

# FY 2026 UNIFIED PLANNING WORK PROGRAM

July 1, 2025 - June 30, 2026



Prepared by: West Central Ohio Rural Planning  
Organization 130 West North Street Lima, OH  
45801



Approved by the  
WORPO Committee



# DRAFT



This report was prepared in cooperation with the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, the Ohio Department of Transportation, and the local governments of Auglaize, Hancock, Hardin, Mercer, Putnam, Van Wert, and Wyandot Counties.

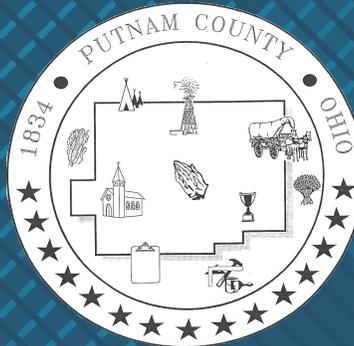
The preparation of this document was financed with planning monies from the Federal Highway Administration (FHWA), and the Ohio Department of Transportation (ODOT), and the local governments of Auglaize, Hancock, Hardin, Mercer, Putnam, Van Wert, and Wyandot Counties.

The contents of this report do not reflect the official view and/or policies of the Federal Highway Administration or the Ohio Department of Transportation. This report does not constitute a standard specification or regulation. The contents of this report represent the work and opinions of the WORPO. The report does not represent a standard or policy. Questions or concerns should be forwarded to the WORPO at 130 W. North Street, Lima, Ohio 45801. ([www.lacrpc.com](http://www.lacrpc.com))



During the course of drafting the FY 2026 Unified Planning Work Program, the staff of the West Central Ohio Rural Planning Organization received helpful assistance from representatives of the Ohio Department of Transportation (ODOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the 7 member counties of the West Central Ohio Rural Planning Organization; Auglaize, Hancock, Hardin, Mercer, Putnam, Van Wert, and Wyandot.

The Planning Commission wishes to publicly recognize the fiscal support, technical backing and overall level of assistance furnished by ODOT District One personnel and ODOT's Division of Planning. The Planning Commission also wishes to acknowledge the varied personnel at ODOT's Central Office as well as those at the Ohio Office of FHWA who continue to provide guidance in their reviews of planning and progress reports.



ACKNOWLEDGEMENT

**ACKNOWLEDGEMENT**

**I**

**TABLE OF CONTENTS**

**II**

**INTRODUCTION & RATIONALE**

**1**

**OVERVIEW & PROSPECTUS**

**2**

**MEMBERSHIP REPRESENTATION**

**3**

**THE 3-C PLANNING PROCESS**

**7**

**GOALS & OBJECTIVES**

**10**

**PLANNING ELEMENTS**

**11**

601 - Short Range Planning.....	13
602 - Transportation Improvement Program (TIP) and Implementation.....	14
605 - Data Analysis.....	15
610 - Long Range Multimodal Transportation Planning.....	16
665 - Supplemental Planning.....	17
674 - Mass Transportation/Transit/Specialized Transportation Services.....	17
697 - Annual Report.....	18

**FINANCIAL OUTLOOK**

**19**



**INTRODUCTION**

The Lima-Allen County Regional Planning Commission (LACRPC) was established pursuant to Section 713.21 of the Ohio Revised Code (ORC) and a Resolution of Cooperation between various political subdivisions located within Allen County, Ohio. The LACRPC has been responsible for the planning of land use, transportation, housing, recreation and community facilities in Allen County, Ohio since 1964. As several agencies may participate in various planning programs, the coordination of efforts of such participating agencies is necessary. The role of the Regional Planning Commission is to facilitate continuing, cooperative and comprehensive planning within Allen County and its surrounding area including the City of Delphos, the Village of Cridersville, and the Village of Bluffton.

In 2022, seven surrounding counties signed agreements to form a Regional Transportation Planning Organization (RTPO) and named the Western Ohio Rural Planning Organization (WORPO). The RTPO, per 23 USC § 135(m), as amended, is intended to enhance the planning, coordination, and implementation of statewide strategic long-range transportation plans and transportation improvement programs, with an emphasis on addressing the needs of non-metropolitan areas of the State. WORPO conducts the "3-C" (continuing, cooperative and comprehensive) transportation planning activities for its member counties which include; Auglaize, Hancock, Hardin, Mercer, Putnam, Van Wert, and Wyandot. LACRPC is a new participant in the RTPO pilot program instituted by ODOT. As an MPO, LACRPC will be able to provide WORPO with templates for many planning activities common between MPO's and RTPO's, including short- and long-range plans. These plans are captured in the work elements of this document. Both WORPO and LACRPC benefit from this interregional cooperation, and believe it can be a statewide model for sharing and bolstering resources.

On December 18, 2024 The West Central Ohio Rural Planning Organization was official designated, by Governor Mike DeWine, as 1 of 8 Regional Transportation Planning Organizations in the state of Ohio.

WORPO is a committee of the Lima/Allen County Regional Planning Commission, which provides technical, administrative, and staffing support to WORPO's members via funding provided by the Ohio Department of Transportation (ODOT).

**RATIONALE**

This document is being presented as the FY 2026 Unified Planning Work Program (UPWP) of WORPO. The UPWP documents the agency's comprehensive planning program over the course of the next fiscal year calendar and corresponds to the July 1, 2025 through June 30, 2026 period.

This document is required to be compiled and submitted to state and federal agencies as the basis for soliciting federal funding assistance. This document contains information specific to the comprehensive planning process undertaken by WORPO.

The UPWP details those WORPO staff activities that will be conducted over the course of the FY 2026 period as specified under a contractual obligation with various funding agencies. Moreover, this document acts as a management tool from which to assess the progress of the WORPO on specific projects, as well as its commitment to local issues.



## OVERVIEW

The document is comprised of several distinct sections. A prospectus detailing the history, roles, organizational structure and membership of WORPO follows the introduction. After the prospectus, the transportation planning process includes an overview of federal transportation legislation specifically ISTEA, TEA-21 SAFETEA-LU, MAP-21, the FAST ACT and the Infrastructure Investment & Jobs Act (IIJA) sometimes referred to as the Bilateral Investment Law (BIL).

The document proceeds to present WORPO planning activities by the respective funding source and work element category.

Following the work program summary, the document presents various informational tables outlining the rationale for funding, indirect cost rate/pools, and a summary of project budgets.

The document concludes with an appendix containing resolutions attesting to compliance with the transportation planning process and approving the FY 2026 UPWP. Maps and graphics are provided for informational purposes.

The document should be viewed in its entirety. The document provides an overview of the agency, its membership, and representation by the respective political subdivision, its organizational structure and, its funding sources. The document is a required annual publication with programming structured by subcategory. However, annual work program elements and areas of emphasis evolve from year as needs in the community or funding streams change.

## PROSPECTUS

Historical Background:

In 2013, ODOT initiated the Regional Transportation Planning Organization (RTPO) pilot program to assist multi-county rural regional planning organization in developing transportation plans.

In the summer of 2021, the Lima Allen County Regional Planning Commission (LACRPC) began discussions with the Ohio Department of Transportation Districts 1 and 7 in Western Ohio about the opportunity to form a Rural Transportation Planning Organization (RTPO). Discussions continued in 2022 with county engineers and local elected officials in seven counties of interest; Auglaize, Hardin, Hancock, Mercer, Putnam, Van Wert, and Wyandot. WORPO was officially established December 10th 2023, with all 7 counties agreeing to join the RTPO. In December of 2024 the Governor of Ohio officially designated the West Central Ohio Rural Planning Organization as a Regional Transportation Planning Organization.

