



# **OVERALL WORK PROGRAM AND FY 2020 BUDGET**

**Prepared by:**

**Brooke-Hancock-Jefferson Metropolitan Planning Commission  
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**FINAL: MAY 2019**

**BROOKE-HANCOCK-JEFFERSON METROPOLITAN  
PLANNING COMMISSION  
2019  
Executive Committee**

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U.S. Economic Development Administration  
U.S. Environmental Protection Agency

*ASSURANCES*

**ASSURANCES - CONSTRUCTION PROGRAMS**


**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the award agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900. Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a 7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333) regarding labor standards for federally assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e)

- assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) Conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 16 U.S.C. 469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

<p>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> 	<p>TITLE</p> <p>Executive Director</p>
<p>APPLICANT ORGANIZATION</p> <p>Brooke-Hancock-Jefferson Metropolitan Planning Commission</p>	<p>DATE SUBMITTED</p> <p>March 1, 2019</p>

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS  
AND LOBBYING**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 26, "Governmentwide Debarment and Suspension (Nonprocurement)" and "Governmentwide Requirements for Drug-Free Workplace" and 15 CFR Part 28, "New Restrictions on Lobbying". The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

**1. DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 15 CFR Part 26, for prospective participants in primary covered transactions, as defined at 15 CFR Part 26, Sections 26.105 and 26.110-

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**2. DRUG-FREE WORKPLACE REQUIREMENTS  
Alternate 1. Grantee Other Than Individuals**

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR Part 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 -

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to

inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (dx2 ) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the Director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (dx2), with the respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, ZIP  
124 North Fourth Street  
Steubenville, OH 43952

Check ☐ if there are workplaces on file that are not identified here.

### Alternate II. Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 -

(A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity within the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days, of the conviction, to the Director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. When the notice is made to such a central point, it shall include the identification number(s) of each affected grant.

### 3. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for Persons entering into a grant cooperative agreement or contract over 100,000. Or loan or loan guarantee over 150,000, as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee

code);

of Congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, loan, or cooperative agreement, the undersigned shall complete and submit standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee loan, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

Brooke-Hancock-Jefferson Metropolitan Planning Commission  
NAME OF APPLICANT

AWARD NUMBER AND/OR PROJECT NAME

Michael J. Paprocki, Executive Director  
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE



SIGNATURE

March 1, 2019  
DATE

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>	1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes <input checked="" type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT	2. BASIS OF REQUEST <input type="checkbox"/> CASH <input checked="" type="checkbox"/> ACCRUAL
		b. "X" the applicable box <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED APPALACHIAN REGIONAL COMMISSION		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY WV-2436-C46-19	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST	6. EMPLOYER IDENTIFICATION NUMBER 55-0514063	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER	

8. **PERIOD COVERED BY THIS REQUEST**

From: 01/01/2019 To: 12/31/2019

9. **RECIPIENT ORGANIZATION**

Name: BROOKE-HANCOCK REGIONAL PLANNING AND DEVELOPMENT COUNCIL

Street1: P.O. BOX 82

Street2:

City: WEIRTON

County: HANCOCK

State: WV: West Virginia

Province:

Country: USA: UNITED STATES

ZIP / Postal Code: 26062-0082

10. **PAYEE** (Where check is to be sent if different than item 9)

Name:

Street1:

Street2:

City:

County:

State:

Province:

Country:

ZIP / Postal Code:



## 11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ ACTIVITIES	(a) ARC 23.009	(b)	(c)	TOTAL
a. Total program (As of date) outlays to date	\$	\$	\$	\$
b. Less: Cumulative program income				
c. Net program outlays (Line a minus line b)				
d. Estimated net cash outlays for advance period	99,458.00			99,458.00
e. Total (Sum of lines c & d)	99,458.00			99,458.00
f. Non-Federal share of amount on line e	49,729.00			49,729.00
g. Federal share of amount on line e	49,729.00			49,729.00
h. Federal payments previously requested	0.00			0.00
i. Federal share now requested (Line g minus line h)	49,729.00			49,729.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			
	2nd month			
	3rd month			

## 12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

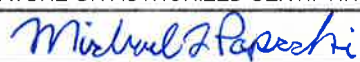
a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	\$

## 13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL

DATE REQUEST SUBMITTED



02/26/2019

TYPED OR PRINTED NAME AND TITLE

Prefix: First Name: MICHAEL Middle Name: Last Name: PAPROCKI Suffix: Title: EXECUTIVE DIRECTOR

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

1-304-797-9666 X209

This space for agency use

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PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

# *RESOLUTIONS*

**RESOLUTION 2019-11**

**THE BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION AND THE BROOKE-HANCOCK-JEFFERSON TRANSPORTATION STUDY POLICY COMMITTEE RECOMMENDATION FOR ADOPTION OF THE FISCAL YEAR 2020 OVERALL WORK PROGRAM AND BUDGET FOR BHJ AND BHJTS**

- WHEREAS,** an Overall Work Program (OWP) for Fiscal Year 2020 and Budgets for operation during Fiscal Year 2020 of the Brooke-Hancock-Jefferson Metropolitan Planning Commission has been duly developed by the Executive Director and others on the BHJ staff; and
- WHEREAS,** staff needs, the costs of materials and supporting services, and estimates of Federal funds available were taken into account in the development of the OWP; and
- WHEREAS,** at its January 23, 2019 meeting the BHJ Commission by passage of Resolution 2019-2 authorized the submission of the draft Fiscal Year 2020 OWP to the potential funding agencies for review; and
- WHEREAS,** BHJ/BHJTS member local governments, the Ohio Department of Transportation, the West Virginia Department of Transportation, the West Virginia Division of Highways, the Ohio State Clearinghouse, the West Virginia State Clearinghouse, the West Virginia Development Office and the Economic Development Administration, among others, have reviewed, provided input and given funding advice on various segments of the Overall Work Program and Budgets for Fiscal Year 2020 and have suggested necessary program and budgeting changes; and
- WHEREAS,** the BHJ staff has made the necessary changes to the OWP to conform to funding availability, funding and review agency comments, suggestions of BHJ/BHJTS members and the recommendations of their Executive Board;

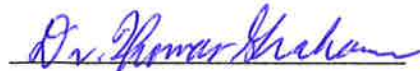
**NOW THEREFORE BE IT RESOLVED:** that the Fiscal Year 2020 Overall Work Program and Fiscal Year 2020 Budget are hereby adopted to be used for BHJ/BHJTS programs and operations during Fiscal Year 2020.

**ADOPTED,** this 24<sup>th</sup> day of April 2019 at the joint meeting of the Brooke-Hancock-Jefferson Technical Advisory Committee and Transportation Study Policy Committee.

ATTEST:



Michael J. Paprocki  
Executive Director



Dr. Thomas Graham  
Chairperson

## RESOLUTION 2019-12

### THE BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION AND THE BROOKE-HANCOCK-JEFFERSON TRANSPORTATION STUDY POLICY COMMITTEE IN THE MATTER OF SELF-CERTIFICATION OF THE METROPOLITAN TRANSPORTATION PLANNING PROCESS

- WHEREAS,** the Brooke-Hancock-Jefferson Transportation Study (BHJTS), as the designated Metropolitan Planning Organization (MPO) for the Weirton, WV-Steubenville, OH-PA urbanized area, has entered into a three-party agreement with the West Virginia Department of Transportation (WVDOT) and the Ohio Department of Transportation (ODOT), to carry out the urban transportation planning process consistent with 23 CFR Part 450.310(d); and
- WHEREAS,** the federal regulations pertaining to the purpose of the transportation planning process complies with Metropolitan Transportation Planning requirements of Fixing America's Surface Transportation Act (FAST Act; Pub. L. No. 114-94 December 4, 2015); and
- WHEREAS,** the federal rules and regulations require that the MPO shall annually certify to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) that the transportation planning process is in conformance with regulations; in accordance with 23 CFR 450.220 is addresses the major issues facing the Brooke-Hancock-Jefferson Metropolitan Planning Area and is conducted in accordance with all applicable requirements of:
- I. 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, 23 CFR Part 450 and this subpart;
  - II. In nonattainment and maintenance areas, 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;
  - III. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
  - IV. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
  - V. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
  - VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
  - VII. 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;
  - VIII. 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;

- IX. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**WHEREAS,** the Metropolitan Planning Process for a Metropolitan Planning Area shall provide for consideration of projects and strategies that will:

- a. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency,
- b. increase the safety of the transportation system for motorized and nonmotorized users,
- c. increase the security of the transportation system for motorized and nonmotorized users,
- d. increase the accessibility and mobility options available to people and for freight,
- e. protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns,
- f. enhance the integration and connectivity of the transportation system, across and between modes, for people and freight,
- g. promote efficient system management and operation,
- h. emphasize the preservation of the existing transportation system,
- i. improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
- j. enhance travel and tourism.

**NOW THEREFORE BE IT RESOLVED:** that the Brooke-Hancock-Jefferson Transportation Study Policy Committee certifies, in consideration of the requirements listed herein, and to the degree appropriate for the size of the BHJ planning area and the complexity of its transportation problems that the MPO carries out the Urban Transportation Planning Process in conformance with all the applicable federal requirements.

**ADOPTED,** this 24<sup>th</sup> day of April, 2019, at the regularly scheduled meeting of the Brooke-Hancock-Jefferson Transportation Study Policy Committee.



Dr. Thomas Graham  
Chairperson

ATTEST:



Michael Paprocki  
Executive Director

## METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

WHEREAS the USDOT Fixing America's Surface Transportation Act (FAST Act) legislation requires the Metropolitan Planning Organization (MPO) to certify that its transportation planning process is in conformance with regulations; in accordance with 23 CFR 450.220, the West Virginia Department of Transportation and the Brooke-Hancock-Jefferson Metropolitan Planning Commission, the Metropolitan Planning Organization for the Weirton-Steubenville, WV-OH urbanized area, 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:

- I. 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, 23 CFR Part 450 and this subpart;
- II. In nonattainment and maintenance areas, 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;
- III. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- IV. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- V. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- VII. 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;
- VIII. 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;
- IX. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Brooke-Hancock-Jefferson Metropolitan  
Planning Commission

Michael J. Papozzi  
Signature

Executive Director  
Title

03-26-2019  
Date

West Virginia Department of Transportation

Jimmy Whiston, P.E.  
Signature

Deputy Secretary/Acting Commissioner  
Title

3/27/2019  
Date

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*SECTION 1*  
*INTRODUCTION*  
*AND BUDGET MESSAGE*

## **SECTION 1**

### **INTRODUCTION AND BUDGET MESSAGE**

The Overall Work Program (OWP) and Fiscal Year (FY) 2019 Budget is an administrative and financial blueprint for the Brooke-Hancock-Jefferson Metropolitan Planning Commission (BHJ MPC). Chartered in 1968, the BHJ MPC is comprised of two sub-agencies, the Brooke-Hancock-Jefferson Metropolitan Planning Organization (BHJ MPO) and the Brooke-Hancock Regional Planning and Development Council (BH Region XI). Federally mandated and funded through the U.S. Department of Transportation, the BHJ MPO is a policy-making organization made up of representatives from local governments and transportation authorities. Region XI is a Local Development District designated in West Virginia whose role through the Appalachian Regional Commission (ARC) and the US Economic Development Administration (EDA) is to identify and prioritize the community infrastructure needs in Brooke and Hancock counties.

#### **Performance**

The BHJ MPC continues to sustain a strong and fiscally accountable agency. The planning commission has maintained a strong administrative and planning program while sustaining a healthy revenue stream. BHJ understands the need to respond to regional demands and prepare the regional vision within the reality of today's dollars. The support dollars do not run in perpetuity and fluctuate according to mandates and events. As shown in the most recent audit completed in 2018, BHJ generated 74% of its revenues through federal and state grants. In 2018, BHJ allocated 61% of those funds to transportation; 19% to economic development and 14% to community development.

#### **Fundamental Principles of the Financial Audit Statement**

- BHJ MPC's financial statement is prepared in accordance with generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB). The statement recognizes revenues when earned and expenses when incurred. The planning commission capitalizes and depreciates all capital assets over their useful lives.
- The net position statement presents information on all commission assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the commission is improving or deteriorating.
- Statements of revenues, expenditures, and changes in fund balances are operational measures. They provide a guideline to determine whether BHJ has successfully recovered all of its cost through federal, state, and local government and contracts, members' per capita dues and other contributions and revenues.

#### **Financial Highlights FY 17 to FY 18 Comparisons**

- Total net 2018 position (i.e., total assets minus total liabilities) decreased 76.32% from 2017.
- Fiscal Year 2018 ranked as the lowest accumulated Net Position year. The highest Net Position year was 2014. If not for the recording of GASB 68 and GASB 75, Fiscal Year 2018 would have had the highest net position in the amount of \$232,947.

- Revenue in 2018 decreased \$9,513 over the previous year. The change was largely due to no longer administering the Ohio Trails and Greenways Program.
- Expenses in 2018, driven by the above revenue generation, increased 3%.
- Actual Indirect Costs in 2018 were 14% lower when compared to 2017 thereby reducing the indirect cost rate by 12.09%. Total Fringe Benefits were \$12,740 lower in 2018 amounting to a 7% decrease in expense from the previous year.

### **Long Term Debt**

There was no long-term debt at the end of the fiscal year, June 30, 2018. Under Ohio Revised Code, the Commission does not have the authority to incur debt; however, the Commission may enter into capital leases.

### **Ongoing Administrative Challenges Facing BHJ MPC in the Coming Years**

- **Sustain and Expand Local Leadership on the Executive Board, Technical Advisory Committee, and Transportation Study Policy Committee.** Through public outreach, the Executive Committee, and staff has and will continue to seek participation of all elected officials to share in the regional decision-making process.
- **Engage Citizens with Public Involvement Techniques for Effective Decision-Making.** Effective communication of project planning improves accountability and the value of scarce dollars spent for construction or program implementation. Such techniques range from working directly with a collaborative task force or involving interested citizens on decision and policy bodies. Other methods include creating substantive public information materials and media strategies through face-to-face interviews and briefings to an up to date web site or other social media outlets such as Facebook® and LinkedIn®. BHJ strives to constantly improve upon its current public involvement processes and methodologies.
- **Maintain a Skilled-Workforce through Training and Technology.** BHJ makes every effort to create a working environment that encourages staff to share their individual skills and knowledge wherever possible. The agency must continue to present its workforce with training opportunities through online webinars, on-site workshops, including regional, statewide, and national planning and training conferences when practical.
- **Deliver a Robust Transportation Improvement Program with a Limited Allocation Construction Funding.** The BHJ MPO has a limited Ohio MPO sub-allocation budget for construction and planning projects. Construction and planning needs have surpassed available federal fund amounts. Challenges at the local sponsorship level range from a lack of local matching funds due to a downturn in local economy, increased engineering costs for environmental assessments, and an overall project construction costs.

Michael J. Paprocki, Executive Director

Brooke-Hancock-Jefferson Metropolitan Planning Commission

*SECTION 2*  
*AGENCY OVERVIEW*

## **SECTION 2**

### **AGENCY OVERVIEW**

This OWP outlines BHJ MPC's anticipated financial expenditures, including administrative and planning activities, of the BHJ MPO and BH Region XI for Fiscal Year 2020.

Federal transportation legislation requires that by agreement between the Governor(s) and units of general-purpose local government designate a Metropolitan Planning Organization (MPO) for each urbanized area with a population of more than 50,000 people (as defined by the decennial U.S. Census) to carry out the metropolitan transportation planning process, as a condition to receipt of federal aid for transportation improvements. As the designated MPO for the Weirton-Steubenville, WV-OH Metropolitan Area, BHJ MPO Metropolitan Planning Area (MPA) encompasses a bi-state Appalachian area bisected by the upper most region of the Ohio River Valley comprised of Brooke and Hancock counties in West Virginia's Northern Panhandle and Jefferson County located in eastern Ohio. As such, activities outlined in this work program are meant to fulfill the requirements of *Fixing America's Surface Transportation Act, 2015 (FAST Act)*, the current legislation enacted by congress and signed into law by the executive branch of the United States' federal government.

In addition, this OWP outlines the planning and administrative activities of the BH Region XI, as designated by West Virginia Code 8-25. The US Economic Development Administration (EDA), Appalachian Regional Commission (ARC), and West Virginia Development Office (an agency of the state's Department of Commerce) along with local governments in Brooke and Hancock counties, provide dollars to Region XI for area-wide comprehensive planning to identify economic opportunities for long-term infrastructure investments in member communities as well as administrative services to manage various federal and state loans and grants that fund these very projects. These services meet the provisions of EDA's regulations as amended effective January 20, 2015 and the ARC *Five-Year Strategic Plan for Capitalizing on Appalachia's Opportunities, 2016-2020* adopted November 2015.

#### **Organization and Programs**

The BHJ MPC is an Interstate Planning Commission that accomplishes the metropolitan transportation planning needs for the Weirton-Steubenville, WV-OH Urbanized Area and the planning and development activities for West Virginia's Region XI.

BHJ serves three major functions:

1. Fulfill the metropolitan planning requirements of the most current federal legislation for surface transportation known as *FAST Act*,
2. Advocate and partner with the people of Appalachia and create self-sustaining economic development and improves quality of life, and
3. Promote collaboration and innovation that strengthens the region's physical and human resources for success in a global economy.

## **Office Structure**

BHJ MPC is a one-office agency located in Steubenville, Ohio at 124 North Fourth Street, Second Floor. The Ohio Department of Transportation (ODOT) is the agreed to lead agency for financial and policy review.

## **Contact Point**

Use the following contact information below to send any questions and suggestions concerning the *Fiscal Year 2020 Overall Work Program and Budget*:

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*SECTION 3*  
*FY 2020 OVERALL WORK PROGRAM*  
*BY*  
*CATEGORY AND SUBCATEGORY*



## **SECTION 3**

### **OVERALL WORK PROGRAM BY CATEGORY AND SUBCATEGORY**

#### **Introduction**

Program and budget elements in this Fiscal Year 2020 OWP fall into five (5) categories:

1. **Category 1100 – West Virginia Planning and Development Services** provides oversight of the of the Comprehensive Economic Development Strategy (CEDS) and Regional Coalition Brownfield Assessment Program; funding provided by the ARC, West Virginia Development Office, and local government dues.
2. **Category 4000 – Economic Development** includes administration of the CEDS and Regional Coalition Brownfield Assessment Program; funding provided by the ARC, EDA, U.S. Environmental Protection Agency (EPA), and local government dues.
3. **Category 6000 – Transportation Planning** carries out the cooperative, continuous, and comprehensive metropolitan planning activities as directed by the *FAST Act*. The U.S. Department of Transportation with joint oversight by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), Ohio and West Virginia departments of transportation, and local government dues provide dollars to carry out these activities.
4. **Category 7000 – Community Development** delivers project administration and grant loan assistance to membership governments and public service districts in Brooke and Hancock counties funded by administrative contracts.
5. **Category 9000 – Financial Management, General Administrative, and Staff Management** includes clerical, accounting, general administrative activities, and executive director services financed through the indirect cost allocation pool.

**BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION**  
**FUNDING SOURCES BY CATEGORY**  
**FY2020**

**CATEGORY: 1100 / 7000**

General Information			
Federal Awarding Agency:	APPALACHIAN REGIONAL COMMISSION	Period Covered:	07/01/19-06/30/20
CFDA Program	APPALACHIAN LOCAL DEVELOPMENT DISTRICT	CFDA #	23.009
Grant Agreement Number:	WV-2436-C46-19	Match Required:	50%
Agency Program Name:	ARC - WV PLANNING & ADMIN SERVICES	Agency #	1100 / 1200
Original Grant Amount:	\$108,525	Revised Grant Amount:	

**CATEGORY: 4000**

General Information			
Federal Awarding Agency:	U. S. DEPARTMENT OF COMMERCE	Period Covered:	07/01/19-06/30/20
CFDA Program	ECONOMIC LOCAL DEVELOPMENT DISTRICT -WV REG XI	CFDA #	11.303
Grant Agreement Number:	ED16PHI3020052	Match Required:	50%
Agency Program Name:	WV EDA PLANNING & ADMIN SERVICES	Agency #	4001
Original Grant Amount:	\$70,000	Revised Grant Amount:	

**CATEGORY: 4000**

General Information			
Federal Awarding Agency:	U. S. ENVIRONMENTAL PROTECTION AGENCY	Period Covered:	07/01/2017 - 09/30/2020
CFDA Program	BROWNSFIELD ASSESSMENT & CLEANUP COOPERATIVE	CFDA #	66.818
Grant Agreement Number:	BF-963537-01	Match Required:	ADMIN
Agency Program Name:	BHJ BROWNSFIELD COALITION GRANT	Agency #	4680
Original Grant Amount:	\$600,000	Revised Grant Amount:	

**CATEGORY: 6000**

General Information			
Federal Awarding Agency:	U. S. DEPARTMENT OF TRANSPORTATION	Period Covered:	07/01/19-06/30/20
CFDA Program	HIGHWAY PLANNING & CONSTRUCTION CLUSTER	CFDA #	20.205
Grant Agreement Number:	SFY20 MPO PLANNING PROGRAM	Match Required:	10%
Agency Program Name:	ODOT FEDERAL / STATE	Agency #	6251 / 6741/ 6601/ 6602/ 6605/ 6610/ 6640
Original Grant Amount:	\$365,090	Revised Grant Amount:	

**CATEGORY: 6000**

General Information			
Federal Awarding Agency:	U. S. DEPARTMENT OF TRANSPORTATION	Period Covered:	07/01/19-06/30/20
CFDA Program	HIGHWAY PLANNING & CONSTRUCTION CLUSTER	CFDA #	20.205
Grant Agreement Number:	SFY20 MPO PLANNING PROGRAM	Match Required:	10%
Agency Program Name:	WV FEDERAL / STATE	Agency #	6252 / 6742/ 6601/ 6602/ 6605/ 6610
Original Grant Amount:	\$156,601	Revised Grant Amount:	

## **C**ategory 1100 **West Virginia Planning and Development Services**

### **Purpose:**

West Virginia's Regional Planning and Development program is "to assist communities throughout the region to realize long-term economic development." Funded through the Appalachian Regional Commission (ARC) and the United States Economic Development Administration (US EDA), the Brooke-Hancock Regional Planning and Development Council (BH RPDC; aka Region XI) oversees the local development district services and activities through a Comprehensive Economic Development Strategy (CEDS).

Like the Appalachian Regional Commission (ARC), Region XI is a performance-driven organization. By leveraging resources, securing partnerships and developing regional approaches to economic development, BH RPDC will have the most impact in achieving regional economic/job parity. Relying on the clearly defined priorities and strategies found in the CEDS, the BH RPDC is constantly evaluating Brooke and Hancock county's economic progress and investment results, and revising those economic strategies as needed.

Region XI provides its stakeholders with comprehensive planning and administrative assistance that meet ARC's *Five-Year Strategic Plan for Capitalizing on Appalachia's Opportunities 2016 – 2020, Investing in Appalachia's Future*. Region XI employs experienced-staff with grant writing and technical skills who understand the economic challenges of Brooke and Hancock counties. These challenges include public and private investments that create employment opportunities, achieve higher education attainment, access to quality health care, and improve the overall quality of life in West Virginia's most northern counties.

