

# Erie Regional Planning Commission Metropolitan Planning Organization

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# Public Involvement Policy

Updated: January 2019

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## **Preface**

### **A. Document Structure**

This document contains specific information on ERPC policies and procedures regarding public involvement, public information and public access. The document structure consists of four sections listed the following way:

- ★ Section I: Introduction
- ★ Section II: Public Involvement – Answers the questions: How does ERPC engage the public in metropolitan transportation planning? How can the public become involved?
- ★ Section III: Public Information –Answers the question: How does ERPC inform the public?
- ★ Section IV: Public Access –Answers the question: How does the public access ERPC information and services?

The appendices follow Section IV of this document

**RESOLUTION NUMBER 2019-05**

**OF THE METROPOLITAN PLANNING ORGANIZATION POLICY  
COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION**

**APPROVING A RESOLUTION TO APPROVE THE ERIE REGIONAL  
PLANNING COMMISSION METROPOLITAN PLANNING ORGANIZATION  
REVISED PUBLIC INVOLVEMENT POLICY (PIP) AND TITLE VI PLANS.**

**WHEREAS**, this Committee is the Metropolitan Planning Organization (MPO) for Erie County; and

**WHEREAS**, it is the responsibility of this Committee to approve federally-funded transportation projects from Erie County which appear on the TIP as well as other planning documents related to the operation of the MPO; and

**WHEREAS**, the revised PIP and Title VI plans will ensure consistency with current federal public involvement regulations and interim guidance related to the Fixing America's Surface Transportation Act; and

**WHEREAS**, the PIP and Title VI plans includes changes to the policies in light of current public involvement practices as well as new plans and other procedures that have been developed since the adoption of the updated plans; and

**WHEREAS**, the PIP and Title VI plans guarantees continued compliance with state laws governing open meetings and public access to MPO documents; and

**WHEREAS**, the Technical Advisory Committee and the Policy Committee have analyzed this request and found it to be consistent with the long range plan of the Erie Regional Planning Commission; and

**NOW THEREFORE BE IT RESOLVED:**

- 1) That this Committee recognizes the importance of public involvement to the MPO process and does hereby approve the updated PIP and Title VI plans as important MPO documents.
- 2) That this Committee authorizes Erie Regional Planning Commission staff to provide copies of this Resolution to the appropriate agencies as evidence of action by the Metropolitan Planning Organization.



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Patrick Shenigo, 2019 Chairperson  
Metropolitan Planning Organization Policy Committee  
Erie Regional Planning Commission

April 25<sup>th</sup>, 2019

## **I. Introduction**

### **A. About the Erie County Regional Planning Commission (ERPC) Metropolitan Planning Organization (MPO)**

The ERPC MPO was created in 2003 by Federal statute that states every urbanized area with a population of more than 50,000 must establish a MPO. The 2000 Census revealed the Sandusky Urbanized Area had a population of over 50,000 people and as a result the ERPC MPO was created. The Erie County Regional Planning Commission (ERPC) is the Handling Agency for the MPO.

ERPC is the federally designated agency responsible for directing the cooperative, continuous and comprehensive (or "3-C") transportation planning process in Erie County and Vermilion including a portion of Lorain County. The 3-C process focuses on developing regional transportation policies, plans and programs. The three major documents produced through this process are the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), a listing of federally funded transportation improvement projects over a four-year period, and an Annual Work Plan detailing deliverables the Handling Agency will complete over the next State Fiscal Year (SFY).

Under CFR 23 450.316 the MPO is required to have a documented participation plan. This document fulfills this requirement and is called the ERPC's Public Involvement Policy (PIP). This title was chosen because ERPC interacts daily with the public through direct contact (open meetings, correspondence and internet) and indirect contact (documents and publications). The PIP specifies the procedures ERPC will use when conducting its transportation planning process. The ERPC PIP contains policies related to public involvement, information and access. The PIP is essential to the management and development of the agency and its programs.

The PIP is reviewed periodically by the Ohio Department of Transportation, the Federal Highway Administration and the Federal Transit Administration to ensure that full and open access is provided by the MPO in the decision-making process. The PIP is also submitted to the Transportation Advisory Committee (TAC) and Policy Committee for consideration and approval. The PIP enhances the opportunity for public input and satisfies federal requirements for public participation.

### **B. Policy Statement**

ERPC's policy is to be proactive in reaching out to the regional community by informing the public and encouraging its participation. ERPC will work to foster a Public Involvement Policy (PIP) that is informative and easily understood. The PIP is intended to include all citizens including those who are traditionally underserved, relevant governmental agencies and transportation providers within the region.

## **II. Public Involvement**

### **A. Purpose**

The purpose of ERPC's Public Involvement Program (PIP) is to proactively engage the public in developing and updating major agency plans and studies. The goal is to provide early and continuous involvement with the public by providing helpful information, publishing timely public notices, encouraging public participation in key decisions and considering significant comments received throughout the planning process.

### **B. Public Involvement for All People**

ERPC's PIP is intended for everyone. This includes all citizens, affected public agencies, transportation and transit agency employees, environmental agency employees, community organizations and other interested parties. ERPC is committed to engaging the traditionally underserved, including but not limited to low-income and minority populations. ERPC will strive to hold all public meetings at accessible and convenient locations.

### **C. Public Information & Public Access**

ERPC operates a communications program that supports public involvement. More information on the program is found in Section III (Public Information). ERPC also works to ensure access to its offices, meetings and public records as consistent with Ohio's Open Meetings Act, the Public Records Act and CFR 23 450.316. More information on public access is contained in Section IV (Public Access).

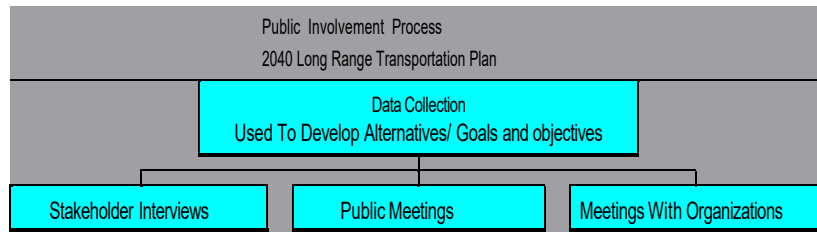
### **D. Outreach Program**

People who are willing to assist ERPC in obtaining information about community and county issues are sought by the agency to be liaisons. ERPC works to identify these liaisons with assistance from locally elected and appointed officials, civic and community organizations as well as business and professional groups. Representatives of those traditionally underserved are strongly encouraged to participate in the planning process. ERPC maintains a list of these liaisons to assist in various outreach efforts.

### **E. Public Involvement for the Long Range Transportation Plan & the Transportation Improvement Program (TIP)**

The major documents of the ERPC MPO Policy Committee are the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP) and the Annual Work Plan. All future updates will adhere to a 45 day public review period before being adopted by the MPO Policy Committee regarding the public involvement process and 30 days for any other changes.

**Long Range Transportation Plan:** The current Transportation Plan is the 2040 LRTP which was completed in 2015. The next update will occur in 2020 and will follow the 45 day public comment model. The plan is updated every five years. The public involvement process for the 2040 plan was as follows:



The 2040 LRTP Participation Plan included reasonable opportunities for interested parties to comment on the plan prior to its approval. Multiple public meetings were held during the update process. Separate meetings for both the draft plan and final plan were held. These meetings were held at least 30 days prior to the adoption of the plan by the Policy Committee. Three (3) weeks prior to public meetings, a press release, web announcements, posters and letters were published. Additionally, press releases were published in regional and local newspapers. Written comments were also be accepted via email, by fax, mail or in person. Drafts and final copies were also circulated to all stakeholders, MPO committee members, interested parties and relevant governmental agencies for their review and comment. All comments received were summarized and presented to the Technical Advisory and Policy Committees and were published in the public participation section of the LRTP. The LRTP was adopted by the Policy Committee and is housed in ERPC's office and on ERPC's website. Copies are available upon request. Additional opportunities to comment on the plan will be made available if the plan is changed significantly from the version that was made available to the public.

**Transportation Improvement Program:** The Transportation Improvement Program (TIP) is the listing of all federal-aid transportation projects (roadway, transit, bikeway and alternative) expected to use federal funds within the next four (4) years. It is updated every two (2) years. The last TIP was approved in 2017 and covers the span of 2018-2022. The next TIP is slated to be updated in 2019. During the update process ERPC will develop a customized public involvement strategy. The strategy will allow for specific opportunities for the public to comment on the TIP prior to its approval. This process is also used by the Sandusky Transit System (STS) as transit programs and projects are also listed on the TIP.

ERPC will ensure that there will be opportunities for interested parties to comment on the plan prior to its approval. Public meetings will be held during the update of the TIP. Three (3) weeks prior to public meetings, a press release, web announcements, posters and letters will be published. Furthermore press releases will be published in local newspapers and may be advertised also on the radio as a public service announcement. Written comments will also be accepted via email, by fax, mail or in person. Additionally drafts and final copies will be circulated to all stakeholders, MPO committee members, interested parties, and relevant governmental agencies for their review and comment. All comments received will be summarized and presented (at least 45 days after a public review option has been offered) to the Technical Advisory and Policy Committees and will be published in the public participation section of the TIP. Once the TIP is adopted by the Policy Committee the final adopted copy of the document will be housed in ERPC's office and on ERPC's website. Copies will be available upon request.

Amendment(s): The TIP may be amended on a quarterly cycle. If a project or program is added to the TIP, it must be processed through the Project Planning Review Process (PPRP). The PPRP includes a review of the proposed amended project by ERPC staff and relevant committees. Staff will provide information on the proposed amendment(s) to the Technical Advisory Committee (TAC). The TAC then makes a recommendation to the MPO Policy Committee. The MPO Policy Committee considers the proposed amendment(s) and makes a motion to accept or decline the amendment(s). If the amendment is approved by the Policy Committee staff then forwards the amendment request to the appropriate government agency so that it may be added to the State Transportation Improvement Program (STIP).

## **F. Stakeholders**

Stakeholders are individuals and/or groups who have a direct interest, involvement, investment, or are generally affected by projects, programs, or plans. Identifying stakeholders outside of the formal organizational structure of ERPC is necessary to obtain valid and adequate public input. Stakeholders as related to ERPC projects commonly include but not limited to:

- ★ People who live in or traverse a project area
- ★ Affected public agencies
- ★ Representatives of public transportation employees
- ★ Providers of freight transportation services
- ★ Private providers of transportation services
- ★ Representatives of users of public transportation
- ★ Representatives of users of pedestrian walkways and bicycle transportation facilities
- ★ Representatives of the disabled
- ★ Other interested parties

ERPC strives to make a proactive effort to contact a variety of stakeholders in major plan or policy changes. ERPC maintains a list of stakeholders in the region.

## **G. Meeting Notices**

Information about upcoming meetings is available on the department's website at <https://www.eriecounty.oh.gov/ErieRegionalPlanningCommission.aspx>. ERPC also uses direct mailings to notify interested parties of upcoming committee meetings. Notices are also sometimes published in the print media, social media and sent electronically and through the US postal service via direct mailing.

## **H. Policies for Public Involvement at ERPC Meetings**

The public may make comments at all ERPC regular meetings. The policy and process for making public comments is as follows:

- ★ Public comments should be made on an agenda item prior to its presentation to enable the Planning Commission, MPO Policy Committee or other committees the opportunity to fully consider the comments.
- ★ All comments must be associated with an item on the agenda. If there is a question of applicability of a comment the chair or vice chairperson will determine if the comment may be made. The intent of this policy is not to discourage participation, but to focus instead on relevant items appropriate to the meeting.



- ★ Individuals wishing to comment at an ERPC meeting must sign in at least five (5) minutes before the published meeting start time.
- ★ Individuals are allowed two (2) minutes to speak at an ERPC meeting. The chair or vice chair has the right to ask individuals who talk beyond their allotted time to end their comments if appropriate.
- ★ Groups of individuals who wish to speak on the same topic may be asked to identify a spokesperson.
- ★ All ERPC meetings have a collective time limit of 30-minute for public comments.
- ★ Individuals wishing to distribute handouts (including petitions) at meetings must provide ERPC staff with copies of handouts at least three (3) business days before the meeting for review and approval. Individuals are not permitted to distribute handouts without receiving prior approval. ERPC reserves the right not to permit handout of inappropriate materials.
- ★ If requested, ERPC staff may copy approved handouts, given sufficient notice. The individual or group will be charged the current reproduction cost.
- ★ Individuals wishing to use ERPC's presentation software and equipment for their comment(s) must provide ERPC staff with electronic copies of their presentation at least three (3) business days before the meeting for review and approval. ERPC reserves the right not to permit use of its software and equipment for certain presentations.

### **I. Policies for Public Comment**

Public comments may be submitted by mail, fax or by e-mail. ERPC will strive to give due consideration to all comments received. Comments will be treated as follows:

- ★ If comments are related to a scheduled agenda item, they must be received at least three (3) business days before the meeting. ERPC reserves the right to copy and distribute the comments for the committee meeting. ERPC staff will provide the committee a listing of the comments received and may summarize comments for committee use.
- ★ If comments are not related to a scheduled agenda item they will be distributed to appropriate staff members for review.

### **J. Response to Public Involvement Comments**

Official meeting minutes (or meeting summaries) will include summaries of all comments received at meetings. More on this process can be found below in Section II. When there are significant written or oral comments received on a plan these will be included in the final document. Staff may provide a more detailed written or verbal response to public comments. Staff will utilize the acknowledgement of receipt procedure noted above in Section II. The goal of this process is to engage in a dialogue, to encourage participation, to learn from the public and to provide additional information when possible.

### **K. Meeting Minutes**

Minutes are taken at regular meetings, including but not limited to, those involving the Technical Advisory Committee, the MPO Policy Committee, and the Citizens Advisory and Safety Committee meetings. Copies of approved official minutes are available by contacting ERPC by any of the methods listed below in Section IV.B (Public Access-Contacting and Accessing ERPC).

**L. Title VI & Environmental Justice Complaint Process**

ERPC endeavors to administer a regional transportation planning process that meets all federal laws and requirements, including but not limited to Title VI and Executive Order 12898 (Environmental Justice). ERPC will work to resolve all issues/complaints received relative to these requirements. ERPC takes a proactive approach to Title VI and environmental justice. ERPC strives to remediate any Title VI and environmental justice related grievances in an expedient and appropriate manner.

Complainants that desire issues/complaints be handled formally must submit their complaint in writing to ERPC through the Title VI Compliant Process. See Appendix C.

**M. Evaluating the Public Involvement Policy (PIP)**

ERPC is committed to evaluating its public involvement efforts regularly. ERPC will assess and update the Public Involvement Policy (PIP) when feasible and appropriate. Procedures and strategies will be examined during the update process to ensure full and open participation.

### **III. Public Information**

#### **A. Purpose**

ERPC administers a comprehensive communications program. Its purpose is to provide helpful information to the public, relevant agencies and ERPC committees. Our goal is to clearly convey information and to provide an environment where feedback is encouraged and fairly considered.

#### **B. ERPC Publications**

As part of its overall planning effort, ERPC creates many publications in the form of technical memos, studies, plans and programs. While many of these publications are written in technical language, ERPC makes a concerted effort to improve their readability and to create publications that are clear, organized and informative. ERPC creates publications specifically for the public and elected officials. These include:

- ★ The Planning Press – a biannual newsletter about ERPC’s transportation and planning activities and studies.
- ★ Annual Report – a report on the status of the region’s infrastructure and transportation and environmental planning (published once a year).
- ★ Special information sheets and presentations for public meetings (as needed).

#### **C. Media**

In order to ensure that the public receives timely information about transportation issues and agency activity ERPC utilizes a variety of methods. These methods include communicating via: print media (newspapers and specialty publications), broadcast media (radio and television), the Internet/social media and direct contact methods (mailings, e-mailings, websites and faxes).

#### **D. Information & Service Requests**

ERPC often receives requests from the public for services and information. ERPC makes every effort to respond to requests for information in a timely manner. Simple requests may take up to three (3) business days, while complex requests may take much longer or be deferred until staff is available.

ERPC maintains a library of past and current transportation and planning studies and materials available for review during normal business hours. Copies of materials are available at reproduction and postage costs consistent with the State of Ohio’s Public Records Act. Copies of interim products, draft documents and final documents may also be available on the ERPC website. ERPC manages a records retention program that is consistent with the State of Ohio’s Public Records Act. Formal requests for public records must be in written form and sent via e-mail, fax or mail.

The public may stop by the ERPC Office to speak with an ERPC employee during office hours. Appointments are strongly encouraged. At times an employee may not be available due to prior commitments. If this occurs office staff will take a message with the client’s contact information and the employee will get to back to them within a reasonable timeframe. ERPC staff members are also available by appointment to present relevant presentations to the public. Attendance to an

event may be limited as a result of limited staffing or prior commitments. For this reason ERPC staff must be notified at least (14) days prior to the event. ERPC staff will respond to your request within five (5) business days stating if they can or can not attend. By prior arrangement, staff will meet with outside groups after normal business hours.

## **IV. Public Access**

### **A. Purpose**

The purpose of ERPC's public access policies is to ensure that ERPC meetings and public records consistent with Ohio's Open Meetings Act and Public Records Act and CFR 23 450.316.

### **B. Contacting & Accessing ERPC**

#### **Contact Information:**

Erie Regional Planning Commission  
2900 Columbus Avenue  
Sandusky, OH 44870

Ph: 419.627.7793 Fax: 419.627.6670 E-mail: [planning@eriecounty.oh.gov](mailto:planning@eriecounty.oh.gov)

Office hours are Monday-Friday 8:00 AM to 4:30 PM. ERPC is closed on all nationally recognized Federal holidays.

Website: <https://www.eriecounty.oh.gov/ErieRegionalPlanningCommission.aspx>

ADA Compliance: ERPC is an ADA accessible facility. It has full access for persons with handicaps with doors, ramps and elevators as well as space for wheelchairs in hallways and restrooms.

Public Transportation: The Sandusky Transit System (STS) is available for those who do not have access to transportation. STS services are available to the public from 6:00 AM-10:00 PM Monday through Saturday and Sundays on the blue line. STS can be reached by phone 419.627.0740. More information is available on STS's website:

[http://www.ci.sandusky.oh.us/residents/sandusky\\_transit\\_system/index.php](http://www.ci.sandusky.oh.us/residents/sandusky_transit_system/index.php)

### **C. Open Meetings**

All ERPC regular and committee meetings are open to the public. They are conducted in accordance with the State of Ohio's Open Meetings Act.

Special Needs: Individuals requiring an interpreter or other special assistance to participate at an ERPC meeting must contact ERPC at least three (3) business days before the meeting to make arrangements.

Erie County, Ohio  
Public Involvement Plan  
Update 2019

APPENDIX A

Public Involvement Policy Stakeholder List: 2018					
Name	Title	Address	City	E-Mail	Agency
<b>Schools</b>					
Denny Muratori	Superintendent	712 Cleveland Rd. E.	Huron, OH	<a href="mailto:dmuratori@huronhs.com">dmuratori@huronhs.com</a>	Huron
Denny Mock	Superintendent	305 S. Washington St.	Castalia, OH	<a href="mailto:dmock@marqarettaeschooldistrict.com">dmock@marqarettaeschooldistrict.com</a>	Margaretta Twp.
Eugene Sanders	Superintendent	407 Decatur St.	Sandusky, OH	<a href="mailto:esanders@scs-k12.net">esanders@scs-k12.net</a>	Sandusky
Jodie Hausmann	Superintendent	1210 E. Bogart Rd.	Sandusky, OH	<a href="mailto:board@perkinschools.org">board@perkinschools.org</a>	Perkins Twp.
Phil Pempin	Superintendent	1230 Beechview Dr.	Vermilion, OH	<a href="mailto:superintendent@vermilionschools.org">superintendent@vermilionschools.org</a>	Vermilion
Phil Thiede	Superintendent	Division St., P.O. Box 349	Kelleys Island, OH	<a href="mailto:pthiede@kelleys.k12.oh.us">pthiede@kelleys.k12.oh.us</a>	Kelleys Island
Sharon Mastroianni	Superintendent	316 W. Mason Rd.	Milan, OH	<a href="mailto:smastroi@EHOVE.net">smastroi@EHOVE.net</a>	EHOVE
Thomas Roth	Superintendent	140 S. Main St.	Milan, OH	<a href="mailto:troth@edisonchargers.org">troth@edisonchargers.org</a>	Berlin-Milan
Douglas Crooks	Superintendent	4918 Milan Rd.	Milan, OH	<a href="mailto:DCrooks@npesc.org">DCrooks@npesc.org</a>	North Point
<b>Elected Officials</b>					
Pat Shenigo	County Commissioner	2900 Columbus Ave.	Sandusky, OH	<a href="mailto:pshenigo@eriecounty.oh.gov">pshenigo@eriecounty.oh.gov</a>	County Commissioner
Jack Farschman	County Engineer	2700 Columbus Ave.	Sandusky, OH	<a href="mailto:ifarschman@eriecounty.oh.gov">ifarschman@eriecounty.oh.gov</a>	County Engineer
Paul Sigsworth	Sherriff	2800 Columbus Ave.	Sandusky, OH	<a href="mailto:PSigsworth@eriecounty.oh.gov">PSigsworth@eriecounty.oh.gov</a>	County Sherriff
Jeff Ferrell	Township Trustee	2610 Columbus	Sandusky, OH	<a href="mailto:iferrell@perkinstownship.com">iferrell@perkinstownship.com</a>	Perkins Twp. Trustee
Dennis Murray	Mayor	222 Meigs St.	Sandusky, OH	<a href="mailto:dmurray@ci.sandusky.oh.us">dmurray@ci.sandusky.oh.us</a>	Sandusky
Orville Saylor	Township Trustee	1101 Chapel St.	Wakeman, OH	<a href="mailto:misty@florencetwp.com">misty@florencetwp.com</a>	Florence Twp.
Ron Brown	Township Trustee	9414 Portland Rd.	Castalia, OH	<a href="mailto:grotontownship@earthlink.net">grotontownship@earthlink.net</a>	Groton Twp.
Ron Ehrbar	Mayor	121 Addison St.	Kelleys Island, OH	<a href="mailto:mayor@kelleysisland.us">mayor@kelleysisland.us</a>	Kelleys Island
Margaretta Township	Township Trustee	114 Main St.	Castalia, OH	<a href="mailto:clerkmal@aol.com">clerkmal@aol.com</a>	Margaretta Twp.
Dan Frederick	Township Trustee	1518 SR 113	Milan, OH	<a href="mailto:colleen@milantwp.org">colleen@milantwp.org</a>	MilanTwp.
Gordon Hahn	Township Trustee	1820 Bogart Rd.	Huron, OH	<a href="mailto:Ghahn@hurontwp.org">Ghahn@hurontwp.org</a>	Huron Twp.
Randy Whyde	Mayor	126 Main St.	Castalia, OH	NA	Village of Castalia
Brad Hartung	City Council	417 Main St.	Huron, OH	<a href="mailto:bhartung@cityofhuron.org">bhartung@cityofhuron.org</a>	Huron
Barb Wobster	Mayor	304 E. Bay View Dr.	Sandusky, OH	<a href="mailto:bwobser@villageofbayview.com">bwobser@villageofbayview.com</a>	Bay View
Michael Parker	Township Trustee	11104 Ransom Rd.	Monroeville, OH	<a href="mailto:oxfordtwpgov.aol.com">oxfordtwpgov.aol.com</a>	Oxford Twp.
Ron Dickel	Township Trustee	1907 State Rd.	Vermilion, OH	<a href="mailto:rondickel@gmail.com">rondickel@gmail.com</a>	Vermilion Twp.
Carl Kamm	Mayor	PO BOX 30	Berlin Heights, OH	NA	Berlin Heights
<b>Police/Fire/Emergency</b>					
Brett Gockstetter	Lieutenant	OSHP Sandusky Post	Sandusky, OH	<a href="mailto:bwgockstetter@dps.state.oh.us">bwgockstetter@dps.state.oh.us</a>	Ohio State Highway Patrol
Larry Karsteadt	Executive Director	12513 US Rt. 250 N.	Milan, OH	<a href="mailto:larry@northcoastems.com">larry@northcoastems.com</a>	North Central EMS
Tim Jonovich	Emergency Management Director	2900 Columbus Ave.	Sandusky, OH	<a href="mailto:tjonovich@eriecounty.oh.gov">tjonovich@eriecounty.oh.gov</a>	County Emergency Management
Paul Sigsworth	Sheriff	2800 Columbus Ave.	Sandusky, OH	<a href="mailto:PSigsworth@eriecounty.oh.gov">PSigsworth@eriecounty.oh.gov</a>	County Sheriff
Tommy Johnson	Fire Chief	113 South St.	Castalia, OH	<a href="mailto:firechief@margarettatwp.org">firechief@margarettatwp.org</a>	Margaretta Fire
Bill Mohr	Fire Chief	9414 Portland Rd.	Castalia, OH	<a href="mailto:bmohr@margarettatwp.org">bmohr@margarettatwp.org</a>	Margaretta Village Fire
Rick Wilcox	Fire Chief	600 W. Market St.	Sandusky, OH	NA	Sandusky Fire
John Orzech	Police Chief	222 Meigs St.	Sandusky, OH	<a href="mailto:John.Orzech@ci.sandusky.oh.us">John.Orzech@ci.sandusky.oh.us</a>	Sandusky Police
Jason Roesch	Fire Chief	2312 Comanche Trl	Sandusky, OH	N/A	Bay View Fire
Helen Proowski	Police Chief	304 East Bay View Dr.	Sandusky, OH	<a href="mailto:bayviewpolice@bex.net">bayviewpolice@bex.net</a>	Bay View Police
John Hostet	Fire Chief	121 Addison Rd.	Kelleys Island, OH	<a href="mailto:fire@kelleysisland.us">fire@kelleysisland.us</a>	Kelleys Island Fire
Shawn Craig	Police Chief	121 Addison Rd.	Kelleys Island, OH	<a href="mailto:office@kelleysisland.us">office@kelleysisland.us</a>	Kelleys Island Police
Steve Osterling	Fire Chief	417 Main St.	Huron, OH	<a href="mailto:sosterling@cityofhuron.org">sosterling@cityofhuron.org</a>	Huron Fire
Bob Lippert	Police Chief	417 Main St.	Huron, OH	<a href="mailto:flippert@cityofhuron.org">flippert@cityofhuron.org</a>	Huron Police
Kerry Jett	Fire Chief	9414 Portland Rd.	Castalia, OH	<a href="mailto:chiefgrotontwp@earthlink.net">chiefgrotontwp@earthlink.net</a>	Groton Twp. Fire
Rennie	Fire Chief	PO Box 74	Birmingham, OH	<a href="mailto:firechief@florencetwp.com">firechief@florencetwp.com</a>	Florence Twp. Fire
Frank Triana	Fire Chief	1907 State Rd.	Vermilion, OH	<a href="mailto:frana@vermiliontownship.com">frana@vermiliontownship.com</a>	Vermilion Twp. Fire
Chris Stempowski	Fire Chief	5467 Ohio St.	Vermilion, OH	<a href="mailto:ChrisStempowski@vermilion.net">ChrisStempowski@vermilion.net</a>	Vermilion Police
David Murphy	Fire Chief	3003 Campbell Rd.	Sandusky, OH	<a href="mailto:firechief@perkinsfire.com">firechief@perkinsfire.com</a>	Perkins Twp. Fire
Robb Parthemore	Police Chief	5420 Milan Rd.	Sandusky, OH	<a href="mailto:RParthemore@perkinstownship.com">RParthemore@perkinstownship.com</a>	Perkins Twp. Police
Brian Rospert	Fire Chief	1518 SR 113	Milan, OH	<a href="mailto:brospert@neo.rt.com">brospert@neo.rt.com</a>	MilanTwp. Fire
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**Erie County, Ohio  
Public Involvement Plan  
Update 2019**

