



**ANNUAL WORK PROGRAM
FOR
TRANSPORTATION PLANNING ACTIVITIES

FISCAL YEAR 2024**

The Unified Work Program for the
Urban Transportation Planning Process

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

May 2023

The preparation of this report was financed jointly by the counties of Lucas and Wood, Ohio; Monroe County, Michigan; the cities of Bowling Green, Maumee, Northwood, Oregon, Perrysburg, Rossford, Sylvania, Waterville and Toledo, Ohio; the Toledo Area Regional Transit Authority; Toledo-Lucas County Port Authority; the Ohio Department of Transportation; and the U.S. Department of Transportation, Federal Highway Administration, and the Federal Transit Administration.

The contents of this report reflect the view of the Toledo Metropolitan Area Council of Governments which is responsible for the facts and accuracy of the data presented herein. The contents do not reflect the official views or policies of the Ohio Department of Transportation or the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation.

ANNUAL WORK PROGRAM FOR TRANSPORTATION PLANNING ACTIVITIES FISCAL YEAR 2024

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Introduction

The Annual Work Program (AWP) of the Toledo Metropolitan Area Council of Governments (TMACOG) is a management tool that outlines the goals of the organization, the products to be produced this current fiscal year, and the budget for each department in the organization.

TMACOG outlines all work that will be undertaken by all departments in Fiscal Year (FY) 2024 in the TMACOG *Consolidated Annual Work Program*. The FY 2024 AWP covers the period July 1, 2023 through June 30, 2024. This document, the *Annual Work Program for Transportation Planning Activities Fiscal Year 2024* includes only transportation-related planning activities. It is part of the official agreement between TMACOG and the Ohio Department of Transportation (ODOT) as to the work that will be completed in FY 2024.

The AWP will be available for public review at TMACOG's offices and on the TMACOG website. Public may comment on the draft AWP in writing, via e-mail, via website, at a meeting of the TMACOG Transportation Council, and/or a meeting of the TMACOG Board of Trustees or Executive Committee. Comments regarding the content of the draft AWP should be sent to the attention of the TMACOG Vice President of Finance.

FY 2024 AWP Structure

The *Consolidated Annual Work Program for Fiscal Year 2024* is the principal document used by TMACOG for policy and management decisions. It is distributed to the Board of Trustees, Executive Committee, members, committees, councils, staff, partners, and stakeholders. It lists goals and objectives for all TMACOG councils and committees and provides an overview of all work undertaken by the agency.

The *Annual Work Program for Transportation Planning Activities Fiscal Year 2024* is for use by ODOT, TMACOG administrative and transportation staff, the Transportation Council, and officers. It includes descriptions of all objectives using transportation funding and all major transportation-related planning activities in the region. This document includes the cost allocation plan, transportation budget tables, and Title VI Assurances.

The **TMACOG Vision Statement** is:

Toledo Metropolitan Area Council of Governments will be the governmental partner of choice to coordinate regional assets, opportunities, and challenges.

The **TMACOG Mission Statement** is:

To improve quality of life in the region, TMACOG will:

- Promote a positive identity for the region
- Enhance awareness of the region's assets and opportunities
- Be an impartial broker of regional disputes and challenges
- Provide stakeholders a voice in regional decision-making
- Support opportunities for regional stakeholder networking

The purpose for each program council and administrative committee is the specific focus that each committee must maintain to carry out the mission of TMACOG.

The **Transportation Department Mission Statement** is:

To achieve a sustainable and seamless intermodal transportation system, we will be both the recognized regional convener of all transportation stakeholders within the region and one of the stakeholders that has a role in providing transportation services.

Goals and objectives are the major long-term achievements to be completed by each council or committee to meet its purpose. They are reviewed annually. Each year some may be changed, dropped, or added. Goals and objectives related to transportation activities at TMACOG are listed by element number throughout the remainder of this document.

Products are more detailed tasks or deliverables for each fiscal year that are necessary for TMACOG to reach its long-term goals. They are adopted by each program council and administrative committee. They are either specific – individual studies, reports, or activities that are dated and measurable – or ongoing – recurring, less tangible activities required to accomplish the specific products and long-term goals.

Transportation Goals

- To support implementation of the area's major projects. (ODOT Category 601 – Short Range Transportation Planning – Element Number 60120 – Highway Project Planning)
- To improve transportation safety through use of state or federal programs intended to correct problematic infrastructure conditions. (ODOT Category 601 – Short Range Transportation Planning – Element Number 60123 – Safety Studies)
- To improve and expand passenger rail service in the region and work to build an interconnected national network providing an efficient mode of public transit. (ODOT Category 601 – Short Range Transportation Planning – Element Number 60130 – Regional Passenger Rail Planning)
- Improve the efficiency and reliability of the freight network and improve access to national and global markets to strengthen economic productivity and competitiveness. (ODOT Category 601 – Short Range Transportation Planning – Element Number 60140 – Freight Planning)
- To provide for increased availability and promote safe usage of pedestrian and bicycle transportation within the region. (ODOT Category 601 – Short Range Transportation Planning – Element Number 60150 – Pedestrian and Bikeways Planning)
- To improve the provision of public transportation facilities and services throughout the region. (ODOT Category 601 – Short Range Transportation Planning – Element Number 60160 – Regional Public Transportation Planning)
- To respond to specific requests for information and assistance, and to be a valuable resource for TMACOG members and for the community. (ODOT Category 601 – Short Range Transportation Planning – Element Number 60190 – Transportation Service)
- To maintain the Transportation Improvement Program (TIP) and manage the TMACOG transportation project funding programs to maximize use of funds available to the area. (ODOT Category 602 – Transportation Improvement Program – Element Number 60210 – Transportation Improvement Program Development)
- To monitor, work with local jurisdictions, and best utilize the available resources of the Transportation Improvement Program to further the development of transportation infrastructure within the region. (ODOT Category 602 – Transportation Improvement Program – Element Number 60220 – Transportation Improvement Program Management [STP-Funded])
- To provide data and other inputs for the ongoing transportation planning process. (ODOT Category 605 – Continuing Planning – Surveillance – Element Number 60510 – Data Collection and Management)
- To maintain, promote, and monitor implementation of the regional transportation plan. (ODOT Category 610 – Long Range Planning – Element Number 61100 – Long Range Planning)
- To develop forecasting tools and perform modeling for system analysis. (ODOT Category 615 – Continuing Planning – Procedural Development – Element Number 61520 – Modeling and Forecasting)
- To enhance interagency dialogue and collaboration, and to facilitate smart transportation/innovative mobility project development and deployment within northwest

Ohio and southeast Michigan. (ODOT Category 665 – Special Studies – Element Number 66520 – Smart Transportation & Innovative Mobility Special Study)

- To efficiently administer the Transportation Department planning process and effectively coordinate efforts of transportation stakeholders in the region. (ODOT Category 697 – Transportation Program Reporting – Element Number 69710 – Transportation Policy Committee Reporting and Administration; Element Number 69720 – Transportation Summit)

TMACOG Increasing Safe & Accessible Transportation Options (ISATO) Set-Aside

TMACOG has a number of work elements that align with the Increasing Safe & Accessible Transportation Options (ISATO) requirement. To simplify it for tracking purposes, TMACOG has created a sub-element in two of the programs to account for time spent in ISATO eligible activities, but other aspects of the program would meet the requirement as well. Highlighted products in the FY 2024 work program that are believed to fulfill the requirement within the Pedestrian and Bikeways Program and the Long Range Planning Program, noted as elements 60154 and 61101 respectively. Those items are in red below. There are additional work products in the Regional Passenger Rail Planning and Regional Public Transit Planning programs, but it was decided to keep it simple for tracking and budgeting purposes.

Pedestrian and Bikeways – 60150

1. Encourage transportation alternatives and promote increased usage through the activities of the annual Bike Month. (Element 60152)	May 2024
2. Support Safe Routes to School planning efforts throughout the region. (Element 60154)	Ongoing
3. Continue the availability and distribution of TMACOG bicycle network maps and dissemination of printed and electronic materials. (Element 60154)	Ongoing
4. Monitor and make members aware of all funding opportunities for pedestrian and bikeway improvements. (Element 60154)	Ongoing
5. Continue to improve the bicycle and pedestrian traffic counting program and review data.	Ongoing
6. Keep current on the TMACOG website reference material and links to principles for accommodating bicycle and pedestrian transportation, bikeway definitions, and the regional bicycle/pedestrian plan. (Element 60154)	Ongoing
7. Support regional bikeway development efforts including conducting scheduled meetings of the Chessie Circle Trail Coordinating Committee and the Wabash Cannonball Corridor Coordinating Committee. (Element 60154)	Ongoing
8. Provide staff and support for the Pedestrian and Bikeways Committee and hold a minimum of four meetings. (Element 60154)	Ongoing
9. Provide support and help implement Walk.Bike.Ohio, the Ohio Trails Vision Plan, and the SEMCOG Regional Non-Motorized Plan. (Element 60154)	Ongoing
10. Create a Regional Bicycle Parking Code Template.	June 2024
11. Update the non-motorized sections of the TMACOG 2055 Long Range Transportation Plan. (Element 60154)	June 2024

Long Range Planning – 61100

1. Prepare the 2055 Transportation Plan by completing the following products (Element 61101): a. 2055 Plan process table, including a public involvement plan b. List of Plan goals c. Selection of employment and land use scenario d. Transportation system facilities, performance, and needs report e. Public Needs Survey f. Public meetings	August 2023 September 2023 December 2023 March 2024 March 2024 March 2024
2. Provide information and assistance in support of the current 2045 Plan, including presentations, distribution of plan documents, and input to state planning processes	Ongoing
3. Approve Performance Measures and Targets for Safety.	February 2024
4. Develop and update the System Performance Report used for tracking and reporting progress on targets and project implementation.	Ongoing
5. Process requests for amendments to the 2045 Plan's project lists.	Ongoing
6. Distribute the 2023-2024 Transportation Legislative Agenda (Element 61101).	Ongoing
7. Incorporate a regional housing analysis into the Long Range Plan	June 2024
8. Assist as requested in area community comprehensive plan updates and major development efforts.	Ongoing
9. Hold at least four meetings of the Transportation Planning Committee. Include informational presentations on planning issues at one or more of the meetings (Element 61101).	June 2024

For budgeting purposes, TMACOG set the budget for both sub-elements at \$20,655 for a total of \$41,310. It was originally calculated as a percentage of the budget for each element. However, they were both very similar so it was decided to make them both the same.

Work Element	Estimated ISATO Activity Spending (CPG)
60150 – Pedestrian and Bikeways Planning (Sub-element 60154)	\$20,655
61100 – Long Range Planning (Sub-element 61101)	\$20,655
Total	\$41,310

ENVIRONMENT

Element Number 55200 Transportation Air Quality Outreach Program (CMAQ-Funded)*

Total Subcategory Budget: \$112,800

Goal: Oversee air emission budgets, maintain programs to achieve compliance with federal ozone and fine particulate standards, and conduct a program to increase awareness of the impact of individual actions on ground level ozone formation.

Objectives:

- Provide the work necessary to support the Clean Air Act Amendments of 1990 and the Air Quality Maintenance Program.
- Provide staff support for meetings of the Air Quality Committee.
- Monitor potential emission reduction funding sources for local stakeholders and disseminate the information.
- Conduct the Ozone Action Season and Gas Cap Testing and Replacement programs.
- Maintain media awareness of Ozone Action Season and the media's role in improving air quality and develop media sponsors.
- Increase awareness of air quality issues related to ground level ozone formation and its effects by placing radio and television advertisements and distributing printed materials.

Methodology:

The Air Quality Committee works to maintain compliance with federal ambient air quality standards and monitors/addresses implications of any changes in the Clean Air Act and its enforcement. The Transportation Council supports this effort due to the relationship that mobile emission sources have with regional air quality and the requirement that the long-range transportation plan and Transportation Improvement Program (TIP) meet air quality conformity regulations.

The Air Quality Committee will produce an annual Air Quality Summary to inform the region on monitoring results from the past year, regional attainment status, legislative updates on federal standards, and actions being taken to reduce pollutant levels.

The Toledo Metropolitan Area Council of Governments (TMACOG) coordinates the Ozone Action Season and the Gas Cap Testing and Replacement programs to raise awareness and alert the public to ozone levels and provide them with tools to help reduce emissions. The Gas Cap Testing and Replacement program is a community education and remediation program to replace faulty gas caps and promote awareness of air quality issues and the impact of voluntary activities. This element is funded through a separate Congestion Mitigation Air Quality (CMAQ) project funding agreement (PID# 111333) and is not part of consolidated planning grant funds.

*This document covers only those portions of the environmental program that are transportation-related items funded with consolidated planning grant or other special transportation funds. To review the full environmental program, see the *Consolidated Annual Work Program*. CMAQ funding is provided through TMACOG-managed funds allocated through the Transportation Improvement Program (TIP) (PID# 111333).

Products:

- | | |
|--|----------------|
| 1. Complete testing program and sponsor up to 6 gas cap replacement events to identify failing or missing gas caps on light-duty vehicles in Lucas, Wood, and Monroe counties. (TMACOG Staff/Committee Volunteers) | August 2023 |
| 2. Compile an end-of-year gas cap program report for public distribution. (TMACOG Staff) | October 2023 |
| 3. Complete 2023 Ozone Action Season public awareness campaign to educate citizens of the negative health effects, environmental, and economic impacts of ozone. Begin preparation for the 2024 campaign. (TMACOG Staff) | September 2023 |
| a. Distribute Ozone Action Season fact sheets at community events. | |
| b. Update the TMACOG website to include current air quality information. | |
| c. Update the Ozone Action website to include the daily air quality forecasts. | |
| d. Purchase advertisements/media spots promoting program objectives. | |
| 4. Produce an annual Air Quality Summary. (TMACOG Staff) | January 2024 |
| 5. Provide technical assistance to local governments, school districts, and fleet operators with emission reduction grants. (TMACOG Staff) | June 2024 |
| 6. Work with the Green Fleets Program to educate local governments, school districts, and fleet operators to reduce emissions. (TMACOG Staff) | June 2024 |
| 7. Facilitate coordination of transportation BIL/IIJA program electric vehicle charging station initiatives. (TMACOG Staff) | Ongoing |
| 8. Perform work as necessary related to Ohio's Volkswagen settlement planning effort. (TMACOG Staff) | Ongoing |

TRANSPORTATION

ODOT Category 601 – Short Range Transportation Planning

Element Number 60120 Highway Project Planning

Total Subcategory Budget: \$64,000

Goal: To support implementation of the area's major projects.

Objective:

- To ensure that projects are consistent with regional priorities in the transportation system.

Methodology:

TMACOG will continue to assist and support, as appropriate, the implementation of major highway projects in our region. Active major projects currently in the project development phase include:

- a. US 23 Corridor Study (NW Ohio to Central Ohio Connector)
- b. Reconstruction of I-75 in Monroe County, Michigan
- c. Improvements to I-75/US 20 interchange in Perrysburg
- d. Reconstruction/Rehabilitation of the Anthony Wayne Trail in Maumee
- e. Reconstruction/Widening of I-475 from Douglas Rd. to US 23
- f. Reconstruction/Widening of I-475 from the Maumee River to US 20 in Perrysburg
- g. Widening of I-475 and US 20A interchange in western Lucas County
- h. Improvement on SR 795 from I-75 to I-280
- i. Improvements on Airport Highway at I-475 for bicycle/pedestrian safety
- j. Other TIP-funded projects scheduled for FY 2024-2027 and beyond

Tasks can include creating and/or facilitating a subcommittee or task force if requested by a project sponsor, or simply participating in project teams or studies. This element includes work to assist in developing a consensus on implementing the *On the Move: 2015-2045 Transportation Plan – Update 2020* (2045 Plan – Update 2020) highway projects that are charged to this element.

Products:

- | | |
|--|---------|
| 1. Support and participate in other agencies' efforts to implement major elements of the 2045 Plan – Update 2020 (Element 61100). (TMACOG Staff) | Ongoing |
| 2. Provide support for the above projects and ODOT Tier 2 and 3 improvements in our region identified by the Transportation Review Advisory Council (TRAC). (TMACOG Staff) | Ongoing |

ODOT Category 601 – Short Range Transportation Planning

Element Number **60123** **Safety Studies**

Total Subcategory Budget: \$ 117,000

Goal: To improve transportation safety through use of state or federal programs intended to correct problematic infrastructure conditions.

Objectives:

- Utilize available information resources to provide local jurisdictions with the focus and data to address locations experiencing high accident exposure.
- Assist local jurisdictions as necessary with the process of working through ODOT to implement changes to address high accident locations.

Methodology:

ODOT has undertaken a strategic initiative to reduce traffic crashes at the high crash locations through a series of low-, medium-, and high-cost improvements. TMACOG utilizes information available through ODOT and the Ohio Department of Public Safety to identify roadway safety issues and prioritize needed improvements. Using the Ohio Department of Public Safety traffic accident information data and analytical tools developed by ODOT, TMACOG encourages local jurisdictions to utilize the data to prepare location safety studies and apply for safety study funding.