### **Previous Work**

- In December 2018, Region XI started research and review the US EPA FY 2019 Guidelines for Brownfields Assessment Grant proposal, on behalf of the 3-county 2-state region. Region XI, in cooperation with the Business Development Corporation of Northern Panhandle (BDC), and the Jefferson County (OH) Port Authority hope to finalized the grant proposal by January 31, 2019.
- Region XI participated with an Ohio River Statistical Port Workgroup to create a Mid-Ohio Valley Statistical Port along the river basin between the Pittsburgh, PA and Huntington, WV Statistical ports. Members of the workgroup included the Ohio Department of Transportation, Army Corp of Engineers, Bel-O-Mar Regional Council (Region X), Buckeye Hills Hocking Valley, and Ohio Mid-Eastern Governments Association.
- The BH Regional Council meets quarterly to discuss and set regional project priorities such as water and waste water projects, brownfield redevelopment, regional transportation issues, and other infrastructure improvement projects.
- Annually, Region XI updates its Comprehensive Economic Development Strategy (CEDS).
- During Calendar Year 2018, BH conducted planning and administrative activities and/or submitted fund applications for the following ongoing public infrastructure projects:

- Brooke-Hancock Broadband Service Planning (CDBG Planning Grant)
- Beech Bottom Storm Sewer Replacement (FEMA Grant),
- Brooke County PSD Wastewater Facilities Plan (Washington Pike Area),
- Brooke County PSD Wastewater; Phase IIB (Mahan Lane/Eldersville Road/Bruin Drive),
- Follansbee Allegheny Run Cleanup, Restoration, and Flood Mitigation (Storm Sewer Improvements; FEMA Grant),
- Follansbee Water System Improvements,
- Follansbee Wastewater System Improvements,
- New Cumberland Realignment of WV-2,
- New Cumberland Wastewater Facility Upgrades,
- New Cumberland Water System Improvements,
- Oakland PSD Water System Upgrades, Tank Construction, and Waterline Extension,
- Tomlinson PSD Water System Improvements,
- Washington Pike PSD Water System Improvements,
- Weirton US Highway 22 Reconstruction,
- Wellsburg Intersection improvements at Commerce St (WV-2) and Washington Pike (WV-27), and
- Weirton Water System Improvements; Phase II,
- Wellsburg Storm Sewer Improvements (FEMA Grant)

### **Methodology:**

Region XI anticipates working on the following technical and administrative activities in Calendar Year 2019.

### **Work Products:**

#### **Brownfields Assessment and Redevelopment Program:**

- Maintain the working relationships with the Business Development Corporation of the Northern Panhandle (BDC), the Northern West Virginia Brownfield Assistance Center (NBAC), the WV Department of Environmental Protection, and the US Environmental Protection Agency (US EPA), and
- Through the Brooke-Hancock-Jefferson Brownfields Task Force, Region XI will continue to redevelop brownfield sites through administration of successful proposals to U.S. EPA Brownfields Assessment and Cleanup programs, and

#### **Comprehensive Economic Development Strategies (CEDS)**

Annually, update and evaluate the CEDS inventory of projects.

#### **Community Outreach for Services:**

The BH RPDC, through the Brooke-Hancock-Jefferson Metropolitan Planning Commission (BHJ MPC) sustains social media activities such as a web site: [www.bhjmpc.org](http://www.bhjmpc.org), and Facebook®.

#### **Geographic Information System Mapping:**

Each year, Region XI will further develop the ESRI ArcGIS® mapping system to promote brownfield redevelopment and site redevelopment for job opportunity, transportation project planning, and socio-demographic analysis as well as other GIS mapping services by request for member government projects or individual requests.

#### **Public Works Investment Planning:**

BH RPDC in cooperation with the Business Development Corporation of the Northern Panhandle will continue, in 2018, to implement regional investment strategies and seek opportunities that meet the following **CORE** strategies:

- Create further opportunities in tourism,
- Optimize foreign trade opportunities and allow the region to participate in the competitive world trade market,
- Retain, build upon and expand existing businesses, accurately profile the availability of a skilled workforce and training needs to maximize the region's workforce and identify land development constraints at site specific locations, and
- Expand our regional information services and place the region on a competitive and internationally equal playing field that will sustain and illustrate our regional advantages through an aggressive and active business recruitment program.

#### **Transportation & Regional Connectivity**

The region's transportation challenges are to resolve "last mile" roadway connections to river and rail terminals.

#### **Strategic Planning:**

BH RPDC staff at the direction of its membership will continue to prioritize projects and administer local, state, and federal funding resources. Staff will also continue to build and broaden its skills and knowledge base by attendance at training and professional development workshops, conferences, and webinars on ARC, U.S. Department of Agriculture (USDA), community block, brownfield redevelopment, Federal Emergency Management Agency (FEMA), or other applicable state and federal program grant applications, as well as general project financial and administrative requirements.

#### **Training and Development for Administrative Staff:**

- Attend the *Development District Association of Appalachia Annual Conference*,
- Attend West Virginia Regional Planning and Development Council quarterly meetings,
- Attend state and federal administration or financial workshop sponsored by the West Virginia Development Office and other state agencies,
- Attend any and all state and federal brownfield redevelopment training opportunities as well as other training opportunities that state or federal EPA agencies may require to assure compliance with Brownfields Assessment and Cleanup grants,
- Participate in local community organizations and authority's that fit the Regional **CORE** Strategies, and
- Participate in ESRI ArcGIS® training opportunities including state, regional, national, or international conferences.

**Water and Sewer Infrastructure Improvements:**

Will seek funding opportunities and provide administrative services to assist county and incorporated governments as well as Public Service Districts to construct following projects:

- Beech Bottom Storm Sewer Replacement,
- Brooke and Hancock counties Broadband Infrastructure Improvements Plan
- Brooke County PSD Phase IIB Waste Water Project,
- Brooke County PSD Washington Pike Waste Water Project,
- Brooke Industrial Park Improvements (Beech Bottom),
- Follansbee Allegheny Run Cleanup, Mitigation, and Restoration,
- New Cumberland Waste Water Facility Upgrades,
- New Cumberland Water System Improvements,
- Washington Pike PSD Wastewater Project,
- Wellsburg Storm Sewer Improvements,
- Weirton Frontier Crossings Water, Wastewater, and Multi-Modal Transportation Infrastructure Improvements,
- Weirton Three Springs Business Park Improvements, and
- Weirton WorkForce Training & Development Center

### **Other Administrative Services**

1. As a public communication strategy, BHJ strives to post daily relevant articles of interest and planning activities to social media sites. A “BHJ Media Committee” comprised of select staff members meets regularly to discuss the content of its worldwide web site. The goal is to produce up to date information regarding regionally-significant projects and planning activities undertaken by BHJ..... Continual throughout the Fiscal Year
2. Prepare invoicing to the Appalachian Regional Commission for planning and administrative services..... March 2019
3. Publish Annual Report for Administrative Services made available by the Appalachian Regional Commission..... January 2019

## **C**ategory 4000 Economic Development

### **Purpose:**

The Economic Development work categories implements and administers the *BH Comprehensive Economic Development Strategy (CEDS)* and the regional *Brownfield Assessment and Redevelopment Program*.

U.S. Economic Development Agency (US EDA) mission is to "*lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy.*" The administration has designed its investment policies to establish a foundation for sustainable job growth and the building of durable regional economies throughout the United States. This foundation builds upon two key economic drivers - innovation and regional collaboration. Innovation is the key to global competitiveness, new and better jobs, a resilient economy, and the attainment of national economic goals.

The US EDA references Brooke and Hancock counties as West Virginia's Economic Development Region XI. Since the early 1990's, Region XI lost a substantial amount of manufacturing employment opportunities and has an evident need for job diversification. Since mid-2010, investments in the Marcellus/Utica shale gas oil and gas industry has generated substantial employment opportunities in Brooke and Hancock counties. Although this industry experienced a slight downturn in second quarter of 2015, the unemployment profile over the last 5 years in counties for Brooke and Hancock indicate positive improvement in job creation.

### **Previous Work:**

Region XI and its strategic partners the B-H-J Brownfield's Task Force, Business Development Corporation of the Northern Panhandle, Northern WV Brownfield's Assistance Center, Brooke County EDA, and the respective county commission of Brooke and Hancock counties, create and facilitate economic development opportunities in West Virginia's most northern panhandle.

- BH also administers both US EPA Coalition Assessment grants. As administrator, BH organizes and maintains the Brownfield Site Inventory, researches and files the appropriate Property Approval Questionnaire (PAQ) for US EPA approval to proceed with site assessments, complete property profile forms in US EPA's Assessment, Cleanup and Redevelopment Exchange System (ACRES) online database for Brownfields Grantees and submit Quarterly Progress reports.
- The BDC has transformed formerly contaminated properties, throughout the Northern Panhandle and has leveraged over \$60 million of private and public investment on brownfield redevelopment projects in the Hancock County communities of Chester, Newell, and Weirton, and the Brooke County communities of Follansbee, Wellsburg, and Beech Bottom.



- March 27, 2018, the US EDA awarded BDC \$2.6 million to rehabilitate the historic Wheeling Corrugated Plant in Beech Bottom, Brooke County, WV to support existing and future business needs the BDC estimates the project will leverage 115 jobs and spur \$1million in private investment in brownfield redevelopment opportunity.
- Although the population in Region XI decreased by -2.3% from 2010, civilian employment has only dropped -0.5%. Since 2010, the civilian labor force has also shrunk by -4.3 %, an estimated 26,477 persons participating in the workforce in 2010 compared to 25,335 persons in 2016. Over that same period though, the unemployment rate continues to decline in both Brooke and Hancock counties. The Federal Reserve Economic Data (FRED), Bank of St. Louis estimated May 2010 unemployment in Brooke County at 11.0 % while Hancock County was 11.6%. six years later in 2018, unemployment has dropped to 6.4% and 5.9% in each county respectively. The steady drop in the unemployment rate is indicative of the \$284 million in private and \$12 million in public investments in Brooke and Hancock counties over the past six years.
- Selected Economic Characteristics published by the American Community Survey (ACS) that the number of persons in Brooke and Hancock counties employed in Service Occupations from 2010 to 2016 increased by 8.3% (5,175 to 5608 persons). Further, the number of persons working in Construction Occupations increased 16.4% in the same period (1,125 to 1,310 persons).
- The BDC received a \$300,000 federal EDA grant to map out a strategy for reusing an 1,100-acre parcel once occupied by the Weirton Steel Corporation, and at one-time West Virginia's largest employer and tax-payer. The planning project is a public-private partnership that includes the Frontier Group of Companies, Buffalo, NY and the City of Weirton who is providing \$100,000 in cash and in-kind services. The plan will be a "road map to provide industrial and manufacturing sites in Weirton, WV attracting an estimated \$50million in private investment and create 500 employment opportunities.
- BH along with representative of OMEGA, Columbiana Port Authority (Leetonia, OH) and two private business interests continued efforts to create the Northern Ohio River Business Association (NORBA). As a non-profit organization, the association plans to focus on assets along the Ohio River and related infrastructure in both Ohio and West Virginia. The representative group envisions NORBA membership open to businesses focused on the growth of the petrochemical, plastic derivatives, and chemical industries found in the northern tier of the Ohio River valley. Membership will also be open to businesses that manufacture value-added products along the Ohio River or use the river to transport commodities as part of their supply chain management, logistics, and procurement. NORBA's proposed boundary is the Hannibal Locks and Dam near New Martinsville, WV north to the Pennsylvania state line at Chester, WV.
- The US EDA awarded \$1.2 million to Weirton, WV to expand a 72-acre parcel at the Three Springs Business Park. The city estimates the project will create 500 jobs and spur \$5 million in private investment. Officials envision a mixed-use development, 50 acres for light manufacturing and the remainder set aside for retail and hospitality-centered.

## **Methodology:**

Brownfield Redevelopment - Since 2008, the BH Brownfield’s Task Force in collaboration with the Business Development Corporation of the Northern Panhandle (BDC) has met quarterly to discuss and take action to assess and restore targeted commercial-industrial properties mothballed after several years of inactivity. In 2016, Region XI expanded the task force, to include representatives of Jefferson County, OH. Region XI, in coalition with the BDC and the Jefferson County Port Authority, is the leading brownfield assessment and cleanup program in West Virginia and Eastern Ohio. Assessments of contaminated sites with hazardous substances and petroleum products, reduces the risk of harmful environmental exposure from inactive industries such as glass, pottery, and metal manufacturing while retaining or creating jobs. The regional council remains committed to chairing and administering the activities of the BHJ Brownfields Task Force administrator of Coalition Assessment Grants, and maintaining an active Brownfield Site Inventory of past, present, and future sites in all three counties.

Entrepreneurship – Region XI and the BDC, along with local chambers and educational institutions promote small business growth in West Virginia’s Northern Panhandle.

Strategic Action Plan – Region XI continues work to update the Comprehensive Economic Development Strategy (CEDS).

Port Development – The Ohio River Navigation System is a potential avenue for the movement of bulk freight. Ohio River Port development and access is a broadening scope of work. The Federal Highway Administration estimates that international trade will double by the year 2020, further stressing an already congested highway network, and placing an emphasis on intermodal facilities such as inland water ports.

Comprehensive Economic Development Strategy (CEDS) – Updated as needed on an annual basis and solicited through a regional review process, this two-county/eight incorporated region has and will prioritize its needs and subsequent expenditures. Region 11 convenes quarterly meetings that update community leaders and elected officials project work

#### **Work Products:**

1. An active *Brownfields Assessment and Redevelopment Program* .....FY 2020
  - Create revenue-producing sites and generate employment opportunity through the redevelopment of commercial and industrial brownfield sites by completing environmental site assessment,
  - Maintain the working relationship with the Business Development Corporation of the Northern Panhandle, the Northern West Virginia Brownfield Assistance Center, the Jefferson County Port Authority, the Jefferson County Land Reutilization Corporation, and the US Environmental Protection Agency for the Brownfields Assessment and Redevelopment Program, and
  - Quarterly meetings of the Regional Brownfields Task Force
2. Strategic Action Planning.....FY 2020
  - Develop a targeted economic growth strategy,
  - Link businesses and communities to critical resources and partnerships to execute the targeted growth strategy, and

- Provide direct assistance to businesses and entrepreneurs in the targeted areas
3. Port Development.....FY 2020
    - Utilize the Ohio River and its tributaries as an economic driver for job creation, and
    - Expand ancillary port use through warehouse expansion and infrastructure development
  4. *A Comprehensive Economic Development Strategy (CEDS)* .....FY 2020
    - Meet with the Brooke-Hancock Regional Planning and Development Council quarterly to update and prioritize projects
    - Track and record plan progress
  5. As a public communication strategy, BHJ strives to post daily relevant articles of interest and planning activities to social media sites. A “BHJ Media Committee” comprised of select staff members meets regularly to discuss the content of its worldwide web site. The goal is to produce up to date information regarding regionally-significant projects and planning activities undertaken by BHJ..... Continual throughout the Fiscal Year
  4. Prepare invoicing to the U.S. Economic Development Administrative for planning and implementation services..... Quarterly
  5. Publish Semi-Annual and Annual Report for Economic Development services  
.....January and June 2020
  6. Current or planned projects Region XI is administering or seeking funds for program construction or implementation:
    - FY 2016 US EPA Brownfields Coalition Grant – BDC of the Northern Panhandle (US EPA)
    - FY 2017 US EPA Brownfields Coalition Grant – BH Region XI (US EPA)
    - Follansbee Allegheny Run Mitigation (FEMA)
    - Beech Bottom Storm Sewer Replacement (FEMA)
    - Brooke County PSD Washington Pike Sewer Facilities Plan (US EDA)
    - Wellsburg Pleasant Avenue CSO (FEMA)

## INTRODUCTION

The Transportation Planning Section of this Work Program meets the federal metropolitan transportation planning requirements of the most current authorized surface transportation legislation, *Fixing America's Surface Transportation Act of 2015 (FAST-Act)*. Metropolitan Planning Organizations, in cooperation with the State and public transportation operators, shall develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State. The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

- a) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency,
- b) increase the safety of the transportation system for motorized and nonmotorized users,
- c) increase the security of the transportation system for motorized and nonmotorized users,
- d) increase the accessibility and mobility options available to people and for freight,
- e) protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns,
- f) enhance the integration and connectivity of the transportation system, across and between modes, for people and freight,
- g) promote efficient system management and operation,
- h) emphasize the preservation of the existing transportation system,
- i) improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
- j) enhance travel and tourism.

Guided by these factors, the BHJMPC will lead and/or participate in transportation planning activities that support the development and re-development of the region's strengths between intermodal connections such as highways, major river crossings, public transportation, airports, and rail.

## FY 2020 WORK PROGRAM EMPHASIS

Emphasis areas for Transportation Planning include:

- **PERFORMANCE MEASURES**

To be consistent with the *FAST-ACT* legislation, each State Department of Transportation (Ohio and West Virginia) established statewide targets, and to the maximum extent practical, BHJ

establishes Metropolitan Planning Area sets for safety, highway condition, and freight performance targets. This includes:

- Coordinating performance management and target setting with ODOT, WVDOT and public transit providers (Steel Valley Regional Transit Authority and Weirton Transit Corporation).
- Integrating performance management, including information on performance measures and targets, into the long-range planning and transportation improvement program processes.
- Developing a process to report the performance targets to ODOT, WVDOT, and the public.

This FY2020 Overall Work Program (OWP) describes the activities that documents the processes for data collection as well as other technical and administrative methodologies to integrate performance-based planning into BHJ's short- and long-range planning activities. These activities include Traffic Counting, Crash Data Collection, Asset Management (Pavement and Bridge condition ratings), and Transit Asset Management.

- ***FY 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM***

In FY2020, the BHJ Transportation Study staff will development and publish a Fiscal Year 2021-2024 Transportation Improvement Program (TIP). With ongoing guidance and cooperation throughout the fiscal year with the Ohio and West Virginia departments of transportation, this OWP describes a tentative schedule and calendar of events BHJ will undertake to complete an updated TIP for the Transportation Study Policy Committee to adopt in April 2020.

- ***TITLE VI AND ENVIRONMENTAL JUSTICE***

In FY2019, the BHJ Transportation Study Policy Committee adopted an updated Title VI Program Policies and Procedures Manual. At present, the BHJ web site is not compliant with the manual's policies and procedures. BHJ has identified the following non-compliant issues to meet Web Content Accessibility Guidelines (WCAG) and World Wide Web Consortium (W3C) standards:

- Translation for individuals with "Limited English Proficiency" (LEP),
- Enabling persons with disabilities "Keyboard Accessibility", and
- Accessibility issues for the sight- and hearing-impaired.

## **S**ubcategory 601 **Short Range Planning Element**

### **Purpose:**

Planning studies and activities undertaken in Short-Range Planning Element identify safety, pavement, congestion, and/or other operational issues in the transportation network. These activities then justify alternative solutions. These studies not only consider highway-related issues, but also intermodal facilities such as pedestrian walkways and trails, airports, water ports, and public transportation services. BHJ planners then consolidate these activities with other work program elements such as Surveillance, Long Range Planning, and Mass Transportation Planning.

### **Previous Work:**

In recent years, BHJ staff acquired performance measure data *through **Ohio's Transportation Information Management System (TIMS)***. The data included vehicle crashes, pavement condition ratings (PCR), and traffic counts including truck classifications for Jefferson County, OH. Staff refined the data for use in the ***Geographic Information System (GIS)*** and mapped as part of the Long-Range Transportation Plan (LRTP) document.

BHJ has assisted with the development of an alignment for **US Bike Route 50** through West Virginia. The bike route, when completed, will provide a route for Type A bicyclists connecting San Francisco with Washington DC. It is anticipated USBR 50 will be designated in fiscal year 2018. USBR 50 has been designated in Indiana, Ohio, Pennsylvania, Maryland and Washington DC.

BHJ participated in updating ***ODOT's Intermodal Facility Inventory***. This process began in late Fiscal Year 2016. The update included local review and identification of Intermodal Freight facilities in Jefferson County. One additional facility was identified near Mingo Junction, Ohio which is an oil and gas "frack" sand transfer facility. The facility includes eight solos for storing and/or staging the sand. The special sand arrives on rail from sand quarries in Wisconsin, transferred to the solos and then loaded into tractor-trailer trucks for delivery to well heads during the oil and gas well hydraulic fracturing (fracking) process. The updates were completed in the first quarter of Fiscal Year 2017.

Federal transportation planning rules require State Highway Agencies and MPOs to establish performance measure and targets annually for PM1 - Safety; every four (4) years for PM2 - Pavement and Bridge Conditions and PM3 - Congestion, Travel Time Reliability, and Air Quality. The performance measures foster transparency and accountability, and help track safety progress at regional, state, and national levels.

TPM1 - Established annually, the planning rules require that safety performance measures are applicable to all public roads and measured in five separate categories: number of fatalities, number of serious injuries, fatality rate, serious injury rate, and number of non-motorized fatalities and serious injuries.

TPM2 - Since there are no interstate highways in the BHJ metropolitan planning area, the Pavement and Bridge Condition TPM only applies to the National Highway System (NHS). The required measurements rate the percentage of pavement and bridges on the NHS in good or poor condition.

TPM3 - Federal rules require BHJ performance measure target for Non-Interstate Travel Time Reliability (TTR) and CMAQ Mobile Emissions classified by VOC, NO<sub>x</sub>, and PM<sub>2.5</sub>.

The rules require that BHJ establish targets for TPM2 and TPM3 every four years.

**Other Freight Planning activities** include participation in the Southwest Pennsylvania Commission (SPC – the Metropolitan Planning Organization for the Pittsburgh, PA Metropolitan Area) semi-annual Freight Forums and annual Ohio Conference on Freight. The SPC schedules the forums on the first Tuesday of February and October each year and hosts a SPC Regional Freight Conference in May of each year while the Ohio Conference is typically held in September

### **Methodology:**

The Study's approach is to conduct additional research to **refine scope of work and cost estimates for projects and programs listed in the first ten years of the Long-Range Transportation Plan (LRTP)**. The BHJMPO documents these activities in various technical memorandums or study reports either for a specific project or for a particular program such as safety, congestion, or bridge and pavement management. These study reports identify cost estimates for engineering and construction as well as potential financial resources to complete the project or program.

As part of its short-range planning efforts, the Transportation Study has developed and maintained **a Geographic Information System (GIS) and other transportation-related computer traffic models** to advance the adopted goals and objectives of the *Long-Range Transportation Plan* and advance these projects to the TIP. These efforts require collecting and inputting traffic counts, crash reports, or other transportation-related information into GIS databases, the Travel Demand Model, or other transportation analysis software such as *Trafficware*® *SYNCHRO* and *SimTraffic*.

The BHJMPO, in cooperation with the Ohio and West Virginia departments of transportation, will track TPM1, 2, and 3. BHJ supports Ohio's and West Virginia's targets for the three transportation performance measures. BHJ will also work with both local public transit agencies (Steel Valley RTA and Weirton Transit Corporation) to phase in the final rules for Transit Asset Management and Public Transportation Safety Program.

Almost half of all traffic counts BHJ collects are for the **Highway Performance Monitoring System (HPMS)** on local roads, streets, and highways where neither ODOT nor WVDOT have administrative responsibility. The HPMS is a national-level highway information system that includes data on the extent, performance, use, and operating characteristics of the Nation's highways. The purpose of the HPMS is to support a data driven decision process for the analysis of the highway system condition, performance and investment needs that make up the biennial Condition and Performance Reports to the U.S. Congress. BHJ will work with Ohio and West

Virginia DOT to incorporate the Traffic Counting Program into the Pavement and Bridge Condition Performance Measure-Based planning program consistent with *FAST-Act* planning requirements.

*Short Range Planning* activities may require acquisition of computer software, and other office-related equipment through the agency's Indirect Cost Plan or in some instances, through Other Direct. BHJ will seek prior approval of the Ohio Department of Transportation for all major purchases (> \$3,500.00). BHJ may also provide professional development through workshops, conferences, meetings, and membership fees for professional affiliations and publications directly related to metropolitan and statewide transportation planning or other transportation-related objectives found in this work product.

