or employee of the Commission shall represent a client, or act in a representative capacity, or any matter before the Commission or any other government agency in which they have personally participated while an officer or employee of the Commission. This prohibition will apply during Commission service and for one year thereafter.

Section 5. That if it appears that a member, committee member or employee of the Commission has violated or is about to violate this resolution, the chair of the Commission or any committee thereof, upon being apprised of the violation or potential violation shall rule that the member, committee member or employee in violation or about to be in violation is out of order and may not participate in vote, recommendation or discussion. If such violation has already occurred, the chair may take the matter up for reconsideration if such violation has had an effect on the recommendation or decision of the staff or any committee or the Commission.

- Section 6. A. That if a complaint is made to the Commission against a member, committee member or employee, the Commission shall give to the person against whom the complaint is made 10 days written notice of such complaint and direct the complaint to the Administrative Committee.
- B. The Administrative Committee shall seek advice from counsel on whether the member, committee member or employee has a conflict of interest and should abstain from any vote or recommendation. If necessary, the matter will be referred to the Ohio Ethics Commission or the appropriate prosecuting attorney for an advisory opinion or investigation.
- Section 7: 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 8: 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.



John S. Ensign, Chair  
Mid-Ohio Regional Planning Commission

Effective date: October 20, 1994  
Submitted by: Administrative Committee  
Prepared by: Baker & Hostetler, legal counsel  
Authority: Ohio Revised Code 713.21, Chapter 102 and Section 2921.42  
For action date: October 20, 1994

## **APPENDIX B**

### **FINANCIAL DOCUMENTATION**



# **MID-OHIO REGIONAL PLANNING COMMISSION INDIRECT COST ALLOCATION PLAN 2024**



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION



**FRINGE BENEFIT & INDIRECT COST RATE AGREEMENT**  
**Between**  
**The Ohio Department of Transportation (ODOT) and**  
**MID-OHIO REGIONAL PLANNING COMMISSION (the Organization)**

The rates approved in this Agreement are for use on grants, contracts, and other agreements with the Federal Government, ODOT, and other State agencies, as applicable, subject to the conditions in SECTION III.

**SECTION I: INDIRECT COST RATES**

**RATE TYPE:** The Organization uses the following method to calculate Fringe Benefit and Indirect Cost rates:

**Provisional Rate Method.** The provisional rates are based on the actual costs of the most recently audited calendar year, with adjustments for projected changes. The Organization shall bill the approved rates during the calendar year. At the end of the calendar year, actual rates are calculated, and the difference between the estimated and actual costs for the period covered by the rates is identified for each specific contract. Any variance is either billed as an additional cost or refunded to the grantor agency, as applicable. No carryforward provision is permitted to adjust future rates for the variance.

**Fixed Rate with Carry-Forward Method.** The rates are calculated based on the most recently audited fiscal year, with adjustments for projected changes. Once approved, the fixed rates are estimated billing rates applied during the contract period. At the end of the fiscal year, actual rates are computed, and the difference between the estimated and actual costs for the period is carried forward as an adjustment to future rates.

The rates listed in the following table were computed using the method selected above, as supported by the latest Schedule of Direct Labor, Fringe Benefits, and General Overhead submitted by the Organization.

RATE	EFFECTIVE PERIOD		RATE (%)	APPLICATION
	FROM	TO		
ESTIMATED	1/1/2022	12/31/2022	57.00	FRINGE BENEFIT RATE
ESTIMATED	1/1/2022	12/31/2022	63.00	INDIRECT COST RATE
<b>FINAL (ACTUAL)</b>	<b>1/1/2022</b>	<b>12/31/2022</b>	<b>56.42</b>	<b>FRINGE BENEFIT RATE</b>
<b>FINAL (ACTUAL)</b>	<b>1/1/2022</b>	<b>12/31/2022</b>	<b>64.07</b>	<b>INDIRECT COST RATE</b>
ESTIMATED	1/1/2023	12/31/2023	57.50	FRINGE BENEFIT RATE
ESTIMATED	1/1/2023	12/31/2023	62.50	INDIRECT COST RATE
ESTIMATED	1/1/2024	12/31/2024	57.50	FRINGE BENEFIT RATE
ESTIMATED	1/1/2024	12/31/2024	62.50	INDIRECT COST RATE

- Allocation Bases:**
- For Fringe Benefits, the base is Total Labor (the sum of direct and indirect labor).
  - For Indirect Costs, the base is Total Direct Labor (including direct labor fringe benefits).

**Note:** ODOT did not audit any rates shown in the above table.

**SECTION II: SPECIAL REMARKS**

- A. TREATMENT OF FRINGE BENEFITS:**  
 Fringe benefits include Holiday, Sick and Vacation Leave, PERS, Hospitalization, Workers Compensation, etc. These expenses are billed to the contract(s) based on the applicable fringe benefit rate multiplied by the direct labor expenses incurred for the contract(s).
- B. TREATMENT OF INDIRECT COSTS:**  
 Indirect costs are not specifically identified to a cost objective. Indirect costs include operational and administrative expenses (e.g., payroll processing, building rent, depreciation, etc.). These expenses are billed to the contract(s) based on the applicable indirect cost rate multiplied by the direct labor incurred for the contract(s).

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the Organization were included in its indirect cost pool as finally accepted, as such costs are legal obligations of the Organization and are allowable under the governing cost principles; (2) No costs that have been treated as indirect costs are also claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the Organization that was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government, ODOT, or other State agencies. In such situations, the rate(s) would be subject to renegotiation at the discretion of the applicable governmental entity.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system the Organization identified as effective during the Agreement period. Changes to the method of accounting for costs that affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized ODOT representative. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. USE BY OTHER FEDERAL/STATE AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in 2 CFR Part 200 and should be applied to grants, contracts, and other agreement covered by this Regulation, subject to any limitations listed in Section III.A above. The Organization may provide copies of this Agreement to other Federal agencies to give them early notification of the Agreement.

**D. OTHER:**

If any Federal contract, grant, or other agreement reimburses indirect costs by a means other than the approved rate(s) in this Agreement, the Organization must (1) credit such costs to the affected programs, and (2) apply the approved rate(s) using the appropriate cost allocation base to identify the proper amount of indirect costs allocable to these programs.

**E. FULLY EXECUTED AGREEMENT:**

This Agreement is in draft format until signed by representatives of both ODOT and the Organization. The Agreement is deemed fully executed as of the date of the latest signature shown below.

**BY THE DEPARTMENT/AGENCY:**

**BY THE PASS-THROUGH ENTITY ON BEHALF OF THE FEDERAL GOVERNMENT:**

**MID-OHIO REGIONAL PLANNING COMMISSION**

**Ohio Department of Transportation**

(DEPARTMENT/AGENCY)

(DEPARTMENT/AGENCY)

William Murdock

Jack Marchbanks /SPG

William Murdock (Dec 14, 2023 16:19 EST)

(SIGNATURE)

(SIGNATURE)

William Murdock

Jack Marchbanks, as signed by Scot Gormley

(NAME)

(NAME)

Director

Director

(TITLE)

(TITLE)

Dec 14, 2023

December 12, 2023

(DATE)

(DATE)



MID-OHIO REGIONAL PLANNING COMMISSION

**NOVEMBER 30, 2023  
COST ALLOCATION PLAN**

For the Period: January 1, 2024 through December 31, 2024 (CY2024)

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**CERTIFICATION**

MID-OHIO REGIONAL PLANNING COMMISSION

Certificate of Indirect Costs

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for the calendar year ending 12/31/2024 to establish billing or final indirect costs rates for calendar 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and the provisions of Subpart E—Cost Principles of Part 200. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Mid-Ohio Regional Planning Commission  
Signature: *Anthony Perry*  
Name of Official: Anthony Perry  
Title: Finance Director  
Date of Execution: December 5, 2023

MID-OHIO REGIONAL PLANNING COMMISSION  
COST ALLOCATION PLAN/PROPOSAL  
For the Period: 1/1/2024 through 12/31/2024

**Executive Summary**

Because the Mid-Ohio Regional Planning Commission (MORPC) receives substantial funds from the federal government, it is required to abide by federal regulations Uniform Grants Guidance, 2CFR, Part 200, which specifies administrative, cost accounting and audit rules, respectively. The cost accounting rules specify the criteria for classifying costs as direct or indirect. The regulations also require that MORPC submit and negotiate with the U.S. Department of Transportation (authority delegated to Ohio Department of Transportation) an "Indirect Cost Allocation Plan," which establishes an indirect cost rate for the upcoming fiscal year. The primary purpose of these regulations and the cost allocation plan is to arrive at and recover the actual total cost of a contract with no provision for profit. This ensures that all grantors and contractors pay their fair share of indirect or common costs as well as directly related costs.

Indirect costs are those costs not readily identifiable with a particular grant, contract, project, function or activity but necessary to the general operation of the organization and the conduct of the activities it performs. These costs include the common costs of operating and maintaining buildings and equipment, administrative salaries, general telecommunications expense, general travel, and supplies.

MORPC's financial statements, including indirect costs, are audited annually. All recent audits, including 2022, have found MORPC's financial statements and indirect cost rates to be fairly presented and in compliance with applicable laws and regulations.

MORPC has a formal, signed indirect cost negotiation agreement with the Ohio Department of Transportation on behalf of the Federal Highway Administration (FHWA) for the period January 1, 2023 - December 31, 2023. This agreement is applicable to all grants, contracts and activities of MORPC. The agreement specifies an indirect cost allocation rate of 62.5 percent of direct salaries and benefits and a fringe benefit rate of 57.5 percent of salaries for January - December 2023. The base for allocating fringe benefits is direct and indirect salaries and the base for allocating indirect costs is direct salaries plus fringe benefits.

The detailed report on the following pages proposes the indirect cost allocation rate for the period January 1, 2024 - December 31, 2024. The proposed indirect cost allocation rate is 62.5 percent of direct salaries and fringe benefits. The proposed fringe benefit rate is 57.5 percent of direct and indirect salaries. Note that the indirect cost allocation rate is not equivalent to a general and administrative rate typically calculated by nonprofit entities.

## Detailed Cost Allocation Plan/Proposal

### General Compliance, Audit

This cost allocation plan has been prepared in accordance with the following government regulations:

- a. Uniform Grants Guidance, 2CFR, Part 200
- b. Contract Audit Circular No. MPO-1
- c. Contract Audit Circular No. MPO-2

MORPC maintains its cost records in conformity with these and other applicable regulations on the accrual basis. MORPC has its financial statements audited annually in accordance with OMB Circular A-133 and all applicable federal and state audit guides and "Compliance Supplements." U.S. DOT has been designated as cognizant over MORPC's indirect cost plan.

### Current Year Indirect Cost Allocations and Rates

MORPC's current negotiated indirect cost rate is 62.5 percent. The indirect cost rate for CY2024 is estimated to be 62.5 percent. MORPC uses a fixed rate with carry-forward provision.

### Proposed CY2024 Indirect Cost Allocations, Rates and Bases

MORPC proposes to allocate indirect costs at the rate of 62.5 percent of direct labor plus allocable direct labor fringe benefit dollars. Indirect costs are estimated to be \$4,592,440 allocated on a base of \$7,347,908 direct labor plus direct labor fringe benefits. This will be a fixed rate with a carryover provision. The audited carry forward amount from 12/31/2022 is an under-absorbed amount of \$46,957.

In the CY2024 cost allocation plan, an estimate for turnover has been included for direct labor as shown in the attached Schedule of Direct Labor, Fringe Benefits and General Overhead. Since turnover occurs on a regular basis, including a turnover factor provides a better estimate for labor for budgeting purposes.

The attached Schedule of Direct Labor, Fringe Benefits and General Overhead summarizes the proposed rate calculations. Pages 15 through 18 are supporting schedules.

### Indirect Cost Allocation Rates Prior Year Information

MORPC first established a cost allocation plan in August 1972. In 1976, the U.S. Department of HUD requested that MORPC submit its cost allocation plan to them for negotiation. This resulted in formal Indirect Cost Negotiation Agreements between HUD and MORPC, for fiscal years 1977 through 1986. FHWA/ODOT was designated as the cognizant agency beginning with FY87 and indirect cost negotiation agreements have been signed since then. Provisional-Fixed rates were used from FY87 through FY95. Fixed rates with carry-forward provision were required beginning FY96. The plan has been audited from its inception through 12/31/2022, found by our auditors to be reasonable, in conformity with federal regulations, and consistently applied. Other audits and audit reviews by federal agencies have similarly found no problems with this cost allocation plan.

The historical schedule on page 19 shows actual and audited costs through 12/31/2022, compared with allocated costs since 1/1/2013. This current plan incorporates final actual audited costs and

variances through December 31, 2022.

### **Indirect Cost Allocations and Bases**

Indirect costs are allocated to the various planning grants, contracts and their cost objectives on the basis of direct labor dollars inclusive of fringe benefits. Throughout this plan, the term direct labor means wages plus fringe benefits which is the “base” for allocating indirect costs.

Common indirect costs that benefit all contracts and grants are accumulated in a series of cost objectives. Indirect labor accounts for 62.5 percent of all indirect costs and includes salaries and fringe benefits for the eligible portions of Executive Management, Finance, Human Resources, Administrative Services, Information Technology, Communication & Engagement, and Contract and Proposal. Most of these areas also provide services for which there is direct funding from a billable source and therefore have labor charges to both direct and indirect cost objectives. Labor is charged to the cost objective receiving services on the basis of individual employee time sheet records.

The types of services provided to the agency by the various indirect departments are related to carrying out the administrative and financial requirements of 2CFR Part 200 and other applicable regulations. Human Resources and Administrative Services handles personnel, civil rights, EEO programs, property management, and procurement. Information Technology provides technical assistance, training, network maintenance, internet and maintains the agency website. Finance handles accounting, budgeting, and risk management. Communications & Engagement handles disadvantaged business enterprise programs, general community participation and dissemination of public information. Contract and proposal development indirect costs cover the development of proposals for grants and contract administration.

The following general overhead expenses are charged almost exclusively to the indirect cost pools: telephone, agency insurance, audit fees, and computers and computer network costs.

Unallowable costs and costs of locally requested initiatives are not included in the indirect cost pool. These costs are charged to program numbers 500XX series and are financed with 100 percent local funds. These costs are identified as Unallowable (see page 11) or Development Fund or Service to Members (see page 12).

### **Estimated Soft Funding/Turnover**

Part of the direct and indirect labor base for allocating indirect costs as discussed above includes an estimate for soft funding and turnover. The following items are taken into effect to calculate the soft funding/turnover amount:

- Known and estimated staff turnover and rehiring time
- Known and estimated (based on history) extended leave for sickness or injury (FMLA), maternity/paternity leave
- Adjustment for estimated future funding expected, but not yet secured
- Adjustment for historical experience and anticipated staffing trends

## Indirect Costs by Function

### Executive Management

The executive management staff performs all CEO functions for the organization, beginning with the coordination and administration of board functions in connection with the Commission's officers and committees. The Executive Director (ED) and Chief Operating Officer work with the board on organizational development and the development of strategic goals toward the accomplishment of MORPC's mission in the community. Within this framework the ED directs all staff operations through six other departments. The ED is directly involved in approving human resources policies and actions, authorizing expenditures, negotiating contracts and the measurement and achievement of strategic goals. The ED is also the primary external spokesman for the organization and contract officer.

The Executive Management, Chief Operating Officer, and related administrative support overhead budget of \$606,495 includes salaries and benefits as well as other non-labor costs and allowable organizational memberships.

Non-Overhead Functions & Activities charged direct by Executive Management staff:

- Services to members
- Development activities

### Executive Director and Chief Operating Officer Costs

The Executive Director and Chief Operating Officer, like all other employees, keep a daily time sheet, accounting for their labor costs in one-quarter hour increments related to cost objective (program) numbers. Executive Director and Chief Operating Officer activities of a general administrative nature which benefit the entire organization and its entire work program are charged to the indirect project number 050XX. This is budgeted at approximately 82 percent of the Executive Director's time and 32 percent of the Chief Operating Officer's time for CY2024. Only actual time spent is recorded on the daily time sheet.

When the Executive Director works on a service to member, developmental, marketing or community project and when such an activity is not of common benefit to all other activities, the time is charged to a cost objective that is part of the development fund or service to members fund. These funds come from member governments' per-capita membership fees and are 100 percent local funds. All travel costs of the Executive Director are charged to the local development funds unless travel is directly related to a direct program. No Executive Director travel costs are charged to the indirect cost objectives. The Chief Operating Officer generally does not have similar activities that are not of common benefit.

### Human Resources

The Human Resources (HR) section provides an outstanding work environment with incentives for highly successful careers at MORPC. Human Resources accomplishes that goal by providing the following services to staff: recruitment and selection, orientation, employee relations, personnel policies and procedures, strategic and succession planning, wage and salary administration and training and development.

The Human Resources overhead budget of \$597,950 includes salaries and benefits as well as employment advertising, salary survey, general training, and staff development for the entire agency.

Non-Overhead Functions & Activities charged direct by HR

- Consulting to members

### **Administrative Services (Facilities)**

The Administrative Services section is responsible for purchasing of agency supplies, office equipment, records retention, storage, and some fleet management activities.

The administrative services overhead budget of \$674,148 includes salaries and benefits as well as rent, utilities, maintenance, supplies, and depreciation.

### **Information Technology Services**

Information Technology (IT) is responsible for overseeing and coordinating all computerized data and information processing services for the agency. IT performs the planning, installing and servicing of over one hundred computers and mobile devices, all agency printers and all computer software applications. IT performs the network planning, installing and managing of multiple servers comprising more than 78 terabytes worth of data. The team oversees the coordination of the agency's Geographic Information System (GIS), Internet/Intranet access and the technical portion of the MORPC website. The team performs all administration of the telephone system and telephone services along with computer telephony integration (CTI) applications. IT also supports software applications that are used by the agency. IT works with the Finance section in overseeing the computer-related portion of the agency's capital expenditures budget.

Beginning in 2019, IT has been responsible for the planning and managing of MORPC computer resources (PC, desktop or laptop) which are expensed through IT in order to better maintain all computers and to more efficiently and effectively manage the computer needs of the agency. The estimated useful life of a computer is 4 years. It is estimated that approximately one-fourth of agency computers will be replaced annually.

One of IT's most important goals is to ensure that all of MORPC's data processing, communication equipment and software are secure and compatible, allowing for better sharing of information, improved interdepartmental communication, plus easy migration to newer and more powerful equipment and software.

