

Licking County Area Transportation Study

2012

UNIFIED PLANNING WORK PROGRAM

Beginning July 1, 2011 – Ending June 30, 2012

Final May 2011

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The preparation of this document was prepared in cooperation with The United States Department of Transportation's Federal Highway Administration and Federal Transit Administration, the State of Ohio Department of Transportation, and the local communities (i.e. Licking County, the cities of Newark and Heath, and the Villages of Granville and Hebron).

The contents of this report reflect the views of the Licking County Area Transportation Study, which is responsible for the facts and accuracy of the data presented. The contents do not necessarily reflect the official view and policies of the State of Ohio Department of Transportation and/or the United States Department of Transportation. This report does not constitute a standard specification or regulation.

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LCATS Policy Committee Resolution

RESOLUTION T – 2011 – 20

OF THE POLICY COMMITTEE OF THE LICKING COUNTY AREA TRANSPORTATION STUDY (LCATS) APPROVES THE FISCAL-YEAR 2012 UNIFIED PLANNING WORK PROGRAM.

WHEREAS, the Ohio Department of Transportation, the Federal Highway Administration and the Federal Transit Administration have reviewed the Fiscal Year 2012 Unified Planning Work Program for approval as a basis for soliciting state and federal funds; and

WHEREAS, approval by the LCATS Policy Committee of this Unified Planning Work Program is necessary to receive federal and state grants; and

WHEREAS, the Fiscal Year 2012 Final Unified Planning Work Program identifies projects and services to be provided by the LCATS staff during State Fiscal Year 2012, which commences on July 1, 2011, and terminates on June 30, 2012; and

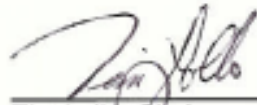
WHEREAS, the Fiscal Year 2012 Final Unified Planning Work Program identifies planning projects for the Licking County Transit board and City of Newark Transit Operations utilizing FTA 5307 funds during State Fiscal Year 2012, which commences on July 1, 2011, and terminates on June 30, 2012; and

WHEREAS, the Policy Committee of the Licking County Area Transportation Study (LCATS) is designated as the Metropolitan Planning Organization (MPO) for area-wide transportation planning in Licking County by the Governor of the State of Ohio in accordance with the regulations of the U.S. Department of Transportation; and

WHEREAS, the Policy Committee in cooperation with the State of Ohio, is responsible for carrying out the continuing, comprehensive and coordinated transportation planning process for Licking County in cooperation with local elected officials;

THEREFORE BE IT RESOLVED, the Policy Committee of LCATS:

- Section 1. Approves the Unified Planning Work Program for Fiscal-Year 2012 as a document to receive federal and state transportation planning funds.
- Section 2. This resolution be forwarded to ODOT as evidence of acceptance of this program by the LCATS Policy Committee.
- Section 3. Finds and determines that all formal deliberations and actions of this committee concerning and relating to the adoption of this resolution were taken in open meetings of this committee.



Tim Lollo, Chair
Licking County Area Transportation Study

Adopted May 10, 2011

INTRODUCTION

LEGISLATIVE HISTORY

On August 10, 2005, President George W. Bush signed the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU authorized the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009. Multiple extensions have been executed to allow the continuation of SAFETEA-LU regulations and funding.

SAFETEA-LU requires the metropolitan transportation planning activities performed be documented in a unified planning work program (UPWP).

PURPOSE OF THE UNIFIED PLANNING WORK PROGRAM (UPWP)

The purpose of the Unified Planning Work Program is to identify work proposed in the next state fiscal year, July 1 through June 30, by major activity and task.

LCATS, a METROPOLITAN PLANNING ORGANIZATION

The responsibility of the Metropolitan Planning Organization (MPO) is to carry out a continuing, cooperative, and comprehensive multi-modal transportation planning process. The Licking County Area Transportation Study (LCATS), a Metropolitan Planning Organization, was organized in response to the 1990 Census identifying the area as having reached the 50,000-population threshold. In compliance with the requirements of the Inter-modal Surface Transportation Efficiency Act of 1991 (ISTEA), the LCATS was formed.

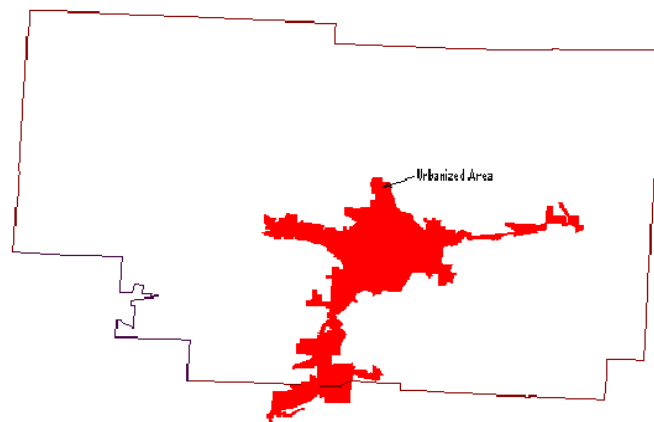
LCATS ORGANIZATION STRUCTURE

LCATS was staffed in July 1993 as the transportation planning section of the Licking County Planning Commission (LCPC).

The Policy Committee of the LCATS is designated by the Ohio Department of Transportation (ODOT), acting on behalf of Ohio's Governor Kasich, as the Metropolitan Planning Organization (MPO) for the Newark Ohio Urbanized Area. The Policy Committee, as the forum for cooperative transportation decision-making for the LCATS Service Area, is comprised of at least 51% locally elected officials.

LCATS STUDY AREA

LCATS Service Area (see map) now includes 646.86 square miles with a population of 125,114. Based on the 2000 Census information, LCATS boundaries are defined as the entire area within Licking County, Ohio excluding Etna Township, the cities of Pataskala and Reynoldsburg



Licking County Area Transportation Study - Service Area

(which are in the Mid-Ohio Regional Planning Commission (MORPC) service area) and including the Village of Millersport located in Fairfield County.

LCATS and the Mid-Ohio Regional Planning Commission (MORPC) share transportation data relative to Etna Township and the Cities of Pataskala and Reynoldsburg, which are in the MORPC service area.

A Transportation Advisory Committee (TAC) serves as an advisory board for making technical recommendations to the Policy Committee.

A Non-motorized Transportation Group was formed in November 2010 to replace the Bicycle and Pedestrian Committee. The non-motorized group is comprised of representatives from local jurisdictions, state and federal resources and individuals selected to represent each of the following resource groups: visually impaired, hearing impaired, bicycling, pedestrian and mobility impaired. This goal of this group is to develop and maintain an ongoing Non-Motorized Transportation Plan and continue to advance projects, policies, and sharing of information at the local level. The non-motorized group will forward decisions to the Policy Committee for acceptance.

A GIS Committee was formed in August 2007 to provide specific guidance to the Policy committee on GIS issues and to create a local forum for sharing GIS data, resources, and successes.

LCATS Prospectus explains the organizational structure, the transportation planning issues and the transportation planning process in more detail. LCATS Prospectus was revised December 13, 2005 reflecting the 2000 US Census data as well as other minor updates.

LCATS annual reporting on the activities of the previous year is also included within the Licking County Planning Commission (LCPC) Annual Report. The LCPC 2010 Annual Report was published in April 2011 and is available on the Licking County website, www.lcounty.com under planning.

The Unified Planning Work Program (UPWP) is an annual document describing the urban transportation planning process and associated programs to be performed by the Metropolitan Planning Organization (MPO) staff. This document is required to be compiled and submitted to state and federal agencies as the basis for soliciting federal funding assistance.

The UPWP contains a budget with costs as well as the source of funding relating to each of the individual work elements. The UPWP also serves as a management tool for LCATS in that it identifies projects and services to be provided during the year. The UPWP, therefore, presents an annual blueprint for the agency's use of resources. This fiscal year 2012 UPWP covers the period from July 1, 2011 through June 30, 2012.

