

Maumee Valley Planning Organization

SFY 2024 (July 1, 2023 – June 30, 2024)

WORK PROGRAM



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1.0 INTRODUCTION

1.1 *Overview of Maumee Valley Planning Organization*

The Maumee Valley Planning Organization (MVPO) is a voluntary association of local governments organized as a regional planning commission under the Ohio Revised Code Section 713.21. The agency serves the counties of Defiance, Fulton, Henry, Paulding, and Williams, which include 4 cities, 36 villages, and 61 townships (see Figure 1 on the following page). The total area has a combined population of approximately 165,000 people.

MVPO was established in 1973. Since then, the organization has grown from a three person staff to a ten person staff. MVPO is funded through administration and implementation funds that are provided through successful grants secured for grantees as well as member dues provided by the Board of County Commissioners for each county in the MVPO planning region. As each member county pays membership fees, all entities within the five counties are eligible for assistance provided by the organization.

MVPO provides a full range of services in the areas of housing, economic development, downtown redevelopment, and general community development. On behalf of the local units of government, MVPO makes applications for and administers various grant programs available through Ohio Development Services Agency (ODSA) and other state and federal programs. MVPO also serves as the District 5 Liaison for the Ohio Public Works Commission’s State Capital Improvement Program and the Local Transportation Improvement Program. In 2022, the MVPO region was officially designated as an Economic Development District by the US Department of Commerce Economic Development Administration. In 2013, MVPO added transportation planning to their existing planning services as a result of the Regional Transportation Planning Organization (RTPO) program initiated by the Ohio Department of Transportation (ODOT). MVPO is now designated as the region’s RTPO and has taken an active role in transportation planning for the five-county area.

As an RTPO, MVPO provides the region with technical services as well as general transportation planning expertise and strives to be an overall transportation resource for all entities in the area. The overarching goal of the RTPO is to further transportation projects in the region and accomplish the long-range goals and objectives established in MVPO’s transportation plan.



“To assist planning efforts in community and economic development, provide a regional forum for sharing information and ideas, and promote cooperative solutions to regional issues.”

- *Maumee Valley Planning Organization Mission Statement*

In order to inform the transportation planning process and fulfill the task of interagency consultation and public outreach, MVPO established a Transportation Citizens Committee and a Transportation Technical Committee to oversee program activities and provide input and guidance to MVPO staff. These two committees report to MVPO’s Executive Council, which is responsible for final review and adoption of all RTPO planning documents. The Citizens Committee provides representation of communities and counties in the region and is responsible for contributing input from the public to the MVPO transportation planning process. Recommendations from this committee go directly to the Technical Committee for their review and approval. The Technical Committee provides specific technical input on transportation planning topics such as materials input, construction or engineering techniques, and other detail-related information that is pertinent to the planning process. The Technical Committee’s recommendations go directly to MVPO’s Executive Council for their final review and approval.