The IT overhead budget is \$1,006,459 including salaries and benefits and Internet ISP charges, non-capitalized (under \$5,000) computers, supplies and equipment, service agreements and computer and telephone services for the entire agency.

Non-Overhead Functions & Activities charged direct by IT:

- Supporting program specific software applications for the agency (e.g., weatherization programs)
- GIS Support Services

## **Finance**

The Finance Team performs all financial management functions including accounting, auditing, budgeting, payroll, reporting, cash management, risk management, internal and budgetary control and compliance with federal and state regulations. The Finance team interfaces with the county auditor and treasurer, which perform the treasury and disbursement functions per the ORC. The accounting records use “activity based costing.” MORPC accounts for the actual cost of all activities of the Commission with no provision for profit, assuring that all members and contractors are billed fairly. In the past, Finance coordinated the legal and contractual function of the agency, but in CY2019 this activity was moved to Contract and Proposal to better track the actual costs of contract management.

The Finance team’s overhead budget of 1,002,566 includes salaries and benefits, as well as costs for audit fees, legal fees, and software maintenance and liability insurance premiums for the agency as a whole.

Non-Overhead Functions & Activities charged direct by Finance staff:

- Staff services to Mid-Ohio Finance Administrators, an educational networking forum of members and the Ohio Association of Regional Councils

MORPC has added an administrative support function to assist with standard administrative duties consistent across all programs which includes contract processing assistance, processing of purchase orders, travel requests, travel reimbursements, etc. Additional administrative support specific to assisting program activities is still charged to the applicable program.

## **Contract and Proposal**

Contact and proposal costs cover the costs of preparing bids, proposals or applications on potential grants and contracts. In CY2019, the cost of contract management was moved from Finance to Contract and Proposal to better track costs associated with contract management.

The Contract and Proposal overhead budget of \$162,282 includes salaries and benefits, as well as legal services.

## **Communications & Engagement**

Communication, outreach and education are essential to MORPC’s programs and services as the region’s Metropolitan Planning Organization (MPO), Central Ohio Rural Planning Organization (CORPO) and a regional collaborator. Communication & Engagement provides the link from our internal program work to the outside community, including local leaders, MORPC members, state and federal legislators, opinion leaders, residents and businesses. The department is responsible for producing and coordinating all forms of communications related to our transportation, data, planning and sustainability services and regional growth strategies programs.

In its role as agency spokesperson, it is the primary contact for media requests for



information about our programs and services. It also operates proactively, by generating press releases and meeting with editors and media producers to explain MORPC's programs. The department serves as "quality control" for all agency communications. It produces or edits all reports, brochures, presentation materials and other written material used to explain programs.

MORPC uses its website and social media as its primary vehicle for getting timely information to the general public. Communications & Engagement updates the site regularly with new information about MORPC programs. New projects get primary placement on the site to educate and keep the community informed about MORPC's work.

Communications & Engagement operates with an annual overhead budget of \$676,998. This figure represents salaries and benefits and costs for production, printing and postage for MORPC general communication pieces.

Non-Overhead Functions & Activities Charged Direct by Communications & Engagement staff:

- Program communication
- Development activities
- Assisting with regionalism
- Diversity and Inclusion
- Event Management

**Direct vs. Indirect Cost Allocations**

Technical supervision includes establishing priorities, monitoring goals, delegating responsibility and attendance at meetings, etc. Technical supervision by the technical directors, department managers and their principal assistants is charged directly to each grant. Technical program supervision is thereby consistently accounted for as a direct labor cost in all grants and contracts.

The following expenses are charged to direct or indirect cost objectives solely on the basis of benefit received: services, printing, postage, copying, travel and registrations, subscriptions and publications, and meeting expenses. No generalization can be made that these expenses are mostly direct or indirect.

With regard to items of expense which are charged to both direct and indirect cost objectives, MORPC's policy is as follows:

- 1. The basis for classifying costs to direct or indirect cost objectives is benefit received.
- 2. Classification of similar items of cost is consistent among the grants, contracts, and cost objectives.

The chart of accounts describes the nature and classification of costs as it generally occurs in our accounting system. Below are two examples (not exhaustive explicit definitions) of how the policy is applied in determining whether a cost should be classified as direct or indirect.

1. Legal Fees

- A. Direct: Legal fees to prepare subcontract to planning grant would be charged to same cost objective as the contract.
- B. Indirect: Legal fees to prepare and review leases for computer equipment and office space.

2. Advertising

- A. Direct: Notice of public hearing required for a project or program.
- B. Indirect: Employment advertising and notice to bidders for computer equipment.

**Reallocated (User Charge) Expenses**

User charge systems have been set up to reallocate the following expenses which are accumulated in special cost objectives (sub-cost allocation pools) and then reallocated to the benefiting cost objectives, either direct or indirect as follows:

<u>Bases For Expense</u>	<u>Allocation</u>	<u>Documentation</u>	<u>Frequency</u>
Labor	Hours worked	Time sheets	Every two weeks
Fringe benefits	Labor dollars	Analysis	Every two weeks
Photocopies	Number of copies	Detail log	Monthly
Postage	Postage Report	Detail log	Monthly
Mileage	Miles driven	Detail log	Monthly

## Depreciation Cost Allocation

MORPC capitalizes at cost all purchased property and equipment costing \$5,000 and greater and with a useful life greater than one year. Depreciation is provided on the straight-line method over the estimated useful lives of the assets ranging from four to ten years. Leasehold improvements are amortized over the lesser of the useful life of the asset or term of the lease. Donated property and equipment are recorded at acquisition value on the date of donation. Upon sale or disposition of property and equipment, the cost and related depreciation are removed from the accounts and any gain or loss is recognized.

Depreciation expense for 2022 totaled \$183,323 and is split between direct and indirect as follows.

<b>Actual</b>	<b>CY 2022</b>
Direct	\$ 164,168
Indirect	\$ 19,155
Total Actual	\$ 183,323
<b>Budget</b>	\$ 185,199
<b>Difference</b>	\$ (1,876)

## Fringe Benefits Cost Allocations

Fringe benefit costs are distributed as an integral part of the labor distribution to the program level as a percentage of labor costs per hour worked. A rate of 57.5 percent will be used for the period 1/1/2024 through 12/31/2024 for time actually worked. MORPC uses fixed rates with carry-forward provision to allocate fringe benefits. The historical schedule on page 21 shows the actual audited costs since 1/1/2013.

MORPC employees share in the cost for health insurance. See the attached Schedule of Direct Labor, Fringe Benefits and General Overhead (pages 15-18) for more information on fringe benefit cost allocations.

## Paid Time Off (PTO) and Grandfathered Sick Leave Cash-Out Option

Annually MORPC offers eligible employees the option to cash-out up to 80 hours of accumulated grandfathered sick leave at 33.33 percent of full value. Employees can cash-out up to one year's worth of earned PTO leave at 100 percent of full value. MORPC is required to pay OPERS and Medicare Tax on the annual cash-outs of both PTO and grandfathered sick leave in a manner consistent with OPERS requirements. MORPC's liability for accrued PTO and grandfathered sick leave was \$620,033 on 12/31/2022.

## Excludable Costs

The excludable costs totaling \$6,996,347 shown on page 14 are as follows:

Subcontracts \$6,996,347 - This includes subcontracts for weatherization, energy audits, furnace retrofits, housing repairs, and transportation and other consulting services.

## Unallowable Costs

The total unallowable cost is \$495,958 of which \$17,995 represents executive director and board member travel not chargeable as an indirect cost per FHWA/ODOT policies. The balance of \$477,963 is for unallowable legislative related costs.

## Transportation Program Income Policy

There was no net transportation program income during calendar years 1984 to 2022.

### Policy Guidelines for Charging to the Information Assistance Work Program Element vs. the Transportation Miscellaneous Sales Account

Requests for transportation specific documents/materials such as copies of the TIP, Transportation Plan, special studies/reports, etc., are given out free of charge. Staff time and other costs associated with providing the information is charged to the information assistance work element. This is intended to be a general guideline and there will be occasions when it is deemed appropriate to charge for the cost of reproducing certain reports. In these instances, the costs will be charged to the transportation miscellaneous sales account number.

Staff time and associated costs with providing other transportation related information or data such as economic/demographic type data, maps, aerial photos, etc., is charged to the transportation miscellaneous sales account number.

It is recognized that numerous requests only involve the exchange of verbal information or the review of materials at MORPC's office but do involve a considerable amount of staff time and assistance. In instances where a fee is inappropriate or where the fee (e.g., copying costs only) is insufficient to recoup the full cost of staff time, it is appropriate to charge staff time and associated costs to the information assistance work element except for any fees that are charged and credited to the miscellaneous sales account numbers.

Important Note: Member jurisdictions and consultants working on behalf of a member jurisdiction receive some information assistance and materials free of charge unless extensive special analysis is necessary in which case the relevant department director is consulted before charging.

To ensure the proper accounting and monitoring of the revenues/expenses relating to request for information, the following charge numbers are to be used:

- Revenues - transportation misc. sales (Funding Source) 3401 - 75200
- Transportation misc. sales (expenses) Program 3003X
- Information assistance - expenses Program 6102X
- Revenues - transportation program (Federal Funding Source) 3001-600XX

## Board Member Travel

All of these costs are charged to the development fund. No board member travel costs are charged

to the indirect cost objectives. Listed below are the board member travel costs totaled by year.

<b>2013</b> \$5,889	<b>2014</b> \$3,409	<b>2015</b> \$5,193	<b>2016</b> \$9,337	<b>2017</b> \$7,160
<b>2018</b> \$5,956	<b>2019</b> \$6,238	<b>2020</b> \$5,774	<b>2021</b> \$2,250	<b>2022</b> \$3,987

### Development Fund

A group of task numbers in the 5003X program series has been established to account for the use of a portion, \$63,911 in CY2024, of member government's per-capita membership fees, which are 100 percent local funds. The purposes for which these funds are used include:

- Executive director labor charges for developmental purposes
- Travel for the executive director and board members
- New member recruitment and development
- Regionalism
- Strategic initiatives identified by the board including:
  - Regionalism development
  - Regional planning
  - Regional collaboration
- Business development

### Service to Members

A group of task numbers in the 5002X program series has been established to account for the use of a portion, \$851,805 in CY2024, of member government's per-capita membership fees, which are 100 percent local funds. The purposes for which these funds are used include:

- Legislative activities of a proactive nature that is ineligible according to federal cost regulations
- Multi-jurisdictional issues and public policy
- Member Service Coordination
- Regional networking and intergovernmental forums such as Mid-Ohio Finance Administrators
- Grantsmanship for members
- General mediation and facilitation
- Intergovernmental information center on web

## **Legislation Monitoring, Review and Comment**

A small amount of staff work is devoted to monitoring activities of the general assembly related to the work of the planning commission and its member governments. The majority of the costs of such monitoring and the analysis, review and technical staff comment on relevant bills in the legislature are charged to program number, 5002X. Such costs, when directly related to a program in the federal work program or a local contract, are charged as a direct cost to those grants or contracts.

When staff comment becomes more proactive because of the greater importance of a particular bill, the costs are ineligible or unallowable for either direct or indirect federal funding participation, these ineligible legislative costs are charged to Services to Members, which is 100 percent locally funded. Such costs are projected to be approximately \$212,698 in CY 2024.

**MID-OHIO REGIONAL PLANNING COMMISSION**

**Indirect Cost Allocation Plan  
January 1, 2024 to December 31, 2024  
Detail of Total Budgeted Expenses**

	Total Budgeted Costs	Excludable Costs	Unallowable Costs	Direct Labor & Fringe	Other Direct Costs	Indirect Cost Allocation
<b>Grants and Programs</b>						
<b>Transportation &amp; Infrastructure Development</b>						
FTA/ODOT/MORPC	\$1,740,726	\$0		\$1,026,576	\$72,540	\$641,610
CORPO CORE SFY20	\$228,876	\$0		\$140,328	\$843	\$87,705
Infrastructure	\$200,049	\$0		\$122,818	\$470	\$76,761
USEDA Grant	\$6,398	\$0		\$3,938	\$0	\$2,461
Competitive Advantage 5307 (COTA/NTD Reporting)	\$532,923	\$0		\$235,528	\$150,190	\$147,205
TID	\$54,982	\$0		\$33,835	\$0	\$21,147
Major Growth and Economic Development SFY24	\$736,127	\$650,000		\$53,001	\$0	\$33,126
Regional Supplementatl Planning FY 24	\$174,399	\$0		\$81,009	\$42,760	\$50,631
Technical Assistance SFY24	\$284,148	\$0		\$174,568	\$475	\$109,105
CORPO FHWA Safe Streets for All	\$165,061	\$0		\$100,960	\$1,000	\$63,100
Gohio SFY24	\$796,360	\$0		\$401,656	\$143,668	\$251,035
5310 Designated Recipient -SFY23 100%	\$1,702,659	\$0		\$121,694	\$1,504,905	\$76,059
5310 Mobility Management SFY23	\$78,628	\$0		\$47,605	\$1,270	\$29,753
Mobility Management Planning	\$224,702	\$0		\$138,278	\$0	\$86,424
Transportation & Infrastructure Development NUC	\$554,181	\$239,926		\$193,388	\$0	\$120,867
<b>Subtotal Transportation &amp; Investment</b>	<b>\$7,480,221</b>	<b>\$889,926</b>	<b>\$0</b>	<b>\$2,875,184</b>	<b>\$1,918,121</b>	<b>\$1,796,990</b>
<b>Data &amp; Mapping</b>						
FTA/ODOT/MORPC	\$1,544,971	\$0		\$922,832	\$45,368	\$576,770
Regional Supplemental Planning	\$94,692	\$0		\$58,266	\$10	\$36,416
MORPC Insites	\$50,015	\$0		\$30,779	\$0	\$19,237
Data & Mapping NUC	\$191,750	\$0		\$118,000	\$0	\$73,750
<b>Subtotal Data &amp; Mapping</b>	<b>\$1,881,427</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,129,877</b>	<b>\$45,378</b>	<b>\$706,173</b>
<b>Planning &amp; Sustainability</b>						
FTA/ODOT/MORPC	\$1,505,576	\$0		\$924,864	\$2,673	\$578,040
Bike Maps	\$0	\$0		\$0	\$0	\$0
Greenways Funding	\$217,156	\$0		\$128,797	\$7,861	\$80,498
Natural Asset Mapping	\$12,500	\$12,500		\$0	\$0	\$0
CPRG	\$70,818	\$0		\$43,457	\$200	\$27,161
Wayfinding	\$43,410	\$13,410		\$0	\$30,000	\$0
Sustaining Scioto	\$133,650	\$0		\$81,983	\$428	\$51,239
American Farmland Trust	\$14,086	\$0		\$8,668	\$0	\$5,418
Ohio EPA	\$119,317	\$0		\$73,426	\$0	\$45,891
Columbus Foundation Water Fellow	\$6,066	\$0		\$3,733	\$0	\$2,333
Columbus GHG Inventory NUC	\$36,783	\$0		\$22,635	\$0	\$14,147
USEPA	\$181,433	\$82,000		\$34,010	\$44,166	\$21,256
Franklin County HAB	\$10,000	\$0		\$0	\$10,000	\$0
Issuer Fees	\$10,500	\$0		\$0	\$10,500	\$0
Clean Ohio Fund Conservation	\$21,060	\$0		\$12,861	\$160	\$8,038
Central Ohio Greenways Wayfinding Strategy	\$0	\$0		\$0	\$0	\$0
Regional Supplementatl Planning	\$136,376	\$0		\$83,924	\$0	\$52,452
Air Quality Awareness	\$599,520	\$80,841		\$299,232	\$32,427	\$187,020
Insight 2050 Academy	\$4,000	\$0		\$0	\$4,000	\$0
Planning & Sustainability NUC	\$343,941	\$226,305		\$10,853	\$100,000	\$6,783
<b>Subtotal Planning &amp; Sustainability</b>	<b>\$3,466,189</b>	<b>\$415,056</b>	<b>\$0</b>	<b>\$1,728,442</b>	<b>\$242,415</b>	<b>\$1,080,276</b>
<b>Residential Services</b>						
Columbia Gas Warmchoice	\$2,095,620	\$1,416,786		\$142,504	\$4,354	\$531,976
HWAP #140 DOE	\$430,765	\$71,436		\$283,382	\$25,750	\$50,197
HWAP #140 HHS	\$910,138	\$395,952		\$385,085	\$47,012	\$82,089
HWAP Enhancement Program	\$455,048	\$317,990		\$97,459	\$0	\$39,598
HWAP Readiness	\$48,741	\$48,741		\$0	\$0	\$0
GLS #140 DOE	\$38,008	\$34,259		\$2,307	\$0	\$1,442
GLS #140 HHS	\$775,508	\$495,699		\$215,583	\$11,537	\$52,689
GLS Enhancement Program	\$322,449	\$241,744		\$61,752	\$0	\$18,953
GLS Readiness	\$21,122	\$21,122		\$0	\$0	\$0
HWAP BIL	\$588,029	\$575,901		\$7,464	\$0	\$4,665
GLS BIL	\$792,224	\$792,224		\$0	\$0	\$0
WDBCO Workforce Wx Training	\$8,000	\$0		\$0	\$8,000	\$0
FC Urgent Repair Admin 2023	\$466,691	\$313,000		\$89,191	\$8,756	\$55,744
FC Urgent Repair Admin 2024	\$465,970	\$313,000		\$88,747	\$8,756	\$55,467
HAB Application Fees	\$10,000	\$0		\$0	\$10,000	\$0
Affordable Housing Trust	\$33,077	\$26,397		\$4,111	\$0	\$2,569
COCIC Wx	\$100,379	\$80,000		\$12,541	\$0	\$7,838
ODH Lead	\$247,365	\$151,000		\$52,463	\$11,113	\$32,789
HHP	\$600,876	\$311,114		\$85,442	\$150,920	\$53,401
Renew Intake Support	\$16,576	\$10,000		\$4,047	\$0	\$2,529
Potential Housing/Weatherization Funding (NUC)	\$214,096	\$75,000		\$53,518	\$52,130	\$33,449
<b>Subtotal Residential Services</b>	<b>\$8,640,684</b>	<b>\$5,691,365</b>	<b>\$0</b>	<b>\$1,585,594</b>	<b>\$338,328</b>	<b>\$1,025,397</b>
<b>Dues &amp; Other Grants &amp; Programs</b>						
Dues	\$1,153,431	\$0	\$495,958	\$261,644	\$232,301	\$163,528
All Other	\$1,007,465	\$0		\$37,109	\$887,212	\$83,143
<b>Subtotal Dues &amp; Other Grants &amp; Programs</b>	<b>\$2,160,896</b>	<b>\$0</b>	<b>\$495,958</b>	<b>\$298,754</b>	<b>\$1,119,513</b>	<b>\$246,671</b>
<b>Total Grants and Programs</b>	<b>\$23,629,418</b>	<b>\$6,996,347</b>	<b>\$495,958</b>	<b>\$7,617,850</b>	<b>\$3,663,755</b>	<b>\$4,855,507</b>

