



SFY 2025 UNIFIED PLANNING WORK PROGRAM

Beginning July 1, 2024 – Ending June 30, 2025

Prepared By:

**Erie Regional Planning Commission
2900 Columbus Avenue
Sandusky, Ohio 44870**

The preparation of this document was financed in part by the Ohio Department of Transportation (ODOT), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA), in cooperation with local units of government. The contents of this report reflect the views of the Erie Regional Planning Commission (ERPC) who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official view and policies of the State and/or United States (US) Department of Transportation. This report does not constitute a standard specification or regulation.

March 2024

**RESOLUTION NUMBER 2024-04 OF THE METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION**

**A RESOLUTION OF THE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE
OF THE ERIE REGIONAL PLANNING COMMISSION APPROVING THE STATE FISCAL YEAR
2025 UNIFIED PLANNING WORK PROGRAM.**

WHEREAS, the Erie Regional Planning Commission is designated as the Metropolitan Planning Organization by the Governor, acting through the Ohio Department of Transportation in cooperation with local officials in Erie and a portion of Lorain Counties; and

WHEREAS, the Metropolitan Planning Organization refers to a forum for cooperative transportation decision making for the metropolitan planning area; and

WHEREAS, Erie Regional Planning in conjunction with the local and state representation has prepared The State Fiscal Year 2025 Unified Planning Work Program as part of the transportation planning process; and

WHEREAS, Erie Regional Planning has outlined and detailed a number of different transportation work products contained in Category 600's to be completed between July 1, 2024 and June 30, 2025 also known as State Fiscal Year 2025; and

WHEREAS, The planning products and programs in the State Fiscal Year 2025 Unified Planning Work Program are all fiscally constrained within the budget constraints of the approved Ohio Department Of Transportation Consolidated Planning Grant; and

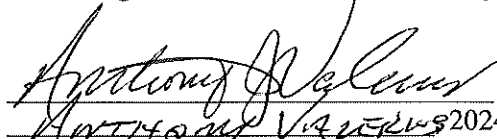
WHEREAS, All Work Plan products and programs are compatible and further the goals of the 2045 Long Range Transportation Plan; and

WHEREAS, This Committee is the Metropolitan Planning Organization for Erie County; and

WHEREAS, the State Fiscal Year 2025 Unified Planning Work Program has been submitted to and reviewed by the Technical Advisory Committee and the Policy Committee:

NOW THEREFORE BE IT RESOLVED:

- 1) That this Policy Committee hereby approves the State Fiscal Year 2025 Unified Work Plan and submittal of the plan to the appropriate agencies; and
- 2) That this Committee authorizes the Erie Regional Planning Commission Director and staff to take any and all actions that in their judgment are necessary to carry out the purposes of this Resolution and to provide copies of this Resolution to the appropriate agencies as evidence of action by the Metropolitan Planning Organization.



Anthony J. Gleason 2024 Chairperson
Metropolitan Planning Organization Policy Committee
Erie Regional Planning Commission
April 25, 2024

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INTRODUCTION

The Erie Regional Planning Commission (ERPC) was established pursuant to Section 713.21 of the Ohio Revised Code (ORC) and a Resolution of Cooperation between various political subdivisions located within Erie County, Ohio. The ERPC was formed on March 6, 1962 and since that date has been responsible for the planning of land use, transportation, housing, recreation, and community facilities in Erie County. As several agencies may participate in various planning programs, the coordination of efforts of such participating agencies is necessary. The role of the Regional Planning Commission is to facilitate continuing, cooperative and comprehensive amongst the political subdivisions and agencies throughout Erie County and Ottawa County.

The ERPC Metropolitan Planning Organization (MPO) is tasked with implementing the federal transportation planning process for urbanized populations in the region. The MPO was established following the 2000 Census that identified the Sandusky urbanized area. Following the 2020 Census, the urbanized area was expanded to include the city of Port Clinton in Ottawa County. The MPO covers the transportation planning process for the Sandusky-Port Clinton Urbanized area, and is currently in the process of expanding its planning boundaries to include portions of Ottawa County.

Through participation of member political subdivisions (county, townships, cities and villages) and representatives from various State and County departments and agencies, the Erie Regional Planning Commission determines planning priorities and policies for the region and directs staff in undertaking the planning work. Among the many duties of the staff is the preparation of reports for use by state and local governments, engineers, developers and the public to assist in planning of coordinated development in the Erie County region. ERPC completes short and long-range transportation planning documents that are designed to align with its planning partners' short and long-range plans. For example, the ERPC 2045 Long Range Transportation Plan aligns themes, strategies, and actions as identified in statewide long-range transportation plan *Access Ohio 2045*.

Rationale

This document is being presented as the State Fiscal Year (SFY) 2025 Unified Planning Work Program (UPWP) of the ERPC. The UPWP documents the agency's comprehensive planning program over the course of the next fiscal year calendar and corresponds to the July 1st, 2024 through June 30th, 2025 calendar year period.

The UPWP is required to be compiled and submitted to state and federal agencies as the basis for receiving federal and state transportation funding assistance. The document serves as a blueprint detailing information specific to the cooperative, continuing, and comprehensive planning process that will be undertaken by the ERPC staff over the course of the SFY 2025 period. Moreover, it acts as a management tool to assess the progress of the ERPC on specific projects as well as its commitment to local issues.

Overview

The UPWP is comprised of several distinct sections beginning with a prospectus followed by an introduction detailing the history, roles, organizational structure and the membership of the ERPC. After the prospectus, the transportation planning process that the ERPC utilizes is presented which includes an overview of the Bipartisan Infrastructure Law (BIL). The document also presents ERPC planning activities by respective funding source and work element category. Work elements are arranged with regard to their respective category as follows: Local Government Services, Environmental Protection, Community Development, Developmental Controls and Transportation Planning. The document concludes with various informational tables outlining the rationale for funding, indirect cost rate/pools and a summary of project budgets.

PROSPECTUS

The ERPC was established in March of 1962. The formation of the Regional Planning Commission was accomplished in conformance with Section 713.21 of the Ohio Revised Code (ORC) where the planning commission of any municipal corporation or group of municipal corporations, any board of township trustees, and the board of county commissioners of any county in which such municipal corporation or group of municipal corporation is located, may cooperate in the creation of a regional planning commission.

By virtue of the adoption of a Resolution of Cooperation by the Board of County Commissioners and the other political subdivisions within Erie County, the ERPC was created and vested with powers and duties given to regional planning commissions under the laws of the State of Ohio.

Mission Statement - MPO

The Policy Committee (PC) of the ERPC is an organization of local and state officials responsible for conducting the urban transportation planning process for the Sandusky-Port Clinton Urbanized Area. The Policy Committee is the designated Metropolitan Planning Organization (MPO) for the urbanized area, in accordance with federal and state regulations. The mission of the ERPC Policy Committee is to conduct a continuing, coordinated and comprehensive transportation planning process for the Sandusky-Port Clinton Urbanized Area to facilitate the safe, efficient and economic movement of persons and goods throughout the region.

Federal Certification

The ERPC achieved Ohio Department of Transportation (ODOT) and Federal Highway Administration (FHWA) certification for transportation planning in 2003. The ERPC implemented Federal Emergency Management Agency (FEMA) Floodplain Management Regulations in the 1970's. The Commission is reviewed for concurrence on an annual basis in accordance with FEMA regulations.