**APPENDIX B**

**LEGAL NOTICE  
PUBLIC MEETING TO  
GATHER PUBLIC COMMENTS  
ABOUT UPDATES  
TO THE ERIE COUNTY  
REGIONAL PLANNING  
METROPOLITAN PLANNING  
ORGANIZATION TITLE VI  
PLAN AND PUBLIC  
INVOLVEMENT POLICY,  
ERIE COUNTY, OHIO**

The Erie Regional Planning Commission (ERPC) will be conducting a public meeting on February 19, 2019, to gather public input about updates to the ERPC Title VI Plan and the Public Participation Plan. The public meeting will be held in the Erie County Commission Chamber, Third Floor, Services Center, 2900 Columbus Avenue, Sandusky, Ohio. The session will be from 4:30 p.m. to 5:30 p.m. Staff will be available to answer questions. The success of any plan is reliant upon a strong public involvement program. Therefore, the ERPC has committed itself to pursue a proactive public outreach effort throughout the development of the ERPC Title VI Plan and the Public Participation Plan Updates. Efforts will focus on soliciting community involvement to maximize awareness and provide a forum for public participation in order to build support and gain public input for the updates and to ensure that the updates reflects the values of Erie County. The Title VI Plan is a blueprint on how ERPC complies with Title VI regulations. The Public Involvement Policy outlines the process in which ERPC interacts with the public. These documents are being presented at the same time as they are interrelated.

To ensure that Erie County's quality of life, economic viability and mobility are preserved and protected, ERPC would like your input. Local officials consider public involvement a critical step in developing a successful plan.

January 29th, 2019


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Lives in Sandusky, Ohio



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Just now · 

ERPC is currently updating their Public Involvement and Title VI Plans. If you are interested in reviewing them they can be found at:  
<https://www.eriecounty.oh.gov/ErieRegionalPlanningCommissio...>

There is a public meeting scheduled for 2/19 at 4:30 PM at 2900 Columbus Avenue Sandusky, OH 44870 in the commsoner's chambers located on the 3rd floor.



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**Erie County Department of Regional Planning and Development**  
The Erie County Department of Planning and Development provides the following services for political jurisdictions that are members of the Erie...

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**Erpc Mpo**  
6 hrs · 

## Erie County Department of Regional Planning and Development

- Economic Development Information
- Planning Commission
- Metropolitan Planning Organization (MPO)
- Zoning and Jurisdictional Information
- Housing & Community Development
- Erie County Land Reutilization Corporation
- Flood Plain
- Reports And Documents
- Grant Applications and Other Forms
- ERPC FAQs

The Erie County Department of Planning and Development provides the following services for political jurisdictions that are members of the Erie Regional Planning Commission:

### Planning Services

- Census Bureau Programs
- Comprehensive Planning
- Downtown Revitalization Activities
- Floodplain Program Administration
- Grant Search Assistance and Writing
- Legal Opinions on Zoning and Planning Issues
- Lot Split Review and Approval
- Newsletters with Planning Information
- Planning Research
- Rezoning Review for Zoning Changes in Unincorporated Areas
- Special Planning Studies
- Subdivision Regulations Development and Revision/Updates
- Subdivision Review for Unincorporated Areas
- Zoning Code/Resolution Development and Revisions/Updates
- Economic Development
- Community Development Block Grant Economic Development Grant Program Administration
- Community Reinvestment Areas
- Enterprise Zone Program Administration
- Grant Search Assistance and Writing
- Revolving Loan Fund Administration



3rd Floor, County Services Center  
2900 Columbus Avenue  
Sandusky, OH 44870  
Phone: 419-627-7792  
Fax: 419-627-6670  
Email: [Planning@eriecounty.oh.gov](mailto:Planning@eriecounty.oh.gov)

Hours: 8 a.m. - 4:30 p.m.  
Monday - Friday (Closed Holidays)

### CURRENT NEWS

- [Public Involvement Plan Update Draft](#)
- [Public Involvement Plan Update Draft](#)
- [Public Involvement Plan Update Draft \(.rtf\)](#)
- [Public Involvement Plan Update Draft](#)
- [Comment on the Village of Milan's Safe Routes To School Project](#)
- [Title VI Plan Update Draft](#)
- [Title VI Plan Update Draft](#)
- [Title VI Plan Update Draft \(.rtf\)](#)
- [Title VI Plan Update Draft](#)

### Helpful Links

- [Everything ERPC Web Map](#)
- [Erie County Census Information](#)

Erie County, Ohio  
Public Involvement Plan  
Update 2019

APPENDIX C

# Title VI Plan for Erie County Regional Planning Commission

March 2019



## Title VI/Non-Discrimination Policy

It is the Erie County Regional Planning Commission's Policy that all recipients of federal funds that pass through this agency ensure that they are in full compliance with Title VI and all related regulations and directives in all programs and activities. No person shall, on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of ERPC's programs, policies, or activities.

This report was prepared in cooperation with the United States Department of Transportation, Federal Highway Administration, Federal Transit Administration, the Ohio Department of Transportation and local units of government. The contents of this report reflect the view and opinions of the Erie County Regional Planning Commission which is responsible for the facts and accuracy of data presented herein. The contents of this report do not necessarily reflect the views or official policies of the United States Department of Transportation, Federal Highway Administration, Federal Transit Administration, or the Ohio Department of Transportation. This report does not constitute a standard, specification, or regulation.

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### Appendices

- Appendix A: Resolution of Support, Public Postings
- Appendix B: Resolution of Assurances
- Appendix C: Project Scoring Sheets
- Appendix D: Erie County Compliant Form/Process
- Appendix E: Erie County Coordinated Transportation Plan 2018 Excerpt
- Appendix F: Erie County Environmental Justice Report 2018 Excerpt
- Appendix G: Title VI complaints
- Appendix H: Committee Membership
- Appendix I: ERPC Public Involvement Plan



## **Section 1: Introduction and Support**

The Erie County Regional Planning Commission (hereafter referred to as the “Commission”) is the designated Handling Agency for the Metropolitan Planning Organization (MPO) for the Sandusky Urbanized Area. The MPO is charged with delivering a comprehensive, cooperative, and continuing planning process and serves as the forum for decision-making on transportation issues within the MPO planning area.

As a sub-recipient of federal funds, the Commission’s transportation planning program is required to comply with Title VI of the 1964 Civil Rights Act (Title VI), which prohibits discrimination on the basis of race, color, and national origin. In addition, protections are afforded under the following non-discrimination statutes: the Federal-Aid Highway Act of 1973, which prohibits discrimination on the basis of sex; the Age Discrimination Act of 1973, as amended, which prohibits discrimination on the basis of age; and, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, which collectively prohibit discrimination based on disability.

In addition, there are certain Executive Orders and relevant guidance regarding federally assisted programs and activities to which compliance is required by recipients. Executive Order 12898, 3 CFR 859 (1995), entitled “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” emphasizes that Federal agencies should use existing laws to achieve Environmental Justice (EJ) , in particular Title VI, to ensure nondiscrimination against minority populations. Additionally, Executive Order 13166, 3 CFR 289 (2001) on Limited English Proficiency, according to the U.S. Department of Justice (USDOJ) in its Policy Guidance Document dated August 16, 2006 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the “application of Title VI’s prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency.” Together these statutes ensure that no person will be denied the benefits of, or be excluded from participation in or be subjected to discrimination under any program, service, or activity on the basis of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency.

The purpose of this Policy is to establish the Commission’s commitment to ensure that none of its programs, services or planning activities, directly or indirectly result in discrimination. To this end, the Commission established a Title VI and Nondiscrimination Plan that assigns responsibility and sets forth expectations and specific protocols to be followed.

It is the policy of the Erie County Regional Planning Commission MPO that no person shall on the grounds of race, color, national origin, sex, age disability, low income status or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MPO-sponsored program or activity. The MPO Policy Committee reviewed this plan and it was approved by **Resolution 2019-TBD** which was signed by the board’s chairperson. **See Appendix A.** Notice of ERPC’s Title VI Policy is posted on the department’s website and on the department’s bulletin board.

**Section 2: Standard Department of Transportation Assurances**

The Commission assures the planning process is carried out in accordance with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21. The required standards have been signed by the MPO Policy Board which annually renews the assurances. See **Appendix B** for a copy of the Resolution.

<b>Year</b>	<b>Resolution Number</b>	<b>Date Signed</b>
2019	2019-TBD	TBD

**Section 3: Organization, Staffing, and Structure**

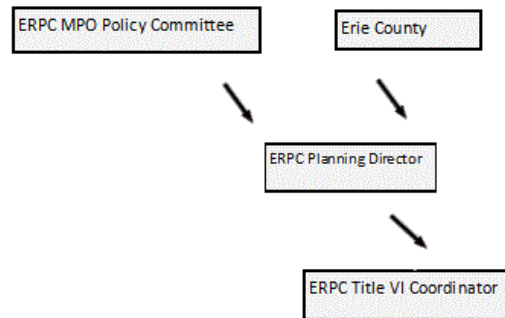
Regional Planning Commission staff are the designated handling agency and they perform the daily administrative functions. The Planning Director is the governing official of the staff and is authorized to ensure compliance with provisions of the MPO’s policy of non-discrimination, including the requirements of Title 23 CFR 200 and Title 49 CFR 21. The Title VI Coordinator and contact person for the MPO is responsible for addressing Title VI-related concerns/complaints and is supervised by the Planning Director. As such the Coordinator will:

- Periodically review the MPO’s Public Participation Plan to ensure the public full and fair participation by all potentially affected communities in the transportation decision-making process, and to develop strategies to ensure adequate participation of the transportation disadvantaged and protected classes.
- Prepare any required Title VI reports and updates.
- Communicate with the Erie County Finance Office staff to include Title VI language in contracts and Requests for Proposals (RFPs).
- Forward Title VI complaints received by the MPO to the Planning Director.

ERPC does not directly administer the Sandusky Transit System, but acts a conduit for funding through the writing and maintenance of the Coordinated Transportation Plan for Erie County.

**See Appendix E.**

Below is an organizational flowchart that identifies the Title VI review unit and its place in the organization.



#### **Section 4/5: Program Review Procedures and Special Emphasis Areas**

The primary charge of the MPO is to ensure a continuing, cooperative and comprehensive transportation planning process necessary to support informed decision making. Throughout this process MPO staff works to ensure that proper program reviews and procedures are followed. The Key deliverables of the MPO’s planning process include the following:

- The development of an annual work program to address the issues and concerns of local government, area industry, residents and interested stakeholders.
- The timely delivery and management of a fiscally constrained short range capital improvement plan known as the Transportation Improvement Program (TIP).
- Ongoing support of a Long Range Transportation Plan(LRTP) inclusive of policies, programs and projects that target strategic transportation system investments necessary to ensure a safe, efficient and effective transportation system into the future.

Environmental justice and Title VI are collectively addressed by the MPO throughout these documents by:

- Ensuring the LRTP and TIP comply with Title VI.
- Identifying residential, employment, and transportation patterns of low income and minority populations in order that their needs can identified and addressed.
- Assuring that the burdens and benefits of transportation investments can be fairly distributed.
- Conducting a public involvement process that engages minority and low income populations in transportation-decision making.

## **Section 6: Sub-Recipient Review Procedure**

### **A. Project Scoring**

When the ERPC MPO solicits for projects an announcement is made and posted publicly on the department's website, through e-mails and orally mentioned at committee meeting. Staff accepts any eligible applications submitted by local sponsors and presents them to the Project Selection Committee for consideration and scoring. The MPO does not directly engage in contracts with jurisdictions for transportation projects, but instead functions as a conduit to disperse state and federal transportation dollars to project sponsors. Although the MPO is not directly involved in the contract process it does encourage environmental justice and Title VI activities through the project scoring process and this plan. Project sponsors including these components in their application have the opportunity to gain additional points through the scoring process. **See Appendix C.**

### **B. Consultant Contracts:**

As noted earlier in the text, the MPO engages in very few project contracts because most of the funding is provided to local sponsors to complete funded projects. In the case of an ODOT managed project the local sponsor would be monitored for Title VI contractor compliance. If the project was a local bid project, the MPO staff would follow up to make sure all Title VI requirements were being met. However, if the MPO entered into a project/consultant contract, Title VI requirements would be overseen by the Finance Department and the MPO. This would include solicitations either by competitive bidding or negotiation made by the MPO for work to be performed under a contract including procurement of materials or equipment. In those cases each potential contractor or supplier will be notified of the obligation and regulation under an agreement relative to nondiscrimination that no person, on the grounds of race, color, national origin, age, marital status, disability, ancestry or sex be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program or activity funded in whole or in part by the U.S. Department of Transportation.

The ERPC MPO may sub-contract with professional consulting firms to conduct engineering studies, perform technical services and/or compile information. If a contract totals more than \$50,000, staff works with the County Finance Office and follows their procedure. If the contract totals less than \$50,000, then an internal approved county department process is followed. Staff undergoes a consultant selection process when there is more than one qualified applicant that submits an interest in a project. Each proposal is reviewed and scored individually by a selection committee and the top scoring consultants are then given the opportunity to orally present their proposal to the committee.

### **C. Capital Purchases:**

As stated above, the MPO under county policy may make purchases for amounts under \$50,000 using approved internal procurement procedures sanctioned by the Erie County Finance Office. Depending on the dollar amount, staff is encouraged to get at least three verbal quotes, written quotes or written bids. If the purchase is between \$1,500 to \$25,000 staff is encouraged to receive and document three verbal quotes. Purchases costing between \$25,000 to \$50,000 require staff to obtain three written quotes. Anything costing above \$50,000 has to go through a formal bidding process. For a final decision on purchasing staff is encouraged to use the lowest cost option with the best quality.

In regards to an equity analysis, the MPO has not constructed any facilities for storage, maintenance, operation etc.; therefore this type of analysis has not been conducted.

### **Section 7: Data Collection/Analysis**

The MPO routinely monitors demographic information of its planning area and the MPO works to identify socio-economic and demographic data across all census geographies. In addition, the MPO uses American Community Survey data to identify the Limited English Proficiency (LEP) populations/concentrations. The MPO tracks the number of LEP individuals with which the agency comes into contact each year and attempts to identify the non-language of the individual. To date there have been no LEP requests.

The MPO supports efforts to monitor and support sub recipient compliance by annually providing EJ information relative to each project/program and providing related contact information. Recognizing the demographics of the impacted population helps the Local Project Applicants and the MPO determine what special efforts, if any, need to be made to engage the and involve minority, low income, disabled and LEP stakeholders as outlined in the MPOs Public Participation Plan and Environmental Justice Plan. **See Appendices F and I.**

### **Section 8: Title VI Training**

The Title VI Coordinator attends trainings as they are available and as staff time allows. The Title VI Officer strongly encourages sub-recipients to attend any upcoming training events related to Title VI via verbal meeting announcements or e-mail communication.

**Section 9: Complaint Procedure**

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any MPO program or activity because of their race, color, national origin, age, sex, or disability may file a formal complaint with the Title VI Coordinator, Ohio Department of Transportation (ODOT) or the Federal Highway Administration (FHWA).

If a complaint is filed with ERPC the ERPC Title VI compliant form must be used. Complaints must be filed in writing within 180 days from the last date of the alleged discrimination per USDOT’s 49 CFR §21.11(b). Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. Complaints may be submitted via mail, email, fax or in person to:

Erie County Regional Planning MPO  
2900 Columbus Ave. Sandusky, OH 44870

[Planning@Eriecounty.OH.Gov](mailto:Planning@Eriecounty.OH.Gov)  
419.627.6670(fax)

After the complaint is filed with the MPO it must be investigated within sixty days. MPO staff will also forward the complaint to Erie County’s Human Resource Department for their review and comment. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. The subcommittee of the compliant may make a request to exclude a particular individual or individuals who may have a conflict of interest. **See Appendix D for a copy of the compliant form.**

A compliant may also be filed with the Ohio Department of Transportation or the Federal Highway Administration. Please note that if a complaint is filed with either of these agencies for investigation they have their own procedures for reviewing complaints. Information regarding how to contact these agencies is listed below:

ODOT Office of Equal Opportunity  
1980 W. Broad Street | Mail Stop 4110  
Columbus, Ohio 43223  
Phone: (614) 466.3264

FHWA- Ohio Division  
200 North High Street Rm. 328  
Columbus, Ohio 43215  
Phone: 614.280.6896

### **A. Accepting Complaints in Alternative Forms**

Individuals with any type of disability may submit a complaint in an alternate format. Please contact the Title VI Coordinator for assistance. To date there have been no requests for alternative forms.

### **B. Record Keeping Requirement**

The Planning Director and Title VI Coordinator will ensure that all records relating to the MPO's Title VI Complaint Processes are maintained in department records and will be available for review upon request. To date there have been no complaints, investigations or lawsuits filed with the ERPC planning offices since 2003 when the MPO was created. Staff has also asked the Sandusky Transit System's Administrator to forward any Title VI complaints that they receive in the future. As of 2/19/19 the Transit Administrator has stated that there have been no complaints to her knowledge. **See Appendix G.**

## **Section 10: Dissemination of Title VI Information**

### **A. Notification of Rights**

The MPO uses its website to disseminate the Title VI Non-Discrimination Policy and Procedures as well as bulletin postings. The policy is also available in hard copy by request. To date, there have been no requests for copies.

### **B. Public Participation Process**

The MPO incorporates policies and procedures to ensure that no person is excluded from participation in the agency's transportation and community development planning activities, programs, operations, and/or services. The MPO takes positive steps to include all members of the community in the decision making process; to that end, the agency adopted an updated. ERPC maintains an easily accessible list of all committee members broken down by race. Committee recruitment for new members is ongoing and is undertaken by staff through verbal and written efforts. **See Appendix H.**

The ERPC MPO has a Public Participation Plan (PPP) which is currently being updated. The current PPP is posted on the department's website and available by request. Once the updated plan is completed it replace the current copy. Methods to engage minority and LEP populations have consisted of the public outreach methods listed in ERPC's public participation plan. In addition, ERPC has continued to host the Title VI document online and offer hard copies upon request. **See Appendix I.** To date, there have been no requests for copies for either document.

### **C. Outreach Efforts and Public Comment**

The MPO has established several venues for presenting/releasing public information. The MPO encourages the community to participate in the public review process and comment on proposed transportation services, programs, plans and activities. The MPO uses a mix of the following methods to forward information and solicit public participation and comment when feasible:

- Public meetings/open houses, announced through flyers, social media and/or legal notices in the newspaper
- Agency website releases
- Release of project, program, plan, and activity summary sheets
- Preparation of biennial newsletters
- Public Service Announcements (PSAs) via the radio/television

Public comments on projects are accepted in written format via US mail, email or via other forms at public events. All MPO meetings are scheduled in an ADA-accessible locations. Other arrangements can be made upon request. To date there have been no complaints relative to meeting accessibility or the ability to submit comments.

