



NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

M E M O R A N D U M

TO: NOACA Board of Directors

FROM: Grace Gallucci, Executive Director

DATE: February 20, 2015

RE: **Resolution 2015-021: Fiscal Year 2016 Overall Work Program and Budget**

ACTION REQUESTED

The Board of Directors is asked to approve the FY 2016 Overall Work Program and Budget for submission to ODOT and federal agencies.

PREVIOUS ACTION

In February this item was presented to the Planning and Programming Committee for information and the Finance and Audit Committee for action. The absence of a quorum prevented the Finance and Audit Committee from approving the item, although no objection was expressed. The Executive Committee reviewed and recommended this item for Board approval.

BACKGROUND/JUSTIFICATION FOR CURRENT ACTION

The Overall Work Program (OWP) is developed annually by NOACA as the metropolitan planning organization 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 2016 fiscal year (FY) begins on July 1, 2015 and ends on June 30, 2016.

The purpose of this memo is to provide the NOACA Board of Directors with an overview and highlights of the FY 2016 OWP, which includes:

Transportation Planning

- Administer the funding application and competitive selection processes for the 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program
- Develop a comprehensive record of all projects being developed on the federal-aid transportation system for a five-year horizon, including projects not funded by NOACA
- Research and develop new ways to remove transportation barriers to jobs and employment support services for low-income individuals and people with disabilities

- Work with regional public and private partners and ODOT to begin development of a regional multimodal freight plan.
- Create a transportation asset management plan and policy for Board approval, and update the Regional Transportation Investment Policy to include asset management
- Continue to develop NOACA's traffic count database with approximately 300-350 new counts for use on NOACA's online GIS portal and in the agency's travel demand model

Transportation Studies

- Conduct bike and pedestrian counts at selected locations
- Produce an Active Transportation Plan framework that builds upon the Regional Bicycle Plan and incorporates pedestrians and access to transit
- Implement the Transportation Safety Action Plan for the region
- Provide planning and project development support for member communities
- Manage the Transportation for Livable Communities Initiative grant award process and assist with the administration of ongoing TLCI studies
- Administer NOACA's Congestion Management Process (CMP)
- Work with the Safety and Operations Council to administer a Signal Timing & Optimization Program (STOP) to assist local communities with the safe and efficient operation of their signal timing systems
- Develop a Regional Transit-Oriented Development Scorecard & Implementation Plan

Environmental Planning

- Assess air quality trends
- Strategize air quality public outreach
- Improve and expand the Ohio Rideshare Program
- Update the 208 Water Quality Plan
- Develop a Painesville Source Water Protection Plan

Transportation Modeling

- Produce a technical memorandum describing the execution of the TELUM model for employment, population and household forecasting, including data inputs, outputs and GIS analysis
- Continue to develop and update the NOACA's travel demand model, particularly with data recently developed in conjunction with GCRTA
- Create a compilation of Environmental Justice data sets with mapping and other visualization

Research, Analysis and Policy

- Develop regional performance measures to comply with upcoming federal and state performance measure requirements
- Create a socioeconomic profile atlas, which analyzes socioeconomic data and depicts these data graphically as maps within a single product, presenting a socio-economic profile of the region that supports transportation planning while serving as a data resource for the public
- Develop a detailed socioeconomic and multimodal transportation neighborhood study
- Develop the *NOACA Fact Book*, a compendium of interesting population, economic, and transportation data of the five county region
- Develop a regional multimodal freight strategy

Programming

- Manage the Transportation Improvement Program (TIP) using monitoring reports, a list of obligated projects and NOACA-funded project monitoring reports
- Revise NOACA’s Regional Transportation Investment Policy (RTIP) with project selection criteria and performance measures

External Relations

- Create and implement a new strategic communications plan consistent with the NOACA Regional Strategic Plan
- Update the Board of Directors Resource Guide
- Plan and administer NOACA’s Annual Meeting
- Identify and reach out to new stakeholders through business associations, trade associations, and land use and development related businesses

Administration

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

Revenues

NOACA’s total revenues for FY 2016 are projected to be approximately \$8.2 million, which is roughly the same as the \$8.2 million budgeted for FY 2015. Revenue sources are similar to prior years and primarily come from FHWA, ODOT, EPA and NOACA dues. By optimizing use of existing resources, the 2016 budget will not only allow us to complete ongoing work but also to address new priorities.

Fiscal Year Revenue Comparison		
	FY 2015	FY 2016
Federal	\$6,234,147	\$6,089,053
State	\$615,857	\$677,045
Local	\$1,001,472	\$1,116,600
Miscellaneous	\$367,055	\$283,009
Total	\$8,218,531	\$8,165,707

Expenditures

Expenditures will be balanced to revenues for FY 2016 at \$8.2 million, as was the case in fiscal year 2015.

