



Mid-Ohio Regional
Planning Commission

111 Liberty Street, Suite 100
Columbus, Ohio 43215

T 614.228.2663
TTY 800.750.0750

www.morpc.org

NOTICE OF A MEETING

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

Thursday, December 3, 2015
1:30 p.m.

AGENDA

1. **Welcome** – Matt Greeson, Chair
2. **Consent Agenda**
 - Approval of [November 5, 2015 minutes](#)
3. **Executive Director's Report** – William Murdock
4. **Committee Updates**
 - **Building Committee** – Derrick Clay, Chair
 - **Bylaws Committee** – Rory McGuinness, Chair
 - **Investment & Reserve Committee** – Joe Stefanov, Chair
 - **Nominating Committee** – Rory McGuinness, Chair
5. **Regional Policy Roundtable** – Laura Koprowski
 - [Proposed Resolution 20-15](#): "ADOPTION OF MORPC'S 2016 PUBLIC POLICY AGENDA"
6. **State of the Region Award Nominations** – Laura Koprowski
7. **Transportation Policy Committee** – Thea Walsh
 - [Proposed Resolution 19-15](#): "ADOPTION OF MORPC'S 2015 TITLE VI PROGRAM"
8. **Benefits & Compensation Committee** – Joe Stefanov, Chair
 - [Proposed Resolution EC-07-15](#): "SETTING COMPENSATION GUIDELINES AND LIMITS FOR THE 2016 COMPENSATION YEAR"
9. [Proposed Resolution EC-08-15](#): "AUTHORIZING THE EXECUTIVE DIRECTOR TO MAKE RELEVANT CHANGES TO THE MID-OHIO REGIONAL PLANNING COMMISSION'S EMPLOYEE GUIDEBOOK" – Shawn Hufstedler

William Murdock, AICP
Executive Director

Eric S. Phillips
Chair

Matt Greeson
Vice Chair

Rory McGuinness
Secretary

10. 2016 Agency Budget – William Murdock & Shawn Hufstedler

- **Proposed Resolution 21-15: “ACCEPTANCE OF THE FISCAL BUDGET AND FUND ACCOUNT APPROPRIATIONS FOR THE OPERATION OF THE MID-OHIO REGIONAL PLANNING COMMISSION FOR 2016”**

11. Draft Commission Agenda

12. Other Business

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

The next Executive Committee Meeting is

Thursday, January 7, 2016 at 1:30 p.m.

*111 Liberty Street, Suite 100
Columbus, Ohio 43215*

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

When parking in MORPC's parking lot, please be sure to park in a MORPC visitor space or in a space marked with an “M”. Handicapped parking is available at the side of MORPC’s building. MORPC is accessible by CBUS.

Mid-Ohio Regional Planning Commission

Executive Committee Meeting Minutes

Thursday, November 5, 2015
1:30 p.m.

Members Present

Karen Angelou	Michael Ebert	Eric Phillips
Marilyn Brown	Matt Greeson	Rob Platte
Derrick Clay	Rory McGuiness	Joe Stefanov
Tracie Davies	Gary Merrell	

MORPC Staff Present

Kerstin Carr	Laura Koprowski	Rob Powell
Joe Garrity	William Murdock	Nancy Reger
Shawn Hufstedler	Deborah Murphy	Shari Saunders
Ciel Klein	Christina O'Keeffe	Thea Walsh

Guests

Jung Kim, Columbus 2020
Anthony Jones, City of Gahanna

Welcome – Matt Greeson

Chair Matt Greeson called the meeting to order at 1:35 p.m. and congratulated Karen Angelou, Michael Ebert and Kim Maggard on their re-elections to office.

Consent Agenda

Joe Stefanov made a motion to approve the Consent Agenda, second by Karen Angelou; motion passed.

Executive Director's Report – William Murdock

By the end of the year, MORPC hopes to finalize an agreement with the Ohio Department of Transportation for a pilot grant for Rural Transportation Planning in the counties just outside the MPO. We are looking at using National Transportation Database dollars for the required matching funds. Union and Fairfield Counties are excited about the project. We have had great conversations with Pickaway, Madison, Knox, Marion and Morrow Counties.

On October 20, 2015, MORPC hosted a Weatherization Showcase in Madison Township. The showcase, which highlights MORPC's energy efficiency program, received great media coverage. The Energy Efficiency Department is meeting its goals this year.

The Competitive Advantage Process project timeline has been adjusted to launch in January 2016.

The Columbus Partnership and Columbus 2020 are soliciting requests for Capital Bill projects for Central Ohio. MORPC will help in mapping and evaluating the projects. The application deadline is November 23, 2015.

The insight2050 Executive Committee met October 30, 2015. The project is gearing up for Phase 3 which includes an age-friendly initiative and finalizing a communication strategy.

MORPC has several committee openings. The Community Advisory Committee (CAC) is looking for representatives from outside Franklin County. The Transportation Advisory Committee (TAC) has an opening for a suburban representative. The Sustainability Advisory Committee is looking for local government

representatives. The District 3 Public Works Integrating Committee is seeking nominations to fill a three-year term on the Franklin County National Resources Assistance Council (NRAC).

MORPC and the Urban Land Institute (ULI) Columbus are hosting "Real Estate Trends in Central Ohio," on Thursday, December 3, 2015, 4:30-6:30 p.m. at the Athletic Club.

The 2016 MORPC Meeting Calendar will be distributed in December 2015. The Executive Committee will continue to meet the first Thursday of each month and the Commission/Transportation Policy Committee will meet the second Thursday of each month. There will be no Executive Committee or Commission/Transportation Policy Committee meetings in February and August. The Executive Committee agreed by consensus with the proposed schedule.

Building Committee Update – Derrick Clay

Columbus State Community College (CSCC) is proposing to lead a focused strategy for infrastructure and development in the northeast portion of Downtown Columbus. This will include investment partners such as MORPC, the City of Columbus, the Columbus College of Art and Design (CCAD), and others in the area. These partners have issued a joint statement of support for a budget request to the City of Columbus to help fund the project. MORPC's involvement and funding commitment will be determined in upcoming budget and facility discussions.

MORPC is finalizing an office space needs estimate for ongoing discussions with CSCC. MORPC is also working with CSCC on a state capital bill request for a new or updated facility, and a potential MORPC state capital bill request for a component of our programming partnership.

Data Site Task Force Update – Nancy Reger; Anthony Jones & Jung Kim, Co-Chairs

The Data Site Task Force met February through October 2015. Nancy Reger recognized Rob Powell who was the MORPC Lead Team Member for the Task Force. Ms. Reger introduced Task Force Co-Chairs Anthony Jones and Jung Kim who reviewed the Task Force findings, "[A Regional Data Site for Central Ohio.](#)" The findings confirm the need to create a Regional Data Site, and that a new committee should be formed at MORPC for overseeing the site development and management. The estimated initial development cost of a Central Ohio data site is \$200,000; the maintenance cost cannot be calculated.

Proposed Resolution 18-15: "ACCEPT THE FINDINGS OF THE REGIONAL DATA TASK FORCE AND ADOPT CHANGES TO MORPC BYLAWS TO CREATE A REGIONAL DATA ADVISORY COMMITTEE" – Nancy Reger
Resolution 18-15 was presented for the purpose of moving forward with the Data Site Task Force recommendations.

Marilyn Brown made a motion to approve Resolution 18-15, second by Derrick Clay; motion passed.

Investment and Reserve Committee Update – Joe Stefanov

The Investment and Reserve Committee will meet later this month and will have recommendations prior to the December Board Meeting. The Committee will focus on creating and maintaining an operating reserve using short-term and long-term strategies.

Regional Policy Roundtable Update – Laura Koprowski

Marilee Chinnici-Zuercher's last meeting as Chair for the Regional Policy Roundtable was October 27, 2015. Ms. Chinnici-Zuercher is retiring. The Clean Power Plan was a topic at the meeting and is also being discussed with the Sustainability Advisory Committee.

Laura Koprowski reviewed the [Mid-Ohio Regional Planning Commission DRAFT-2016 Public Policy Agenda](#). The draft was unanimously approved by the Regional Policy Roundtable. It follows the same structure and goals as the 2015 Public Policy agenda. Significant changes include:

- Added Goal 1 objectives to promote insight2050 and infrastructure.
- Reworded Goal 2 and Goal 3.
- Added Goal 3 objective to protect green space.
- Added Goal 4 objective to finance energy infrastructure improvements.
- Under Collaboration collapsed three sections into Sustainable Growth.

Laura Koprowski recognized Joe Garrity for his work on the draft agenda. The 2016 Public Policy Agenda will be presented for approval at the December meetings.

Sustainability Advisory Committee Update – Christina O’Keeffe

The Sustainability Advisory Committee met October 20, 2015 and discussed the Clean Power Plan. This is a federal policy on the level of WOTUS. The Clean Power Plan was announced in August through the U.S. EPA and will use the Clean Air Act to regulate carbon nationwide. The Sustainability Advisory Committee, along with the Energy & Air Quality Working Group, will study the plan to determine the plan’s impacts on Central Ohio. MORPC Team Members will identify ways we can work with the Ohio EPA on a State Implementation Plan (SIP). There are ongoing legal challenges to the regulation; 24 states have filed lawsuits. The rule is in a comment period that includes the Clean Energy Incentive Program (CEIP), on which MORPC may make comments since it is intended to provide incentives for low income communities.

Kerstin Carr provided an update on WOTUS that was effective at the end of August. It is now on hold in the court of appeals. The old rules are still in effect. It is anticipated that it will be a year before any action is taken. There is legislation in Congress addressing WOTUS.

Transportation Policy Committee Update – Thea Walsh

More people are attending the CAC and TAC meetings. Last year seven communities applied for one open position. The TAC is considering Bylaws changes including changes in membership structure.

Central Ohio did not receive a TIGER grant award this year. Ohio did receive one award for rural transit.

Proposed Resolution 17-15: “TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION TO EXECUTE AGREEMENTS WITH AND RECEIVE FUNDS FROM THE OHIO DEVELOPMENT SERVICES AGENCY TO OPERATE THE HOME WEATHERIZATION ASSISTANCE PROGRAM” – Christina O’Keeffe

Marilyn Brown made a motion to approve Resolution 17-15, second by Rob Platte; motion passed.

Quarterly Financial Statements – Shawn Hufstedler

Shawn Hufstedler reviewed the September 2016 Financial Report. Highlights include:

- The operating account cash position was just over \$850,000. Actual overhead and fringe rates were better than expected for the first half of the year.
- The year-to-date operating loss is \$447,874. A huge factor was the cost of sales of the final NSP property of \$250,750 earlier in the year; the revenue was received in prior years. Another contributing factor was the imbalance in the costs of the home repair program versus the funding. That issue has been addressed.
- Accounts receivable and accounts payable are on positive trends.
- Expenses are within appropriations.
- Recent GASB rule changes will affect our financial statements in the future. We will now be reporting our OPERS liability. This is not an amount we owe; it is paid through our normal course of operations. The liability will be based on the size of payroll. It will not affect the net statement; it will affect the balance sheet.

State of the Region Award Nominations – Laura Koprowski

Information for the 2016 State of the Region Award Nominations will be out soon. The awards are: Regional Leadership Award, William C. Habig Collaborative Achievement Award, and the William H. Anderson Excellence in Public Service Award.

Draft Commission Agenda

The Executive Committee reviewed the draft November 12, 2015 Commission Meeting Agenda.

Executive Session

Joe Stefanov made a motion for the Executive Committee to enter into Executive Session for the purpose of ORC Section 121.22(G)(1) – To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing; second by Eric Phillips. A roll call vote was conducted with all attending committee members in favor. Executive Session began at 2:44 p.m. and concluded at 3:32 p.m.

The Executive Committee discussed the Executive Director’s contract and compensation.

Joe Stefanov made a motion to increase the Executive Director’s salary 2.5% for 2015 effective immediately and retroactive to January 1, 2015, second by Karen Angelou; motion passed.

Marilyn Brown made a motion to authorize the Executive Committee Chair to execute an employment agreement with William Murdock on behalf of the Executive Committee and MORPC as outlined and negotiated with Mr. Murdock and addressed in the proposed first amended employment agreement, second by Derrick Clay; motion passed.

The meeting adjourned at 3:42 p.m.

Matt Greeson, Chair
Executive Committee



Mid-Ohio Regional
Planning Commission

111 Liberty Street, Suite 100
Columbus, Ohio 43215

T 614.228.2663
TTY 800.750.0750

www.morpc.org

Memorandum

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

FROM: Steve Campbell, Regional Policy Roundtable Vice Chair

DATE: November 27, 2015

SUBJECT: Proposed Resolution 20-15: "ADOPTION OF MORPC'S 2016
PUBLIC POLICY AGENDA"

This resolution formally adopts the Mid-Ohio Regional Planning Commission's (MORPC) 2016 Public Policy Agenda. A working group consisting of members of MORPC's Board and the Regional Policy Roundtable collaborated to create a robust and well-defined public policy agenda. It consists of strategic initiatives and collaborative efforts that directly represent the interests and concerns of Central Ohio.

The Public Policy Agenda was first presented and approved by the Regional Policy Roundtable at its October meeting. The agenda was then presented to the MORPC Commission in November. MORPC Commission members could provide additional feedback to the agenda through November 18, 2015.

The 2016 Public Policy Agenda serves as a framework for MORPC's staff, members, and government affairs consultant. The Public Policy Agenda was developed to implement a successful advocacy program and educate policymakers and community leaders about the work, goals, and impact of MORPC. It is a living document that will evolve as important changes and issues arise in the region.

Attachment: Resolution 20-15

William Murdock, AICP
Executive Director

Erie S. Phillips
Chair

Matt Greeson
Vice Chair

Rory McGuiness
Secretary

RESOLUTION 20-15

“ADOPTION OF MORPC’S 2016 PUBLIC POLICY AGENDA”

WHEREAS, members of the Mid-Ohio Regional Planning Commission (MORPC) Board and the Regional Policy Roundtable collaborated to create a robust and well-defined 2016 Public Policy Agenda; and

WHEREAS, it describes MORPC’s initiatives and collaborative efforts for the year 2016, which directly relate to its mission, goals, and objectives; and

WHEREAS, the 2016 Public Policy Agenda provides a framework to advocate for policies that encourage making Central Ohio more competitive in a global marketplace while improving the quality of life in Central Ohio; and

WHEREAS, the 2016 Public Policy Agenda provides direction to MORPC members and staff in order to act in concert with those initiatives; and

WHEREAS, the 2016 Public Policy Agenda was designed to address important public policy issues and legislation that occur throughout the year; and

WHEREAS, the 2016 Public Policy Agenda will help MORPC be a leader in regional, state, and national policies; now therefore,

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

- Section 1. That it supports and adopts the 2016 Public Policy Agenda.
- Section 2. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 3. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.

Eric S. Phillips, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: December 10, 2015
Submitted by: Steve Campbell, City of Columbus, Regional Policy Roundtable Vice Chair
Prepared by: Laura Koprowski, Director of Public & Government Affairs
Authority: Ohio Revised Code Section 713.21
For action date: January 1, 2016
Attachment: 2016 Public Policy Agenda

Mid-Ohio Regional Planning Commission 2016 Public Policy Agenda

Lead–Opportunities for legislative and public policy leadership

Goal 1: Promote regionalism at the local, state, and federal levels of government fostering economic prosperity, efficient use of resources, and a high quality of life for Central Ohio residents.

- Advocate for policies and legislation that encourage local governments to collaborate and share services to make local governments fiscally stronger, more effective, and efficient in serving the public.
- Promote insight2050 and advocate for policies and legislation that will provide Central Ohio with the needed tools and resources to plan for the expected increase of 500,000 people by 2050.
- Highlight the valuable roles, duties and rights that local governments have in services to residents, quality of life, and economic prosperity.
- Advance Federal and State tax and budget policies that balance the promotion of economic growth, while also ensuring the ability to provide vital local government services to residents.
- Work with our regional partners to identify significant projects and grant opportunities to benefit the region.
- Position MORPC as a leading resource and innovator in regional planning strategies.
- Promote policies, programs, and funding to ensure our region's transportation, fiber, water, sewer, and material management infrastructure are well maintained, affordable, vital, and resilient.

Goal 2: Achieve an advanced and exceptional transportation system that connects Central Ohio's people and products to the world.

- Seek additional revenue and innovative long-term funding mechanisms for transportation at local, state, and federal levels.
- Advocate for a long-term federal transportation bill.
- Promote state designation and preserve federal recognition of metropolitan planning organizations and their regional approach to transportation planning and funding.
- Advance the importance of the logistics industry to Central Ohio and support continued investments in the region's "inland port" intermodal, rail, air, and other freight facilities.
- Support new and existing legislation and policies that measurably improve transportation safety.

- Advocate for an advanced, multi-modal transportation system that allows our residents, workforce, public agencies, and businesses effective and efficient public and private transportation choices to regional, national, and international markets.
- Pursue policies and funding to expand workforce transportation options.

Goal 3: Conserve and enhance the natural resources, water, air, and land in our growing region.

- Advocate for innovative strategies to maintain air quality attainment, reduce emissions, and protect health by working with public and private partners.
- Advocate for policies and funding to maintain and protect the quality and quantity of our water resources, balancing public and private sector interests, and traditional and new economic activities in our growing region.
- Support and advocate for policies and funding for a timely clean-up and redevelopment of brownfields or vacant, blighted, or abandoned land and for the preservation of historic buildings in order to revitalize communities.
- Pursue funding and policies to help protect and secure more parkland, wetlands, trails, and green space.

Goal 4: Promote energy efficiency and an abundant supply of safe, reliable, and affordable sources of energy for our growing region.

- Promote energy efficiency and conservation, as well as renewable and alternative energy.
- Advocate for federal, state, and local policies that foster economic growth and resiliency by using new and traditional forms of energy.
- Promote the importance of the benefits associated with energy efficiency policies, funding, and programs.
- Support innovative funding tools for public agencies, businesses, and nonprofit organizations to finance energy infrastructure improvements.

Collaborate - Opportunities to form coalitions with like-minded organizations

Economic Development

- Promote a robust economy for the region and active collaboration with JobsOhio, Columbus2020, business organizations, and local governments to pursue national and state policies and funding to advance economic development.
- Encourage local governments to focus job attraction incentives on new jobs and investment to the region.
- Promote local food systems, food security, and state policies that create economic and environmental benefits of local foods systems and farmland preservation.

- Improve access to workforce training and to resources that enhance the financial stability of our region's low and moderate income households.
- Promote digital connectivity throughout the region, supporting public fiber optic communication and data infrastructure, and promoting cooperation and investment among members to assure sustainability and resiliency.
- Pursue new tools and strategies for local governments to encourage new jobs and investment for the region.

Sustainable Growth

- Promote efficient and effective use and management of waste streams through reuse and recycling programs that reduce environmental impacts and contribute to the economic competitiveness of the region.
- Assist in the establishment of fueling infrastructure for alternative fuel vehicles within the region.
- Advocate for innovative land-use regulations and planning tools as a way to promote sustainable growth; maintain and reuse existing housing and commercial buildings; conserve environmentally sensitive areas; encourage farmland preservation; reduce energy consumption; provide transportation alternatives; and promote effective material management.
- Promote the development of housing policies that support lifelong communities.
- Support policies and incentives that encourage redevelopment and reinvestment in Central Ohio's neighborhoods and commercial districts.
- Advocate for a broad spectrum of housing and home ownership options to meet the residential and work-force needs of communities throughout our growing region.

Federal Funds

- Support federal funding for defense installations, research, and other initiatives in Central Ohio.
- Participate in coalitions and partnerships for MORPC local government members to understand, engage, and better position themselves for federal funding through appropriations, authorizations, bills, grants, and other possible options.

Who We Are:

- MORPC is a voluntary association of Central Ohio governments and regional organizations

Public Policy Agenda:

The 2016 Public Policy Agenda of the Mid-Ohio Regional Planning Commission (MORPC) is vital to the future of the over 2 million people we serve and represent in our 15 county member region. As one of the most dynamic and fastest growing regions in the country, Central Ohio is expecting dramatic changes in the next 20 years. Our population will increase by 500,000 people or 25 percent by 2050 while the rest of Ohio will experience a 3

percent decline. These figures imply significant change for all Central Ohio communities in the coming years.

This strategic agenda is the collective voice and proactive framework MORPC uses to advocate the issues, policies, and interests of our communities at the state and federal levels of government. Our local government members are interested in developing innovative and responsive public policies and legislation that will foster economic prosperity, enhance the quality of life, and secure a competitive advantage for Central Ohio. MORPC's Public Policy Agenda is organized into two categories of **Lead** and **Collaborate**:

- **Lead** - Opportunities for legislative and public policy leadership by MORPC
- **Collaborate** - Opportunities for MORPC to work closely with partners to advance shared interests and goals

What We Do:

- Create solutions to shared regional challenges
- Explore opportunities for shared services among local governments
- Serve as a regional information hub by providing demographics, maps, and tools to inform decisions
- Convene local governments to prioritize regional transportation projects and seek funding
- Provide valuable community services in the areas of energy and environment

For more information contact:

Laura Koprowski, Director of Public & Government Affairs
lkoprowski@morpc.org
614.233.4126

Joseph Garrity, Public Affairs Coordinator
jgarrity@morpc.org
614.233.4127

Bevan Schneck, Public Affairs Coordinator
bschneck@morpc.org
614.233.4130



Mid-Ohio Regional
Planning Commission

111 Liberty Street, Suite 100
Columbus, Ohio 43215

T 614.228.2663
TTY 800.750.0750

www.morpc.org

Memorandum

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

FROM: Thea Walsh
Director of Transportation Systems and Funding

DATE: November 27, 2015

SUBJECT: Proposed Resolution 19-15: "ADOPTION OF MORPC'S 2015 TITLE VI PROGRAM"

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

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

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

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

William Murdock, AICP
Executive Director

Eric S. Phillips
Chair

Matt Greeson
Vice Chair

Rory McGuiness
Secretary

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

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

Attachment: Resolution 19-15

RESOLUTION 19-15

“ADOPTION OF MORPC’S 2015 TITLE VI PROGRAM”

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

WHEREAS, MORPC is a primary recipient of the Section 5310 Federal Transit Administration (FTA) funds that are distributed to sub recipients; and

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

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

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

- Section 1. That it approves MORPC’s *2015 Title VI/Non-Discrimination Program* dated November 2015.
- Section 2. That it directs staff to implement, monitor and recommend updates to the Program as needed.
- Section 3. That it directs staff to transmit this resolution and program to the FTA.
- Section 4. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 5. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.