### **Section 11/12: Limited English Proficiency and Environmental Justice**

Annually, MPO staff examines the most recent census data (American Community Survey 2012-2016) to identify regionally significant population concentrations by race, disability status, age, low income status within its planning area. National origin and limited English proficiency will be included in all future environmental justice reports. Such transportationally disadvantaged groups are identified, quantified and mapped. The results of this study are made publicly available.

### **A. Evaluating Impacts on EJ Groups**

The MPO staff includes planners and data analysts who execute their analyses using accepted best practices. Staff works with ODOT by assisting with standard traffic modeling to predict impacts and forecast the effects of planned projects. On-going processes collect and monitor information about how transportation services/projects affect low-income and minority populations. The MPO staff collects and analyzes crash and safety data, commute time, congestion, access to public transit, employment and institutional services and any other relevant data to assess transportation impacts. Environmental impacts are established based on noise, air quality, rights-of-way takes, neighborhood accessibility/isolation factors, parks, schools, cultural facilities, historical sites and archeological sites are also woven into the planning process. Current available data is collected and analyzed for every new significant project or service.



ERPC MPO staff has completed the 2019 Environmental Justice Report which maps all the Transportation Improvement Projects for FY 2019-2022. Limited English Proficiency Populations have been identified in the central eastern portion of the City of Sandusky and within Perkins Township. Minority Populations were also mapped. The City of Sandusky was identified as having a higher percentage of minorities than other areas of the county. Project sponsors who have projects in this area are anticipated to work with ODOT to ensure that Title VI requirements are covered. ERPC staff has also conducted research of mobility needs for underserved groups through conducting outreach sessions. **See Appendices E and F.**

### **B. Assessment of Limited English Proficiency**

Recipients of federal funds are required to take reasonable steps to ensure meaningful access to their programs, services and activities by persons of limited English proficiency. The Four Factor Analysis is available at the end of this plan. As per 49 CFR part 21, FTA established a 4-factor process to assess the level of accommodation appropriate to LEP populations and recipients of federal funding including:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee.
- The frequency with which LEP individuals come in contact with the program.
- The nature and importance of the program, activity or service provided by the program to people's lives.
- The resources available to the grantee/recipient and costs.

The Erie County MPO area has .3% of its households reported as being a LEP with the State of Ohio's being 3.1% according to the 2016 Census. Additionally, there have been no requests for translation services. Important MPO documents are available to any through public request in various forms including electronic. As a result of this and the results of the Four Factor Analysis the ERPC MPO has not conducted a language assistance plan. ERPC would gladly provide documents for translation if requested.

### **C. Addressing Limited English Proficiency**

Staff has reviewed the latest Census data per the four factor recommended by DOT's LEP standards and have discovered that a language assistance program is not required as there is little evidence of its need at this time.

### **Section 13: Review of Directives**

At the end of each fiscal year, Commission staff will review the Public Participation Program to determine if the objectives of the program were fulfilled.

**Section 14: Compliance and Enforcement Procedures**

The Committee signs Assurances with ODOT annually in a Resolution Format. The Committee's staff will continue to assist ODOT with ensuring Title VI compliance as requested. MPO staff will maintain the Title VI plan and update it as requested.

# Erie County Regional Planning Commission Urbanized Area 4-factor process 2018 as suggested by DOT's LEP recommended standards

## **Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee**

According to the 2016 American Community Survey (ACS), the numbers of persons who “speak a language other than English at home” reached 2,520 persons. The largest linguistic groups speaking a language other than English at home included Spanish (.46%) and Chinese (less than .01%). Data also suggests that 101 households suffered from LEP equating to just 0.1 percent of all households.

## **Factor 2: The frequency that LEP individuals come in contact with the program**

LEP persons may come into contact with Commission activities, services and personnel in a variety of locations. The most common areas where the LEP population would come in contact with the Commission programs, activities or services would include: public meetings, public events, thru local newspapers, and/or the Commission's website or office.

The Agency supports data analysis for those agencies providing public transportation services and will encounter the elderly, the disabled, persons of minority status and the poverty stricken when providing information or referral services. Of critical importance is that the Commission has not encountered non-English speaking individuals requesting services since its establishment in 2003.

## **Factor 3: The Nature and Importance of the Program, Activity, or Services Provided**

Establishing the level of the MPO's importance to the LEP population is difficult. The Commission's work program is designed primarily to work with transportation professionals, elected officials and community stakeholders. The limits of the Agency's involvement in any one area certainly could not be considered “serious or life threatening”; the Commission simply does not provide that level of service nor does it have the ability to deny critical services. The Commission's public participation process is however important to the protected classes. Public meetings are scheduled to collect input from the general public when transportation plans, programs or services are developed or if a major change in the transportation system is proposed. An ability to speak and understand English is needed to participate in these public meetings, but there are alternative ways to submit comments and suggestions including comment cards and e-mail. In addition, upon request, the Commission will retain an interpreter to translate these comments if needed.

Public outreach efforts to LEP persons are conducted by the Commission; however, as discussed, the LEP community is relatively small. The region does not have a recognized organization or advocacy group for non-English language individuals. Based on the multiplicity of different linguistic groups and the overall small population of LEP households, the Commission will not prepare planning documents in non-English languages. Documents may be translated into Braille or other language on request with advanced notice. Since 2003, there have been no requests for document translation.

At public meetings, information is displayed utilizing appropriate visualization techniques, with graphs, photographs, drawings, and/or maps that can be interpreted with minimal language skills. Public comments can be submitted in person, or by telephone, email, U. S. Postal Service, or from the floor at public meetings. All comments become part of the public record. All public information or requests for public input are prepared with the intent to communicate clearly with a minimum of jargon and with clear, simple language.

In addition, the county's and the commission's websites have the capability to translate languages for online users through Google online translation services. Based on current reporting within planning area the largest interpretive needs would be for Spanish speaking LEP individuals. While there are other language groups, Spanish is the most prevalent language among non-English speakers.

#### **Factor 4: The Resources Available to the Commission and Costs**

The Commission has not received any specific requests for translated materials to date and is reluctant to underwrite the costs of such activity if not needed /used. Title VI updates will be undertaken annually by the internal staff members as needed or requested.

#### **DEMOGRAPHIC OVERVIEW OF TITLE VI, EJ & LEP POPULATIONS**

The demographic characteristics of the Title VI, EJ and LEP populations within the planning area were established using (ACS) data. The overview below examines the protected classes at local and regional trends as well as current data.

**AGE** – The over 65 population is a protected class that is growing in proportion across the planning area. **Table 1** reveals the current total population, population density, gender and elderly status by tract. **Map 1** reveals the population density of each tract and Map 2 identifies areas in the planning area where the proportion of elderly is higher than the planning area average (20.4%). Elderly population is seen clustered in the urban areas including the Cities of Sandusky and Vermilion.

**MINORITY** – The minority population inside the county has grown steadily. **Table 2** provides data at the census tract level by major minority groups and identifies concentrations above the planning area average (14.7%). **Map 3** depicts the distribution of tracts with minority populations that account for a percentage above and below the planning area’s average. A large concentration of minority groups are located within the City of Sandusky and the City of Vermilion.

**POPULATION/HOUSEHOLD POVERTY** –**Table 3** identifies the 100 percent poverty level at the per capita, household and family income levels by census tract. **Maps 4 and 5** depict per capita and household poverty levels as they relate to the county averages, 13.7% for individuals and 12.4% for households respectively. Poverty is concentrated in the urban areas.

**DISABILITY** – The number of people with disabilities in the planning area has steadily grown over the last two decades. **Table 4** identifies the extent of individuals by disability type and by tract and **Map 6** depicts the percentage of disabled population by census tract compared to the planning area’s average of (14.7%). The eastern half of the planning area has a higher concentration of disabled populations with the exception of the City of Sandusky.

**LIMITED ENGLISH PROFICIENT HOUSEHOLDS** – Collectively, **Maps 7 & 8 and Tables 5 & 6** work to establish the range of LEP households and persons by census tract. **Table 5** identifies the number of LEP or Linguistically Isolated Households (“households in which no one 14 and over speaks English “very well”) by tract as well as the number of people living in these households. **Map 7** reflects the proportion of LEP Households and LEP Individuals across the planning area. As shown, roughly 0.21 percent of the population reside in linguistically isolated households. The majority of these households are located within the City of Sandusky and Perkins Township.

**LIMITED ENGLISH PROFICIENT POPULATION** – The 2016 ACS provided updated information on LEP persons. According to the most recent ACS estimates, languages with 100 plus individuals that speak English less than “very well” are limited to Spanish (14.3% of the total LEP population) and Chinese (0.16% if the total LEP population). **Table 6** identifies the distribution and primary language of LEP individuals, indicating tracts where more than 1 percent of the population is LEP in the same language. **Map 8** identifies the geographic locations and the percentages of that population throughout the planning area below and above the area average of 3.5%). The majority of these populations are located in the City of Sandusky in in the rural areas directly south of the city.

**Minority:** The smaller part of a group. A group within a country or state that differs in race, religion or national origin from the dominant group. According to EEOC guidelines, minority is used to mean four particular groups who share a race, color or national origin. These groups are:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintain their culture through a tribe or community.

Asian or Pacific Islander. A person having origins in any of the original people of the Far East, Southeast Asia, India, or the Pacific Islands. These areas include, for example, China, India, Korea, the Philippine Islands, and Samoa.

Black (except Hispanic). A person having origins in any of the black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

The many peoples with origins in Europe, North Africa, or the Middle East make up the dominant white population. Of course, many more minority groups can be identified in the American population. However, they are not classified separately as minorities under EEO law. It should be noted that women are not classified as a minority. However, they have experienced the same kind of systematic exclusion from the economy as the various minorities. Thus, they are considered as having "minority status" as far as the law is concerned.

<https://www.archives.gov/eoo/terminology.html>

**Member Selection Process:** The MPO Policy and Technical Advisory Committee members are chosen by the Bylaws of the MPO. Anyone is able to attend the meetings, but votes are limited to those listed in the bylaws. Committee members may select alternatives of their choice if they are unable to make a meeting. The MPO staff is not involved with choosing their alternative selection. As requested by ODOT committee member's minority statuses will be attached to this update.

Special committees such as the Bicycle and Pedestrian Advisory Committee and Citizen Advisory/Safety Committees are open to the public. The initial committee members are invited by staff if they are believed to have an interest in the committee's focus. Staff frequently asks members for recommendations for additional members. Public meetings are held often. The offer to join is also posted on ERPC's website under each committee's page.

### **Minutes from the MPO Policy Meeting Adopting the Title VI Update**

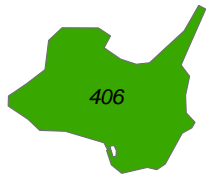
The Title VI Plan Update was presented at the TBD, 2019 MPO Policy Meeting. Formal minutes were taken at the meeting and presented to the committee for approval on TBD.

**TABLE 1: POPULATION CHARACTERISTICS BY CENSUS TRACT**

Census Tract	Total Population	Density		Male		Female		Elderly (65 years and older)	
		Area (sq mi)	Individuals/sq mi	#	%	#	%	#	%
Ohio	11,586,941	44,825	258.5	5,673,893	49.0	5,913,048	0.5	1,796,337	15.5
Erie County, Ohio	75,808	252	301.4	37,092	48.9	38,716	51.1	14,858	19.6
401	5,857	3.72	1,574.5	3,103	53.0	2,754	47.0	1,236	21.1
402	3,646	18.10	201.4	1,846	50.6	1,800	49.4	824	22.6
403	6,292	56.59	111.2	3,100	49.3	3,192	50.7	1,290	20.5
404	5,381	19.48	276.2	2,480	46.1	2,901	53.9	1,754	32.6
405	4,965	2.06	2,410.2	2,284	46.0	2,681	54.0	740	14.9
406	820	7.36	111.4	401	48.0	419	51.1	308	37.6
407	3,888	1.62	2,400.0	1,904	49.0	1,984	51.1	575	14.8
408	4,169	0.89	4,684.3	1,908	45.8	2,261	54.2	675	16.2
409	3,382	2.99	1,131.1	1,746	51.6	1,636	48.4	717	21.2
410	3,482	0.83	4,195.2	1,758	50.5	1,724	49.5	568	16.3
411	3,565	0.48	7,427.1	1,702	47.7	1,863	52.3	417	11.7
412	2,239	0.69	3,244.9	1,019	45.5	1,220	54.5	430	19.2
413	3,857	1.18	3,268.6	1,758	45.6	2,099	54.4	590	15.3
414	2,655	1.65	1,609.1	1,419	53.4	1,236	46.6	470	17.7
415	3,430	3.44	997.1	1,634	47.6	1,796	52.4	882	25.7
416	5,601	20.41	274.4	2,840	50.7	2,761	49.3	947	16.9
417	6,473	32.52	199.0	3,157	48.8	3,316	51.2	1,282	19.8
418	6,106	77.48	78.8	3,033	49.7	3,073	50.3	1,185	19.4
Lorain County--Tract 301	6,445	1.23	5,021.0	3,095	48.0	3,350	52.0	1,579	24.5





Source: US Census Bureau, 2016 5-year American Community Survey Table B01001

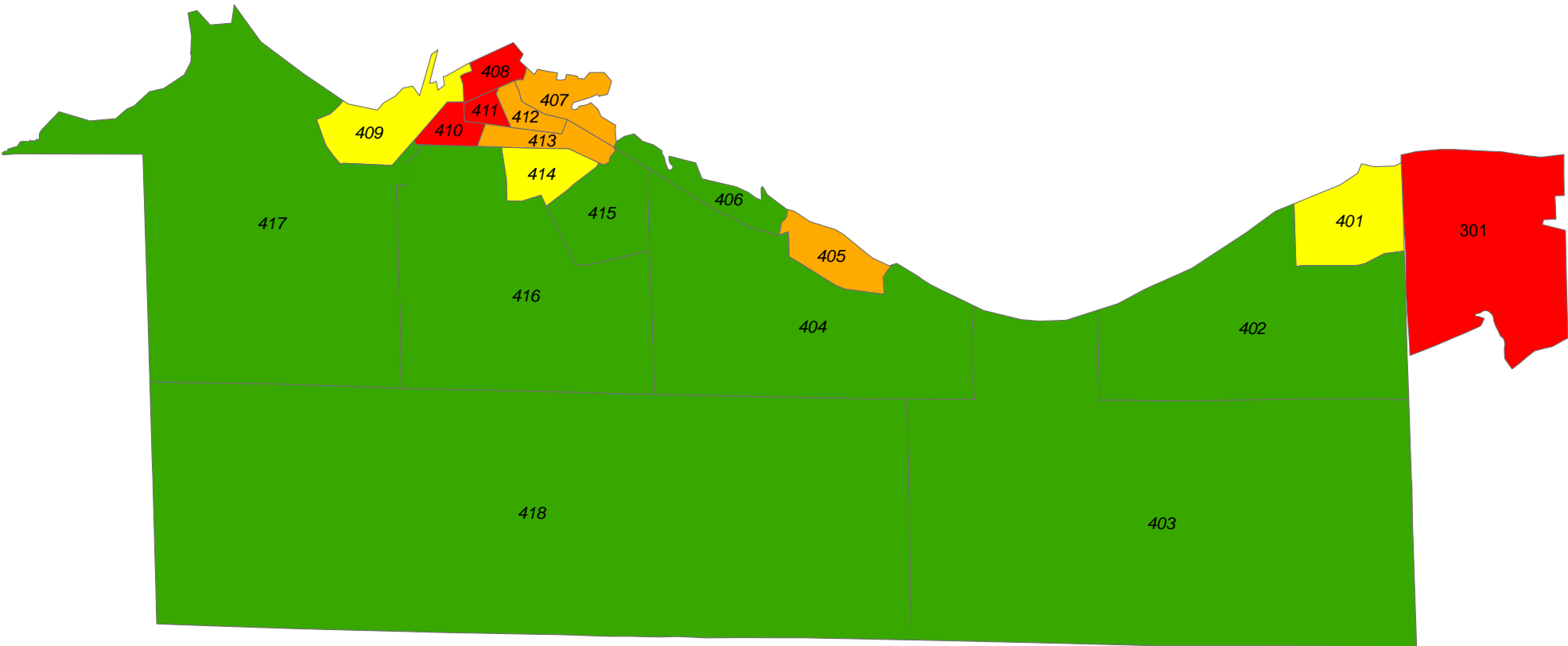
# Map 1 - Population Density



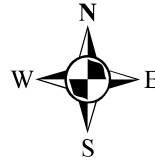
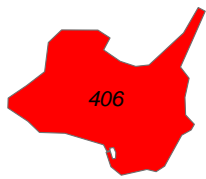
## Legend

### Individuals/SQMI

-  79 - 1089
-  1090 - 2064 (Planning Area Average 2,064)
-  2065 - 4000
-  4001 - 7427



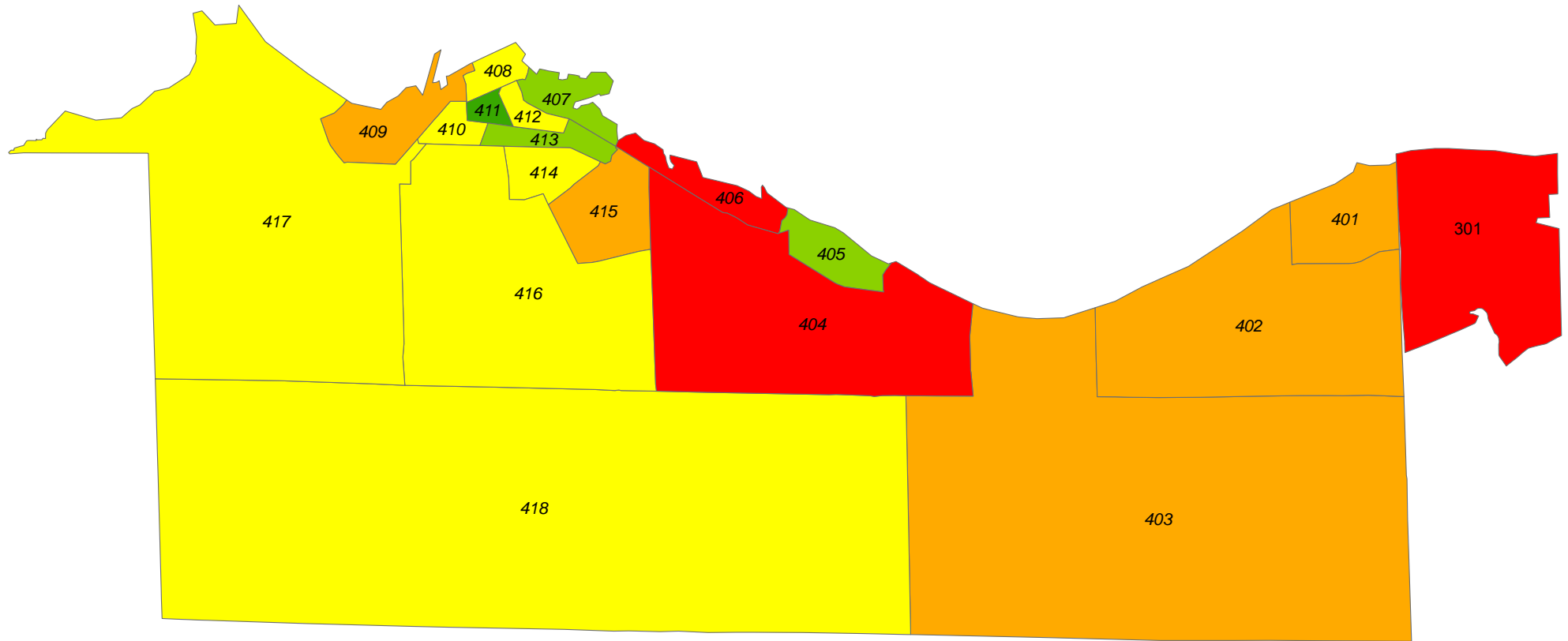
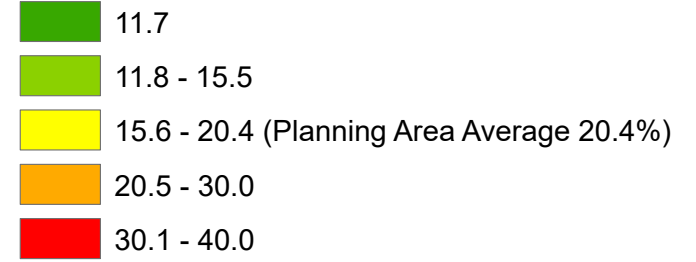




# Map 2 - Elderly Population

## Legend

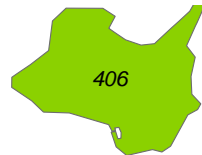
### PCT of Population 65 and Over



**TABLE 2: MINORITY POPULATIONS BY CENSUS TRACT**

Census Tract	Total Minority Population		Black/African-American		Hispanic		American Indian		Asian		Some Other Race		Two or More Races	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Ohio	2,321,818	20.0	1,421,943	12.3	400,932	3.5	21,459	0.2	222,866	1.9	98,088	0.8	260,214	2.3
Erie County, Ohio	12,232	16.1	6,066	8.0	3,050	4.0	363	0.5	437	0.6	687	0.9	2,397	3.2
401	397	6.8	0	0.0	314	5.4	0	0.0	0	0	46	0.8	83	1.4
402	203	5.6	0	0.0	112	3.1	0	0.0	8	0.2	23	0.6	83	2.3
403	345	5.5	49	0.8	81	1.3	45	0.7	16	0.3	18	0.3	147	2.3
404	103	1.9	27	0.5	11	0.2	15	0.3	18	0.3	0	0.0	32	0.6
405	329	6.6	64	1.3	99	2.0	0	0.0	0	0	0	0.0	166	3.3
406	30	3.7	0	0.0	1	0.1	0	0.0	23	2.8	0	0.0	6	0.7
407	1,295	33.3	761	19.6	142	3.7	9	0.2	24	0.6	45	1.2	354	9.1
408	1,357	32.5	909	21.8	233	5.6	0	0.0	9	0.2	116	2.8	183	4.4
409	467	13.8	205	6.1	149	4.4	0	0.0	13	0.4	41	1.2	100	3.0
410	1,525	43.8	1,107	0.3	234	6.7	0	0.0	0	0	114	3.3	191	5.5
411	1,437	40.3	790	22.2	304	8.5	33	0.9	0	0	21	5.9	336	9.4
412	963	43.0	575	25.7	147	6.6	0	0.0	0	0	103	4.6	215	9.6
413	1,459	37.9	1,023	26.5	373	9.7	197	5.1	17	0.4	15	3.9	6	0.2
414	401	15.1	212	8.0	52	2.0	0	0.0	32	1.2	8	3.0	113	4.3
415	377	11.0	55	1.6	132	3.8	22	0.6	106	3.1	28	0.8	62	1.8
416	567	10.1	168	3.0	108	1.9	26	0.5	105	1.8	40	0.7	137	2.5
417	458	7.1	76	1.2	245	3.8	0	0.0	24	0.4	53	0.8	77	1.2
418	519	8.5	45	0.7	313	5.1	16	0.3	42	0.7	16	0.3	106	1.7
Lorain County--Tract 301	215	3.3	1	0.5	153	71.2	0	0.0	31	14.4	0	0.0	30	14.0