Participants and Their Role

The ERPC operates by agreement of participating units of government and a variety of public agencies. These units of government, in addition to the citizens representing varied sectors and interests, participate in the local planning process. As such, ERPC must negotiate agreements between a wide varieties of participants in the planning process. The major participants of the agency are the Ohio Department of Transportation (ODOT), Federal Highway (FHWA), Federal Transit Administration (FTA), Ohio Development Services Agency (ODSA) Federal Emergency Management Agency (FEMA) and other units of local government. The agencies' primary responsibilities are described below.

ODOT and FHWA oversee the transportation planning and programming activities of the commission to ensure compliance with applicable state and federal regulations. ODOT maintains a continuous liaison with the Commission's MPO Policy Committee (PC) and ERPC staff and they provide technical assistance such as travel demand modeling processes and traffic assignments for highways. The FHWA, through ODOT, monitors compliance of planning activities with applicable federal regulations.

ERPC administers the transportation program and acting as the "Handling Agency" for all MPO activities. Local governments participate by submitting transportation projects to the MPO to develop the Transportation Improvement Program (TIP) and other issues associated with transportation. Local governments participate in project selection, construction and implementation of capital improvements as well as the required local match for funding the transportation planning projects. Communication between representatives of these local jurisdictions with ODOT and FHWA is facilitated by ERPC through the PC. The local jurisdictions receive Federal-Aid Surface Transportation Block Grant (STBG) funds through the Commission's MPO PC.

The City of Sandusky is the local agency responsible for providing effective public transportation services within the Sandusky region through the Sandusky Transit System (STS) program. As of SFY 2025, the program is designated as an urban transit program, as authorized by the Federal Transit Administration, 49 USC Section 5307.

FEMA and the Ohio Department of Natural Resources (ODNR) oversee ERPC environmental planning actions with respect to Floodplain Management Regulations in order to ensure compliance with State and Federal regulatory requirements.

Organizational Structure

The governing body of the ERPC is its Board of Directors known as the Regional Planning Commission. The Board reviews and takes action on recommendations made by its staff and committees. Representation on the Board is achieved by the appointment of delegates. Such appointment is made by the participating jurisdictions (county, municipalities, townships and villages). The delegates are appointed for one-year terms starting in January of every year. The Regional Planning Commission is composed of representatives of the various participating political subdivisions.

Participating Jurisdictions:

- City of Huron
- City of Sandusky
- City of Vermilion
- Village of Kelleys Island
- Village of Bay View
- Village of Berlin Heights
- Village of Milan
- Village of Castalia
- Berlin Township
- Vermilion Township
- Margaretta Township
- Perkins Township
- Huron Township
- Milan Township
- Oxford Township
- Groton Township
- Florence Township

The various political subdivisions are represented on the Regional Planning Commission in the following manner:

County Commissioners

The members of the Board of Erie County Commissioners, each of who serves during his/her tenure of office.

Municipal Members

A representative of each of the municipal corporations cooperating in the maintenance of the Commission, which representative shall be designated by the Planning Commission or legislative body of said municipal corporation, for such terms as such Planning Commission or legislative body may elect; except that cooperating cities of over 15,000 population according to the latest Federal Census shall be entitled to a representative for each 15,000 population or part thereof. No cooperating municipal members shall be entitled to more than three (3) representatives. Each cooperating municipal corporation must also designate an alternate for each municipal representative.

Township Members

A representative of each of the townships cooperating in the maintenance of the Commission shall be designated by the Trustees of said cooperating township for such term as the Trustees may elect. Each cooperating township shall also designate an alternative for each township member.

Village Membership

A representative of each of the villages cooperating in the maintenance of the Commission shall be designated by the Council of each cooperating Village for such term as Council may elect. Each cooperating village shall designate an alternate for each village member.

Non-Voting Members

The other members of the ERPC are non-voting members and are part of the Technical Advisory Committee (TAC). These members represent the following areas:

- Soil and Water
- County Health Department
- Public Utilities
- County Engineer
- County Sanitary Engineer

Erie Regional Planning Commission Members 2025

The organizational structure of the ERPC utilizes the following committees:

The Executive Committee of ERPC is comprised of the President, Vice-President and a County Commissioner. A township member, village member and a municipal member are appointed by the President. The Executive Committee is charged with providing leadership and direction to the ERPC and its staff. The Committee monitors and evaluates the needs of the community and establishes the priorities of the agency based, in part, upon local demands. The Committee makes such final determinations, decisions, findings and recommendations as may be necessary between meetings of the Commission and carries out other duties and responsibilities as may be assigned to it by the Commission.

ERPC MEMBER AT LARGE	DAVID FOSTER (PRESIDENT)
VILLAGE OF BAY VIEW	SAM BROKER
BAY VIEW ALTERNATE	MAYOR LARRY GWINNER
BERLIN TOWNSHIP	TADD SMITH
BERLIN TWP ALTERNATE	JEFF FINNEN
VILLAGE OF BERLIN HEIGHTS	MAYOR CONNIE WARD
BERLIN HEIGHTS ALTERNATE	
VILLAGE OF CASTALIA	MAYOR JIM JOHNSON
CASTALIA ALTERNATE	BARB WEYER
FLORENCE TOWNSHIP	ORVILLE SAYLER
FLORENCE TWP ALTERNATE	JOHN KRUMWIEDE
GROTON TOWNSHIP	RENEE SCHOEN
GROTON TWP ALTERNATE	DENNIS SCHREINER
CITY OF HURON	MAYOR MONTY TAPP
HURON ALTERNATE	JOE DIKE
HURON TOWNSHIP	EDWARD WIMMER
HURON TWP ALTERNATE	
KELLEYS ISLAND	SCOTT STEVENSON
KELLEYS ISLAND ALTERNATE	
MARGARETTA TOWNSHIP	KENT MILLER

MARGARETTA TWP ALTERNATE	MIKE KUNS
MILAN TOWNSHIP	MIKE KEGARISE
MILAN TWP ALTERNATE	MIKE SHOVER
VILLAGE OF MILAN	TIMOTHY MCILRATH
VILLAGE OF MILAN ALTERNATE	MAYOR PAM CROSBY
OXFORD TOWNSHIP	MICHAEL PARKER
OXFORD TWP ALTERNATE	SCOTT LEBER
PERKINS TOWNSHIP	JIM LANG
PERKINS TWP ALTERNATE	GARY BOYLE & ANGELA BYINGTON
CITY OF SANDUSKY	STEVE POGGIALI
SANDUSKY ALTERNATE	NICK ALEXIKOS
VERMILION TOWNSHIP	ROBERT KURTZ
VERMILION TWP ALTERNATE	RODGER D SCOTT
CITY OF VERMILION	MAYOR JIM FORTHOFFER
VERMILION CITY ALTERNATE	

Additional Committees:

MPO Policy Committee

The ERPC MPO Policy Committee (PC) is designated by the State of Ohio as the MPO for the Sandusky-Port Clinton Urbanized Area. The Committee is responsible for all area-wide transportation planning, the review, and approval of the transportation portion of the annual Unified Planning Work Program (UPWP), the review and maintenance of the TIP and the adoption of an updated Long Range Transportation Plan (LRTP). The Committee makes such policies, final determinations, findings, recommendations and resolutions as may be necessary to carry out a continuing, cooperative and comprehensive urban transportation planning process. The current composition of the Committee includes the following:

