REGIONAL CODES COORDINATING COMMITTEE (RCCC)
FY2024 through FY2026 Work Program

October 1, 2023 – September 30, 2026

Background: The primary purpose of the Regional Codes Coordinating Committee (RCCC) has been to foster the cooperation of municipal government and private industry in promoting the standardization of construction codes used within the North Central Texas region. Standardization is defined as the adoption of the NCTCOG Recommended Codes and NCTCOG Regional Code Amendments, the reduction of local amendments by all municipalities in the region, and the consistent interpretation of these codes by public and private design and construction personnel. The work of the RCCC is an extension of the work initiated in 1967 by the Regional Codes Strategy Committee of NCTCOG which documented the wide disparity of codes in use by the region's local governments at that time, cited the advantages of code standardization, and outlined steps to be taken to correct the situation.

The mission of the RCCC has been expanded to focus on industry-wide issues, and the development process as a whole, rather than primarily concentrating on recommending codes and regional amendments.

This work program was developed to reflect the three-year code amendment cycle, so that each year of the work program emphasizes different objectives that advance the overall mission of the RCCC. The work program's anticipated tasks will be determined and prioritized by the RCCC.

This work program reflects the administrative support needed for the activities associated with RCCC's mission. NCTCOG will provide this support by coordinating and administering up to four committee meetings for the RCCC per year, up to twenty-five advisory board meetings per year, assisting with outreach, and producing deliverables identified through the group's recommendation, such as coordinating educational and training workshops, performing annual code adoption surveys, etc. A more detailed breakdown of the work program's potential tasks is included below.

Funding of Work Program: Completion of the full work program is contingent upon receiving the necessary level of funding from participating entities. The work program is funded by individual cost shares provided by the participants. A list of expected deliverables is located in **Appendix A**. The goal of the full program, for all three fiscal years, is estimated at $300,000, which will be cost-shared among participants as shown in **Appendix C**. The cost estimate is subject to increase or decrease based upon variables such as how many and which type of training activities the RCCC chooses to conduct (i.e., workshops versus webinars). Any funds remaining at the end of the work program will roll over into the next three-year work program.

It is requested that entity representatives commit to the upcoming Fiscal Year by September 1, 2023, in order to facilitate the program budgeting process.

YEARS 1, 2, AND 3 FOCUS AREA EFFORTS: NCTCOG will provide support and facilitation for the focus area efforts associated with each year.

Deliverables will include coordination and administrative support for the following focus areas:

1. Development of recommended regional code amendments;
2. Adopt, publish, and distribute recommended regional amendments;
3. Education and outreach activities, including mentorship, workshops, trainings, and supporting code adoption by local governments;
4. Small community assistance outreach and training activities;
5. Documenting best practices, checklists, application programs, and provide on-line clearinghouse of materials.

<u>YEAR 1</u>: **DEVELOPMENT OF THE RECOMMENDED REGIONAL CODE AMENDMENTS**. The RCCC, advisory boards, subcommittees, and working groups will be concentrating on reviewing the codes and meeting regularly to develop the code amendments that will be recommended to the region.

<u>YEAR 2</u>: **CODE ADOPTION AND EDUCATION/OUTREACH**. The code hearing process, adopting, and publishing recommended regional amendments, education, and outreach will be the focal points of Year 2. Some potential tasks could include mentorship support (for topics including, but not limited to, the national code amendments process), distributing the recommended regional code amendments, and outreach activities such as workshops, trainings, and supporting code adoption by local governments.

<u>YEAR 3</u>: **EDUCATION, TRAINING, AND OUTREACH**. Training and education activities would include any topics of regional interest and could include workshops, videos, webinars, etc. Topics and deliverables will be selected and prioritized by work program participants. Assistance to smaller communities will be emphasized by increasing outreach and training activities. Additionally, NCTCOG will maintain and update the website to document best practices and provide informational materials related to the development process.

<u>ONGOING TASKS</u>:

TASK 1. GENERAL ADMINISTRATIVE SUPPORT: NCTCOG will provide this support by coordinating and administering committee meetings for the RCCC and its advisory boards during the term of the Work Program. The RCCC will have up to four NCTCOG-hosted meetings per year and the advisory boards will cumulatively have up to twenty-five full-day NCTCOG-hosted meetings per year. This allows five meetings per advisory board per year. The number of meetings may be traded between the advisory boards; for example, if one advisory board only needs four meetings for the year, another board may use that additional meeting day. If additional meetings are necessary, advisory boards may hold off-site meetings. However, NCTCOG will not be responsible for preparing handouts or meeting summaries for off-site meetings. Task force and work group meetings do not count toward the meeting limitation as long as they do not require NCTCOG staff attendance.

