Mid-Ohio Regional
Planning Commission

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NOTICE OF A MEETING

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

Thursday, February 13, 2014, 1:30 p.m.

AGENDA

1:30 p.m. 1. **Welcome and Introductions** – Marilyn Brown, Chair

1:35 p.m. 2. **Consent Agenda**
   a. Approval of January 16, 2014 Commission Meeting Minutes

1:36 p.m. 3. Executive Director's Report – William Murdock, MORPC

1:50 p.m. 4. **New Members** – William Murdock, MORPC
   a. Proposed Resolution 05-14: "ACCEPTING PLAIN TOWNSHIP (FRANKLIN COUNTY) AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"
   b. Proposed Resolution 06-14: "ACCEPTING BLENDON TOWNSHIP (FRANKLIN COUNTY) AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"
   c. Proposed Resolution 07-14: "ACCEPTING FRANKLIN SOIL AND WATER CONSERVATION DISTRICT (SWCD) AS AN ASSOCIATE MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"
   d. Proposed Resolution 08-14: "ACCEPTING MIFFLIN TOWNSHIP (FRANKLIN COUNTY) AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"

Specials Guests and Presentations

1:55 p.m. 5. **Featured Shared Services: Columbus Refueling Stations** – Kelly Reagan, City of Columbus Fleet Manager

2:05 p.m. 6. **DataSource 2.0** – Nancy Reger, MORPC Regional Data & Mapping Director

2:10 p.m. 7. **Housing Report Update** – Terry Foegler, City of Dublin Strategic Initiatives/Special Projects Director

2:20 p.m. 8. Diversity & Inclusion Report and 2014 Work Plan – Shawn Hufstedler, MORPC Chief of Staff & Bernice Cage, MORPC Public Information & Diversity Manager

Committees

2:25 p.m. **9. Regional Policy Roundtable –** Marilee Chinnici-Zuercher, Chair

a. **Legislative Update** – Lloyd Pierre-Louis, Kegler Hill Brown & Ritter and Laura Koprowski, MORPC Public & Government Affairs Director

10. Transportation Policy Committee – Marilyn Brown, Chair

2:35 p.m. a. **Call to Order** – Marilyn Brown, Chair

2:36 p.m. b. **Monthly Progress Report** – Robert Lawler, MORPC Transportation Systems & Funding Director

- FTA 5310 Designated Recipients – Mary Ann Frantz, MORPC Transportation Systems & Funding

2:45 p.m. c. **MORPC Attributable Funding Program Principles & Procedures Update** – Nick Gill, MORPC Transportation Systems & Funding

2:50 p.m. d. **Approval of January 16, 2014 Transportation Policy Committee Meeting Minutes**

2:51 p.m. e. **Adjourn Transportation Policy Committee** – Marilyn Brown, Chair

2:52 p.m. **11. Motion to Approve Actions of the Transportation Policy Committee**

2:55 p.m. **12. Other Business**

3:00 p.m. **13. Adjourn** – Marilyn Brown, Chair

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

The next Commission Meeting is
Thursday, March 13, 2014 at 1:30 p.m.
111 Liberty Street, Suite 100
Columbus, Ohio 43215

Mid-Ohio Regional Planning Commission

Commission
Meeting Minutes

Thursday, January 16, 2014
1:35 p.m.

Commission Members

Karen Angelou
Herb Asher
Stacey Boumis
Eric Brandon
Andrew Brush
Steve Campbell
Franklin Christman
Derrick Clay
Anne Darling-Cyphert
Tracie Davies
Michael Ebert
Matt Greeson
Marsha Grigsby
Bill Habig
Dan Havener
Tom Homan
Erik Janas
Anthony Jones
B.J. King
Donald Leach
Richard Lemuth
Rory McGuiness
Bonnie Michael
Robert Myers
Eric Phillips
Rob Platte
Dean Ringle
Jim Schimmer
Ted Staton
Scott Tourville
Bill Vance
Bill Yaple

Associate Members

Jeff Cabot
Jamie Grube
John O'Meara

Policy Committee Members

Thom Slack

Staff

Bernice Cage
Kerstin Carr
Mark Crosten
Nick Gill
Shawn Hufstedler
Ciel Klein
Laura Koprowski
Robert Lawler
Eileen Leuby
Sarah McQuaide
William Murdock
Deborah Murphy
Christina O'Keeffe
Nancy Reger
Shari Saunders
Garth Weithman
Brian Williams
Wilma Yoder

Guests

Hon. Kevin Bacon, Ohio Senate
Ben Collins, Plain Township
Hon. Stephanie Kunze, Ohio House of Representatives
Cornell Robertson, FCEO
Mike Shelton, Scotts Miracle-Gro
Karen Sloneker, AEP Ohio
Steve Tugend, Kegler Brown Hill & Ritter
Chris Vineis, GDP Group

Acting Chair Eric Phillips called the Commission Meeting to order at 1:35 p.m.

Welcome – Eric Phillips, MORPC Acting Chair
Eric Phillips welcomed Senator Kevin Bacon to the meeting. Senator Bacon cosponsored Senate Joint Resolution (SJR) 6 to the Ohio Senate.

Proposed Resolution 03-14: "SUPPORTING SJR6 AND HJR9 THAT WILL REAUTHOIRZE OHIO PUBLIC WORKS COMMISSION BOND FUNDING FOR LOCAL GOVERNMENT INFRASTRUCTURE AND CAPITAL IMPROVEMENT PROJECTS"– Steve Campbell, Regional Policy Roundtable Vice-Chair; Laura Koprowski, MORPC Public & Government Affairs Director

Senator Bacon introduced Representative Stephanie Kunze who cosponsored House Joint Resolution (HJR) 9 to the Ohio House of Representatives. Both bills support placing a proposed constitutional amendment on the May 2014 ballot. The proposed amendment will extend the Ohio Public Works Commission bond funding over the next 10 years totaling $1.35 billion. SJR6 has passed the Senate and will be introduced to the House the week of January 20. HJR9 is in its second Finance Committee hearing and should move to the House floor the week of January 13. An education campaign will provide information to the public on the program and its benefits.

Steve Campbell stated the Regional Policy Roundtable recommends endorsing SJR6 and HRJ9. The bills are consistent with MORPC's Public Policy Agenda.

A motion was made and seconded to approve Resolution 03-14; motion passed.

Chair's Report – Eric Phillips, MORPC Acting Chair
Eric Phillips announced the names of those appointed by Chair Marilyn Brown to the Nominating Committee: Matt Greeson, Chair; Eric Phillips, Derrick Clay, Pamela Hykes O'Grady, and Nancy White. The Nominating Committee will nominate officers and Executive Committee members for next year.

The members of the new Housing and Community Services Working Group, which will look at MORPC's housing programs, the housing services environment in the region, and how MORPC should move forward, are:

- Lisa Patt-McDaniel, Ohio Capital Corporation for Housing (OCCH) Director of Community Development – Co-chair
- Pat Cash, Ohio Housing Finance Agency Board Member – Co-chair
- Nancy White, Mifflin Township
- Steve Gladman, Affordable Housing Trust for Columbus and Franklin County
- Rollin Steward, Franklin County, Economic Development and Planning Department
- Hope Kingsborough, Central Ohio Community Improvement Corporation
- Nicole Brandon, City of Columbus, Department of Development
- Megan Melby, Columbia Gas

The Boundaries Discussion Task Force continues to meet. They have reviewed regional maps. The next step is to review membership services.

Consent Agenda
Derrick Clay made a motion to approve the consent agenda, second by Bill Yaple; motion passed.

Executive Director's Report – William Murdock, MORPC Executive Director
William Murdock introduced MORPC's new Energy & Air Quality Director Christina O'Keeffe. Ms. O'Keeffe is conducting an internal evaluation of the department's existing core services and policies/procedures to identify and implement improvements and then explore opportunities that would support MORPC's mission and its members.

Mr. Murdock gave an update on new studies and plans being released in the next few months:

- January 22, 2014 – "Vital City: The Facts of the Matter" at the Columbus Metropolitan Club Forum. MORPC worked with the National Resources Defense Council, the Urban Land Institute and Arthur C. Nelson on the study that tracks the changing demographics in Central Ohio and how the changes affect housing demand.
- February 2014 – Zoning trends in Central Ohio. MORPC team members worked with the Columbus Board of Realtors to create an inventory analysis of zoning trends in Central Ohio.
- March 2014 – Regional Energy Plan. MORPC team members worked with the National Association of Regional Councils to create the regional energy plan and analysis.

- April 2014 – Regional Growth Analysis. Dr. Peter Calthorpe is the keynote speaker for the 2014 State of the Region.

Each Commission meeting will feature a shared services speaker highlighting a shared services project in their community.

2014 outreach efforts include:
- Visiting every commission member – meetings are scheduled
- Vibrant Villages Workshop – January 14, 2014
- Newly Elected Officials Event – February 25, 2014

Sarah McQuaide presented the updated MORPC website that includes a members only section. The login information for members was provided on the back of their nameplates. Other features of the updated website include:
- Mobile responsive
- Interactive calendar
- Search feature

William Murdock shared MORPC's refreshed logo. The updated logo will be included on letterhead, business cards, etc. as supplies run out.

Proposed Resolution 02-14: "ACCEPTING PERRY TOWNSHIP AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"– William Murdock, MORPC Executive Director
Proposed Resolutions 02-14 and 03-14 are a direct result of MORPC's new Articles of Agreement and Bylaws.

Bill Yaple made a motion to approve Resolution 02-14, second by Anthony Jones; motion passed.

Proposed Resolution 03-14: "ACCEPTING PRAIRIE TOWNSHIP AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"– William Murdock, MORPC Executive Director

Bonnie Michael made a motion to approve Resolution 03-14, second by Andrew Brush; motion passed.

Special Guests and Presentations

Central Ohio Regional Shared Services Steering Committee (CORSSSC) Wrap-Up – John O'Meara, Committee Chair; Laura Koprowski, MORPC Public & Government Affairs Director
CORSSSC was meeting regularly over the last few years. The committee leadership recommends CORSSSC being folded into MORPC and becoming part of the commission meetings by highlighting shared services at each meeting. Commission members are encouraged to send shared services ideas, needs and/or presentation suggestions to MORPC Member Services Coordinator Eileen Leuby.

Shared Services: Canal Winchester – Michael Ebert, Canal Winchester Mayor
Mayor Michael Ebert reported that Canal Winchester has over 26 shared services projects. He highlighted a few:
- Cooperative economic development agreement with Violet Township along Diley Road
- Sewer and water services with Lithopolis and Pickerington
- Snow plowing services with Franklin County, Lithopolis and Violet Township
- Road projects with Columbus, Lithopolis, Violet Township and Madison Township
- Other projects with Groveport and Canal Winchester Schools

Canal Winchester will continue to look for other shared services opportunities.

AEP gridSMART Program - Karen Sloneker, AEP Ohio gridSMART Project Director
Karen Sloneker gave an update on Phase 2 of AEP Ohio's gridSMART program. Phase 1 ended December 31, 2013. Three technologies showed clear benefits to the customer and the company: Distribution Automation Circuit Reconfiguration (DACR), Advanced Metering Infrastructure (AMI), and Volt/VAR Optimization (VVO). New meters will be installed in Central Ohio. The improvements will reduce demand and consumption approximately three percent.

Agricultural Development Tool Kit - Brian Williams, MORPC Agriculture Specialist
Copies of "Greens to Greenbacks: The Economic Benefits of Local Food" were provided to attendees. This agricultural development tool kit is part of the implementation of the "Central Ohio Local Food Plan & Assessment." Both reports are available on MORPC's website. Contact Brian Williams with questions or if you need copies of the tool kit.

Committees

Articles and Bylaws Committee Report – Bill Yaple, Committee Chair

- Proposed Resolution 01-14: "ACCEPTING THE ASSOCIATE MEMBERSHIP LEVEL AS A PERMANENT MEMBERSHIP OPTION FOR THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"

  Andrew Brush made a motion to approve Resolution 01-14, second by Richard Lemuth; motion passed.

Center Advisory Council "Transition" – Mike Shelton, Advisory Council Chair
The Center Advisory Council is discussing transitioning the council to a higher-level committee that will make recommendations to the Commission on energy and environmental issues. The council will send its transition recommendations to the Bylaws Committee for possible incorporation into the Bylaws.

Regional Policy Roundtable –Steve Campbell, Roundtable Vice-Chair
The next Regional Policy Roundtable meeting is January 23, 2014.

- Legislative Update –Steve Tugend, Kegler Brown Hill & Ritter and Laura Koprowski, MORPC Public & Government Affairs Director
  Steve Tugend and Laura Koprowski gave updates on the following issues:
  - HB5
  - Capital bill
  - Mid-biennium review
  - State of the State Address
  - Federal Funds Group
  - Annual DC Fly-In
  - TIGER Grant
  - NARC Annual Conference. Mr. Tugend and Ms. Koprowski will be speakers in a session on lobbying efforts.

  See the January 2014 Legislative Update for other legislative news.

Transportation Policy Committee – Eric Phillips, MORPC Acting Chair
Acting Chair Eric Phillips called the Transportation Policy Committee Session to order at 2:35 p.m. The session adjourned at 2:44 p.m. Separate minutes are attached.

Approve Actions of the Transportation Policy Committee
Andrew Brush made a motion to approve the actions of the Transportation Policy Committee, a second was made; motion passed.

Other Business

MORPC Member Services Coordinator Eileen Leuby recognized the following Commission and Transportation Policy Committee members for superb attendance at the 2013 meetings:

- Derrick Clay
- Jeff Cabot
- Larry Jenkins
- Steve Kennedy
- Bill Yaple
- Ira Weiss

The Commission Meeting adjourned at 2:46 p.m.

_____
Marilyn Brown, Chair
Mid-Ohio Regional Planning Commission

MORPC Monthly Agency Report
January 2014

Public and Government Affairs
Laura Koprowski – lkoprowski@morpc.org

New MORPC Logo & Website
MORPC started 2014 announcing a new logo and branding strategy along with a redesigned website (www.morpc.org). The new logo was developed as a branding refresh strategy. This approach meant that the new logo builds upon the established MORPC brand and incorporates new design elements that convey innovation, strength in our services and programs, and advancing our region.

The public launch of MORPC's new website occurred at the end of January. There is a new members-only section on the website with access to important documents and resources. Login instructions for this section of the website are available by contacting Sarah McQuaide at smcquaide@morpc.org. Local graphic design firm, Ibel Agency, developed the new logo, branding guidelines, and redesign of MORPC's website.

2014 State of the Region Event
MORPC's signature event, State of the Region, is scheduled for April 17, 2014 at the new Hilton Downtown Hotel. Registration for the luncheon event is now available online at MORPC's website. MORPC local government and associate members are eligible to purchase discounted tickets at $65 per person and $650 per table of 10 guests. Discounted tickets can be purchased online at www.morpc.org and entering the promotion code "member". For registration questions, please contact Garth Weithman at gweithman@morpc.org or 614-233-4127.

State of the Region's keynote speaker is Peter Calthorpe. An internationally sought after speaker, Peter was named one of 25 "innovators on the cutting edge" by Newsweek Magazine for his work redefining the models of urban and suburban growth in America. Throughout a long and honored career in urban design, planning, and architecture, Peter has been a pioneer of innovative approaches to urban revitalization, suburban growth, and regional planning. Peter's firm, Calthorpe Associates is also working with MORPC to create a regional growth model and tool to assist our local governments. More about this effort will be shared during the luncheon program.

Sponsorship opportunities are still available and Board members are encouraged to provide contacts of potential sponsors to Eileen Leuby at eleuby@morpc.org. Thank you to the current State of the Region Sponsors: OhioHealth and Brown & Caldwell as Networking Sponsors; and Kegler Brown Hill & Ritter, Franklin University, Knowlton School of Architecture at The Ohio State University and E.P. Ferris & Associates as Supporting Sponsors.

Membership Report
Four Franklin County townships are joining MORPC: Perry, Prairie, Plain and Blendon. MORPC also welcomes a new associate member, Franklin Soil & Water Conservation District.

Special projects launched this month included a short video which features the benefits of a MORPC membership and a brochure with more details about MORPC membership and services.

Member workshops kicked off in January. The first workshop was a Vibrant Village Dinner January 14, 2014 that 15 people attended. Marble Cliff Mayor Kent Studebaker gave a summary of a village study completed by students at the OSU Knowlton School of Architecture. Best practices and networking were also highlights of the program along with a village data and demographics presentation by MORPC's Nancy Reger.

The next member workshop is scheduled for February 25, 2014 and will provide Newly Elected Officials training by Virginia Barney, former mayor and city manager of Upper Arlington. For more information or to register for a workshop, contact Eileen Leuby at eleuby@morpc.org.

MORPC's Membership Coordinator Eileen Leuby utilized a Lean Ohio Scholarship from the State of Ohio to attend the first 2014 program focused on local governments and offered at Cleveland State University.

Public Involvement
MORPC selected Engage Public Affairs to work with staff and MORPC's Community Advisory Committee in a strategic planning process with the goal of enhancing public involvement in MORPC's transportation planning. The effort should be underway for approximately three months.

Media Relations
The following press releases were sent to the local media:

- Announcing new MORPC local government members – Perry and Prairie Townships
- Promoting the release of the Agricultural Economic Development Toolkit that was developed by MORPC through an Ohio Environmental Education Fund grant
- Sharing MORPC's draft process for allocating MORPC's attributable transportation funding
- Announcing availability of free home repair funds for qualifying City of Pataskala homeowners as part of the Community Housing Improvement Program, which MORPC helps administer the program

Copies of the press releases are on the MORPC website at: http://www.morpc.org/about-morpc/press-center/index.

Transportation
Robert Lawler – rlawler@morpc.org

Metropolitan Transportation Plan
MORPC team members facilitated the third meeting of the Boundaries Discussion Task Force. The Task Force continued its discussion of potential changes to the MPO boundary. The Task Force asked team members to prepare information on the costs and benefits to MORPC and different levels of jurisdictions joining the MPO.

Highways and Planning
MORPC, ODOT, and local governments are evaluating the Federal Functional Classification system to identify which roads are eligible for federal funds. MORPC created a web application tool for the Central Ohio region to use to comment on the proposed system at: http://arcgiswebadp1.morpc.org/webmaps/agol/functionalclass/index.html. Team members

request that all proposed changes and comments be submitted by February 7, 2014 to allow time to process and compile the changes into a submittal to ODOT by March.

Transit/Human Services

COTA is beginning the next stage of the planning for the Cleveland Avenue Bus Rapid Transit (BRT) project. MORPC participated in BRT advisory committee and technical committee meetings in January. COTA is also undertaking a system review activity, MORPC team members participated in an overview meeting with the consultant, and COTA is participating as a member of the focus group.

MORPC hosted the COTA/DATABus/MORPC Coordination meeting with the topics of service, capital, and planning. MORPC also participated in the January 27, 2014 Accessible Transportation Advisory Committee (ATAC) meeting highlighting MORPC's relationship with COTA.

MORPC team members met with Tom Homan to review the impacts of the 2010 Columbus Urbanized Area (UZA) boundary change to the Delaware Area Transit Agency (DATABus). Topics included the FTA funding transition from rural (§ 5311) to urban (5307), possible state funding changes and local match needs for capital and operating and other FTA funding sources.

RideSolutions

RideSolutions completed the 2013 National Transit Database (NTD) reporting requirements. This is the program's first year of reporting various vanpooling activities and services collected from 31 vanpools. The data collected is submitted via a report to the Federal Transit Authority (FTA), yearly.

RideSolutions team members are helping employers create their own customized alternative transportation to work programs. Team members are working with several diverse organizations: The Limited in Reynoldsburg; Exel and GAP in Groveport; and Mount Carmel Hospital in Gahanna, Ohio. The goal of each project is to provide Transportation Demand Management (TDM) services and direction in the implementation and retention of the TDM programs.

RideSolutions team members are helping to lead efforts to increase mobility options to commuters working in and around the Rickenbacker area with the newly formed Rickenbacker Workforce Committee. The committee's goals include long- and short-term transportation solutions and mobility manager services. RideSolutions team is leading the efforts in collecting employee and employer data. The next meeting is scheduled for February 2014.

Freight/Intermodal

Review of the proposed primary freight network continued. The Federal Highway Administration (FHWA) extended the comment period from January 17, 2014 to February 15, 2014. The review is focusing on indicators used to determine the primary freight network, and developing comments which request more primary freight network miles for the Columbus region, specifically roads accessing the Rickenbacker intermodal area.

Team members met with the Columbus Region Logistics Council Infrastructure Committee to initiate discussion of how to define the freight districts and the freight fact book to better meet the needs of the industry, the Rickenbacker workforce mobility issue, and to solicit their priorities for transportation improvements.

Infrastructure Funding

<u>Transportation Improvement Plan TIP</u>

The final draft update of the *Principles for Managing MORPC-Attributable Federal Funds* and the associated *Application Procedures for MORPC-Attributable Funding Programs* were posted on the MORPC website January 24, 2014 for a 30-day review and comment period. The final drafts

represent nine months of work by the Attributable Funds Committee. Comments will be accepted through February 23, 2014. The final Principles and Procedures will be presented for adoption during the April meeting cycle. The funding application cycle will begin with a workshop in May, with initial application information due in mid-June.

The Transportation Review Advisory Council (TRAC) held its first meeting of the year on January 23, 2014 and provided its 2014 schedule. Applications are due in May (exact date to be determined) and ODOT analysis and scoring will occur during the summer, hearings in the fall and decision by the end of the year. MORPC will work with members and the business community to establish regional priorities for the submittals during the summer as well.

Ohio Public Works Program (OPWC)

The recommended Round 28 State Capital Improvements Program (SCIP) and the Local Transportation Improvement Program (LTIP) applications and summary reports are submitted to the Ohio Public Works Commission. Applications will be reviewed and final agreements will be prepared by July 1, 2014 for eleven projects in Franklin County. One project from Plain Township, Bevelhymer Road was submitted for a second chance of funding through the Small Government Commission (SGC). The SGC meets in May to announce the awards.

A MORPC team member was appointed to chair a working group suggesting changes to the General Assembly for the Clean Ohio Conservation Fund program. The Natural Resources Assistance Council's (NRAC's) chairs and liaisons in the 19 districts around the state were contacted, asking for a list of changes they would like to see made to the Clean Ohio Conservation Fund program. The responses were summarized and presented to the Clean Ohio Coalition group during the January 24, 2014 statewide conference call.

Regional Data and Mapping

Nancy Reger - nreger@morpc.org

Shared Mapping Projects

MORPC released an interactive map for local communities to use to review existing land use data sets. Many communities accessed the map and submitted updates; team members are reaching out to communities that did not access the data to offer assistance. Using web-based interactive maps is a new way MORPC is collecting and sharing information with local communities.

MORPC team members are working with the software company ESRI to resolve technical difficulties associated with the shared data project called LBRS. Updates to the software caused havoc with the ability of communities to connect to the source files stored at MORPC. A solution was identified and is in the process of being implemented. This will involve GIS users from communities participating in the LBRS to attend a couple of coordination meetings and a potential training session.

Zoning Look-Up Tool

The web-based zoning district look-up tool that MORPC developed is in the testing phase by the Columbus Realtors, as well as participants from the task force involved in developing the white paper. The final release of this site is expected shortly.

Upgrade to the Data Section of the MORPC Website

With the release of the updated MORPC Website, the Data & Mapping Section is working to improve the data, maps and tools section to improve accessibility to information, and to improve the quality of information available. This includes developing a “community profile” section.

Planning & Environment

Kerstin Carr, Ph.D. - kcarr@morpc.org

Active Transportation Planning

MORPC held its kick-off meeting for the Economic Impact of Trails study on January 27, 2014 with Professor Greg Lindsey from the University of Minnesota and the project's steering committee. This 18-month project will study property values near trails, conduct interviews with selected businesses about their location decisions, and gather trail counts and trail user profiles.

Team members presented at an OSU undergraduate class on the topic of Complete Streets. The presentation ended with an interactive game asking students to redesign streets to be more complete.

Safety Planning

Team members are currently working with 11 jurisdictions to identify suitable locations for LED traffic signals with reflective backplates as a part of phase 1 of the Systematic Safety Improvement Project. A stakeholder meeting to review those locations and the ones for rural roadway signage will take place in early March.

