



**ANNUAL WORK PROGRAM  
FOR  
TRANSPORTATION PLANNING ACTIVITIES  
FISCAL YEAR 2023**

The Unified Work Program for the  
Urban Transportation Planning Process

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

**May 2022**

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# ANNUAL WORK PROGRAM FOR TRANSPORTATION PLANNING ACTIVITIES FISCAL YEAR 2023

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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) 2023 in the *TMACOG Consolidated Annual Work Program*. The FY 2023 AWP covers the period July 1, 2022 through June 30, 2023. This document, the *Annual Work Program for Transportation Planning Activities Fiscal Year 2023* 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 2023.

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 2023 AWP Structure**

The *Consolidated Annual Work Program for Fiscal Year 2023* 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 2023* 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 southwest Michigan. (ODOT Category 665 – Special Studies – Element Number 66520 – Autonomous Vehicle 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)

ENVIRONMENT



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

**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 as 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# 106709) and is not part of consolidated planning grant funds.

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\*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# 106709).

**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.                            | August 2022    |
| 2. Compile an end-of-year gas cap program report for public distribution.   | October 2022   |
| 3. Complete 2021 Ozone Action Season public awareness campaign to educate citizens of the negative health effects, environmental, and economic impacts of ozone. Begin preparation for the 2022 campaign. | September 2022 |
| 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.   | January 2023   |
| 5. Provide technical assistance to local governments, school districts, and fleet operators with emission reduction grants.   | June 2023      |
| 6. Work with the Green Fleets Program to educate local governments, school districts, and fleet operators to reduce emissions.  | June 2023      |
| 7. Facilitate any transportation bill programs (Infrastructure Investment and Jobs Act (IIJA) electric vehicle charging station initiative).  | Ongoing        |
| 8. Perform work as necessary related to Ohio's Volkswagen settlement planning effort.   | Ongoing        |

**TRANSPORTATION**





## **ODOT Category 601 – Short Range Transportation Planning**

### **Element Number     60120     Highway Project Planning**

**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 Toledo
- e. Reconstruction/Widening of I-475 from Douglas Rd to US 23
- f. Widening of I-475 and US 20A interchange in western Lucas County
- g. Improvement on SR 795 from I-75 to I-280
- h. Improvements on Airport Highway at I-475 for bicycle/pedestrian safety
- i. Other TIP-funded projects scheduled for FY 2021-2024 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).                         | 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). | Ongoing |

## ODOT Category 601 – Short Range Transportation Planning

### Element Number 60123 Safety Studies

**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. | Ongoing   |
| 2. Provide informational resources to local jurisdictions and to assist their efforts to obtain safety funding through ODOT.   | Ongoing   |
| 3. Provide crash diagrams and supplemental information to members at their request.  | Ongoing   |
| 4. Complete a comprehensive safety location report for at least two local jurisdictions.   | June 2023 |
| 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.).  | Ongoing   |

## **ODOT Category 601 – Short Range Transportation Planning**

### **Element Number     60130     Regional Passenger Rail Planning**

**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.
- Study the possibilities of an expanded intercity passenger rail network.
- Identify where passenger rail investments are needed.
- Reduce automobile emissions by providing another mode of public transit.
- Provide stakeholders a venue for discussion, coordination, and problem-solving.
- Raise public awareness of passenger rail concerns and opportunities.
- Coordinate regional passenger rail initiatives with statewide, multi-state, and national initiatives to form a seamless and efficient network.

#### **Methodology:**

TMACOG will continue to include passenger rail as an important personal mobility option when planning for a multi-modal transportation network. Work to implement passenger rail projects and initiatives included in the “2045 Plan – Update 2020”. Coordinate regional rail project development with other MPOs in both Ohio and Michigan and with Amtrak’s plan for national and statewide expansion.

Look for short-term solutions to rail issues while continuing to encourage long-term upgrades envisioned in the State of Ohio Rail Plan, Midwest Regional Rail Plan, and TMACOG’s long range transportation plan. Support and participate in the funding of studies to determine the feasibility and potential value of intercity passenger rail connections.

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. Continue to work with the cities of Toledo, Monroe, and Bowling Green, SEMCOG, MORPC, and other partners on initiatives to connect Toledo to Detroit and to the Detroit Metro Airport, and to connect Toledo to Columbus by passenger rail. Continue to support the redevelopment of Toledo’s Amtrak station and the surrounding area as a multi-modal transportation hub. Support station improvements and expansion as passenger volumes warrant.

Build partnerships with local governments, public transit agencies, economic development agencies, and the private sector in supporting and promoting the development of intercity passenger rail connections and to raise awareness of passenger rail concerns and opportunities. Promote environmental stewardship by supporting a shift from private transportation to public transit and encourage the use of clean locomotive technologies.

Partner with All Aboard Ohio, the Northwest Ohio Passenger Rail Association, High Speed Rail Alliance, Michigan Association of Railroad Passengers, and other advocacy organizations to promote faster, more reliable rail service and an expanded rail network.

**Products:**

- |   |           |
|---|-----------|
| 1. Coordinate with the City of Toledo and other partners on the next steps in the initiative to reconnect Toledo with Detroit and the Detroit Metro Airport by passenger rail.          | June 2023 |
| 2. Coordinate planning efforts with the City of Toledo, other regional jurisdictions, MORPC, and the City of Columbus on an initiative to connect Toledo to Columbus by passenger rail. | June 2023 |
| 3. Support Amtrak's Ohio and national expansion efforts and coordinate planning efforts with Amtrak to improve and expand intercity connections.  | June 2023 |
| 4. Coordinate local plans for improved or expanded passenger rail service with plans from the State of Ohio Rail Plan, Midwest Regional Rail Plan, and with rail plans from other MPOs. | June 2023 |
| 5. Work to implement passenger rail projects and initiatives included in TMACOG's "2045 Plan – Update 2020" long range transportation plan.   | Ongoing   |
| 6. Support and promote educational events that inform stakeholders, legislators and the public on passenger rail benefits, concerns, and opportunities.                                 | Ongoing   |
| 7. Support passenger rail advocacy organizations in their efforts to promote passenger rail benefits and opportunities for improvements.  | Ongoing   |
| 8. Inform stakeholders, legislators, and the public of passenger rail assets, concerns, and opportunities through information on TMACOG's website.                                      | Ongoing   |
| 9. Provide staff and support for a minimum of three meetings of the TMACOG Passenger Rail Committee and make a continuing effort to recruit new committee members.                      | Ongoing   |

## **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.
- Identify where freight transportation investments are needed.
- 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, social equity, and the community 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" transportation plan and the Transportation Legislative Agenda. Follow freight planning guidance provided by the Federal Highway Administration, the Transport Ohio Freight Plan, and the Michigan Freight Plan.

Support the development of freight-generating facilities including intermodal terminals, distribution centers, industry sites, and the Port of Toledo by encouraging investment in infrastructure and improving access and connectivity. Plan for the potential impact these sites could have on regional transportation, safety, the environment, and on the community. Consider social equity impacts when planning freight projects and initiatives. Support the modernization of freight transportation including electrification, alternative fuels, and connected or autonomous vehicles. Emphasize the vital importance of truck parking availability and work to address inadequacies.

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 connectors, 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.

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. Support Port of Toledo projects that maintain or modernize infrastructure and provide efficient access. 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 other MPOs and ODOT to ensure efficient interregional freight flow in Ohio, for example, creating a more efficient freight route between Toledo and Columbus.

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.  | June 2023 |
| 2. Begin the process of creating a regional freight plan by assessing regional needs, consulting stakeholders, creating a plan outline, and gathering data. Consult with ODOT, MDOT, and other MPOs for guidance, templates, and best practices. | June 2023 |
| 3. Evaluate the 2022 update to the Transport Ohio state freight plan and use the information to assess current conditions, identify needs, and plan for improvements on the regional level.  | June 2023 |
| 4. Support and promote the ongoing plan to establish a more efficient freight route connecting Toledo and Columbus. Evaluate and share the results of the Route 23 Connect Study, funded by TMACOG, MORPC, and ODOT.                             | June 2023 |
| 5. Work with our Michigan partners to evaluate the Detroit-Toledo highway corridor and plan for changes in freight volumes and patterns resulting from the 2024 scheduled completion of the Gordie Howe International Bridge.                    | Ongoing   |
| 6. Evaluate the recently completed 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, intermodal hubs, and distribution centers.                               | Ongoing   |
| 8. Work toward implementing freight-related projects and initiatives included in TMACOG's "2045 Plan – Update 2020" 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. Monitor legislation that impacts the freight community and promote awareness of national, state, and local freight transportation policies and regulations.  | Ongoing   |
| 12. 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   |

## **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 2023

- |  |         |
|--|---------|
| 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 and the Ohio Trails Vision Plan (Element 60154).  | Ongoing |

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



## **ODOT Category 601 – Short Range Transportation Planning**

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

**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:**

- |   |             |
|---|-------------|
| 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. | Ongoing     |
| 2. Distribute the Call for Projects to eligible §. 5310 agencies and local governments in cooperation with ODOT.  | Winter 2023 |
| 3. Maintain a committee to review and rank projects for the §. 5310 federal funding program to improve transportation for elderly and disabled citizens.  | Spring 2023 |

- |   |          |
|---|----------|
| 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. | Ongoing  |
| 5. Attend quarterly Wood County Transportation Stakeholder meetings.  | Ongoing  |
| 6. Assist TARTA when needed in the implementation and update of the Locally Coordinated Human Services Transportation Plan.   | Ongoing  |
| 7. Implement strategies and other implementation items identified in ODOT's long range plan Access Ohio 2045.   | Ongoing  |
| 8. Provide education on local transportation options and services by inviting local agencies to present at committee meetings.  | Ongoing  |
| 9. Hold a minimum of four Public Transit Committee meetings.  | May 2023 |

## **ODOT Category 601 – Short Range Transportation Planning**

### **Element Number     60190     Transportation Service**

**Goal:** To respond to specific requests for information and assistance, and to be a valuable resource for TMACOG members and for the community.

