

LUC Regional Planning Commission

FY25 PLANNING WORK PROGRAM

MAY 2024



**Planning
Work
Program**

**LOGAN-UNION-CHAMPAIGN
REGIONAL PLANNING COMMISSION**

Executive Committee Officers

Steve Robinson, President

Union County Commissioner

Tim Cassady, 1st Vice President

Champaign County Commissioner

Mike Yoder, 2nd Vice President

Logan County Commissioner

Todd Freyhof, Treasurer

Village of North Lewisburg

Brad Bodenmiller, Secretary

LUC Director

Brian Davidson, Ex-Officio

ODOT District 6

Scott Schmid, Ex-Officio

ODOT District 7

LUC Staff

| | |
|------------------|------------------------|
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Planning Work Program

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

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

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

Planning Work Program

INTRODUCTION

The Commission was formed primarily as a result of the announcement by Governor Rhodes and The Ohio State University Officials that the Transportation Research Center of Ohio would be located straddling the Logan and Union County Line. This 8,100-acre facility was touted to be the world's largest automotive research center. Several studies indicated that a lot of growth and development would take place around the TRC, which would result in an influx of people, business, and industry. Therefore, local officials felt that a Planning Commission should be formed to start planning for the orderly development of the three counties.

The Commission elected Eugene Amrine from Marysville as its first president. The Commission met at the Masonic Temple in North Lewisburg on a monthly basis during 1967 and 1968. The Ohio Department of Development, Division of Planning, under the direction of Paul Baldrige and Patrick Meeker contracted with L-U-C as the consultant to develop the first Comprehensive Plan for the three counties. This effort took two years to complete.

The first office for the Commission was located in a former residence along US Route 33 on the site of the TRC. Carmen Scott of Bellefontaine was hired as the recording secretary in April 1968 to take minutes of the monthly meetings. In November 1968 the Commission decided to hire a full-time director and Carmen was selected from eight applicants for the position. The monthly meetings were then moved to the Masonic Temple in East Liberty. In 1970 the office was moved into the west half of the East Liberty Restaurant Building. It remained there until August 1972, when it moved into the former Knights of Pythias building in East Liberty. In 2017, the office moved to the James A. Rhodes Conference Center at TRC. During the early 1970's, the Commission met on a quarterly basis at various locations throughout the three counties. In the mid- 1970's, the Commission began having annual meetings at the Ohio Hi-Point Joint Vocational School. Between 2003 and 2016, the Commission's annual meeting rotated between the three counties, and it is now held at the Conference Center.

The membership in the Commission is determined by the by-laws. Participating villages, cities, and counties are permitted to have a certain number of representatives. The first village to become a member was North Lewisburg in March 1967, followed by St. Paris, Quincy, DeGraff, and Richwood. In 1986 other municipalities began to join. The first township to join the Commission was Liberty Township, Union County in September 1967. Over the years all 43 townships have become members. As a result, there are 95 people representing the various political subdivisions on the Regional Planning Commission. An Executive Committee consisting of 24 people is elected from the general membership at the Annual Meeting. This committee meets monthly and is the decision and policy making group for the Commission.

The Commission is charged under Ohio Law with certain responsibilities. Among them are the review and approval of subdivisions located in the unincorporated areas and the review and recommendation to township zoning commissions concerning zoning amendments. The Commission also acts as an Area-

Planning Work Program

INTRODUCTION

Wide Clearinghouse for applicants who request federal and state assistance for selected projects. Assistance is rendered to township and municipal zoning and planning commissions regarding zoning and subdivision development.

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

Organization of the Regional Planning Commission

The Regional Planning Commission is composed of one member from each of the three boards of county commissioners and the county engineers of each county. In addition, six county "members-at-large" are appointed by the boards of county commissioners, two from each county. Nine "citizen members-at-large" are appointed by the boards of county commissioners, three from each county. Municipalities of city status have two representatives and an alternate. Participating villages have one representative and an alternate. Participating townships have one representative.

The LUC Office has moved from the center of East Liberty back to TRC. Currently, there are three counties, four cities, 18 incorporated villages and 42 townships listed as members of the commission.