Products:

- | | |
|---|-----------|
| 1. Work with the System Performance and Monitoring Committee to continue to identify high crash locations and suggest low- to high-cost improvements, to review crash data before and after safety-related construction projects, and to develop Highway Safety Manual reports for all reviewed locations. (TMACOG Staff) | Ongoing |
| 2. Provide informational resources to local jurisdictions to assist with their efforts to obtain safety funding through ODOT. (TMACOG Staff) | Ongoing |
| 3. Provide crash diagrams and supplemental information to members at their request. (TMACOG Staff) | Ongoing |
| 4. Complete a comprehensive safety location report for the TMACOG planning region. (TMACOG Staff) | June 2024 |
| 5. Attend and provide data to regional safety committees (ODOT DSRT, Lucas & Wood Safe Communities coalition meetings, Lucas & Wood Fatal Review committees, Lucas County Distracted Driving Committee, OARC Safety sub-committee, etc.). (TMACOG Staff) | Ongoing |

ODOT Category 601 – Short Range Transportation Planning

Element Number 60130 Regional Passenger Rail Planning

Total Subcategory Budget: \$108,000

Goal: To improve and expand passenger rail service in the region and work to build an interconnected national network providing an efficient mode of public transit.

Objectives:

- Increase personal mobility and social equity through an efficient network of interconnected public transportation modes which includes passenger rail.
- Improve the efficiency, reliability, and speed of the passenger rail network and promote the development of an expanded network.
- Coordinate regional passenger rail initiatives with statewide, multi-state, and national initiatives to form a seamless and efficient network.
- Provide passenger rail stakeholders a venue for discussion, planning, and coordination.
- Raise public awareness of passenger rail assets, concerns, and opportunities.

Methodology:

Include passenger rail as an important personal mobility option when planning for a multi-modal transportation network. Identify where passenger rail investments are needed. Work to implement passenger rail projects and initiatives included in the 2045 Plan – Update 2020 and the TMACOG Transportation Legislative Agenda. Revise projects and initiatives as needed for the development of TMACOG’s 2055 long-range plan. Coordinate regional rail plans with local jurisdictions, MPOs, the Ohio Rail Plan, Midwest Regional Rail Plan, and with Amtrak’s corridor vision for improvement and expansion.

Support and participate in funding studies to determine the feasibility and community support of passenger rail connections. Encourage the state of Ohio to continue to work with Amtrak, MPOs, local jurisdictions, and the freight railroads to improve and expand statewide rail service. Support initiatives that would establish Toledo as an important passenger rail hub, such as improving the efficiency and reliability of Amtrak’s Chicago to Cleveland corridor and expanding service to Detroit and to Columbus. Promote the development of Toledo’s Amtrak station and the surrounding area as a multi-modal transportation hub and support station improvements and expansion as needed.

Seek input from the TMACOG Passenger Rail Committee for local and regional planning efforts and use the committee meetings as a venue for sharing information, identifying problems, and developing solutions. Partner with local government, public transit, rail advocacy organizations, and the private sector to promote faster, more reliable rail service, and an expanded rail network.

Promote environmental stewardship by supporting a shift from private transportation to public transit and by encouraging the use of clean locomotive technologies. Provide information to rail stakeholders, legislators, and the public to raise awareness of passenger rail assets, concerns, and opportunities.

Products:

- | | |
|--|-----------|
| 1. Work toward implementing passenger rail projects and initiatives from TMACOG's 2045 Plan – Update 2020 transportation plan and begin necessary updates for the development of the 2055 transportation plan. (TMACOG Staff) | June 2024 |
| 2. Work with interstate partners to promote efforts to improve efficiency and reliability and address infrastructure needs along Amtrak's east-west corridor from Chicago to Toledo to Cleveland and eastbound. (TMACOG Staff) | June 2024 |
| 3. Coordinate efforts with the ORDC, MDOT, Amtrak, MPOs, and local jurisdictions to reconnect Toledo to Detroit by passenger rail. (TMACOG Staff) | June 2024 |
| 4. Support and promote regional and interstate passenger rail expansion including a connection from Toledo to Columbus, the 3C plus D corridor, and the Chicago-Fort Wayne-Columbus-Pittsburg corridor. (TMACOG Staff) | Ongoing |
| 5. Support the development of commuter, light rail, or streetcar systems that can help to connect the region's communities, assets, and attractions. (TMACOG Staff) | Ongoing |
| 6. Support passenger rail initiatives in Michigan including connections from Detroit to Windsor and Ann Arbor to northern Michigan. (TMACOG Staff) | Ongoing |
| 7. Monitor notices of federal funding availability and inform regional jurisdictions or other entities of funding opportunities for passenger rail projects or studies. (TMACOG Staff) | Ongoing |
| 8. Provide information that helps to inform local jurisdictions, rail stakeholders, legislators, and the public of passenger rail assets, concerns, and opportunities. (TMACOG Staff) | Ongoing |
| 9. Provide staff and support for meetings of the TMACOG Passenger Rail Committee and make a continuing effort to recruit new committee members. (TMACOG Staff) | Ongoing |

ODOT Category 601 – Short Range Transportation Planning

Element Number 60140 Freight Planning

Total Subcategory Budget: \$135,000

Goal: To improve the efficiency and reliability of the freight network and improve access to national and global markets to strengthen economic productivity and competitiveness.

Objectives:

- Include the efficient movement of freight by all modes in the planning process.
- Strengthen the region's position as a multimodal freight hub.
- Assess freight network performance through targets and measures.
- Provide freight stakeholders a venue for discussion, coordination, and problem-solving.
- Raise public awareness of freight transportation concerns and opportunities.
- Consider potential impacts to safety, the environment, and social equity from freight-related projects, initiatives, and policies.

Methodology:

Promote projects and initiatives intended to improve freight transportation efficiency and reliability. Work to implement freight-related projects and initiatives from TMACOG's 2045 Plan – Update 2020 long-range transportation plan and the Transportation Legislative Agenda. Revise projects and initiatives as needed for the development of TMACOG's 2055 long-range plan. Follow freight planning guidance provided by the National Freight Strategic Plan, the Transport Ohio freight plan, and the Michigan freight plan.

Support the development of freight-generating facilities including intermodal terminals, distribution centers, and industry sites by encouraging investment in infrastructure and improving access and connectivity. In collaboration with ODOT, identify regional inadequacies in available truck parking and work to address them. Promote the modernization of freight transportation including electrification, alternative fuels, and connected or autonomous commercial vehicles.

Work with ODOT in the development of a regional freight plan. The plan will help determine where freight investments are needed by identifying key facilities and corridors, evaluating the adequacy of infrastructure, identifying inefficient connections, recognizing changes in freight flow patterns, and assessing the overall performance of the freight network. Establish freight network performance targets and measures and integrate these measures into the planning process. Evaluate impacts to safety, the environment, and social equity from freight projects and initiatives.

To ensure the efficient and reliable flow of domestic and international freight between Ohio and Michigan, coordinate planning efforts with the Southeast Michigan Council of Governments (SEMCOG) and MDOT. Coordinate with ODOT and Ohio MPOs to ensure efficient interregional freight flow in Ohio, such as creating a more efficient freight route between Toledo and Columbus.

Seek input from the TMACOG Freight Advisory Committee for regional freight planning efforts and use the committee meetings as a venue for sharing information, identifying problems, and developing solutions. Participation in the Ohio Freight Advisory Committee and the OARC freight work group provides opportunities for learning about statewide freight assets and concerns, sharing information, providing regional input, and coordinating planning efforts. At the request of the host MPO, assist in the planning and presentation of the annual Ohio Conference on Freight. Initiated

by TMACOG in 2007, the annual conference has evolved into a significant statewide forum for education, discussion, and innovation.

Products:

- | | |
|--|----------------|
| 1. Assist as needed with the planning and presentation of the annual Ohio Conference on Freight in coordination with OARC and the host MPO. (TMACOG Staff) | September 2023 |
| 2. Working with ODOT task order consultant, oversee the development of a regional freight plan to identify freight assets and concerns, and determine where investments are needed. (Consultant) | June 2024 |
| 3. Work toward implementing freight-related projects and initiatives from TMACOG's 2045 Plan – Update 2020 transportation plan and begin necessary updates for the development of the 2055 transportation plan. (TMACOG Staff) | June 2024 |
| 4. Work with Michigan partners to plan for changes in freight volumes and patterns resulting from the 2025 opening of the Gordie Howe Bridge. (TMACOG Staff) | June 2024 |
| 5. Continue to promote the establishment of a more efficient and reliable truck freight connection between Toledo and Columbus. (TMACOG Staff) | June 2024 |
| 6. Use strategies provided by the Transport Ohio freight plan and data from the freight data dashboard to assess current conditions, identify needs, and develop plans for addressing inadequacies in the regional freight network. (TMACOG Staff) | Ongoing |
| 7. Monitor notices of federal infrastructure funding availability and inform regional jurisdictions or other entities of funding opportunities for freight-related projects or studies. (TMACOG Staff) | Ongoing |
| 8. Follow guidance provided by the Ohio Truck Parking Study to develop strategies to address regional parking inadequacies. (TMACOG Staff) | Ongoing |
| 9. Follow strategies provided by the DriveOhio Freight Electrification Study on evaluating the feasibility, cost, and complexity of electrifying the region's freight corridors. (TMACOG Staff) | Ongoing |
| 10. Establish freight network performance targets and measures and integrate these measures into the planning process, following federal and state requirements and recommendations. (TMACOG Staff) | Ongoing |
| 11. Provide information that can help inform local jurisdictions, legislators, freight stakeholders, and the public of freight transportation assets, concerns, and opportunities. (TMACOG Staff) | Ongoing |
| 12. Provide staff and support for meetings of the TMACOG Freight Advisory Committee and encourage participation from new members representing all transportation modes. (TMACOG Staff) | Ongoing |

ODOT Category 601 – Short Range Transportation Planning

Element Number 60150 Pedestrian and Bikeways Planning

Total Subcategory Budget: \$224,226

Goal: To provide for increased availability and promote safe usage of pedestrian and bicycle transportation within the region.

Objectives:

- Improve the multimodal transportation system, positively impacting air quality and improving personal mobility, through continued development of pedestrian and bicycle facilities and opportunities within the region.
- Improve information sharing of the benefits of incorporation of non-motorized access and parking in new development and major street projects; on projects' relationship to the bikeway network; and on existing bikeway facilities; on educational information on transportation alternatives; and online information resources for pedestrian and bicycle issues through mapping and interactive descriptions and visuals.
- Support implementation of the projects and policies within the TMACOG 2045 Long Range Transportation Plan and the Southeast Michigan Council of Governments (SEMCOG) Regional Non-Motorized Plan.
- Support regional efforts to promote the availability, safety, and increased utilization of bicycling for transportation.

Methodology:

Through the Pedestrian and Bikeways Committee, TMACOG helps to coordinate the efforts of area jurisdictions and active transportation interests locally in the examination of personal transportation alternatives including pedestrian and bicycling provisions in the planning and design of transportation system improvements. TMACOG continues to sponsor activities such as Bike Month and other public relations activities to raise awareness of active transportation options. TMACOG also provides information for jurisdictions and the public to improve awareness and increase usage of existing facilities and resources.

Coordinate efforts with SEMCOG to improve multimodal regional mobility involving both Ohio and Michigan. Improve access to key destinations via pedestrian and bicycle modes and enhance connections between these non-motorized modes and other modes, especially transit.

Additionally, TMACOG works with pedestrian and bicycle advocates across the state to incorporate and promote transportation alternatives within the context of ODOT's programs, policies, and business plan.

Products:

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| 1. Encourage transportation alternatives and promote increased usage through the activities of the annual Bike Month. (Element 60152) (TMACOG Staff) | May 2024 |
| 2. Support Safe Routes to School planning efforts throughout the region. (Element 60154) (TMACOG Staff) | Ongoing |

3. Continue the availability and distribution of TMACOG bicycle network maps and dissemination of printed and electronic materials. (Element 60154) (TMACOG Staff)	Ongoing
4. Monitor and make members aware of all funding opportunities for pedestrian and bikeway improvements. (Element 60154) (TMACOG Staff)	Ongoing
5. Continue to improve the bicycle and pedestrian traffic counting program and review data. (TMACOG Staff)	Ongoing
6. Keep current on the TMACOG website reference material and links to principles for accommodating bicycle and pedestrian transportation, bikeway definitions, and the regional bicycle/pedestrian plan. (Element 60154) (TMACOG Staff)	Ongoing
7. Support regional bikeway development efforts including conducting scheduled meetings of the Chessie Circle Trail Coordinating Committee and the Wabash Cannonball Corridor Coordinating Committee. (Element 60154) (TMACOG Staff)	Ongoing
8. Provide staff and support for the Pedestrian and Bikeways Committee and hold a minimum of four meetings. (Element 60154) (TMACOG Staff)	Ongoing
9. Provide support and help implement Walk.Bike.Ohio, the Ohio Trails Vision Plan, and the SEMCOG Regional Non-Motorized Plan. (Element 60154) (TMACOG Staff)	Ongoing
10. Create a Regional Bicycle Parking Code Template. (TMACOG Staff)	June 2024
11. Update the non-motorized sections of the TMACOG 2055 Long Range Transportation Plan. (Element 60154) (TMACOG Staff)	June 2024

Element 60154 is used to track expenses related to the 2.5% PL funding set-aside for the Increase Safe and Accessible Transportation Options (ISATO) planning requirement.

ODOT Category 601 – Short Range Transportation Planning

Element Number **60160** **Regional Public Transportation Planning**

Total Subcategory Budget: \$105,000

Goal: To improve the provision of public transportation facilities and services throughout the region.

Objectives:

- Increase personal mobility and access to jobs and essential services throughout the region through a robust network of interconnected transportation modes.
- Support the economic vitality of the urban core and the region.
- Continue collaboration with stakeholders and the public to make certain there is an equitable public transportation system in the region.

Methodology:

As part of the comprehensive regional planning process, TMACOG staff and committees consider public transit (such as public bus, van, and streetcar service). TMACOG works with transit agencies, human services agencies, transit consumers, and other stakeholders on key issues, initiatives, and projects. This includes a supportive role in implementing priority projects and strategies identified in the region's two human services-public transit coordination plans and in the regional transportation plan.

TMACOG supports efforts to promote and improve public and human services transit by developing and distributing data and information via the TMACOG website, public events, and publications. Partnering with staff on transit work is the standing Public Transit Committee. In 2020, ODOT took over the §. 5310 program. TMACOG, along with TARTA, agreed to continue taking on the role of ranking and recommending projects to ODOT for this funding.

Issues of ongoing concern include the adequacy of service for the growing number of elderly and disabled citizens and geographic limitations of the existing public transit services. There is a need to implement recommendations from the Locally Coordinated Human Services Transportation Plan and to expand the footprint of public transit services.

Products:

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| 1. Provide public data and information, such as ridership numbers, a minimum of two times during the year, on public transportation and its benefits, via the web, public meeting(s), and/or other means. (TMACOG Staff) | Ongoing |
| 2. Distribute the Call for Projects to eligible §. 5310 agencies and local governments in cooperation with ODOT. (TMACOG Staff) | Winter 2024 |
| 3. Maintain a committee to review and rank projects for the §. 5310 federal funding program to improve transportation for elderly and disabled citizens. (TMACOG Staff) | Spring 2024 |
| 4. Support ongoing efforts of mobility management and other priority projects and initiatives listed in the coordinated human services public transit plans and the regional transportation plan. (TMACOG Staff) | Ongoing |

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| 5. Attend quarterly Wood County Transportation Stakeholder meetings. (TMACOG Staff) | Ongoing |
| 6. Assist TARTA when needed in the implementation and update of the Locally Coordinated Human Services Transportation Plan. (TMACOG Staff) | Ongoing |
| 7. Implement strategies and other implementation items identified in ODOT's long range plan Access Ohio 2045. (TMACOG Staff) | Ongoing |
| 8. Provide education on local transportation options and services by inviting local agencies to present at committee meetings. (TMACOG Staff) | Ongoing |
| 9. Provide input on the development of the 2055 Long Range Plan. (TMACOG Staff) | Ongoing |
| 10. Form a subcommittee to identify topics that should be discussed and/or acted on during the Public Transit Committee. (TMACOG Staff) | May 2024 |
| 11. Hold a minimum of four Public Transit Committee meetings. (TMACOG Staff) | May 2024 |

ODOT Category 601 – Short Range Transportation Planning

Element Number 60190 Transportation Service

Total Subcategory Budget: \$71,000

Goal: Respond to specific requests for information and assistance, and be a valuable resource for TMACOG members, our planning partners, and for the community.

Objectives:

- Promote the benefits and the value of a TMACOG membership.
- Provide or locate essential data for members as requested.
- Address the need for quick and efficient access to transportation information.
- Provide resources for meetings, events, discussion, networking, or education.
- Increase awareness of TMACOG resources available to our members and the community.

Methodology:

Respond to the needs of TMACOG members by assisting with transportation project coordination, funding information, or developing partnerships. Provide data, statistics, maps, reports, or other information as requested. Provide help in locating data or provide links to data resources. Provide contact information or website addresses as requested. Assist members with the planning and coordination of meetings or events. Provide a venue for meetings, discussion, or education.

Continue to develop the TMACOG website into a comprehensive source for transportation information. Work with our communications staff to increase awareness of resources available from TMACOG, including online resources.

Products:

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| 1. Upon request, assist members with transportation project coordination, funding information, or partnership development. (TMACOG Staff) | Ongoing |
| 2. Provide data (transportation, demographic, safety, freight), GIS files, traffic counts, bike or pedestrian counts, or other information as requested. (TMACOG Staff) | Ongoing |
| 3. Create maps or graphics or provide copies of existing maps or graphics as requested by TMACOG members or our planning partners. (TMACOG Staff) | Ongoing |
| 4. Provide members or our planning partners with up-to-date highway project, traffic, or crash information as requested. (TMACOG Staff) | Ongoing |
| 5. Assist members with meetings or events as needed, or provide a venue for meetings, events, or education. (TMACOG Staff) | Ongoing |
| 6. Continue to develop TMACOG's online transportation resources, including the use of interactive maps, charts, or other graphics. (TMACOG Staff) | Ongoing |

ODOT Category 602 – Transportation Improvement Program

Element Number 60210 Transportation Improvement Program Development

Total Subcategory Budget: \$89,000

Goal: To maintain the Transportation Improvement Program (TIP) and manage the TMACOG transportation project funding programs to maximize use of funds available to the area.