#### **Objectives:**

- Provide members with assistance as needed with project planning.
- Provide or locate essential information or data for members as requested.
- Address the need for quick and efficient access to transportation information by developing the TMACOG website into a valuable resource for our members.
- 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, project funding, 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 to members as requested. Assist members with the planning and coordination of meetings or events, or provide a venue for coordination, 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. Promote the benefits and the value of a TMACOG membership.

#### **Products:**

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

## **ODOT Category 602 – Transportation Improvement Program**

### **Element Number     60210     Transportation Improvement Program Development**

**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:**

- Develop the local TIP in coordination with all procedures and initiatives of the FAST Act, including updating 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 2021–2024 TIP was prepared and approved in FY 2020 and is kept current through amendments and modifications. As part of the FY 2023 work program, a new TIP will be developed to cover FY 2024-2027. The new TIP will be developed in accordance with the IJJA requirements. 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:**

- |  |                |
|--|----------------|
| 1. The TIP Committee will continue to pursue the timely utilization of federal and state funding to maximize the use of available resources. | Ongoing        |
| 2. Publish the annual listing of highway, transit, pedestrian, and bikeway projects using federal funding in TMACOG’s area.                  | September 2022 |
| 3. Monitor and maintain the FY 2021–2024 TIP.  | Ongoing        |
| 4. Prepare the FY 2024-2027 TIP for adoption by the TIP Committee, the Transportation Council, and the Board of Trustees.                    | Ongoing        |
| 5. Support and participate in the Ohio Statewide Urban CMAQ Committee (OSUCC).   | Ongoing        |
| 6. Provide staff and support for TIP Committee meetings to manage the program.   | Ongoing        |
| 7. Document compliance with Title VI and Environmental Justice requirements.   | Ongoing        |

## ODOT Category 602 – Transportation Improvement Program

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

**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:**

1. Prepare program monitoring reports with actions needed to keep projects on schedule.
  2. Complete SFY 2024 lockdown with the ODOT District 2 office staff.
- Ongoing  
December 2022

---

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

- |  |         |
|--|---------|
| 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. | Ongoing |
| 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.                 | Ongoing |
| 5. Support and participate in the Ohio Statewide Urban CMAQ Committee.   | 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.  | Ongoing |

## **ODOT Category 605 – Continuing Planning – Surveillance**

### **Element Number     60510     Data Collection and Management**

**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:**

- |  |         |
|--|---------|
| 1. Maintain and update socioeconomic data files for the transportation study area.   | Ongoing |
| 2. Maintain and update network data files including newly constructed project information.   | Ongoing |
| 3. Maintain and update traffic count database.   | Ongoing |
| 4. Maintain and update GIS data (roads, political boundaries, Census, etc.).   | Ongoing |
| 5. Develop maps as required to assist various transportation committees and events.  | Ongoing |
| 6. Maintain GIS and socioeconomic data on the TMACOG website map and data portal.  | 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.   | Ongoing |
| 8. Update the database that organizes all transportation data (ODOT inventory system, network inputs, counts, TIP projects, forecasts, etc.).  | 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. | Ongoing |

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



## ODOT Category 610 – Long Range Planning

### Element Number 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.
- 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 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.

Following the completion of the 2045 Plan, the focus has shifted to plan implementation and performance evaluation. Planning requirements included that the plan be performance-driven and outcomes-based. Plan performance measures will continue to be refined based on federal guidance as it is released. 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. In FY2023, data and information used in the plan update process will be updated and will be included in the Multimodal Needs Assessment.

In support of transportation plan implementation, TMACOG worked with area stakeholders to develop the *2021-2022 Transportation Legislative Agenda* as an informational resource. The Legislative Agenda encourages cooperation and coordination among regional partners and was updated in FY 2021. The *2023-2024 Transportation Legislative Agenda* will be updated in FY 2023.

#### **Products:**

- |  |               |
|--|---------------|
| 1. Provide information and assistance in support of the current 2045 Plan, including presentations, distribution of plan documents, and input to state planning processes (Element 61101). | Ongoing       |
| 2. Approve Performance Measures and Targets for Safety, Pavement and Bridge Conditions, Reliability, Air Quality, and Transit.   | February 2023 |
| 3. Develop templates for tracking and reporting progress on targets and project implementation.  | Ongoing       |

- |   |               |
|---|---------------|
| 4. Process requests for amendments to the 2045 Plan's project lists.  | Ongoing       |
| 5. Update the 2023-2024 Transportation Legislative Agenda (Element 61101).  | December 2022 |
| 6. Update the Multimodal Needs Assessment (Element 61101).  | June 2023     |
| 7. Incorporate a regional housing analysis in the Multimodal Needs Assessment.  | June 2023     |
| 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 2023     |

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

## **ODOT Category 615 – Continuing Planning – Procedural Development**

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

**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 2023. 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 2021. The pavement management plan will aid local jurisdictions with the improvement of roadway and pavement inventories.

#### **Products:**

- |   |               |
|---|---------------|
| 1. Review and update the Congestion Management Process (CMP) document   | June 2023     |
| 2. Continue to update the pavement management process with 2021 ODOT pavement condition rating (PCR) data.  | 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.   |               |
| 3. Provide traffic projection results to members as needed.   | Ongoing       |
| 4. Continue building a regional Transportation Asset Management Plan (TAMP) based on the information and data needs gathered and strategized in FY 2021 and 2022. | December 2022 |
| 5. Provide staff and support for System Performance and Monitoring Committee meetings.  | Ongoing       |
| 6. 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. | Ongoing       |
| 7. Coordinate with Caliper to develop an activity-based model for the Toledo area.  | Ongoing       |

## **ODOT Category 665 – Special Studies**

### **Element Numbers    66520      Smart Transportation & Innovative Mobility Special Study**

**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 technology.
- Partner with DriveOhio and FlyOhio on a Northwest Ohio Smart Mobility project.
- 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:**

- |   |           |
|---|-----------|
| 1. Participate in other agencies innovative transportation sessions.  | June 2023 |
| 2. Develop and maintain a data repository for smart city projects in the region.                            | June 2023 |
| 3. Develop a regional electric vehicle charging station guide.  | June 2023 |
| 4. Partner with DriveOhio on a smart mobility project in northwest Ohio.                                    | Ongoing   |
| 5. Update regional smart technology/innovative mobility policies for the transportation legislative agenda. | June 2023 |
| 6. Provide data and GIS support for members.  | Ongoing   |
| 7. Support implementation of the Glass City Riverwalk BUILD grant   | Ongoing   |
| 8. Research and explore federal funding opportunities for demonstration projects                            | Ongoing   |
| 9. Research and stay current with federal requirements for smart/innovative mobility technology.            | Ongoing   |
| 10. Provide staff and support for the TMACOG Smart Transportation & Innovative Mobility Committee.          | Ongoing   |

## ODOT Category 674 – Transit Planning

### Element Numbers     67495     TARTA Short-Range Planning\*

**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*.
- 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:

- |   |               |
|---|---------------|
| 1. Complete and submit the annual Capital Plan for Transit Improvements.  | May 2023      |
| 2. Preparations of 2023 Program of Projects.  | April 2023    |
| 3. Public Transit Monitoring System (PTMS) Report update.   | February 2023 |
| 4. Update Transit Asset Management (TAM) Plan.  | February 2023 |
| 5. Perform the annual update of the Locally Coordinated Human Services Transportation Plan in partnership with TMACOG | November 2022 |
| 6. Develop service targets for FY 2023.   | October 2022  |
| 7. Update Public Transportation Agency Safety Plan.   | December 2022 |
| 8. National Transit Database report.  | February 2023 |
| 9. Work with TMACOG to solicit, score, and rank FY 2023 § 5310 projects.  | March 2023    |
| 10. 2022 certification of data.   | April 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**

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

**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 all of 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 general 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:**

- |    |  |                |
|----|--|----------------|
| 1. | Produce the annual work program completion report.   | September 2022 |
| 2. | Convene a TMACOG Transportation Summit.  | April 2023     |
| 3. | Provide staff and support for the Transportation Council.                                  | Ongoing        |
| 4. | Review and update the TMACOG Title VI Plan.  | June 2023      |
| 5. | Review and update the TMACOG Public Involvement Policy.                                    | June 2023      |
| 6. | Review and update the TMACOG Prospectus  | December 2022  |
| 7. | Review and update the TMACOG transportation webpage.                                       | Ongoing        |
| 8. | Provide staff and support to regional and state transportation organizations and agencies. | Ongoing        |

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

**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:**

- |  |         |
|--|---------|
| 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.  | Ongoing |
| 2. Continue partnership with other Ohio MPOs to maintain software and track usage.   | 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. | Ongoing |
| 4. Increase awareness of the Gohio Commute program through marketing and promotional programs.   | Ongoing |

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\* 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# 106711).





# **APPENDICES**



# **APPENDIX A**

## **Cost Allocation Plan**





**COST ALLOCATION PLAN  
AND  
INDIRECT COST RATE PROPOSAL  
  
FISCAL YEAR 2023**

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

March 2022

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 2023 including the appropriate CFDA designation:

**UNITED STATES DEPARTMENT OF TRANSPORTATION**

*Passed Through Ohio Department of Transportation:*

<b>Highway Planning and Construction</b>	<b>20.205</b>
Transportation Planning	
Share-A-Ride	
TIP Monitoring	
Transportation Air Quality	

*Passed Through Michigan Department of Transportation and SEMCOG:*

<b>Highway Planning and Construction</b>	<b>20.205</b>
Transportation Planning	

*Passed Through Toledo Area Regional Transit Authority:*

<b>Job Access - Reverse Commute</b>	<b>20.516</b>
Specialized Transportation Program	

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

*Passed Through Ohio Environmental Protection Agency:*

<b>Water Quality Management Planning</b>	<b>66.454</b>
TMACOG Areawide Water Quality Management Plan	

*Direct Program:*

<b>Great Lakes Program</b>	<b>66.469</b>
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 2023 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 2022 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 2022 was 62.80 percent and the estimate for fringe benefits as calculated in the attached table for FY 2023 is 60.68 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 2023 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 2023 is 81.61 percent of direct salaries plus fringe benefits, computed by dividing indirect costs of \$1,059,484 by direct salary plus fringe benefit costs of \$1,298,223.