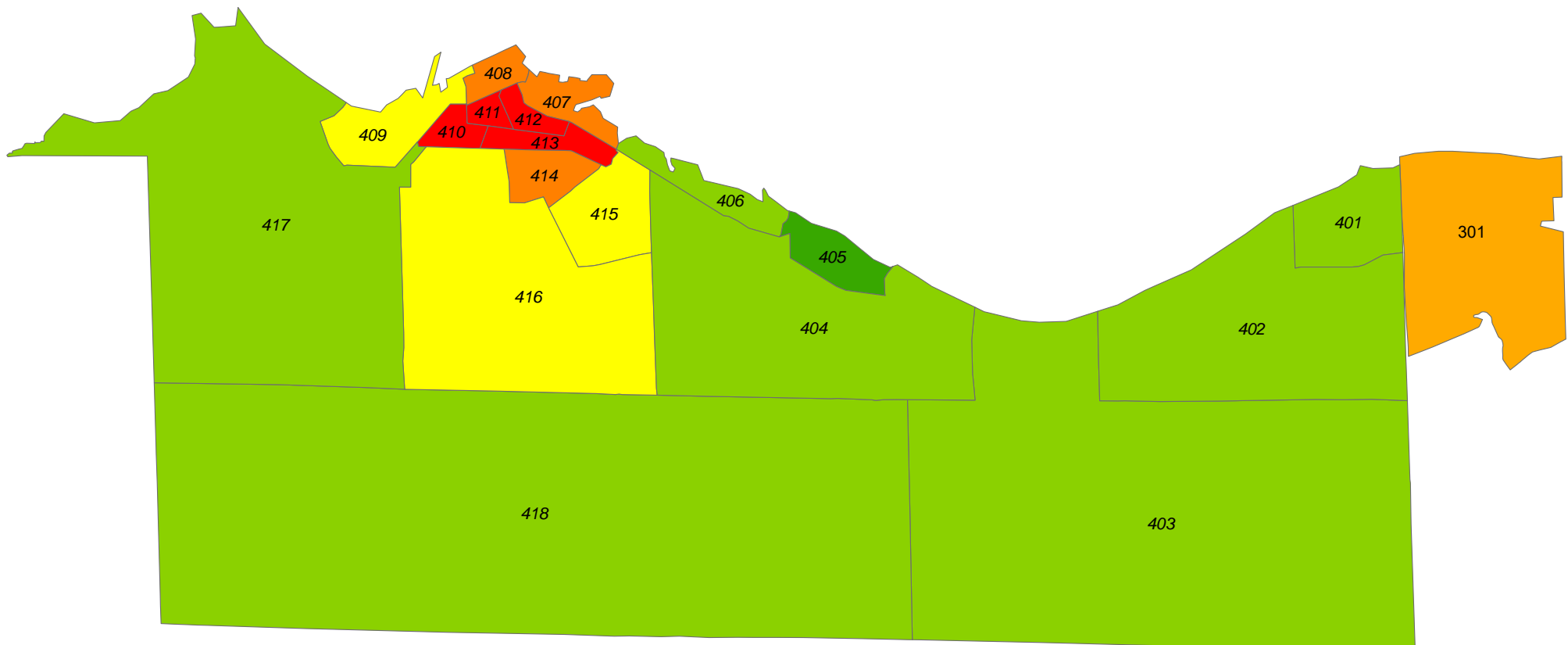
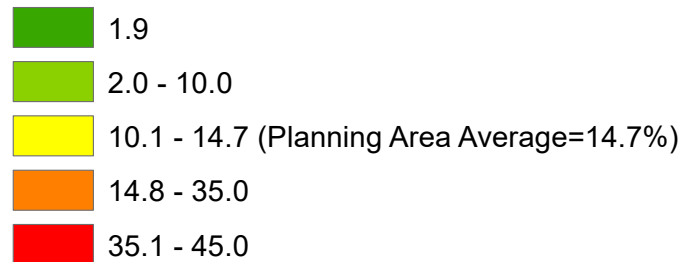
Source: US Census Bureau, 2016 5-year American Community Survey Table B03002



# Map 3 - Minority Population

## Legend

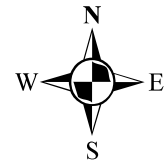
### PCT Minority Population



**TABLE 3: POVERTY STATUS OF INDIVIDUALS, HOUSEHOLDS & FAMILIES BY CENSUS TRACT**

Census Tract	Total Population	PCT of Population			Households Below Poverty Line		Families Below Poverty Line	
		<100%	100 - 200	>200%	#	%	#	%
Ohio	11,586,941	15.4	17.9	66.7	677194	17.7	330367	11.2
Erie County, Ohio	75,808	12.8	18.7	68.4	3748	11.8	1935	9.6
401	5,857	6.9	20.2	72.9	168	6.5	34	2.2
402	3,646	6.9	22.1	71.0	76	5.0	44	4.0
403	6,292	8.1	9.3	82.6	198	8.1	56	3.2
404	5,381	3.7	15.3	81.0	150	6.2	44	3.0
405	4,965	20.7	19	60.3	341	17.2	192	1.4
406	820	2.9	6	91.0	9	2.3	5	1.9
407	3,888	25.2	24.7	50.1	347	19.9	210	2.1
408	4,169	28.7	29.9	41.5	543	25.3	295	3.1
409	3,382	20.2	24.7	55.1	186	13.1	94	1.2
410	3,482	15.2	47.3	37.5	234	18.5	109	1.6
411	3,565	24.2	38.2	37.6	421	28.2	182	2.0
412	2,239	18.2	28.1	53.6	158	15.3	103	2.0
413	3,857	29	14.4	56.6	415	23.9	266	2.6
414	2,655	9.4	14.9	75.8	84	8.8	50	7.0
415	3,430	4.4	12.5	83.2	77	5.1	29	3.2
416	5,601	1.7	8.5	89.8	43	2.0	14	0.9
417	6,473	12.5	11.6	76.0	248	9.2	176	9.7
418	6,106	3.5	8.7	87.8	50	2.3	32	1.8
Lorain County--Tract 301	6,308	18.6	11.4	70.0	534	19.5	242	8.9

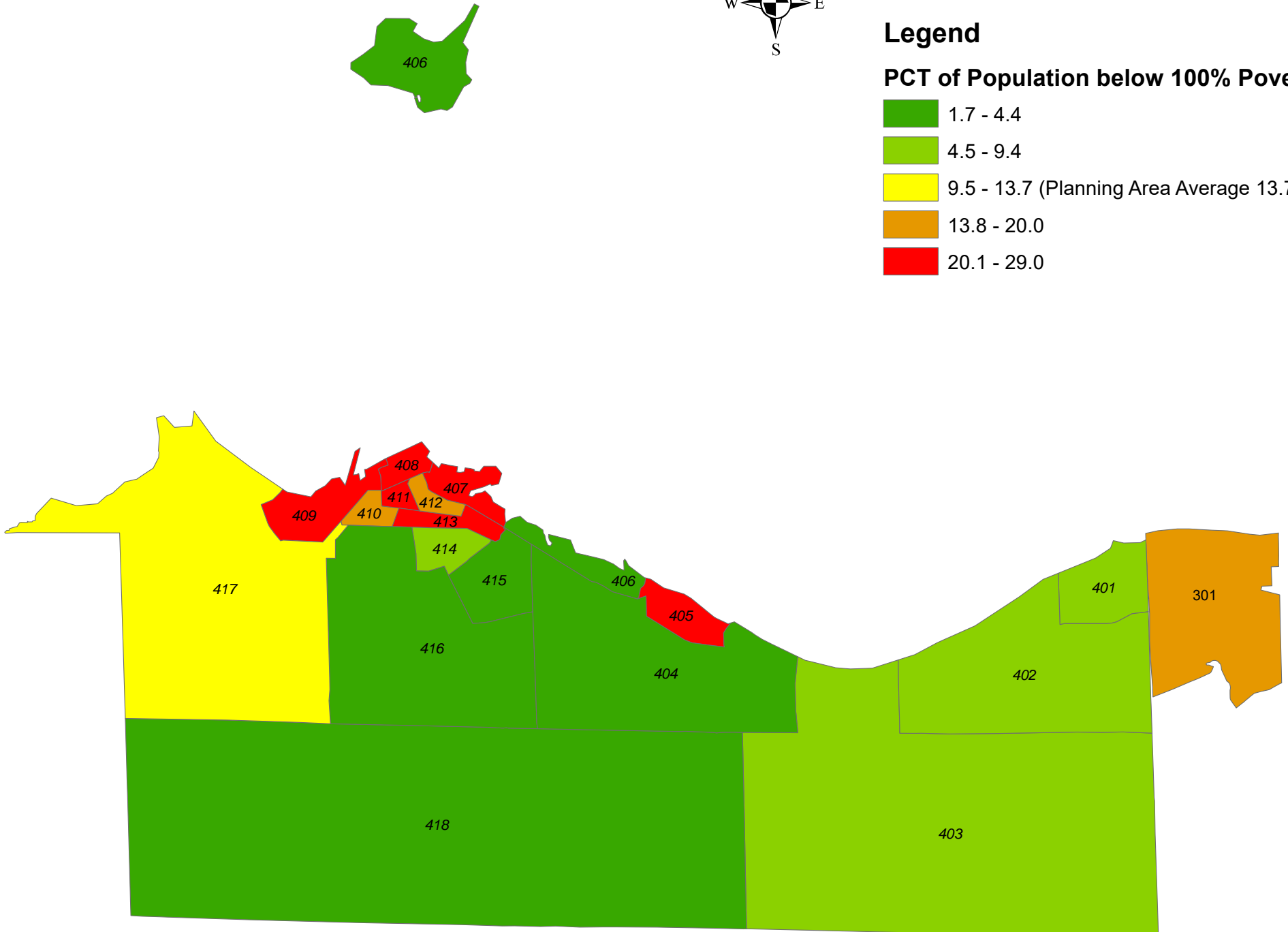
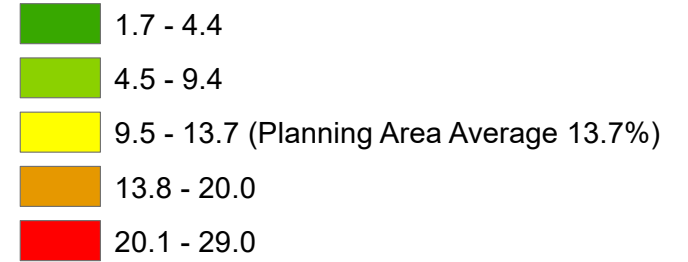
Source: US Census Bureau, 2016 5-year American Community Survey Tables C17002, B17017



# Map 4 - Population in Poverty

## Legend

### PCT of Population below 100% Poverty

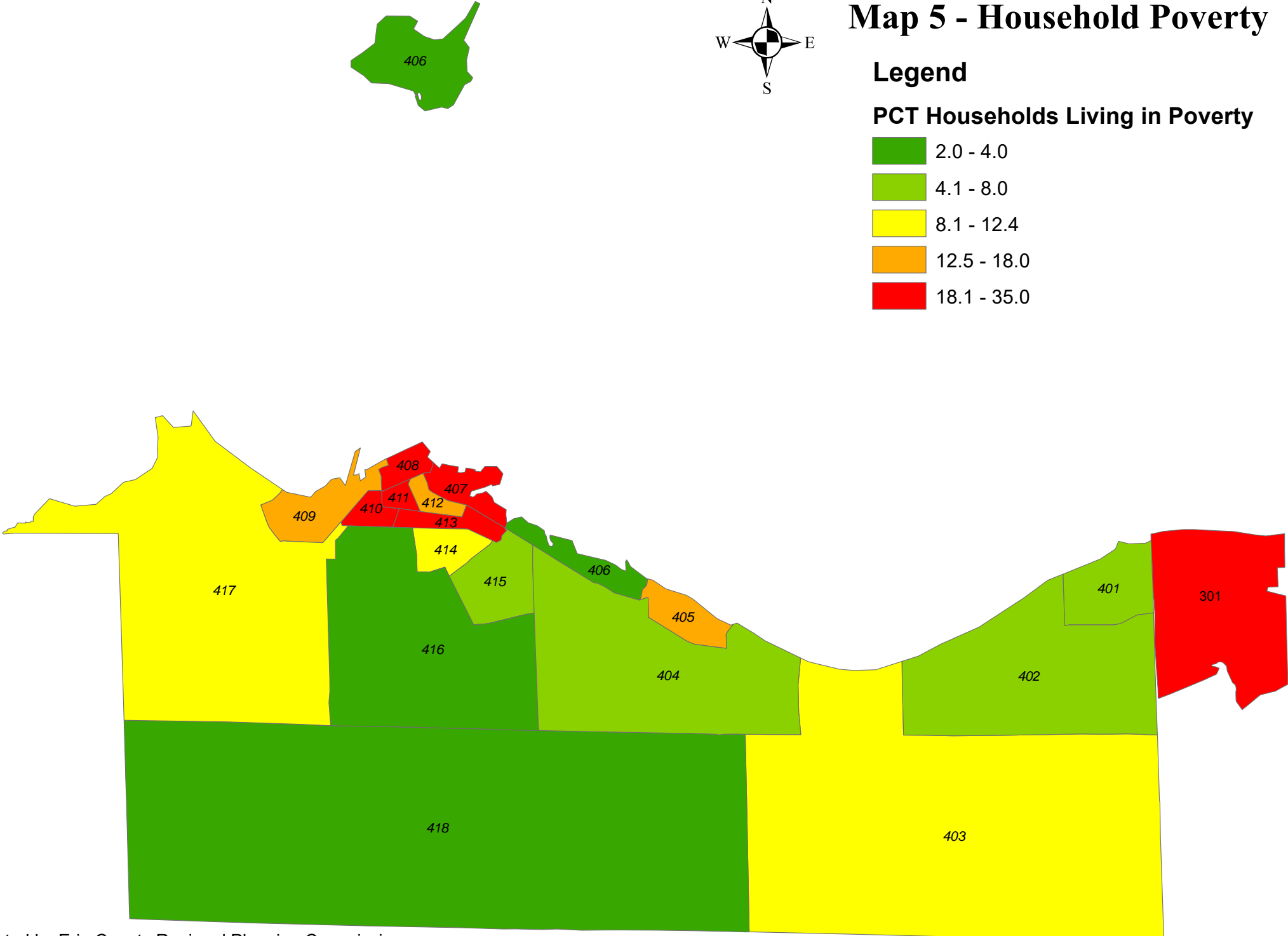
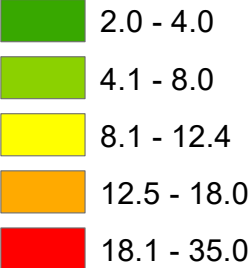


# Map 5 - Household Poverty



## Legend

### PCT Households Living in Poverty



**TABLE 4: DISABILITY BY CENSUS TRACT**

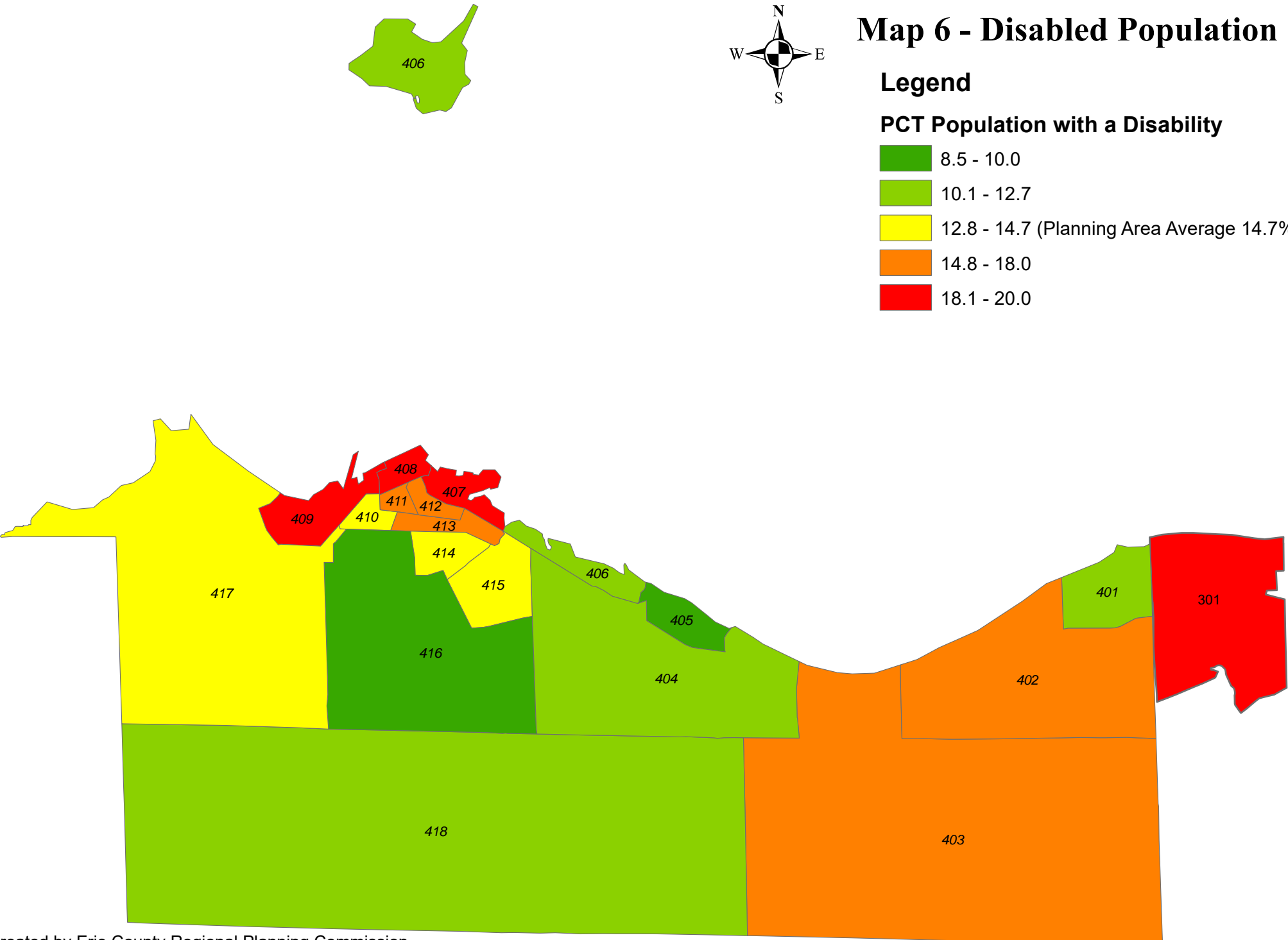
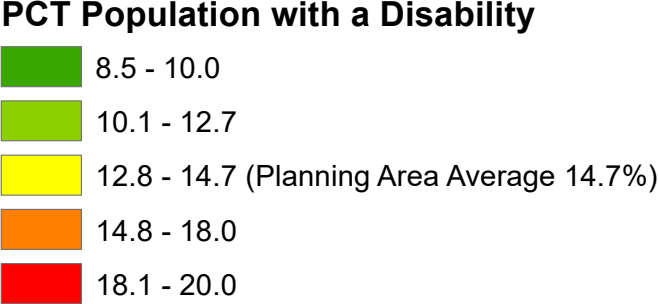
Census Tract	Total Non-Inst. Population	Total Disabled	%	Type of Disability											
				Hearing	%	Vision	%	Cognitive	%	Ambulatory	%	Self-Care Difficulty	%	Ind. Living Difficulty	%
Ohio	11,413,979	1,571,654	13.8	423,901	3.7	263,923	2.3	612,755	5.7	816,211	7.6	303,239	2.8	552,041	6.3
Erie County, Ohio	74,861	10,546	14.1	2,921	3.9	1,588	2.1	3,329	4.7	5,849	8.3	1,734	2.4	3,455	5.9
401	5,831	676	11.6	265	4.5	84	1.4	165	3.0	323	5.9	75	1.4	242	5.1
402	3,639	568	15.6	205	5.6	53	1.5	185	5.2	225	6.3	67	1.9	162	5.3
403	6,292	1,062	16.9	413	6.6	175	2.8	266	4.4	583	9.6	194	3.2	318	6.4
404	5,270	627	11.9	197	3.7	87	1.7	129	2.5	340	6.6	92	1.8	205	4.8
405	4,880	488	10.0	158	3.2	110	2.3	141	3.2	209	4.7	63	1.4	130	3.6
406	820	83	10.1	37	4.5	14	1.7	13	1.6	42	5.2	7	0.9	24	3.3
407	3,888	727	18.7	182	4.7	136	3.5	276	7.5	318	8.7	97	2.6	174	5.9
408	4,169	780	18.7	110	2.6	162	3.9	305	7.7	470	11.9	132	3.3	231	6.6
409	3,295	628	19.1	127	3.9	83	2.5	220	7.2	398	13.0	83	2.7	259	10.1
410	3,300	475	14.4	116	3.5	56	1.7	165	5.5	297	9.8	94	3.1	224	9.3
411	3,565	572	16.0	88	2.5	63	1.8	243	7.4	349	10.6	93	2.8	171	6.5
412	2,239	386	17.2	103	4.6	54	2.4	151	7.1	237	11.2	57	2.7	166	9.1
413	3,821	627	16.4	108	2.8	82	2.1	234	6.4	294	8.1	70	1.9	177	6.2
414	2,483	360	14.5	92	3.7	86	3.5	90	3.8	212	8.9	79	3.3	117	6.2
415	3,333	457	13.7	118	3.5	88	2.6	110	3.5	226	7.1	40	1.3	120	4.5
416	5,557	475	8.5	152	2.7	41	0.7	147	2.8	296	5.6	94	1.8	99	2.3
417	6,473	896	13.8	246	3.8	89	1.4	354	5.7	662	10.7	207	3.3	364	6.9
418	6,006	659	11.0	204	3.4	125	2.1	135	2.4	368	6.6	190	3.4	272	5.9
Lorain County--Tract 301	6,331	1,399	22.1	549	8.1	318	5.0	444	7.4	718	12.0	274	4.6	464	9.0

Source: US Census Bureau, 2016 5-year American Community Survey Table S1810

# Map 6 - Disabled Population



## Legend



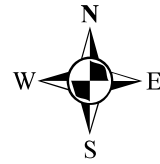
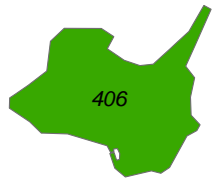


**TABLE 5: LIMITED ENGLISH PROFICIENCY HOUSEHOLDS BY CENSUS TRACTS**

Census Tract	Total Population	Total Households	LEP Households				Population in LEP Households			
			LEP Household	%	LEP Household - Spanish	%	Total Pop in LEP Household	%	Ages 5 - 17	Ages 18 and Over
Ohio	11,586,941	4,601,449	141,886	3.1	49,185	1.1	145,730	1.2	29,754	115,976
Erie County, Ohio	75,808	31,731	101	0.3	47	0.2	101	0.1	12	89
401	5,857	2,568	0	0.0	0	0.0	0	0.0	0	0
402	3,646	1,510	0	0.0	0	0.0	0	0.0	0	0
403	6,292	2,457	0	0.0	0	0.0	0	0.0	0	0
404	5,381	2,425	0	0.0	0	0.0	0	0.0	0	0
405	4,965	1,977	0	0.0	0	0.0	0	0.0	0	0
406	820	400	0	0.0	0	0.0	0	0.0	0	0
407	3,888	1,746	33	0.2	33	1.9	33	0.9	12	21
408	4,169	2,150	32	1.5	0	0.0	32	0.8	0	32
409	3,382	1,422	0	0.0	0	0.0	0	0.0	0	0
410	3,482	1,264	0	0.0	0	0.0	0	0.0	0	0
411	3,565	1,495	0	0.0	0	0.0	0	0.0	0	0
412	2,239	1,034	0	0.0	0	0.0	0	0.0	0	0
413	3,857	1,741	18	1.0	8	0.5	18	0.5	0	18
414	2,655	953	6	0.6	6	0.6	6	0.2	0	6
415	3,430	1,503	0	0.0	0	0.0	0	0.0	0	0
416	5,601	2,181	12	0.6	0	0.0	12	0.2	0	12
417	6,473	2,691	0	0.0	0	0.0	0	0.0	0	0
418	6,106	2,214	0	0.0	0	0.0	0	0.0	0	0
Lorain County--Tract 301	6,445	2,727	0	0.0	0	0.0	0	0.0	0	0