Objectives:

- Maintain the local TIP in coordination with all procedures and initiatives of the BIL, including maintaining the TIP in accordance with the established performance targets. In line with that process, solicit, review and rank applications for inclusion in the new TIP for projects that can utilize the available federal funding categories of the Federal Highway Administration funding program.
- Maintain the TIP for the planning area including incorporating and tracking local projects in the TIP.
- Incorporate the intent of the “2045 Plan – Update 2020”, the Congestion Mitigation Process, the Intelligent Transportation System, the Complete Streets Policy, and other relevant guidelines within the selection process of evaluation of new projects to be selected for funding.
- Support the inclusion of relevant goals and initiatives in the “2045 Plan – Update 2020”.

Methodology:

Traditionally the TIP is prepared biennially in conjunction with the State Transportation Improvement Program for the state of Ohio. After adoption, the TIP is maintained on an ongoing basis to keep it relevant to projects in the planning region. The current FY 2024–2027 TIP was prepared and approved in FY 2023 and is kept current through amendments and modifications. Requirements are that the TIP be performance-driven and outcome-based. The selected projects must help the region achieve specific objectives (performance targets) that reflect federal, state, and public transit goals and targets.

Products:

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| 1. The TIP Committee will continue to pursue the timely utilization of federal and state funding to maximize the use of available resources. (TMACOG Staff) | Ongoing |
| 2. Publish the annual listing of highway, transit, pedestrian, and bikeway projects using federal funding in TMACOG’s area. (TMACOG Staff) | September 2023 |
| 3. Monitor and maintain the FY 2024–2027 TIP. (TMACOG Staff) | Ongoing |
| 4. Support and participate in the Ohio Statewide Urban CMAQ Committee (OSUCC). (TMACOG Staff) | Ongoing |
| 5. Provide staff and support for TIP Committee meetings to manage the program. (TMACOG Staff) | Ongoing |
| 6. Document compliance with Title VI and Environmental Justice requirements. (TMACOG Staff) | Ongoing |

ODOT Category 602 – Transportation Improvement Program

Element Number **60220 Transportation Improvement Program Management**
(STBG-Funded*)

Total Subcategory Budget: \$100,000

Goal: To monitor, work with local jurisdictions, and best utilize the available resources of the Transportation Improvement Program to further the development of transportation infrastructure within the region.

Objectives:

- Provide the planning region with the optimized usage of federal transportation funding allocations through the promotion and successful development of projects that reflect the region’s priorities and needs for transportation infrastructure development.
- Balance the needs of investment and the maintenance of existing infrastructure with the development of new projects within the context of all the alternative modes of transportation.
- Support the inclusion of relevant goals and initiatives in the “2045 Plan – Update 2020”.

Methodology:

The ongoing maintenance of the TIP is managed through the following efforts:

- Monitoring the progress of project development of the TIP related projects.
- Proactive management of the municipal planning organization sub-allocation funding to maintain a balance between project needs and funding type allocations.
- Working with local jurisdictions to build a reservoir of upcoming projects equal to 25% of the current year allocation that could be accelerated into an earlier fiscal year if required.
- Working with sponsors and the ODOT District 2 office to schedule project sales for a 20%, 30%, 30%, and 20% annual cost distribution by fiscal year quarter.
- Maintaining records and preparing reports to document project progress and maintain accountability.
- Actively monitoring projects on a regular basis to ensure compliance with procedures and timelines.
- Find any existing discrepancies in ODOT’s Ellis Project tracking system that vary from the TIP’s intent and notify ODOT to make corrections.

Products:

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| 1. Prepare program monitoring reports with actions needed to keep projects on schedule. (TMACOG Staff) | Ongoing |
| 2. Complete SFY 2025 lockdown with the ODOT District 2 office staff. (TMACOG Staff) | December 2023 |
| 3. Proactively manage TMACOG sub-allocation funding to actively pursue project schedules, track adherence to project development commitment dates, and notify project sponsors of missed commitment dates. (TMACOG Staff) | Ongoing |

* TMACOG STBG funding is provided through TMACOG-managed funds allocated through the TIP (PID# 111330) and is not part of consolidated planning grant funds.

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| 4. Work with project sponsors and ODOT District 2 to schedule project sales with quarterly goals of 20%, 30%, 30%, and 20% of projects sold in the respective quarters of the fiscal year. (TMACOG Staff) | Ongoing |
| 5. Support and participate in the Ohio Statewide Urban CMAQ Committee. (TMACOG Staff) | Ongoing |
| 6. Work with project sponsors and ODOT District 2 to identify the reservoir of projects ready to be sold totaling 25% of current year allocation. (TMACOG Staff) | Ongoing |
| 7. Update the Elderly and Handicapped Transportation Plan. (TMACOG Staff) | June 2024 |

ODOT Category 605 – Continuing Planning – Surveillance

Element Number 60510 Data Collection and Management

Total Subcategory Budget: \$411,000

Goal: To provide data and other inputs for the ongoing transportation planning process.

Objectives:

- Coordinate with local jurisdictions to acquire traffic counts throughout the TMACOG region.
- Maintain the TMACOG region's data resources (i.e., GIS, Census, and socioeconomic), acquire new data as needed, and examine trends within this data.

Methodology:

TMACOG staff will continue to maintain, update, and provide data and maps that are a necessary input to short- and long-range planning. Data includes socioeconomic (Census and employment data), geographic (roadway characteristics, traffic counts, traffic crashes, aerial photography, transit, bicycle networks, and general municipality/county/state GIS layers), and networks (highway, transit, and new construction projects used in the travel demand model).

TMACOG staff will also assist jurisdictions in standardizing their counting procedures and improving the use of the Traffic Count Database System (TCDS) software and website program.

Products:

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| 1. Maintain and update socioeconomic data files for the transportation study area. (TMACOG Staff) | Ongoing |
| 2. Maintain and update network data files including newly constructed project information. (TMACOG Staff) | Ongoing |
| 3. Maintain and update traffic count database. (TMACOG Staff) | Ongoing |
| 4. Maintain and update GIS data (roads, political boundaries, Census, etc.). (TMACOG Staff) | Ongoing |
| 5. Develop maps as required to assist various transportation committees and events. (TMACOG Staff) | Ongoing |
| 6. Maintain GIS and socioeconomic data on the TMACOG website map and data portal. (TMACOG Staff) | Ongoing |
| 7. Continue to work with local jurisdictions to use the Traffic Count Database System (TCDS) software to upload counts into the traffic count website. (TMACOG Staff) | Ongoing |
| 8. Update the database that organizes all transportation data (ODOT inventory system, network inputs, counts, TIP projects, forecasts, etc.). (TMACOG Staff) | Ongoing |
| 9. Coordinate with ODOT and regional ITS stakeholders to support improved transportation system safety and security, as well as implementation of ITS projects within the ITS Plan and regional transportation plan. (TMACOG Staff) | Ongoing |

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| 10. Examine trends on the transportation network by comparing historical and new data (i.e., bridge condition, traffic counts). (TMACOG Staff) | Ongoing |
| 11. Provide traffic count data upon request by TMACOG members and non-members. (TMACOG Staff) | Ongoing |
| 12. Evaluate performance measures in the long-range transportation plan. (TMACOG Staff) | Ongoing |

ODOT Category 610 – Long Range Planning

Element Number **61100** **Long Range Planning**

Total Subcategory Budget: \$294,000

Goal: To maintain, promote, and monitor implementation of the regional transportation plan.

Objectives:

- Stay in compliance with federal law by maintaining a 20-year horizon regional transportation plan for the Toledo metropolitan area.
- Build on regional strengths, address regional needs, and achieve overarching plan goals.
- Continue to include the public in transportation planning to ensure transportation projects, initiatives, and policies are equitable.

Methodology:

The key responsibility is to maintain the region’s comprehensive transportation plan, which is prepared and updated in cooperation with a broad range of public and private sector stakeholders, environmental agencies, and the general public. TMACOG completed the most recent plan, “On the Move: 2015-2045 Transportation Plan Update 2020” in 2020. The plan is for Lucas and Wood counties in Ohio, and for Erie, Bedford and Whiteford townships and the City of Luna Pier in Monroe County, Michigan.

Staff will begin work with the Transportation Planning Committee and regional partners to prepare the next area transportation plan, the 2055 Transportation plan, which must be approved and take effect by July 1, 2025. The new plan will need to be developed in accordance with the current federal surface transportation legislation the FAST Act. Requirements include that the plan be performance driven and outcomes-based; that is, the selected projects and strategies must help the region achieve specific objectives (performance targets) that reflect federal, state, and public transit goals and targets. The plan will incorporate information and recommendations from a variety of planning efforts such as the recent analysis of land use and growth patterns in the region, safety planning, and congestion management planning. Work on the regional transportation plan will begin in FY 2024 and be completed in FY 2025.

In support of transportation plan implementation, TMACOG worked with area stakeholders in the past fiscal year to develop the *2023-2024 Transportation Legislative Agenda* as an informational resource. The Legislative Agenda encourages cooperation and coordination among regional partners. Additionally, the focus will be on Plan implementation. This includes activities to increase awareness and generate action in support of the plan’s goals, projects, and policies. Other efforts will include work on priority initiatives identified in the plan and achieving plan targets.

Products:

1. Prepare the 2055 Transportation Plan by completing the following products (Element 61101): (TMACOG Staff)
 - a. 2055 Plan process table, including a public involvement plan August 2023
 - b. List of Plan goals September 2023
 - c. Selection of employment and land use scenario December 2023
 - d. Transportation system facilities, performance, and needs report March 2024
 - e. Public Needs Survey March 2024
 - f. Public meetings March 2024

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| 2. Provide information and assistance in support of the current 2045 Plan, including presentations, distribution of plan documents, and input to state planning processes. (TMACOG Staff) | Ongoing |
| 3. Approve Performance Measures and Targets for Safety. (TMACOG Staff) | February 2024 |
| 4. Develop and update the System Performance Report used for tracking and reporting progress on targets and project implementation. (TMACOG Staff) | Ongoing |
| 5. Process requests for amendments to the 2045 Plan's project lists. (TMACOG Staff) | Ongoing |
| 6. Distribute the 2023-2024 Transportation Legislative Agenda (Element 61101). (TMACOG Staff) | Ongoing |
| 7. Incorporate a regional housing analysis into the Long Range Plan. (TMACOG Staff) | June 2024 |
| 8. Assist as requested in area community comprehensive plan updates and major development efforts. (TMACOG Staff) | Ongoing |
| 9. Hold at least four meetings of the Transportation Planning Committee. Include informational presentations on planning issues at one or more of the meetings (Element 61101). (TMACOG Staff) | June 2024 |

Element 61101 is used to track expenses related to the 2.5% PL funding set-aside for the Increase Safe and Accessible Transportation Options (ISATO) planning requirement.

ODOT Category 615 – Continuing Planning – Procedural Development

Element Number **61520** **Modeling and Forecasting**

Total Subcategory Budget: \$265,000

Goal: To develop forecasting tools and perform modeling for system analysis.

Objectives:

- Identify a cohesive transportation vision for the region by exploring issues and opportunities pertaining to the street system, as well as examining alternative options.
- Develop tools to aid jurisdictions in planning and maintaining the transportation system.

Methodology:

TMACOG maintains a computer model that is used to predict future traffic loading on the street system. The model requires extensive data inputs including demographic parameters, current traffic levels, and other components related to the street system. Updates and maintenance of this model is a major task as is the additional coding necessary to construct experimental network changes to test future scenarios. Refinement and improvement to the modeling capabilities at TMACOG continue in FY 2024. TMACOG will use the model for traffic projection requests as needed.

TMACOG will continue to review the pavement management planning process using pavement condition data obtained by ODOT in 2023. The pavement management plan will aid local jurisdictions with the improvement of roadway and pavement inventories.

Products:

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| 1. Continue to update the pavement management process with 2023 ODOT pavement condition rating (PCR) data. (TMACOG Staff) | Ongoing |
| a. Inventory roadway pavement and combine into one database. | |
| b. Integrate pavement systems from area communities, as available. | |
| c. Prepare a list and map of catch-up projects. | |
| d. Examine trends in the PCR data by comparing historical and new data. | |
| 2. Provide traffic projection results to members as needed. (TMACOG Staff) | Ongoing |
| 3. Continue building a regional Transportation Asset Management Plan (TAMP) based on the information and data needs gathered and strategized in FY 2021 and 2022. (Consultant/TMACOG Staff) | Ongoing |
| 4. Provide staff and support for System Performance and Monitoring Committee meetings. (TMACOG Staff) | Ongoing |
| 5. Continue to refine and improve the capabilities of the traffic model, as well as perform updates to the highway network and other model input files as needed. (TMACOG Staff) | Ongoing |
| 6. Coordinate with Caliper to develop an activity-based model for the Toledo area. (TMACOG Staff) | Ongoing |

ODOT Category 665 – Special Studies

Element Number 66520 Smart Transportation & Innovative Mobility Special Study

Total Subcategory Budget: \$46,000

Goal: To enhance interagency dialogue and collaboration, and to facilitate smart transportation/innovative mobility project development and deployment within northwest Ohio and southeast Michigan.

Objectives:

- Research and share information on connected vehicle/autonomous vehicle, electric vehicle, and advanced air technology.
- Partner with DriveOhio and FlyOhio on smart mobility projects and initiatives in northwest Ohio.
- Facilitate meetings of the Smart Transportation & Innovative Mobility Committee.

Methodology:

Transportation technology is rapidly changing and MPOs must adapt their long-range transportation plans to stay current. Preparing for future technologies such as connected and autonomous vehicles, unmanned aerial mobility, unmanned aircraft systems, and other developing technologies has been a priority for regional stakeholders, and, as a result, TMACOG was asked to establish a committee for this purpose. The committee was created by the Transportation Council in August of 2018. The creation of DriveOhio and the support the agency can offer has provided the impetus for developing projects for collaboration with state and local agencies and jurisdictions.

Products:

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| 1. Participate in other agencies' innovative transportation sessions. (TMACOG Staff) | June 2024 |
| 2. Maintain data on electric vehicle charging station locations. (TMACOG Staff) | June 2024 |
| 3. Study locations for future electric vehicle charging stations. (Consultant) | June 2024 |
| 4. Partner with DriveOhio on smart mobility projects in northwest Ohio. (TMACOG Staff) | Ongoing |
| 5. Update regional smart technology/innovative mobility policies for the transportation legislative agenda. (TMACOG Staff) | Ongoing |
| 6. Provide data and GIS support for members. (TMACOG Staff) | Ongoing |
| 7. Support implementation of the Glass City Riverwalk BUILD grant. (TMACOG Staff) | Ongoing |
| 8. Research and explore federal funding opportunities for demonstration projects. (TMACOG Staff) | Ongoing |
| 9. Research and stay current with federal requirements for smart/innovative mobility technology. (TMACOG Staff) | Ongoing |
| 10. Provide staff and support for the TMACOG Smart Transportation & Innovative Mobility Committee. (TMACOG Staff) | Ongoing |

ODOT Category 674 – Transit Planning

Element Number 67495 TARTA Short-Range Planning*

Total Subcategory Budget: \$200,000

Goal: Toledo Area Regional Transit Authority (TARTA) and Toledo Area Regional Paratransit Service (TARPS) transit planning activities

Objectives:

- Investigate and institute service changes as necessary.
- Participation at scheduled meetings of the Toledo Metropolitan Area Council of Governments (TMACOG) and its committees and subcommittees.
- Work to implement the TARTA transit portions of the TMACOG *2045 Transportation Plan – Update 2020* and participate in the development of the 2055 Transportation Plan.
- Participate with the § 5310 funding program (Enhanced Mobility for Seniors and People with Disabilities) including the promotion of funding opportunity, scoring, ranking and recommendation of project awards.
- Develop report and plans in accordance with federal requirements.

Methodology:

The TARTA Planning Department is responsible for the Authority's short-term capital and service planning. These duties include designing service options, maintenance of the passenger shelter program, preparing grant applications and planning documentation that meet the requirements of the Federal Transit Administration (FTA) and the Ohio Department of Transportation (ODOT), developing the annual program of projects, and the preparation of specifications for major capital projects. The planning department also acts as the principal liaison for TARTA's communications with other federal, state, regional, and local agencies. This element is funded by TARTA and is not part of Consolidated Planning Grant Funds of TMACOG.

Products:

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| 1. Complete and submit the annual Capital Plan for Transit Improvements. (TARTA Staff) | December 2023 |
| 2. Preparations of 2024 Program of Projects. (TARTA Staff) | January 2024 |
| 3. Public Transit Monitoring System (PTMS) Report update. (TARTA Staff) | February 2024 |
| 4. Perform the annual update of the Locally Coordinated Human Services Transportation Plan in partnership with TMACOG. (TARTA Staff) | November 2023 |
| 5. Develop service targets for FY 2024. (TARTA Staff) | October 2023 |
| 6. Update Public Transportation Agency Safety Plan. (TARTA Staff) | December 2023 |
| 7. National Transit Database report. (TARTA Staff) | February 2024 |
| 8. Work with TMACOG to solicit, score, and rank FY 2024 § 5310 projects. (TARTA Staff) | March 2024 |
| 9. 2023 certification of data. (TARTA Staff) | April 2024 |
| 10. Implementing Major Service Changes in conjunction with the TARTA Next Comprehensive Operations Analysis. (TARTA Staff) | December 2023 |

*This element is funded locally by TARTA and is not included in the cost allocation plan. This narrative describes planning efforts undertaken by TARTA. TMACOG transit planning efforts are documented in element #60160 – Regional Public Transportation Planning.

