



NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

MEMORANDUM

TO: NOACA Board of Directors

FROM: Grace Gallucci, Executive Director

DATE: March 4, 2016

RE: Resolution 2016-004 – Fiscal Year 2017 Overall Work Program and Budget

ACTION REQUESTED

The Board is asked to approve the NOACA Fiscal Year 2017 Overall Work Program (OWP) and Budget for submission to the Ohio Department of Transportation, the Federal Highway Administration and the Federal Transit Administration. A Board-approved OWP and Budget is required by May 2, 2016.

The Finance and Audit Committee recommends this action.

BACKGROUND/JUSTIFICATION FOR CURRENT ACTION

The Overall Work Program (OWP) is developed annually by NOACA as the metropolitan planning organization (MPO) for the Cleveland metropolitan region. It is a federally required document that serves as a guide for transportation and environmental planning work to be conducted over the course of the fiscal year beginning on July 1st. Included in the OWP are detailed descriptions of transportation and environmental planning tasks and a summary of the budget used to fund these planning activities. The 2017 fiscal year (FY) begins on July 1, 2016 and ends on June 30, 2017.

The purpose of this memo is to provide the NOACA Board of Directors with an overview and highlights of the FY 2017 OWP, which includes:

Transportation Planning

- Develop a long-range transportation plan for the region with a 20-year planning horizon
- Conduct a comprehensive analysis of a major transportation corridor
- Update the downtown Cleveland off-street parking inventory with space and cost information
- Work with public and private partners plus ODOT to develop a regional multimodal freight plan
- Update and administer the multimodal Congestion Management Program (CMP)

- Implement the transportation asset management plan, establish performance targets and measures for pavement condition and incorporate related provisions into the Regional Investment Policy
- Administer the funding application and competitive selection processes for the 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program

Transportation Studies

- Administer the Signal Timing Corridor Project
- Implement the Active Transportation Plan developed in FY 2016, which serves pedestrians, cyclists and transit users
- Implement the Transportation Safety Action Plan that staff developed in FY 2016, and produce an intermodal transportation safety report card based on the performance measures outlined in that document
- Manage the Transportation for Livable Communities Initiative grant award process and assist with the administration of ongoing TICI studies
- Provide expanded technical assistance to local communities based on the NOACA Technical Assistance Policy developed in 2015
- Implement Lake Erie Coastal Trail (LECT) Scenic Byway Corridor Management Plan

Environmental Planning

- Assess air quality trends
- Implement a Transportation Choice program to assist individuals using alternative forms of transportation, including cycling, walking, carpooling, vanpooling, transit, etc.
- Improve and expand the Ohio Rideshare Program
- Update chapters of Ohio's 208 Water Quality Plan as part of a comprehensive amendment
- Update Facility Planning Area prescriptions and boundary maps
- Develop an Air Quality Implementation Plan

Transportation Modeling

- Assist in the development of Ohio's 3C activity-based model
- Compile and create visualizations for Environmental Justice data sets
- Create a tech memo assessing the impact of environmental justice on transportation projects in support of TIP development
- Conduct conformity analyses for the long-range transportation plan and TIP
- Continue to develop and update NOACA's travel demand model

Research, Analysis and Policy

- Develop the NOACA 2017 Fact Book, a compendium of population, economic, and transportation data for transportation planning
- Explore ongoing opportunities for grants and other funding, including public-private partnerships and other innovative financing opportunities
- Implement a "Big Data" platform, aggregating transportation and other data for region-wide use and analysis
- Research on implementation requirements and performance measures for MAP-21 and the FAST Act and develop a plan for agency compliance

Programming

- Develop the SFY 2018-2021 Transportation Improvement Program (TIP)

- Manage the TIP using monitoring reports, a list of obligated projects and NOACA-funded project monitoring reports
- Develop and host a workshop on transportation project funding opportunities for NOACA local government and regional transportation agencies
- Develop a Project Maintenance Oversight Program that will assess past NOACA funded projects to ensure that they are being adequately maintained. NOACA will share maintenance reports with the responsible maintenance agency for information and action
- Maintain and improve the online interactive TIP tool

External Relations

- Plan a communication strategy based on goals and objectives detailed in the NOACA Regional Strategic Plan and consistent with federal and state requirements related to public engagement and interaction
- Produce community and regional public speaking opportunities for the NOACA executive director and senior management staff to publicize and coalesce support for NOACA work and specific initiatives
- Develop written, graphical and visual communications products that illustrate the NOACA priorities of economic development, regional cohesion, infrastructure preservation, sustainable development and multimodal transportation
- Create reports, policy documents and white papers generated from collaborations with business associations and non-profit groups

Administration

- Create an OWP mid-year progress report and year-end completion report
- Create the FY 2018 OWP and Budget
- Conduct ongoing compliance and reporting for Title VI of the Civil Rights Act, as needed
- Manage the 2017 federal certification review process
- Manage the agency's public records and comply with requests for data and information

FINANCIAL IMPACT

The staffing and operations budget for FY 2017 is expected to be \$6,891,270, which is 0.02 percent or \$1,580 lower than the FY 2016 Budget and OWP.