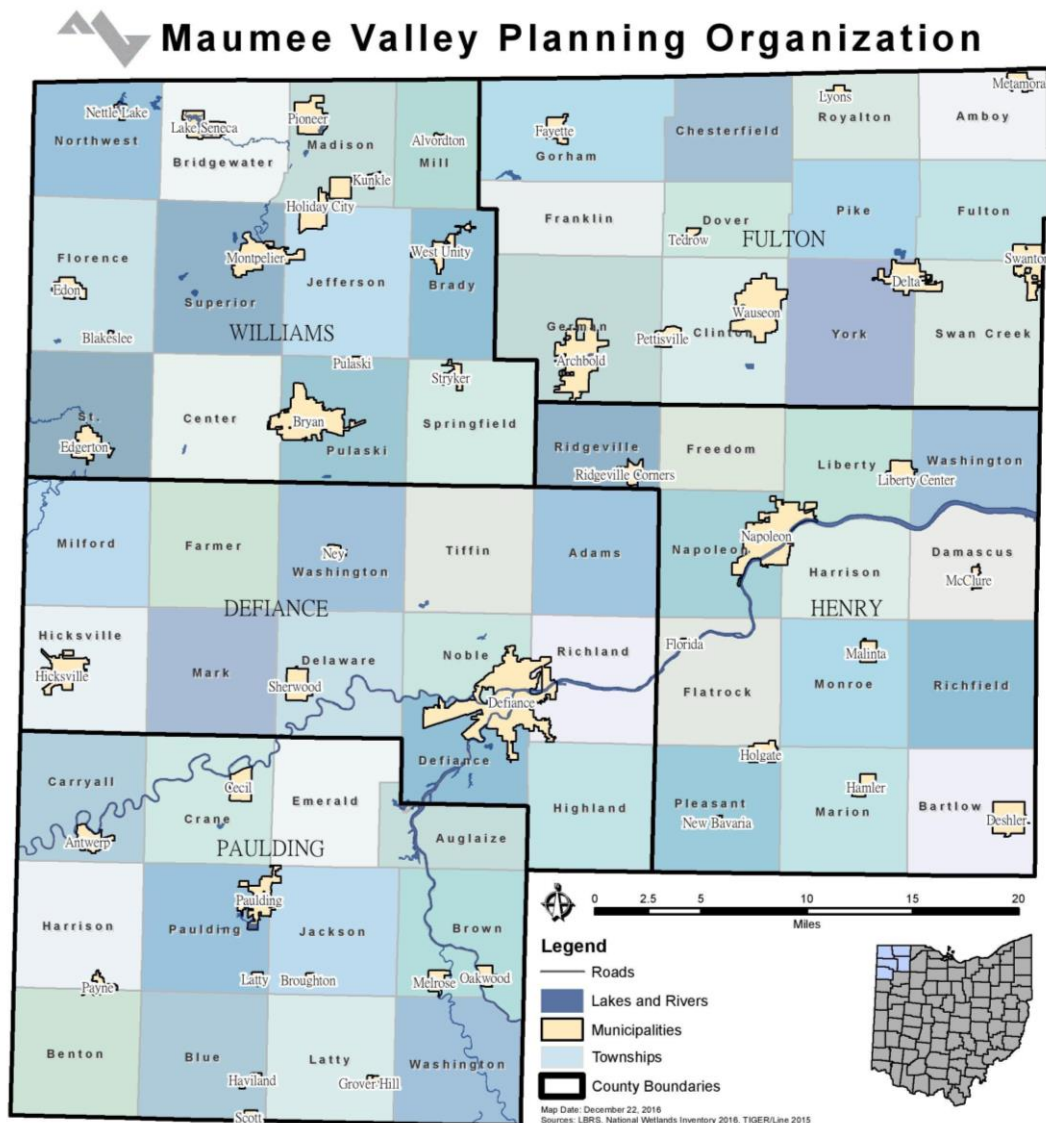


Figure 1: MVPO Planning Region

1.2

Document Overview

This document is being presented as the State Fiscal Year (SFY) 2024 Work Program for MVPO's RTPO. The Work Program documents the agency's comprehensive planning program over the course of the next fiscal year and corresponds to the July 1, 2023 through June 30, 2024 time period. MVPO will carry out the cooperative, comprehensive, and continuing transportation planning process through the work elements developed annually in the Work Program. The document serves as the budgeting mechanism and describes the work that is necessary to maintain the transportation planning process.

1.3

Key Planning Needs

MVPO has functioned as an RTPO since 2013 and since then it has become apparent to the agency what transportation planning needs exist in the region. MVPO continues to receive many requests for planning assistance which have revealed the major needs in the planning region with respect to transportation. Requests from communities, along with needs identified in the long-range transportation plan have focused the planning areas that will best serve the region and achieve long-range plan goals and objectives. The following key planning needs have been identified for the SFY 2024 period:

- Grant writing assistance for existing transportation funding sources
- Transportation planning data-collection, maintenance, and utilization
- Safety planning
- Freight planning
- Active transportation planning
- General transportation planning assistance
- Project specific planning assistance
- Maintaining an inclusive and comprehensive public involvement process
- Coordination planning for the elderly and persons with disabilities

Fulfilling the needs identified above will help MVPO reach many of the goals outlined in the long-range transportation plan, which are listed on the following page in Figure 2. The chart provides a summary of the needs identified in the Plan Recommendations section of Moving Together 2045 corresponding to each of the 6 goals that, when fulfilled, will allow MVPO to attain each of the long-range plan goals.

Goal 1: Safety

Identify and improve hazardous intersections and sections of roadway in the MVPO region

Support and prioritize projects that enhance safety

Support and promote the work of safety education groups and programs

Goal 2: Environmental Sustainability

Support projects that minimize, avoid and/or mitigate environmental impacts of transportation improvements.

Support equitable and environmentally just transportation services and facilities

Goal 3: Personal Mobility

Investigate and support alternate transportation options, such as coordinated human services transportation, for individuals in the MVPO region

Improve mobility for individuals to and from places of employment

Goal 4: Bicycle and Pedestrian Initiatives

Increase the miles of dedicated bicycle and pedestrian facilities in the region

Improve the condition of existing bicycle and pedestrian related infrastructure

Identify areas where existing bicycle and pedestrian infrastructure can be expanded or new facilities can be constructed

Support incorporation of bicycle and pedestrian infrastructure where possible in new construction projects

Promote and support the adoption of Complete Streets Policies

Goal 5: Infrastructure Condition

Support and prioritize projects that improve the condition of existing transportation assets

Ensure the efficiency and reliability of the transportation network through good infrastructure condition and efficient transportation operations

Goal 6: Freight Movement and Economic Vitality

Increase access to employment areas and sites, especially those that utilize or are related to freight

Identify regional growth and investment areas to coordinate improvements to the transportation network

Allow for efficient transfers of goods between all modes

Encourage public/private partnerships in order to leverage funding from federal, state and other sources

Increase options for alternate modes of freight movement

Figure 2: Goals and corresponding needs from Moving Together 2045

2.0 TRANSPORTATION WORK PROGRAM SUBCATEGORIES

2.1 *Subcategory 601: Short Range Planning*

The purpose of the short-range planning subcategory is to identify and analyze short-term transportation needs and develop appropriate actions to meet such needs. The following work elements will be undertaken by MVPO during the SFY 2024 period and fall under the short-range planning subcategory.

SAFETY PLANNING 601.1

The purpose of the Safety Planning work element is to achieve MVPO’s goals outlined in the Long-Range Transportation Plan for safety improvements in the region. MVPO strives to reduce the number and severity of crashes across all modes, thereby making progress towards national objectives for safety, to reduce fatal and serious injury crashes across all modes of transportation. MVPO staff will perform all work in this subcategory.

Product	Methodology	Schedule
Regional crash data analysis	Develop high-crash lists for intersections, corridors, and other areas of interest as needed and create crash fact sheets to share with stakeholders.	Ongoing
Member assistance with safety planning, studies, and other safety related activities	Encourage members through the regional Safety Report to address safety concerns through engineering, enforcement, and educational means. Assist them with safety planning, crash analysis, mapping, studies, and other related activities as needed.	Ongoing
Safety performance monitoring	Monitor progress towards meeting safety performance targets.	Ongoing

Budget

Total Work Element Budget: **\$11,731.78** \$10,755.22 FHWA | \$1,344.40 ODOT | \$1,344.40 MVPO

TRANSIT/ HUMAN SERVICES PLANNING 601.2

This work element includes transit planning efforts in the MVPO region with the goal of making transportation adequately available to all populations while improving the range of options for meeting diverse mobility needs. As no public transit currently exists in the MVPO region, coordination of human services transportation will be the focus of this work element. MVPO staff will perform all work in this subcategory.

Product	Methodology	Schedule
Mobility Management	Assist the Mobility Manager with the development and maintenance of a Regional Coordinated Transportation Plan. Assist member counties with mobility planning and assistance. Engage in statewide Mobility Management efforts.	Ongoing
Workforce Mobility	Investigate possible solutions to transportation issues employers and employees are facing in outlying areas where there is a lack of reliable transportation.	Ongoing

Budget

Total Work Element Budget: **\$10,755.22** \$8,607.17 FHWA | \$1,075.52 ODOT | \$1,075.52 MVPO

ASSET MANAGEMENT 601.3

The purpose of this work element is to help MVPO monitor regional assets in order to successfully plan ahead. MVPO staff will perform all work in this subcategory.