LCATS acknowledges and thanks the Ohio Department of Transportation (ODOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), members of the LCATS Policy Committee, Technical Advisory Committee, GIS Committee, and the Non-Motorized Transportation Group, for without their assistance; fulfilling the requirements of the Unified Planning Work Program would not be possible.

SAFETEA-LU PLANNING PROVISIONS

As part of the planning process, LCATS will utilize the following eight planning factors from the SAFETEA-LU regulations as the cornerstones of operation. The planning factors will be integrated into all work elements to provide comprehensive analysis for plans, studies and projects.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

In addition to the SAFETEA-LU Planning Provisions, the Federal Transit Administration (FTA) also requires that MPO's incorporate transit planning in their plans. LCATS, in conjunction with the Licking County Transit Board and the City of Newark Transit Operations, will study and improve the following factors:

- Incorporating safety and security in transportation transit planning.
- Participation of transit operators in metropolitan and statewide planning.
- Coordination of non-emergency human service transportation.
- Planning for transit systems management/operations to increase rider-ship.

LCATS Fiscal Year 2012 Unified Planning Work Program Summary

Final May 2011

WORK ELEMENT	END PRODUCTS
601.10 <i>Short Range Planning</i>	<ol style="list-style-type: none"> 1. FY 2011 UPWP Final Progress Report (September 2011) 2. Review & Update Non Discrimination/Title VI Policy (November 2011) 3. Revision to FY 2012 UPWP (September 2011, March 2012) 4. FY 2012 UPWP 1st Half Progress Report (January 2012) 5. LCATS Section of Licking County Planning Commission Annual Report (March 2012) 6. Draft Fiscal Year 2013 Unified Planning Work Program (March 2012) 7. Final Fiscal Year 2013 Unified Planning Work Program (May 2012) 8. Title VI Program Compliance Review Response (May 2012) 9. Annual Certification and Review (May 2012)
601.11 <i>Safety and Congestion Initiative</i>	<ol style="list-style-type: none"> 1. Safety Studies (as requested) 2. Public Education Safety Outreach Campaign (ongoing)
601.13 <i>Security Initiative</i>	<ol style="list-style-type: none"> 1. No specific end products for this work element
602.10 <i>Transportation Improvement Program</i>	<ol style="list-style-type: none"> 1. Publish annual listing of projects for which LCATS Federal funds have been obligated in the preceding year (September 2011) 2. Quarterly STIP/TIP Amendments (July 1, October 1, 2011; January 1, April 1, 2012) 3. FY 2012-2015 Transportation Improvement Program (TIP) monitoring (ongoing)
605.10 <i>Continuing Planning and Surveillance</i>	<ol style="list-style-type: none"> 1. Completion of annual traffic monitoring program (September 2011) 2. Model Zone Split Coordination (as needed)
610.10 <i>Transportation Plan</i>	<ol style="list-style-type: none"> 1. Final Regional Modal Needs Assessment – Transit portion (July 2011) 2. Transportation Visioning Workshop (September 2011) 3. Goals & Objectives, Outcome Measurement for Long-Range Transportation Plan (November 2011) 4. Final Regional Modal Needs Assessment – Bicycle & Pedestrian portion (November 2011) 5. Project List Developed for Long-Range Transportation Plan (January 2012) 6. Draft Long-range Transportation Plan (March 2012) 7. Final Long-range Transportation Plan (May 2012)
674.10 <i>Transit ~ LCATS</i>	<ol style="list-style-type: none"> 1. STP Vehicle Inspections (as requested) 2. Modal Needs Assessment – transit portion (July 2011) part of work element 610.10 – Transportation Plan
675.10 <i>Transit Planning – City of Newark</i>	<ol style="list-style-type: none"> 1. PTMS Report Update (February 2012) 2. Certification of Data Report (February 2012) 3. National Transit Database Report (April 2012) 4. Purchase & Renovation of Transit Facility (December 2011) 5. Monitor new service for improvements and changes (ongoing) 6. TDP update (ongoing) 7. Modal Needs Analysis with LCATS (ongoing) 8. Studies of Fixed Route, Streetcars, & Intermodal Hub (December 2011) 9. Apportionment split Discussions (December 2011) <p>NOTE: There is no LCATS staff time associated with this Work Element</p>
675.20 <i>Transit Planning – Licking County Transit Board (LCTB)</i>	<ol style="list-style-type: none"> 1. Update the LCTB Transit Development Plan (TDP) (June 2011) 2. Monitor services for needed changes/improvements (ongoing) 3. Coordinate transportation services when possible (ongoing) 4. Multi-Modal Needs Analysis with LCATS and City of Newark (ongoing) 5. American Recovery and Reinvestment Act (ARRA) grant projects (ongoing) 6. Monitor Vehicle Replacement Schedule for needed changes (ongoing) 7. Federal Transit Administration (FTA) Triennial Review (2011) 8. Certification of Data Report (February 2012) 9. PTMS Report (February 2012) 10. National Transit Database Report (April 2012) 11. Expand Maintenance Bay (est. completion date December 2012) <p>NOTE: There is no LCATS staff time associated with this Work Element</p>
682.10 <i>Local Exclusive</i>	<ol style="list-style-type: none"> 1.

UNIFIED PLANNING WORK PROGRAM WORK ELEMENTS:

601.10 SHORT RANGE PLANNING

OBJECTIVE:

To identify and analyze short-term transportation planning needs of the Licking County Service Area, develop and recommend solutions.

PREVIOUS WORK:

1. LCATS and LCPC adopted an updated Title VI & Title VIII Plan, Compliance with Non-discrimination regulations in November 2010 (Resolution T-2011-03).
2. FY 2010 UPWP Completion Report was completed and submitted to ODOT in September 2010, Resolution T-2011-07.
3. LCATS FY 2011 UPWP was modified September 2010 (Resolution T-2011-08), November 2010 (Resolution T-2011-11) and March 2011 (Resolution T-2011-18) and submitted to ODOT for approval.
4. LCATS 1st Half FY 2011 UPWP Progress Report was prepared and submitted to ODOT in January 2011.
5. LCATS section of the Licking County Planning Commission Annual Report was released in May 2011.
6. A draft FY 2012 UPWP was submitted to ODOT for review and comment in March 2011.
7. LCATS Final FY 2012 UPWP was submitted in May 2011 to ODOT for approval. The final included Title VI Compliance Review.

METHODOLOGY:

LCATS staff will conduct continuing, cooperative, and comprehensive urban transportation planning activities for the service area. LCATS will accomplish this by coordinating with LCATS local, state and federal planning partners. LCATS staff will prepare for, attend and participate in transportation-related meetings, training workshops, seminars and courses. LCATS staff will prepare and submit related reports required within the transportation planning process. A periodic reporting of events, developments and accomplishments resulting from the transportation planning process will be included in the LCPC Annual Report. LCATS staff also reviews, filters, summarizes and distributes various transportation related information on legislation, periodicals, etc. to various email lists, municipal government and other stakeholders. LCATS will update the LCATS Web Site. LCATS will review and update as necessary the Non-Discrimination /Title VI Policy.

LCATS staff will provide transportation-related technical assistance to the Licking County Planning Commission, LCATS Committee members, state and federal agencies, environmental partners, economic development agencies and partners, tourism organizations and respond to general public inquires as needed. Review specific problem situations or concerns with the transportation system identified by our members or the public and make recommendations to alleviate them. Various short-term evaluations such as turn lane evaluations, signal warrant analysis, assisting local jurisdictions in completing transportation related grants etc. Review plans of proposed developments and rezoning for impact on the region and transportation system. Analyze internal traffic flow, trip generation and distribution to transportation networks with

proposed major developments. Identify needed infrastructure and convey to local governments. Additional activities involve collecting and sharing transportation data with economic development partners, frequently identified through the economic development retention and expansion task force.

Educate and promote modal choices available and their benefits to the community, health and environment. Participate in developing local projects for multimodal development and land use comprehensive planning. Serve on local, regional, statewide and national committees in support of various modes, evaluations, corridors, and integration of modes and economic development.