Eric S. Phillips, Chair
Mid-Ohio Regional Planning Commission

Effective date: December 10, 2015
Submitted by: Thea Walsh, Director, Transportation Systems & Funding
Prepared by: Bernice Cage, Public Information & Diversity Manager, Public & Government Affairs
Mary Ann Frantz, Alternative Transportation Manager, Transportation Systems & Funding
Authority: Ohio Revised Code Section 713.21
For action date: December 10, 2015
Attachment: 2015 Title VI/Non-Discrimination Program



Title VI/Non-Discrimination Program at MORPC

(Focus on Metropolitan Planning Organization)

November 2015

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

Title VI¹/Non-Discrimination Program
at the
Mid-Ohio Regional Planning Commission
(Focus on Metropolitan Planning Organization)

Report Prepared by MORPC

November 2015

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

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

¹ Title VI of the U.S. Civil Rights Act of 1964

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

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

U.S. Department of Justice

TABLE OF CONTENTS

- I. Introduction 1**
 - A. This PROGRAM..... 1
 - B. Civil Rights Act of 1964 and Title VI 1
 - C. Authorities 3
 - D. State of Ohio Non-Discrimination Laws..... 4
 - E. MORPC Organization and Funding 4
- II. Title VI Organization at MORPC 9**
 - A. Introduction..... 9
 - B. Key Staff Responsibilities 9
- III. Key MPO Title VI Activities 10**
 - A. Introduction..... 10
 - B. Planning Process 10
 - 1. Introduction 10
 - 2. Data Collection 11
 - 3. Public Involvement..... 12
 - C. Diversity and Inclusion Plan 14
- IV. Other Title VI-Related Responsibilities at MORPC..... 16**
 - A. Title VI RESOLUTION, Policy Statement and Assurances 16
 - B. On-site Title VI Federal or State Reviews..... 16
 - C. Special Grants 17
 - D. Complaint Process..... 17
 - E. Notifying Beneficiaries of Protection Under Title VI 18
 - F. Limited English Proficiency (LEP) and Other Communication Issues 19
 - G. Annual Title VI Report for ODOT 19
 - H. Contract Procuedures..... 19

SUMMARY OF MORPC ONGOING TITLE VI-RELATED ACTIVITIES

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

I. INTRODUCTION

A. THIS PROGRAM

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

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

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

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

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

B. CIVIL RIGHTS ACT OF 1964 AND TITLE VI

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. AUTHORITIES

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

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

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

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

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

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

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

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

D. STATE OF OHIO NON-DISCRIMINATION LAWS

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

E. MORPC ORGANIZATION AND FUNDING

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

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

MORPC currently includes four major “production” departments: 1) Transportation Systems and Funding (the “MPO”); 2) Data and Mapping, 3) Planning and Environment 4) Energy and Air Quality includes a home weatherization and housing rehab component, and within Transportation Systems and Funding there is a separate demand management program that provides ridesharing services in 12 counties. MORPC also includes several “support” departments including Executive Management, Finance, Information Technology, and Public and Government Affairs.

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

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

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

Board Diversity – To understand and effectively serve the needs of a diverse population, an organization’s board needs to have the perspective of diverse voices at the table. In 2014, MORPC conducted a survey of its Board members which also requested racial and ethnic minority representation. Out of a total of 106 respondents:

- 30% female
- 70% male
- 8% racial/ethnic minority combined
- 34% between the ages of 25-44
- 52% between the ages of 45-64
- 15% the age of 65 or older

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

companies, foundations, and from other public and private entities, to perform, implement or administer specific programs, services or studies.

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

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

Section 5310 Funds -

PROVIDING ASSISTANCE TO SUBRECIPIENTS Chapter III, 11

MORPC is the Designated and Primary Recipient of FTA Section 5310 funds in the Columbus, Ohio urbanized area. MORPC passes Section 5310 funds through to subrecipients as required by the grant program. MORPC is in the process of developing agreements/contracts using FFY 2013 funds executed with FTA with the following subrecipients.

- The Alpha Group of Delaware County
- Canal Winchester Senior Transportation Services
- Franklin County Board of Developmental Disabilities
- Clintonville Beechwold Community Resource Center
- Heritage Day Health Centers
- LifeCare Alliance
- The Council of Older Adults of Delaware County
- Association for the Developmentally Disabled

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

Subrecipients can access MORPC's Title VI notice of rights, complaint form and procedures and adopted policies at www.morpc.org/about-morpc/overview/policies. All Title VI complaints regarding services provided with Section 5310 funds are to be addressed to MORPC as well as the recipient using MORPC's complaint procedures.

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

MONITORING SUBRECIPIENTS Chapter III, 12

MORPC will develop a process and schedule to track subrecipient's Title VI Program compliance and submissions. MORPC's grant administrator will perform site visits as appropriate to each

subrecipient to ensure their projects are in compliance with the signed agreement and FTA standards. The administrator will receive monthly or quarterly reports that will be entered into FTA TEAM quarterly.

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

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

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

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

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

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

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

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

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

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

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

II. TITLE VI ORGANIZATION AT MORPC

A. INTRODUCTION

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

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

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

B. KEY STAFF RESPONSIBILITIES

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

This person is the key contact person that has general responsibility over civil rights-related and non-discrimination issues that may arise within the agency. This person is also responsible for employment and hiring and for the agency’s Equal Employment Opportunity reporting.

Two other key staff members related to Title VI, who also report directly to the Executive Director, are the Chief of Staff & Finance Director and the Director of Public and Government Affairs. The Chief of Staff & Finance Director is responsible for helping to make sure the agency meets Title VI requirements in purchasing and in professional service or other contracts. The Director of Public and Government Affairs is responsible for Title VI as it relates to public outreach and Title VI notifications.

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

III. KEY MPO TITLE VI ACTIVITIES

A. INTRODUCTION

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

B. PLANNING PROCESS

1. INTRODUCTION

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

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

- Data collection
- Public involvement

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

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

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

- **Minority Mobility Needs:** During our outreach and analysis we did not identify any transportation needs specific to minority populations. Their needs were similar to the needs of the general population; access to jobs and other services and generally have adequate mobility throughout the region. Our planning process continuously reaches out to minority populations. To date we have not identified that minority populations in our region have transportation needs different from the population as a whole. These are: access to jobs and other services; improve the safety of the transportation system; minimize congestion; and increasingly over the last several years access to more options including improved transit services and providing more biking and walking infrastructure to create better and more sustainable neighborhoods. Our transportation planning process includes minority population groups and viewpoints.
- **Impacts of State and Federal funds:** MORPC's analysis of the impact of the distribution of State and Federal funds is shown in figures IV-1 to IV-32 on pages 20- 34 of the Environmental Justice documentation. The charts identify the impacts of the TIP projects with respect to particular measures on various populations groups which specially include minority and non minority populations groups. A disparate impact would show up in these graphs if the trends depicted on the graph would be different between minority and non minority population. In all measures the trend lines of minority and non minority population follow a similar pattern as a result of the TIP projects when compared to the no build situation. More details can be derived by the paragraph associated with each measure. See Appendix H.

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

2. DATA COLLECTION

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

To Identify:

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

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

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

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

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

3. PUBLIC INVOLVEMENT

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

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

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

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

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

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

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

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

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

The Community Advisory Committee presently has 19 members, including 3 minority, and 1 person with a disability. MORPC consistently recruits for new committee members. MORPC also reviews and requires that project-specific committees include representation of diverse populations from the study areas.

The Transportation Advisory Committee serves as the technical component of the public involvement process and provides recommendations to the Transportation Policy Committee. The Transportation Advisory Committee (TAC) presently has 23 members. A survey is currently being conducted for the members to self-identify their racial, ethnic or national origin status. Once the survey is completed, the Title VI program will be updated with the information. Membership will include the opportunity for proposed members to self identify. MORPC is in the process of updating the TAC By-laws and the 2015 Diversity and Inclusion Plan. Updated TAC By-laws and Diversity and Inclusion Plan will encourage minority participation on MORPC committees.

“Diversity and cultural competence are part of the DNA of our agency.” William Murdock, MORPC Executive Director

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

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

C. DIVERSITY AND INCLUSION PLAN

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

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

The goal of the yearly work plans is to cultivate a work environment that is welcoming and inclusive; provide services and programs to the Central Ohio community creating a special place to live, work,

and raise a family; and create a place for businesses to want to locate. The work plans assist MORPC in its planning and decision-making, establishing priorities, providing relevancy to the MORPC region, building capacity, maintaining accountability, allocating resources and improving services to the Central Ohio community.

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

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

The 2015 Diversity Work Plan intends to enhance and improve upon the six focus areas identified in the 2013 and 2014 plans. Each focus area includes demographics or references to relevant data as well as any MACC or United Way Assessment recommendations appropriate for that area.

The matrices, sorted by focus area, identifies: the process in which to achieve desired outcomes (Infrastructure); the capability to implement the processes (Competency); and the MORPC Team Member(s) responsible for the specific infrastructure (Staff). The matrix provides an area for reporting results (Outcome). A Glossary of Terms is included at the end for acronyms used throughout this document.

The 2015 Work Plan will continue to measure the six focus areas identified in the 2014 plan with changes to the goals in some areas.

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

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

IV. OTHER TITLE VI-RELATED RESPONSIBILITIES AT MORPC

A. TITLE VI RESOLUTION, POLICY STATEMENT AND ASSURANCES

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

The Title VI assurances are now included as part of the annual MPO self-certification resolution, usually adopted in May of each year. Appendix C includes a copy of this from FY 2016.

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

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

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

B. ON-SITE TITLE VI FEDERAL OR STATE REVIEWS

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

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

Much more common, are special Title VI reviews pertaining to one project (see next section), activity or to complaints, usually requiring a written response. Title VI issues are also usually reviewed as part of the MPO on-site certification review conducted by FHWA and FTA every four years. A copy of the 2014 Title VI and Non-discrimination questions and answers to the Certification Review are included in Appendix M. MORPC strives to comply to proper procedures and maintenance of documentation of all activities related to Title VI.

C. SPECIAL GRANTS

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

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

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

D. COMPLAINT PROCESS

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

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

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

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

Per the complaint process, complaints would first be submitted to the Director of Human Resources and Administrative Services, who is the Title VI liaison for MORPC. This person will review the complaint then request assistance in the response from the appropriate department director. The current complaint process is in Appendix E and on the MORPC website.

E. NOTIFYING BENEFICIARIES OF PROTECTION UNDER TITLE VI

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

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

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

The FTA Title VI Assurance says:

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

MORPC does this in the following ways:

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

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

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

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

Additional information on the LEP population is available in the Diversity and Inclusion Plan under Area Focus: Service to Diverse Populations and the ODOT Title VI Assessment. See [Appendix D](#).

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

G. ANNUAL TITLE VI REPORT FOR ODOT

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

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

H. CONTRACT PROCEDURES

Contract Procedures

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

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

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

The Mid-Ohio Regional Planning Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations,

Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, religion, ancestry, national origin, sex or gender, sexual orientation, disability or other handicap, age, marital/familial status, income, or status with regard to public assistance in consideration for an award.

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

The background of this Agreement is as follows:

- A. Pursuant to the SAFETEA-LU Act of 2005 and the MAP-21 Act of 2012, the Federal Highway Administration (“FHWA”) made certain funds available to the State of Ohio for surface transportation planning programs. MORPC is the sub-recipient of some of these funds (“GRANT”).
- B. The Mid-Ohio Regional Planning Commission (hereinafter referred to as the “SUBRECIPIENT”) HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no persons the United States shall, on the grounds of race, color, creed, national origin, sex or gender, sexual orientation, disability, age, or income, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the SUBRECIPIENT receives Federal financial assistance from the Department of Transportation including the Ohio Department of Transportation, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.71(a) of the regulations.

§19. Non-Discrimination.

CONSULTANT shall not discriminate on the basis of race, color, creed, national origin, sex or gender, sexual orientation, disability, age, or income in the performance of this contract. CONSULTANT shall carry out the applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MORPC deems appropriate.

To effectuate Title VI of the Civil Rights Act of 1964, the following notice to the CONSULTANT’S compliance with Title VI of the Civil Rights Act of 1964 for federal aid recipients applies. MORPC has made similar notice of compliance via the GRANT agreement. During the performance of this Agreement, CONSULTANT for itself, its assignees and successors in interest agrees as follows:

- a) *Compliance with Regulations:* CONSULTANT will comply with the regulations relative to

nondiscrimination in Federally-assisted programs of the U.S. DOT Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as "Regulations"), which are herein incorporated by reference and made a part of this Agreement.

- b) *Nondiscrimination*: CONSULTANT, with regard to the work performed by it after the execution of this Agreement, will not discriminate on the grounds of race, color, creed, religion, ancestry, national origin, gender, sexual orientation, disability or other handicap, age, marital/familial status, or status with regard to public assistance in the selection and retention of contractors and consultants, including in the procurement of materials and leases of equipment. The CONSULTANT will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- c) *Solicitations for Contracts, including Procurement of Materials and Equipment*: In all solicitations either by competitive bidding or negotiation made by CONSULTANT for work to be performed under a contract, including procurement of materials or equipment, each potential contractor or supplier will be notified by CONSULTANT of the CONSULTANT's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, creed, religion, ancestry, national origin, gender, sexual orientation, disability or other handicap, age, marital/familial status, veteran status or status with regard to public assistance.
- d) *Information and Reports*: CONSULTANT will provide all information and reports required by the Regulations or directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by ODOT, FHWA, or FTA to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT will so certify to ODOT, FHWA or FTA as appropriate, and will set forth what efforts it has made to obtain the information.
- e) *Sanctions for Noncompliance*: In the event of CONSULTANT's noncompliance with the nondiscrimination provisions of this Agreement, ODOT will impose such Agreement sanctions as ODOT, FHWA, or FTA may determine to be appropriate, including, but not limited to:
 - i. Withholding of payments to CONSULTANT under this Agreement until CONSULTANT complies, and/or;
 - ii. Cancellation, termination, or suspension of this Agreement, in whole or in part.
- f) *Incorporation of Provisions*: CONSULTANT will include the provisions of the five immediately preceding paragraphs in every contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. CONSULTANT will take such action with respect to any contracts or procurement as ODOT, FHWA, or FTA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event CONSULTANT becomes involved in, or is threatened with, litigation with a contractor, consultant, or supplier as a result of such direction, MORPC may request ODOT to enter into such litigation to protect the interests of ODOT, and, in addition, MORPC may request the United States to enter into such litigation to protect the interest of the United States.

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

APPENDICES

Appendix A	Civil Rights and Non-Discrimination Related Links
Appendix B	Non-Discrimination Clause in MORPC ODOT Agreement
Appendix C	Title Assurances, Self-Certification of Process, Contractors' Requirements
Appendix D	ODOT Title VI Baseline Assessment Tool – Updated Version – FY2016
Appendix E	Non-Discrimination Complaint Procedure
Appendix F	Responsibilities for Title VI Compliance at MORPC
Appendix G	Public Participation Plan
Appendix H	Environmental Justice Analysis TIP
Appendix I	MORPC LEPP
Appendix J	Proposed Resolution 19-15 – Adoption of 2015 Title VI Plan
Appendix K	2015 Final MOORPC 5310 PMP
Appendix L	Title VI Notice
Appendix M	2014 MORPC FHWA FTA Certification Questions with Answers
Appendix N	Diversity and Inclusion Plan

Links to Other Title VI/Non-Discrimination Program Appendices

Appendix A – Civil Rights and Non-Discrimination Related Links:

www.morpc.org/Assets/MORPC/files/Appendix%20A%20Civil%20Rights%20and%20Non%20Dis%20Related%20links.pdf

Appendix B – Non-Discrimination Clause in MORPC ODOT Agreement:

www.morpc.org/Assets/MORPC/files/Appendix%20B%20Non%20Discrimination%20Clause%20in%20MORPC%20ODOT%20Agreement.pdf

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

www.morpc.org/Assets/MORPC/files/2015AssuranceDocuments.pdf

Appendix D – ODOT Title VI Baseline Assessment Tool – Updated Version – FY2016:

www.morpc.org/Assets/MORPC/files/Appendix%20D%20ODOT%20Title%20VI%20Baseline%20Assessment%20Tool%20Updated%20Version%20FY2016.pdf

Appendix E – Non-Discrimination Complaint Procedure:

www.morpc.org/Assets/MORPC/files/Appendix%20E%20Non%20Discrimination%20Complaint%20Procedure.pdf

Appendix F – Responsibilities for Title VI Compliance at MORPC:

www.morpc.org/Assets/MORPC/files/Appendix%20F%20Responsibilities%20for%20Title%20VI%20Compliance%20at%20MORPC.pdf

Appendix G – Public Participation Plan:

www.morpc.org/Assets/MORPC/files/110415%202015%20Transportation%20Public%20Involvement%20Plan.pdf

Appendix H – Environmental Justice Analysis TIP:

www.morpc.org/Assets/MORPC/files/Appendix%20H%20Environmental%20Justice%20Analysis%20TIP.pdf

Appendix I – Attachments to Appendix I: www.morpc.org/Assets/MORPC/files/Appendix%20I%20-%20Attachments%20to%20Appendix%20I.pdf

Appendix K – 2015 Final MORPC 5310 PMP:

www.morpc.org/Assets/MORPC/files/Appendix%20K%202015%20Final%20MORPC%205310%20PMP.pdf

Appendix L – Title VI Notice:

www.morpc.org/Assets/MORPC/files/Appendix%20L%20Title%20VI%20Notice.pdf

Appendix M – 2014 MORPC FHWA FTA Certification Questions with Answers:

www.morpc.org/Assets/MORPC/files/Appendix%20M%202014%20MORPC%20FHWA%20FTA%20Certification%20Questions%20with%20Answers.pdf

Appendix N – Diversity and Inclusion Plan:

www.morpc.org/Assets/MORPC/files/DiversityWorkPlan2015-FINAL.pdf



Mid-Ohio Regional
Planning Commission

LIMITED ENGLISH PROFICIENCY PLAN

■ DECEMBER 1, 2015

TABLE OF CONTENTS

Mid-Ohio Regional Planning Commission	1
Limited English Proficiency	2
Four Factor Analysis	3
• LEP Persons Encountered by the Services	3
• Frequency of Contact with MORPC Services	5
• Nature and Importance of the Service	5
• Resources for LEP Outreach	6
• Historical and Current Efforts	6
• Identification of LED Population	7
• Language Assistance Measures.....	11
• Providing Notice to LEP Persons	12
• Employee LEP Training	12
• Expansion of Outreach Efforts	13
• Evaluation and Update.....	13

Attachments

- **Summary of Diverse Populations**
 - Diversity & Inclusion Summary
 - 2013 LEPP Summary
- **Document Translation**
 - Translation Costs
 - Language Line Translation Estimate
- **Interpretation Services Process**
 - Translation Interpretation Services
- **LEP Outreach**
 - Air Quality Brochure - Spanish
 - Full Ad - Hispanic
 - Full Ad - Somali
 - Web Banner - Somali
 - RideSolutions in Spanish and Somali
 - Weatherization Flyer in Spanish

Mid-Ohio Regional Planning Commission

The Mid-Ohio Regional Planning Commission (MORPC) is a voluntary association of local governments in Central Ohio. Franklin County and nearby counties as well as their cities, villages and townships are eligible for membership. Elected and appointed officials sit on the Commission, which is the policy-making body of the organization.

As a regional planning commission, MORPC has the flexibility and capability to be responsive to its members' needs. MORPC assists with planning and implementing programs in areas of energy conservation, infrastructure, transportation, land use, economic prosperity, environmental protection and others.

MORPC serves as a forum for state and local governments on regional issues and helps represent local communities' interests and needs at the state and federal levels. MORPC recognizes and encourages public and private collaboration on a regional basis and works to build consensus, sound planning practices and realistic decision making for the future. Because of MORPC's role in the region, MORPC's Transportation Policy Committee was originally designated the Metropolitan Planning Organization (MPO) for the Columbus urbanized area in 1964 and re-designated in 1973.

As the MPO, MORPC's Transportation Policy Committee conducts the federally required 3C (continuous, cooperative and comprehensive) transportation planning process. This process results in plans and programs that consider all transportation modes and supports the goals of the metropolitan transportation plan. It is the basis for the development of the 20-year Metropolitan Transportation Plan and the 4-year Transportation Improvement Program (TIP). The plans and programs lead to the development and operation of the region's integrated, multimodal transportation system that facilitates the efficient and economic movement of people and goods.

MORPC's Data and Mapping services provides quick answers to specific questions or performs analysis that helps inform decision makers about transportation, housing, economics, environment, energy, or sustainability policies. MORPC serves as a clearinghouse for Census data; population, housing and job forecasts; traffic counts; historic aerial photography; and downloadable GIS data.

MORPC provides support and expertise for local governments to align community needs proactively with regional energy use and development, including regional air quality forecasting and alerts; Residential Energy Efficiency Programs; policy and programs related to cleaner air, financing, energy reliability and infrastructure; and manufacturing, building, and housing energy assessments.

MORPC provides services and planning to serve and enhance Central Ohio's natural environment; and to improve quality of life, public health, and economic prosperity and growth through bicycle and pedestrian planning, complete streets policies and tools, local foods, transportation safety and greenways and water quality.

MORPC provides a number of housing services to help stabilize and redevelop neighborhoods in communities around Central Ohio. Services vary by community and include home repairs.