### **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, 2021. 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 ten 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, 2023

DIRECT COSTS

Programs	Direct Labor	Direct Labor plus Fringe	Pass Through	Other Direct Expenses	Indirect Expenses	Total Costs
Transportation Planning	531,634	854,242	504,576	90,299	697,150	2,146,267
Water Quality Planning	229,286	368,422	282,499	66,908	300,671	1,018,500
Operations/ Services	18,777	30,170	0	28,707	24,622	83,499
EDD	28,247	45,388	0	7,281	37,334	90,000
Total Budget	807,944	1,298,223	787,075	193,195	1,059,777	3,338,266

TABLE 2

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

SCHEDULE 1

<b><u>DIRECT LABOR PLUS FRINGE BENEFITS:</u></b>	Indirect Costs	Direct Labor + Fringe Benefits
Transportation Planning	\$697,150	854,242
Water Quality Planning	300,671	368,422
Operations	24,622	30,170
EDD	<u>37,334</u>	<u>45,385</u>
<b>TOTAL</b>	<b>\$1,059,484</b>	<b>\$1,298,223</b>
<b>INDIRECT LABOR: (Includes Fringe Benefits)</b>		
General Administration/Strategic Plan		\$268,503
Mail List		5492
Annual Work Program		3,580
General Accounting		154,826
Membership		155,511
TMACOG Tech Educational Programs		20,730
Leadership Development		2,008
Annual General Assembly		50,567
Communications		77,730
Computer		16,758
Staff Training		<u>14,618</u>
<b>TOTALS</b>		<b>\$770,324</b>
INDIRECT EXPENSES: See Table 2 - Schedule 1-A		289,160
<b>TOTAL INDIRECT COSTS</b>		<b>\$1,059,484</b>

INDIRECT RATE CALCULATION

<b><u>Total Indirect Costs</u></b>	<b><u>\$1,059,484</u></b>	<b>= 81.61%</b>
<b>Total Direct Labor &amp; Fringe</b>	<b>\$1,298,223</b>	

## TABLE 2 (CONTINUED)

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

## SCHEDULE 1-A

<b><u>INDIRECT EXPENSE CATEGORY:</u></b>	<b>Indirect Cost Budget</b>	<b>Appendix 4 Reference</b>
Advertising/Promotion	\$1,000	25
Audit	16,460	17
Automobile	0	13
Bank Fees	1,200	27
Conference Expenses	6,000	10
Contractual	1,500	22
Data Processing	50,000	7
Depreciation	20,000	14
Dues	2,000	12
Equipment	4,000	15
Equipment Maintenance	3,000	21
Graphics	1,000	19
Insurance	13,500	2
Legal	500	16
Meetings	12,000	26
Mileage & Travel	1,200	9
Office Supplies	2,500	5
Other Expenses	500	18
Other Supplies	1,000	20
Payroll Processing	2,600	29
Periodicals & Books	4,500	11
Postage	2,500	6
Printing and Reproduction	8,000	8
Recruitment & Public Notices	500	23
Rent	145,200	3
Security Monitoring	600	28
Telephone	2,400	4
Training/Seminars	<u>500</u>	24
<b>TOTAL INDIRECT EXPENSES</b>	<b>\$304,160</b>	
<b>LESS ANTICIPATED REVENUE</b>	<b>-15,000</b>	
<b>GRAND TOTAL INDIRECT EXPENSES</b>	<b>\$289,160</b>	
<b>TOTAL INDIRECT LABOR</b>	<b>\$770,324</b>	

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	\$22,210	1.73%
Unemployment	0	0.00%
Education Reimbursement	10,000	0.78%
Medical Insurance	245,171	19.05%
Workers Comp	13,063	1.02%
Life Insurance	874	0.07%
PERS	214,445	16.67%
Employee Assistance	1,276	0.10%
HSA Contribution	28,275	1.67%
Vision Insurance	2,815	0.22%
Dental Insurance	19,741	1.53%
Automobile Allowance	6,000	0.47%
Cell Phone Allowance	<u>1,200</u>	<u>0.09%</u>
TOTAL	\$536,796	41.64%
<u>LEAVE ADDITIVES:</u>		
Annual	\$116,616	9.06%
Sick	46,466	3.61%
Holiday	69,699	5.42%
Other Leaves	<u>11,617</u>	<u>0.90%</u>
TOTAL	\$244,398	18.96%
<u>TOTAL PAYROLL WITHOUT LEAVES:</u>	\$1,287,353	
<u>RECAP:</u>		
Fringe Benefits:	\$536,796	41.70%
Leave Additives:	<u>\$244,398</u>	<u>18.98%</u>
GRAND TOTAL	\$736,234	60.68%
<u>SUMMARY RECAP:</u>		
Requested Rate for FY 2023 – Per Above		<u>60.68%</u>
Approved Rate for FY 2022 – Per Agreement		<u>62.80%</u>
DIFFERENCE--		<u>(2.12%)</u>

**TABLE 4**  
**Summary Budget By Funding Source**  
**Annual Work Program For Fiscal Year 2023**

Fringe Rate	Indirect Rate	Description	Item	Total	FHWA/ FTA-8	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
60.68%	81.61%	AREAWIDE WATER QUALITY PLANNING	51170	7000									7000						
			51200	2500									2500						
			51300	133000								75000							
			51305	40000							17757								
			51310	30000															
			51400	30000												12000			10000
			51500	30000															
			51500	260000															
			51510	1000										164985	54600				
			51600	1000															
			51700	37000															
			TOTAL	633500						17757		75000	299158	164985	54600	12000			10000
			Labor	129240						5869		24790	88390	12493	0	3966			3305
			Fringe	78426						3562		15043	53637	7581	0	2407			2006
			Oth Dir	22471						630		2660	10612	5852	0	426			355
			Pass-Through	233887						0		0	30612	122675	54600	0			0
			Indirect	169476						7696		32507	115908	16383	0	5201			4334
		MALMEE RIVER WATERSHED PLAN	52100	33000									33000						
			52132	50000									28476						
			52200	83000						21524									44632
			TOTAL	166000						21524			99844						44632
			Labor	42860						6624			25586						13735
			Fringe	26008						4019			15526						8335
			Oth Dir	18927						2195			10181						4551
			Pass-Through	24000						0			15000						0
			Indirect	56204						8686			33551						18011
			53100	31000									31000						
			TOTAL	31000															
			Labor	7445															
			Fringe	4518									8473						
			Oth Dir	1273									5142						
			Pass-Through	8000									1273						
			Indirect	9763									5000						
		STORMWATER COALITION	54100	90000									16468						73532
			54126	49000									9000						
			54400	17000									500						16500
			54500	30000									8476						
			TOTAL	186000						61524			34444						90032
			Labor	56273						20497			5992						29784
			Fringe	34148						12438			3636						18074
			Oth Dir	5175						1712			958						2505
			Pass-Through	16612						0			16000						612
			Indirect	73793						26878			7858						39057

**TABLE 4**  
**Summary Budget By Funding Source**  
**Annual Work Program For Fiscal Year 2023**

Fringe Rate	60.68%	Indirect Rate	81.61%																	
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		
TRANSPORTATION AIR QUALITY PROGRAM	55200	112800											112800			0				
PID # 106709	TOTAL	112800											112800			0				
	Labor	12776											12776			0				
	Fringe	7753											7753			0				
	Oth Dir	2519											2519			0				
	Pass-Through	73000											73000			0				
	Indirect	16753											16753			0				
CMAQ TRANSFER	60120	19398	15518	1940	1940															
601 SHORT RANGE PLANNING	60123	18180	14544	1818	1818															
	60130	18180	14544	1818	1818															
	60140	14227	11382	1423	1423															
ESTIMATED	60142	2923	2338	292	292															
CAREY FORWARD FROM	60150	19113	15290	1911	1911															
FY 2022 PID # 114262	60154	3098	2478	310	310															
	60160	20442	16354	2044	2044															
	60190	9743	7794	974	974															
	TOTAL	125303	100243	12530	12530															
	Labor	39824	31860	3982	3982															
	Fringe	24166	19333	2417	2417															
	Oth Dir	9089	7272	909	909															
	Pass-Through	0	0	0	0															
	Indirect	52223	41779	5222	5222															
601 SHORT RANGE PLANNING	60120	92102	73682	9210	9210															
	60123	86320	69056	8632	8632															
	60130	86320	69056	8632	8632															
	60140	98273	54040	6755	6755			25146				5576								
	60142	13877	11102	1388	1388															
	60150	117082	72599	9075	9075			21554				4780								
NEW FY 2023 FUNDING	60154	14707	11766	1471	1471															
PID #116004	60160	97058	77646	9706	9706															
	60190	46257	37006	4626	4626															
	TOTAL	651997	475952	59494	59494			46701				10356								
	Labor	108048	74727	9341	9341			11983				2657								
	Fringe	65566	45346	5668	5668			7271				1612								
	Oth Dir	163803	119575	14947	14947			11733				2602								
	Pass-Through	172892	138314	17289	17289			0				0								
	Indirect	141687	97992	12249	12249			15714				3484								

**TABLE 4**  
**Summary Budget By Funding Source**  
**Annual Work Program For Fiscal Year 2023**

[illegible]



**TABLE 4**  
**Summary Budget By Funding Source**  
**Annual Work Program For Fiscal Year 2023**

[illegible]