**Mid-Ohio Regional Planning Commission**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**January 1, 2024 - December 31, 2024**

		ESTIMATED FY 2022	ACTUAL FY 2022	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2024
<b>EMPLOYEE WAGES</b>					
<b>Indirect Labor</b>					
Acct. #	Acct. Name				
4102	Executive Management	\$299,309	\$252,281	\$47,028	\$381,051
4102	Finance	\$396,617	\$381,815	\$14,802	\$445,803
4102	Information Systems	\$258,437	\$163,200	\$95,237	\$388,680
4102	Human Resources & Admin.	\$208,309	\$165,414	\$42,895	\$317,598
4102	Communications & Engagement	\$344,537	\$298,551	\$45,986	\$373,705
4102	Contracts & Proposal	\$56,047	\$50,175	\$5,872	\$63,995
4102	Agency Administratives	\$24,129	\$9,835	\$14,294	\$16,698
	Estimated Turnover/ Soft Funding	(\$70,219)		(\$70,219)	(115,184)
<b>Subtotal - Indirect Labor</b>		\$1,517,166	\$1,321,271	\$195,895	\$1,872,346
<b>Direct Labor</b>					
Acct. #	Acct. Name				
4101	Residential Services	\$829,749	\$774,341	\$55,408	\$1,047,401
4101	Transportation & Infrastructure	\$1,610,735	\$1,512,184	\$98,551	\$1,825,514
4101	Planning & Sustainability	\$897,735	\$668,897	\$228,838	\$1,097,424
4101	Data & Mapping	\$437,999	\$309,224	\$128,775	\$717,382
4101	Member Dues	\$267,848	\$276,345	(\$8,497)	\$305,811
4101	Other Grants & Programs	\$35,733	\$30,949	\$4,784	\$36,761
	Estimated Turnover/Soft Funding	(\$310,859)	\$0	(\$310,859)	(364,955)
<b>Subtotal - Direct Labor</b>		\$3,768,940	\$3,571,940	\$197,000	\$4,665,337
<b>TOTAL EMPLOYEE WAGES</b>		<u>\$5,286,106</u>	<u>\$4,893,211</u>	<u>\$392,895</u>	<u>\$6,537,683</u>



**Mid-Ohio Regional Planning Commission**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**January 1, 2024 - December 31, 2024**

		ESTIMATED FY 2022	ACTUAL FY 2022	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2024
<b>FRINGE BENEFITS COST CENTER</b>					
<b>Paid Leave</b>					
Acct. #	Acct. Name				
4104	PTO	\$281,428	\$334,449	(\$53,021)	\$ 407,173.42
4105-4108	Holiday, Military, Jury, Maternity, etc.	\$294,778	\$249,078	\$45,700	\$ 333,409.55
4103	Serious Illness	\$5,700	\$0	\$5,700	\$ 6,330.00
4103	Sick	\$15,000	\$80,509	(\$65,509)	\$ 4,308.74
4103	Termination Sick Leave	\$5,500	(\$11,011)	\$16,511	\$ 13,856.24
4121	Change in Annual Leave Carryover	\$246,188	\$179,622	\$66,566	\$ 233,103.36
<b>Subtotal - Paid Leave</b>		\$848,594	\$832,647	\$15,947	\$998,181
<b>Other Fringe Benefits</b>					
Acct. #	Acct. Name				
4305	OPERS	\$881,412	\$785,969	\$95,443	\$ 1,083,211.41
4320	Workers' Compensation	\$76,005	\$52,181	\$23,824	\$ 93,948.51
4310	Unemployment Compensation	\$15,732	\$15,154	\$578	\$ 17,100.00
4315	Medicare Taxes	\$82,174	\$78,180	\$3,994	\$ 111,083.71
4201	Group Medical Insurance	\$1,286,966	\$1,012,977	\$273,989	\$ 1,406,203.31
4220	Group Life Insurance	\$4,388	\$3,467	\$921	\$ 4,181.57
4205	Group Dental Insurance	\$61,777	\$48,608	\$13,169	\$ 66,108.68
4210	Group Optical Insurance	\$11,934	\$9,450	\$2,484	\$ 12,345.60
4215	Group Prescription Insurance	\$268,871	\$211,643	\$57,228	\$ 357,225.82
4225	Group EAP Insurance	\$55,635	\$49,541	\$6,094	\$ 83,195.44
4230	Employee Cost Share	(\$386,998)	(\$297,497)	(\$89,501)	\$ (397,534.32)
4131	Healthcare Incentives Earned	\$10,000	\$625	\$9,375	\$ 500.00
4325	Other Insurance - ST & LT Disability	\$50,000	\$45,508	\$4,492	\$ 60,000.00
4202	Benefits Administrative Fee	\$65,463	\$52,705	\$12,758	\$ 69,892.01
	Estimated Turnover Reduction of Fringe	(\$178,380)	\$0	(\$178,380)	(185,683.24)
	<b>Prior Year Rate Adjustment</b>	(\$140,489)	(\$140,489)	\$0	\$ (20,789.00)
<b>Subtotal - Other Fringe</b>		\$2,164,490	\$1,928,022	\$236,468	\$2,760,990
<b>TOTAL FRINGE BENEFITS</b>		\$3,013,084	\$2,760,669	\$252,415	\$3,759,171

**Mid-Ohio Regional Planning Commission**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**January 1, 2024 - December 31, 2024**

		ESTIMATED FY 2022	ACTUAL FY 2022	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2024
<b>INDIRECT COST CENTER - NON-LABOR</b>					
Acct. #	Acct. Name				
5001-5009	Materials and Supplies	\$100,910	\$140,724	(\$39,814)	\$164,130
5015-5115	Services and Charges	\$853,142	\$888,173	(\$35,031)	\$900,200
5205-5225	Rent, Utilities & Operating Lease	\$437,272	\$530,067	(\$92,795)	\$496,973
various	Other General Overhead	\$34,819	\$34,510	\$309	\$35,234
	Prior Year Rate Adjustment	(\$80,233)	(\$80,233)	\$0	\$46,957
<b>TOTAL INDIRECT COSTS - NON-LABOR</b>		<u>\$1,345,910</u>	<u>\$1,513,241</u>	<u>(\$167,331)</u>	<u>\$1,643,494</u>

**Mid-Ohio Regional Planning Commission**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**January 1, 2024 - December 31, 2024**

		ESTIMATED FY 2022	ACTUAL FY 2022	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2024
<b>FRINGE BENEFIT COST RATE CALCULATION</b>					
TOTAL FRINGE BENEFITS	A	\$3,013,084	\$2,760,669		\$3,759,171
TOTAL EMPLOYEE WAGES	B	\$5,286,106	\$4,893,211		\$6,537,683
<b>FRINGE BENEFIT COST RATE</b>		<b>57.00%</b>	<b>56.42%</b>	<b>A ÷ B</b>	<b>57.50%</b>
<b>FRINGE BENEFIT COST RECOVERY COMPARISON</b>					
<b>FY 2022</b>					
Should have recovered in fiscal year	+		\$2,015,230	Actual DL * Actual Fringe Rate	
Amount actually recovered in fiscal year	-		\$2,036,008	Actual DL * Estimated Fringe Rate	
Prior Year Net (Over) / Under Recovery	+		(\$140,489)		
Prior Year (Over) / Under Recovery Posted to Cost Cente	-		(\$140,489)		
(Over) / Under Recovery of Fringe Benefits	=		(\$20,779)		
<b>FRINGE BENEFITS COST DISTRIBUTION</b>					
INDIRECT LABOR FRINGE BENEFITS		\$864,786	\$745,439		\$1,076,600
DIRECT LABOR FRINGE BENEFITS		\$2,148,298	\$2,015,230		\$2,682,571
<b>TOTAL FRINGE BENEFITS</b>		<b>\$3,013,084</b>	<b>\$2,760,669</b>		<b>\$3,759,171</b>
<b>INDIRECT COST RATE CALCULATION</b>					
INDIRECT LABOR		\$1,517,166	\$1,321,271		\$1,872,346
INDIRECT FRINGE BENEFITS		\$864,786	\$745,439		\$1,076,600
OTHER INDIRECT COSTS		\$1,345,910	\$1,513,241		\$1,643,494
<b>TOTAL INDIRECT COSTS</b>	<b>A</b>	<b>\$3,727,862</b>	<b>\$3,579,951</b>		<b>\$4,592,440</b>
DIRECT LABOR		\$3,768,940	\$3,571,940		\$4,665,337
DIRECT LABOR FRINGE BENEFITS		\$2,148,298	\$2,015,230		\$2,682,571
<b>TOTAL DIRECT LABOR + DL FRINGE BENEFITS</b>	<b>B</b>	<b>\$5,917,238</b>	<b>\$5,587,170</b>		<b>\$7,347,908</b>
<b>INDIRECT COST RATE</b>		<b>63.00%</b>	<b>64.07%</b>	<b>A ÷ B</b>	<b>62.50%</b>
<b>INDIRECT COST RECOVERY COMPARISON</b>					
<b>FY 2022</b>					
Should have recovered in fiscal year	+		\$3,579,951	Actual DLFB * Actual Indirect Rate	
Amount actually recovered in fiscal year	-		\$3,533,009	[ Actual DL + (DL * Estimated Fringe Rate) ] *	
Prior Year Net (Over) / Under Recovery	+		(\$80,233)	Estimated Indirect Rate	
Prior Year (Over) / Under Recovery Posted to Cost Cente	-		(\$80,233)		
(Over) / Under Recovery of Indirect Costs	=		\$46,943		
<b>SUMMARY</b>					
		<b>ESTIMATED FY 2022</b>	<b>ACTUAL FY 2022</b>		<b>ESTIMATED FY 2024</b>
FRINGE BENEFIT COST RATE		57.00%	56.42%		57.50%
INDIRECT COST RATE		63.00%	64.07%		62.50%

**Actual Indirect Costs, Allocations, Rates & Carry-forward Variances  
2013 - 2022**

	Period		Allocation Rate	Allocated Cost	Actual Cost	(Under)/Over Allocated	Actual Rate	Actual Direct Labor + Fringe Benefit
	From	To						
CY 13	01/01-	12/31/13	53.00%	2,323,730	2,381,756	(58,026)	53.73%	4,433,116
CY 14	01/01-	12/31/14	53.00%	2,426,109	2,607,727	(181,618)	54.18%	4,813,465
CY 15	01/01-	12/31/15	55.50%	2,446,875	2,447,079	(204)	56.29%	4,347,113
CY 16	01/01-	12/31/16	55.50%	2,656,828	2,563,961	92,867	54.97%	4,664,289
CY 17	01/01-	12/31/17	54.50%	2,645,585	2,534,567	111,018	52.14%	4,860,655
CY 18	01/01-	12/31/18	55.00%	2,719,557	2,696,146	23,411	54.58%	4,939,915
CY 19	01/01-	12/31/19	57.20%	3,095,110	3,113,139	(18,029)	56.28%	5,531,603
CY 20	01/01-	12/31/20	59.00%	3,100,627	3,020,394	80,233	59.05%	5,114,810
<b>Underabsorption of Indirect Costs From CY12 through CY20</b>				<b>21,414,421</b>	<b>21,364,769</b>	<b>49,652</b>		<b>38,704,966</b>
<b>Unamortized:</b>								
CY 21	01/01-	12/31/21	62.00%	3,233,480	3,374,416	(140,936)	63.35%	5,326,716
CY 22	01/01-	12/31/22	63.00%	3,533,009	3,579,964	(46,957)	64.07%	5,587,170
<b>Total Unamortized, prior to adjustment</b>				<b>\$6,766,489</b>	<b>\$6,954,380</b>	<b>(\$187,893)</b>	<b>63.72%</b>	<b>\$10,913,886</b>
<b>Total</b>				<b>\$28,180,910</b>	<b>\$28,319,149</b>	<b>(\$138,241)</b>	<b>57.07%</b>	<b>\$49,618,852</b>
Total (Under)/Over Absorbed through 12/31/2022						(138,241)		
Adjustment						0		
<b>Total (Under)/Over Absorbed through 12/31/2022</b>						<b>(\$138,241)</b>		

**Mid-Ohio Regional Planning Commission**  
**Total Actual Fringe Benefit Costs**  
**2013 - 2022**

Period		Direct	Indirect	Total (1)
From	To			
01/01-	12/31/2013	1,675,582	588,241	2,263,823
01/01-	12/31/2014	1,934,485	670,462	2,604,947
01/01-	12/31/2015	1,730,624	588,763	2,319,387
01/01-	12/31/2016	1,823,294	588,152	2,411,446
01/01-	12/31/2017	1,882,568	592,752	2,475,320
01/01-	12/31/2018	1,868,707	685,194	2,553,901
01/01-	12/31/2019	2,128,440	835,532	2,963,972
01/01-	12/31/2020	1,850,649	755,933	2,606,582
01/01-	12/31/2021	2,025,905	818,196	2,844,101
01/01-	12/31/2022	2,015,217	745,453	2,760,670
<b>Totals</b>		<b>18,935,471</b>	<b>6,868,678</b>	<b>25,804,149</b>

(1) Per Audited Annual Comprehensive Financial Reports

**Mid-Ohio Regional Planning Commission  
Direct Labor Fringe Benefits  
2013 - 2022**

	Period	Fixed Allocation	Allocated	Actual	(Under) Over	FINAL Actual	Actual DL Wages
CY 13	01/01- 12/31/2013	59.00%	1,626,817	1,675,582	(48,765)	60.76%	2,757,535
CY 14	01/01- 12/31/2014	59.00%	1,698,594	1,934,485	(235,891)	67.19%	2,878,970
CY 15	01/01- 12/31/2015	68.50%	1,792,295	1,730,624	61,671	66.14%	2,616,489
CY 16	01/01- 12/31/2016	68.50%	1,946,082	1,823,294	122,788	64.18%	2,840,995
CY 17	01/01- 12/31/2017	63.00%	1,876,195	1,882,568	(6,373)	63.21%	2,978,087
CY 18	01/01- 12/31/2018	61.00%	1,873,437	1,868,707	4,730	60.85%	3,071,208
CY 19	01/01- 12/31/2019	59.00%	2,007,866	2,128,440	(120,574)	62.54%	3,403,163
CY 20	01/01- 12/31/2020	61.00%	1,991,138	1,850,649	140,489	56.70%	3,264,161
<b>Underabsorption of Fringe Benefits Costs From CY13 through CY20</b>			<b>14,812,424</b>	<b>14,894,349</b>	<b>(81,925)</b>	<b>62.55%</b>	<b>23,810,608</b>
<b>Unamortized:</b>							
CY 21	01/01- 12/31/2021	58.00%	1,914,470	2,025,905	(111,435)	61.38%	3,300,811
CY 22	01/01- 12/31/2022	57.00%	2,036,006	2,015,217	20,789	56.42%	3,571,940
<b>Total Unamortized, prior to adjustment</b>			<b>\$3,950,476</b>	<b>\$4,041,122</b>	<b>(\$90,646)</b>	<b>58.80%</b>	<b>\$6,872,751</b>
<b>Total</b>			<b>\$18,762,900</b>	<b>\$18,935,471</b>	<b>(172,571)</b>	<b>61.71%</b>	<b>\$30,683,359</b>
Total (Under)/Over Absorbed through 12/31/2022 Adjustment					(\$172,571)		
					0		
<b>Total (Under)/Over Absorbed through 12/31/2022</b>					<b>(\$172,571)</b>		

**Mid-Ohio Regional Planning Commission  
Fringe Benefits History by Calendar Year  
2013 - 2022**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Wages Paid for Time Worked</b>	\$3,725,614	\$3,876,774	\$3,506,650	\$3,757,453	\$3,915,760	\$4,197,293	\$4,739,102	\$4,597,443	\$4,633,866	\$4,893,211
<b>Group &amp; Disability Insurance, Contribution in Lieu of Medical Insurance</b>	\$1,090,881	\$1,224,600	\$1,073,072	\$1,338,318	\$1,259,215	\$1,351,053	\$1,656,515	\$1,339,591	\$1,494,221	\$1,294,035
Fringe Rate	29.28%	31.59%	30.60%	35.62%	32.16%	32.19%	34.95%	29.14%	32.25%	26.45%
<b>Workers' Compensation</b>	\$5,644	\$40,544	\$59,791	\$38,627	\$141,459	\$44,388	\$62,061	\$48,068	\$49,904	\$52,181
Fringe Rate	0.15%	1.05%	1.71%	1.03%	3.61%	1.06%	1.31%	1.05%	1.08%	1.07%
<b>PERS, Unemploy. &amp; Medicare</b>	\$669,021	\$701,013	\$636,863	\$670,151	\$702,265	\$751,164	\$839,642	\$809,930	\$824,088	\$879,303
Fringe Rate	17.96%	18.08%	18.16%	17.84%	17.93%	17.90%	17.72%	17.62%	17.78%	17.97%
<b>PTO (Vacation)</b>	\$268,396	\$284,026	\$248,577	\$228,041	\$240,475	\$288,716	\$336,600	\$251,510	\$306,021	\$334,449
Fringe Rate	7.20%	7.33%	7.09%	6.07%	6.14%	6.88%	7.10%	5.47%	6.60%	6.83%
<b>PTO (Vacation) Carryover</b>	\$67,770	\$88,982	\$90,334	\$80,989	\$170,042	\$163,057	\$179,314	\$223,368	\$205,908	\$179,622
Fringe Rate	1.82%	2.30%	2.58%	2.16%	4.34%	3.88%	3.78%	4.86%	4.44%	3.67%
<b>Sick Leave</b>	\$110,955	\$126,308	\$121,342	\$77,800	\$37,840	\$45,905	\$35,668	\$20,684	\$24,214	\$80,509
Fringe Rate	2.98%	3.26%	3.46%	2.07%	0.97%	1.09%	0.75%	0.45%	0.52%	1.65%
<b>Separation Sick Leave</b>	\$24,934	\$23,066	\$9,944	\$0	(\$5,620)	(\$9,610)	(\$6,193)	(\$4,591)	(\$3,987)	(\$11,011)
Fringe Rate	0.67%	0.59%	0.28%	0.00%	-0.14%	-0.23%	-0.13%	-0.10%	-0.09%	-0.23%
<b>Holidays &amp; Other</b>	\$171,562	\$201,836	\$187,700	\$192,288	\$194,198	\$213,382	\$210,674	\$213,145	\$243,782	\$249,078
Fringe Rate	4.60%	5.21%	5.35%	5.12%	4.96%	5.08%	4.45%	4.64%	5.26%	5.09%
<b>Cost Sharing</b>	(\$145,340)	(\$147,260)	(\$157,001)	(\$214,768)	(\$264,555)	(\$294,154)	(\$350,309)	(\$295,123)	(\$300,052)	(\$297,497)
Fringe Rate	-3.90%	-3.80%	-4.48%	-5.72%	-6.76%	-7.01%	-7.39%	-6.42%	-6.48%	-6.08%
Subtotal	\$2,263,823	\$2,543,114	\$2,270,622	\$2,411,446	\$2,475,319	\$2,553,901	\$2,963,972	\$2,606,582	\$2,844,099	\$2,760,669
<b>Actual Fringe Rate</b>	60.76%	65.60%	64.75%	64.18%	63.21%	60.85%	62.54%	56.70%	61.38%	56.42%