**Products and Completion Dates:**

1. Develop a quantitative GIS data network to track PM1 - Area-wide safety, PM2 - Pavement and Bridge conditions, and PM3 - Congestion and Mobile Emissions standards.  
..... June 2020
2. When necessary, develop a regional Intelligent Transportation System (ITS) architecture and integration strategy within four years of an ITS deployed project.  
.....*To Be Determined*
3. Initiate or build upon individual studies and reports that best advances a balanced inter-modal transportation network and expands a variety of transportation options such as walking, biking, and the use of public transit and human service transportation facilities using the strategies found in the Jefferson County Trails & Greenways Implementation Guidelines  
..... June 2020
4. Participate in various Freight Advisory Committee activities in Ohio, Pennsylvania, and West Virginia to explore capital improvement, planning, and policy opportunities that may expand intermodal freight options in the BHJ Study Area  
Ohio Conference on Freight..... August 2019  
SPC Freight Forum..... October 2019, February 2020  
SPC Regional Freight Conference..... May 2020  
Half Moon Industrial Park Committee..... Second Friday Bi-Monthly (excluding summer)
5. Collect traffic counts for the Highway Performance Monitoring System (HPMS) on local roads, streets, and highways where neither ODOT nor WVDOT have administrative responsibility  
..... July through October 2019 & April through June 2020
6. Acquisition of Computer Software and Maintenance Agreements as professional development opportunities through workshops, conferences, meetings, and membership fees for professional affiliations and publications directly related to metropolitan and statewide transportation planning or other transportation-related objectives found in this work product..... June 2020
7. Publish Annual Closeout Report for Short-Range Planning Services..... September 2019



**6601 - ESTIMATED HOURS PER STAFF POSITION**

Position	Estimated Hrs.
Executive Director	157.5
Transportation Engineer 1	100.5
Transportation Engineer 2	256.5
Transportation Intern	40.0
Transportation Planner	171.0
New Hire	10.0
Total Hrs.	735.5

# Subcategory 602 Transportation Improvement Program

## Purpose:

The *Transportation Improvement Program* (TIP) is a fiscally constrained four-year capital improvement program of transportation projects and/or strategies. The TIP represents a **priority listing** and **fiscally-balanced obligation of funds** to construct or implement all federally funded and regionally significant transportation-related capital improvements programs selected for implementation over a four-year period in a designated metropolitan planning area. An **obligation** is the federal government's legal commitment (promise) to pay or reimburse the States or other entities for the federal share of a project's eligible costs. Through transportation-related legislation enacted by the U.S. Congress, all projects and programs listed in the TIP must demonstrate conformity to Ohio's and West Virginia's *State Implementation Plan for Air Quality* (SIP) and current U.S. Environmental Protection Agency (USEPA) air quality standards. The General Conformity Rule ensures that all federal actions comply with USEPA standards. In order to meet this Clean Air Act requirement, a federal agency must demonstrate that every action that it undertakes, approves, permits or supports will conform to the appropriate SIP.

## Previous Work:

The BHJ Transportation Study Policy Committee, the BHJMPO governing board, in cooperation with Ohio and West Virginia Department of Transportation, adopted the **BHJ Transportation Improvement Program – Fiscal Years 2018-2021** in April 2017.

The Transportation Study Policy Committee and Technical Advisory Committee routinely reviews **administrative amendments and revisions** to the TIP as presented by the MPO staff and as requested by either ODOT or WVDOT. **All TIP revisions require adoption** by the BHJ Transportation Policy Committee and federal approval. Each revision must also undergo public review and comment, re-demonstration of fiscal constraint, or conformity demonstration. A TIP revision is defined as adding or deleting a project or a project phase, a significant change in the project's description or scope, or revising a project's phase cost estimate over the thresholds noted in the tables below.

### Highway/FHWA Project

#### TIP Estimate

#### Revision Needed if

\$1 – \$2,999,999

Over 50% of the project/phase cost

\$3,000,000 -  
\$9,999,999

Over 30% of the project/phase cost

\$10,000,000  
and Above

Over 20% of the project/phase cost

### Transit/FTA Project

#### TIP Estimate

#### Revision Needed if

\$1 - \$2,999,999

Over 50% of the project/phase cost

\$3,000,000 -  
\$4,999,999

Over 30% of the project/phase cost

\$5,000,000  
and Above

Over 20% of the project/phase cost

**Administrative amendments** do not require public review and comment, a re-demonstration of fiscal constraint, or a conformity demonstration. Administrative amendments are minor changes that may revise a project description without causing a significant change to the project's scope,

a change in a project's fiscal year of obligation, a change in the funding source (i.e. federal, state, and local funds) by project phase, or a split or combination of individually listed projects in the current TIP without significantly changing a project's scope of work.

### **Methodology:**

Administrative and financial management of federal-funded and regionally-significant projects planned for construction or implementation throughout the lifetime of the adopted TIP are key elements of *Sub-Category 602*. Each project listed in the adopted TIP is defined by a specific scope of work and identified by a state project number, and lists all sources of federal and state funding by year of expenditure and fund category. ***Federal legislation requires that the TIP is fiscally balanced, although financial accountability for each project may vary by Ohio or West Virginia State Administrative Codes. Legislations also requires that the TIP is compliant with the FAST-Act requirements for Transportation Performance Measures (TPM) and include a TPM System Performance Report.***

The ***West Virginia Department of Transportation selects and has financial responsibility for all eligible transportation improvement projects*** in Brooke and Hancock counties except public transit funds administered under FTA §5307.

On the other hand, the ***Ohio Department of Transportation, municipal and county governments, and designated transportation authorities each have responsibility for transportation improvements as outlined in the Ohio Revised Code.*** Therefore, municipal and county governments in Ohio assume fiscal accountability for the planning and programming of transportation projects. In turn, ODOT provides MPO areas such as Jefferson County, a sub-allocation of federal funds, STP, CMAQ, or TAP, for eligible transportation improvements. Use of the federal funds must follow the most current procedures found in the ***ODOT Project Development Process (PDP)*** or the ***ODOT Locally Administered Transportation Projects Manual of Procedures***. In many instances, BHJ provides technical assistance to Jefferson County project sponsors to secure project funds by way of creative financing options including but not limited to State Infrastructure Bank loans, trade by agreement with ODOT Office of Finance and Forecasting, obligation authority from another Ohio MPO, swap funding amounts between individual program allocation budgets, or develop multiple funding partnerships with other appropriate federal and state financial resources.

In cooperation with the Ohio and West Virginia departments of transportation, BHJ MPO is incorporating ***performance measure*** data into the project selection process. For each project where practical, BHJ will ***compile a one-page data sheet to support Ohio's and West Virginia's performance targets for safety, pavement and bridge conditions, freight, system reliability, and CMAQ emissions.*** BHJ will also work with both local public transit agencies, SVRTA and WTC, to implement and track their respective Transit Asset Management and Public Transportation Safety programs.

The Technical Advisory Committee (TAC) first reviews each revision for compliance with BHJ's ***Public Involvement Process***, have adequate funding for programming and implementation, and if applicable, demonstrate conformity to either the Ohio or West Virginia SIP for air quality. Upon review, the TAC may refer the revision to the Transportation Policy Committees for adoption to

the TIP or request clarification from either Ohio or West Virginia DOT. Revisions are typically adopted during regularly scheduled bi-monthly meetings. However, if warranted, the Policy Committee and TAC may convene an emergency meeting.

The BHJ MPO also publishes annually a ***Fiscal Year Report of Obligations*** for federal-aid and regionally significant highway, bridge, and public transportation projects to be constructed or implemented in the metropolitan planning area. The report also includes obligations for walkways and bicycle transportation facilities. An obligation is the federal government's legal commitment (promise) to pay or reimburse the States or other entities for the federal share of a project's eligible costs. Dependent upon the availability of information from Ohio or West Virginia DOT, the obligations report may include all 100% state funded transportation improvements projects to the listing.

BHJ staff meets regularly to discuss organization, presentation, and effectiveness of information posted on the agency's world wide web and social media sites.

*Transportation Improvement Program Planning* activities may require acquisition of computer software, and other office-related equipment through the agency's Indirect Cost Plan or in some instances, through Other Direct. BHJ will seek prior approval of the Ohio Department of Transportation for all major purchases (> \$3,500.00). BHJ may also provide professional development through workshops, conferences, meetings, and membership fees for professional affiliations and publications directly related to metropolitan and statewide transportation planning or other transportation-related objectives found in this work product.

#### **Products and Completion Dates:**

1. Periodic reports to the Transportation Study Technical Advisory and Policy Committees regarding project and/or obligation authority status for local and state projects programmed in the adopted *Transportation Improvement Program* concurrent with the following months as listed below:

September 2019	March 2020
November 2019	April/May 2020
January 2020	June 2020 (if needed)

2. Periodic revisions and administrative amendments through Ohio's State Line Item (SLI) process and WVDOT's proposed "Groupable" Project Listing to the *BHJ Transportation Improvement Program – Fiscal Years 2018-2021* as needed and report the action to the Transportation Study Technical Advisory and Policy committees at regularly scheduled meetings as listed below:

September 2019	March 2020
November 2019	April/May 2020
January 2020	June 2020 (if needed)

3. Actively track and manage the development of locally-sponsored projects and programs constructed or implemented with Ohio MPO sub-allocated funds ..... June 2020
4. Continually evaluate the effectiveness of BHJ's *Public Participation Plan*.  
..... Monthly throughout the Fiscal Year

5. Publish a Fiscal Year 2019 listing of Federal Obligations for transportation improvements in Brooke and Hancock, WV and Jefferson County, OH ..... November 2019
6. Develop and adopt a new *BHJ Transportation Improvement Program – Fiscal Years 2021-2024* for the Weirton-Steubenville, WV-OH by carrying out the tentative schedule:
  - Initiate Conformity Consultation-----November 2019
  - Compile Initial Highway Project Listing and ODOT Program into Ellis  
----- December 2019
  - Program Mangers Approve Milestones, Schedules, and Cost Estimates in Ellis  
----- January 2020
  - Submit Draft Document for State Highway Agency Review including Conformity & Title VI Documentation for Federal & State Agency Review----- February 2020
  - Begin Public Involvement Period----- March 2020
  - Final TIP and Transit Tables Downloaded to External Site, Submit to State & Federal Agencies for Approval and Policy Committee Adoption ----- April 2020
  - Approval and Conformity Due from FHWA/FTA including Ohio EPA and WVDEP Coordination-----June 2020
7. Acquisition of Computer Software and Maintenance Agreements as professional development opportunities through workshops, conferences, meetings, and membership fees for professional affiliations and publications directly related to metropolitan and statewide transportation planning or other transportation-related objectives found in this work product..... June FY 2020
8. Publish Annual Closeout Report for Transportation Improvement Program Planning Services .....September 2019

**6602 - ESTIMATED HOURS PER STAFF POSITION**

Position	Estimated Hrs.
Executive Director	107.0
Transportation Engineer 1	75.0
Transportation Engineer 2	19.0
<b>Total Hrs.</b>	<b>201.0</b>

# **S**ubcategory 605 **Transportation System Surveillance**

## **Purpose:**

*Transportation System Surveillance* is the foundation of the MPO transportation planning process. Surveillance activities include collecting, maintaining, and analyzing up-to-date transportation system data relevant to the region's demographic character, land use composition, and highway statistics inventories such as traffic counts and pavement characteristics. This includes disseminating economic and social databases, developing measures for tracking land use activities, and creating area-wide GIS mapping as needed.

## **Previous Work:**

In calendar year 2017, the BHJ Transportation Study, as part of its regional transportation planning role, obtained traffic count data at various locations throughout the study area. These traffic counts may be the result of specific study requests or data needed to assist in the overall planning process. Beginning in 2006, the agency organized its traffic counting program to count specific locations in the region every three years. Specific locations obtained in 2017 are for program cycle year three (3) which is generally a repeat of locations obtained in 2008, 2011, and 2014. This completes the twelfth year of the traffic counting program.

BHJ staff obtained traffic counts in the West Virginia study area on various routes in Brooke County, City of Weirton and at travel demand model screen line routes in Brooke County. In Ohio, BHJ engineers obtained traffic counts on various county routes in the northern part of Jefferson County and at locations in Steubenville and Wintersville. Some of the count locations in Jefferson County are also travel demand model screen line routes. BHJ also gathered traffic counts at locations in Ohio as requested by the Ohio Department of Transportation (ODOT) for their Highway Performance Monitoring System (HPMS) reporting, as required by the Federal Highway Administration (FHWA).

During the 2017 calendar year, BHJ obtained a total 451 counts. Ten counts attempted failed due to counter malfunctions, installation failure or detector failure (traffic signal system counts). BHJ engineers re-counted most of the failed locations later in the year.

The City of Steubenville and the Village of Wintersville have traffic signal systems that use count data gathered from video and inductive loop detectors to adjust the timing and relationships of adjacent traffic signals for smoother traffic flow. The agency contacted both jurisdictions and obtained permission to gather some of this traffic count data on a regular basis. Currently, BHJ has data obtained from the City of Steubenville and the Village of Wintersville. The count data extracted from the Steubenville and Wintersville signal systems were for a representative week from each quarter of the year (January, April, July and October).

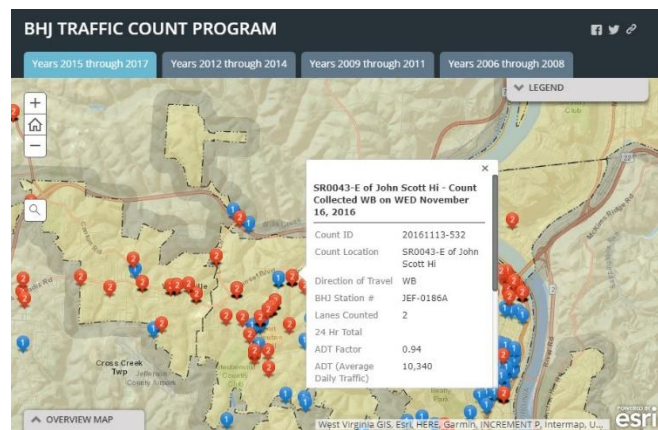
The traffic counter inventory consists of four (4) Vaisala NC-200 plate type counters, four (4) MH Corbin NC-350 plate type counters, seven (7) Diamond Apollo 4 channel hose-type counters,

eighteen (18) Diamond Omega 2 channel hose-type counters, and one (1) Jamar acoustic counter. The eighteen (18) Diamond Omega counters are on long-term loan from the Ohio Department of Transportation in order to assist them in obtaining data for HPMS. Throughout the year, BHJ purchases a variety of traffic counting supplies such as hoses, nails, chains, and locks.

The agency maintains a standardized database format for the traffic count summary data in ESRI® ArcMap™ GIS mapping software. In December 2017, BHJ purchased a new rugged HANDHELD Windows 10 Tablet PC to generate and collect the traffic count data. The tablet PC includes a built-in GPS unit and camera for field documentation and operates the ESRI® ArcPad™ GIS mobile field mapping and data collection software. This tablet replaces the MOTION F5te Tablet PC which became obsolete due to memory and operating system issues.

In fiscal year 2016, BHJ staff evaluated the ESRI Collector software to determine if it would serve the agency for field GIS based data collection. The intent would be to replace the current ESRI ArcPad software. No further evaluation work was done in fiscal year 2018. For now, the agency plans to stay with the ArcPad software.

BHJ completed the calendar year 2017 Traffic Count Program Report in the third quarter of FY 2018. BHJ introduced the report to its members at the March TAC/Policy meetings. The report is available to view or download in a PDF format on the BHJ website (as shown to the right) at: <http://www.bhimpc.org/traffic-counts/>



BHJ staff completed rebuilding its online traffic count maps in fiscal year 2018, using ESRI's Online Cloud GIS. Any user viewing these interactive maps can zoom to a location of interest and instantly obtain count information.

Other *Transportation System Surveillance* efforts include providing selected ***census information such as the American Community Survey (ACS) and Federal Reserve Economic Data (FRED-St. Louis Fed)*** to elected officials, government administrators, and other interested citizens. BHJ also participated in the U.S. Census Participant Statistical Areas Program. Staff provided boundary updates for standard statistical Census geography that included census tracts, block groups, and census designated places in Brooke and Hancock counties, WV and Jefferson County, OH.

### Methodology:

The surveillance program is an integral part of BHJ's transportation planning activities. A major component of surveillance work is collecting and disseminating traffic counting, roadway attributes (e.g. traffic control devices, surface widths, pavement conditions, milepost identification etc.), land use, and demographic information. Such activities provide a sound and factual foundation to support ongoing short and long-range planning transportation work. For instance, traffic count data and roadway attributes in conjunction with land use (e.g. aerial photography) and demographic statistics (e.g. U.S. Census, State Labor Market Information) provide an accurate "snap shot" of existing traffic conditions and probable economic growth

patterns. This information in turn, is useful to create, appraise, and validate the BHJ Travel Forecast Model.

The **Traffic Counting Program** is a fundamental element of the *Transportation System Surveillance*. BHJ foresees traffic counting as the foundation of a Performance Measurement-Based Planning Program consistent with *FAST-Act* planning requirements. This program provides a sound and factual basis to support ongoing transportation planning work. Annually, between March and October, BHJ collects traffic count information from approximately 375 individual traffic counters throughout the region. Traffic counting is valuable for Travel Demand Model development, highway performance monitoring including pavement condition ratings, identification of probable economic growth patterns, safety-engineering studies, and other miscellaneous transportation planning activities. Each year, BHJ compiles a Traffic Count Program Report that typically details each year's traffic counting activity and the data collected at the traffic count locations throughout the tri-county study area. Almost half of all traffic counts collected by BHJ are for Short-Range Planning activities, typically highway performance monitoring on local roads, streets, and highways where neither ODOT nor WVDOT have administrative responsibility. In continuing, more than 35% of the remaining traffic data is collected for Long-Range Planning efforts for the Travel Demand Modeling program at either a screen or a cordon line location, while the Surveillance Program accounts for the rest of the counting program.

As in previous years, work under *Transportation System Surveillance* includes traffic count, demographic information research, as well as creating various GIS mapping projects for member government officials, Policy and Technical Advisory Committee meetings, and interested persons.

*Surveillance Planning* activities may require acquisition of computer software, and other office-related equipment through the agency's Indirect Cost Plan or in some instances, through Other Direct. BHJ will seek prior approval of the Ohio Department of Transportation for all major purchases (> \$3,500.00). BHJ may also provide professional development through workshops, conferences, meetings, and membership fees for professional affiliations and publications directly related to metropolitan and statewide transportation planning or other transportation-related objectives found in this work product.

#### **Products and Completion Dates:**

1. Collect and prepare traffic count information for various transportation surveillance activities as required or requested for throughout the Fiscal Year  
.....July through October 2019 & April through June 2020
2. Purchase traffic count equipment, hardware (e.g. tubes, chains, nails, etc.), repairs and maintenance agreements for traffic count equipment, mobile computing devices, and other computing hardware and software ..... June 2020
3. Compile a Traffic Count Survey Report for 2019 ..... March 2020
4. Collect, research and prepare surveillance data such as land use and socio-economic information for ongoing planning activities, evaluation, and publication as needed  
..... June 2020



5. Collect additional data and demographic information necessary to perform any revisions, additions, or decennial validations to the Travel Demand Model, as well as Long Range Transportation Plan and Transportation Improvement Program updates ..... June 2020
6. Publish Annual Closeout Report for Surveillance Planning Services ..... September 2019

**6605 - ESTIMATED HOURS PER STAFF POSITION**

Position	Estimated Hrs.
Executive Director	1.5
Transportation Engineer 1	826.5
Transportation Engineer 2	936.5
Transportation Intern	120.0
New Hire	94.4
<b>Total Hrs.</b>	<b>1978.9</b>

# Subcategory 610 Long-Range Planning Element

## Purpose:

The *Long-Range Transportation Plan* (LRTP) is a twenty-year inventory of the multi-modal transportation projects and programs that meets or exceeds the region's transportation goals and objectives. Further, the LRTP contains a fiscal element that identifies all federal, states, and/or local revenues anticipated through the plan's lifetime to accomplish engineering and implementation of all listed projects. Therefore, the fiscal plan ensures the LRTP does not contain a "wish list" of projects that are not buildable over the lifetime of the plan. Most importantly, before a Metropolitan Planning Organization can adopt any project or program of projects in the TIP, they must first agree to list the project or strategy as part of the *Long-Range Transportation Plan*. Finally, all projects and strategies proposed for inclusion to the LRTP must conform to all applicable federal and state environmental standards.

## Previous Work:

The Transportation Study completed a series of Technical Memorandums that comprised the updated MPO *Long Range Transportation Plan* for adoption by the Transportation Study Policy Committee in May 2016. The memorandums included:

- Highway & Ohio River Bridge Inventory
- Non-Highway Facilities Inventory
- Environmental Factors & Mitigating Activities
- Project Consideration
- Financial Forecasts and Future Project Demand
- Transportation Air Quality Conformity Analysis

Long-Range Planning activities include targeted traffic counting for travel-demand modeling, transportation performance measures, land-use and demographic forecast modeling, and a variety of public involvement activities. BHJ staff assembles these data sets into a Geographic Information System (GIS) file collection for analysis to formulate a menu of transportation projects that meet the metropolitan area's ten- to twenty-year transportation needs.

In previous years, BHJ staff has obtained traffic counts, as part of its three-year cycle traffic counting program, on External Cordon Line routes heading into and out of Brooke, Hancock, and Jefferson counties and at Screenline locations within and around the larger incorporated areas such as Steubenville, Toronto, Weirton, Follansbee, Wellsburg, and New Cumberland as defined in the BHJ Travel Demand Model.

BHJ staff continually expands their GIS and Travel Demand Modeling knowledge base through a variety of self-training exercises, help files, and a variety of research sources such as White Papers, internet files, and user magazine articles. BHJ also attends quarterly meetings of the Ohio Travel Demand Modeler User Group (OTDMUG). Annually, BHJ purchases an esri™ Maintenance Agreement. Depending on the products purchased, the agreement entitles the owner to a

number of benefits. These benefits may include software updates and support, entitlements to ArcGIS Online, esri™ International User Conference registration, as well as advanced and exclusive notification of software promotions. Maintenance benefits are valid until the product is retired. BHJ maintains five (5) Maintenance Licenses for the esri™ ArcGIS 10.x software.

### **Methodology:**

The LRTP is a compilation of Technical Memorandums that review and identify pertinent transportation related factors such as social-economic demographic trends, multimodal transportation needs and inventory, changes in highway functional classification, traffic volumes, and annual crash reports taken from the surveillance, short-range, and public/human services transportation planning elements. In turn, these technical reports help validate the purpose and need of listed LRTP projects and programs. In FY 2020, BHJ will draft and adopt an updated 20-Year Transportation Plan with a 2045 Horizon Year. ***Legislation requires that the 2045 LRTP and any subsequent amendments be compliant with the FAST-Act requirements for Transportation Performance Measures (TPM). The FAST-Act also requires that the LRTP include a TPM System Performance Report.***

In cooperation with the Ohio and West Virginia departments of transportation, BHJ MPO will begin incorporating ***performance measure*** data into the project selection process. For each project where practical, BHJ will ***compile a one-page data sheet to support Ohio's and West Virginia's performance targets for safety, pavement and bridge conditions, freight, system reliability, and CMAQ emissions.*** BHJ will also work with both local public transit agencies (SVRTA and WTC) to develop and manage their respective Transit Asset Management and Public Transportation Safety programs.

The BHJMPO will continue to maintain and expand its Geographic Information System (GIS). In this fiscal year, staff will improve existing and create new base mapping and other transportation and land use-related database information. As an example, database enhancements may include refined street addressing, enhanced roadway information incorporating posted speed limits, surface width and surface type, and updates to TAZ structure featuring TIGER file demographics. Other planned improvements may include acquisition and integration of GIS data available from various government sources (federal, state, and local) or private vendors.

Periodically BHJ reviews its techniques and procedures for implementing the adopted *Public Participation Plan*. One such activity is periodic public awareness meetings with BHJ staff to discuss web site reorganization, social media postings, press releases to local media outlets, and periodic media interviews.

*Long Range Planning* activities may require acquisition of computer software, and other office-related equipment through the agency's Indirect Cost Plan or in some instances, through Other Direct. BHJ will seek prior approval of the Ohio Department of Transportation for all major purchases (> \$3,500.00). BHJ may also provide professional development through workshops, conferences, meetings, and membership fees for professional affiliations and publications directly related to metropolitan and statewide transportation planning or other transportation-related objectives found in this work product.