Limited English Proficiency

Compliance with Title VI includes Limited English Proficient (LEP) persons. The Limited English Proficiency (LEP) portion of this plan addresses Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color or national origin. In 1974, the U.S. Supreme Court affirmed that the failure to ensure a meaningful opportunity for national origin minorities with limited-English proficiency to participate in a federally funded program violates Title VI (Federal-Aid Recipient Programs & Activities) regulations. Additionally, requirements are outlined in Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, signed on August 11, 2000. Its purpose is to ensure accessibility to programs and services to eligible persons who have limited proficiency in the English language. Furthermore, the U.S. Department of Transportation (DOT) published Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons in the December 14, 2005 Federal Register, Volume 70; Number 239. The guidance explicitly identifies Metropolitan Planning Organizations (MPOs) as organizations that must follow this guidance. The Limited English Proficiency (LEP) Plan must be consistent with the fundamental mission of the organization, though not unduly burdening the organization.

Federal Transit Administration's Circular FTA C 4702.1B, October 1, 2012, provides recipients of FTA's financial assistance with guidance and instructions necessary to carry out U.S. DOT Title VI regulations (49 CFR, part 21) and to integrate into their programs and activities considerations expressed in the Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087, December 14, 2005).

In March 2014, MORPC approved Resolution T-1-14: **"REQUESTING APPOINTMENT OF THE TRANSPORTATION POLICY COMMITTEE AS THE DESIGNATED RECIPIENT FOR FEDERAL TRANSIT ADMINISTRATION SECTION 5310 FUNDS FOR THE COLUMBUS URBANIZED AREA"**. T-1-14 appointed the Transportation Policy Committee as the Designated Recipient for FTA's §5310 (*Enhanced Mobility of Seniors and Individuals with Disabilities*) funds for the Columbus Urbanized Area with all of the responsibilities incumbent upon that appointment.

Plan Summary

MORPC has developed this *Limited English Proficiency Plan* to identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access MORPC services. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and who have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available. In order to prepare this plan, MORPC undertook the U.S. DOT four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a MORPC program, activity or service.
2. The frequency with which LEP persons come in contact with MORPC programs, activities or services.
3. The nature and importance of programs, activities or services provided by MORPC to the LEP population.
4. The resources available to MORPC and overall cost to provide LEP assistance.

A summary of the results of MORPC's four-factor analysis is in the following section.

FOUR FACTOR ANALYSIS

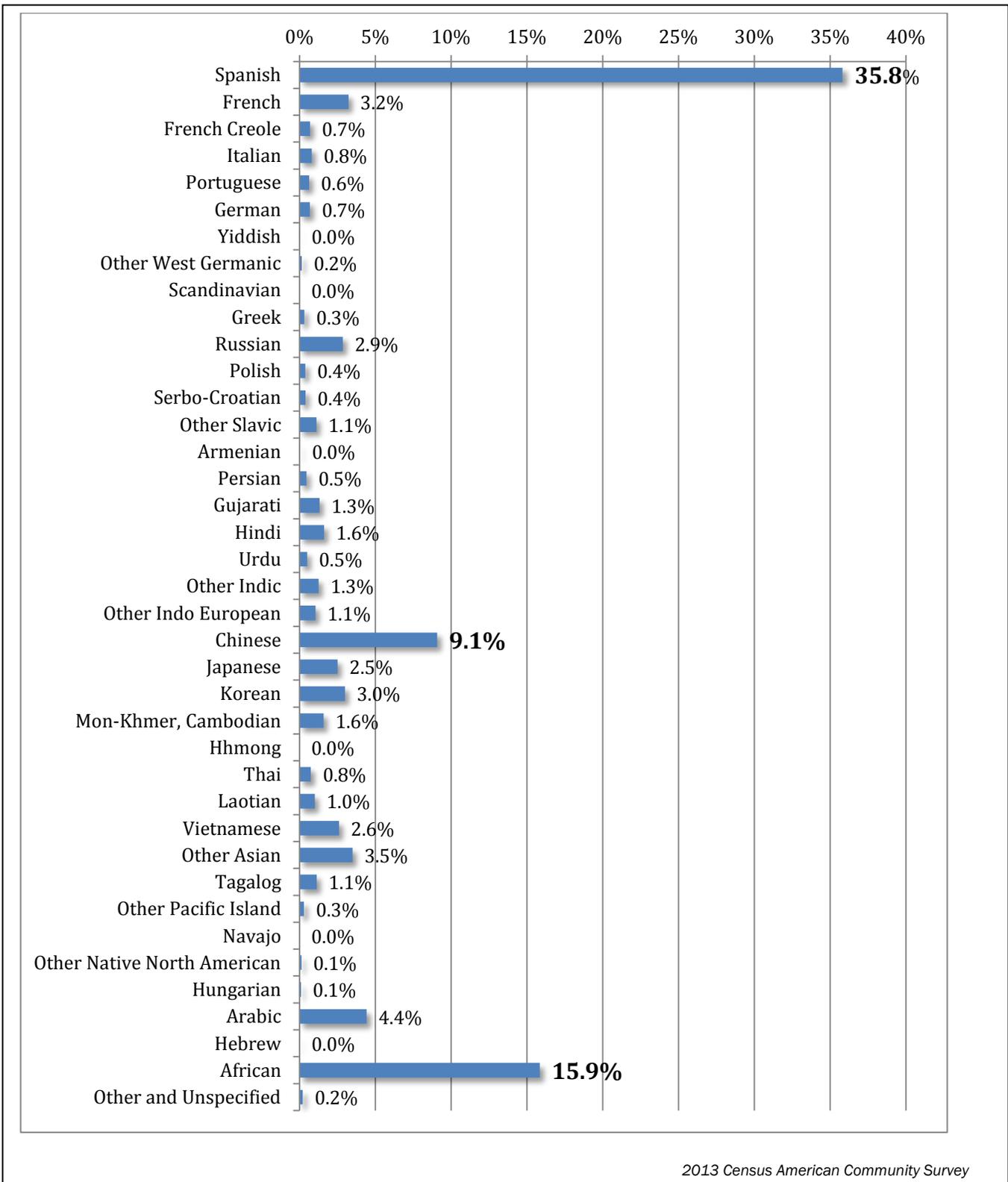
LEP Persons Encountered by the Services

MORPC collaborates with the general public, local communities, transit agencies, county engineers and the Ohio Department of Transportation to conduct the federally required metropolitan planning process for the region and to identify transportation projects for funding. MORPC does not provide bus service, rail service or other transportation services to the public other than RideSolutions, a rideshare program.

MORPC has additional programs that interact with or could interact with LEP persons:

- Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program provides Federal funding to improve mobility for seniors and people with disabilities. This program distributes grant funds for capital expenses for vehicles and related equipment used to transport seniors and people with disabilities and activities related to mobility management. Funds may also be used for operating projects, travel training to instruct persons with disabilities on using fixed-route bus services, and capital projects to remove barriers at bus stops for persons with disabilities.
- The Residential Energy Efficiency Program improves the comfort of homes and creates energy savings for income-eligible renters and homeowners in Franklin County. These free services are available year-round in Franklin County and include assessment of the home to identify energy improvements.
- MORPC Housing Rehab Program helps low- and moderate-income homeowners maintain and improve their homes through several housing rehabilitation programs. With funding provided by multiple agencies, MORPC has programs available to help with exterior repairs, emergency repairs and whole home rehabilitation. Basic program eligibility requirements are based on total household income, ownership of the home, and area of residency.
- MORPC's RideSolutions program promotes sustainable transportation alternatives with the goal of reducing congestion in the region, saving commuters on their fuel costs and improving the environment.
- MORPC's Air Quality Awareness Program seeks to address our region's air quality issues, and to inform and alert the public, local governments, businesses, organizations and individuals of the actions they can take to protect public health and reduce air pollution.

MORPC identified the LEP populations within its MPO boundary, including Delaware and Franklin counties, Bloom and Violet townships in Fairfield County, New Albany, Pataskala and Etna Township in Licking County and Jerome Township in Union County. The total number of LEP persons according to the 2013 Census American Community Survey is 59,107 or 4.48 percent. The three largest LEP groups in the MPO area are Spanish (21,147) or 35.8 percent, African (9,358) or 15.9 percent, and Chinese (5,369) or 9.1 percent.



Frequency of Contact with MORPC Services

As the MPO, LEP persons may come into contact with MORPC through participation in the transportation planning process, the RideSolutions program and the Air Quality Awareness Program. MORPC's public involvement processes are outlined in the Public Involvement Plan (PIP), which was last updated in 2015. The PIP outlines MORPC's policies with regard to public involvement, public outreach and public comments. MORPC conducts public open houses and attends community meetings to receive input regarding the region's prioritization list or for special projects, as they may occur. Public outreach is achieved through a three-tier process; Advisory Committees, Public Outreach/Information and Project-Specific Public Involvement.

The RideSolutions program reaches out to the public through MORPC's website, telephone hotline, Facebook and Twitter social media, highway signs, employer programs, community festivals and fairs, summits and conferences, radio, television and newspaper advertising and interviews. Information on the program has been provided in Spanish, Somali and English.

The Air Quality program reaches out to the public through MORPC's website, telephone hotline, Facebook and Twitter social media, employer programs, community festivals and fairs, summits and conferences, radio, television and highway message signs. Information on Air Quality Alerts is provided in Spanish and English. The telephone hotline provides air quality alerts in both English and Spanish.

The Residential Energy Efficiency Program and the Housing Rehab programs reach out to the public through direct mail, MORPC's website, Facebook and Twitter, community festivals and fairs and television. The Residential Energy Efficiency Program has provided information in Spanish and English.

Attached is a summary of diverse populations, compiled through our Diversity & Inclusion Plan, who have requested services from MORPC. While it does not include those necessarily considered LEP, it does provide some indication of the populations utilizing our services. MORPC provides interpreters and translators, as needed, for all programs.

Nature and Importance of the Service

The designation of MORPC in November 2014 as the recipient of FTA's Section 5310 funds requires consideration of the regional LEP population when providing access to people with a disability and seniors. MORPC's 5310 funds are distributed to subrecipients who provide service to people with disabilities and seniors. Air Quality Alerts, Section 5310, RideSolutions and MORPC Residential Energy and Housing Rehab programs provide services that benefit people with disabilities and seniors in all diverse populations.

Resources for LEP Outreach

There are several funding resources available to MORPC for LEP outreach. MORPC membership dues, through the Diversity and Inclusion Program, are currently budgeted for translation and interpretation services. Program transportation funds (Public Involvement, RideSolutions, Air Quality and Section 5310) are also eligible for translation and interpretation services.

Translation of major transportation documents has been researched and found to be extremely costly, especially in Somali. A focus group was held with members where English is their second language (ESL) to determine if it would be beneficial to translate MORPC's large technical transportation documents. The members of the focus group felt that it would not be beneficial, but a less expensive option, the translation of applications, brochures, newsletters, one-page fact sheets, and executive and popular summaries would be more appropriate. See attached.

MORPC will continue to reach out to the LEP community and provide language translation and interpretation services when practical and in consideration of the funding available. When applicable, the translation of documents will begin after the final English version has been completed. Some documents, such as brochures, can be produced in multiple languages in the same document where size is not an issue.

Based on the four-factor analysis, MORPC has developed its LEP Plan as outlined in the following section.

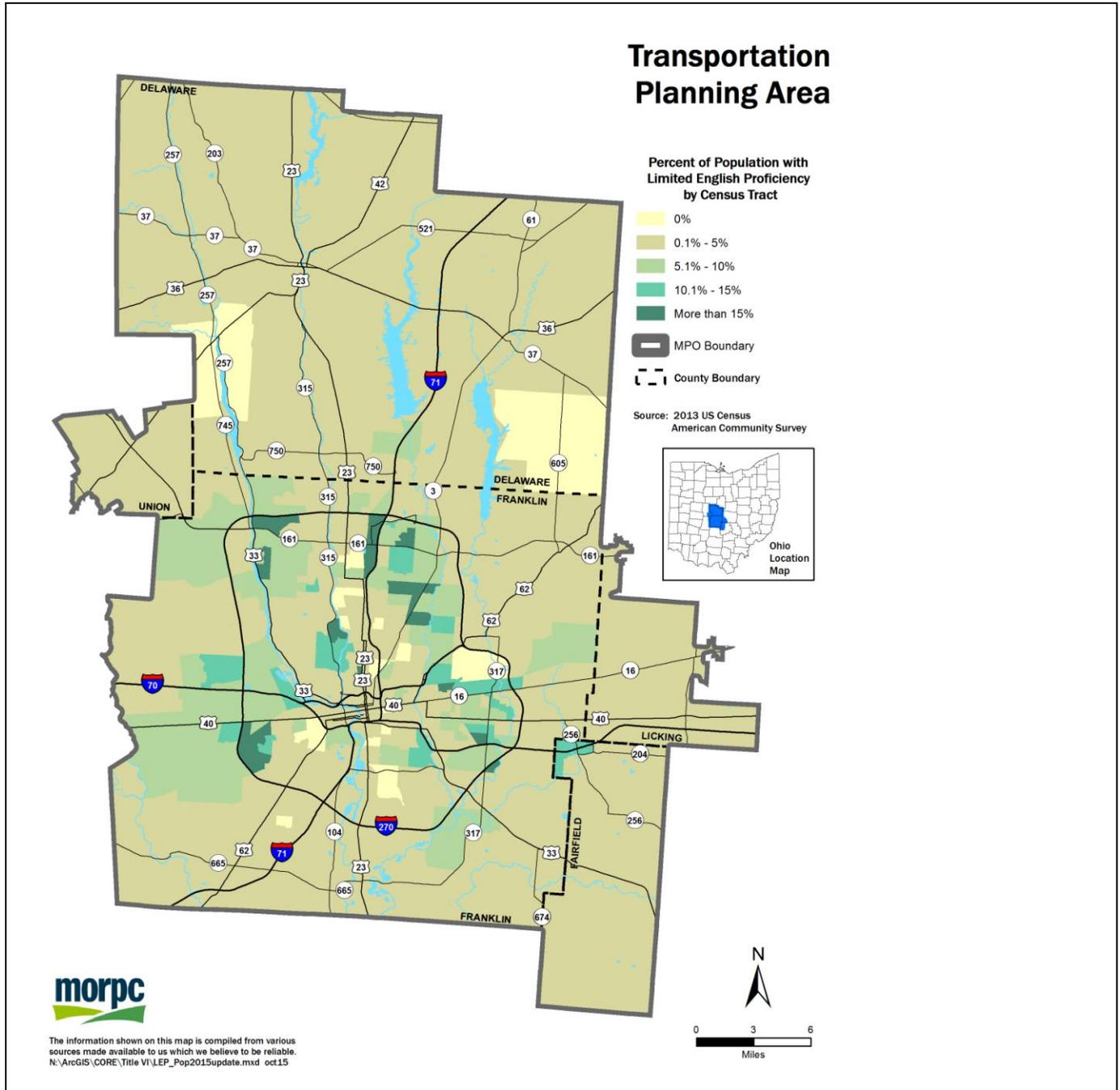
Historical and Current Efforts

In April 2013 MORPC completed a Limited English Proficiency Summary that identified the three primary LEP populations and their locations in the MPO planning area. When seeking input on our transportation planning process, special projects, and communicating the availability of our services and programs, MORPC has utilized a variety of tools in reaching out to our LEP populations, which include the following:

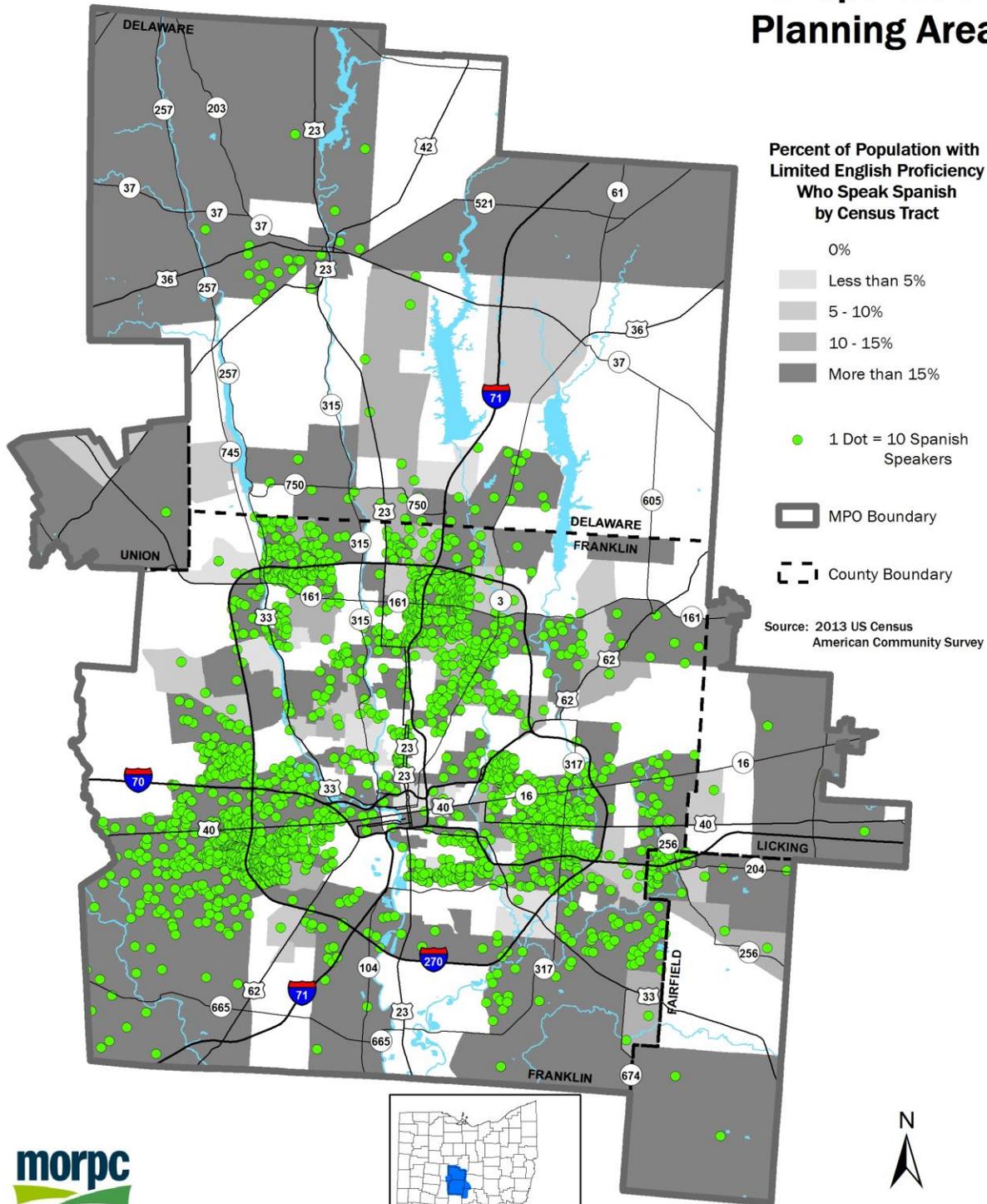
- A language translation tool on its website
- *Language Identification cards* available in the front lobby for walk-ins
- Process created to assist persons with limited English proficiency
- Partner organizations within the Latino and Asian communities that assist MORPC in outreach to LEP individuals specifically and to the Latino community in general (Hispanic Coalition, Empleos & Employment, Columbus New Americans, US Together, Council on World Affairs)
- Title VI notice to the public in English and Spanish located in MORPC's Lobby and Lounge
- Air Quality Hotline in Spanish
- Air Quality brochure produced in Spanish and English
- Weatherization flyers produced in Spanish
- RideSolutions radio ads produced in Spanish
- RideSolutions postcard produced in Somali and English
- RideSolutions television ads produced in Somali
- Table display at the Somali Mall, Latino Job Fairs, Columbus International Festival and Asian Festival
- Advertisements placed in event programs
- Intercept surveys conducted at a Hispanic grocery store/restaurant

Identification of LEP population

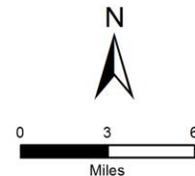
The LEP population was mapped to show LEP individuals as a percent of total population by census tract as shown in the attached map. There are several concentrations of LEP populations located mostly in Franklin County. These areas include: between SR 161 and I-270, south of SR 161 along I-71, around the Columbus International Airport between Broad Street and 5th Avenue, The Ohio State University, along SR 33 south of SR 161 and along west I-270 and West Broad Street. Individually, Spanish-speaking LEP populations are located throughout Franklin County, African-speaking primarily on the East side of Franklin County and Chinese-speaking primarily on the Northwest side of Franklin County.