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

## **Mid-Ohio Regional Planning Commission**

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## **APPENDIX C**

### **FINANCIAL INFORMATION**

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM**

**SUB-CATEGORY BUDGETS - CORE CPG**

Excluding 665, 667, and 674 - Special Studies

<b>601-Short Range Planning</b>		<b>FHWA (80%)</b>	<b>ODOT (10%)</b>	<b>MORPC (10%)</b>	<b>TOTAL (100%)</b>	<b>Other Direct Cost Categories</b>			
						<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
60125-3000	Management & Operations Planning	\$136,000	\$17,000	\$17,000	\$170,000	\$5,950	\$0	\$0	\$0
	Wages	\$51,278	\$6,410	\$6,410	\$64,098				
	Fringes	\$29,485	\$3,686	\$3,686	\$36,856				
	Other Direct Total	\$4,760	\$595	\$595	\$5,950				
	Indirect	\$50,477	\$6,310	\$6,310	\$63,096				
	<b>Total</b>	<b>\$136,000</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$170,000</b>				
<b>601-Short Range Planning</b>		<b>FHWA (80%)</b>	<b>ODOT (10%)</b>	<b>MORPC (10%)</b>	<b>TOTAL (100%)</b>	<b>Other Direct Cost Categories</b>			
						<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
60135-3000	Safety Planning	\$104,000	\$13,000	\$13,000	\$130,000	\$4,550	\$0	\$0	\$0
	Wages	\$39,213	\$4,902	\$4,902	\$49,016				
	Fringes	\$22,547	\$2,818	\$2,818	\$28,184				
	Other Direct Total	\$3,640	\$455	\$455	\$4,550				
	Indirect	\$38,600	\$4,825	\$4,825	\$48,250				
	<b>Total</b>	<b>\$104,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$130,000</b>				
<b>601-Short Range Planning</b>		<b>FHWA (80%)</b>	<b>ODOT (10%)</b>	<b>MORPC (10%)</b>	<b>TOTAL (100%)</b>	<b>Other Direct Cost Categories</b>			
						<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
60155-3000	Transit and Human Services Planning	\$100,000	\$12,500	\$12,500	\$125,000	\$4,375	\$0	\$0	\$0
	Wages	\$37,705	\$4,713	\$4,713	\$47,131				
	Fringes	\$21,680	\$2,710	\$2,710	\$27,100				
	Other Direct Total	\$3,500	\$438	\$438	\$4,375				
	Indirect	\$37,115	\$4,639	\$4,639	\$46,394				
	<b>Total</b>	<b>\$100,000</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$125,000</b>				
<b>602-Transportation Improvement Program</b>		<b>FHWA (80%)</b>	<b>ODOT (10%)</b>	<b>MORPC (10%)</b>	<b>TOTAL (100%)</b>	<b>Other Direct Cost Categories</b>			
						<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
60205-3000	Transportation Improvement Program (TIP) and Implementation	\$320,000	\$40,000	\$40,000	\$400,000	\$14,000	\$0	\$0	\$0
	Wages	\$120,654	\$15,082	\$15,082	\$150,818				
	Fringes	\$69,376	\$8,672	\$8,672	\$86,720				
	Other Direct Total	\$11,200	\$1,400	\$1,400	\$14,000				
	Indirect	\$118,769	\$14,846	\$14,846	\$148,462				
	<b>Total</b>	<b>\$320,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$400,000</b>				

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM  
SUB-CATEGORY BUDGETS - CORE CPG**

**Excluding 665, 667, and 674 - Special Studies**

<b>605-Continuing Planning – Surveillance</b>		<b>FHWA (80%)</b>	<b>ODOT (10%)</b>	<b>MORPC (10%)</b>	<b>TOTAL (100%)</b>	<b>Other Direct Cost Categories</b>			
						<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
60515-2000	Manage, Map, Collect, and Share Data	\$424,000	\$53,000	\$53,000	\$530,000	\$18,550	\$0	\$0	\$0
	Wages	\$159,867	\$19,983	\$19,983	\$199,834				
	Fringes	\$91,924	\$11,490	\$11,490	\$114,905				
	Other Direct Total	\$14,840	\$1,855	\$1,855	\$18,550				
	Indirect	\$157,369	\$19,671	\$19,671	\$196,712				
	<b>Total</b>	<b>\$424,000</b>	<b>\$53,000</b>	<b>\$53,000</b>	<b>\$530,000</b>				
<b>605-Continuing Planning – Surveillance</b>		<b>FHWA (80%)</b>	<b>ODOT (10%)</b>	<b>MORPC (10%)</b>	<b>TOTAL (100%)</b>	<b>Other Direct Cost Categories</b>			
						<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
60525-2000	Data Analytics and Research for Transportation Projects and Programs	\$420,000	\$52,500	\$52,500	\$525,000	\$18,375	\$0	\$0	\$0
	Wages	\$158,359	\$19,795	\$19,795	\$197,949				
	Fringes	\$91,056	\$11,382	\$11,382	\$113,821				
	Other Direct Total	\$14,700	\$1,838	\$1,838	\$18,375				
	Indirect	\$155,885	\$19,486	\$19,486	\$194,856				
	<b>Total</b>	<b>\$420,000</b>	<b>\$52,500</b>	<b>\$52,500</b>	<b>\$525,000</b>				
<b>605-Continuing Planning – Surveillance</b>		<b>FHWA (80%)</b>	<b>ODOT (10%)</b>	<b>MORPC (10%)</b>	<b>TOTAL (100%)</b>	<b>Other Direct Cost Categories</b>			
						<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
60555-3000	Transportation Systems Analysis Techniques and Applications	\$408,000	\$51,000	\$51,000	\$510,000	\$21,710	\$0	\$0	\$0
	Wages	\$152,628	\$19,078	\$19,078	\$190,785				
	Fringes	\$87,761	\$10,970	\$10,970	\$109,701				
	Other Direct Total	\$17,368	\$2,171	\$2,171	\$21,710				
	Indirect	\$150,243	\$18,780	\$18,780	\$187,804				
	<b>Total</b>	<b>\$408,000</b>	<b>\$51,000</b>	<b>\$51,000</b>	<b>\$510,000</b>				
<b>610-Transportation Plan</b>		<b>FHWA (80%)</b>	<b>ODOT (10%)</b>	<b>MORPC (10%)</b>	<b>TOTAL (100%)</b>	<b>Other Direct Cost Categories</b>			
						<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
61015-3000	Long-Range Multimodal Transportation Planning	\$344,000	\$43,000	\$43,000	\$430,000	\$15,050	\$0	\$0	\$0
	Wages	\$129,704	\$16,213	\$16,213	\$162,129				
	Fringes	\$74,580	\$9,322	\$9,322	\$93,224				
	Other Direct Total	\$12,040	\$1,505	\$1,505	\$15,050				
	Indirect	\$127,677	\$15,960	\$15,960	\$159,596				
	<b>Total</b>	<b>\$344,000</b>	<b>\$43,000</b>	<b>\$43,000</b>	<b>\$430,000</b>				

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM  
SUB-CATEGORY BUDGETS - CORE CPG**

Excluding 665, 667, and 674 - Special Studies

610-Transportation Plan		FHWA (80%)	ODOT (10%)	MORPC (10%)	TOTAL (100%)	Other Direct Cost Categories			
						Other Direct	Printing/ Mkting	Capital Purchase	Consulting
61025-0400	Transportation Public Involvement	\$128,000	\$16,000	\$16,000	\$160,000	\$5,600	\$0	\$0	\$0
	Wages	\$48,262	\$6,033	\$6,033	\$60,327				
	Fringes	\$27,751	\$3,469	\$3,469	\$34,688				
	Other Direct Total	\$4,480	\$560	\$560	\$5,600				
	Indirect	\$47,508	\$5,938	\$5,938	\$59,385				
	<b>Total</b>	<b>\$128,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$160,000</b>				
610-Transportation Plan		FHWA (80%)	ODOT (10%)	MORPC (10%)	TOTAL (100%)	Other Direct Cost Categories			
						Other Direct	Printing/ Mkting	Capital Purchase	Consulting
61035-1000	Regional Strategic Initiatives	\$348,000	\$43,500	\$43,500	\$435,000	\$15,225	\$0	\$0	\$0
	Wages	\$131,212	\$16,401	\$16,401	\$164,015				
	Fringes	\$75,447	\$9,431	\$9,431	\$94,308				
	Other Direct Total	\$12,180	\$1,523	\$1,523	\$15,225				
	Indirect	\$129,162	\$16,145	\$16,145	\$161,452				
	<b>Total</b>	<b>\$348,000</b>	<b>\$43,500</b>	<b>\$43,500</b>	<b>\$435,000</b>				
625-Services		FHWA (80%)	ODOT (10%)	MORPC (10%)	TOTAL (100%)	Other Direct Cost Categories			
						Other Direct	Printing/ Mkting	Capital Purchase	Consulting
62515-1000	Planning Coordination and Support	\$172,000	\$21,500	\$21,500	\$215,000	\$7,525	\$0	\$0	\$0
	Wages	\$64,852	\$8,106	\$8,106	\$81,065				
	Fringes	\$37,290	\$4,661	\$4,661	\$46,612				
	Other Direct Total	\$6,020	\$753	\$753	\$7,525				
	Indirect	\$63,838	\$7,980	\$7,980	\$79,798				
	<b>Total</b>	<b>\$172,000</b>	<b>\$21,500</b>	<b>\$21,500</b>	<b>\$215,000</b>				
625-Services		FHWA (80%)	ODOT (10%)	MORPC (10%)	TOTAL (100%)	Other Direct Cost Categories			
						Other Direct	Printing/ Mkting	Capital Purchase	Consulting
62524-1000	Member Assistance and Support (2024)	\$160,000	\$20,000	\$20,000	\$200,000	\$7,000	\$0	\$0	\$0
	Wages	\$60,327	\$7,541	\$7,541	\$75,409				
	Fringes	\$34,688	\$4,336	\$4,336	\$43,360				
	Other Direct Total	\$5,600	\$700	\$700	\$7,000				
	Indirect	\$59,385	\$7,423	\$7,423	\$74,231				
	<b>Total</b>	<b>\$160,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$200,000</b>				

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM**

**SUB-CATEGORY BUDGETS - CORE CPG**

Excluding 665, 667, and 674 - Special Studies

625-Services		FHWA (80%)	ODOT (10%)	MORPC (10%)	TOTAL (100%)	Other Direct Cost Categories			
						Other Direct	Printing/ Mkting	Capital Purchase	Consulting
62525-1000	Member Assistance and Support	\$340,000	\$42,500	\$42,500	\$425,000	\$14,875	\$0	\$0	\$0
	Wages	\$128,195	\$16,024	\$16,024	\$160,244				
	Fringes	\$73,712	\$9,214	\$9,214	\$92,140				
	Other Direct Total	\$11,900	\$1,488	\$1,488	\$14,875				
	Indirect	\$126,192	\$15,774	\$15,774	\$157,740				
	<b>Total</b>	<b>\$340,000</b>	<b>\$42,500</b>	<b>\$42,500</b>	<b>\$425,000</b>				
697 - Transportation Program Reporting		FHWA (80%)	ODOT (10%)	MORPC (10%)	TOTAL (100%)	Other Direct Cost Categories			
						Other Direct	Printing/ Mkting	Capital Purchase	Consulting
69715-3000	Program Administration	\$125,945	\$15,743	\$15,743	\$157,431	\$15,160	\$0	\$0	\$0
	Wages	\$44,471	\$5,559	\$5,559	\$55,588				
	Fringes	\$25,571	\$3,196	\$3,196	\$31,963				
	Other Direct Total	\$12,128	\$1,516	\$1,516	\$15,160				
	Indirect	\$43,776	\$5,472	\$5,472	\$54,720				
	<b>Total</b>	<b>\$125,945</b>	<b>\$15,743</b>	<b>\$15,743</b>	<b>\$157,431</b>				

SUMMARY	FHWA (80%)	ODOT (10%)	MORPC (10%)	TOTAL (100%)	Total Other Direct Cost Categories			
					Other Direct	Printing/ Mkting	Capital Purchase	Consulting
Wages	\$1,326,726	\$165,841	\$165,841	\$1,658,407				
Fringes	\$762,867	\$95,358	\$95,358	\$953,584				
Other Direct Total	\$134,356	\$16,795	\$16,795	\$167,945				
Indirect	\$1,305,996	\$163,249	\$163,249	\$1,632,495				
<b>Total Program Budget</b>	<b>\$3,529,945</b>	<b>\$441,243</b>	<b>\$441,243</b>	<b>\$4,412,431</b>	<b>\$167,945</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**SFY 2024 Carryover** **\$200,000**

**SFY 2025 CPG** **\$4,212,431**

**Total** **\$4,412,431**

*Fringe benefits are calculated at 57.5% of wages. Some totals may not be exact due to rounding.*

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM**

**Special Studies 665, 667, and 674**

<b>665-Special Studies</b>		<b>CMAQ-M</b>	<b>ODOT</b>	<b>SPR</b>	<b>STBG-M</b>	<b>FHWA</b>	<b>FTA</b>	<b>COTA</b>	<b>LOCAL</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>Other Direct Cost Categories</b>				
PID: 119371 66534-3000 Growth and Major Economic Development Planning	<b>Grant Total</b>										<b>\$1,000,000</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>	
	<b>Spent</b>										<b>\$100,000</b>	\$1,750	\$0	\$0	\$850,000	
			100.00%									<b>100%</b>				
		\$0	\$900,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$900,000</b>				
	Wages	\$0	\$18,852	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$18,852</b>				
	Fringes	\$0	\$10,840	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$10,840</b>				
	Consulting	\$0	\$850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$850,000</b>				
	Other Direct Total	\$0	\$1,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$1,750</b>				
	Indirect	\$0	\$18,558	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$18,558</b>				
<b>Total Costs</b>	<b>\$0</b>	<b>\$900,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$900,000</b>					
<b>665-Special Studies</b>		<b>CMAQ-M</b>	<b>ODOT</b>	<b>SPR</b>	<b>STBG-M</b>	<b>FHWA</b>	<b>FTA</b>	<b>COTA</b>	<b>LOCAL</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>Other Direct Cost Categories</b>				
PID: 110235 66565-3000 Regional Supplemental Planning	<b>Grant Total</b>										<b>\$400,000</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>	
	<b>Spent</b>										<b>\$0</b>	\$12,460	\$0	\$0	\$44,000	
					100.00%							<b>100%</b>				
		\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$400,000</b>				
	Wages	\$0	\$0	\$0	\$134,228	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$134,228</b>				
	Fringes	\$0	\$0	\$0	\$77,181	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$77,181</b>				
	Consulting	\$0	\$0	\$0	\$44,000	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$44,000</b>				
	Other Direct Total	\$0	\$0	\$0	\$12,460	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$12,460</b>				
	Indirect	\$0	\$0	\$0	\$132,131	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$132,131</b>				
<b>Total Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>					

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM**

**Special Studies 665, 667, and 674**

<b>665-Special Studies</b>		<b>CMAQ-M</b>	<b>ODOT</b>	<b>SPR</b>	<b>STBG-M</b>	<b>FHWA</b>	<b>FTA</b>	<b>COTA</b>	<b>LOCAL</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>Other Direct Cost Categories</b>				
PID: 110242 66575-1000 Technical Assistance Program	<b>Grant Total</b>										<b>\$275,000</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>	
	<b>Spent</b>										<b>\$0</b>	\$9,625	\$0	\$0	\$0	
					100.00%							100%				
		\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$275,000</b>				
	Wages	\$0	\$0	\$0	\$103,687	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$103,687</b>				
	Fringes	\$0	\$0	\$0	\$59,620	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$59,620</b>				
	Consulting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>				
	Other Direct Total	\$0	\$0	\$0	\$9,625	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$9,625</b>				
	Indirect	\$0	\$0	\$0	\$102,067	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$102,067</b>				
<b>Total Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$275,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$275,000</b>					
<b>665-Special Studies</b>		<b>CMAQ-M</b>	<b>ODOT</b>	<b>SPR</b>	<b>STBG-M</b>	<b>FHWA</b>	<b>FTA</b>	<b>COTA</b>	<b>LOCAL</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>Other Direct Cost Categories</b>				
PID: 121060 66584-3000 Safe Streets For All Action Plan and Demonstration Activities	<b>Grant Total</b>										<b>\$1,290,000</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>	
	<b>Spent</b>										<b>\$0</b>	\$794,550	\$0	\$0	\$370,000	
						80.00%						100%				
		\$0	\$90,300	\$0	\$0	\$1,032,000	\$0	\$0	\$167,700	\$0	\$0	<b>\$1,290,000</b>				
	Wages	\$0	\$3,431	\$0	\$0	\$39,213	\$0	\$0	\$6,372	\$0	\$0	<b>\$49,016</b>				
	Fringes	\$0	\$1,973	\$0	\$0	\$22,547	\$0	\$0	\$3,664	\$0	\$0	<b>\$28,184</b>				
	Consulting	\$0	\$25,900	\$0	\$0	\$296,000	\$0	\$0	\$48,100	\$0	\$0	<b>\$370,000</b>				
	Other Direct Total	\$0	\$55,619	\$0	\$0	\$635,640	\$0	\$0	\$103,292	\$0	\$0	<b>\$794,550</b>				
	Indirect	\$0	\$3,378	\$0	\$0	\$38,600	\$0	\$0	\$6,273	\$0	\$0	<b>\$48,250</b>				
<b>Total Costs</b>	<b>\$0</b>	<b>\$90,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,032,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$167,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,290,000</b>					