The FY 2016 budget assumptions include:

- 47 full-time equivalent positions, which is the same budgeted staffing level as in FY 2015.
- 3% overall salary increase for the annual staff performance evaluation process. Individual staff increases will be based on merit.

Expenses for this year and the upcoming year are summarized in the following table:

Category	FY 2015 Budget	FY 2016 Budget
Salary & Wages	\$3,521,377	\$3,549,990
Employee Benefits	\$1,103,999	\$1,181,859
Occupancy and Equipment	\$727,620	\$581,025
Contractual Services	\$2,691,822	\$2,681,133
Other Operating	\$173,713	\$171,700
Total Budget	\$8,218,531	\$8,165,707

The complete draft FY 2016 Overall Work Program and Budget are available for review on the NOACA website: <http://www.noaca.org/modules/showdocument.aspx?documentid=6925>.

Financial information for Fiscal Year 2015, including cash position and dues received, is also available on the agency's [website](#).

FINANCIAL IMPACT

The budget for FY 2016 is \$8,165,707 which is \$52,824 less than in FY 2015.

CONCLUSION/NEXT STEPS

With Board approval the 2016 OWP and Budget will be forwarded to ODOT, the Federal Highway Administration and the Federal Transit Administration. It will guide NOACA's work efforts next fiscal year. The final Board-approved document is due to ODOT on May 1, 2015.

GG/jg/6875c

NORTHEAST OHIO AREAWIDE COORDINATING AGENCY
 FISCAL YEAR 2016 OVERALL WORK PROGRAM
 BY FUNDING SOURCE AND COST CATEGORY

WORK DESCRIPTION	FEDERAL	STATE	LOCAL	MISC	TOTAL
LOCAL FUNDED PROJECTS					
1000 LOCAL			271,741		271,741
DIRECT LABOR			38,617		38,617
FRINGE			22,298		22,298
CONSULTANT			110,000		110,000
OTHER DIRECT			70,900		70,900
INDIRECT			29,926		29,926
SUB-TOTAL			271,741		271,741
AIR QUALITY - CMAQ PID 97824					
1011 AIR QUAL PLANNING	360,000		90,000		450,000
DIRECT LABOR	66,539		16,635		83,174
FRINGE	38,421		9,605		48,026
CONSULTANT	203,475		50,869		254,344
INDIRECT	51,565		12,891		64,456
SUB-TOTAL	360,000		90,000		450,000
WATER QUALITY/ENVIRONMENTAL - LOCAL					
1021 LOCAL ENVIRONMENTAL			220,580		220,580
DIRECT LABOR			93,769		93,769
FRINGE			54,144		54,144
OTHER DIRECT			0		0
INDIRECT			72,667		72,667
SUB-TOTAL			220,580		220,580
WATER QUALITY/ENVIRONMENTAL - 604 (b)					
1022 WATERSHED GROUP COORDINATION		53,134			53,134
DIRECT LABOR		22,588			22,588
FRINGE		13,042			13,042
OTHER DIRECT		0			0
INDIRECT		17,504			17,504
SUB-TOTAL		53,134			53,134
WATER QUALITY/ENVIRONMENTAL - (Misc.)					
1023 WQ OEPA STATE BIENNIUM		75,000			75,000
DIRECT LABOR		31,883			31,883
FRINGE		18,410			18,410
OTHER DIRECT		0			0
INDIRECT		24,708			24,708
SUB-TOTAL		75,000			75,000
TOTAL 100 CATEGORIES FY 2016					
DIRECT LABOR	66,539	54,470	149,020	0	270,029
FRINGE	38,421	31,452	86,047	0	155,920
CONSULTANT	203,475	0	160,869	0	364,344
OTHER DIRECT	0	0	70,900	0	70,900
INDIRECT	51,565	42,212	115,485	0	209,262
SUB-TOTAL	360,000	128,134	582,321	0	1,070,455