- FHWA Representative (non-voting)
- Ohio Department of Transportation (ODOT), Central Office Representative (non-voting)
- Ohio Department of Transportation (ODOT), District Three Representative
- Sandusky Transit System (STS) Administrator
- City of Sandusky, Chief Engineer
- City of Sandusky, Chief Planner
- * Member may assign designee
- City of Sandusky, City Manager
- City of Sandusky, Ex-Officio Mayor
- Erie County Commissioner
- Erie County Engineer
- City of Huron Mayor
- City of Vermilion Mayor
- Perkins Township Trustee
- Erie County Sheriff

Beginning in SFY 2025, the PC is expected to include additional committee members from Ottawa County. The expected Committee members include but are not limited to the following:

- Ottawa County Commissioners
- Ottawa County Engineer
- Ohio Department of Transportation (ODOT), District Two Representative
- City of Port Clinton Mayor

Technical Advisory Committee

The Technical Advisory Committee (TAC) advises the MPO PC on all matters relating to the Work Program (WP), plans, policies and programs, coordination and technical and financial progress. Members of the TAC are appointed by the MPO PC. The membership consists of the following:

- FHWA Representative (non-voting)
- Erie County Soil and Water Conservation District
- City of Sandusky Engineer
- Erie County Economic Development Corporation (ECEDC) Executive Director
- Erie County Highway Engineer
- Utility Industry Representative (non-voting)
- Erie County Department of Environmental Services
- Perkins Township Trustee
- City of Huron, City Manager
- Erie County Health Department Representative
- City of Vermilion, Services Director
- Erie Metro Parks Representative
- Sandusky Transit System Administrator
- Any Affected Township Trustee (for ERPC Agenda Items)
- ODOT D3 Representative
- Erie Regional Planning Commission Chairperson

* Member may assign designee

Similar to the PC, the TAC is expected to include additional Committee members from Ottawa County beginning in SFY 2025 as well. ERPC is coordinating with key stakeholders in Ottawa County and the PC to determine additional committee assignments to best serve the planning area.

Other MPO Committees

- Bicycle and Pedestrian Advisory Committee (BPAC)
- Citizen Advisory Committee (CAC)
- Safety Committee (SC)
- Freight Advisory Committee (FAC)

The various subcommittees of the MPO involve the public in transportation decision-making. The committees both encourage and facilitate community involvement and advises the PC on transportation planning matters. The general purpose of these subcommittees are:

- To implement that part of the Public Involvement Process (PIP) relating to public participation.
- To serve as the primary body representing public opinion on the goals, objectives, policies, system plans/programs or individual project plans/programs relating to improvement in transportation.
- To permit continuous interaction and two-way communication between participants and staff about the planning process from problem identification through all developmental phases to resolution.
- To ensure that all plans and programs give adequate consideration to possible social, economic, energy and environmental issues.
- To ensure appropriate and timely advice to the PC as defined in the PIP.
- The CAC/Safety Committee also advises the ERPC staff.

General duties of the subcommittees include the following:

- Hold regular meetings with ERPC staff to become familiar with the planning process, priorities, funding requirements, state and federal guidelines and requirements, long-and short-range plans, land use and transportation issues.
- Work with the planning staff during preparation of long- and short-range plans and familiarize itself with planning terminology and procedures.
- Review the various phases of the regional land use and transportation planning process, methodology, projections, assumptions, analysis and recommended plans and programs before submission to the PC.

- Establish special sub-committees as may be required to provide supplemental advice necessary to facilitate review and consensus.
- Communicate information to the public within geographic districts and act as a liaison between public and staff.
- Implement and promote public participation at area meetings.
- Communicate public reaction and desires to staff, elected officials and the MPO PC of the ERPC.

The subcommittees consist of interested citizens and safety professionals in the Erie and Ottawa County region; one member appointed by each PC member and voluntary members representing themselves, their area, or groups within the planned region.

MPO's Transportation Study Area

At the time of this Work Plan, the Transportation Study Area/MPO Boundary of the ERPC embraces the County of Erie and the Lorain County portion of the City of Vermilion. The population of the study area is approximately 81,373¹. The planning area covers approximately 255 sq. miles. The MPO boundary is expected to grow in Ottawa County in SFY 2025 by working with local jurisdictions and planning stakeholders.

The Study Area's Transportation Network

The streets and highways of Erie County not only move people and goods throughout the region but also affect the community's social and economic environments. Specifically, the roadways are a vital link to the area's continuously growing tourist venues. Seasonal economic attractions such as Cedar Point Amusement Park, the Lake Erie Shores and Islands, and boating activities which bring nearly eleven (11) million visitors to the County annually². This creates special concerns in providing residents of the community with safe, reliable and efficient thoroughfares. The transportation network consists of approximately 580 road miles, two (2) deep water shipping ports, a shared international airport with Ottawa County (located in Port Clinton, Ohio), and approximately 85 miles of rail line which make the County accessible to the interstate, national and international markets.³

Although Erie County's transportation system is heavily dependent on roads for movement, there are other modes of transportation at work. An extensive rail system of the Norfolk Southern (NS) Corporation railroad ships much of the larger commodities from the County and into one of two of the local shipping ports. Those ports are located in the cities of Huron and Sandusky. The ports are used to ship agricultural products, crushed stone products and coal throughout the Great Lakes water system.

¹ 2022 American Community Survey (5 year Estimate)

² 2019 Lake Erie Shores and Islands article, "*Tourism Drives Economic Progress for Shores and Islands Region*", <https://www.shoresandislands.com/media/research>

³ 2045 LRTP

The Sandusky Transit System (STS) is currently the only means of public transport in the County. Regional airports include Kelleys Island, Ortnor Airport and Huron Airport which all serve as the small air systems in the County. Griffing Airport in Sandusky has closed, but still continues services at the Erie-Ottawa International Airport. Erie-Ottawa International Airport is located in Ottawa County and is partially funded through and serves Erie County.

Key Transportation Issues

Regional key transportation planning issues were identified as part of the MPO 2045 Long Range Transportation Plan through public involvement and forecasts and analysis. Congestion and safety was a top concern through the MPO region, including growing vehicular traffic along the US 250 and US 6 corridors. With future land use and development along these corridors, issues included safety for all modes of users and monitored access managements consistent with the ERPC Access Management Plan. The plan identified the need for improved north-south corridors through Erie County as a long term priority for freight traffic, highlighting SR 4 specifically. Locally, there is still a desire for expanded bicycle and pedestrian infrastructure as communities work to create a balanced system. The region still works to create safe multimodal environments while balancing increased traffic flows for the county as a tourism destination.

AGREEMENTS

Coordination among agencies is vital to transportation planning. Agreements with agencies on the coordination of transportation planning are presented in this chapter. A section on each type of agreement is presented. All agreements referred to are then listed at the end of the chapter.

Biennial Agreement

This Agreement is between the ODOT, Erie County and the ERPC to fulfill the requirements for a cooperative, continuing and comprehensive urban transportation planning process. In this agreement, Erie County, as agent for all the municipalities and townships, sponsors the process and provides the mechanism for fiscal control. Erie County also agrees to secure agreements with other counties and municipalities for carrying out the planning process. ODOT approves financial participation in the ERPC Annual Work Program for the FHWA, FTA and ODOT.

The ERPC PC is delegated the authority for the direction, coordination and administration of the urban transportation planning process under the Three-Party Agreement. Staff services are performed by the Erie County Department of Planning and Development (ECDPD), as assigned by the ERPC PC. Under the Biennial Agreement, ERPC must complete:

1. A PROSPECTUS describing the AGENCY's organizational structure, committee bylaws, and the work to be performed in the conduct of the PROCESS. The PROSPECTUS shall document the interagency agreements and describe the respective agency roles and responsibilities for conducting the PROCESS and transportation related air quality planning.
2. A performance based planning process, coordinated with ODOT, inclusive of performance measures, performance targets, performance based programming, and reporting.