ODOT Category 697 – Transportation Program Reporting

Element Numbers	<u>69710</u>	<u>Transportation Policy Committee Reporting and Administration</u>
	<u>69720</u>	<u>Transportation Summit</u>

Total Subcategory Budget: \$245,000

Goal: To efficiently administer the Transportation Department planning process and effectively coordinate efforts of transportation stakeholders in the region.

Objectives:

- Maximize efficiency of TMACOG’s planning efforts while remaining flexible to respond to member needs and changing federal transportation policies and guidance.
- Promote TMACOG’s leadership positioning in transportation planning through continued outreach to local governments, educational institutions, and major transportation stakeholders.

Methodology:

The activities of the TMACOG staff and committee structure is directed toward an ongoing “3-C planning process” that is continuing, cooperative, and comprehensive. TMACOG provides staff and support for the activities of the transportation department, the Transportation Council and its subcommittees. This includes such things as, but not limited to, secretarial support, administrative reports, project management, and staff management.

Each year, a Transportation Summit is also held to report on regional transportation planning activities, highlight the importance of transportation to the public, report on major issues, and coordinate efforts of the diverse community of transportation stakeholders. TMACOG maintains environmental justice and public involvement in transportation planning in accordance with TMACOG’s public involvement policy document which is updated as needed. Lastly, the website is continuously updated and used to communicate transportation planning efforts.

Activities that are ineligible for federal funding are charged to Element 68200 which is 100% locally funded.

Products:

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| 1. Produce the annual work program completion report. (TMACOG Staff) | September 2023 |
| 2. Convene a TMACOG Transportation Summit. (TMACOG Staff) | April 2024 |
| 3. Provide staff and support for the Transportation Council. (TMACOG Staff) | Ongoing |
| 4. Review and update the TMACOG Title VI Plan. (TMACOG Staff) | June 2024 |
| 5. Review and update the TMACOG Public Involvement Policy. (TMACOG Staff) | June 2024 |
| 6. Review and update the TMACOG Prospectus. (TMACOG Staff) | February 2024 |
| 7. Review and update the TMACOG transportation webpage. (TMACOG Staff) | Ongoing |
| 8. Provide staff and support to regional and state transportation organizations and agencies. (TMACOG Staff) | Ongoing |

Element Number 73100 Share A Ride (CMAQ-Funded*)

Total Subcategory Budget: \$85,000

Goal: To reduce single occupant vehicles (SOV) trips through ridesharing and vanpooling to work or school.

Objective:

- Partner with the Ozone Action program to foster a greater awareness of the importance of air quality issues and the impact of SOV on air quality.
- Assist the public with program registration through mobile application and website.
- Market the Gohio Commute and Guaranteed Ride Home Program.

Methodology:

Gohio Commute is a software matching service that matches registered commuters that live and work in the same area to facilitate the formation of carpools and/or vanpools and to better enable commuters to use alternative modes of travel such as transit, biking, or walking.

Products:

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|---|---------|
| 1. Maintain and update the ride sharing information on TMACOG's website and Gohio Commute platform so that it is consistent with marketing efforts being used to promote the department's programs. (TMACOG Staff) | Ongoing |
| 2. Continue partnership with other Ohio MPOs to maintain software and track usage. (TMACOG Staff) | Ongoing |
| 3. Participate in and support the Gas Cap Testing and Replacement program, which is held in partnership with the Ozone Action program to foster a greater awareness of the importance of air quality issues. Emphasize the importance of decreasing the amount of volatile organic compounds (VOCs) released into the air by the automobile. (TMACOG Staff) | Ongoing |
| 4. Increase awareness of the Gohio Commute program through marketing and promotional programs. (TMACOG Staff) | Ongoing |

* This element is funded through separate Congestion Mitigation and Air Quality (CMAQ) funding and is not part of consolidated planning grant funds. CMAQ funding is provided through TMACOG-managed funds allocated through the Transportation Improvement Program (TIP) (PID# 111336).

APPENDICES

APPENDIX A

Cost Allocation Plan



**COST ALLOCATION PLAN
AND
INDIRECT COST RATE PROPOSAL

FISCAL YEAR 2024**

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

March 2023

The preparation of this report was financed jointly by the Ohio Department of Transportation; the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration; the Ohio Environmental Protection Agency; the U.S. Environmental Protection Agency; and TMACOG Members.

COST ALLOCATION PLAN

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**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
FY 2023 INDIRECT COST
RATE PROPOSAL**

Chapter 1 – Identity of Subrecipient Entity and Scope of Programs Operated

The Toledo Metropolitan Area Council of Governments (TMACOG) is the recipient and administrator of various federal funds for planning for regional transportation and water quality projects in northwest Ohio and southeast Michigan. Organizational charts found in Appendix 1 provide detail of the duties and responsibilities of TMACOG staff in conducting the planning activities of the organization. All water quality and transportation planning programs share equally in the fringe benefit costs and overhead costs of running the organization

Funding for the TMACOG transportation planning program comes from Federal Highway Administration, Federal Transit Administration, Ohio Department of Transportation, Southeast Michigan Council of Governments (passed through from FHWA), the Toledo Area Transit Authority (passed through from FTA) and local planning partners and members.

The following chart identifies the federal funding expected to be received by TMACOG during FY 2024 including the appropriate CFDA designation:

UNITED STATES DEPARTMENT OF TRANSPORTATION

Passed Through Ohio Department of Transportation:

Highway Planning and Construction	20.205
Transportation Planning	
Share-A-Ride	
TIP Monitoring	
Transportation Air Quality	

Passed Through Michigan Department of Transportation and SEMCOG:

Highway Planning and Construction	20.205
Transportation Planning	

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Passed Through Ohio Environmental Protection Agency:

Water Quality Management Planning	66.454
TMACOG Areawide Water Quality Management Plan	

Direct Program:

Great Lakes Program	66.469
Great Lakes Restoration Initiative FY 2015	

Chapter 2 – TMACOG Cost Accounting System and Processes

The Ohio Department of Transportation, on behalf of the Federal Highway Administration is TMACOG's cognizant agency and is therefore responsible for reviewing, negotiating, and approving the annual cost allocation plan. TMACOG operates under a full accrual cost accounting system utilizing the Financial Edge software. TMACOG maintains an enterprise fund in which most activity occurs and a fiduciary fund in which a small pool of money is held on behalf of a rail-to-trails group of partners for future site improvements.

The cost allocation plan is prepared by senior financial staff based on input received from the various department heads and historical data analysis. Development of the plan begins in December with most of the work occurring during February. The results of the plan are shared with senior staff and approved by the TMACOG President before submittal.

All expenses are charged to the appropriate program utilizing a 5-digit project identifying system. All timesheet charges are reviewed by department supervisors. All other non-labor expenses are reviewed by the vice president of finance. Part of the review of these costs is to determine whether the costs are federally eligible. Any costs that are deemed to be ineligible are charged to a project number that is strictly funded with local dues and/or assessments.

Costs are determined to be direct costs if they are shown to benefit a specific project or program. Conversely, any costs that are general in nature and benefit multiple programs are identified as indirect costs. Some costs such (postage or printing or office supplies, for example) can be both direct or indirect depending on the nature and purpose of the expense. The voucher payments for expenses that benefit or support all projects and cannot be allocated directly to any specific program are accumulated into an indirect expense cost pool. These indirect expenses are accumulated into individual General Ledger accounts as a part of the accounting system.

Salary costs for all staff, except for the president, are determined by the president within a salary range determined by the TMACOG Board. The ranges are reviewed annually to determine whether adjustments are needed. The president's salary is set by the Board. All salary adjustments are done in writing with documentation contained within each employee's personnel file.

Timesheets are prepared by all staff members identifying the hours charged to each project on each day of the pay period. At the end of the pay period, the employee signs and submits their timesheet to their supervisor who then reviews and approves the timesheet for submittal to accounting. A copy of the timesheet template is found in Appendix 2. The timesheets are then reviewed by accounting department personnel to assure absences are properly recorded before the timesheet data is entered into the accounting system. Payroll is processed through the accounting system and a report is generated that is reviewed by the vice president of finance to assure proper payments are being made and approved by the president before payroll is transmitted to the bank.

For the fiscal year 2024 Work Program, eleven (11) activities have been identified as indirects and included in the indirect cost proposal. The activities are identified by their corresponding indirect work element number. Detailed written descriptions of each element can be found under Management in the Annual Work Program.

General Administration	99880
Mail List	99890
Annual Work Program	99990
General Accounting	99910
Membership	99930
TMACOG Tech Educational Programs	99931
Leadership Development	99940
Annual General Assembly	99950
Communication	99960
Computer	99970
Staff Training	99980

These work elements will be identified and accumulated by their own unique indirect element number, and then allocated to all grant or contract programs by applying an appropriate percentage to direct salaries and fringe benefits in accordance with the requirements of 2 CFR 200. See description of each indirect cost class in Appendix 4 Footnotes to Indirect Costs Schedule 1.

TMACOG has two active lease agreements in place. One is for rental of office space and the second is a lease on two copy machines. Both are operating leases. The cost of rent is expensed as an indirect expense while the cost of the copy machines is charged to the Copier Intermediate Cost Objective and both direct and indirect projects are charged according to the quantity of copies produced each month.

TMACOG employees accrue annual leave and sick leave on a bi-weekly basis commencing with their date of employment. The accrual rates are set by the TMACOG board and outlined in the TMACOG employee handbook. TMACOG's accrual policy attempts to mimic the accrual rates for non-unionized state of Ohio employees at listed in the Ohio Revised Code. The values of these accrued leaves are determined annually at year end and expensed as part of determining year-end actual costs. Other leave costs that are expensed when paid during the year include holiday, personal, bereavement, civil, military and administrative leave.

Fringe Benefit and Leave Additive Rates

At the commencement of each fiscal year, TMACOG computes new fringe benefit and leave additives rates. The rates for 2024 are based upon actual costs for the preceding year after providing for any known increased costs or policy changes in benefits. In accordance with the Personnel Policy and Procedures Manual as amended the various employee benefits include the following:

Fringe Benefits:

1. Medicare Insurance
2. Unemployment Compensation
3. Education Reimbursement Program
4. Medical Insurance
5. Workers' Compensation
6. Life Insurance
7. Employer's share of PERS
8. Employee Assistance Program
9. Health Savings Account Contributions
10. Vision Insurance
11. Dental Insurance
12. Automobile Allowance
13. Cell Phone Allowance

Leave Additives:

14. Annual
15. Sick
16. Holiday
17. Other (Personal, Administrative, Bereavement, Jury Duty, Military and Civil).

The approved rate for FY 2023 was 60.68 percent and the estimate for fringe benefits as calculated in the attached table for FY 2024 is 65.32 percent. See Table 3 on the following pages for supporting data and information.

Each of TMACOG's final cost objectives are listed and identified on the Schedule of Direct Labor, Fringe Benefits, and general Overhead. Each cost objective is identified with a 5-digit number. Project numbers beginning with a 3 are locally funded member service activities, projects beginning with a 5 are water quality related projects and projects beginning with a 6 are transportation related projects, and projects beginning with a 9 are indirect activities. Each five-digit transportation number relates to a corresponding three-digit ODOT number as found in Standard Procedure 322-003(SP). This enables anyone to ask a question regarding a specific task in transportation, and find the information reasonably easily. The search of information can be triggered using the term Transportation Improvement Plan (TIP), which automatically leads to the ODOT classification number 602.

TMACOG utilizes four intermediate costs objectives: Vehicle costs, Postage Costs, Copier Costs, and graphics costs. All operating costs for the TMACOG-owned vehicle are included in the first and costs are charged to projects based on miles driven as recorded on a vehicle log. Postage costs include the cost of postage added to the postage machine. Employees are required to enter the appropriate program code into the postage machine before postage is dispensed and monthly billing is recorded based on actual postage used as recorded by the machine. Copier costs include the cost of machine lease and maintenance, plus supplies and paper. These costs are reviewed

annually to determine a cost per copy. Employees are required to enter the appropriate program code into the copy machine before the copier will print. The monthly billing is then calculated based on the number of copies made as recorded on the log generated monthly by each of the machine. Finally, graphics includes the cost of supplies used to create signs and displays within our graphics department. These costs are then billed based on each graphics order request.

Details for each of the intermediate costs objective can be found Appendix 3.

TMACOG utilizes a provisional rate to allocate indirect costs monthly and then calculates actual year-end costs and makes an adjustment to actual for all allocated costs. Direct personnel costs plus fringe benefits will be used as the base for allocating indirect costs. Direct personnel costs were estimated by assigning current staff, plus anticipated new hires, to each program conducted by TMACOG. In each instance, where personnel are assigned in more than one program work element, personnel costs were assigned on a percentage basis of estimated time in the program.

The actual historical experience of indirect costs under the new and current cost allocation plan were used to estimate the indirect costs for FY 2024 and is adjusted to reflect general cost increases and inflation. Based upon the procedures and estimates discussed above, the provisional indirect cost rate submitted for approval and use for FY 2024 is 80.90 percent of direct salaries plus fringe benefits, computed by dividing indirect costs of \$1,074,756 by direct salary plus fringe benefit costs of \$1,328,554.

Chapter 3 – Reconciliation Process for Allocated Costs versus Actual Costs

At the completion of each fiscal year after all known and anticipated costs have been identified and accounted for in the TMACOG accounting system, the accounting staff begins the process of reconciling allocated costs to actual costs. This process will typically take place during August following the June 30 fiscal year close. The following process is followed to perform the reconciliation:

1. All actual labor costs (both direct and indirect) are exported from the accounting system to a spreadsheet and the figures are totaled to reconcile to total labor costs to confirm all expenses have been identified.
2. All fringe and indirect costs allocated to the various programs are likewise exported from the accounting system to the same spreadsheet where they are then reconciled to current account totals.
3. Actual total fringe benefit expenses are then exported from the accounting system to determine the full amount of allocable expenses were incurred during the fiscal year.
4. A calculation is then made to determine the actual amount of fringe benefits that should have been allocated to each project. The difference (either over-allocation or under-allocation) is then recorded to each project via a journal entry adjusted the allocated expense to actual. Once the journal entry is complete, the fringe benefit accounts are reviewed to determine whether the account balance is \$0.00 - an indication that the total costs have all been properly allocated.
5. Once the fringe benefit costs are fully allocated, the total actual indirect expenses (with the now adjusted to actual fringe benefit costs) are then exported from the accounting system to determine the full amount of allocable expenses were incurred during the fiscal year.
6. A calculation is then made to determine the actual amount of indirect costs that should have been allocated to each project. The difference (either over-allocation or under-allocation) is then recorded to each project via a journal entry adjusted the allocated expense to actual. Once the journal entry is complete, the indirect cost accounts are reviewed to determine whether the account balance is \$0.00 - an indication that the total costs have all been properly allocated.
7. The Schedule of Direct Labor, Fringe Benefits, and General Overhead for the following year is used to verify the calculations used for the journal entries and to calculate the actual rates that are then used for end of year adjustment to actual ODOT billing.

The vice president of finance reviews and approves the final calculations at the completion of the process before the start of the final closeout in preparation of the annual financial statement audit.

Chapter 4 – Financial Statements

The Toledo Metropolitan Area Council of Governments is subject to an annual Single Audit by the Auditor of the State of Ohio or their contracted independent public accountant. TMACOG's most recent audit was conducted by the audit firm Charles Harris and Associates for the year ending June 30, 2022. The audit report has been submitted to the office of the Auditor of State for their final approval and will be posted on the Auditor of State's website once they certify the report. The report was issued an unmodified opinion, did not identify and weaknesses in internal controls, and identified TMACOG as a low risk auditee. There were no findings or citations. A management letter was not issued.

Highway Planning and Construction – CFDA #20.205 was the Major Program reviewed during this audit cycle.

The audit report includes two supplemental schedules that compare budgeted fringe benefit costs to actual and budgeted indirect costs to actual. These schedules are both included as part of the audit. Auditors review the actual expense reports and the documents used to calculate to end of year adjusting journal entries and the calculation of the actual year-end rates.

TMACOG has received the Auditor of State Award for each of the past eleven years. The Auditor of State Award is presented to local governments and school districts upon the completion of a financial audit. Entities that receive the award meet the following criteria of a "clean" audit report:

- The entity must file timely financial reports with the Auditor of State's office in accordance with GAAP (Generally Accepted Accounting Principles);
- The audit report does not contain any findings for recovery, material citations, material weaknesses, significant deficiencies, Single Audit findings or questioned costs;
- The entity's management letter contains no comments related to:
 - Ethics referrals
 - Questioned costs less than \$10,000
 - Lack of timely report submission
 - Reconciliation
 - Failure to obtain a timely Single Audit
 - Findings for recovery less than \$100
 - Public meetings or public records
- No other financial or other concerns exist that involve eligible entity.