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM**

Special Studies 665, 667, and 674

667-Rideshare Activities	CMAQ-M	ODOT	SPR	STBG-M	FHWA	FTA	COTA	LOCAL	OTHER	TOTAL	Other Direct Cost Categories				
PID: 110233 66715-3000 Transportation Services (Ridesharing)	<b>Grant Total</b>									<b>\$750,000</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>	
	<b>Spent</b>									<b>\$0</b>	\$92,225	\$45,000	\$0	\$0	
		100.00%									100%				
		\$750,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$750,000</b>				
	Wages	\$239,424	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$239,424</b>				
	Fringes	\$137,669	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$137,669</b>				
	Consulting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>				
	Other Direct Total	\$137,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$137,225</b>				
	Indirect	\$235,683	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$235,683</b>				
<b>Total Costs</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750,000</b>					
<b>667-Rideshare Activities</b>												<b>Other Direct Cost Categories</b>			
	CMAQ-M	ODOT	SPR	STBG-M	FHWA	FTA	COTA	LOCAL	OTHER	TOTAL					
PID: 110227 66735-1000 Air Quality Awareness	<b>Grant Total</b>									<b>\$575,000</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>	
	<b>Spent</b>									<b>\$0</b>	\$35,575	\$20,000	\$0	\$90,000	
		100.00%									100%				
		\$575,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$575,000</b>				
	Wages	\$167,785	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$167,785</b>				
	Fringes	\$96,476	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$96,476</b>				
	Consulting	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$90,000</b>				
	Other Direct Total	\$55,575	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$55,575</b>				
	Indirect	\$165,163	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$165,163</b>				
<b>Total Costs</b>	<b>\$575,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$575,000</b>					



**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM**

Special Studies 665, 667, and 674

674 - Transit	CMAQ-M	ODOT	SPR	STBG-M	FHWA	FTA	COTA	LOCAL	OTHER	TOTAL	Other Direct Cost Categories									
PID: 121078 67414-3000 5310 Designated Recipient 2024 (Carry over budget only)	<b>Grant Total</b>														<b>\$169,079</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>	
	<b>Spent</b>														<b>\$60,000</b>	\$3,818	\$0	\$0	\$0	
							100.00%									100%				
		\$0	\$0	\$0	\$0	\$0	\$109,079	\$0	\$0	\$0	\$0	<b>\$109,079</b>								
	Wages	\$0	\$0	\$0	\$0	\$0	\$41,128	\$0	\$0	\$0	\$0	<b>\$41,128</b>								
	Fringes	\$0	\$0	\$0	\$0	\$0	\$23,648	\$0	\$0	\$0	\$0	<b>\$23,648</b>								
	Consulting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>								
	Other Direct Total	\$0	\$0	\$0	\$0	\$0	\$3,818	\$0	\$0	\$0	\$0	<b>\$3,818</b>								
	Indirect	\$0	\$0	\$0	\$0	\$0	\$40,485	\$0	\$0	\$0	\$0	<b>\$40,485</b>								
<b>Total Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$109,079</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$109,079</b>									
674 - Transit	CMAQ-M	ODOT	SPR	STBG-M	FHWA	FTA	COTA	LOCAL	OTHER	TOTAL	Other Direct Cost Categories									
PID: TBD 67415-3000 5310 Designated Recipient 2025	<b>Grant Total</b>														<b>\$173,250</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>	
	<b>Spent</b>														<b>\$0</b>	\$6,064	\$0	\$0	\$0	
							100.00%									100%				
		\$0	\$0	\$0	\$0	\$0	\$173,250	\$0	\$0	\$0	\$0	<b>\$173,250</b>								
	Wages	\$0	\$0	\$0	\$0	\$0	\$65,323	\$0	\$0	\$0	\$0	<b>\$65,323</b>								
	Fringes	\$0	\$0	\$0	\$0	\$0	\$37,561	\$0	\$0	\$0	\$0	<b>\$37,561</b>								
	Consulting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>								
	Other Direct Total	\$0	\$0	\$0	\$0	\$0	\$6,064	\$0	\$0	\$0	\$0	<b>\$6,064</b>								
	Indirect	\$0	\$0	\$0	\$0	\$0	\$64,302	\$0	\$0	\$0	\$0	<b>\$64,302</b>								
<b>Total Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$173,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$173,250</b>									

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM**

Special Studies 665, 667, and 674

674 - Transit	CMAQ-M	ODOT	SPR	STBG-M	FHWA	FTA	COTA	LOCAL	OTHER	TOTAL	Other Direct Cost Categories								
PID: 121078 67424-3000 Mobility Management 2024 (Carry over budget only)	<b>Grant Total</b>														<b>\$150,000</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
	<b>Spent</b>														<b>\$10,000</b>	\$4,900	\$0	\$0	\$0
							80.00%		20.00%			100%							
		\$0	\$0	\$0	\$0	\$0	\$112,000	\$0	\$28,000	\$0		<b>\$140,000</b>							
	Wages	\$0	\$0	\$0	\$0	\$0	\$42,229	\$0	\$10,557	\$0		<b>\$52,786</b>							
	Fringes	\$0	\$0	\$0	\$0	\$0	\$24,282	\$0	\$6,070	\$0		<b>\$30,352</b>							
	Consulting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		<b>\$0</b>							
	Other Direct Total	\$0	\$0	\$0	\$0	\$0	\$3,920	\$0	\$980	\$0		<b>\$4,900</b>							
	Indirect	\$0	\$0	\$0	\$0	\$0	\$41,569	\$0	\$10,392	\$0		<b>\$51,962</b>							
<b>Total Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$112,000</b>	<b>\$0</b>	<b>\$28,000</b>	<b>\$0</b>		<b>\$140,000</b>								
674 - Transit	CMAQ-M	ODOT	SPR	STBG-M	FHWA	FTA	COTA	LOCAL	OTHER	TOTAL	Other Direct Cost Categories								
PID: TBD 67433-3000 Mobility Management ODOT Regional Supplemental 2023 (Carry over budget only)	<b>Grant Total</b>														<b>\$300,000</b>	<b>Other Direct</b>	<b>Printing/ Mkting</b>	<b>Capital Purchase</b>	<b>Consulting</b>
	<b>Spent</b>														<b>\$150,000</b>	\$5,250	\$0	\$0	\$0
			100.00%									100%							
		\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0		<b>\$150,000</b>							
	Wages	\$0	\$56,557	\$0	\$0	\$0	\$0	\$0	\$0	\$0		<b>\$56,557</b>							
	Fringes	\$0	\$32,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0		<b>\$32,520</b>							
	Consulting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		<b>\$0</b>							
	Other Direct Total	\$0	\$5,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0		<b>\$5,250</b>							
	Indirect	\$0	\$55,673	\$0	\$0	\$0	\$0	\$0	\$0	\$0		<b>\$55,673</b>							
<b>Total Costs</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$150,000</b>								

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM**

Special Studies 665, 667, and 674

SPECIAL STUDIES TOTAL SFY 2025	CMAQ-M	ODOT	SPR	STBG-M	FHWA	FTA	COTA	LOCAL	OTHER	TOTAL	Total Other Direct Cost Categories			
											Other Direct	Printing/ Mkting	Capital Purchase	Consulting
Wages	\$407,209	\$78,840	\$0	\$237,916	\$39,213	\$148,680	\$0	\$16,929	\$0	<b>\$928,786</b>				
Fringes	\$234,145	\$45,333	\$0	\$136,801	\$22,547	\$85,491	\$0	\$9,734	\$0	<b>\$534,052</b>				
Consulting	\$90,000	\$875,900	\$0	\$44,000	\$296,000	\$0	\$0	\$48,100	\$0	<b>\$1,354,000</b>				
Other Direct Total	\$192,800	\$62,619	\$0	\$22,085	\$635,640	\$13,802	\$0	\$104,272	\$0	<b>\$1,031,217</b>				
Indirect	\$400,846	\$77,608	\$0	\$234,198	\$38,600	\$146,357	\$0	\$16,665	\$0	<b>\$914,274</b>				
<b>Total 665, 667, 674</b>	<b>\$1,325,000</b>	<b>\$1,140,300</b>	<b>\$0</b>	<b>\$675,000</b>	<b>\$1,032,000</b>	<b>\$394,329</b>	<b>\$0</b>	<b>\$195,700</b>	<b>\$0</b>	<b>\$4,762,329</b>	<b>\$966,217</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$1,354,000</b>

**Total Spent by 6/30/24**

**\$320,000**

**SFY 2024 Carryover**

**\$390,000**

**Balance to carry forward in SFY 2025**

**\$4,762,329**

*Fringe benefits are calculated at 57.5% of wages. Some totals may not be exact due to rounding.*

**MID-OHIO REGIONAL PLANNING COMMISSION**

**FY2025 Planning Work Program**

**Workforce Distribution by Work Element**

Estimated Average Wage & Fringe Rate for FY 2025: \$59.49

<b>Work Element</b>	<b>Person Hours</b>	<b>Total Remaining Person Hours</b>
60125-3000 - Management & Operations Planning	1,697	1,697
60135-3000 - Safety Planning	1,298	1,298
60155-3000 - Transit and Human Services Planning	1,248	1,248
60205-3000 - Transportation Improvement Program (TIP) and Implementation	3,993	3,993
60515-2000 - Manage, Map, Collect, and Share Data	5,291	5,291
60525-2000 - Data Analytics and Research for Transportation Projects and Programs	5,241	5,241
60555-3000 - Transportation Systems Analysis Techniques and Applications	5,051	5,051
61015-3000 - Long-Range Multimodal Transportation Planning	4,293	4,293
61025-0400 - Transportation Public Involvement	1,597	1,597
61035-1000 - Regional Strategic Initiatives	4,342	4,342
62515-1000 - Planning Coordination and Support	2,146	2,146
62524-1000 - Member Assistance and Support (2024)	1,997	1,997
62525-1000 - Member Assistance and Support	4,243	4,243
66534-3000 - Growth and Major Economic Development Planning	499	499
66565-3000 - Regional Supplemental Planning	3,554	3,554
66575-1000 - Technical Assistance Program	2,745	2,745
66584-3000 - Safe Streets For All Action Plan and Demonstration Activities	1,038	1,246
66715-3000 - Transportation Services (Ridesharing)	6,339	6,339
66735-1000 - Air Quality Awareness	4,442	4,442
67414-3000 - 5310 Designated Recipient 2024	109	207
67415-3000 - 5310 Designated Recipient 2025	1,729	1,729
67424-3000 - Mobility Management 2024	1,398	1,398
67433-3000 - Mobility Management ODOT Regional Supplemental 2023	1,497	1,497
69715-3000 - Program Administration	1,472	1,472
<b>TOTAL</b>	<b>67,259</b>	<b>67,565</b>

**MID-OHIO REGIONAL PLANNING COMMISSION**

**FY 2025 Planning Work Program**

**Distribution of Employee Hours Between PWP and Non-PWP Accounts**

<b>Employee Name</b>	<b>Employee Title</b>	<b>Total Hours</b>	<b>PWP Hours</b>	<b>Non-PWP Hours</b>	<b>% of PWP Hours</b>
Agrawal, Parag	Chief Mobility & Infrastructure Officer and Senior Director of Programming	2,088	1,300	788	62.3%
Alam, Tunazzina	Planner Pool Sustainability	2,088	500	1,588	24.0%
Borger, Mike	Regional Engagement Manager	2,088	300	1,788	14.4%
Bradley, Todd	Regional Investment Officer	2,088	150	1,938	7.2%
Brown, Emily	Commuter Coordinator	2,088	1,700	388	81.4%
Bumgardner, April	Executive Assistant	2,088	1,600	488	76.6%
Cardoni, Lauren	Active Transportation and Safety Program Manager	2,088	1,700	388	81.4%
Carr, Kerstin	Chief Regional Strategy Officer and Senior Director of Planning	2,088	1,219	869	58.4%
Comey, Jeremiah	Intern	1,044	600	444	57.5%
Diaz-Hernandez, Mauro	Air Quality and Sustainability Coordinator	2,088	1,600	488	76.6%
DiCuccio, Clare	Transit Planner	2,088	1,700	388	81.4%
Dixon, Dave	Director, Data Analytics and Strategy	2,088	1,500	588	71.8%
Earnest, Madison	Intern	1,044	300	744	28.7%
Filiatraut, Brian	Energy & Sustainability Program Coordinator	2,088	1,400	688	67.1%
Franco, Taylor	Intern	1,044	200	844	19.2%
Frey, Amanda	Executive Assistant	2,088	500	1,588	24.0%
Frick, Preston	Grants Coordinator	2,088	400	1,688	19.2%
Gill, Nick	Transportation Study Director	2,088	1,400	688	67.1%
Graham, Thomas	Principal Planner	2,088	1,200	888	57.5%
Hampton, Rolanda	Diversity Inclusion & Engagement Officer	2,088	500	1,588	24.0%
Hauter, Aubrey	Economic Development Planner	2,088	800	1,288	38.3%
Heider, Jonathan	Senior Planner	2,088	1,500	588	71.8%
Hug, Ethan	Data Analyst	2,088	1,500	588	71.8%
Jang, Hwashik	Senior Planner	2,088	1,700	388	81.4%
Johnson, Devin	Graphic Designer	2,088	200	1,888	9.6%
Jurist, Niel	Senior Director of Communications & Engagement	2,088	500	1,588	24.0%
Kaper, Jason	Senior GIS Specialist	2,088	1,600	488	76.6%
Kaufman, Lynn	Executive Assistant	2,088	1,700	388	81.4%
Leuby, Eileen	Membership Services Officer	2,088	400	1,688	19.2%
Lewis, Elliot	Senior Planner	2,088	1,200	888	57.5%
Liu, Yan	Senior Engineer	2,088	1,700	388	81.4%
Maas, Darcy	Intern	1,044	700	344	67.1%
Mansperger, Cheri	Associate Director of Geospatial Analysis	2,080	1,600	480	76.9%
McEldowney, Amanda	Brand Management Coordinator	2,088	400	1,688	19.2%
Miller, Jonathan	Principal Planner	2,088	1,200	888	57.5%

**MID-OHIO REGIONAL PLANNING COMMISSION**

**FY 2025 Planning Work Program**

**Distribution of Employee Hours Between PWP and Non-PWP Accounts**

<b>Employee Name</b>	<b>Employee Title</b>	<b>Total Hours</b>	<b>PWP Hours</b>	<b>Non-PWP Hours</b>	<b>% of PWP Hours</b>
Muse, Abdirahman	Intern	1,044	700	344	67.1%
Oldroyd, Shelby	Associate Planner	2,088	1,300	788	62.3%
Olmsted, Patrica	Transportation Demand Management Program Manager	2,088	1,700	388	81.4%
Peggau, Karina	Senior Planner	2,088	500	1,588	24.0%
Petrov, Jordan	Associate Planner	2,088	1,700	388	81.4%
Porr, Adam	Research and Data Officer	2,088	1,500	588	71.8%
Rapp, Melissa	Public Information Officer	2,088	700	1,388	33.5%
Ratliff, Charles	Business Process Manager	2,088	1,600	488	76.6%
Roy, Raj	Senior Engineer	2,088	1,600	488	76.6%
Roy-Dixon, Padmini	Economic Development Director and Regional Innovation Officer	2,088	200	1,888	9.6%
Sampson, Jessie	Intern	1,044	800	244	76.6%
Schaper, Maria	Associate Director of Transportation Planning	2,088	1,600	488	76.6%
Scheiderer, Madison	Content Manager Specialist	2,088	800	1,288	38.3%
Skalicki, Matthew	Intern	1,044	1,044	0	100.0%
Stevens, Lacey	GIS Specialist	2,088	1,600	488	76.6%
Strange, Emma	Mobility Coordinator	2,088	1,700	388	81.4%
Sun, Lei	Associate Modeler	2,088	1,700	388	81.4%
Teye, Edwina	Water and Natural Resources Program Manager	2,088	800	1,288	38.3%
Thakkar, Shubb	Intern	1,044	1,044	0	100.0%
Turner, Mary	Senior Planner	2,088	300	1,788	14.4%
Vacant	Associate Director of Community Development	2,088	500	1,588	24.0%
Vacant	Data Analyst	2,088	1,500	588	71.8%
Vacant	Data Intern	1,044	800	244	76.6%
Vacant	Intern	1,044	1,044	0	100.0%
Vacant	Transit and Mobility Manager	2,088	1,700	388	81.4%
Vacant	Water Intern	1,044	100	944	9.6%
Vonstein, Melinda	Central Ohio Greenways (COG) Program Manager	1,560	400	1,160	25.6%
Whetstone, Brandi	Associate Director of Sustainability	2,088	1,400	688	67.1%
White, Steve	IT Manager	2,088	158	1,930	7.6%
Williams, Robert	Director Residential Services	2,088	300	1,788	14.4%
<b>TOTAL</b>		<b>123,700</b>	<b>67,259</b>	<b>56,441</b>	<b>54.4%</b>

**APPENDIX D**

**MANAGEMENT TOOLS**

**MID-OHIO REGIONAL PLANNING COMMISSION  
FISCAL YEAR 2025 PLANNING WORK PROGRAM  
WORK ELEMENT AUTHORIZATIONS**

**Projects Previously Authorized**

Date Authorized	Project Duration	Proj #	Project Description	PID	CMAQ-M	ODOT	SPR	STBG-M	FHWA	FTA	Local	Other	Total	Coordinating Office
3/29/2023	24 months	66534-3000	Growth and Major Economic Development Planning	119371	\$0	\$1,000,000	\$0	\$0	\$0	\$0		\$0	\$1,000,000	ODOT-Planning

**Project Previously Authorized But Needs a Budget Revision**

None														
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**Projects Expected to be Authorized**

Date Authorized	Project Duration	Proj #	Project Description	PID	CMAQ-M	ODOT	SPR	STBG-M	FHWA	FTA	Local	Other	Total	Coordinating Office
7/1/2024	12 months	66565-3000	Regional Supplemental Planning	110235	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000	ODOT-Planning
7/1/2024	12 months	66575-1000	Technical Assistance Program	110242	\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	\$0	\$275,000	ODOT-Planning
7/1/2024	12 months	66584-3000	Safe Streets For All Action Plan and Demonstration Activities	121060	\$0	\$90,300	\$0	\$0	\$1,032,000	\$0	\$167,700	\$0	\$1,290,000	FHWA Directly
7/1/2024	12 months	66715-3000	Transportation Services (Ridesharing)	110233	\$750,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	ODOT-Planning
7/1/2024	12 months	66735-1000	Air Quality Awareness	110227	\$575,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$575,000	ODOT-Planning



## **APPENDIX E**

### **RESOLUTIONS ACCEPTING THE PLANNING WORK PROGRAM FOR 2025**

**Resolution T-X-24: “Acceptance of the MORPC  
Fiscal Year 2024 Planning Work Program”**

**Resolution T-X-24: “Certification of the MORPC  
Metropolitan Transportation Planning Process”**

**TO BE INCLUDED IN FINAL VERSION**

# **APPENDIX F**

## **TITLE VI PROGRAM** **ODOT COMPLIANCE REVIEW RESPONSE**

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

### General

1. Which office within your organization has lead responsibility for Title VI compliance?
  - Communications & Engagement
2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.