**TABLE 4**  
**Summary Budget By Funding Source**  
**Annual Work Program For Fiscal Year 2023**

Annual Work Program for Fiscal Year 2023																		
Fringe Rate Indirect Rate	60.88% 81.61%																	
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
665 SPECIAL STUDIES	66520	7394	5915	739	739													
	TOTAL	7394	5915	739	739													
	Labor	1254	1003	125	125													
	Fringe	761	609	76	76													
	Oth Dir	3735	2988	374	374													
ESTIMATED CARRY FORWARD FROM FY 2022 PID # 114262	Pass-Through	0	0	0	0													
	Indirect	1644	1315	164	164													
	66520	35106	28085	3511	3511													
	TOTAL	35106	28085	3511	3511													
	Labor	5953	4762	595	595													
NEW FY 2023 FUNDING PID #116004	Fringe	3612	2890	361	361													
	Oth Dir	17736	14189	1774	1774													
	Pass-Through	0	0	0	0													
	Indirect	7806	6245	781	781													
	68200	22289															22289	
697 TRANSPORTATION PROGRAM REPORTING	69710	24196	19357	2420	2420													
	69720	10177	8142	1018	1018													
	TOTAL	34373	27499	3437	3437													
	Labor	10746	8597	1075	1075													
	Fringe	6521	5217	652	652													
ESTIMATED CARRY FORWARD FROM FY 2022 PID # 114262	Oth Dir	3016	2413	302	302													
	Pass-Through	0	0	0	0													
	Indirect	14091	11273	1409	1409													
	69710	114882	91906	11488	11488													
	69720	62323	38658	4832	4832													
697 TRANSPORTATION PROGRAM REPORTING	TOTAL	177205	130564	16320	16320													14000
	Labor	37999	30399	3800	3800													
	Fringe	23058	18447	2306	2306													
	Oth Dir	14318	11455	1432	1432													
	Pass-Through	52000	30400	3800	3800													
NEW FY 2023 FUNDING PID #116004	Indirect	49829	39863	4983	4983													
	TOTAL	177205	130564	16320	16320													14000
	Labor	37999	30399	3800	3800													0
	Fringe	23058	18447	2306	2306													0
	Oth Dir	14318	11455	1432	1432													0
NEW FY 2023 FUNDING PID #116004	Pass-Through	52000	30400	3800	3800													0
	Indirect	49829	39863	4983	4983													14000
	TOTAL	177205	130564	16320	16320													14000
	Labor	37999	30399	3800	3800													0
	Fringe	23058	18447	2306	2306													0
NEW FY 2023 FUNDING PID #116004	Oth Dir	14318	11455	1432	1432													0
	Pass-Through	52000	30400	3800	3800													0
	Indirect	49829	39863	4983	4983													14000
	TOTAL	177205	130564	16320	16320													14000
	Labor	37999	30399	3800	3800													0
NEW FY 2023 FUNDING PID #116004	Fringe	23058	18447	2306	2306													0
	Oth Dir	14318	11455	1432	1432													0
	Pass-Through	52000	30400	3800	3800													0
	Indirect	49829	39863	4983	4983													14000
	TOTAL	177205	130564	16320	16320													14000

**TABLE 4**  
**Summary Budget By Funding Source**  
**Annual Work Program For Fiscal Year 2023**

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
Fringe Rate Indirect Rate	60.68%	73100	85000									85000						
	81.61%																	
SHARE A RIDE																		
PID # 106711	TOTAL	85000										85000						
	Labor	8665										8665						
	Fringe	5258										5258						
	Oth Dir	2216										2216						
	Pass-Through	57500										57500						
CMAQ TRANSFER	Indirect	11362										11362						
ECONOMIC DEVELOPMENT DISTRICT		0										0						0
OPERATIONS MEMBER SERVICES / DIRECTORY / COST CENTERS /LOCAL ONLY	TOTAL	0										0						0
	Labor	0										0						0
	Fringe	0										0						0
	Oth Dir	0										0						0
	Pass-Through	0										0						0
	Indirect	0										0						0
		42000										40000					2000	
		7500										7500						
		2500										2500						
		31008										31008						
	TOTAL	83008										81008					2000	
	Labor	19311										18846					465	
	Fringe	11719										11436					282	
	Oth Dir	26654										26012					642	
	Pass-Through	0										0					0	
	Indirect	25324										24714					610	

**TABLE 4**  
**Summary Budget By Funding Source**  
**Annual Work Program For Fiscal Year 2023**

Description	Item	Total	FHWA/FTA-3	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	
SUBTOTAL ALL TMACOG SERVICE, ENVIRONMENTAL, GROWTH STRATEGIES	Labor	255130	0	0	0	0	0	0	0	32990	24790	128441	12493	0	3966	0	18846	47290	
	Fringe	154818	0	0	0	0	0	0	0	20019	15043	77941	7581	0	2407	0	11436	28697	
	Oth Dir	72501	0	0	0	0	0	0	0	4536	2660	23024	5852	0	426	0	26012	8053	
	Pass-Through	282499	0	0	0	0	0	0	0	0	0	66612	122675	54600	0	0	0	612	
	Indirect	334560	0	0	0	0	0	0	0	43260	32507	168428	16383	0	5201	0	24714	62013	
	Fund Balance Account	300000	240000	30000	30000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL TMACOG TRANSPORTATION	Labor	97024	77619	9702	9702	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Fringe	58876	47101	5888	5888	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Oth Dir	16869	13495	1687	1687	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Pass-Through	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Indirect	127231	101785	12723	12723	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Fund Balance Account	1846267	1139519	142440	142440	0	0	71847	15932	0	0	277800	0	42289	0	0	0	14000	
TRANSPORTATION  NEW FY 2023 FUNDING PID #116044	Labor	383503	241761	30220	30220	0	0	19381	4298	0	0	48826	0	0	0	8797	0	0	
	Fringe	232718	146706	18338	18338	0	0	11761	2608	0	0	29629	0	0	0	5338	0	0	
	Oth Dir	146921	18615	18615	18615	0	0	12265	2720	0	0	4818	0	0	0	16619	0	0	
	Pass-Through	504576	35638	35638	35638	0	0	3026	671	0	0	130500	0	0	0	0	14000	0	
	Indirect	502899	39629	39629	39629	0	0	25415	5636	0	0	64027	0	0	0	11536	0	0	
	Fund Balance Account	2146267	1379519	172440	172440	0	0	71847	15932	0	0	277800	0	42289	0	0	0	14000	
TOTAL TMACOG TRANSPORTATION	Labor	480527	319380	39923	39923	0	0	19381	4298	0	0	48826	0	0	0	8797	0	0	
	Fringe	291594	193807	24226	24226	0	0	11761	2608	0	0	29629	0	0	0	5338	0	0	
TRANSPORTATION LOCAL FUNDS CALCULATION	Oth Dir	239440	162416	20302	20302	0	0	12265	2720	0	0	4818	0	0	0	16619	0	0	
	Pass-Through	504576	35638	35638	35638	0	0	3026	671	0	0	130500	0	0	0	0	14000	0	
	Indirect	502899	39629	39629	39629	0	0	25415	5636	0	0	64027	0	0	0	11536	0	0	
	Fund Balance Account	630130	418814	52352	52352	0	0	25415	5636	0	0	64027	0	0	0	11536	0	0	
	230661	LOCAL GOVT. TRANSPORTATION ASSESSMENTS - F.Y. 2023																	
	230661	0																	
674- TRANSIT PLANNING TARTA's ACSP	TOTAL	300000	300000																
	Labor	0	0																
	Fringe	0	0																
	Oth Dir	0	0																
	Pass-Through	300000	300000																
	Indirect	0	0																
TOTAL ALL FY 2023 PROGRAMS	Labor	1035656	319380	39923	39923	0	300000	71847	15932	100805	75000	464446	442785	54600	12000	42289	81008	160664	
	Fringe	446412	193807	24226	24226	0	300000	19381	4298	32990	24790	128441	61320	0	3966	8797	18846	47290	
	Oth Dir	311941	162416	20302	20302	0	300000	11761	2608	20019	15043	77941	37210	0	2407	5338	11436	28697	
	Pass-Through	787075	285103	35638	35638	0	300000	12265	2720	4536	2660	23024	10670	0	426	16619	26012	8053	
	Indirect	964690	418814	52352	52352	0	300000	3026	671	0	0	66612	253175	54600	0	0	14612	0	
	Fund Balance Account	300000	0	0	0	0	300000	25415	5636	43260	32507	168428	80410	0	5201	11536	24714	62013	