Chapter 5 – Annual Budget Schedules

TABLE 1

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
BUDGET - ANNUAL WORK PROGRAM
FISCAL YEAR ENDING JUNE 30, 2024

DIRECT COSTS

Programs	Direct Labor	Direct Labor plus Fringe	Pass Through	Other Direct Expenses	Indirect Expenses	Total Costs
Transportation Planning	528,570	873,841	801,300	103,186	706,909	2,485,235
Water Quality Planning	255,991	423,209	251,499	92,238	342,362	1,109,308
Operations/ Services	18,003	29,763	0	29,660	24,077	83,500
Total Budget	802,564	1,326,813	1,052,799	225,083	1,073,348	3,678,043

TABLE 2

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
INDIRECT COST ALLOCATION PROPOSAL
FISCAL YEAR ENDING JUNE 30, 2024

SCHEDULE 1

<u>DIRECT LABOR PLUS FRINGE BENEFITS:</u>	Indirect Costs	Direct Labor + Fringe Benefits
Transportation Planning	\$706,909	873,841
Water Quality Planning	342,362	423,209
Operations	<u>24,077</u>	<u>29,763</u>
TOTAL	\$1,073,348	\$1,326,813
INDIRECT LABOR: (Includes Fringe Benefits)		
General Administration/Strategic Plan		\$284,084
Mail List		5,060
Annual Work Program		2,022
General Accounting		144,615
Membership		132,593
TMACOG Tech Educational Programs		26,697
Leadership Development		2,141
Annual General Assembly		55,833
Communications		83,821
Computer		14,630
Staff Training		<u>14,900</u>
TOTALS		\$766,396
INDIRECT EXPENSES: See Table 2 - Schedule 1-A		308,360
TOTAL INDIRECT COSTS		\$1,074,756
INDIRECT RATE CALCULATION		
<u>Total Indirect Costs</u>	<u>\$1,074,756</u>	= 80.90%
Total Direct Labor & Fringe	\$1,328,554	

TABLE 2 (CONTINUED)

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
INDIRECT COST ALLOCATION PROPOSAL
FISCAL YEAR ENDING JUNE 30, 2022

SCHEDULE 1-A

<u>INDIRECT EXPENSE CATEGORY:</u>	Indirect Cost Budget	Appendix 4 Reference
Advertising/Promotion	\$1,000	25
Audit	16,460	17
Travel	13,800	13
Bank Fees	350	27
Conference Expenses	6,000	10
Contractual	1,500	22
Data Processing	50,000	7
Depreciation	20,000	14
Dues	7,500	12
Equipment	4,000	15
Equipment Maintenance	3,000	21
Graphics	2,000	19
Insurance	14,500	2
Legal	500	16
Meetings	12,000	26
Mileage & Travel	1,200	9
Office Supplies	2,500	5
Other Expenses	500	18
Other Supplies	4,000	20
Payroll Processing	2,600	29
Periodicals & Books	4,000	11
Postage	750	6
Printing and Reproduction	8,000	8
Recruitment & Public Notices	2,000	23
Rent	145,200	3
Security Monitoring	600	28
Telephone	2,400	4
Training/Seminars	<u>500</u>	24
TOTAL INDIRECT EXPENSES	\$326,860	
LESS ANTICIPATED REVENUE	-18,500	
GRAND TOTAL INDIRECT EXPENSES	\$308,360	
TOTAL INDIRECT LABOR	\$766,396	

TABLE 3

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
SCHEDULE OF EMPLOYEE BENEFITS
FOR THE FISCAL YEAR ENDING JUNE 30, 2023

ESTIMATES BASED ON ACTUAL EXPERIENCE
OF BENEFITS PAID AND ACCRUED

<u>FRINGE BENEFITS:</u>	<u>ESTIMATE FY 2023</u>	<u>ESTIMATE FY 2023</u>
Medicare	\$22,091	1.74%
Unemployment	0	0.00%
Education Reimbursement	10,000	0.79%
Medical Insurance	253,860	20.03%
Workers Comp	12,993	1.03%
Life Insurance	875	0.07%
PERS	213,295	16.83%
Employee Assistance	1,276	0.10%
HSA Contribution	28,275	2.23%
Vision Insurance	2,698	0.21%
Dental Insurance	18,849	1.49%
Automobile Allowance	6,000	0.47%
Cell Phone Allowance	<u>1,200</u>	<u>0.09%</u>
TOTAL	\$536,796	45.09%
<u>LEAVE ADDITIVES:</u>		
Annual	\$119,737	9.45%
Sick	56,367	4.45%
Holiday	68,473	5.40%
Other Leaves	<u>11,765</u>	<u>0.93%</u>
TOTAL	\$256,342	20.23%
<u>TOTAL PAYROLL WITHOUT LEAVES:</u>	\$1,267,196	
<u>RECAP:</u>		
Fringe Benefits:	\$536,796	45.09%
Leave Additives:	<u>\$256,342</u>	<u>20.23%</u>
GRAND TOTAL	\$827,755	65.32%
<u>SUMMARY RECAP:</u>		
Requested Rate for FY 2024 – Per Above		<u>65.32%</u>
Approved Rate for FY 2023 – Per Agreement		<u>60.68%</u>
DIFFERENCE--		<u>4.64%</u>

TABLE 4
Summary Budget By Funding Source
Annual Work Program For Fiscal Year 2024

Fringe Rate 65.32%
Indirect Rate 80.90%

Description	Item	Total	FHWA/ FTA-8	ODOT	Local Assess	Section 5310	Section 5307	MICH FHWA	Local Assess	USEPA	OEPA	Local Dues	Other Federal	In-Kind Match	Other State	Local Assess	Local Dues	Other Local
AREAWIDE WATER QUALITY PLANNING	51170	112508										112508						
	51200	1300										1300						
	51300	178000									75000	103000						
	51305	16000								23676		-7676						
	51310	24000										24000						
	51400	18000										-4000			12000			10000
	51500	24000										24000						
	51510	290000										70415	164985	54600				
	51600	1000										1000						
	51700	30000										30000						
	TOTAL	694808								23676	75000	354547	164985	54600	12000			10000
	Labor	146014								7549	23914	102815	11587	0	3826			3189
	Fringe	95379								4931	15621	67160	7569	0	2499			2083
	Oth Dir	32248								1099	3481	16455	7657	0	557			464
	Pass-Through	225887								0	0	30612	122675	54600	0			0
	Indirect	195280								10096	31983	137504	15497	0	5117			4264
MAUMEE RIVER	52100	28000										28000						
WATERSHED PLAN	52132	18000								27981		-9981						
	52200	77000										42050						34950
	TOTAL	123000								27981		60069						34950
	Labor	29746								7908		11961						9877
	Fringe	19430								5166		7813						6452
	Oth Dir	19042								4332		9300						5411
	Pass-Through	15000								0		15000						0
	Indirect	39782								10576		15996						13210
PORTAGE RIVER BASIN COUNCIL PLAN	53100	23000										23000						
	TOTAL	23000										23000						
	Labor	5475										5475						
	Fringe	3577										3577						
	Oth Dir	1625										1625						
	Pass-Through	5000										5000						
	Indirect	7323										7323						
STORMWATER COALITION	54100	110000										35937						74063
	54126	49000								40000		9000						
	54400	26000										9000						17000
	54500	0								21524		-21524						
	TOTAL	185000								61524		32413						91063
	Labor	56753								19498		4922						28654
	Fringe	37072								12736		3215						18718
	Oth Dir	9663								3214		1693						4756
	Pass-Through	5612								0		16000						612
	Indirect	75901								26076		6583						38322

Fringe Rate	65.32%
Indirect Rate	80.90%

[illegible]

Fringe Rate	65.32%
Indirect Rate	80.90%

[illegible]

Fringe Rate	65.32%
Indirect Rate	80.90%

[illegible]

Fringe Rate	65.32%
Indirect Rate	80.90%

[illegible]

Fringe Rate	65.32%
Indirect Rate	80.90%

LOCAL FUNDS	258025	LOCAL GOVT. TRANSPORTATION ASSESSMENTS - F.Y. 2024
CALCULATION	236704	

TABLE 5
BUDGETED TRANSPORTATION EXPENDITURES BY
WORK ELEMENT FOR FISCAL YEAR ENDING JUNE 30, 2024

Number	Element Description	FY 2023 Carryover PID 116044	FY 2024 Current Year PID 118130	Proposed FY 2024 Budget	Approved FY 2023 Budget	Change	Fund Source
60120	Highway Project Planning	\$ 12,474	\$ 51,526	\$ 64,000	\$ 68,000	\$ (4,000)	FHWA/FTA/ODOT/LOCAL
60123	Safety Studies	22,803	94,197	117,000	106,000	11,000	FHWA/FTA/ODOT/LOCAL
60130	Regional Passenger Rail Planning	21,049	86,951	108,000	106,000	2,000	FHWA/FTA/ODOT/LOCAL
60140	Freight Planning	16,495	68,136	84,631	65,277	19,354	FHWA/FTA/ODOT/LOCAL
60142	Ohio Conference on Freight	3,508	14,492	18,000	18,500	(500)	FHWA/FTA/ODOT/LOCAL
60150	Pedestrian and Bicycle Planning	33,367	137,835	171,202	94,528	76,674	FHWA/FTA/ODOT/LOCAL
60154	Ped Bike Safety and Accessibility	4,026	16,629	20,655	17,805	2,850	FHWA/FTA/ODOT/LOCAL
60160	Regional Public Transportation Planning	20,465	84,535	105,000	119,000	(14,000)	FHWA/FTA/ODOT/LOCAL
60190	Transportation Service	13,838	57,162	71,000	57,000	14,000	FHWA/FTA/ODOT/LOCAL
60210	TIP Development	17,346	71,654	89,000	82,500	6,500	FHWA/FTA/ODOT/LOCAL
60510	Data Collection and Management	80,104	330,896	411,000	373,000	38,000	FHWA/FTA/ODOT/LOCAL
61100	Long Range Planning	44,864	185,323	230,187	134,472	95,715	FHWA/FTA/ODOT/LOCAL
61101	Long Range Plan Safety & Accessibility	4,026	16,629	20,655	17,805	2,850	FHWA/FTA/ODOT/LOCAL
61520	Modeling and Forecasting	51,649	213,351	265,000	146,000	119,000	FHWA/FTA/ODOT/LOCAL
66520	Autonomous Vehicle Special Study	8,965	37,035	46,000	23,000	23,000	FHWA/FTA/ODOT/LOCAL
69710	Transportation Policy Committee Reporting and Adn	31,574	130,426	162,000	148,000	14,000	FHWA/FTA/ODOT/LOCAL
69720	Transportation Summit	13,448	55,552	69,000	44,000	25,000	FHWA/FTA/ODOT/LOCAL
Subtotal FTA & FHWA/ODOT*		\$ 400,000	\$ 1,652,330	\$ 2,052,330	\$ 1,620,887	\$ 431,443	FHWA/FTA/ODOT/LOCAL
55200	Transportation Air Quality Program	-	112,800	112,800	112,800	-	CMAQ/LOCAL
60140	Freight Planning	-	32,369	32,369	30,723	1,646	MDOT/SEMCOG/LOCAL
60150	Pedestrian and Bikeways Planning	-	32,369	32,369	26,334	6,035	MDOT/SEMCOG/LOCAL
60220	TIP Management	-	100,000	100,000	100,000	-	STP/LOCAL
61100	Long Range Planning	-	43,158	43,158	30,723	12,435	MDOT/SEMCOG/LOCAL
68200	Transportation - Local Only	-	13,209	13,209	17,640	(4,431)	LOCAL ASSESSMENTS
69720	Transportation Summit	-	14,000	14,000	14,000	-	OTHER LOCAL
73100	Share a Ride	-	85,000	85,000	85,000	-	CMAQ
	Set Aside for reserves	-	-	-	-	-	LOCAL ASSESSMENTS
Subtotal Non FTA & FHWA/ODOT		\$ -	\$ 432,905	\$ 432,905	\$ 417,219	\$ 15,686	
Subtotal TMACOG		\$ 400,000	\$ 2,085,235	\$ 2,485,235	\$ 2,038,106	\$ 447,129	
67495	TARTA's Transit Planning ACSP	-	200,000	200,000	300,000	(100,000)	SECTION 5307/LOCAL
TOTAL TRANSPORTATION		\$ 400,000	\$ 2,285,235	\$ 2,685,235	\$ 2,338,106	\$ 347,129	

*Estimated FY 2024 PL funding level based on \$1,652,330 new FY 2024 funding plus \$400,000 estimated FY 2023 carryover funding

TABLE 6
TRANSPORTATION FUND USE BY PERFORMING
AGENCY FOR FISCAL YEAR ENDING JUNE 30, 2024

Number	Element Description	Total	TMACOG		Others	
		FY 2024 Budget	Budget	Person Hours		
60120	Highway Project Planning	\$ 64,000	\$ 62,861	753	1,139	b
60123	Safety Studies	117,000	113,982	1366	3,018	b
60130	Regional Passenger Rail Planning	108,000	86,022	1031	21,978	a, b
60140	Freight Planning	84,631	79,197	949	5,434	a, b
60142	Ohio Conference on Freight	18,000	12,807	153	5,193	a
60150	Pedestrian and Bicycle Planning	171,202	123,656	1482	47,546	a,b
60154	Ped Bike Safety & Accessibility	20,655	20,655	248	-	
60160	Regional Public Transportation Planning	105,000	102,390	1227	2,610	b
60190	Transportation Service	71,000	69,603	834	1,397	b
60210	TIP Development	89,000	86,970	1042	2,030	b
60510	Data Collection and Management	411,000	304,000	3643	107,000	a,b
61100	Long Range Planning	230,187	215,778	2586	14,409	a,b
61101	Long Range Plan Safety & Accessibility	20,655	20,655	248	-	
61520	Modeling and Forecasting	265,000	160,320	1921	104,680	a,b
66520	Autonomous Vehicle Special Study	46,000	44,411	532	1,589	
69710	Transportation Policy Committee Reporting and Admin	162,000	148,938	1785	13,062	b
69720	Transportation Summit	69,000	53,663	643	15,337	b
Subtotal FTA & FHWA/ODOT		\$ 2,052,330	\$ 1,705,908	20444	\$ 346,422	
55200	Transportation Air Quality Program	112,800	37,888	454	74,912	a
60140	Freight Planning	32,369	32,369	388		
60150	Pedestrian and Bikeways Planning	32,369	32,369	388		
60220	TIP Management	100,000	100,000	1198		
61100	Long Range Planning	43,158	43,158	517		
68200	Transportation - Local Only	13,209	13,209	158	-	a
69720	Transportation Summit	14,000	(33,546)	-402	47,546	a
73100	Share a Ride	85,000	85,000	1019	-	a
	Set Aside for reserves	-	-	0		
Subtotal Non FTA & FHWA/ODOT		\$ 432,905	\$ 310,447	3721	\$ 122,458	
Subtotal TMACOG		\$ 2,485,235	\$ 2,016,355	11.62	\$ 468,880	
67495	TARTA's Transit Planning ACSP	200,000	-	0	200,000	c
TOTAL TRANSPORTATION		\$ 2,685,235	\$ 2,016,355	24165	\$ 668,880	

- a Non staff direct expenditures
- b Reserve for future period
- c TARTA staff.