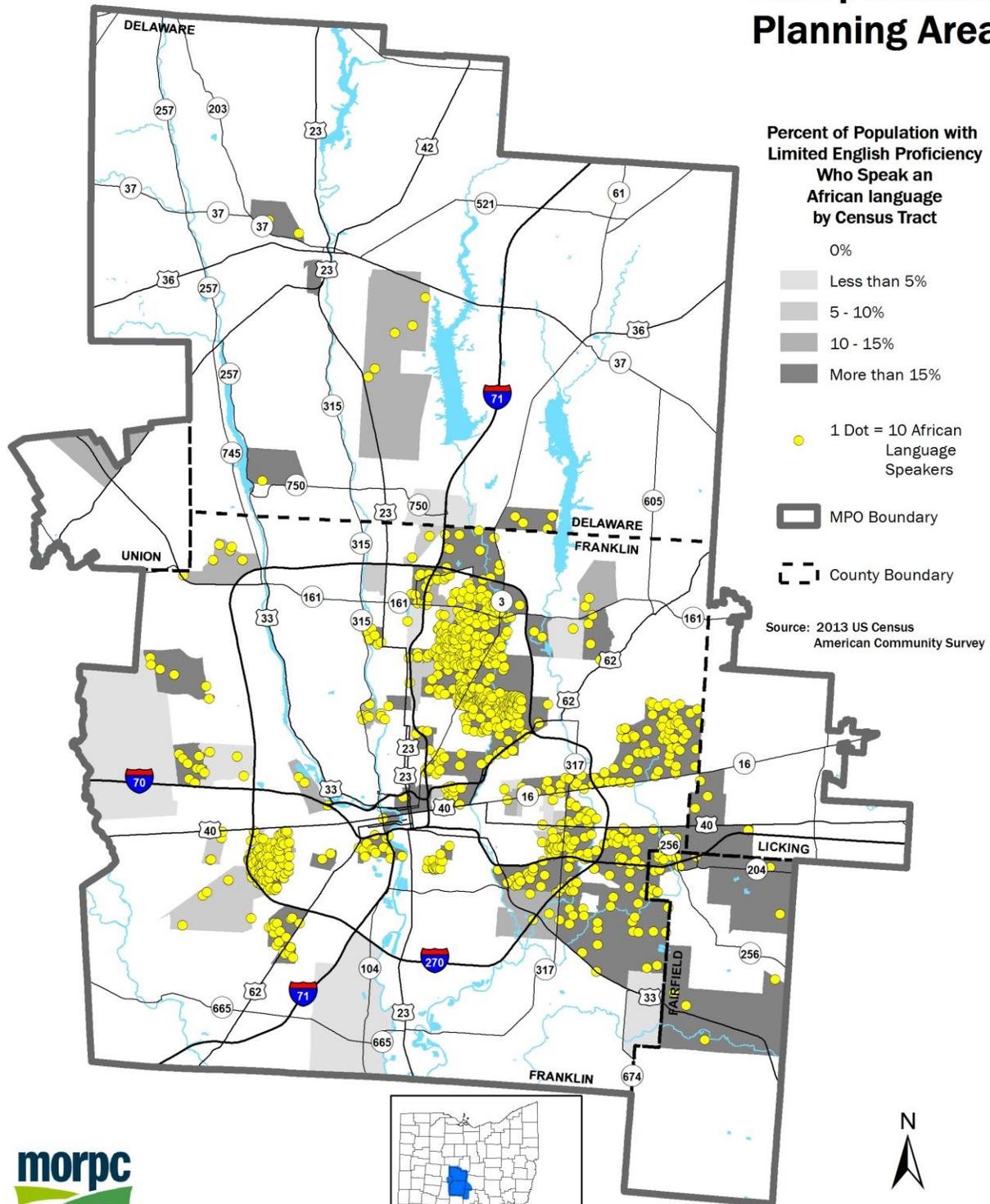
Transportation Planning Area



The information shown on this map is compiled from various sources made available to us which we believe to be reliable.
N:\ArcGIS\CORE\Title VI\LEP_Pop2015update_spanish.mxd oct15



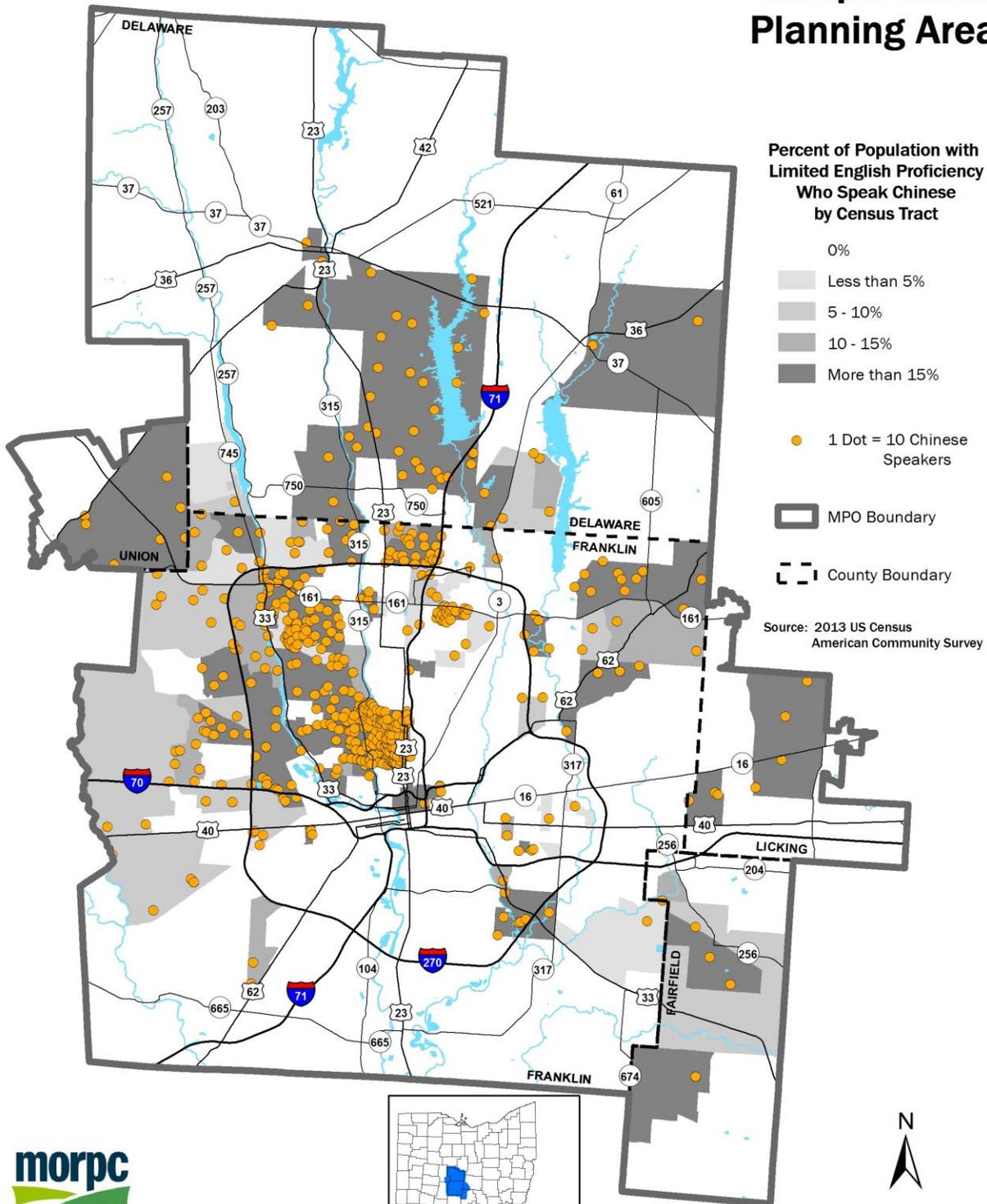
Transportation Planning Area



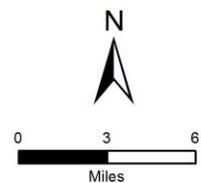
The information shown on this map is compiled from various sources made available to us which we believe to be reliable.
N:\ArcGIS\CORE\Title VI\LEP_Pop2015update_african.mxd oct15



Transportation Planning Area



The information shown on this map is compiled from various sources made available to us which we believe to be reliable.
N:\ArcGIS\CORE\Title V\LEP_Pop2015update_chinese.mxd oct15



Language Assistance Measures

MORPC prides itself on reaching out to the public by attending their community and neighborhood meetings to present information on the transportation planning process. Before attending a community meeting to present the long-range transportation plan or the transportation improvement program, MORPC will determine if an interpreter and translation of the information is needed. With special projects or to gain access to LEP neighborhoods, MORPC utilized representatives from the City of Columbus's New Americans Initiative and utilized staffs who speak alternative languages when attending/hosting meetings in the region. To accommodate this population, staff has held meetings in the Somali Mall, Hispanic grocery store/restaurant, Hispanic churches, ESL schools and neighborhood centers.

MORPC pays particular attention at open houses or public meetings to determine who may exhibit low literacy skills. In the past, MORPC has asked participants to notify us when an interpreter was needed. While we have not needed an interpreter at MORPC open houses or public meetings, our Residential Energy and RideSolutions programs have utilized this service. MORPC's Air Quality Alert program's hotline is provided in English and Spanish.

MORPC has *Language Identification cards* available in its lobby for walk-ins. Interpreters can attend meetings to accommodate participants who don't speak English or speak English "less than very well." When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and then access language assistance services at MORPC's Language line service. See attached written process.

MORPC continues to make every effort to arrange for translation, sign language or other special assistance at meetings for individuals with special needs who request them before the meeting. To date, there have been no such requests.

MORPC has in the past surveyed its employees to determine those who can fluently speak another language. We have from time to time utilized staff to record a hotline script in an alternative language. Due to changes in personnel, MORPC will conduct another survey to determine employees who are bilingual and include a request for this information in employee orientation.

Along with the annual tracking of diverse populations in the Diversity & Inclusion Plan, MORPC will track and monitor the efforts to serve LEP populations by the following:

- Frequency of encounters seeking interpreters or translation services
- Nature and importance of activity to LEP persons
- Agency documents translated into alternative languages
- Distribution of translated outreach material (location, frequency, number)

Providing Notice to LEP Persons

When staff schedules a meeting for which the target audience is expected to include LEP individuals, outreach material will be printed in the alternative language and a request will be made for an interpreter. Brochures, maps, applications and other publications will be made available in an alternative language when a specific LEP population is identified. Information will also be distributed to area libraries within the targeted areas in alternative languages.

MORPC works closely with the City of Columbus neighborhood and civic organizations. We request that they inform us when translation or interpretation services are needed especially in targeted areas.

MORPC will let LEP persons know that language services are available free of charge by the following:

- Notice placed in outreach material
- Providing notices in newspapers, radio and television stations whose audiences are LEP populations about the availability of language assistance services
- Notice to contractors and subcontractors of their obligation to provide language assistance to LEP individuals who participate in their programs and services and/or to whom services are provided

Employee LEP Training

Annually, MORPC employees go through a Diversity and Inclusion training to prepare and educate them on the region's changing population. MORPC also will provide training to include a process on how to serve people who speak English "less than very well." Many front-line employees are already familiar with a process on how to obtain interpretation services for that population. The training will be expanded to include other MORPC staff and all new hires.

The following training on MORPC's Title VI Policy and LEP responsibilities provided to MORPC's staff will include:

- Types of language services available.
- Process to serve LEP individuals when they call in, walk in or attend a public meeting hosted by MORPC.
- How to respond to written communications from LEP persons.
- Documentation of language assistance requests.
- The process to handle a potential Title VI/LEP complaint.

Expansion of Outreach Efforts

MORPC will expand its LEP outreach efforts to also include:

- Posting a Title VI complaint form on MORPC's website in Spanish.
- Posting a Title VI notice to the public in Spanish on the website.
- Producing outreach material (applications, GRH, TIP Popular Summary, TIP brochure, printed newsletters and one-page fact sheets) in Spanish.
- MORPC will survey its employees to determine those who speak another language fluently. This request will be included in new employee orientations.
- The outreach material produced in alternative languages will be distributed to metropolitan libraries located in the target areas identified in the map. See Page 8.

Evaluation and Update

MORPC will update the LEP Plan as required by U.S. DOT. At a minimum, the plan will be reviewed and updated when data from current and future U.S. Censuses are available, or when it is clear that higher concentrations of LEP individuals are present in the region.

Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Update of LEP population in the region.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether MORPC's financial resources are sufficient to fund language assistance resources needed.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.
- Develop criteria for deciding which materials will be translated.
- Explore the feasibility of producing outreach material in languages other than English and Spanish.

Questions regarding this plan should be submitted to Bernice Cage, Public Information and Diversity Officer, Mid-Ohio Regional Planning Commission, 111 Liberty Street, Suite 100, Columbus, OH, 43215, bcage@morpc.org, 614-233-4157.



Mid-Ohio Regional
Planning Commission

111 Liberty Street, Suite 100
Columbus, Ohio 43215

T 614.228.2663
TTY 800.750.0750

www.morpc.org

Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee

FROM: Deborah Murphy
Director, Human Resources & Information Technology

DATE: November 27, 2015

SUBJECT: Proposed Resolution EC-07-15: **“SETTING COMPENSATION
GUIDELINES AND LIMITS FOR THE 2016 COMPENSATION YEAR”**

New compensation guidelines are recommended for the period beginning January 1, 2016, and ending December 31, 2016.

After careful review by the Benefits & Compensation Committee, the committee members are recommending a zero to three percent merit increase for 2016 with an overall aggregate increase of two and one half percent for the total agency.

MORPC's salary pay grades have not been changed since 2009. Considering the Bureau of Labor & Statistics Cost-of-Living-Adjustments figures and discussion with and recommendation of the Benefits & Compensation Committee the MORPC's salary pay grade ranges will be increased six percent across the board. Individuals that reach the maximum of their salary grade will not have an increase in their annual salary, but may receive a one-time bonus based on performance. The Benefits & Compensation Committee is comprised of representatives from the City of New Albany, the City of Columbus, the City of Grove City, COTA, ODOT and MORPC.

MORPC will continue to use the performance evaluation program that is currently in place and award merit increases based on the employee's performance. Not only is the employee's performance rated, they are also rated on how they perform their job in regards to reaching the agency's mission and goals. This requires a merit schedule that is based on the rating of their actual performance and that performance will determine the amount of merit increase the employee will receive.

Attachment: Resolution EC-07-15

William Murdock, AICP
Executive Director

Eric S. Phillips
Chair

Matt Greeson
Vice Chair

Rory McGuinness
Secretary

RESOLUTION EC-07-15

“SETTING COMPENSATION GUIDELINES AND LIMITS FOR THE 2016 COMPENSATION YEAR”

WHEREAS, the new guidelines are established for calendar year 2016; and

WHEREAS, the Benefit & Compensation Committee has recommended a merit increase from zero to three percent for 2016 with an overall aggregate increase of two and one half percent for the total agency; and

WHEREAS, the Benefit & Compensation Committee has recommended to increase MORPC’s salary grade ranges by six percent across the board. Individuals that reach the maximum of their salary grade will not receive an increase in their annual salary, but may receive a bonus based on performance in a one-time payment; and

WHEREAS, based on historical ratings, the majority of staff is excepted to fall in a rating category that will receive two and one half percent increases; now therefore

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

- Section 1. That the agency’s compensation guidelines and limits for the 2016 compensation year shall be as follows:
- a) Award zero to three percent merit increase based on employee performance with an aggregate staff merit increase of approximately two and one half percent.
 - b) Any employee in a performance probationary status will be deemed ineligible for the merit increase.
 - c) The executive director is authorized an amount of two and one half percent of total payroll allocation for granting: wage scale adjustments, “saves”, and promotions without prior approval of the Executive Committee as long as it is prescribed by the compensation guidelines.
 - d) The executive director is authorized to increase MORPC’s salary grade ranges by six percent and give a one-time merit bonus to staff that exceed their salary grade, if warranted.
- Section 2. That the finance director is authorized to use approximately two and one half percent of total payroll allocation for salary merit increases plus two and one percent of total payroll allocations for wage scale adjustments, “saves”, and promotions.
- Section 3. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.

Section 4. That this committee 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.

Matt Greeson, Chair
EXECUTIVE COMMITTEE

Effective date: January 1, 2016
Submitted by: Deborah Murphy, Director of Human Resources & Information Technology
Prepared by: Deborah Murphy, Director, Human Resources & Information Technology
Authority: Ohio Revised Code Section 713.21
For Action date: December 3, 2015



Mid-Ohio Regional
Planning Commission

111 Liberty Street, Suite 100
Columbus, Ohio 43215

T 614.228.2663
TTY 800.750.0750

www.morpc.org

Memorandum

TO: Mid-Ohio Regional Planning Commission
Executive Committee

FROM: Shawn Hufstедler, Chief of Staff & Finance Director
Deborah Murphy, Director, Human Resources & IT

DATE: November 27, 2015

SUBJECT: Proposed Resolution EC-08-15: **“AUTHORIZING THE EXECUTIVE DIRECTOR TO MAKE RELEVANT CHANGES TO THE MID-OHIO REGIONAL PLANNING COMMISSION’S EMPLOYEE GUIDEBOOK”**

The Benefits & Compensation Committee’s last revision to the Employee Guidebook was in 2014. Systematic review of policies are scheduled to take place at least every four years by legal counsel. The changes set forth predominately are in the area of benefits that are included in the Employee Guidebook. There are numerous updates, refinements and modifications of current existing benefits.

The following is a brief highlight of the proposed updates to the guidebook since the last approved revisions in 2014. Specifically:

Health Care Changes:

- Add a spousal surcharge of \$50 per pay if the EE+ Family plan is selected, and there is a spouse on that plan that has an alternative plan option via his/her employer.
- Remove the contribution in lieu of Health Care benefit for those eligible to take MORPC’s health plan and choose an alternative health plan.
- Add a “Good Health” incentive.

Leave Changes:

Convert Annual Leave to PTO:

- All balances of Annual Leave will be converted to PTO on a one-for-one basis on 1/1/16.
- In 2016, the PTO schedule will be reduced from the current Annual Leave schedule by approximately 2 days, with a minimum PTO earned at 80 hours for a full year and a maximum of 220 hours per year, depending on service years.
- In 2017, the PTO schedule will increase to bring back the hours reduced in 2016 plus add up to three additional days to the PTO schedule based on years of service.
- Eliminate the accrual of Sick Leave of 80 hours per year. All earned sick leave will be grandfathered with no increase of sick leave for 2016 and beyond.

William Murdock, AICP
Executive Director

Eric S. Phillips
Chair

Matt Greeson
Vice Chair

Rory McGuinness
Secretary

- Eliminate the permanent Personal Day in 2016 and beyond but add the option for the Executive Director to award 0-24 Personal Leave hours to the agency depending on budget.
- In lieu of sick leave add a Serious Illness leave that could be available to cover up to 80 hours for employees with a serious illness. MORPC will continue to have short – and long – term disability coverage for all employees. This Serious Illness leave will be awarded to employees for the first two weeks of waiting period before being eligible for short-term disability benefits.
- Make the minimum PTO leave usage requirement consistent at 80 hours. Currently employees are required to use 80 or 100 hours depending on their years of service. This change will be effective December 1, 2015 in order to be effective for 2015.
- Remove the requirement for new employees to use all their awarded Annual Leave/PTO by December 31 of their first year. This change will be effective December 1, 2015 in order to be effective for 2015.
- Increase the PTO accrual maximum to 640 hours at any time. Currently, the annual leave maximum is 480 hours measured only at the end of the year.

Parking:

- Employees currently receive free (paid by MORPC) parking and have the ability to pay for subsidized proximity parking near the building. The recommendation is to no longer provide free parking or substantially subsidized parking, instead having employees pay for their parking at market- or near- market rates.

Flexible Spending Accounts:

- Medical and dependent care flexible spending accounts are being offered by Franklin County effective January 1, 2016.

Other Employee Guidebook Changes:

- Clarify the Guidebook language that the Executive Director is authorized to give raises within the appropriate pay grade range for department heads or department head level employees.
- Update the health care benefits section(s) to conform to the Affordable Care Act.
- Agency vehicle has been sold and the guidebook needs to be updated to reflect the change and add information on other options available such as Car2Go.

RESOLUTION EC-08-15

“AUTHORIZING THE EXECUTIVE DIRECTOR TO MAKE RELEVANT CHANGES TO THE MID-OHIO REGIONAL PLANNING COMMISSION’S EMPLOYEE GUIDEBOOK”

WHEREAS, as part of our systematic review of personnel policies and procedures, this Employee Guidebook is revised and updated; and

WHEREAS, the current Employee Guidebook must be updated to reflect significant changes with regards to changes to health care, leave, parking, flexible spending accounts, clarify Guidebook language in regards to raises for department heads; and

WHEREAS, the Commission authorized the Executive Committee to act on behalf of the full Commission in the review and adoption of policies maintained in the Employee Guidebook periodically as needed; now therefore

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

- Section 1. That the updated Employee Guidebook becomes effective January 1, 2016, except as otherwise noted, and will supersede all previous updates, and is hereby adopted by the Executive Committee.
- Section 2. That the adoption of the refinements, updates and new policies have been reviewed by legal counsel.
- Section 3. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.
- Section 4. That this committee 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.

Matt Greeson, Chair
EXECUTIVE COMMITTEE

Effective date: January 1, 2016
Submitted by: Deborah Murphy, Director of Human Resources & Information Technology
Shawn Hufstedler, Chief of Staff & Finance Director
Prepared by: Deborah Murphy, Director, Human Resources & Information Technology
Shawn Hufstedler, Chief of Staff & Finance Director
Authority: Ohio Revised Code Section 713.21
For Action date: December 3, 2015
Attachment: Employee Guidebook Excerpts

SECTION 1

CLASSIFICATION PLAN

The Mid-Ohio Regional Planning Commission (“MORPC”, the “commission” or “agency”) Classification Plan is composed of the MORPC Staff Organizational Chart and the Pay Range and Authorized Staff Positions by Job Title Table, which shall govern all payroll and personnel matters.

The Pay Range and Authorized Staff Positions by Job Title Table represents the annual pay range for each full-time position and the established positions as recommended by the executive director and authorized by the Executive Committee. No established position shall be assigned a pay rate higher than the maximum or lower than the minimum pay rate except by written authority of the executive director. For department heads, such an exception must be authorized by the Executive Committee.

For all positions including department head level, the executive director is authorized to determine the required number of authorized staff and, their organization within the agency and to hire, grant promotions and grant wage adjustments. All such changes must be in writing.

The human resources director is responsible for maintaining the classification plan covering all job titles, including job descriptions for each position. The human resources director shall administer and prepare amendments to the classification plan with the approval of the Executive Committee. All actions affecting the classification plan shall be within the limits established by the overall MORPC budget. All actions affecting individual employees shall be within the annual compensation guidelines and limits set by the Executive Committee.

Both the job description and the detailed position description are communication tools designed to clarify functions, responsibilities and interrelationships for each position. They are also used to evaluate the performance of each position.

The detailed position description and job description should be updated to reflect material changes in responsibilities as they occur. At all times, however, MORPC reserves the right to modify employee job duties and requirements, with or without formally revising the job description and/or detailed position description. Revisions to job descriptions must be coordinated and reviewed by the director of human

Section 1

-1-

resources. Revisions to detailed position descriptions should be routed to the department head and a copy forwarded to director of human resources to promote department and agency consistency. A master file of current job descriptions is maintained by the Human Resources Department.

JOB DESCRIPTION

The job description summarizes the major responsibilities associated with a specific job title. Each major area of responsibility should relate to position, department and agency goals and objectives. It provides a brief description of the position responsibilities with concrete examples of the types of duties performed. The job description delineates the essential functions, required knowledge, skills and abilities needed to successfully perform the position responsibilities. It also provides educational, technical or formal training requirements.