Deliverables could include, but will not be limited to:

1. Administration and Support of RCCC
    a. Host four RCCC meetings per year; prepare agendas, take meeting notes, send meeting announcements, maintain invitation lists, coordinate speakers, provide location, etc.;
    b. Maintain roster, complete reappointment process, assist in finding members when needed;
    c. Prepare and distribute code amendments, assist with developing position papers, letters, and notifications;
    d. Update RCCC operating procedures (by-laws), when necessary.
2. Administration and Support of Advisory Boards
    a. Host up to 25 meetings per year; prepare agendas, take meeting notes, send meeting announcements, maintain invitation lists, coordinate speakers, provide location, etc.;
    b. Maintain website, prepare, and distribute code amendments.

TASK 2. TRAINING, EDUCATION, AND OUTREACH: NCTCOG will facilitate training and educational tools and resources for the region that may include, but will not be limited to: webinars, instructional and outreach videos, contractor classes, and workshops. These training and educational resources will focus on providing an understanding of the entire development process to public and private sector professionals from all industry perspectives, including but not limited to: design professionals, building officials, contractors, plan reviewers, city council members, community members, etc. The objectives will include increasing outreach and improving the knowledge base of all of a broad range of stakeholders in the development process. Examples of specific training could include but will not be limited to explaining the code adoption process, specification training, code review training, ~~disaster mitigation~~, and more. The RCCC will assist NCTCOG in determining the appropriate and needed trainings based on annual surveys and other input received from the region.

This task will also include an industry ambassador program that will be focused on enhancing the education of less experienced industry professionals by providing a direct line of communication to industry experts in order to help improve comprehension and synchronization across all aspects of the development process. This program will also comprise a small community assistance component that will help improve outreach and educational resources to benefit small communities. The overall objective is to remove communication barriers and other obstacles, such as lack of awareness, in order to streamline the development process by educating individuals involved in all parts of the development process of how all of the components work both separately and collectively.

Deliverables will be guided by the RCCC and could include, but will not be limited to:

1. Annual Regional Code Adoption Survey
    a. Develop, distribute, and summarize code adoption survey for North Central Texas region
    b. Develop visual representations of the results of the code adoption survey (maps, graphics, etc.)
2. Training, Education, and Outreach
    a. Coordinate workshops: develop agenda, coordinate speakers, advertise, and host workshops, as needed
    b. Best management practice education
    c. Training videos

       d. Webinars
       e. Code adoption process, interpretation, and third-party training
       f. Membership to International Codes Council (ICC)
       g. ICC Preferred Provider
3. Regional Information Distribution
4. Support for Local Governments
       a. Provide general technical assistance and find appropriate assistance when needed
       b. Provide focused technical assistance program and resources for small communities (i.e. population less than 10,000)
5. Participation in regional, statewide, and national activities that further the mission of the RCCC
       a. Provide financial assistance to local government representatives to attend national code hearings
       b. Support voting process for national code development (i.e. hosting a meeting for group voting and compiling stakeholder positions for review)
6. Model Code Standardization
       a. Recommend construction codes from those developed by various national codes organizations for adoption by the region's local governments
       b. Develop an amendment interpretation code to complement regional amendments
       c. Provide periodic documentation of codes disparity between the region's cities
       d. Provide code classes and informational seminars for public and private construction personnel
       e. Provide information and technical assistance to localities which have expressed an interest in adopting the recommended codes
       f. Recommending regional amendments to the NCTCOG Executive Board and submitting code change proposals to the code publisher
       g. Marketing regional amendments
7. Special Projects

TASK 3. BEST PRACTICES AND STANDARDIZED PLAN REVIEW PROCESS: This task will be focused on documenting best practices for all aspects of the entire development process on the NCTCOG website in order to provide stakeholders with a clearinghouse of valuable information that will help improve code adoption and development-related management practices across the region.

Additionally, this task will include the development of a standardized plan review process. The standardized plan review would be designed to serve as a training guide for new reviewers or a reminder for seasoned reviewers, regardless of the occupancy group or construction type. The standardized plan review document would provide standardization across the region and will result in improved safety standards. The final document will be made available to the public.