TABLE 7
TRANSPORTATION PLANNING BUDGET REVENUES BY
FUND SOURCE FOR FISCAL YEAR ENDING JUNE 30, 2024

	Proposed FY 2024 Budget	Approved FY 2023 Budget	Change
<hr/>			
TMACOG			
-Federal and State for TMACOG from:			
FHWA/FTA - New FY 2023 Funding	\$ 1,321,864	\$ 1,139,519	\$ 182,345
ODOT Match of FHWA/FTA - New FY 2023 Funding	165,233	142,440	22,793
FHWA/FTA - Prior Year Carry Forward Funding	320,000	240,000	80,000
ODOT Match of FHWA/FTA - Prior Year Carry Forward Funding	40,000	30,000	10,000
Michigan FHWA	88,313	71,847	16,466
FHWA CMAQ - Share a Ride	85,000	85,000	-
FHWA STP - TIP Project Mgmt	80,000	80,000	-
FHWA CMAQ - Air Quality Program	112,800	112,800	-
FHWA SAFETY _ Active Transportation Grant	-	-	-
Fed and State Grants Total	\$ 2,213,210	\$ 1,901,606	\$ 311,604
-Local Funds for TMACOG from:			
-Govt. Transportation Assessments used for:			
FHWA/FTA-8 Match	205,233	172,440	32,793
Michigan FHWA Match	19,583	15,932	3,651
TMACOG match TIP Management	20,000	20,000	-
TMACOG match Air Quality Program	-	-	-
Local Exclusive Tasks	13,209	30,349	(17,140)
Set Aside for Local Reserve	-	-	-
Government Transportation Assessment Subtotal	258,025	238,721	19,304
-Special Support to match federal funds:			
Private support for Annual Transportation Summit	14,000	14,000	-
Special Support Subtotal	14,000	14,000	-
Local Total	\$ 272,025	\$ 252,721	\$ 19,304
TMACOG TOTAL	\$ 2,485,235	\$ 2,154,327	\$ 330,908
TARTA			
- Fed for TARTA Transit Planning ACSP (Section 5307):	200,000	300,000	(100,000)
- Local TARTA funds for Section 5307 Match:	-	-	-
TARTA TOTAL	200,000	300,000	(100,000)
TOTAL TRANSPORTATION	\$ 2,685,235	\$ 2,454,327	\$ 230,908

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD
July 1, 2021 - June 30, 2022

		ESTIMATED FY 2022	ACTUAL FY 2022	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2024
EMPLOYEE WAGES					
Indirect Labor					
Acct. #	Acct. Name				
99880	General Administration	\$172,180.76	\$189,381.50	(\$17,200.74)	\$171,836.90
99890	Mail List	\$10,459.36	\$1,970.30	\$8,489.06	\$3,060.57
99900	Work Program	\$2,147.82	\$512.29	\$1,635.53	\$1,222.92
99910	General Accounting	\$93,470.05	\$99,205.41	(\$5,735.36)	\$87,474.92
99930	Membership	\$89,218.49	\$85,927.29	\$3,291.20	\$80,203.28
99931	TMACOG Tech	\$11,624.84	\$2,357.63	\$9,267.21	\$16,148.66
99940	Leadership Development	\$1,201.58	\$2,490.77	(\$1,289.20)	\$1,295.25
99950	General Assembly	\$28,960.91	\$38,314.44	(\$9,353.53)	\$33,772.29
99960	Communications	\$18,675.80	\$42,585.58	(\$23,909.78)	\$50,701.64
99970	Computer	\$11,263.11	\$7,645.46	\$3,617.65	\$8,849.67
99980	Staff Training	\$5,300.65	\$1,593.38	\$3,707.27	\$9,012.64
				\$0.00	
				\$0.00	
Subtotal - Indirect Labor		\$444,503.35	\$471,984.05	(\$27,480.70)	\$463,578.74
Direct Labor					
Acct. #	Acct. Name				
32500	Directory	\$8,744.73	\$8,411.96	\$332.77	\$7,980.63
39000	Local Only Restricted Expenditures	\$6,590.08	\$3,601.60	\$2,988.48	\$5,657.49
33300	Equity and Environmental Justic Development	\$0.00	\$29.21	(\$29.21)	\$4,364.99
34040	WCCC General Administration Fund	\$0.00	\$2,896.53	(\$2,896.53)	\$0.00
45000	Areawide Reviews	\$0.00	\$124.26	(\$124.26)	\$0.00
51170	Environmental Council	\$27,878.89	\$30,608.83	(\$2,729.94)	\$29,408.16
51200	Environmental Program Development	\$2,807.96	\$2,198.83	\$609.13	\$414.78
51300	AWQMP: Facility Planning	\$25,200.10	\$44,066.20	(\$18,866.10)	\$57,198.29
51305	Home Sewage Treatment System Mapping	\$14,014.01	\$11,532.74	\$2,481.27	\$5,131.13
51306	GIS Standardization	\$4,387.30	\$0.00	\$4,387.30	\$0.00
51310	Wastewater Committee	\$9,576.38	\$8,970.13	\$606.25	\$7,693.75
51400	Lucas County District 12 NRAC	\$7,023.48	\$5,179.41	\$1,844.07	\$5,761.35
51500	Water Supply Committee	\$9,659.66	\$5,564.05	\$4,095.61	\$7,555.16
51510	Water Workforce Development	\$0.00	\$3,924.80	(\$3,924.80)	\$36,187.44
51600	Regional Water Planning Committee	\$954.29	\$0.00	\$954.29	\$276.92
51700	Agricultural Committee Development	\$9,978.63	\$8,884.29	\$1,094.34	\$9,672.51
52100	Watersheds Committee	\$9,946.69	\$9,795.33	\$151.36	\$8,923.46
52132	Regional 9-Element NPS-IS Coordination	\$17,758.90	\$9,624.32	\$8,134.58	\$5,756.35
52200	Student Watershed Watch	\$24,433.67	\$12,840.41	\$11,593.26	\$20,776.78
53100	Portage River Basin Coordination	\$8,595.33	\$6,894.72	\$1,700.61	\$7,290.43
53120	Portage-Toussaint GLRI	\$0.00	\$0.00	\$0.00	\$0.00
54100	Stormwater Coalition	\$25,303.28	\$38,933.75	(\$13,630.47)	\$35,292.81
54126	Chloride AOC	\$22,802.25	\$1,128.21	\$21,674.04	\$14,409.24
54127	Urban Waters - Biocells	\$0.00	\$0.00	\$0.00	\$0.00
54400	Clear Choices Clean Water - Greater Toledo Lake Erie	\$9,437.51	\$6,983.38	\$2,454.13	\$8,362.68
54410	Municipal Pollution Prevention Resources	\$0.00	\$0.00	\$0.00	\$0.00
55200	Transportation Air Quality Outreach Program	\$15,115.10	\$5,963.03	\$9,152.07	\$12,148.32
55300	Gas Cap Program	\$0.00	\$5,085.45	(\$5,085.45)	\$0.00
60120	Highway Project Planning	\$10,966.82	\$11,324.18	(\$357.36)	\$10,498.80
60123	Safety Studies	\$39,585.81	\$31,787.72	\$7,798.09	\$27,823.61
60130	Regional Passenger Rail Study	\$14,673.72	\$22,703.25	(\$8,029.53)	\$18,234.06
60140	Freight Transportation Planning	\$19,129.61	\$29,648.20	(\$10,518.59)	\$26,749.44
60142	Ohio Conference on Freight	\$3,807.75	\$737.01	\$3,070.74	\$4,080.81
60150	Pedestrian and Bicycle Transportation Planning	\$42,668.75	\$29,366.53	\$13,302.22	\$47,942.10
60152	Bike to Work Event	\$0.00	\$7,131.67	(\$7,131.67)	\$0.00
60160	Regional Public Transportation Planning	\$31,038.96	\$25,393.94	\$5,645.02	\$24,059.57
60190	Transportation Service	\$9,523.65	\$9,649.73	(\$126.08)	\$12,881.44
60210	Transportation Improvement Program Development	\$10,392.79	\$6,520.22	\$3,872.57	\$2,595.38
60220	Transportation Improvement Program Management - S	\$30,569.00	\$33,080.61	(\$2,511.61)	\$47,856.54
60510	Continuing Planning - Surveillance	\$85,784.40	\$84,009.75	\$1,774.65	\$91,282.30
61100	Long Range Planning	\$45,675.27	\$44,558.89	\$1,116.38	\$83,118.37
61520	Continuing Planning - Procedural Development	\$33,352.12	\$31,214.45	\$2,137.67	\$43,146.53
66520	Autonomous Vehicle Special Study	\$15,670.37	\$4,941.45	\$10,728.92	\$14,652.07
68200	Transportation - Local Only	\$727.96	\$3,808.49	(\$3,080.53)	\$0.00
69710	Transportation Policy Committee Reporting and Admini	\$39,792.97	\$53,644.16	(\$13,851.19)	\$39,309.51
69720	Transportation Summit	\$16,856.72	\$186.83	\$16,669.89	\$12,325.48

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD
July 1, 2021 - June 30, 2022

		ESTIMATED FY 2022	ACTUAL FY 2022	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2024
73100	Share A Ride	\$13,612.07	\$4,320.03	\$9,292.04	\$6,798.65
74100	Specialized Transportation	\$3,782.01	\$0.00	\$3,782.01	\$0.00
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
Subtotal - Direct Labor		\$727,819.02	\$667,268.55	\$60,550.47	\$803,617.35
TOTAL EMPLOYEE WAGES		<u>\$1,172,322.37</u>	<u>\$1,139,252.60</u>	<u>\$33,069.77</u>	<u>\$1,267,196.09</u>
FRINGE BENEFITS COST CENTER					
Paid Leave					
Acct. #	Acct. Name				
5121	Annual Leave	\$107,231.42	\$93,837.22	\$13,394.20	\$119,737.28
5122	Sick Leave	\$42,405.17	\$32,090.61	\$10,314.56	\$56,366.69
5123	Holiday Pay	\$63,607.75	\$59,865.59	\$3,742.16	\$68,473.17
5125	Bereavement Leave	\$0.00	\$3,238.71	(\$3,238.71)	\$0.00
5126	Civil Leave	\$0.00	\$0.00	\$0.00	\$0.00
5127	Military Leave	\$0.00	\$0.00	\$0.00	\$0.00
5128	Administrative Leave	\$0.00	\$0.00	\$0.00	\$0.00
5129	COVID Sick Leave	\$0.00	\$0.00	\$0.00	\$0.00
5130	Personal Day	\$10,601.29	\$10,157.79	\$443.50	\$11,764.76
Subtotal - Paid Leave		\$223,845.63	\$199,189.92	\$24,655.71	\$256,341.90
Other Fringe Benefits					
Acct. #	Acct. Name				
5141	Medicare	\$20,244.44	\$19,019.32	\$1,225.12	\$22,091.30
5142	Unemployment	\$0.00	\$0.00	\$0.00	\$0.00
5143	Education Reimbursement	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
5144	Medical Insurance	\$214,701.01	\$164,810.75	\$49,890.26	\$253,860.43
5145	Workers Comp	\$11,906.52	\$5,766.38	\$6,140.14	\$12,992.73
5146	Life Insurance	\$836.88	\$756.72	\$80.16	\$874.92
5147	PERS	\$195,463.52	\$185,018.14	\$10,445.38	\$213,295.32
5148	Employee Assistance	\$1,219.68	\$1,108.80	\$110.88	\$1,276.12
5149	HSA Contribution	\$28,275.00	\$19,752.50	\$8,522.50	\$28,275.00
5150	Vision Insurance	\$2,800.10	\$2,284.22	\$515.88	\$2,697.94
5151	Dental Insurance	\$19,740.80	\$13,978.84	\$5,761.96	\$18,848.88
5155	Auto Allowance	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
5156	Cell Phone Allowance	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00
Prior Year Rate Adjustment					
Subtotal - Other Fringe		\$512,387.94	\$419,695.67	\$92,692.27	\$571,412.64
TOTAL FRINGE BENEFITS		<u>\$736,233.57</u>	<u>\$618,885.59</u>	<u>\$117,347.98</u>	<u>\$827,754.54</u>

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD
July 1, 2021 - June 30, 2022

		ESTIMATED FY 2022	ACTUAL FY 2022	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2024
INDIRECT COST CENTER - NON-LABOR					
Acct. #	Acct. Name				
4720	Registration Fees	(\$9,000.00)	(\$8,916.31)	(\$83.69)	(\$9,000.00)
4740	Trade Show Display Table	(\$3,500.00)	(\$3,600.00)	\$100.00	(\$3,500.00)
4750	Sponsorship	(\$2,500.00)	(\$5,350.00)	\$2,850.00	(\$6,000.00)
5210	Consultant	\$500.00	\$0.00	\$500.00	\$500.00
5220	Contract Services	\$1,500.00	\$1,134.52	\$365.48	\$1,500.00
5411	Audit	\$16,240.00	\$15,786.20	\$453.80	\$16,460.00
5412	Legal	\$500.00	\$0.00	\$500.00	\$500.00
5413	Advertising	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
5414	Marketing	\$0.00	\$0.00	\$0.00	\$0.00
5415	Payroll Processing	\$2,600.00	\$2,357.44	\$242.56	\$2,600.00
5421	Insurance	\$13,500.00	\$13,265.33	\$234.67	\$14,500.00
5431	Depreciation	\$20,000.00	\$21,182.30	(\$1,182.30)	\$20,000.00
5444	Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00
5445	Credit Card Fees	\$1,200.00	\$68.14	\$1,131.86	\$350.00
5451	Postage	\$2,500.00	\$1,227.18	\$1,272.82	\$750.00
5452	Other Postage & Mail Prep	\$0.00	\$0.00	\$0.00	\$0.00
5461	Rent	\$145,200.00	\$145,200.00	\$0.00	\$145,200.00
5462	Telephone	\$2,400.00	\$2,021.78	\$378.22	\$2,400.00
5464	Security Monitoring	\$600.00	\$1,339.44	(\$739.44)	\$600.00
5470	Parking/Tolls	\$200.00	\$0.00	\$200.00	\$200.00
5471	Auto	\$0.00	\$0.00	\$0.00	\$0.00
5472	Mileage	\$1,000.00	\$36.97	\$963.03	\$4,800.00
5473	Hotel	\$1,000.00	\$98.88	\$901.12	\$4,000.00
5474	Airfare	\$1,000.00	\$0.00	\$1,000.00	\$5,000.00
5475	Conference	\$4,000.00	\$0.00	\$4,000.00	\$6,000.00
5480	Meals	\$100.00	\$0.00	\$100.00	\$0.00
5481	Meeting Attendance	\$100.00	\$0.00	\$100.00	\$0.00
5482	Meeting Facility	\$1,800.00	\$2,040.00	(\$240.00)	\$2,000.00
5483	Catering Costs	\$8,000.00	\$5,521.20	\$2,478.80	\$8,000.00
5484	Registration Fee	\$0.00	\$665.00	(\$665.00)	\$2,000.00
5486	Registration - On line charges	\$1,000.00	\$0.00	\$1,000.00	\$0.00
5487	Vehicle Rental	\$0.00	\$0.00	\$0.00	\$0.00
5491	Printing and Reproduction	\$0.00	\$229.79	(\$229.79)	\$0.00
5492	Outside printing	\$2,500.00	\$4,037.50	(\$1,537.50)	\$4,000.00
5493	Internal Copy Costs	\$10,000.00	\$4,933.41	\$5,066.59	\$4,000.00
5511	Graphic Design	\$1,000.00	\$705.00	\$295.00	\$2,000.00
5512	Outside Graphics	\$0.00	\$0.00	\$0.00	\$0.00
5520	Meeting Supplies	\$0.00	\$0.00	\$0.00	\$0.00
5521	Photo Supplies	\$0.00	\$0.00	\$0.00	\$0.00
5522	Office Supplies	\$2,500.00	\$3,887.93	(\$1,387.93)	\$3,000.00
5523	Other Supplies	\$1,000.00	\$400.91	\$599.09	\$4,000.00
5524	Printshop Supplies	\$0.00	\$0.00	\$0.00	\$0.00
5530	Equipment Rental	\$0.00	\$1,864.20	(\$1,864.20)	\$0.00
5531	Equipment Purchase	\$1,000.00	\$136.10	\$863.90	\$1,000.00
5532	Equipment Leasing	\$3,000.00	\$1,188.00	\$1,812.00	\$3,000.00
5533	Equipment Maintenance	\$3,000.00	\$1,270.34	\$1,729.66	\$3,000.00
5534	Furniture Expense	\$0.00	\$0.00	\$0.00	\$0.00
5541	Training/Semonars/Workshops	\$500.00	\$279.00	\$221.00	\$500.00
5551	Publications/Subscriptions	\$4,000.00	\$3,639.36	\$360.64	\$4,000.00
5561	Recruitment	\$250.00	\$85.75	\$164.25	\$1,750.00
5562	Public Notices	\$250.00	\$50.16	\$199.84	\$250.00
5571	Association Dues	\$2,000.00	\$820.00	\$1,180.00	\$7,500.00
5590	Computer Software Maintenance	\$10,000.00	\$9,850.00	\$150.00	\$50,000.00
5591	Computer Software Expense	\$15,000.00	\$21,651.42	(\$6,651.42)	\$0.00
5592	Computer Hardware Expense	\$3,000.00	\$10,827.05	(\$7,827.05)	\$0.00
5595	Computer Supplies	\$0.00	\$423.11	(\$423.11)	\$0.00
5596	Internet Expense	\$12,000.00	\$12,270.00	(\$270.00)	\$0.00
5597	Web Page Design	\$0.00	\$450.00	(\$450.00)	\$0.00
5711	Misc. Expense	\$500.00	\$467.15	\$32.85	\$500.00
				\$0.00	\$0.00
	Prior Year Rate Adjustment			\$0.00	
TOTAL INDIRECT COSTS - NON-LABOR		\$282,440.00	\$273,544.25	\$8,895.75	\$308,360.00

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD
July 1, 2021 - June 30, 2022

		ESTIMATED FY 2022	ACTUAL FY 2022	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2024
FRINGE BENEFIT COST RATE CALCULATION					
TOTAL FRINGE BENEFITS	A	\$736,234	\$618,886		\$827,755
TOTAL EMPLOYEE WAGES	B	\$1,172,322	\$1,139,253		\$1,267,196
FRINGE BENEFIT COST RATE		62.80%	54.32%	A ÷ B	65.32%
FRINGE BENEFIT COST RECOVERY COMPARISON					
FY 2022					
Should have recovered in fiscal year	+		\$362,486	Actual DL * Actual Fringe Rate	
Amount actually recovered in fiscal year	-		\$419,053	Actual DL * Estimated Fringe Rate	
Prior Year Net (Over) / Under Recovery	+		\$0		
Prior Year (Over) / Under Recovery Posted to Cost Center	-		\$0		
(Over) / Under Recovery of Fringe Benefits	=		(\$56,567)		
FRINGE BENEFITS COST DISTRIBUTION					
INDIRECT LABOR FRINGE BENEFITS		\$279,154	\$256,400		\$302,818
DIRECT LABOR FRINGE BENEFITS		\$457,080	\$362,486		\$524,937
TOTAL FRINGE BENEFITS		\$736,234	\$618,886		\$827,755
INDIRECT COST RATE CALCULATION					
INDIRECT LABOR		\$444,503	\$471,984		\$463,579
INDIRECT FRINGE BENEFITS		\$279,154	\$256,400		\$302,818
OTHER INDIRECT COSTS		\$282,440	\$273,544		\$308,360
TOTAL INDIRECT COSTS	A	\$1,006,097	\$1,001,928		\$1,074,756
DIRECT LABOR		\$727,819	\$667,269		\$803,617
DIRECT LABOR FRINGE BENEFITS		\$457,080	\$362,486		\$524,937
TOTAL DIRECT LABOR + DL FRINGE BENEFITS	B	\$1,184,899	\$1,029,754		\$1,328,554
INDIRECT COST RATE		84.91%	97.30%	A ÷ B	80.90%
INDIRECT COST RECOVERY COMPARISON					
FY 2022					
Should have recovered in fiscal year	+		\$1,001,928	Actual DLFB * Actual Indirect Rate	
Amount actually recovered in fiscal year	-		\$922,396	[Actual DL + (DL * Estimated Fringe Rate)] * Estimated Indirect Rate	
Prior Year Net (Over) / Under Recovery	+		\$0		
Prior Year (Over) / Under Recovery Posted to Cost Center	-		\$0		
(Over) / Under Recovery of Indirect Costs	=		\$79,533		
SUMMARY					
		ESTIMATED FY 2022	ACTUAL FY 2022		ESTIMATED FY 2024
FRINGE BENEFIT COST RATE		62.80%	54.32%		65.32%
INDIRECT COST RATE		84.91%	97.30%		80.90%