Product	Methodology	Schedule
Condition report/score card of assets	Assess current condition of the transportation system by reviewing pavement condition, bridge condition, and other data as available to understand what condition the system is in. Identify resources needed to bring it to an acceptable standard.	Ongoing
Transportation Systems Performance Report	Provide any requested data by ODOT to complete their yearly update of this report	Upon request from ODOT

Budget

Total Work Element Budget: **\$2,688.00** \$2,151.04 FHWA | \$268.88 ODOT | \$268.88 MVPO

TOTAL SUBCATEGORY BUDGET: \$25,175.00 \$20,140.01 FHWA \$2,517.50 ODOT \$2,517.49 MVPO

2.2 Subcategory 605: Continuing Planning- Surveillance

The purpose of the continuing planning- surveillance subcategory is to maintain basic data files or input to other aspects of the ongoing transportation planning process. MVPO staff will perform all work in this subcategory.

MANAGE AND COLLECT TRANSPORTATION & RELATED INFORMATION

This work element is for keeping data pertinent to the transportation planning process current, organized, and easily accessible for planning purposes. The information collected is used for various projects and programs and, when appropriate, made available through MVPO’s website on the transportation webpage.

Product	Methodology	Schedule
Accurate and updated transportation database	Create a data collection schedule to facilitate and streamline the data collection process. Update data sets such as infrastructure, demographic, traffic volumes, pavement conditions, bridge conditions and other transportation data sets periodically. Establish a standardized metadata system to include supporting metadata for all data.	Ongoing
Easily accessible data	Where appropriate, transportation data will be made available on MVPO’s website and by request to members of the general public as well as member jurisdictions and other stakeholders.	Ongoing
Current and adequate data software	Keep current on changes to software updates and industry standards to ensure coordination with other data providers in the area. Keep ArcGIS licensing current and monitor supporting software and hardware.	Ongoing

TOTAL SUBCATEGORY BUDGET: **\$10,732.40** \$8,585.92 FHWA | \$1,073.24 ODOT | \$1,073.24 MVPO

2.3

Subcategory 610: Transportation Plan

The purpose of the Transportation Plan work element is for the development, evaluation, revision and updating of the Long-Range Transportation Plan. MVPO staff will perform all work in this subcategory.

Product	Methodology	Schedule
<p>Long Range Transportation Plan Project List-Annual Update</p>	<p>In order to keep the Long-Range Transportation Plan Project List current, an annual update is completed each year. Updating the list involves contacting stakeholders in the region to determine if any changes should be made, scoring any new projects using the established process, and conducting public involvement for the final list. The list is then approved by the Technical and Citizens Committees and MVPO’s Executive Council adopts the new list as an addendum to the long-range plan.</p>	<p>Update takes place annually from February until September.</p>
<p>Long Range Transportation Plan Updates</p>	<p>Continue the development of our long-range transportation plan update. A detailed calendar has been drafted. The final update is scheduled to be completed in 2025.</p>	<p>Ongoing</p>

TOTAL SUBCATEGORY BUDGET: **\$25,753.07** \$20,602.45 FHWA | \$2,575.31 ODOT | \$2,575.31 MVPO

2.4 Subcategory 615: Continuing Surveillance – Procedural Development

The purpose of this work element is to continue developing transportation planning expertise, techniques, and technologies through participation in seminars, workshops, conferences, and professional organizations. MVPO staff will perform all work in this subcategory.

Product	Methodology	Schedule
Training	Develop transportation planning expertise by working with ODOT, TMACOG, RTIP, other RTPOs and MPOs and participation in training, workshops, and RTPO summit and OTEC conference for 2 staff members. Also, we are expecting to provide more GIS training this program year compared to previous.	Ongoing
Element Total	\$3,950.00	
Ohio Michigan GIS User Group	MVPO will continue to be a member and active participant of the OH-MI GIS User Group in order to develop and maintain core GIS competencies.	Ongoing
Element Total	\$250	
Ohio Association of Regional Councils (OARC)	MVPO will continue to be a member and active participant of OARC to include the Transportation Director’s meetings. These meetings are extremely beneficial to the RTPO’s functions as they provide a forum to learn and contribute to statewide transportation planning.	Ongoing
Element Total	\$600	
Ohio Rural Development Alliance	Participate in meetings and continue to advocate on behalf of RTPOs. This group is important in that it creates a pathway to statewide legislation where regional transportation efforts can be advocated for. <ul style="list-style-type: none"> \$2,500 non-voting annual membership costs 	Ongoing
Element Total	\$2,900	

Total Subcategory Budget: \$7,700.00 \$6,160.00 FHWA \$770.00 ODOT \$770.00 MVPO

The Services subcategory is for the provision of planning assistance, data, information, and reports to individuals and organizations involved in community development, planning and implementation activities. MVPO staff will perform all work in this subcategory.

TRANSPORTATION PLANNING SERVICES

The purpose of this work element is to assist member entities and local community groups with transportation planning through technical assistance for transportation related needs. MVPO will provide this assistance on a requested basis.

Product	Methodology	Schedule
Safe Routes to School Travel Plans	Assist local jurisdictions with the development of School Travel Plans and the implementation of Safe Routes to School Programs. This also includes assistance with preparing applications for ODOT SRTS Program funding.	Ongoing, as needed
Grant Writing	On a requested basis, assist jurisdictions and local community groups with the completion of applications for funding for transportation related projects/needs. Examples of potential funding sources these applications can be written for include; ODNR programs, ODOT TAP, TID, Small City, Municipal Bridge, Capital Program etc.	As needed
General transportation planning assistance	Assist local jurisdictions in all areas of transportation planning. This could include assisting with the identification of transportation funding sources.	As needed

TOTAL SUBCATEGORY BUDGET: **\$35,000.00** \$28,000.00 FHWA | \$3,500.00 ODOT | \$3,500.00 MVPO

2.6 *Subcategory 630: Participation in Statewide Planning*

The purpose of the Statewide Planning subcategory is for the inclusion of work elements that support ODOT in the development of Access Ohio and other statewide planning activities. MVPO staff will perform all work in this subcategory.