The Executive Committee is presently comprised of the president, first and second vice presidents, secretary, treasurer and twenty-five other people who were elected from the entire membership at the annual meeting. Ex-officio members without voting privileges include the District Deputy Directors of the Ohio Department of Transportation's Districts Six and Seven and any chairman of a Study Committee who is not an elected member of the Executive Committee.

The Executive Committee is the policy and decision-making body, but their actions are always subject to review by the entire commission at any annual or special meeting.

The Executive Committee meets the second Thursday of each month at 1:15 pm in the LUC office at TRC. Representatives from any of the member municipalities or townships are always welcome to attend any or all meetings and participate in any discussion. They are, however, not permitted to vote as a member of the Executive Committee unless they are a duly elected member thereof. Minutes of all Executive Committee meetings are available to all members.

The Annual Meeting of the entire membership is held the third Thursday of November in the evening. The Annual Meeting typically consists of a dinner prior to the business portion of the meeting. All representatives are encouraged to attend this meeting and participate in any discussion and vote on any issue.

Planning Work Program

INTRODUCTION

Regional Transportation Planning Organization (RTPO)

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

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

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

As the RTPO, LUC will carry out the cooperative, comprehensive and continuing transportation planning process via planning services provided by CCSTCC. LUC will maintain this planning process through the work elements developed annually in this Planning Work Program (PWP). The PWP describes the work necessary to maintain the transportation planning process and serves as the budgeting mechanism. The transportation planning process implemented through the PWP will be used to address the goals and objectives as defined in the 2023 LUC Long Range Transportation Plan:

Transportation Safety

- Improve and maintain safety of roadway network, reducing the number of crashes in the area and striving to fall within the nation's average range of crash data.
 - Identify high crash areas
 - Identify traffic enforcement target areas

Planning Work Program

INTRODUCTION

- Create and implement a signage plan to assist in wayfinding, speed regulation, and traffic control
- Evaluate existing signage for conformance to current standards in high crash areas (intersection and curves)
- Establish a public service announcement system to reduce animal crashes during deer season

Network Connectivity, Reliability & Efficiency

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

Multimodal Access

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

Economic Vitality

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

Planning Work Program

INTRODUCTION

Stewardship

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

601

SHORT RANGE PLANNING

Objective:

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

ELEMENT 601.1

Short Range Planning

PURPOSE

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

PREVIOUS WORK

Miscellaneous Corridor and Intersection Studies

METHODOLOGY

Bipartisan Infrastructure Law (BIL)

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

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

601

SHORT RANGE PLANNING

Objective:

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

ELEMENT 601.1

Short Range Planning - Continued

System Preservation

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

Highway Safety and Congestion

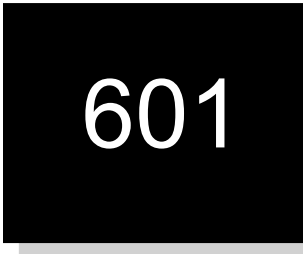
Short range planning activities will have an emphasis on safety and congestion initiatives, management systems and other modes. CCSTCC Staff will assist local jurisdictions and ODOT District 7 with preparation of Highway Safety Applications and CEAO Safety Applications if needed. CCSTCC Staff will continue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

CCSTCC Staff will prepare a Local Roadway Safety Program based upon the three most recent years of crash data available. High hazard locations will be identified using methodology that prioritizes locations based upon frequency, severity, and type of crashes. CCSTCC Staff will prepare abbreviated highway safety studies for corridors and intersections on an as-needed basis. Abbreviated studies will include crash data and diagramming for a three-year period and recommendations on countermeasures for safety issues identified.

Alternative Transportation

CCSTCC Staff will align RTPO planning activities with the statewide bicycle and pedestrian plan, Walk.Bike.Ohio. Active transportation strategies will be advanced to integrate into the region's long and short range transportation plans, programs, and projects.