END PRODUCTS:

1. FY 2011 UPWP Final Progress Report (*September 2011*)
2. Review & Update Non Discrimination/Title VI Policy (*November 2011*)
3. Revision to FY 2012 UPWP (*September 2011, March 2012*)
4. FY 2012 UPWP 1st Half Progress Report (*January 2012*)
5. LCATS section of the Licking County Planning Commission Annual Report (*February 2011*)
6. Draft Fiscal Year 2013 Unified Planning Work Program (*March 2012*)
7. Final Fiscal Year 2013 Unified Planning Work Program (*May 2012*)
8. Title VI Program Compliance Review Response (*May 2012*)
9. Annual Certification and Review (*May 2012*)

RESPONSIBLE AGENCY: LCATS

SOURCE OF FUNDS:

Consolidated Planning Grant (CPG)	FY 2012	Carry over FY 2011
Federal (80%)	\$66,084	\$9,243
ODOT (10%)	\$8,260	\$1,155
Local (10%)	<u>\$8,260</u>	<u>\$1,155</u>
TOTAL	\$82,604	\$11,554

601.11 LCATS SAFETY, CONGESTION INITIATIVE

OBJECTIVE:

To improve safety and reduce congestion of the transportation system.

PREVIOUS WORK:

1. Safety Study of SR 668 in Licking County and Perry County, in cooperation with ODOT District 5 (ongoing)
2. Roadway Safety Audit and support role for safety study of 21st Street (ongoing)
3. Public Education & Outreach Radio Campaigns (ongoing)

METHODOLOGY:

Perform safety studies at high crash locations as determined by the ODOT Office Systems Planning and Program Management or as identified by local sources. LCATS will participate with locals and other partners for ongoing safety studies, such as 21st Street in Newark. LCATS will partner with other advocates for safety. When the safety studies are complete the countermeasures from the studies will be taken to the ODOT District Safety Review Team for review and implementation. Staff will also perform Congestion and Access Management studies to support major corridor routes in Licking County. LCATS will attend the various safety and congestion related conferences and trainings.

Additional projects include the incorporation of the 4 E's of highway safety: Engineering, Education, Enforcement, and Emergency Management Services (EMS). LCATS supports Ohio's Comprehensive Safety Plan. Public Service ad campaigns and other outreach activities to increase awareness and reduce crashes are supported. LCATS will also assist in developing portions of Safe Routes to School Travel Plans for member jurisdictions. LCATS will provide passive enforcement through the use of a speed trailer in targeted locations. Coordination of training and funding will also be pursued to tie the 4 E's of highway safety (Engineering, Enforcement, Education, EMS) together.

END PRODUCT:

1. Safety studies as requested or identified by ODOT listing (as requested)
2. Public Education Safety Outreach Campaign (ongoing)

RESPONSIBLE AGENCY: LCATS

SOURCE OF FUNDS:

Consolidated Planning Grant (CPG)	FY 2012	Carry over FY 2011
Federal (80%)	\$44,671	\$796
ODOT (10%)	\$5,584	\$99
Local (10%)	<u>\$5,584</u>	<u>\$99</u>
TOTAL	\$55,839	\$995

601.13 LCATS SECURITY INITIATIVE

OBJECTIVE:

To increase security of the transportation system

PREVIOUS WORK:

1. Completion of a Location Based Response System dataset that is utilized by E-911, and others to develop tools for improving security. This effort was developed under 605.10, Surveillance.

METHODOLOGY:

While other agencies are the lead for security for both man-made and natural disasters, LCATS is a resource to these entities and supportive of their efforts. We are available to participate in their tabletop workshops and supply technical assistance as requested.

LCATS took the lead in pursuing a countywide Location Based Response System (LBRS) for incorporation into the county GIS system. This initially primarily benefits the early responders by providing improved 911 dispatching capabilities by improving the locating abilities of cell phone callers. LCATS is the lead agency in maintaining this valuable dataset and coordinating changes with local jurisdictions.

This type of data will improve many entities GIS systems and provide a basis for solid asset management systems. Resources utilized in this effort have been included in work element 605.10 Continuing Planning – Surveillance.

END PRODUCT:

1. While there are no specific end products listed, LCATS staff continues to have an open and communicative relationship with the Licking County Office of Homeland Security and Emergency Management staff.

RESPONSIBLE AGENCY: LCATS

SOURCE OF FUNDS:

	FY 2012	Carry over FY 2011
Consolidated Planning Grant (CPG)		
Federal (80%)	\$10,656	\$0
ODOT (10%)	\$1,332	\$0
Local (10%)	<u>\$1,332</u>	<u>\$0</u>
TOTAL	\$13,320	\$0

602.10 TRANSPORTATION IMPROVEMENT PROGRAM

OBJECTIVE:

To develop, monitor and revise the periodic Transportation Improvement Program (TIP) and project delivery activities associated with projects in the four-year program of transportation system improvements.

PREVIOUS WORK:

1. The annual listing of projects for which Federal funds were obligated in the preceding year was published in September 2010. It was posted on the LCATS Web Site at: <http://www.lcats.org>.
2. FY 2008-2011 Transportation Improvement Program (TIP) monitoring and periodic amendments.
3. Draft FY 2012-2015 Transportation Improvement Program Development including public involvement meeting held on April 13, 2011.
4. LCATS Policy Committee adopted final Transportation Improvement Program (TIP) in May 2011 as Resolution T-2011- 23.

METHODOLOGY:

LCATS staff will monitor projects within the newly adopted TIP. Current projects will be monitored to assure project delivery, scope and budget. In addition, the program will be monitored for potential TIP amendments. All projects are drawn from the Transportation Plan (T-Plan). Prepare and submit reports and plans required within the transportation project development process (PDP), and attend project meetings. All projects in the TIP have previously met air quality conformity requirements in the T-Plan. Quarterly TIP amendments may be necessary.

Transportation Improvement Plan (TIP) amendments will be developed as required to meet the needs of local, state and federal agencies.

LCATS will develop and publish an annual listing of projects for which federal funds have been obligated within the preceding year. This listing will be developed in cooperation with the transit agencies, local jurisdictions, and ODOT.

END PRODUCTS:

1. Publish annual listing of projects for which Federal funds have been obligated in the preceding year (*September 2011*)
2. Quarterly STIP/TIP Amendments (*July 1, October 1, 2011; January 1, April 1, 2012*)
3. FY 2012-2015 Transportation Improvement Program (TIP) monitoring (ongoing)

RESPONSIBLE AGENCY: LCATS

SOURCE OF FUNDS:

	FY 2012	Carry over FY 2011
Consolidated Planning Grant (CPG)		
Federal (80%)	\$39,086	\$7,317
ODOT (10%)	\$4,761	\$915
Local (10%)	<u>\$4,761</u>	<u>\$915</u>
TOTAL	\$47,608	\$9,146

605.10 CONTINUING PLANNING - SURVEILLANCE

OBJECTIVE:

To provide, collect, maintain and analyze basic data files or input to other aspects of the on-going transportation planning process.

PREVIOUS WORK:

1. Annual traffic monitoring program was completed in September 2010
2. LBRS data collection project for addresses, centerlines and other roadway assets was completed in December 2010.

METHODOLOGY:

LCATS will continue the Traffic Count Program with focus on the Functional Classification System, localized areas of concern and modeling needs of LCATS and ODOT. LCATS will provide upon request, information on traffic counts, GIS, population projections, project implementation and transportation-related funding.

LCATS has taken the lead in completing a countywide Location Based Response System (LBRS) for incorporation into the county GIS system. While this initial data collection effort is complete, LCATS is committed to helping maintain the data. Further GIS applications will be developed that utilize this new dataset as well as other reliable datasets. LCATS also serves as a technical resource to local communities for GIS needs and hosts a bimonthly GIS meeting.