The assignment of a job within MORPC's classification plan is based on the content of the job description and the pay range. Requested revisions to job descriptions should be submitted to the director of human resources for review to ensure department and agency consistency. Because the job description summarizes the job responsibilities and qualifications, changes should be infrequent.

DETAILED POSITION DESCRIPTION

The detailed position description is a communication tool designed to explain specific responsibilities. It should be used by the employee and the supervisor as a guide to clarify expectations.

A detailed position description is created for each position to provide a detailed explanation of each of the major areas of responsibility outlined in the job description. The detail included in the detailed position description provides greater clarification of duties for each position while the job description summarizes major duties associated with a job title. For example, three (3) detailed position descriptions would be created for three positions with the job title of principal planner to clarify the specific duties associated with each position.

Each major area of responsibility listed in the job description should be defined in greater detail in the detailed position description. Weights are assigned to each defined major area of responsibility in the detailed position description totaling 100%. The weight assigned to each major area of responsibility should represent the percentage of time spent, level of difficulty and importance of the item.

Each major area of responsibility should be related to position responsibilities, agency goals and objectives. The tasks and weights become the foundation of the detailed position description and should be written out by the supervisor and discussed with the

Section 1

-2-

employee. The specific duties and responsibilities included in the detailed position description will generally require revisions more frequently than once a year. Ideally, a detailed position description is created for each new employee within the first 10 days of employment. The employee's supervisor should prepare a draft of the detailed position description, with the appropriate participation by the employee, and carefully review it with the new employee in order to clarify the position responsibilities, expectations and performance objectives. This process forms the basis of the working relationship and sets the tone for future discussions. The supervisor is responsible for maintaining current, complete and accurate detailed position descriptions for each employee. An electronic copy of the detailed

position description should be forwarded to the Human Resources Department where a master file of agency detailed position descriptions is maintained.

At the end of the employee's six-month introductory period and following each annual evaluation, the detailed position description should be reviewed with the employee. When changes occur as a result of this process, the detailed position description should be revised and a copy of the revised detailed position description should be forwarded to the Human Resources Department.

EMPLOYMENT CLASSIFICATION

Full-time Employees:

Full-time status refers to an employee who is regularly scheduled to work at least 40 hours per week or, for employees on an alternative schedule, an average of 40 hours per week. Full-time employees are entitled to all benefits and opportunities in this manual.

Part-time Employees:

Part-time status refers to an employee who is regularly scheduled to work less than 40 hours per week. Part-time employees are eligible for benefits as listed in (*Section 3*).

Temporaries:

Temporary employees are utilized on a short-term hourly basis dependent upon need. Temporary workers generally do not receive benefits unless otherwise provided by applicable law. Temporary employees hired and put on MORPC payroll may work an assignment for a maximum of six (6) months. A Purchase Requisition or Payroll Authorization form, containing appropriate signatures, specific details of the work to be performed, expected length of temporary employment and task number should be forwarded to the Human Resources Department. The director of human resources will contact the appropriate sources to hire a temporary worker.

Section 1

-3-

Student Interns:

Interns are utilized from various academic or professional programs. Compensation is based upon the guidelines set forth in the program sponsoring the intern and/or upon pre-approved MORPC and departmental guidelines. An intern may not work more than 1500 hours in any calendar year and generally does not receive benefits unless otherwise provided by applicable law.

Classification Changes:

It is required that any changes affecting an employee's classification be documented by the supervisor and forwarded to the director of human resources for review and approval. Classification changes affect personnel, insurance and payroll records therefore a new payroll authorization form will need to be completed.

Section 1

-4-

SECTION 3

BENEFITS

“The agency offers certain employees various benefits and insurances, including health, life, short-term, long-term disability, etc., and it may pay a percentage of the costs of such benefits. A summary of benefits offered by the agency is set forth below. Benefit information in this guidebook, however, is merely a summary. You can find the details of many of these programs in the Plan Documents maintained by Human Resources and in the summary plan descriptions (SPD). Plan Documents are the official documents regarding employee benefit plans and supersede all references to employee benefits in this guidebook or the benefits summary. The agency, in the course of business, or as mandated by federal or other government statutes, may choose, or be required to amend or revise benefit plans offered to employees. Such amendments or revisions shall not be applied discriminatorily among similarly situated employees. To the extent permitted under applicable law, the agency will deduct the employee portion of premiums for benefits elected by an employee from an employee’s compensation on a pre-tax basis.”

Health Insurance:

MORPC participates in the Franklin County group insurance program regarding health, vision, dental and prescription drug insurance. Eligible full-time and part-time employees who are regularly scheduled to work at least 30 hours per week may elect coverage. Employees may decline coverage, but may not decline separate components of coverage. Insurance providers, coverage limits, deductibles and other plan provisions are subject to change from time to time. MORPC pays portion of the costs for insurance coverage, with the remainder paid by the covered employee through payroll deductions. The employee’s share may be on a pre-tax basis for employees who choose to participate in the MORPC Section 125 Plan and is subject to change. All eligible employees will receive a Franklin County benefits packet, which contains additional information about insurance benefits.

Health insurance coverage generally begins on the first day of the month after 30 days of employment (e.g., a start date of January 15 would result in coverage beginning on March 1). **The benefits packet from Franklin County should be consulted for specific details of current coverage.** Employees with questions or claim information should utilize the toll-free telephone numbers, listed in the benefits packet and on insurance cards. If an employee needs further assistance with matters related to insurance coverage or claims processing, please contact a staff member in the Human Resources Department.

For employees who have other available health insurance coverage available to their spouse and want to remain on MORPC’s healthcare plan, there will be a \$50 surcharge per pay. The former incentive payment in lieu of taking MORPC’s healthcare program will not be available in 2016. Any employees that accepted the incentive in lieu of healthcare in 2015 will be permitted to continue to receive the incentive through March 31, 2016 in accordance with the previously established incentive. (Approved and effective 1-1-16)

Section 3-1

GOOD HEALTH INCENTIVE:

A Good Health Incentive(s) may be offered as determined by the executive director and communicated to employees. These incentives may change over time to promote healthy living. (Approved and effective 1-1-16)

FLEXIBLE SPENDING ACCOUNTS:

Effective 1-1-16, Medical and Dependent Flexible Spending Accounts are being offered to MORPC employees. Flexible Spending Accounts (FSAs) allow you to deduct dollars from your paycheck – before they are taxed – and use those dollars to pay for eligible out-of-pocket health and dependent care expenses. There are specific IRS rules that apply so if you have any questions, please contact the Human Resources Department. (Approved and effective 1-1-16)

SHORT TERM DISABILITY

Non-temporary employees who are regularly scheduled to work 30+ hours per week are automatically enrolled into a Short Term Disability Plan once they have completed their six (6) month introductory period. Beginning no earlier than two weeks after an eligible incident the Short Term Disability Plan, administered by a third party, will pay 60% of gross earnings for up to 11 weeks. All sick leave must be used before the Short Term Disability Plan begins to pay the benefit. Note that coverage may change based on MORPC's agreements with the third party administrator.

See plan documentation for further information. Note that all claims are subject to the plan guidelines, eligibility criteria and discretion.

LONG TERM DISABILITY

For an eligible incident, once an employee has exhausted his/her 11 weeks of Short Term Disability, the third party administrator will pay 60% of gross earnings up to retirement age under the Long Term Disability Plan. The payment from the Long Term Disability Plan will be offset by any other disability payments received such as OPERS and/or Social Security.

See plan documentation for further information. Note that all claims are subject to the plan guidelines, eligibility criteria and discretion.

Employee Assistance Program:

Full-time and part-time employees and/or family members who are eligible for, and elect to participate in the MORPC health insurance plan may participate in the United Behavior Health Employee Assistance Program ("EAP"). An individual may elect to participate in the EAP for reasons such as, stress or burnout, emotional problems,

Section 3-2

Career and vocational issues, difficulties with many types of relationships, health and medical issues. Participation in EAP is confidential unless disclosure of information is expressly authorized by the participant in writing or otherwise required under applicable law.

Term Life Insurance:

Each eligible full-time and part-time employee who elects the MORPC health plan will also receive \$50,000 term life and accidental death and dismemberment insurance through the Franklin County Group Plan.

Supplemental Life Insurance:

Additional life insurance may be purchased at competitive rates during the open enrollment period for the employee, spouse and/or eligible dependent children. Enrollment information will be provided at the time of open enrollment.

Ohio Public Employees Retirement System:

Participation in the Ohio Public Employees Retirement System (OPERS) is mandatory for all employees except those exempted by OPERS regulations. MORPC employees' wages are not subject to Social Security taxes. OPERS may be contacted directly at 614/462-3357.

Medicare:

Federal law requires a payroll deduction for Medicare for all employees hired on or after April 1, 1986.

Deferred Compensation:

Employees are eligible to participate in the state of Ohio or County Commissioners Association of Ohio Deferred Compensation Programs. These programs offer several options, including fixed annuities and variable annuities on a pre-tax basis. Employees wishing to become enrolled should contact the state or county representative directly. Appropriate names and telephone numbers of representatives can be acquired from the human resources section located on the intranet site.

Columbus Municipal Employees Federal Credit Union:

The credit union offers a savings program, share drafts and various types of loans. Employees wishing to participate should contact the credit union directly. Appropriate telephone number can be acquired from the Human Resources Department.

Workers' Compensation:

Employees may be eligible for Workers' Compensation benefits in accordance with state law for an injury or occupational disease that occurs or is contracted in the course of and

Section 3-3

arising out of their employment, provided the disability was not purposefully self-inflicted and all other eligibility requirements for benefits have been met. An employee must report all accidents as soon as safely possible to their supervisor and director of human resources. It is the employee's responsibility to initiate a Workers' Compensation claim. Applicable forms may be acquired from the Human Resources Department. Failure to report an injury or submit a claim application promptly may cause the claim to be contested and/or disallowed.

LEAVES OF ABSENCE WITH PAY

Leaves of absence with pay include grandfathered sick leave, PTO, serious illness leave, maternity, paternity, adoption leave, funeral leave, special leave, jury duty, military leave, and official holidays observed by MORPC.

Annual Leave Converts to Paid Time Off (PTO):

All balances of Annual Leave will be converted to PTO (Paid Time Off) on a one-for-one basis effective 1/1/16. Cash-out rules for PTO will generally mirror Annual Leave cash-out rules, excepting the below changes. Employees will be allowed to 'go negative' in the PTO balance with prior approval during the year of transition in 2016. This will allow for any planned time off earlier in the year since employees used to have access to their full Annual Leave allotment beginning January 1st of each year.

In 2016, the PTO schedule will be as follows in the 2016 chart, depending on years of service.

Starting in 2017, the PTO schedule will be as follows in the 2017 and beyond chart, depending on years of service.

PTO hours are for full-time and part-time employees, who are regularly scheduled to work at least 20 hours per week, and may be used for reasons such as: observances of religious holidays not otherwise observed by MORPC, leave for deaths not covered by funeral leave and/or time off for rest, vacation, relaxation and/or other personal reasons.

Employees will be permitted to take PTO hours with the prior approval of the employee's supervisor and/or department head. Advanced notice of the leave should be given as practicable.

The PTO year shall be January 1 through December 31. The PTO earnings schedule is shown below. When an employee qualifies for increased PTO because of longevity, the increased rate of the employee's available PTO for the balance of the calendar year is calculated and accrued starting at the beginning of the calendar year. In most cases, employees may take PTO, which is available but possibly not earned.

If the resignation or separation of an employee should occur with the employee having taken available but unearned PTO, the amount of unearned leave taken

will be deducted from the employee's final paycheck. Any official holiday as set forth in this guidebook, which shall occur during an employee's scheduled leave, shall not be considered a day of PTO. PTO leave shall be charged at a minimum of one-half hour increments.

Prior to 2015, all new hires were required to use all of their earned annual leave by the December 31st of their first year. Effective in 2015, new hires will not be required to use all of their earned leave by the end of the year.

Prior to 2015, employees at all levels were required to use 80 or 100 hours of annual leave depending on their years of service. Effective in 2015, the minimum PTO leave usage requirement will be consistent at 80 hours at all levels. In any event, calendar year-end annual leave balances prior to 2015 could not exceed 480 hours for full-time employees and a pro-rated amount for part-time employees (e.g., 240 hours for employees regularly scheduled to work 20 hours per week). Balances of hours in excess of 480 hours (or a pro-rated amount) will be forfeited. Effective in 2016 the PTO accrual maximum will increase to 640 hours.

Employees may not elect to take unpaid time off in lieu of using available PTO.

Years of Continued Service:

PTO Leave Schedule 2016			3-7	8-14	15-20	21+
	1st Year	2nd Year	Years	Years	Years	Years
Annual	80	96	124	144	184	220
Accrual Per Pay (26 pays)	3.08	3.69	4.77	5.54	7.08	8.46

PTO Leave Schedule 2017 and Beyond			3-7	8-14	15-20	21+
	1st Year	2nd Year	Years	Years	Years	Years
Annual	96	120	160	184	224	264
Accrual Per Pay (26 pays)	3.69	4.62	6.15	7.08	8.62	10.15

If you fail to return to work at the end of the approved leave, MORPC may terminate your employment. Employees, who are granted PTO for more than 30 consecutive work days, must contact the Human Resources Department to confirm the employee's intention to return to work at least 3 days prior to the date the leave expires.

PTO Leave Cash-Out for Separating Employees:

Upon termination of employment for any reason, the employee's final paycheck will include payment for any earned but unused PTO. Separating employees may request to receive the cash-out over an extended period (not to exceed one year without the express written consent of the executive director), rather than in a lump sum on their final paycheck.

PTO Leave Cash-Out Option:

This option to convert ("cash-out") PTO to cash is available to all employees who have at least ½ hour of earned, unused leave as of the end of the month on a quarterly basis based on calendar quarter (March, June, September, December), for payment as part of the employee's first paycheck in the following month. The maximum earned, but unused PTO hours that can be cashed out by an employee in any calendar year is the employee's earning amount for that year, i.e., 96, 120, 160, etc., hours.

Per the Ohio Public Employees Retirement System (OPERS) basic rules for an annual conversion plan: "The maximum amount of converted PTO that can be considered earnable salary by OPERS is the amount the employee earns in one calendar year, less any amounts taken during the calendar year. To be considered earnable salary the leave also must have been earned in the calendar year it was converted. This concept is considered the LIFO method (last in, first out). The only exception is that leave conversion may occur in January for the prior calendar year. In this case the amount considered earnable salary would be the amount of leave earned in the prior year minus the amount of leave taken in the prior year."

As a result of LIFO method required by OPERS, any cash-out requested and approved in excess of the allowable OPERS conversion amounts will not be considered earnable salary by OPERS. For example, if an employee that earns 160 hours per year uses 100 hours during the year ended December 31st, a conversion request for 160 hours will result in 60 hours of OPERS earnable salary and 100 hours of non-earnable salary will be cashed out. All cash-outs requested will be considered OPERS earnable salary until the maximum OPERS earnable salary has been reached per this policy.

Once an employee converts a specified number of PTO hours to cash, the same amount of hours will be deducted from the employee's unused PTO balance. This cash-out provision does not reduce nor can it be substituted for mandatory PTO hours discussed above, i.e., 80 hours.

The conversion of PTO hours to cash is voluntary and can be requested by submitting an election form to the finance department by the announced due date.

Prior Public Service Annual Leave (Vacation/PTO):

An employee who has worked for the state of Ohio or any qualifying political subdivision of the state of Ohio, (absent a collective bargaining agreement which specifically excludes the right) may apply for prior public service credit for PTO earnings calculations. MORPC does not honor any unused annual leave that an employee may have had with any previous employer. When properly certified, MORPC will include an employee's time of service with a previous public employer when determining the employee's MORPC PTO earnings rate. Any employee may obtain the Prior Service Credit form from the human resources intranet web site under forms. It will be the responsibility of the employee to ensure that the form is completed and certified by the previous employer. Only prior service that is properly certified will be counted toward the employee's years of service.

Sick Leave:

Effective 1/1/16, sick leave will no longer be accrued per year. Any sick leave earned but not used by 12/31/15 will remain on the books, grandfathered under the current rules for sick leave use or cash-out.

Employees are encouraged to make up sick leave during the same time card period in order to reduce the amount of time charged to the employee's PTO or sick leave account. Make up time must be approved in advance by the employee's immediate supervisor. When time off for PTO or sick leave is to be made up, the employee should record zero hours on the time card for the time off and record the additional hours worked to make up for the time off as the hours are worked.

You may use grandfathered sick leave or PTO for one of the following reasons affecting the employee or a member of the employee's immediate family: illness, injury, medical, dental, or optical examination or treatment, and/or quarantine because of contagious disease or mental health illness. Employees may not elect to take unpaid time off in lieu of using available paid sick leave. Requests to use paid sick leave shall be submitted to the employee's supervisor at least 30 days in advance of the need for sick leave when the need for leave is foreseeable. When the leave is not foreseeable, the employee should provide notice as early as practicable. MORPC may require the requesting employee to submit a certificate from a certified healthcare professional substantiating the need, anticipated duration and/or reason(s) for leave. MORPC reserves the right to have any employee examined by its own doctor at its own expense to substantiate the sick leave request.

GRANDFATHERED SICK LEAVE CASH-OUT OPTION

This option to convert accrued grandfathered sick leave hours to cash is available to all employees who have a sick leave balance in excess of 80 hours (pro-rated hours for part-time employees) as of the end of the month on a quarterly basis based on calendar quarter

Section 3-7

(March, June, September, December), for payment as part of the employee's first paycheck in the following month. Sick leave hours converted may not reduce the

employee's unused sick balance below 80 hours for full-time employees, pro-rated hours for part-time employees. The cash-out option is limited to a total maximum of 80 hours per employee per calendar year (pro-rated hours for part-time employees). Employees will be paid 33.33% of their current hourly rate of pay for each hour of sick leave converted to cash. Every sick leave hour converted to cash will be deducted from the employee's unused sick leave balance.

As a result of the LIFO method required by OPERS (see "Annual Leave Cash-Out Option" section), any cash-out requested and approved in excess of the allowable OPERS conversion amounts will not be considered earnable salary by OPERS. For example, a full time employee earned 80 hours per year and uses 10 hours during the year ended December 31st, a conversion request for 80 hours will result in 70 hours' worth of OPERS earnable salary and 10 hours' worth of non-earnable salary to be cashed out at the 33.33% amount. All cash-outs requested will be considered OPERS earnable salary until the maximum OPERS earnable salary has been reached per this policy.

The conversion of sick leave hours to cash is voluntary and can be requested by submitting an election form to the Finance Department by the announced due date. Prior public service sick leave hours are not eligible for conversion to cash by MORPC.

GRANDFATHERED SICK LEAVE TIME OFF CASH-OUT FOR SEPARATING EMPLOYEES

Upon termination of employment for any reason, employee may elect to be paid for a percentage of the balance of accrued but unused **grandfathered sick leave** through the separation date, up to a maximum of 1,500 hours, unless otherwise instructed. Separating employees may request to receive the cash-out over an extended period (not to exceed one year without the express written consent of the executive director), rather than in a lump sum on their final paycheck.

Compensation for accrued but unused **grandfathered** sick leave up to a maximum of 1,500 hours will be paid for unused **grandfathered** hours earned at MORPC at 33.33% of the employee's final rate of pay. Unused prior service sick leave will not be compensated at separation unless the prior service was with an employer paid by an Ohio County Auditor warrant.

If any employee of MORPC, regardless of term of service, dies while in paid status (prior to separation), unused **grandfathered sick leave** up to a maximum of 1,500 hours earned at MORPC shall be paid to the estate of the deceased employee at 33.3% of the accrued hourly rate of pay. The remaining two-thirds balance, subject to a \$10,000 limit, shall be paid to the **estate** in addition to the first one-third at 33.33% of their current hourly rate of pay.

This paid leave is a benefit that will pay 100% of employee's pay for two (2) weeks for maternity, paternity, or adoption leave. This leave runs concurrently with FMLA leave, where applicable. The employee must still complete a Request for Leave form and have it approved by supervisor and department head.

Serious Illness Leave

This paid leave is a benefit that will pay 100% of employee's pay for two (2) weeks for a serious illness. This leave runs concurrently with FMLA leave, where applicable. The employee must still request leave and have it approved by supervisor and department head. Serious illness leave will be awarded only to employees that receive benefits from the Short-Term Disability Plan as determined by the third party administrator.

Bereavement Leave

Full-time employees shall be entitled to forty (40) hours per calendar year of bereavement leave with pay for the death of a member of the employee's immediate family, regardless of where the funeral or interment may be located. Part-time employees are entitled to a pro-rated amount of bereavement leave. Employees must complete an Application/Declaration of Leave form to request bereavement leave and must receive advanced approval from their immediate supervisor. Bereavement leave for other relatives or friends not defined as immediate family will not be granted, and employees should request annual leave in those circumstances. *(See Glossary for definition of immediate family).*

Special Leave

Special leave is time off with pay available to full-time employees for personal emergency situations (e.g., an unforeseen, unusual or nonrecurring act of nature or emergency such as home fire, flood, or burglary and/or extraordinary situations not otherwise covered in this manual) or for work-related situations as determined by the Executive Director (e.g., in response to emergencies, unusual or nonrecurring work situations approved within the timeframe established by the Executive Director when use of flex time cannot be accommodated, and/or extraordinary situations not otherwise covered in this manual). **(Revised and approved effective 7-10-14)**

Special leave must be requested through the use of the Application/Declaration of Leave form. The immediate supervisor, department head and executive director must approve all special leave requests. A maximum of two days (16 hours per year) of special leave may be requested.

Jury Duty

Employees required to serve on jury duty must submit an Application/Declaration of Leave form to their immediate supervisor as soon as possible prior to jury duty. The

duty leave, weather paid or unpaid. Full-time employees on jury duty will be paid their regular pay for time spent on jury duty. Jury duty leave for part-time employees, temporaries and student intern employees is unpaid. Employees serving on jury duty for a partial day are expected to report for work for the balance of the work day.