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



SHORT RANGE PLANNING

Objective:

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

ELEMENT 601.1

Short Range Planning - Continued

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

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

Local Coordination

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

CCSTCC Staff will complete an Environmental Justice Analysis. The analysis will identify residential, employment, and transportation patterns of low-income and minority populations so that their needs can be identified and addressed, with the goal of a fair distribution of the benefits and burdens of transportation investments.

CCSTCC Staff will coordinate with LUC Staff on the preparation of a Title VI Self Assessment for FY25.

CCSTCC Staff will lead the effort to update the LUC Public Participation Plan.

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

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$26,000.00



601

SHORT RANGE PLANNING

Objective:

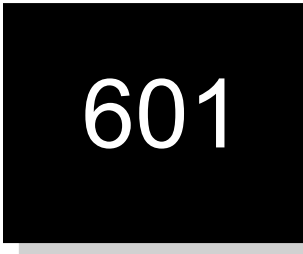
To develop alternative transportation improvement actions that address near-term needs.

ELEMENT 601.1

Short Range Planning - Continued

END PRODUCTS

Municipal Bridge Applications (8/24)
ODOT Safety Program Applications (8/24)
Local Major Bridge Applications (9/24)
Transportation Alternatives Program LOI (10/24)
Public Participation Plan Update (11/24)
Title VI Self Assessment (3/25)
Local Roadway Safety Program (5/25)
FY25 Planning Work Program (5/25)
Small City Applications (6/25)



SHORT RANGE PLANNING

Objective:

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

ELEMENT 601.2

General Planning Services

PURPOSE

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

PREVIOUS WORK

North Main Street Safety Study – Urbana
LUC Signal Study – Urbana
Simon Kenton Trail Assessment Study- Champaign and Logan County

METHODOLOGY

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

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

SOURCE

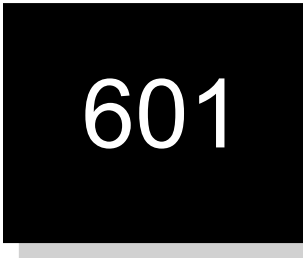
SPR – ODOT – LOCAL

BUDGET

\$70,000.00 (Consultant Services Only)

END PRODUCTS

Various Consultant Studies (Ongoing)
City of Bellefontaine Asset Inventory (3/25)
Logan County Trail Feasibility Study (6/25)



SHORT RANGE PLANNING

Objective:

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

ELEMENT 601.21

General Planning Services (FY24 Carry Forward)

PURPOSE

See Work Element 601.2

PREVIOUS WORK

See Work Element 601.2

METHODOLOGY

See Work Element 601.2

SOURCE

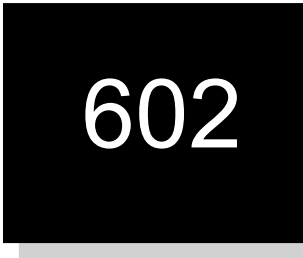
SPR – ODOT – LOCAL

BUDGET

\$40,000.00

END PRODUCTS

Various Consultant Studies (Ongoing)
City of Bellefontaine Asset Inventory (3/25)
Logan County Trail Feasibility Study (6/25)



TRANSPORTATION IMPROVEMENT PROGRAM

Objective:

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

ELEMENT 602.1

Transportation Improvement Program

PURPOSE

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

PREVIOUS WORK

FY 2021-2024 Regional Transportation Improvement Program and Development of the FY2024-2027 Regional Transportation Improvement Program.

METHODOLOGY

CCSTCC Staff will review and update the current Transportation Improvement Program in cooperation with local jurisdictions, ODOT, and transportation operators if needed. The existing program will be revised as the need arises to add, remove, or modify projects. CCSTCC Staff will maintain a capital program with funding allocated by the state legislature in cooperation with ODOT Statewide Planning.