LCATS will utilize GIS data and skills to enhance and provide visualization to various transportation related studies, requests, and analysis. LCATS will encourage the sharing and development of data across multiple jurisdictions, increasing productivity and improving accuracy of data. LCATS website is being updated and improved to include more current and easier accessibility to GIS data. LCATS will attend the International ESRI GIS User Conference to continue to strengthen our knowledge and skills.

LCATS will review and utilize new data as it is released from the 2010 census and American Community Survey.

LCATS will also support regionally significant projects using the TDFM (Travel Demand Forecast Model) to assist ODOT Central Office in development of certified traffic for projects or the use of alternatives/projects selection & environmental justice issues.

LCATS will supply information to MORPC as necessary for the TDFM and coordination for air quality conformance with the Mid Ohio Regional Planning Commission. LCATS will work with ODOT and MORPC to update and improve the TDFM by splitting Traffic Analysis Zones (TAZ's), aligning TAZ's with LBRS data, updating networks, and developing Ozone budgets to more accurately reflect localized travel patterns.

END PRODUCTS:

1. Completion of annual traffic monitoring program (*September 2010*)
2. Model Zone Split Coordination (*as needed*)

RESPONSIBLE AGENCY: LCATS

SOURCE OF FUNDS:

	FY 2012	Carry over FY 2011
Consolidated Planning Grant (CPG)		
Federal (80%)	\$69,295	\$18,481
ODOT (10%)	\$8,662	\$2,310
Local (10%)	<u>\$8,662</u>	<u>\$2,310</u>
TOTAL	\$86,619	\$23,101

610.10 TRANSPORTATION PLAN

OBJECTIVE:

To maintain a transportation plan that identifies transportation improvements necessary to meet long-range multi-modal transportation needs and complies with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Metropolitan/Statewide Transportation Planning Regulations.

PREVIOUS WORK:

1. Final 2030 Transportation Plan was submitted in May 2008
2. A Transportation Visioning Workshop was held in December 2009 to develop relationships and highlight the need for STEM (Science, Technology, Engineering and Math) in our community.
3. Portions of a Bicycle and Pedestrian Plan and transit portion of Modal Needs Assessment have been completed, with final versions being incorporated into the next long-range Transportation Plan in FY 2012.
4. Hosted a course on Designing Pedestrian Facilities for Accessibility for local project sponsors in March 2011.

METHODOLOGY:

LCATS staff will conduct technical analysis, public outreach, host a Transportation Visioning Workshop and work with transportation partners to develop a 2030 long-range Transportation Plan. The eight planning factors as required by SAFETEA-LU will be addressed in The Plan. Key elements to the plan development will include outreach activities, coordination with environmental stakeholders, additional use of visualization techniques and mapping, and further analysis of corridors. The Plan will be multi-modal.

LCATS will participate in local, regional, statewide and national discussions on the next federal Transportation Bill.

LCATS will continue to develop a long range Bicycle & Pedestrian plan for the region. The plan will be comprehensive and cross multiple jurisdictions. A primary goal will be to develop linkage between the existing trail system and existing local bicycle plans building a truly regional non-motorized plan.

LCATS will continue to develop a regional modal transportation needs assessment covering transit, bicycle, and pedestrian in correlation to the current usage and system. The analysis will look for gaps and missing links in the current system, discuss funding options and develop priorities. The analysis will also identify needs of the Human Service populations and serve as an update to the Coordinated Public Transit-Human Service Transportation Plan. The analysis will become integrated into the Long Range Transportation Plan Update.

In concert with local efforts, LCATS will participate in working on developing sustainable and smart growth communities in the region. The integration of land use, zoning, environmental preservation, housing, and transportation must be balanced to achieve the desired outcome. These efforts include developing affordable housing and transportation choices, hosting awareness and training sessions, improving the environment, improving neighborhoods, rejuvenating existing areas, improving

economic competitiveness, and leveraging public and private investment.

LCATS will continue coordination with ODOT's statewide transportation planning efforts and MORPC's regional transportation planning process.

Ohio Department of Development (ODOD) county level population control totals will be reflected in the final adopted Transportation Plan and air quality conformity determination and associated travel demand modeling procedures. Any variation from the ODOD county level population control totals, for the Transportation Plan and Conformity Determination will require substantial documentation, including interagency consultation. ODOD population control totals are not required for transportation and land use alternatives scenario planning.

END PRODUCTS:

1. Final Regional Modal Needs Assessment – Transit portion (*July 2011*)
2. Transportation Visioning Workshop (*September 2011*)
3. Goals & Objectives, Outcome Measurement for Long-Range Transportation Plan (*November 2011*)
4. Final Regional Modal Needs Assessment - Bicycle and Pedestrian portion (*November 2011*)
5. Project list Developed for Long-Range Transportation Plan (*January 2012*)
6. Draft Long-Range Transportation Plan (*March 2012*)
7. Final Long-Range Transportation Plan (*May 2012*)

RESPONSIBLE AGENCY: LCATS

SOURCE OF FUNDS:

	FY 2012	Carry over FY 2011
Consolidated Planning Grant (CPG)		
Federal (80%)	\$72,548	\$10,639
ODOT (10%)	\$9,068	\$1,330
Local (10%)	<u>\$9,068</u>	<u>\$1,330</u>
TOTAL	\$90,684	\$13,298
LOCAL Funds 100%	\$1,000	

674.10 TRANSIT – LCATS

OBJECTIVE:

To promote coordination and improved service between all transit operators and improve mobility for all the citizens of the LCATS service area.

PREVIOUS WORK:

1. Completed Coordinated Public Transit Human Services Transportation Plan in September 2007.
2. Completed Requested inspections for Specialized Transportation Program (STP) vehicles in November 2010.

METHODOLOGY:

As instructed by the ODOT Office of Transit, LCATS will assist in administering the Federal Transit Administration's (FTA) Specialized Transportation Program (5310), Job Access and Reverse Commute (5316), and New Freedom (5316) funds.

LCATS will encourage and promote coordination between all transit operators to improve mobility for all of the LCATS Service Area. LCATS will provide technical assistance and support for system improvements and coordination of services. LCATS supports implementation of strategies developed as part of the Coordinated Public Transit Human Services Transportation Plan and Regional Modal Needs Assessment.

While the Regional Modal Needs Assessment is listed under work element 610.10, Transportation Plan, a significant portion of that effort will be focused on analyzing transit needs and identifying strategies for improvements in operations and coordination across jurisdictions.

END PRODUCTS:

1. STP Vehicle Inspections (as requested)
2. Modal Needs Assessment – transit portion (July 2011) – part of work element 610.10 – Transportation Plan

RESPONSIBLE AGENCY: LCATS

SOURCE OF FUNDS:

	FY 2012	Carry over FY 2011
Consolidated Planning Grant (CPG)		
Federal (80%)	\$15,955	\$1,524
ODOT (10%)	\$1,994	\$191
Local (10%)	<u>\$1,994</u>	<u>\$191</u>
TOTAL	\$19,944	\$1,905

675.10 TRANSIT PLANNING – CITY OF NEWARK

OBJECTIVE:

Research the needs of the public and the associated costs in providing more efficient public transportation to the Cities of Newark and Heath. (July 1, 2011 – June 30, 2012)

PREVIOUS WORK:

- PTMS Report Update (*Submitted February 2011*)
- Certification of Data Report (*Submitted February 2011*)
- National Transit Database Report (*Submitted April 2011*)
- Purchased Transit Facility (*February 2011*) and renovations are to be completed.
- Began discussions about the apportionment split with LCTB.
- Began service with a new provider and new fare structure on April 1, 2009.

METHODOLOGY:

Monitor and evaluate transitioned transit service from data collected by contracted-service provider.