Niel Jurist  
Sr. Director of Communications & Engagement  
njurist@morpc.org  
614-233-4126
3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.
  - Yes -- <https://www.morpc.org/title-vi>
4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.
  - Yes -- <https://www.morpc.org/title-vi>
5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.
  - Yes -- <https://www.morpc.org/title-vi>
6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.
  - Yes -- <https://www.morpc.org/title-vi>
7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.
  - Yes. MORPC utilizes the website and public notices to post Title VI information and the public's right to file a complaint.

8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.
- None
9. Has your organization provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the MPO self-certification resolution (Note, this only applies to MPOs, RTPOs do not approve self-certification resolutions)? If so, please provide a copy as an attachment.
- Yes, to both questions. The written assurances were last provided in the 2023 self-certification resolution and will be included in the 2024 self-certification.  
<https://www.morpc.org/title-vi>
10. Does your contract language include Title VI and other non-discrimination assurances?
- Yes. While the agency does not include 49 CFR 26.13 (a) and (b) verbatim (and the regulations do not state the language must be included verbatim), language is included that we will comply with Title VI of the Civil Rights Act of 1964, 78 Stat.252, 42 U.S.C. 2000d to 2000d-4 and 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. See the attached contract template.
11. Do you use any of the following methods to disseminate Title VI information to the public (select all that apply):
- Title VI posters in public buildings
    - Yes. Title VI Notices are in the MORPC building, located in the front lobby and the lounge/break room.
  - Title VI brochures at public events
    - Title VI language included on brochures.
  - Title VI complaint forms in public buildings
    - No
  - Title VI complaint forms at public events
    - No
  - Title VI policy posted on your website

- Yes. The notice is posted on the MORPC website.
- vi. Title VI Program Plan posted on your website
- Yes
- vii. Other (Please explain)

## Public Involvement

12. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy. When was the Public Participation Plan most recently updated?
- Yes -- <https://www.morpc.org/about-morpc/public-participation>. This was updated in September 2021.
13. Please select which of the following outlets your organization uses to provide notices to different population groups (select all that apply):
- i. Neighborhood and community paper advertisements
    - We provide notices directly through U.S. mail and emails to neighborhood, community, and civic associations.
  - ii. Community radio station announcements
    - Paid radio announcements are typically featured on a project basis - specifically, air quality alerts and Gohio Commute.
  - iii. Church and community event outreach
    - Programs are typically featured at community events. The programs are usually air quality alerts and Gohio Commute, but also TIP and MTP if a process is in progress.
  - iv. Targeted fliers distributed in particular neighborhoods
    - We typically work with the City of Columbus, Department of Neighborhoods to distribute information and fliers to particular neighborhoods.
  - v. Other (Please explain)
14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations? If so, please list groups.
- The YWCA of Central Ohio, The Columbus Urban League, The Columbus Branch of the NAACP, National Center for Urban Solutions, The African American Male Wellness Agency,

The African American Leadership Academy, Conference of Minority Transportation Officials, Central Ohio Diversity Consortium, the Community Advisory Committee (CAC) and more.

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

- i. Parking
  - Yes
- ii. Accessibility by public transportation
  - Yes. We provide alternative transportation options on our public meeting invitations.
- iii. Meeting times
  - Yes
- iv. Existence of ADA ramps
  - Yes. A site review is conducted on all meetings located outside of MORPC.
- v. Familiarity of community with meeting location
  - This occurs in coordination with the project location or boundaries.

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

- None

### Limited English Proficiency (LEP) and Language Assistance

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

- Yes

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

- Yes

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

- Yes -- <https://www.morpc.org/title-vi>

20. Has your organization identified vital documents that need to be made available in languages other than

English? If so, describe how that need is being addressed.

- Yes. Brochures, applications for service, executive summaries are translated into Spanish, Somali and last year we also offered French for Gohio.

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

- Yes

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

- Yes. We cover the cost of having the information translated and for interpreters, if needed.

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

- Not often

### **Title VI Training**

24. Who provides Title VI training to your staff?

i. ODOT staff

- Yes

ii. Title VI Coordinator

- Not exclusively on Title VI - included in diversity training. See below.

iii. Other (Please explain)

- We provide Diversity, Equity & Inclusion (DE&I) training, and elements from Title VI are included.

25. How often are Title VI trainings conducted?

- Annually, as part of our diversity training.

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

- More than 50 people attended our training session on Title VI.

### **Transportation Planning Program - Data Collection and Analysis**

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

- Yes. MORPC's documentation for incorporating Title VI into the metropolitan transportation

planning program is included in the “Environmental Justice Report” and the “Environmental Justice Technical Analysis” prepared in conjunction with the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP), respectively. Title VI considerations in public participation are documented in the MPO Public Participation Plan and in the appendix of the MTP and the appendix to the TIP.

28. Does your organization maintain socio-demographic data and mapping for the transportation planning region?
- Yes
29. Does your organization use data to identify protected groups for consideration in the planning process?
- Yes
30. Does your organization conduct Transportation Plan and Transportation Improvement Program environmental justice analyses of the impacts that planned transportation system investments will have on both minority (including low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation.
- Yes. There is an EJ appendix included for each TIP and MTP. Full methodologies are included in them.
  - TIP webpage: <https://www.morpc.org/program-service/transportation-improvement-program>
  - MTP webpage: <https://www.morpc.org/mtp2050>
31. Does your organization track demographic information of participants in its transportation planning program public involvement events?
- Only our Community Advisory Committee

### Technical Assistance

32. Provide the name, title, and contact information for the person who completed this questionnaire and the date the questionnaire was completed. Is this the person who should be contacted with follow-up questions? If not, please provide the name, title, and contact information for that individual.

Ralonda Hampton  
Diversity, Inclusion and Engagement Officer  
rhampton@morpc.org  
614-233-4157  
Date: 01/12/2024



Nick Gill  
Transportation Study Director  
[ngill@morpc.org](mailto:ngill@morpc.org)  
614-233-4151

33. Do you have any questions regarding this questionnaire? If so, please include them here along with your email address or telephone number and an ODOT representative will respond.

- None

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

- Yes, please keep us informed on upcoming training opportunities.

**AGREEMENT**  
for  
**NAME OF PROJECT/CONTRACT**  
**CFDA NO. XX.XXXX**

This Agreement for **NAME OF PROJECT/CONTRACT** ("PROJECT") is made as of **the ## day of Month, Year**, between the Mid-Ohio Regional Planning Commission ("MORPC") and **CONSULTANT NAME** ("CONSULTANT").

The background of this Agreement is as follows:

- A. Pursuant to the FAST Act of 2016 and the Infrastructure Investment and Jobs Act of 2021, 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-42 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, gender or sex (including pregnancy, gender identification or expression, and sexual orientation), gender identity or expression, age (including federally protected 40 years or older), disability or other handicap, genetic information, marital/familial status, military status (past, present or future), limited English proficiency, medical conditions, 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.
- C. MORPC requested proposals to **[DESCRIBE PROJECTED SCOPE]** and MORPC selected CONSULTANT to undertake the SCOPE OF SERVICES following a process consistent with its policies and procedures and as authorized by Resolution **##-##**.
- D. CONSULTANT is an experienced and well known consulting firm in the areas of **[DESCRIBE SERVICES: EX. transportation planning and engineering services]** required to perform the PROJECT and is familiar with the assurances required by FHWA and ODOT.

**STATEMENT OF AGREEMENT**

MORPC and CONSULTANT (collectively "PARTIES") hereby acknowledge the accuracy of the foregoing background information and agree as follows:

**§1. Consulting Services.**

MORPC hereby retains CONSULTANT to complete the consultant services in accordance with the "SCOPE OF SERVICES" (attached hereto as "Appendix A"). CONSULTANT will not begin work on the SCOPE OF SERVICES until it receives a notice to proceed from MORPC.

CONSULTANT shall exercise the same degree of care, skill and diligence in its performance of the services as is ordinarily possessed and exercised by a member of the same profession, currently practicing under similar circumstances. CONSULTANT shall commence, carry out and complete the SCOPE OF SERVICES in a manner satisfactory to MORPC and with all practicable dispatch, in a sound, economical and efficient manner and in accordance with the provisions of this Agreement, the GRANT and all applicable federal, state and local laws, regulations, directives, schedules and policies, now in effect or hereafter promulgated.

Such regulations and directives include, but are not limited to:

- Office of Management and Budget "*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*," 2 C.F.R. Part 200;
- Department of Transportation "*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*," 49 C.F.R. Part 18;
- FHWA "*Highway Planning and Research Program Administration*," 23 C.F.R. Part 420;
- FHWA "*Administration of Engineering and Design Related Services Contracts*," 23 C.F.R. Part 172;
- The *National Environmental Policy Act of 1969*, as amended 42 U.S.C. §§4321, et. seq.;
- *Section 14 of the Urban Mass Transportation Act of 1964*, as amended, 49, U.S.C. §§1601 et. seq., as amended from time to time;
- *Council on Environmental Quality regulations*, 40 C.F.R. Part 1500 et. seq., as amended from time to time;
- FTA/FHWA, "*Environmental Impact and Related Procedures*," 23 C.F.R. Part 771, as amended from time to time;
- *Section 106 of the National Historic Preservation Act*, as amended from time to time;
- *Energy Policy and Conservation Act*, 42 U.S.C. §§6321, et seq., as amended from time to time;
- Section 165 of the Surface Transportation Assistance Act of 1982, as amended by Section 337 of the Surface Transportation and Uniform Relocation of 49 C.F.R. Part 661, as all are amended from time to time;
- Department of Transportation regulations, "*Government Wide Debarment and Suspension (Nonprocurement)*," 48 C.F.R. Part 29, as amended from time to time; and,
- Department of Transportation regulations, "*Program Fraud Civil Remedies*," 49 C.F.R. Part 31, as amended from time to time.

**§2. Incorporated by Reference.**

The Ohio Department of Transportation's (ODOT) *Specifications for Consulting Services (2016 Edition)* is hereby incorporated into and made a part of this Agreement as though expressly rewritten herein. Within the *Specifications for Consulting Services*, "MORPC" shall be substituted for the term "State", "department", "ODOT", and "ODOT Central Office" as appropriate.

**§3. Term.**

CONSULTANT'S SERVICES shall commence upon written authorization by MORPC to proceed and shall be completed with all results, conclusions and supporting documentation required by the SCOPE OF SERVICES submitted to MORPC in a form usable and reasonably acceptable to MORPC. All services will be performed and completed and submitted to MORPC by **DATE**. **[Only**

**if requested by consultant** -- CONSULTANT shall not be considered in default hereunder for delays in performance caused by circumstances beyond its reasonable control.]

**§4. Compensation and Payment.**

MORPC agrees to compensate CONSULTANT for its actual costs, for complete and satisfactory performance of the SCOPE OF SERVICES described in §1, a sum not to exceed \$AMOUNT for actual costs and a maximum, not to exceed, fixed fee of \$AMOUNT, for a total amount not to exceed \$AMOUNT. A detailed breakout of these costs is presented in Appendix B.

A portion of CONSULTANT compensation budgeted, but not used in the completion of certain tasks, may be reassigned to other tasks by mutual agreement of MORPC and CONSULTANT.

Compensation shall be in accordance with the following payment terms:

- a) Within 15 calendar days following the end of each month, CONSULTANT shall submit to MORPC an invoice for its actual costs incurred in connection with the SCOPE OF SERVICES during such month. The invoice must show the total costs incurred for the month by task and by budget line item, cumulative costs incurred from the contract start by task and by budget line item and budget balance by task, subcontractor payments made during the month for each subcontractor, and cumulative payment from contract start for each subcontractor. See Appendix F for an acceptable invoice template.
- b) All services and goods included on any invoice shall be in accordance with CONSULTANT'S SCOPE OF SERVICES; shall be directly related to the services performed; shall be reasonable in amount; shall be based upon actual billable hours and costs incurred by CONSULTANT; shall be incurred after the date of the notice to proceed; and shall be satisfactorily documented including proof of payment.
- c) CONSULTANT shall include a certification on each invoice, in a form acceptable to MORPC, that the payment sought by such invoice for costs incurred is equal to the percentage of the SCOPE OF SERVICES completed as of the date of certification.
- d) CONSULTANT shall include with each invoice a progress report describing the progress of the SCOPE OF SERVICES during the invoice period.

If the progress reports demonstrate CONSULTANT is not satisfactorily advancing a work product or activity, MORPC will notify CONSULTANT in writing and work with CONSULTANT to identify corrective actions. CONSULTANT will have fifteen (15) business days from the date of MORPC's written notification to begin good faith efforts to correct the deficiency.

- e) If MORPC, in its judgment, finds CONSULTANT'S performance or invoice not to be acceptable, MORPC shall inform CONSULTANT of the specific deficiencies within fifteen (15) business days following receipt of such invoice. CONSULTANT agrees to correct the deficiencies.
- f) Whenever MORPC and CONSULTANT are unable to agree on corrective actions, and the situation is such, in the opinion of MORPC or ODOT, that it indicates there has been gross malfeasance, misfeasance, or nonfeasance by CONSULTANT, MORPC may withhold funds until CONSULTANT takes corrective actions deemed acceptable to MORPC and ODOT.
- g) CONSULTANT acknowledges that the foregoing payment procedures are necessitated by the GRANT and require 45-60 calendar days or longer to complete.

- h) No payment hereunder shall constitute acceptance of unsatisfactorily performed or documented services.
- i) [If applicable.] CONSULTANT agrees to return retainage payments to each subcontractor within thirty (30) days after the subcontractor's services are satisfactorily completed.
- j) [If applicable.] CONSULTANT is required to maintain records and documents of invoices from and payments to subcontractors for three (3) years following the performance of the contract. These records are to be made available for inspection upon request by any authorized representative of MORPC, ODOT, or the USDOT. This requirement also applies to subcontractors.
- k) [If applicable.] Add additional requirements per funder contract.

**§5. Relationship of PARTIES; Subcontracts.**

The relationship between CONSULTANT and MORPC is and shall be that of independent contractors. This Agreement does not establish a partnership or joint venture between the parties. Except as expressly provided in this Agreement, CONSULTANT shall have no power or authority to bind MORPC to any obligation or liability to any other person, entity or organization.

CONSULTANT may subcontract for portions of the services described under the SCOPE OF SERVICES. CONSULTANT shall not make any changes in the subcontract portions of the services described under the SCOPE OF SERVICES without prior written approval of MORPC. MORPC shall review and approve by a written document all subcontractors prior to the subcontractor commencing services. MORPC's approval of any subcontractor does not relieve CONSULTANT of sole and primary responsibility for performance pursuant to this Agreement. Further, no contractual relationship whatsoever shall exist between MORPC and any subcontractor.

All personnel provided under this Agreement are under the direct and exclusive supervision and control of CONSULTANT. As such, the employees of CONSULTANT are its employees only and are not the employees of MORPC. CONSULTANT shall be solely responsible for the payment of all wages and the provision of any benefits to its employees and the withholding and/or payment of all federal, state, and local taxes, deposits and other similar items relating to such employees, including without limitation all social security, workers' compensation, and federal and state unemployment taxes or payments. Neither the rights nor obligations of CONSULTANT may be assigned without the written consent of MORPC.

**§6. Modification of Agreement.**

The PARTIES hereto shall modify this Agreement only by a written amendment signed by the PARTIES. Any modifications to the SCOPE OF SERVICES shall be in writing and subject to the written approval of MORPC and CONSULTANT. MORPC and CONSULTANT shall not modify this Agreement if such modification would invalidate the GRANT.

**§7. Termination of Agreement for Cause.**

Either party shall have the right to terminate this Agreement with 24 hours' notice to the other party upon the happening of any of the following events:

- a) Failure by either party to perform any of its obligations under this Agreement or the GRANT, which failure the failing party does not correct within five (5) calendar days after receiving notice of such failure from other party;
- b) Repeated failure by either party to perform its obligations under this Agreement irrespective of whether the failing party corrects such failures in a timely manner;

- c) Failure by CONSULTANT to make reasonable progress toward timely completion of the SCOPE OF SERVICES;
- d) Breach by either party of any covenant of this Agreement;
- e) Filing by CONSULTANT of a petition in bankruptcy; if a petition in bankruptcy is filed against CONSULTANT by a third party and not dismissed within sixty (60) calendar days after filing; or if CONSULTANT becomes insolvent, makes a general assignment for the benefit of its creditors, or has a receiver appointed for it, its property or its business;
- f) Any of the covenants of CONSULTANT pursuant to §11 hereof is or becomes materially incorrect; or
- g) Failure by CONSULTANT to comply with the provisions of §14 of this Agreement.

**§8. Termination of Agreement without Cause.**

MORPC shall have the right to terminate this Agreement without cause by giving CONSULTANT ten (10) calendar days written notice of such termination.

**§9. Rights and Obligations of Parties Following Termination.**

Upon termination, all finished and unfinished material and any goods and supplies purchased with funds provided pursuant to this Agreement shall, at the option of MORPC, become MORPC's property. CONSULTANT shall make such material available to MORPC within 30 calendar days after termination in a usable form and at a mutually acceptable location.

In the event of termination, CONSULTANT shall cease work, terminate all subcontracts relating to such terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report describing the status of all work under this agreement, including without limitation, results accomplished, conclusions resulting therefrom, and such other matters as MORPC may require.

Upon termination for cause by either party, MORPC may complete the PROJECT either through its own personnel or by use of a third party contractor and MORPC shall be entitled to recover reasonable damages resulting from any termination. The total damages recovered from the CONSULTANT shall not exceed the total value of this Agreement, as specified in §4.