Military Leave

In accordance with applicable Ohio law, a regular full-time or part-time employee who is a member of the Ohio organized militia or other reserve components of the armed forces of the United States, including the Ohio national guard, is entitled to a leave of absence **with pay** for the time he/she is performing service in the uniformed services for periods up to one month, for each calendar year in which he/she is performing service in the uniformed services. One month means 22, 8-hour work days of 176 hours. Under certain limited circumstances, and in accordance with applicable law, an employee may be entitled to up to \$500 in pay for service greater than a month in a calendar year.

In order to receive paid military leave, the employee must submit to the executive director the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing the service.

MORPC will provide unpaid military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and any other applicable federal and state law(s).

Holidays

The official holidays observed by MORPC shall be as follows:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Each full-time employee in paid status shall be entitled to eight hours of pay for each of the listed holidays. Eligible part-time employees in paid status receive pro-rated amount of hours based on their average hours per week worked during the six (6) months immediately preceding the holiday. Holidays falling on a weekend will be celebrated on either the preceding Friday or the following Monday.

Personal Leave Hours

At times the Executive Director may offer Personal Leave hours to the agency, dependent upon budget availability. The Personal Leave hours may be awarded from 0 - 24 hours annually.

Section 3-10

Family Medical Leave

In accordance with the Family and Medical Leave Act ("FMLA"), Eligible Employee(s) (defined below) may qualify for up to twelve (12) or twenty-six (26) work weeks (depending on the reason) of unpaid leave for the reasons specified below.

An "Eligible Employee" is one who: (a) has been employed by MORPC for at least twelve (12) months,¹ (b) has worked at least 1250 hours in the twelve (12) months immediately preceding the beginning of the first day of the leave; and (c) works at a work site where 50 or more employees work within 75 miles.

Reasons for FMLA Leave:

A. Eligible Employees may qualify for up to twelve (12) weeks of unpaid leave in a year for any of the following reasons:

1. For birth of a Son or Daughter, and to care for the newborn child ("Birth Leave");²
2. For placement with the employee of a Son or Daughter for adoption or foster care ("Placement Leave");²
3. To care for the employee's spouse, Son or Daughter who has a Serious Health Condition ("Family Health Leave");
4. To care for the employee's Parent who has a Serious Health Condition ("Parent Health Leave");
5. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job ("Employee Health Leave"); or
6. Because of any Qualifying Exigency arising out of the fact that the employee's spouse, Son, Daughter, or Parent is a covered military member (excluding members of the Regular Armed Forces) who is on active duty (or has been notified of an impending call or order to active duty) in support of contingency operation ("Exigency Leave").

B. Eligible Employees may qualify for up to twenty-six (26) work weeks of unpaid leave in a year for the following reason:

1. In order to care for a covered service member with a serious illness or injury, if the employee is the covered service member's spouse, Son, Daughter, Parent, or Next of Kin ("Covered Service Member Leave").

Section 3-11

Definitions

For purposes of the FMLA year, MORPC used the “rolling” twelve-month period measured backward from the date an employee uses any FMLA leave, except in the case of Covered Service Member Leave (defined below), when MORPC uses a rolling forward twelve-month period.

A. A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient/overnight care and any period of incapacity or subsequent treatment in connection with such inpatient care; or
2. Continuing treatment by a health care provider, which means:
 - a. incapacity involving more than 3 consecutive calendar days with either:
 - (i) 2 or more in person treatments within 30 days of the first day of incapacity by or under the order/referral of a health care provider, or
 - (ii) 1 treatment followed by a regimen of continuing treatment; (in both situations the first healthcare provider visit must occur within 7 days of the first day of incapacity);
 - b. a period of incapacity or subsequent treatment relating to conditions treated in (a);
 - c. a period of incapacity due to pregnancy or for prenatal care;
 - d. any period of incapacity or treatment for a chronic health condition which continues over an extended period and which may also be episodic and requires a minimum of 2 visits/year;
 - e. a period of incapacity which is permanent or long term incapacity for which treatment may be ineffective and which requires the supervision of a health care provider; or
 - f. a period of absence for multiple treatments following restorative surgery or a condition that is likely to result in incapacity for more than 3 consecutive calendar days without medical intervention and any period of recovery relating to such treatments.
 - g. “Son or Daughter” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. For all leaves except Exigency Leave and Covered Service Member Leave (below), the Son or Daughter must also be either under 18 years old or age 18 or older and incapable of self-care because of a disability as determined under the ADA.

“Parent” means the biological, foster, or adoptive parent, a stepparent, or a legal guardian.

“Covered Service Member” means a member of the Armed Forces (including National Guard or Reserves) and who is undergoing medical treatment, recuperation, or therapy;

Section 3-12

is otherwise in an outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness incurred by the member in the line of duty on active duty in the Armed Forces.

For purposes of Covered Service Member Leave, “serious injury or illness” means a condition that may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

“Next of Kin” means nearest blood relative or the relative identified in writing by the service member.

Qualifying Exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Rules Applicable When Both Spouses Are Employed By MORPC:

If both spouses are employed by MORPC and Eligible Employees, they are entitled to a combined total of twelve weeks of leave, rather than twelve weeks each, for Birth Leave, Placement Leave, or Parental Health Leave.

When both spouses are employed by MORPC and Eligible Employees, they are entitled to a combined total of up to 26 weeks of leave, rather than 26 weeks each for (1)

Covered Service Member Leave, or (2) Covered Service Member Leave in combination with Birth Leave, Placement Leave or Parental Health Leave, during the single twelve-month period in which the Covered Service Member Leave is the first taken by either spouse.

When the leave taken includes both Covered Service Member Leave and Birth, Placement or Parental Health Leave, the limitation of a combined total of up to 12 weeks leave during any 12-month period applies to the portion of leave taken as Birth, Placement or Parental Health Leave.

Reduced Schedule or Intermittent Leave:

Exigency Leave may be taken on an intermittently (taking leave in blocks of time) or on a reduced leave schedule (reduction of normal weekly or daily work schedule).

Employee Health Leave, Family Health Leave, or Covered Service Member Leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Birth or Placement Leave may only be taken intermittently or on a reduced leave schedule if approved by MORPC.

Except in the case of Exigency Leave, MORPC may require an employee taking scheduled leave intermittently or on a reduced leave schedule to transfer temporarily if

Section 3-13

the position has equivalent pay and benefits and better accommodates the scheduled intermittent or reduced leave schedule than the employee's regular employment position. An employee must make reasonable efforts to schedule intermittent or reduced leave planned medical treatment so as not to unduly disrupt MORPC's operations.

Once intermittent leave or reduced leave schedule is initially granted, the employee must subsequently specifically reference either the qualifying leave reason or the need for FMLA leave when scheduling leave or calling off work in order to qualify as FMLA leave.

Notice:

An employee ordinarily must provide 30 days advance notice when the need for leave is foreseeable. If the need for leave is not foreseeable, the employee must give notice as early as practicable. If the need for leave is because of a Qualifying Exigency and is foreseeable, the employee must give notice as soon as is reasonable and practicable. MORPC may deny or delay commencement of the leave period if the eligible employee does not meet the notice requirements.

Required Certifications Based on Health Issues:

MORPC will require that a Family Health Leave, Employee Health Leave, or Covered Service Member Leave be supported by certification from a bona fide health care provider. The certification form required to be completed by the healthcare provider is available from Human Resources Department and must be completed and returned to the Human Resources Department within 15 calendar days after receipt of the certification paperwork, unless it is not practical to do so and the employee can provide a reasonable explanation for the delay. Unreasonable delay in submitting the required certification after the deadline for submission has passed will result in denial of FMLA leave. Additional medical opinions may be required for Employee Health Leave or Family Health Leave. Periodic reports during the leave regarding the employee's status and intent to return to work will be required. The employee must provide a return to work slip before the employee may return to work from an Employee Health Leave of more than three (3) consecutive days.

Certification Related to "Active Duty" or "Called to Active Duty":

If an employee is requesting Covered Service Member Leave, the leave must be supported by a certification that the service member's serious illness or injury was incurred in the line of duty on active duty in the Armed Forces. If an employee is requesting Exigency Leave, the leave must be supported by a certification that the employee's covered family member is on or has been called to active duty in the Armed Forces in support of a contingency operation. The certification forms are available from the Human Resources Department.

Paid or Unpaid Leave:

MORPC requires an employee to substitute any grandfathered sick leave, PTO, Maternity, Paternity or Adoption leave, Serious Illness leave, or special leave for any part of the 12 or 26-week period of leave. Once all paid leave is used, the

Section 3-14

remainder of the FMLA shall be unpaid. MORPC may designate as FMLA leave any absence related to injuries for which the employee is receiving workers' compensation or short or long term disability benefits.

Restoration to Position:

An Eligible Employee who takes leave shall be entitled upon return from such leave;

1. to be restored to the position of employment held by the employee when the leave commenced; or
2. to be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

If you fail to return to work at the end of the approved leave, MORPC may terminate your employment. Employees who are granted FMLA leave for more than 30 consecutive working days must contact the Human Resources Department to confirm the employee's intention to return to work at least 3 days prior to the date the leave expires.

Limited Exemption for Certain Highly Compensated Employees:

The FMLA contains specific provisions regarding the exemption of highly compensated Employees from the above restoration provisions.

Maintenance of Health Benefits:

Group health insurance will be maintained for the duration of the leave on the same terms as if the employee had not taken the leave, as long as the employee pays the premium amount normally paid by the employee. If possible, you should contact the finance department concerning premium payments before taking leave. In some circumstances, MORPC may recover the premium it paid to maintain health coverage for an employee who fails to return to work from the FMLA leave. Additionally, should the employee return to work and MORPC has paid the employee's share of the health insurance premium during the employee's absence; MORPC retains the right to recover that sum from the employee.

Requests for FMLA Leave and Questions:

If you are considering requesting leave under this policy, or if you have questions about the policy, please contact the Human Resources Department. For more information, see the Employee Rights & Responsibilities located on **Appendix A** at the rear of the guidebook.

Unpaid (Non-FMLA) Leave

Following exhaustion for available FMLA leave and applicable paid leave, or if an employee is not eligible for FMLA leave or needs leave for a non-FMLA-qualifying reason and has no **PTO**, a leave of absence without pay of up to six

Section 3-15

months may be granted to an employee by the executive director when the executive director determines, in his/her sole discretion, that the leave will not jeopardize the productivity of the relevant position or harm the program within which the employee is assigned.

If any non-FMLA unpaid leave time exceeds 20 working days (160 hours) within any 12-month period, the employee's next annual wage increase will be pro-rated based on the amount of non-FMLA unpaid leave taken. **Grandfathered sick leave** and **PTO** will not accrue during a non-FMLA unpaid leave. Holidays, which occur during a period of unpaid leave, **will not be paid**. MORPC reserves the right to fill an employee's position during any non-FMLA unpaid leave, unless otherwise provided by applicable law.

PAID TIME OFF (PTO) DONATION PROGRAM

The PTO Donation Program is intended to allow MORPC employees who have completed their 6 month introductory period to donate earned PTO and/or grandfathered sick leave to a designated employee within the agency who has a critical need for leave due to a serious illness or injury.

For employees who wish to donate **PTO** or **grandfathered sick leave** to an eligible employee, the donor employee must retain an earned **PTO** balance of at least eighty hours. In order to donate **PTO** or **grandfathered sick leave**, a minimum of 8-hours must be donated and the donor employee must complete a Leave Donation Request Form. Donor employees must still take a minimum of **80 hours** of **PTO** in the year of the donation as required above. Upon completing the form, the donor certifies that he or she is donating the leave voluntarily and understands that the leave will not be returned.

The eligible employee may receive donated **PTO** or **grandfathered sick leave** in increments to a maximum of 480 hours per calendar year. Donor needs to donate 8 hours minimum, but recipient may receive less than 8 hours based on the following calculation.

Calculation:

The donation shall be converted to a dollar amount based upon the donor's salary rate, and credited to the donated employee's **PTO** bank at his/her hourly rate. The donor employee may not recover unused donated **PTO** or **grandfathered sick leave**.

Eligibility Conditions:

The following conditions must be met to be eligible to receive Donated Leave:

- The employee has an extended or catastrophic illness or injury;
- The employee has exhausted all earned **PTO**, **grandfathered sick leave**, compensatory time, special leave, and **serious illness leave**;

- The employee does not qualify for disability insurance benefits, or workers' compensation coverage.

Section 3-16

LEAVE DONATION FORM - DONOR APPLICATION	
FOR PAYROLL PERIOD ENDING: _____	
1. DONOR INFORMATION	
Donating Employee: (Last) _____ (First) _____ Department: _____	
Total Hours Donated (Must be earned leave) _____ Paid Time Off (PTO) Hours donated (Must be minimum of 8 hours) _____ Grandfathered Sick Leave Hours donated (Must be min. of 8 hours)	
2. PERSON TO RECEIVE DONATED LEAVE	
Donated leave may not be used to supplement other benefit programs (e.g., disability insurance, workers' compensation, retirement benefits) (Recipient): (Last) _____ (First) _____ Department: _____	
3. CERTIFICATION	
I hereby certify that this request is made voluntarily. I was not coerced, intimidated or financially induced into donating PTO and/or grandfathered sick leave . By signing I hereby relinquish all rights to the PTO or grandfathered sick leave hours shown above and the benefits accruing or attached to the same. I understand that the donation of leave is irrevocable and irreversible and that no leave will be refunded to me. I certify that I will have a remaining balance of 80 hours or more of PTO after making this donation. Date: _____ <div style="text-align: right; margin-right: 100px;">Signature of Donating Employee</div> Date: _____ <div style="text-align: right; margin-right: 100px;">Human Resources Department</div> Date: _____ <div style="text-align: right; margin-right: 100px;">Finance Department</div>	

//////////For Finance Department Use Only//////////

1. Donor:	2. Recipient:
Hours Donated:	Value Recorded:
Hourly Rate: \$	Hourly Rate:
Donation Value:	*Hours Received:
	* (Donor Total divided by Recipient Rate):

Distribution:

Original - Finance Department
Copy: HR/Employee File

Section 3-17

EDUCATIONAL OPPORTUNITIES

Tuition Reimbursement/Professional Development Program:

MORPC encourages and supports employees' efforts to broaden the skills and knowledge which lead to job enrichment at MORPC. Full-time employees who have completed their six (6) month introductory period are eligible for the MORPC Tuition Reimbursement/Professional Development Program. If approved, MORPC will reimburse staff up to \$3,000 per year for courses or instruction working towards an Undergraduate Degree, \$5,000 per year for Graduate Degree, provided by colleges, universities or other approved agencies and groups that are directly applicable to the employee's job duties. Employees working to achieve **or maintain** a certification in their field of work (e.g. PE, SHRM, CPA, AICP, Housing Professional Certification, etc.) are also eligible for up to \$3,000 reimbursement for the cost of coursework and testing upon completion of certification.

Part-time employees (less than 30 hours per week) are eligible to participate at the expiration of their six-month introductory period and will be reimbursed up to \$1,500 for Undergraduate Degree or Certification and \$2,500 for Graduate Degree.

Permission for use of the tuition reimbursement/professional development program must be obtained prior to course registration from the immediate supervisor, department head and director of human resources. The process for acquiring the appropriate approvals should be initiated by the employee requesting reimbursement well in advance of course registration deadline dates. The procedure for acquiring approval for tuition reimbursement/professional development begins with the MORPC Tuition Reimbursement/Professional Development Application form which may be obtained on-line from the MORPC lounge in the HR section under Forms.

Payments are made on a reimbursement basis after the employee has completed the course with a grade of "C" or better or achieved certification. Course attendance is to be on the employee's own time. Original receipts for eligible expenses and the grade report ("C" or better) or proof of successful completion of the course studies, or certification will be required prior to reimbursement. Employees will not receive their actual reimbursement until after the successful completion of the course study or certification.

Other fees, parking, the purchase of books, etc. and are not eligible for reimbursement unless otherwise approved by the executive director.

The director of human resources utilizing the MORPC Tuition Reimbursement Approval form will make approval for reimbursement of eligible expenses. The form will also serve as the means, after appropriate receipts are attached, by which the Finance Department will be notified of the amount of reimbursement. Any employee, who receives tuition reimbursement/professional development reimbursement and leaves the

agency within one year of the reimbursement for any reason, must repay the agency in full.

Section 3-18

Seminars, Conferences and Training:

When MORPC determines, in its sole discretion that it would be a benefit to the agency and the employee, MORPC may pay the necessary expenses incurred by an employee to officially represent the agency by attending:

- Professional seminars
- Conferences
- Training sessions
- Other official meetings or gatherings

Department heads are responsible for monitoring and recommending participation in seminars, conferences and training within departmental budgetary constraints.

The Human Resources Department is responsible for approving all professional development training whether paid from a department budget or the Human Resources' budget. The executive director has final approval authority for all recommended actions. Approval must be requested on the Prior Approval for Travel form if out-of-town travel is required; otherwise a purchase requisition is required. (See Section 8)

The following are guidelines to determine the appropriateness of participation in seminars, conferences, training or continuing education: obtaining information necessary to the agency for completion of its goals or objectives; receiving training in new procedures, techniques, or concepts in planning directly applicable to MORPC's work; improving management or supervisory skills; improving capabilities for work with the public; assisting a staff member in acquiring skills necessary to their job function; and/or to take professional exams. The director of human Resources will assist in the determination and assessment of various programs.

Upon completion of a seminar, conference or training, a copy of the certificate of completion should be returned to the Human Resources Department within five days of taking the course.

HB-1B SPONSORSHIP:

MORPC will pay up to \$1,000 of an existing employee's costs incurred in renewing an H-1B visa if the employee has completed the six month introductory period and is satisfactorily meeting all of the requirements of the employee's position.

STAR PROGRAM

MORPC'S Employee Recognition Program is called the Star Program which became effective July 1, 2011. Each department head may send recommendations to the Human Resources Department for employees or team that deserves to be recognized

for achievements during that particular quarter. The recommendations must be thorough and go into detail as to why this employee or team deserves to be recognized. The recommendation can be made by anyone in the agency and then forwarded on to the head of the department where the employee or team works. The department head

Section 3-19

after reviewing the recommendation will forward it on to the Human Resources Department for review, which will then be forwarded on to the executive director for review and approval. All approved recommendations will be put into a random drawing at the end of each quarter. Two winners will be picked by the executive director. Individual winners win \$250 before taxes to be split between team members.

Individuals that were approved for recognition and were not winners of the random drawing will receive a non-monetary recognition certificate. All those approved for recognition, including the winners of the random drawing, will be showcased in the Regional ESource.

At the end of the year, there will be a drawing of all approved recommendations that were submitted during the year, including the quarterly winners, and one winner will be randomly selected and receive \$500 before taxes. You must still be a MORPC employee at the time of the drawing to be eligible.

The Recommendation Form is located on MORPC's internal website in the HR section under forms.

EMPLOYEE COMMUTER BENEFITS

It is the intention of the agency to provide benefits to employees that support MORPC's mission. To this end, MORPC reaffirms its commitment to support alternative transportation efforts to aid employees getting to and from work. RideSolutions is a MORPC program created to enable commuters to participate in alternative forms of transportation, such as carpooling, vanpooling and transit. RideSolutions encourages commuters to share the ride to work to reduce single occupant vehicle use and achieve cost savings and a cleaner environment in the central Ohio region.

Rideshare Matching Services:

RideSolutions can assist staff interested in commuting to the worksite in a carpool or vanpool. Staff can obtain a free personalized rideshare match list, with names of other commuters interested in carpooling or vanpooling to downtown Columbus. Participating in the carpool or vanpool can save employees money, reduce auto emissions and help alleviate traffic congestion. For more information contact the RideSolutions staff on extension 4133.

COTA Bus Pass Policy:

It is the intention of the agency to provide benefits to the employees that support MORPC's mission. To this end, MORPC reaffirms its commitment to support alternative transportation efforts to aid employees getting to and from work. The agency will provide a monthly subsidy, as funds allow, for employees to use the COTA

buses for this purpose. This subsidy is designed to encourage alternative forms of transportation, increase the parking spaces available for MORPC guests and to be

Section 3-20

useful for the employee as a means of transportation to and from worksite. Bus passes must be used regularly by the employee for commuting to and from work and will not be available for purchase for employee's family members or friends. If an employee purchases a monthly bus pass subsidized by MORPC and also drives a vehicle to work regularly, the director human resources will determine whether the employee's privilege to purchase a bus pass will be withheld along with other disciplinary actions as warranted.

MORPC also provides a one-day bus pass to staff that want to use the bus for business purposes instead of his/her car.

Bicycle to MORPC:

Employees commuting by bicycle may use the bicycle rack located at the rear of the building or the locked bicycle room provided inside the building. There is a shower and lockers that staff may use located in the building.

MORPC is also a corporate sponsor to the COGO Bike Share program and will reimburse staff for any preapproved bicycle trips made for business purposes. A bike helmet is available at the front desk.