- Review ridership based on new service hours. Use this information in determining most efficient method of promoting transportation, resulting in increased number of annual trips. Goal is to offer low-cost transportation to the public in need (i.e. employment, medical needs, grocery, etc.), promoting ability of users to increase their usage of the system.
- Maintain all reports and documentation in accordance with requirements from the Federal Transit Administration (FTA) and Ohio Department of Transportation (ODOT).
- Investigate the option of future coordinated services with the Licking County Transit Board who manage services for the balance of Licking County through a combination of a coordination and public transit system. Coordination of services is a recommendation found in Public Transit-Human Services Coordinated Transportation Plan as required under SAFETEA-LU.
- Review and investigate feasibility of purchasing a transit facility that will allow for a location that offers more security, storage, and stability of a permanent location that is not dependant on a landlord that may raise the rent/lease fee or possibly not renew the lease. This project will allow for proper security systems to be put in place to safeguard the vehicles and storage to protect them from the elements.
- Review last performed Service Evaluation (Transit Development Plan). Possible coordination with the Licking County Transit Board (LCTB) in updating this planning document.
- Work with LCATS & LCTB on the Modal Needs Analysis. These will somewhat tie-in with the TDP work that is needed.
- Review and investigate feasibility of fixed route, streetcars, & intermodal hub. This project will allow for more public transportation usage by those in Newark & Heath as well as continue to reduce the number of vehicles on the road.
- Discuss transit apportionment split with LCTB. Continue to find the most equitable and fair method to split the funds based on population, density, target populations (elderly, low-income, & disabled), and others.

END PRODUCTS:

1. PTMS Report Update (*Due February 2012*)
2. Certification of Data Report (*Due February 2012*)
3. National Transit Database Report (*Due April 2012*)
4. Purchase & Renovation of Transit Facility (*est. completion of Dec. 2011*)
5. Monitor new service for improvements and changes (*ongoing*)
6. TDP update (*ongoing*)
7. Modal Needs Analysis with LCATS (*ongoing*)
8. Studies of Fixed Route, Streetcars, & Intermodal Hub (*est. 12-31-2011*)
9. Apportionment Split Discussions (*est. 12-31-2011*)

RESPONSIBLE AGENCY: CITY OF NEWARK

SOURCE OF FUNDS:

	Cost
FTA SECTION 5307 (80%) (FY010)	\$12,000
URBAN TRANSPORTATION PROGRAM (UTP) Grant (0%)	\$ 0
CITY OF NEWARK (20%)	<u>\$ 3,000</u>
TOTAL	\$15,000

675.20 TRANSIT PLANNING – LICKING COUNTY TRANSIT BOARD

OBJECTIVE:

Assess the transportation needs of the Licking County community, provide safe, reliable and efficient public transportation services, and coordinate services with the maximum number of human service agencies and other transit providers whenever possible.

(July 1, 2011 – June 30, 2012)

PREVIOUS WORK:

1. Review of the LCTB Transit Development Plan (TDP) *(ongoing)*
2. Monitor services for needed changes/improvements *(ongoing)*
3. Coordinate transportation services whenever possible *(ongoing)*
4. American Recovery and Reinvestment Act (ARRA) grant projects *(ongoing)*
5. Revise Vehicle Replacement Schedule *(Completed January 2010)*
6. Certification of Data Report *(Submitted February 2010)*
7. Ohio Public Transportation Facilities and Equipment Management Systems Report (PTMS) *(Submitted February 2010)*
8. National Transit Database (NTD) Report *(Submitted April 2010)*
9. Security system for LCTB transit facility *(Completed October 2010)*
10. Initiate in-house maintenance program *(January 2011)*

METHODOLOGY:

Monitor and evaluate LCTB transportation services to determine what enhancement(s) could be made in the delivery of current services.

Update the Licking County Transit Board (LCTB) Transit Development Plan (TDP), follow the intended improvements and suggestions, and revise as necessary.

As the coordination effort lead agency, bring together Licking County human service agencies and other transit providers to enhance transportation access for Licking County citizens, simplify the process of acquiring transportation services, further reduce duplicated efforts to make the most of scarce resources and provide the most appropriate cost effective transportation services possible. Coordinated efforts are supported by the United We Ride initiative and the recommendations documented in the Licking County Public Transit Human Services Coordinated Transportation Plan as required under SAFETEA-LU.

Work with the Licking County Area Transportation Study (LCATS) and City of Newark Transit Operations on a Multi Modal Needs Analysis, which may also interconnect with the TDP.

Investigate the feasibility and intended benefits of expanding the LCTB maintenance bay to further reduce down time of LCTB fleet, improve the quality and quantity of work performed and allow for the possibility of providing maintenance services to other County departments and agencies.

Continue to complete all necessary reports and other documentation as required by federal, state, and local funding sources.

END PRODUCTS:

1. Updated LCTB TDP *(June 2011)*
2. Monitor services for needed changes/improvements *(ongoing)*
3. Coordinate transportation services whenever possible *(ongoing)*
4. Multi-Modal Needs Analysis with LCATS and City of Newark *(ongoing)*
5. American Recovery and Reinvestment Act (ARRA) grant projects *(ongoing)*
6. Monitor Vehicle Replacement Schedule for needed changes *(ongoing)*

7. Federal Transit Administration (FTA) Triennial Review (2011)
8. Certification of Data Report (February 2012)
9. PTMS Report (February 2012)
10. NTD Report (April 2012)
11. Expand Maintenance Bay (est. completion date December 2012)

RESPONSIBLE AGENCY: Licking County Transit Board

SOURCE OF FUNDS:	Cost
FTA 5307 (50%)	\$15,000
Ohio Public Transportation Grant Program (OPTGP) (0%)	\$0
Licking County Transit Board (50%)	<u>\$15,000</u>
TOTAL	<u>\$30,000</u>

682.10 LOCAL EXCLUSIVE

OBJECTIVE:

To use local funds for activities funded entirely from local resources.

PREVIOUS WORK:

METHODOLOGY:

Local funds may be utilized for CPG (Consolidated Planning Grant) budget overruns throughout the Unified Planning Work Program. Local funds may be used for local planning studies and needs with LCATS Policy Committee Approval.

END PRODUCT:

RESPONSIBLE AGENCY: LCATS

SOURCE OF FUNDS:

Cost

Local (100%)

\$0

BUDGET TABLES

Revenue Tables

LICKING COUNTY AREA TRANSPORTATION STUDY
FY 2012 UNIFIED PLANNING WORK PROGRAM
Revenue Budget Table
Final May 2011
July 1, 2011 through June 30, 2012

		Revenue Source					
		Federal	State (ODOT)	Local	Subtotal		Total
Consolidated Planning Grant - FY 2012							
Work Element							
	601.10 Short Range Planning	\$66,084	\$8,260	\$8,260	\$82,604		\$82,604
	601.11 Safety	\$44,671	\$5,584	\$5,584	\$55,839		\$55,839
	601.13 Security	\$10,656	\$1,332	\$1,332	\$13,320		\$13,320
	602.10 TIP	\$38,086	\$4,761	\$4,761	\$47,608		\$47,608
	605.10 CP-SUR	\$69,295	\$8,662	\$8,662	\$86,619		\$86,619
	610.10 T-Plan	\$72,548	\$9,068	\$9,068	\$90,684		\$90,684
	674.10 Transit	\$15,955	\$1,994	\$1,994	\$19,944		\$19,944
	Subtotal	\$317,295	\$39,662	\$39,662	\$396,619		\$396,619

		Revenue Source					
		Federal	State (ODOT)	Local	Subtotal		Total
Estimated Carry Over FY 2011 Consolidated Planning Grant							
Work Element							
	601.10 Short Range Planning	\$9,243	\$1,155	\$1,155	\$11,554		\$11,554
	601.11 Safety	\$796	\$99	\$99	\$995		\$995
	601.13 Security	\$0	\$0	\$0	\$0		\$0
	602.10 TIP	\$7,317	\$915	\$915	\$9,146		\$9,146
	605.10 CP-SUR	\$18,481	\$2,310	\$2,310	\$23,101		\$23,101
	610.10 T-Plan	\$10,639	\$1,330	\$1,330	\$13,298		\$13,298
	674.10 Transit	\$1,524	\$191	\$191	\$1,905		\$1,905
	Subtotal	\$48,000	\$6,000	\$6,000	\$60,000		\$60,000