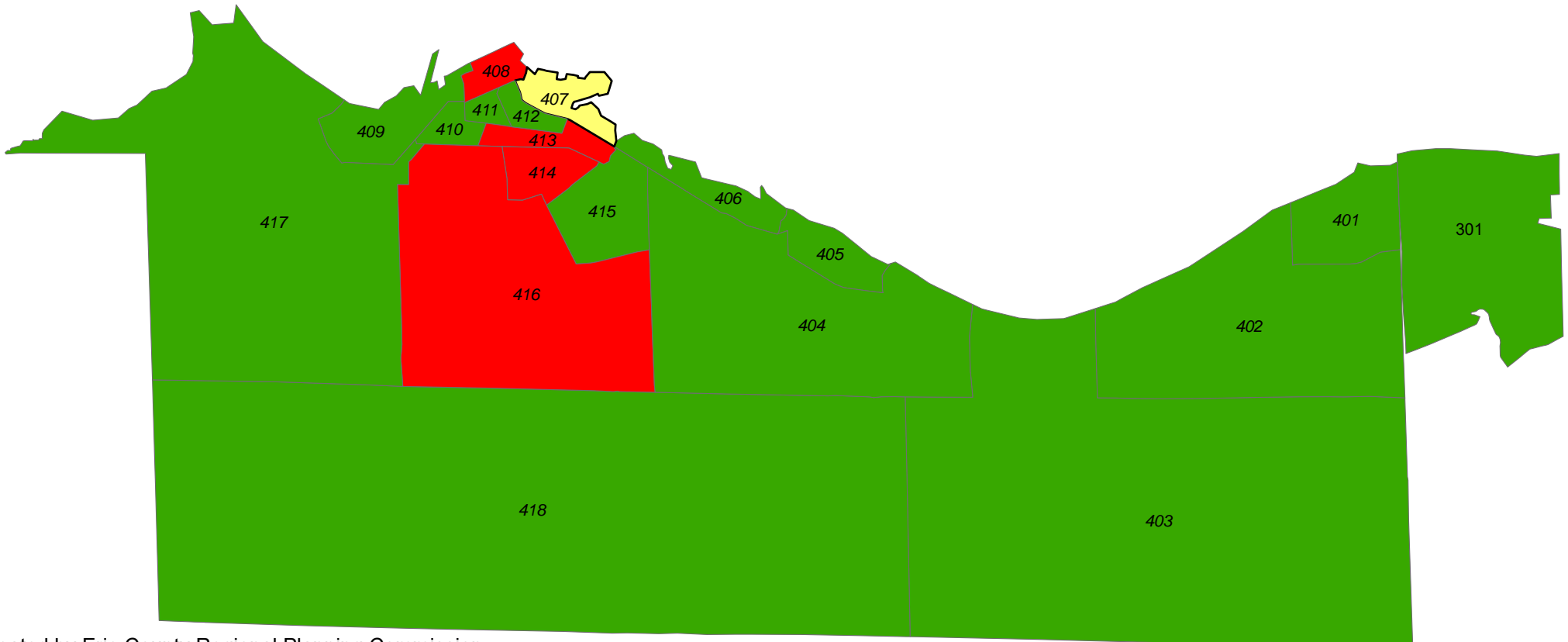
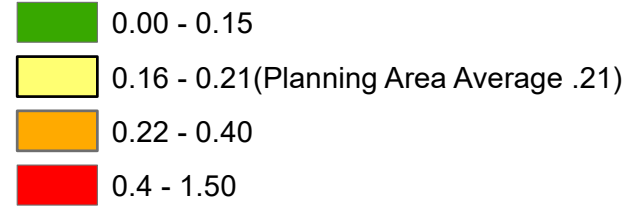
Source: US Census Bureau, 2016 5-year American Community Survey Table B16003

# Map 7 - Limited English Proficiency Households



## Legend

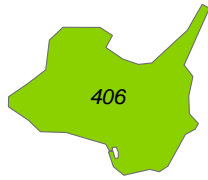
### PCT Limited English Households



**TABLE 6: LANGUAGE OF LIMITED ENGLISH BY CENSUS TRACT**

Census Tract	Total	English Proficient	Limited English Proficient		LEP - Spanish		LEP - Chinese	
			#	%	#	%	#	%
Ohio	10,891,177	10,158,601	732,576	6.7	86,634	0.80	29,830	0.27
Erie County, Ohio	71,828	69,414	2,414	3.4	357	0.50	4	0.01
401	5,546	5,427	119	2.2	38	0.69	0	0.00
402	3,582	3,483	99	2.8	0	0.00	0	0.00
403	6,094	5,989	105	1.7	18	0.30	0	0.00
404	5,238	5,048	190	3.6	11	0.21	0	0.00
405	4,535	4,498	37	0.8	4	0.09	0	0.00
406	814	792	22	2.7	0	0.00	0	0.00
407	3,672	3,531	141	3.8	42	0.01	0	0.00
408	3,961	3,837	124	3.1	0	0.00	0	0.00
409	3,142	3,036	106	3.3	66	0.02	0	0.00
410	3,201	3,077	124	3.9	38	0.01	0	0.00
411	3,284	3,255	29	0.9	13	0.40	0	0.00
412	2,116	1,956	160	7.6	26	0.01	0	0.00
413	3,665	3,482	183	5.0	8	0.22	0	0.00
414	2,545	2,411	134	5.3	14	0.55	0	0.00
415	3,263	3,043	220	6.7	13	0.40	0	0.00
416	5,285	5,082	203	3.8	19	0.36	0	0.00
417	6,191	5,978	213	3.4	41	0.66	2	0.03
418	5,694	5,489	205	3.6	6	0.11	2	0.04
Lorain County--Tract 301	6,107	6,001	106	1.7	4	0.07	0	0.00

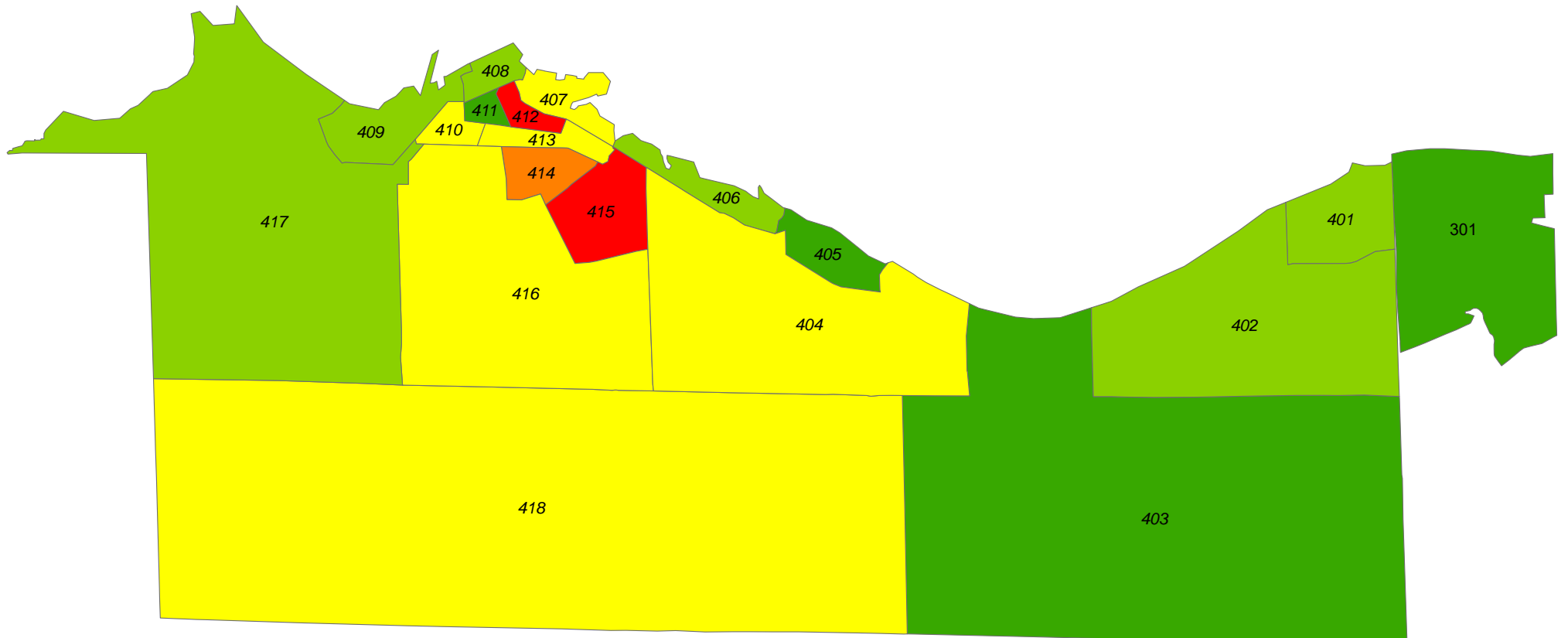
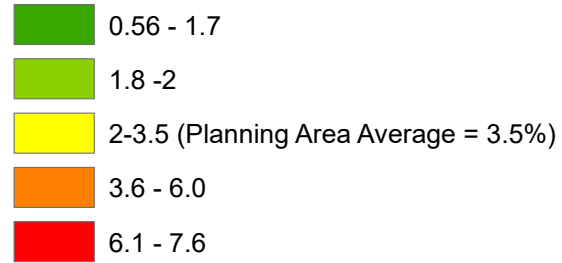
Source: US Census Bureau, 2016 5-year American Community Survey Table C16001



# Map 8 - Limited English Proficiency Population

## Legend

PCT of Population that speak English "less than very well"



Erie County, Ohio  
Title VI Plan Update 2019

APPENDIX A

**RESOLUTION NUMBER 2019-05**

**OF THE METROPOLITAN PLANNING ORGANIZATION POLICY  
COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION**

**APPROVING A RESOLUTION TO APPROVE THE ERIE REGIONAL  
PLANNING COMMISSION METROPOLITAN PLANNING ORGANIZATION  
REVISED PUBLIC INVOLVEMENT POLICY (PIP) AND TITLE VI PLANS.**

**WHEREAS**, this Committee is the Metropolitan Planning Organization (MPO) for Erie County; and

**WHEREAS**, it is the responsibility of this Committee to approve federally-funded transportation projects from Erie County which appear on the TIP as well as other planning documents related to the operation of the MPO; and

**WHEREAS**, the revised PIP and Title VI plans will ensure consistency with current federal public involvement regulations and interim guidance related to the Fixing America's Surface Transportation Act; and

**WHEREAS**, the PIP and Title VI plans includes changes to the policies in light of current public involvement practices as well as new plans and other procedures that have been developed since the adoption of the updated plans; and

**WHEREAS**, the PIP and Title VI plans guarantees continued compliance with state laws governing open meetings and public access to MPO documents; and

**WHEREAS**, the Technical Advisory Committee and the Policy Committee have analyzed this request and found it to be consistent with the long range plan of the Erie Regional Planning Commission; and

**NOW THEREFORE BE IT RESOLVED:**

- 1) That this Committee recognizes the importance of public involvement to the MPO process and does hereby approve the updated PIP and Title VI plans as important MPO documents.
- 2) That this Committee authorizes Erie Regional Planning Commission staff to provide copies of this Resolution to the appropriate agencies as evidence of action by the Metropolitan Planning Organization.



---

Patrick Shenigo, 2019 Chairperson  
Metropolitan Planning Organization Policy Committee  
Erie Regional Planning Commission

April 25<sup>th</sup>, 2019

**Erie County, Ohio MPO**  
**Title VI Plan Policy Statement**

It is the Erie County Regional Planning Commission's Policy that all recipients of federal funds that pass through this agency ensure that they are in full compliance with Title VI and all related regulations and directives in all programs and activities. No person shall, on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of ERPC's programs, policies, or activities.

This report was prepared in cooperation with the United States Department of Transportation, Federal Highway Administration, Federal Transit Administration, the Ohio Department of Transportation and local units of government. The contents of this report reflect the view and opinions of the Erie County Regional Planning Commission which is responsible for the facts and accuracy of data presented herein. The contents of this report do not necessarily reflect the views or official policies of the United States Department of Transportation, Federal Highway Administration, Federal Transit Administration, or the Ohio Department of Transportation. This report does not constitute a standard, specification, or regulation.

**PUBLIC NOTICE**  
**Title VI of the Civil Rights Act of 1964**

"No person in the United States shall, on the grounds 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."

Title VI of the Civil Rights Act of 1964 and supplemental legislation prohibits agencies that receive federal assistance from discrimination based on race, color, national origin, sex, age, disability, low income and limited English proficiency.

Anyone who believes that an agency or local government receiving federal funding mentioned above has discriminated against them, they have the right to file a complaint within 180 days of the alleged discrimination.

A Title VI Plan is located online at:  
<https://www.eriecounty.oh.gov/ErieRegionalPlanningCommission.aspx> and in the Erie County Regional Planning Commission Office at 2900 Columbus Avenue Sandusky, Ohio 44870  
Phone: 419.627.7793 E-Mail: [Planning@ErieCounty.OH.Gov](mailto:Planning@ErieCounty.OH.Gov)

Title VI & ADA Coordinator, Nicole Grohe

Erie County, Ohio  
Title VI Plan Update 2019

APPENDIX B



## **RESOLUTION NUMBER 2018-02**

### **OF THE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE OF THE CONTINUING COMPREHENSIVE LAND-USE AND TRANSPORTATION PROGRAM FOR ERIE COUNTY, OHIO.**

#### **A RESOLUTION OF SELF-CERTIFICATION OF THE METROPOLITAN TRANSPORTATION PLANNING PROCESS**

**WHEREAS**, the Policy Committee of the Continuing Comprehensive Land-Use and Transportation Program of the Erie County Regional Planning Commission (ERPC) who is designated as the Metropolitan Planning Organization (MPO) for the Sandusky urbanized area by the Governor acting through the Ohio Department of Transportation in cooperation with locally elected officials of Erie County and as evidenced in the Agreement of Cooperation Number 15402 between the Ohio Department Of Transportation, Board of County Commissioners of Erie County, Ohio and the Erie Regional Planning Commission; and

**WHEREAS**, the federal regulations published as 23 CFR 450 require that the metropolitan transportation planning process shall include activities to support the development and implementation of a Regional Transportation Plan and a Transportation Improvement Program and subsequent transportation planning activities to the degree appropriate for the area; and

**WHEREAS**, the federal regulations published as 23 CFR 450 requires ERPC as the MPO for the Sandusky Urbanized area, to annually self certify through its Policy Committee that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with the following applicable requirements.

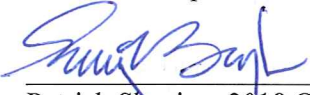
- a. That the planning process shall be consistent with Sections 8(e) and 3(e) of the Federal Transit Act concerning the involvement of the appropriate public and private transportation providers (49 USC 1607 and 1602 (e));
- b. That the planning process shall be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 USC 344 and 29 USC 794;
- c. That the planning process shall be consistent with Section 105(f) of the Surface Transportation Assistance Act of 1982 regarding the involvement of minority business enterprises in FHWA and FTA funded projects (Public Law 97-424, Section 105(f) and 49 CFR Part 23);
- d. That the planning process shall be consistent with Section 16 of the Federal Transit Act (49 USC 1612), Section 165 (b) of the Federal-Aid Highway Act of 1973, as amended, and 49 CFR 27 which call for special efforts to plan public mass transportation facilities and services that can effectively be used by elderly and disabled persons
- e. That the planning process shall be in conformance with the applicable requirements of Sections 174 and 176(c) and (d) of the Clean Air Act (42 USC 7504, 7506 (c) and

**WHEREAS**, the federal regulations published as 23 CFR 450 further require that the State and the Metropolitan Planning Organization shall certify that the planning process is being carried out in conformance with all the applicable requirements of 23 USC 134 and 49 USC 1607, which indicate ". . .the Secretary (of the United States Department of Transportation) shall cooperate with the State and local officials in the development of transportation plans and programs which are formulated on the basis of transportation needs with due consideration to comprehensive long-range land use plans, development objectives, and overall social, economic, environmental, system performance, and energy conservation goals and objectives, and with the consideration to their probable effect on the future development of urban areas of more than 50,000 population. The planning process shall include an analysis of alternative transportation system management and investment strategies to make more efficient use of existing transportation facilities and development of long-term financial plans for regional urban mass transit improvements and the revenue available from current and potential sources to implement such improvements. The process shall consider all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate based on the complexity of the transportation problems," and

**WHEREAS**, *Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* requires that recipients of Federal funds make a meaningful effort to involve low-income and minority groups in the process to make decisions regarding the use of federal funds; and also requires that they attempt to identify and address any disproportionately high and adverse human health and environmental effects on minority and low-income groups, which may result from the implementation of their plans and programs, and

**NOW THEREFORE BE IT RESOLVED:**

- 1) That this Committee certifies that the Metropolitan Planning Organization's metropolitan transportation planning process complies with the metropolitan planning requirements as set forth above.
- 2) That this Committee authorizes Erie Regional Planning Commission staff to provide copies of this Resolution to the appropriate agencies as evidence of action by the Metropolitan Planning Organization.

  
\_\_\_\_\_  
Patrick Shenigo, 2018 Chairperson  
Metropolitan Planning Organization Policy Committee  
Erie Regional Planning Commission

April 26, 2018

**Erie Regional Planning Commission**  
**MPO Combined Technical Advisory and Policy Committees**  
**Meeting Minutes April 25th, 2019**

PRESENT: Matt Rogers, Erie County Engineer's Office; Doug Green, City of Huron; Tony Valerius, City of Vermilion; Gary Boyle, Perkins Township; Megan Stooky, Greg Voltz, Nicole DeFreitas, and Tom Horsman, City of Sandusky; Mike Schafrath, ODOT District 3; Dave Foster, ERPC Chair; Nick Katsaros, First Energy; Steve Poggiali, Carrie Whitaker and Nicole Grohe; ERPC staff.

Mr. Poggiali called the meeting to order at 2:00 P.M. at the Erie County Office Building 3<sup>rd</sup> floor chambers.

**Agenda Item #1 Consideration of the February 15th, 2019 Technical Advisory and February 21<sup>st</sup>, 2019 Policy Committee Meeting Minutes:** Mr. Poggiali requested the committee consider the approval of the minutes from the February 15<sup>th</sup>, 2019 Technical Advisory and February 21<sup>st</sup>, 2019 Policy Committee meetings. Mr. Foster motioned to approve the minutes as presented and Mr. Green seconded the motion. All voted aye, motion passed. No further discussion was held on this item.

**Agenda Item #2: Resolution 2019-02 Self-Certification:** Mr. Poggiali then discussed what the MPO self-certification and asked the committees to consider making a motion. Mr. Voltz motioned to approve Resolution 2019-02 approving the MPO Self-Certification for SFY 2020. Mr. Green seconded the motion, all voted aye and the motion passed. No further discussion was held on this item.

**Agenda Item #3: Resolution 2019-03 SFY 2020 Work Plan:** Mr. Poggiali then presented the SFY 2020 Work Plan. He discussed the different funding categories listed within the plan. Mr. Boyle motioned to approve the SFY 2020 Work Plan as presented. Mr. Foster seconded the motion, all voted aye and the motion passed. No further discussion was held on this item.

**Agenda Item #4: Resolution 2019-04 Air Quality Conformity Concurrence:** Ms. Whitaker then presented an overview of the air quality conformity request that was sent by the Northeast Ohio Areawide Coordinating Agency (NOACA) regarding an air quality analysis that was performed on the City of Cleveland and the surrounding area. She stated that since a portion of the MPO is located in Lorain County a concurrence must occur between the MPO's to show cooperation and coordination. Mr. Foster motioned to approve the air quality conformance analysis as performed by NOACA on the Cleveland area showing non-attainment for the 8-hour ozone standards and fine particulate matters standards as listed in Resolution 2019-04. Mr. Green seconded the motion, all voted aye and the motion passed. No further discussion was held on this item.

**Agenda Item #5: Resolution 2019-05 Title VI and Public Involvement Plan Updates:** Next Ms. Grohe presented changes to the Ohio Department of Transportation (ODOT) Metropolitan Planning Organization (MPO) administrative manual as pertaining to the MPO's Title VI and Public Involvement Plans. She stated ERPC staff have updated these plans to reflect the changes. She went over the changes with the committees and then asked the committees to consider making a motion. Mr. Green motioned to approve the updated Title VI and Public Involvement Plan Updates as presented as listed in Resolution 2019-05. Mr. Voltz seconded the motion, all voted aye and the motion passed. No further discussion was held on this item.

**Agenda Item #6: Resolution 2019-06 Transit Performance Measures:** Ms. Whitaker then presented information about the state Transit Performance Measures presented by ODOT as discussed at the last MPO committee meeting. She stated that the MPO staff has spoken with the Sandusky Transit System Administrator and 5310 grant recipients about the supporting the state's measures as requested by the committees. She stated that during these discussion all parties present believed that the supporting the state's proposed transit performance measures were achievable. She then asked for the committees to consider making a motion. Ms. DeFreitas motioned to approve Resolution 2017-06 which would support the state's recommendations for transit performance measures. Mr. Foster seconded the motion, all voted aye and the motion passed. No further discussion was held on this item.

**Agenda Item #7: Resolution 2019-07 Consideration of Amendment of the Strub Road and Columbus Avenue Resurfacing Project, PID 96331:** Ms. Whitaker then discussed that the Erie County Engineer's Office has requested to split their Columbus Avenue and Strub Road project into two Project Identification Numbers (PIDS) in order to expedite the project. She explained that the project had already been pushed back a couple State Fiscal Years (SFYs) to accommodate other work that was planned to occur by ODOT near the Strub Road and US 250 portion of the project. Ms. Whitaker explained that there have been several set backs on the state's end and that by splitting the project into two PIDS the engineer's office could start on a portion of the project. Mr. Rogers motioned to approve Resolution 2017-07 which would split the Columbus Avenue and Strub Road project into two PIDS PID 96331 (Columbus Avenue Resurfacing from Perkins Avenue to Bogart Road) totaling \$790,400 in CO/CE for SFY 2020 and PID 110337 Strub Road Resurfacing (Strub Road from Columbus Avenue to US 250) for \$225,600 in CO/CE in SFY 2021 and \$176,000 in TA funds. Mr. Boyle seconded the motion, all voted aye and the motion passed. No further discussion was held on this item.

**Other Business:**

**US 6 Corridor Study:** Ms. Whitaker stated that TranSystems has completed a draft of the recommendations for the US 6 Corridor Study. She stated that the next stakeholder meeting will occur during the regularly scheduled Policy Committee meeting on 5/23 at 2:00 PM at the Sandusky Library. No further discussion was held on this item.