### Products and Completion Dates:

1. GIS base mapping updates and maintenance activities ..... June 2020
2. Revisions or amendments to the current Long-Range Transportation Plan (as needed)  
September 2019  
November 2019  
January 2020  
March 2020  
April/May 2020  
June 2020 (if needed)
3. Travel Forecast Model network revisions and update the independent variables for applicable air quality demonstrations as needed for the Transportation Improvement Program and Long-Range Transportation Plan updates scheduled for adoption in April 2020.  
..... October 2019
4. Adopt a Four-Year Update of the Long-Range Transportation Plan Develop and adopt a new *BHJ Transportation Improvement Program – Fiscal Years 2021-2024* for the Weirton-Steubenville, WV-OH by carrying out the tentative schedule:
  - Begin Public Involvement Process ----- September 2019
  - Initiate Conformity Consultation-----November 2019
  - Compile and Update Highway Project Listing and Estimated Costs  
----- December 2019
  - Finalize Financial Estimates in Consultation with State Highway Agencies  
----- January 2020
  - Complete Conformity Documentation for Federal & State Agency Review  
----- February 2020
  - Begin 2<sup>nd</sup> Public Involvement Period ----- March 2020
  - Final LRTP Downloaded to External Site, Submit to State & Federal Agencies for Approval and Policy Committee Adoption----- April 2020
  - Approval and Conformity Due from FHWA/FTA including Ohio EPA and WVDEP Coordination -----June 2020
5. Continual review of public involvement techniques and the *Public Participation Plan*. As a public communication strategy, BHJ strives to post daily relevant articles of interest and planning activities to social media sites. A “BHJ Media Committee” comprised of select staff members meets regularly to discuss the content of its worldwide web site. The goal is to produce up to date information regarding regionally-significant projects and planning activities undertaken by BHJ..... Continual throughout the Fiscal Year
6. Collect and prepare traffic count information at various screenlines and cordon stations as defined by the Travel Demand Model Network  
.....July through October 2019 & April through June 2020
7. Purchase Software Maintenance Agreements  
..... November 2019
8. Publish Annual Closeout Report for Long-Range Planning Services.....September 2019

**6610 - ESTIMATED HOURS PER STAFF POSITION**

Position	Estimated Hrs.
Executive Director	153.0
Transportation Engineer 1	223.0
Transportation Engineer 2	141.5
Transportation Planner	202.0
Transportation Intern	40.0
Total Hrs.	759.5



ubcategory 625

## **Routine Service and Plan Implementation & Regional Transportation Planning Program Supplemental Funding FY2019 PID# 105078 & FY2020 PID# 105079**

### **Purpose:**

Under *Routine Service and Plan Implementation*, the BHJMPO in cooperation with federal, state, and local governments makes available technical and administrative support for regional and statewide transportation programs.

### **Previous Work:**

The following is a representative listing of intermodal transportation projects and programs the BHJMPO has engaged in previous years:

- New Ohio River (Wellsburg) Bridge from Jefferson County, OH to Brooke County, WV
- State Route 7 & University Blvd Intersection Improvement (aka Veterans Bridge Access Improvements) adjacent to the Veterans Bridge in Steubenville, OH
- Roadway improvements in Brooke and Hancock counties (Maintain rock fall areas north and south of Wellsburg, WV, realign WV-2 in New Cumberland, WV, reconstruct intersection Commerce Street (WV-2) and Washington Pike (WV-27), intersection improvements at Freedom Way and Birch Drive in Weirton, WV
- Investigation into feasibility of Park and Ride lots Ohio SR 7 & 150 in Rayland, OH; Third Street & Cleaver Street at the intersection of the New Ohio River (Wellsburg) Bridge under construction in Brilliant, Wells Township, Jefferson County, OH; US Route 30 & WV 2 in Chester, WV
- Steubenville Shared Use Path – developed preliminary plans and coordinated with Steubenville and ODOT, programmed project into ODOT system
- Northern Panhandle Bike/Ped Trail extension from Wellsburg to the Panhandle Trail through Follansbee and Weirton connecting to US Bike Route 50 in Steubenville, OH
- Inland River Ports & Terminals, Inc., (IRPT, an Association)
- Northern Ohio River Business Association (NORBA)
- Central Ohio River Business Association (CORBA)
- Ohio Association of Regional Councils (OARC)
- The Ohio Travel Demand Modeler User Group (OTDMUG)
- West Virginia MPO Association
- West Virginia and Ohio MPO Planning Forums & Conferences
- West Virginia Association of Geospatial Professionals
- West Virginia Transportation Planning Conference
- Ohio Conference on Freight
- esri™ International GIS Users Conference

The BHJMPO produced a quarterly newsletter and maintained up-to-date information regarding transportation planning activities and related documentation on the World Wide Web at [www.bhjmpc.org](http://www.bhjmpc.org).

### **Methodology:**

The BHJMPO gathers, disseminates, and distributes pertinent and informative transportation information to organizations, private citizens, and local governments as requested or needed throughout the fiscal year. To this end, the BHJMPO also lends technical assistance to local governments, attends community meetings, and prepares technical reports to advance regional transportation priorities. Staff also publishes relevant information through a variety of media such as quarterly newsletters, an interactive web site, and other sources such as television, radio, and newspaper articles. Finally, the BHJMPO participates and attends state, regional, and international conferences, transportation meetings and other related forums (Example: OARC Transportation and Executive Directors committee meetings, WV Association of MPOs, Access Ohio 2045 Steering Committee, ODOT Transportation Policy Conference, WVDOT/FHWA Transportation Planning Conference, esri™ International User Conference, and Ohio Conference on Freight).

The Transportation Study may work with ODOT and WVDOT to initiate and/or continue corridor studies in the metropolitan area that may require long-range transportation plan updates, use of the Travel Demand Model, or other micro-simulation modeling software.

*Routine Service and Plan Implementation* activities may require acquisition of computer software, and other office-related equipment through the agency's Indirect Cost Plan or in some instances, through Other Direct. BHJ will seek prior approval of the Ohio Department of Transportation for all major purchases (> \$3,500.00). BHJ may also provide professional development through workshops, conferences, meetings, and membership fees for professional affiliations and publications directly related to metropolitan and statewide transportation planning or other transportation-related objectives found in this work product.

The work category for Ohio service and Regional Transportation Planning Program Supplemental Funding FY 2020 – PID# 105079 is 6251, and for West Virginia service 6252.

### **Products and Completion Dates:**

1. A well-established system of information dissemination and technical assistance to member governments, funding agencies, economic and private interests, as well as the general public ..... June 2019
2. Acquisition of Computer Software and Maintenance Agreements as professional development opportunities through workshops, conferences, meetings, and membership fees for professional affiliations and publications directly related to metropolitan and statewide transportation planning or other transportation-related objectives found in this work product..... June 2019
3. Through OARC, share in the sponsorship of the annual Ohio Conference on Freight ..... August 2018

4. As a public communication strategy, BHJ strives to post daily relevant articles of interest and planning activities to social media sites. A "BHJ Media Committee" comprised of select staff members meets regularly to discuss the content of its worldwide web site. The goal is to produce up to date information regarding regionally-significant projects and planning activities undertaken by BHJ. This includes web site enhancements to meet Title VI requirements ..... Continual throughout the Fiscal Year  
Web Site Title VI Compliance.....January 2020
5. Publish Annual Closeout Report for Routine Service and Plan Implementation Services .....September 2019

#### ESTIMATED HOURS PER STAFF POSITION

Position	6251 - Estimated Hrs.	6252 - Estimated Hrs.
Executive Director	152.5	117.5
Transportation Engineer 1	474.0	82.5
Transportation Engineer 2	247.0	132.5
Transportation Intern	100.0	104.0
Transportation Planner	87.4	49.5
New Hire	10.0	10.0
Office Manager	38.5	26.8
Office Assistant	19.0	11.5
Finance Manager	11.3	10.0
<b>Total Hrs.</b>	<b>1139.7</b>	<b>544.3</b>

#### ESTIMATED HOURS PER STAFF POSITION

Position	6251 STP - Estimated Hrs.	6251 C/O - Estimated Hrs.
Executive Director	80.0	40.0
Transportation Engineer 1	46.0	32.0
Transportation Engineer 2	57.5	68.0
Transportation Intern	90.0	10.0
Office Manager	8.0	
Office Assistant	6.5	
Finance Manager	4.0	
Transportation Planner	31.0	
New Hire	10.0	
<b>Total Hrs.</b>	<b>333.0</b>	<b>150.0</b>



Subcategory 6640 **Rideshare Commuter Service Planning**  
**CommuteInfo® Program (CMAQ funded) –**  
**FY 2019 PID# 99676 & FY 2020 PID# 105073**

**Purpose:**

*CommuteInfo®* is a coordinated partnership of transportation management agencies and providers, as well as businesses and non-profit service organizations throughout Southwestern Pennsylvania and the Weirton-Steubenville, WV-OH Metropolitan Area, specifically the BHJMPO. The partnership provides commuter information and services for persons who desire commuter travel alternatives to driving alone to their jobs and/or school. The goal is for commuters living, working, or attending school within the 18-county *CommuteInfo* commuter shed in Ohio, Pennsylvania, and West Virginia to choose ridesharing at least twice a week by providing viable options, incentives, and encouragement.

In 2000, the U.S. Census Bureau reported 5,045 residents of the BHJ area worked in the Greater Pittsburgh, PA Metropolitan Area. The American Community Survey (ACS) estimated that number increased from 6,305 workers in 2008 to 7,479 workers in 2013. Despite a -5.9% decline in the number of workers over the same five-year time period (57,412-2008 to 54,016-2013).

**Previous Work:**

The Rideshare Campaign features outdoor billboard promotions at six individual locations, television advertising and Facebook advertising through WTOV-9, a Steubenville, OH-Wheeling, WV television station, and radio commercial broadcasts aired on WILLIE 103.5, a Pittsburgh radio station.

The outdoor advertising campaign featured carpooling and vanpooling by “OWN YOUR COMMUTE” through the *CommuteInfo®* Program. BHJ calculated the savings from the American Automobile Association annual report of “Costs of Owning and Operating a Vehicle” published in 2016. 0.57 cents per mile estimate 39-mile one way = \$44.46/day; \$222.30/week; \$11,559.60/year; average number of miles commuting = 20,280/year (August 2017)  
<http://newsroom.aaa.com/tag/cost-to-own-a-vehicle/>

The radio station produced advertisement on location in Steubenville allowing BHJ to have direct input to the content of each commercial. The 15-second ads promoted the benefits of “OWN YOUR COMMUTE” by saving money, meeting new friends, and visiting the *CommuteInfo.org* web site.

WTOV-9 introduced a newly produced television advertisement (<http://www.commuteinfo.org>). The advertisement featured staff from BHJ and *CommuteInfo* encouraging viewers to “OWN

YOUR COMMUTE” by carpooling or vanpooling. The ad also encouraged viewers to visit the *CommuteInfo.org* web site to fill out a Commuter Profile.

**Methodology:**

BHJ strives to educate and inform commuters of the benefits of ridesharing. The *CommuteInfo*® program targets local workers commuting within the three-county area, as well as employment in Allegheny County, PA. In order to maintain the momentum, it is important that BHJ continue its education and public awareness efforts explaining the benefits of ridesharing through the *CommuteInfo*® trademark. Ongoing marketing efforts include an array of media outlets such as television, radio, social media, and outdoor billboards.

**Products and Completion Dates:**

1. Purchase marketing media including television, radio, social media, and outdoor billboards as well as other articles, posters, and similar handout materials to encourage share-the-ride activity  
..... June 2020
2. Annual Live Broadcast Event in conjunction with *CommuteInfo*® and WILLIE 103.5  
..... May 2020
3. In partnership with the *CommuteInfo*®, provide technical assistance, resources, and information to interested commuters and employers to support shared ride activities  
..... June 2020
4. Attend bi-monthly *CommuteInfo*® Regional Partners Meetings..... June 2020

**6640 - ESTIMATED HOURS PER STAFF POSITION**

Position	Estimated Hrs.
Finance Manager	13.0
Office Assistant	17.8
Office Manager	49.5
<b>Total Hrs.</b>	<b>80.3</b>

# **S**ubcategory 674 **Mass Transportation Planning Under the Consolidated Planning Grant**

## **Purpose:**

*Mass Transportation Planning under the Consolidated Planning Grant* provides technical and administrative support to encourage a coordinated approach for publicly funded and privately-owned transportation services operating throughout the Metropolitan Area. These efforts insure that local providers are maintaining an efficient and effective fixed route and demand response transit system consistent with federal, state, and local regulations without overlapping existing services and making the best use of limited federal, state, and local resources.

## **Previous Work:**

The MPO participates in scheduled meetings of the Steel Valley Regional Transit Authority (SVRTA) Board of Trustees and the Weirton Transit Corporation (WTC). In addition, staff assists both transit providers with meeting the goals and objectives of the four-year Coordinated Public Transit-Human Services Transportation Plan.

In May 2008, the BHJ helped organize the Regional Access Mobility Partnership or **RAMP**, a Transportation Mobility Council of human service and public transportation providers operating in Jefferson County, Ohio and Brooke/Hancock Counties in West Virginia. This is an important goal laid out in the four-year coordination plan. **RAMP** has set the following as their goals and objectives:

- Reduce operating costs and improve conservation of available services
- Develop a form of central management, i.e. Mobility Manager
- Create a format or policy for consistent communication
- Expand “Down the Road” with an eye towards the business community

Acting as the Mobility Manager for **RAMP**, BHJ directed the organization through several landmark projects. The first project was establishing a non-binding Memorandum of Agreement (MOA) to establish the regional partnership and cooperative arrangements to achieve the organization’s immediate goals and objectives listed for future planning, policy, operations, and financing initiatives.

In the first half of Fiscal Year 2012, BHJ, with the cooperation of the West Virginia DOT Division of Public Transit, updated the Coordinated Public Transit-Human Services Transportation Plan. The plan, adopted January 25, 2012 by the BHJ Transportation Study Policy Committee, summarizes the following coordinated transportation goals:

- Enable legislation to improve communications among state legislators, state agencies, and service providers
- Control operating costs and diversify revenue resources
- Maintain and expand transportation services
- Implement coordinated transportation strategies that encourage economic development

- Reduce the cost of non-emergency medical transportation through collaboration
- Improve public access to employment and employment-related activities
- Implement standardized driver training requirements
- Establish a user-friendly resource for information about regional transportation options

#### **Methodology:**

The BHJMPO works to encourage a cooperative and coordinated non-emergency and human services transit system throughout the three-county region. Regional service providers consist of two fixed route systems, SVRTA and WTC, several demand response operators for county-wide senior and social services. The BHJMPO provides technical and administrative assistance to human service operators to implement key components of the “coordination plan”.

The MPO, when necessary, assist SVRTA with Air Quality analyses for future CMAQ-funded capital purchases.

In cooperation with the Ohio and West Virginia departments of transportation, BHJ MPO will begin incorporating performance measure data into the project selection process. For each project where practical, BHJ will compile a one-page data sheet to support Ohio’s and West Virginia’s performance targets to put into effect a Transit Asset Management and Public Transportation Safety Program.

The BHJMPO assists the ODOT Office of Public Transit and West Virginia Division of Public Transit with review and management of the FTA §5310 Enhanced Mobility for Seniors and People with Disabilities Program for Brooke and Hancock counties, WV and Jefferson County, OH. Tasks include circulation, solicitation, technical assistance, and application review to interested eligible applicants.

*Mass Transit Planning* may acquire computer and office-related equipment with funds provided under this subcategory. Purchases may include professional development through workshops, conferences, meetings, and fees for either membership to professional affiliations or publications associated with transportation-related objectives listed in this work product.

Work category for Ohio transit providers is 6741 and 6742 for West Virginia transit services.

#### **Products and Completion Dates:**

1. Provide application review as well as, technical assistance and support for the FTA §5310 Program
 

West Virginia Division of Public Transit .....	October 2019
Ohio Office of Transit.....	February 2020
2. Facilitate the adopted goals in the *Coordinated Public Transit-Human Services Transportation Plan* ..... June 2020
3. Provide technical assistance and support to create operational Performance Measures related to the Transit Asset Management Plan, a Coordinated Public Transit and Human Service Transportation Plan, and any other Service Improvement or Expansion plans for both Urban Systems operating in the Weirton-Steubenville, WV-OH Urban Area. BHJ will compile

a one-page data sheet to support Ohio's and West Virginia's performance targets Transit Asset Management and Public Transportation Safety Program ..... June 2020

4. Publish Annual Closeout Report for Transportation Improvement Program Planning Services .....September 2019

#### **ESTIMATED HOURS PER STAFF POSITION**

Position	6741 - Estimated Hrs.	6742 - Estimated Hrs.
Executive Director	5	6.5
Transportation Engineer 1	2	2.5
Transportation Engineer 2	2	3.5
Transportation Planner	61.3	100.0
<b>Total Hrs.</b>	<b>70.3</b>	<b>112.5</b>

**S**ubcategory 675 **Steel Valley Regional Transit Authority  
(SVRTA) and Weirton Transit Corporation  
(WTC) Public Transportation Planning  
Activities under FTA §5307**

**Purpose:**

The purpose of this category is to develop necessary plans, especially those related to capital facilities, day-to-day services and other technical studies, for the operation of public transit in the Steubenville-Weirton Metropolitan Area.

**Previous Work:**

In 2008, BHI set-aside a portion of its Surface Transportation Program (STP) and Congestion Mitigation – Air Quality sub-allocation to provide SVRTA supplemental federal funding for two capital projects, preventative maintenance and a bus replacement, purchased in 2009. Recently, SVRTA has funded one-fourth of its annual fixed-route and paratransit operations solely with local funding sources. The supplemental funding allows SVRTA to leverage a larger portion of its FTA §5307 annual allocation to subsidize operating assistance over the next three years.

The Wintersville Demonstration Project started August 24, 2010. Ongoing implementation of the “Demonstration Project” will require SVRTA to collect and analyze ridership data, operational costs, and scheduling adjustments as needed for the implementation performance of this new flexible transit route service using existing capital resources. The added data allowed the RTA to plan for future budgets to maintain the Wintersville service after the expiration of the three-year demonstration period. The SVRTA discontinued the Wintersville Demonstration in September 2013. In November 2014, SVRTA restarted the service after voters in Mingo Junction, Steubenville, and Wintersville overwhelmingly adopted a new SVRTA Service Levy. In 2015, the SVRTA Board added two (2) board members to represent the Village of Wintersville expanding the Board to seven (7) members.

The SVRTA contracts and administers an aggressive Marketing Plan through television, internet, and outdoor advertising. Through the internet site [www.scvrta.com](http://www.scvrta.com), consumers can download an app to view bus routes, schedules, and times, and purchase annual bus passes.

**Methodology:**

The SVRTA and WTC planning activities include an evaluation of operational, capital, and marketing needs for each respective transit service. Each service collects and analyzes relevant data to improve service operations and presentation to funding agencies for National Transit Database reports. The work category for Steel Valley Transit Authority is 6751 and for Weirton Transit Corporation it is 6752.

**Products and Completion Dates:**

1. Third Party Master Agreements & Third Party and Business Rules Agreements
  - a. Service Provider Agreements (as needed)..... June 2020
2. Transit Services Operations Impact Analysis and Performance Measures
  - a. Ongoing Assessment & Reorganization of SVRTA and WTC Routes ..... June 2020
3. Financial Planning to administer the FY 2018-2021 Transportation Improvement Program coinciding with BHJ MPO Policy Meeting Schedule ..... May 2020
4. Ongoing Financial Planning and Implementation..... June 2020

**Financial Breakdown of Planning Tasks**

<b>Task/Product</b>	<b>Federal Share</b>	<b>Local Share</b>	<b>Total Project Cost</b>
#1	\$8,000.00	\$2,000.00	\$10,000.00
#2	\$20,960.00	\$5,240.00	\$26,200.00
#3	\$16,000.00	\$4,000.00	\$20,000.00
#4	\$20,960.00	\$5,240.00	\$26,200.00
<b>Totals</b>	<b>\$65,920.00</b>	<b>\$16,480.00</b>	<b>\$82,400.00</b>

## **C**ategory 7000 Community Development

### **Purpose:**

Region XI provides project administration and grant loan assistance to local governments and public service districts. Future projects planned in Brooke and Hancock counties range from maintenance and expansion of water and wastewater infrastructure, storm water management, recreation facility upgrades, and broadband development.

### **Methodology:**

The BH Regional Planning & Development Council, along with project sponsors, typically municipalities, county commissions, and Public Service Districts, prioritize water and wastewater infrastructure improvements through the *Brooke and Hancock County Facilities Plans, 1999*. Project sponsors then plan construct improvements as funding and investment becomes available. The Regional Council, along with the member governments, will select planning or other infrastructure from the *Comprehensive Economic Development Strategy (CEDS)*.

For most projects, BHJ MPC staff serves as project administrator and assists project sponsors with application for administrative, engineering and construction funds. These services may also include helping the project sponsor with engineering services procurement, engineering services payments, and bid document review. Once the project is under contract by the local sponsor, staff may administer the project contractor, assure compliance with prevailing wage and DBE requirements, closeout and periodic reports, and complete any other required project documentation as outlined by the granting agencies. Granting state agencies may include the West Virginia Infrastructure Council, West Virginia Department of Environmental Protection, West Virginia Development Authority, or West Virginia Division of Energy Efficiency and Conservation. Federal agencies may include Department of Agriculture (USDA), Department of Housing and Urban Renewal (CDBG Program), or the Appalachian Regional Commission (ARC).

### **Current Projects and Work Product:**

In FY2020, BH will provide administrative services and/or seek funding opportunities for the following projects:

- Brooke, Hancock, and Jefferson Broadband Service Planning (CDBG Planning Grant and Ohio Development Services Agency),
- Brooke County PSD Wastewater; Phase IIB (Mahan Lane/Eldersville Road/Bruin Drive),
- Follansbee Water System Improvements,
- Follansbee Wastewater System Improvements,
- New Cumberland Water System Improvements,
- Oakland PSD Water System Upgrades, Tank Construction, and Waterline Extension,
- Tomlinson PSD Water System Improvements,
- Washington Pike PSD Water System Improvements, and
- Weirton Water System Improvements; Phase II.



# **C**ategory 9000 **Financial Management, General Administrative, and Staff Management**

## **Purpose:**

Compliance in this category insures the following administrative tasks are completed.

- Efficient and coordinated management of BHJ financial services
- Maintenance and updating of BHJ policies and procedures
- Coordination of BHJ administrative committees
- Compliance with Title VI and related Civil Rights Law; Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title VI of the Civil Rights Act of 1964 states that:

*“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*

## **Previous Work:**

1. Completed Fiscal Year 2018 audit review with no major or minor findings
2. Reviewed, revised, and adopted BHJ’s Bylaw document
3. Updated and adopted Title VI Program Policies and Procedures
4. Managed all necessary intergovernmental review functions

## **Methodology:**

The BHJ Executive Committee reviews all matters related to personnel, legal, or finance. All work is consistent with BHJ’s role as a regional planning and development council and metropolitan planning organization. The BHJ Chair typically appoints a sub-committee of the BHJ Executive Committee to review policy documents including Employee, Bylaws, Finance, and Procurement for conformity to local, state, and federal laws and procedures.

To define personnel expectations, BHJ has an adopted policy and procedures manual. For legal support, the Executive Committee and its Finance Subcommittee will call upon agreed to legal professionals. BHJ completes all financial preparation and review in-house.