Section 3-21

**FULL-TIME EMPLOYEES
SUMMARY OF MAJOR BENEFITS***

PAID TIME OFF (PTO)	Time off hours depending on the length of continuous service
HOLIDAYS	10 Federal Holidays
MAJOR MEDICAL & HOSPITALIZATION DENTAL CARE VISION DRUG EAP	Employee cost share for individual and family plans. Benefits generally become effective on the first day of the month after 30 days of employment.
SHORT TERM DISABILITY	Short term disability benefits after 2 week waiting period
LONG TERM DISABILITY	Long term disability benefits kicks in after Short Term is exhausted
MATERNITY, PATERNITY OR ADOPTION LEAVE	2 weeks paid leave
SERIOUS ILLNESS LEAVE	2 weeks paid leave
LIFE INSURANCE	\$50,000 of term coverage with election of health insurance plan Coverage
SUPPLEMENTAL LIFE	Additional life insurance for employee, spouse, children
MEDICARE	Employee contribution 1.45% matched by MORPC for employees hired on or after April 1, 1986
DEFERRED COMPENSATION	Deferred Compensation plan available through the State of Ohio and the County Commissioners Association of Ohio
CREDIT UNION	Columbus Municipal Employees Federal Credit Union for checking, savings and loans or other services
ALTERNATE WORK SCHEDULE	Flexible and staggered working hours may be available to benefit employee's individual requirements, when work flow permits Requests for alternative work hours must be approved by department head and executive director
EMPLOYEE	Tuition reimbursement program, seminars, conferences and

DEVELOPMENT	training offered to develop employees to enhance MORPC outcome.
TRANSIT PASS	COTA bus passes available at reduced prices for employees who choose to commute by bus

Section 3-22

**PART-TIME EMPLOYEES
SUMMARY OF MAJOR BENEFITS*
(For Employees Working 30-39 Hours Per Week)
Does not include Interns or Temporaries**

PAID TIME OFF (PTO) & HOLIDAYS	Pro-rated PTO and holiday leave
MAJOR MEDICAL & HOSPITALIZATION DENTAL CARE VISION DENTAL CARE VISION DRUG EAP	Employee cost share for individual and family plans. Benefits generally become effective on the first day of the month after 30 days of employment.
SHORT TERM DISABILITY	Short term disability benefits after 2 week waiting period
LONG TERM DISABILITY	Long term disability benefits kicks in after Short Term is exhausted
MATERNITY, PATERNITY OR ADOPTION LEAVE	2 weeks paid leave
SERIOUS ILLNESS LEAVE	2 weeks paid leave
LIFE INSURANCE	\$50,000 of term coverage with election of health insurance plan Coverage
SUPPLEMENTAL LIFE	Additional life insurance for employee, spouse, children
OPERS	Ohio Public Employees Retirement System – Participation is mandatory
MEDICARE	Employee contribution 1.45% matched by MORPC for employees hired on or after April 1, 1986
DEFERRED COMPENSATION	Deferred Compensation plan available through the State of Ohio and the County Commissioners Association of Ohio
CREDIT UNION	Columbus Municipal Employees Federal Credit Union for checking, savings and loans or other services
ALTERNATE WORK SCHEDULE	Flexible and staggered working hours may be available to benefit employee's individual requirements, when work flow permits

EMPLOYEE DEVELOPMENT	Tuition reimbursement program, seminars, conferences and training offered to develop employees to enhance MORPC outcomes.
TRANSIT PASS	COTA bus passes available at reduced prices for employees who choose to commute by bus Section 3-23

**PART-TIME EMPLOYEES
SUMMARY OF MAJOR BENEFITS***

**(For Employees Working 20-29 Hours Per Week)
Does not include Interns or Temporaries**

PAID TIME OFF (PTO) & HOLIDAYS	Pro-rated PTO and holiday leave.
OPERS	Ohio Public Employees Retirement System – Participation is mandatory
MEDICARE	Employee contribution 1.45% matched by MORPC for employees hired on or after April 1, 1986
DEFERRED COMPENSATION	Deferred Compensation plan available through the State of Ohio and the County Commissioners Association of Ohio
CREDIT UNION	Columbus Municipal Employees Federal Credit Union for checking, savings and loans or other services
ALTERNATE WORK SCHEDULE	Flexible and staggered working hours may be available to benefit employee's individual requirements, when work flow permits Requests for alternative work hours must be approved by department head and executive director
EMPLOYEE DEVELOPMENT	Tuition reimbursement program, seminars, conferences and training offered to develop employees to enhance MORPC outcomes
TRANSIT PASS	COTA bus passes available at reduced prices for employees who choose to commute by bus

*The above summary is provided for ease of reference only. Employees should refer to the applicable policy in this Guidebook and the relevant plan document, where applicable, for information regarding these and other benefits.

Section 3-24

**PART-TIME EMPLOYEES
SUMMARY OF MAJOR BENEFITS***

**(For Employees Working Less Than 20 Hours Per Week)
Does not include Interns or Temporaries**

OPERS	Ohio Public Employees Retirement System – Participation is mandatory
MEDICARE	Employee contribution 1.45% matched by MORPC for employees hired on or after April 1, 1986
DEFERRED COMPENSATION	Deferred Compensation plan available through the State of Ohio and the County Commissioners Association of Ohio
CREDIT UNION	Columbus Municipal Employees Federal Credit Union for checking, savings and loans or other services
ALTERNATE WORK SCHEDULE	Flexible and staggered working hours may be available to benefit employee's individual requirements, when work flow permits Requests for alternative work hours must be approved by department head and executive director
EMPLOYEE DEVELOPMENT	Tuition reimbursement program, seminars, conferences and training offered to develop employees to enhance MORPC outcomes
TRANSIT PASS	COTA bus passes available at reduced prices for employees who choose to commute by bus

*The above summary is provided for ease of reference only. Employees should refer to the applicable policy in this Guidebook and the relevant plan document, where applicable, for information regarding these and other benefits.

Section 3-25

**State of Ohio Public Employees Only
Prior Service Credit**

(Must be completed and certified by former employer)

Name of Employee:			
Employee's Signature Authorizing Release of Information:			
If Not Applicable, Signature:			
Social Security Number:			
In response to a request for certification as to the above-named individual's prior employment with this agency:			
<p>1. This is to certify that the above-named individual was continuously employed by this public employer during the period(s) of time from <i>(Please indicate whether the individual was in a full-time or part-time status. Certification will not be processed unless full or part-time status is indicated for each period of employment.)</i></p>			
<input type="checkbox"/> FT	<input type="checkbox"/> PT # of hrs:	Beginning:	Ending:
<input type="checkbox"/> FT	<input type="checkbox"/> PT # of hrs:	Beginning:	Ending:
<input type="checkbox"/> FT	<input type="checkbox"/> PT # of hrs:	Beginning:	Ending:
# of uncashed sick leave hours:			
<p><input type="checkbox"/> 2. I am unable to certify the information you request in paragraph one because:</p> <ul style="list-style-type: none"> <input type="checkbox"/> This agency has no record of employment for the above-named individual such that I cannot certify the requested information to you. <input type="checkbox"/> Although this agency has a record of employment of the above-named individual, this agency's records are incomplete such that I cannot certify the requested information, including: 			
Signature of Certifying Agent:			
Name:		Phone:	
Position:			
Name of Public Employer:			
Street Address:			
City, State, Zip Code:			
Email:		Date of Certification:	
Please direct this request to		FOR MORPC HR DEPARTMENT USE ONLY	

Deborah Murphy, Director Human Resources, Administration & Information Technology MORPC 111 Liberty St., Suite 100 Columbus, OH 43215	Initial Director of Human Resources
	Date Received
	Date to Finance

This document is subject to recertification by MORPC with the certifying agent. No faxes will be accepted.

Section 3-26

SECTION 4

WAGE AND SALARY ADMINISTRATION

The agency budget for employee wage or salary increases may vary from year to year based on computation developed by the executive director and the Finance Department, which must be approved by the Administrative Committee each year.

Promotions:

Department budgets, which are updated every six months, must bear the cost of promotions. The department heads must work with the executive director, the finance director and the director of human resources to budget and plan for promotions. An employee in an introductory status or an employee with active formal discipline or unsatisfactory performance is not eligible for a promotion. Employees who are promoted are put on a six month introductory period in the new position. For budget reasons, promotions will only be approved with an effective date of January 1 or July 1 unless there is special circumstances that require a different date and approved by the finance director, human resources director and the executive director.

Promotions for all grade levels including department head require the approval of the executive director. The Finance Department must be given accurate budget information for promotions every six months in order that sufficient payroll is appropriated and adequate funding is identified and built into the budget.

PAY GUIDELINES/OVERTIME:

Pay Period:

There are twenty-six pay periods in the calendar year. The basic pay period is for two weeks, with paydays normally scheduled every other Friday. New employees will be paid on the next regularly scheduled payday following two weeks of employment. Depending on the employee's starting date, this may be for a partial pay period.

Refueling Agency Vehicles:

MORPC provides agency vehicles for the field staff of the Energy & Air Quality department and for RideSolutions, given the use is for MORPC business only. These vehicles may not always be **FULL of fuel** and may require the driver to get fuel before or after a trip. MORPC vehicles should be filled up at the Franklin County Fleet Management Garage located at 1721 Alum Creek Drive just south of Frebis Avenue when feasible. MORPC also has WEX Fuel cards for staff to use. The WEX fuel cards are located in each vehicle and may only be used for that vehicle. Each driver will be given a PIN number unique to that individual or a general agency PIN number will be provided.

Directions will be made available in each vehicle and at the front desk on the process of fueling the vehicles.

Parking and Traffic Violations:

Any violations incurred are the responsibility of the driver whether in a private or agency vehicle.

Any accident involving MORPC vehicles or staff on MORPC business should be reported immediately as follows:

1. Call the appropriate law enforcement agency.
2. Follow the accident report instructions in the glove compartment of each MORPC vehicle.
3. Notify immediate supervisor and director of human resources.

Point Accumulation:

Any MORPC employee who routinely drives to conduct MORPC business and who has accumulated more than six points within a three year period may be subject to disciplinary procedures, which may involve attendance at a two point credit/defensive driving course at the employee's expense. This credit is only useable once.

Excessive driving points, conviction of driving under the influence, continued point accumulation and/or failure to take a defensive driving course when requested for liability and safety reasons are grounds for disciplinary action which may include termination.

Private Vehicles:

When private vehicles are used for agency business, expenses will be reimbursed at the current GSA standard mileage reimbursement rate for business use. Mileage should be recorded on the Monthly Travel Expense form and submitted to the finance department.

Employees using their personal vehicle to conduct MORPC business are required by state law to carry liability insurance. MORPC's liability insurance covers only claims against MORPC, and it does not cover employees or their personal vehicle when using that vehicle to conduct MORPC business. The coverage must include a minimum bodily injury liability amount of \$100,000 per person, \$300,000 per accident and property damage of \$100,000.

All Vehicles:

Employees required to operate a motor vehicle as part of their job must have and maintain an appropriate valid driver's license and insurance and proof of that insurance. If a driver's license is revoked, suspended or restricted for any reason, employees who are required to operate a motor vehicle as part of this job must report the change in driving privileges to the directory of human resources immediately. Failure to do so may result in disciplinary action up to and including termination of employment. Employees must obey all traffic rules and regulations when operating a vehicle on agency business and must not use cellular phones or other mobile handheld devices while driving.

Parking:

Employees are given the opportunity to purchase a parking pass to park behind the Kroger's Store or on MORPC's parking lot. Employees who purchase a parking pass will be given a MORPC parking pass that must be displayed at all times. The parking company will do routine patrols of the parking lot looking for parking violators and for security reasons. Any parking violations are the responsibility of the owner/driver of the vehicle. Any vehicles that are parked in the wrong area of the parking lot or do not have a parking pass will be towed at the owner/driver's expense. MORPC will not be held responsible for charges received by a visitor, even if the visitor was requested to be present at MORPC. Any changes made to the parking policy will be immediately shared with the staff.

Upon termination of employment, the parking pass must be returned to human resources prior to the release of a final paycheck.

MAINTENANCE, REPAIRS AND CHANGES

Copiers:

For maintenance and repair to any of the copiers, please contact a staff member in the Information Technology Department.

General Office Equipment, Furniture, and the Facility:

For maintenance and repair of office equipment, furniture, and the facility, contact the director of human resources. All furniture and/or cubicle changes must be coordinated through the director of human resources.

Computer Equipment:

For computer hardware maintenance or repairs, contact the Information Technology Department.



Mid-Ohio Regional
Planning Commission

111 Liberty Street, Suite 100
Columbus, Ohio 43215

T 614.228.2663
TTY 800.750.0750

www.morpc.org

Memorandum

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

FROM: Shawn Hufstedler
Chief of Staff & Finance Director

DATE: November 27, 2015

SUBJECT: Proposed Resolution 21-15: "ACCEPTANCE OF THE FISCAL BUDGET AND FUND ACCOUNT APPROPRIATIONS FOR THE OPERATION OF THE MID-OHIO REGIONAL PLANNING COMMISSION FOR 2016"

This resolution establishes an agency operating revenue budget of \$13,996,017 for calendar year 2016 and sets authorized appropriation levels for the agency expense and capital expenditures budget line items.

This resolution also authorizes an increase in the Associate Member dues rate from the pilot program rate of \$500 to \$1,000 for 2016. The pilot program for associate members has been successful, with seven local units of government currently participating associate members of MORPC.

The full 2016 operating budget document with comparisons to the 2015 revised budget and an executive summary highlighting key elements of the 2016 budget is attached.

Attachment: Resolution 21-15

William Murdock, AICP
Executive Director

Eric S. Phillips
Chair

Matt Greeson
Vice Chair

Rory McGuinness
Secretary

RESOLUTION 21-15

“ACCEPTANCE OF THE FISCAL BUDGET AND FUND ACCOUNT APPROPRIATIONS FOR THE OPERATION OF THE MID-OHIO REGIONAL PLANNING COMMISSION FOR 2016”

WHEREAS, the Commission annually adopts the agency budget and fund account appropriations; and

WHEREAS, the finance department, working with the executive director and all MORPC departments, has formulated the 2016 Budget and fund account appropriations; and

WHEREAS, the 2016 Budget includes an increase in Associate Member dues from the \$500 pilot program rate to \$1,000; and

WHEREAS, the Executive Committee has reviewed the 2016 Budget and fund account appropriations and recommends adoption; now therefore,

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

Section 1. That the operating budget attached as page 4 of the 2016 Budget is adopted.

Section 2. That the finance director is hereby authorized and directed to adopt the 2016 fund appropriations as shown below and transfer funds up to the amounts listed in the transfer appropriation lines below.

Fund No.	Org. No.	Franklin County Object Code	Account Title	2016 Appropriations Budget
9013	13570	510000	Salaries	\$4,800,547
9013	13570	515000	Fringe Benefits	1,815,834
9013	13570	520000	Services & Charges and Materials	7,221,596
9013	13570	540000	Capital outlay - Equipment, Property Acquisition & Rehab	230,000
9043	43570	540000	Capital outlay - Building	25,000
9043	43570	520000	Services & Charges and Materials	100,000
			TOTAL	\$14,192,977
			Initial Transfer(s):	
9043	43570	575100	Transfer Appropriation - Out	\$125,000
9013	13570	475100	Transfer Appropriation - In	\$125,000

Section 3. That the executive director is authorized to take such other action and execute and deliver such other documents as, acting with the advice of legal counsel, he shall deem necessary and appropriate to carry out the intent of this resolution.

- Section 4. That the finance director is authorized and directed to make any necessary allocation changes within a single fund of the appropriations up to 5 percent of the total appropriations to accommodate operating and accounting requirements of the Commission.
- Section 5. That an Associate Member annual dues amount of \$1,000 beginning for 2016 is hereby adopted.
- Section 6. That this Commission finds and determines that all formal deliberations and actions of this Commission concerning and relating to the adoption of this resolution were taken in open meetings of this Commission.

Eric S. Phillips, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date: January 1, 2016
Submitted by: Shawn P. Hufstedler, Chief of Staff & Finance Director
Prepared by: Shawn P. Hufstedler, Chief of Staff & Finance Director
Authority: Ohio Revised Code Section 713.21
For action date: December 10, 2015

Attachment: 2016 Budget



**Mid-Ohio Regional
Planning Commission**

111 Liberty Street, Suite 100
Columbus, Ohio 43215

2016 BUDGET

TABLE OF CONTENTS

PAGE NUMBERS	PAGE DESCRIPTION
1	Executive Summary
4	Operating Revenue Budget / Change in Net Assets
5	Detail of Member Dues
6	Schedule of Appropriations
	APPENDIX
7-9	Detail Revenue by Department
10	Schedule of Funding Sources
11	Schedule of Subcontractors
12	Schedule of Capital Expenditures
13	Summary of Indirect Cost Allocation Plan

Mid-Ohio Regional Planning Commission (MORPC)
2016 Operating and Capital Budget
Executive Summary

With a budget similar to 2015 in total, the MORPC 2016 operating revenue budget is \$13,996,017, an increase of \$597,515 (4.5%). However, the details show some changing initiatives and new programs. Here are some notable highlights for 2016:

- The Planning & Environment, Data & Mapping, and Transportation Systems & Funding Activities departments' budget increased by \$938,317 (15.2%) primarily as a result of additional funding such as the 5310 Designated Recipient and the local funding in lieu of 5307 National Transit Database (NTD) funding. These programs that began in 2015 bring new transportation money into the region focusing on mobility and planning. The Safe Routes to School conference, Age-Friendly Columbus funding, and the Rickenbacker Study highlight other new planning initiatives anticipated in 2016. The Detailed Revenue by Department schedule beginning on page 7 shows additional detail on project fluctuations from year to year.
- The Energy & Air Quality and Housing department remains steady at \$6,404,987. This budget anticipates a slight increase in energy programs including Property Assessed Clean Energy (PACE) and an energy study. An agreement with Homeport to complete a Neighborhood Stabilization Program rehab project funded by the City of Columbus and increased funding for the Weinland Park area home repair show an increase in housing funding. A portion of the budget includes funding for undetermined projects in anticipation of additional funding and new programs in the energy arena.
- The fringe rate will be 68.5% of wages in 2016. The indirect cost allocation rate will be 55.5% of direct labor in 2016. Both of these rates are the same rates as 2015. Adjustments are being made to the fringe benefits in 2016 to keep the fringe rate the same as 2015 due to the increasing costs and high utilization of MORPC's health care plan while maintaining a strong benefits package. Overhead costs continue to be analyzed for cost savings opportunities and efficiencies.

Revenue (Funding Sources - page 10)

Revenue from federal sources is budgeted to increase by \$745,786 to a total of \$7,480,002, which accounts for 53% of the operating budget. The primary increase in budgeted revenue is FTA/FHWA funding which is primarily for the 5310 Designated Recipient program focusing on mobility.

State funding is expected to decrease by \$146,417 primarily due the sunset of some state-funded projects, while the primary funding for transportation match and state infrastructure funding remained steady.

Utility funding (\$2,755,456 in 2016) is budgeted to decrease by \$314,544 primarily as a result of a high estimate for Columbia Gas revenue in 2015. Utilities funding is approximately 20% of total revenue and remains a stable funding area.

Foundation/Corporate Funding is projected to be \$311,000 in 2016, up \$91,074 from 2015, primarily as a result of an increase in funding from the Columbus Foundation and Campus Partners for the Weinland Park rehab project.

Local and Other budgeted revenue is projected to increase by \$703,367 to \$2,569,206 primarily due to various local projects expected in all departments. This includes additional funds from COTA in lieu of NTD funding, the Rickenbacker study, Safe Routes to School Conference, and Age Friendly Columbus funding. Some of this funding is unknown as to specific source for 2016 but presumed to be local for budgetary purposes. For example, the Safe Routes to School Conference sources may vary, but are all presumed to be local for the purposes of this budget.

Expenses (page 4)

Salaries and fringe benefits are budgeted to increase by \$31,127 (0.5%) to \$6,616,381 primarily as a result of raises in aggregate of 2.5%, more than offset by a decrease in total staffing. Staff size was budgeted at approximately 77.9 FTE's in 2015 and 75.3 FTE's in 2016. The decrease in FTE's is the result of housing counseling staffing reductions due to the sunset of the program in 2015.

The Materials and Supplies budget of \$550,000 in 2016 is the same as 2015.

The Services–Subcontractors budget decreased by \$379,272 to \$2,978,940 for 2016 due to decreases in the planned weatherization contractor costs, realigning with the budget for that area, as well as insight2050 Phase 2 and Chicago to Columbus Rail, neither of which are expected to have subcontractors in 2016.

The Services and Charges budget increased by \$940,660 to \$3,792,656 as a result of multiple fluctuations over MORPC's various programs in 2016 vs. 2015 but primarily due to the mobility vehicles that will need to be purchased for other organizations through the 5310 Designated Recipient Program.

Use of Member Dues (page 5)

The total current year member dues budget of \$935,736 is \$42,552 higher than the prior year as a result of the 1.5 cent per capita increase in the RPC member dues rate, increased population and new members for 2016. Approximately \$64,121 of this amount is budgeted to contribute toward the lease expenses. \$263,684 of the dues are set aside for MPO transportation match. Services to Members makes up the majority of the remaining funding with \$435,566 budgeted for work for our members such as executive director services, proactive legislation and public policy work, and member services coordination. Additional funds were added to these areas in 2016. Other notable uses of member dues include \$21,000 for diversity and inclusion efforts, up to \$100,000 for building due diligence, and \$32,000 for strategic initiatives. Member Dues represents approximately 7% of operating revenue.

Additionally, the pilot program for associate members has been successful with seven local units of government currently participating members of MORPC. This budget reflects an increase in associate member dues rate from the pilot rate of \$500 in 2015 and prior years to \$1,000 annually in 2016.

Capital Expenditures (page 12)

The capital expenditures budget for 2016 is \$255,000. This is a decrease of \$325,000 from 2015 since we are no longer acquiring property and rehabilitating the property in the Neighborhood Stabilization Program. (The 2016 NSP home purchase will be made by Homeport, resulting in subcontractor costs to MORPC instead of capital costs.) This budget includes \$200,000 for replacement of computers, vehicles and other agency equipment and assets; \$30,000 for copier and equipment capital lease costs; \$25,000 for leasehold improvements.

Appropriations (page 6)

The appropriations closely mirror the agency operating expenses and capital expenditures, coming in at \$14,192,977 for 2016. Consistent with the operating expenses, the service & charges area shows the largest increase from 2015 as a result of such programs as the 5310 program.