**TABLE 5**  
**BUDGETED TRANSPORTATION EXPENDITURES BY**  
**WORK ELEMENT FOR FISCAL YEAR ENDING JUNE 30, 2023**

Number	Element Description	FY 2022 Carryover PID 114262	FY 2023 Current Year PID 116004	Proposed FY 2023 Budget	Approved FY 2022 Budget	Change	Fund Source
60120	Highway Project Planning	\$ 19,398	\$ 92,102	\$ 111,500	\$ 45,500	\$ 66,000	FHWA/FTA/ODOT/LOCAL
60123	Safety Studies	18,180	86,320	104,500	133,000	(28,500)	FHWA/FTA/ODOT/LOCAL
60130	Regional Passenger Rail Planning	18,180	86,320	104,500	76,500	28,000	FHWA/FTA/ODOT/LOCAL
60140	Freight Planning	14,227	67,550	81,777	41,277	40,500	FHWA/FTA/ODOT/LOCAL
60142	Ohio Conference on Freight	2,923	13,877	16,800	16,750	50	FHWA/FTA/ODOT/LOCAL
60150	Pedestrian and Bicycle Planning	19,113	90,748	109,861	132,666	(22,805)	FHWA/FTA/ODOT/LOCAL
60154	Ped Bike Safety & Accessibility	3,098	14,707	17,805	-	17,805	FHWA/FTA/ODOT/LOCAL
60160	Regional Public Transportation Planning	20,442	97,058	117,500	119,000	(1,500)	FHWA/FTA/ODOT/LOCAL
60190	Transportation Service	9,743	46,257	56,000	41,000	15,000	FHWA/FTA/ODOT/LOCAL
60210	TIP Development	14,231	67,569	81,800	39,500	42,300	FHWA/FTA/ODOT/LOCAL
60510	Data Collection and Management	64,370	305,630	370,000	314,500	55,500	FHWA/FTA/ODOT/LOCAL
61100	Long Range Planning	26,004	123,468	149,472	124,277	25,195	FHWA/FTA/ODOT/LOCAL
61101	Long Range Plan Safety & Accessibility	3,098	14,707	17,805	-	17,805	FHWA/FTA/ODOT/LOCAL
61520	Modeling and Forecasting	25,226	119,774	145,000	116,000	29,000	FHWA/FTA/ODOT/LOCAL
66520	Autonomous Vehicle Special Study	7,394	35,106	42,500	48,750	(6,250)	FHWA/FTA/ODOT/LOCAL
69710	Transportation Policy Committee Reporting and Ad.	24,196	114,882	139,078	62,999	76,079	FHWA/FTA/ODOT/LOCAL
69720	Transportation Summit	10,177	48,323	58,500	63,000	(4,500)	FHWA/FTA/ODOT/LOCAL
Subtotal FTA & FHWA/ODOT*		\$ 300,000	\$ 1,424,399	\$ 1,724,399	\$ 1,374,720	\$ 349,679	FHWA/FTA/ODOT/LOCAL
55200	Transportation Air Quality Program	-	112,800	112,800	112,800	-	CMAQ/LOCAL
60140	Freight Planning	-	30,723	30,723	30,723	-	MDOT/SEMCOG/LOCAL
60150	Pedestrian and Bikeways Planning	-	26,334	26,334	26,334	-	MDOT/SEMCOG/LOCAL
60220	TIP Management	-	100,000	100,000	100,000	-	STP/LOCAL
61100	Long Range Planning	-	30,723	30,723	30,723	-	MDOT/SEMCOG/LOCAL
68200	Transportation - Local Only	-	22,289	22,289	30,349	(8,060)	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		\$ -	\$ 421,868	\$ 421,868	\$ 429,928	\$ (8,060)	
Subtotal TMACOG		\$ 300,000	\$ 1,846,267	\$ 2,146,267	\$ 1,804,648	\$ 341,619	
67495	TARTA's Transit Planning ACSP	-	300,000	300,000	550,000	(250,000)	SECTION 5307/LOCAL
TOTAL TRANSPORTATION		\$ 300,000	\$ 2,146,267	\$ 2,446,267	\$ 2,354,648	\$ 91,619	

\*Estimated FY 2023 PL funding level based on \$1,424,399 new FY 2023 funding plus \$300,000 estimated FY 2022 carryover funding

**TABLE 6**  
**TRANSPORTATION FUND USE BY PERFORMING**  
**AGENCY FOR FISCAL YEAR ENDING JUNE 30, 2023**

Number	Element	Total	TMACOG		Others	
	Description	FY 2023 Budget	Budget	Person Hours		
60120	Highway Project Planning	\$ 111,500	\$ 92,500	1109	19,000	b
60123	Safety Studies	104,500	85,500	1025	19,000	b
60130	Regional Passenger Rail Planning	104,500	65,500	785	39,000	a, b
60140	Freight Planning	81,777	61,553	738	20,224	a, b
60142	Ohio Conference on Freight	16,800	13,050	156	3,750	a
60150	Pedestrian and Bicycle Planning	109,861	75,943	910	33,918	a,b
60154	Ped Bike Safety & Accessibility	17,805	17,805	213	-	a,b
60160	Regional Public Transportation Planning	117,500	98,500	1180	19,000	b
60190	Transportation Service	56,000	37,000	443	19,000	b
60210	TIP Development	81,800	62,800	753	19,000	b
60510	Data Collection and Management	370,000	280,960	3367	89,040	a,b
61100	Long Range Planning	149,472	129,146	1548	20,326	a,b
61101	Long Range Plan Safety & Accessibility	17,805	17,805	213	-	
61520	Modeling and Forecasting	145,000	124,182	1488	20,818	a,b
66520	Autonomous Vehicle Special Study	42,500	42,500	509	-	
69710	Transportation Policy Committee Reporting and Admini	139,078	120,078	1439	19,000	b
69720	Transportation Summit	58,500	39,500	473	19,000	b
Subtotal FTA & FHWA/ODOT		\$ 1,724,399	\$ 1,364,323	16351	\$ 360,076	
55200	Transportation Air Quality Program	112,800	39,800	477	73,000	a
60140	Freight Planning	30,723	30,723	368		
60150	Pedestrian and Bikeways Planning	26,334	26,334	316		
60220	TIP Management	100,000	100,000	1198		
61100	Long Range Planning	30,723	30,723	368		
68200	Transportation - Local Only	22,289	22,289	267	-	a
69720	Transportation Summit	14,000	-	0	14,000	a
73100	Share a Ride	85,000	27,500	330	57,500	a
	Set Aside for reserves	-	-	0		
Subtotal Non FTA & FHWA/ODOT		\$ 421,868	\$ 277,368	3324	\$ 144,500	
Subtotal TMACOG		\$ 2,146,267	\$ 1,641,691	9.46	\$ 504,576	
67495	TARTA's Transit Planning ACSP	300,000	-	0	300,000	c
TOTAL TRANSPORTATION		\$ 2,446,267	\$ 1,641,691	19675	\$ 804,576	

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, 2023**

	Proposed FY 2023 Budget	Approved FY 2022 Budget	Change
<b>TMACOG</b>			
-Federal and State for TMACOG from:			
FHWA/FTA - New FY 2023 Funding	\$ 1,139,519	\$ 923,762	\$ 215,758
ODOT Match of FHWA/FTA - New FY 2023 Funding	142,440	115,470	26,970
FHWA/FTA - Prior Year Carry Forward Funding	240,000	237,455	2,545
ODOT Match of FHWA/FTA - Prior Year Carry Forward Funding	30,000	29,682	318
Michigan FHWA	71,847	71,847	-
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	-	-	-
<b>Fed and State Grants Total</b>	<b>\$ 1,901,606</b>	<b>\$ 1,656,016</b>	<b>\$ 245,590</b>
-Local Funds for TMACOG from:			
-Govt. Transportation Assessments used for:			
FHWA/FTA-8 Match	172,440	145,152	27,288
Michigan FHWA Match	15,932	15,932	-
TMACOG match TIP Management	20,000	20,000	-
TMACOG match Air Quality Program	-	-	-
Local Exclusive Tasks	22,289	30,349	(8,060)
Set Aside for Local Reserve	-	-	-
<b>Government Transportation Assessment Subtotal</b>	<b>230,661</b>	<b>211,433</b>	<b>19,228</b>
-Special Support to match federal funds:			
Private support for Annual Transportation Summit	14,000	14,000	-
<b>Special Support Subtotal</b>	<b>14,000</b>	<b>14,000</b>	<b>-</b>
<b>Local Total</b>	<b>\$ 244,661</b>	<b>\$ 225,433</b>	<b>\$ 19,228</b>
<b>TMACOG TOTAL</b>	<b>\$ 2,146,267</b>	<b>\$ 1,881,449</b>	<b>\$ 264,818</b>
<b>TARTA</b>			
- Fed for TARTA Transit Planning ACSP (Section 5307):	300,000	550,000	(250,000)
- Local TARTA funds for Section 5307 Match:	-	-	-
<b>TARTA TOTAL</b>	<b>300,000</b>	<b>550,000</b>	<b>(250,000)</b>
<b>TOTAL TRANSPORTATION</b>	<b>\$ 2,446,267</b>	<b>\$ 2,431,449</b>	<b>\$ 14,818</b>