Product	Methodology	Schedule
Access Ohio 2045 Implementation	Assist in advancing the five themes outlined in AO45.	Ongoing
Strategic Highway Safety Plan Steering Committee	Continue to represent the RTPOs on the Strategic Highway Safety Plan Steering Committee (ODOT), including attendance at bi-monthly meetings and related work.	Ongoing
Walk.Bike.Ohio Implementation	Assist in advancing the five themes outlined in WBO <ul style="list-style-type: none"> • Alignment of WBO strategies with RTPO Transportation Plan development • Encourage active transportation in RTPO region 	Ongoing

TOTAL SUBCATEGORY BUDGET: **\$4,280.02** \$3,424.01 FHWA | \$428.01 ODOT | \$428.00 MVPO

2.7

Subcategory 665: Special Studies

The work elements in the Special Studies do not meet the qualifications to be categorized elsewhere, such as research activity and special project assistance. MVPO staff will perform all work in this subcategory.

Product	Methodology	Schedule
Special Studies	Assist member communities and counties with special studies that do not meet the qualifications to be categorized elsewhere.	Ongoing, as needed
Total Element	\$7,321.60 \$5,857.28 FHWA	\$732.16 ODOT \$732.16 MVPO
Development of a Freight Plan	Develop phase two (2) of MVPO’s first freight plan. Freight movement improves the region’s freight network and supports the economic vitality of the area. Our RTPO is working to decide if this will be completed in house or via a contractor.	Complete end of FY (June 2024)
Total Freight Plan Element	\$37,126.18 \$29,700.94 FHWA	\$3,712.62 ODOT \$3,712.62 MVPO
TOTAL SUBCATEGORY BUDGET: \$44,447.78 \$35,558.22 FHWA \$4,444.78 ODOT \$4,444.78 MVPO		

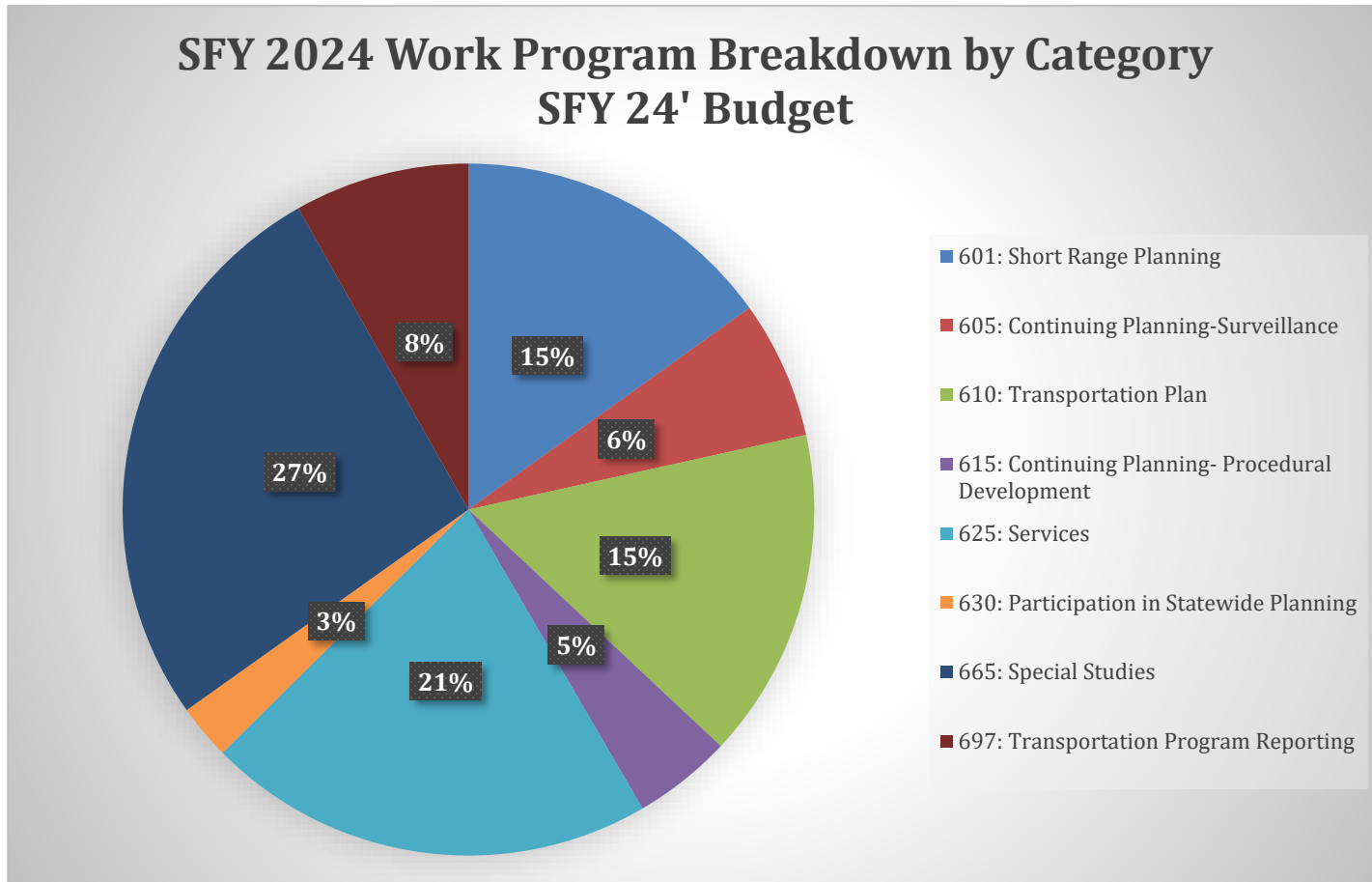
2.8 *Subcategory 697: Transportation Program Reporting*

The purpose of this subcategory is for the inclusion of work elements related to the preparation of reports and documents that facilitate communication of transportation related issues to the region’s transportation stakeholders. MVPO staff will perform all work in this subcategory.