MORPC hosted a Safe Routes to School forum January 28, 2014 with nearly 20 people in attendance. The focus of the forum was for ODOT to share detailed information about the upcoming funding round and to hear from Nationwide Children's about its video initiative to encourage young children to exercise together.

Regional Development

MORPC team members attended the January 16, 2014 ULI Columbus District Council forum on "The Burbs: Shifting the Built Environment." Panelists discussed the market demands for more compact, integrated living and working environments beyond Downtown Columbus. Notably, the panel discussed the importance of public transit in helping to create and connect these centers.

MORPC team members attended and helped facilitate the January 22, 2014 Columbus Metropolitan Club (CMC) forum for Arthur C. Nelson's report on the future trends in development, both residential and nonresidential, for the 7-county Central Ohio region. Professor Nelson's work synthesizes demographic data, supply inventories, and national preference surveys to find that the demand for small-lot and attached housing will increase while, on net, the inventory for large-lot housing today already exceeds the demand in 2040. These trends will have a large impact on the type of transportation investments planned in the future.

Sustaining Scioto

USGS is nearly complete with all runs of the Sustaining Scioto model and are ready to move into data analysis in the coming weeks. The Sustaining Scioto Stakeholder Advisory Committee had its second meeting in January and Brown and Caldwell presented their water use projection technical report. During a brainstorming session, participants discussed potential impacts on water infrastructure and supply based on the information presented. Brown and Caldwell ended the meeting by explaining how the water resources inventory would be developed and seeking input from the stakeholders on sources of data. The next meeting of the SAC is scheduled for April 24, 2014.

Greenways Program

The Greenways & Water Quality working group's December meeting was rescheduled for the January 17, 2014. Prof. Dr. Michael Hoggarth presented the results of a recent mussel study by Otterbein

University to demonstrate water health along the Big Walnut Creek. Steve Studenmund provided an update on trail development projects from Metro Parks. William Murdock also gave an overview of MORPC's new structure to the group.

Local Food

MORPC's Regional Food Council met January 8, 2014 and selected two new co-chairs: Mark Barbash, COO of the Finance Fund, and Tony Logan, Ohio Director of USDA Rural Development. The meeting focused on setting up a project-oriented framework intended to gather data on the council's priority goals and presenting it at a meeting with all the key regional players in those topics. The first goal is increasing meat-processing capacity in Central Ohio.

Energy and Air Quality

Christina O'Keeffe - cokeeffe@morpc.org

Overview

Evaluation of the department's programs and processes is progressing and includes comprehensive process improvements of the residential efficiency programs that began in January. A certified Six Sigma Black Belt (aka "lean" efficiency expert) is teaching tools and providing guidance through a series of exercises to identify the current state of our processes, root out the sources of problems, implement controls and countermeasures to mitigate risk and implement improved processes and procedures that will maximize efficiency and accuracy.

The core of the work is handled by a Project Team that meets on a regular basis to work through the steps. It involves the management team along with key team members representing different perspectives directly involved in the weatherization program – such as intake, inspections, finance and IT.

Air Quality

Team members researched local vehicle idling laws for Bexley, to help inform considerations for a local idling ordinance to reduce air pollution and fuel consumption from motor vehicles. Additionally, the team worked with Greener Workplace Roundtable attendees to set up follow-up meetings to help target and track their sustainability goals. Finally, team members developed a draft work plan for Air Quality Awareness program in 2014.

Regional Energy Action Plan

The draft report is under peer review by key stakeholders and will be finalized by the feedback. The report is targeted for release in mid-March based on the schedule of other reports issued by MORPC leading up to the State of the Region.

ME3/Climate Showcase Communities

There are currently nine manufacturing facilities participating in the ME3 program, and a tenth is in process. Momentive in Newark held a ME3 kick-off meeting in January in which MORPC team members presented. The University of Dayton Industrial Assessment Center conducted an energy assessment and identified new energy saving opportunities. Momentive staff members are very pleased with the experience, and would like to reach out to the media about their initial program benefits. The MORPC team continues to promote the program with local partners.

Materials Management Working Group

The working group met January 22, 2014 and shared ideas about the most effective role for MORPC in the area of materials management. Overall, group members value the role of MORPC as a regional convener and feel that the meetings provide new and useful information. Further evaluation will continue with input from the group to determine the group's role and best way to move forward. The next meeting is on March 26, 2014.

(Former) Center Advisory Council

The group met on January 10, 2014 and participated in a facilitated discussion. MORPC team members gathered information and drafted recommendations to form a top level sustainability-focused committee on Commission. Advisory Council members provided input and recommendations which will be consolidated and shared. The group will review recommendations at the next meeting scheduled for March 14, 2014.

Housing and Community Services (HCS) – January 2014

Kathy Werkmeister – kwerkmeister@morpc.org

Counseling

Homebuyer education classes began again in January. The Counseling team continues to be busy with new foreclosure clients. The Ohio Housing Finance Agency gave counseling staff a grade of "Very Good" on its quarterly report. HUD performed a compliance review of MORPC's homeowner counseling programs; there are no outstanding concerns.

Community Housing Improvement Program (CHIP)

The Pataskala CHIP is entering its second year of the current two-year program, and the rehab team continues to process applications and manage ongoing rehab and repair projects. A press release issued about the Pataskala CHIP resulted in inquiries from more than 40 households. Team members expect to identify the remaining grant recipients from these households and will place the additional households on a waiting list for the next CHIP program. Marysville chose MORPC to prepare the City of Marysville's FY2014 CHIP grant application and, if the grant is awarded, to administer the grant on behalf of the city. Circleville chose MORPC to provide lead-assessment services for Circleville's 2014 CHIP program.

Housing Repair and Rehabilitation

Rehab team members continue to take applications and manage rehabilitation work on houses in Franklin County. Forty-eight housing units for the current Franklin County Urgent/Home Repair (FCHR) program funding round are identified; the next round of the FCHR program includes approximately 55 housing units. The rehab team continues working toward completing construction of 20 housing units through the Franklin County Single Family Rehabilitation program.

Neighborhood Stabilization Program (NSP)

Preconstruction work continues on the final NSP home purchased through the Franklin County NSP-1 program.

Housing and Community Services Working Group (H&CS WG)

The H&CS WG held its first meeting on January 31, 2014. Working Group members received a historical overview of the Housing Department. The next meeting is scheduled for February 14, 2014.

Training and Staff

MORPC team members attended three trainings in January:

- Ohio Development Services Agency (ODSA) training on the online grant management system to submit applications and manage grant programs awarded by ODSA;
- Ohio Conference of Community Development (OCCD) Winter Quarterly meeting and training; and,
- ODSA Community Development Program Implementation workshop.

MORPC Administration

Shawn Hufstedler – shufstedler@morpc.org
Deborah Murphy – dmurphy@morpc.org

Diversity and Inclusion Plan

MORPC staff finalized the accomplishments of the 2013 diversity & inclusion plan established in February 2013 and began 2014 work. A report of the 2013 accomplishments and additional areas of focus for 2014 is prepared for the Executive Committee and Commission in February.

Proposed New Accounting System

Finance staff intend to issue a request for proposals (RFP) for a new accounting system in March. The current system no longer meets the needs of the agency. The timetable for implementation of the to-be-selected new system will be determined via the proposal process but is typically six to twelve months.

Proposed Travel Policy

A new travel policy is proposed for Executive Committee review and approval to simplify travel reimbursements and ease the burden of travelers, administrative staff and finance staff in processing of meal and reimbursements. If approved, travelers will be reimbursed based on federal per diem rates instead of actual receipts, saving time of board and staff members who will no longer need to track or process individual receipts for meals and incidental reimbursements.

Open Positions

Currently the Energy & Air Quality Department is recruiting for three Case Managers and for two Intake Assistants. Many applications were received and are in the process of review now.
Hiring for the following positions are in final steps to fill programmatic needs:

Additionally, a Sr. Administrative Assistant to be shared by the Planning & Environment Department and the Map & Data Department is also in the recruitment phase. Many applications are in the review stage for this position.

Mid-Ohio Regional
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Memorandum

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

FROM: William Murdock
Executive Director

DATE: February 7, 2014

SUBJECT: Proposed Resolution 05-14: **"ACCEPTING PLAIN TOWNSHIP (FRANKLIN COUNTY) AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"**

The Plain Township Trustees met in January 2014 and passed a resolution authorizing the Township to become a member of the Mid-Ohio Regional Planning Commission (MORPC) and to accept the conditions of membership contained in MORPC's Articles of Agreement. The attached resolution accepts Plain Township as a member of MORPC, which will help meet the desire of MORPC's membership to continue to grow the organization for the benefit of a stronger Central Ohio region.

Attachment: Resolution 05-14

RESOLUTION 05-14

"ACCEPTING PLAIN TOWNSHIP (FRANKLIN COUNTY) AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"

WHEREAS, Plain Township recognizes the need for collaborative, cooperative planning in order to ensure continued growth and prosperity; and

WHEREAS, MORPC's mission is to be the regional voice and a catalyst for sustainability and economic prosperity in order to secure a competitive advantage for Central Ohio; and

WHEREAS, Plain Township has petitioned for membership in MORPC; and

WHEREAS, it is the desire of MORPC's members to continue to grow for the benefit of strong collaboration on regional issues; and

WHEREAS, Plain Township will be assessed $1,050 dues based on 2014 population estimates; and

WHEREAS, the Plain Township Trustees passed a resolution accepting the conditions of membership contained in MORPC's Articles of Agreement; now therefore

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

Section 1. That Plain Township is accepted as a member of the Mid-Ohio Regional Planning Commission effective February 13, 2014.

Section 2. That the Bylaws provide that one (1) representative for Plain Township is eligible to serve as a voting member at the MORPC Commission meetings.

Section 3. That Plain Township shall be entitled to the same regular services of MORPC as other members and that any special services will be purchased by the Township based on standard MORPC rates.

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.

_____

Marilyn Brown, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date:	February 13, 2014
Submitted by:	William Murdock, Executive Director
Prepared by:	Eileen Leuby, Member Services Coordinator, Public & Government Affairs
Authority:	Ohio Revised Code Section 713.21
For action date:	February 13, 2014

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Memorandum

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

FROM: William Murdock
Executive Director

DATE: February 7, 2014

SUBJECT: Proposed Resolution 06-14: **"ACCEPTING BLENDON TOWNSHIP (FRANKLIN COUNTY) AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"**

The Blendon Township Trustees met in January 2014 and passed a resolution authorizing the Township to become a member of the Mid-Ohio Regional Planning Commission (MORPC) and to accept the conditions of membership contained in MORPC's Articles of Agreement. The attached resolution accepts Blendon Township as a member of MORPC, which will help meet the desire of MORPC's membership to continue to grow the organization for the benefit of a stronger Central Ohio region.

Attachment: Resolution 06-14

RESOLUTION 06-14

"ACCEPTING BLENDON TOWNSHIP (FRANKLIN COUNTY) AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"

WHEREAS, Blendon Township recognizes the need for collaborative, cooperative planning in order to ensure continued growth and prosperity; and

WHEREAS, MORPC's mission is to be the regional voice and a catalyst for sustainability and economic prosperity in order to secure a competitive advantage for Central Ohio; and

WHEREAS, Blendon Township has petitioned for membership in MORPC; and

WHEREAS, it is the desire of MORPC's members to continue to grow for the benefit of strong collaboration on regional issues; and

WHEREAS, Blendon Township will be assessed $3,826 dues based on 2014 population estimates; and

WHEREAS, the Blendon Township Trustees passed a resolution accepting the conditions of membership contained in MORPC's Articles of Agreement; now therefore

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

Section 1. That Blendon Township is accepted as a member of the Mid-Ohio Regional Planning Commission effective February 13, 2014.

Section 2. That the Bylaws provide that one (1) representative for Blendon Township is eligible to serve as a voting member at the MORPC Commission meetings.

Section 3. That Blendon Township shall be entitled to the same regular services of MORPC as other members and that any special services will be purchased by the Township based on standard MORPC rates.

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.

_____

Marilyn Brown, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date:	February 13, 2014
Submitted by:	William Murdock, Executive Director
Prepared by:	Eileen Leuby, Member Services Coordinator, Public & Government Affairs
Authority:	Ohio Revised Code Section 713.21
For action date:	February 13, 2014

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Memorandum

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

FROM: William Murdock
Executive Director

DATE: February 7, 2014

SUBJECT: Proposed Resolution 07-14: **"ACCEPTING FRANKLIN SOIL AND WATER CONSERVATION DISTRICT (FSWCD) AS AN ASSOCIATE (NON-VOTING) MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"**

This resolution accepts the FSWCD as an associate member of MORPC as an associate membership. FSWCD has expressed interest in joining MORPC. Ohio Revised Code 713.21 allows other units of local government to participate in Regional Planning Commissions (RPCs) such as MORPC: "After creation of a regional planning commission, school districts, special districts, authorities, and any other units of local government may participate in the regional planning commission, upon terms agreed upon by the planning commissions and boards."

FSWCD would further enhance MORPC's mission, accomplishments and goals; promote stronger partnerships between MORPC and its members and key community stakeholders; and create opportunities to further advance regional cooperation efforts. For these reasons, FSWCD is considered a good candidate as an associate member in MORPC.

The dues for the Franklin Soil and Water Conservation District (FSWCD) Associate (Non-voting) member of the Mid-Ohio Regional Planning Commission (MORPC) will be assessed at a rate of $500. A summary of the benefits for Associate members is attached to Resolution 07-14.

Attachment: Resolution 07-14

RESOLUTION 07-14

"ACCEPTING THE FRANKLIN SOIL AND WATER CONSERVATION DISTRICT (FSWCD) AS AN ASSOCIATE MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"

WHEREAS, FSWCD has expressed interest in joining the Mid-Ohio Regional Planning Commission (MORPC) as an Associate (Non-Voting) Member; and

WHEREAS, FSWCD is eligible for associate membership by its standing as a unit of local government under ORC 713.21; and

WHEREAS, FSWCD would further enhance MORPC's mission, accomplishments and goals; promote stronger partnerships between MORPC and its members and key community stakeholders; and create opportunities to further advance regional cooperation efforts; and

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

Section 1. That FSWCD is accepted as an Associate Member of MORPC effective February 13, 2014.

Section 2. That FSWCD is an associate member, effective for 12 months, eligible for renewal on an annual basis, with the approval of and under conditions established by the Commission.

Section 3. That the dues for FSWCD will be assessed at $500.

Section 4. That FSWCD shall be entitled to the Associate Member Benefits as outlined in the attached document "Associate Membership".

Section 5. 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 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.

_____

Marilyn Brown, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date:	February 13, 2014
Submitted by:	William Murdock, Executive Director
Prepared by:	Eileen Leuby, Membership Coordinator
Authority:	Ohio Revised Code Section 713.21
For action date:	February 13, 2014

Attachment: Associate Member Benefit Guide

Associate Member Benefit Guide (Rev. Jan. 2014)

Associate members shall have one representative as may be established by the COMMISSION.

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

Associate members are other units of local government (as enabled in O.R.C. 713.21). School districts, special districts, authorities, and any other units of local government may participate in the regional planning commission, upon terms agreed upon by the COMMISSION.

Associate Member Benefits

- Recognized as a member of the Commission with one non-voting representative to participate in the Commission board meetings and activities
- Opportunity to serve on many of the MORPC work groups
- Opportunity to chair MORPC work groups
- Access to a members-only section of web site
- Receive monthly legislative updates and eligible to participate in MORPC's government affairs and advocacy efforts
- Recognition as a member in MORPC's brochures, documents, and website
- Eligible to receive "members only" event discounts and regional news updates
- Ability to post significant events in the partner section of the MORPC website calendar
- Ability to submit significant events in the Consent agenda Partner Calendar for Commission Meetings

All MORPC Members

- Discuss important regional issues
- Network with local leaders to discuss common problems
- Create solutions to shared regional challenges
- Access to Funding Database
- Notification of new grant opportunities
- Educational Forums, Training and Seminars
- Municipal salary and benefits surveys. Annual data from member governments on position structure, employee benefits, and salaries
- Air quality forecasts
- Blind Walk Audit
- RideSolutions to qualified applicants
- Weatherization to qualified applicants
- Housing assistance to qualified applicants based on grant availability
    - First time homebuyers counseling
    - Foreclosure counseling
    - Rehabilitation
    - Demolition
    - Potential future homebuyers
    - Mortgage assistance
- Legislative Advocacy on selected Local, State and Federal Issues
- Utilize bike and traffic count equipment per availability
- Contract for specialized
- services in data and mapping

Certain rights, privileges, and responsibilities are restricted exclusively to full members and would be unavailable to Associate Members:

- Voting on the Commission
- Holding office on the Commission
- Membership on the Administrative Committee
- Chairing committees or subcommittees of the Commission or Administrative Committee
- Membership on the Policy Committee

(Membership benefits are subject to change based on the actions of the Commission).

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Memorandum

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

FROM: William Murdock
Executive Director

DATE: February 7, 2014

SUBJECT: Proposed Resolution 08-14: **"ACCEPTING MIFFLIN TOWNSHIP (FRANKLIN COUNTY) AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"**

The Mifflin Township Trustees met February 3, 2014 and voted to authorize the Township to become a member of the Mid-Ohio Regional Planning Commission (MORPC). The attached resolution accepts Mifflin Township as a member of MORPC, which will help meet the desire of MORPC's membership to continue to grow the organization for the benefit of a stronger Central Ohio region.

Attachment: Resolution 08-14

RESOLUTION 08-14

"ACCEPTING MIFFLIN TOWNSHIP (FRANKLIN COUNTY) AS A MEMBER OF THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)"

WHEREAS, Mifflin Township recognizes the need for collaborative, cooperative planning in order to ensure continued growth and prosperity; and

WHEREAS, MORPC's mission is to be the regional voice and a catalyst for sustainability and economic prosperity in order to secure a competitive advantage for Central Ohio; and

WHEREAS, Mifflin Township has petitioned for membership in MORPC; and

WHEREAS, it is the desire of MORPC's members to continue to grow for the benefit of strong collaboration on regional issues; and

WHEREAS, Mifflin Township will be assessed $1,106 dues pro-rated for 11 months and based on 2014 population estimates; and

WHEREAS, the Mifflin Township Trustees voted to join MORPC and will pass a resolution to accept the conditions of membership contained in MORPC's Articles of Agreement; now therefore

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

Section 1. Upon Mifflin Township's passage of a resolution to accept the conditions of membership contained in MORPC's Articles of Agreement, that Mifflin Township is accepted as a member of the Mid-Ohio Regional Planning Commission.

Section 2. That the Bylaws provide that one (1) representative for Mifflin Township is eligible to serve as a voting member at the MORPC Commission meetings.

Section 3. That Mifflin Township shall be entitled to the same regular services of MORPC as other members and that any special services will be purchased by the township based on standard MORPC rates.

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.

_____

Marilyn Brown, Chair
MID-OHIO REGIONAL PLANNING COMMISSION

Effective date:	February 13, 2014
Submitted by:	William Murdock, Executive Director
Prepared by:	Eileen Leuby, Member Services Coordinator, Public & Government Affairs
Authority:	Ohio Revised Code Section 713.21
For action date:	February 13, 2014

Mid-Ohio Regional
Planning Commission

Diversity & Inclusion

2013 Summary of Achievements

January 31, 2014

Our mission and individual community focus have enabled us to create a remarkable array of programs to benefit an increasingly diverse central Ohio population. Housing improvement, energy efficiency, land use, transportation planning and economic prosperity—in these and many other areas we're proving that respect for human diversity makes a world of difference we can all embrace.

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Background

In 2013 the Mid-Ohio Regional Planning Commission developed and implemented its first Diversity and Inclusion Work Plan. The Plan created six areas of focus; Workforce, Workplace, Diversity Spend, Service to Diverse Populations, Diversity Requirements and Diversity Communications. Below is a description of each area.

- Workforce (WF) includes training of all staff on diversity and cultural competency.
- Workplace (WP) includes ensuring our facilities, meetings, meeting venues, and refreshments served to the public promote and include diverse populations.
- Diversity Spend (DS) includes the procurement and purchase of materials, supplies, and services from diverse vendors. This category also includes female-owned and small businesses. There is an emphasis on locally owned (MORPC 12-county member area) vendors.
- Service to Diverse Populations (SD) includes from origin to end of service reaching out to and accommodating diverse clients. This area also includes marketing our services and programs to this specific audience. Translation and interpretation services from initial request to end of service are included in this area.
- Diversity Requirements (DR) includes diverse initiatives MORPC, as a recipient of federal funds, is required to conduct for compliance. The initiatives include DBE targets and monitoring and Section 3 HUD monitoring.
- Diversity Communications (DC) include marketing to diverse populations, increasing awareness of MORPC's Diversity initiatives through the media, events, the website and ensuring collateral materials portray the diversity found in our region.

Each area described in the Plan included a goal, the infrastructure that identified the process in which to achieve the goal, the competency that implemented the process, the staff responsible for the specific infrastructure and the outcome that reflected results. This format provided a preliminary benchmark in which to assess the performance of each area.

2013 Accomplishments

With an annual budget of $20,000 in staffing and direct costs and a mid-year change in position from Diversity Manager to Diversity Officer, achievements were realized in every area of focus. The following table gives the top accomplishments for each area. For a more complete analysis, please see the full report.

Accomplishments

	WF	WP	DS	DR	SD	DC
Cost of Poverty Training	√					
New staff receives copy of plan & link to video	√					
New Board member reviews Diversity efforts in Presentation	√					
New floating holiday provided to employees	√					
Handicap push buttons installed at public entrances & restrooms.		√			√	
Language placed in employee guidebook regarding using vendor lists	√		√			
Statement on Diversity added to Job Descriptions	√					
Diverse vendors lists placed on internal website			√			√
RFP/RFQ Response & Selection Summary developed			√			
New foyer and hallway rugs have tapered edges		√				
Title VI Information Updated & Posted in English & Spanish		√				
Three Additional handicap spaces added to MORPC parking lot		√				
Weatherization data tracks applicant diversity					√	
RideSolutions began tracking demographic information					√	
Housing data tracks applicant diversity					√	
Translators/Interpreters are listed on MORPC's intranet and are available for our service programs					√	
Language identification chart available at the front desk for walk-in needs					√	√
DBE Monitoring & Reporting properly completed				√		
2013 diversity ad developed						√
What We Buy placed on website			√			√
2013 Diversity Plan placed on website						√
Met requirements for DBE & Section 3 monitoring & reporting				√		

Next Steps

The 2014 Diversity & Inclusion Plan will continue where the 2013 plan left off. With a similar budget, the six areas of focus will remain the same. New competencies will be added from the MACC and United Way Assessments completed in the last several years. The goal, the competency that implemented the process, the staff responsible for the specific infrastructure and the resulting outcomes will be reviewed and adjusted where appropriate for the 2014 plan, with new items incorporated. 2013 accomplishments and processes will continue to be assessed to improve competencies. This is expected to include external expertise to help further determine MORPC's 2014 and beyond Diversity & Inclusion efforts.

Mid-Ohio Regional Planning Commission

Diversity & Inclusion

2013 Work Plan

Final Outcomes – January 31, 2014

Submitted by:

Bernice Cage
Public Information and Diversity Manager
Mid-Ohio Regional Planning Commission
111 Liberty Street, Suite 100
614.233.4157
bcage@morpc.org

February 2013

MORPC does not discriminate on the basis of age, race, color, national origin, gender, sexual orientation, familial 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 Popular Links.

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Background

The Mid-Ohio Regional Planning Commission's (MORPC's) history dates back to 1943 when it was first formed as the Franklin County Planning Commission. In 1969 its area was expanded, resulting in the creation of MORPC. Over time MORPC has grown to reflect an expanded membership of 44 political subdivisions in and around Franklin, Delaware, Fairfield, Licking, Madison, Morrow, Pickaway, Ross and Union Counties. MORPC's area of interest also includes Fayette, Marion, and Knox Counties, resulting in a strong 12-county region.

In early 2009 the incoming Chair of the Commission expressed an interest in MORPC becoming more diverse and inclusive. The importance of a good diversity plan was discussed and how it could improve the quality of life for the people MORPC served.