# MEMBERSHIP REPRESENTATION



**MEMBERSHIP REPRESENTATION**

Representatives on the Rural Transportation Planning Committee consist of the County Engineer and one County Commissioner or their designee selected by the County Board of Commissioners for their respective county. These representatives are called county appointed representatives.

These representatives also serve on the County Sub-committee. Additional representatives on the Rural Transportation Planning Committee consist of one representative from each County Subcommittee nominated by the county appointed representatives of that county.

These representatives are appointed biennially by their appointing authority and approved by the Rural Transportation Planning Committee at the Committee's Fall meeting in odd numbered years. Additional ex-officio representatives include appropriate State and Federal transportation officials. Alternates for members can be designated but must be done so in writing to the Secretary.

The officers of the Rural Transportation Planning Committee shall be selected from the Rural Transportation Planning Committee membership and announced at the first official meeting of the Rural Transportation Planning Committee on odd numbered years. The committee shall select the following officers: a Chairperson to preside over meetings, a Vice-Chairperson to act on the Chairperson's behalf in his or her absence, and a Secretary to certify all minutes of Rural Planning Committee meetings.

//////////////////// **WORPO Elected Officers** //////////////////////

**Andrew Baumer, Chairperson**

**Auglaize County Engineer**

**Luke Underwood, Vice- Chairperson**

**Hardin County Engineer**

**Jim Wiechert, Secretary**

**Mercer County Engineer**



**WORPO Committee Members**

<b>COUNTY</b>	<b>COMMITTEE MEMBER</b>	<b>ORGANIZATION</b>
<b>AUGLAIZE</b>	<b>Andrew Baumer Doug Spencer Craig Moeller</b>	<b>Auglaize County Engineer County Commissioner St Mary's Community Service Director</b>
<b>HANCOCK</b>	<b>Doug Cade Jeff Hunker James Goshe</b>	<b>Hancock County Engineer County Commissioner Township Associate President</b>
<b>HARDIN</b>	<b>Luke Underwood Tim Striker Mark Doll</b>	<b>Hardin County Engineer County Commissioner Hardin County Regional Planning Director</b>
<b>MERCER</b>	<b>Jim Wiechart Dave Buschar Jared Ebbing</b>	<b>Mercer County Engineer County Commissioner Economic Development Director</b>
<b>PUTNAM</b>	<b>Mike Lenhart John Schlumbohm Brad Brubaker</b>	<b>Putnam County Engineer County Commissioner County Commissioner</b>
<b>VAN WERT</b>	<b>Kyle Wendel Kory Thatcher Todd Wolfrum</b>	<b>Van Wert County Engineer Deputy County Engineer Chairman of County Commissioners</b>
<b>WYANDOT</b>	<b>Michale Kohl Dave Courtad Kyle McColly</b>	<b>Wyandot County Engineer County Commissioner Mayor of Upper Sandusky</b>

**WORPO Sub-Committee Members**

<b>COUNTY</b>	<b>COMMITTEE MEMBER</b>	<b>ORGANIZATION</b>
<b>AUGLAIZE</b>	Andrew Baumer	Auglaize County Engineer
	Doug Spencer	County Commissioner
	Craig Moeller	St Mary's Community Service Director
	Michael Brillhart	Wapakoneta Service Director
	Brent Richter	New Bremen Village Administrator
	Larry Kellermeyer	New Knoxville Village Administrator
	Don Harrod	Minster Village Administrator
	Jarid Kohlreiser	Cridersville Village Administrator
	Aarin Bender	Waynesfield Village Administrator
<b>HANCOCK</b>	Doug Cade	Hancock County Engineer
	Jeff Hunker	County Commissioner
	James Goshe	Marion Township Trustee
	Christina Muryn	Mayor Findlay
	Kyle Parker	Deputy County Engineer
	Ed May	Mayor Village of Van Buren
	Jim Goshe	Marion Township Trustee
	Dan Clements	Mt. Blanchard Village Administrator
<b>HARDIN</b>	Luke Underwood	County Engineer
	Tim Stryker	County Commissioner
	Mark Doll	Hardin County Regional Planning Director
	Lynn Webb	Mayor of Kenton
	Holli Underwood	Hardin County Chamber President/CEO Director of ED
	Dave Retteer	Mayor of Ada
<b>MERCER</b>	Daryl Flowers	Township Association
	Jim Wiechart	Hardin County Engineer
	Dave Buschar	County Commissioner
	Jared Ebbing	Economic Development Director
	Thomas Hitchcock	Celina Administrator
	Jared Ebbing	Economic Development
Aaron Moeller	County Assistant Engineer	

**MEMBERSHIP REPRESENTATION**



**WORPO Committee Members**

COUNTY	COMMITTEE MEMBER	ORGANIZATION
PUTNAM	Mike Lenhart	Putnam County Engineer
	Vincent Schroeder	County Commissioner
	Michael Lammers	County Commissioner
	Darren Schimmoeller	County Commissioner
	Rich Knowlton	Municipal Director
	John Schlumbohm	Commissioner (outgoing)
	Amy Sealts	CIC Director
	Jodi Warnecke	Council of Aging
	Brian Hilvers	Director of Public Safety
	Brad Nelson	Sheriff's Office
	Roger Niese	Palmer Township Trustee
	Curt Croy	Hancock Wood Electric Cooperative
	Nolan Croy	Putnam County Tax Map Department
Jeff Duling	Putnam County Soil and Water Conservation	
Ron Miller	Mayor-Village of Ottoville	
Greg Bockrath	P.E P.S-Bockrath & Associates	
VAN WERT	Kyle Wendel	Van Wert County Engineer
	Kory Thatcher	Deputy County Engineer
	Todd Wolfrum	Chairman-County Commissioners
	Jay Fleming	Safety Service Director - Van Wert
	Cathie Malone	Tax Map Draftsperson
	Adam Howbert	Bridge Engineer
	Bill Lawson	Engineering Supervisor
WYANDOT	Michale Kohl	County Engineer
	Dave Courtad	County Commissioner
	Kyle McColly	Mayor of Upper Sandusky
	Greg Moon	Wyandot County Economic Development Director



## THE 3-C PLANNING PROCESS

### COORDINATED PLANNING

Numerous public and private agencies and citizens representing varied interests participate in the transportation planning process. WORPO must integrate the work and views of each participant into the planning process. In some cases, formal agreements may be executed between WORPO and major participant agencies. Described below are the primary responsibilities of the major participants.

- **Federal Highway Administration (FHWA)/Federal Transit Administration (FTA)** FHWA and FTA are the major funding agencies for highway and transit planning activities, respectively. Close coordination is maintained among FHWA, FTA, ODOT, WORPO and WORPO.
- **Ohio Department of Transportation**  
(ODOT) ODOT is the major implementing agency for transportation projects in Ohio and the WORPO region. Districts 1 and 7 cover the WORPO planning area. ODOT assigns staff liaisons to WORPO and other RTPOs and MPOs to oversee their planning and programming activities and to ensure compliance with applicable state and federal regulations. ODOT provides oversight, approval, and technical assistance for the travel demand modeling processes. ODOT also has a significant role in the planning studies that are done prior to major transportation investments.
- **Local Governments in WORPO Member Counties**  
To varying degrees, local governments participate in technical activities, development of the rural transportation plan, the transportation improvement program, and major development issues associated with transportation. Representatives of these jurisdictions can communicate with ODOT and FHWA through WORPO.
- **Ohio Rail Development Commission, Public Utilities Commission of Ohio** These entities may participate in the rail-related technical activities of the transportation program to coordinate their plans and programs with those under development by WORPO.
- **Agreements**  
WORPO (via LACRPC) has used intergovernmental reviews to obtain comments from interested parties and to provide information and recommendations concerning proposed projects. The complexity of coordination done necessitates defined roles and responsibilities for the various participants.  
The following agreements have been established to guide WORPO interactions with other major players in transportation planning:  
**WORPO/ODOT Contract** - This contract between WORPO and ODOT identifies the statement of work and authorizes regional transportation planning organization processes.