NORTHEAST OHIO AREAWIDE COORDINATING AGENCY
FISCAL YEAR 2016 OVERALL WORK PROGRAM
BY FUNDING SOURCE AND COST CATEGORY

WORK DESCRIPTION	FEDERAL	STATE	LOCAL	MISC	TOTAL
SHORT RANGE PLANNING					
6015 JARC/NF ADMINISTRATION	385,674				385,674
DIRECT LABOR	36,420				36,420
FRINGE	21,030				21,030
CONSULTANT	300,000				300,000
INDIRECT	28,224				28,224
SUB-TOTAL	385,674				385,674
CONTINUING PLANNING-TIP - C/O 2015 & FY 2016					
6020 TRANS. IMPROV. PROGRAM	262,718	32,840	32,840		328,397
6021 PROGRAMMING DIV MGMT	171,966	21,496	21,496		214,957
6022 PPR/INTERGOV REVIEW	145,230	18,154	18,154		181,538
DIRECT LABOR	240,846	30,106	30,106		301,057
FRINGE	139,069	17,384	17,384		173,836
CONSULTANT	8,000	1,000	1,000		10,000
OTHER DIRECT	5,353	669	669		6,691
INDIRECT	186,646	23,331	23,331		233,308
SUB-TOTAL	579,913	72,489	72,489		724,892
CONTINUING PLANNING-SRVLLNCE - C/O 2015 & FY 2016					
6050 SUB-REGIONAL CORRIDOR TRANSP	31,646	3,956	3,956		39,557
6051 TRANSITAND COMMUTER RAIL	18,979	2,372	2,372		23,724
6053 INTERMODAL FREIGHT PLANNING	118,266	14,783	14,783		147,832
6054 PLANNING DIVISION MGMT	275,526	34,441	34,441		344,407
6055 MULTI-MODAL MOBILITY	208,193	26,024	26,024		260,241
6056 ASSET MANAGEMENT	68,622	8,578	8,578		85,778
DIRECT LABOR	295,220	36,903	36,903		369,025
FRINGE	170,466	21,308	21,308		213,082
CONSULTANT	12,400	1,550	1,550		15,500
OTHER DIRECT	14,359	1,795	1,795		17,949
INDIRECT	228,784	28,598	28,598		285,980
SUB-TOTAL	721,229	90,154	90,154		901,537
CONTINUING PLANNING					
6052 MOBILITY MANAGEMENT		67,877	16,969		84,846
DIRECT LABOR		28,854	7,214		36,068
FRINGE		16,661	4,165		20,826
OTHER DIRECT		0	0		0
INDIRECT		22,361	5,590		27,951
SUB-TOTAL		67,877	16,969		84,846
CONTINUING PLANNING					
6057 ASSET MANAGEMENT PID 99667	300,000				300,000
DIRECT LABOR	53,234				53,234
FRINGE	30,738				30,738
CONSULTANT	174,773				174,773
INDIRECT	41,254				41,254
SUB-TOTAL	300,000				300,000
CONT.PLAN.-REV. & REAP - C/O 2015 & FY 2016					
6103 BICYCLE & PED PLANNING	56,021	7,003	7,003		70,026
DIRECT LABOR	6,266	783	783		7,833
FRINGE	3,618	452	452		4,523
CONSULTANT	41,280	5,160	5,160		51,600
INDIRECT	4,856	607	607		6,070
SUB-TOTAL	56,021	7,003	7,003		70,026

NORTHEAST OHIO AREA WIDE COORDINATING AGENCY
FISCAL YEAR 2016 OVERALL WORK PROGRAM
BY FUNDING SOURCE AND COST CATEGORY

WORK DESCRIPTION	FEDERAL	STATE	LOCAL	MISC	TOTAL
CONT. PLAN. PROC. DEV. - C/O 2015 & FY 2016					
6152 GIS DATA COLLECTION	80,194	10,024	10,024		100,242
6153 FORECASTING & MODELING	193,502	24,188	24,188		241,877
6154 DEMOGRAPHIC & SOCIO ECO	41,410	5,176	5,176		51,763
6155 REGIONAL SAFETY PROGRAM	84,891	10,611	10,611		106,114
6157 RESEARCH & ANALYSIS MGMT	209,558	26,195	26,195		261,947
6158 RESEARCH & ANALYSIS MGMT	277,716	34,715	34,715		347,145
6159 TRANSP PLANNING APPL	188,074	23,509	23,509		235,093
DIRECT LABOR	410,714	51,339	51,339		513,392
FRINGE	237,154	29,644	29,644		296,442
CONSULTANT	80,000	10,000	10,000		100,000
OTHER DIRECT	29,189	3,649	3,649		36,486
INDIRECT	318,288	39,786	39,786		397,859
SUB-TOTAL	1,075,344	134,418	134,418		1,344,180
SERVICE - C/O 2015 & FY 2016					
6250 REGIONAL TRAFFIC COUNT	107,767	13,471	13,471		134,709
6251 TECH ASST & PROJ DEV	193,923	24,240	24,240		242,404
6252 COMM & PUBLIC INVOLV	512,331	64,041	64,041		640,414
6253 EXTERNAL RELATIONS MGMT	173,303	21,663	21,663		216,629
DIRECT LABOR	321,832	40,229	40,229		402,290
FRINGE	185,832	23,229	23,229		232,290
CONSULTANT	208,000	26,000	26,000		260,000
OTHER DIRECT	22,254	2,782	2,782		27,818
INDIRECT	249,408	31,176	31,176		311,760
SUB-TOTAL	987,326	123,416	123,416		1,234,157
SERVICE (STP)					
6254 TRANS FOR LIVABLE COMM *	1,145,103		36,276	250,000	1,431,378
DIRECT LABOR	44,679		11,170		55,849
FRINGE	25,799		6,450		32,248
PASS-THROUGH	1,040,000		10,000	250,000	1,300,000
INDIRECT	34,625		8,656	0	43,281
SUB-TOTAL	1,145,103		36,276	250,000	1,431,378
RIDESHARE EXCLUSIVE (CMAQ)					
6671 AGENCY OUTREACH (PID 97819)	38,317				38,317
DIRECT LABOR	11,908				11,908
FRINGE	6,876				6,876
CONSULTANT	21,988				21,988
INDIRECT	9,228				9,228
SUB-TOTAL	50,000				50,000
TRANSIT EXCLUSIVE					
6741 B.T.A.				33,009	33,009
DIRECT LABOR				14,032	14,032
FRINGE				8,102	8,102
OTHER DIRECT				0	0
INDIRECT				10,874	10,874
SUB-TOTAL				33,009	33,009
PROGRAM SUPERVISION - C/O 2015 & FY 2016					
6950 TRANS PROG. SUPERV.	181,431	22,679	22,679		226,789
6951 PLANNING & OPER MGMT	247,011	30,876	30,876		308,764
DIRECT LABOR	179,052	22,382	22,382		223,815
FRINGE	103,388	12,924	12,924		129,235
OTHER DIRECT	7,245	906	906		9,056
INDIRECT	138,759	17,345	17,345		173,448
SUB-TOTAL	428,443	53,555	53,555		535,554