A Diversity & Inclusion Committee was formed to investigate how MORPC, a voluntary association of local governments and a non-profit 501 (c) (3), could approach diversity. The committee inventoried each department's policies to determine current practices in serving its diverse populations. The committee then decided to hire a consultant to assist in identifying diversity and how MORPC could enhance its diversity efforts.

The consultant, Multiethnic Advocates for Cultural Competence (MACC), conducted surveys and focus group interviews of staff and board members and provided a report on the perceptions of diversity within the agency. The audit also included suggestions on how MORPC could become more diverse and inclusive.

> *"Cultural competence is understanding people of different ethnicities and acknowledging that people come from different backgrounds. We are all human, but we should respect and understand each other's differences."* Senator Charleta Tavares

As a recipient of United Way Funds, MORPC in 2010 was required to complete a self-assessment for cultural competence in the workplace. The assessment was more detailed than the MACC audit and provided information to assist MORPC in developing a diversity work plan, as suggested in the MACC report.

MORPC is striving to enhance its diversity and inclusion efforts. This commitment will 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 will utilize the results of the audits in an effort 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, raise a family and create a place for businesses to want to locate.

MORPC's 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" is displayed on our agency's website and showcases its commitment to diversity.

Introduction

Changing demographics and economic prosperity are placing the Central Ohio region in the same league as the nation's top cultural centers. In order to be competitive and relevant in the global marketplace, MORPC must participate and partner with diverse groups. Diversity is an important issue that affects the agency's performance. MORPC customers are diverse; the population of the Central Ohio region is becoming more diverse, and our promotion and support of diverse vendors and small businesses should at a minimum reflect the diversity that is evident in our region.

Diversity & Inclusion Committee

One of the first recommendations of the MACC was to establish a Diversity and Inclusion (D&I) Committee. The goals and purpose of the committee were to:

- develop and implement policies and procedures that promote an inclusive work environment
- make diversity and inclusion a priority
- institutionalize diversity management
- identify diversity and inclusion as a core value in documents, marketing materials, web site, etc.
- utilize an Employee Resource Group for effectiveness
- demonstrate commitment to diversity and cultural competency

The D&I Committee reviewed both assessments to determine what could be implemented in the short and long term. Originally in 2011, two representatives from each department were chosen to serve on the committee based on the perspective they could bring to the group. MACC also recommended that a board member serve on the committee. It was later suggested by the committee that in the interest of time a volunteer from the Administrative Committee would serve as a Diversity Coach. The Diversity Coach would meet with the Diversity Manager to discuss the activities of the committee. The D&I Committee would meet monthly and serve as diversity ambassadors for the agency and assist in implementing its policies and programs.

In 2012, with an annual budget of $22,000 for staffing and direct costs to implement the diversity program, the existing full-time Public Information Officer position was changed to incorporate a new position entitled Public Information and Diversity Manager (DM).

In working through implementing the recommendations from the audits, six focus areas of work in the field of Diversity & Inclusion emerged:

- Workforce (WF) includes training of all staff on diversity and cultural competency.
- Workplace (WP) includes ensuring our facilities, meetings, meeting venues, and refreshments served to the public promote and include diverse populations.
- Diversity Spend (DS) includes the procurement and purchase of materials, supplies, and services from diverse vendors. This category also includes female-owned and small businesses. There is an emphasis on locally owned (MORPC 12-county member area) vendors.

- Service to Diverse Populations (SD) includes from origin to end of service reaching out to and accommodating diverse clients. This area also includes marketing our services and programs to this specific audience. Translation and interpretation services from initial request to end of service are included in this area.
- Diversity Requirements (DR) include diverse initiatives MORPC, as a recipient of federal funds, is required to conduct for compliance. The initiatives include DBE targets and monitoring and Section 3 HUD monitoring.
- Diversity Communications (DC) include marketing to diverse populations, increasing awareness of MORPC's Diversity initiatives through the media, events, the website and ensuring collateral materials portray the diversity found in our region.

Since 2011 and 2012 the accomplishments listed on the next page have occurred in MORPC's Diversity and Inclusion program.

Accomplishments

2011		WF	WP	DS	SD	DR	DC
February	Added Diversity to Performance Evaluations	√					
February	Reviewed MORPC 2011 Vendor List			√			
March	Reviewed Diversity Statement in RFPs			√			
June	Reviewed CMSA Race & Ethnicity Demographics						√
August	Reviewed MORPC's DBE Program			√		√	
October	Celebrated Hispanic Heritage Month – Art in the Halls						√
2012							
January	Diversity Manager Onboard – 10 hrs/month	√					
January	United Way Assessment Completed					√	
January	MORPC Disadvantaged Spending Reviewed			√			
January	Purchase Requisition Updated			√			
January	Contract Routing Form Updated			√			
February	Language ID cards reviewed		√		√		
April	Surveyed Ohio MPOs for Diversity Efforts				√		√
April	Staff training: COSI Race Exhibit	√					
May	Reviewed United Way Results					√	
May	Staff training: COSI Race Exhibit	√					
May	Ohio Department of Administrative Services MBE/EDGE Certifications Presentation			√			
May	Reviewed demographics by Zip Codes Franklin County				√		√
July	Conducted Focus Group on Survey Language to determine benchmark for marketing				√		√
July	CO-OPP Reverse Trade Fair Participation			√			
September	Columbus Chamber Diversity Bridge Membership			√			
August	Conducted new board orientation on MORPC Diversity Program	√					
October	Updated Meeting Notices Template		√		√		
	Updated Non-Discrimination Clause					√	
October	Diversity Spend & draft Targets identified			√			
October	Diversity Ad Placed (2)						√
November	Staff Training: Cultural Diversity Begins With You	√					

Diversity Work Plan 2013

The 2013 Diversity Work Plan is designed to enhance and improve upon the six focus areas identified in 2012. The matrix below is sorted by focus area and includes a goal, the infrastructure that identifies the process in which to achieve the goal, the competency that implements the process, the staff responsible for the specific infrastructure and the outcome that designates where results will be reported.

A recommendation from MACC or the United Way Assessment on how MORPC could be more diverse is noted within appropriate focus areas. Also included in each area of focus are demographics or references to data that are relevant to that area.

For acronyms that will be used throughout this document, a Glossary of Terms is included in the back.

Focus Area: Workforce

Goal: Commit to the preparation of a culturally competent workforce.

Infrastructure	Competency	Staff	Outcome
Diversity Training	2 Mandatory trainings	Diversity Mgr	Cost of Poverty 9/10/13. Generational training to be completed in early 2014.
Diversity Events	Voluntary Events	All staff	Events that staff participated in are not being tracked due to their voluntary nature.
Performance Evaluations	Train & Monitor	Supervisors	The D&I language in the performance evaluations was not changed in 2013.
Job Descriptions	Review & Update	Supervisors	A statement was added to indicate that employees actively support MORPC's D&I efforts.
New Staff Orientation	Presentation	Diversity Mgr	New Staff receives copy of plan in orientation & link to video. http://mic.morpc.org/HR/Videos/diversity.wmv
Employee Resource Group	Quarterly Meetings	D&I	To be reevaluated in 2014.
New Board Member Orientation	Presentation	Diversity Mgr	Diversity & Inclusion efforts are emphasized in the new board orientation presentation.

MORPC currently has a staff of 81 employees. The table below depicts the diversity of its staff.

African-American	12%
Asian	6%
Caucasian	77%
Latino	3%
Female	48%
Male	52%

Diversity Training - MACC recommended that MORPC provide training to staff in cultural competency and diversity. In 2011 staff received training from MACC on cultural competency. In 2012 staff attended COSI's Race Exhibit, which featured the global migration of different races and the treatment of different cultures in the United States. The "Cultural Diversity Begins With you" training conducted in late 2012 focused on the differences unique to each employee.

Two mandatory staff trainings will be held in spring and fall of 2013. Trainings will focus on poverty and generational differences.

United Way recommended a priority to include cultural competence/diversity training as part of MORPC Board activities where possible. The training on poverty will also be offered to Board members.

Diversity Events - United Way recommended that MORPC provide staff and systems the possibility of learning from relevant experiences and engagement with cultural groups. Opportunities to attend and participate in diverse community events and/or activities will be presented to staff as they become available to MORPC. Participation in the events will be voluntary unless opportunities also exist to promote MORPC services and programs.

Performance Evaluations - The employee performance evaluation will be reviewed and assessed to determine if the language of the diversity standard can be improved to accommodate all staff and not just staff that work with diverse populations. Job descriptions will be reviewed and updated to include expectations on diversity/cultural competency and to add English as a Second Language (ESL) skills. Supervisors will be trained on how to assess employee compliance to and growth in cultural competence.

Employee Resource Group – The top companies in Diversity and Inclusion all have established Employee Resource Groups (ERGs). An ERG will be considered to provide input to and feedback on the agency's diversity efforts and changes.

New Staff and Board Orientations - MORPC's Diversity Program will be presented to new staff and board members during orientations.

Focus Area: Workplace

Goal: Improve accessibility and accommodations for minorities, people with disabilities and GBLT.

Infrastructure	Competency	Staff	Outcome
Facilities	Assessment	Administrative Services	Handicap push buttons installed at Public Entrances & restrooms. Rugs have tapered edges. Handicap parking added from XX to XX spaces.
Public Notices	Throughout the agency	Diversity Mgr	Title VI Update & Posted in English & Spanish.

Facilities - The United Way assessment identified several deficiencies (access to transit stops, automatic door openers for people with disabilities, notices in other languages, family restrooms, etc.) with our building regarding accessibility and accommodations internally and externally for minorities, people with disabilities and GBLT populations. MORPC continues to look for a new building as efforts to improve the building we are leasing are extremely limited.

Public Notices - In an effort to accommodate, MORPC will place a public notice on the screen in the foyer in different languages asking the public to contact us if they need special assistance. This notice was recently placed on our templates for meeting notices. MORPC will also entertain placing factoids on the back of stall doors similar to those at COSI.

Until we purchase a building, an assessment of our facilities will continue to occur to determine how we can make our building and location more accessible.

Focus Area: Diversity Spend

Goal: Increase MBE spend to 13 percent* and increase WBE and SBE spend to 11 percent.

Infrastructure	Competency	Staff	Outcome 2012	2013
MBE	Monitor Contracts	Finance	.52%	.29%
WBE	Monitor & Report	Finance	3.59%	8.82%
SBE	Monitor & Report	Finance	.009%	.001%
Vendors List	Assess & Monitor	Diversity Mgr	4 Vendor Lists now available on intranet.	
RFPs & RFQs	Review & Update	D&I	Templates are updated to reflect language for disadvantaged vendors. RFP/RFQ Response & Selection Summary was created.	

According to Community Research Partners' *Benchmarking 2011*, in 2007, 13.1 percent of Columbus metro businesses were owned by racial minorities or Hispanics. Businesses owned by women represented 30.8 percent of all businesses in the metro area. A small business firm is defined as one with fewer than 20 employees.

MBEs, WBEs & SBEs - United Way recommended that MORPC develop a process for women and minority-owned business procurement. MORPC's Notice of Purchase and Contract Routing Form currently designates if the vendor is an MBE, WBE, DBE or Section 3.

An analysis of the percentage of MORPC's Diversity Spend to Total Spend was completed for 2011. The analyses revealed that Total Spend for MORPC was over $2.7 million. Of the Total Spend, the Diversity Spend for WBEs and SBEs was 11 percent and MBEs 1 percent. *The MBE goal will be monitored and re-assessed to determine if the 13 percent goal is too high.

Total 2012 Diversity Spend – 4.13% ($395,741.40)
Total 2013 Diversity Spend – 9.11% ($463,016.35)

Vendors' List - During 2013 information will be shared with employees in charge of procurements and purchasing on the use and location of certified MBE, WBE and SBE vendors. If the vendor is at least 51 percent owned and fully controlled by a minority, woman, person with disabilities, veteran, ex- offender or GLBT community member, and certified as such by a third party, the vendor will be considered a diverse vendor.

Currently there are four vendor lists that are available to MORPC: the Ohio Department of Administrative Services MBE, WBE and EDGE Certified Providers List, City of Columbus MBE, WBE Vendor Directory, the Chamber of Commerce Diversity Bridge database and the Ohio Department of Transportation DBE vendor list. The lists will be placed on the intranet under the Finance Section for accessibility by all employees. MORPC's website will include a form Diverse vendors can complete to be considered for purchases. The Diversity Spend for each category will be monitored and reported annually to the Board. The process employees will use to locate vendors will also be monitored for improvements.

RFPs & RFQs - Information pertaining to "What MORPC Buys" will be placed on the website along with MORPC's commitment to utilize diverse vendors. The language in the RFPs and RFQs will be reviewed and assessed to determine further improvements to accommodate and/or attract diverse vendors. The process will be monitored to determine desired outcomes.

Focus Area: Service to Diverse Populations

Goal: Improve/enhance service to diverse populations.

Infrastructure	Competency	Staff	Outcome
Benchmark Service	Intake Survey	Intake Staff	Weatherization and Housing demographic data was collected for benchmarking purposes. RideSolutions is in the process of continuing to collect additional data.
Accommodate walk-ins	Language ID Signage	Diversity Mgr	Language identification chart is available at the front desk for walk-in needs.
Accommodate call-ins	TBD	Diversity Mgr	A process was created to accommodate walk-ins. The process is being reviewed for infrastructure compatibility.
End of Service	TBD	Diversity Mgr	Translators/Interpreters are listed on MORPC's intranet and are available for our service programs. The interpreter service sends an interpreter with MORPC staff and consultants to the client's site to interpret as needed. Information can be translated into the client's primary language.

Total population in the CMSA 12-county area is 2,070,853.

In the Chillicothe-Columbus Marion CMSA located in the MORPC 12-county region, the percentage of race and ethnic populations is depicted below.

Diverse Population	CMSA	Franklin County	State of Ohio Percent
Latino/Hispanic Population	3%	4.8%	3.10%
African-American Population	14%	23.10%	13.4%
Asian Population	3%	4.60%	2.10%
Other combined	2%	0.2%	

Sources: 2005-2009 ACS and US Census

According to Council on World Affairs' *Global Report 2012*, one out of 12 Central Ohio residents doesn't speak English very well. The most common non-English languages spoken at home in Central Ohio households are Spanish, Chinese, and French.

While the percentage of poverty in the State of Ohio is 15.2 percent, Community Research Partners and The Ohio Association of Community Action Agencies report entitled, *The State of Poverty in Ohio: A Pathway to Recovery,* identified the percentage of poverty in each Ohio County in 2009.

Delaware County	5.1%	Madison County	14.2%
Fairfield County	11.8%	Marion County	17.3%
Fayette County	20.3%	Morrow County	12.8%
Franklin County	18.4%	Pickaway County	14.2%
Knox County	13.2%	Ross County	18.3%
Licking County	11.7%	Union County	8%

Benchmark Service - To determine a benchmark for diverse populations utilizing MORPC services and programs, MORPC will begin monitoring race and ethnicity. Income eligibility is already a requirement for REE and Housing programs. The responses will be compiled quarterly and compared against the percent of diverse populations. This information will be used to determine reach to our diverse populations, the justification for translation/interpretation services and the translation of collateral material into other languages.

Linguistically Competent - Accommodate call-ins/walk-ins/End of Service - Providing service to diverse populations with limited English speaking skills will be addressed in three situations: if a person calls in (receptionist or directly to a staff member), if a person walks in and if an interpreter is needed at a specific site or location (home/work). It is important that the client/customer is served from the moment they contact MORPC to the end of service. Collateral material provided must also reflect the appropriate language.

A cost will be associated with any translation and/or interpretation services provided MORPC. The mechanics of if and how we provide the services will be dependent upon the results of who is using our services, what's available in the marketplace, and the frequency necessary for our agency.

MORPC programs that provide assistance with basic needs, such as utilities, shelter and transportation, will not only provide much needed help for low-income families, but will also serve as economic stimuli to the Central Ohio region.

Focus Area: Diversity Requirements

Goal: Continue to meet the federal requirements for DBE and Section 3 HUD monitoring and reporting.

Infrastructure	Competency	Staff	Outcome
DBE	Monitor & Report	Diversity Mgr	Monitoring & reporting properly completed for 2013 meeting federal requirements.
Section 3	Monitor & Report	Housing	Monitoring & reporting properly completed for 2013 meeting federal requirements.

DBE monitoring and participation is a federal requirement for MPOs such as MORPC. The MPO portion of MORPC has had its own DBE program for more than 25 years, with a current goal of 12 percent DBE participation in outside professional service contracting. The program applies to federal transportation funds and is established per the rules, requirements, and guidelines of the USDOT and ODOT. USDOT has long been a leader (among federal agencies) in operating a DBE program and requiring the same of its funding recipients.

Under Section 3 of the HUD Act of 1968, wherever HUD financial assistance is expended for housing or community development, to the greatest extent feasible, economic opportunities will be given to Section 3 residents and businesses in that area. MORPC is a HUD-approved housing counseling agency and provides a variety of homeownership programs including homebuyer education, foreclosure prevention and housing rehabilitation.

A Section 3 business is a business that is 51 percent or more owned by Section 3 residents or employs Section 3 residents for at least 30 percent of its full-time, permanent staff; or provides evidence of a commitment to subcontract to Section 3 business concerns with 25 percent or more of the dollar amount of the awarded contract.

Focus Area: Diversity Communications

Goal: Increase the promotion of MORPC's services and programs to diverse audiences.
Goal: Increase the awareness of MORPC's Diversity & Inclusion efforts.

Infrastructure	Competency	Staff	Outcome
Media	Ads & Press Releases	Diversity Mgr	New diversity ad
Web Page	Toolkit of vendors Written Statement of Support from E.D. What We Buy Work Plan Graphics	Diversity Mgr Social Media Coordinator	The Toolkit of vendors, What We Buy, 2013 Work Plan and graphics were placed on web site or intranet.
Collateral Materials	Graphics Language	Diversity Mgr	A list of Translators & Interpreters was placed on the intranet.
Sponsorships	2 Sponsorships	Diversity Mgr	-2013 Black Enterprise -2013 Ohio Diversity Latino & Leadership Conference -2013 Columbus International Festival -Sister Cities

Media - One component that top companies in the area of Diversity and Inclusion share is that they promote their diversity efforts. Diversity is evident in their outreach, their website and in notices to the media. The populations they serve are stated consistently and emphatically. MORPC will promote that it values Diversity and Inclusion through its media releases.

Web Page - MORPC will use every opportunity to promote being diverse and inclusive through the website, social media and its collateral materials. Where it is displayed and how often will be determined by the 2013 budget and the activities.

Another component that top companies of Diversity share is the inclusion of the Executive Director's statement on diversity displayed prominently on the web page and in collateral materials. A statement on Diversity and Inclusion from MORPC's new Executive Director will be placed on the website.

Sponsorships - In 2012 MORPC was the proud sponsor of two diverse activities, the Columbus International Festival and the 2012 Ohio Asian Leaders & Legends Gala. The budget should support the sponsorship of two activities for 2013.

2013 Diversity Budget

The total budget for 2013 is $20,000. The breakdown of expected expenditures is noted below:

Training & Conferences	$5000
Interpretation/Translation Services	$5000
Sponsorships	$5000
Labor	$5000
Total	$20000

Total 2013 Diversity & Inclusion expenditures – $19,101.

What We Buy

Audio Visual
Appraisals
Auditor Services
Clothing
Consultation Services
Consumables
Contracting services
Diesel Retrofit
Environmental Inventory for Sale
Refreshments
Graphic Design & Publication
Hardware
Inspections
Insurance
Legal services
Maintenance Supplies
Materials
Media Buys
Meeting Space
Off-Site Warehouse
Office Space
Office Supplies
Photography
Printing
Promotional Items
Records Retention
REE Equipment
Services
Software
Speakers
Telecommunications
Training
Vehicle Purchase
Vehicle Rental
Vehicle Service
Vending
Web Design

Glossary of Terms

CMSA - Chillicothe-Columbus Marion Consolidated Metropolitan Statistical Area – 12-county area including Delaware, Fairfield, Fayette, Franklin, Knox, Licking, Marion, Morrow, Madison, Pickaway, Ross, and Union Counties.

Culture – shared set of values, beliefs, customs, and celebrations, practices of a racial, ethnic or self-identified group.

Cultural competence – integration and transformation of knowledge about individuals and groups of people into specific standards, policies, practices, and attitudes, and used in appropriate cultural settings to increase the quality of services, thereby producing better outcomes.

D&I – Diversity and Inclusion

DBE – Disadvantaged Business Enterprise – applies to federal transportation funds and is established per the rules of the United States Department of Transportation.

ERG - Employee Resource Groups - employee networks that support everything from recruiting and retention efforts to marketing products and services.

ESL – English as a Second Language is the use or study of English by speakers with different native languages.

GBLT – Gay, bisexual, lesbian, transgender

LEP – Limited English Proficiency - persons who are unable to communicate effectively in English because their primary language is not English and they have not developed fluency in the English language.

MACC - Multiethnic Advocates for Cultural Competence

MBE – Minority Business Enterprise is for-profit enterprise which is owned, operated and controlled on a daily basis by minority group members.

MPO – Metropolitan Planning Organization

ODOT – Ohio Department of Transportation

REE – Resident Energy Efficiency Program – a weatherization program that improves home energy efficiency for qualified homeowners in Franklin County.

SBE – Small Business Enterprise is owned and operated by a qualifying person, who is under-represented in an industry and meets the definition of “small business” according to the SBA’s standards.

Section 3 of the Housing and Urban Development Act of 1968 - Wherever HUD financial assistance is expended for housing or community development, to the greatest extent feasible, economic opportunities will be given to Section 3 residents and businesses in that area.

TBD – To be determined.

USDOT – United States Department of Transportation (Federal Highway Administration and Federal Transit Administration)

WBE – Women Business Enterprise is an independent business concern that is at least 51 percent owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens, and whose management and daily operation are controlled by one or more of the female owners.

"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."

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Memorandum

TO: Mid-Ohio Regional Planning Commission
Officers and Board Members
Transportation Policy Committee
Transportation Advisory Committee
Citizen Advisory Committee

FROM: Mary Ann M. Frantz, Principal Planner

DATE: February 7, 2014

SUBJECT: §5310 Designated Recipient

The purpose of this memo is to consider MORPC as the "Designated Recipient" for the Federal Transit Administration's (FTA's) Section 5310 program, *Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310*. In order to receive these funds in the Columbus urbanized area (CUA) a "Designated Recipient" needs to be determined.

Background

In the past FTA Section 5310 Program funds have been apportioned to and administered statewide by the Ohio Department of Transportation (ODOT) for 80 percent of the purchase of equipment to support transportation services for the elderly and people with disabilities where existing transportation is unavailable, inappropriate, or insufficient.

The Section 5310 Program was revised and expanded under the latest Transportation Reauthorization - MAP-21 - that was signed in July 2012. Apportionments are determined each federal fiscal year (FFY) based on the number of seniors and individuals with disabilities.

- Funds will now be apportioned to and administered by a "Designated Recipient" in each urbanized area with a population over 200,000. ODOT will continue to administer the program for rural and small urban areas.

- The Section 5310 expansion now includes activities that were eligible under the old New Freedom Program. FTA's expansion will provide more funding opportunities to enhance mobility for seniors and people with disabilities. These former New Freedom activities include:

    - improvements that exceed the requirements of the Americans with Disabilities Act (ADA)
    - public transportation projects to improve access to fixed-route transit
    - public transit projects (capital or operating) expressly designed for seniors and people with disabilities, where transit is insufficient, inappropriate or unavailable

- alternatives to public transportation that assist seniors and people with disabilities with transportation

The "Designated Recipient" may use up to 10 percent of program funds to administer the program, plan and provide technical assistance.

Eligible traditional projects carryover from the previous Section 5310 Program including Rolling Stock, Passenger Facilities, Support Facilities & Equipment, Lease of Equipment, Contract for Service, or Mobility Management. In the past area private non-profits have received 80 percent of the capital cost to purchase vehicles with or without a lift or equipment, such as computer hardware, software or radios.

The table below is a possible scenario of how the funds could be used.