**Two-Party RTPO Agreements** – Seven counties have signed agreements to participate in WORPO, which is hosted by WORPO. These counties are Auglaize, Hancock, Hardin, Mercer, Putnam, Van Wert, and Wyandot.

**Planning Work Program**

This document (also referred to as a Unified Planning Work Program) is an annual statement to FHWA, FTA and ODOT of WORPO’s use of planning funds for member counties.

**CONTINUING PLANNING**

Transportation planning is an ongoing process. WORPO’s main transportation planning activities will be completed and updated on a repeating cycle. The long-range transportation plan will be completed or updated at least every five years, and a Regional Transportation Improvement Program (RTIP) will be developed on a two-year cycle. As soon as one of these documents is completed, work begins on the next one in a continuing cycle. One standing subcommittee for each county provides ongoing assistance and advice on transportation planning matters to WORPO.

**COMPREHENSIVE PLANNING**

Rural transportation planning is intended to examine and integrate a variety of issues related to transportation. One of WORPO’s roles is to better understand these issues and their inter-relationships and to try to avoid or reduce potential negative consequences of transportation plans and decisions.

**Development Patterns**

As of 2020 there were approximately 279,848 people within the WORPO Planning region. Sustainable housing and employment within these rural areas will be a challenge as projections indicate long-term growth within the next 30 years. The WORPO 2050 Long Range Plan incorporates these trends using analyses of Census and building permit data as well as local and area planning activities.

**Transportation Funding**

WORPO will take multiple approaches in working with local and regional partners to identify funding solutions, starting with helping to raise awareness of the transportation needs in the region and the lack of funds. Another is exploring alternative techniques and/or revenue sources for financing local transportation improvements, along with innovative uses of the local and federal shares of project funding. With competing priorities for federal funding, highlighting the needs across all modes continues to be important. Additionally, WORPO will coordinate and facilitate collaboration to compete for discretionary grant opportunities and bring more federal transportation dollars to our region.

## **Planning Data Technology**

Planning data technology includes equipment and systems for collecting, analyzing, and reporting data necessary for transportation planning, predicting travel demand, and providing information for policy development. Data include demographic, land use, environmental, economic, and physical conditions of the transportation system. WORPO will use tools such as Geographic Information System (GIS) technology to share information, as well as perform analyses. This will make it easier for its member counties to share data with them. This collaborative data collection and sharing process not only produces better data, but also allows communities to provide more current and accurate information. This system also allows the potential for expanding the collection of other attributes associated with transportation infrastructure. The statewide model is used as the basis for Transportation Plan and Transportation Improvement Program development. It also can be used for small- and large-scale special studies and ODOT's development of certified traffic for its project development needs. We are in the beginning stages of expanding the regional travel demand model to cover all WORPO counties.

## **Transit**

WORPO may play a role in seeking funds for new transit services, and in addition, WORPO may have a role in helping to coordinate transit services. WORPO, through the transportation planning process, intends to work with transit providers in the counties to identify inter-county transportation needs and coordinate strategies.

## **Freight**

Intermodal freight is continually touted as the fastest growing market for the freight industry and a critical component of the Central Ohio economy. Currently, over 1 in 20 private sector jobs in Central Ohio is attributed to the freight industry. As growth in warehousing and distribution centers and other freight generating development occurs in many WORPO communities, challenges exist to maintain the region's competitive advantage. Addressing the bottlenecks that threaten the efficiency and productivity of this sector of the economy will ensure that the region continues to play an important role in national and international goods movement.

## **Safety**

Safety is a critical aspect in transportation planning. WORPO will assist its members in addressing high-crash locations and corridors. Crash data will be analyzed to identify safety needs. WORPO anticipates working with stakeholders and member governments to continue to provide needed education to the public and local governments about the rules of the road, such as safely navigating modern roundabouts, driving without distractions, or yielding to pedestrians in crosswalks.

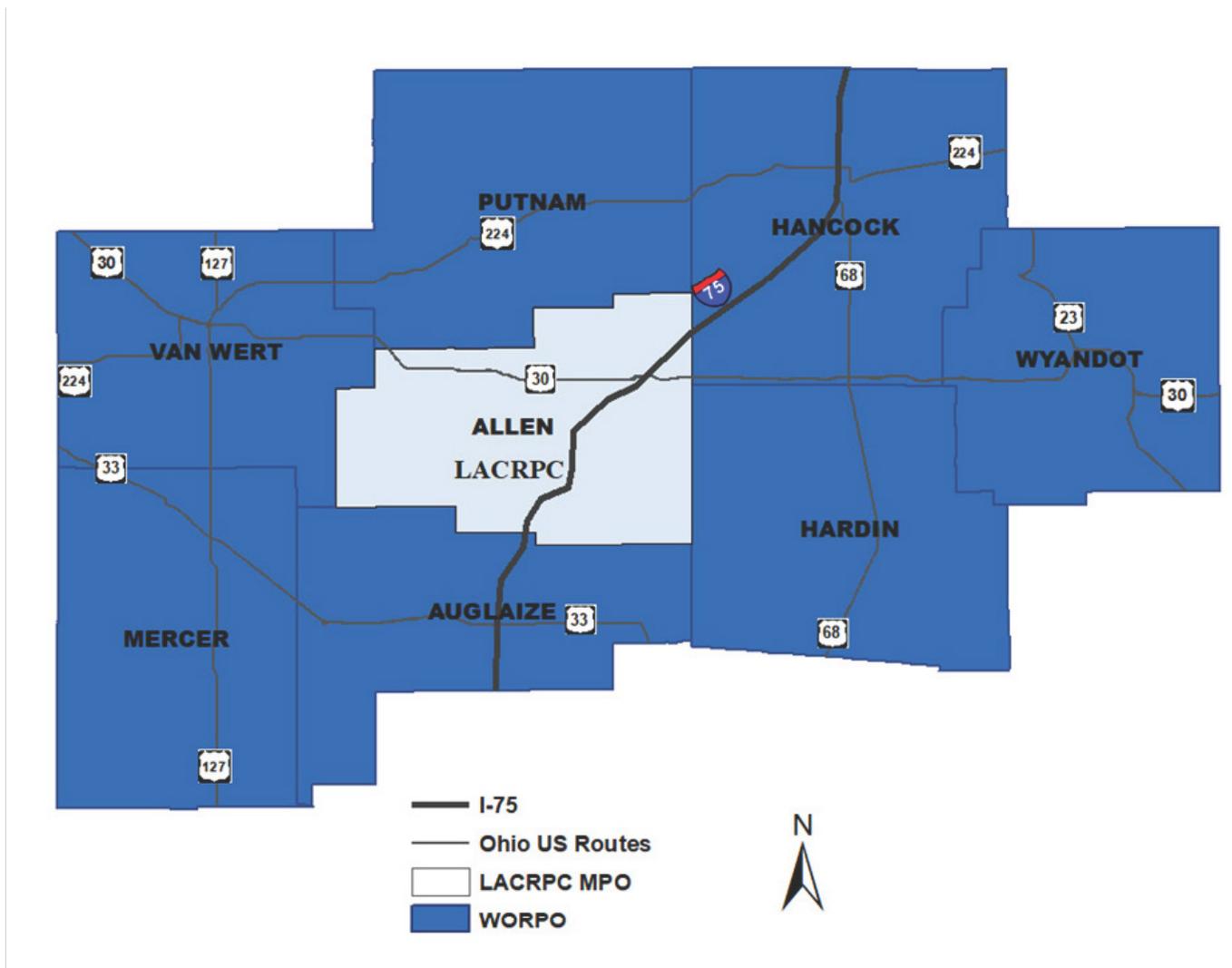
WORPO's focus for Fiscal Year 2026 will be working with members to complete the following objectives:

Short-range planning activities such as focused area studies, transit & mobility, and safety action plan, and active transportation.