3. A Transportation Plan, with a 20 year planning horizon, resulting from the PROCESS.
4. A Transportation Improvement Program, with a 4 year regional project listing, resulting from the PROCESS.
5. A Participation Plan that provides reasonable opportunities for interested public and private parties to participate in the PROCESS.
6. A Congestion Management Process in Transportation Management Areas (urbanized areas exceeding 200,000 in population).
7. A periodic reporting of events, developments, and accomplishments resulting from the PROCESS.

Continuous coordination is maintained during the design, preparation, review, and delivery of these documents. Coordination between ERPC and ODOT is accomplished through a partnership and continuing communication between ERPC, ODOT District 3 (D3) and ODOT Central Office.

TRANSPORTATION PLANNING PROCESS

FEDERAL LEGISLATION

On November 15, 2021, the President signed into law the Bipartisan Infrastructure Law (BIL). This act funds transportation programs and builds on previous initiatives established in the previous transportation bill, the FAST act. The BIL is five-year legislation to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and rail transportation network. The bill reforms and strengthens transportation programs, refocuses on national priorities, provides long-term certainty and more flexibility for states and local governments, streamlines project approval processes, and maintains a strong commitment to safety. The BIL authorizes a total of \$550 billion in spending from The Highway Trust Fund over FY 22 – FY 26 for highway and transit programs. Performance based planning requirements that were introduced in the FAST Act are continued in the BIL. In addition to maintaining existing programs, the BIL also creates new programs and outlines new requirements that need incorporated into the MPO's planning process: requiring a minimum of 2.5% of the MPO's planning funds to be used to increase safe and accessible options for multiple travel modes for people of all ages and abilities, ensuring consultation with officials responsible for housing, clarification on requirements when multiple MPOs cover the same urbanized area, and clarification of the requirements when designating MPO officials or representatives.

PUBLIC INVOLVEMENT PROCESS (PIP) POLICY

Consistent with the current legislation it is the policy of the MPO PC to aggressively support proactive public involvement at all stages of project planning and development. The performance standards for these proactive public involvement processes include early/continuous involvement, reasonable public availability of technical information, collaborative input on alternatives,

evaluation criteria, mitigation needs, open public meetings (where matters related to Federal-Aid Highway and transit programs are being considered) and open access to the decision-making process prior to closure. To achieve these objectives, the MPO PC commits to:

- Promoting an active role for the public in the development of transportation plans, programs and projects from the early stages of the planning process through detailed project development
- Promoting the shared obligation of the public and decision-makers to define goals and objectives for the transportation system, to identify transportation and related problems, to develop alternatives to address the problems and to evaluate the alternatives on the basis of collaboratively identified criteria
- Ensuring that the public is actively involved in the development of PIP themselves in ways that go beyond commenting on drafts
- Strongly encouraging the transportation providers to aggressively seek to identify and involve the affected/interested public, including those traditionally under-served by existing transportation systems and facilities
- Carefully evaluating the PIP and procedures to assess their success at meeting the performance requirements specified in the appropriate regulations during development of the TIP

Central to the success of the transportation planning process is the early involvement of local public officials, private citizens and interested agencies that represent a wide range of disciplines, areas of expertise and specific concerns. Federal legislation requires that MPOs shall consult "as appropriate" with State and local agencies responsible for land use management, housing, natural resources, environmental protection, conservations and historic preservation. Public involvement is required to ensure that the social, economic and environmental effects of projects are identified early on in the planning process and especially during project selection.

In order to comply with the federal legislation locally, specific project proposals are publicized through the early coordination and review of the Intergovernmental Review Process. Affected segments of the community are identified and potential issues are identified. These issues are continuously refined as project development continues to progress. Citizen input is solicited on any proposed project and/or changes in services or service levels through public meetings, website postings, or public notices advertising the availability of draft documents pertaining to such issues.

The development of the transportation planning process requires cooperation and coordination amongst all levels of local governments, as well as citizen input. Transportation projects, programs and activities need to be included in the MPO documents whether highway or transit oriented and reviewed by various committees prior to being recommended by the MPO.

Following the COVID-19 pandemic, the ERPC has expanded its public involvement process through the utilization of virtual forms of public outreach. ERPC utilizes various online platforms such as Microsoft Teams, Cisco Webex, and Zoom to conduct virtual meetings. The MPO now regularly holds meetings that are conducted in a hybrid format to provide a virtual option for those that are unable or uncomfortable to attend a meeting in person. ERPC also uses other online public outreach tools such as sharing information through its comprehensive website and through the creation of online GIS web app tools. The agency has found that through the use of these outreach tools, public participation has increased.

UNIFIED PLANNING WORK PROGRAM

CATEGORY 100 ERIE REGIONAL PLANNING COMMISSION GOVERNMENT SERVICES

Subcategory 101 General Administration

Purpose:	The use of staff resources to complete and administer support activities relative to the operation of ERPC and MPO.
Methodology:	Prepare departmental budgets, attend staff/management meetings, prepare annual reports, as well as present departmental updates to the ERPC and the County Commissioners. Staff will enhance the technical capabilities of the ERPC by collecting, conducting needed research and providing pertinent data, information necessary to further the agency's roles, responsibilities. Staff will continue to maintain its designations as a local census affiliate and to work with the Bureau of the Census in local review programs. Staff will continue to work with the County Auditor to develop the GIS system.
Product(s):	Budgets and annual reports prepared in a timely manner: Continual Maintenance of census information: Continual Information services: Continual Completion of income and housing surveys: As needed

Subcategory 102 Long Range Planning (LRP)

Objective:	To update the Erie County Comprehensive Development Plan and to provide an integrated framework to prepare detailed secondary plans as part of a coordinated comprehensive regional plan.
Purpose:	The Erie County Comprehensive Plan serves as the board document from which the county and townships provide orderly, balanced growth to the community. Because of its nature, the plan cannot specifically address all concerns throughout the planning area. This function is performed at the more localized level through the development of secondary plans. The secondary plans guide the community and act as a blueprint in its attempt to balance the consequences of future growth.

- Previous Work:** In conjunction with local political subdivisions, secondary plans have been completed for the Vermilion, Perkins Township, Huron and Vermilion Townships.
- Methodology:** The comprehensive planning process used in developing the plans begins with the formation of a Steering Committee (SC). The committee is comprised of local citizens and political leaders and its role is to assist in development of the plan. The focus of the plan process is to use a variety of methods to gather public comment to ensure the citizens of each jurisdiction are able to offer comments and direction on all aspects of the plan. The SC continues to gather information by inviting representatives from the business/real estate, economic development, government, and transportation industries to speak to the committee. All of the speakers share information, as well as insight and guidance relative to their fields and thoughts on future development covering the following categories: Land Use, Housing, Economic Development, Utilities, Community Facilities and Services, Parks and Recreation and Transportation.
- Data research is also conducted as part of the long range planning process. Once the information is gathered it is further analyzed and the results are compiled into a report with issues and action steps. Accumulated information is reviewed and integrated into a final draft of the plan, which is ultimately submitted to each jurisdiction for their review and recommendations and presented to the public for the same.
- To ensure new planning factors of the Bipartisan Infrastructure Law (BIL) are incorporated into the long range planning process, efforts to increase safe and accessible options for multiple travel modes will be considered for all ages and abilities. Also, consultation with local housing officials will be expanded upon and web-based tools for public involvement will continue to be utilized. As ERPC shares a portion of the Lorain-Elyria urbanized area with the Northeast Ohio Coordinating Agency (NOACA), ERPC regularly coordinates with NOACA regularly on various planning items. To clarify the relationship, ERPC and NOACA have executed a memorandum of understanding (MOU); the MOU is a coordinated work agreement which allows the agencies to coordinate their efforts to ensure that a comprehensive, cooperative, and continuing regional transportation planning process is achieved.
- Product(s):** Continue review process to update the Comprehensive Plan

Subcategory 103 Zoning Assistance

- Objective:** To provide technical assistance to local political subdivisions in the preparation, interpretation and enactment of local zoning regulations.