Recipient	Use of Funding	Proportion	FFY 2013 Apportionment
Designated Recipient	Program Administration	10%	$97,319
Subrecipients	Traditional §5310 Projects	55%	$535,255
	Additional Public Transportation Projects	35%	$340,614
Total		100%	$973,191

MORPC staff has been unable to find another agency willing to take on the role of §5310 Designated Recipient. Consequently, staff is proposing MORPC take on the program administration responsibilities for the Section 5310 Program funding. Being a "Designated Recipient" does come with additional requirements and new roles for MORPC. Additional responsibilities include:

- Directly responsible to FTA
- Develop a Program Management Plan
- Project Selection and Grant Management
- Vehicle and Capital Purchasing
- Vehicle/Capital and Program Management and Monitoring
- Subject to periodic reviews

By taking on the responsibility of FTA Section 5310 funding, MORPC can use its unique position and experience to allocate funding annually.

- MORPC covers the entire Columbus Urbanized Area (CUA) and has experience in specialized transportation, supporting infrastructure and working with the FTA.

- MORPC has experience allocating federal transportation dollars throughout the region.
- MORPC has assisted ODOT with this program for over 25 years.

Action Needed by the Transportation Policy Committee

At the March cycle of meetings a resolution will be presented for action to recommend MORPC as the "Designated Recipient" of FTA Section 5310 funds for the CUA. Discussions among FTA, ODOT, COTA, DATABus, and MORPC have determined that the best way to manage these funds is to make MORPC a "Designated Recipient."

The Transportation Policy Committee will make this designation.

Next Steps

Once the Transportation Policy Committee approves the designation, the governor of Ohio, through ODOT, will also concur; then FTA will complete the designation of MORPC as a "Designated Recipient" of these funds.

For additional information please contact Mary Ann Frantz at mafrantz@morpc.org or 614-233-4156. FTA has a Fact Sheet on the new Enhanced Mobility of Seniors and Individuals with Disabilities Section 5310: MAP-21_Fact_Sheet_-_Enhanced_Mobility_of_Seniors_and_Individuals_with_Disabilities.pdf

Principles for Managing MORPC-Attributable Federal Funds

Final Draft

Principles for Managing MORPC-Attributable Federal Funds

MORPC receives a sub-allocation of ODOT's federal Surface Transportation Program (STP), and Transportation Alternatives Program (TAP) funds that includes a proportional sub-allocation of ODOT's authority to obligate these funds. In addition, ODOT allocates a portion of its Congestion Mitigation and Air Quality Program (CMAQ) a pool of funding to the eight large Ohio Metropolitan Planning Organizations to allocate to projects. The eight large MPO's have cooperatively developed (and ODOT has concurred in) the Ohio Statewide Urban CMAQ program (OSUC) to solicit, evaluate, and select projects to use the pooled CMAQ funding. The Transportation Policy Committee establishes the following policies to guide the allocation and use of these MORPC-attributable federal funds (STP, TAP & CMAQ). The Transportation Policy Committee may suspend any of these policies at its discretion if circumstances warrant that action.

1. Eligibility of projects: Projects must meet federal requirements

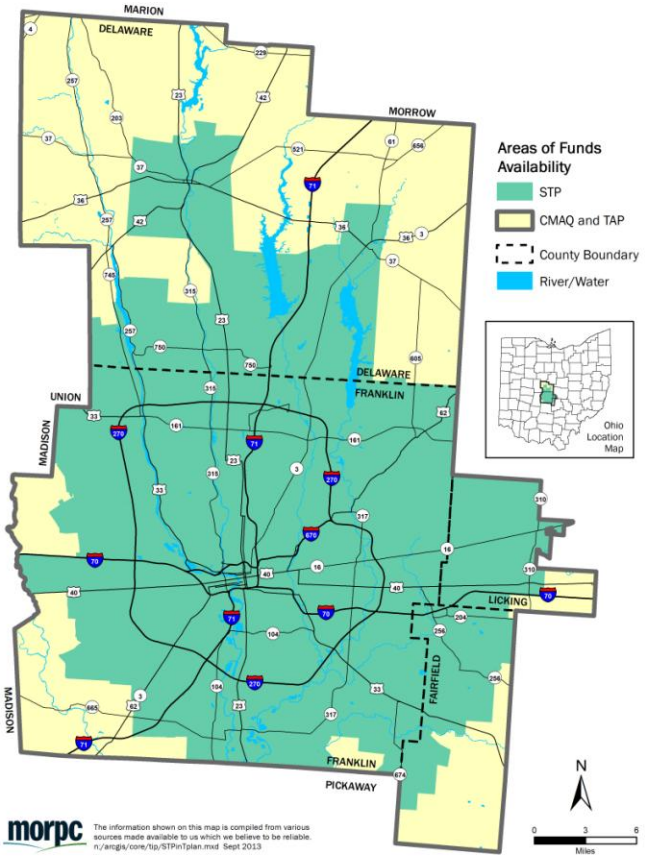
Only project activities that are eligible to receive federal funds will be considered for them, subject to other restrictions described below. Certain funds, such as Congestion Mitigation and Air Quality Program and Transportation Alternatives Program funds, have additional restrictions. In order to make full use of MORPC's available funds, it may be necessary to select projects that are eligible for available funds but are not among the highest priority projects in the region.

2. No set-asides for geographic areas

MAP-21 encourages funding projects that best meet the needs of the metropolitan area and discourages the formula sub-allocation of funds to specific geographic areas. Consequently, MORPC will not establish any set-asides for a particular geographic area.

3. Geographic availability of funds limited to urbanized areas for STP and the Transportation Planning Area for CMAQ and TAP

The STP federal funds attributable to MORPC are based on the population in the Columbus urbanized areas. No funds are attributable to MORPC based on the population in the planning area that is outside the U.S. Census Bureau-defined urbanized areas. Consequently, as long as there are unmet needs inside the urbanized areas, MORPC will allocate funds for projects only within the adjusted urbanized area boundaries. Exceptions include studies that are regionally significant and projects, such as ridesharing, which reduce travel in the urban area. Please see the map.



4. Justification for funding projects must be documented in the Metropolitan Transportation Plan

Any projects for which federal funding has been requested must have come from the Metropolitan Transportation Plan (MTP) or be eligible to be included in it. In the latter case, it must be added to the MTP before it can be included with federal funding in the Transportation Improvement Program (TIP). A justification for projects not yet on the MTP must be provided by the project sponsor. The addition of a project to the MTP may require deletion of another to achieve fiscal balance. Also, the air quality conformity analysis may be affected. Because of the time necessary to revise the MTP and obtain approvals from state and federal agencies, projects that require an air quality conformity analysis and/or would violate the fiscal balance of the MTP will only be routinely added to the MTP during the four-year updates.

5. Eligibility of project sponsors and Project Development Process (PDP) training

Only project sponsors that are eligible to receive federal funds will be allowed to apply for them. For projects to advance onto the funded part of the TIP, both the project sponsor and consultant project managers must have taken suitable PDP training. Suitable progress must also have been accomplished in developing the project to warrant the scheduling of its funding.

6. Projects shall comply with MORPC's Complete Streets Policy

MORPC promotes a multi-modal transportation system that is integrated with sustainable land-use developments through its Complete Streets Policy. The Policy's main objective is to design and build roads that safely and comfortably accommodate all users of roadways, including motorists, cyclists, pedestrians, transit and school bus riders, people with disabilities, delivery and service personnel, freight haulers, and emergency responders. It includes people of all ages and abilities.

Project sponsors are required to adhere to the Complete Streets Policy in the planning and design of all proposed transportation projects using MORPC-attributable federal funds. Project sponsors are responsible for determining for each project and within the context of the regional long-range plans, the most appropriate facility or combination of facilities to meet the Complete Street Policy. Sponsors shall copy MORPC staff on all submittals to ODOT concerning Complete Streets elements of their projects. The full Complete Streets Policy is available on the MORPC website.

7. Eligibility of preliminary engineering and detailed design costs

Because of the time needed to procure engineering services when federal funds are used and as a sign of their commitment to their projects, MORPC expects project sponsors to undertake preliminary development and detailed design activities on construction projects without use of MORPC-attributable funds. However, in certain situations (a multi-jurisdictional project or severe financial hardship by the local agency(ies), MORPC may fund preliminary engineering. However, if MORPC funds are used for preliminary engineering, its total funding commitment to the project (PE, right-of-way and Construction) will not exceed the amount it would have been had MORPC funds only been used for the right-of-way and construction phases. A project sponsor may also use MORPC-attributable funds under the incentive provisions of Principle #14.

8. Documentation of project funding requests must include project scope, schedule, cost estimate for right-of-way and construction

Project sponsors must follow the *Application Procedures for MORPC-Attributable Funding Programs* and submit applications for funding for their projects. The *Application Procedures for MORPC-Attributable Funding Programs* document the specific application information needed and are included in these policies by reference.

Projects previously selected to receive MORPC-attributable funding must resubmit an application with updated information to maintain their funding as outlined in *Application Procedures for MORPC-Attributable Funding Programs*. The commitment of funds to previously selected projects that do not meet their original schedule or that request increases in federal participation will be re-evaluated, as outlined in *Application Procedures for MORPC-Attributable Funding Programs*.

9. Solicitation for new projects and updates to previous funding commitments

In the summer of the year prior to the TIP update, staff will request applications for new projects and updated applications for all currently selected projects. This will be done in a multi step process as outlined below:

1a. Request updated information for projects with previous funding commitments.

1b. Request initial information for new funding requests.

2. Review the updated information for previous requests and established amount of funding available for new funding requests.

3. Perform an initial screening of the new requests and discuss with the applicants the competitiveness of their requests in comparison to other projects they submitted and available funding.

4. Request final information for new projects in order to complete the evaluation process.

The specifics of each of these steps is provided in the *Application Procedures for MORPC-Attributable Funding Programs.*

10. Penalties for project sponsors not maintaining their schedules or staying within their cost estimates.

Because, at times, project sponsors have been unable to deliver their projects on the original schedule or within original budget, it is necessary to include penalties for delays and cost increases.

The application of penalties will only take place after several notifications of the delayed or increased cost status of the project through the reports and letters generated through the monitoring system. Project sponsors may appeal penalties by petitioning MORPC's Attributable Funds Committee (AFC) for relief. The AFC will develop procedures for hearing such petitions.

- The schedule of dates provided in the funding application for which the project was originally awarding funding will be the trigger dates referenced in determining penalties.

- The Transportation Policy Committee resolution that first committed MORPC funding to the project will be the funding referenced in determining penalties.

- The partnering agreement between MORPC and the local agency shall further document the established dates and funding commitment. The partnering agreement may include modest adjustments to the trigger dates provided the partnering agreement is executed prior to first incorporating the project into the Transportation Improvement Program.

- If the project sponsor has not authorized a consultant nor completed any additional project development tasks per the schedule by the time the first updated application is due, the project must re-compete.

- If a project's federal right-of-way or construction authorization is delayed more than one year, then the sponsor will be penalized on all new projects submitted for funding by reducing each new project's total score by 5 points. The penalty will be applied until the right-of-way or construction phase creating the penalty is authorized. If a project sponsor has multiple existing projects with delays, the penalty will be applied for each delay up to a maximum of 15 penalty points.

- If a project's federal right-of-way authorization is delayed more than two years, then the sponsor is ineligible to apply for funding of additional projects until right-of-way is authorized.

- If a project's federal construction authorization is delayed more than two years, then the sponsor is ineligible to apply for funding of additional projects until construction is authorized.

- Projects which miss obligation dates that result in loss of funding to the region will have their federal share reduced by 10 percent (typically from 80 percent to 70 percent, but 100 percent projects would also drop to 70 percent), as well as have funding for this project and other projects of the project sponsor delayed by MORPC indefinitely.

- During the formal project update cycle, with approval of the AFC and adopted through Transportation Policy Committee resolution, the partnering agreement may be updated to reflect new funding commitments.

- In extenuating circumstances, if agreed to by the AFC, during the formal project update cycle, the partnering agreement may be updated to reflect new trigger dates.

11. Regular project selection process for MORPC-attributable federal funds

Because of the high demand for MORPC-attributable federal funds, it is necessary to develop project selection processes to identify the best projects to be funded with the MORPC-attributable funds (STP, CMAQ, and TAP).

The criteria for selecting projects to be funded with MORPC-attributable federal funds reflect MORPC's current adopted MTP goals and objectives and satisfy the planning factors required by the federal Metropolitan Transportation Planning regulations. Furthermore, with the increased attention to ensure the transportation system supports sustainable development patterns, criteria that most directly relate to sustainability concepts will be identified. The *Application Procedures for MORPC-Attributable Funding Programs* provide the specific evaluation criteria. The application form includes questions necessary to obtain information for application of the evaluation criteria.

Projects with higher ratings will generally be selected before projects with lower ratings. Projects that are not selected may be considered in succeeding years if sponsors reapply. Evaluation will be made on the full scope of the project included or expected to be included in its environmental document rather than on the construction sections. Projects will be evaluated by the AFC.

The following generally describes the evaluation and selection process:

a. Staff shall apply the scoring criteria to new project funding requests and projects forced to re-compete.

b. Staff shall submit the collected information about each project and the scores for each project to the AFC for review and comment.

c. Staff shall prepare an initial program of the projects based on the evaluation, availability of funding and meeting regional goals.

d. The AFC shall review the program and, if warranted, change it to reflect regional goals or other community needs. These changes and their rationale will be noted and included with project selection documentation.

e. The program shall be provided to Transportation Advisory Committee (TAC), Community Advisory Committee (CAC) the Transportation Policy Committee, MORPC's members, and the public for review and comment.

g. At the conclusion of public involvement, the projects, schedules and costs will be endorsed through the MORPC committee process and incorporated into the drafts of the TIP to be adopted the following May.

MORPC promotes a multi-modal transportation system. However, realizing the difficulty in evaluating different types of projects, the following funding targets are established for the listed project categories:

	Major Widening	Minor/ Intersections	Transit	System Preservation	Bike & Pedestrian
Min%	40	20	5	10	5
Max %	50	30	10	15	15

MORPC traditionally funds four programs from its attributable funding: RideSolutions, Paving the Way, Air Quality Awareness and Supplemental Planning. These programs may use up to five percent of MORPC-attributable funding without submitting applications for the formal selection process. The AFC may still make recommendations to the Transportation Policy Committee regarding funding for these programs.

MORPC may commit funding to projects to fully use the funding expected to be available for a 6 year period (4 years of next TIP plus 2 years). The construction phase of a project must occur within this 6 year period. MORPC may commit funding beyond year six, but not to exceed 25% of the total amount committed in years 1 through 6. Also, there cannot be more than 40% of the yearly average committed in a single year beyond year 6.

12. Requests for funding requiring a decision outside of the regular selection process.

When circumstances require MORPC to decide outside of its normal funding cycle about committing MORPC-attributable funds to a project to which it has not previously made any commitments, the sponsor shall:

1. Fill out the final application from the previous funding round including all information used to score the project

2. Provide a letter to the Executive Director and Transportation Director requesting the funding which answers the following questions:

- Why is this request being made outside the normal funding cycle?
- What is the urgency of the request that it cannot wait until the next normal funding cycle?
- When did the applicant know the funds being request would be needed?

Once the applicant has provided the completed application and letter of request, staff will:

1. Assign the project to the appropriate project type category and check if funding it would be outside the funding target range for that category
2. Score the new project relative to the projects in the category from the last round
3. Assess if the requested funding would impact other committed projects

Once staff has completed the above assessment, the request will be processed as described below:

- If the requested amount is under $2,000,000, staff will prepare a recommendation to the CAC, TAC and Transportation Policy Committee on whether to provide the requested funding. Staff has the discretion to recommend a more rigorous process if it determines that circumstances warrant it.
- If the requested amount is $2,000,000 or over, staff will provide a summary of the project request to the Transportation Policy Committee chair who will consult with the other officers the CAC chair and the TAC chair. This evaluation group would then determine the additional steps to be taken to asses this request before submitting the request to CAC, TAC, and Transportation Policy Committee. The options include:
    - No additional assessment. Go directly to CAC, TAC and Transportation Policy Committee with staff recommendation
    - Direct the request to the AFC for further discussion and recommendation. The AFC recommendation would then be submitted to CAC, TAC and Transportation Policy Committee
    - In consultation with the evaluation group and consistent with the Bylaws governing the Transportation Policy Committee, the chair of the Transportation Policy Committee appoints a special sub-committee or work group to further discuss the request and make a recommendation. The recommendation would then be submitted to CAC, TAC and Transportation Policy Committee

13. Limiting project funding in any year

To limit the corrective action necessary to account for a project that is unable to achieve its obligation schedule, the amount that a new phase of a project may receive in any particular year would be limited to approximately $7.0 million. However, to minimize the number of project phases impacted, the funding for a project phase will not be split if the phase is less than $10 million. If the project phase is over $10 million, the funding will be split with no more than approximately $7.0 million per year. The full 80 percent share of project right-of-way and construction would be made available to the sponsor, but projects costing more than the annual limit would have to utilize the

following options:

- Develop right-of-way and Construction phases consistent with the limit

- Finance additional amounts through a State Infrastructure Bank (SIB) loan or other loan mechanism to be repaid with future allocations of MORPC-attributable federal funds. Payback might be accelerated if excess funds became available.

- Sponsor finance of additional amounts with prior approval by ODOT and MORPC. The sponsor would be paid back with future allocations of MORPC-attributable federal funds. Payback might be accelerated if funds became available.

14. Incentives to create a "reservoir" of projects

Even in a well-managed program, there will be occasions when not all of the projects scheduled will be able to be obligated. Consequently, it is desirable to create a "reservoir" of projects that are ready ahead of funding availability that could be obligated when needed. MORPC will create a "reservoir" by scheduling projects to use State Infrastructure Bank (SIB) loans or other loan mechanism. MORPC will first develop the MORPC-attributable program based on expected funding per year, the applicants' schedules and the evaluation criteria results. Then, projects over $7.0 million that were delayed from their realistic schedule will be considered for a loan schedule. For these situations MORPC will pay loan fees and interest, to the maximum extent possible, on the MORPC-attributable funding amount being borrowed. MORPC will schedule no more than three loan projects in the four-year TIP and no more than one per SFY. At the time it is necessary to submit the loan application, the actual amount applied for may be reduced or eliminated if there is more MORPC-attributable funding available than originally expected.

As an additional incentive to maintain project schedule, MORPC will fund up to 25% of preliminary engineering/detailed design for eligible projects slated for construction in the first four (4) years of TIP. If the project fails to meet the plan file date, then the PE costs will be deducted from the eligible construction funds for said project. This incentive only applies to each round's new applications, and it does NOT apply to the projects currently on the TIP.

15. Partnering agreement/local commitment to project

To document the local commitment to each project, a partnering agreement will be executed among the project sponsor, ODOT, consultant (if applicable), and MORPC. The agreement will include the scope of the project, its schedule prepared with mutually agreeable dates, a commitment on the parts of the project sponsor and consultant project manager to become suitably knowledgeable about the ODOT Project Development Process, and commitment of all the partners to carry out their responsibilities to the project at a level of quality and in a time frame consistent with the best practices customary in central Ohio. In order to maintain the inclusion of its projects in the TIP, the project sponsor will take legislative action approximately every two years (each time an updated application is submitted) to recommit to the project.

16. Project monitoring

To assist in more timely delivery of MORPC-funded projects and to make the status of projects using MORPC-attributable funding more widely known, MORPC will closely monitor the status of projects. Steps MORPC will take to monitor will include:

- Maintain a list with contact info of project managers for project sponsor, ODOT and consultant.

- Maintain a list of milestone dates for the project including at a minimum the milestones included in the project application.

- Contact the sponsor, ODOT and consultant project managers at least monthly for status updates, which will compiled into a report.

- Attend quarterly meetings and other project meetings. Project sponsor attendance at quarterly project status meetings scheduled by ODOT will be mandatory unless the project sponsor, ODOT, and MORPC agree to cancel.

- MORPC will report on the status of all projects at each TAC meeting. Project managers of projects falling behind schedule may be requested to report on the project to TAC.

- A summary of the information will be formally reported to the project sponsor CEO and chair of council (if such exists) at the beginning of each fiscal year at a minimum. These would be more often if a project begins to fall behind.

- MORPC will investigate additional means of monitoring and providing updates.

17. Cost overruns

The cost of projects submitted for funding sometimes increases dramatically from the estimate submitted by the project sponsor. At times MORPC's program has absorbed these costs by delaying funding for projects that follow. In order to provide more accurate funding schedules to all project sponsors, MORPC will limit the amounts that projects may overrun their estimates.

MORPC's total participation in a project for Right-of-Way and Construction shall be fixed at no more than the commitments shown in the TIP at the time the project phase is obligated plus 10 percent or $300,000 whichever is greater as long as the total commitment for the project does not increase more than 50%. Costs in excess of these amounts shall be the responsibility of the project sponsor. Prior to obligation, project sponsors have the right to withdraw projects and ask that they be reprioritized in a later year to obtain a higher MORPC commitment with the stipulation that if the withdrawal results in a loss of federal funds or obligation authority to the region, funding for this project and other projects of the project sponsor may be delayed by MORPC indefinitely. Projects received a fixed dollar amount commitment or that are not construction projects such as studies, preliminary engineering, MORPC programs, other programs, and purchases are fixed at the dollar amount shown on the TIP from which the project phase is obligated, i.e. there is no 10 percent additional MORPC participation.

18. Authorization to trade obligation authority with other MPOs

Staff is authorized to negotiate with other MPOs, ODOT, and the County Engineers Association of Ohio to exchange obligation authority so it may be used to the advantage of central Ohio. At the time it is necessary to submit a SIB loan application per Principle #13 the principal amount applied for may be reduced or eliminated if there is the ability to exchange obligation authority. TAC is authorized to approve these exchanges, which become binding on the Transportation Policy Committee.

19. Ohio statewide Urban CMAQ program

As of the fall of 2013, MOPRC no longer receives a direct allocation from ODOT of Congestion Mitigation and Air Quality (CMAQ) funds specifically for the MORPC MPO area. The funds historically provided to us are now pooled with the funds formerly provided to each of the eight large MPO's in

the state. The eight large MPO's have cooperatively developed (and ODOT has concurred in) the Ohio Statewide Urban CMAQ program (OSUC) to solicit, evaluate, and select projects to use the pooled CMAQ funding. As outlined below and in the Application Procedures for MORPC-Attributable Funding Programs, MORPC will work within the guidelines of the OSUC to secure CMAQ funding for MORPC MPO area projects. If ODOT's current funding policy changes in regards to amount of funds sub-allocated or the elimination the program, MORPC will reevaluate the CMAQ funding commitments.

- MORPC will strive to ensure that the MORPC MPO area obtains a fair share of CMAQ funding.

- The OSUC does not require ridesharing and air quality programs to go through the project selection process. MOPRPC may continue them per Principle #11 up to the funding threshold established in the OSUC program.

- The project application and selection process as described in Principle 11 will be used to identify projects to be submitted to the statewide process for CMAQ funding. The target percentages of funding by project category in Principle #11 will assume MORPC will receive its fair share of CMAQ funding.

- All projects will be evaluated according to the category criteria as specified in the *Application Procedures for MORPC-Attributable Funding Programs.* CMAQ eligible projects will also scored according to the OSUC scoring criteria.

- The results of the MORPC evaluation and the statewide scoring will be considered in identifying projects to submit to the statewide process. MORPC will prioritize the top four projects one through four in accordance to the statewide program.

- For projects being submitted to the statewide process, MORPC may work with the project applicants to adjust the project's scope, schedule or funding to allow it to be more competitive in the statewide process and maximize the CMAQ funding able to be brought into the region. This may include relaxing some requirements identified in other Principles.

- If necessary, some funding commitments resulting from MORPC's normal project selection process may be identified as contingent upon receiving funding through the statewide CMAQ process.

Mid-Ohio Regional Planning Commission

Application Procedure for MORPC-Attributable Funding Programs:

Surface Transportation Program (STP)
Congestion Mitigation and Air Quality Improvement Program (CMAQ)
Transportation Alternatives Program (TAP)

Final Draft
January 22, 2014

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In accordance with requirements of the U.S. Department of Transportation, MORPC does not discriminate on the basis of race, color, national origin, gender, or disability in employment practices or in programs or activities. More non-discrimination resources and related MORPC policies is available at www.morpc.org under “About MORPC,” “Overview,” “Policies.”