- Data & Analyses as needed to support short and long-range planning activities.

Implementation and monitoring of projects awarded funding through WORPO's Dedicated Funds program.

- Develop WORPO-wide Safety Action Plan.
- Assist members with additional long-range planning activities.



**PID 122452**

**CATEGORY 600: TRANSPORTATION**

**A. Key Issues**

- Special planning for the elderly and people with disabilities
- Asset Management Development Patterns
- Transportation Funding
- Access Management
- Corridor Studies and Thoroughfare Plans
- Planning Data Technology
- Data Collection and Sharing
- Transit
- Freight
- Safety
- Active Transportation Systems
- Utilities and Broadband Deployment

The transportation planning process implemented through the PWP will be used to address the goals and objectives as defined in the 2050 WORPO Long Range Transportation Plan:

**Transportation Safety**

- Evaluate crash data and traffic volume to identify areas of improvement
- Reduce the number and rate of fatal and serious injury crashes.
- Reduce the number of fatal and serious injury nonmotorized crashes (including bicycle, pedestrian, buggy).
- Reduce the number of property damage crashes.
- Improve user education to minimize unsafe driving behaviors such as a lack of seatbelt use, distracted driving, impaired driving.

**Maintain a State of Good Repair**

- Minimize the number of bridges in a fair or poor condition.
- Maximize the miles of pavement in good or excellent condition.
- Maximize the number of utilization of bicycle-pedestrian paths for recreational purposes

**Enhance the Transportation System to be Environmentally Sustainable and Resilient**

- Support projects that improve air quality.
- Reduce the environmental impacts of transportation related activities.
- Minimize the impacts to the transportation network from flooding.

**Expand Access For All Users**

- Increase multi-modal access to employment areas and sites.
- Support incorporation of bicycle and pedestrian infrastructure
- Increase mobility options to improve accessibility for all population groups.
- Support the development of intermodal hubs

### **Strengthen Economic Competitiveness**

- Identify regional growth and investment areas to coordinate improvements to the transportation network.
- Facilitate the movement of goods into and out of the area and improve the mobility of all freight modes
- Accommodate the movement of large and sometimes oversized farm equipment and vehicles.
- Enhance connectivity to the statewide Strategic Transportation System to access national and global markets.
- Support projects that create and retain jobs.
- Improve connections to regional job centers and employers.

### **Increase Collaboration**

- Increase outreach, coordination and collaboration among local governments, area residents, businesses and other community groups and organizations.
- Incorporate targeted outreach to historically underserved communities and environmental justice populations as part of public engagement efforts.
- Ensure transportation facilities are consistent with land use, economic development, housing, environmental, and sustainability plans.
- Work with JobsOhio Network Partners and local economic development organizations to provide critical transportation infrastructure for catalytic commercial/industrial development sites.

The status and proposed future actions for the work expressed in these key issues and goals are outlined in the following work element descriptions.

**601 RTPO - SHORT RANGE PLANNING**

Short-range planning services help members make progress on the objectives established in the WORPO Long Range Transportation Plan. The IIJA encourages areas to be innovative in the way they manage and operate the system to ensure people and goods move efficiently, safely, and in the most secure way possible. WORPO will support the management and operation of the transportation system by reporting on its conditions and identifying resources to meet established performance measures. The IIJA continued a core Highway Safety Improvement Program (HSIP) that is structured and funded to make significant progress in reducing highway fatalities. This law requires state Departments of Transportation (DOTs) to implement a State Highway Safety Plan (SHSP) and to address safety issues in their regions. WORPO’s safety planning work will help the state meet this requirement.

Product	Methodology	Schedule
Regional Crash Data Analysis	Develop high-crash lists for intersections, corridors, and other areas of interest as needed and create crash fact sheets to share with stakeholders	Ongoing
Member assistance with safety planning, studies, and other safety-related activities	Encourage members through the regional Safety Report to address safety concerns through engineering, enforcement, and educational means. Assist them with safety planning, crash analysis, mapping, studies, and other related activities as needed	Ongoing
Safety performance monitoring	Monitor progress towards meeting safety performance targets.	Ongoing
Condition report/scorecard of assets	Assess the current condition of the transportation system by reviewing pavement condition, bridge condition, and other data as available to understand what condition the system is in. Identify resources needed to bring it to an acceptable standard.	Ongoing
Transportation systems performance report	Provide any requested data by ODOT to complete their yearly update of this report	Upon request from ODOT

**602 RTPO – TRANSPORTATION IMPROVEMENT PROGRAM**

This element is to prepare and continue to maintain an updated Rural Transportation Improvement Program (RTIP) which is done biennially. The RTIP will cover a four-year program of transportation system improvements. WORPO will identify federal, state, and other resources to make local improvements and coordinate them with traditional federal resources. This element the development of project selection criteria. This element also involves the monitoring and coordination of progress for projects in the TIP, including the projects awarded funds through WORPO’s Dedicated Funds Program. As needed amendments to the TIP are completed. Periodic reports concerning the status of federal funds are made to the WORPO committees. WORPO also participates in public involvement opportunities conducted as part of the development of regionally significant transportation improvements including transit projects.

Product	Methodology	Schedule
Rural consulting meetings	RTPO will host rural consultation meetings throughout the WORPO region in the development of the RTIP project selection criteria	Ongoing

**605 RTPO CONTINUING PLANNING-SURVEILLANCE**

This work element is also for keeping data pertinent to the transportation planning process current, organized, and easily accessible for planning purposes. Many transportation programs and projects require GIS and database analytical methods. This element includes using information and tools to analyze data and develop and prepare final products associated with the various projects and programs of the Regional Transportation Planning Organization. In addition, WORPO intends to function as a resource for requests for information regarding transportation, demographic, development, and various other community needs.

Product	Methodology	Schedule
<p><b>Accurate and updated transportation database</b></p>	<p>Create a data collection schedule to facilitate and streamline the data collection process. Update data sets such as land use, infrastructure, demographics, traffic volumes, pavement conditions, bridge conditions, and other transportation data sets periodically. Establish a standardized metadata system to include supporting metadata for all data. Provide GIS and technical assistance to members. Coordinate with the modeling team to be responsive to new data needs associated with the travel demand model.</p>	<p>Ongoing</p>
<p><b>Easily accessible data</b></p>	<p>Where appropriate, transportation data will be made available on WORPO’s website and by request to members of the general public, as well as member jurisdictions and other stakeholders. Create data visualizations to make finding and retrieving information easy for users for transportation planning purposes Produce data-driven reports for a quick view of facts and figures about communities and the region.</p>	<p>Ongoing</p>
<p><b>Current and adequate data software</b></p>	<p>Keep current on changes to software updates and industry standards to ensure coordination with other data providers in the area. Keep ArcGIS licensing current and monitor supporting software and hardware.</p>	<p>Ongoing</p>

**610 – RTPO TRANSPORTATION PLAN**

This work element is the creation and maintenance of the Long-Range Rural Transportation Plan and related activities. The plan examines the region's transportation needs at least 20 years into the future and proposes a multimodal network to meet the region's needs. Work includes maintenance activities for the current 2025-2050 long-range rural transportation plan completed in 2024. This activity also includes coordination with local governments and other transportation agencies, participating in special long-range planning efforts, monitoring, and reporting on federal and state transportation legislation, regulations, and policies, and integrating transportation into other regional planning efforts.