**Regional Safety Plan:** Ms. Whitaker stated that ERPC has been awarded by ODOT the assistance of a consultant, WSP/Murphy Epsom, to conduct a regional safety study. She stated that the scope is currently being drafted and that ERPC staff are currently working on compiling a stakeholder list.

**Traffic Count Database:** Ms. Whitaker continued by stating that the ERPC MPO's traffic count database has been merged with ODOT's. She stated that the same vendor (MS2) is being used and that the link to the site can be accessed on the MPO's website or on ODOT's traffic monitoring webpage (TMMS).

**2019 Active Transportation Month:** Ms. Grohe then reviewed the activities planned for Active Transportation Month. She invited the committee members to take part in the events.

**Erie County Bicycle and Pedestrian Plan Update:** Next, Ms. Grohe stated that the Erie County Bicycle and Pedestrian Plan is currently being updated and that it is anticipated to be finalized by the end of the year. She stated that public input surveys are currently available until 5/19. She invited the committee members to fill out the surveys.

**Mobility Management in Erie County:** Ms. Grohe then discussed that Erie County has been assigned a mobility manager and that her services can be utilized free of charge. She encouraged the committee members to visit the Great Lakes Community Action Partner's website on Erie County Mobility Management and utilize it as a resource.

No further meeting discussion was held and the MPO meeting was adjourned.

Respectively Submitted,



Nicole Grohe, Associate Planner

Erie County Office of Regional Planning

Metropolitan Planning Organization

**LEGAL NOTICE  
PUBLIC MEETING TO  
GATHER PUBLIC COMMENTS  
ABOUT UPDATES  
TO THE ERIE COUNTY  
REGIONAL PLANNING  
METROPOLITAN PLANNING  
ORGANIZATION TITLE VI  
PLAN AND PUBLIC  
INVOLVEMENT POLICY,  
ERIE COUNTY, OHIO**

The Erie Regional Planning Commission (ERPC) will be conducting a public meeting on February 19, 2019, to gather public input about updates to the ERPC Title VI Plan and the Public Participation Plan. The public meeting will be held in the Erie County Commission Chamber, Third Floor, Services Center, 2900 Columbus Avenue, Sandusky, Ohio. The session will be from 4:30 p.m. to 5:30 p.m. Staff will be available to answer questions. The success of any plan is reliant upon a strong public involvement program. Therefore, the ERPC has committed itself to pursue a proactive public outreach effort throughout the development of the ERPC Title VI Plan and the Public Participation Plan Updates. Efforts will focus on soliciting community involvement to maximize awareness and provide a forum for public participation in order to build support and gain public input for the updates and to ensure that the updates reflects the values of Erie County. The Title VI Plan is a blueprint on how ERPC complies with Title VI regulations. The Public Involvement Policy outlines the process in which ERPC interacts with the public. These documents are being presented at the same time as they are interrelated.

To ensure that Erie County's quality of life, economic viability and mobility are preserved and protected, ERPC would like your input. Local officials consider public involvement a critical step in developing a successful plan.

January 29th, 2019

Erie County, Ohio  
Title VI Plan Update 2019

APPENDIX C

**SURFACE TRANSPORTATION PROGRAM (STP) PROJECT EVALUATION FORM**

A + sign indicates bonus points. The goal of bonus points is to simultaneously assist the scoring committee in better understanding projects and to help project sponsors by encouraging and rewarding the completion of preliminary work. A total of 18 bonus points are possible. Project sponsors are responsible for supplying information for bonus points. Documentation should be performed by a certified engineer or other professional when applicable.

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Project Sponsor:** \_\_\_\_\_

**Proposed State Fiscal Year:** \_\_\_\_\_

**Page 1 Final:** \_\_\_\_\_

**Page 2 Final:** \_\_\_\_\_

**Page 3 Final:** \_\_\_\_\_

**Grand Total** / 95 \_\_\_\_\_

**Date Scored:** \_\_\_\_\_

**Project Rank:** \_\_\_\_\_

**Required letter of support from governing body** \_\_\_\_\_ **Yes**

<p><b>1. Is the project identified in the 2040 Long Range Transportation Plan?</b>                  _____ <b>Yes (3 points)</b>      _____ <b>No (0 points)</b>      _____ <b>Documented (+1 point)</b></p>	<p><b>Page 1</b> <b>STP Scoring</b></p>
<p><b>2. Mark the functional classification of the project. If a project falls in more than one category choose one that yields the highest points. Local roads are not eligible.</b>                  _____ <b>Arterial (3 points)</b>      _____ <b>Other (0 points)</b>      _____ <b>Collector (2 point)</b></p>	
<p><b>3. Does the project create/upgrade/preserve facilities for bicyclist or pedestrians?</b>                  _____ <b>Creates, Upgrades &amp; Preserves (3 points)</b>      _____ <b>Upgrades or Preserves ( 1 point)</b>      _____ <b>Documented (+1 point)</b>                  _____ <b>Neither ( 0 points)</b></p>	
<p><b>4. Does the project connect multiple modes of transportation? EX: Putting in sidewalks or bikeways, bus stops or other connections that positively affect freight movements or airport access</b>                  _____ <b>Yes (3 points)</b>      _____ <b>No (0 points)</b></p>	
<p><b>5. Does the project preserve/upgrade the existing roadway system? Both may be selected if it applies.</b>                  _____ <b>Yes, upgrades (3 points)</b>      _____ <b>Yes, preserves (3 point)</b>      _____ <b>Neither ( 0 points)</b></p>	
<p><b>6. Is the project located in an area that has been identified as having a high crash area?</b>                  _____ <b>Yes (3 Points)</b>      _____ <b>No (0 points)</b>      _____ <b>Documented (+2 point)</b></p>	

**Page Total:** /21  
**Bonus Total:** /4  
**Final:** \_\_\_\_\_



Project name: \_\_\_\_\_

<b>7. Does the project address recurring congestion problems?</b>			
_____ Yes (3 Points)	_____ No ( 0 points)	_____ Documented (+1 point)	
<b>8. Does the project include any ITS component(s)? ( EX: Message boards, cameras crash notification system, real time traffic information accessed by telephone using automated systems)</b>			
_____ Yes (3 points)	_____ No (0 points)		
<b>9. List the ADT of the project if available. Please list the highest ADT if multiple choices are available.</b>			
6,000 or + _____ (3 points)	No record <1,000 _____ (0 points)	1,000 to 5,999 _____ (1 points)	
<b>10. Does the project incorporate access management techniques?</b>			
_____ Yes (3 points)	_____ No (0 points)	_____ Documented (+1 point )	
		Descrip. of Access Mgmt./Map	
<b>11. Is the project within an urbanized area?</b>			
_____ Yes (3 points)	_____ No (0 points)	_____ Documented (+ 1 point)	
		Map and Description	
<b>12. How much impact does the project have in revitalizing/preserving the character of a given jurisdiction's urban core, community center or neighborhood?</b>			
_____ Major Impact (3 points)	_____ Minor Impact (1 point)	_____ No effect (0 points)	_____ Documented (+1 point)
			Description of Revitalization
<b>13. Does the project have a positive impact in an Environmental Justice Area (ex: low income, minority etc.)?</b>			
_____ 2+ Groups (3 points)	_____ 1 Group (1 points)	_____ No (0 points)	_____ Documented (+ 1 point)
			Map and Description
<b>14. Is the project referenced in any submitted current land use/comprehensive plan, thoroughfare plan, related transportation or land use study other than the Long Range Transportation Plan?</b>			
_____ Yes (2 point)	_____ No (0 points)	_____ Documented (+1 point)	
		Map and Description	
<b>15. Does this project reduce transportation user costs?</b>			
_____ Greatly (2 points)	_____ Yes, Moderately (1 point)	_____ No (0 points)	_____ Documented (+1 point)
Reduces			Chart of Reduced Costs
<b>16. Does this project improve or enhance tourism travel?</b>			
_____ Greatly (2 points)	_____ Yes, Moderately (1 point)	_____ No (0 points)	_____ Documented (+1 point)
Improves/Enhances			Description of Tourism Impact
<b>17. Does this project support existing businesses/industry by preserving or upgrading an existing route to a commercial or industrial area?</b>			
_____ Upgrades (3 points)	_____ Preserves (1 point)	_____ No (0 points)	_____ Documented (+1 point)
			Documentation of Support
<b>18. Does the project improve air quality? (Reducing vehicle emissions, decreasing fuel consumption, etc)</b>			
_____ Greatly Improves (2 points)	_____ Moderately Improves (1 point)	_____ No (0 points)	_____ Documented (+1 point)
			Proof of air emission reduction

Page Total: /32

Bonus Total: /10

Final: \_\_\_\_\_

Project Name: \_\_\_\_\_

<b>19. Does the project preserve natural habitats, decrease wildlife mortality, decrease water pollution, or specifically protect wetlands?</b>			
<input type="checkbox"/> <b>Greatly (3 points)</b> <b>Protects/Preserves</b>	<input type="checkbox"/> <b>Moderately (1 point)</b> <b>Protects/Preserves</b>	<input type="checkbox"/> <b>Documented (+1 point)</b> <b>Proof of Preservation</b>	<input type="checkbox"/> <b>No (0 points)</b>
<b>20. Does the project include any aesthetic improvement components?</b>			
<input type="checkbox"/> <b>Greatly Improves</b> <b>(2 points)</b>	<input type="checkbox"/> <b>Moderately</b> <b>Improves (1 point)</b>	<input type="checkbox"/> <b>Documented (+1 point)</b> <b>Description of Improvement</b>	<input type="checkbox"/> <b>No (0 points)</b>
<b>21. Project Readiness and Completion History: (Check all that apply, max. total points is 20)</b>			
<input type="checkbox"/> <b>Documentation Included (2 point)</b>	<input type="checkbox"/> <b>Never Participated Before (10 points)</b>	<input type="checkbox"/> <b>Preliminary Engineering Complete (5 points)</b>	<input type="checkbox"/> <b>Nothing Completed ( 0 points)</b>
<b>Jurisdiction has completed previous programmed projects in the past 5 years by required ODOT lockdown dates (10 points)</b>			
<b>22. Has the project sponsor completed a public involvement plan (PIP) for the proposed project?</b>			
<input type="checkbox"/> <b>Yes (3 points)</b>	<input type="checkbox"/> <b>No (0 points)</b>	<input type="checkbox"/> <b>Documented (+1 point)</b>	
<b>23. Did the project sponsor include a site map outlining the project in their application?</b>			
<input type="checkbox"/> <b>Yes (3 points)</b>	<input type="checkbox"/> <b>No (0 points)</b>		
<b>24. Has the project sponsor historically attended project sponsor review in the last 3 years?</b>			
<input type="checkbox"/> <b>Yes, Attended All</b> <b>(3 points)</b>	<input type="checkbox"/> <b>Missed &lt; One in the</b> <b>Past 3 Years (1 point)</b>	<input type="checkbox"/> <b>Missed &gt;2 (0 points)</b>	
<b>25. Has the jurisdiction pushed back a project a SFY year or more since its original listing date on the TIP?</b>			
<input type="checkbox"/> <b>No (5 points)</b>		<input type="checkbox"/> <b>Yes (0 points)</b>	
<b>26. Does the project connect to logical termini?</b>			
<input type="checkbox"/> <b>Yes (3 points)</b>	<input type="checkbox"/> <b>No (0 points)</b>	<input type="checkbox"/> <b>Documented (+1 point)</b>	
<b>27. Number of users benefitting from the project.</b>			
<input type="checkbox"/> <b>Documented (3 points)</b>		<input type="checkbox"/> <b>None (0 points)</b>	

Page Total: /42  
Bonus Total: /4

## TRANSPORTATION ALTERNATIVE

If the project does not include any of the criteria points as listed per question, it automatically earns zero points. A + sign indicates bonus points. The goal of bonus points is to simultaneously assist the scoring committee in better understanding projects & to help project sponsors by encouraging & rewarding the completion of preliminary work. Documentation should be provided by a certified engineer or other professional when applicable. There are 250 points available and 32 bonus points.

Letter of support from governing body (required)

1. Is the project consistent with the goals & objectives of the ERPC MPO 2040 Long Range Transportation Plan?

**5**

**2.5**

**0**

***Specifically Identified  
In the LRTP***     ***Generally Supports  
Goals of LRTP***     ***Not Supported***

2. To what extent does the project increase or otherwise improve the utilization of an existing transportation system?

**5**

**2.5**

**0**

**+4**

***Major/Significant***     ***Minor***     ***Not Supported***     ***Documented***

3. Does the project increase services to Special Populations which includes: Elderly, Minority, Transportation Disabled & Low Income populations?

**5**

**2.5**

**0**

***Yes, 2 or More Groups***     ***Yes, 1 Group***     ***Not Supported***

4. Project Readiness: Please check all that apply:  Documented (+4 points)  No Phases Completed (0 points)  Construction Phase Planned (.5 points)  Right of Way Phase Completed (.5 points)  Environmental Phase Completed (1 points)  Preliminary Engineering Phase Completed (3 points)

5. Number of users benefiting from the project.

**5**

**0**

***Documented \_\_\_\_\_***    ***None***

Page 1 Total:      /20  
Page One Bonus Total:      / 4

**Page 1 Final Total: \_\_\_\_\_**

**TRANSPORTATION ALTERNATIVE  
PROGRAM PROJECT EVALUATION CRITERIA**

6. Will the public be given a chance to provide input regarding the project?

<b>10</b>	<b>0</b>	<b>+4</b>
<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>	<input type="checkbox"/> <i>Public Involvement Documentation Provided</i>

7. Has the project sponsor delivered other TIP projects by the ODOT assigned lock down dates? List projects from the last five years. Must document delivered projects.

<b>10</b>	<b>5</b>	<b>0</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>100-64% of the time</i>	<i>63-34% of the time</i>	<i>Less than 34%</i>
Project Name_____	Project Name_____	
SFY Completed/Locked Down_____	SFY Completed/ Locked Down _____	
Project Name_____	Project Name_____	
SFY Completed/Locked Down_____	SFY Completed/Locked Down_____	

8. Has the project sponsor attended all scheduled semi-annual project review meetings?

<b>5</b>	<b>0</b>
<input type="checkbox"/> <i>Missed 1 or Less</i>	<input type="checkbox"/> <i>Never Attended or Missed More Than One</i>

9. Has the project sponsor ever been involved with an MPO sponsored project before?

<b>5</b>	<b>0</b>
<input type="checkbox"/> <i>No</i>	<input type="checkbox"/> <i>Yes</i>

Page 2 Total:      /30  
Page 2 Bonus Total:      /4

Page 2 Final Total:

**TRANSPORTATION ALTERNATIVE PROGRAM PROJECT  
EVALUATION CRITERIA FOR HISTORICAL & ARCHEOLOGICAL RELATED  
PROJECTS**

Criteria includes: Community improvement activities, which include but are not limited to: historic preservation and rehabilitation of historic transportation facilities; archaeological activities relating to impacts from implementation of a transportation project eligible under Title 23.

1. What is the project's significance to specific persons or events that have contributed to history?

- |  |  |                                      |  |
|--|--|--------------------------------------|--|
| <b>20</b>  | <b>10</b>  | <b>0</b>                             | <b>+3</b>  |
| <input type="checkbox"/> <b>Highly Significant</b> | <input type="checkbox"/> <b>Moderately Significant</b> | <input type="checkbox"/> <b>None</b> | <input type="checkbox"/> <b>Documentation Provided</b> |

2. What degree is there a threat to the environment or site if the project is not funded ?

- |  |   |   |  |
|--|---|---|--|
| <b>15</b>                                      | <b>8</b>  | <b>0</b>                                  | <b>+2.5</b>  |
| <input type="checkbox"/> <b>Extreme Threat</b> | <input type="checkbox"/> <b>Moderate Threat</b> | <input type="checkbox"/> <b>No Threat</b> | <input type="checkbox"/> <b>Documentation Provided</b> |

3. How much of an increase in negative public exposure to the environment or site is anticipated to occur as a result of this project?

- |   |  |  |  |
|---|--|--|--|
| <b>15</b>                                   | <b>8</b>                                       | <b>0</b>                                       | <b>+ 2.5</b>   |
| <input type="checkbox"/> <b>No Increase</b> | <input type="checkbox"/> <b>Minor Increase</b> | <input type="checkbox"/> <b>Major Increase</b> | <input type="checkbox"/> <b>Documentation Provided</b> |

Page Total:     /50

Page Bonus Total:     /8

**Page 3 Final Total:**

**TRANSPORTATION ALTERNATIVE PROGRAM  
PROJECT EVALUATION CRITERIA FOR ENVIRONMENTAL & SCENIC RELATED  
PROJECTS**

*Criteria Includes:* The construction of turnouts, overlooks and viewing areas- Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species and provide erosion control. -Inventory, control, or removal of outdoor advertising. -Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. -The [recreational trails program](#). -Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described select sections of Title 23; or reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

1. Does the project have a positive impact on environmental protection or presentation?

10                      8                      0                      +2

*Major Impact*     *Moderate Impact*     *No Impact*     *Documentation Provided*

2. What degree is there a threat to the environment or site if the project is not funded ?

20                      8                      0                      +3

*Major Impact*     *Minor Impact*     *No Impact*     *Documentation Provided*

3. How much of an increase of public exposure to environment or site is anticipated as a result of the project?

20                      8                      0                      +3

*Major Increase*     *Minor Increase*     *No Increase*     *Documentation Provided*

Page 2 Total: \_\_\_/50

Page 2 Bonus Total: \_\_\_/8

**Page 4 Final Total: \_\_\_\_\_**

**TRANSPORTATION ALTERNATIVE  
PROGRAM PROJECT EVALUATION CRITERIA FOR ALTERNATIVE FORMS OF  
TRANSPORTATION RELATED PROJECTS**

*Criteria includes:* Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.-Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists or other non-motorized transportation users.-Construction, planning and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults and individuals with disabilities to access daily needs.-The Safe Routes to School Program eligible projects and activities listed in MAP-21.

1. Does the project connect to any existing or planned bicycle or pedestrian paths?

**15                      0                      +3**

**Yes**                       **No**                       **Documentation provided**

2. Does the project connect to any logical termini?

**10                      0                      +1**

**Yes**                       **No**                       **Documentation provided**

3. Does the project serve any transportation generators?

**10                                      5                                      0                                      +1**

**6+ Generators**     **1-5 Generators**     **No**     **Documentation  
Generators                      Provided**

4. How much of an increase in public use is anticipated to be generated by this project?

**15                                      7                                      0                                      +3**

**Major**     **Minor**     **No Increase**     **Documentation  
Increase                      Increase                                      Provided**

Page Total:     /50

Page Bonus Total:     /8

**Page 5 Final Total:**

**TRANSPORTATION ALTERNATIVE  
PROGRAM PROJECT EVALUATION CRITERIA**

Sheet 1 Final Total: \_\_\_\_\_

+

Sheet 2 Final Total: \_\_\_\_\_

+

Sheet 3 Final Total: \_\_\_\_\_

+

Sheet 4 Final Total: \_\_\_\_\_

+

Sheet 5 Final Total: \_\_\_\_\_

Grand Total \_\_\_\_\_ / 250 \_\_\_\_\_

Projects Final Rank:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_



Erie County, Ohio  
Title VI Plan Update 2019

APPENDIX D

ERIE COUNTY, OHIO  
ERIE COUNTY COMMISSIONERS

**COMPLAINT/RESPONSE FORM**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Citizen's Name: \_\_\_\_\_

Complaint:  Written:

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

---

Nature of Problems, Basis of alleged discrimination / harassment:

---

County Administrator's Action:

County Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

---

Department Response / Action

Taken:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

---

County COMMISSIONERS' Acknowledgement of Response:

\_\_\_\_\_

Date: \_\_\_\_\_

County ADMINISTRATOR'S Acknowledgement of Response:

\_\_\_\_\_

Date: \_\_\_\_\_

**Title VI Complaint Form**

Please complete this form to the best of your ability. If you need translation or other assistance, contact \_\_\_\_\_.

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

*Basis of Complaint (circle all that apply):*

Race	Color
National Origin	Sex/Gender
Age	Disability
Retaliation	Other:

*Who discriminated against you?*

Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

*How were you discriminated against? (Attach additional pages if more space is needed)*

\_\_\_\_\_  
\_\_\_\_\_

*Where did the discrimination occur?*

\_\_\_\_\_  
\_\_\_\_\_

---

*Dates and times discrimination occurred?*

---

---

*Were there any other witnesses to the discrimination?*

Name	Organization/Title	Work Telephone	Home Telephone

*How would you like to see this situation resolved?*

---

---

*Have you filed your complaint, grievance, or lawsuit with any other agency or court?*

Who \_\_\_\_\_ When \_\_\_\_\_

Status (pending, resolved, etc.) \_\_\_\_\_ Result, if known \_\_\_\_\_

Complaint number, if known \_\_\_\_\_

*Do you have an attorney in this matter?*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

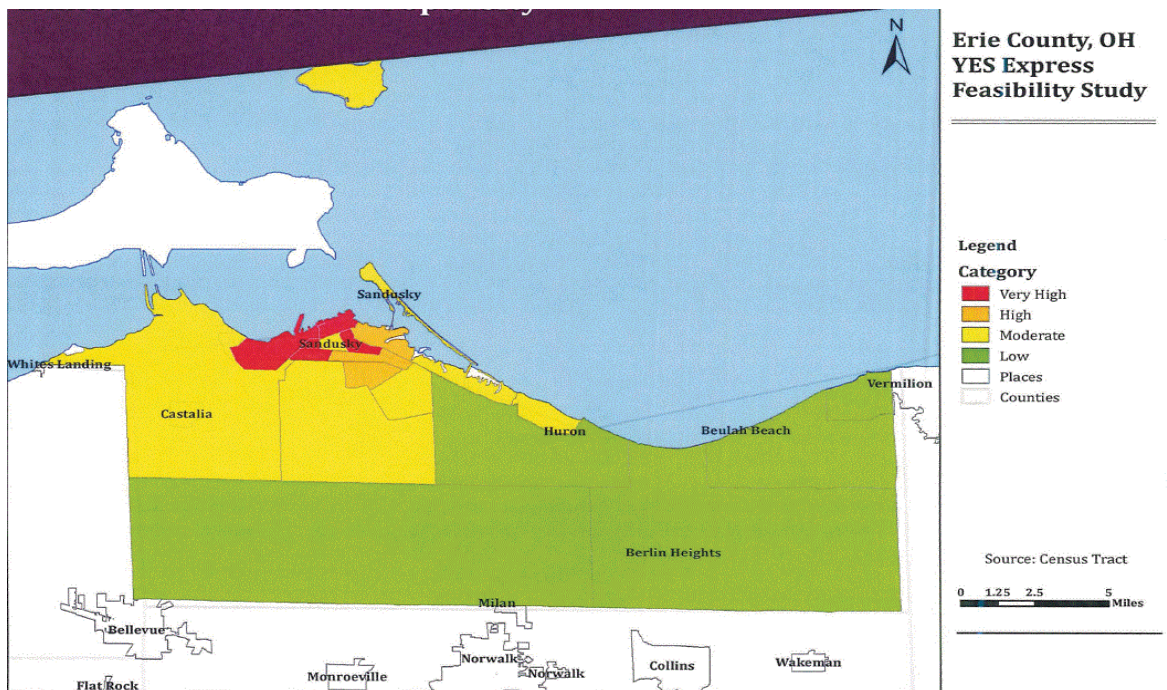
Erie County, Ohio  
Title VI Plan Update 2019

APPENDIX E

## CHAPTER 4. TRAVEL PATTERNS AND FORECASTS

**Background:** Travel patterns and forecasts were also examined during the planning process. In 2013, RLS and Associates Inc. performed a *Co-Produced Transportation Feasibility Study of Erie County Ohio* which utilized the 1997 Transit Research Board Report 28, *Transit Markets of the Future the Challenge of Change*. The foreword states that the report was created for transit policymakers, managers, planners, marketing professionals and others interested in the effects of current trends and trends expected over the next 15 years on current and future transit markets. The report identifies 40 transit service concepts that appear to offer the most effective means of adjusting to these societal trends.