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Introduction

This document explains the application and evaluation process for federal transportation funding attributable to the Mid-Ohio Regional Planning Commission (MORPC). Before applying for funding, please review the document titled *Principles for Managing MORPC-Attributable Federal Funds* (referred to as the Principles), which is available on MORPC's website at http://www.morpc.org/transportation/funding-grants/morpc-attributable-funding/index. That document references this one (referred to as the Procedures) in Principles #8 through #11 and #19. The purpose of this document is to provide specific details on the implementation of the Principles. The Principles will always take precedence over these Procedures.

In 2012, Congress adopted the Moving Ahead for Progress in the 21st Century Act (MAP-21). This law reauthorized the Surface Transportation Program (STP), the Congestion Mitigation & Air Quality Improvement Program (CMAQ), and the Transportation Alternatives Program (TAP – formally called Transportation Enhancement or TE). In Ohio, the Ohio Department of Transportation (ODOT) sub-allocates a portion of these funds to MORPC. Because of this policy, MORPC can make approximately $66 million available to the central Ohio region every two years: $41 million for STP, $4 million for TAP and $21 million for CMAQ. CMAQ funding is distributed through a process involving the eight large Ohio MPOs. The $21 million is an estimated based on the MORPC population share of the total available through the eight large MPO process. MORPC's program depends upon the continuation of federal funding programs and ODOT's policy.

MORPC has established a competitive evaluation process as an aid in determining which of the projects submitted will receive funding. Applicants provide information to staff and a committee, which evaluate and make recommendations for awards to the projects using established criteria. A public involvement process follows and the MORPC Transportation Policy Committee selects projects based on the recommendations and public comments.

What's New

The project evaluation process and criteria used in 2012 is mostly the same this cycle. However, with regard to the economic opportunity goal, the criteria are significantly different than the previous cycle. There are some other less significant changes to criteria in the other goal areas.

For CMAQ funds, ODOT directed the eight large MPOs to create one statewide process to allocate funding to projects. This includes a two step process whereby each MPO solicits projects from the local jurisdictions in their area and then the MPO decides which to submit to the statewide process. This application process constitutes this first step of this statewide process.

Both the initial and final application submittals will be completed on line. It will be set up as one form with only certain fields required for the initial submittal. The final application submittal will include all of the necessary project information.

1. Attributable Funds Committee

MORPC convened an Attributable Funds Committee (AFC) to review the Principles and Procedures for managing these funding programs and recommend modifications to them. This committee is also charged with evaluating and recommending projects for funding.

MORPC adopted formal bylaws for the committee in 2011. They were amended in December 2013. The bylaws set forth the purpose of the committee, which is to advise MORPC's Transportation Policy Committee, Transportation Advisory Committee (TAC), and Community Advisory Committee (CAC) on

the development and execution of the processes used to allocate MORPC-attributable federal funds to projects and project sponsors.

The bylaws detail the membership of the AFC. The committee membership includes representatives from the following entities:

<u>Permanent Members</u>

- MORPC Committees:
  - *Transportation Policy Committee*: 1 appointed by the Chair of the Transportation Policy Committee
  - *Community Advisory Committee* (CAC): 2 appointed by the Chair of CAC
  - Transportation Advisory Committee (TAC): All members as identified in the current TAC bylaws with voting rights as listed in the TAC bylaws
  - *MORPC Sustainable Growth Working Group*: 1 as appointed by the Chair of the Sustainable Growth Working Group
  - *MORPC Air Quality and Energy Working Group*: 1 as appointed by the Chair of the Air Quality and Energy Working Group
- *Columbus and Franklin County Metropolitan Park District*: 1 as appointed by the Executive Director of Metro Parks (non-voting)
- *Sierra Club*: 1 as appointed by the Chair of the Central Ohio Group (non-voting)
- *Rails-to-Trails Conservancy*: 1 as appointed by Midwest Regional Office Director (non-voting)
- *Clean Fuels Ohio*: 1 as appointed by the Executive Director of CFO (non-voting)
  - MORPC staff: 3 as appointed by the Executive Director (non-voting)

<u>Ad Interim Members</u>

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

The chairs of the CAC, TAC, and Transportation Policy Committee will ensure that the membership of the AFC comprises a balanced representation among various fields.

2. Process Milestones and Schedule

April: Process adopted by MORPC Policy Committee.
Project solicitation sent to potential applicants.
Project status update reports sent to LPAs with current projects.

May 13: MORPC to host workshop for applicants from 2:30 p.m. to 4:30 p.m.

June 2: Updates due to MORPC by 5 p.m. Late submittals will not be accepted. For Updates, one original form (including attachments) must be received at:

Mid-Ohio Regional Planning Commission
c/o Federal Transportation Funding Coordinator
111 Liberty Street, Suite 100
Columbus, Ohio 43215

For Updates, an electronic version of the application in Word or PDF format must also be submitted. Applicants may email files less than 100 megabytes to tip@morpc.org. Applicants may send all electronic files on compact disc or USB flash drive to the address above. With electronic submissions, please make clear the location and format of any attachments to the application.

By June 16: MORPC staff will review the Updates for errors and omissions and notify the applicant. An applicant will have one week to respond to requests to correct errors and omissions

June 16: Initial Application submittal due to MORPC by 5 p.m. Late submittals will not be accepted. The initial submittal for new projects will be done through an online submission form.

By June 20: MORPC staff will review the Initial Applications for errors and omissions and notify the applicant. An applicant will have one week to respond to requests to correct errors and omissions.

June 27: Initial submittals posted online.

July 9: **Attributable Funds Committee (AFC) will meet at approximately 10 a.m. (following TAC)**. MORPC staff completes review of Updates and makes recommendations to the AFC for any modifications to previous funding commitments. MORPC staff completes screening of Initial Applications and reports to FFC.

July 10: Revise forecast of funding available for new projects.
Notify Initial Applicants of initial screening results and request Final Application.

August 15: Final Application submittals due to MORPC by 5 p.m. **Late applications will not be accepted.** The Final Application submittal for new projects will be done through an online submission form.

By August 25: MORPC staff will review the applications for errors and omissions and notify the applicant. An applicant will have one week to respond to requests to correct errors and omissions. **Applications will be penalized if the applicants fail to respond.** (Section 9 has more information on penalties.)

Sept. 10: **Attributable Funds Committee will meet at approximately 10 a.m. (following TAC)** to act on staff recommendations for any modifications to previous funding commitments. Staff reports a summary of each final application for new funding.

September: Staff will apply scoring criteria to the applications for new projects to develop a preliminary project ranking.

Oct. 1: **Attributable Funds Committee will meet at approximately 10 a.m. (following TAC)** to review MORPC staff preliminary scoring and ranking the projects.

October: AFC provide feedback to staff on preliminary scoring. Staff revises scoring as needed.

Nov. 5: **Attributable Funds Committee will meet at approximately 10 a.m. (following TAC)** to

review revised staff ranking and make preliminary project selections and funding amounts.

Nov. 19: **Attributable Funds Committee will meet at 11:30 a.m.** to discuss preliminary project selections and funding.

Dec. 3: **Attributable Funds Committee will meet at approximately 10 a.m. (following TAC)** to complete discussion of preliminary project selections and recommend program of projects for the public review and comment period.

Dec. 4: Draft list of MORPC-funded projects available for public review and comment (30 days).

December: Projects preliminarily chosen will be field-reviewed by ODOT, utilizing experienced staff from the Environmental, Real Estate, Planning, and Programming sections for project viability, right-of-way, costs, and adherence to MAP-21 criteria for the funding program(s). MORPC may conduct additional field reviews if warranted. Preliminarily selected applicants may be required to schedule PDP training.

January 2: Close of public review and comment period.

January 3: **Attributable Funds Committee will meet at approximately 10 a.m. (following TAC)** to review public comments received and discuss changes to the program of projects.

January 17: **Attributable Funds Committee will meet at 10 a.m.** to complete discussion on changes to the program of project. FFC makes recommendation of updated and new commitments of MORPC-attributable funding to go before CAC, TAC and Transportation Policy Committee in February.

February: MORPC's CAC, TAC and Transportation Policy Committee to review, modify and approve program of projects to use MORPC funding.

February: The sponsors of projects that are selected and their consultants may be required to attend a workshop on the PDP and other responsibilities.

3. Eligibility for Funding Programs (STP, CMAQ, and TAP)

MORPC attributes funding to projects and programs from three different federal transportation programs – the Surface Transportation Program (STP), the Congestion Mitigation and Air Quality Improvement Program (CMAQ), and the Transportation Alternatives Program (TAP). The U.S. Department of Transportation has established eligibility requirements for each program, which are summarized below. Because of the difficulty in evaluating the variety of activities that are eligible for each program with a set of criteria, MORPC has established funding targets (Principle # 11) for project type categories that are eligible for STP, CMAQ and TAP funding. The funding targets are provided in section 8.

STP Eligibility Guidelines

STP is the most flexible of the MORPC-attributable funding programs. Generally, any capital project or program eligible for federal highway or transit funding is eligible for STP funds. STP funds may be

used for projects on any Federal-aid highway (e.g., arterials, collectors, but not local streets), bridge projects on any public road, transit capital projects, bicycle and pedestrian projects, and intracity and intercity bus terminals and facilities. Guidance on the eligibility for STP funds is available on the Web at: http://www.fhwa.dot.gov/programadmin/if99006.cfm under Surface Transportation Program.

CMAQ Eligibility Guidelines

In 1991, the Intermodal Surface Transportation Efficiency Act (ISTEA) authorized the CMAQ program and provided funding for surface transportation and related projects that reduce congestion and/or contribute to air quality improvements. The purpose of the CMAQ program is to fund transportation projects or programs that will contribute to attainment or maintenance of the NAAQS for ozone, carbon monoxide, and particulate matter. The program was continued in MAP-21.

In brief, CMAQ projects must demonstrate reductions in emissions of pollutants that contribute to the non-attainment, such as ozone precursors (nitrogen oxides and volatile organic compounds) and particulate matter. In November 2013, the U.S. Department of Transportation released new interim guidance for the CMAQ program under MAP-21. The document includes an overview of the program, project eligibility provisions, and legal references. MORPC considers information in the guidance document in the administration of its CMAQ program and encourages sponsors of potential CMAQ projects to review it. The guidance document is available on the web: http://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/2013_guidance/index.cfm

TAP Eligibility Guidelines

ISTEA, passed in 1991, created the Transportation Enhancement (TE) program. The TE program offered communities new funding opportunities to help expand transportation choices and enhance the transportation experience, such as safe bicycle and pedestrian facilities, scenic and historic highway programs, beautification, historic preservation, and other investments that increase recreation opportunity and access. MAP-21 replaced the TE program with the Transportation Alternatives Program.

FHWA provides general guidance on the TAP. MORPC considers the guidance in the administration of its TAP program and encourages sponsors of potential TE projects to review it. The guidance is available on the Web: http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm. Section E of the guidance describes eligible activities. Each project activity must demonstrate a relationship to surface transportation.

FHWA and the Rails-to-Trails Conservancy co-sponsored a TE/TAP information service called the National Transportation Alternatives Clearinghouse to provide information about transportation enhancements. Its website is still available at http://www.enhancements.org.

4. General Eligibility and Requirements

- To be eligible for federal transportation funds, projects and programs must be included in, or consistent with, the MORPC Metropolitan Transportation Plan.

- MORPC will include selected projects in the Transportation Improvement Program (TIP). The TIP must include a project for it to be eligible to receive federal funds.

- Roadways must be on the federal-aid system to be eligible for funding. See Item #2 on the Application for more information.

- Projects must comply with MORPC's Complete Streets Policy, available on MORPC's website: www.morpc.org/transportation/complete-streets.

- MORPC will monitor the project's progress through mandatory quarterly progress meetings and other reporting mechanisms (see Principle #16). If the local agency fails to attend the required quarterly progress meetings, MORPC will request that ODOT cancel funding.

- Projects need to meet the National Environmental Policy Act (NEPA) requirements through the ODOT PDP and meet basic eligibility requirements for funding under Titles 23 and 49 of the United States Code.

- STP, CMAQ, and TAP are not grant programs; they operate on a reimbursement basis as work progresses. **Costs for any activity that occurs prior to authorization of the project phase by the Federal Highway Administration (FHWA) are not eligible for reimbursement.** The project sponsor will be responsible for those costs. In some cases, actions taken by the applicant that are inconsistent with the PDP, e.g., acquiring right-of-way before environmental clearance or through inappropriate means, can jeopardize the use of federal funds on the project.

- MORPC may adjust the type of federal funding (i.e., STP, CMAQ, and TAP) the project receives to balance its program. This does not mean that funding will be removed from the project, but that MORPC may alter funding arrangements for a project.

5. Project Development Process (PDP) Requirements

- All projects approved for funding are subject to all of the federal and state laws and regulations to which any federally funded transportation project is subject.

- If MORPC-attributable funds are used for Preliminary Engineering, the consultant must be selected through ODOT's federal procurement process. Consultants working on projects with a commitment of MORPC-attributable funds for any phase must be pre-qualified by ODOT.

- All STP, CMAQ, and TAP projects must follow ODOT's multi-step PDP or Local Public Agency (LPA) process. ODOT maintains a website with PDP information: http://www.dot.state.oh.us/projects/pdp/Pages/default.aspx. Projects normally advance through the "traditional" process where ODOT oversees and reviews environmental studies, right-of-way and construction plan preparation, bidding, and construction. With ODOT and MORPC concurrence, successful applicants may elect to advance their projects through ODOT's LPA process (also called the "local-let" process) that allows the LPA more control of the project. The LPA process does not exempt the project from any NEPA, public involvement, or other requirements. Only applicants who have proficiently advanced their projects through ODOT's PDP in the past will be eligible for LPA consideration. For more information about the LPA process, see: http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/Local-Let-Procedures-and-Documents.aspx.

- Federal law requires that federally funded projects conform to NEPA and the National Historic Preservation Act. To comply with these laws, projects must have an environmental review to assess and/or mitigate effects on social, economic, and environmental factors. Similarly, work involving sensitive historic structures or archaeological sites must conform to the U.S. Secretary of the Interior's standards and guidelines for archaeology and historic preservation.

- Any right-of-way or property acquisition must conform to the Uniform Relocation Assistance and Real Property Acquisition Act, as amended.

- Engineering and architectural designs for all facilities must conform to current regulations resulting from the Americans with Disabilities Act (ADA).

6. Application Forms and Instructions

Project Updates

If MORPC has previously awarded federal funding to the project and the project is not schedule to be receive federal authorization for construction until SFY 2016 or later, the sponsor must complete a Project Update Form. MORPC may request a completed Final Application for evaluation if the project's scope or cost has changed significantly or if the sponsor has failed to make sufficient progress. See Section 10.

New Projects

There is a two-step process to apply for funding for a new project. The application process will be submitted through an on line application form due June 16, 2014. The application form included at the end of this document includes all of the questions needed for the project application. The initial submittal gathers enough information to determine whether the project or program is eligible for funding, which activity category is most suitable for the project and for MORPC to gather information on the total funding expected to be requested. These initial components of the application are highlighted in yellow on the form.

In mid July MORPC will provide feedback to the applicants on their initial information. The initial applicants can then complete the application with more detailed information for the final submittal due August 15, 2014. The AFC may recommend that sponsors limit the number of applications or amounts requested, but sponsors may submit Final Applications for any initial submittals. The AFC will also provide guidance to the applicants about the specific information they will need to evaluate the proposal based on the project category.

It is likely that some items on the forms will not apply to the proposed project. The nature of projects eligible for these funds is very diverse. This application is an attempt to capture the most important information from the majority of projects. If a certain item on the application does not apply to the project, please write "NA" (for not applicable) as a response.

MORPC staff will review the applications and updates for errors and omissions. If additional information is needed, the applicant must adequately respond by the date indicated in the request, which will be approximately one week after receipt. A failure to respond timely and adequately to the request will result in a reduction of a new project's evaluation score. Section 9 contains more information about penalties.

For further information about completing the applications, please contact Nathaniel Vogt at 614-233-4183 or e-mail at nvogt@morpc.org.

7. Project Evaluation Criteria and Selection Process

Updates and Initial Applications

Using the schedules and cost estimates provided on the Updates, staff will assess the demands of existing commitments. The AFC will review the changes apparent in the updates and recommend modifications to the existing commitments as necessary. Staff will then prepare a forecast of available funding. If the changes to the scope, schedule or funding request are significant, the AFC may require a sponsor to submit a final application and compete with new funding requests.

After reviewing the Initial Applications for eligibility and completeness, MORPC staff will assign new applications to an appropriate activity category. The AFC will consider the forecast of available funding and the new funding requests and direct the staff to advise each sponsor about the competitiveness of their application(s) and recommend for which project(s) to prepare and submit Final Applications. If a sponsor submits more than one Final Application, the sponsor will provide a priority ranking of the applications. Staff will score each Final Application according to the evaluation criteria for the activity category. The AFC will consider the scores and rankings within each activity category when making recommendations for funding.

Evaluation Criteria for Final Applications

Criteria for the MORPC-attributable funding project solicitation are used to measure how well they advance the six goals identified in the 2012 Metropolitan Transportation Plan:

- Promote the reduction of per capita **energy** consumption and the production of energy from renewable local sources to increase affordability and resilience of regional energy supplies.
- Preserve and protect **natural resources** to maintain a healthy ecosystem.
- Position central Ohio to attract and retain **economic opportunity** to prosper as a region and compete globally.
- Create **sustainable neighborhoods** to improve residents' **quality of life**.
- Increase **collaboration** to maximize the return on **public expenditures**.
- Use public investments to benefit the **health, safety and welfare** of people.

MORPC promotes a multi-modal transportation system. However, realizing the difficulty in evaluating different types of projects, the applications will be evaluated by criteria developed for one of six project type categories. Each category will have the same or similar types of projects. Much of the evaluation criteria are the same across the categories. However, depending on the category, some criteria may be different to better reflect the distinguishable aspects of projects within particular categories. The grouping into categories of projects and the criteria unique to each category allows for a better "apples-to-apples" comparison of projects.

The six categories are:

- **Major Widening/New Roadway** –This category primarily includes addition of through lanes or new roadways. It would also include new or expanded interchanges.

- **Minor Widening/Intersections/Signals** – This category includes minor widening/safety projects which add center turn lanes and/or widen lanes to standard widths. It also includes intersection projects. Coordinated signal system projects would also fall into this category

- **Bike and Pedestrian** – This category would primarily include multiuse paths and sidewalk projects. Projects which may add other type of bikeway such as a bike lane would also fall

into this category. These would be stand alone projects and not part of a larger roadway project.

- **Transit** – This category would include transit vehicle replacements, park and rides, transit centers, enhanced bus stops, capital projects related to new service, streetcar, bus rapid transit, or rail transit.

- **System Preservation** – This category includes projects that are solely replacement of existing roadway infrastructure such as bridge replacements, resurfacing or rehabilitation or signal replacement/installation. If the project includes major or minor capacity increases, it would fall into the major or minor categories above.

- **Other** – If the funding request does not fit in any of the above categories, it falls into this category. These may be education or enforcement activities, non-transit engine retrofits, refueling stations, etc.

Furthermore, Principle #11 provides the target ranges of funding below for different types of projects. With those targets established, the purpose of the criteria is to identify the projects among the various categories that best advance the goals of the MTP. Once the most worthy projects are identified, the appropriate funding source(s) will be identified.

	Major Widening	Minor/ Intersections	Transit	System Preservation	Bike & Pedestrian
Min%	40	20	5	10	5
Max %	50	30	10	15	15

Economic Opportunity Goal Criteria

App Item #	Evaluation Criteria & Description	Project Categories					
		Major	Minor	Preservation	Bike & Ped	Transit	Other
113	Is congestion hampering economic development in the area? How will improvements to the transportation system as a result of this project improve economic development?	X	X	X			
114, 120	Describe the type and amount of acreage of site(s) that will primarily benefit from the project's improvements (e.g., greenfields, developed, redeveloped, infill, brownfields, intermodal facilities). Provide a map showing the site(s) relationship to the project.	X	X	X			
115, 120	Explain the project's appropriateness in relationship to current local zoning, community planning and surrounding uses. Provide a map showing these in relationship to the project. Describe how the project may affect nearby property values, vacancy rates or other development factors.	X	X	X			
116	Describe the presence and timing of all necessary economic development components in the project area, such as infrastructure (e. g., utilities, water and sewer, broadband), access to appropriately trained labor (skilled and unskilled), and other transportation options (e.g., rail, airports, transit or bicycle and pedestrian).	X	X	X			
109	What private financial support has been or will be provided to this transportation project? Please specify the amount and entity providing the support and their relationship to the project. This may be support within the past three years or commitments into the future, and please specify the timeline for this support.	X	X	X			
110	What public financial support has been or will be provided to the transportation project, such as grants, loans, bonds, tax incentives (e.g., SIB, TID, CRA, TIF, JEDD, JEDZ, CEDA) or other programs? Please specify the entity providing the support and the specific sources of the public funding (e.g. capital program from general revenue, specific TIF, etc.), the timeline for this support, and the relationship of the entity providing the support to the project	X	X	X			
117, 120	How much new private or public capital investment has been made in the project area or will be as a result of the project? This investment can be within the past three years or commitments between now and 5 years after completion of the transportation project. Provide a map similar to that of question #1 showing the past and committed investments. Please specify the type of investment and the timeline for this investment.	X	X	X			
118, 120	Provide the number of permanent jobs of each type (manufacturing, office, warehousing, retail, institutional) and corresponding average hourly wage that will be created in the region as a result of the project. Provide a map showing the locations in relationship to the project. Provide documentation showing that these jobs are committed to being created in this area with the improvements to the area.	X	X	X			
119, 120	Provide the number of permanent jobs of each type (manufacturing, office, warehousing, retail, institutional) and corresponding average hourly wage that will be **retained** in the region as a result of the project. If the jobs will be relocated from within the region, please indicate how many and where they are currently located. Provide a map showing the locations in relationship to the project. Provide documentation showing that these jobs are in jeopardy without the improvements to the area.	X	X	X			
121	Is there anything unique about this project that has not already been discussed? This could include how the project will impact a specific industry cluster, innovative business, or industry target as identified by Columbus 2020.	X	X	X			
62, 122	Current and Future Average Daily Traffic	X	X	X			
123	Truck Traffic	X	X	X			
124	Please provide information with regard to the project's impact on economic development in the area. Refer to the questions in the major project category and, if appropriate, include information with regard to them in your response.				X	X	X

Natural Resources Goal Criteria

App Item #	Evaluation Criteria & Description	Project Categories					
		Major	Minor	Preservation	Bike & Ped	Transit	Other
125	**Addressing Sensitive Land Issues**: Based on project location information provided in the initial application, a listing of sensitive lands in the project vicinity will be provided to the applicant. In the Final Application, the applicant is to provide information addressing how the project impacts each of these. The sensitive lands potentially identified include:	X	X	X	X	X	
126	**Emission Reduction**: The vehicle emissions of PM2.5 (fine particulates), VOC (volatile organic compounds), and NOx (oxides of nitrogen) contribute to the region being recently in non-attainment of the ozone and PM 2.5 national air quality standards. The change in the regional emissions as a result of the project will be estimated with the regional model and reported in kilograms per day.	X	X			X	
127	**Water Runoff Quality & Quantity:** Describe a current significant water runoff quality or quantity problem in the project area that will be resolved as a result of the project and complying with NEPA requirements. If there is no current significant water runoff quality or quantity problem, describe aspects of the project that will improve water runoff quality or quantity that will go above and beyond NEPA requirements.	X	X	X	X	X	X
128	**Vegetation and Habitat Restoration:** Describe a current significant vegetation or habitat problem in the project area that will be resolved as a result of the project and complying with NEPA requirements. If there is no current significant vegetation or habitat problem, describe aspects of the project that will improve vegetation or habitat restoration that will go above and beyond NEPA requirements.	X	X	X	X	X	X
129	**Other Extraordinary Aspects:** A statement by the project sponsor about any extra-ordinary aspects of the project's impact on the natural habitat. With regard to projects in the "Other" category, this includes rationale on how project would further this goal especially in regard to any criteria listed above.	X	X	X	X	X	X

Energy Goal Criteria

App Item #	Evaluation Criteria & Description	Project Categories					
		Major	Minor	Preservation	Bike & Ped	Transit	Other
130	**Project Components that Save Energy**: An assessment provided by the project sponsor as to the potential project level technology components that save energy.	X	X	X	X	X	X
131	**Other Extraordinary Aspects:** A statement by the project sponsor about any extraordinary aspects of the projects impact on energy. This could include renewable energy production as part of the project.	X	X	X	X	X	X