		Revenue Source					
		Federal	State (ODOT)	Local	Subtotal	100% Local	Total
Special Projects/Funds							
Work Element							
	610.10 T-Plan	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$1,000	\$1,000
	LCATS Total	\$365,295	\$45,662	\$45,662	\$456,619	\$0	\$457,619

		Revenue Source						
					FTA Section 5307	(OPTGP)	Local	Total
City of Newark - Transit								
	675.10 Transit-City of Newark				\$12,000		\$3,000	\$15,000
Licking County Transit Board (LCTB)								
	675.20 Transit-Licking County				\$15,000	\$0	\$15,000	\$30,000
	Transit Total				\$27,000	\$0	\$18,000	\$45,000

UPWP Total **\$502,619**

LICKING COUNTY AREA TRANSPORTATION STUDY
FY 2012 UNIFIED PLANNING WORK PROGRAM
Revenue Budget Table
Final May 2011
July 1, 2011 through June 30, 2012

LCATS CPG Revenue Sources - FY 2012 Cumulative Totals									
Consolidated Planning Grant	CPG Federal	CPG State (ODOT)	Required Local CPG Match	CPG Subtotal	Local CPG Supplement	STP Supplement			CPG Total
Work Element									
601.10 Short Range Planning	\$75,327	\$9,416	\$9,416	\$94,158	\$0				\$94,158
601.11 Safety	\$45,467	\$5,683	\$5,683	\$56,834	\$0				\$56,834
601.13 Security	\$10,656	\$1,332	\$1,332	\$13,320	\$0				\$13,320
602.10 TIP	\$45,403	\$5,675	\$5,675	\$56,754	\$0	\$0			\$56,754
605.10 CP-SUR	\$87,777	\$10,972	\$10,972	\$109,721	\$0				\$109,721
610.10 T-Plan	\$83,186	\$10,398	\$10,398	\$103,983	\$1,000				\$104,983
674.10 Transit	\$17,479	\$2,185	\$2,185	\$21,849	\$0				\$21,849
LCATS CPG Subtotal	\$365,295	\$45,662	\$45,662	\$456,619	\$1,000	\$0			\$457,619

City of Newark & LCTB Planning Revenue Sources - FY 2012 Cumulative Totals									
City of Newark - Transit and Licking County Transit Board (LCTB)	CPG Federal	CPG State (ODOT)	Required Local CPG Match	CPG Subtotal	Local CPG Supplement	Federal - FTA Section 5307	ODOT (OPTGP)	Local Transit Match	Transit Total
Work Element									
675.10 Transit-City of Newark				\$0		\$12,000	\$0	\$3,000	\$15,000
675.20 Transit-LCTB				\$0		\$15,000	\$0	\$15,000	\$30,000
Transit Subtotal	\$0	\$0	\$0	\$0	\$0	\$27,000	\$0	\$18,000	\$45,000

UPWP TOTAL Revenue Sources - FY 2012 Cumulative Totals									
UPWP Totals	CPG Federal	CPG State (ODOT)	Required Local CPG Match	CPG Subtotal	Local CPG Supplement	Federal - FTA Section 5307	ODOT (OPTGP)	Local Transit Match	LCATS Total
Work Element									
601.10 Short Range Planning	\$75,327	\$9,416	\$9,416	\$94,158	\$0	\$0	\$0	\$0	\$94,158
601.11 Safety	\$45,467	\$5,683	\$5,683	\$56,834	\$0	\$0	\$0	\$0	\$56,834
601.13 Security	\$10,656	\$1,332	\$1,332	\$13,320	\$0	\$0	\$0	\$0	\$13,320
602.10 TIP	\$45,403	\$5,675	\$5,675	\$56,754	\$0	\$0	\$0	\$0	\$56,754
605.10 CP-SUR	\$87,777	\$10,972	\$10,972	\$109,721	\$0	\$0	\$0	\$0	\$109,721
610.10 T-Plan	\$83,186	\$10,398	\$10,398	\$103,983	\$1,000	\$0	\$0	\$0	\$104,983
674.10 Transit	\$17,479	\$2,185	\$2,185	\$21,849	\$0	\$0	\$0	\$0	\$21,849
675.10 Transit-City of Newark	\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$3,000	\$15,000
675.20 Transit-LCTB	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$30,000
UPWP Total	\$365,295	\$45,662	\$45,662	\$456,619	\$1,000	\$27,000	\$0	\$18,000	\$502,619

Expenditure Tables

LICKING COUNTY AREA TRANSPORTATION STUDY FY 2012 UNIFIED PLANNING WORK PROGRAM

Expenditure Budget Table

Final May 2011

July 1, 2011 through June 30, 2012

		Expenditures					
		Person Hours	Direct Labor	Fringe Benefits	Direct Expenses	Indirect Expenses	Total
FY 2012 Consolidated Planning Grant							
Work Element							
	601.10 Short Range Planning	1,225	\$34,148	\$20,280	\$5,400	\$22,776	\$82,604
	601.11 Safety	745	\$19,036	\$11,306	\$12,800	\$12,697	\$55,839
	601.13 Security	200	\$5,892	\$3,499	\$0	\$3,930	\$13,320
	602.10 TIP	760	\$20,172	\$11,980	\$2,000	\$13,455	\$47,608
	605.10 CP-SUR	1,490	\$31,102	\$18,472	\$16,300	\$20,745	\$86,619
	610.10 T-Plan	1,490	\$39,012	\$23,169	\$2,482	\$26,021	\$90,684
	674.10 Transit	315	\$8,600	\$5,108	\$500	\$5,736	\$19,944
	Subtotal	6,225	\$157,962	\$93,814	\$39,482	\$105,361	\$396,619

		Expenditures					
		Person Hours	Direct Labor	Fringe Benefits	Direct Expenses	Indirect Expenses	Total
Estimated Carry Over FY 2011 Consolidated Planning Grant							
Work Element							
	601.10 Short Range Planning	150	\$5,057	\$3,003	\$121	\$3,373	\$11,554
	601.11 Safety	40	\$440	\$261	\$0	\$293	\$995
	601.13 Security	0	\$0	\$0	\$0	\$0	\$0
	602.10 TIP	120	\$4,045	\$2,403	\$0	\$2,698	\$9,146
	605.10 CP-SUR	560	\$10,218	\$6,068	\$0	\$6,815	\$23,101
	610.10 T-Plan	225	\$5,882	\$3,493	\$0	\$3,923	\$13,298
	674.10 Transit	25	\$843	\$501	\$0	\$562	\$1,905
	Subtotal	1,120	\$26,485	\$15,729	\$121	\$17,665	\$60,000

		Expenditures					
		Person Hours	Direct Labor	Fringe Benefits	Direct Expenses	Indirect Expenses	Total
Special Projects/Funds							
Work Element							
	610.10 T-Plan				\$1,000		\$1,000
	Subtotal				\$1,000		\$1,000

LCATS Total	7,345	184,447	109,543	40,603	123,026	457,619
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		Expenditures					
		Person Hours	Direct Labor	Fringe Benefits	Direct Expenses	Indirect Expenses	Total
City of Newark - Transit and Licking County Transit Board (LCTB)							
Work Element							
	675.10 Transit-City of Newark		\$0	\$0	\$0	\$0	\$15,000
	675.20 Transit-LCTB		\$0	\$0	\$0	\$0	\$30,000
	Subtotal	0	\$0	\$0	\$0	\$0	\$45,000