## **Work Product/Completion Date:**

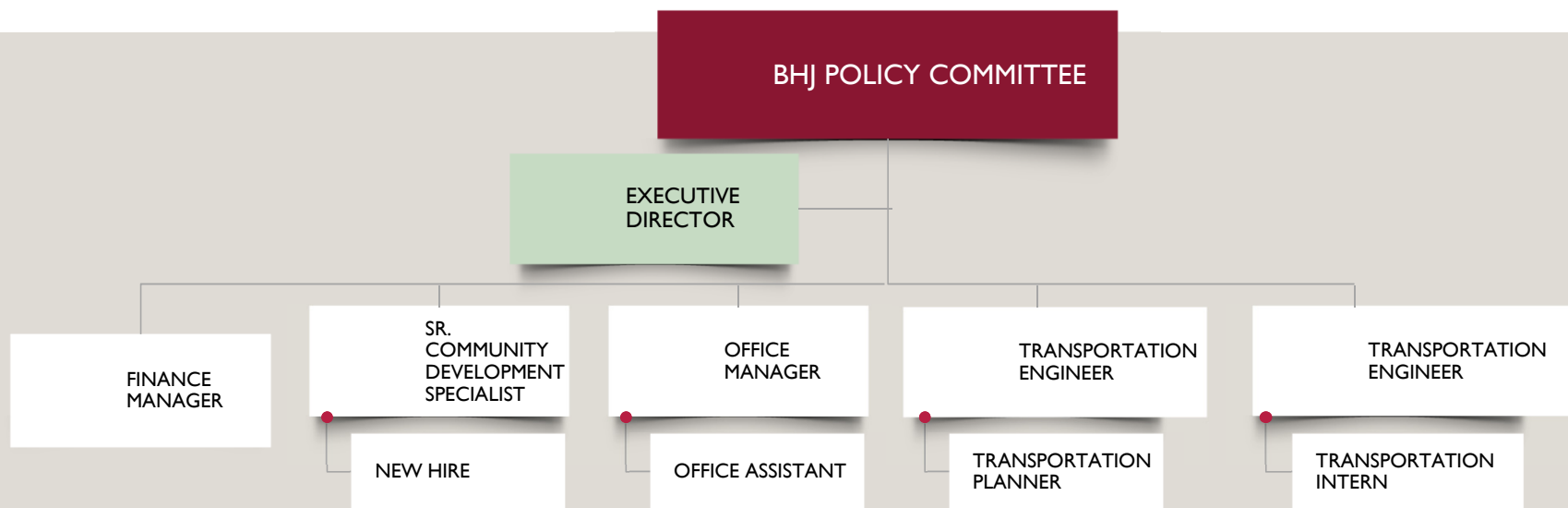
1. Complete a FY 2019 audit review ..... January 2020
2. Administer employee payroll and benefits package ..... Bi-Weekly
3. Prepare and communicate monthly financial status reports to BHJ Executive Committee, including all out-of-region travel requests and purchases greater than \$750.00  
..... Meetings held first Monday of each month
4. Prepare invoice letters of per capita contributions to local member governments  
..... July 2019

5. Prepare letters requesting appointments from the membership of governments as outlined in Bylaws for the BHJ Metropolitan Planning Commission .....December 2019
6. Maintain a physical inventory list and tag all capital assets as purchased or disposed ..... August 2019
7. Review and revise office policies and procedures as necessary ..... May 2020
8. Ensure compliance with Title VI and related Civil Rights Law ..... May 2020
9. Management of intergovernmental review functions ..... As Requested by Local Agencies
10. Manage daily administrative duties of the BHJ Offices

*SECTION 4*  
*PERSONNEL*

TABLE 4-1  
BHJ STAFF ORGANIZATIONAL CHART  
FY2020

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## TABLE 4-1

### BHJ STAFF ORGANIZATIONAL CHART

#### FY 2020

Job Title: Executive Director

Accountability: Responsible to BHJ Executive Board and BHJ Commission

Duties: Accountable for the overall operation of the agency including personnel, legal and financial matters. Serves as lead staff to the BHJ Commission and its committees and councils. In cooperation with the BHJ Executive Board and BHJ Commission, visualize, propose and carry out effective programs to plan and respond to the transportation, community development and economic development needs of the region. Build a trusted and effective working relationship with federal, state, and local agencies and officials. Coordinate the development, preparation and submission of the agency's annual report, the key financial and program guideline for service delivery to BHJ's clients. Coordinate the preparation of all grant applications, and all progress reports. Direct, coordinate and supervise all BHJ staff and the work prepared by all staff. Assure the fiscal integrity of the agency through the proper allocation and expenditure of funds. Lead staff and agency voice for the delivery of BHJ's message and vision to the region. On an annual basis, in coordination with BHJ staff, set employee goals and skill development through a performance evaluation. Reports to the BHJ Executive Board as to his schedule and work completed. Reviews all timesheets and detail sheets, then authorizes. Reviews all bills and vouchers prior to payment, then authorizes. Reviews all payroll items prior to payment, then authorizes. Is one of the signatories allowed on voucher checks. Reviews transportation invoices prior to submittal and authorizes. Performs other tasks as assigned by the BHJ Executive Board and BHJ Commission.

Job Title: Transportation Engineer

Accountability: Responsible to Transportation Study Director and/or Executive Director

Duties: Assist the Transportation Study Director in the update and maintenance of a year-round traffic count program including field-work activities associated with obtaining traffic counts and other on-site tasks, scheduling, maintenance and analyzing of datasets. This duty includes: but is not limited to the analysis/input of data; scheduling of activities, maintenance of equipment, preparation and submittal of equipment replacement orders, and retaining an up-to-date equipment inventory. As part of physical laydown/pick-up inventory duty, the Transportation Engineer must have the physical ability to carry and safely use hand/power tools. Assist in identification and analysis of local or regional transportation related issues and problems. Provide local member governments and transit authorities with information, analysis, and assistance with transportation and transit related issues. Perform the necessary research and analysis to develop plans to address expressed local or regional transportation needs. Prepare recommendations and reports. Prepare a multi-year program of transportation improvements. Assist in the development of the OWP (overall annual work program). Prepare and presenting graphic and narrative reports of transportation information. Perform analysis of existing streets, highways and freeways to improve traffic flow and safety. Prepare recommendations and reports. Represent the agency at public meeting as necessary or as assigned. Perform other related tasks as defined by the Transportation Study Director and the Executive Director.

Job Title: Transportation Planner

Accountability: Reports to the Transportation Engineer, Transportation Study Director and Executive Director

Duties: Maintain and foster a working relationship with the federal, state and local agencies. Assist the Transportation Engineer in the update and maintenance of the regional traffic forecasting model and other specialized transportation software. Assist the Transportation Study Director in the update and maintenance of a year-round traffic count program including scheduling, maintenance and analyzing of datasets. This duty includes but is not limited to the analysis/input of data; scheduling of activities; maintenance of equipment; preparation and submittal of equipment replacement orders; and retaining an up-to-date equipment inventory. As a physical laydown/pick-up inventory duty, the Transportation Planner will have the physical ability to carry and safely use hand/power tools. Create, collect, update and maintain Geographic Information System (GIS) dataset files and while retaining proficiency with (GIS) software tools such as ArcGIS for Desktop, ArcGIS Online, ArcPad and AutoCAD. Represent the agency at public meetings. As assigned, collect and analyze demographic data relating to regional development and transportation planning. As assigned, administer multi-modal transportation studies and/or projects. As assigned, perform other related tasks.

Job Title: Senior Community Development Specialist

Accountability: Responsible to Executive Director

Duties: The overall administration of federal grant-in-aid and loan programs relating to community or infrastructure. Determine state and federal grant and loan programs available for local projects. Write and submit state and federal applications. Provide small government with management assistance and PSDs with technical assistance. Manage public hearings as needed for the administration of federal and state grant loan requirements. Prepare project status reports for BHJ, PSD's and funding agencies. Assist in the financial management and auditing of grant and loan funds. In conjunction with the Executive Director, coordinate the organization and involvement of citizen participation in the Comprehensive Economic Development Strategy (CEDS) and planning process. Enforce labor compliance provisions and related applicable federal regulations. Represent the Agency at public meetings, council meetings and PSD meetings as assigned or necessary to administer CDBG projects. Reviews and recalculates Final Year-End Cost Allocation Plan to ensure correctness of final Fringe Benefit and Indirect Cost Rates. Performs other related tasks as defined by the Executive Director.

Job Title: Finance Manager

Accountability: Responsible to Executive Director

Duties: Maintain and operate the Agency's computerized accounting system, including monthly and year-end closing. Maintain and prepare payroll records, processing payroll, paying tax items, prepare quarterly progress reports, filing tax returns. Process all insurance enrollment and claims forms, acting as a liaison with insurance companies. Prepare and code accounts, process invoices for payment, and prepare vouchers. Monitor and pay accounts payable, prepare all checks. Prepare invoices for reimbursement from funding agencies. Monitor the total Agency budget. Prepare budgets, cost allocation and fiscal reports. Maintain bank account records and perform related duties. Assist independent auditor/or grantee auditor (s) with the audit process. Maintaining all financial records. Perform other related tasks as assigned by the Executive Director.

Job Title: Office Manager

Accountability: Reports to the Executive Director

Duties: Manage all clerical staff. Purchase office supplies and equipment. Edit and review all agency correspondence. Retain an accurate and comprehensive file of all agency correspondence. Organize and maintain a master file of agency records. Oversee and assure the quality of agency reports including monthly Executive Committee packets and bimonthly commission packets. Oversee and assure the quality of agency events including special conferences. Assist department heads as requested. Manage and edit the agency's quarterly newsletter and promote the agency through public relations activities as needed. Manage and administer the BHJ Rideshare and Job Access Planning programs including, but not limited to, van pools and job access activities. This responsibility includes developing and making presentations to employers, civic groups and governmental agencies. Review and authorize time sheet of receptionist. Performs bank reconciliations for the Agency and the BDC Coalition. Reviews Cash Disbursement Report and compares to voucher packages to ensure all are entered correctly. Maintains Travel records, including Travel Authorizations, Travel Expense Requests and all original receipts. Then ensures all travel policies are followed by agreeing all documents and ensuring they are compatible with the travel policies. Collect and analyze data and prepare reports on a variety of subjects and issues as assigned by the Executive Director.

Job Title: Office Assistant

Accountability: Responsible to Office Manager

Duties: Answer, screen and forward any incoming calls while providing basic information when needed. Receive, sort or transmit daily mail and deliveries. Perform clerical duties such as filing, photocopying, collating, e-mailing, faxing, etc. Maintain electronic and paper records ensuring information is organized and easily accessible. Frequently check levels of office supplies and place appropriate orders. Assist in planning office appointments, board meetings, conferences, etc. Attend assigned meetings and keep minutes as directed. Support and facilitate the completion of regular reports and perform other related duties as assigned by the Office Manager or Executive Director.

# TIMESHEET SHEET FOR PAYROLL

**Brooke-Hancock-Jefferson  
Metropolitan Planning Commission  
Weekly Employee Timesheet Summary**

Employee Name: \_\_\_\_\_  
ID #: \_\_\_\_\_

From: Sunday 07/02/17  
To: Saturday 07/08/17

Pay Codes:  
RT = Regular Time  
SL = Sick Leave  
HL = Holiday Leave  
AL = Annual Leave  
UL = Un-Paid Leave  
OL = Other Leave

OWP Program Activity	Program Element Code	Pay Code	Hours	SUN 7/2	MON 7/3	TUE 7/4	WED 7/5	THU 7/6	FRI 7/7	SAT 7/8
OH Trans Svc	6251	RT	Hrs?							
WV Trans Svc	6252	RT	Hrs?							
General Admin	9995	RT	Hrs?							
Financial Mgmt	9996	RT	Hrs?							
Holiday Leave	9953	HL	Hrs?							
Sick Leave	9952	SL	Hrs?							
Other Leave	9954	OL	Hrs?							
BDC Coalition/ARC non-billable	4640a	RT	Hrs?							
BDC Coalition/EDA non-billable	4640e	RT	Hrs?							
BHJ Coalition/EDA non-billable	4680e	RT	Hrs?							
BHJ Coalition/ARC non-billable	4680a	RT	Hrs?							
BHJ COALITION	4680	RT	Hrs?							
BDC COALITION	4640	RT	Hrs?							
BDC Coalition - billable	4641	RT	Hrs?							
New Cumberland Water Project	7547	RT	Hrs?							
	83861									
	<b>Totals</b>		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

I certify that the entries on this record represent an accurate statement of time and activity and authorized hours reported to be processed for payment and the activities charged.

I hereby affirm that this record is a true and complete statement of my hours and work activities.

\_\_\_\_\_  
Immediate Supervisor Date

\_\_\_\_\_  
Employee Date 02/21/18

\_\_\_\_\_  
Executive Director Date



NAME \_\_\_\_\_ BEGIN 07/02/17 END 07/08/17  
 Sunday Saturday

**Table 4 - 2**  
**PROPOSED BHJ STAFF UTILIZATION FY 2020**

Name	Agency Administration		Transp.	CD	EDA	EPA	TOTAL
	Supervisor	Gen. Admin.					
	%	%	%	%	%	%	%
Paprocki, Michael	6.00%	14.00%	46.00%	13.00%	20.00%	1.00%	100.00%
Cresap, Cody			100.00%				100.00%
Chowdhury, Panini			100.00%				100.00%
Henne, Mark			77.00%	5.00%	18.00%		100.00%
Zimnox, Barbara		2.00%		40.00%	8.00%	50.00%	100.00%
New Hire		4.00%	14.00%	30.00%	2.00%	50.00%	100.00%
Howell, Rhonda		92.00%	2.10%	2.00%	2.00%	1.90%	100.00%
Ward, Adrienne		90.00%	8.50%	0.50%	1.00%		100.00%
Dennis, Erin		94.50%	5.00%	0.50%			100.00%
Transportation Intern			100.00%				100.00%

**Table 4 - 3**  
**BHJ STAFF POSITIONS AND FY 2020 SALARY**

Position	Staff	Base Salary	Exempt = E Nonexempt = N
Executive Director	Paprocki, Michael	\$ 79,932.00	E
Transportation Engineer 1	Cresap, Cody	\$ 53,709.00	E
Transportation Engineer 2	Chowdhury, Panini	\$ 53,709.00	E
Transportation Planner	Henne, Mark	\$ 25,093.00	N
Sr. Comm. Dev. Spec.	Zimnox, Barbara	\$ 38,984.40	E
Comm. Dev. Spec.	New Hire	\$ 19,888.00	E
Finance Manager	Howell, Rhonda	\$ 48,653.00	E
Office Manager	Ward, Adrienne	\$ 29,645.00	N
Office Assistant	Dennis, Erin	\$ 16,048.00	N
Transportation Intern	Seasonal	\$ 6,760.00	N
<b>TOTAL</b>		<b>\$372,421.40</b>	

*SECTION 5*  
*BUDGET*

**Table 5 - 1**  
**BHJ FY 2020 REVENUES BY SOURCE**

**Three County Interstate Planning Functions of BHJ**

Source	Amount	Total
FHWA-WV (Joint Png Funds)	\$ 139,201.00	
WVDOT	\$ 17,400.00	\$ 156,601.00
FHWA-OH (Joint Png Funds)	\$ 202,302.00	
ODOT	\$ 25,288.00	\$ 227,590.00
FHWA-OH (Joint Png Funds) Carryover	\$ 20,000.00	
ODOT Carryover	\$ 2,500.00	\$ 22,500.00
OHIO STP - TOLL CREDITS	\$ 25,000.00	\$ 25,000.00
Rideshare Program	\$ 90,000.00	\$ 90,000.00
Program		\$ 521,691.00
<b>Matching Funds</b>		
Dues From Counties	\$ 88,669.00	
Dues From Cities	\$ 17,177.00	\$ 105,846.00
West Virginia Development Office	\$ 31,000.00	\$ 31,000.00
		\$ 136,846.00
<b>SUBTOTAL</b>		<b>\$ 658,537.00</b>

**Planning and Development for WV Region XI Functions of BH**

Source	Amount	Total
ARC 2019 Calendar Year	\$ 24,000.00	
ARC 2020 Calendar Year	\$ 24,000.00	\$ 48,000.00
<b>US EDA Admin</b>	<b>\$ 32,000.00</b>	<b>\$ 32,000.00</b>
Wellsburg Water	\$ 2,000.00	\$ 2,000.00
Brooke County -Sewer (Phase II B)	\$ 8,000.00	\$ 8,000.00
Hammond PSD	\$ 2,000.00	\$ 2,000.00
Weirton Water	\$ 2,000.00	\$ 2,000.00
Weirton Sewer	\$ 2,000.00	\$ 2,000.00
New Cumberland Water Project	\$ 8,000.00	\$ 8,000.00
Follansbee Water	\$ 8,000.00	\$ 8,000.00
Follansbee Sewer	\$ 4,000.00	\$ 4,000.00
Tomlinson Water	\$ 4,000.00	\$ 4,000.00
Washington Pike Water	\$ 8,000.00	\$ 8,000.00
BDC / EPA COALITION	\$ 12,525.00	\$ 12,525.00
BHJ / EPA COALITION	\$ 210,000.00	\$ 210,000.00
<b>SUBTOTAL</b>		<b>\$ 350,525.00</b>
<b>Other/Pass Through; Not in BHJ Budget</b>		
FTA s9/5307 Steel Valley Regional Transit	\$ 91,700.00	
FTA s9/5307 Weirton Transit Corporation	\$ 3,000.00	
US EDA Admin	\$ 38,000.00	

**TOTAL BHJ FUNDING**

**\$ 1,009,062.00**

**Table 5 - 2**  
**FY 2020 EXPENDITURES**

Category	Funded	Match	Total
<b>WEST VIRGINIA PLANNING</b>			
1000 WV Planning & Dev. Service	\$ 48,000		
1000 Match Requirement		\$ 48,000	\$ 96,000
4000 WV EDA Planning	\$ 32,000		
		\$ 32,000	\$ 64,000
7000 WV Water & Sewer Planning	\$ 48,000		
4600 US EPA Grant	\$ 222,525		
4600 Match Requirement (Indirect Costs)	\$ -	\$ -	\$ 270,525
<b>WEST VIRGINIA PLANNING TOTAL</b>	<b>\$ 350,525</b>	<b>\$ 80,000</b>	<b>\$ 430,525</b>
<b>TRANSPORTATION PLANNING</b>			
6601 Short Range Element	\$ 50,556		
6601 Match Requirement		\$ 5,617	\$ 56,174
6602 TIP	\$ 18,554		
6602 Match Requirement		\$ 2,062	\$ 20,616
6605 Surveillance	\$ 123,998		
6605 Match Requirement		\$ 13,778	\$ 137,776
6610 Long Range Element	\$ 55,004		
6610 Match Requirement		\$ 6,112	\$ 61,115
6251 Service Ohio	\$ 83,724		
6251 Match Requirement		\$ 9,303	\$ 93,026
6251 Service Ohio Carryover	\$ 22,500		
6251 Match Requirement		\$ 2,500	\$ 25,000
6251 STP Service Ohio Supplemental	\$ 25,000		
6251 STP Match Requirement		\$ -	\$ 25,000
6252 Service WV	\$ 39,983		
6252 Match Requirement		\$ 4,443	\$ 44,426
6741 OH Mass Transpt Planning	\$ 4,895		
6741 Match Requirement		\$ 544	\$ 5,439
6742 WV Mass Transpt Planning	\$ 7,476		
6742 Match Requirement		\$ 831	\$ 8,307
6640 Rideshare Program PID	\$ 90,000		
6640 Match Requirement		\$ -	\$ 90,000
	\$ -	\$ -	\$ -
<b>TRANSPORTATION PLANNING TOTAL</b>	<b>\$ 521,691</b>	<b>\$ 45,188</b>	<b>\$ 566,879</b>
9000 Local Funds		\$ 5,900	\$ 5,900
<b>LOCAL FUNDS TOTAL</b>		<b>\$ 5,900</b>	<b>\$ 5,900</b>
<b>TOTAL BHJ EXPENDITURES</b>	<b>\$872,216</b>	<b>\$131,088</b>	<b>\$1,003,304</b>

**Table 5 - 3**  
**FY 2020 EXPENDITURES & REVENUE BY SOURCE**

Fringe 70.34%  
 Indirect 97.86%

Cost			Funding Source																				
Category	Allocation	Subtotal	FTA/FHWA-OH	ODOT	FHWA-WV	WVDOT	LOCAL/STATE MATCH	OHIO RIDESHARE	OHIO STP TOLL CR'S	ARC	WV EDA GRANT	HAMMOND PSD	WEIRTON WATER	WELLSBURG WATER	BROOKE CO SEWER II-B	WEIRTON SEWER	NEW CUMBER-LAND WATER	FOLLANSBEE WATER	FOLLANSBEE SEWER	TOMLINSON WATER	WASHING-TON PIKE WATER	BDC / EPA COALITION	BHJ / EPA COALITION
COM DEV	Direct Labor	\$ 29,451					\$ 14,725			\$ 14,725													
	Fringe	\$ 20,715					\$ 10,358			\$ 10,358													
	Indirect	\$ 28,821					\$ 14,411			\$ 14,411													
	Other Direct	\$ 17,013					\$ 8,506			\$ 8,506													
	Subtotal	\$ 96,000					\$ 48,000			\$ 48,000													
EPA	Direct Labor	\$ 26,769									\$ 719	\$ 719	\$ 719	\$ 719	\$ 2,894	\$ 719	\$ 2,894	\$ 2,894	\$ 1,445	\$ 1,445	\$ 2,894	\$ 4,527	\$ 4,900
	Fringe	\$ 18,829									\$ 506	\$ 506	\$ 506	\$ 506	\$ 2,036	\$ 506	\$ 2,036	\$ 2,036	\$ 1,016	\$ 1,016	\$ 2,036	\$ 3,184	\$ 3,447
	Indirect	\$ 26,197									\$ 704	\$ 704	\$ 704	\$ 704	\$ 2,832	\$ 704	\$ 2,832	\$ 2,832	\$ 1,414	\$ 1,414	\$ 2,832	\$ 4,430	\$ 4,795
	Other Direct	\$ 198,730									\$ 72	\$ 72	\$ 72	\$ 72	\$ 238	\$ 72	\$ 238	\$ 238	\$ 124	\$ 124	\$ 238	\$ 384	\$ 196,858
	Subtotal	\$ 270,525					\$ -				\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000	\$ 2,000	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000	\$ 8,000	\$ 12,525	\$ 210,000
TRANSP	Direct Labor	\$ 157,707	\$ 71,409	\$ 8,925	\$ 47,084	\$ 5,887	\$ 14,812	\$ 1,415	\$ 8,176														
	Fringe	\$ 110,931	\$ 50,229	\$ 6,278	\$ 33,119	\$ 4,141	\$ 10,418	\$ 995	\$ 5,751														
	Indirect	\$ 154,338	\$ 69,883	\$ 8,734	\$ 46,079	\$ 5,761	\$ 14,495	\$ 1,385	\$ 8,001														
	Other Direct	\$ 143,904	\$ 30,785	\$ 3,848	\$ 12,916	\$ 1,615	\$ 5,463	\$ 86,205	\$ 3,072														
	Subtotal	\$ 566,879	\$ 222,305	\$ 27,785	\$ 139,198	\$ 17,403	\$ 45,188	\$ 90,000	\$ 25,000														
ECON DEV	Direct Labor	\$ 21,731					\$ 10,866				\$ 10,866												
	Fringe	\$ 15,286					\$ 7,643				\$ 7,643												
	Indirect	\$ 21,267					\$ 10,634				\$ 10,634												
	Other Direct	\$ 5,716					\$ 2,858				\$ 2,858												
	Subtotal	\$ 64,000					\$ 32,000				\$ 32,000												
9000 LOCAL \$'S	Direct Labor	\$ -					\$ -																
	Fringe	\$ -					\$ -																
	Indirect	\$ -					\$ -																
	Other Direct	\$ 5,900					\$ 5,900																
	Subtotal	\$ 5,900					\$ 5,900																
TOTAL AGENCY	Direct Labor	\$235,658	\$71,409	\$8,925	\$47,084	\$5,887	\$40,403	\$1,415	\$8,176	\$14,725	\$10,866	\$719	\$719	\$719	\$2,894	\$719	\$2,894	\$2,894	\$1,445	\$1,445	\$2,894	\$4,527	\$4,900
	Fringe	\$165,761	\$50,229	\$6,278	\$33,119	\$4,141	\$28,419	\$995	\$5,751	\$10,358	\$7,643	\$506	\$506	\$506	\$2,036	\$506	\$2,036	\$2,036	\$1,016	\$1,016	\$2,036	\$3,184	\$3,447
	Indirect	\$230,623	\$69,883	\$8,734	\$46,079	\$5,761	\$39,539	\$1,385	\$8,001	\$14,411	\$10,634	\$704	\$704	\$704	\$2,832	\$704	\$2,832	\$2,832	\$1,414	\$1,414	\$2,832	\$4,430	\$4,795
	Other Direct	\$371,263	\$30,785	\$3,848	\$12,916	\$1,615	\$22,727	\$86,205	\$3,072	\$8,506	\$2,858	\$72	\$72	\$72	\$238	\$72	\$238	\$238	\$124	\$124	\$238	\$384	\$196,858
	TOTAL	\$1,003,304	\$222,305	\$27,785	\$139,198	\$17,403	\$131,088	\$90,000	\$25,000	\$48,000	\$32,000	\$2,000	\$2,000	\$2,000	\$8,000	\$2,000	\$8,000	\$8,000	\$4,000	\$4,000	\$8,000	\$12,525	\$210,000
	\$ 1,003,304					LOCAL	OHIO	OHIO		WV EDA	0	0	0	0	BROOKE CO	0	NEW CUMBER-	0	0	TOMLINSON	WASHING-TON PIKE	BDC / EPA	BHJ / EPA
			FHWA-OH	ODOT	FHWA-WV	WVDOT	DUES	RIDESHARE	TOLL CR	ARC	GRANT	HAMMOND PSD	WEIRTON WATER	WELLSBURG WATER	SEWER II-B	WEIRTON SEWER	WATER	FOLLANSBEE WATER	FOLLANSBEE SEWER	WATER	WATER	COALITION	COALITION
			FHWA-OH & ODOT \$ 250,090		FHWA-WV & WVDOT \$ 156,601																		