Collaboration and Funding Goal Criteria

App Item #	Evaluation Criteria & Description	Project Categories					
		Major	Minor	Preservation	Bike & Ped	Transit	Other
8	**Inclusion in the Metropolitan Transportation Plan**: Identify the Metropolitan Transportation Plan (MTP) strategy of project ID that this project is advancing.	X	X	X	X	X	X
56-61	**Origin of project/studies to date**: The applicant is to provide the origin of the project including all planning studies recommending the project or activity.	X	X	X	X	X	X
68-85	**Project Readiness:** The applicant is to indicate which ODOT Project Development Process (PDP) steps have been completed at time of final application submittal.	X	X	X	X	X	X
132	**Documentation of Support and Collaboration:** The applicant is to provide letters of support from neighboring government jurisdictions, community associations, business associations, or others. The sponsor is also to provide documentation on interagency and community collaboration that has occurred to date to advance the project.	X	X	X	X	X	X
133	**Applicant Priority Ranking:** Applicants that submit more than on project must also submit a priority ranking of their projects. Projects that rank higher on their priority ranking will be given more consideration than those ranked lower.	X	X	X	X	X	X
106 (Col. A)	**Amount of MORPC Funding Requested:**	X	X	X	X	X	X
87-106 See Descr.	**Percentage of Funding Requested:** The percentage will only be based on the total right-of-way and construction cost. If it is not a traditional construction project the percent of the total program/activity will be used. (Col. A for Lines 90, 94, 98, 106; Col. A & D for Lines 99-110.	X	X	X	X	X	X
109	**Amount of Private Sector Funding:** The amount will only be based on the total right-of-way and construction cost. If it is not a traditional construction project the percent of the total program/activity will be used.	X	X	X	X	X	X
109	**Percentage of Private Sector Funding:** The percentage will only be based on the total right-of-way and construction cost. If it is not a traditional construction project the percent of the total program/activity will be used.	X	X	X	X	X	X
109-110	**Number of Funding Partners: T**he number of unique funding partners will be reported. This will includes those funding any aspects of project development as well as the number contributing to right-of-way and construction.	X	X	X	X	X	X
134	**Agency Funding Capacity:** The applicant is to provide a statement as to the amount of funding they are providing for the project relative to the usual size of their transportation infrastructure expenditures.	X	X	X	X	X	X

Health, Safety & Welfare Goal Criteria

App Item #	Evaluation Criteria & Description	Project Categories					
		Major	Minor	Preservation	Bike & Ped	Transit	Other
12-19	**Congested VMT Reduction:** The ability of the project to improve travel within a corridor by redistributing travel in the corridor so one or more congested components of the transportation system are relieved. Measured using the regional model by the percentage reduction in 2035 VMT within 1 mile of the project that experiences LOS E or worse.	X	X			X	
12-19	**Travel Delay Reduction:** Measured using the regional model as the average 2035 travel time reduction per person for a complete trip using the facility during peak periods (including AM and PM peak hours) as a result of the project.	X	X			X	
135	**Level of Service Analysis:** Based on a Synchro Level of Service analysis, the total 2035 delay reduction and reduction per vehicle in the project limits. Because the regional model information used for the previous two measures may not provide differentiation for minor projects, this more detailed analysis is added for minor projects.		X				
136	**Crash Reduction**: Using the ODOT crash data and tools, crash information for the project area will be calculated including, overall frequency, bike/ped frequency, crash rate and severity index. Using ODOT crash modification factor methodology for the project improvement(s), the change in expected crashes will be estimated.	X	X	X	X	X	
137	**Pavement Condition Rating (PCR):** This is a measure of the average PCR of the existing roadway that would be improved as part of the project based on the most recent ODOT data. The project sponsor should review the ODOT data and may provide supplemental data if desired.	X	X	X			
138	**Bridge Rating:** This is a measure of the worst existing bridge rating based on ODOT data that would be improved as part of the project. The project sponsor should review the ODOT data and may provide supplemental data if desired.	X	X	X			
139	**System Life:** The applicant is to provide information on the age and condition of the components being replaced. Also provide a statement, if applicable, as to the potential of the project to maximize life of transportation system. This is any extraordinary aspect that is likely to be part of the project.	X	X	X	X	X	
140	**New Transit Ridership:** The project sponsor provides an estimate of the increase in transit ridership. This is to include both the ridership on the specific project or activity as well as overall system ridership.					X	
141	**Other:** Statement by the project sponsor with rationale on how project would further this goal especially in regard to any criteria listed in the other project categories. When possible, reference should be made to as many of the above criteria as applicable in justifying the benefits of the program/activity/project relative to this goal.						X

Sustainable Neighborhoods and Quality of Life Goal Criteria

App Item #	Evaluation Criteria & Description	Project Categories					
		Major	Minor	Preservation	Bike & Ped	Transit	Other
142	**Displacements:** The applicant will provide an estimate of the number of displacements (business and residential) as a result of the project. The information can be provided in terms of a likely range of displacements.	X	X	X	X	X	
12-19	**Environmental Justice:** Of the estimated opening day users of the project, what is the minority percentage, what is the poverty percentage, what is the elder percentage, and what is the transportation handicapped percentage? The ratio of each of these relative to the regional average of each will be calculated. For the bike and pedestrian category, the population within 2 miles of the project will be estimated instead of the users.	X	X	X	X	X	
143, 12-47, 50, 55-61	**Pedestrian System:** The applicant will provide information on the relationship of the project to the existing pedestrian transportation system and/or how the project will include improvements to enhance or connect to the pedestrian system.	X	X	X	X	X	
145, 12-47, 50, 55-61	**Bikeway System:** The applicant will provide information on the relationship of the project to the existing bikeway transportation system and/or how the project will include improvements to enhance or connect to the bikeway system.	X	X	X	X	X	
36	**On Transit Line:** The information will be simply yes or no with regard to if an existing transit route uses the project facilities.	X	X	X	X		
145	**Transit System:** A statement by the applicant as to how the project enhances transit service.	X	X	X	X	X	
12-19	**2010 Origin/Destination Density:** The average density (population + jobs) of the project user's origins and destinations will be estimated based on 2010 conditions. Both the average for higher density end of the trip and lower density end of the trip will be estimated. For the bike and pedestrian category, the density within 2 miles of the project will be estimated instead of the user's origin and destination density.	X	X	X	X	X	
12-19	**2035 Origin/Destination Density:** The average density (population + jobs) of the project user's origins and destinations will be estimated based on 2010 conditions. Both the average for higher density end of the trip and lower density end of the trip will be estimated. For the bike and pedestrian category, the density within 2 miles of the project will be estimated instead of the user's origin and destination density.	X	X	X	X	X	
146	**Other:** Statement by the applicant with rationale on how project would further quality of life and relationship of this project to furthering the community's quality of life goals. For projects in the other category, also provide additional information especially in regard to any of criteria above criteria as applicable in justifying the benefits of the program/activity/project relative to this goal.	X	X	X	X	X	X

Process for Scoring Applications for Each Goal

Data for the criteria in each goal will be compiled. The overall goal score on a scale of 1-10 will then be established subjectively based an overall consideration of the data and qualitative statements with regard to each criterion. There is no specific weighting of criteria within each goal. The score will also be established relative to the other projects' information for the goal. If the data associated with a particular goal do not provide a meaningful distinction between two projects, they will receive the same score for that goal. For minor differences, the scores between two projects will be close. For

projects that are clearly separated based on the goal criteria, the projects scores will be significantly different. Included with the goal score will be a brief rationale for the score.

MORPC staff would compile the data for each goal and develop the preliminary goal score and rationale. The AFC would then review the goal scores and rationale and agree or make changes.

Process for Scoring Applications across All Goals

Once the goal scores are completed, they will be combined to form the overall score for each project. The individual goal scores will be combined according to weights below.

	Economy	Natural Resources	Energy	Collaboration	Health, Safety & Welfare	Sustainable Neighborhoods
Major Widening/New Roadway	25	10	5	15	35	10
Minor Widening/Intersections/Signals	20	10	5	15	35	15
Bike and Pedestrian	5	15	5	15	30	30
Transit	10	15	15	15	20	25
System Preservation	10	10	10	15	40	15
Other	0	0	0	0	0	0

Application Penalty Points

As described previously, MORPC staff will review the applications and updates for errors and omissions. If additional information is needed, staff will send a request to the Sponsor Project Manager identified on the application. The applicant must adequately respond by the date indicated in the request, which will be approximately one week after receipt. A failure to adequately respond to the request will result in a reduction of 5 percent from a new project's evaluation score. The penalty will increase by 5 percent for each additional week that passes before the applicant adequately responds to a request. MORPC staff will determine whether a response to the request is adequate. The applicant may appeal any penalties to the Federal Funding Committee.

Applications lacking an authorized signature or supporting legislation will be subject to penalties as follows:

- Authorized Signature: If the signature area is incomplete (including printed name and title) a new project's evaluation score will be reduced by 10 percent. The penalty will increase by 5 percent for each additional week that passes before the applicant provides complete signature information.

- Supporting Legislation: If a copy of enacted supporting legislation is not received by November 1, 2014, a new project's evaluation score will be reduced by 10 percent. The penalty will increase by 5 percent for each additional week that passes before the applicant provides a copy of enacted supporting legislation.

In addition to possible penalty points on the individual application, a project applicant may be subject to penalty points on all applications for not delivering previous project commitments on schedule as outlined in Principle #10. Additional information on maintaining MORPC funding commitments and penalties is provided in section 9.

Final Selection Process

Once the overall score is established, the ranking of each project within each category is determined. The AFC will review the ranking, make adjustments if necessary, and agree upon a program of projects to recommend that can meet the targets funding for each category.

MORPC staff would then use this recommendation, the project schedules, and when funding is available to develop a draft program of projects to use MORPC funding. MORPC may commit funding to projects to fully use the funding expected to be available for a 6 year period (4 years of next TIP plus 2 years). The construction phase of a project must occur within this 6 year period. MORPC may commit funding beyond year six, but not to exceed 25% of the total amount committed in years 1 through 6. Also, there cannot be more than 40% of the yearly average committed in a single year beyond year 6.

This program would then be provided for a 30-day agency and public comment period. MORPC staff and the AFC would review any comments received and make adjustments, if necessary, before final action by the CAC, TAC and Transportation Policy Committee.

The AFC will not reject portions of a project for funding. If a significant portion of a project appears to be inconsistent with MORPC's goals and policies, the project will be down-rated and therefore be less likely to be funded.

8. Maintaining Project Schedule and Funding Commitments

MORPC administers this process every other year to determine when it will make funds available to projects. The conclusion of the process is a resolution adopting the amount and SFY for which MORPC makes a commitment of funding to projects. Upon completion of the process, MORPC will incorporate the projects that received funding commitments into the SFY 16-19 TIP. It is then the project applicant's responsibility, with MORPC support, to complete the ODOT Project Development Process (PDP) on schedule in order to allow the funds to be authorized.

As outlined in Principles # 15 & 16, developing the project through the ODOT PDP includes completing a partnering agreement further documenting the schedule and funding commitments, attending quarterly project meetings with ODOT and MORPC and providing project update information necessary for monthly updates to the TAC.

Should a project sponsor fail to develop a project on schedule certain penalties shall be imposed. MORPC will provide ample notice before application of penalties and work with the sponsors to keep projects on schedule to avoid penalties. Principle #10 outlines the following penalties for projects that do not maintain their schedule or have significant cost increases:

- The schedule of dates provided in the funding application for which the project was originally awarding funding will be the trigger dates referenced in determining penalties.

- The Transportation Policy Committee resolution that first committed MORPC funding to the project will be the funding referenced in determining penalties.

- The partnering agreement between MORPC and the local agency shall further document the established dates and funding commitment. The partnering agreement may include modest adjustments to the trigger dates provided the partnering agreement is executed prior to first incorporating the project into the Transportation Improvement Program.

- If the project sponsor has not authorized a consultant nor completed any additional project development tasks per the schedule by the time the first updated application is due, the project must re-compete.

- If a project's federal right-of-way or construction authorization is delayed more than one year, then the sponsor will be penalized on all new projects submitted for funding by reducing each new project's total score by 5 points. The penalty will be applied until the right-of-way or construction phase creating the penalty is authorized. If a project sponsor has multiple existing projects with delays, the penalty will be applied for each delay up to a maximum of 15 penalty points.

- If a project's federal right-of-way authorization is delayed more than two years, then the sponsor is ineligible to apply for funding of additional projects until right-of-way is authorized.

- If a project's federal construction authorization is delayed more than two years, then the sponsor is ineligible to apply for funding of additional projects until construction is authorized.

- Projects which miss obligation dates that result in loss of funding to the region will have their federal share reduced by 10 percent (typically from 80 percent to 70 percent, but 100 percent projects would also drop to 70 percent), as well as have funding for this project and other projects of the project sponsor delayed by MORPC indefinitely.

9. CMAQ and Statewide Process

As of the fall of 2013, MOPRC no longer receives a direct allocation from ODOT of CMAQ funds specifically for the MORPC MPO area. The funds historically provided to us are now pooled with the funds formerly provided to each of the eight large MPO's in the state. The eight large MPO's have cooperatively developed (and ODOT has concurred in) the Ohio Statewide Urban CMAQ program (OSUC) to solicit, evaluate, and select projects to use the pooled CMAQ funding. As outlined below and in the Application Procedures for MORPC-Attributable Funding Programs, MORPC will work within the guidelines of the OSUC to secure CMAQ funding for MORPC MPO area projects. If ODOT's current funding policy changes in regards to amount of funds sub-allocated or the elimination the program, MORPC will reevaluate the CMAQ funding commitments.

- The project application and selection process as described in this document will be used to identify projects to be submitted to the statewide process for CMAQ funding. The target percentages of funding by project category in Section 8 will assume MORPC will receive its fair share of CMAQ funding (approximately $10.5 million a year).

- All projects will be evaluated according to the category criteria as specified in the Application Procedures for MORPC-Attributable Funding Programs. CMAQ eligible projects will also scored according to the OSUC scoring criteria (see appendix A).

- The results of the MORPC evaluation and the statewide scoring will be considered in identifying projects to submit to the statewide process. MORPC will prioritize the top four projects one through four in accordance with the statewide program.

- For projects being submitted to the statewide process, MORPC may work with the project applicants to adjust the project's scope, schedule or funding to allow it to be more competitive in the statewide process and maximize the CMAQ funding able to be brought into the region.

- If necessary, some funding commitments resulting from MORPC's normal project selection process may be identified as contingent upon receiving funding through the statewide CMAQ process.

The statewide CMAQ process will receive applications from the MPO's annually in September. However, as stated previously MORPC will continue to use this biannual process to solicit and identify projects to submit to the statewide CMAQ process. The process will differ slightly in submitting for 2014 and 2015 as follows:

In 2014 with final applications submitted in August the process will be:

1. In July 2014, according to the statewide criteria, score previous MORPC project commitments which are CMAQ eligible but which were not fully funded with CMAQ funding.
2. When final applications are received, score new project applications that are CMAQ eligible according to the statewide criteria. Also, perform a preliminary evaluation according to the MORPC category criteria.
3. In September 2014, based on the results of steps 1 and 2, AFC recommends projects to be submitted to the statewide process including the priority one through four of the top 4 projects.
4. All projects will then proceed through the remainder of the MORPC evaluation and selection process
5. If necessary, projects dependent on the statewide CMAQ process will be identified on the draft program of projects recommended for public review and comment in early December.
6. The selection of projects to receive statewide CMAQ funding is scheduled to occur in December 2014.
7. The results of the statewide process will be incorporated in the February adoption of the final program of projects to receive MORPC funding commitments.
8. Some funding commitments may still be identified as contingent upon receiving statewide CMAQ funding in future years.

In 2015 the following process will be used to submit projects for the statewide CMAQ funding:

1. In February of 2015 MORPC would have adopted the final program of projects to receive MORPC funding commitments. These may include some funding commitments identified as contingent upon receiving statewide CMAQ funding in future years.
2. In June 2015, according to the statewide criteria, score previous MORPC project commitments which are CMAQ eligible but without full CMAQ funding.
3. In September 2015, based on the results of steps 1 and 2, AFC recommends projects to be submitted to the statewide process including the priority one through four of the top 4 projects.
4. The selection of projects to receive statewide CMAQ funding is scheduled to occur in December 2015.
5. The results of the statewide process will be incorporated into the TIP as necessary.

10. Tips on the Application Process

- Scrutinize the cost vs. benefit when applying for federal funds. The program requirements can be demanding, and what is originally thought of as a small, inexpensive project can spiral quickly into a complicated and expensive project. For example: a project once thought to have a total cost of $85,000 with no right-of-way acquisition became a $120,000 construction cost with an additional $220,000 required for right-of-way acquisition.

- Federally funded projects are subjected to many requirements, including NEPA, the Uniform Relocation Assistance and Real Property Acquisition Act, and other ODOT regulations and standards. Most locally planned and funded projects are not subject to these requirements and may often be developed more quickly and at less expense than those that are federally funded.

- When developing a project schedule, keep in mind that the project will be subject to all of the ODOT PDP. Many steps will take much longer than if they were performed in-house. Even the least complicated projects do not happen overnight. Remember that ODOT has thousands of projects being developed at any given time. ODOT cannot expedite one applicant's project at the expense of other projects.

- Before hiring a consultant, review the experience of the personnel to be assigned to the project have with federally funded projects. How many have they successfully advanced through the system? When, where, and what type of project(s)? Consultants working on projects with a commitment of MORPC-attributable funds for any phase must be pre-qualified by ODOT.

Appendix A: Ohio Statewide Urban CMAQ Program Project Evaluation Criteria

Scoring Criteria for Ohio CMAQ Program

Criteria	Measure	Points
1. Project Type (Maximum Points =10)	Regional rideshare/vanpool programs Congestion Reduction, Traffic Flow Improvements & ITS Transit Vehicle Replacement Freight/Intermodal including diesel engine retrofits Public Education and Outreach Transit Service Upgrades Pedestrian/Bicycle Alternative Fuels and Vehicles- Non transit Employer-based Programs Travel Demand Management Modal Subsidies and Vouchers Transit Facility Upgrades Other TCM's and Misc	10 10 8 7 6 5 4 4 4 3 3 2 2
2. Cost Effectiveness (Maximum Points =15) *Sliding scale	High emissions reduced per dollar cost; Low dollar cost per kilogram reduced Medium Low	15 * *
3. Other Benefits (Maximum Points =15)	*Score up to 3 points for each additional project benefit* Improved safety Fixed Route Transit Bicycle/Pedestrian Improved freight movement Benefits environmental justice population	 0 – 3 0 – 3 0 – 3 0 – 3 0 – 3
4. Existing Modal Level of Service (LOS)	F E D A – C	15 10 4 0
5. Positive Impact on LOS (Maximum Points =15)	High impact Medium impact Low impact No impact	15 10 3 0
6. Status of Project (Maximum Points =10)	Construction plans complete Non construction activity ready for authorization ROW clear and complete Environmental document complete Environmental document underway	10 8 8 6 2

7. Non-Federal Match of Requested CMAQ Funds of the phase(s) cost (Maximum Points =10)	Above 40% >35 to 40% >30 to 35% >25 to 30% >20 to 25% Up to 20%	5 4 3 2 1 0	Greater than $2.0 m $1.0 m to $2.0 m >$500,000 to $1.0 m $150,000 to $500,000 $50,000 to $150,000 $0 to $50,000	5 4 3 2 1 0
8. Regional Priority (Maximum Points =10) determined by each MPO)	First Priority Project Second Priority Project Third Priority Project Fourth Priority Project All Other			10 7 4 2 0
9. Beginning in FY 2015 or Later: History of Project Delivery By Project Sponsor in the previous 2 years	One project slipped past programmed year Two or more projects slipped past programmed year One or more projects cancelled			-5 -10 -10
Maximum Points				**100**

Criteria, Measures and Scoring Description

1. **Project Type** – CMAQ funds can be used on a variety of project types designed to address congestion mitigation and/or emissions reductions. A project will be awarded up to 10 points based on the type of project. (Refer to Example of Project Type Descriptions.) Some projects may involve multiple project types. The score will be based on the primary project type.

2. **Cost Effectiveness** is a measure of the project's ability to reduce emissions (HC, NOx, and $PM_{2.5}$) per dollar invested ($ per kg). The OSUCC will apply standard methodologies to estimate the emissions reduction and award up to 15 points on a sliding scale relative to the applications received. The following formula will be used to estimate the cost effectiveness:

   CE = (CMAQ$ Request/Useful Life)/Annual Emissions Reduction

3. **Other Benefits** - Many projects have ancillary or additional benefits beyond the primary goals of the CMAQ program. This criterion allows for a range of points based on several categories including safety, fixed route transit service, bike/pedestrian, improved freight movement and benefits to environmental justice populations. Up to 3 points may be awarded for projects that demonstrate high positive impacts from any or all of the categories up to a maximum of 15 points.

4. **The Level of Service (LOS)** documents the existing congestion in the project area. A project may be awarded up to 15 points depending upon the current LOS. No points will be awarded to projects to improve modes currently operating at LOS C or better. The applicant must provide documentation and data showing how the LOS was determined. For transit projects, the application is to provide information to assess the "level of service" primarily with respect to the lack of capacity for which the project will provide benefits. Similarly, for bike or pedestrian projects, information is to be provided to demonstrate the poor level of service being provided for users of those modes. Please note: for transit, bike and pedestrian projects, lack of service or absence of a facility does not equate

to poor level of service. Information must be provided that demonstrates there is demand for the service or facility that is not being met.

5. The **Positive Project Impact on Level of Service** (LOS) assesses the impact the proposal will have on the existing situation, ranging from 0 to 15 points. Some examples of Positive Impacts for LOS for Roads, Transit, and Bicycle and Pedestrian, are shown below.

ROA**D LOS IMPACTS**

HIGH	**MEDIUM**	**LOW**
The project will improve the LOS will from F to C	The project will improve the LOS from F to D or from E to C	The project will improve the LOS from F, E or D by one level or substantially reduce delay if resulting LOS remains F.

TRANSIT LOS IMPACTS[1]

HIGH	MEDIUM	LOW
Significantly reduces transit vehicle crowding, increases service capacity significantly, increases service reliability significantly. Interconnect or fare coordination project, bus turnouts at major intersections, intermodal facility accommodating major transfers, reduces travel time.	Increases service reliability in a minor capacity, interconnect or fare coordination project, general bus turnouts, intermodal facility accommodating major transfers.	Increases passenger comfort or convenience, bike racks.

BICYCLE and PEDESTRIAN LOS IMPACTS[2]

HIGH	MEDIUM	LOW
Facility that will primarily serve commuters and/or school sites, sidewalks where none exist. Completes final pieces of a significant regional route.	Mixed use bicycle/pedestrian facility (recreation & commuter), usable sidewalk segments including upgrades and new installations and signage.	Public educational, promotional, and safety programs that promote and facilitate increased use of non-motorized modes of transportation.

6. The **Status of Project** points reflect the existing status of the project. The closer a project is to the construction/implementation phase, the more points it will receive. Those that are early in the project development process with environmental studies underway will receive 2 points. Projects with completed environmental status earn 6 points; those with right-of-way cleared and complete will be awarded 8 points. Non construction projects that do not require right-of-way and are ready

[1] Council of Fresno County Governments, January 2006 CMAQ Call for Projects
[2] Council of Fresno County Governments, January 2006 CMAQ Call for Projects

for authorization such as a bus purchase also earn 8 points. Projects with construction plans complete earn 10 points.

7. The **Non-Federal Match of Requested CMAQ Funds** – The criteria rewards applicants that increase their local share to "overmatch" the required rate for local participation. The standard match rate for federal CMAQ funds is 20 percent (although there are exceptions); however, the applicant can gain up to a maximum of 10 points through overmatching.

8. **Regional Priority** – MPO's will be responsible for collecting, reviewing for completeness and ranking CMAQ applications from the eligible recipients in their regions. Top ranking projects from each region will receive 10 points, second highest receives 7 points, third highest receives 4 points, fourth highest receives 2 points. All others receive 0 points. Each MPO will develop their own approach to determining their regional priority. In cases where a project is in more than one MPO an average point score will be used.