OPERATING REVENUE BUDGET

OPERATING BUDGET BY DEPARTMENT/PROGRAM	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
PLANNING & ENVIRONMENT, DATA & MAPPING AND TRANSPORTATION			
Jointly Funded Projects (MPO)	\$2,887,310	\$2,636,840	(\$250,470)
Infrastructure	195,000	205,000	10,000
Special Projects	1,762,565	2,256,322	493,757
Ride Solutions	715,000	688,268	(26,732)
Local Projects Transportation	187,804	437,618	249,814
Other Misc. Environment	444,489	906,437	461,948
SUBTOTAL ENVIRONMENT, MAPPING & TRANSPORTATION	\$6,192,168	\$7,130,485	\$938,317
ENERGY & AIR QUALITY AND HOUSING SERVICES			
Air Quality	\$358,635	\$385,020	\$26,385
Other Energy Programs	3,882,250	3,954,130	71,880
Housing, Rehab and Community Services	2,091,512	2,065,838	(25,674)
SUBTOTAL ENERGY & AIR QUALITY and HOUSING SERVICES	\$6,332,397	\$6,404,987	\$72,590
MEMBER SERVICES/DEVELOPMENT	\$596,453	\$667,055	\$70,602
OTHER	\$277,484	(\$206,510)	(\$483,994)
TOTAL OPERATING REVENUE	\$13,398,502	\$13,996,017	\$597,515

Detail Budgets provided on pages 7-9

OPERATING EXPENSES AND CHANGE IN NET ASSETS

OPERATING EXPENSES:	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
Salaries and Fringe Benefits	\$6,585,254	\$6,616,381	\$31,127
Materials and Supplies	550,000	550,000	0
Services - Subcontractors	3,358,212	2,978,940	(379,272)
Services & Charges	2,851,996	3,792,656	940,660
Depreciation	45,540	45,540	0
TOTAL OPERATING EXPENSES	\$13,391,002	\$13,983,517	\$592,515
Change In Net Assets from Operations	\$7,500	\$12,500	\$5,000

CAPITAL CONTRIBUTIONS

	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
CAPITAL CONTRIBUTIONS			
Building Fund Interest	\$2,000	\$5,000	\$3,000
Neighborhood Stabilization Program Houses	300,000	0	(300,000)
Contributed Assets	100,000	100,000	0
Less: Depreciation Expense Contributed Assets	(21,000)	(21,000)	0
Leasehold Improvements	(6,000)	(6,000)	0
Capital Contributions Net of Depreciation	\$375,000	\$78,000	(\$297,000)
CHANGE IN NET ASSETS	\$382,500	\$90,500	(\$292,000)

DETAIL OF MEMBER DUES

SOURCES:	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
RPC Member Dues (\$.275- 2015, \$.29- 2016)	\$513,000	\$540,398	\$27,398
MPO Member Dues (\$.18- 2015, \$.19.5- 2016)	316,184	331,217	15,033
Building (\$.035- 2015, \$.035- 2016)	64,000	64,121	121
SUBTOTAL SOURCES	\$893,184	\$935,736	\$42,552
Withdrawals from Building Reserve	\$100,000	\$125,000	\$25,000
TOTAL SOURCES	\$993,184	\$1,060,736	\$67,552
USES:			
Transportation	\$288,731	\$263,684	(\$25,047)
Foundations Grants & Other	8,000	5,000	(3,000)
SUBTOTAL LOCAL MATCH	\$296,731	\$268,684	(\$28,047)
Executive Director Services to Members	\$60,000	\$70,000	\$10,000
Proactive Legislative Activity	143,692	148,281	4,589
Public Policy & Multi-jurisdictional	66,959	73,266	6,307
Member Service Coordination	87,078	88,710	1,632
HR Services & Annual Salary Survey	5,000	5,000	0
Mid Ohio Finance Administrators (MOFA)	1,850	1,900	50
Other Services to Members	35,009	48,409	13,400
SUBTOTAL FOR SERVICES TO MEMBERS	\$399,588	\$435,566	\$35,978
Executive Director Development	\$60,000	\$70,000	\$10,000
Executive Director & Staff Travel & Registration	6,775	10,500	3,725
Board Travel & Registration	3,600	3,600	0
Other Development/Business Development	10,990	12,065	1,075
SUBTOTAL DEVELOPMENT FUND	\$81,365	\$96,165	\$14,800
Strategic Initiatives	\$20,000	\$32,000	\$12,000
Diversity & Inclusion	21,000	21,000	0
Miscellaneous	3,000	5,700	2,700
Contingency & Cost Overruns	7,500	12,500	5,000
SUBTOTAL OTHER	\$51,500	\$71,200	\$19,700
Building Lease Expense	\$64,000	\$64,121	\$121
Building Due Diligence	50,000	100,000	50,000
Leasehold Improvements (Capital Expenditures)	50,000	25,000	(25,000)
SUBTOTAL OTHER	\$164,000	\$189,121	\$25,121
TOTAL USES OF MEMBER PER-CAPITA FEES	\$993,184	\$1,060,736	\$67,552

NOTE: Some line items were reclassified from Other to Services to Members to conform to 2016 Presentation.

SCHEDULE OF APPROPRIATIONS

ACCT #	ACCOUNT TITLES	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
SALARIES				
	Salaries - Regular	\$4,695,476	\$4,755,547	\$60,071
	Salaries - Vacation and Sick Leave Payout	45,000	45,000	0
510000	SUBTOTAL SALARIES	\$4,740,476	\$4,800,547	\$60,071
FRINGE BENEFITS				
	PERS - Regular	\$663,667	\$665,777	\$2,110
	PERS - Vacation and Sick Leave Payout	6,300	6,300	0
	SUBTOTAL PERS	\$669,967	\$672,077	\$2,110
	Medicare Tax	\$68,737	\$69,608	\$871
	Unemployment Compensation	14,221	5,400	(8,821)
	Workers Compensation	43,612	47,376	3,764
	Fringe Benefits Other (includes group medical, dental, vision, life and disability)	1,048,241	1,021,373	(26,868)
515000	SUBTOTAL FRINGE BENEFITS	\$1,844,778	\$1,815,834	(\$28,944)
	TOTAL SALARIES & BENEFITS	\$6,585,254	\$6,616,381	\$31,127
	Materials and Supplies	\$550,000	\$550,000	\$0
	Services and Charges:			
	Subcontractors	\$3,358,212	\$2,978,940	(\$379,272)
	Services and Charges	2,262,996	3,272,656	1,009,660
	Rent and Utilities	450,000	450,000	0
	Travel	70,000	70,000	0
520000	SUBTOTAL SERVICES & CHARGES and MATERIALS	\$6,691,208	\$7,321,596	\$630,388
550000	DPA/Mortgage Assistance	\$69,000	\$0	(\$69,000)
	TOTAL OPERATING EXPENSES	\$13,345,462	\$13,937,977	\$592,515
Capital Expenditures				
540000	Computer Equipment, Vehicles & Other Assets	\$200,000	\$200,000	\$0
540000	FC Neighborhood Stabilization Program property acquisition/rehab	300,000	0	(300,000)
540000	Leasehold Improvements	50,000	25,000	(25,000)
540000	Capital Lease Payments	30,000	30,000	0
	TOTAL CAPITAL EXPENDITURES	\$580,000	\$255,000	(\$325,000)
	TOTAL	\$13,925,462	\$14,192,977	\$267,515

APPENDIX

DETAIL REVENUE BY DEPARTMENT

PLANNING & ENVIRONMENT, DATA & MAPPING AND TRANSPORTATION	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
MPO (Jointly Funded Projects)			
Federal Highway Administration	\$2,309,848	\$2,109,472	(\$200,376)
Ohio Department of Transportation	288,731	263,684	(25,047)
MORPC Transportation Match	288,731	263,684	(25,047)
SUBTOTAL OF JOINTLY FUNDED PROJECTS	\$2,887,310	\$2,636,840	(\$250,470)
Infrastructure (OPWC/members)			
Infrastructure Program & Clean Ohio	\$195,000	\$205,000	\$10,000
SUBTOTAL INFRASTRUCTURE PROGRAM	\$195,000	\$205,000	\$10,000
Special Projects			
Regional Transportation Planning Supplement FY 15	\$219,118	\$0	(\$219,118)
Regional Transportation Planning Supplement FY 16	198,832	309,907	111,075
Regional Transportation Planning Supplement FY 17 (NUC)	0	171,781	171,781
Freight Trends Study	44,664	45,600	936
Human Services Transportation Coordination	48,626	0	(48,626)
5310 Designated Recipient -2015	395,275	536,565	141,290
5310 Designated Recipient -2016	0	603,686	603,686
5310 Designated Recipient -2017	0	103,686	103,686
Rural Transportation Partnership	53,362	21,996	(31,366)
Rural Transportation Planning Organization Pilot	0	90,427	90,427
Regional Growth Impact Study (insight2050 Phase 1)	16,767	0	(16,767)
Regional Development III (insight2050 Phase 2)	330,000	248,007	(81,993)
Economic Impact of Trails	55,000	0	(55,000)
Clean Fuels Ohio	2,000	0	(2,000)
Chicago to Columbus Rail (NUC)	300,000	0	(300,000)
Special Projects (NUC)	98,921	124,667	25,746
SUBTOTAL SPECIAL PROJECTS	\$1,762,565	\$2,256,322	\$493,757
Ride Solutions			
Ride Solutions	\$715,000	\$688,268	(\$26,732)
SUBTOTAL RIDE SOLUTIONS	\$715,000	\$688,268	(\$26,732)
Local Projects			
Prairie Township LGIF (NUC)	\$0	\$10,000	\$10,000
Targeted Area Bus Pass Program	0	100,000	100,000
CMHA Choice Grant	10,000	0	(10,000)
Competitive Advantage Program	167,225	113,650	(53,575)
Rickenbacker Study (NUC)	0	100,000	100,000
Homes on the Hill	0	15,000	15,000
Data & Mapping, Other	0	25,000	25,000
Other Local Transportation Projects (NUC)	10,579	73,968	63,389
SUBTOTAL LOCAL PROJECTS	\$187,804	\$437,618	\$249,814
Other Planning & Environment			
Effects of Climate Change	\$131,845	\$0	(\$131,845)
Greenways Program	140,000	194,657	54,657
Age Friendly Columbus (NUC)	0	209,165	209,165
OWDA - Greater Ohio Policy - Phase 2 (NUC)	0	20,000	20,000
319 Grant from Franklin Soil & Water (NUC)	0	30,000	30,000
Safe Routes to School Conference	0	267,893	267,893
Summit On Sustainability	65,000	70,000	5,000
Local Foods	0	25,000	25,000
Other Planning & Environment (NUC)	107,644	89,722	(17,922)
SUBTOTAL OTHER PLANNING & ENVIRONMENT	\$444,489	\$906,437	\$461,948
TOTAL ENVIRONMENT, MAPPING & TRANSPORTATION	\$6,192,168	\$7,130,485	\$938,317

NUC = Not Under Contract

DETAIL REVENUE BY DEPARTMENT

ENERGY & AIR QUALITY AND HOUSING & COMMUNITY SERVICES	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
Air Quality			
Air Quality	\$358,635	\$385,020	\$26,385
SUBTOTAL FOR AIR QUALITY	\$358,635	\$385,020	\$26,385
Residential & Other Energy			
Columbia Gas	\$2,520,000	\$2,138,054	(\$381,946)
HWAP	651,607	776,847	125,240
AEP	400,000	317,400	(82,600)
USF EPP Program	150,000	300,000	150,000
Franklin County Energy Study/Planning (NUC)	0	100,000	100,000
Energy Project/PACE	0	25,000	25,000
Various Grants Energy & AQ Potential (NUC)	47,558	296,829	249,271
SUBTOTAL FOR RESIDENTIAL & OTHER ENERGY	\$3,882,250	\$3,954,130	\$71,880
SUBTOTAL ENERGY AND AIR QUALITY	\$4,240,885	\$4,339,149	\$98,264
HOUSING & COMMUNITY SERVICES			
Residential Rehabilitation Programs			
Franklin County Single Family Rehab Program	\$56,700	\$0	(\$56,700)
Franklin County Home Repair Program	1,114,992	1,049,452	(65,540)
Homeport / PACT	0	72,000	72,000
United Way Home Repair Program	241,611	154,890	(86,721)
Neighborhood Stabilization Program 2	105,160	374,030	268,870
Weinland Park Program	158,300	310,999	152,699
HOPE 3 Administration	2,885	1,000	(1,885)
Mortgages Forgiven	21,880	22,800	920
Various Rehab Grants Potential (NUC)	67,935	43,155	(24,780)
SUBTOTAL RESIDENTIAL REHABILITATION PROGRAMS	\$1,769,463	\$2,028,326	\$258,863
Homebuyer Counseling Program			
Franklin County Homebuyer Counseling	\$16,600	\$0	(\$16,600)
OHFA Restoring Stability	15,000	12,800	(2,200)
Third Federal HBC	11,225	0	(11,225)
PNC	2,547	0	(2,547)
Bank of America	2,296	0	(2,296)
National Foreclosure Mitigation Counseling Program (NFMC)	82,900	0	(82,900)
HUD Counseling Program	20,579	0	(20,579)
ODSA OHTF Counseling & DPA	78,218	0	(78,218)
Other Homebuyer Counseling	72,256	0	(72,256)
SUBTOTAL HOMEBUYER COUNSELING PROGRAMS	\$301,621	\$12,800	(\$288,821)
Housing Advisory Board (HAB)			
FC Issuer Fees and Monitoring	\$10,500	\$12,297	\$1,797
Franklin County HAB	9,928	12,415	2,487
SUBTOTAL FOR HOUSING ADVISORY BOARD	\$20,428	\$24,712	\$4,284
SUBTOTAL FOR HOUSING & COMMUNITY SERVICES	\$2,091,512	\$2,065,838	(\$25,674)
TOTAL ENERGY & AIR QUALITY AND HOUSING & COMMUNITY SERVICES	\$6,332,397	\$6,404,987	\$72,590

NUC = Not Under Contract

DETAIL REVENUE BY DEPARTMENT

MEMBER SERVICES/DEVELOPMENT	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
Services to Members	\$399,588	\$435,566	\$35,978
Development Fund	81,365	96,164	14,799
Building Lease Payments	64,000	64,122	122
Other	51,500	71,203	19,703
TOTAL MEMBER SERVICES/DEVELOPMENT (See Dues Page for Details)	\$596,453	\$667,055	\$70,602

NOTE: Some line items were reclassified from Other to Services to Members to conform to 2016 Presentation.

OTHER	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
Other Revenue			
RidePro HUB/WEB	\$37,000	\$20,000	(\$17,000)
Ride Pro TRIP	6,703	0	(6,703)
Summer Intern Program	0	10,800	10,800
CMS Shared Services	989	200	(789)
State of the Region Luncheon	74,000	75,000	1,000
Building Funds Interest	2,000	5,000	3,000
Building Due Diligence *	50,000	100,000	50,000
Indirect Costs Variance (carryforward from prior years)	58,026	(181,618)	(239,644)
Fringe Benefits Variance (carryforward from prior years)	48,766	(235,892)	(284,658)
TOTAL OTHER	\$277,484	(\$206,510)	(\$483,994)
GRAND TOTAL	\$13,398,502	\$13,996,017	\$597,515

NUC = Not Under Contract

* Building Due Diligence is funded from prior years' Member Dues

Schedule of Funding Sources

Funding Sources	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
MEMBER DUES	\$893,184	\$935,736	\$42,552
FEDERAL FUNDING			
Federal Highway Administration (MPO funding)	\$2,309,848	\$2,109,472	(\$200,376)
FTA/FHWA (other funding)	2,224,080	3,161,187	937,107
Ride Pro HUB/WEB/Trip	43,703	20,000	(23,703)
US EPA Climate Showcase	75,767	0	(75,767)
HUD - Community Development Block Grant	1,227,562	1,061,867	(165,695)
HUD - Home and HOPE 3 & Other	103,749	23,799	(79,950)
NSP 2 Program	0	314,030	314,030
Other Federal	97,900	12,800	(85,100)
Home Weatherization Assistance Program	651,607	776,847	125,240
SUBTOTAL FEDERAL FUNDING	\$6,734,216	\$7,480,002	\$745,786
STATE FUNDING			
Ohio Department of Transportation (MPO funding)	\$288,731	\$277,126	(\$11,605)
Ohio Department of Transportation Other	10,672	20,000	9,328
Ohio Public Works Commission (Infrastructure)	65,000	65,000	0
Ohio Water Development Authority	65,923	0	(65,923)
Ohio Housing Trust Fund	78,218	0	(78,218)
SUBTOTAL STATE FUNDING	\$508,544	\$362,127	(\$146,417)
UTILITIES	\$3,070,000	\$2,755,456	(\$314,544)
FOUNDATION/CORPORATE FUNDING			
Weinland Park/Cols Fdtn/Campus Partners/Chase	\$158,300	\$311,000	\$152,700
Banks - Homebuyer Counseling	16,068	0	(16,068)
Other Foundation & Corporate (NUC)	45,558	0	(45,558)
SUBTOTAL FOUNDATION/CORPORATE FUNDING	\$219,926	\$311,000	\$91,074
LOCAL & OTHER FUNDING			
Infrastructure & Clean Ohio	\$130,000	\$140,000	\$10,000
Greenways Planning	140,000	164,655	24,655
Central Ohio Summit (Sustainability & the Environment)	65,000	70,000	5,000
Housing Local Contracts	415,714	342,342	(73,372)
Environment, Mapping & Transportation Local Funds	742,668	1,241,879	499,211
State of the Region	74,000	75,000	1,000
Energy and Air Quality	73,901	419,329	345,428
Summer Intern Program	0	10,800	10,800
Other	222,556	100,201	(122,355)
Building Sale Proceeds Interest	2,000	5,000	3,000
SUBTOTAL LOCAL & OTHER FUNDING	\$1,865,839	\$2,569,206	\$703,367
Interperiod Overhead Receivable/(Reserve)	\$58,026	(\$181,618)	(\$239,644)
Interperiod Fringe Benefits Receivable/(Reserve)	48,766	(235,891)	(284,657)
TOTAL REVENUES BY FUNDING SOURCE	\$13,398,501	\$13,996,017	\$597,517

SCHEDULE OF SUBCONTRACTORS

SUBCONTRACTORS BY DEPARTMENT	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
ENVIRONMENT, MAPPING & TRANSPORTATION			
Regional Supplement FY 15	\$30,000	\$0	(\$30,000)
Regional Supplement FY 16	10,000	20,000	10,000
Regional Supplement FY 17	0	20,000	20,000
5310 Designated Recipient	0	0	0
Greenways Funding	0	5,000	5,000
Regional Development III (insight2050 Phase 2)	100,000	0	(100,000)
Economic Impact of Trails	55,000	0	(55,000)
Chicago to Columbus Rail	300,000	0	(300,000)
SUBTOTAL ENVIRONMENTAL, MAPPING & TRANSPORTATION	\$495,000	\$45,000	(\$450,000)
Energy & Air Quality			
Air Quality	\$70,000	\$70,000	\$0
Columbia Gas WarmChoice	1,158,000	860,719	(297,281)
Home Weatherization Assistance Program	235,695	260,627	24,932
AEP Ohio Partners for Affordable Energy (OPAE)	85,987	111,721	25,734
SUBTOTAL ENERGY & AIR QUALITY	\$1,549,682	\$1,303,067	(\$246,615)
Housing & Community Services			
Franklin County Single Family Rehabilitation	\$56,700	\$0	(\$56,700)
United Way Home Repair	208,930	121,890	(87,040)
Homeport / PACT	0	55,200	55,200
Weinland Park Program	143,300	206,000	62,700
Neighborhood Stabilization Program 2	0	364,131	364,131
Franklin County Home Repair Program	904,600	883,652	(20,948)
SUBTOTAL HOUSING & COMMUNITY SERVICES	\$1,313,530	\$1,630,873	\$317,343
TOTAL SUBCONTRACTOR EXPENSES	\$3,358,212	\$2,978,940	(\$379,272)

NUC - Not Under Contract

SCHEDULE OF CAPITAL EXPENDITURES

SOURCES OF FUNDS	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
Cash	\$100,000	\$100,000	\$0
Building Improvement Reserve	50,000	25,000	(25,000)
Contributed Capital	100,000	100,000	0
Capital Lease - Overhead Cost Allocations	30,000	30,000	0
Neighborhood Stabilization Program Income	300,000	0	(300,000)
TOTAL SOURCES OF FUNDS	\$580,000	\$255,000	(\$325,000)

USES OF FUNDS	2015 BUDGET	2016 BUDGET	INCREASE/ DECREASE
Computer Equipment, Vehicles & Other Assets	\$100,000	\$100,000	\$0
Leasehold Improvements	50,000	25,000	(25,000)
Contributed Capital Acquisitions	100,000	100,000	0
Capital Lease	30,000	30,000	0
Neighborhood Stabilization Program Property Acquisition & Rehab	300,000	0	(300,000)
TOTAL CAPITAL EXPENDITURES	\$580,000	\$255,000	(\$325,000)

Indirect Cost Allocation Budget
January 1, 2016 to December 31, 2016

	DIRECT LABOR & FRINGES	TOTAL INDIRECT ALLOCATION
Environment, Mapping & Transportation	\$3,249,523	\$1,803,485
Energy & Air Quality, Housing Services	1,375,642	763,481
Member Dues	257,692	143,019
Other Grants & Programs	71,085	39,452
Less: Estimated Turnover & Soft Funding	(217,365)	(120,638)
TOTAL GRANTS & PROGRAMS	\$4,736,577	\$2,628,800
Indirect Labor		
Information & Technology Services		\$238,448
Finance		592,992
Public & Government Affairs		265,179
Executive Management		320,592
Human Resources & Administration		184,506
Contract & Proposal Development, Other Indirect Labor		38,934
TOTAL INDIRECT LABOR		\$1,640,651
General Overhead Expenses		
Materials & Supplies		\$37,300
Services & Charges		334,135
Rent & Utilities		327,100
Other General Overhead		87,996
TOTAL GENERAL OVERHEAD		\$786,531
Retention/Severance		\$20,000
TOTAL INDIRECT COSTS		\$2,447,182
ACTUAL INDIRECT RATES		51.67%
Carry Forward Balance as of 12/31/14		\$181,618
ALLOCATED INDIRECT COSTS		\$2,628,800
ALLOCATED INDIRECT COSTS RATES		55.50%

	INDIRECT LABOR	GENERAL OVERHEAD	TOTAL
Information & Technology Services	\$238,448	\$124,225	\$362,673
Human Resources	97,501	32,157	129,658
Administration	87,005	363,170	450,175
Retention/Severance	0	20,000	20,000
Finance	592,992	199,988	792,980
Public & Government Affairs	265,179	48,150	313,329
Executive Management	320,592	7,775	328,367
Contract & Proposal Development, Other Indirect Labor	38,934	11,066	50,000
TOTAL INDIRECT COSTS	\$1,640,651	\$806,531	\$2,447,182

morpc