Purpose:	The ERPC will assist member political subdivisions in the review, development and revision of zoning regulations in order to ensure that development occurs in an orderly and measured manner.
Previous Work:	Since its inception, the ERPC has provided technical assistance in the preparation, interpretation and enactment of zoning resolutions and codes to the members of Regional Planning. Planning staff continues to assist the City of Sandusky planning staff with review/updates of the city's zoning code and provides legal counsel review as needed through Regional Planning attorney. Staff works with all of the political subdivisions to provide zoning information/mapping relative to current/future land use.
Methodology:	The ERPC will review development plans to determine whether such development is compatible with local zoning regulations and the county's comprehensive plan. The commission will assist member political subdivisions in the preparation of zoning resolutions/ordinances and interpretation of regulatory compliance with respect to proposed development activities. The ERPC will also continue to cooperate with the zoning commissions and planning commissions of member political subdivisions, as well as in the amendment of such resolutions, both text and maps.
Product(s):	Maintenance of ERPC member zoning maps: Continual Conversion of AutoCAD zoning maps to ArcView GIS shapefiles: Continual Work with County GIS Coordinator to place new county-wide zoning shapefiles on County Auditor mapping system: Continual Maintenance of ERPC member documents: Continual Technical assistance and information: Continual

Subcategory 104 Subdivision Regulations and Land Transfers

Objective:	To administer, process, review and approve proposed subdivisions/land transfers pursuant to Chapters 711/713 of the ORC and the Subdivision Regulations of Erie County, Ohio.
Purpose:	The purpose of these regulations is to regulate and control the subdivision of land within the unincorporated areas of the county. These regulations are intended to promote the proper arrangement of streets and lots to provide for safe and convenient vehicular travel and pedestrian circulation while providing for adequate access for service and emergency vehicles. The regulations must also ensure the adequate provision for water, drainage, roads and sanitary sewer facilities.
Methodology:	The ERPC will continue to administer the review and processing of all subdivision applications and the transference of land subject to the provisions and territorial limitations of the Erie County Subdivision Regulations and Chapters 711/713 of the ORC. Senate Bill (SB) 115 makes a variety of

changes to ORC Chapter 711 pertaining to platting and subdivision regulations. The Subdivision Committee is reviewing these changes and will make a recommendation to ERPC as to how the Erie County Subdivision Regulations should be amended.

Product(s): Technical assistance and public information: Continual
 Processing of subdivision applications through ERPC: Continual
 Processing of lot split applications: Continual
 Updating Subdivision Regulations: Completed during 2021

Subcategory 105 Information Services

Purpose: To provide cooperation and technical assistance to agencies and political subdivisions as requested. Also to network with local agencies to enhance planning capabilities throughout Erie County. The annual Land Use Debate (LUD) is designed to challenge students in the eighth grade to propose and develop a given piece of property.

Methodology: Staff will continue to serve on boards and committees. Staff presently serves on the following committees and boards as listed below.

Committees

- MPO Policy Committee
- MPO TAC
- ERPC TAC
- ERPC Policy Committee
- Bicycle and Pedestrian Advisory Committee
- MPO Citizen Advisory and Safety Committee
- Ohio Association of Regional Councils
- ODOT District Three Safety Review Team
- Erie County Cost Containment Committee
- Erie Ottawa International Airport Board
- Erie County Coordinated Transportation Plan Update Committee
- Erie County GIS Advisory Board
- Erie County Safe Communities
- Firelands Partnership Steering Committee
- City of Sandusky Neighborhood Revitalization Steering Committee
- Ohio Public Works Commission District 5 Liaison
- Lake Erie Coastal Trail Scenic Byway Steering Committee
- Land Use Debate
- Neil A. Armstrong Advocacy Coalition
- Bayfront Corridor Committee
- Visitor and Convention Bureau Board of Directors
- Community Council
- OneOhio Recovery Foundation region 19

CATEGORY 200 Community Development Block Grant
Subcategory 202 CDBG Program (Allocation 20)

- Objective:** The primary statutory objective of the CDBG program is to develop viable communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for persons of low and moderate income. The county must ensure that at least 51% of its CDBG grant funds are used for activities that benefit low to moderate-income persons. This general objective is achieved by granting maximum feasible priority to activities, which benefit low to moderate-income families or aid in the prevention or elimination of slums or blight. Under unique circumstances, the county may also use their funds to meet urgent community development needs.
- Purpose:** Planning staff is responsible for the administration of the county's CDBG Small Cities Allocation Grant Program. The county received \$150,000 in CDBG for Program Year (PY) 2024 with 20% going to the County for administration and Fair Housing activities. These funds will be expended during CY 2023/2024. These funds can be utilized for CDBG eligible projects, which either eliminate slum and blight conditions or benefit low to moderate-income persons.
- Methodology:** Administration of the grant program involves several public hearings, the preparation of the grant application, the preparation of bid documents for approved construction projects, the monitoring of project progress, and the drawdown of grant funds from the Ohio Development Services Agency, Office of Community Development (OCD).
- Product(s):** -The following CDBG projects were approved in SFY 2022 and were completed during CY 2023/2024:

<u>Applicant</u>	<u>Project</u>	<u>Cost of Project</u>
VOA Sandusky	Operating Expenses	\$40,000
Oxford TWP	Demolition	\$35,000
Village of Milan	ADA Sidewalks	\$45,000
Administration/Fair Housing		\$30,000
TOTAL		\$150,000

ERPC staff solicited for CDBG funds in the spring of 2024, with anticipated project awards to be in the fall of SFY 2025. CDBG projects will be solicited for during SFY 2025 and SFY 2026.

Subcategory 205 Fair Housing

- Purpose:** To assist Erie County residents by providing housing information and by educating individuals regarding their housing rights and responsibilities.
- Previous Work:** ERPC staff conducted training and outreach seminars throughout Erie County. Staff also distributed fair housing information at public events to agencies and organizations in Erie County. Both telephone numbers and the office address are printed on all informational and marketing materials. The fair housing office and the fair housing hotline give residents direct access to information on fair housing law, filing complaints, tenant/landlord issues and other resources available within the local jurisdiction.
- Methodology:** Planning staff will continue the training and outreach program that is in place. Staff will also continue to provide county residents with access to information on relevant housing issues.
- Product(s):** -Continue fair housing program: Continual

CATEGORY 300 HOUSING

Subcategory 301 Community Housing Impact & Preservation Program (CHIP)

- Purpose:** To support and strengthen local housing initiatives, as well as to promote a better understanding of the local housing climate with regard to policies/activities which further reinvestment, revitalization, and affordability as well as barriers to improving existing conditions.
- The county has 31% of its population LMI and 38% of homes built prior to 1960 demonstrates a great need in the county for housing activities. Analysis indicates that regardless of income levels, 55% of owner-occupied, and 54% of all renter-occupied housing units contained lead based paint. The fact that the county's housing needs far exceed available resources makes it even more important that limited resources to aid residents must be spent on activities that will have the greatest impact. The entire Erie County housing market has been reviewed but issues where public intervention is warranted was the focus.
- Previous Work:** Similar to PY2021 CHIP, the PY2023 CHIP application partnered Erie County with the cities of Sandusky, Huron and Vermilion and totaled \$1.25 million. The grant funding will benefit persons that qualify financially and who needed assistance with housing repairs or homeownership. Applicants could receive several forms of assistance including the following:

Home/Building Repair:

Those that qualified for the funds could receive up to \$12,000 to fix one or two problems that pose an immediate threat to the health and safety of the occupants. The

types of work that generally are undertaken are: mechanical system repairs, structural systems, plumbing systems, or accessibility.