9. **History of Project Delivery** – It is critical that projects that compete for and receive Ohio CMAQ dollars be delivered on time and within budget in order to fully realize the user benefits for Ohio citizens. Therefore, an applicant who has accepted CMAQ dollars in FY 2015 or later and allows the project to slip beyond the programmed year of obligation will be penalized 5 points on all subsequent applications for a period of two years. Applicants that allow two or more projects to slip will be penalized 10 points on subsequent applications for a period of two years. Project cancellation will also be cause for a 10 points reduction for a period of two years. Exceptions may be granted by the OSUCC for circumstances beyond the control of the applicant.

Application Form for
MORPC-Attributable Transportation Funding
State Fiscal Years 2016-2021

Surface Transportation Program (STP)
Congestion Mitigation and Air Quality (CMAQ) Improvement Program
Transportation Alternatives Program (TAP)

Update Deadline: June 2, 2014, at 5 p.m.(#1 to #112)

Initial Application Deadline: June 16, 2014, at 5 p.m. (Highlighted items only)

Final Application Deadline: August 15, 2014 at 5 p.m. (All items)

For more information, please see the Application Procedure accompanying this form.

1. **Authorized Signature:** The undersigned certifies: (1) he/she is authorized to request and accept financial assistance from the Mid-Ohio Regional Planning Commission (MORPC); (2) to the best of his/her knowledge and belief, all representations that are part of this application are true and correct; (3) all official documents and commitments of the applicant that are part of this application have been duly authorized by the governing body of the applicant; and, (4) should the requested financial assistance be provided, that the chief executive officer of the sponsoring agency is aware that he/she must enter into a partnering agreement with the Ohio Department of Transportation, MORPC, and the project consultant (if applicable).

   NOTE: If the signature area is incomplete, a new project's evaluation score will be reduced by 10 percent. The penalty will increase by 5 percent for each additional week that passes before the applicant provides complete signature information.

Signature _____ Date _____

Name (type/print) _____

Title _____

Reference Information

2. Project Title: _____

3. Sponsoring Local Public Agency: _____

This is the local public agency (LPA) that will contract with ODOT and enact legislation committing the agency to executing and maintaining the project. The sponsor must be a public agency that is legally eligible to enter into a contract with ODOT. Citizen groups, other private organizations, public school districts, or government agencies ineligible to contract with ODOT may indirectly sponsor a project by coordinating with a sponsoring agency. The sponsoring agency assumes responsibility for executing the project. The sponsoring agency must own the proposed project facility and/or must own the property on which the proposed project will be located upon completion of the project.

4. Local Jurisdiction(s) / Area Served: _____

Provide the name of all municipalities and/or townships that have jurisdiction in the project area. If not applicable, describe the area served by the project.

5. Project Legislation – Effective Date: _____ Check if attached: ☐

Attach a copy of the most recent project legislation. The effective date of the most recent project legislation approved by the sponsoring agency's legislative body (e.g., city council) must be **after June 30, 2013.** The legislation must commit the agency to maintain the facility, equipment, or other funded activity. Sponsoring agencies that have not adequately maintained prior projects that received MORPC-attributable funds are ineligible to apply for funding for additional projects.

NOTE: If a copy of approved supporting legislation is not received by **October 14, 2014,** a new project's evaluation score will be reduced by 10 percent. The penalty will increase by 5 percent for each additional week that passes before the applicant provides a copy of enacted supporting legislation.

6. County-Route-Section (if assigned):: _____ – _____ – _____

If selected, ODOT will assign the project this designation.

7. ODOT PID (if assigned): _____

8. **Metropolitan Transportation Plan Project ID(s).** To be eligible for funding, the proposed activity must be either individually identified on MORPC's 2012 Metropolitan Transportation Plan (MTP) or consistent with it. The MTP identifies many individual roadway and bikeway projects with an ID number. These can be found on the maps and project listings available on MORPC's website. List IDs even if the scope of the proposed project does not exactly match the plan listing; e.g., different limits, number of lanes, etc. Some activities, such as transit, pedestrian, maintenance, intermodal, etc., are listed as Unmapped Projects, which are also on the web. Note that local roads are not on the federal-aid highway system and modifications to them are typically ineligible for federal funding. However, bridge projects on local roads are typically eligible, as are sidewalks and multi-use paths.

_____

9. ☐ The sponsor has read MORPC's Complete Streets Policy and understands that it applies to all projects that will use federal funds allocated through MORPC.

Applicant Information

10. Sponsor Project Manager (responsible for all project communication):

Name _____ Title _____

Street _____

City _____ State _____ ZIP _____

Phone: _____ Fax: _____

E-mail: _____

Provide contact information for one person employed by the sponsoring agency who can assume responsibility for routing all project-related communications. The project manager may change as the project develops if the LPA notifies all other parties.

NOTE: The project could be penalized if the sponsor does not respond within one week of a request for additional information. MORPC will send any requests to the LPA Project Manager. Therefore, **it is very important that the LPA Project Manager is able to respond quickly to requests while MORPC is reviewing the applications in late August and September, or that this person delegates that responsibility.**

If additional information is needed, staff will send a request to the Sponsor Project Manager identified on the application. The sponsor must adequately respond by the date indicated in the request, which will be approximately one week after receipt. A failure to adequately respond to the request will result in a reduction of 5 percent from a new project's evaluation score. The penalty will increase by 5 percent for each additional week that passes before the applicant adequately responds to a request.

11. Consultant Project Manager (applies only if the sponsor has retained a consultant for the project)	Name Title Company Street City State ZIP Phone: Fax: E-mail:

Project Information

12. Briefly describe the scope of the project. What are the physical changes, results, and/or deliverables resulting from the activity?

13. Facility (Road or Path) Name: _____

14. Project Limits – From: _____ To: _____

Provide the names of the beginning and ending points of the project, which will serve as logical termini. These will typically be other routes or transportation facilities. Note that federal rules require that the project has logical termini.

15. Project Length: _____ miles

16. Project limits should be selected so that they can accommodate existing and future connections. In this regard, were logical termini chosen to include connections through "pinch points" such as overpasses, railroad crossings, and bridges? If the project touches another jurisdiction, was a systems approach taken? Were cross-jurisdictional connections considered? Are there other transportation projects proposed for the same area? If so, what coordination has occurred with the other project(s)? Please explain.

17. Project Classification. Choose only one Primary Activity and any number of Secondary Activities that best describe the project. To determine the primary activity, consider what activity accounts for the largest portion of the costs or addresses the project's Purpose & Need Statement most directly. This list is not exhaustive; many activities not listed might be eligible.

Primary Activity	Secondary Activity	Activity	Primary Activity	Secondary Activity	Activity
☐	☐	Air Quality Improvement	☐	☐	Program Administration
☐	☐	Alternative Fuels/Vehicles (Non-Transit)	☐	☐	Public Education and Outreach
☐	☐	Bicycle Lanes	☐	☐	Realignment
☐	☐	Bicycle/Pedestrian (Multi-use) Path	☐	☐	Reconstruction
☐	☐	Bridge Deck Replacement	☐	☐	Resurfacing
☐	☐	Bridge Rehabilitation	☐	☐	Ridesharing/Vanpooling
☐	☐	Bridge Replacement	☐	☐	Sidewalk Installation/Modification
☐	☐	Employer-Based Programs	☐	☐	Signalization
☐	☐	Interchange Modification	☐	☐	Safety Improvement
☐	☐	Intersection Modification	☐	☐	Streetscape Improvement
☐	☐	Major Widening (add through lane(s))	☐	☐	Transit Facility Upgrades
☐	☐	Modal Subsidies and Vouchers	☐	☐	Transit Service Upgrades
☐	☐	Minor Widening (add turn lane(s))	☐	☐	Transit Vehicle Replacement
☐	☐	New Roadway	☐	☐	Travel Demand Management
☐	☐	Planning Activity			
☐	☐	Maintenance Activity – Please describe: _____			
☐	☐	Other – Please describe: _____			

18. Please attach a schematic map, or plan view, of the project area. It should also show land use and existing and future trip generators. This could be accomplished by showing the project as an overlay on a labeled aerial photo. Existing and future trip generators are places that attract customers, employees, students, visitors, and others. The following are some examples: employment centers, schools/colleges, libraries, residential areas, recreational facilities (parks, etc.), tourist destinations, gathering places (churches, etc.), entertainment, shopping, and logistics centers.

☐ See Attachment

19. Attach schematic drawings of the typical cross sections of the existing and proposed facilities. The drawings should show the location and widths of the right-of-way, pavement, travel lanes, bicycle lanes, shoulders, buffer strips, sidewalks, multi-use paths, etc. as described in Items #20 through #35 below. Consider using tools such as Streetmix (http://streetmix.net/) or Sketchup.

☐ See Attachment

Items #20 through #35 ask for the dimensions of components of the typical cross sections of the existing and proposed facilities.

20. Existing ROW Width:	feet	**21.** Proposed ROW Width:	feet

Width of the right-of-way owned by the sponsoring agency at a typical section before the project began and would own upon completion, respectively.

22. Existing Pavement Width:	feet	**23.** Proposed Pavement Width:	feet

Width of pavement between the pavement edges, gutter pans, curbs, or other barriers on each side at a typical section before the project began and upon completion, respectively.

24. Is there an existing 2-way center turn lane?	☐ Yes ☐ No	**25.** Is there a proposed 2-way center turn lane?	☐ Yes ☐ No

26. Existing Number of Lanes:	NB/EB: SB/WB:	**27.** Proposed Number of Lanes:	NB/EB: SB/WB:

Provide the number of lanes that exist along the longest portion of the route the project would modify and would exist upon completion, respectively. Enter the number after NB/EB (northbound/eastbound) or SB/WB (southbound/westbound) as appropriate to indicate the direction of travel. Include center left-turn lanes if existing along the majority of the project. If no facility exists, write "NA."

28. Existing Shoulder Widths:	NB/EB: feet SB/WB: feet	**29.** Proposed Shoulder Widths:	NB/EB: feet SB/WB: feet

Width of pavement between the edge stripe and the pavement edge, gutter pan, curb, or other barrier at a typical section before the project began and upon completion, respectively. Enter the width for each side of the roadway after NB/EB (northbound/eastbound) or SB/WB (southbound/westbound) as appropriate.

30. Existing Sidewalk Widths:	N/W: feet S/E: feet	**31.** Proposed Sidewalk Widths:	N/W: feet S/E: feet

Enter the sidewalk widths for a typical section for each side of the roadway before the project began and upon completion, respectively. N/W = north side or west side of roadway. S/E = south side or east side of roadway. Do not include multi-use paths.

32. Existing Bike Lane Widths:	NB/EB: feet SB/WB: feet	**33.** Proposed Bike Lane Widths:	NB/EB: feet SB/WB: feet

Enter the bike lane widths for a typical section for each side of the roadway before the project began and upon completion, respectively. NB/EB = northbound or eastbound or SB/WB = southbound or westbound. Do not include multi-use paths.

34. Existing Path Widths:	N/W: feet S/E: feet	**35.** Proposed Path Widths:	N/W: feet S/E: feet

Enter the multi-use path (MUP) widths for a typical section for each side of the roadway before the project began and upon completion, respectively. N/W = north side or west side of roadway. S/E = south side or east side of roadway. Do not include multi-use paths.

36. Is the project facility used by any transit route? ☐ Yes ☐ No

37. Existing Speed Limit:	MPH	**38.** Proposed Design Speed:	MPH

Enter the posted speed limit on the facility at a typical section when the project was conceived and upon completion, respectively.

39. Explain the project area's current accommodations for pedestrians (including ADA compliance), bicyclists and transit users.

40. Explain how the proposed project will accommodate pedestrians (including ADA compliance), bicyclists and transit users once completed, in conformance to MORPC's Complete Streets Policy.

41. Please describe the existing character of the project area, including land use, estimated pedestrian and bicycle traffic, any unofficial walking paths, density of development, street furniture/lighting, emergency call boxes, perceived safety issues, transit routes and stops.

42. Please cite the specific design guidance or resources that relate to Complete Streets that you have used in developing the scope of your project. Examples may include appropriate sections of the American Association of State Highway and Transportation Officials (AASHTO) Green Book, the Manual of Uniform Traffic Control Devices (MUTCD), etc. Links to these documents are available on the MORPC website.

43. Transit accommodations, to the extent needed, should be handled in consultation with the local transit authority. Have you consulted the local transit agency to ensure that transit vehicles will be accommodated and access to transit facilities will be provided? Please explain.

44. Has a speed study been conducted for the street/corridor? Please consider project conditions and context to determine if a speed study is necessary.

☐ Yes ☐ No

45. Has a parking study been conducted for both on-street and off-street parking? Please consider project conditions and context to determine if a parking study is necessary.

☐ Yes ☐ No

46. Which, if any, of the following items will be incorporated in your project? Please check all that will apply.

☐ Lighting

☐ 911 Call Boxes

Bicycle Components of the Project				
Included	Bicycle Component	Description	Length (mi.)	Comments (e.g., details, locations, quantities, justifications)
☐	Bicycle detectors	For signals projects.		
☐	Bicycle lanes	Adding facilities marked/designated for bicycles NOT separated from motor traffic.		
☐	Bicycle parking	Bike racks or other secure bicycle parking.		
☐	Bicycle signage	Signs making motorists aware of bicyclists, e.g. "Share the Road" or designating a NEW signed route for bicycles.		
☐	Bicycle signal faces	A traffic control device that is used to provide for separate control of the bicycle movement.		
☐	Maybe - To be determined	The sponsor has neither committed to include a facility in the project nor ruled it out. In the Comments, describe the process for making the determination and when it will be made.		
☐	Modify existing facilities	No new facility length added, but existing facility may change type, be made wider/narrower or otherwise significantly different than existing.		
☐	Multi-use path	Adding facilities marked/designated for non-motor traffic that is separated from motor traffic.		
☐	Multi-use path on 2 sides	Adding facilities on 2 sides of the roadway marked/designated for non-motor traffic and separated from motor traffic.		
☐	No change to existing conditions	No geometric changes, no changes to pavement markings, no new signage.		
☐	None	Use "No change" if applicable. Provide justification in comment field, e.g. "Bikes prohibited."		
☐	Not applicable	Does not apply to this type of project. Generally for projects without a construction phase, e.g. programs.		

Bicycle Components of the Project				
Included	Bicycle Component	Description	Length (mi.)	Comments (e.g., details, locations, quantities, justifications)
☐	Other	Describe in comment field.		
☐	Replace existing facilities	A designated facility exists and it will be reconstructed. Differs from "No change" and "Modify existing."		
☐	Shared bike-bus lane	Adding facilities marked/designated to be used by both bicycles and transit buses.		
☐	Shared-lane markings/ Sharrows	If the lane is also being significantly widened, use "Widen outside lane."		
☐	Widen outside lane	Outside lane will be made significantly wider and improve conditions for bicyclists.		
☐	Widen shoulder	Shoulder will be made significantly wider and improve conditions for bicyclists, but not designated a bicycle lane.		
☐	Yes - Type to be determined	The sponsor has committed to include a facility in the project, but not determined which type. In the Comments, describe the process for making the determination and when it will be made.		

Pedestrian Components of the Project				
Included	Pedestrian Component	Description	Length (mi.)	Comments (e.g., details, locations, quantities, justifications)
☐	ADA curb ramps	Includes replacing curb ramps to ADA std. Not for only where no ramps existed.		
☐	Audible signals			
☐	Maybe - To be determined	The sponsor has neither committed to include a facility in the project nor ruled it out. In the Comments, describe the process for making the determination and when it will be made.		
☐	Modify existing facilities	No new facility length added, but existing facility may change type, be made wider/narrower or otherwise significantly different than existing.		
☐	Multi-use path	Adding NEW facilities marked/designated for non-motor traffic that is separated from motor traffic.		
☐	Multi-use path on 2 sides	Adding NEW facilities on 2 sides of the roadway marked/designated for non-motor traffic that is separated from motor traffic.		
☐	No change to existing conditions	No geometric changes, no changes to pavement markings, no new signage.		

Pedestrian Components of the Project				
Included	Pedestrian Component	Description	Length (mi.)	Comments (e.g., details, locations, quantities, justifications)
☐	None	Use "No change" if applicable. Provide justification in comment field, e.g. "Pedestrians prohibited."		
☐	Not applicable	Does not apply to this type of project. Generally for projects without a construction phase, e.g. programs.		
☐	Other	Describe in comment field.		
☐	Pedestrian detectors	For signals projects.		
☐	Replace existing facilities	A designated facility exists and it will be reconstructed. Differs from "No change" and "Modify existing."		
☐	Sidewalk on 1 side	Adding sidewalk where none exists. No new multi-use path to be added.		
☐	Sidewalk on 1 side, multi-use path on 1 side	Adding NEW facilities marked/designated for non-motor traffic that is separated from motor traffic.		
☐	Sidewalk on 2 sides	Adding sidewalk where none exists. No new multi-use path to be added.		
☐	Signalized crosswalk	Use "Unsignalized marked crosswalk" if unsignalized.		
☐	Transit shelters			
☐	Transit stop/ Paved waiting area			
☐	Unsignalized marked crosswalk	Use "Signalized crosswalk" if signalized. For mid-block crossings.		
☐	Widen shoulder	Shoulder will be made significantly wider and improve conditions for pedestrians.		
☐	Yes - Type to be determined	The sponsor has committed to include a facility in the project, but not determined which type. In the Comments, describe the process for making the determination and when it will be made.		

Transit Facilities

- ☐ Secure Bicycle Parking
- ☐ Shared Bike-Bus Lane
- ☐ Priority-Bus Lane
- ☐ Bus Stop, including Paved Passenger Waiting Area
- ☐ Bus Passenger Shelter
- ☐ Real-Time Bus Arrival Information Signs

- ☐ Bus Pads
- ☐ Type to be Determined

Traffic Calming Elements

- ☐ Landscaping, including Street Trees
- ☐ Narrower Traffic Lanes
- ☐ On-Street Car Parking
- ☐ Other Physical Changes (e.g., Chicanes, Curb Extensions)
- ☐ Reduction in Speed Limit
- ☐ Other(s) (please explain)
- ☐ Type to be Determined

47. If you are not providing any pedestrian, bicycle, or transit facilities, please explain why for each type of facility.

48. How will the project consider future utility/telecommunications needs?

49. Are there any Intelligent Transportation Systems (ITS)-related recommendations within the project area, such as emergency or transit vehicle signal pre-emption systems, dynamic message signs, or signal coordination? (Note: If yes, then the project must be part of the regional ITS architecture. The database and document can be found here: http://www.morpc.org/transportation/highway/intelligent-transportation-systems/index . ☐ Yes ☐ No Please explain:

50. Is there additional information you would like to provide about the project that is unique or was not captured previously with regard to the Complete Streets policy?

Please note: While we are not asking for estimated future counts for each mode, we encourage project sponsors to conduct pre- and post-counts of all users in the project area. Having this data available region-wide will help us create a reliable forecasting methodology for pedestrian and bicycle counts. MORPC now has 8 active infrared Trailmaster pedestrian/bicycle counters and 2 Eco-Counter on-road bicycle counters that can be loaned to our members for projects. An overview of the entire Equipment Library can be found in the Complete Streets Toolkit Library Guide.

Questions #51 to #53 ensure that project sponsors are maintaining adequate access for all users during the construction of their project, which may be done via keeping some facilities open for traffic or via providing clear detour routes.

51. During construction, will safe access be maintained for all users, including pedestrians, bicyclists, transit users, and delivery vehicles? ☐ Yes ☐ No

52. Will detour routes for all users on site or nearby be provided and clearly marked, including advanced warning signs? ☐ Yes ☐ No

53. Number of railroad facilities within the project limits: _____
If there is none, enter "0" or "none." Enter "NA" if not applicable.

54. **Information on Existing Bridge(s):** Provide the requested information for each existing bridge for which some work is included in the scope or that the project has the potential to impact. A bridge is considered deficient if its sufficiency rating is less than 80.1 percent and if it is designated structurally deficient or functionally obsolete. The sufficiency rating is based on a formula and is an overall judgment of the condition of a bridge from 0 (worst) to 100 (best). This information will be used to determine if the bridge is included in MORPC's Metropolitan Transportation Plan.					
Location 1:			Location 2:		
Structure File Number			Structure File Number		
Sufficiency Rating (%)			Sufficiency Rating (%)		
Structurally Deficient	☐ Yes	☐ No	Structurally Deficient	☐ Yes	☐ No
Functionally Obsolete	☐ Yes	☐ No	Functionally Obsolete	☐ Yes	☐ No
☐ Information on additional bridges attached.					

55. Describe any aspects of the project's scope that have changed from the Initial Application or that the responses above or on the Initial Application did not convey. Provide other scope details not captured by responses elsewhere, especially elements that might affect the project's cost. For example, does the project include curb & gutter, street lighting, medians, drainage, etc.? What are the project's deliverables; e.g., number of vehicles retrofitted, buses purchased, signals coordinated, etc.?

Project Origin and Development

56. What was the origin of the proposed project? Is the project identified in or necessitated by corridor plans/studies, capital improvement programs, legislative mandates, pavement/bridge management systems, maintenance quality survey, safety study, congestion program, thoroughfare plans, local comprehensive plans, etc.? If so, provide the names of the studies/plans. Describe specifically how the project addresses those needs or is otherwise consistent with those plans/studies. For example, if a study recommended a certain vehicle capacity, how would the proposed project provide it?

57. Does the project area include recommendations that are contained in any of the following plans? Please check all that will apply.	
☐ Pedestrian plans or sidewalk inventories	☐ Short-range and/or long-range transit plans
☐ Bikeway plans	☐ Metropolitan Transportation Plan
☐ Freight plans	☐ ODOT plans
☐ Thoroughfare plans	☐ Safe Routes to School travel plans
☐ Greenways plans	☐ ADA transition plans
☐ Active transportation/Open space plans	☐ Any neighborhood or mobility plans
☐ Short-range and/or long-range transit plans	☐ Any other plans, e.g., comprehensive plans
☐ Metropolitan Transportation Plan	
58. If yes, how does your project fulfill any of these plans? Please specify the plan names. Describe more specifically how the project addresses those needs or is otherwise consistent with those plans/studies. For example, if a local plan recommended traffic calming, how would the project achieve it?	

59. Summarize the project's purpose and need. Attach the Purpose and Need statement if it has been completed.

60. Please list the stakeholders who are involved (or expected to be involved) during the early stages of the planning process.

61. In addition to the responses to Questions 57-60 above, is there any information to consider regarding the project's origin and development that affected the proposed schedule? Provide enough information to demonstrate that the project has reached the stage of development shown. The information will be used in part to evaluate the feasibility of the project schedule in the next section.

62. **Average Daily Traffic (ADT).** Please provide existing ADT counts for all modes for which counts are available. Vehicular traffic counts are available in MORPC's online traffic count database. Pedestrian and bicycle traffic counts for selected locations are also available on the MORPC website. Use the latest ADT available. A new traffic count is not necessary.
☐ Counts Attached

63. **Roadway Level of Service (LOS).** What is the current LOS and projected LOS if the project is not implemented? Please provide supporting documentation. Alternatively, MORPC can estimate LOS using its Congestion Management Process Model.
☐ See related attachment

64. **Transit and Bicycle/Pedestrian Level of Service (LOS).** What is the current LOS and projected LOS if the project is not implemented? For transit projects, provide information to assess the "level of service" primarily with respect to capacity, reliability, travel time and comfort for which the project will provide benefits. Similarly, for bike or pedestrian projects, provide information to demonstrate the poor level of service being provided for users of those modes. However, for transit, bike and pedestrian projects, lack of service or absence of a facility does not equate to poor level of service. Information must be provided that demonstrates there is demand for the service or facility that is not being met
☐ See related attachment

65. Which PDP process is the project currently following? More information about ODOT's Project Development Process (PDP) can be found on the web at: http://www.dot.state.oh.us/projects/pdp/Pages/default.aspx

Path Number from 1 (simplest) to 5 (most complex): _____

66. NEPA Requirements – What level of environmental documentation is the project expected to require? Descriptions of these Categorical Exclusion (CE) levels can be found in the CE Programmatic Agreement.			
☐ Exempt	☐ CE Level 1	☐ CE Level 2	☐ CE Level 3
☐ CE Level 4	☐ EA	☐ EIS	☐ Unknown
67. Can you provide documentation that ODOT agrees with this determination? Documentation can be any communication with ODOT indicating the level of environmental documentation		☐ Yes	☐ No

Project Schedule

Project Schedule Table – Provide a project schedule that is realistic and recognizes the processing and review times needed by MORPC, ODOT, and other state and federal agencies in the project development process. The project sponsor, ODOT, and MORPC must agree on a schedule when the partnering agreement is executed (see Principle #15).