**Transit Propensity Score:** Part of that 2013 study included examining travel propensity. Transit propensity is a measure of the likelihood that a local population will use transit service, were it available to them, taking into account their demographic characteristics. Demographic factors that reflect overall need for public transportation were identified and compiled locally at the US Census tract level. These demographic categories are: zero-vehicle households, persons age 65 or older, households below the poverty level and individuals with disabilities. The “greatest transit need” is defined as those areas in the region with the highest percentage of zero-vehicle households and elderly, disabled and below-poverty populations. The categories used for the calculation were households, number of households with no vehicle, disabled, female, black, other, and income below \$15,000 for Census Tracts throughout Erie County. Using these categories, a “transit need index” was developed to determine the greatest transit need. The index revealed that the City of Sandusky and direct surrounding areas had the highest need. Moderate demand is present in the areas south and west of Sandusky and also near the lake between Sandusky and Huron. These areas include Perkins, Margaretta and a portion of Huron Townships including the northwestern portion of the City of Huron and the Villages of Kelleys Island, Castalia and Bay View.



## CHAPTER 5. PUBLIC PARTICIPATION

**Introduction:** What is public participation? Public participation can be any process that directly engages the public in decision-making and gives full consideration to public input in making that decision. Public participation is a process, not a single event. It consists of a series of activities and actions over the full lifespan of a project to both inform the public and obtain input from them. Public participation affords stakeholders the opportunity to influence decisions that affect their lives.<sup>1</sup> Throughout the planning process ERPC staff strived to involve the public and reflect the local values and needs of the community. ERPC conducted a public involvement plan for the plan update. Please see Appendix C for a copy.

**Importance:** Public participation all contributes to better decisions because decision-makers have more complete information in the form of additional facts, values and perspectives obtained through public input to bring to bear on the decision process. They can then incorporate the best information and expertise of all stakeholders. Decisions are more implementable and sustainable because the decision considers the needs and interests of all stakeholders including vulnerable/marginalized populations, and stakeholders better understand and are more invested in the outcomes. As a result, decisions that are informed by public participation processes are seen as more legitimate and are less subject to challenge. Public participation is a Federal requirement for all MPO projects and the MPO has a separate Public Participation Plan that is followed for all of its activities.

**Outreach Sessions:** Public participation included a series of public meetings with several groups (listed below) and it was successful in engaging those present in a conversation about their transportation needs. Staff presented information utilizing a PowerPoint with questions and answers being taken throughout the presentation. In addition, staff provided contact information at all outreach sessions for participants that had additional questions or comments after the presentation. Below is a listing of public outreach activities affiliated with the plan and a summary of these meetings can be found in Appendix C.

- The Alliance Abroad group met at the Sandusky Library 114 West Adams Street Sandusky, OH 44870.
- Goodwill Industries staff met with ERPC at the Goodwill Workshop located at 419 West Market Street Sandusky, OH 44870.
- Erie Metro Housing Authority met with ERPC staff at in Bayshore Towers 128 Perry Street Sandusky, OH 44870.
- Erie County Senior Center group met with ERPC staff at the Erie County Senior Center at 620 East Water Street Sandusky, OH 44870.
- ERPC staff conducted public outreach at the Erie County Fairgrounds in Sandusky, OH 44870 during the 2016 Serving Our Seniors Seniorfest.

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<sup>1</sup> <https://www.epa.gov/international-cooperation/public-participation-guide-introduction-public-participation>

- The Family Information Network met with ERPC staff at the Erie Board of Developmental Disabilities at 4405 Galloway Road, Sandusky, OH 44870.
- The Self-Advocates group met with ERPC staff at Erie Board of Developmental Disabilities at 4405 Galloway Road, Sandusky, OH 44870.
- The public kick off meeting was held at the Erie County Services Center 2900 Columbus Avenue Sandusky, OH 44870
- The draft plan meeting was held at the Sandusky Library at 114 West Adams Street Sandusky, OH 44870.
- The final plan was approved at the Erie County Office Building at 243 Columbus Avenue Sandusky, OH 44870.



## 2017 Coordinated Plan Public Outreach Focus Areas

0 0.1750.35 0.7 1.05 Miles



-Alliance Abroad Group 6/29/16

-Erie Metro Housing 8/18/16

-Goodwill Industries 6/23/16

-Public Kickoff Meeting 8/3/16

-Erie County Senior Center 7/21/16

-Family Information Network 10/12/16

-Phone interviews 8/16

-SeniorFest 8/12/16

-Board of Disabilities Self-Advocates 8/1/16



Seniorfest 2016



Alliance Abroad Group

**Participating Outreach Sessions Group Descriptions/Public Meetings:** All groups were asked about their transportation needs and concerns.

- The **Public Kickoff meeting** was held at the Erie County Services Center and ODOT staff was present at the meeting. The session was advertised through numerous methods and it was open to the public.
- The **Alliance Abroad Group** consisted of the J-1 (a non-immigrant visa issued by the US to research scholars, professors and exchange visitors participating in programs that promote cultural exchange).
- The **Goodwill Industries** session involved speaking with the managers of the workshop who were representing the workshop employees, many of whom are disabled.
- The **Erie County Self-Advocates** session consisted of speaking with disabled members.
- **Seniorfest**- provided information to the Seniorfest group during the Erie County Fair with seniors aged 65 or older participating.
- Senior Survey-Staff also assisted Sandusky Transit System and Serving Our Seniors in contacting and conducting a survey of elderly transit riders who no longer ride the transit system.
- **Erie Metro Housing**- session consisted of speaking with residents of the low income housing program.

- **Erie Senior Center- session** consisted of speaking with patrons of the elderly community center.
- The **Family Information Network** session consisted of meeting with the parents of disabled children.

**Input:** From the outreach sessions and meetings, the following areas were discovered to have a perceived need that could assist the local system (transit):

**Service:**

- Frequency of buses is not adequate
  - There is a lack of evening/weekend service
- If commuters miss a bus there is a long wait time

**Dial-a-Ride:**

- No paratransit
- Mentally handicapped wait longer than an hour for Dial-a-Ride pickup.
- Scheduling trips is difficult and cumbersome
  - Same day arrangements are difficult

**Cost/Funding:**

- There is not enough funding to meet transportation needs
- Private providers are expensive

**Coordination:**

- Unable to cross communities/counties
  - Lack of coordination between transit agencies
- Lack of agencies willing to share vehicles with other human service agencies
- Paratransit does not serve all areas

**Safety:**

- Waiting environments may be difficult to access and are not always safe
  - Sidewalks are not always cleared in the winter
  - Bus stop locations and amenities
- Stops can be several blocks away – difficult for elderly or disabled to get to
- Some stops lack shelters
- Weather can hinder travel to and from
- Lack of stops near senior centers

**Education:**

- More travel training
  - More information needs to be available for connecting buses
- Alternative routing information needs to be available to commuters, especially while waiting at the bus stop

**Timing:**

- Schedule changes
- Demand for paratransit and human service vehicles at the same time
- Clients must call to cancel their trip two hours ahead of time
- Efficiencies of service for pickups
- Frequency of service is a problems for workers trying to get to work on-time
- connections are slow or not timed to coordinated

These concerns and comments will be examined in greater detail in the goals and recommendation section of the plan.

**Coordinated Transportation Survey:** Another layer of outreach effort included a survey that was answered by nearly 300 respondents. Both electronic and hard copies were collected. Data was analyzed and presented to the plan steering committee which requested that it be reopened to better define the role of a mobility manager. The survey then closed 10/20/16 with about 20 additional surveys collected. The survey was distributed in numerous ways and forms including in person and online (surveymonkey.com, e-mail blasts to MPO committees, social media etc.) ERPC staff, Serving Our Seniors and Sandusky Transit System all worked together to distribute the survey at numerous events.

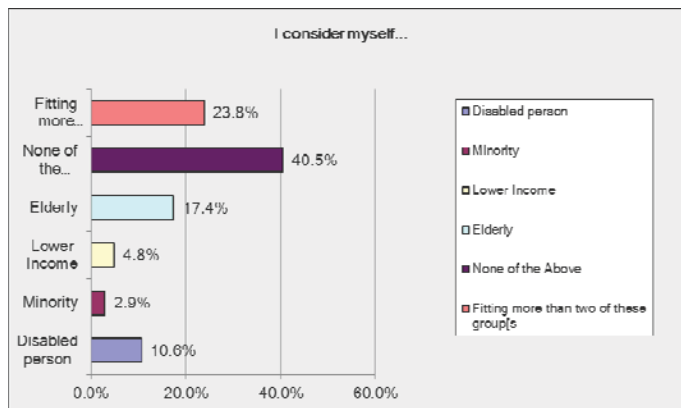


Chart 5-1: Survey Results

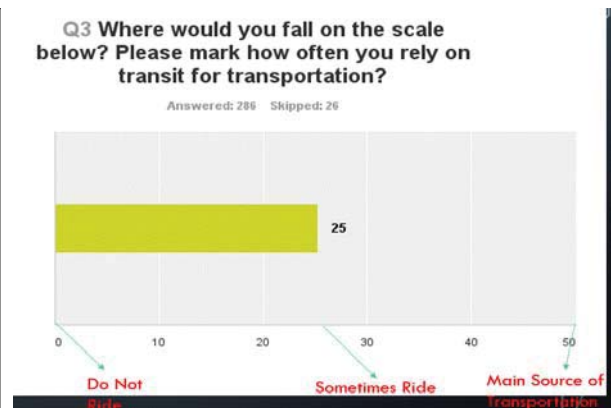


Chart 5-2: Survey Results

**Highlights:**

- More than 50% of the respondents were in target groups (elderly, disabled, lower income and/or minority).
- One-half of those who answered the survey stated that they sometimes ride the transit system.

There was also a question asked about what needs the community had in regards to transit. The following reponses were recorded as ranking the highest:

Percieved Greatet Needs:

- Encouraging public leaders to promote transit use 69%
- Focusing on increasing services in areas that have low income, elderly, disabled or

minority populations according to Census data 67%

- Installing more bus shelters 62%
- Applying for more funding sources to purchase more transportation related equipment 61%
- Creating a smart phone application system so that buses can be tracked in real time 61%

#### Perceived Least Important Needs:

- Decreasing the cost of services for users 20%
- Hiring a transportation mobility manager 12%
- Improving customer service 12%
- Reducing travel time 12%
- Private volunteer service 12%
- Expanding hours 11%
- Improving accessibility 12%

In addition, survey participants had the option to add their own comments. Of those received communication was mentioned the most frequently.

#### Comments Received:

- 13% Communication needs improved
- 9% Extended service hours
- 6 % Improve financial gap in system
- 18% Other

**2013 RLS Study Survey:** In 2013 RLS interviewed 58 Sandusky Transit riders. The following list describes the most common responses of how STS could be improved:

- Add stops to the SPARC routes.
- Add benches or shelters
- Start Sunday service
- Make the service more frequent and the fare lower.
- Use more of the bigger buses.
- Run on time
- Take care of bus cleanliness.
- Run Monday through Sunday and every 30 minutes.
- Extend evening hours.
- Create another route and put less people on buses.
- Extend start and end times of Saturday service
- If the bus breaks down, please send another one

Of those who answered the survey on the transit system almost 80% indicated that they take the bus to work. Passengers were asked to rate their satisfaction with STS service in 16 categories. On a scale of 1 to 5, the overall service rating was a '3.69,' which indicates that passengers are generally satisfied with the service they receive. The categories that received the lowest satisfaction rating were the following: service ending time each day; Pick-ups are on-time; and Wait time for vehicles after scheduling a trip.

The categories that received the highest ratings were primarily related to the skill and helpfulness of drivers: Safety and security on vehicles; Helpfulness of drivers; and Driving skills of drivers. The information gathered from this survey will also be considered during the goal and recommendation section of the plan.



Sandusky Transit System Facility



Sandusky Transit Bus

**Needs Assessment:** Staff compiled a summary of all the information that was gathered through the public meetings and supplemental research studies to compile a needs assessment. The next chapter will expand upon how to remediate and/or address these needs.

**Service Needs:**

- Weekend/Extended hours
- Feedback system
- More shelters/transit related infrastructure
- Ability to cross county borders
- Bus and shelter cleanliness
- Timing
- Cost of entire system
- Increasing services in areas that have low income, elderly, disabled or minority populations according to Census data
- Improve customer service
- Safety training for drivers
- Lack of paratransit
- Flexibility in scheduling

**Communication Needs:**

- Riders would like to know where the bus is and when it will arrive
- Difficulties in scheduling appointments-long-waits
- Work with local hospitals/schools and businesses
- Discretion of drivers
- Update dispatching/driver software
- Website needs updated
- Create a mobile application
- Encourage public leaders to utilize system
- Rider education
- How to work with disabled clients

**Efficiency Needs:**

- Cut back on duplicated services

-Utilize smaller buses

-Examine timing issues

-Examine service hours/stops

-Accessibility of stops

-Cost needs examined

-Apply for more funding to purchase capital equipment

-Lack of agencies willing to coordinate with vehicles

-Volunteer system

**Plan Steering Committee:** In an effort to continue public outreach staff created a steering committee to help guide in plan development. Committee membership was advertised through MPO meetings, flyers, verbal announcements, e-mail blasts, social media, outreach sessions and through public radio announcements. The committee met over approximately for a nine month time span to review and comment on each draft section of the plan. In total, eight meetings were held as well as e-mail and phone conversations. At the conclusion of the last meeting, a vote was taken in regards to support of the final plan. Please see Appendix C for a copy of this.

**Committee Members:**

- Todd Robinson, WSOS
- Angie Byington, City of Sandusky Planning
- Shannon Eskridge, Citizen
- Libbey Boros, Goodwill Industries
- Pamela Hartle, Goodwill Industries
- Crystal Buntz, Alliance Aboard Group
- Sammi Beverick, Erie CO. Self-Advocates
- Jennifer Yingling, Erie CO. Self-Advocates
- Talon Fohlr, City of Sandusky Community Development
- Carrier Bier, Erie CO. Board of DD
- Diane Corso, Erie CO. Department of DD
- Marvin Ranaldson, Sandusky Transit System
- Sue Daugherty, Serving Our Seniors
- Ralph Chamberlin, Erie Metropolitan Housing Authority
- Laura Lagodney, Ability Works
- Wendy Dempsey, Ability Works
- Diane Chevilar, Citizen
- Mary Wade Jones, Sandusky Artisans
- Karen Balconi Ghezzi, JFS
- Tad Peck, Lucy Idol Foundation
- Gary Boyle, Perkins Twp.
- Megan Sherlund, Perkins Twp.
- Sue Reamsnyder, Volunteers of America
- Thomas Ferrell, Erie CO. Commission
- John Schwartz, Christy Lane Industries Inc.
- Bob England, Erie CO. Health Department
- Nicole Grohe, ERPC MPO
- Steve Poggiali, ERPC MP

Erie County, Ohio  
Title VI Plan Update 2019

APPENDIX F

# ERPC MPO ENVIRONMENTAL JUSTICE REPORT

SFY 2019  
October 2018



ERIE REGIONAL PLANNING COMMISSION  
2900 COLUMBUS AVE.  
SANDUSKY, OH. 44870  
419.627.7792





### INTRODUCTION

As a public agency receiving federal funds and making recommendations on federal expenditures, ERPC is affected by Environmental Justice requirements for ensuring that federal funds are used fairly and without discrimination. The basis for Environmental Justice is Executive Order 12898 and is defined as to “identify and address disproportionately high and adverse human health or environmental effects on minority and low-income populations.

Concern for environmental justice should be integrated into every transportation decision—from the first thought about a transportation plan to post-construction operations and maintenance. Properly implemented, environmental justice principles and procedures improve all levels of transportation decision-making. This approach will:

- Make better transportation decisions that meet the needs of all people.
- Design transportation facilities that fit more harmoniously into communities.
- Enhance the public-involvement process, strengthen community-based partnerships and provide minority and low-income populations with opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Improve data collection, monitoring and analysis tools that assess the needs of, and analyze the potential impacts on minority and low-income populations.
- Partner with other public and private programs to leverage transportation agency resources to achieve a common vision for communities.
- Avoid disproportionately high and adverse impacts on minority and low-income populations.
- Minimize and/or mitigate unavoidable impacts by identifying concerns early in the planning phase and providing offsetting initiatives and enhancement measures to benefit affected communities and neighborhoods.

The identification of targeted population areas was completed by assessing poverty, minority, 65 years and older, disability, limited English proficiency, and zero vehicle household levels in the county based on regional averages (12.8%, 16.1%, 19.6%, 14.1%, 3.4%, and 6.9% respectively). Demographic information was compiled from the 2016 Five Year American Community Survey Census data. To calculate levels with the available data, demographic data on a census tract level was utilized. The data was reviewed to identify areas where the targeted populations were significantly higher than the county average. These target areas have been mapped along with capacity expansion projects, maintenance projects, and transportation enhancement projects to aid in the impact analysis. Subjective analysis for each project includes completing an environmental justice analysis matrix considering potential impacts that a project could have on an identified environmental justice area.



## SFY 2019 ENVIRONMENTAL JUSTICE REPORT

The following impacts are considered in determining if projects significantly have negative impacts on the targeted populations:

- Bodily impairment, infirmity, illness, or death
- Air, noise, and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion
- Destruction or disruption of a community's economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Vibration
- Adverse employment effects
- Displacement of persons, businesses, farms, or nonprofit organizations
- Increased traffic congestion
- Isolation
- Exclusion or separation of minority or low-income individuals within a given community or from the broader community
- The denial of, reduction in, or significant delay in the receipt of, benefits of DOT programs, policies, or activities

In order to analyze EJ impacts for the projects in the ERPC MPO region, staff reviewed the projects using the long range travel demand model for the Sandusky Urbanized Area that was developed by the Modeling and Forecasting Section of ODOT's Office of Statewide Planning and Research. The model aided in quantitatively evaluating the effectiveness of the projects and their impact potential to the targeted populations. The MPO region was divided into over 400 traffic analysis zones (TAZs) based on the review of census data, residential patterns, employment, education, recreational locations, and travel characteristics. Travel times were used to analyze the results of project implementation in order to assess accessibility to the generator zones for both targeted and non-targeted populations. Travel times to identified destinations for eleven EJ traffic analysis zones (where poverty, minority, 65 years and older, limited English proficiency, disability, and households with no vehicles available were two times above the county averages) were compared against five non-EJ TAZs. Results show an average decrease in travel times (-0.2 minute) for EJ target zones as compared to average travel times for those non-EJ zones. Programmed projects improved travel times for those identified EJ target areas and did not negatively affect the target groups. The total average travel time difference for all EJ and non-EJ areas show an overall decrease of 18 seconds. 88% of projects in the TIP for FY 2019-2022 for the ERPC MPO region can be considered system preservation projects while the other 12% are projects that include sidewalk installations. Preservation type projects include resurfacing, culvert replacement, signal projects and overall general maintenance of the transportation system. These types of projects have little or no adverse impact on the population. The factors listed above were considered upon review of the projects to measure the impact upon the targeted areas.

Upon staff review, both quantitatively (as explained) and subjectively, it is believed that no disproportionately high and adverse effects on minority and low-income populations are encountered as a result of the proposed projects listed in this TIP. Additionally, the ERPC staff and its committees considers any adverse effects that a proposed project may have, to ensure that an adverse effect is not predominately borne by a minority population and/or low-income population, or will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect to be suffered by the non-minority population and/or non-low-income population.



## SFY 2019 ENVIRONMENTAL JUSTICE REPORT

Maps on the following pages show target areas within the MPO region and associated highway projects that have been identified in the MPO’s TIP SFY 2019-2022. Additionally, tabulation of the proportion of all proposed project costs in target EJ areas against total investment was completed and is presented below.

Investment in Target Areas (*Total project costs for all mapped ERPC projects in the TIP)	% of Population	Dollars Programmed*	% of Program	# of Projects
Environmental Justice Area	35%	\$22,837,906	56%	20
Non-Environmental Justice Area	65%	\$17,858,212	44%	13

Additionally, staff also measures the amount of negative impact for those projects listed in the TIP by estimating the amount of real estate actions that may be imposed upon the identified target areas. It is estimated that approximately 5 projects (9% of total programmed dollars) may involve real estate actions; however, all of these identified projects are safety related where the majority of projects involve installation of new sidewalks to provide safer commutes for the non-motorist. After review of the projects, ERPC staff concludes no significant negative impact to occur to the identified target areas.

In summary, the MPO’s various committees and staff are dedicated to identifying any adverse or negative impacts to a population as a result of a project, and will consider possible alternatives should disproportionately high and adverse human health or environmental effects be of concern. The committees and staff are dedicated to identifying any adverse or negative impacts to a population as a result of a project, and will consider possible alternatives should ‘disproportionately high and adverse human health or environmental effects’ be of concern.