Private Rehabilitation Program:

The funds from this portion of the CHIP grant are intended to address problems throughout the entire house. In most circumstances, this means that the home's mechanical systems, exterior and interior structural components will be repaired or replaced to meet the required standards. Those who qualify for the funds could receive assistance up to \$54,000 to correct all the deficiencies in the home.

Tenant Based Rental Assistance:

The purpose of the Tenant-Based Rental Assistance (TBRA) activity is to provide affordable monthly rental payments for tenant households with income levels at or below 60 percent of Area Median Income. To ensure that the rental units are decent, safe and sanitary, TBRA-subsidized units must meet the U.S. Department of Housing and Urban Development's Housing Quality Standards. Through this activity, grantees provide limited financial assistance to property owners to subsidize their income-eligible tenant's monthly rental payments.

Methodology:	<p>Staff will continue to address the housing priorities as identified during the Housing Advisory Committee meetings. Priorities include:</p> <ul style="list-style-type: none"> ○ Continue to implement a single family, owner occupied housing rehabilitation program for low- and moderate- income homeowners in targeted revitalization areas ○ Continue to make infrastructure improvements in targeted revitalization areas to improve the quality of life and spur further efforts of redevelopment ○ Provide an emergency home repair program on a county wide basis for single family owner occupied units that contain a health or safety situation ○ Demolition of vacant deteriorated housing units ○ Provision of homeownership opportunities and support housing services for the elderly and disabled ○ Lead based paint interim controls
Product(s):	<p>-Administer CHIP funding for private owner rehabilitations and home repair assistance.</p> <p>-File CHIP application on a biennial basis: PY 2025</p>

Subcategory 303 Housing Revolving Loan Fund (RLF)

- Objective:** To provide housing related assistance to individuals who financially qualify.
- Purpose:** As CHIP liens are repaid to Erie County those funds are deposited in a Housing Revolving Loan Fund (HRLF) and then loaned to other qualifying applicants.
- Methodology:** The Erie County CHIP funds are federal CDBG and HOME funds distributed by the State of Ohio. These funds are targeted towards low-/moderate-income homeowners and first time homebuyers. Homes are rehabilitated to meet the State of Ohio's rehabilitation standards. A portion of the total amount invested in the rehabilitation is placed on the subject home as a lien. As the home is sold, a portion of that lien is repaid to Erie County and deposited in the Housing Revolving Loan Fund (HRLF). These funds then, in turn, are loaned to other homeowners and first time homebuyers, thus creating a revolving loan fund.
- Product(s):** -Recapture a portion of housing rehabilitation liens to fund other rehabilitation opportunities for Erie County residents: Continual

Subcategory 304 Lead Paint Removal Program (LHC)

- Objective:** To remove toxic lead paint from low and moderate-income homes.
- Purpose:** Erie County's housing stock is generally older than both that of the State of Ohio and the US and the incidence of lead paint in homes is higher. Lead paint was outlawed in 1976 to help eliminate the negative physical effects this paint can have, especially in children. If ingested, inhaled, or absorbed through the skin, lead can kill the electrical connection in a child's brain forever. Therefore, it is significant that Erie County also has some of the highest levels of lead blood poisoning in children under the age of six. Abatement of a lead problem in a home must be done through encapsulation or removal.
- Methodology:** The Erie County General Health District, City of Sandusky, and the ERPC worked collectively to secure the grant from the Department of Housing and Urban Development (HUD) to remove toxic lead paint from low- and moderate-income houses. The program is administered through the Erie County General Health District and possibly through the Huron County General Health District future grant cycles.
- Product(s):** -Continue to partner the Erie/Huron County Commissioners and the Erie/Huron County General Health District to reapply to HUD and perform environmental reviews as requested: Continual

CATEGORY 400 ECONOMIC DEVELOPMENT

Subcategory 401 Economic Development

Objective:	To provide technical and planning assistance necessary to improve the economic vitality of Erie County.
Purpose:	Economic development has become an increasingly important function of the ERPC staff. The planning staff has worked closely with political subdivisions in Erie County, local school districts, EHOVE vocational school, local developers, and businesses, Erie County Economic Development Corporation (ECEDC) and the State of Ohio Office of Housing and Community Partnerships to encourage businesses to locate, expand, and stay in Erie County. The focus of the county's economic development program is job creation and job retention. It is important to remember that government cannot create private sector jobs but can only foster an atmosphere that attracts and retains companies as well as encourages them to expand in our area. Staff is also involved with the Firelands Partnership, an economic engine comprised of business and government leaders working to foster development on a regional basis. The Partnership developed and implemented a Workforce Development plan in SFY 2021.
Previous Work:	<p>The planning staff has implemented a number of state economic development programs to support economic development in Erie County. These include the CDBG Economic Development (ED) Program, which provides low interest loans to Erie County businesses. The repayment of those loans established the funding for a Revolving Loan Fund (RLF). The RLF has provided low interest loans to a number of Erie County businesses and at times funding to different organizations to complete studies on economic development issues and possible future economic development activities.</p> <p>The County has also established an Enterprise Zone (EZ) administered by planning staff. The county has entered into a number of EZ agreements that foster additional job creation and investment for existing manufacturing, industrial, and commercial businesses. Recent EZ deals have included an expansion of approximately \$50 million at CertainTeed Corporation in Milan Township and a \$14 million expansion for Firelands Regional Medical Center in Perkins Township.</p> <p>In SFY 2024, county staff worked with Huron County, ECEDC, and community stakeholders to develop a Comprehensive Economic Development Strategy (CEDS) for the two county region. The CEDS will create a regional strategy which will guide economic decisions and investments and establish short and long term planning goals. The CEDS will enable the region to be competitive for various funding opportunities to promote economic development for area jurisdictions. In SFY 2025, the CEDS will look to be completed and short term plans implemented as determined by the plans strategic goals.</p> <p>Staff continues to work with ECEDC, local school boards and local political subdivisions to establish Community Reinvestment Areas (CRA) and Tax Increment</p>

Financing (TIF) Districts to further encourage economic growth and job creation. The TIF was used in the past to aid in the development of a business park in Margareta, Kalahari Resort on US Route 250, Lakecrest Town Center and the Northern Ohio Medical Specialist (NOMS) located at SR 4 and Strub Road. In addition, TIF funding was used to improve the Strub Road portion of the SR 4/Strub Road intersection and to assist in the construction of a Kroger store located on Perkins Avenue. Most recently, TIF funding was used to expand public infrastructure for sewer lines and road improvements for the Love's Travel Center along US 250 and the turnpike interchange. Along with the TIF funding, Ohio Department of Transportation Safety Funding was used to complete intersection improvements on the SR 4 portion of the intersection. Erie County also approved the US Route 250 CRA, which covers the Kalahari Resort and Convention Center. The CRA allowed them to complete a major expansion of their conference facilities and to add additional rooms. Staff also continues to provide support in efforts to develop the NASA Glenn Research Center's long-range plan.