APPENDICES

Tim Brown
President

William Best
Vice President of Finance
and Administration

Nate Reiter
Deputy Finance
Director

David Gedeon
Vice President
Transportation

Lance Dasher
Transportation Planner

Roger Streiffert
Transportation Planner

Lisa Householder
Planner/Database Analyst

Marissa Bechstein
Transportation Planner

Marc Vondeylen
Transportation Technician

-vacant-
Traffic Counting Intern

Jodi Cole
Transportation
Administrative Assistant

Matthew Kennedy
Water Quality Planner

Ann Nair
Water Quality
Administrative Assistant

Eric Kostecky
Water Quality Planner

Kari Gerwin
Director of Water Quality
Planning

Rosanna Hoelzle
Membership &
Outreach Coordinator

Mike Tippet
Director of
Communications

Alex Aspacher
Public Information
Specialist

Jennifer Allen
Executive Administrative
Assistant



Toledo Metropolitan Area Council of Governments

FY 2022 Staff List

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APPENDIX 3

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS OTHER INTERMEDIATE COST OBJECTIVES NARRATIVE & SCHEDULE OF EXPENSES

Cost Objective Number & Name

38000 Vehicle Costs

Cost Objective Description / Purpose

To allocate costs for TMACOG owned/leased vehicles

Cost Allocation Basis

Number of miles traveled

Cost Allocation Rate(s)

GSA Approved POV mileage reimbursement rate - currently \$.575 per mile

Cost Allocation Frequency

Monthly

Description of Cost Allocation Records Retained for Audit Purposes

Vehicle use mileage logs

Expenses for this Cost Objective

Account Number	Account Name		Prior Actual FY 2022		Proposed Budget FY 2024
01-5471	Auto		\$ 36.97		\$ 4,800.00
TOTALS			<u>\$ 36.97</u>		<u>\$ 4,800.00</u>

Allocations for this Cost Objective

Sum of Expenses Allocated Direct to Projects/Programs		\$ 36.97		\$ 4,800.00
Expenses Allocated to Indirect Cost Pool		\$ 0.00		\$ 0.00
TOTALS		<u>\$ 36.97</u>		<u>\$ 4,800.00</u>

**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
OTHER INTERMEDIATE COST OBJECTIVES
NARRATIVE & SCHEDULE OF EXPENSES**

Cost Objective Number & Name

38001 Postage Costs

Cost Objective Description / Purpose

To allocate costs for postage used on TMACOG mailings

Cost Allocation Basis

Number of pieces of mailing

Cost Allocation Rate(s)

Current USPS Postage Rates

Cost Allocation Frequency

Monthly

Description of Cost Allocation Records Retained for Audit Purposes

Postage meter usage log & bulk mailing processing reports

Expenses for this Cost Objective

Account Number	Account Name	Prior Actual FY 2022	Proposed Budget FY 2024
01-5451	Postage	\$ 1,227.18	\$ 2,500.00
TOTALS		\$ 1,227.18	\$ 2,500.00

Allocations for this Cost Objective

Sum of Expenses Allocated Direct to Projects/Programs	\$ 0	\$ 1,000.00
Expenses Allocated to Indirect Cost Pool	\$ 1,227.18	\$ 1,500.00
TOTALS	\$ 1,227.18	\$ 2,500.00

**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
OTHER INTERMEDIATE COST OBJECTIVES
NARRATIVE & SCHEDULE OF EXPENSES**

Cost Objective Number & Name

38002 Copier Costs

Cost Objective Description / Purpose

To allocate costs for copies made on TMACOG leased copiers

Cost Allocation Basis

Number of copies printed

Cost Allocation Rate(s)

\$.13 per copy for B&W; \$.20 per copy for color

Cost Allocation Frequency

Monthly

Description of Cost Allocation Records Retained for Audit Purposes

Monthly log generated from copy machine and manual log of paper used for department printers

Expenses for this Cost Objective

Account Number	Account Name	Prior Actual FY 2022	Proposed Budget FY 2024
01-5532	Equipment Leasing	\$ 1,188.00	\$ 3,000.00
01-5533	Equipment Maintenance	\$ 1,270.34	\$ 3,000.00
01-5524	Printshop Supplies	\$ 0.00	\$ 0.00
01-5525	Graphic Supplies	\$ 0.00	\$ 0.00
TOTALS		\$ 2,458.34	\$ 6,000.00

Allocations for this Cost Objective

Sum of Expenses Allocated Direct to Projects/Programs	\$ 0	\$ 3,000.00
Expenses Allocated to Indirect Cost Pool	\$ 2,458.34	\$ 3,000.00
TOTALS	\$ 2,458.34	\$ 6,000.00

**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
OTHER INTERMEDIATE COST OBJECTIVES
NARRATIVE & SCHEDULE OF EXPENSES**

Cost Objective Number & Name

38003 Graphics Costs

Cost Objective Description / Purpose

To allocate costs for posters and banners made in TMACOG's Graphics department

Cost Allocation Basis

Number of items produced

Cost Allocation Rate(s)

POSTERS: 24x36 unmounted = \$13; mounted = \$21.25; 32x40 unmounted = \$27; mounted = \$34;
BANNERS: 3'x6' = \$25; 3'x9' = \$30

Cost Allocation Frequency

Monthly

Description of Cost Allocation Records Retained for Audit Purposes

Monthly Graphics request/invoice form

Expenses for this Cost Objective

Account Number	Account Name	Prior Actual FY 2022	Proposed Budget FY 2024
01-5524	Printshop Supplies	\$ 0.00	\$ 0.00
01-5522	Office Supplies	\$ 3887.93	\$ 3000.00
01-5525	Graphic Supplies	\$ 0.00	\$ 0.00
TOTALS		\$ 3887.93	\$ 3000.00

Allocations for this Cost Objective

Sum of Expenses Allocated Direct to Projects/Programs	\$ 0.00	\$ 0.00
Expenses Allocated to Indirect Cost Pool	\$ 3887.93	\$ 3000.00
TOTALS	\$ 3887.93	\$ 0.00

APPENDIX 4

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS FY 2022 INDIRECT COST RATE PROPOSAL SUMMARY OF ESTIMATED INDIRECT COSTS

FOOTNOTES TO INDIRECT COSTS - SCHEDULE 1

1. INDIRECT LABOR: Includes the assignment of management, staff, and support personnel to the eleven (11) work activities shown. These costs were estimated to the various work activities on a percentage basis of estimated time budgeted for the work activity.
2. INSURANCE: These costs are represented by the premiums paid on policies covering TMACOG's liability, personal property, public officials, and complete coverage on automobiles.
3. RENT: All rental charges shown in the lease provisions with the agency.
4. TELEPHONE: The indirect charges include the monthly basic charges for the telephone units in the office, the additional charges for local calls and long-distance calls in the planning region. Expenses specific to a project are billed directly to that project.
5. OFFICE SUPPLIES: Includes all expendable supplies for general purposes of office operation and excludes the printing department supplies. Costs specific to a work program are charged directly.
6. POSTAGE: Includes all postage charges not specifically identified to direct program mailings. For internal postage expenses, postage is charged to the indirect pool when added to the postage machine. As postage is used, the appropriate project (both indirect and direct) is charged for the cost of postage and the original indirect project is credited as the back charge. Postage expenses incurred externally are charged via the usual voucher payment system to both direct and indirect projects.
7. DATA PROCESSING: Includes costs for internet access and usage, computer software maintenance, and computer software and hardware expenses. All special computer programming and products for projects are chargeable on a direct cost basis.
8. PRINTING AND REPRODUCTION: Includes the in-house and out-sourced printing charges for TMACOG stationery, printing of general-purpose mailings and reports not identifiable to direct work programs or to indirect work activities. Cost for copy lease equipment, equipment maintenance, and copy supplies are charged as indirect when the expense is incurred. As internal copies are made, the appropriate project code (both direct and indirect) is recorded. At month end, those projects are billed based on type and quantity of copies produced. The indirect accounts where the original expense was recorded are credited as the offsetting back charge. The actual costs are reviewed annually to determine the per copy billing rate used throughout the year.

9. MILEAGE & TRAVEL: Includes the reimbursement of mileage when employees use their personal vehicle, hotel, airfare, parking, tolls, and other travel costs of TMACOG staff on general TMACOG activities including those activities with various state and national organizations when not specifically identified with a direct funding program.
10. CONFERENCE EXPENSES: Includes the costs of registration fees, materials and other charges related to attendance at seminars and not specifically identified with a funding program.
11. PERIODICALS AND BOOKS: Includes subscription costs for required newspapers, periodicals, technical books, publications and reports not identifiable to specific programs for general TMACOG needs.
12. DUES: Includes the costs of annual dues to associations authorized in the policy manual.
13. AUTOMOBILES: Includes all fuel costs, repair & maintenance costs, and vehicle lease costs. When incurred, all costs associated with TMACOG vehicles are posted to a pooled project called "Vehicle Costs". A log tracks the usage of each TMACOG vehicle. Monthly charges to direct and indirect projects are calculated based on the actual vehicle miles driven in that given month multiplied by the allowable GSA mileage reimbursement rate. The credit for the end of month journal entry is made to the Vehicle Cost project number. Vehicle costs in excess of the amounts billed to projects are covered by local membership dues.
14. DEPRECIATION: Includes the annual calculation of expense of TMACOG capital assets distributable to all programs.
15. EQUIPMENT: Includes purchase, rental and lease cost for copy machines, postage meters, typewriters, and other office equipment and furniture.
16. LEGAL: Includes the fees paid to outside legal firm.
17. AUDIT: Includes audit costs not identifiable to specific programs.
18. OTHER EXPENSES: All miscellaneous expenditures not previously classified.
19. GRAPHICS: Includes all costs of all expenses and equipment used by the Graphics department in the production of TMACOG documents, reports, etc.
20. OTHER SUPPLIES: Includes all supply costs not otherwise identifiable to the above general cost and expense classifications and not identified to programs.
21. EQUIPMENT MAINTENANCE: Includes costs of service of contracts to office equipment generally, and for repair to office furniture and fixtures.

22. CONTRACTUAL: Payments made to outside businesses or organizations to provide services under a contractual basis not identified elsewhere. Also includes any temporary service costs relating to general office help.
23. RECRUITMENT & PUBLIC NOTICES: Includes all costs related to the advertising, expense reimbursement, and interviewing of prospective new staff in accordance with the TMACOG Handbook and all costs for legally required public notices in local news publications not identifiable to specific programs for general TMACOG needs.
24. TRAINING/SEMINARS: Includes costs associated with providing staff members formal technical training in work-related program areas.
25. ADVERTISING/PROMOTION: Includes costs associated with promoting the programs and work activities of the agency to the media and the general public.
26. MEETINGS: Includes the costs of hosting and attending meetings. This expense category would include meeting registration costs, facility rental costs, catering costs, and registration transaction fee costs.
27. BANK FEES: Includes the miscellaneous bank costs and credit card acceptance and processing fees.
28. SECURITY MONITORING: Represents the monthly fee for remote monitoring of office security system.
29. PAYROLL PROCESSING: Includes costs with contracting with an outside vendor to process payroll and all associated tax submittals and filings including quarterly 941 and annual W-2 and W-3 reporting and filing

APPENDIX B

60140 – Freight Planning – SEMCOG Format

ODOT Category 601 – Short Range Transportation Planning

Element Number 60140 Freight Planning

Goal: To improve the efficiency and reliability of the freight network and improve access to national and global markets to strengthen economic productivity and competitiveness.

Objectives:

- Include the efficient movement of freight by all modes in the planning process.
- Strengthen the region's position as a multimodal freight hub.
- Use targets and measures to assess freight network performance.
- Provide freight stakeholders a venue for discussion, coordination, and problem-solving.
- Raise public awareness of freight transportation concerns and opportunities.
- Consider potential impacts to safety, the environment, and social equity from freight-related projects, initiatives, and policies.

Methodology:

Support projects, initiatives, and policies intended to improve freight transportation efficiency and reliability. Work to implement freight-related projects and initiatives from TMACOG's 2045 Plan - Update 2020 long-range transportation plan and the Transportation Legislative Agenda. Follow freight planning guidance provided by the National Freight Strategic Plan, the Transport Ohio Freight Plan, and the Michigan Freight Plan.

Support the development of freight-generating facilities including intermodal terminals, distribution centers, and industry sites by encouraging investment in infrastructure and improving access and connectivity. Support the modernization of freight transportation including electrification, alternative fuels, and connected or autonomous vehicles. Identify regional inadequacies in available truck parking and work to address them.

Create and maintain a regional freight plan that will help to determine where freight investments are needed by identifying key facilities and corridors, evaluating the adequacy of infrastructure, identifying inefficient connections, recognizing any changes in freight flow patterns, and assessing the performance of the freight network. Establish freight network performance targets and measures and integrate these measures into the planning process. Evaluate possible impacts to safety, the environment, and social equity from freight projects and initiatives.

To ensure the efficient and reliable flow of domestic and international freight between Ohio and Michigan, coordinate planning efforts with the Southeast Michigan Council of Governments (SEMCOG) and MDOT. Coordinate with ODOT and other MPOs to ensure efficient interregional freight flow in Ohio, for example, creating a more efficient freight route between Toledo and Columbus.

Seek input from the TMACOG Freight Advisory Committee for regional freight planning efforts and use the committee meetings as a venue for sharing information, identifying problems, and

developing solutions. Continued participation in the Ohio Freight Advisory Committee provides opportunities for learning about statewide freight assets and issues, sharing information, providing regional input, and coordinating planning efforts. At the request of the host MPO, assist in the planning and presentation of the annual Ohio Conference on Freight. Initiated by TMACOG in 2007, the annual conference has evolved into a significant statewide forum for education, discussion, and innovation.

Products:

- | | |
|---|----------------|
| 1. Assist as needed with the planning and presentation of the annual Ohio Conference on Freight in coordination with OARC and ODOT. | September 2023 |
| 2. Continue the process of creating a regional freight plan by assessing regional assets and needs, consulting stakeholders, and gathering data. Continue to consult with ODOT, MDOT, and other MPOs for guidance and best practices. | June 2024 |
| 3. Work with our Michigan partners to plan for possible changes in freight volumes and patterns resulting from the 2025 opening of the Gordie Howe Bridge. | June 2024 |
| 4. Continue to support and promote the establishment of a more efficient freight route connecting Toledo and Columbus. | Ongoing |
| 5. Follow guidance from the Transport Ohio state freight plan and use the information to assess current conditions, identify needs, and plan for improvements on the regional level. | Ongoing |
| 6. Follow guidance from the Ohio Truck Parking Study and use the information to develop strategies to address regional parking inadequacies. | Ongoing |
| 7. Follow guidance from the DriveOhio Freight Electrification Study on evaluating the feasibility, cost, and complexity of electrifying the region's freight corridors. | Ongoing |
| 8. Work toward implementing freight-related projects and initiatives from TMACOG's 2045 Plan Update 2020 long range transportation plan and make necessary updates for the development of the 2055 Long Range Transportation Plan. | Ongoing |
| 9. Establish freight network performance targets and measures and integrate these measures into the planning process, following federal and state requirements and recommendations. | Ongoing |
| 10. Provide data, maps, reports, and online resources that can help inform regional decision makers, freight stakeholders, and the public of freight transportation needs and concerns. | Ongoing |
| 11. Provide staff and support for a minimum of four meetings of the TMACOG Freight Advisory Committee and encourage participation from new members representing freight stakeholders from all transportation modes. | Ongoing |

60140 FREIGHT PLANNING BUDGET

Fiscal Year 2024 - July 1, 2023 – June 30, 2024

Full Time Hours327
Total Hours.....327

FY 2024 Expenditures:

Staff Labor/Leave.....\$8,444
Fringe Additive\$5,235
Direct Expenses.....\$1,325
Indirect Additive\$11,490

Total Expenses.....\$26,494

Plan Monitoring.....\$6,623
Plan Development.....\$10,598
Planning Services\$0
Plan Implementation.....\$5,299
Administration.....\$3,974

FY 2024 Revenue:

FHWA PL (MI).....\$21,685
Local Match.....\$4,809

Total Revenue.....\$26,494

APPENDIX C

60150 – Pedestrian and Bikeways Planning – SEMCOG Format

ODOT Category 601 – Short Range Transportation Planning

Element Number 60150 Pedestrian and Bikeways Planning

Goal: To provide for increased availability and promote safe usage of pedestrian and bicycle transportation within the region.