UPWP Total \$502,619

**LICKING COUNTY AREA TRANSPORTATION STUDY
Draft FY 2012 UNIFIED PLANNING WORK PROGRAM
Expenditure Budget Table**

Final May 2011

July 1, 2011 through June 30, 2012

		CPG Expenditures - FY 2012 Cumulative Totals				
Consolidated Planning Grant	Person Hours	Direct Labor	Fringe Benefits	Direct Expenses	Indirect Expenses	CPG Total
Work Element						
601.10 Short Range Planning	1,375	\$39,204	\$23,284	\$5,521	\$26,149	\$94,158
601.11 Safety	785	\$19,476	\$11,567	\$12,800	\$12,991	\$56,834
601.13 Security	200	\$5,892	\$3,499	\$0	\$3,930	\$13,320
602.10 TIP	880	\$24,218	\$14,383	\$2,000	\$16,153	\$56,754
605.10 CP-SUR	2,050	\$41,320	\$24,540	\$16,300	\$27,561	\$109,721
610.10 T-Plan	1,715	\$44,894	\$26,662	\$3,482	\$29,944	\$104,983
674.10 Transit	340	\$9,443	\$5,608	\$500	\$6,298	\$21,849
CPG Subtotal	7,345	\$184,447	\$109,543	\$40,603	\$123,026	\$457,619

		Transit Planning Expenditures - FY 2012 Cumulative Totals				
City of Newark - Transit and Licking County Transit Board (LCTB)	Person Hours	Direct Labor	Fringe Benefits	Direct Expenses	Indirect Expenses	Transit Total
675.10 Transit-City of Newark	0	\$0	\$0	\$0	\$0	\$15,000
675.20 Transit-LCTB	0	\$0	\$0	\$0	\$0	\$30,000
Transit Subtotal	0	\$0	\$0	\$0	\$0	\$45,000

UPWP Total \$502,619

Direct Labor Hour Distribution ~ by Work Element

**FISCAL YEAR 2012 UNIFIED PLANNING WORK PROGRAM
DIRECT LABOR HOUR DISTRIBUTION ~ By Work Element**
Final May 2011

Work Element:	601.10	601.11	601.13	602.10	605.10	610.10	674.10	TOTAL
	<i>Short Range Planning</i>	<i>Safety / Congestion</i>	<i>Security</i>	<i>Transportation Improvement Program</i>	<i>Continuing Planning - Surveillance</i>	<i>T-Plan</i>	<i>Transit LCATS</i>	
DIRECTOR	625	100	100	220	125	550	120	1840
PLANNER	275	450	25	475	200	405	10	1840
PLANNER 2	250	125	15	150	965	325	10	1840
LCPC Staff	175	0	50	25	100	150	175	675
INTERN (Seasonal)	25	100	0	0	650	225	0	1000
EXEC. DIRECTOR	25	10	10	10	10	60	25	150
TOTAL	1375	785	200	880	2050	1715	340	7345

APPENDIX I

Title VI Program ODOT Compliance Review Response

**TITLE VI PROGRAM
ODOT COMPLIANCE REVIEW RESPONSE**

I. Metropolitan Planning Organization Agency Compliance

- A. Does the Agency maintain a Title VI Plan/documentation recording its compliance with 49 CFR Part 21 and related nondiscrimination regulations? *Yes, per LCPC Title VI & Title VIII Plan, Compliance with Non-Discrimination Regulations, Policy Statement, "is fully committed to supporting the principles expressed in Title VI of the Civil Rights Act of 1964 and Title VIII Fair Housing Act of 1968." LCATS has also adopted the Title VI & Title VIII Plan, Compliance with Non-Discrimination Regulations.*
- B. To what extent does the MPO Agency employ minority staff personnel? *Currently, the Licking County Planning Commission employs 14 full-time people, which include 7 white males, 1 black male, and 6 white females.*
- C. Has the Agency adopted a formal Title VI complain process? *Yes, LCPC/LCATS has an adopted Title VI plan that includes a complaint process. The complaint process requires that the Executive Director notify the appropriate state and federal oversight agency (for example, the Ohio Department of Transportation and FHWA for LCATS including a copy of the complaint and the investigative report.*

Both the LCATS policy Committee our handling agency, Licking County Planning Commission (LCPC), have adopted this policy. The Title VI & Title VIII Plan, Compliance with Non-Discrimination Regulations was adopted by the Licking County Planning Commission's Resolution 2010-003 dated September 27, 2010 and Resolution T-2011-03 of the LCATS Policy Committee dated November 9, 2010.
- D. Has the Agency received any specific Title VI complaints in the program area under review? If so, what corrective action has been taken? *No complaints have been received*
- E. Does the Agency maintain a Disadvantaged Business Enterprise (DBE) Program and associated contracting/procurement goals consistent with the provisions of 49 CFR 26? *Licking County has a buy local policy and there are only eight DBE registered businesses on file in Licking County with the state. We do not utilize the services that they provide, as they do not pertain to our needs for purchases and contracting.*

II. Consultant Contracts

- A. Does the Agency have written consultant selection procedures consistent with the provisions of 23 CFR 49.18? *LCATS utilizes the Ohio Department of Transportation's pre-qualified listing of consultants along with the ODOT selection process. This utilizes a scoring sheet that includes additional points for MBE/DBE/EDGE certified consultants. In general LCATS holds very few consultant contracts, perhaps one every 2-3 years on average.*

- B. What considerations are given to minority contractors in the selection of consultants for transportation planning work?
1. Does the Agency establish and monitor annual Title VI contracting goals? *LCATS utilizes the Ohio Department of Transportation's pre-qualified listing of consultants along with the ODOT selection process. LCATS adopts the statewide goal for DBE selection of consultants. Since we hold very few contracts we compare our DBE consultant percentage based on a rolling three-year calendar for evaluation. On occasion, a contract may be so specialized in nature that there are no qualified DBE firms that can competently complete the work. In general LCATS holds very few consultant contracts, perhaps one every 2-3 years on average.*
 2. Does the consultant selection process include maintenance of records of qualified minority consultants. *LCATS utilizes the Ohio Department of Transportation's pre-qualified listing of consultants along with the ODOT selection process. This utilizes a scoring sheet that includes additional points for MBE/DBE/EDGE certified consultants. In general LCATS holds very few consultant contracts, perhaps one every 2-3 years on average.*
 3. What other methods or procedures are utilized to encourage use of qualified minority consultants? *When we have a consultant contract that has qualified vendors/consultants, we evaluate setting DBE/MBE goal as part of the process/contract. This includes looking at our current MBE/DBE usage totals.*
 4. Are Title VI assurances and provisions included in consultant contracts? *Yes*
- C. Have consultants made positive efforts to employ qualified minority subcontractors? If so, to what extent? *Locally, we have an engineering consultant that has pursued and been granted an EDGE certification. Other consultants are building relationships with sub consultants to handle portions of contracts.*
- D. What are the Agency's procedures for monitoring consultant compliance with Title VI contract provisions? *To ensure that all consultants comply with Title VI and non-discrimination provisions, LCPC, Licking County, the LCATS incorporates language in describing responsibilities into contractual agreements. Sub contractors with minority vendors are monitored through sub-contractor invoices.*

III. Urban Transportation Planning Process

- A. Does the MPO maintain documentation describing its procedures for incorporating Title VI requirements into the region's urban transportation planning program? *Yes, it was developed and adopted by Resolution T-2011-03 of the LCATS Policy Committee dated November 9, 2010.*
- B. What techniques and procedures are employed to provide data relative to minority and disabled populations, age and sex distributions, neighborhoods, income levels, physical environment, travel habits, etc? *LCATS public involvement meetings are held at the Newark Public Library, which has been a good place to hold public meetings that deal with regional concerns, such as The Transportation Plan, Air Quality, TIP, changes in Public Participation Policy, etc. The library is visited by people of every race, color, creed, gender, religion, income level and education background. Our documents are also available during the comment period in our offices located in the Licking County Administration Building. Both the Licking County Administration Building and the*

Newark Public Library are ADA accessible and are located in a HUD-rated Low-Moderate income area. Other places have been tested for regional meetings such as food banks, local churches and grocery stores. While the majority of citizens in these establishments are low to moderate income, we received very little information from the citizens. It appears their focus is on the task at hand and not open to other distractions. The Public Library has proven to be the best location for getting citizen input.