Appendices:

Appendix A.....SFY 2019—2022 Transportation Improvement Program Project Listing

Appendix B.....Map of SFY 2019—2022 TIP Projects and Minority Status

Appendix C.....Map of SFY 2019—2022 TIP Projects and Poverty Status

Appendix D.....Map of SFY 2019—2022 TIP Projects and 65 Years and Older Status

Appendix E.....Map of SFY 2019—2022 TIP Projects and Disability Status

Appendix F.....Map of SFY 2019—2022 TIP Projects and Limited English Proficiency Status

Appendix G.....Map of SFY 2019—2022 TIP Projects and Zero Vehicles Available Households



## Appendix A

# SFY 2019–2022 Transportation Improvement Program (TIP) Project Listing

**ERPC MPO SFY 2019 Environmental Justice Report**  
**Project Listing SFY 2019 - 2022**

PID NUMBER	ODOT DISTRICT	COUNTY NAME	PROJECT NAME	PRIMARY PROGRAM	PROJECT SPONSOR	PRIMARY WORK	FISCAL YEAR	ESTIMATED PROJECT TOTAL
90932	3	Lorain	D03 SRTS Vermilion Inf.	Safe Route to School	Vermilion, City of	Add Sidewalks	2020	\$505,414.25
92889	3	Erie	ERI US 0006 06.41	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Resurfacing, Undivided System	2020	\$2,077,587.00
93567	3	Erie	ERI US 0006 17.70 Phase 1	MPOs - STP, CMAQ, Enh	Huron, City of	Bridge Repair	2020	\$193,846.48
94393	3	Erie	ERI SR 0113 06.84	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Minor Rehabilitation - Pavement Gnrl Sys	2020	\$2,373,223.00
94444	3	District 3	D03 BH FY2019 (B)	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Bridge Repair	2019	\$703,500.00
96331	3	Erie	ERI CR 0120 00.71 (Columbus)	MPOs - STP, CMAQ, Enh	ERIE COUNTY ENGINEER	Minor Rehabilitation - Pavement Prmy Sys	2020	\$1,409,018.76
98406	3	Erie	ERI SR 0101 03.87	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Minor Rehabilitation - Pavement Gnrl Sys	2020	\$1,625,756.00
98466	3	Erie	ERI US 0006 00.00	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Preventive Maintenance	2019	\$676,840.00
99654	3	District 3	D03 TSG FY2019	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Signals	2019	\$447,000.00
100421	3	Erie	ERI US 0006 17.49	District Preservation (Pv & Br)	Huron, City of	Intersection Improvement	2020	\$1,373,219.00
100430	3	Lorain	LOR CR 0070 09.74	MPOs - STP, CMAQ, Enh	Vermilion, City of	Resurfacing, Undivided System	2019	\$828,514.00
100432	3	Lorain	LOR CR 0070 08.74	MPOs - STP, CMAQ, Enh	Vermilion, City of	Resurfacing, Undivided System	2020	\$764,880.00
100938	3	Erie	ERI SR 0002 20.02	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Minor Rehabilitation - Pavement Prmy Sys	2022	\$6,553,138.00
101252	3	District 3	HUR SR 0269 05.49	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Minor Rehabilitation - Pavement Gnrl Sys	2019	\$865,869.00
101429	3	District 3	D03 CHIP FY2021	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Preventive Maintenance	2021	\$2,202,365.00
101431	3	District 3	D03 SMOOTH FY2021	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Preventive Maintenance	2021	\$3,663,288.00
101445	3	Erie	ERI SR 0060 08.98	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Resurfacing, Undivided System	2021	\$1,305,431.00
103704	3	Erie	ERI US 0006 03.64	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Resurfacing, Undivided System	2021	\$577,647.00
103735	3	Lorain	D03 SRTS City of Huron inf	Safe Route to School	Huron, City of	Add Sidewalks	2020	\$448,164.10
103737	3	Erie	D03 SRTS City of Sandusky inf	Safe Route to School	Sandusky, City of	Add Sidewalks	2020	\$237,000.00
103921	3	Erie	ERI US 0006 13.19	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Culvert Construction/Reconstr/Repair	2019	\$195,146.00
104261	3	District 3	D03 MOW FY2021-22 (C)	District Maintenance Contracts	ODOT SPONSORING AGENCY	Mowing	2021	\$410,000.00

PID NUMBER	ODOT DISTRICT	COUNTY NAME	PROJECT NAME	PRIMARY PROGRAM	PROJECT SPONSOR	PRIMARY WORK	FISCAL YEAR	ESTIMATED PROJECT TOTAL
104278	3	District 3	D03 SMOOTH FY2022	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Preventive Maintenance	2022	\$4,119,035.00
105030	3	Erie	ERI CR 5 3.19 (Perkins Ave)	MPOs - STP, CMAQ, Enh	ERIE COUNTY ENGINEER	Mill and Fill	2019	\$709,793.70
105033	3	Erie	ERI CR 0505 00.00 (Meigs St)	MPOs - STP, CMAQ, Enh	Sandusky, City of	Minor Rehabilitation - Pavement Gnrl Sys	2022	\$1,059,720.84
105034	3	Erie	ERI TR 007 03.75 (Strub sidewalk)	MPOs - STP, CMAQ, Enh	Perkins, Township of	Add Sidewalks	2022	\$382,140.00
105333	3	District 3	D03 LG FY2019(A)	District Maintenance Contracts	ODOT SPONSORING AGENCY	Lighting Maintenance	2019	\$150,000.00
105584	3	Erie	D03 BP ERI Paint	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Bridge Repair	2022	\$1,200,000.00
105587	3	Erie	ERI Deck Overlay	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Bridge Repair	2020	\$430,000.00
106342	3	Erie	D03 SRTS Edison Inf	Safe Route to School	Milan, Village of	Add Sidewalks	2021	\$333,600.00
106672	3	Erie	ERI AT Sandusky Inf	Safety HSIP Federal	Sandusky, City of	Bicycle and Pedestrian	2020	\$153,561.14
107223	3	Erie	ERI US 0006 16.07	MPOs - STP, CMAQ, Enh	Huron, City of	Resurfacing, Undivided System	2021	\$1,471,421.00
109054	3	District 3	D03 GR FY2020(A)	District Preservation (Pv & Br)	ODOT SPONSORING AGENCY	Guardrail Maintenance/Repair (NEW)	2020	\$1,250,000.00

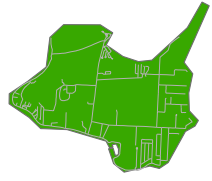
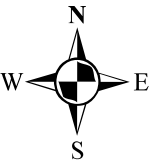
Source: ODOT TIMs October 2018



## Appendix B

# Map of SFY 2019-2022 TIP Projects and Minority Status





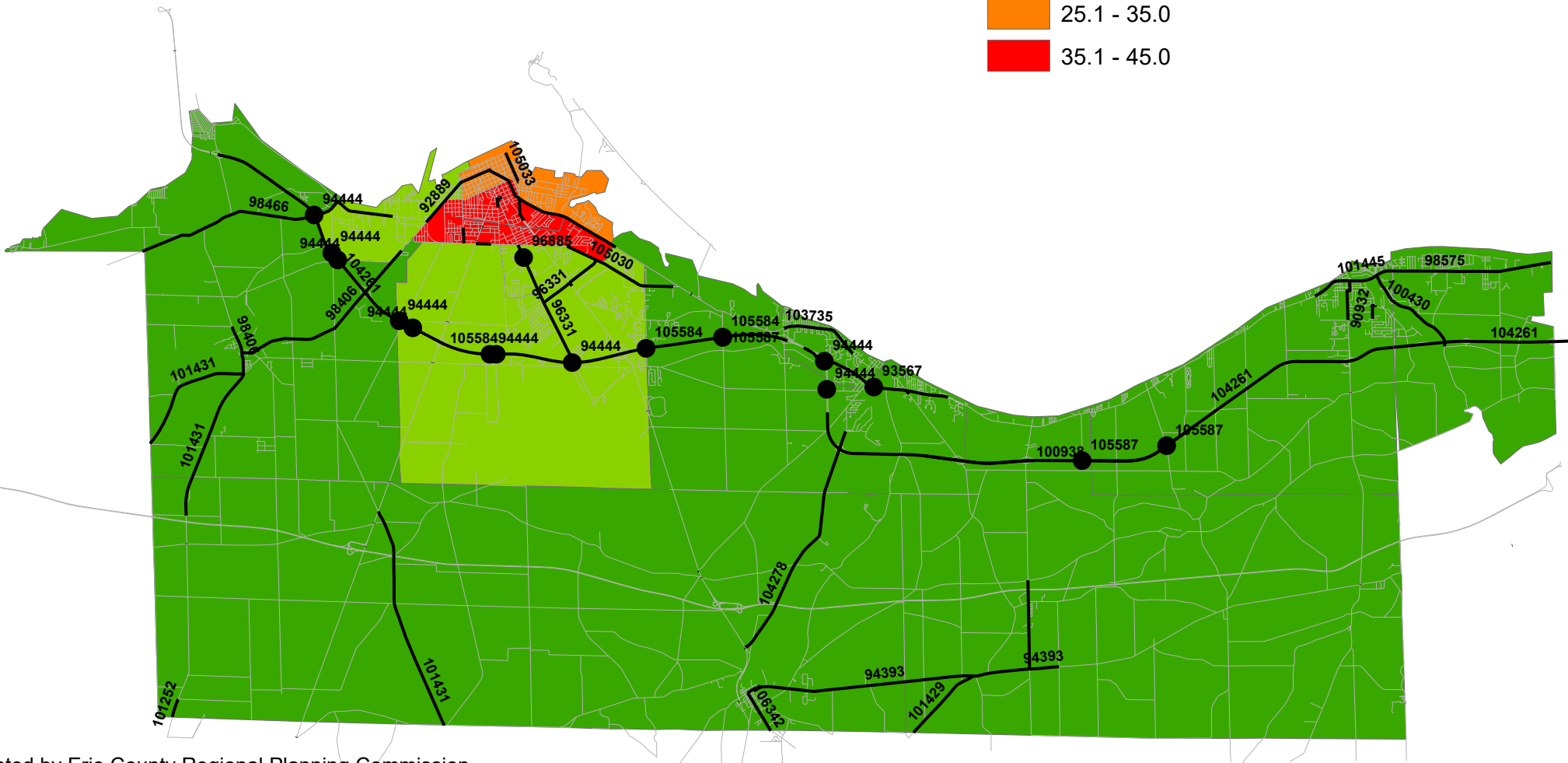
# ERPC MPO SFY 2019 - 2022 TIP Projects

## Minority Population

### Legend

#### PCT Minority Population

- 1.9 - 10.0
- 10.1 - 16.1 (Erie County Average = 16.1%)
- 16.2 - 25.0
- 25.1 - 35.0
- 35.1 - 45.0





## Appendix F

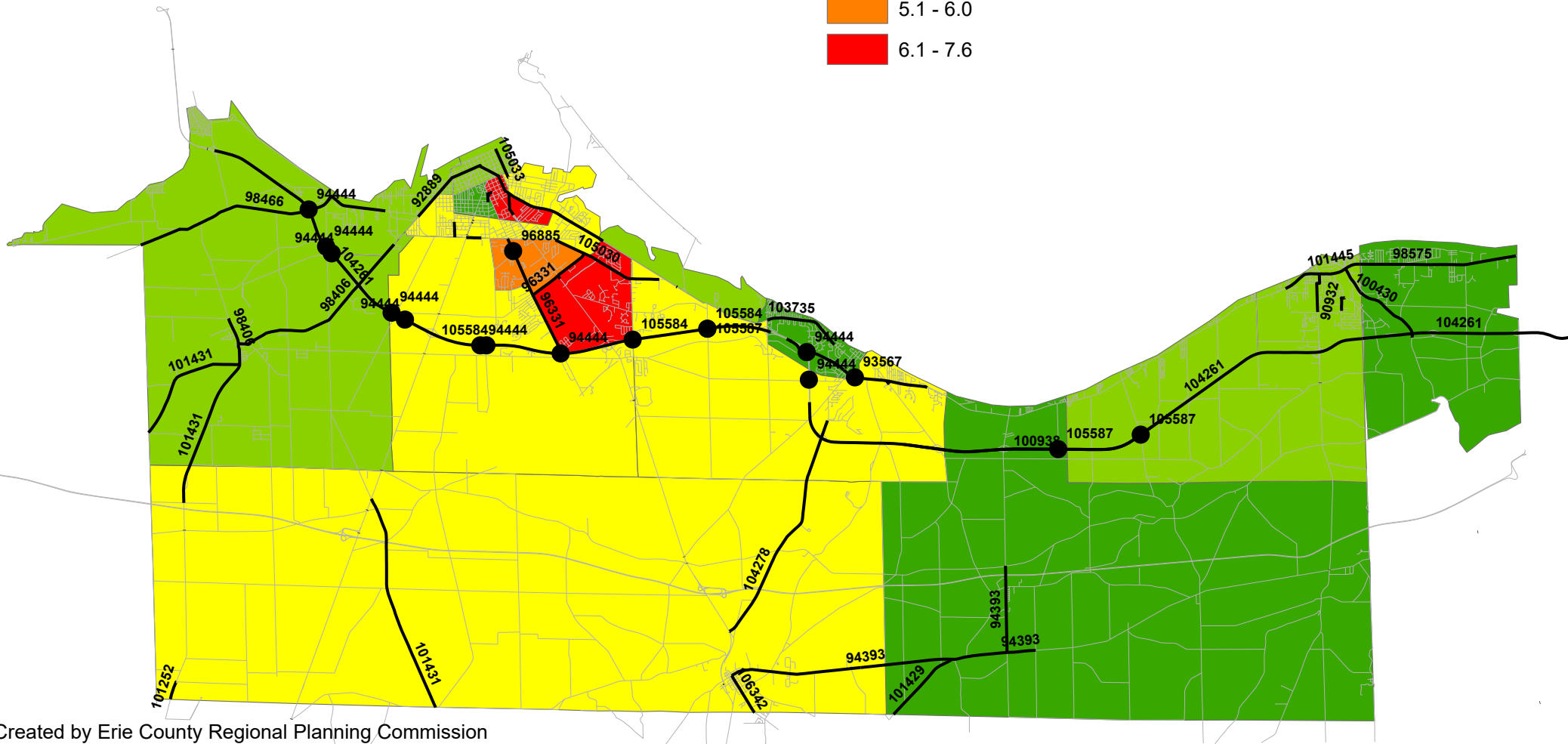
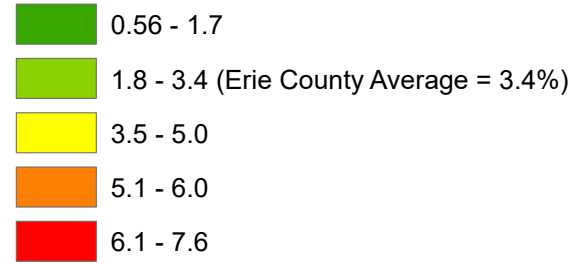
# Map of SFY 2019—2022 TIP Projects and Limited English Proficiency Status



# ERPC MPO SFY 2019 - 2022 TIP Projects Limited English Proficiency Population

## Legend

PCT of Population that speak English "less than very well"



Erie County, Ohio  
Title VI Plan Update 2019

APPENDIX G



February 19th, 2019

MEMO

To date there have not been any Title VI complaints filed against the ERPC MPO.

Sincerely,

Nicole Grohe, AICP  
Title VI Coordinator  
Associate Planner  
Erie Regional Planning Commission

ERIE REGIONAL  
PLANNING  
COMMISSION

ERIE COUNTY  
DEPARTMENT OF  
PLANNING &  
DEVELOPMENT

2900 Columbus Avenue  
Sandusky, Ohio 44870

Phone: 419.627.7792  
Fax: 419.627.6670  
SteveP@eriecounty.oh.gov



## Nicole Grohe

---

**From:** Nicole Grohe  
**Sent:** Tuesday, February 19, 2019 12:57 PM  
**To:** 'Nicole DeFreitas'  
**Cc:** Steve Poggiali  
**Subject:** RE: Title VI complaints

Nicole,

Could you please send me any in the future if you receive them? Thanks. I will insert this e-mail into the documentation section of our plan. Thanks.

Nicole Grohe, AICP  
Associate Planner Erie County Regional Planning  
Metropolitan Planning Organization  
2900 Columbus Ave. Sandusky, OH 44870  
419.627.7793-Phone 419.627.6670 –Fax  
[ERPC's website](#) [Friend us on Facebook](#)

---

**From:** Nicole DeFreitas [mailto:NDeFreitas@ci.sandusky.oh.us]  
**Sent:** Tuesday, February 19, 2019 12:20 PM  
**To:** Nicole Grohe <NGrohe@eriecounty.oh.gov>  
**Subject:** RE: Title VI complaints

Hi Nicole,

Not that I am aware of has there been any complaints.

Nicole



**Nicole DeFreitas | Transit Administrator**

Planning Department  
*Sandusky Transit System*  
222 Meigs Street | Sandusky, OH 44870  
T: 419.621.8462 | F: 419.627.5945  
[www.ci.sandusky.oh.us](http://www.ci.sandusky.oh.us)



---

**From:** Nicole Grohe <NGrohe@eriecounty.oh.gov>  
**Sent:** Tuesday, February 19, 2019 11:23 AM  
**To:** Nicole DeFreitas <NDeFreitas@ci.sandusky.oh.us>  
**Subject:** Title VI complaints

Nicole,

Are you aware of any Title VI complaints that have been filed against STS? I am trying to update our Title VI plan and I have to list if the transit system has had this occur. Thanks.

Nicole Grohe, AICP  
Associate Planner Erie County Regional Planning  
Metropolitan Planning Organization  
2900 Columbus Ave. Sandusky, OH 44870  
419.627.7793-Phone 419.627.6670 –Fax  
[ERPC's website](#) [Friend us on Facebook](#)

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Erie County, Ohio  
Title VI Plan Update 2019

APPENDIX H



**MPO Contact List Policy Committee**

<b>Name</b>	<b>Race</b>	<b>Organization</b>	<b>Position</b>
Aaron Klein	White	City of Sandusky	Public Works Director
Angie Byington	White	City of Sandusky	Director of Neighborhood Develop & Planning
Brad Hartung	White	City of Huron	City Council Member/Mayor
Carrie Whitaker	White	Erie County Regional Planning Depart.	Sr. Trans. Planning Engineer
Dennis Murray	White	City of Sandusky	City Commissioner (Ex-Officio Mayor)
Doug Green	White	City of Huron/OHM Advisors	City Engineer
Gary Boyle	White	Perkins Township	Township Administrator
Greg Voltz	White	City of Sandusky	Assistant Planner
Jack Farschman	White	Erie County Engineers Office	County Engineer
Jane Cullen	White	City of Sandusky	Assistant City Engineer
Jim Forthoffer	White	City of Vermilion	Mayor
Matt Rogers	White	Erie County Engineers Office	County Engineer
Mike Schafrath	White	ODOT D3	Work Plan Coordinator
Nicole DeFreitas	White	Sandusky Transit System	Transit Administrator
Nicole Grohe	Asian/Pacific Islander	Erie County Regional Planning Depart.	Associate Planner
Patrick Shenigo	White	Erie County Board of Commissioners	County Commissioner
Paul Sigsworth	White	Erie County Sheriffs Office	Erie County Sheriff
Richard Brady	White	City of Sandusky	City Commissioner
Steve Poggiali	White	Erie County Regional Planning Depart.	Executive Director
Tim Coleman	White	Perkins Township	Township Trustee
Tom Horsman	White	City of Sandusky	Planner
Tony Valerius	White	City of Vermilion	Service Director

**MPO Contact List Technical Advisory Committee**

<b>Name</b>	<b>Race</b>	<b>Organization</b>	<b>Position</b>
Aaron Klein	White	City of Sandusky	Public Works Director
Abby Bemis	White	Erie County Economic Develop. Corp.	Director
Amy Bowman Moore	White	Erie Metro parks	Executive Director
Andy White	White	City of Huron	City Manager
Carrie Whitaker	White	Erie County Regional Planning Depart.	Sr. Trans. Planning Engineer
Dave Foster	White	Erie Regional Planning Commission	ERPC Committee Chair
Dave Moyer	White	Erie Co. Depart.of Enviro. Services	Director
Doug Green	White	City of Huron/OHM Advisors	City Engineer
Eric Dodrill	White	Erie Co. Soil/Water Conservation District	District Director
Gary Boyle	White	Perkins Township	Township Administrator
Jack Farschman	White	Erie County Engineers Office	County Engineer
Jane Cullen	White	City of Sandusky	Assistant City Engineer
Matt Rogers	White	Erie County Engineers Office	County Engineer
Mike Schafrath	White	ODOT D3	Work Plan Coordinator/MPO Liaison
Nicole DeFreitas	White	Sandusky Transit System	Transit Administrator
Nicole Grohe	Asian/Pacific Islander	Erie County Regional Planning Depart.	Associate Planner
Nick Katsaros	White	First Energy Corporation	Regional External Affairs
Robert England	White	Erie County Health Department	Chief Environmental Public Health Officer
Steve Poggiali	White	Erie County Regional Planning Depart.	Executive Director
Tom Horsman	White	City of Sandusky	Planner
Tony Valerius	White	City of Vermilion	Service Director

MPO Contact List Bicycle and Pedestrian Advisory Committee			
Name	Race	Organization	Position
Abby Bemis	White	Erie County Economic Develop. Corp.	Director
Amy Bowman Moore	White	Erie Metro Parks	Executive Director
Amy Palsa	White	Erie County Human Resources	HR Generalist
Ann Daniel	White	NA	Citizen
Carrie Whitaker	White	Erie County Regional Planning Depart.	Sr. Trans. Planning Engineer
Crystal Buntz	White	Alliance Abroad Group	Local liaison
Dennis Muratori	White	Huron Schools	Principal
Gary Boyle	White	Perkins Township	Township Administrator
Greg Voltz	White	City of Sandusky	Assistant Planner
Jim Forthofer	White	City of Vermilion	Mayor
John Daniel	White	NA	Citizen
John Orzech	White	City of Sandusky	Police Chief
Megan Shurlund	White	Perkins Township	Planner
Melissa Bayers-Smith	White	Family and Children First Council	Director
Nicole DeFreitas	White	Sandusky Transit System	Transit Administrator
Nicole Grohe	Asian/Pacific Islander	Erie County Regional Planning Depart.	Associate Planner
Paul Sigsworth	White	Erie County	Sherriff
Robert England	White	Erie County Health Department	Chief Environmental Public Health Officer
Steve Poggiali	White	Erie County Regional Planning Depart.	Executive Director
Steve Shoffner	White	Erie County Board of Commissioners	County Commissioner
Tom Horsman	White	City of Sandusky	Planner
Wes Poole	Black	City of Sandusky	Commissioner

<b>MPO Citizen Advisory List</b>			
<b>Name</b>	<b>Race</b>	<b>Organization</b>	<b>Position</b>
Carrie Whitaker	White	Erie County Regional Planning Department	Sr. Trans. Planning Engineer
Crystal Buntz	White	Alliance Abroad Group	Local Liaison
Dawn Weinhardt	White	Lake Erie Shores and Islands	NA
Emily Kuzmick	White	Old Woman Creek	NA
Frank Valli	White	NA	Citizen
Jennifer Yingling	White	Erie County Board of DD	NA
Kathie Mueller	White	Friends of Pipe Creek	Citizen
Melissa Byers-Smith	White	Family and Children First Council	Director
Ned Bromm	White	NA	Citizen
Nicole DeFreitas	White	City of Sandusky/Sandusky Transit System	Transit Administrator
Nicole Grohe	Asian/Pacific Islander	Erie County Regional Planning Department	Associate Planner
Shannon Eskridge	Black	NA	Citizen
Steve Poggiali	White	Erie County Regional Planning Department	Executive Director
Sue Daugherty	White	Serving Our Seniors	Director
Tim Riesterer	White	Margaretta Township	Township Trustee

MPO Safety Committee List

Name	Race	Organization	Position
Carrie Whitaker	White	Erie County Regional Planning Department	Sr. Trans. Planning Engineer
David Murphy	White	Perkins Township	Fire Chief
Devin Pollick	White	Erie County Health Department	Safe Communities
Eric Dodrill	White	Erie County Soil and Water Conservation Dis	District Director
Fred Walters	White	Department of Education	NA
Greg Voltz	White	City of Sandusky	Assistant Planner
John Orzech	White	City of Sandusky Police Department	Police Chief
Lt. Brett Gockstetter	White	Ohio Highway State Patrol	OSHP-Sandusky Post Lieutenant
Matt Rogers	White	Erie County Engineers Office	County Engineer
Melissa Gibboney	White	Firelands Hospital	Occupational Therapist
Nicole Grohe	Asian/Pacific Islander	Erie County Regional Planning Department	Associate Planner
Paul Sigsworth	White	Erie County Sheriffs Office	Erie County Sheriff
Robb Parthemore	White	Perkins Township Police Department	Police Chief
Robert Lippert	White	City of Huron Police Department	Police Chief
Sgt Joseph Wentworth	White	Ohio Highway State Patrol	OSHP-Sandusky Post Sargent
Steve Poggiali	White	Erie County Regional Planning Department	Executive Director
Tim Jonovich	White	Erie County EMA	Director

Erie County, Ohio  
Title VI Plan Update 2019

APPENDIX I