**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**July 1, 2020 - June 30, 2021**

		ESTIMATED FY 2021	ACTUAL FY 2021	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2023
<b>EMPLOYEE WAGES</b>					
<b>Indirect Labor</b>					
Acct. #	Acct. Name				
99880	General Administration	\$169,378.46	\$203,257.60	(\$33,879.14)	\$167,102.04
99890	Mail List	\$15,585.85	\$3,021.66	\$12,564.19	\$3,417.72
99900	Work Program	\$2,100.50	\$2,008.26	\$92.24	\$2,227.84
99910	General Accounting	\$91,307.10	\$98,785.82	(\$7,478.72)	\$96,355.47
99930	Membership	\$55,264.88	\$101,183.15	(\$45,918.27)	\$96,781.89
99931	TMACOG Tech	\$23,089.06	\$3,451.39	\$19,637.67	\$12,901.13
99940	Leadership Development	\$1,175.09	\$1,784.43	(\$609.34)	\$1,249.91
99950	General Assembly	\$31,223.86	\$42,401.99	(\$11,178.13)	\$31,470.47
99960	Communications	\$18,530.93	\$18,605.76	(\$74.83)	\$48,375.14
99970	Computer	\$9,895.29	\$12,282.82	(\$2,387.53)	\$10,429.41
99980	Staff Training	\$5,227.50	\$223.21	\$5,004.29	\$9,097.26
				\$0.00	
				\$0.00	
<b>Subtotal - Indirect Labor</b>		\$422,778.52	\$487,006.09	(\$64,227.57)	\$479,408.28
<b>Direct Labor</b>					
Acct. #	Acct. Name				
32500	Directory	\$14,182.38	\$8,036.31	\$6,146.07	\$9,769.47
33300	Equity and EJ	\$0.00	\$0.00		\$2,415.50
39000	Local Only Restricted Expenditures	\$4,041.76	\$4,361.87	(\$320.11)	\$6,591.53
46000	Economic Development District	\$0.00	\$0.00	\$0.00	\$28,247.25
51170	Environmental Council	\$23,012.39	\$35,197.29	(\$12,184.90)	\$19,719.28
51200	Environmental Program Development	\$2,423.23	\$5,391.98	(\$2,968.75)	\$395.26
51300	AWQMP: Facility Planning	\$24,912.42	\$36,403.18	(\$11,490.76)	\$39,173.26
51305	Mapping Assistance to Counties	\$12,016.56	\$10,463.04	\$1,553.52	\$9,479.03
51306	GIS Standardization	\$0.00	\$4,917.50	(\$4,917.50)	\$0.00
51310	Wastewater Committee	\$11,583.93	\$8,076.40	\$3,507.53	\$7,034.24
51400	Lucas County District 12 NRAC	\$7,253.36	\$5,210.71	\$2,042.65	\$6,336.43
51500	Maumee River Watershed Planning	\$11,849.96	\$6,426.75	\$5,423.21	\$7,034.24
51510	Water Infrastructure Workforce	\$0.00	\$0.00	\$0.00	\$27,188.45
51600	Regional Water Planning Committee	\$0.00	\$21.41	(\$21.41)	\$276.92
51700	Agricultural Committee Development	\$0.00	\$6,383.03	(\$6,383.03)	\$9,022.76
52100	Maumee River Watershed Planning	\$11,856.86	\$6,886.28	\$4,970.58	\$8,029.72
52131	Great Lakes Water Quality Agreement Annex 4 Targets	\$11,126.74	\$0.00	\$11,126.74	\$0.00
52132	Regional 9-Element NPS-IS Coordination	\$13,257.99	\$7,255.60	\$6,002.39	\$13,143.15
52200	Student Watershed Watch	\$23,424.14	\$13,238.94	\$10,185.20	\$20,500.06
53100	Portage River Basin Coordination	\$15,999.62	\$8,094.01	\$7,905.61	\$7,239.19
54100	Stormwater Coalition	\$23,354.56	\$26,424.74	(\$3,070.18)	\$26,508.33
54126	Chloride AOC	\$0.00	\$0.00	\$0.00	\$15,999.06
54400	Clear Choices Clean Water - Greater Toledo Lake Erie	\$8,713.30	\$7,672.34	\$1,040.96	\$5,531.26
54500	Stormwater 604b	\$15,289.63	\$0.00	\$15,289.63	\$6,675.58
55200	Transportation Air Quality Outreach Program	\$21,835.68	\$10,308.89	\$11,526.79	\$12,656.05
55300	Gas Cap Program	\$0.00	\$945.18	(\$945.18)	\$0.00
60120	Highway Project Planning	\$9,184.85	\$9,832.42	(\$647.57)	\$30,485.82
60123	Safety Studies	\$32,970.66	\$39,076.43	(\$6,105.77)	\$28,238.97
60130	Regional Passenger Rail Study	\$17,233.60	\$14,948.31	\$2,285.29	\$21,691.55
60140	Freight Transportation Planning	\$17,066.74	\$27,957.32	(\$10,890.58)	\$29,926.95
60142	Ohio Conference on Freight	\$2,634.17	\$1,183.73	\$1,450.44	\$3,998.96
60150	Pedestrian and Bicycle Transportation Planning	\$39,754.79	\$35,615.82	\$4,138.97	\$39,013.08
60152	Bike to Work Event	\$0.00	\$3,928.34	(\$3,928.34)	\$0.00
60160	Regional Public Transportation Planning	\$26,986.82	\$28,902.23	(\$1,915.41)	\$32,541.67
60190	Transportation Service	\$8,749.10	\$12,513.33	(\$3,764.23)	\$12,248.89
60210	Transportation Improvement Program Development	\$7,903.43	\$1,345.86	\$6,557.57	\$20,713.54
60220	Transportation Improvement Program Management - ST	\$27,720.91	\$31,150.50	(\$3,429.59)	\$33,284.19
60510	Continuing Planning - Surveillance	\$80,906.16	\$71,384.19	\$9,521.97	\$93,567.18
61100	Long Range Planning	\$58,337.62	\$36,711.01	\$21,626.61	\$57,757.60
61520	Continuing Planning - Procedural Development	\$33,732.21	\$26,540.96	\$7,191.25	\$40,973.03
66520	Autonomous Vehicle Special Study	\$12,297.05	\$8,614.26	\$3,682.79	\$14,033.57
68200	Transportation - Local Only	\$677.58	\$89.04	\$588.54	\$1,896.29
69710	Transportation Policy Committee Reporting and Adminis	\$31,289.63	\$55,717.17	(\$24,427.55)	\$37,130.89
69720	Transportation Summit	\$19,858.73	\$5,047.48	\$14,811.25	\$13,051.71
73100	Share A Ride	\$15,520.16	\$7,209.28	\$8,310.88	\$8,424.54



**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**July 1, 2020 - June 30, 2021**

		ESTIMATED FY 2021	ACTUAL FY 2021	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2023
74100	Specialized Transportation	\$3,171.43	\$2,338.43	\$833.00	\$0.00
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
Subtotal - Direct Labor		\$702,130.12	\$631,821.56	\$70,308.56	\$807,944.46
<b>TOTAL EMPLOYEE WAGES</b>		<u>\$1,124,908.64</u>	<u>\$1,118,827.65</u>	<u>\$6,080.99</u>	<u>\$1,287,352.74</u>
<b>FRINGE BENEFITS COST CENTER</b>					
<b>Paid Leave</b>					
Acct. #	Acct. Name				
5121	Annual Leave	\$101,457.46	\$97,746.06	\$3,711.40	\$116,616.25
5122	Sick Leave	\$61,290.00	\$29,055.46	\$32,234.54	\$46,466.18
5123	Holiday Pay	\$56,182.50	\$57,652.80	(\$1,470.30)	\$69,699.28
5125	Bereavement Leave	\$0.00	\$1,251.13	(\$1,251.13)	\$0.00
5126	Civil Leave	\$0.00	\$70.60	(\$70.60)	\$0.00
5127	Military Leave	\$0.00	\$0.00	\$0.00	\$0.00
5128	Administrative Leave	\$0.00	\$343.60	(\$343.60)	\$0.00
5129	COVID Sick Leave	\$0.00	\$3,580.96	(\$3,580.96)	\$0.00
5130	Personal Day	\$10,215.00	\$12,029.00	(\$1,814.00)	\$11,616.55
Subtotal - Paid Leave		\$229,144.96	\$201,729.61	\$27,415.35	\$244,398.26
<b>Other Fringe Benefits</b>					
Acct. #	Acct. Name				
5141	Medicare	\$19,799.03	\$17,563.65	\$2,235.38	\$22,210.39
5142	Unemployment	\$0.00	\$3,095.96	(\$3,095.96)	\$0.00
5143	Education Reimbursement	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
5144	Medical Insurance	\$186,050.15	\$153,544.08	\$32,506.07	\$216,896.11
5145	Workers Comp	\$11,644.56	(\$25,456.18)	\$37,100.74	\$13,062.77
5146	Life Insurance	\$554.40	\$744.84	(\$190.44)	\$874.92
5147	PERS	\$191,163.00	\$179,808.55	\$11,354.45	\$214,445.14
5148	Employee Assistance	\$1,164.24	\$1,164.24	\$0.00	\$1,276.12
5149	HSA Contribution	\$25,350.00	\$22,625.00	\$2,725.00	\$28,275.00
5150	Vision Insurance	\$2,488.95	\$1,976.30	\$512.65	\$2,814.87
5151	Dental Insurance	\$19,200.01	\$11,945.44	\$7,254.57	\$19,740.65
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				\$0.00	
Subtotal - Other Fringe		\$474,614.33	\$374,211.88	\$100,402.45	\$536,795.96
<b>TOTAL FRINGE BENEFITS</b>		<u>\$703,759.29</u>	<u>\$575,941.49</u>	<u>\$127,817.80</u>	<u>\$781,194.23</u>

**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**July 1, 2020 - June 30, 2021**

		ESTIMATED FY 2021	ACTUAL FY 2021	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2023
<b>INDIRECT COST CENTER - NON-LABOR</b>					
Acct. #	Acct. Name				
4720	Registration Fees	(\$9,000.00)	(\$2,809.37)	(\$6,190.63)	(\$9,000.00)
4740	Trade Show Display Table	(\$3,400.00)	\$0.00	(\$3,400.00)	(\$3,400.00)
4750	Sponsorship	(\$2,600.00)	(\$2,750.00)	\$150.00	(\$2,600.00)
5210	Consultant	\$500.00	\$0.00	\$500.00	\$500.00
5220	Contract Services	\$2,500.00	\$973.35	\$1,526.65	\$1,500.00
5411	Audit	\$15,800.00	\$15,297.00	\$503.00	\$16,460.00
5412	Legal	\$500.00	\$112.50	\$387.50	\$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 Fee	\$0.00	\$1,005.30	(\$1,005.30)	\$2,600.00
5421	Insurance	\$12,500.00	\$12,960.17	(\$460.17)	\$13,500.00
5431	Depreciation	\$15,000.00	\$19,818.07	(\$4,818.07)	\$20,000.00
5444	Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00
5445	Credit Card Fees	\$1,500.00	\$20.13	\$1,479.87	\$1,200.00
5451	Postage	\$2,250.00	\$578.39	\$1,671.61	\$2,500.00
5452	Other Postage & Mail Prep	\$250.00	\$0.00	\$250.00	\$0.00
5461	Rent	\$145,200.00	\$145,200.00	\$0.00	\$145,200.00
5462	Telephone	\$2,400.00	\$2,123.62	\$276.38	\$2,400.00
5464	Security Monitoring	\$600.00	\$600.00	\$0.00	\$600.00
5470	Parking/Tolls	\$500.00	\$0.00	\$500.00	\$0.00
5471	Auto	\$0.00	\$0.00	\$0.00	\$0.00
5472	Mileage	\$1,000.00	\$29.91	\$970.09	\$1,200.00
5473	Hotel	\$1,500.00	\$0.00	\$1,500.00	\$1,250.00
5474	Airfare	\$1,500.00	\$0.00	\$1,500.00	\$1,250.00
5475	Conference	\$4,500.00	\$510.00	\$3,990.00	\$3,000.00
5480	Meals	\$200.00	\$0.00	\$200.00	\$500.00
5481	Meeting Attendance	\$100.00	\$60.00	\$40.00	\$100.00
5482	Meeting Facility	\$1,800.00	\$0.00	\$1,800.00	\$1,500.00
5483	Catering Costs	\$9,000.00	\$0.00	\$9,000.00	\$9,000.00
5484	Registration Fee	\$400.00	\$0.00	\$400.00	\$400.00
5486	Registration - On line charges	\$1,000.00	\$734.70	\$265.30	\$1,000.00
5487	Vehicle Rental	\$0.00	\$0.00	\$0.00	\$0.00
5488	Other Meeting Services	\$0.00	\$0.00	\$0.00	\$0.00
5492	Outside printing	\$2,500.00	\$567.30	\$1,932.70	\$0.00
5493	Internal Copy Costs	\$12,500.00	\$1,379.17	\$11,120.83	\$8,000.00
5511	Graphic Design	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
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	\$4,000.00	\$533.79	\$3,466.21	\$2,500.00
5523	Other Supplies	\$1,000.00	\$590.30	\$409.70	\$1,000.00
5524	Printshop Supplies	\$0.00	\$0.00	\$0.00	\$0.00
5530	Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00
5531	Equipment Purchase	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
5532	Equipment Leasing	\$4,000.00	\$1,296.00	\$2,704.00	\$3,000.00
5533	Equipment Maintenance	\$4,000.00	\$1,070.34	\$2,929.66	\$3,000.00
5534	Furniture Expense	\$0.00	\$0.00	\$0.00	\$0.00
5541	Training/Semonars/Workshops	\$500.00	\$0.00	\$500.00	\$500.00
5551	Publications/Subscriptions	\$4,000.00	\$3,426.08	\$573.92	\$4,000.00
5561	Recruitment	\$500.00	\$61.50	\$438.50	\$250.00
5562	Public Notices	\$500.00	\$45.60	\$454.40	\$250.00
5571	Association Dues	\$2,000.00	\$1,221.00	\$779.00	\$2,000.00
5590	Computer Software Maintenance	\$2,000.00	\$1,337.22	\$662.78	\$1,750.00
5591	Computer Software Expense	\$10,000.00	\$16,389.54	(\$6,389.54)	\$18,000.00
5592	Computer Hardware Expense	\$10,000.00	\$12,460.19	(\$2,460.19)	\$15,000.00
5595	Computer Supplies	\$0.00	\$59.59	(\$59.59)	\$100.00
5596	Internet Expense	\$10,000.00	\$12,260.25	(\$2,260.25)	\$15,000.00
5597	Web Page Design	\$0.00	\$150.00	(\$150.00)	\$150.00
5598	Cloud Services	\$8,000.00	\$0.00	\$8,000.00	\$0.00
5711	Misc. Expense	\$500.00	\$141.50	\$358.50	\$500.00
Prior Year Rate Adjustment				\$0.00	
<b>TOTAL INDIRECT COSTS - NON-LABOR</b>		\$284,500.00	\$247,453.14	\$37,046.86	\$289,160.00