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

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$12,787.50

END PRODUCTS

- Project Review at TAC meeting (Quarterly)
- Project Sponsor Assistance (As needed)
- FY2026-2029 RTIP First Draft (2/25)
- FY2026-2029 RTIP Second Draft for Public Involvement (3/25)
- FY2026-2029 RTIP Final (5/25)

605

SURVEILLANCE

Objective:

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

ELEMENT 605.1

Surveillance

PURPOSE

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

PREVIOUS WORK

Socio-Demographics Profile
Environmental Mapping
Pavement, Roadway, and Bridge Conditions
Regional Transportation Survey
2020 Local Roadway Safety Program

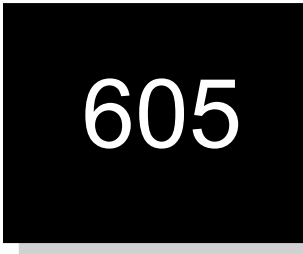
METHODOLOGY

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

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

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

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



SURVEILLANCE

Objective:

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

ELEMENT 605.1

Surveillance - Continued

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

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

SOURCE

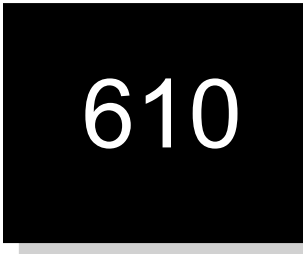
SPR – ODOT – LOCAL

BUDGET

\$13,000.00

END PRODUCTS

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



LONG RANGE PLANNING

Objective:

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

ELEMENT 610.1

Long Range Planning

PURPOSE

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

PREVIOUS WORK

The 2050 Transportation Plan was completed in FY23.

METHODOLOGY

The 2050 update to the RTPO Transportation was completed in FY23. CCSTCC Staff will work with LUC Staff, ODOT, local jurisdictions and transportation operators to implement the 2050 Transportation Plan. Long Range Transportation Plan implementation will focus on planning strategies that:

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

SOURCE

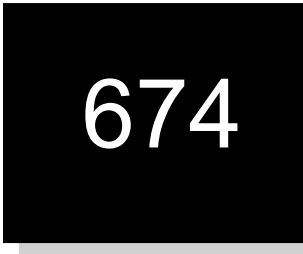
SPR – ODOT – LOCAL

BUDGET

\$0.00

END PRODUCTS

Assistance in Logan and Champaign Counties Comprehensive Land Use Planning (Ongoing)
Implementation of 2050 Transportation Plan (Ongoing)



PUBLIC TRANSPORTATION

Objective:

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

ELEMENT 674.1

Coordinated Transportation Planning

PURPOSE

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

PREVIOUS WORK

Coordination with Logan and Champaign Counties Transit Providers and Mobility Managers

METHODOLOGY

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

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

SOURCE

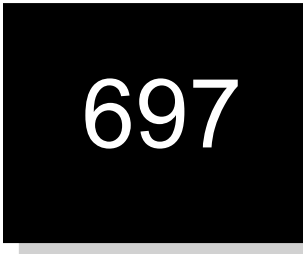
SPR – ODOT – LOCAL

BUDGET

\$697.50

END PRODUCTS

Transportation Providers Roundtable Meetings (As Needed)



PUBLIC INVOLVEMENT

Objective:

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

ELEMENT 697.1

Public Involvement

PURPOSE

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

PREVIOUS WORK

Engagement in public involvement activities as necessary.

METHODOLOGY

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

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

SOURCE

SPR – ODOT – LOCAL

BUDGET

\$506.00

END PRODUCTS

Information for Website (Ongoing)
Public Involvement Activities (As-needed)

Planning Work Program

DIRECT LABOR HOUR DISTRIBUTION

| | 601 | 602 | 605 | 610 | 674 | 697 | Total |
|----------|-----|-----|-----|-----|-----|-----|-------|
| Director | 70 | | 10 | | | | 80 |
| Planner | | | | | 8 | | 8 |
| Planner | 60 | 150 | 30 | | | | 240 |
| Planner | 160 | | | | | | 160 |

Salary Range By Job Classification

| | | | |
|----------|----------|----|----------|
| Director | \$70,000 | to | \$92,000 |
| Planner | \$42,000 | to | \$68,000 |