Revenues

NOACA's total revenues for FY 2017 staffing and operations are projected to be approximately \$6.9 million, commensurate with expenses and similar to 2016. FY 2017 revenue sources are similar to prior years and primarily come from FHWA, FTA, ODOT, USEPA, Ohio EPA and NOACA dues. By optimizing use of existing resources, the FY 2017 budget will allow us to complete ongoing work and address new priorities at a similar level of funding as prior years.

Expenditures

Expenditures for staffing and operations will be balanced to revenues for FY 2017 at \$6.9 million.

The FY 2017 budget assumptions include:

- 47 full-time equivalent positions, which is unchanged from FY 2016
- A 10 percent increase in health care costs
- A 1.5 percent increase in utilities

- A 3 percent overall salary increase for the annual staff performance evaluation process, which is also unchanged from FY 2016
 - Individual staff increases will be based on merit

A Budget Summary appears on the next page.

The full draft OWP can be found here:

<http://www.noaca.org/Modules/ShowDocument.aspx?documentid=11258>

CONCLUSION/NEXT STEPS

With Board approval, the 2017 OWP and Budget will be submitted for approval by the Ohio Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration.

GG/jg/2893b

Budget Summary Staffing and operations expenses for recent years and the upcoming year are summarized in the following table:

NOACA OVERALL FY 2017 BUDGET AND PRIOR YEAR SUMMARY					
	2014	2015	2016	2017	% Change
	AUDITED	UNAUDITED	BUDGET	BUDGET	FY 2016-17
Beginning Fiscal Year Balances:					
General Fund (Reserves)	2,104,284	946,171	946,171	934,950	-1%
AGENCY REVENUE:					
Local Dues	706,748	706,748	706,748	706,748	0%
Interest Revenue	7,117	1,356	3,500	2,000	-43%
Reserves Transfer:					
Capital Lease Payoff	1,005,000				
Water Quality/Legislative	731,220	143,694	328,053	409,515	25%
Federal:					
OC PG	3,365,575	3,035,345	3,941,332	3,929,121	0%
Transport for Livable Communities (TLCI)	120,077	138,654	145,042	86,377	-40%
AID - Asset Management		114,476	300,000	180,000	-40%
Rideshare	22,002	20,110	50,000	75,883	52%
JARC/NF/Enhanced Mobility - Admin	80,495	147,109	85,673	228,806	167%
Air Quality - CMAQ		89,595	562,500	639,003	14%
604 (B) Program - WQ	58,127	65,801	53,134	53,134	0%
Other Miscellaneous	56,811	101,535	67,879		
State:					
ODOT (OC PG)	420,697	379,419	492,666	491,140	0%
State Biennium - WQ	89,392	121,465	75,000	75,000	0%
Other Miscellaneous Revenue	21,713	25,007	83,000	16,220	-80%
SUB-TOTAL	6,684,974	5,090,314	6,894,527	6,892,947	0%
PASS-THROUGH REVENUE:					
TLCI - Funded	1,465,008	1,409,750	1,250,000	1,125,000	-10%
Enhanced Mobility (5310 Program)	307,257	273,379	3,521,835	2,722,924	-23%
SUB-TOTAL	1,772,265	1,683,129	4,771,835	3,847,924	-19%
TOTAL REVENUE	8,457,239	6,773,443	11,666,362	10,740,871	-8%
AGENCY EXPENDITURES:					
STAFFING					
Salaries and Wages	3,028,086	3,002,711	3,549,990	3,865,728	9%
Employee Benefits	895,753	931,288	1,181,859	1,245,323	5%
Training and Professional Dues	82,268	81,697	94,500	98,772	5%
SUB-TOTAL	4,006,107	4,015,696	4,826,349	5,209,823	8%
OCCUPANCY AND EQUIPMENT	2,129,143	552,716	581,025	554,563	-5%
CONTRACTUAL SERVICES					
Planning	343,941	320,622	1,230,027	813,879	-34%
Operations	36,427	36,627	69,926	39,500	-44%
Legislative	55,000	73,550	110,000	168,114	53%
SUB-TOTAL	435,368	430,799	1,409,953	1,021,493	-28%
OTHER OPERATING	114,356	91,103	77,200	107,068	39%
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EXHIBIT 2

Metropolitan Transportation Planning Process Certification

In accordance with 23 CFR 450, the Ohio Department of Transportation and the Northeast Ohio Areawide Coordinating Agency, the Metropolitan Planning Organization for the Cleveland/Lorain urbanized areas hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450.218;
- (2) Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**Northeast Ohio Areawide Coordinating Agency
(NOACA)**

Ohio Department of Transportation (ODOT)

Signature

Signature

Title

Title

Date

Date

[Handwritten Signature]
[Handwritten Title: Secretary]
[Handwritten Date: 3.24.16]