**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**July 1, 2020 - June 30, 2021**

	ESTIMATED FY 2021	ACTUAL FY 2021	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2023
<b>FRINGE BENEFIT COST RATE CALCULATION</b>				
TOTAL FRINGE BENEFITS	A \$703,759	\$575,941		\$781,194
TOTAL EMPLOYEE WAGES	B \$1,124,909	\$1,118,828		\$1,287,353
<b>FRINGE BENEFIT COST RATE</b>	<b>62.56%</b>	<b>51.48%</b>	<b>A ÷ B</b>	<b>60.68%</b>
<b>FRINGE BENEFIT COST RECOVERY COMPARISON</b>				
<b>FY 2021</b>				
Should have recovered in fiscal year	+	\$325,244	Actual DL * Actual Fringe Rate	
Amount actually recovered in fiscal year	-	\$395,277	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	=	(\$70,033)		
<b>FRINGE BENEFITS COST DISTRIBUTION</b>				
INDIRECT LABOR FRINGE BENEFITS	\$264,496	\$250,697		\$290,916
DIRECT LABOR FRINGE BENEFITS	\$439,263	\$325,244		\$490,279
TOTAL FRINGE BENEFITS	\$703,759	\$575,941		\$781,194
<b>INDIRECT COST RATE CALCULATION</b>				
INDIRECT LABOR	\$422,779	\$487,006		\$479,408
INDIRECT FRINGE BENEFITS	\$264,496	\$250,697		\$290,916
OTHER INDIRECT COSTS	\$284,500	\$247,453		\$289,160
TOTAL INDIRECT COSTS	A \$971,775	\$985,156		\$1,059,484
DIRECT LABOR	\$702,130	\$631,822		\$807,944
DIRECT LABOR FRINGE BENEFITS	\$439,263	\$325,244		\$490,279
TOTAL DIRECT LABOR + DL FRINGE BENEFITS	B \$1,141,393	\$957,066		\$1,298,223
<b>INDIRECT COST RATE</b>	<b>85.14%</b>	<b>102.94%</b>	<b>A ÷ B</b>	<b>81.61%</b>
<b>INDIRECT COST RECOVERY COMPARISON</b>				
<b>FY 2021</b>				
Should have recovered in fiscal year	+	\$985,156	Actual DLFB * Actual Indirect Rate	
Amount actually recovered in fiscal year	-	\$874,465	[ 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	=	\$110,691		
<b>SUMMARY</b>				
	ESTIMATED FY 2021	ACTUAL FY 2021		ESTIMATED FY 2023
FRINGE BENEFIT COST RATE	62.56%	51.48%		60.68%
INDIRECT COST RATE	85.14%	102.94%		81.61%

# APPENDICES

Tim Brown  
President

William Best  
Vice President of Finance  
and Administration

Nate Reiter  
Accountant

David Gedeon  
Vice President  
Transportation

Lance Dasher  
Transportation Planner

Roger Streiffert  
Transportation Planner

Lisa Householder  
Planner/Database Analyst

Marissa Bechstein  
Transportation Planner

-vacant-  
Transportation Planner

Marc VonDeylen  
Transportation Planner

-vacant-  
Traffic Counting Intern

-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  
Vice President of Water  
Quality Planning

Gilda Mitchell  
Director of Membership &  
Outreach

Mike Tippet  
Director of  
Communications

Alex Aspacher  
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Specialist

Jennifer Allen  
Executive Administrative  
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## Toledo Metropolitan Area Council of Governments

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# APPENDIX 2

Worksheet Detail

Help

Project	Sat Feb-6	Sun Feb-7	Mon Feb-8	Tue Feb-9	Wed Feb-10	Thu Feb-11	Fri Feb-12	Sat Feb-13	Sun Feb-14	Mon Feb-15	Tue Feb-16	Wed Feb-17	Thu Feb-18	Fri Feb-19	Hours	Project
69710 Transportation Policy Co				1:00			3:00					4:00	4:00	4:00	16:00	69710 Transportation Policy Co
61100 Long Range Planning			3:00		4:00	3:00					3:00				13:00	61100 Long Range Planning
55200 Ozone Action Days (CMAQ)			2:00			2:00									4:00	55200 Ozone Action Days (CMAQ)
60120 Highway Project Planning			1:30	3:00							2:00	2:00		2:00	10:30	60120 Highway Project Planning
99970 Computer				2:00											2:00	99970 Computer
60160 Regional Transit Plannin				1:00										2:00	3:00	60160 Regional Transit Plannin
73100 Share-A- Ride (CMAQ)				1:00											1:00	73100 Share-A- Ride (CMAQ)
66520 Autonomous Vehicles					2:00	3:00	4:00						4:00		13:00	66520 Autonomous Vehicles
39900 Fringe Allocation															0:00	39900 Fringe Allocation
60220 TIP Management/Implement							1:00				3:00				4:00	60220 TIP Management/Implement
60140 Freight Planning												2:00			2:00	60140 Freight Planning
Summary			6:30	8:00	6:00	8:00	8:00				8:00	8:00	8:00	8:00	68:30	
Add Project to List																
Absences	Sat 6	Sun 7	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Sat 13	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19		
Summaries			PD/Amount SL 1.50 SAL 6.50	PD/Amount SAL 8.00	PD/Amount SL 2.00 SAL 6.00	PD/Amount SAL 8.00	PD/Amount SAL 8.00			PD/Amount H 8.00	PD/Amount SAL 8.00	PD/Amount SAL 8.00	PD/Amount SAL 8.00	PD/Amount SAL 8.00		



## Period Hours

<b>Pay Desig.</b>	<b>Project, Manager</b>	<b>Hours</b>
Sick Leave	<b>39900 Fringe Allocation, Tim Brown</b>	3.50
Holiday	<b>39900 Fringe Allocation, Tim Brown</b>	8.00
Salary	<b>55200 Ozone Action Days (CMAQ), Tim Brown</b>	4.00
Salary	<b>60120 Highway Project Planning, Tim Brown</b>	10.50
Salary	<b>60140 Freight Planning, Tim Brown</b>	2.00
Salary	<b>60160 Regional Transit Planning, Tim Brown</b>	3.00
Salary	<b>60220 TIP Management/Implement, Tim Brown</b>	4.00
Salary	<b>61100 Long Range Planning, Tim Brown</b>	13.00
Salary	<b>69710 Transportation Policy Co, Tim Brown</b>	16.00
Salary	<b>73100 Share-A-Ride (CMAQ), Tim Brown</b>	1.00
Salary	<b>99970 Computer, Tim Brown</b>	2.00
Salary	<b>66520 Autonomous Vehicles, Tim Brown</b>	13.00
Totals		80.00

## 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 2021		Proposed Budget FY 2023
01-5471	Auto		\$ 1975.95		\$ 1,000.00
TOTALS			<u>\$ 1975.95</u>		<u>\$ 1,000.00</u>

**Allocations for this Cost Objective**

Sum of Expenses Allocated Direct to Projects/Programs		\$ 746.48		\$ 1,000.00
Expenses Allocated to Indirect Cost Pool		\$ 0.00		\$ 0.00
TOTALS		<u>\$ 746.48</u>		<u>\$ 1,000.00</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 2021	Proposed Budget FY 2023
01-5451	Postage	\$ 220.00	\$ 2,500.00
<b>TOTALS</b>		<b>\$ 220.00</b>	<b>\$ 2,500.00</b>

**Allocations for this Cost Objective**

Sum of Expenses Allocated Direct to Projects/Programs	\$ 23.20	\$ 1,000.00
Expenses Allocated to Indirect Cost Pool	\$ 200.90	\$ 1,500.00
<b>TOTALS</b>	<b>\$ 224.10</b>	<b>\$ 2,500.00</b>