Product	Methodology	Schedule
<p><b>Long-range transportation plan project list – annual update</b></p>	<p>To keep the Long-Range Transportation Plan Project List current, an annual update is completed each year. Updating the list involves contacting stakeholders in the region to determine if any changes should be made, scoring any new projects using the established process, and conducting public involvement for the final list. The list is then approved and adopted by the WORPO Committee and the new list is added as an addendum to the Long-Range Plan</p>	<p>The update will take place from May until November</p>
<p><b>Complete other long-range system studies</b></p>	<p>Use regional data and resources and technical expertise in highway, thoroughfare, transit, pedestrian, access management, freight, and bikeway planning to analyze specific long-range transportation needs to assist members.</p>	<p>Ongoing</p>

**665 – RTPO Special Studies Supplemental Planning**

This work element includes additional planning activities that will supplement the core RTPO work elements, and currently includes one activity.

Product	Methodology	Schedule
WORPO Safety Action Plan	Develop a safety action plan for the seven-county CORPO planning area in accordance with the funding program guidelines and requirements.	March 2025

**674 RTPO - MASS TRANSPORTATION TRANSIT/SPECIALIZED TRANSPORTATION PROGRAM SERVICES**

This work element provides for activities and assistance to develop, monitor, analyze, and improve mass transit services and systems including the development of short and long-range plans and programs to improve operational efficiencies and forecast the need for capital improvements and assist in implementing alternative strategies to improve public and private transportation services to the transportation disadvantaged community. As no fixed route public transit currently exists in the RTPO region, coordination of human services transportation will be the focus of this work element.

Product	Methodology	Schedule
Transit Planning	Coordinate with both public and private transit and mobility providers on public transit and human services planning. Assist members with related grant applications (5310, 5307, OTP2, etc.), planning documents, and meeting planning.	Ongoing
Mobility management	Assist the Mobility Manager with the development and maintenance of a Regional Coordinated Transportation Plan. Assist member counties with mobility planning and assistance. Engage in statewide Mobility Management efforts	Ongoing
Workforce mobility	Investigate possible solutions to transportation issues employers and employees are facing in outlying areas where there is a lack of reliable transportation	Ongoing

**697 ANNUAL REPORT – TRANSPORTATION**

The purpose of this subcategory is to include work elements related to the preparation of reports and documents that facilitate communication of transportation-related issues to the region’s transportation stakeholders.

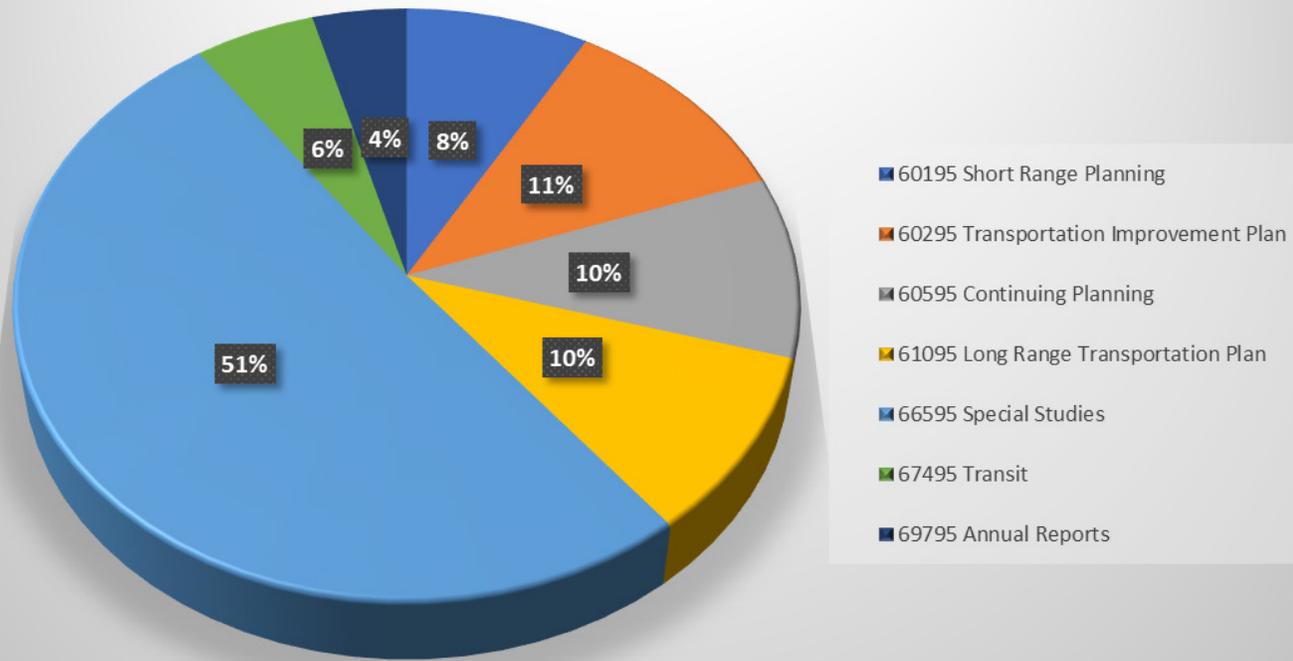
Product	Methodology	Schedule
<p><b>General program reporting and administration</b></p>	<p>This work element will include reports, documents, and other general program administration elements where activities do not fit into other subcategories in the work program and are for general transportation program purposes. Such elements include the RTPO Work Program, the Completion Report as well as the Cost Allocation Plan</p>	<p>Ongoing</p>
<p><b>Title VI compliance product</b></p>	<p>This work element will include monitoring compliance with Title VI and preparation of the annual Title VI Report. Staff participate in training annually to keep up to date on Title VI laws</p>	<p>Ongoing</p>
<p><b>Public Participation Plan</b></p>	<p>This document outlines the process WORPO follows for actively involving the public in all transportation planning activities. Outlines the public involvement process that provides complete information, timely public notice, and full public access at all key stages of decision making relating to transportation planning</p>	<p>Ongoing</p>

- Draft FY 2026 Unified Planning Work Program; March 2026.**
- Final FY 2026 Unified Planning Work Program; May 2026.**
- Title VI Self-Assessment Compliance Report; March 2026.**
- Title VI Program Implementation Plan; May 2026.**