Product	Methodology	Schedule
General Program Reporting and Administration	This work element will include reports, documents, and other general program administration elements where activities do not fit into other subcategories in the work program and are for general transportation program purposes. <ul style="list-style-type: none"> • File completion report with ODOT- Due September • Draft 2024-25’ work program – Due March 	Ongoing
Environmental Justice Analysis Product	This work element will ensure public involvement of low-income and minority groups to transportation. Prevent disproportionately high and adverse impacts of decisions on low-income and/or minority groups	Ongoing
Title VI Compliance Product	This work element will include monitoring compliance of Title VI and preparation of Annual Title VI Report <ul style="list-style-type: none"> • Staff participate in training annually to keep up to date on Title VI laws 	Complete by the end of the fiscal year (June 2024)
Update Public Participation Plan	This document outlines the process MVPO follows for actively involving the public in all transportation planning activities. Outlines the public involvement process that provides complete information, timely public notice, and full public access at all key stages of decision-making relating to transportation planning.	Complete by the end of the fiscal year (June 2024)

TOTAL SUBCATEGORY BUDGET: **\$13,642.89** \$10,914.31 FHWA | \$1,364.29 ODOT | \$1,364.29 MVPO

3.0 SFY 2024 BUDGET



The following pages show the budget categories for SFY 24 and the amount of funds expected to be spent in each over the July 1, 2023 – June 30, 2024 time period. As the chart shows, the highest percentage of the budget is Special Studies (665) (27%) – followed by Services (625) (21%), Transportation Plan (610) (15%) and Short-Range Planning (601) (15%). The detailed budget for MVPO’s SFY 24 RTPO Program is provided on the following pages.

Maumee Valley Planning Organization
RTPO Program Budget
State Fiscal Year 2024
July 1, 2023 - June 30, 2024

Work Description	Expense Budget Total Cost	Rates	Revenue Budget			
			Federal SPR (80 %)	State (10 %)	Local Match (10 %)	Total Revenue
SHORT RANGE PLANNING (601)						
Direct Labor	\$ 12,493.46	49.17% 41.93%	\$ 9,994.77	\$ 1,249.35	\$ 1,249.34	\$ 12,493.46
Other Direct Costs	\$ 1,300.00		\$ 1,040.00	\$ 130.00	\$ 130.00	\$ 1,300.00
Fringe Benefits	\$ 6,143.03		\$ 4,914.43	\$ 614.30	\$ 614.30	\$ 6,143.03
Indirect Costs	\$ 5,238.51		\$ 4,190.81	\$ 523.85	\$ 523.85	\$ 5,238.51
Total Short Range Planning Costs	\$ 25,175.00		\$ 20,140.01	\$ 2,517.50	\$ 2,517.49	\$ 25,175.00
SHORT RANGE PLANNING (601) Carry Forward Funds (SFY2022)						
Direct Labor			\$ -	\$ -	\$ -	\$ -
Other Direct Costs			\$ -	\$ -	\$ -	\$ -
Fringe Benefits			\$ -	\$ -	\$ -	\$ -
Indirect Costs			\$ -	\$ -	\$ -	\$ -
Total Short Range Planning Carry Forward Costs	\$ -		\$ -	\$ -	\$ -	\$ -
CONTINUING PLANNING SURVEILLANCE (605)						
Direct Labor	\$ 5,354.48	49.17% 41.93%	\$ 4,283.58	\$ 535.45	\$ 535.45	\$ 5,354.48
Other Direct Costs	\$ 499.99		\$ 399.99	\$ 50.00	\$ 50.00	\$ 499.99
Fringe Benefits	\$ 2,632.80		\$ 2,106.24	\$ 263.28	\$ 263.28	\$ 2,632.80
Indirect Costs	\$ 2,245.13		\$ 1,796.11	\$ 224.51	\$ 224.51	\$ 2,245.13
Total Continuing Planning Surveillance Costs	\$ 10,732.40		\$ 8,585.92	\$ 1,073.24	\$ 1,073.24	\$ 10,732.40
CONTINUING PLANNING SURVEILLANCE (605) Carry Forward Funds (SFY2022)						
Direct Labor			\$ -	\$ -	\$ -	\$ -
Other Direct Costs			\$ -	\$ -	\$ -	\$ -
Fringe Benefits			\$ -	\$ -	\$ -	\$ -
Indirect Costs			\$ -	\$ -	\$ -	\$ -
Total Continuing Planning Surveillance Carry Forward Costs	\$ -		\$ -	\$ -	\$ -	\$ -
TRANSPORTATION PLAN (610)						
Direct Labor	\$ 12,704.38	49.17% 41.93%	\$ 10,163.50	\$ 1,270.44	\$ 1,270.44	\$ 12,704.38
Other Direct Costs	\$ 1,475.00		\$ 1,180.00	\$ 147.50	\$ 147.50	\$ 1,475.00
Fringe Benefits	\$ 6,246.74		\$ 4,997.39	\$ 624.67	\$ 624.68	\$ 6,246.74
Indirect Costs	\$ 5,326.95		\$ 4,261.56	\$ 532.69	\$ 532.70	\$ 5,326.95
Total Transportation Plan Costs	\$ 25,753.07		\$ 20,602.45	\$ 2,575.30	\$ 2,575.32	\$ 25,753.07
TRANSPORTATION PLAN (610) Carry Forward Funds (SFY2022)						
Direct Labor			\$ -	\$ -	\$ -	\$ -
Other Direct Costs			\$ -	\$ -	\$ -	\$ -
Fringe Benefits			\$ -	\$ -	\$ -	\$ -
Indirect Costs			\$ -	\$ -	\$ -	\$ -
Total Transportation Plan Carry Forward Costs	\$ -		\$ -	\$ -	\$ -	\$ -