Deliverables could include, but will not be limited to:

1. Standardized Plan Review Document – a template for documenting minimum standards for plans
2. Website Maintenance
       a. Meeting Schedules and Materials for RCCC and Advisory Boards
       b. Regional Code Amendments

  c. Position Papers and Guidelines
  d. Application, review, and inspection checklists
 3. Best Practices Library

APPENDIX A: WORK PROGRAM DELIVERABLES (COMPREHENSIVE)

- Annual Regional Code Adoption Survey
  - Develop, distribute, and summarize code adoption survey for North Central Texas region
  - Develop visual representations of the results of the code adoption survey (maps, graphics, etc.)
- Model Code Standardization
  - Recommend construction codes from those developed by various national codes organizations for adoption by the region's local governments
  - Provide periodic documentation of codes disparity between the region's cities
  - Provide code classes and informational seminars for public and private design and construction personnel
  - Provide information and technical assistance to localities which have expressed an interest in adopting the recommended codes
  - Recommending regional amendments to the NCTCOG Executive Board and submitting code change proposals to the code publisher
  - Marketing regional amendments
- Administration and Support of RCCC
  - Host up to five RCCC meetings per year; prepare agendas, take meeting notes, send meeting announcements, maintain invitation lists, coordinate speakers, provide location, etc.
  - Maintain roster, complete reappointment process, assist in finding members when needed
  - Prepare and distribute code amendments, assist with developing position papers, letters, and notifications
  - Update RCCC operating procedures (by-laws)
- Administration and Support of Advisory Boards
  - Host up to 25 meetings per year; prepare agendas, take meeting notes, send meeting announcements, maintain invitation lists, coordinate speakers, provide location, etc.
  - Maintain website, prepare, and distribute code amendments.
- Website Maintenance
  - Meeting Schedules and Materials for RCCC and Advisory Boards
  - Regional Code Amendments
  - Position Papers and Guidelines
  - Application, review, and inspection checklists
- Best Practices Library
- Regional Information Distribution
- Support for Local Governments
  - Provide general technical assistance and find appropriate assistance when needed
  - Provide focused technical assistance program and resources for small communities (i.e., population less than 10,000)

- Training, Education, and Outreach
  - Coordinate workshops: develop agenda, coordinate speakers, advertise, and host workshops, as needed
  - Best management practice education
  - Whiteboard training videos
  - Comprehensive development process training
  - Webinars
  - Code adoption process, code interpretation, and third-party training as appropriate
- Participation in regional, statewide, and national activities that further the mission of the RCCC
- Membership to International Codes Council (ICC)
- ICC Preferred Provider
- Special Projects

Appendix B: WORK PROGRAM DELIVERABLES PRIORITIZED BY RCCC

The tasks below are ranked in order of priority as determined by the RCCC. To the extent practicable, these tasks will be completed in order of priority, with NCTCOG addressing the top ranked task first and then moving on to others as time and budget allows.

1. Model Code Standardization
2. Annual Regional Code Adoption Survey
3. Administration and Support of the RCCC and Advisory Boards
4. Regional Information Distribution
5. Best Practices Library
6. Website Maintenance and Support for Local Governments (tie)
7. Training, Education and Outreach

Appendix C: BUDGET AND COST SHARE

Appendix C.1 - Budget

The RCCC budget goal for the FY2021 – FY2023 Work Program (three fiscal years) is approximately $300,000. The completion of the full work program is contingent upon receiving the full amount of funding from participating entities. These expenses are cost-shared among active participants.
To the extent practicable, tasks will be completed in order of priority as specified in **Appendix B**.

Appendix C.2 - Cost Share

The cost sharing criteria for this work program is provided below. The annual work program is funded by individual cost shares and contributions provided by the participants. The goal is to receive two-thirds of the overall funds from public sector cost sharing participants and receive one-third of the overall funds from private sector cost sharing participants.

The cost share for local government participants will be determined by population size as indicated in **Table 1**. Private sector participants will contribute a minimum of $750 and a maximum of $7,500. The regional recommended amendments will be provided to all interested parties on the website at https://www.nctcog.org/envir/Regional-Building-Codes.

Table 1. Local Government Participant Cost Sharing Allocation

Population (NCTCOG Estimates)	Cost
1 million+	$7,500
750,000–999,999	$7,000
500,000–749,999	$6,000
350,000–499,999	$5,000
200,000–349,999	$4,150
100,000–199,999	$3,250
50,000–99,999	$2,150
25,000–49,999	$1,400
10,000–24,999	$1,000
Less than 10,000	$500