FY 2026 SUMMARY OF PROJECT BUDGET SOURCE OF FUNDS					
60195 RTPO Short Range Plan			FHWA 80%	ODOT 20%	LOCAL 20%
Direct Labor	\$1,422		\$1,138	\$142	\$142
Other Direct	\$15,000		\$12,000	\$1,500	\$1,500
Indirect	\$1,357		\$1,085	\$136	\$136
Benefits	\$660		\$528	\$66	\$66
<b>Total</b>	<b>\$18,439</b>		<b>\$14,751</b>	<b>\$1,844</b>	<b>\$1,844</b>
60295 RTPO TIP					
Direct Labor	\$7,421		\$5,937	\$742	\$742
Other Direct	\$7,000		\$5,600	\$700	\$700
Indirect	\$7,079		\$5,663	\$708	\$708
Benefits	\$3,444		\$2,755	\$344	\$344
<b>Total</b>	<b>\$24,945</b>		<b>\$19,956</b>	<b>\$2,494</b>	<b>\$2,494</b>
60595 RTPO Cont Plan					
Direct Labor	\$7,421		\$5,937	\$742	\$742
Other Direct	\$4,000		\$3,200	\$400	\$400
Indirect	\$7,079		\$5,663	\$708	\$708
Benefits	\$3,444		\$2,755	\$344	\$344
<b>Total</b>	<b>\$21,945</b>		<b>\$17,556</b>	<b>\$2,194</b>	<b>\$2,194</b>
61095 RTPO LRTP					
Direct Labor	\$7,421		\$5,937	\$742	\$742
Other Direct	\$4,000		\$3,200	\$400	\$400
Indirect	\$7,079		\$5,663	\$708	\$708
Benefits	\$3,444		\$2,755	\$344	\$344
<b>Total</b>	<b>\$21,945</b>		<b>\$17,556</b>	<b>\$2,194</b>	<b>\$2,194</b>
66595 RTPO Spec Studies					
Direct Labor	\$37,103		\$29,682	\$3,710	\$3,710
Other Direct	\$43,639		\$34,911	\$4,364	\$4,364
Indirect	\$15,000		\$12,000	\$1,500	\$1,500
Benefits	\$17,221		\$13,776	\$1,722	\$1,722
<b>Total</b>	<b>\$112,963</b>		<b>\$90,370</b>	<b>\$11,296</b>	<b>\$11,296</b>
67495 RTPO Transit					
Direct Labor	\$3,709		\$2,967	\$371	\$371
Other Direct	\$3,186		\$2,549	\$319	\$319
Indirect	\$3,538		\$2,831	\$354	\$354
Benefits	\$1,721		\$1,377	\$172	\$172
<b>Total</b>	<b>\$12,155</b>		<b>\$9,724</b>	<b>\$1,215</b>	<b>\$1,215</b>
69795 RTPO Annual Reports					
Direct Labor	\$3,709		\$2,967	\$371	\$371
Other Direct	\$503		\$402	\$50	\$50
Indirect	\$3,538		\$2,831	\$354	\$354
Benefits	\$1,721		\$1,377	\$172	\$172
<b>Total</b>	<b>\$9,472</b>		<b>\$7,577</b>	<b>\$947</b>	<b>\$947</b>

### SFY 2026 Work Program Budget Breakdown by Category



<b>CARRY FORWARD FUNDS FOR FY 2026</b>					
<b>PID 118375</b>			<b>FHWA 80%</b>	<b>ODOT 20%</b>	<b>LOCAL 20%</b>
Direct Labor	\$6,000		\$4,800.00	\$600.00	\$600.00
Other Direct	\$210,492		\$168,393.60	\$21,049.00	\$21,049.20
Indirect	\$5,724		\$4,578.95	\$572.40	\$572.40
Benefits	\$2,785		\$2,227.81	\$278.50	\$278.50
<b>Total</b>	<b>\$225,001</b>		<b>\$180,000</b>	<b>\$22,500</b>	<b>\$22,500</b>

Employee Title	601 Short Range Planning	602 RTPO Transportation Improvement Program	605 RTPO Continued Planning-Surveillance	610 Long Range Transportation Plan	665 Special Studies Planning	674 Mass Transportation Transit/Specialized Transportation Program Services	697 Annual Report	TOTAL HOURS
Executive Director	21	21	21	21	104	10	10	208
Technical Director	21	21	21	21	104	10	10	208
Senior Planner	21	21	21	21	104	10	10	208
RTPO Manager/Senior Planner	94	94	94	94	468	47	47	936
Associate Planner	21	21	21	21	104	10	10	208
Associate Planner	6	6	6	6	31	3	3	62
Assistant Planner	10	10	10	10	52	5	5	104
Public Outreach and Community Program Planner	21	21	21	21	104	10	10	208
Account Clerk	4	4	4	4	21	2	2	42
Intern	10	10	10	10	52	5	5	104

RTPO/WORPO		HOURLY RATE	AVG HRS
Executive Director	9000.16	43.27	208
Technical Director	7999.68	38.46	208
Senior Planner	7404.8	35.6	208
Senior Planner	32282.64	34.49	936
Public Outreach	6150.56	29.57	208
Associate Planner	1586.832	25.43	62.4
Associate Planner	2869.36	27.59	104
Assistant Planner	4478.24	21.53	208
Accounts Clerk	873.6	21	41.6
Intern	1560	15	104
<b>TOTAL</b>	74205.87	<b>AVG RATE</b>	2288
		\$32.43	

WEST CENTRAL OHIO RURAL PLANNING ORGANIZATION  
COMMISSION DESCRIPTION OF COST ALLOCATION  
PLAN

WORPO prepares a cost allocation on an annual basis. WORPO operates from only one location and funding is primarily from ODOT Federal Highway CFDA 20.205 sources. The plan, which includes fringe benefits and indirect costs, is used for the purpose of determining allocation rates and is prepared in accordance with the provisions of Federal requirements. The plan is submitted to the over-sight grantor agency, the Federal Highway Administration, through the Ohio Department of Transportation, for approval and authorization of provisional negotiated rates that are used for billing purposes during the state fiscal year (July 1 - June 30). When fiscal year costs are finalized, WORPO prepares an adjusting year end cost allocation to reflect actual fringe benefits and indirect costs.

The accounting system makes cost allocation journal entries each payroll period. The following are summaries of the accounting treatment for fringe benefits and indirect costs:

#### FRINGE BENEFITS

Fringe benefit costs are recorded when accrued in a special cost center within the general fund. The basis for reallocating these costs back to the benefiting cost centers is total productive salary each pay period multiplied by the provisional fringe benefit recovery rate.

#### INDIRECT COSTS

Administrative support costs are recorded in a special cost center within the general fund. The basis for reallocating these costs back to the benefiting cost centers is total direct productive salary costs charged to those cost centers each pay period multiplied by the provisional indirect cost recovery rate. WORPO policy as to the classification of an item of cost as indirect is as follows:

If a specific item of cost is incurred for a common purpose benefiting more than one cost center and is not readily assignable to a cost center specifically benefited, without effort disproportionate to the results achieved, that item of cost is considered an indirect cost.