Objectives:

- Improve the multimodal transportation system, positively impacting air quality and improving personal mobility, through continued development of pedestrian and bicycle facilities and opportunities within the region.
- Improve information sharing of the benefits of incorporation of non-motorized access and parking in new development and major street projects; on projects' relationship to the bikeway network; and on existing bikeway facilities; on educational information on transportation alternatives; and online information resources for pedestrian and bicycle issues through mapping and interactive descriptions and visuals.
- Support implementation of the projects and policies within the TMACOG 2045 Long Range Transportation Plan and the Southeast Michigan Council of Governments (SEMCOG) Regional Non-Motorized Plan.
- Support regional efforts to promote the availability, safety, and increased utilization of bicycling for transportation.

Methodology:

Through the Pedestrian and Bikeways Committee, TMACOG helps to coordinate the efforts of area jurisdictions and active transportation interests locally in the examination of personal transportation alternatives including pedestrian and bicycling provisions in the planning and design of transportation system improvements. TMACOG continues to sponsor activities such as Bike Month and other public relations activities to raise awareness of active transportation options. TMACOG also provides information for jurisdictions and the public to improve awareness and increase usage of existing facilities and resources.

Coordinate efforts with SEMCOG to improve multimodal regional mobility involving both Ohio and Michigan. Improve access to key destinations via pedestrian and bicycle modes and enhance connections between these non-motorized modes and other modes, especially transit.

Additionally, TMACOG works with pedestrian and bicycle advocates across the state to incorporate and promote transportation alternatives within the context of ODOT's programs, policies, and business plan.

Products:

- | | |
|---|----------|
| 1. Encourage transportation alternatives and promote increased usage through the activities of the annual Bike Month. (Element 60152) | May 2024 |
| 2. Support Safe Routes to School planning efforts throughout the region. | Ongoing |

3. Continue the availability and distribution of TMACOG bicycle network maps and dissemination of printed and electronic materials. (Element 60514)	Ongoing
4. Monitor and make members aware of all funding opportunities for pedestrian and bikeway improvements. (Element 60514)	Ongoing
5. Continue to improve the bicycle and pedestrian traffic counting program and review data.	Ongoing
6. Keep current on the TMACOG website reference material and links to principles for accommodating bicycle and pedestrian transportation, bikeway definitions, and the regional bicycle/pedestrian plan. (Element 60514)	Ongoing
7. Support regional bikeway development efforts including conducting scheduled meetings of the Chessie Circle Trail Coordinating Committee and the Wabash Cannonball Corridor Coordinating Committee. (Element 60514)	Ongoing
8. Provide staff and support for the Pedestrian and Bikeways Committee and hold a minimum of four meetings. (Element 60514)	Ongoing
9. Provide support and help implement Walk.Bike.Ohio, the Ohio Trails Vision Plan, and the SEMCOG Regional Non-Motorized Plan. (Element 60514)	Ongoing
10. Create a Regional Bicycle Parking Code Template.	June 2024
11. Update the non-motorized sections of the TMACOG 2055 Long Range Transportation Plan. (Element 60514)	June 2024

60150 Pedestrian and Bikeways Planning Budget

Fiscal Year 2024 - July 1, 2023 – June 30, 2024

Full Time Hours327
Total Hours.....327

FY 2024 Expenditures:
Staff Labor/Leave.....\$8,444
Fringe Additive\$5,235
Direct Expenses.....\$1,325
Indirect Additive\$11,490

Total Expenses.....\$26,494

Plan Monitoring.....\$5,299
Plan Development.....\$10,598
Planning Services\$0
Plan Implementation.....\$6,623
Administration.....\$3,974

FY 2024 Revenue:
FHWA PL (MI).....\$21,685
Local Match.....\$4,809

Total Revenue.....\$26,494

APPENDIX D

61100 – Long Range Planning – SEMCOG Format

61100 Long Range Planning

Goal: To maintain, promote, and monitor implementation of the regional transportation plan.

Objectives:

- Stay in compliance with federal law by maintaining a 20-year horizon regional transportation plan for the Toledo metropolitan area.
- Build on regional strengths, address regional needs, and achieve overarching plan goals.

Methodology:

The key responsibility is to maintain the region's comprehensive transportation plan, which is prepared and updated in cooperation with a broad range of public and private sector stakeholders, environmental agencies, and the general public. TMACOG completed the most recent plan, "On the Move: 2015-2045 Transportation Plan Update 2020" in 2020. The plan is for Lucas and Wood counties in Ohio, and for Erie, Bedford and Whiteford townships and the City of Luna Pier in Monroe County, Michigan.

Staff will begin work with the Transportation Planning Committee and regional partners to prepare the next area transportation plan, the 2055 Transportation plan, which must be approved and take effect by July 1, 2025. The new plan will need to be developed in accordance with the current federal surface transportation legislation the FAST Act. Requirements include that the plan be performance driven and outcomes-based; that is, the selected projects and strategies must help the region achieve specific objectives (performance targets) that reflect federal, state, and public transit goals and targets. The plan will incorporate information and recommendations from a variety of planning efforts such as the recent analysis of land use and growth patterns in the region, safety planning, and congestion management planning. Work on the regional transportation plan will begin in FY 2024 and be completed in FY 2025.

In support of transportation plan implementation, TMACOG worked with area stakeholders in the past fiscal year to develop the *2023-2024 Transportation Legislative Agenda* as an informational resource. The Legislative Agenda encourages cooperation and coordination among regional partners. Additionally, the focus will be on Plan implementation. This includes activities to increase awareness and generate action in support of the plan's goals, projects, and policies. Other efforts will include work on priority initiatives identified in the plan and achieving plan targets.

Products:

1. Prepare the 2055 Transportation Plan by completing the following products:
 - a. 2055 Plan process table, including a public involvement plan August 2023
 - b. List of Plan goals September 2023
 - c. Selection of employment and land use scenario December 2023
 - d. Transportation system facilities, performance, and needs report March 2024
 - e. Public Needs Survey March 2024
 - f. Public meetings March 2024

- | | | |
|----|--|-----------|
| 2. | Provide information and assistance in support of the current 2045 Plan, including presentations, distribution of plan documents, and input to state planning processes | Ongoing |
| 3. | Distribute the 2023-2024 Legislative Agenda | Ongoing |
| 4. | Assist as requested in area community comprehensive plan updates and major development efforts. | Ongoing |
| 5. | Hold at least four meetings of the Transportation Planning Committee. Include informational presentations on planning issues at one or more of the meetings. | June 2024 |

61100 LONG RANGE PLANNING BUDGET

Fiscal Year 2024 - July 1, 2023 – June 30, 2024

Full Time Hours436
Total Hours.....436

FY 2024 Expenditures:

Staff Labor/Leave.....\$11,259
Fringe Additive\$6,980
Direct Expenses.....\$1,766
Indirect Additive\$15,320

Total Expenses.....\$35,325

Plan Monitoring.....\$3,533
Plan Development.....\$21,194
Planning Services\$0
Plan Implementation.....\$5,299
Administration.....\$5,299

FY 2024 Revenue:

FHWA PL (MI).....\$28,914
Local Match.....\$6,641

Total Revenue.....\$35,325

APPENDIX E

List of Acronyms

2045 Plan	On the Move: 2015-2045 Transportation Plan
CDBG	Community Development Block Grant
CMAQ	Congestion Mitigation Air Quality
DBE	Disadvantaged Business Enterprise
EJ	Environmental Justice
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Authority
HSM	Highway Safety Manual
ITS	Intelligent Transportation Systems
MPO	Metropolitan Planning Organization
MS4	Municipal Separate Storm Sewer System
MVPO	Maumee Valley Planning Organization
NHS	National Highway System
NPDES	National Pollution Discharge Elimination System
ODOD	Ohio Department of Development
ODOT	Ohio Department of Transportation
ORDC	Ohio Rail Development Commission
OSUCC	Ohio Statewide Urban CMAQ Committee
OWF	Ohio Works First
PTMS	Public Transit Monitoring System
QCEW	Quarterly Census of Employment and Wages
SEMCOG	Southeastern Michigan Council of Governments
SIP	State Implementation Plan
SOV	Single Occupancy Vehicle
TARPS	Toledo Area Regional Paratransit System
TARTA	Toledo Area Regional Transit Authority
TCDS	Traffic Count Database Systems
TIP	Transportation Improvement Program
TMACOG	Toledo Metropolitan Area Council of Governments
USDA	United States Department of Agriculture
VOC	Volatile Organic Compounds

APPENDIX F

Title VI Assurances

TITLE VI COMPLIANCE QUESTIONNAIRE

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

General

1. Which office within your organization has lead responsibility for Title VI compliance?
The office of Finance, Audit and Administration has the lead responsibility for TMACOG's Title VI compliance.
2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.
TMACOG has both a Title VI Coordinator and a Title VI contact person. The Coordinator is responsible for Title VI compliance and accepts complaints, and the contact person receives requests for accommodations.

TMACOG Title VI Coordinator
William Best, Vice President of Finance and Administration
Phone: 419.241.9155 ext. 1108
E-mail: best@tmacog.org

TMACOG Title VI Contact
Jennifer Allen, Executive Secretary
Phone: 419-241-9155 ext. 1107
Email: allen@tmacog.org

3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.
Yes, TMACOG has Title VI Program Plan. It can be found on the TMACOG website at:
<https://dfg7j11p8o.cloudfront.net/documents/Title-VI-Final-10-21-15.pdf?mtime=20200730121922&focal=none>
4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.
Yes, TMACOG does have a Title VI Policy. The introductory paragraph of the TMACOG Title VI Program Plan contains the following Policy.
TMACOG does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military/veteran status, sexual orientation, gender identity, genetic information, or any other characteristic protected by law. We are committed to consideration of the needs of our diverse community in all agency planning activities.
Additionally, the TMACOG Employee Handbook contains a few policies that relate to Title VI. They include the following and can be found at: <https://dfg7j11p8o.cloudfront.net/documents/TMACOG-Employee-Handbook-03-01-21-with-Cover.pdf?mtime=20210304160449&focal=none>

102 - Equal Employment Opportunity
103 - Americans with Disabilities Act (ADA)
106 - Sexual and Other Unlawful Harassment
107 - Immigration Law Compliance

5. Does your organization have written Title VI complaint procedures? If so, please provide the website link

or attach a copy.

A formal Title VI complaint process was adopted by the TMACOG Board of Trustees on October 21, 2015.

The complaint process is posted on TMACOG's website at:

<https://df1g7j11p1x8o.cloudfront.net/documents/Title-VI-Final-10-21-15.pdf?mtime=20200730121922&focal=none>

6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.

A Title VI complaint form is included in the Title VI Plan. The complaint form is posted within the Title VI Program Plan and is located on TMACOG's website at:

<https://df1g7j11p1x8o.cloudfront.net/documents/Title-VI-Final-10-21-15.pdf?mtime=20200730121922&focal=none>

7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.

Yes. Notices are posted in publicly accessible meeting spaces and the lobby of the TMACOG office. The complaint process and form is posted on TMACOG's website at:

<https://df1g7j11p1x8o.cloudfront.net/documents/Title-VI-Final-10-21-15.pdf?mtime=20200730121922&focal=none>

8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.

We received an age discrimination complaint through the EEOC filed in October 2019. We submitted our statement of response in November 2019. We received correspondence from US EEOC on September 1, 2020 notifying us they are closing the case. Subsequently, a complaint was filed on the same matter in federal court. That complaint is still awaiting judicial review.

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.

TMACOG records its compliance annually in the ODOT Compliance Review Response to Title VI. The Title VI Assurance is included in the annual MPO self-certification resolution. The current resolution is posted on the TMACOG website at: <https://df1g7j11p1x8o.cloudfront.net/councils-committees-documents/board-of-trustees/2022-05-Certifying-the-Transportation-Planning-Process.pdf>

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

Yes, TMACOG incorporates language in contracts in a section called "Non-Discrimination" and regards compliance with Title VI of the Civil Rights Act of 1964.

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?
Yes, TMACOG has a Public Participation Plan. *The “Public Involvement Process for Transportation” was approved by the TMACOG Board of Trustees on April 15, 2020. The document is part of the FY 2023 Annual Work Program for review and update. The 2020 plan is available on the TMACOG website in both English and Spanish.*
English Version - <https://dfiq7j11px8o.cloudfront.net/documents/Public-Involvement-Policy-2020-FINAL.pdf?mtime=20200730121643&focal=none>
Spanish Version - <https://dfiq7j11px8o.cloudfront.net/documents/Public-Involvement-Policy-2020-FINAL-Spanish.pdf?mtime=20210205121759&focal=none>
13. Please select which of the following outlets your organization uses to provide notices to different population groups (select all that apply):
- Neighborhood and community paper advertisements**
 - Community radio station announcements**
 - Church and community event outreach
 - Targeted fliers distributed in particular neighborhoods
 - Other (Please explain)
14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations? If so, please list groups.
Yes, TMACOG works with groups including Adelante, East Toledo Family Center, Northwest Ohio Hispanic Chamber of Commerce, Nuestre Gente Community Projects, Inc., UpTown Association, United North, Monroe Street Neighborhood Center, and United Neighborhood Residential Association.
15. Do you take the following into consideration when identifying a public meeting location (select all that apply):
- Parking**
 - Accessibility by public transportation**
 - Meeting times**
 - Existence of ADA ramps**
 - Familiarity of community with meeting location**
16. Have meeting participants requested special assistance (e.g., interpretation services) ahead of any public event in the past year? If so, describe how the request was addressed.
No, we did not have any public meeting attendees request special assistance for any meetings in the past year.

Limited English Proficiency (LEP) and Language Assistance

17. Are you familiar with the LEP four-factor analysis methodology?
Yes, we are familiar with the methodology and have included it in the TMACOG Title VI Plan.
18. Are you familiar with the LEP language assistance Safe Harbor threshold?
Yes, we are familiar with the LEP language assistance Safe Harbor Threshold.
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, TMACOG includes a Limited English Proficiency Plan section in the Title VI Program Plan document.
<https://dfiq7j11px8o.cloudfront.net/documents/Title-VI-Final-10-21-15.pdf?mtime=20200730121922&focal=none>

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.
Our Limited English Proficiency Plan states that we will translate major policy documents as needed. To date we have translated the Title VI Plan, Public Involvement Plan, 2045 Long Range Transportation Plan – Update 2020 Summary, and the 208 Plan Summary into Spanish
21. Do you have a list of staff who speak languages other than English?
We currently have one staff member, Ann Nair, that is proficient in Spanish.
22. Do you provide free translation services in languages other than English to the public upon request?
Yes, we do.
23. How often do you receive requests for language assistance?
To date we have not received any requests for language assistance.

Title VI Training

24. Who provides Title VI training to your staff?
- i. ODOT staff
 - ii. **Title VI Coordinator**
 - iii. **Other (Please explain) - Vice President of Transportation David Gedeon assists in the presentation with William Best, TMACOG Vice President of Finance, Audit and Administration**
25. How often are Title VI trainings conducted?
Approximately every two-three years.
26. How many staff were trained on Title VI this year?
TMACOG did not conduct Title VI training in the past 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?
*The TMACOG "Title VI Program" was approved by the TMACOG Board of Trustees on April 15, 2020. The document is available on the TMACOG website in both English and Spanish.
English Version - <https://dfiq7j11px8o.cloudfront.net/documents/Public-Involvement-Policy-2020-FINAL.pdf?mtime=20200730121643&focal=none>
Spanish Version - <https://dfiq7j11px8o.cloudfront.net/documents/Public-Involvement-Policy-2020-FINAL-Spanish.pdf?mtime=20210205121759&focal=none>*
28. Does your organization maintain socio-demographic data and mapping for the transportation planning region?
Yes, TMACOG maintains and utilizes socio-demographic data and creates maps for the TMACOG planning area.
29. Does your organization use data to identify protected groups for consideration in the planning process?
Yes, Information on minority persons, neighborhoods, income levels, etc. is developed from Census files, including the American Community Survey and the Census Transportation Planning package (CTPP). Origin/destination studies (OD), traffic volume studies, household travel surveys, travel time studies, and surveys established for other area studies all generate data that is used in planning. Maps, data tables, and data summaries are created to make this information useful in the transportation planning process.

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, using Census data and other sources as noted above, TMACOG generates maps and summaries that define a socio-demographic profile of the region. Environmental justice target areas with higher than the regional averages of minority or low-income residents are delineated by census block group. This information is used in development of the Transportation Improvement Program (TIP) and the Long Range Regional Transportation Plan (RTP) in both generic analyses of systems and projects and in specific analysis for Environmental Justice concerns (lack of proportionate investment or more than proportionate adverse impact analyses). TIP and RTP public involvement processes are designed to include specific activities and meetings in Environmental Justice (EJ) target areas. EJ information and analysis is used as a tool to guide policy and plan development.
31. Does your organization track demographic information of participants in its transportation planning program public involvement events?
No, TMACOG does not track demographic information of event participants. However, we do use surveys as part of the input process, and we ask participants to voluntarily answer demographic questions.

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.
Persons completing this assessment:
- | | |
|---|---|
| <i>David Gedeon</i> | <i>William Best</i> |
| <i>VP of Transportation</i> | <i>VP of Finance and Administration</i> |
| <i>gedeon@tmacog.org</i> | <i>best@tmacog.org</i> |
| <i>419-241-9155 ext. 1125</i> | <i>419-241-9155 ext. 1108</i> |
- The questionnaire was completed on February 28, 2023. Follow up questions should be directed to William Best.*
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, we do not have any questions related to this questionnaire.
34. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain.
We do not believe additional training or technical assistance from ODOT is necessary.