CONTINUING SURVEILLANCE - PROCEDURAL DEVELOPMENT (615)						
Direct Labor	\$ 3,802.72		\$ 3,042.18	\$ 380.27	\$ 380.27	\$ 3,802.72
Other Direct Costs	\$ 433.00		\$ 346.40	\$ 43.30	\$ 43.30	\$ 433.00
Fringe Benefits	\$ 1,869.80	49.17%	\$ 1,495.84	\$ 186.98	\$ 186.98	\$ 1,869.80
Indirect Costs	\$ 1,594.48	41.93%	\$ 1,275.58	\$ 159.45	\$ 159.45	\$ 1,594.48
Total Continuing Surv. Procedural Dev Costs	\$ 7,700.00		\$ 6,160.00	\$ 770.00	\$ 770.00	\$ 7,700.00
CONTINUING SURVEILLANCE - PROCEDURAL DEVELOPMENT (615) Carry Forward Funds (SRY2022)						
Direct Labor			\$ -	\$ -	\$ -	\$ -
Other Direct Costs			\$ -	\$ -	\$ -	\$ -
Fringe Benefits			\$ -	\$ -	\$ -	\$ -
Indirect Costs			\$ -	\$ -	\$ -	\$ -
Total Continuing Surv. Procedural Dev Carry Forward Costs	\$ -		\$ -	\$ -	\$ -	\$ -
SERVICES (625)						
Direct Labor	\$ 17,346.94		\$ 13,877.55	\$ 1,734.69	\$ 1,734.70	\$ 17,346.94
Other Direct Costs	\$ 1,850.00		\$ 1,480.00	\$ 185.00	\$ 185.00	\$ 1,850.00
Fringe Benefits	\$ 8,529.49	49.17%	\$ 6,823.59	\$ 852.95	\$ 852.95	\$ 8,529.49
Indirect Costs	\$ 7,273.57	41.93%	\$ 5,818.86	\$ 727.36	\$ 727.35	\$ 7,273.57
Total Services Costs	\$ 35,000.00		\$ 28,000.00	\$ 3,500.00	\$ 3,500.00	\$ 35,000.00
SERVICES (625) Carry Forward Funds (SFY2022)						
Direct Labor			\$ -	\$ -	\$ -	\$ -
Other Direct Costs			\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -		\$ -	\$ -	\$ -	\$ -
Indirect Costs			\$ -	\$ -	\$ -	\$ -
Total Services Carry Forward Costs	\$ -		\$ -	\$ -	\$ -	\$ -
PARTICIPATION IN STATEWIDE PLANNING (630)						
Direct Labor	\$ 2,141.79		\$ 1,713.43	\$ 214.18	\$ 214.18	\$ 2,141.79
Other Direct Costs	\$ 187.06		\$ 149.65	\$ 18.71	\$ 18.70	\$ 187.06
Fringe Benefits	\$ 1,053.12	49.17%	\$ 842.49	\$ 105.31	\$ 105.32	\$ 1,053.12
Indirect Costs	\$ 898.05	41.93%	\$ 718.44	\$ 89.81	\$ 89.80	\$ 898.05
Total Participation in Statewide Planning Costs	\$ 4,280.02		\$ 3,424.01	\$ 428.01	\$ 428.00	\$ 4,280.02
PARTICIPATION IN STATEWIDE PLANNING (630) Carry Forward Funds (SFY2022)						
Direct Labor			\$ -	\$ -	\$ -	\$ -
Other Direct Costs			\$ -	\$ -	\$ -	\$ -
Fringe Benefits			\$ -	\$ -	\$ -	\$ -
Indirect Costs			\$ -	\$ -	\$ -	\$ -
Total Participation in Statewide Planning Carry Forward Costs	\$ -		\$ -	\$ -	\$ -	\$ -

SPECIAL STUDIES (665)							
Direct Labor	\$ 7,298.68	49.17%	41.93%	\$ 5,838.94	\$ 729.87	\$ 729.87	\$ 7,298.68
Other Direct Costs	\$ 30,500.00			\$ 24,400.00	\$ 3,050.00	\$ 3,050.00	\$ 30,500.00
Fringe Benefits	\$ 3,588.76			\$ 2,871.01	\$ 358.88	\$ 358.87	\$ 3,588.76
Indirect Costs	\$ 3,060.34			\$ 2,448.27	\$ 306.03	\$ 306.04	\$ 3,060.34
Total Special Studies Costs	\$ 44,447.78			\$ 35,558.22	\$ 4,444.78	\$ 4,444.78	\$ 44,447.78
SPECIAL STUDIES (665) Carry Forward Funds (SFY2022)							
Direct Labor				\$ -	\$ -	\$ -	\$ -
Other Direct Costs				\$ -	\$ -	\$ -	\$ -
Fringe Benefits				\$ -	\$ -	\$ -	\$ -
Indirect Costs				\$ -	\$ -	\$ -	\$ -
Total Special Studies Carry Forward Costs	\$ -			\$ -	\$ -	\$ -	\$ -
TRANSP PROGRAM REPORTING (697)							
Direct Labor	\$ 6,903.66	49.17%	41.93%	\$ 5,522.93	\$ 690.37	\$ 690.36	\$ 6,903.66
Other Direct Costs	\$ 450.00			\$ 360.00	\$ 45.00	\$ 45.00	\$ 450.00
Fringe Benefits	\$ 3,394.53			\$ 2,715.62	\$ 339.45	\$ 339.46	\$ 3,394.53
Indirect Costs	\$ 2,894.70			\$ 2,315.76	\$ 289.47	\$ 289.47	\$ 2,894.70
Total Transp Program Reporting Costs	\$ 13,642.89			\$ 10,914.31	\$ 1,364.29	\$ 1,364.29	\$ 13,642.89
TRANSP PROGRAM REPORTING (697) Carry Forward Funds (SFY2022)							
Direct Labor				\$ -	\$ -	\$ -	\$ -
Other Direct Costs				\$ -	\$ -	\$ -	\$ -
Fringe Benefits				\$ -	\$ -	\$ -	\$ -
Indirect Costs				\$ -	\$ -	\$ -	\$ -
Total Transp Program Reporting Carry Forward Costs	\$ -			\$ -	\$ -	\$ -	\$ -
TOTAL COSTS FOR SFY 21							
Direct Labor	\$ 68,046.11			\$ 54,436.88	\$ 6,804.62	\$ 6,804.61	\$ 68,046.11
Other Direct Costs	\$ 36,695.05			\$ 29,356.04	\$ 3,669.51	\$ 3,669.50	\$ 36,695.05
Fringe Benefits	\$ 33,458.27			\$ 26,766.61	\$ 3,345.82	\$ 3,345.84	\$ 33,458.27
Indirect Costs	\$ 28,531.73			\$ 22,825.39	\$ 2,853.17	\$ 2,853.17	\$ 28,531.73
Total Costs	\$ 166,731.17			\$ 133,384.92	\$ 16,673.12	\$ 16,673.13	\$ 166,731.17
TOTAL CARRY FORWARD COSTS SFY2022							
Direct Labor	\$ -			\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ -			\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -			\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -			\$ -	\$ -	\$ -	\$ -
Total Carry Forward Costs SFY2022	\$ -			\$ -	\$ -	\$ -	\$ -