## **LIST OF ACRONYMS**

**AAC:** Administrative Affairs Committee  
**ACRTA:** Allen County Regional Transit Authority  
**ADA:** Americans with Disabilities Act of 1990  
**AEDG:** Allen Economic Development Group  
**AI:** Analysis of Impediments  
**ASA:** Agricultural Security Area  
**CAC:** Citizen's Advisory Committee  
**CCMC:** Chamber of Commerce Manufacturers Committee  
**CDBG:** Community Development Block Grant  
**CDC:** Community Development Committee  
**CEDS:** Community Economic Development Strategy  
**CFR:** Code of Federal Regulations  
**CHIS:** Comprehensive Housing Improvement Strategy  
**CMAQ:** Congestion Mitigation and Air Quality  
**CMS:** Congestion Management System  
**CTSP:** Community Traffic Safety Program  
**COP:** Community Oriented Policing  
**CY:** Calendar Year  
**DARE:** Drug Awareness and Resistance Education  
**DBE:** Disadvantaged Business Enterprise  
**DCC:** Developmental Controls Committee  
**DOT:** Department of Transportation  
**E&D:** Elderly and Disabled  
**EC:** Executive Committee  
**ECAC:** Environmental Citizen's Advisory Committee (Allen County Public Health)  
**EPA:** Environmental Protection Agency  
**FAST-ACT:** Fixing America's Surface Transportation Act  
**FEMA:** Federal Emergency Management Agency  
**FHWA:** Federal Highway Administration  
**FIRM:** Flood Insurance Rate Map  
**FMCSA:** Federal Motor Carrier Safety Administration  
**FRA:** Federal Railroad Administration  
**FSA:** Farm Service Administration  
**FTA:** Federal Transit Administration  
**FY:** Fiscal Year  
**GIS:** Geographic Information System  
**GLCAP:** Great Lakes Community Action Partnership  
**GPS:** Global Positioning System  
**HUD:** U.S. Department of Housing and Urban Development  
**IIJA:** Infrastructure Investment and Jobs Act  
**ISTEA:** The Intermodal Transportation Efficiency Act of 1991  
**ITS:** Intelligent Transportation Systems  
**ITRS:** Integrated Traffic Records System  
**KAB:** Keep America Beautiful  
**LEP:** Limited English Proficiency  
**HSP:** Highway Safety Program  
**LACNIP:** Lima-Allen County Neighborhoods In Partnership  
**LACRPC:** Lima-Allen County Regional Planning Commission  
**LEPC:** Local Emergency Planning Committee  
**LOS:** Level of Service  
**LRTP:** Long Range Transportation Plan  
**LUCA:** Local Update of Census Addresses  
**MAP-21:** Moving Ahead for Progress in the 21<sup>st</sup> Century

**MIS:** Major Investment Study  
**MOU:** Memorandum of Understanding  
**MPO:** Metropolitan Planning Organization  
**MUTCD:** Manual of Uniform Traffic Control Devices  
**NAICS:** North American Industrial Classification System  
**NHS:** National Highway System  
**NHTSA:** National Highway and Traffic Safety Administration  
**NRAC:** Natural Resource Assistance Council  
**NRCS:** Natural Resource Conservation Service  
**NTMP:** Neighborhood Traffic Management Program  
**OAI:** Ohio Archaeological Inventory  
**OARC:** Ohio Association of Regional Councils  
**ODA:** Ohio Department of Agriculture  
**ODNR:** Ohio Department of Natural Resources  
**ODPS:** Ohio Department of Public Safety  
**ODOT:** Ohio Department of Transportation  
**OEPA:** Ohio Environmental Protection Agency  
**OHI:** Ohio Historical Inventory  
**OOCJS:** Ohio Office of Criminal Justice Services  
**ORC:** Ohio Revised Code  
**ORC:** Ottawa River Coalition  
**ORDC:** Ohio Rail Development Commission  
**ODSA:** Ohio Development Services Agency  
**PL:** Metropolitan Planning  
**PUCO:** Public Utilities Commission of Ohio  
**PUD:** Planned Unit Development  
**RFC:** Rail & Freight Committee  
**RTA:** Regional Transit Authority  
**RTPO:** Rural Transportation Planning Organization  
**SRT:** Safety Review Team  
**SCP:** Safe Community Program  
**SF:** Standard Form  
**SHPO:** State (Ohio) Historic Preservation Office  
**STP:** Surface Transportation Program  
**SAFETEA-LU:** Safe Accountable Flexible Efficient Transportation Equity Act: Legacy for Users  
**STIP:** State Transportation Improvement Program  
**TAC:** Transportation Advisory Committee  
**TAZ:** Traffic Analysis Zone  
**TCC:** Transportation Coordinating Committee  
**TDM:** Transportation Demand Management  
**TDP:** Transit Development Plan  
**TE:** Transportation Enhancement  
**TIP:** Transportation Improvement Program  
**UMTA:** Urban Mass Transportation Act of 1964  
**UPWP:** Unified Planning Work Program  
**USEDA:** U.S. Economic Development Administration  
**VPI:** Virtual Public Involvement  
**WCOLC:** West Central Ohio Land Conservancy  
**WOCAP:** West Ohio Community Action Partnership

## **AUDIT STATEMENT**

The Lima-Allen County Regional Planning Commission acting as the administrative agent for The West Central Ohio Rural Planning Organization, maintains its own set of accounting records with the Allen County Auditor acting as fiscal agent. The audit examines and evaluates the system of internal accounting control of the Commission, including applicable internal administrative controls used in administering federal financial assistance programs. Such audit is conducted according to generally accepted auditing standards (Standards for Audit of Governmental Organizations, Programs, Activities, and Functions) issued by the U.S. General Accounting Office under the Single Audit Act of 1984. The organization-wide audit will be performed in conformance with the Office of Management and Budget Circular A-133 (Audits of State and Local Governments).

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

### General

1. Which office within your organization has lead responsibility for Title VI compliance?

**The size of the agency precludes a separate office. Compliance responsibilities are part of the job description of existing staff.**

2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.

**Colleen Barry, LACRPC Senior Planner and RTPO Manager, is this agency's Title VI contact person. She accepts written, electronic and verbal complaints from the public. is responsible for addressing complaints from the public. The Title VI contact person can be reached by telephone at 419-228-1836, email at cbarry@lacrpc.com, or at 130 W. North Street, Lima, OH 45801-4311**

3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.

**Yes. Our Title VI & Nondiscrimination Plan can be found on the Agency website at:**

**<https://www.lacrpc.com/wp-content/uploads/2025/02/Title-VI.pdf>**

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

**The Title VI policy can be found on page 3 of the Title VI & Nondiscrimination Plan, available at:**

**<https://www.lacrpc.com/wp-content/uploads/2025/02/Title-VI.pdf>**

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

**The WORPO has a formal adopted Title VI Program complaint process. The document is available on the Agency website at: <https://www.lacrpc.com/wp-content/uploads/2025/02/Title-VI.pdf>**

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

**Yes. The agency has an interactive form available at:**

<https://www.lacrpc.com/wp-content/uploads/2025/02/Title-VI.pdf>

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

**The agency has placards and posters in the front entry and reception area. The LACRPC/WORPO also posts civil rights information on the Agency website and includes a description of the complaint procedure and a complaint form.**

7. 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.

**The agency has not been named in a discrimination complaint or lawsuit.**

8. 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.

N/A

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

**The agency and local governments are small in size. The majority of RTPO funded contracts are issued as ODOT Let Projects; wherein all contracts carry ODOT approved contract language governing "Standard DOT Title VI Assurances for Contractor Requirements" inclusive: Compliance of 49 CFR Part 21 Regulations, Nondiscrimination, Solicitations for Subcontractors, Procurements of Materials and Equipment, the mandatory provision of Information and Reporting, Sanction for Noncompliance, etc. If Federal funds are used, Federal rules are invoked, and ODOT is charged with oversight responsibilities. In such cases, ODOT is actively involved 96 in the contracting process. Now, the LPAs may engage consultants to perform architectural,**

**engineering, and related services needed to develop a Federal-aid project without solicitation of projects wherein the total fee is less than \$50,000. The scope of work, project phases, and contract requirements may not be broken down into smaller components merely to permit the use of this fee-exempt procedure. Noting this exception to Federal requirements, the consultant selection process is dependent on the use of Federal funds. If Federal funds are used in a consultant agreement, Federal rules are invoked, and ODOT is charged with oversight responsibilities. ODOT is actively involved in the consultant selection and contracting process in such cases. If Federal funds are not used in a consultant agreement, the LPA must select an ODOT prequalified consultant in accordance with State law. However, the LPA consultant selection process will not be subject to oversight from ODOT**

10. 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 **YES**
- ii. Title VI brochures at public events **NO**
- iii. Title VI complaint forms in public buildings **NO**
- iv. Title VI complaint forms at public events **NO**
- v. Title VI policy posted on your website **YES**
- vi. Title VI Program Plan posted on your website **YES**
- vii. Other (Please explain) **N/A**

## Public Involvement

11. 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?