Table 5 - 4

## FY 2020 BUDGET DETAIL BY TRANSPORTATION SUB-CATEGORY &amp; FUNDING SOURCE

Fringe	70.34%
Indirect	97.86%

Category		TOTAL	FHWA-OH	ODOT	FHWA-WV	WVDOT	LOCAL	OHIO STP	OHIO RIDESHARE
			44.81%	5.60%	35.19%	4.40%	10.00%	100.00%	100.00%
6601	Short Range Element								
	Direct Labor	\$20,161.41	\$ 9,034	\$ 1,129	7,095	\$ 887	\$ 2,016		
	Fringe	\$14,181.49	\$ 6,355	\$ 794	4,990	\$ 624	\$ 1,418		
	Indirect	\$19,730.69	\$ 8,841	\$ 1,105	6,943	\$ 868	\$ 1,973		
	Other Direct	\$2,100.00	\$ 941	\$ 118	739	\$ 92	\$ 210		
	<b>SUBTOTAL</b>	<b>\$56,173.59</b>	<b>\$ 25,171</b>	<b>\$ 3,146</b>	<b>19,767</b>	<b>\$ 2,472</b>	<b>\$ 5,617</b>		
6602	TIP								
	Direct Labor	\$6,539.12	\$ 2,930	\$ 366	2,301	\$ 288	\$ 654		
	Fringe	\$4,599.60	\$ 2,061	\$ 258	1,619	\$ 202	\$ 460		
	Indirect	\$6,399.42	\$ 2,868	\$ 358	2,252	\$ 282	\$ 640		
	Other Direct	\$3,077.65	\$ 1,379	\$ 172	1,083	\$ 135	\$ 308		
	<b>SUBTOTAL</b>	<b>\$20,615.79</b>	<b>\$ 9,238</b>	<b>\$ 1,154</b>	<b>7,255</b>	<b>\$ 907</b>	<b>\$ 2,062</b>		
6605	Surveillance								
	Direct Labor	\$48,946.40	\$ 21,933	\$ 2,741	17,224	\$ 2,154	\$ 4,895		
	Fringe	\$34,428.78	\$ 15,428	\$ 1,928	12,115	\$ 1,515	\$ 3,443		
	Indirect	\$47,900.74	\$ 21,464	\$ 2,682	16,856	\$ 2,108	\$ 4,790		
	Other Direct	\$6,500.00	\$ 2,913	\$ 364	2,287	\$ 286	\$ 650		
	<b>SUBTOTAL</b>	<b>\$137,775.92</b>	<b>\$ 61,737</b>	<b>\$ 7,715</b>	<b>48,483</b>	<b>\$ 6,062</b>	<b>\$ 13,778</b>		
6610	Long Range Element								
	Direct Labor	\$20,685.43	\$ 9,269	\$ 1,158	7,279	\$ 910	\$ 2,069		
	Fringe	\$14,550.08	\$ 6,520	\$ 815	5,120	\$ 640	\$ 1,455		
	Indirect	\$20,243.52	\$ 9,071	\$ 1,134	7,124	\$ 891	\$ 2,024		
	Other Direct	\$5,636.00	\$ 2,525	\$ 316	1,983	\$ 248	\$ 564		
	<b>SUBTOTAL</b>	<b>\$61,115.03</b>	<b>\$ 27,386</b>	<b>\$ 3,422</b>	<b>21,506</b>	<b>\$ 2,689</b>	<b>\$ 6,112</b>		
6251	Service Ohio								
	Direct Labor	\$29,278.69	\$ 23,423	\$ 2,928			\$ 2,928		
	Fringe	\$20,594.56	\$ 16,476	\$ 2,059			\$ 2,059		
	Indirect	\$28,653.20	\$ 22,923	\$ 2,865			\$ 2,865		
	Other Direct	\$14,500.00	\$ 11,600	\$ 1,450			\$ 1,450		
	<b>SUBTOTAL</b>	<b>\$93,026.45</b>	<b>\$ 74,421</b>	<b>\$ 9,303</b>			<b>\$ 9,303</b>		
6251 C/O	Service Ohio								
	Direct Labor	\$4,249.32	\$ 3,399	\$ 425			\$ 425		
	Fringe	\$2,988.96	\$ 2,391	\$ 299			\$ 299		
	Indirect	\$4,158.54	\$ 3,327	\$ 416			\$ 416		
	Other Direct	\$13,603.18	\$ 10,883	\$ 1,360			\$ 1,360		
	<b>SUBTOTAL</b>	<b>\$25,000.00</b>	<b>\$ 20,000</b>	<b>\$ 2,500</b>			<b>\$ 2,500</b>		
6251 STP	Direct Labor	\$8,175.71						\$ 8,176	
	Fringe	\$5,750.77						\$ 5,751	
	Indirect	\$8,001.05						\$ 8,001	
	Other Direct	\$3,072.49						\$ 3,072	
	<b>SUBTOTAL</b>	<b>\$25,000.02</b>						<b>\$ 25,000</b>	
6252	Service WV								
	Direct Labor	\$13,663.84			10,931	\$ 1,366	\$ 1,366		
	Fringe	\$9,611.11			7,689	\$ 961	\$ 961		
	Indirect	\$13,371.93			10,698	\$ 1,337	\$ 1,337		
	Other Direct	\$7,778.94			6,223	\$ 778	\$ 778		
	<b>SUBTOTAL</b>	<b>\$44,425.83</b>			<b>35,541</b>	<b>\$ 4,443</b>	<b>\$ 4,443</b>		
6741	Mass Transpt Planning								
	Direct Labor	\$1,774.50	\$ 1,420	\$ 177			\$ 177		
	Fringe	\$1,248.18	\$ 999	\$ 125			\$ 125		
	Indirect	\$1,736.59	\$ 1,389	\$ 174			\$ 174		
	Other Direct	\$680.00	\$ 544	\$ 68			\$ 68		
	<b>SUBTOTAL</b>	<b>\$5,439.27</b>	<b>\$ 4,351</b>	<b>\$ 544</b>			<b>\$ 544</b>		
6742	Mass Transpt Planning								
	Direct Labor	\$2,817.58			2,254	\$ 282	\$ 282		
	Fringe	\$1,981.88			1,586	\$ 198	\$ 198		
	Indirect	\$2,757.39			2,206	\$ 276	\$ 276		
	Other Direct	\$750.00			600	\$ 75	\$ 75		
	<b>SUBTOTAL</b>	<b>\$8,306.85</b>			<b>6,645</b>	<b>\$ 831</b>	<b>\$ 831</b>		
6640	Rideshare Green Project								
	Direct Labor	\$1,414.84							\$ 1,415
	Fringe	\$995.20							\$ 995
	Indirect	\$1,384.61							\$ 1,385
	Other Direct	\$86,205.35							\$ 86,205
	<b>SUBTOTAL</b>	<b>\$90,000.00</b>							<b>\$ 90,000</b>
CATEGORY TOTAL									
	Direct Labor	\$157,706.84	\$71,408.54	\$8,924.86	\$47,084.49	\$5,886.77	\$14,811.63	\$8,175.71	\$1,414.84
	Fringe	\$110,930.61	\$50,228.60	\$6,277.73	\$33,119.12	\$4,140.74	\$10,418.46	\$5,750.77	\$995.20
	Indirect	\$154,337.69	\$69,883.01	\$8,734.20	\$46,078.61	\$5,761.00	\$14,495.20	\$8,001.05	\$1,384.61
	Other Direct	\$143,903.61	\$30,784.79	\$3,847.88	\$12,915.83	\$1,614.69	\$5,462.58	\$3,072.49	\$86,205.35
	<b>TOTAL</b>	<b>\$566,878.75</b>	<b>\$ 222,305</b>	<b>\$ 27,785</b>	<b>\$ 139,198</b>	<b>\$ 17,403</b>	<b>\$ 45,188</b>	<b>\$ 25,000</b>	<b>\$ 90,000</b>

\*numbers may not add due to rounding

Allocation	\$	222,302	\$	27,788	\$	139,201	\$	17,400	\$	45,188	\$	25,000	\$	90,000
Variance	\$	(3)	\$	3	\$	3	\$	(3)	\$	(0)	\$	0		



**Table 5 - 5**

**FY 2020 BUDGET DETAIL BY SUB-CATEGORY & FUNDING SOURCE  
WEST VIRGINIA WATER/SEWER & ECONOMIC DEVELOPMENT**

Fringe	70.34%
Indirect	97.86%

TOTAL EXPENDITURES	Funded Grant For Service	Local Match For Service
-----------------------	-----------------------------	----------------------------

**Category**

CD	ARC				
1100	Direct Labor		\$ 29,451	\$ 14,725	\$ 14,725
	Fringe		\$ 20,715	\$ 10,358	\$ 10,358
	Indirect		\$ 28,821	\$ 14,411	\$ 14,411
	Other Direct		\$ 17,013	\$ 8,506	\$ 8,506
	<b>SUBTOTAL</b>		<b>\$ 96,000</b>	<b>\$ 48,000</b>	<b>\$ 48,000</b>
<b>EDA</b>	<b>US EDA Admin</b>				
4001	Direct Labor		\$ 21,731	\$ 10,866	\$ 10,866
	Fringe		\$ 15,286	\$ 7,643	\$ 7,643
	Indirect		\$ 21,267	\$ 10,634	\$ 10,634
	Other Direct		\$ 5,716	\$ 2,858	\$ 2,858
	<b>SUBTOTAL</b>		<b>\$ 64,000</b>	<b>\$ 32,000</b>	<b>\$ 32,000</b>
<b>EPA</b>	<b>Hammond PSD</b>				
7344	Direct Labor		\$ 719	\$ 719	
	Fringe		\$ 506	\$ 506	
	Indirect		\$ 704	\$ 704	
	Other Direct		\$ 72	\$ 72	
	<b>SUBTOTAL</b>		<b>\$ 2,000</b>	<b>\$ 2,000</b>	
<b>EPA</b>	<b>Weirton Water</b>				
7541	Direct Labor		\$ 719	\$ 719	
	Fringe		\$ 506	\$ 506	
	Indirect		\$ 704	\$ 704	
	Other Direct		\$ 72	\$ 72	
	<b>SUBTOTAL</b>		<b>\$ 2,000</b>	<b>\$ 2,000</b>	

**Table 5 - 5**

**FY 2020 BUDGET DETAIL BY SUB-CATEGORY & FUNDING SOURCE**

**WEST VIRGINIA WATER/SEWER & ECONOMIC DEVELOPMENT**

Fringe 70.34%  
Indirect 97.86%

TOTAL EXPENDITURES	Funded Grant For Service	Local Match For Service
-----------------------	-----------------------------	----------------------------

**Category**

<b>EPA</b>	<b>Wellsburg Water</b>				
7315	Direct Labor		\$ 719	\$ 719	
	Fringe		\$ 506	\$ 506	
	Indirect		\$ 704	\$ 704	
	Other Direct		\$ 72	\$ 72	
	<b>SUBTOTAL</b>		<b>\$ 2,000</b>	<b>\$ 2,000</b>	
<b>EPA</b>	<b>Brooke County -Sewer (Phase II B)</b>				
7411	Direct Labor		\$ 2,894	\$ 2,894	
	Fringe		\$ 2,036	\$ 2,036	
	Indirect		\$ 2,832	\$ 2,832	
	Other Direct		\$ 238	\$ 238	
	<b>SUBTOTAL</b>		<b>\$ 8,000</b>	<b>\$ 8,000</b>	
<b>EPA</b>	<b>Weirton Sewer</b>				
7540	Direct Labor		\$ 719	\$ 719	
	Fringe		\$ 506	\$ 506	
	Indirect		\$ 704	\$ 704	
	Other Direct		\$ 72	\$ 72	
	<b>SUBTOTAL</b>		<b>\$ 2,000</b>	<b>\$ 2,000</b>	
<b>EPA</b>	<b>New Cumberland Water Project</b>				
7547	Direct Labor		\$ 2,894	\$ 2,894	
	Fringe		\$ 2,036	\$ 2,036	
	Indirect		\$ 2,832	\$ 2,832	
	Other Direct		\$ 238	\$ 238	
	<b>SUBTOTAL</b>		<b>\$ 8,000</b>	<b>\$ 8,000</b>	
<b>EPA</b>	<b>Follansbee Water</b>				
7230	Direct Labor		\$ 2,894	\$ 2,894	
	Fringe		\$ 2,036	\$ 2,036	\$ -
	Indirect		\$ 2,832	\$ 2,832	
	Other Direct		\$ 238	\$ 238	\$ -
	<b>SUBTOTAL</b>		<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>
<b>EPA</b>	<b>Follansbee Sewer</b>				
7235	Direct Labor		\$ 1,445	\$ 1,445	
	Fringe		\$ 1,016	\$ 1,016	
	Indirect		\$ 1,414	\$ 1,414	
	Other Direct		\$ 124	\$ 124	
	<b>SUBTOTAL</b>		<b>\$ 4,000</b>	<b>\$ 4,000</b>	

**Table 5 - 5**

**FY 2020 BUDGET DETAIL BY SUB-CATEGORY & FUNDING SOURCE  
WEST VIRGINIA WATER/SEWER & ECONOMIC DEVELOPMENT**

Fringe 70.34%  
Indirect 97.86%

TOTAL EXPENDITURES	Funded Grant For Service	Local Match For Service
-----------------------	-----------------------------	----------------------------

**Category**

<b>EPA</b>	<b>Tomlinson Water</b>				
7240	Direct Labor		\$ 1,445	\$ 1,445	
	Fringe		\$ 1,016	\$ 1,016	\$ -
	Indirect		\$ 1,414	\$ 1,414	
	Other Direct		\$ 124	\$ 124	\$ -
	<b>SUBTOTAL</b>		<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>
<b>EPA</b>	<b>Washington Pike Water</b>				
7415	Direct Labor		\$ 2,894	\$ 2,894	
	Fringe		\$ 2,036	\$ 2,036	\$ -
	Indirect		\$ 2,832	\$ 2,832	
	Other Direct		\$ 238	\$ 238	\$ -
	<b>SUBTOTAL</b>		<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>
<b>EPA</b>	<b>BDC / EPA COALITION</b>				
4641	Direct Labor		\$ 4,527	\$ 4,527	
	Fringe		\$ 3,184	\$ 3,184	\$ -
	Indirect		\$ 4,430	\$ 4,430	
	Other Direct		\$ 384	\$ 384	\$ -
	<b>SUBTOTAL</b>		<b>\$ 12,525</b>	<b>\$ 12,525</b>	<b>\$ -</b>
<b>EPA</b>	<b>BHJ / EPA COALITION</b>				
4681	Direct Labor		\$ 4,900	\$ 4,900	
	Fringe		\$ 3,447	\$ 3,447	\$ -
	Indirect		\$ 4,795	\$ 4,795	
	Other Direct		\$ 196,858	\$ 196,858	\$ -
	<b>SUBTOTAL</b>		<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ -</b>

**Table 5 - 5**

**FY 2020 BUDGET DETAIL BY SUB-CATEGORY & FUNDING SOURCE  
WEST VIRGINIA WATER/SEWER & ECONOMIC DEVELOPMENT**

Fringe	70.34%
Indirect	97.86%

TOTAL EXPENDITURES	Funded Grant For Service	Local Match For Service
-----------------------	-----------------------------	----------------------------

**Category**

<b>COMMUNITY DEVELOPMENT - CATEGORY TOTAL</b>					
	Direct Labor		\$ 29,451	\$ 14,725	\$ 14,725
	Fringe		\$ 20,715	\$ 10,358	\$ 10,358
	Indirect		\$ 28,821	\$ 14,411	\$ 14,411
	Other Direct		\$ 17,013	\$ 8,506	\$ 8,506
	<b>TOTAL</b>		\$ 96,000	\$ 48,000	\$ 48,000
<b>ECONOMIC DEVELOPMENT - CATEGORY TOTAL</b>					
	Direct Labor		\$ 21,731	\$ 10,866	\$ 10,866
	Fringe		\$ 15,286	\$ 7,643	\$ 7,643
	Indirect		\$ 21,267	\$ 10,634	\$ 10,634
	Other Direct		\$ 5,716	\$ 2,858	\$ 2,858
	<b>TOTAL</b>		\$ 64,000	\$ 32,000	\$ 32,000
<b>ENVIRONMENTAL PROTECTION</b>					
	Direct Labor		\$ 26,769	\$ 26,769	\$ -
	Fringe		\$ 18,829	\$ 18,829	\$ -
	Indirect		\$ 26,197	\$ 26,197	\$ -
	Other Direct		\$ 198,730	\$ 198,730	\$ -
	<b>TOTAL</b>		\$ 270,525	\$ 270,525	\$ -
<b>CATEGORY TOTAL</b>					
	Direct Labor		\$ 77,951	\$ 52,360	\$ 25,591
	Fringe		\$ 54,830	\$ 36,830	\$ 18,001
	Indirect		\$ 76,285	\$ 51,241	\$ 25,044
	Other Direct		\$ 221,459	\$ 210,094	\$ 11,364
	<b>TOTAL</b>		\$ 430,525	\$ 350,525	\$ 80,000

\*numbers may not add due to rounding

\*\*Provided match dollars

<b>Allocation</b>	<b>\$ 350,525</b>
<b>Variance</b>	<b>\$ (0)</b>

**Table 5 - 6**

**FY 2020 BUDGET DETAIL FOR EDA GRANT ADMINISTRATION**

Fringe 70.34%  
Indirect 97.86%

			ACTUAL EDA GRANT FUNDS	ACTUAL EDA GRANT FUNDS	TOTAL EDA MATCHING FUNDS
<b>EDA</b>					
4001	Direct Labor		\$ 21,731	\$ 10,866	\$ 10,866
	Fringe		\$ 15,286	\$ 7,643	\$ 7,643
	Indirect		\$ 21,267	\$ 10,634	\$ 10,634
	Other Direct		\$ 5,716	\$ 2,858	\$ 2,858
	Passthru to BDC		\$ 76,000	\$ 38,000	\$ 38,000
	<b>SUBTOTAL</b>		\$ 140,000	\$ 70,000	\$ 70,000

*SECTION 6*  
*INDIRECT COST ALLOCATION PLAN*



**CERTIFICATION OF POLICIES AND PROCEDURES  
ACTUAL COSTS FOR THE FISCAL YEAR ENDED JUNE 30, 2018  
INDIRECT COST PROPOSAL FOR USE IN FISCAL YEAR 2020  
(Beginning July 1, 2019)**

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal, as of the date below, used to establish billing or final indirect cost rates for July 1, 2019 through June 30, 2020 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of Subpart E – Cost Principles of Part 200. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal,
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the pre-determined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Brooke-Hancock-Jefferson Metropolitan Planning Commission

Signature: \_\_\_\_\_

Name of Official: Mike Paprocki

Title: Executive Director

Date of Execution: \_\_\_\_\_

Table 6-1

**BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**July 1, 2019 - June 30, 2020**

		ESTIMATED FY 2018	ACTUAL FY 2018	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2020
<b>EMPLOYEE WAGES</b>					
<b>Indirect Labor</b>					
Acct. #	Acct. Name				
9995	General / Administrative	\$67,175.10	\$41,030.43	\$26,144.67	\$52,138.03
9996	Finance	\$35,201.60	\$35,273.10	(\$71.50)	\$39,251.74
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>Subtotal - Indirect Labor</b>		\$102,376.70	\$76,303.53	\$26,073.17	\$91,389.77
<b>Direct Labor</b>					
Acct. #	Acct. Name				
6251	OH Transportation Service	\$20,603.82	\$18,545.66	\$2,058.16	\$29,278.69
6251 C/O	OH Transportation Service - C/O	\$0.00	\$1,305.67	(\$1,305.67)	\$4,249.32
6251 STP	OH Transportation Service	\$4,083.71	\$5,098.86	(\$1,015.15)	\$8,175.71
6251 STP C/O	WV Transportation Service	\$0.00	\$1,374.06	(\$1,374.06)	
6252	WV Transportation Service	\$15,025.90	\$15,402.85	(\$376.95)	\$13,663.84
6601	Short-Range	\$17,018.00	\$16,230.97	\$787.03	\$20,161.41
6602	TIP	\$6,567.39	\$5,806.44	\$760.95	\$6,539.12
6605	Surveillance	\$39,508.89	\$38,746.95	\$761.94	\$48,946.40
6610	Long-Range	\$25,626.57	\$17,690.52	\$7,936.05	\$20,685.43
6640	OH Rideshare	\$1,094.55	\$1,172.60	(\$78.05)	\$1,414.84
6741	OH CPG Transit Planning	\$1,633.65	\$1,052.23	\$581.42	\$1,774.50
6742	WV CPG Transit Planning	\$1,990.15	\$2,326.39	(\$336.24)	\$2,817.58
	<b>TOTAL TRANSPORTATION PLANNING</b>	<b>\$133,152.63</b>	<b>\$124,753.20</b>	<b>\$8,399.43</b>	<b>\$157,706.84</b>
7500	Weirton Transit Administration	\$1,629.57	\$4,045.62	(\$2,416.05)	\$0.00
	<b>TOTAL OTHER TRANSPORTATION</b>	<b>\$1,629.57</b>	<b>\$4,045.62</b>	<b>(\$2,416.05)</b>	<b>\$0.00</b>
1100	ARC WV Planning & Admin Services	\$27,822.50	\$28,995.16	(\$1,172.66)	\$29,450.54
1200	ARC WV Grants Development Services	\$1,942.00	\$0.00	\$1,942.00	\$0.00
7940	Hazard Mitigation	\$0.00	\$34.95	(\$34.95)	\$0.00
	<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$29,764.50</b>	<b>\$29,030.11</b>	<b>\$734.39</b>	<b>\$29,450.54</b>
4001	EDA Grant Planning & Admin Services	\$18,688.67	\$19,927.04	(\$1,238.37)	\$21,731.35
	<b>TOTAL EDA ADMINISTRATION</b>	<b>\$18,688.67</b>	<b>\$19,927.04</b>	<b>(\$1,238.37)</b>	<b>\$21,731.35</b>
4641	BDC / EPA Coalition	\$2,468.74	\$1,693.18	\$775.56	\$4,526.84
4681	BHJ / EPA Coalition	\$0.00	\$1,019.37	(\$1,019.37)	\$4,900.00
7210	Hammond IDJC Water Grant	\$0.00	\$650.42	(\$650.42)	
7230	Follansbee Water	\$2,315.00	\$918.37	\$1,396.63	\$2,894.00
7235	Follansbee Sewer	\$0.00	\$126.82	(\$126.82)	\$1,445.00
7240	Tomlinson Water	\$0.00	\$870.44	(\$870.44)	\$1,445.00
7315	Wellsburg Water	\$0.00		\$0.00	\$719.00
7344	Hammond PSD	\$0.00		\$0.00	\$719.00
7411	Brooke County Sewer Proj IIB	\$3,300.00	\$3,440.48	(\$140.48)	\$2,894.00
7415	Washington Pike Water	\$1,317.77	\$1,739.58	(\$421.81)	\$2,894.00
7540	Weirton Sewer	\$0.00		\$0.00	\$719.00
7541	Weirton Water	\$3,304.00	\$3,463.11	(\$159.11)	\$719.00
7546	New Cumberland Sewer Proj	\$0.00	\$1,762.88	(\$1,762.88)	
7547	New Cumberland Water Project	\$0.00	\$1,137.08	(\$1,137.08)	\$2,894.00
	<b>TOTAL EPA ADMINISTRATION</b>	<b>\$12,705.51</b>	<b>\$16,821.73</b>	<b>(\$4,116.22)</b>	<b>\$26,768.84</b>
9990	Local - Direct chgs	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL LOCAL CHARGES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
				\$0.00	
				\$0.00	
<b>Subtotal - Direct Labor</b>		\$195,940.88	\$194,577.70	\$1,363.18	\$235,657.57
<b>TOTAL EMPLOYEE WAGES</b>		<b>\$298,317.58</b>	<b>\$270,881.23</b>	<b>\$27,436.35</b>	<b>\$327,047.34</b>