Maumee Valley Planning Organization
State Fiscal Year 2024
 July 1, 2023 - June 30, 2024

Direct Labor Hours Budgeted													Direct Labor Cost Budget
Employee Name	Employee Title	Labor Rate per Hour	Short Range Planning (601)	Transport Improvement (602)	Continuing Planning Surveillance (605)	Transportation Plan (610)	Continuing Surveillance Procedural Dev. (615)	Services (625)	Statewide Planning (630)	Special Studies (665)	Transportation Program Reporting (697)	Total Hours	
Amanda Pobega	Transportation Planner/GIS Analyst	\$ 22.50	343.69	-	105.22	160.00	93.57	351.60	46.78	167.28	146.85	1,414.99	\$ 31,836.92
TBD	Planner/GIS Analyst	\$ 27.10	85.00	-	80.00	130.00	30.00	100.00	14.28	70.00	50.00	559.28	\$ 15,156.49
Will Burns	Planner	\$ 46.00	-	-	-	-	-	75.00	-	-	-	75.00	\$ 3,450.00
Dennis Miller	Executive Director	\$ 32.76	75.00	-	25.00	170.37	27.00	100.00	21.44	50.00	51.20	520.01	\$ 17,035.26
Mary Hall	Fiscal Officer	\$ 25.00	-	-	-	-	-	-	-	-	22.70	22.70	\$ 567.45
												-	\$ -
												-	\$ -
												-	\$ -
												-	\$ -
												-	\$ -
												-	\$ -
												-	\$ -
												-	\$ -
												-	\$ -
Totals			503.69	-	210.22	460.37	150.57	626.60	82.50	287.28	270.75	2,591.98	\$ 68,046.11

Maumee Valley Planning Organization
RTPO Program - Non-Labor Project Direct Costs Budget
State Fiscal Year 2024
 July 1, 2023 - June 30, 2024

		Project Direct Costs Budgeted									
Expense Account Title	Description/Justification	Short Range Planning (601)	Trans Improve (602)	Continuing Planning Surveillance (605)	Transportation Plan (610)	Continuing Surveillance Procedural Dev. (615)	Services (625)	Statewide Planning (630)	Special Studies (665)	Transp Program Reporting (697)	Total Costs Budgeted
Travel	Mileage/Meals/Hotel/Tolls/Parking	\$ 350.00	\$ -	\$ 150.00	\$ 350.00	\$ 125.00	\$ 555.00	\$ 57.75	\$ 125.00	\$ 135.00	\$ 1,847.75
Advertising/Printing	Public Notices/Copies	\$ 425.00	\$ -	\$ 125.00	\$ 550.00	\$ 50.00	\$ 555.00	\$ 57.75	\$ 200.00	\$ 135.00	\$ 2,097.75
Supplies	Postage/Transportation Appurtenances	\$ 75.00	\$ -	\$ 75.00	\$ 200.00	\$ 158.00	\$ 185.00	\$ 23.44	\$ 50.00	\$ 45.00	\$ 811.44
Other Expenses	Conferences/Trainings/Meeting Spaces/Website	\$ 450.00	\$ -	\$ 150.00	\$ 375.00	\$ 100.00	\$ 555.00	\$ 48.12	\$ 125.00	\$ 135.00	\$ 1,938.12
Contract Services	Freight transp plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
											\$ -
Totals		\$ 1,300.00	\$ -	\$ 500.00	\$ 1,475.00	\$ 433.00	\$ 1,850.00	\$ 187.06	\$ 30,500.00	\$ 450.00	\$ 36,695.06

Resolution

Resolution No. 2023 - Regional Transportation Planning Organization Work Program 03

A RESOLUTION OF THE
MAUMEE VALLEY PLANNING ORGANIZATION
APPROVING THE STATE FISCAL YEAR 2024
REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO) WORK PROGRAM

WHEREAS, the Maumee Valley Planning Organization (MVPO) is a non-profit, organized as a regional planning commission pursuant to Ohio Revised Code Section 713.21 and is a voluntary association of local governments serving the counties of Defiance, Fulton, Henry, Paulding and Williams; and

WHEREAS, MVPO is designated by the Governor of the State of Ohio as the Regional Transportation Planning Organization for the five-county region and is authorized to carry out continuing, cooperative, and comprehensive planning in the region for transportation goals including all transportation modes such as highway, rail, air, transit, and recreational trails; and

WHEREAS, the Planning Work Program establishes methodologies and a budget to implement the region's comprehensive transportation planning process and program activities for the upcoming fiscal year; and

WHEREAS, MVPO has reviewed the State Fiscal Year 2024 Planning Work Program and budget and finds the prescribed elements to be consistent with the development and maintenance of a comprehensive Transportation Plan and short-range planning programs for the MVPO region.

NOW, THEREFORE, be it resolved by the Executive Council of the Maumee Valley Planning Organization:

Section 1. Approval. That the Executive Council hereby approves the SFY 2024 Planning Work Program for the period of July 1, 2023 through June 30, 2024, as summarized on the attached pages and subject to the consideration of any comments from participating agencies and any funding revisions which may be necessary.

Section 2. Compliance with Open Meeting Law. It is found and determined that all formal actions of this Board concerning and relating to the passage of this resolution took place in an open meeting of this Board which was open to the public in compliance with law.

Section 3. Effective Date. This resolution shall be in full force and effect upon its adoption.