Methodology:	ERPC will continue to meet with developers, businesses, ECEDC and local communities to utilize local and state economic development programs to support local governments to increase economic opportunities for individuals and businesses through a comprehensive economic development program. In addition, the staff will also assist smaller commercial businesses to remain viable and encourage, where feasible, the business to expand. Staff will look to implement short term strategies and long term plans as determined by the CEDS, and pursue available funding opportunities. ERPC will continue to collaborate with ECEDC, Team Northeast Ohio (NEO), Firelands Partnership and the Ohio Development Services agency (ODSA) to foster economic development through regional partnerships and assist economic development throughout Erie County.
Product(s):	<ul style="list-style-type: none"> -Support ECEDC and the political subdivisions in Erie County through the use of state programs and participate in ECEDC strategic planning process: Continual -Work with Firelands Partnership: Continual -Develop and implement strategic goals of the Comprehensive Economic Development Strategy: Continual -Continue to support NASA Glenn Research Center's plan initiatives through the Friends of NASA Plum Brook and to foster economic development on a regional basis: Continual -Continue to provide Technical Assistance and Public Information: Continual

Subcategory 402 Revolving Loan Fund (RLF)

Purpose:	Retention and creation of jobs and support efforts of ECEDC and members of Regional Planning.
Methodology:	Monies for the County's Revolving Loan Fund (RLF) are generated by repayments from businesses for CDBG ED project. The Revolving Loan Fund Committee provides

oversight and review for RLF projects. County staff evaluates and make recommendations regarding loan proposals to the RLF Committee.

Product(s): -Loans to Business: Continual

Subcategory 403 Tax Increment Financing (TIF)

Purpose: Tax Increment Financing (TIF) is an economic development bond financing mechanism used by local governments to finance various public improvements. TIF funds may be used for public infrastructure (roads, water, sewer lines, streetscape improvements etc.), land acquisition, demolition, environmental cleanup and public parking.

Previous Work: In 2015 the County Commissioners approved a new TIF agreement that aided developers in the construction of a new Kroger Marketplace. This agreement has allowed Kroger to build a larger facility and offer more diverse product lines. The TIF also spurred development in Perkins Plaza, bringing renewed life to the shopping center.

Methodology: Legislation is enacted creating a TIF district and declaring that all or a portion of the value of future property improvements (the incremental value) within the TIF district are exempt from taxation for a specified time period. The baseline value of the property as it existed before the establishment of the TIF district is never exempt from taxation. The real estate taxes on all or a portion of the incremental value are exempted from taxation, the property owner continues to make payments to the taxing district in an amount equal to the real property tax liability that otherwise would have been due had the property not been exempted. In this regard, TIFs differ from an Enterprise Zone (ETZ) with a portion or all of the improvements are exempt from taxation with the real estate taxes reduced accordingly. The payments made by the property owner under the TIF are called "payments in lieu of taxes" (PILOTS), or service payments. These payments are collected by the county auditor in the same manner as real property taxes and deposited into a separate account to service the debt on the outstanding TIF bonds. Should the TIF generate more revenue than anticipated the TIF bonds will be retired early and taxes on the incremental value will be collected as for any other real property improvement and distributed accordingly.

Products: -Continue to review and analyze any additional projects for viability through the TIF Program: Continual

Subcategory 404 Enterprise Zone Program (EZ)

Purpose: Retention and creation of jobs and support efforts of ECEDC and members of ERPC. Monitor agreements to ensure contract conditions are being met.

Previous Work: The EZ program is a tax exemption program that provides for abatement of real and tangible personal property taxes, for new improvements, land/structures, and new machinery and equipment. It is noted that the tax reform plan for the State of Ohio

mandated the elimination of the tangible personal property tax after the taxpayer's tax year 2008. All EZ exemptions are granted on a project specific basis and agreements are negotiated between the EZ Negotiating Committee and the business. The State of Ohio has approved the expansion of the Erie County zone to include Florence Township. It is hoped that the EZ program could help Florence Township businesses expand and create additional jobs in Erie County. The last EZ agreements approved in 2018 included the expansion of CertainTeed in Milan Township and the Firelands Regional Medical Center expansion in Perkins Township in 2020.

Methodology:	The County's EZ tax abatement program provides for the abatement of real and tangible personal property taxes for new, appraisable improvements to land (buildings and infrastructure). The ODSA has designated all of Erie County except Bay View as an EZ. The EZ program has traditionally been limited to industrial projects with all abatements granted on a project specific basis. Agreements are negotiated between a city or county and the business via an EZ Negotiating Committee. The committee is comprised of city and/or county officials, the county auditor and school district officials. All EZ agreements spell out the exemption percentages, time limits and other requirements dealing with job creation, job retention and minimum investment amounts.
Product(s):	-Partner/negotiate EZ agreements with approved businesses: Continual -Monitor EZ agreement to ensure compliance with contracted conditions: Continual

Subcategory 405 Community Reinvestment Areas (CRA)

Purpose:	The Ohio CRA program is an economic development tool administered by municipal and county governments that provides real property tax exemptions to business making investments in Ohio.
Previous Work:	Staff has worked with the City of Huron to promote growth in their Industrial Park and Corporate Park CRA's. In addition, staff also worked to get approval for a CRA to allow Kalahari Resorts to expand their business to include a Convention Center at their facility in Perkins and Huron Townships.
Methodology:	In order to use the CRA program a city, village or county petitions to the ODOD for confirmation of a geographical area in which investment has traditionally been discouraged. Part of the petition reviewed by the ODOD is a survey performed by the respective political subdivision. Once an area is confirmed, communities may offer real property tax exemptions to taxpayers that invest in the area.
Product(s):	-Work with businesses in Erie County for CRA approval where warranted: Continual