Table 6-1

**BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**July 1, 2019 - June 30, 2020**

		ESTIMATED FY 2018	ACTUAL FY 2018	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2020
<b>FRINGE BENEFITS COST CENTER</b>					
<b>Paid Leave</b>					
Acct. #	Acct. Name				
9951	Annual Leave / Vacation	\$23,237.43	\$21,091.24	\$2,146.19	\$ 19,808
9952	Sick Leave	\$6,675.00	\$4,088.86	\$2,586.14	\$ 8,495
9953	Holiday Leave	\$15,551.00	\$13,684.17	\$1,866.83	\$ 17,071
9954	Other Leave	\$0.00	\$1,188.90	(\$1,188.90)	\$0.00
				\$0.00	
				\$0.00	
<b>Subtotal - Paid Leave</b>		\$45,463.43	\$40,053.17	\$5,410.26	\$45,374.06
<b>Other Fringe Benefits</b>					
Acct. #	Acct. Name				
506	Medicare Tax	\$4,984.82	\$4,508.57	\$476.25	\$5,400.11
507	Ohio Unemployment	\$706.50	\$254.31	\$452.19	\$276.78
508	Life Insurance	\$1,745.76	\$1,550.56	\$195.20	\$1,638.00
509	Health Insurance	\$114,959.00	\$100,083.13	\$14,875.87	\$115,744.00
510	OPERS Retirement	\$49,998.08	\$45,577.57	\$4,420.51	\$54,338.95
511	Dental / Vision / Wellness Benefit	\$6,900.00	\$3,294.19	\$3,605.81	\$6,900.00
512	Workers' Compensation	\$687.56	\$117.11	\$570.45	\$372.42
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
<b>Subtotal - Other Fringe</b>		\$179,981.72	\$155,385.44	\$24,596.28	\$184,670.26
<b>TOTAL FRINGE BENEFITS</b>		<u>\$225,445.15</u>	<u>\$195,438.61</u>	<u>\$30,006.54</u>	<u>\$230,044.32</u>

[illegible]

Table 6-1

**BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION**  
**SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS, AND GENERAL OVERHEAD**  
**July 1, 2019 - June 30, 2020**

	ESTIMATED FY 2018	ACTUAL FY 2018	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2020
<b>FRINGE BENEFIT COST RATE CALCULATION</b>				
TOTAL FRINGE BENEFITS	A \$225,445	\$195,439		\$230,044
TOTAL EMPLOYEE WAGES	B \$298,318	\$270,881		\$327,047
<b>FRINGE BENEFIT COST RATE</b>	<b>75.57%</b>	<b>72.15%</b>	<b>A ÷ B</b>	<b>70.34%</b>
<b>FRINGE BENEFIT COST RECOVERY COMPARISON</b>				
<b>FY 2018</b>				
Should have recovered in fiscal year	+	\$140,386	Actual DL * Actual Fringe Rate	
Amount actually recovered in fiscal year	-	\$147,047	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	=	(\$6,660)		
<b>FRINGE BENEFITS COST DISTRIBUTION</b>				
INDIRECT LABOR FRINGE BENEFITS	\$77,368	\$55,052		\$64,283
DIRECT LABOR FRINGE BENEFITS	\$148,077	\$140,386		\$165,761
<b>TOTAL FRINGE BENEFITS</b>	<b>\$225,445</b>	<b>\$195,439</b>		<b>\$230,044</b>
<b>INDIRECT COST RATE CALCULATION</b>				
INDIRECT LABOR	\$102,377	\$76,304		\$91,390
INDIRECT FRINGE BENEFITS	\$77,368	\$55,052		\$64,283
OTHER INDIRECT COSTS	\$68,700	\$59,087		\$74,950
<b>TOTAL INDIRECT COSTS</b>	<b>A \$248,445</b>	<b>\$190,443</b>		<b>\$230,623</b>
<b>TOTAL DIRECT LABOR COSTS</b>	<b>B \$195,941</b>	<b>\$194,578</b>		<b>\$235,658</b>
<b>INDIRECT COST RATE</b>	<b>126.80%</b>	<b>97.87%</b>	<b>A ÷ B</b>	<b>97.86%</b>
<b>INDIRECT COST RECOVERY COMPARISON</b>				
<b>FY 2018</b>				
Should have recovered in fiscal year	+	\$190,443	Actual DL * Actual Indirect Rate	
Amount actually recovered in fiscal year	-	\$246,717	Actual DL * 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	=	(\$56,274)		
<b>SUMMARY</b>				
	ESTIMATED FY 2018	ACTUAL FY 2018		ESTIMATED FY 2020
FRINGE BENEFIT COST RATE	75.57%	72.15%		70.34%
INDIRECT COST RATE	126.80%	97.87%		97.86%
<b>TOTAL OVERHEAD COST RATE</b>	<b>202.37%</b>	<b>170.02%</b>		<b>168.20%</b>

**Table 6 - 2**

**FY 2020 FRINGE RATE CALCULATION**

FRINGE CALCULATION & RATE	70.34%
Fringe / Direct Labor + Indirect Labor	
\$ 230,044	
<hr/>	
\$ 327,047	

**FY 2018 INDIRECT RATE CALCULATION**

INDIRECT CALCULATION & RATE	97.86%
Indirect Lbr + (Indirect Lbr x Fringe Rate) + Other Indirect / Direct Labor	
\$ 230,623	
<hr/>	
\$ 235,658	

<b>COMBINED RATE</b>	<b>168.20%</b>
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**Table 6 - 3**  
**FY 2020 FRINGE BENEFITS, INDIRECT & DIRECT COSTS**

	INDIRECT	DIRECT	LOCAL	TOTAL
<b>Fringe Benefits Costs</b>				
Holiday	\$ 17,071			\$ 17,071
Sick	\$ 8,495			\$ 8,495
Vacation	\$ 19,808			\$ 19,808
Wellness	\$ 900			\$ 900
Health	\$ 115,744			\$ 115,744
Life	\$ 1,638			\$ 1,638
Medicare	\$ 5,400			\$ 5,400
Pension	\$ 54,339			\$ 54,339
Unemployment	\$ 277			\$ 277
Vision/ Dental	\$ 6,000			\$ 6,000
Worker Comp	\$ 372			\$ 372
<b>Fringe Subtotal</b>	<b>\$ 230,044</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 230,044</b>

**Other Direct & Indirect Costs**

520	Travel Expenses	\$ 2,500	\$ 21,385	\$ 200	\$ 24,085
530	Equipment - Expensed	\$ 1,500	\$ 7,100	\$ -	\$ 8,600
531	Equipment - to be Capitalized	\$ -	\$ -	\$ -	\$ -
532	Indirect - Depreciation Expense	\$ 5,500	\$ 6,080	\$ -	\$ 11,580
535	Computer and Internet Repair	\$ 2,000	\$ 680	\$ -	\$ 2,680
540	Supplies & Materials	\$ 3,000	\$ 4,150	\$ -	\$ 7,150
553	Copier Expense	\$ 300	\$ 3,438	\$ -	\$ 3,738
554	Legal Expense	\$ 200	\$ -	\$ -	\$ 200
555	Financial Consultant & Publication	\$ 1,000	\$ 2,500	\$ -	\$ 3,500
557	Audit Expense	\$ 9,150	\$ -	\$ 2,000	\$ 11,150
558	Software & Training	\$ 1,200	\$ 9,536	\$ -	\$ 10,736
560	Rent Expense	\$ 36,000	\$ -	\$ -	\$ 36,000
562	Publications Expense	\$ 350	\$ -	\$ -	\$ 350
563	Postage Expense	\$ 2,500	\$ 1,600	\$ -	\$ 4,100
564	Telephone Expense	\$ 3,500	\$ 2,099	\$ -	\$ 5,599
565	Membership Expense	\$ 500	\$ 12,400	\$ 1,500	\$ 14,400
566	Advertising Exp	\$ 500	\$ 90,373	\$ 500	\$ 91,373
567	Insurance Expense	\$ 3,600	\$ -	\$ -	\$ 3,600
569	Meeting / Conference Expense	\$ -	\$ 2,760	\$ 600	\$ 3,360
575	Project Contracts	\$ -	\$ 197,312	\$ -	\$ 197,312
599	66000- Payroll Expense	\$ -	\$ -	\$ -	\$ -
599	559 - Bank Charge Expense	\$ -	\$ -	\$ -	\$ -
599	Miscellaneous Expenses also i	\$ 1,650	\$ 3,950	\$ 1,100	\$ 6,700
					\$ -
	<b>Other Subtotal</b>	<b>\$ 74,950</b>	<b>\$ 365,363</b>	<b>\$ 5,900</b>	<b>\$ 446,213</b>

**Labor Costs**

	Division Supervision	\$ 4,113			\$ 4,113
	General Administration	\$ 87,276			\$ 87,276
	Transportation		\$ 157,707		\$ 157,707
	Community Development		\$ 29,451		\$ 29,451
	Other Transportation		\$ -		\$ -
	EDA		\$ 21,731		\$ 21,731
	EPA		\$ 26,769		\$ 26,769
			\$ -		\$ -
	<b>Labor Subtotal</b>	<b>\$ 91,390</b>	<b>\$ 235,658</b>		<b>\$ 327,047</b>

<b>TOTALS</b>	<b>\$ 396,384</b>	<b>\$ 601,021</b>	<b>\$ 5,900</b>	<b>\$ 1,003,305</b>
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**Table 6 - 4**  
**FY 2020 GROSS LABOR BREAKOUT**

**PAID LEAVE FRINGE BENEFITS**

Employee Name	Annual Salary	Total Annual Hours *	Rate per Hour	Holidays (days/yr)	Holiday Costs	Sick ** (days/yr)	Sick Costs	Vacation (days/yr)	Vacation Costs	Total Paid Leave Cost	Total Paid Leave Hours	Hours Available For Indirect or Direct Work
Paprocki, Michael	\$ 79,932	2,080	\$38.43	12	\$ 3,689	5	\$ 1,537	20	\$ 6,149	\$ 11,375	296	1,784
Cresap, Cody	\$ 53,709	2,080	\$25.82	12	\$ 2,479	5	\$ 1,033	10	\$ 2,066	\$ 5,577	216	1,864
Chowdhury, Panini	\$ 53,709	2,080	\$25.82	12	\$ 2,479	5	\$ 1,033	10	\$ 2,066	\$ 5,577	216	1,864
Henne, Mark	\$ 25,093	1,040	\$24.13	6	\$ 1,158	5	\$ 965	5	\$ 965	\$ 3,088	128	912
Zimnox, Barbara	\$ 38,984	1,560	\$24.99	9	\$ 1,799	5	\$ 1,000	20	\$ 3,998	\$ 6,797	272	1,288
New Hire	\$ 19,888	1,040	\$19.12	5	\$ 765	5	\$ 765	0	\$ -	\$ 1,530	80	960
Howell, Rhonda	\$ 48,653	2,080	\$23.39	12	\$ 2,246	5	\$ 936	15	\$ 2,807	\$ 5,988	256	1,824
Ward, Adrienne	\$ 29,645	1,664	\$17.82	10	\$ 1,425	5	\$ 713	8	\$ 1,140	\$ 3,278	184	1,480
Dennis, Erin	\$ 16,048	1,248	\$12.86	8	\$ 823	5	\$ 514	6	\$ 617	\$ 1,955	152	1,096
Transportation Intern	\$ 6,760	520	\$13.00	2	\$ 208	0	\$ -	0	\$ -	\$ 208	16	504
<b>Total</b>	<b>\$ 372,421</b>	<b>15,392</b>		<b>88</b>	<b>\$ 17,071</b>	<b>45</b>	<b>\$ 8,495</b>	<b>94</b>	<b>\$ 19,808</b>	<b>\$ 45,374</b>	<b>1,816</b>	<b>14,924</b>

**PAID DIRECT AND INDIRECT LABOR**

Employee Name	Supervisor %	Supervisor (Indirect)	Gen Adm %	Gen Adm (Indirect)	Transport %	Transport (Direct)	Com Dev %	Com Dev (Direct)	%	(Direct)	EDA %	EDA (Direct)	EPA %	EPA (Direct)
Paprocki, Michael	6.00%	\$ 4,113	14.00%	\$ 9,598	46.00%	\$ 31,536	13.00%	\$ 8,912			20.00%	\$ 13,711	1.00%	\$ 686
Cresap, Cody					100.00%	\$ 48,132								
Chowdhury, Panini					100.00%	\$ 48,132								
Henne, Mark					77.00%	\$ 16,944	5.00%	\$ 1,100			18.00%	\$ 3,961		
Zimnox, Barbara			2.00%	\$ 644			40.00%	\$ 12,875			8.00%	\$ 2,575	50.00%	\$ 16,094
New Hire			4.00%	\$ 734	14.00%	\$ 2,570	30.00%	\$ 5,507			2.00%	\$ 367	50.00%	\$ 9,179
Howell, Rhonda			92.00%	\$ 39,252	2.10%	\$ 896	2.00%	\$ 853			2.00%	\$ 853	1.90%	\$ 811
Ward, Adrienne			90.00%	\$ 23,730	8.50%	\$ 2,241	0.50%	\$ 132			1.00%	\$ 264		
Dennis, Erin			94.50%	\$ 13,318	5.00%	\$ 705	0.50%	\$ 70						
Transportation Intern					100.00%	\$ 6,552								
<b>Total</b>		<b>\$ 4,113</b>		<b>\$ 87,276</b>		<b>\$ 157,707</b>		<b>\$ 29,451</b>		<b>\$ -</b>		<b>\$ 21,731</b>		<b>\$ 26,769</b>

Employee Name	Indirect Labor %	Direct Labor %	% of Hours Available for Indirect or Direct Work	Indirect Labor Costs	Direct Labor Costs	Direct & Indirect Labor Costs Subtotal	Total Paid Leave Cost	Total Labor * & Paid Leave Costs
Paprocki, Michael	20.00%	80.00%	100.00%	\$ 13,711	\$ 54,846	\$ 68,557	\$ 11,375	\$ 79,932
Cresap, Cody		100.00%	100.00%		\$ 48,132	\$ 48,132	\$ 5,577	\$ 53,709
Chowdhury, Panini		100.00%	100.00%		\$ 48,132	\$ 48,132	\$ 5,577	\$ 53,709
Henne, Mark		100.00%	100.00%		\$ 22,005	\$ 22,005	\$ 3,088	\$ 25,093
Zimnox, Barbara	2.00%	98.00%	100.00%	\$ 644	\$ 31,543	\$ 32,187	\$ 6,797	\$ 38,984
New Hire	4.00%	96.00%	100.00%	\$ 734	\$ 17,624	\$ 18,358	\$ 1,530	\$ 19,888
Howell, Rhonda	92.00%	8.00%	100.00%	\$ 39,252	\$ 3,413	\$ 42,665	\$ 5,988	\$ 48,653
Ward, Adrienne	90.00%	10.00%	100.00%	\$ 23,730	\$ 2,637	\$ 26,367	\$ 3,278	\$ 29,645
Dennis, Erin	94.50%	5.50%	100.00%	\$ 13,318	\$ 775	\$ 14,093	\$ 1,955	\$ 16,048
Transportation Intern		100.00%	100.00%		\$ 6,552	\$ 6,552	\$ 208	\$ 6,760
<b>Total</b>				<b>\$ 91,390</b>	<b>\$ 235,658</b>	<b>\$ 327,047</b>	<b>\$ 45,374</b>	<b>\$ 372,421</b>

**INSURANCE/RETIREMENT**

Pension	\$ 54,339
Health	\$ 115,744
Life	\$ 1,638
Dental/Vision	\$ 6,000
Wellness	\$ 900
<b>Total</b>	<b>\$ 178,621</b>

**TAXES**

Medicare	\$ 5,400
Social Security	
Unemployment	\$ 277
Workers Comp	\$ 372
<b>Total</b>	<b>\$ 6,049</b>

**SUMMARY OF SALARIES + FRINGE BENEFITS**

Holiday, Sick, Vacation	\$ 45,374
Indirect Labor	\$ 91,390
Direct Labor	\$ 235,658
Total Taxes	\$ 6,049
Total Insurance/Pension	\$ 178,621
<b>TOTAL</b>	<b>\$ 557,092</b>

**Table 6 - 5**  
**FY 2020 OTHER INDIRECT & DIRECT COSTS**

**Other Indirect & Direct Costs**

		INDIRECT	COSTS CHARGED DIRECT TO A PROGRAM								
	CATEGORY	General	COMM						Total Direct	Total	DIRECT
		Administration	DEVELOPMENT	EPA	Transportation	CDBG/EDA	Local		To Programs	Direct & Indirect	(LOCAL)
520	Travel Expenses	\$ 2,500	\$ 5,305	\$ 250	\$ 12,060	\$ 3,770	\$ 200	\$ 21,585	\$ 24,085	\$ 21,385	
530	Equipment - Expensed	\$ 1,500	\$ 400		\$ 6,700			\$ 7,100	\$ 8,600	\$ 7,100	
531	Equipment - to be Capitalized							\$ -	\$ -		
532	Indirect - Depreciation Expense	\$ 5,500			\$ 6,080			\$ 6,080	\$ 11,580	\$ 6,080	
535	Computer and Internet Repairs Exp	\$ 2,000			\$ 680			\$ 680	\$ 2,680	\$ 680	
540	Supplies & Materials	\$ 3,000		\$ 400	\$ 3,750			\$ 4,150	\$ 7,150	\$ 4,150	
553	Copier Expense	\$ 300	\$ 700	\$ 368	\$ 1,970	\$ 400		\$ 3,438	\$ 3,738	\$ 3,438	
554	Legal Expense	\$ 200						\$ -	\$ 200		
555	Financial Consultant & Publications	\$ 1,000			\$ 2,500			\$ 2,500	\$ 3,500	\$ 2,500	
557	Audit Expense	\$ 9,150					\$ 2,000	\$ 2,000	\$ 11,150		
558	Software & Training	\$ 1,200			\$ 9,136	\$ 400		\$ 9,536	\$ 10,736	\$ 9,536	
560	Rent Expense	\$ 36,000						\$ -	\$ 36,000		
562	Publications Expense	\$ 350						\$ -	\$ 350		
563	Postage Expense	\$ 2,500	\$ 320		\$ 1,280			\$ 1,600	\$ 4,100	\$ 1,600	
564	Telephone Expense	\$ 3,500	\$ 700		\$ 1,399			\$ 2,099	\$ 5,599	\$ 2,099	
565	Membership Expense	\$ 500	\$ 6,000		\$ 6,400		\$ 1,500	\$ 13,900	\$ 14,400	\$ 12,400	
566	Advertising Exp	\$ 500	\$ 250		\$ 90,123		\$ 500	\$ 90,873	\$ 91,373	\$ 90,373	
567	Insurance Expense	\$ 3,600			-			\$ -	\$ 3,600		
569	Meeting / Conference Expense		\$ 1,600	\$ 400	\$ 760		\$ 600	\$ 3,360	\$ 3,360	\$ 2,760	
575	Project Contracts			\$ 197,312				\$ 197,312	\$ 197,312	\$ 197,312	
599	66000- Payroll Expense							\$ -	\$ -		
599	559 - Bank Charge Expense							\$ -	\$ -		
599	Miscellaneous Expenses also includes above	\$ 1,650	\$ 1,738		\$ 1,066	\$ 1,146	\$ 1,100	\$ 5,050	\$ 6,700	\$ 3,950	
	TOTAL	\$ 74,950	\$ 17,013	\$ 198,730	\$ 143,904	\$ 5,716	\$ 5,900	\$ 371,263	\$ 446,213	\$ 365,363	

Balance to Amount Sec5Pg3	\$	17,013	\$	198,730	\$	143,904	\$	5,716	\$	5,900	\$	371,263
Variance	\$	-	\$	-	\$	(0)	\$	-	\$	-	\$	(0)
Balance to Amount Sec5Pg5	\$	17,013	\$	198,730	\$	143,904	\$	5,716	\$	-	\$	365,362
Variance	\$	(0)	\$	-	\$	-	\$	-	\$	(5,900)	\$	(5,900)

*SECTION 7*  
*COST ALLOCATION*



**BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION  
COST ALLOCATION PLAN  
INDIRECT COST PROPOSAL FOR USE IN FISCAL YEAR 2020  
(Beginning July 1, 2019)**

## **INTRODUCTION**

The Brooke-Hancock-Jefferson Metropolitan Planning Commission (BHJ) is a public body of Ohio, created pursuant to Sections 713.21 and 713.23 of the Ohio Revised Code, having its principal office located at 124 North Fourth Street, 2<sup>nd</sup> Floor, Steubenville, Ohio. BHJ has had a Cost Allocation Plan since 1974. All costs included in this plan are properly allocable to Federal award on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Costs that are not allowable, in accordance with the requirements of the Federal awards to which they apply and the provisions of Subpart E – Cost Principles of Part 200, have been allocated to the local cost pool (9990 Local Dollars). Unallowable and Local Cost items will be charged against a “Local Dollars” class on the general ledger. These costs will be tracked throughout the year to ensure available dollars.

The agency’s funding and program work includes these sections:

- Category 1100 – West Virginia Planning and Development Services
- Category 4000 – Economic Development
- Category 6000 - Transportation Planning
- Category 7000 – Community Development
- Category 9000 – Administrative, Management, Title VI Compliance and Intergovernmental Review

BHJ’s cognizant agency is the Ohio Department of Transportation (ODOT). They are charged with reviewing the Cost Allocation Plan and approving BHJ’s provisional fringe and indirect cost rates. This Cost Allocation Plan is to substantiate the request for a provisional Fringe Benefit and a provisional Indirect Cost Rate. Costs must be allowable, reasonable and allocable, and classified as either direct or indirect. Direct costs are those that can be identified specifically with a particular final cost objective or federal or state award.

The agency uses QuickBooks Pro Plus, an over-the-counter software program for payroll and accounting. Reporting is done on the accrual basis with a combination of QuickBooks and Year-End manual entries. None of the accounting work is outsourced. Fringe and Indirect Cost allocations are calculated on excel worksheets using approved rates applied to QuickBooks reports that track labor costs by program on a monthly basis. The agency will use total direct labor as its base for the computation of the cost allocation rate as labor is an acceptable and equitable method for distributing costs to all funding agencies.

Indirect costs are those intermediate costs incurred for a common or joint purpose benefiting more than one cost objective, and is not readily assignable to the cost objectives specifically benefited.