The State Fiscal Year (SFY) of the requested funds for each phase will be determined based on the dates provided in the schedule. (The SFY begins on July 1 of the previous calendar year; e.g., SFY 2016 begins on July 1, 2015, and ends on June 30, 2016. If the funding SFY should differ from the proposed schedule, please provide justification under Item #84.

Newly selected projects will not be scheduled to receive funding without allowing sufficient time for project development. **For most projects with a construction phase, this means that no funding will be available for any phase until SFY 2016.** Sponsors of such projects seeking funding before SFY 2016 will have to provide justification in the Project Origin and Development and Project Schedule portions of the application. Sponsors that advance their projects through the PDP ahead of their funding schedule may award such projects early if funds are available.

Project sponsors should anticipate that preliminary development and environmental activities will take two years. Detailed design will take one year, but may be completed concurrently with right-of-way acquisition and utility relocation, which will take one to three years.

Enter "N/A" for the date if the milestone is not applicable. **Keep in mind that your project will be determined to be on schedule or behind schedule during the next round based on these dates.**

The schedule may be updated from the dates provided on the Initial Application. The dates in the partnering agreement may be modified from the dates provided on the Final Application.

For programs, purchases, studies, and other projects that do not have a construction phase may skip this table and continue to Item #84.

Milestones	Date (month/year)	Mark if Completed
68. Project Programmed with ODOT	/	☐
69. Consultant Authorized to Begin Design: Must be completed by May 2016, when the application update is due.	/ [1]	☐
70. Purpose and Need Submittal: The date that the Draft Purpose and Need is submitted. This milestone may not apply to Path 1 Projects.		☐
71. Begin Environmental Clearance: The date when the scoping for an environmental consultant or scoping for an environmental study is initiated. Some Path 1 Projects may be exempt and not require this milestone.	/	☐
72. Submittal of Alternative Evaluation Report or Feasibility Study: The date when the Alternative Evaluation Report or Feasibility Study is received for review by the District from a consultant or local public agency.	/	☐
73. Preferred Alternative Approval: The date when a single Preferred Alternative is approved. For Path 1 Projects and simple Path 2 Projects, the preferred alternative may be established at scope development. If so, provide the scoping date. Otherwise, enter the appropriate approval date associated with the Alternative Evaluation Report or Feasibility Study.	/	☐
74. Stage 1 Design Plan Submittal: The date when Stage 1 design plans are received for review by the District from a consultant or local public agency.	/	☐
75. Preliminary Right-of-Way Plan Submittal: The date when Preliminary RW plans are received for review by the District from a consultant or local public agency.	/	☐
76. Final Right-of-Way Plan Submittal: The date when Final RW plans are received for review by the District from a consultant or local public agency.	/	☐
77. Stage 2 Design Plan Submittal The date when Stage 2 design plans are received for review by the District from a consultant or local public agency.	/	☐
78. Environmental Document Approval: The date when the responsible agency (FHWA or ODOT) approves the document or the District confirms the project is exempt from documentation.	/	☐
79. Right-of-Way Authorization: The date when authorization is given to a local public agency to begin acquisition activities.	/ [2]	☐
80. Stage 3 Design Plan Submittal: The date when Stage 3 design plans are received for review by the District from a consultant or local public agency.	/	☐
81. Right-of-Way Acquisition Complete: Date on which the local public agency certifies the completion of RW acquisition activities. (Utilities/encroachments not included.)	/	☐
82. Final Plans and Bid Package Submittal to ODOT: Not permitted in January through June (the second half of a SFY). Must occur in July through December.	/	☐

[1] This date corresponds to the SFY for any funds requested for the **Preliminary Engineering** phase. See Item #84.
[2] This date corresponds to the SFY for any funds requested for the **Right-of-Way** phase. See Item #84.

Milestones	Date (month/year)	Mark if Completed
83. Award Contract: The date the local public agency approves a contract with a successful bidder.	/ [3]	☐

84. If funds are being requested for a phase in a SFY other than indicated by the proposed schedule, please provide the phase(s) and SFYs desired.

85. For programs, purchases, studies, and other projects that do not have a construction phase, please provide a schedule for project development (including environmental approval) and funding. Provide an estimate of the date(s) that federal funds would need to be available. Also give a summary of the schedule to be followed before the project is ready for funding and while it is being implemented. Describe other relevant aspects of the project schedule. For example, is the funding schedule contingent upon other actions? Will the project need funding from other sources to proceed?

86. If any milestones changed by more than 6 months since the previous application/update, please explain why. Note the requirements for advancing a project in Section 10 of the Procedures document. If the project would be required to re-compete, explain any extenuating circumstances here.

Cost Estimate and Funding Request

Cost Estimate Table Instructions

Column A is for the funding requested by submitting this application, which is typically limited to 80 percent of eligible costs. If the MORPC-attributable federal share of the project in any year is greater than $7 million, see Principle #13.

Column B is for other federal funding sources that are committed to this project. Other federal funds (e.g., federal earmark) cannot be used to match MORPC-attributable federal funds.

Column C is for local funding and any non-federal sources committed to the project to meet the minimum match requirement of 20 percent.

[3] This date corresponds to the SFY for any funds requested for the **Construction** phase. See Item #84.

Use ODOT's preliminary cost estimating procedure or some similarly detailed procedure. Refer to ODOT's Office of Estimating website for guidance:
http://www.dot.state.oh.us/Divisions/Planning/Estimating/Pages/default.aspx.

Estimate costs in current (2014) dollars. **Do not adjust construction cost estimates for inflation or include inflation in contingency costs.**

Preliminary Engineering

MORPC expects project sponsors to undertake preliminary engineering (PE) on construction projects without the use of MORPC-attributable funds. However, if MORPC funds are requested for preliminary engineering, Principle #7 states, its total funding commitment to the project (PE, ROW & construction) will not exceed the amount it would have been had MORPC funds only been used for the ROW and construction phases.

For example, the cost estimate for a project is $100,000 for PE, and $1,000,000 for right-of-way and construction combined. If a sponsor requests funding for 80 percent of PE, or $80,000, then the maximum available for right-of-way and construction would be $800,000 (80 percent of $1,000,000) minus the $80,000 for PE, or $720,000. As a result, MORPC's share for right-of-way and construction is less than 80 percent.

A project sponsor may use MORPC-attributable funds under the incentive provisions of Principle #14. "As an additional incentive to maintain project schedule, MORPC will fund up to 25% of preliminary engineering/detailed design for eligible projects slated for construction in the first four (4) years of TIP. If the project fails to meet the plan file date, then the PE costs will be deducted from the eligible construction funds for said project. This incentive only applies to each round's new applications, and it does NOT apply to the projects currently on the TIP." For a project to be eligible for the PE incentive, the schedule must be realistic and have a construction award date prior to July 2019 (prior to SFY 2020).

If MORPC-attributable funds are used for PE, the consultant must be selected through ODOT's federal procurement process. Consultants working on projects with a commitment of MORPC-attributable funds for any phase must be pre-qualified by ODOT.

87. PE – Environmental/Preliminary Development: Enter costs to prepare the environmental document and develop the project through Stage 1 design plans.
88. PE – Detailed Design: Enter costs to develop the project to right-of-way authorization or Stage 2 design plans.
89. PE Subtotal. Add Lines #87 and #89.
90. Percent PE by Source. Divide each column of Line #89 by the value in Line #89, Column D. Generally, the MORPC Federal share (Column A) cannot exceed 80 percent.

Right-of-Way

91. Right-of-Way Acquisition. Land acquisition costs that are necessary to construct any project elements. Do not include utility relocation costs.
92. Utility Relocation: Estimate the project costs to relocate utilities as necessary to construct any project elements.
93. ROW Subtotal. Add Lines #91 and #92.
94. Percent ROW by Source. Divide each column of Line #93 by the value in Line #93, Column D. Generally, the MORPC Federal share (Column A) cannot exceed 80 percent.

Construction Contract

95. Construction Contract: Estimate costs in current (2014) dollars. Do not adjust cost estimates for inflation.
96. Construction Engineering: Inspection services, etc. These costs are typically estimated to be 10 percent of the contract costs.
97. Construction Subtotal. Add Lines #95 and #96 for each column.
98. Percent Construction by Source. The values should be equal to the result of dividing each column of Line #97 by the value in Line #97, Column D. Generally, the MORPC Federal share (Column A) cannot exceed 80 percent.

99 through 105. These lines are available for other phases or activities. Describe the activity on each line.
106. Project Total: Sum Lines #89, #93, #97 and #99 through #105.

#	Item	(Col. A) MORPC Federal (≤80%)*	(Col. B) Other Federal	(Col. C) Non-Federal	(Col. D) Phase Total (2014 $)
	Preliminary Engineering (PE) Costs				
If requesting MORPC funding for PE, please respond to Item #111.					
87.	PE – Environmental/Prelim. Devel.				
88.	PE – Detailed Design				
89.	PE **SUBTOTAL**				
90.	Percent PE by Source	%	%	%	%
	Right-of-Way (ROW) Costs				
91.	Right-of-Way Acquisition				
92.	Utility Relocation				
93.	ROW **SUBTOTAL**				
94.	Percent ROW by Source	%	%	%	%
	Construction Costs				
95.	Construction Contract				
96.	Construction Engineering (typ. 10%)				
97.	Construction **SUBTOTAL**				
98.	Percent Construction by Source	%	%	%	%
	Other Costs				
99.	Other:				
100.	Other:				
101.	Other:				
102.	Other:				
103.	Other:				
104.	Other:				
105.	Other:				
106.	**Project TOTAL**				

* Ridesharing and signalization projects can be 100% MORPC federally funded.

A professional engineer, architect, or other appropriate professional discipline must <u>certify the cost estimate.</u>
Seal or certify here:

107. When was this cost estimate prepared? Cost estimates must have been prepared after June 30, 2013, using plans that were current at the time and consistent with the current scope of the project.

108. Briefly summarize the cost estimate methodology for any phases for which funds are requested e.g., based on a similar project and adjusted for site conditions.

109. What private financial support has been or will be provided to this transportation project? Please specify the amount and entity providing the support and their relationship to the project. This may be support within the past three years or commitments into the future, and please specify the timeline for this support.

☐ See related attachment

110. What public financial support has been or will be provided to the transportation project, such as grants, loans, bonds, tax incentives (e.g., SIB, TID, CRA, TIF, JEDD, JEDZ, CEDA) or other programs? Please specify the entity providing the support and the specific sources of the public funding (e.g. capital program from general revenue, specific TIF, etc.), the timeline for this support, and the relationship of the entity providing the support to the project

☐ See related attachment

111. Does the sponsor intend to use MORPC-attributable funds for preliminary engineering under the incentive provisions of Principle #14?

☐ Yes ☐ No

If No, the total MORPC-attributable funding for the project will be limited to 80 percent of eligible right-of-way and construction costs. See instructions for completing the PE section of the Cost Estimate Table or Principle #7.

If Yes, please explain why this project is a good candidate for the incentive.

112. If the project cost estimate has changed by more than 10 percent (excluding inflation) since the previous application/update, please explain why they have changed. For example, it could be due to scope changes, recently discovered site conditions, etc. MORPC will account for observed inflation since the previous application/update.
☐ See related attachment

Evaluation Information

The responses to the rest of the questions on this form will be used to score the project as part of the project evaluation process. The questions will obtain information needed to score the project against the criteria developed for each goal in the Metropolitan Transportation Plan.

GOAL: Economic Opportunity
Position central Ohio to attract and retain economic opportunity to prosper as a region and compete globally.

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other
113. Is congestion hampering economic development in the area? How will improvements to the transportation system as a result of this project improve economic development?						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other
114. Describe the type and amount of acreage of site(s) that will primarily benefit from the project's improvements (e.g., greenfields, developed, redeveloped, infill, brownfields, intermodal facilities), as shown on the map (#120).						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other
115. Explain the project's appropriateness in relationship to current local zoning, community planning and surrounding uses, as shown on the map (#120). Describe how the project may affect nearby property values, vacancy rates or other development factors.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other
116. Describe the presence and timing of all necessary economic development components in the project area, such as infrastructure (e. g., utilities, water and sewer, broadband), access to appropriately trained labor (skilled and unskilled), and other transportation options (e.g., rail, airports, transit or bicycle and pedestrian).						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other
117. How much new private or public capital investment, as shown on the map (#120), has been made in the project area or will be as a result of the project? This investment can be within the past three years or commitments between now and 5 years after completion of the transportation project. Please specify the type of investment and the timeline for this investment.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other
118. Provide the number of permanent jobs of each type (manufacturing, office, warehousing, retail, institutional) and corresponding average hourly wage that will be **created** in the region as a result of the project, as shown on the map (#120). Provide documentation showing that these jobs are committed to being created in this area with the improvements to the area.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other
119. Provide the number of permanent jobs of each type (manufacturing, office, warehousing, retail, institutional) and corresponding average hourly wage that will be **retained** in the region as a result of the project, as shown on the map (#120). If the jobs will be relocated from within the region, please indicate how many and where they are currently located. Provide documentation showing that these jobs are in jeopardy without the improvements to the area.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other

120. Please provide a map in support of the responses to the economic opportunity criteria. The map(s) should show the following:

- The relationship of the project to the site(s) that will primarily benefit from the project's improvements (e.g., greenfields, developed, redeveloped, infill, brownfields, intermodal facilities). #114.
- The current local zoning, community planning and surrounding uses in relationship to the project. #115
- The new private or public capital investment has been made in the project area or will be made as a result of the project. This investment can be within the past three years or commitments between now and 5 years after completion of the transportation project. #117
- Permanent jobs of each type (manufacturing, office, warehousing, retail, institutional) and corresponding average hourly wage that will be **created** in the region as a result of the project. #118
- Permanent jobs of each type (manufacturing, office, warehousing, retail, institutional) and corresponding average hourly wage that will be **retained** in the region as a result of the project. #119

☐ See Attachment

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other

121. Is there anything unique about this project that has not already been discussed? This could include how the project will impact a specific industry cluster, innovative business, or industry target as identified by Columbus 2020.

☐ See related attachment

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other

122. What is the projected future Average Daily Traffic (ADT)?

☐ See related attachment

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other

123. **Truck traffic.** Provide the amount of existing heavy truck traffic (ODOT Type B and C Commercial) as a percentage of the total traffic, based on existing data on truck volumes. Provide the highest percentage segment included in the project. MORPC staff can obtain ODOT truck traffic data on ODOT routes, if desired.

☐ See related attachment

Categories:	Major	Minor	Preservation	✓ Bike & Ped	✓ Transit	✓ Other
124. **For Bike & Pedestrian, Transit and Other categories ONLY,** please provide information with regard to the project's impact on economic development in the area. Refer to the questions in the major project category and, if appropriate, include information with regard to them in your response.						
☐ See related attachment						

GOAL: Natural Resources
Preserve and protect natural resources to maintain a healthy ecosystem.

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	Other
125. **Sensitive Lands:** Based on project location information provided in the initial application, the following sensitive lands have the potential to be impacted by the project: [List of sensitive lands.] Provide information addressing how the project impacts each of these sensitive lands.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	Preservation	Bike & Ped	✓ Transit	Other
126. **Emission reduction (for Major, Minor and Transit categories ONLY).** For vehicle purchases or retrofits, provide specifications such as year, vehicle type, and average annual mileage of vehicles to be replaced and any characteristics of the new vehicles that will result in additional emission reductions.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
127. **Water Runoff Quality & Quantity:** Describe a current significant water runoff quality or quantity problem in the project area that will be resolved as a result of the project and complying with NEPA requirements. If there is no current significant water runoff quality or quantity problem, describe aspects of the project that will improve water runoff quality or quantity that will go above and beyond NEPA requirements.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
128. **Vegetation and Habitat Restoration:** Describe a current significant vegetation or habitat problem in the project area that will be resolved as a result of the project and complying with NEPA requirements. If there is no current significant vegetation or habitat problem, describe aspects of the project that will improve vegetation or habitat restoration that will go above and beyond NEPA requirements.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
129. **Other extraordinary aspects related to natural resources.** Provide a statement about the project's impact on the natural habitat. With regard to projects in the "Other" category, this includes rationale on how project would further this goal especially in regard to any of the criteria listed for this goal in the Procedures.						
☐ See related attachment						

GOAL: Energy
Promote the reduction of per capita energy consumption and the production of energy from renewable local sources to increase affordability and resilience of regional energy supplies.

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
130. **Project components that save energy.** Provide an assessment of the potential project-level technology components that save energy.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
131. **Other extraordinary energy aspects.** Provide a statement about any extraordinary aspects of the projects impact on energy. This could include renewable energy production as part of the project.						
☐ See related attachment						

GOAL: Collaboration and Funding
Increase collaboration to maximize the return on public expenditures.

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
132. **Documentation of support and collaboration.** Provide letters of support from neighboring government jurisdictions, community associations, business associations, or others. Where applicable, the sponsor is encouraged to provide additional documentation on interagency and community collaboration that has occurred to date to advance the project. Include any comments about the project's relationship to the criteria established for this goal.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
133. **Applicant Priority Ranking:** Applicants that submit more than on project must also submit a priority ranking of their projects. Projects that rank higher on their priority ranking will be given more consideration than those ranked lower.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
134. **Agency Funding Capacity:** The applicant is to provide a statement as to the amount of funding they are providing for the project relative to the usual size of their transportation infrastructure expenditures.						
☐ See related attachment						

GOAL: Health, Safety & Welfare
Use public investments to benefit the health, safety and welfare of people.

Categories:	Major	✓ Minor	Preservation	✓ Bike & Ped	✓ Transit	Other
135. **Level of Service analysis.** For roadway projects, provide the total 2035 delay reduction and reduction per vehicle in the project limits, based on a Synchro Level of Service analysis. For transit projects, provide information to assess the "level of service" improvement primarily with respect to capacity, reliability, travel time and comfort for which the project will provide benefits. Similarly, for bike or pedestrian projects, provide information to demonstrate the improved level of service being provided for users of those modes.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
136. **Crash data.** Explain any safety issues in the project area. How will the project address those issues and improve safety? MORPC will use ODOT provided crash data or you may provide your own crash data here, if desired. If providing your own crash analysis, explain the methodology used. Sponsors of intersection safety projects are strongly encouraged to conduct a crash study and provide results. Your crash information also needs to include the number of pedestrian and bicycle crashes by severity.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other
137. **Pavement Condition Rating (PCR).** If desired, provide PCR data for the existing roadway that would be improved by the project to supplement the ODOT data.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	Bike & Ped	Transit	Other
138. **Bridge rating.** Provide bridge rating data for the worst rated bridge that would be improved by the project to supplement the ODOT data if desired.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	Other
139. **System life.** Provide information on the age and condition of the components being replaced. Also provide a statement, if applicable, as to the potential of the project to maximize life of transportation system. This is any extraordinary aspect that is likely to be part of the project. You may also include any comments about the project's relationship to the criteria established for this goal.						
☐ See related attachment						

Categories:	Major	Minor	Preservation	Bike & Ped	✓ Transit	Other
140. **New transit system ridership (for Transit Category ONLY).** Provide an estimate of the increase in transit ridership. This is to include both the ridership on the specific project or activity as well as overall system ridership.						
☐ See related attachment						

Categories:	Major	Minor	Preservation	Bike & Ped	Transit	✓ Other
141. **Other Health, Safety & Welfare.** Provide a statement with a rationale on how project would further this goal especially in regard to any of the criteria listed for this goal in the Procedures. When possible, reference should be made to as many of the above criteria as applicable in justifying the benefits of the program/activity/project relative to this goal.						
☐ See related attachment						

GOAL: Sustainable Neighborhoods and Quality of Life
Create sustainable neighborhoods to improve residents' quality of life.

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	Other
142. **Displacements.** Provide an estimate of the number of displacements (business and residential) as a result of the project. The information can be provided in terms of a likely range of displacements.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	Other
143. Relationship to the pedestrian system. Provide information on the relationship of the project to the existing pedestrian transportation system and/or how the project will include improvements to connect to the pedestrian system.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	Other
144. Relationship to bikeway system. Provide information on the relationship of the project to the existing bikeway transportation system and/or how the project will include improvements to connect to the bikeway system.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	Other
145. Enhance transit service. Provide a statement as to how the project enhances transit service.						
☐ See related attachment						

Categories:	✓ Major	✓ Minor	✓ Preservation	✓ Bike & Ped	✓ Transit	✓ Other
146. Other. Provide a statement with a rationale on how project would further the quality of life and the relationship of this project to furthering the community's quality of life goals. For project in the Other category, also provide additional information especially in regard to any of the above criteria as applicable in justifying the benefits of the program/activity/project relative to this goal.						
☐ See related attachment						

Mid-Ohio Regional Planning Commission

Transportation Policy Committee
Meeting Minutes

Thursday, January 16, 2014
2:35 p.m.

Transportation Policy Committee Members

Karen Angelou
Herb Asher
Stacey Boumis
Eric Brandon
Steve Campbell
Derrick Clay
Anne Darling-Cyphert
Tracie Davies
Michael Ebert
Matt Greeson
Marsha Grigsby
Dan Havener
Tom Homan
Erik Janas
Anthony Jones
B.J. King
Donald Leach
Richard Lemuth
Rory McGuiness
Bonnie Michael
Robert Myers
Eric Phillips
Rob Platte
Dean Ringle
Jim Schimmer
Thom Slack
Ted Staton
Scott Tourville
Bill Vance
Bill Yaple

Commission Members

Franklin Christman
Bill Habig

Associate Members

Jeff Cabot
Jamie Grube
John O'Meara

Staff

Bernice Cage
Kerstin Carr
Mark Crosten
Nick Gill
Shawn Hufstedler
Ciel Klein
Laura Koprowski
Robert Lawler
Eileen Leuby
Sarah McQuaide
William Murdock
Deborah Murphy
Christina O'Keeffe
Nancy Reger
Shari Saunders
Garth Weithman
Brian Williams
Wilma Yoder

Guests

Hon. Kevin Bacon, Ohio Senate
Ben Collins, Plain Township
Hon. Stephanie Kunze, Ohio House of Representatives
Cornell Robertson, FCEO
Mike Shelton, Scotts Miracle-Gro
Karen Sloneker, AEP Ohio
Steve Tugend, Kegler Brown Hill & Ritter
Chris Vineis, GDP Group

Acting Chair Eric Phillips called the Transportation Policy Committee Meeting to order at 2:35 p.m.

Monthly Progress Report – Robert Lawler, MORPC Transportation Director

- The federal FFY 2014 omnibus bill for appropriations is moving forward. Transportation and transit funding is slightly down, while highways and safety are up.
- The draft updated policies and procedures for MORPC-Attributable Funding will be out next week for comments.
- An amendment for the current Metropolitan Transportation Plan (MTP) will be presented this spring or summer. Only projects in the MTP are eligible to receive federal money. Contact MORPC Assistant Transportation Director Nick Gill if you have questions.

- MORPC SCIP/LTIP & COCF Program Manager Wilma Yoder gave an update on State Capital Improvement (SCIP) and Local Transportation Improvement Program (LTIP) infrastructure programs. When the Ohio Public Works Commission was formed in 1987, Ohio's 88 counties were divided into 19 districts. Each of the 19 districts receives SCIP funding based on their population. Local officials appointed to the Public Works Integrating Committee (DPWIC) in each district administer the SCIP program. The MORPC Transportation Planning area falls into District 3 and a portion of District 17.

Approval of December 12, 2013 Transportation Policy Committee Meeting Minutes
A motion was made to approve the December 12, 2013 Transportation Policy Committee Meeting Minutes, second by Bill Yaple; motion passed.

The Transportation Policy Committee Meeting adjourned at 2:44 p.m.

Respectfully submitted,

_____
Matt Greeson, Secretary
Mid-Ohio Regional Planning Commission