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

FY2025
FINANCIAL RESPONSIBILITY BY COST CATEGORY

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

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

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

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

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

**FY2025
FINANCIAL RESPONSIBILITY BY COST CATEGORY**

| | SPR - FED | SPR - STATE | LOCAL | TOTAL |
|---|---------------------------------|-------------|------------|--------------------|
| 601.1 - Short Range Planning | FY25 - SPR | | | |
| DIRECT LABOR | \$8,800.00 | \$1,100.00 | \$1,100.00 | \$11,000.00 |
| FRINGE BENEFITS | \$6,881.60 | \$860.20 | \$860.20 | \$8,602.00 |
| INDIRECT EXPENSES | \$4,778.40 | \$597.30 | \$597.30 | \$5,973.00 |
| DIRECT EXPENSES | \$340.00 | \$42.50 | \$42.50 | \$425.00 |
| CONSULTANT EXPENSES | | | | \$0.00 |
| | | | | \$26,000.00 |
| 601.11 - Short Range Planning | FY24 Carry Forward - SPR | | | |
| DIRECT LABOR | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FRINGE BENEFITS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| INDIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| DIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CONSULTANT EXPENSES | | | | \$0.00 |
| | | | | \$0.00 |
| 601.2 - General Planning Services | FY25 - SPR | | | |
| DIRECT LABOR | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FRINGE BENEFITS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| INDIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| DIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CONSULTANT EXPENSES | \$56,000.00 | \$7,000.00 | \$7,000.00 | \$70,000.00 |
| | | | | \$70,000.00 |
| 601.21 - General Planning Services | FY24 Carry Forward - SPR | | | |
| DIRECT LABOR | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FRINGE BENEFITS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| INDIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| DIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CONSULTANT EXPENSES | \$32,000.00 | \$4,000.00 | \$4,000.00 | \$40,000.00 |
| | | | | \$40,000.00 |
| 602.1 - Transportation Improvement Program | FY25 - SPR | | | |
| DIRECT LABOR | \$4,400.00 | \$550.00 | \$550.00 | \$5,500.00 |
| FRINGE BENEFITS | \$3,440.80 | \$430.10 | \$430.10 | \$4,301.00 |
| INDIRECT EXPENSES | \$2,389.20 | \$298.65 | \$298.65 | \$2,986.50 |
| DIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CONSULTANT EXPENSES | | | | \$0.00 |
| | | | | \$12,787.50 |
| 605.1 - Surveillance | FY25 - SPR | | | |
| DIRECT LABOR | \$1,200.00 | \$150.00 | \$150.00 | \$1,500.00 |
| FRINGE BENEFITS | \$938.40 | \$117.30 | \$117.30 | \$1,173.00 |
| INDIRECT EXPENSES | \$651.60 | \$81.45 | \$81.45 | \$814.50 |
| DIRECT EXPENSES | \$7,610.00 | \$951.25 | \$951.25 | \$9,512.50 |
| CONSULTANT EXPENSES | | | | \$0.00 |
| | | | | \$13,000.00 |