**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 2021	Proposed Budget FY 2023
01-5532	Equipment Leasing	\$ 9,971.20	\$ 3,000.00
01-5533	Equipment Maintenance	\$ 6,879.47	\$ 3,000.00
01-5524	Printshop Supplies	\$ 0.00	\$ 0.00
01-5525	Graphic Supplies	\$ 0.00	\$ 0.00
<b>TOTALS</b>		<b>\$ 16,850.67</b>	<b>\$ 6,000.00</b>

**Allocations for this Cost Objective**

Sum of Expenses Allocated Direct to Projects/Programs	\$ 2,879.51	\$ 3,000.00
Expenses Allocated to Indirect Cost Pool	\$ 2,449.51	\$ 3,000.00
<b>TOTALS</b>	<b>\$ 5,329.02</b>	<b>\$ 6,000.00</b>

**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 2021	Proposed Budget FY 2023
01-5524	Printshop Supplies	\$ 0.00	\$ 0.00
01-5522	Office Supplies	\$ 0.00	\$ 0.00
01-5525	Graphic Supplies	\$ 0.00	\$ 1,000.00
<b>TOTALS</b>		<b>\$ 0.00</b>	<b>\$ 1,000.00</b>

**Allocations for this Cost Objective**

Sum of Expenses Allocated Direct to Projects/Programs	\$ 0.00	\$ 500.00
Expenses Allocated to Indirect Cost Pool	\$ 0.00	\$ 500.00
<b>TOTALS</b>	<b>\$ 0.00</b>	<b>\$ 1,000.00</b>

## 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**



**Element Number     60140     Freight Planning**

**Goal:** To improve the efficiency and reliability of the freight network and to 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.
- Identify where freight transportation investments are needed.
- 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, business, and the community from freight-related projects, initiatives, and policies.

**Methodology:**

Support projects, initiatives, and policies intended to improve freight movement efficiency and reliability. Work to implement freight-related projects and initiatives from the 2045 Plan - Update 2020 long range transportation plan. Update as needed the freight transportation information and concerns contained in the TMACOG Transportation Legislative Agenda, used to inform decision-makers on important transportation issues in the region.

Support the development of freight-generating facilities including intermodal terminals, distribution centers, and industrial sites by encouraging investment in infrastructure and improving access and connectivity. Plan for the potential impact these sites could have on regional transportation and on the community. Follow freight planning guidance provided by the FAST Act, the Transport Ohio Freight Plan, and the Michigan Freight Plan.

Determine where freight investments are needed by identifying key freight facilities and corridors, evaluating the adequacy of infrastructure, identifying inefficient freight connectors, 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.

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

At the request of the host MPO, assist in the planning and presentation of the annual Ohio Conference on Freight. Launched by TMACOG in 2007, the 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 MORPC, OARC and ODOT. The 2022 conference will be organized and presented by MORPC.   | June 2022 |
| 2. Maintain and update as needed the inventory and map of the TMACOG Area Freight Network, a collection of highways, connector routes, railways, seaports, and airports in northwest Ohio and southeast Michigan that are crucial to freight movement. | June 2023 |
| 3. When possible, plan visits to regional freight facilities to gain an understanding of facility operations, the freight movement network, and what transportation and infrastructure improvements are needed to keep freight flowing efficiently.    | June 2023 |
| 4. Evaluate the Detroit-Toledo highway corridor and plan for possible changes in freight volumes and patterns resulting from the 2024 scheduled opening of the Gordie Howe International Bridge, connecting the U.S. and Canada.                       | June 2023 |
| 5. Work toward implementing freight-related projects and initiatives from the 2045 Plan Update 2020 long range transportation plan.  | Ongoing   |
| 6. Establish freight network performance targets and measures and integrate these measures into the planning process, following federal and state requirements and recommendations.  | Ongoing   |
| 7. 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   |
| 8. Monitor legislation that impacts the freight community and promote awareness of national, state, and local freight transportation policies and regulations.   | Ongoing   |
| 9. Provide staff and support for a minimum of four meetings of the TMACOG Freight Advisory Committee and encourage participation of freight stakeholders from all transportation modes.  | Ongoing   |

## **60140 FREIGHT PLANNING BUDGET**

### **Fiscal Year 2023 - July 1, 2022 – June 30, 2023**

Full Time Hours .....379  
Total Hours.....379

#### **FY 2023 Expenditures:**

Staff Labor/Leave.....\$9,679  
Fringe Additive .....\$6,098  
Direct Expenses.....\$1,536  
Indirect Additive .....\$13,410

Total Expenses.....\$30,723

#### **FY 2023 Revenue:**

FHWA PL (MI).....\$25,147  
Local Match.....\$5,576

Total Revenue.....\$30,723

Plan Monitoring.....\$7,681  
Plan Development.....\$0  
Planning Services .....\$0  
Plan Implementation.....\$18,434  
Administration.....\$4,608

## **APPENDIX C**

### **60150 – Pedestrian and Bikeways Planning – SEMCOG Format**



## **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. | May 2023 |
| 2. Update the Bike User Map.  | May 2023 |
| 3. Support Safe Routes to School planning efforts throughout the region.  | Ongoing  |

- |     |   |           |
|-----|---|-----------|
| 4.  | Continue the availability and distribution of TMACOG bicycle network maps and dissemination of printed and electronic materials.  | Ongoing   |
| 5.  | Monitor and make members aware of all funding opportunities for pedestrian and bikeway improvements.  | Ongoing   |
| 6.  | Continue to improve the bicycle and pedestrian traffic counting program and review data.  | Ongoing   |
| 7.  | 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. | Ongoing   |
| 8.  | Support regional bikeway development efforts including conducting scheduled meetings of the Chessie Circle Trail Coordinating Committee and the Wabash Cannonball Corridor Coordinating Committee.    | Ongoing   |
| 9.  | Review and update the TMACOG Sidewalk Policy.   | June 2023 |
| 10. | Provide staff and support for the Pedestrian and Bikeways Committee and hold a minimum of four meetings.  | Ongoing   |

#### **60150 Pedestrian and Bikeways Planning Budget**

**Fiscal Year 2023 - July 1, 2022 – June 30, 2023**

Full Time Hours .....325  
Total Hours.....325

**FY 2023 Expenditures:**

Staff Labor/Leave.....\$8,296  
Fringe Additive .....\$5,227  
Direct Expenses.....\$1,317  
Indirect Additive .....\$11,494

Total Expenses.....\$26,334

**FY 2022 Revenue:**

FHWA PL (MI).....\$21,554  
Local Match.....\$4,780

Total Revenue.....\$26,334

Plan Monitoring.....\$5,267  
Plan Development.....\$10,534  
Planning Services .....\$0  
Plan Implementation.....\$6,583  
Administration.....\$3,950



## **APPENDIX D**

### **61100 – Long Range Planning – SEMCOG Format**



## **ODOT Category 610 – Long Range Planning**

### **Element Number     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.

Following the completion of the 2045 Plan, the focus has shifted to plan implementation and performance evaluation. Planning requirements included that the plan be performance-driven and outcomes-based. Plan performance measures will continue to be refined based on federal guidance as it is released. In FY2023, data and information used in the plan update process will be updated. The development of the new plan will begin in FY 2024.

In support of transportation plan implementation, TMACOG worked with area stakeholders to develop the *2021-2022 Transportation Legislative Agenda* as an informational resource. The Legislative Agenda encourages cooperation and coordination among regional partners and was updated in FY 2021. Additionally, the focus will be on 2045 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. Provide information and assistance in support of the current 2045 Plan, including presentations, distribution of plan documents, and input to state planning processes.   | Ongoing |
| 2. Refine targets (and related measures of success) to be achieved through implementation of the regional transportation plan and Transportation Improvement Program; develop templates for tracking and reporting progress on targets and project implementation. | Ongoing |
| 3. Share and update the 2021-2022 Transportation 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 2023 |

**61100 LONG RANGE PLANNING BUDGET**

**Fiscal Year 2023 - July 1, 2022 – June 30, 2023**

Full Time Hours .....379  
Total Hours.....379

**FY 2023 Expenditures:**

Staff Labor/Leave.....\$9,679  
Fringe Additive .....\$6,098  
Direct Expenses.....\$1,536  
Indirect Additive .....\$13,410

Total Expenses.....\$30,723

Plan Monitoring.....\$7,681  
Plan Development.....\$6,145  
Planning Services .....\$0  
Plan Implementation.....\$12,289  
Administration.....\$4,608

**FY 2023 Revenue:**

FHWA PL (MI).....\$25,147  
Local Match.....\$5,576

Total Revenue.....\$30,723

# **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](mailto:best@tmacog.org)*  
  
*TMACOG Title VI Contact*  
*Jennifer Allen, Executive Secretary*  
*Phone: 419-241-9155 ext. 1107*  
*Email: [allen@tmacog.org](mailto: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://df1g7j11px8o.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://df1g7j11px8o.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://df1g7j11px8o.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, RTPs 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://df1g7j11px8o.cloudfront.net/councils-committees-documents/2021-04-MPO-Self-Certification.pdf?mtime=20210310113327&focal=none>
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):
- Title VI posters in public buildings**
  - Title VI brochures at public events
  - Title VI complaint forms in public buildings**
  - Title VI complaint forms at public events
  - Title VI policy posted on your website**
  - Title VI Program Plan posted on your website**
  - 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 2022 Annual Work Program for review and update. The 2020 plan is available on the TMACOG website in both English and Spanish.*  
English Version - <https://dfi7j11p8o.cloudfront.net/documents/Public-Involvement-Policy-2020-FINAL.pdf?mtime=20200730121643&focal=none>  
Spanish Version - <https://dfi7j11p8o.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, Nuestra 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://dfi7j11p8o.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
  - i. **Title VI Coordinator**
  - ii. **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>              |
| <a href="mailto:gedeon@tmacog.org">gedeon@tmacog.org</a> | <a href="mailto:best@tmacog.org">best@tmacog.org</a> |
| <i>419-241-9155 ext. 1125</i>                            | <i>419-241-9155 ext. 1108</i>                        |
- The questionnaire was completed on February 8, 2022. 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.*