- C. *Is this data used to develop a socio-demographic profile of the MPO region? Yes, our long-range Transportation Plan, Transportation Vision 2030 includes a chapter entitled, Community Profile. This section includes demographic information pertaining to race, income, education, and other transportation aspects of the citizens of the region.*
- D. *To what extent is the data considered in determining that a proposed transportation system will be capable of responding favorably to minority group requirements? What techniques are used? With over half of Newark and Licking County rated as low to moderate income, any maintenance or improvement project has positive benefits to this population segment. With only 4% of Licking County's population being minority and this 4% being relatively evenly distributed, finding areas that are largely populated by minorities is not likely. Due to the efforts of the ODOT Office of Technical Services the LCATS Environmental Justice issue has not only addressed the environmental justice issues for zones populated with a majority of EJ populations as done in other areas, but has addressed every person under the EJ population categories in the LCATS study area.*
- E. *Do the MPO Transportation Plan and TIP include assessments of the impacts that planned transportation system investments will have on both minority and non-minority areas? Discuss the assessment methodology and resulting documentation. Yes, assessments are included in both the T-Plan and the TIP. With over half of Newark and Licking County rated as low to moderate income, any maintenance or improvement project has positive benefits to this population segment. With only 4% of Licking County's population being minority and this 4% being relatively evenly distributed, finding areas that are largely populated by minorities is not likely. Due to the efforts of the ODOT Office of Technical Services the LCATS Environmental Justice issue has not only addressed the environmental justice issues for zones populated with a majority of EJ populations as done in other areas, but has addressed every person under the EJ population categories in the LCATS study area.*
- F. *To what extent has the MPO developed a formalized procedure (organization, responsibilities, etc.) to provide for citizen participation in the transportation planning process? A Public Involvement Process (PIP) was adopted in September 1994, and updated in December 2002 to include a provision for environmental justice. The PIP was updated as the Public Participation Process (PPP) document in May 2007 to comply with SAFETEA-LU and included additional interaction with environmental and red flag stakeholders and additional visualization techniques.*

- G. Are minorities, both individually and through their organizations, represented in the citizen participation effort? If so, how many and in what capacities? *Yes, LCATS holds their public meetings at the Newark Public Library, which is located centrally within the low to moderate-income area of the urbanized area. The library is visited by people of every race, color, creed, gender, religion, income level and education background. Statistics have not been kept as to the number of minorities who have participated.*
- H. What techniques or procedures are employed to address limited English proficiency? *LCATS has been including visualization objects, such as maps, charts and graphs as it updates its documents. Some of the transportation documents include the long-range transportation plan, the Transportation Improvement Program, the annual listing of projects for which Federal funds have been obligated in the preceding year and A Coordinated Public Transit-Human Services Transportation Plan. As documents are updated, LCATS will include as many visualization objects as possible. As a public safety outreach, LCATS created a public message radio-jingle of “Don’t Drink and Drive” during the winter holiday season of 2007. LCATS has reviewed the census data for Licking County and found that less than one percent of residents do not speak English fluently, so we do not regularly provide foreign language accommodations.*
- I. Are there any further affirmative actions taken by the MPO to enlist the involvement and support of minority populations in the transportation planning process? *LCATS public involvement meetings are held at the Newark Public Library, which has been a good place to hold public meetings that deal with regional concerns, such as The Transportation Plan, Air Quality, TIP, changes in Public Involvement Policy, etc. The library is visited by people of every race, color, creed, gender, religion, income level and education background. Our documents are also available during the comment period in our offices located in the Licking County Administration Building. Both the Licking County administration building and the Newark Public Library are ADA accessible and located in a HUD-rated Low-Moderate income area and located centrally in both the study and urbanized area. Other places have been tested for regional meetings such as food banks, local churches and grocery stores. While the majority of citizens in these establishments are low to moderate income, we received very little information from the citizens. It appears their focus is on the task at hand and not open to other distractions. The Public Library has proven to be the best location for getting citizen input.*
- J. Is a Title VI assurance included in the annual MPO self certification resolution? *Each May, LCATS reviews their activities and passes a self-certification resolution, which includes provisions such as Title VI, Environmental Justice, DBE, and ADA.*

APPENDIX II

Indirect Cost Rate Agreement



FRINGE BENEFIT & INDIRECT COST RATE AGREEMENT

Between

**The Ohio Department of Transportation and
The Licking County Planning Commission**

December 7, 2010

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal and State Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPE: Effective calendar year 2007, the Licking County Planning Commission has adopted the **PROVISIONAL RATE METHOD** of calculating the Fringe Benefit and Indirect Cost Rates. The Fixed Rate Method was utilized in prior calendar years. The provisional rates are calculated based upon the actual costs of the most recently audited year with adjustments for projected changes. Once approved, the provisional rates are billed for the calendar year. At the end of the Calendar Year, the actual rates are calculated and the difference between the estimated and actual costs, for the period covered by the rates, is identified to each specific contract. Any variance is either billed as an additional cost or refunded to the grantor agency. No carry forward provision is permitted to adjust future rates for the variance.

TYPE	EFFECTIVE PERIOD		RATE (%)	APPLICATION
	FROM	TO		
PROVISIONAL	1/1/2009	12/31/2009	58.33	FRINGE BENEFIT RATE
PROVISIONAL	1/1/2009	12/31/2009	76.20	INDIRECT COST RATE
FINAL #	1/1/2009	12/31/2009	65.80	FRINGE BENEFIT RATE
FINAL #	1/1/2009	12/31/2009	62.75	INDIRECT COST RATE
PROVISIONAL +	4/1/2010	12/31/2010	64.69	FRINGE BENEFIT RATE
PROVISIONAL +	4/1/2010	12/31/2010	62.88	INDIRECT COST RATE
FINAL +	4/1/2010	12/31/2010		FRINGE BENEFIT RATE
FINAL +	4/1/2010	12/31/2010		INDIRECT COST RATE
PROVISIONAL	1/1/2011	12/31/2011	59.39	FRINGE BENEFIT RATE
PROVISIONAL	1/1/2011	12/31/2011	66.70	INDIRECT COST RATE
FINAL	1/1/2011	12/31/2011		FRINGE BENEFIT RATE
FINAL	1/1/2011	12/31/2011		INDIRECT COST RATE

BASE: For Fringe Benefits, the base is total direct and indirect labor.
For Indirect Costs, the base is total direct labor (excluding direct labor fringe benefits).

- # The FINAL FY2009 rates have not been audited by ODOT.
- + The PROVISIONAL and FINAL rates for FY 2010 are effective for the period April 1, 2010 through December 31, 2010. During January 1, 2010 through March 31, 2010 the approved rates are 0.00% for fringe benefits and 0.00% for indirect costs.

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 contract(s) based on the applicable fringe benefit rate times the direct labor expenses incurred for the contract(s).
- B. TREATMENT OF INDIRECT COSTS:**
Indirect costs are not specifically identified to a cost objective. These include an approved Central Services Cost Allocation component and other operational and administrative expenses (e.g., indirect labor, indirect labor fringe benefits, materials & supplies, communications, training, advertising, etc.) These expenses are billed to contract(s) based on the applicable indirect cost rate times 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; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal or State Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the governmental entity.

B. ACCOUNTING CHANGES:

This agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the Ohio Department of Transportation. 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. FIXED RATE:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL/STATE AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-87, and should be applied to grants, contracts, and other agreement covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

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

BY THE DEPARTMENT/AGENCY:

Licking County Planning Commission
(DEPARTMENT/AGENCY)

Jerry Brems
(SIGNATURE)

JERRY BREMS
(NAME)

DIRECTOR
(TITLE)

12-7-10
(DATE)

BY THE COGNIZANT AGENCY ON BEHALF OF THE FEDERAL GOVERNMENT:

Ohio Department of Transportation
(DEPARTMENT/AGENCY)

Jolene M. Molitoris, JAR
(SIGNATURE)

Jolene M. Molitoris, JAR
(NAME)

Director
(TITLE)

12-9-10
(DATE)