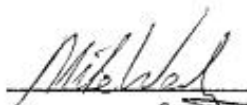
Adopted: 4-24-23

Yeas: 3

Nays: 0



Chairman



Secretary

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

General

1. Which office within your organization has lead responsibility for Title VI compliance?
MVPO does not currently have a department that is responsible for Title VI compliance- it falls under the RTPO responsibilities.
2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.
Arica Alvarez, 419-784-3882, adminassist@mvpo.org
3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.
Yes, this plan is available on MVPO's website at www.mvpo.org
4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.
Yes, the procedures are within the Title VI Plan, which is available at www.mvpo.org/rtpo
5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.
Yes, the procedures are within the Title VI Plan, which is available at www.mvpo.org/rtpo
6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.
Yes, it is within the Title VI Plan and available online at www.mvpo.org/rtpo
7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.
We make the public aware through providing Title VI literature in our office, on our website and bringing materials with us to meetings involving the public.
8. In the past three years, has your organization been named in any Title VI and/or other discrimination

Title VI Compliance Questionnaire

complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.

No, our organization has not been named in any Title VI and/or other discrimination complaints or lawsuits.

9. Has your organization provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the MPO self-certification resolution (Note, this only applies to MPOs, RTPOs do not approve self-certification resolutions)? If so, please provide a copy as an attachment.

No, our organization has not provided written Title VI Assurances to ODOT as we are an RTPO.

10. Does your contract language include Title VI and other non-discrimination assurances?

Yes, our contract language currently includes non-discrimination assurances.

11. Do you use any of the following methods to disseminate Title VI information to the public (select all that apply):

- i. Title VI posters in public buildings
- ii. Title VI brochures at public events
- iii. Title VI complaint forms in public buildings
- iv. Title VI complaint forms at public events
- v. Title VI policy posted on your website
- vi. Title VI Program Plan posted on your website
- vii. Other (Please explain)

Public Involvement

12. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy. When was the Public Participation Plan most recently updated?

MVPO does have a Public Participation Plan, which was updated in 2019. It will be updated in 2023. The plan can be found here: www.mvpo.org/rtpo

13. Please select which of the following outlets your organization uses to provide notices to different

population groups (select all that apply):

- i. Neighborhood and community paper advertisements
- ii. Community radio station announcements
- iii. Church and community event outreach
- iv. Targeted fliers distributed in particular neighborhoods
- v. Other (Please explain)

14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations? If so, please list groups.

We partner with the Northwestern Ohio Community Action Commission as well as the county United Way organizations.

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

- i. Parking
- ii. Accessibility by public transportation
- iii. Meeting times
- iv. Existence of ADA ramps
- v. Familiarity of community with meeting location

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

No, MVPO has not received any request for special assistance.

Limited English Proficiency (LEP) and Language Assistance

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

Yes.

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

Yes.

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

the website link or attach a copy.

Yes, this plan is included in the Title VI Plan and is available on MVPO's website at www.mvpo.org/rtpo

20. Has your organization identified vital documents that need to be made available in languages other than English? If so, describe how that need is being addressed.

Yes, the Title VI Plan identifies the following documents as vital: Title VI Notice to the Public, Title VI Consent and Complaint Forms, Intake and application forms with the potential for important consequences, notices advising LEP individuals of free language assistance services, Fair Housing Documents. Some of these documents are already available in Title VI Compliance Questionnaire 4 Spanish and other documents that are not currently available will be translated.

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

Yes, one staff member speaks Spanish (Adam Panas).

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

MVPO would provide translation services, however, none have been required to date.

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

Seldom.

Title VI Training

24. Who provides Title VI training to your staff?

- i. ODOT staff
- ii. Title VI Coordinator
- iii. Other (Please explain)

25. How often are Title VI trainings conducted?

Only when offered by ODOT.

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

No staff members have been trained year to date. We do plan to train new employees within the year.

Transportation Planning Program - Data Collection and Analysis

27. Does your agency maintain documentation describing its procedures for incorporating Title VI

requirements into the region's transportation planning program?

Yes.

28. Does your organization maintain socio-demographic data and mapping for the transportation planning region?

Yes.

29. Does your organization use data to identify protected groups for consideration in the planning process?

Yes.

30. Does your organization conduct Transportation Plan and Transportation Improvement Program environmental justice analyses of the impacts that planned transportation system investments will have on both minority (including low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation.

Yes, MVPO does conduct environmental justice analyses in the Transportation Improvement Program. The methodology includes downloading American Community Survey (ACS) data from the US Census Bureau for median household income and minority Title VI Compliance Questionnaire 5 population and mapping that data by US Census Block Groups. In order to determine which areas are Environmental Justice areas of concern, any block groups that are below the poverty level for a family of four in the given year (based on Department of Health and Human Services poverty guidelines) and block groups which have a higher percentage compared to the average regional percentage of minority populations are identified. Those areas are then highlighted in the EJ maps.

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

No, MVPO does not track demographic information of participants.

Technical Assistance

32. Provide the name, title, and contact information for the person who completed this questionnaire and the date the questionnaire was completed. Is this the person who should be contacted with follow-up questions? If not, please provide the name, title, and contact information for that individual.

Title VI Compliance Questionnaire

Amanda Pobega, GIS Analyst/Planner

Maumee Valley Planning Organization

419-784-3882

gisplanner@mvp.org

Date Completed: February 28, 2023

Yes, this is the person who should be contacted with follow-up questions.

33. Do you have any questions regarding this questionnaire? If so, please include them here along with your email address or telephone number and an ODOT representative will respond.

No.

34. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain.

Yes, training would be beneficial to our staff as we develop our Title VI program and develop the required documents.



Maumee Valley Planning Organization

Serving Defiance
Fulton, Henry,
Paulding and
Williams Counties

THE STATE FISCAL YEAR 2024 REGIONAL TRANSPORTATION PLANNING ORGANIZATION PLANNING WORK PROGRAM

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The Planning Work Program establishes methodologies and a budget to implement the region's comprehensive transportation planning process and program activities for the upcoming fiscal year; and

MVPO has reviewed the State Fiscal Year 2024 Planning Work Program and budget and finds the prescribed elements to be consistent with the development and maintenance of a comprehensive Transportation Plan and short-range planning programs for the MVPO region.

Dennis Miller

Maumee Valley Planning Organization
Executive Director

1300 E. Second St., Suite 200
Defiance, Ohio 43512-9918
Phone 419-784-3882
Fax 419-784-2061