Upon termination, with or without cause by MORPC, MORPC shall pay CONSULTANT for all services satisfactorily provided and costs incurred to the date of such termination, including a pro-rata portion of services and costs. Such payment shall be conditioned upon MORPC's receipt of GRANT funds for these services and costs. Such payment shall be in full and will represent final satisfaction of CONSULTANT's rights under this Agreement.

Termination of this Agreement shall not change CONSULTANT's obligations pursuant to §15, §16, §17, and §18.

**§10. Assignability.**

CONSULTANT shall not assign any interest in this contract (whether by assignment or notation), without prior written consent of MORPC, except that monies due or to become due under this contract may be assigned to a bank or other financial institution with proper notice to MORPC.

**§11. Covenants of Consultant.**

CONSULTANT covenants and warrants as follows:

- a) CONSULTANT agrees that is had read and will comply with 23 CFR 1.33, and Ohio Revised Code sections 2921.42 and 2921.43.
- b) CONSULTANT does not knowingly have, nor will it knowingly acquire, any interest, direct or indirect, which would conflict with its performance required by this Agreement or the GRANT;
- c) CONSULTANT will not admit any member of or delegate to the Congress of the United States or member, officer or employee of MORPC or any other local public body, during his tenure or for one year thereafter, to any share or part of the SCOPE OF SERVICES or to any benefit under this Agreement;
- d) CONSULTANT is not debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded from covered transactions by any federal department or agency;
- e) CONSULTANT has not within a three (3) year period immediately preceding the date on which this Agreement was executed, been convicted of or had a civil judgment against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- f) CONSULTANT is not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of any felony;
- g) CONSULTANT has not within a three (3) year period immediately preceding the date on which this Agreement was executed, had one or more public transactions terminated for cause or default;
- h) CONSULTANT has the personnel necessary to complete the SCOPE OF SERVICES pursuant to this Agreement;
- i) CONSULTANT has not retained any person or company, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement;
- j) CONSULTANT has not paid, nor agreed to pay, any company or person, other than a bona fide employee working solely for CONSULTANT, any fee, gift or other compensation, contingent upon or resulting from the entering into of this Agreement;
- k) CONSULTANT will not use any compensation received under this Agreement for publicity or propaganda purposes designed to support or defeat legislation pending before Congress;
- l) CONSULTANT will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds to lobby any official or employee of any federal agency, or member or employee of Congress; and to disclose any lobbying activities in connection with federal funds;
- m) No funds appropriated by the United States have been paid or will be paid by or on behalf of CONSULTANT, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, making any federal grant, making any federal loan, entering into any cooperative

agreement, and extending, continuing, renewing, amending or modifying any federal contract, grant, loan or cooperative agreement;

- n) If funds, other than those appropriated by the United States have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, CONSULTANT shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," to MORPC and to the appropriate federal agency in accordance with the instructions for Form LLL; and
- o) CONSULTANT shall require that the language of paragraphs (k), (l), and (m) be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) under this agreement and that all subrecipients shall certify and disclose accordingly.

Regarding subsections (c), (d), (e), and (f) of this section, CONSULTANT certifies or affirms the truthfulness and accuracy of the contents of the statements submitted by this certification and understands the provisions of 31 U.S.C. Sections 3801 et seq., are applicable thereto.

CONSULTANT acknowledges that this section constitutes a material representation of fact upon which reliance is placed when this transaction was made or entered into, and that CONSULTANT's certification is a prerequisite for entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**§12. Drug-Free Workplace.**

CONSULTANT agrees to comply with all applicable state and federal laws regarding drug-free workplace. CONSULTANT shall make a good faith effort to ensure that all CONSULTANT employees, while working will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

**§13. Outstanding Liabilities.**

CONSULTANT affirmatively covenants that it does not owe (1) any delinquent taxes to the State of Ohio (the "State") or a political subdivision of the State; (2) any monies to the State or a state agency for the administration or enforcement of any environmental laws of the State; and (3) any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not.

CONSULTANT represents that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either R.C. 5513.06 or R.C. 125.25. If this representation is found to be false, this Agreement is *void ab initio* and CONSULTANT shall immediately repay to MORPC any funds paid under this Agreement.

**§14. Indemnification and Insurance.**

To the fullest extent permitted by law, the CONSULTANT shall indemnify, defend, and hold harmless MORPC, its members, officers, directors, employees and agents ("Indemnified Parties") from and against all claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities, (including all costs reasonable attorneys' fees, consequential damages, and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from, the performance of CONSULTANT and subcontractors of CONSULTANT work under the subcontract, and any Work Order whether such claim, damage, demand, loss or expense is attributable to bodily injury, personal injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; but only to the extent attributable to the



negligence of the CONSULTANT and subcontractor or any entity for which it is legally responsible or vicariously liable: regardless of whether the claim is presented by an employee of subcontractor.

Insurance obtained by MORPC is deemed excess, non-contributory and not co-primary in relation to the coverage(s) procured by the CONSULTANT, any subcontractor or any of their respective consultants, officers, agents, subcontractors, employees or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable case law.

This indemnification shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONSULTANT or subcontractor under any workers' compensation acts, disability benefits acts or other employee benefits acts. This indemnification shall be in addition to any indemnity liability imposed by the contract documents, and shall survive the completion of the work or the termination of the subcontract.

Prior to commencing the SCOPE OF SERVICES, CONSULTANT shall procure, and thereafter maintain, at its own expense, until final acceptance of the work performed during the completion of the SCOPE OF SERVICES or later as required by the terms of the Agreement or any individual work order, insurance coverage required by this Agreement. At a minimum, and subject to modification in individual work orders, the types of insurance and minimum policy limits specified in Appendix C shall be maintained in a form and from insurers acceptable to MORPC. All insurers shall have at least an A- (excellent) rating by A.M. Best and be qualified to do business in the State of Ohio.

**§15. Inspection of Work.**

CONSULTANT shall permit ODOT, U.S. DOT, MORPC, or any of their duly authorized representatives, upon reasonable notice, full access to and the right to examine any pertinent books, documents, papers, and records of any contractor or consultant involving transactions related to this Agreement for three (3) years from the final payment under this Agreement.

**§16. Documents.**

MORPC will retain the copyright for all documents, data, materials, information, processes, studies, reports, surveys, proposals, plans, codes, scientific information, technological information, regulations, maps, equipment, charts, schedules, photographs, exhibits, software, software source code, documentation, and other materials and property that are prepared, developed or created under or in connection with this Agreement. All materials completed as part of this Agreement shall become the absolute property of MORPC, on payment of all compensation due to CONSULTANT under this Agreement, to be used as MORPC desires, without restriction.

All such documents, and any other PROJECT documents, data, reports, and accounting documents, shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from all other documents. CONSULTANT shall retain and submit to MORPC, ODOT, and/or FHWA, if requested, all such data, reports, records, contracts and other documents relating to the PROJECT, during the course of the PROJECT without additional costs. CONSULTANT shall retain such documents three (3) years following completion of the PROJECT, but shall not be required to provide additional copies not within the original scope of the budget for the PROJECT unless MORPC reimburses CONSULTANT for its current cost of providing such copies. CONSULTANT shall provide all documents necessary for MORPC to comply with the reporting and record-keeping requirements set forth in 49 C.F.R. Part 18.

**§17. Rights of Data.**

The PARTIES agree as follows:

- a) The term “subject data” as used herein means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under this Agreement. The term includes graphic or pictorial delineations in media such as drawings and photographs; text in specification or related performance of design-type documents; machine forms such as punched cards, magnetic tape, disks or CDs, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term does not include financial reports, cost analyses, and similar information incidental to the administration of this agreement.
- b) The following restrictions apply to all subject data first produced in the performance of this Agreement:
  - i. Except for its own internal use, CONSULTANT shall not publish or reproduce such data in whole or in part, or in any manner or form, nor shall CONSULTANT authorize others to do so, without the written consent of MORPC, until such time as MORPC may have either released or approved the release of such data to the public; this restriction on publication, however, does not apply to agreements with academic institutions; and
  - ii. As authorized by 49 C.F.R. Part 18.34, MORPC and FHWA reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes:
    - (a) Any work developed under this Agreement irrespective of whether or not a copyright has been obtained; and
    - (b) Any rights of copyright to which CONSULTANT purchases ownership with GRANT funds.
    - (c) With certain limited exceptions, all data and other information prepared as part of this study will become a public record and will be made available to anyone who requests it.
- c) CONSULTANT shall be entitled to utilize the data given its public domain status.
- d) CONSULTANT understands and agrees that, in addition to the rights set forth in Subsection (b) ii of §17 of this Agreement, FHWA may make available to any recipient, sub grantee, sub recipient, third party contractor, or third party subcontractor, either FHWA’s license in the copyright to the “subject data” derived under this Agreement or a copy of the “subject data” first produced under this Agreement. Any use by MORPC, FHWA, or others of the subject data for purposes other than as intended by this Agreement shall be without risk of liability to CONSULTANT.
- e) CONSULTANT shall indemnify, save and hold harmless FHWA, ODOT and MORPC, their officers, agents, and employees acting within the scope of their official duties against all liability, including costs and expenses, resulting from any willful or intentional violation by CONSULTANT of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under this Agreement.
- f) Nothing contained in this section shall imply a license to the FHWA or MORPC under any patent or be construed as affecting the scope of any license or other right otherwise granted to the FHWA under any patent.

- g) Subsections (b), (c) and (d) of this section are not applicable to material furnished to CONSULTANT by the FHWA or MORPC and incorporated in the work furnished under this Agreement; provided such incorporated material is identified by the CONSULTANT at the time of delivery of such work.
- h) In the event that the SCOPE OF SERVICES is not completed, for any reason whatsoever, all data developed under the SCOPE OF SERVICES shall become subject data as defined in Subsection (a) and shall be delivered as MORPC may direct.
- i) MORPC shall not be liable for, or billed for, costs associated with software development by CONSULTANT in support of this PROJECT. Thus, CONSULTANT shall retain intellectual property rights to all software, support data and related materials that have not been developed with funds from this Agreement.

**§18. Patent Rights.**

CONSULTANT shall immediately notify MORPC of any invention, improvement or discovery which is conceived or first actually reduced to practice in the PROJECT and which may be patentable under the laws of the United States of America or any such foreign country. The rights of CONSULTANT with respect to such invention, improvement or discovery will be determined in accordance with applicable federal laws, regulations and policies.

**§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, gender or sex (including pregnancy, gender identification or expression, and sexual orientation), national origin (ancestry), disability or other handicap, genetic information, age (including federally protected 40 years or older), military status (past, present, or future), creed, gender identification, marital/familial status, limited English proficiency, medical conditions, 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, gender or sex (including pregnancy, gender identification or expression, and sexual orientation), national origin (ancestry), disability or other handicap, genetic information, age (including federally protected 40 years or older), military status (past, present, or future), creed, gender identification, marital/familial status, limited English proficiency, medical conditions, or status with regard to public assistance.

CONSULTANT agrees to fully comply with Title VI of the Civil Rights Act of 1964, 42 USC Sec 2000. CONSULTANT shall not discriminate on the basis of race, color, or national origin in its programs or activities. MORPC may monitor CONSULTANT's compliance with Title VI.

- 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, gender or sex (including pregnancy, gender identification or expression, and sexual orientation), age (including federally protected 40 years or older), disability or other handicap, low-income status, limited English proficiency, religion, genetic information, gender identification, creed, military status (past, present, or future), medical conditions, 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, gender or sex (including pregnancy, gender identification or expression, and sexual orientation), age (including federally protected 40 years or older), disability or other handicap, low-income status, limited English proficiency, genetic information, gender identification, creed, military status (past, present, or future), medical conditions, 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) During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest (hereinafter referred to as the “CONSULTANT”) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

*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)
- Uniformed Services Employment and Reemployment Rights Act (USERRA) (38 U.S.C. 4301-4333) (prohibits discrimination on the basis of present, past or future military service)
- Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. 2000 ff)

**[Note: ODOT provides the DBE goal for each contract funded by federal transportation dollars. The project manager should work with the DBE Coordinator, Nick Gill, to contact the Administrator of the Office of Outreach at ODOT for the goal.]**

**§20. Disadvantaged Business Enterprise (DBE) Goal.**

Working in cooperation with the Ohio Department of Transportation (ODOT), a [ ] percent disadvantaged business enterprise (DBE) goal has been established for this contract per requirements of the U.S. Department of Transportation (U.S. DOT). CONSULTANTS are strongly encouraged to meet or exceed this goal. Disadvantaged Business Enterprises (DBE) firms must be certified through the Ohio Unified Certification Program. The CONSULTANT is responsible for making this sub-allocation. CONSULTANT will provide information on how they plan to meet this goal by completing Appendix D. MORPC is to be notified in writing immediately if CONSULTANT is having problems meeting the [ ] percent DBE goal. Failure by CONSULTANT to carry out the requirements set forth in 49 C.F.R. §23.43(a) shall constitute a breach of this Agreement.

**[Note: If a 0% goal is determined by ODOT, delete the paragraph below:]**

Failure to meet the [ ] percent DBE contract goal will be considered a violation of the contract agreement and subject to withholding of any remaining funds needed to meet the [ ] percent goal. MORPC will determine, in consultation with CONSULTANT, and per procedures in the current MORPC DBE Program and per federal guidelines, if CONSULTANT has made “good faith efforts” to meet the DBE goal. CONSULTANT must meet the DBE goals or satisfactorily demonstrate to MORPC “good faith efforts,” in order to receive payment from MORPC for the DBE portion of the contract.

**§21. Ethics.**

CONSULTANT agrees that they are currently in compliance and will continue to adhere to the requirements of Ohio Ethics law as provided by Section 102.03 and 102.04 of the Ohio Revised Code.

**[Use the following paragraph for contracts where the money flows through the state or any contracts with the state.]**

In accordance with the Executive Order 2019-11D, Client, by its signature on this document, certifies: (1) it has reviewed and understands Executive Order 2019-11D, (2) has reviewed and understands the Ohio ethics and conflict of interest laws including, without limitation, Ohio Revised Code §102.03 and §102.04, and (3) will take no action inconsistent with those laws and the order, as any of them may be amended or supplemented from time to time. Client understands that failure to comply with Executive Order 2019-11D and subsequent similar orders is, in itself, grounds for termination of this Agreement.

**§22. Waiver.**

CONSULTANT agrees that reimbursement of any cost under §4 of this Agreement does not constitute a final decision by MORPC about the allowability of the cost and does not constitute a

Name/Title of Project

waiver of any violations of the terms of this Agreement. No failure by either party to insist upon strict compliance with any term of this Agreement by the other party shall constitute a waiver by either party of its right to demand strict compliance with all provisions of this Agreement.

**§23. Applicable Law.**

This Agreement shall be a contract to be performed and enforced in the State of Ohio, and shall be constructed in accordance with the laws of the United States and the State of Ohio. The PARTIES agree that this Agreement is enforceable in the Court of Common Pleas of Ohio and that appropriate venue for such action is in Franklin County, Ohio.

**§24. Unresolved Finding for Recovery**

The CONSULTANT affirmatively represents and warrants to MORPC that it is not subject to an unresolved *Finding for Recovery* under ORC 9.24 or that it has taken appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The CONSULTANT agrees that if this representation or warranty is deemed to be false, the Agreement shall be void *ab initio* as between the parties to this Agreement, and any funds paid by MORPC to the CONSULTANT hereunder shall be repaid to MORPC immediately, or an action for recovery may be commenced immediately by MORPC for recovery of said funds.

**§25. Complete Agreement.**

This document (including its exhibits and the terms of the GRANT) contains the entire Agreement between the PARTIES and supersedes any prior discussions, negotiations, representations, or agreements between CONSULTANT and MORPC. Furthermore, this Agreement is a subcontract to the agreement No. 38475 between MORPC and ODOT (MORPC Contract No. R60014). CONSULTANT also agrees to comply with the provisions of the agreement as they may be applicable to this Agreement. No additions or other changes to this Agreement shall be made or be binding on either party unless made in writing and signed by each party to this Agreement.

**§26. Severability.**

The intention of the PARTIES is to comply fully with the GRANT and with laws and public policies, and this Agreement shall be constructed consistently with the same to the extent possible. If and to the extent that any court of competent jurisdiction determines that it is impossible to construe any provision of this Agreement consistently with the GRANT, any law or public policy and consequently holds that provision to be invalid, such holding shall in no way affect the validity of the other provisions of this Agreement which shall remain in full force and effect, unless such invalidity makes performance by the PARTIES impossible.

**§27. Captions.**

The captions of the various sections of this Agreement are not part of the context of this Agreement, but are only labels to assist in locating those sections, and shall be ignored in construing this Agreement.

**§28. Notices.**

All statements, notices and other communications to be given to either party hereunder will be in writing and, unless otherwise provided, will be deemed to have been duly given when delivered in person or when mailed by registered or certified mail, return receipt requested to the address for such party set forth below, or to such address or addresses as may be designated in writing by notice given to the other party pursuant to this section.

Address:

CONSULTANT  
Consultant Name  
Consultant Address  
City, ST ZIP  
Attn: Contact Name, Title

Name/Title of Project

MORPC  
Mid-Ohio Regional Planning Commission  
111 Liberty St, Ste. 100  
Columbus, Ohio 43215  
Attn: William Murdock, Executive Director



**§28. Signatures.**

Any person or persons executing this Agreement in a representative capacity hereby represents that he/she/they have been duly authorized by his/her/their principal to execute this Agreement on such principal's behalf.

Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or email. Each party hereto shall be entitled to rely upon a facsimile signature of any other party delivered in such a manner as if such signature were an original.

IN WITNESS WHEREOF, MORPC and CONSULTANT have executed this Agreement as of the date written above.

**Mid-Ohio Regional Planning Commission**

\_\_\_\_\_

DATE: \_\_\_\_\_

William Murdock, AICP  
Executive Director

**Company Name**

\_\_\_\_\_

DATE: \_\_\_\_\_

**Name**  
**Title**

MORPC Chief Operating Officer

\_\_\_\_\_  
Shawn P. Hufstедler



## Appendix A: Name/Title of Project

### SCOPE OF SERVICES

It is the intent of this agreement that CONSULTANT, employing qualified, competent, and experienced personnel, shall perform the engineering set forth herein providing services equal to the practices prevalent by consultants practicing within the subject area of work, and commensurate with the magnitude and intricacy of the work under consideration. MORPC, however, reserves the right to make such reviews from time to time, as it may deem necessary or desirable and to maintain proper liaison. The items which follow set forth the general outline of the work that is expected.