To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect costs within a governmental unit department. Indirect cost pools should be distributed to benefit cost objective on bases that will produce an equitable result in consideration of relative benefits derived. The agency’s finance department uses

several excel workpapers to ensure all processes for recording revenues and costs, for calculating and recording allocations, for invoicing grantors, for reconciling accounts, for payroll taxes and reports, for OWP and Budget work, for Year-End work and for audit work are completed.

- a. Fiscal Manager Procedures
- b. BHJ Monthly Finance Guide
- c. Bills – Monthly Checkoff List
- d. Labor, Fringe and Indirect Allocation Workpapers

After ensuring all items above are completed, the Finance Manager completes the last tab/section of the Fiscal Manager Procedures for Year-End and CAP. Once the final invoices are done for the year the CAP reports are sent to cognizant agency (ODOT) and then given to Community Development Specialist (or someone in the agency with accounting knowledge), who then reviews and recalculates to ensure accuracy. Final invoices are then mailed.

An explanation of the expense categories that are included in the Cost Allocation Plan follows:

## **DIRECT COSTS**

Direct expenses are determined at the time of purchase or payment and charged directly to the specific program or work element. All costs included are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements.

**Direct Labor** - All employees are to keep a weekly timesheet that accounts for their labor costs in one-half hour increments. They are to record the time spent related to each program element and its' number. Time used on general administrative work that benefits the entire agency are to be charged to the Indirect Cost Pool through the administrative program numbers for Indirect Costs. Time used for fringe benefits are to be charged to program numbers for Employee Leaves in the Fringe Benefit Cost Pool. Timesheets are signed by the employee and then reviewed and signed by the Executive Director. The timesheets are then used to charge the costs to salaries expense per direct program, indirect administrative program and fringe leaves. The total wages charged to each program, leave or administrative salaries per the timesheets are entered into the accounting system. An edit is printed of timesheets entered and is compared to actual timesheets to verify correct coding. Leave time is tracked within the system and also in an excel worksheet to verify coding and leave balances are correct. At the end of each month, a timesheet report is used to charge the salaries to each direct, indirect or fringe program and then to allocate the appropriate amount of fringe based on the provisional fringe rate approved by ODOT.

Compensation of employees for time devoted and identified specifically to the performance of work programs are charged as direct salaries based on hourly rates.

Salaries of those positions found to be indirect by nature and not readily assignable to a program are charged to the indirect cost pool. All fringe benefits are charged to the fringe benefit pool. These costs are reconciled at the end of each fiscal year, using actual costs. See timesheet and detail sheet attached to job descriptions.

Salaries: \$ 229,106

Fringe: \$ 170,156

**Travel-**These costs represent mileage reimbursements, transportation costs, conference fees, rental vehicles, food and lodging while traveling on agency business.

Amount: \$24,280

**Supplies & Materials-**These costs represent miscellaneous office supplies, including paper and ink cartridges, when such supplies are not purchased specifically for a direct program.

Amount: \$3,450

**Copying / Printing / Copier Maintenance-**These costs are attributable to the costs of operating two copy machines, including maintenance and repair, and the transportation printer. When copies are made in direct support of a program, staff is required to enter a work code into the copy machine. At the end of each month, copies made under the various work codes are charged back to the program at 12 cents per black and white copy and 19 cents per color copy. These charges are then deducted from the indirect photocopy costs. See Narrative & Schedule of Expenses for 553-Copier attached.

Amount: \$6,838

**Equipment Expensed-**These costs are allocated to maintain and repair equipment and small equipment purchases directly attributable to a direct program. The current year includes the possible purchase of new computers for the Senior Community Development Specialist and any others that may need replaced. These costs also include any traffic counters and traffic counter supplies and repairs that may be required.

Amount: \$9,600

**Computer and Internet Maintenance-**These costs are allocated to maintain information technology and repair computer equipment directly attributable to a direct program.

Amount: \$680

**Advertising-** These costs are allocated to cover the cost of advertising directly attributable to a direct program. This includes amounts attributable to the Rideshare Program.

Amount: \$89,773

**Meeting and Conference Expenses-**These costs are for costs needed to conduct informative and vital meetings for brownsfield, transportation, regional planning and others that are attributable to a direct program.

Amount: \$2,660

**Telephone/Fax-**These costs are associated conference call expenses directly in support of a program. These costs are also for the cost of the telephones which are all charged to indirect. At the end of each month, costs allocated to the various work codes are charged back to each direct program. These charges are then deducted from the indirect telephone costs. See Narrative & Schedule of Expenses for 564- Telephone attached.

Amount: \$2,099

**Depreciation-**These costs are associated with new equipment, furnishings and fixtures that are purchased over the \$5,000 threshold and charged to a specific program.

Amount: \$6,080

**Postage**-These costs are postage costs and supplies which are all charged to indirect. When costs are made in direct support of a program, staff is required to enter a work code into the postage system. At the end of each month, costs allocated to the various work codes are charged back to each direct program. These charges are then deducted from the indirect postage costs. See Narrative & Schedule of Expenses for 563 – Postage attached.

Amount: \$2,400

**Software/Training**-These are costs for needed software and/or upgrades, technical support and training for staff directly associated with support of a program.

Amount: \$12,750

**Membership Dues**-These costs represent membership of staff in associations that further professionalism. These may include but not be limited to OARC Transportation dues, WV Assoc of Geospatial Professionals, West Virginia Association of MPO's, National Association of Regional Councils, National Association of Development Districts, Freight Association, etc.

Amount: \$13,900

**Project Contracts**-These costs represent expenditures associated with outside contracts for the development of Environmental Protection Brownsfield Program.

Amount: \$195,926

**Publications**- These costs are publication costs directly attributable to a direct program.

Amount: \$3,000

**Audit Expenditure**- These costs are audit costs directly attributable to a direct program.

Amount: \$2,000

**Miscellaneous**-These costs represent expenditures not covered in any other schedule.

Amount: \$5,453

## **FRINGE BENEFIT POOL**

Fringe Benefits are allowances and services provided to employees as compensation in addition to regular salaries and wages and are charged to the benefit pool of the cost allocation plan. Unused sick leave is carried forward to the next fiscal year at a maximum of 240 hours. Unused sick leave is not paid upon leaving the agency. Unused annual leave is not carried forward to the next fiscal year. Unused annual leave for the current year is paid upon an employee leaving the agency. The Fringe Benefits chargeable to the agency are:

- Holiday Leave
- Sick Leave
- Annual Leave
- Other Leave
- Health Insurance
- Life Insurance
- Wellness Benefits (ex: Gym fees and bicycle costs)
- Dental and Vision
- Medicare
- Ohio Public Employees Retirement System
- Ohio State Workers' Compensation
- Ohio State Unemployment Tax Program

## INDIRECT COST POOL

Indirect costs that jointly benefit two or more programs or other cost objectives are determined at the time of purchase or payment.

**Indirect Labor** - All employees are to keep a weekly timesheet that accounts for their labor costs in one-half hour increments. They are to record the time spent related to each program element and its' number. Time used on general administrative work that benefits the entire agency are to be charged to the Indirect Cost Pool through the administrative program numbers for Indirect Costs. Time used for fringe benefits are to be charged to program numbers for Employee Leaves in the Fringe Benefit Cost Pool. Timesheets are signed by the employee and then reviewed and signed by the Executive Director. The timesheets are then used to charge the costs to salaries expense per direct program, indirect administrative program and fringe leaves. The total wages charged to each program, leave or administrative salaries per the timesheets are entered into the accounting system. An edit is printed of timesheets entered and is compared to actual timesheets to verify correct coding. Leave time is tracked within the system and also in an excel worksheet to verify coding and leave balances are correct. At the end of each month, a timesheet report is used to charge the salaries to each direct, indirect or fringe program and then to allocate the appropriate amount of fringe based on the provisional fringe rate approved by ODOT.

Compensation of employees for time devoted and identified specifically to the performance of work programs are charged as direct salaries based on hourly rates. Salaries of those positions found to be indirect by nature and not readily assignable to a program are charged to the indirect cost pool. All fringe benefits are charged to the fringe benefit pool. These costs are reconciled at the end of each fiscal year, using actual costs. A portion of the costs that are attributable to indirect salaries based on the fringe rate are charged to the indirect cost pool. See timesheet and detail sheet attached to job descriptions.

Salaries: \$ 91,390

Fringe: \$ 67,875

**Travel**-These costs represent mileage reimbursements, transportation costs, conference fees, rental vehicles, food and lodging while traveling on agency business not attributable specifically to a direct program.

Amount: \$2,500

**Supplies & Materials**-These costs represent miscellaneous office supplies, including paper and ink cartridges, when such supplies are not purchased specifically for a direct program. During the Year-End process, an entry is made to move any negative amounts in copier expense from supplies to cover the cost of copies allocated.

Amount: \$3,000

**Copying / Printing / Copier Maintenance**- These costs are attributable to the costs of operating two copy machines, including maintenance and repair, and the transportation printer. When copies are made in direct support of a program, staff is required to enter a work code into the copy machine. At the end of each month, copies made under the various work codes are charged back to the program at 12 cents per black and white copy and 19 cents per color copy. These charges are then deducted from the indirect photocopy costs. See Narrative & Schedule of Expenses for 553- Copier attached.

Amount: \$300

**Equipment Expensed**-These costs are allocated to maintain and repair equipment and small equipment purchases not directly attributable to a direct program. The current year includes the possible purchase of new computers and printers, along with other equipment.

Amount: \$1,500

**Computer and Internet Maintenance**-These costs are allocated to maintain information technology and repair computer equipment not directly attributable to a direct program.

Amount: \$2,000

**Financial Consulting & Publications**-These costs are associated with services performed by a private firm and/or manuals and publications to train and advise staff with fiscal procedures in preparation of financial reports.

Amount: \$1,000

**Rent**-These costs are for lease on the building in which the agency is physically located. The lease is for four years and eight months beginning in November 1<sup>st</sup>, 2016 through June 30<sup>th</sup>, 2020.

Amount: \$36,000

**Insurance/Bonds**-These costs represent coverage for Directors/Officers Liability Ins., Commercial Ins., and Property and Liability Ins. coverages.

Amount: \$3,600

**Telephone/Fax**-These costs are associated with maintenance on the telephone system, line costs and long-distance costs which are all charged to indirect. At the end of each month, costs allocated to the various work codes are charged back to each direct program. These charges are then deducted from the indirect telephone costs. See Narrative & Schedule of Expenses for 564- Telephone attached.

Amount: 3,500

**Postage**- These costs are postage costs and supplies which are all charged to indirect. When costs are made in direct support of a program, staff is required to enter a work code into the postage machine. At the end of each month, costs allocated to the various work codes are charged back to each direct program. These charges are then deducted from the indirect postage costs. See Narrative & Schedule of Expenses for 563 – Postage attached.

Amount: \$2,500

**Depreciation**-These costs are associated with new equipment, furnishings and fixtures that are purchased over the \$5,000 threshold and not charged to a specific program.

Amount: \$5,500

**Advertising**-These are costs needed for advertising directly related to the agency and not applicable to direct programs. This includes amounts needed to advertise for employees.

Amount: \$500

**Audit Expenditure**- These costs are audit costs not directly attributable to a direct program.

Amount: \$9,150

**Legal Services**-These costs are associated with legal representation in the event legal issues should arise.

Amount: \$200

**Software/Training-**These are costs for needed software and/or upgrades, technical support and training for staff not directly associated with support of a program.

Amount: \$1,200

**Membership Dues-**These costs represent membership of staff in associations that further professionalism. These may include but not be limited to West Virginia Association of Regional Planning Councils, Chamber Associations, Ohio Association of Regional Councils, CUED, Ohio Association of Regional Councils, etc.

Amount: \$500

**Publications-**These charges are for professional publications and newspapers.

Amount: \$350

**Miscellaneous-**These costs represent expenditures not covered in any other schedule.

Amount: \$1,650

## **RECONCILIATION OF FISCAL YEAR 2018 FRINGE AND INDIRECT RATES**

Since 1995, BHJ has utilized the Grants Management System as its accounting system. Beginning with Fiscal Year 2004, the agency transitioned to the Peachtree system. Beginning with January 1, 2013, the agency changed to QuickBooks Pro Plus. The Finance Manager reviews costs to the fringe and indirect rates at the end of the year (June 30<sup>th</sup>) once all expenses have been entered into the system for that fiscal year. Then the Year-End Cost Allocation Plan for Final Fringe and Indirect Rates are calculated. Another member of the agency (Community Development Specialist) with accounting knowledge then review and recalculated the Year-End CAP to ensure accuracy. The Finance Manager then calculates the difference between amounts of fringe and indirect charged to each program and the amounts of fringe and indirect that should have been charged to each program based on final rates. Entries are then completed to record variances; final reports are printed and final invoices prepared. These rates are then considered “final”, pending the annual audit. The final invoices for the fiscal year reflect an adjustment to the rates throughout the year. When the agency audit is complete (generally the end of the calendar year), the auditor will make any further adjustments.

Copies of the following are then sent to the Cognizant Agency (ODOT) for review.

- a Statement of Direct Labor, Fringe Benefits and General Overhead
- b Profit and Loss by Class Report
- c Reconciliation of Fringe and Indirect charged to each program per provisional rate  
compared to Fringe and Indirect charged to each program per final rates
- d Current Period and Cumulative Cost Reports - From Final Invoices.

**BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION****OTHER INTERMEDIATE COST OBJECTIVES****NARRATIVE & SCHEDULE OF EXPENSES - FISCAL YEAR 2020****Cost Objective Number & Name**

553 - COPIER

**Cost Objective Description / Purpose**

TO RECORD COSTS ASSOCIATED WITH MAKING COPIES AND PRINTING

**Cost Allocation Basis**

THE COPY MACHINE HAS THE ABILITY TO TRACK COPIES BY PROGRAM. AT THE END OF EACH MONTH A REPORT IS PRINTED AND THE NUMBER OF COPIES ARE ALLOCATED BASED ON THAT REPORT. THE AMOUNT IS CALCULATED BY TAKING THE TOTAL NUMBER OF COPIES PER PROGRAM FROM ALL PRINTERS AND MULTIPLYING BY THE COST PER COPIES FOR BLACK AND WHITE AND THE COST PER COPIES FOR COLOR.

**Cost Allocation Rate(s)**

THE COST PER COPIES ARE CALCULATED BY ADDING THE TOTAL COSTS OF MAKING COPIES (MAINTENANCE AGREEMENTS, COPIER LEASE PAYMENTS, PRINTER INK, PAPER) FOR THE PRIOR CALENDAR YEAR BASED ON WHETHER FOR BLACK AND WHITE OR COLOR. THEN THE TOTAL BLACK/WHITE AND COLOR COPIES AND PRINTS FOR THE YEAR ARE DIVIDED INTO THE TOTAL ANNUAL COSTS. THIS GIVES US A RATE TO USE WITH BLACK/WHITE AND A RATE TO USE FOR THE COLOR COPIES.

**Cost Allocation Frequency**

MONTHLY

**Description of Cost Allocation Records Retained for Audit Purposes**

ALL REPORTS GENERATED BY THE COPY MACHINES, WORKPAPER WHERE THOSE COSTS ARE SUMMARIZED AND THE GENERAL JOURNAL ENTRIES WHERE THE ENTRIES ARE RECORDED

**Expenses for this Cost Objective**

Account Number	Account Name		Prior Actual FY 2018		Proposed Budget FY 2020
553	COPIER		5,242.39		7,138.00
540	SUPPLIES		2,859.84		6,450.00
<b>TOTALS</b>			<b>8,102.23</b>		<b>13,588.00</b>

**Allocations for this Cost Objective**

Sum of Expenses Allocated Direct to Projects/Programs		5,177.03		10,288.00
Expenses Allocated to Indirect Cost Pool		2,925.20		3,300.00
<b>TOTALS</b>		<b>8,102.23</b>		<b>13,588.00</b>



**BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION****OTHER INTERMEDIATE COST OBJECTIVES  
NARRATIVE & SCHEDULE OF EXPENSES - FISCAL YEAR 2020****Cost Objective Number & Name**

563 - POSTAGE EXPENSE

**Cost Objective Description / Purpose**

TO RECORD COSTS ASSOCIATED WITH MAILING AND SENDING ITEMS THROUGH THE MAIL, FEDERAL EXPRESS AND UNITED POSTAL SERVICE

**Cost Allocation Basis**

THE POSTAGE SYSTEM HAS THE ABILITY TO TRACK EXPENDITURES BY PROGRAM. AT THE END OF EACH MONTH A REPORT IS PRINTED AND THE COST OF POSTAGE IS ALLOCATED BASED ON THAT REPORT. WHEN UPS AND FED EX IS USED THE ACTUAL COSTS ARE DIRECTLY CHARGED TO THE PROGRAM.

**Cost Allocation Rate(s)**

THE REPORT PRINTS ACTUAL COSTS PER PROGRAM

**Cost Allocation Frequency**

MONTHLY

**Description of Cost Allocation Records Retained for Audit  
Purposes**

ALL REPORTS GENERATED BY THE POSTAGE SYSTEM0, WORKPAPER WHERE THOSE COSTS ARE SUMMARIZED AND THE GENERAL JOURNAL ENTRIES WHERE THEY ARE RECORDED

**Expenses for this Cost Objective**

Account Number	Account Name	Prior Actual FY 2018	Proposed Budget FY 2020
563	POSTAGE	3,046.00	4,900.00
<b>TOTALS</b>		<b>3,046.00</b>	<b>4,900.00</b>

**Allocations for this Cost Objective**

Sum of Expenses Allocated Direct to Projects/Programs	735.16	2,400.00
Expenses Allocated to Indirect Cost Pool	2,310.84	2,500.00
<b>TOTALS</b>	<b>3,046.00</b>	<b>4,900.00</b>

**BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION****OTHER INTERMEDIATE COST OBJECTIVES****NARRATIVE & SCHEDULE OF EXPENSES - FISCAL YEAR 2020****Cost Objective Number & Name**

564 - TELEPHONE EXPENSE

**Cost Objective Description / Purpose**

TO RECORD COSTS ASSOCIATED WITH THE MAINTENANCE ON THE TELEPHONE SYSTEM, LINE COSTS, INTERNET AND LONG-DISTANCE CHARGES.

**Cost Allocation Basis**

THE AGENCY HAS A TOTAL OF 13 PHONES IN THE DIFFERENT OFFICES AND AREAS. THERE ARE 4 IN THE TRANSPORTATION DEPARTMENT, 1 IN THE COMMUNITY DEVELOPMENT OFFICE. THE WEST VIRGINIA LINE IS FOR THE COMMUNITY DEVELOPMENT OFFICE ALONE.

**Cost Allocation Rate(s)**

THE TELEPHONE AND INTERNET CHARGES ARE ALLOCATED BASED ON NUMBER OF PHONES LOCATED IN EACH AREA OF DIRECT PROGRAMS. THE WEST VIRGINIA LINE IS ALLOCATED SOLELY TO THE COMMUNITY DEVELOPMENT PROGRAM. THE 3/13 AMOUNT ATTRIBUTED TO THE TRANSPORTATION LINES ARE THEN SPLIT BETWEEN OHIO (56.02%) AND WEST VIRGINIA (43.98%). THE BALANCE OF THE COST REMAINS IN THE INDIRECT COST POOL.

**Cost Allocation Frequency**

MONTHLY

**Description of Cost Allocation Records Retained for Audit Purposes**

ACTUAL MONTHLY COSTS RECORDED ON EXCEL WORKSHEET TO ALLOCATE, WORKPAPER WHERE THOSE COSTS ARE SUMMARIZED AND THE GENERAL JOURNAL ENTRIES WHERE THE ENTRIES ARE RECORDED

**Expenses for this Cost Objective**

Account Number	Account Name		Prior Actual FY 2018		Proposed Budget FY 2020
564	TELEPHONE		3,248.19		5,599.00
<b>TOTALS</b>			<b>3,248.19</b>		<b>5,599.00</b>

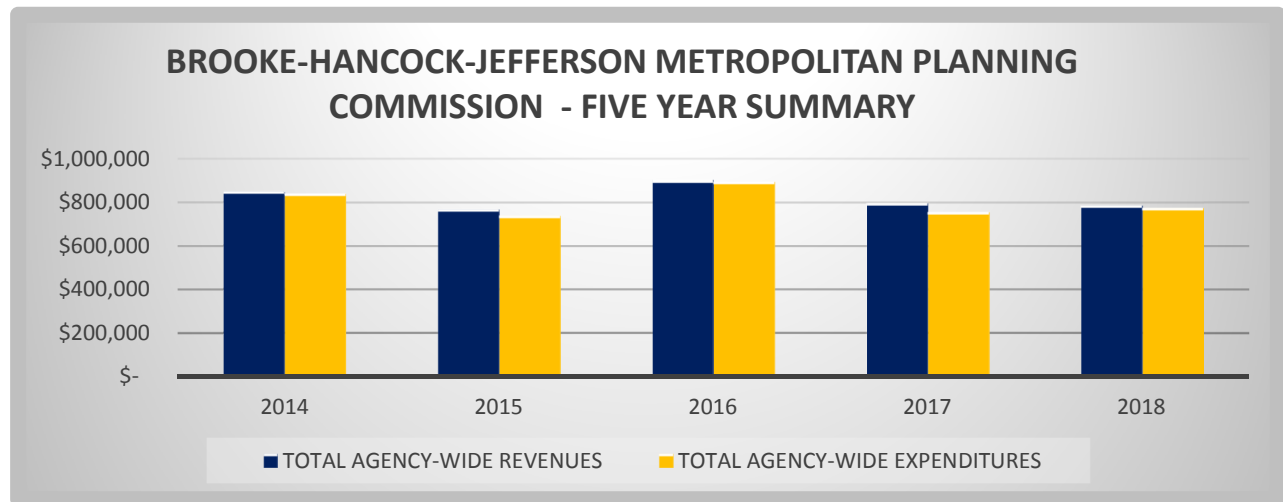
**Allocations for this Cost Objective**

Sum of Expenses Allocated Direct to Projects/Programs		166.72		2,099.00
Expenses Allocated to Indirect Cost Pool		3,081.47		3,500.00
<b>TOTALS</b>		<b>3,248.19</b>		<b>5,599.00</b>

*SECTION 8*  
*FINANCIAL STATEMENTS*

## FINANCIAL STATEMENTS

Oversight for the audit of the Financial Statements of Brooke-Hancock-Jefferson Metropolitan Planning Commission rests with the Ohio Auditor of State's Office. The agency fiscal year-end is June 30<sup>th</sup>. Management completes the financial statements in accordance with accounting principles generally accepted in the United States of America. The reports are audited by an independent firm at the end of each fiscal year and reviewed by the state. A Single Audit was required for FYE 2015 and before. Under the Code of Federal Regulations at 2 C.F.R. Part 200, the agency has been under the threshold of \$750,000 of federal funds spent required for a Single Audit. The Commission anticipates that a Single Audit will be required for Fiscal Year-end 2020. Attached is the audited Brooke-Hancock-Jefferson Metropolitan Planning Commission Financial Statements for Fiscal Year-End 2018.



<b><u>BROOKE-HANCOCK-JEFFERSON METROPOLITAN PLANNING COMMISSION - FIVE YEAR AUDIT SUMMARY</u></b>	<b><u>FYE 2014</u></b>	<b><u>FYE 2015</u></b>	<b><u>FYE 2016</u></b>	<b><u>FYE 2017</u></b>	<b><u>FYE 2018</u></b>
<b>SINGLE AUDIT REQUIRED</b>	YES	YES	NO	NO	NO
<b>FINANCIAL FINDINGS</b>					
MATERIAL WEAKNESSES	NO	NO	NO	NO	NO
SIGNIFICANT DEFICIENCIES	NO	NO	NO	NO	NO
<b>INTERNAL CONTROL FINDINGS</b>					
MATERIAL WEAKNESSES	NO	NO	NO	NO	NO
SIGNIFICANT DEFICIENCIES	NO	NO	NO	NO	NO
<b>MAJOR PROGRAMS</b>					
HIGHWAY PLAN. & CONST. CLUSTER CFDA#20.205	YES	YES			
<b>LOW RISK AUDITEE</b>	YES	YES			
<b>UNMODIFIED OPINION</b>	YES	YES			