**In July 2024, the RTPO adopted a Public Participation Plan (PPP) which identified techniques and procedures to engage the elderly, minority, low income, disabled, and LEP populations in the transportation planning process. The WORPO Public Participation Plan –**

**<https://www.lacrpc.com/wp-content/uploads/2025/01/WEST-CENTRAL-OHIO-PPP-002.pdf>**

12. Please select which of the following outlets your organization uses to provide notices to different population groups (select all that apply):

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

**The RTPO openly engages the transportationally-disadvantaged populations using various outreach efforts, including focus groups, neighborhood meetings, open houses, placards, public meetings, newsletters, newspapers, electronic media outlets and/or the internet as necessary. Proposed projects are identified along with their impacts during meetings held in offices/centers within the minority community; such meetings are sponsored by local social service providers and/or neighborhood groups and held in ADA accessible buildings located on the Transit Authority's fixedroute system. For residents without access to fixed-route services, the Transit Authority provides free transportation services to those interested in attending such events.**

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

**The agency also coordinates with area municipalities (7) and townships (100) as well as ODOT.**

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

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

15. 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. There have been no requests for special assistance in the past year.**

#### **Limited English Proficiency (LEP) and Language Assistance**

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

**Yes – familiar with but not necessarily experienced or fully competent. Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee; Factor 2: The frequency that LEP individuals come in contact with the program; Factor 3: The Nature and Importance of the Program, Activity, or Services Provided; and, Factor 4: The Resources Available to the Commission & Costs.**

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

**Yes. Eligible LEP groups constitute 5%, or 1,000 persons of the total population qualified to be served. These Safe Harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. The 2020 ACS identified the number of persons who "speak a language other than English AND "speak English less than**

**Very Well" at (401) or approximately 3% of the 2020 population of the WORPO region (279,848).**

18. 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.

**No. We do not currently have a Plan to address the needs of LEP populations. The RTPO will work toward developing new LEP policies.**

19. 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.

**No. Based on Factor 3 above, we do not possess any vital "documents". The RTPO policy board has adopted the U.S Department of Justice's Safe Harbor Provision. Therefore, it will provide written translation of vital documents for LEP populations that constitute 1,000 persons or five percent (5%) of the total population to be serviced.**

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

**Colleen Barry, RTPO Manager/Senior Planner, speaks some Spanish.**

**Megan Kinnear, Public Outreach and Community Program Manager, speaks some Spanish.**

**Liwen Kang, Associate Planner, Fluent Mandarin**

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

**Unless requested, the WORPO does not translate planning documents; there have been no requests for document translation to another language. At public meetings, information is displayed utilizing appropriate visualization techniques, with graphs, photographs, drawings, and/or maps that can be interpreted with minimal language skills. However, the RTPO will provide meaningful access to LEP persons through free oral translation services on request and promptly.**

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

**The RTPO has not received any request for language assistance from an LEP person or representative of an LEP group.**

## Title VI Training

23. Who provides Title VI training to your staff?

**Typically, the agency takes advantage of services provided by staff at the ODOT's Office of Equal Opportunity (OEO) and the Local Technical Assistance Program (LTAP). For example, technical interpretations have been secured by OEO personnel. In addition, civil Rights-related training has been secured from LTAP workshops/webinars targeting the ADA, DBEs, and Title VII regarding unlawful employment practices. But such training is limited.**

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

24. How often are Title VI trainings conducted?

**The agency takes advantage of available training as ODOT offers them. The frequency with which they are offered is balanced against the staffing available and the workload**

25. How many staff were trained on Title VI this year? **NONE**

## Transportation Planning Program - Data Collection and Analysis

26. Does your agency maintain documentation describing its procedures for incorporating Title VI requirements into the region's transportation planning program?

**Yes. The Agency's Public Participation Plan is available on the Agency website**

**<https://www.lacrpc.com/wp-content/uploads/2025/01/WEST-CENTRAL-OHIO-PPP-002.pdf>**

**maintains detailed documentation regarding procedures/efforts to incorporate Title VI requirements into the region's urban transportation planning program. Procedures are described within the Plan that includes engaging the transportationally disadvantaged populations using focus groups, neighborhood meetings, open houses, placards, public meetings, newsletters, newspapers, electronic media outlets, and/or the internet. Proposed projects are identified along with their respective impacts during meetings held in offices/centers within the minority community; such meetings are sponsored in part by local social service providers or neighborhood groups.**

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

**Yes. As a Census Affiliate, the agency uses census data to create detailed demographic profiles of all local jurisdictions and recognized neighborhood organizations within the RTPO region. These profiles are utilized throughout the planning process and integrated within documents prepared by the RTPO, including its Public Participation Plan, Rural Transportation Improvement Program (RTIP), Transit Development Plans, Long Range Transportation Plan**

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

**The RTPO's Environmental Justice (EJ) analysis identifies all minority groups and concentrations to assess the potential impacts of RTPO planning activities or projects. In addition, the RTPO uses its travel demand model to track potential negative consequences to areas overrepresented by protected classes, especially concerning travel time and access to public transportation services. The results of these analyses presented to local elected officials and transportation stakeholders. All recommendations with all comments and responses to those comments and recommendations are documented and forwarded to the Policy Committee and ODOT for concurrence. RTPO staff includes engineers, planners, and data analysts who execute their analyses using accepted best practices. Staff applies industry standards to predict impacts and forecast the effects of planned projects. Ongoing processes collect and monitor information about how transportation and environmental plans affect low-income and minority populations. With respect to transportation plans, the RTPO collects and analyzes crash and safety data, commute time, congestion, access to public transit, and other parameters measuring the value of a transportation system. Environmental plans are evaluated by the extent of physical impacts of right-of-way acquisitions, traffic volume/noise, impacts water quality and access to municipal water services, wastewater treatment, and air quality. Current data is collected and analyzed for every regionally significant planning process or study. The agency performs EJ analyses to identify and assess disproportionate impacts on the transportationally disadvantaged. It should be understood that the agency has an open-door policy concerning its internal committee members and advocates for the**

**transportationally disadvantaged; a policy provides free and unfettered access to the staff to ensure everyone's access to and understanding of project impacts.**

29. 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.

**Within both the RTPO's Transportation Plan and its RTIP, the results of an EJ and socioeconomic & environmental analysis are reflected. The RTPO uses the Travel Demand Model. The model serves as a solid baseline measure to assess new or existing disparities in the transportation system. References to the EJ are integral to the Long-Range Transportation Plan. Draft documents are published on the Agency website. Draft documents are also available to local political subdivisions and key government offices. Any public comments are included in all final documents.**

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

**RTPO Staff recognizes the perspective of the majority is that the level of government reporting has become so pervasive that people are just exhausted of it and unwilling to comply. Individuals are not even willing to identify themselves by age cohort, gender, or disability status. The agency will make an effort to formally request such information at all public involvement events to comply with such reporting requirements.**

## Technical Assistance

31. 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.

**The person who prepared and submitted this document was Colleen Barry, RTPO Manager of the West Central Ohio Rural Planning Organization located at 130 W. North Street in Lima, Ohio 45801. Ms. Barry can be reached at 419- 228-1836 or cbarry@lacrpc.com.**

32. 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. **N/A**
33. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain.

**Yes. Title VI training is rare, and advance notice is often inadequate. We are a rural area with a strong agricultural processing sector. There is a growing population of immigrants and we may fast approach the threshold**