This agreement covers the tasks to be performed by CONSULTANT to provide the professional services necessary to study the Name/Title of Project. Final product shall be a final study report including summary reports, cost estimates, and recommended course of action and implementation for the regional system initiative.

#### **SERVICES TO BE PROVIDED BY THE CONSULTANT**

The following are major items of work which are to be performed by CONSULTANT during the period of this Agreement:

##### **A. General Provisions**

Provide the necessary expertise for project management and control throughout the entire life of this Cost Plus Fixed Fee Agreement. CONSULTANT will be required to maintain only those records necessary and appropriate for the Cost Plus Fixed Fee Agreement. This work shall include the following:

- a) Maintain a master file of all project documentation.
- b) Prepare monthly progress reports which will accompany CONSULTANT'S invoices for the services accomplished to date. The progress reports shall be brief memoranda which shall outline those tasks enumerated in the project schedule that have been completed, those that are currently underway, and those anticipated in the next month.
- c) Develop a framework for project coordination with MORPC and the Steering Committee. This liaison will keep all agencies informed of the project status and gain their input as needed.
- d) As scheduled by MORPC and called for in the individual tasks of the SCOPE OF SERVICES attend Project Advisory Committee meetings in Columbus during the performance of agreement. The meetings will be held to coordinate and review project documentation. CONSULTANT will prepare and provide to MORPC minutes of the meetings.

**OR ATTACH RFP**

**Appendix B**  
**COST ESTIMATE**

**ATTACH BUDGET HERE**

## APPENDIX C:

### INSURANCE PROVISIONS CONSULTANT'S INSURANCE

Before commencing the work on the SCOPE OF SERVICES on any individual CONSULTANT Project, and as a condition precedent to any payment, the CONSULTANT shall purchase and maintain insurance in conformance with the provisions contained in this Appendix C. This insurance will provide a defense and indemnify MORPC, but only with respect to liability for bodily injury, property damage and personal and advertising injury caused in whole or in part by the CONSULTANT acts or omissions or the acts or omissions of those acting on the CONSULTANT'S behalf.

Proof of this insurance shall be provided to MORPC before the work on the SCOPE OF SERVICES commences, as set forth below. To the extent that the CONSULTANT subcontracts with any other entity or individual to perform all or part of the work, the CONSULTANT shall require any other Subcontractors to furnish evidence of equivalent insurance coverage, in all respects, terms and conditions as set forth herein, prior to the commencement of the work by any other Subcontractor. In no event shall the failure to provide this proof, prior to the commencement of the work, be deemed a waiver by MORPC of CONSULTANT'S or any other Subcontractor's insurance obligations set forth herein.

In the event that the insurance company(ies) issuing the policy(ies) required by this appendix deny coverage to MORPC, the CONSULTANT or any other Subcontractors will, upon demand by MORPC, defend and indemnify MORPC at the CONSULTANT'S or any other Subcontractor's expense.

#### MINIMUM LIMITS OF LIABILITY

The CONSULTANT must maintain the required insurance with a carrier rated A-, or better by A.M. Best. The CONSULTANT shall maintain at least the limits of liability as set forth below:

##### **Commercial General Liability Insurance**

\$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)  
\$2,000,000 General Aggregate per Project  
\$2,000,000 Products & Completed Operations Aggregate  
\$1,000,000 Personal and Advertising Injury Limit

##### **Business or Commercial Automobile Liability Insurance**

\$1,000,000 combined single limit per accident

##### **Workers' Compensation and Employers' Liability Insurance**

\$100,000 Each Accident  
\$100,000 Each Employee for Injury by Disease  
\$500,000 Aggregate for Injury by Disease

##### **Excess or Umbrella Liability (to overlay Employers' Liability, Automobile Liability and Commercial Liability Coverages)**

\$1,000,000 occurrence/aggregate

##### **Additional Insured Status and Certificate of Insurance**

MORPC and Owner, along with their respective officers, agents and employees, shall be named as additional insureds for Ongoing Operations and Products/Completed Operations on the CONSULTANT'S and any Subcontractors' Commercial General Liability Policy, which must be primary and noncontributory with respect to the additional insureds. This insurance shall remain in effect as set forth below, in the "Continuation of Coverage" provision.

It is expressly understood by the PARTIES to this Agreement that it is the intent of the PARTIES that any insurance obtained by MORPC is deemed excess, non-contributory and not co-primary in relation to the coverage(s) procured by the CONSULTANT, any other Subcontractor or any of their respective consultants, officers, agents, subcontractors, employees or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable case law.

To the fullest extent permitted by applicable state law, a Waiver of Subrogation Clause shall be added to the General Liability, Automobile and Workers' Compensation Policies in favor of MORPC and Owner, and this clause shall apply to MORPC and Owner's officers, agents and employees, with respect to all Projects during the policy term.

Prior to commencement of work on any individual project, CONSULTANT shall submit a Certificate of Insurance in favor of MORPC and an Additional Insured Endorsement (in a form acceptable to MORPC) as required hereunder. The Certificate shall provide for thirty (30) days' notice to MORPC of any change in coverage or ten (10) days' notice if the policy is not renewed. Copies of insurance policies shall promptly be made available to MORPC upon request.

CONSULTANT agrees that if any of its employees, or its subcontractors, engaged in the performance of this Agreement, reside in a state other than the State of Ohio, CONSULTANT will furnish MORPC with a Certificate of Insurance for an all-state endorsement which shall be for at least \$100,000.

### **NO LIMITATION ON LIABILITY**

With regard to any and all claims against any additional insured by any employee of the CONSULTANT, anyone directly or indirectly employed by the CONSULTANT or anyone for whose acts the CONSULTANT may be liable, the indemnification obligation shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONSULTANT under workers' compensation acts, disability benefit acts or other employee benefit acts.

### **CANCELLATION, RENEWAL, AND MODIFICATION**

The CONSULTANT shall maintain in effect all insurance coverages required under this Agreement at the CONSULTANT'S sole expense, underwritten by insurance companies acceptable to MORPC, until final completion and acceptance of the entirety of the Agreement's SCOPE OF SERVICES, or longer if so provided in the work order such as with respect to completed operations coverage. Certificates of Insurance showing required coverage to be in force must be delivered to MORPC prior to commencement of the Agreement's SCOPE OF SERVICES for an individual project. In the event the CONSULTANT fails to obtain or maintain any insurance coverage required under this Agreement, this shall be considered a material breach of the Agreement, entitling MORPC, at its sole discretion, to purchase such equivalent coverage as desired for MORPC's benefit and charge the expense to the CONSULTANT, or, in the alternative, exercise all remedies otherwise provided in the Agreement, the work order, or as permitted by law or equity.

### **CONTINUATION OF COVERAGE**

The CONSULTANT shall continue to carry Completed Operations Liability Insurance for at least three (3) years after either ninety (90) days following Substantial Completion of the SCOPE OF SERVICES or final payment to MORPC on any individual project, whichever is later. The

CONSULTANT shall furnish MORPC evidence of such insurance at final payment and in each successive year during which the insurance coverage must remain in effect.

**ACKNOWLEDGEMENT OF REFERRAL OF THIS PROVISION OF THE CONSULTANT'S  
INSURANCE AGENT OR BROKER**

The CONSULTANT represents that it has provided a copy of the "Insurance Provisions" to his insurance agent and/or broker, and the the CONSULTANT has instructed the agent/broker to provide insurance in full compliance with the terms and conditions herein.

MORPC and CONSULTANT hereby acknowledge that this Appendix C is considered a material term of the Agreement.

Appendix D:

DBE COMMITMENTS/AWARDS AND PAYMENTS

CONSULTANT NAME: \_\_\_\_\_  
CONTRACT NAME: \_\_\_\_\_  
TOTAL AMOUNT: \$ \_\_\_\_\_  
Is consultant a DBE – Disadvantaged Business Enterprise ?  Yes  No  
If YES, Owner's Gender:  Male  Female  
Owner's Ethnicity:  Black American  
 Hispanic American  
 Native American  
 Asian-Pacific American  
 Subcontinent Asian American  
 Non-Minority\*

NAME OF SUBCONTRACTOR - 1  
\_\_\_\_\_  
DBE: \_\_\_\_\_% CONTRACT AMOUNT: \$ \_\_\_\_\_  
Is subcontractor a DBE – Disadvantaged Business Enterprise ?  Yes  No  
If YES, Owner's Gender:  Male  Female  
Owner's Ethnicity:  Black American  
 Hispanic American  
 Native American  
 Asian-Pacific American  
 Subcontinent Asian American  
 Non-Minority\*

NAME OF SUBCONTRACTOR - 2  
\_\_\_\_\_  
DBE: \_\_\_\_\_% CONTRACT AMOUNT: \$ \_\_\_\_\_  
Is subcontractor a DBE – Disadvantaged Business Enterprise ?  Yes  No  
If YES, Owner's Gender:  Male  Female  
Owner's Ethnicity:  Black American  
 Hispanic American  
 Native American  
 Asian-Pacific American  
 Subcontinent Asian American  
 Non-Minority\*

If no DBE SUBCONTRACTOR selected, describe the "good faith efforts" used to reach DBE goal:

\*Non –Minority any firm whose owners are not members of the presumptively disadvantaged groups listed, but who are either "women" OR eligible for the DBE program on an individual basis.



**Appendix E:**  
**DBE CERTIFICATIONS**

**Attach DBE Certifications\***  
**For**  
**Consultant and/or All Subcontractors**

\*All DBE- Disadvantaged Business Enterprises must be certified through a USDOT-authorized certification process. The Disadvantaged Business Enterprise Program (DBE) is a legislatively mandated USDOT program that applies to federal-aid highway dollars expended on federally-assisted contracts issued by USDOT recipients. For more information on the Ohio DBE program or to get certified go to <http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/UCP.aspx> or contact ODOT at 800-459-3778 or email [DOT.SDBE@dot.state.oh.us](mailto:DOT.SDBE@dot.state.oh.us).



**Appendix F:**  
**MORPC INVOICE**  
**(Include all items on invoice)**

[Include MORPC Invoice Template from [OneMORPC](#)]



# **MORPC CONTRACT PROCESSING PROCEDURE**

July 2022



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## Purpose

This procedure is to help facilitate and expedite the MORPC contract process. Before being signed by the Executive Director, all MORPC contracts must be reviewed for correct language, sound business sense, risk management, budget review, accounting set-up, grant management, invoicing procedures and needs, etc., and must be reviewed by the Chief Operating Officer Shawn Hufstedler.

## Background

Contracts originate with the project manager at the department level and must be reviewed by the department head. Once the contract has been reviewed and accepted by the department head, the contract routing process begins. The Agency Wide Administrative Assistant Robin Underwood must complete a Contract Routing Form for each contract. Department Executive Assistants must communicate specific requests to Executive Coordinator Shari Saunders. Contact Shari with processing questions and Shawn for technical questions.

Use the contract templates if possible. Any deviation will add to the review time, and possibly involve MORPC's external legal Counsel. Your program will be responsible for paying the legal review fees. Talk to your director before you start to determine if early involvement of Shawn Hufstedler is needed.

When in doubt about any point in the process, contact Shari Saunders.

## General Contracting Steps

1. **Determine if a Resolution is Needed.** See the Resolution Process (at [OneMORPC](#)) to determine if an Executive Committee or Commission resolution is needed.
  - An Executive Committee resolution is needed for obligations and agreements that are in the current operating budget and are over \$75,000.
  - A Commission Resolution is needed for obligations and agreements that are not included in the current operating budget. Some subcontracts may have been authorized when the acceptance of funding was authorized.
2. **Create a Contract.**
  - a) Types of contracts. Contracts are created for subcontractor/vendor (people we are paying); or for funders (people who are paying us).
    - 1) Subcontractor/Vender Contracts. MORPC will create contracts from one of our templates (see below for more information on templates) for our subcontractors/vendors, unless the vendor has a draft contract (that satisfies our requirements) to initiate the review process.
    - 2) Funder Contracts. Funder contracts are usually provided by the funder, but on rare occasions may be generated by MORPC upon funder request.

- b) Contract Templates. It is important to adhere as closely as possible to contract templates. The more a contract deviates from the template, the longer it takes to review.
- 1) Contract templates are available on [OneMORPC](#).
  - 2) See Shari Saunders if help is needed in determining the appropriate template (vendors/funder/subcontractor).
    - a. The Federal and Non-Federal templates are fixed fee contracts for the goods and services provided. (See [Common Contract Types](#) on OneMORPC for more information.)
    - b. The product-based templates are time and materials contracts. You pay for the time and materials to complete the work.
    - c. Use federal templates for contracts using federal transportation dollars.
    - d. Use non-federal templates for contracts not using federal transportation dollars.
    - e. Housing templates are project specific.
  - 3) NOTE: all MORPC contracts are signed by Executive Director William Murdock.
  - 4) All MORPC contracts must at a minimum contain:
    - a. Clear Scope of Services that describes work to be performed and project outcomes.
    - b. Beginning and ending dates – clear time frame/duration identified. Identify dates for interim reports if applicable.
    - c. Fee schedule with a “not to exceed” amount identified.
    - d. Non-discrimination clause.
    - e. Title VI requirements.
    - f. Reference to SBE or DBE goals or requirements. For federal transportation funds, the consultant shall identify how they shall meet the DBE goal and in the event the consultant is unable to meet the DBE goal, the ODOT waiver process must be followed. The prime consultant must contract with DBE sub-consultants before signing the contract with MORPC. Each DBE sub-consultant agreement must be submitted to MORPC for approval prior to the DBE beginning work on the project. Work with DBE Coordinator Nick Gill during the RFP process to determine the DBE goal.
    - g. Termination clause.
    - h. If indemnity from liability clause is included, ask the contractor if the clause may be removed.
- c) Terms of the Contract. The originating department needs to be familiar with the terms of the contract or any amendments and:
- 1) Ensure the contract conforms with the requirements of the funder.
  - 2) Ensure the contract conforms to state and federal (if applicable) law.

- 3) Ensure the contract conforms with MORPC requirements.
  - 4) Ensure the procurement process used to select any contractor/subcontractor conforms to the funder's requirements, state law, federal law (if applicable), and MORPC requirements.
  - 5) Verify concurrence with the scope of services.
  - 6) Agree with the relevant terms of the contract.
  - 7) Ensure that the contract fits within budget available for the applicable project or projects.
  - 8) Verify conformity with the MORPC resolution, if applicable.
  - 9) Compare to similar past contracts.
  - 10) Verify all mentioned attachments are included.
3. **Complete Contract Routing Form.** Send the contract, supporting documentation (copy of Resolution, winning proposal, RFP/RFQ Response Summary Sheet, etc.) and the following information to Robin Underwood to complete the contract routing form (cc: Shari Saunders):

- |                             |                                |
|-----------------------------|--------------------------------|
| a. Project name             | g. Budget approved by Finance? |
| b. Project description      | h. Source of funds             |
| c. Program number           | i. Reporting requirements      |
| d. Resolution number        | j. RFP/RFQ information         |
| e. Previous contract number | k. Purchase order information  |
| f. Begin/end date           | l. Diverse vendor information  |

- 1) Shari Saunders will communicate any funding or procedural concerns to the staff originator. Feel free to contact Shari to check on the status of the contract throughout the process.
- 2) All contracts, regardless if they are draft or final, go through the same process.
- 3) NOTE: A completed W-9 form is required for new vendors. See April Drake for blank forms.

4. **Contract process through Operations.**

- 1) Robin Underwood provides the contract routing form to Shari Saunders.
- 2) Shari Saunders reviews for completeness, consistency, and general accuracy.
- 3) Shari Saunders prepares the contract packet and routes for signatures on the contract routing form.
- 4) Shawn Hufstедler reviews for content, etc. Anthony Perry reviews housing rehab/repair contracts. Any problems or concerns will be addressed with the staff originator. Items that may require legal review include:
  - a. High risk funding.
  - b. Strange clauses.
  - c. Newspaper test.
  - d. New funder.

- 5) The contract then goes to William Murdock for review/approval.
  - 6) After the contract is signed by William, Shari returns the signed contract to the originating department to send out to the vendor or funder as appropriate. Once the vendor/funder has signed the contract, return an original copy to Shari Saunders. If the contract originated from MORPC, Shari will use Adobe Sign to procure signatures.
  - 7) Finance will process the contract and assign it a number. Shari Saunders will enter the information into the contract database and file electronic copies of fully executed contracts.
5. **Contract Processing Time.** Generally allow two weeks for contract processing in Finance. If the contract is returned to the originating department for revision, the two weeks begins when the contract is returned to Finance. If a shorter time is needed, see Shari Saunders so agency contracts can be appropriately prioritized. Every effort should be made to allow for at least a **TWO WEEK review time** by Finance. Note that if legal review is required or the contract is unusually complicated, additional time will be necessary.



111 Liberty Street, Suite 100  
Columbus, Ohio 43215

T 614.228.2663

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



Company Name and Billing Address or Print on Company Letterhead

Invoice # \_\_\_\_\_ Invoice Date \_\_\_\_\_

Bill to: Mid-Ohio Regional Planning Commission Invoice Period:  
 111 Liberty Street Suite 100 From: \_\_\_\_\_  
 Columbus, OH 43215 To: \_\_\_\_\_  
 Attention: \_\_\_\_\_ MORPC Contract #: \_\_\_\_\_  
 (Contact person in contract)

Project Name \_\_\_\_\_

PROJECT COSTS							
Consultant:							
Current Hours Worked	Cumulative Hours Worked	A. Project Budget	B. Current Billing	C. Total Prior Billing	D. Cumulative Billing	E. Budget Remaining	F. % Spent (D÷A)
					\$0.00	\$0.00	#DIV/0!
Other Direct Costs					\$0.00	\$0.00	#DIV/0!
Consultant Description of Work Completed this Invoice Period:							
Subcontractors							
Current Hours Worked	Cumulative Hours Worked	A. Project Budget	B. Current Billing	C. Total Prior Billing	D. Cumulative Billing	E. Budget Remaining	F. % Spent (D÷A)
1. Subcontractor Name:							
					\$0.00	\$0.00	#DIV/0!
2. Subcontractor Name:							
					\$0.00	\$0.00	#DIV/0!
3. Subcontractor Name:							
					\$0.00	\$0.00	#DIV/0!
Description of Work Completed this Invoice Period by Subcontractors:							
<b>Total for Subcontractor(s):</b>							
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>Total for Consultant &amp; Subcontractor(s):</b>							
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!

Final Payment Request?