**RESOLUTION NO. 2016-004
(NOACA'S FY 2017 OVERALL
WORK PROGRAM, BUDGET AND
ANNUAL SELF-CERTIFICATION)**

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
NORTHEAST OHIO AREAWIDE COORDINATING AGENCY**

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA) is the Metropolitan Planning Organization (MPO) for the counties of Cuyahoga, Geauga, Lake, Lorain and Medina, and the areawide water quality management agency for the same region; and

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA) is required by federal law to develop an Overall Work Program (OWP); and

WHEREAS, the Board of Directors has the responsibility to approve the work activities, revenues and expenditures of the agency and does so through approval of the agency's fiscal year Overall Work Program (OWP) and budget; and

WHEREAS, the OWP and Budget, incorporating activities to be performed by the agency under various grants for fiscal year (FY) 2017, has been prepared for the Board of Directors, based on local input and areawide needs, as supplemented by state and federal requirements; and

WHEREAS, proposed OWP activities have been reviewed by local jurisdictions, agencies, Board committees, and state and federal funding agencies; and

WHEREAS, the transportation and environmental elements of the NOACA FY 2017 OWP are designed to address the policies of the NOACA Board of Directors, and meet applicable regulations of the U.S. Department of Transportation and the U.S. Environmental Protection Agency; and

WHEREAS, the draft OWP and financial information have been presented to the appropriate committees; and

WHEREAS, the OWP includes expected planning activities from public transit agencies that will be using federal funds; and

WHEREAS, the draft OWP has been reviewed by Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Ohio Department of Transportation (ODOT); and

WHEREAS, comments and suggestions received through this process have been incorporated into the final OWP and fully reported to the NOACA Board of Directors; and

WHEREAS, based upon the OWP activities, the FY 2017 budget has been prepared containing line item detail related to the agency's projected operations; and

**RESOLUTION NO. 2016-004
(NOACA'S FY 2017 OVERALL
WORK PROGRAM, BUDGET AND
ANNUAL SELF-CERTIFICATION)**

WHEREAS, dues from member local governments and regional authorities are invoiced at the beginning of each new fiscal year budget so that local funds are available to match available federal grants; and

WHEREAS, NOACA was successfully certified by federal agencies in 2013 and continues to carry out its responsibilities in accordance with federal law; and

WHEREAS, federal regulations also require that NOACA and ODOT must annually self-certify the MPO planning process; and

WHEREAS, in accordance with the Fixing America's Surface Transportation (FAST) Act, NOACA and ODOT are carrying out their respective duties under applicable provisions of federal law, and as outlined in ongoing biennial agreements between the two entities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northeast Ohio Areawide Coordinating Agency, consisting of forty-five principal officials serving general purpose local governments throughout and within the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina that:

Section 1. The FY 2017 Overall Work Program and Budget as it exists on NOACA's website as of March 11, 2016 and the FY 2017 Budget Summary (Exhibit 1), has been appropriately reviewed and is approved as meeting federal requirements for comprehensive, cooperative, and continuing areawide planning.

Section 2. The Board of Directors authorizes commitment of sufficient local funds to provide for said work activities, as matching share for grants tendered to this Agency for FY 2017, and otherwise as support for local activities.

Section 3. The Executive Director is authorized to issue invoices for a total of \$706,748 in local dues for FY 2017, according to the NOACA Code of Regulations and the NOACA dues allocation plans formulated by the respective Boards of Commissioners in each of the four counties and by the Cuyahoga County Executive's office.

Section 4. The urban transportation planning process is being carried out in conformance with all applicable federal requirements and the Executive Director is authorized to sign NOACA's Self Certification (Exhibit 2) and forward it with necessary documentation to the appropriate agencies, and to execute the ongoing biennial agreement with the Ohio Department of Transportation.

Section 5. The Executive Director is authorized to apply for, receive and utilize such funds as provided for within the Overall Work Program and Budget, including execution of contracts, agreements, certifications and civil rights assurances, as necessary to accomplish the intent of this Resolution.

Section 6. The projects and funding tables in the OWP are based on estimates of available funding and will be adjusted when final funding amounts are announced. The

**RESOLUTION NO. 2016-004
(NOACA'S FY 2017 OVERALL
WORK PROGRAM, BUDGET AND
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Executive Director is hereby authorized to adjust the Overall Work Program and Budget accordingly upon receipt of that announcement.

Section 7. The FY 2017 Overall Work Program and Budget is adopted with the understanding that the scope, staffing and budget of individual planning projects may need to be modified due to available funding or for other reasons. The Executive Director is authorized to make modifications within and between work program categories so long the total agency budget remains unchanged.

Section 8. The Executive Director is hereby authorized to transmit a certified copy of this Resolution and other appropriate documentation to federal, state and local agencies.

Certified to be a true copy of a Resolution of the Board of Directors of the Northeast Ohio Areawide Coordinating Agency adopted this 11th day of March 2016.

Secretary: _____

Yelene J. J. J.

Date Signed: _____

3/11/16