**FY2025
FINANCIAL RESPONSIBILITY BY COST CATEGORY**

| | | | | |
|--|---------------------------------|---------------------------|---------------------------|----------------------------|
| 605.11 - Surveillance | <i>FY24 Carry Forward - SPR</i> | | | |
| DIRECT LABOR | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FRINGE BENEFITS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| INDIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| DIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CONSULTANT EXPENSES | | | | <i>\$0.00</i> |
| 610.1 - Long Range Planning | <i>FY25 - SPR</i> | | | |
| DIRECT LABOR | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FRINGE BENEFITS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| INDIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| DIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CONSULTANT EXPENSES | | | | <i>\$0.00</i> |
| 610.11 - Long Range Planning | <i>FY24 Carry Forward - SPR</i> | | | |
| DIRECT LABOR | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FRINGE BENEFITS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| INDIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| DIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CONSULTANT EXPENSES | | | | <i>\$0.00</i> |
| 674.1 - Coordinated Transportation Planning | <i>FY 25 - SPR</i> | | | |
| DIRECT LABOR | \$240.00 | \$30.00 | \$30.00 | <i>\$300.00</i> |
| FRINGE BENEFITS | \$187.68 | \$23.46 | \$23.46 | <i>\$234.60</i> |
| INDIRECT EXPENSES | \$130.32 | \$16.29 | \$16.29 | <i>\$162.90</i> |
| DIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | <i>\$0.00</i> |
| CONSULTANT EXPENSES | | | | <i>\$0.00</i> |
| | | | | <i>\$697.50</i> |
| 697.1 - Public Involvement | <i>FY 25 - SPR</i> | | | |
| DIRECT LABOR | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FRINGE BENEFITS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| INDIRECT EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| DIRECT EXPENSES | \$404.80 | \$50.60 | \$50.60 | \$506.00 |
| CONSULTANT EXPENSES | | | | \$0.00 |
| | | | | <i>\$506.00</i> |
| TOTAL FINANCIAL RESPONSIBILITY | | | | |
| DIRECT LABOR | <i>\$14,640.00</i> | <i>\$1,830.00</i> | <i>\$1,830.00</i> | <i>\$18,300.00</i> |
| FRINGE BENEFITS | <i>\$11,448.48</i> | <i>\$1,431.06</i> | <i>\$1,431.06</i> | <i>\$14,310.60</i> |
| INDIRECT EXPENSES | <i>\$7,949.52</i> | <i>\$993.69</i> | <i>\$993.69</i> | <i>\$9,936.90</i> |
| DIRECT EXPENSES | <i>\$8,354.80</i> | <i>\$1,044.35</i> | <i>\$1,044.35</i> | <i>\$10,443.50</i> |
| CONSULTANT EXPENSES | <i>\$88,000.00</i> | <i>\$11,000.00</i> | <i>\$11,000.00</i> | <i>\$110,000.00</i> |
| TOTAL | <i>\$130,392.80</i> | <i>\$16,299.10</i> | <i>\$16,299.10</i> | <i>\$162,991.00</i> |

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

General

1. Which office within your organization has lead responsibility for Title VI compliance?
 - Lead responsibility has been designated to the RTPO's contractor for compliance. The Clark County-Springfield Transportation Coordinating Committee (MPO) provides transportation services by agreement.

2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.
 - Louis Agresta
Transportation Director
Clark County-Springfield Transportation Coordinating Committee
lagresta@clarkcountyohio.gov
(937)521-2134

3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.
 - The RTPO's first Title VI Program Plan was adopted in December 2020 and can be found at: <https://www.lucplanning.com/rtpo>.

4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.
 - The RTPO's first Title VI Program Plan was adopted in December 2020 and can be found at: <https://www.lucplanning.com/rtpo>.

5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.
 - The RTPO's first Title VI Program Plan was adopted in December 2020 and can be found at: <https://www.lucplanning.com/rtpo>.

6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.
 - The RTPO's first Title VI Program Plan was adopted in December 2020 and can be found at: <https://www.lucplanning.com/rtpo>.

7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.
 - Complaints filed must be in regard to an LUC Executive Committee decision; a planning process currently followed by LUC; or the current version of a LUC work product, procurement or document. Additionally, the procedure proper handling of Title VI complaints shall be:
 - Any person(s), or legally authorized representative claiming to be aggrieved by an

alleged discriminatory act or practice may complete and sign a Title VI Complaint form.