* Contingent on Board approval. Multiyear program.
** Local match provided by participating communities.

NORTHEAST OHIO AREAWIDE COORDINATING AGENCY
 FISCAL YEAR 2016 OVERALL WORK PROGRAM
 BY FUNDING SOURCE AND COST CATEGORY

WORK DESCRIPTION	FEDERAL	STATE	LOCAL	MISC	TOTAL
TOTAL 600 CATEGORIES FY 2016					
DIRECT LABOR	1,600,171	210,596	200,125	14,032	2,024,923
FRINGE	923,969	121,602	115,556	8,102	1,169,229
CONSULTANT	805,161	38,550	38,550	0	882,261
PASS-THROUGH	1,040,000	0	10,000	250,000	1,300,000
OTHER DIRECT	78,400	9,800	9,800	0	98,000
INDIRECT	1,240,072	163,204	155,089	10,874	1,569,239
SUB-TOTAL	5,729,053	548,911	534,279	283,009	7,095,252
TOTAL ALL CATEGORIES FY 2016					
DIRECT LABOR	1,666,710	265,066	349,145	14,032	2,294,952
FRINGE	962,390	153,054	201,603	8,102	1,325,149
CONSULTANT	1,049,916	43,710	204,579	0	1,298,205
PASS-THROUGH	1,040,000	0	10,000	250,000	1,300,000
OTHER DIRECT	78,400	9,800	80,700	0	168,900
INDIRECT	1,291,637	205,416	270,574	10,874	1,778,501
GRAND TOTAL	6,089,053	677,045	1,116,600	283,009	8,165,707

**RESOLUTION NO. 2015-021
(NOACA'S FY 2016 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, an OWP and budget, incorporating activities to be performed by the agency under various grants for fiscal year (FY) 2016, have 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 2016 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 work program 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 2016 budget has been prepared containing line item detail related to the agency's projected FY 2016 operations; and

**RESOLUTION NO. 2015-021
(NOACA'S FY 2016 OVERALL
WORK PROGRAM, BUDGET AND
ANNUAL SELF-CERTIFICATION)**

WHEREAS, the project scope and funding tables in the OWP are based on estimates of available funding and will be adjusted when final funding amounts are announced; and

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 Moving Ahead for Progress in the 21st Century (MAP-21), 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 2016 Overall Work Program and budget as it exists on NOACA's website as of March 13, 2015 has been appropriately reviewed and is approved as meeting federal requirements for comprehensive, cooperative, and continuing areawide planning.

Section 2. The FY 2016 budget, as summarized in Exhibit 1, is adopted with the understanding that the work scope, staffing, and budget may need to be modified as a result of available federal and state funds or other reasons, and that the Executive Director may administer those amendments as prescribed by the Code of Regulations.

Section 3. 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 2016, and otherwise as support for local activities.

Section 4. The Executive Director is authorized to issue invoices for a total of \$706,748 in local dues for FY 2016, 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 5. 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.

**RESOLUTION NO. 2015-021
(NOACA'S FY 2016 OVERALL
WORK PROGRAM, BUDGET AND
ANNUAL SELF-CERTIFICATION)**

Section 6. 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. The Executive Director is to notify the Executive Committee and secure approval for any modifications to the Overall Work program that affect the annual budget.

Section 7. 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 13th day of March 2015.

Secretary: 

Date Signed: 3-13-15