- The LUC Director and Title VI Coordinator will review the complaint to determine its applicability to Executive Committee decisions, planning process, or work products of LUC.
 - If the complaint is determined applicable, copies of the complaint will be forwarded to the appropriate State and/or Federal agencies within ten (10) business days. These agencies may include Ohio Department of Transportation (ODOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The complainant shall be notified in writing that the complaint is being processed. Complainant notification shall include copies of correspondence with ODOT, FHWA, and/or FTA.
 - The LUC Executive Committee will be notified of the complaint at the next scheduled Executive Committee meeting. During the meeting, the Title VI Coordinator will discuss the complaint, facts, and findings with the Executive Committee.
 - The LUC staff will provide assistance to ODOT, FHWA, and FTA in resolving the complaint.
 - Within Five (5) business days of receiving a response from ODOT, FHWA, or FTA, the complainant will be notified in writing regarding the resolution of the complaint.
 - The LUC Executive Committee will be notified of the complaint resolution at their next scheduled meeting after the response is received.
 - FHWA Headquarters Office of Civil Rights will be the final decision making agency as it pertains to complaint issues and compliance in all civil rights related areas.
8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.
- No, N/A
9. Has your organization provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the MPO self-certification resolution (Note, this only applies to MPOs, RTPOs do not approve self-certification resolutions)? If so, please provide a copy as an attachment.
- N/A
10. Does your contract language include Title VI and other non-discrimination assurances?
- [The organization has a partnership with another agency that does include Title VI language in its contracts.](#)
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
 - Title VI brochures at public events
 - Title VI complaint forms in public buildings
 - Title VI complaint forms at public events
 - [Title VI policy posted on your website](#)
 - [Title VI Program Plan posted on your website](#)

- Other (Please explain)

Public Involvement

12. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy.
- The RTPO's first Public Participation Plan was adopted in October 2020 and can be found at: <https://www.lucplanning.com/rtpo>.

When was the Public Participation Plan most recently updated?

- October 2020

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

- [Neighborhood and community paper advertisements](#)
- Community radio station announcements
- Church and community event outreach
- Targeted fliers distributed in particular neighborhoods
- Other (Please explain)

14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations?

- The organization does this by implementing contracted Fair Housing activities.

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

- [Parking](#)
- [Accessibility by public transportation](#)
- [Meeting times](#)
- [Existence of ADA ramps](#)
- [Familiarity of community with meeting location](#)

16. Have meeting participants requested special assistance (e.g., interpretation services) ahead of any public event in the past year?

- No

Limited English Proficiency (LEP) and Language Assistance

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

- No

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

- No

19. Does your organization have an LEP Plan and/or a Language Assistance Plan (LAP)?

- No

20. Has your organization identified vital documents that need to be made available in languages other than English?
 - No
21. Do you have a list of staff who speak languages other than English?
 - No
22. Do you provide free translation services in languages other than English to the public upon request?
 - No
23. How often do you receive requests for language assistance?
 - Never

Title VI Training

24. Who provides Title VI training to your staff?
 - [ODOT staff](#)
 - Title VI Coordinator
 - Other (Please explain)
25. How often are Title VI trainings conducted?
 - N/A
26. How many staff were trained on Title VI this year?
 - None

Transportation Planning Program - Data Collection and Analysis

27. Does your agency maintain documentation describing its procedures for incorporating Title VI requirements into the region's transportation planning program?
 - [The RTPO's first Title VI Program Plan was adopted in December 2020 and can be found at: <https://www.lucplanning.com/rtpo>.](#)
28. Does your organization maintain socio-demographic data and mapping for the transportation planning region?
 - [Yes, demographic data was compiled and published in the LUC 2015 Long Range Regional Transportation Plan](#)
29. Does your organization use data to identify protected groups for consideration in the planning process?
 - [Yes, Census data is used](#)
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, the FY21-24 Transportation Improvement Program addresses Environmental Justices by:](#)

- Identifying and mapping low-income and minority populations so that their needs can be identified and addressed and that the benefits as well as the burdens of transportation investments can be fairly distributed throughout the planning area
- Enhancing existing analyses and processes to ensure that the Transportation Plan and RTIP comply with Title VI requirements
- Evaluating the existing public involvement processes and improve them if necessary to include minority and low-income populations in the decision making process

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

- No

Technical Assistance

32. Provide the name, title, and contact information for the person who completed this questionnaire and the date the questionnaire was completed.

- Louis Agresta, Transportation Director
Clark County-Springfield Transportation Coordinating Committee
(Provider of transportation planning services to the Logan-Union-Champaign Regional Planning Commission)

lagresta@clarkcountyohio.gov

937-521-2134

33. Is this the person who should be contacted with follow-up questions?

- Yes

34. Do you have any questions regarding this questionnaire?

- No

35. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT?

- Yes, training and technical assistance is always valuable no matter the experience level or familiarity with a subject