CATEGORY 500 ENVIRONMENTAL

Subcategory 501 Floodplain Services

- Objective:** To provide technical assistance and oversight for the Floodplain Management Regulations which govern development related activities within the flood hazard areas of the unincorporated portions of Erie County, Ohio.
- Purpose:** The commission will review, develop, implement regulatory controls and procedures to minimize the potential loss of life, health, safety hazards, disruption of commerce, governmental services, extraordinary public expenditures for flood protection and relief and impairment of the tax base due to flood conditions.
- Previous Work:** The commission has provided stewardship for the Erie County Floodplain Management Regulations for the unincorporated areas of the county since 1978. Periodically, as federal and state regulations have evolved, the commission has had to revisit the Floodplain Management Regulations in order to bring the document into minimal compliance with the changing regulatory requirements of the Federal Emergency Management Agency (FEMA). In CY 2007, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) initiated a multi-hazard flood map modernization effort that resulted in the improved accuracy and expanded utility of the nation's current flood map resources. Through FEMA's multi-year map modernization project, all of the nation's flood maps were converted to a digital format, incorporating the best available flood risk data for use with the National Flood Insurance Program. The flood map modernization project was a joint effort between FEMA, the Ohio Department of Natural Resources (ODNR) and Erie County in cooperation with association and private sector partners. Additionally, during SFY 2013, FEMA began an effort to study Zone A flood plains to update and develop approximate base flood elevations. This effort continued throughout SFY 2014 and was completed in SFY 2015. Most recently, in SFY 2016 FEMA initiated a Great Lakes Coastal Flood Study. ERPC staff has attended various meetings with FEMA and ODNR to provide input on the study relative to the Erie County, Ohio region. FEMA has re-released preliminary floodplain maps which ERPC has reviewed for the unincorporated areas of the county. Additionally, ERPC has lent staff support to a mitigation study completed for Pipe Creek which is located in Perkins Township. The study was overseen by the Erie County Emergency Management Agency (EMA) and is wholly funded through an Ohio Emergency Management Agency Hazard Mitigation Assistance Grant. In SFY 2022, ERPC assisted the county EMA with submitting an application (through the same program) for a grant to study excessive flooding that occurs along SR 60 in Vermilion Township. ERPC contracted with Richland Engineering to complete the study in SFY 2023. The study, including topographical and soil analysis and stakeholder meetings with impacted residents was completed in the spring of SFY 2024. Also, the county's EMA updated their Hazard Mitigation Plan in 2020 and ERPC served as a member on the Plan's stakeholder committee.
- Methodology:** Staff continues to provide support to the FEMA Great Lakes Coastal Flood Study that was initiated in SFY 2016. Staff has reviewed draft preliminary FEMA maps and

Summary of Map Actions for the Erie County unincorporated areas. Staff finalized its floodplain regulations in SFY 2023 after working with FEMA and Ohio Department of Natural Resources staffs to ensure local regulations up to required standards. Staff will continue to provide public information and technical support to area realtors, developers, property owners, government representatives, and the floodplain related information as provided by FEMA. Staff will continue to review all development plans to determine whether such development occurs within the high hazard flood areas. Staff will ensure that all preliminary federal, state, and/or local permitting requirements have been met. Staff will continue to monitor federal requirements to ensure that the county's regulations maintain compliance. Staff will continue to coordinate with the Ohio Department of Natural Resources Floodplain Division as well as with the staff of the Erie County Department of Soil and Water Conservation District. Following the completion of the SR 60 flood study, ERPC will pursue mitigation efforts for impacted areas in SFY 2025.

Product(s):

- Technical assistance and public information: Continual
- Flood Plain Roundtable Discussion with Erie County Soil and Water Conservation District: As needed
- Development permits: Continual
- Update of Flood Plain Regulations: Summer 2022
- Assist with SR 60 engineering flood study: Spring 2024
- SR 60 Flooding mitigation efforts: SFY 2025

Subcategory 502 Conservation Development

Purpose: The objectives of conservation development are to promote the health and safety of the community:

- Through the application of flexible land development techniques in the arrangement and construction of buildings and roads
- To ensure that policies and regulations are developed to protect the water quality and the eco-systems of Lake Erie
- To identify and promote strategies to preserve farmland in Erie County

Methodology: Staff will continue an educational program for members of Regional Planning to encourage the use of conservation development practices. ERPC staff will continue to support ODNR in the implementation of the Ohio Coastal Management Program (OCMP) and to also work with the coastal communities to upgrade their existing zoning ordinances to aid communication in protecting water quality. ERPC staff and the Erie County Engineers office staff teamed up to develop a Storm Water Management Plan for Erie County. In a partnership with the Erie County Soil and Water Conservation District and Erie County Engineers Office, they assumed the lead in monitoring and updating the Storm Water Management Plan. ERPC acts as support staff to the Soil and Water District and County Engineer in their administration of the plan. Planning staff will continue to work with and promote strategies to preserve farmland in Erie County.

Product(s): -Work through Regional Planning to include conservation development model zoning in future development: Continual
 -Farmland Preservation strategy: Continual
 -Work with ODNR on the implementation of the OCMP: Continual

Subcategory 503 Environmental Review

Purpose: Section 104(g) of Title I of the Housing and Community Development Act (HCDA) of 1974, as amended by Section 103(g) of the Housing and Community Development Amendments of 1979, requires all recipients of CDBG funds to assume responsibility for completing an environmental review of proposed project activities in accordance with the National Environmental Policy Act of 1969 and other provisions of law which further its purposes, prior to committing any funds to the project.

Methodology: Erie County must maintain a written record of all documentation chronicling actions taken during the environmental review process. This record is known as the Environmental Review Record (ERR). No funds for project costs may be released until the environmental review process is completed and the ERR is reviewed by the ODD.

Product(s): -Accomplish environmental review work for all federally funded projects: Continual and as requested

CATEGORY 600 METROPOLITAN PLANNING ORGANIZATION

Subcategory 601 Short Range Planning

Objective: To identify and analyze short-term transportation needs and develop appropriate actions to meet such needs.

Element 601.1 Safety Review and Improvement Program

Purpose: To conduct a review of high crash locations for consideration and inclusion within the MPO's Transportation Improvement Program (TIP) and assist ODOT with safety and congestion initiatives.

Previous Work: Staff will work with the state, local, and private partners to address human behaviors to reduce safety risks, improve safety data analysis to guide decisions, support integration of effective safety countermeasures and pursue performance-based rather than prescriptive regulations. Based on crash records, traffic counts and other information generated under Subcategory 605 Transportation Surveillance System, the MPO will identify high crash intersection location sites. The MPO will work to identify the risk factors that contribute to fatalities and serious injuries and implement evidence-based risk elimination and mitigation strategies. Staff will regularly report on areas of high incidence and relay relevant funding opportunities for mitigation to MPO

boards and subcommittees. Also, Highway Safety Improvement Program locations identified by ODOT's D3 Safety Review Team that lie within the ERPC MPO region shall be added to the annual work plan. The MPO will continue to collaborate with ODOT D3 on statewide safety initiatives and focus on safety conscious planning to identify strategies and solutions.

During SFY 2022, a safety study was completed at the intersection of Strub Road and Campbell Street in Perkins Township. The study was completed through ODOT's safety grant program by utilizing an ODOT task order consultant. The project primarily reviewed safety related to bicycle and pedestrian traffic as the location is near a school campus that is attached to a recreational trail and park. The study was completed by the end of SFY 2022, with actions taken resulting in signal timing change. In SFY 2023, staff assisted the Village of Milan with a speed study along SR 601 to help reduce speeds and support effective pedestrian countermeasures. Staff also continued to work with ODOT District Three and its local jurisdictional partners on securing funding to implement improvement recommendations from the US 6 Corridor Study that was completed in 2019. In SFY 2022, ERPC assisted ODOT District Three with the preparation of an application for funding of the remaining corridor improvements through the U.S. DOT's RAISE grant program and Ohio's TRAC funding program. Both the RAISE and ODOT TRAC funding have been approved and funded. In SFY 2024, staff continues to participate in monthly meetings on the US 6 Connectivity Corridor, and in SFY 2025 will continue to support and assist the US 6 Connectivity Corridor project as it moves into Phase 2.

Methodology:

ERPC MPO staff will continue to assist in safety conscious planning to aid in resolving safety concerns for local jurisdictions. As the ERPC MPO works to expand its planning area to include Ottawa County, staff will look to contract an ODOT task order consultant to produce a Crash Summary Report to be shared with local jurisdictions of the expanded MPO planning area. The study is to be completed in the fall of SFY 2025 in support of data for the 2050 long range transportation plan. The MPO will look to update its regional safety plan for the expanded MPO in SFY 2026 and will look to begin the plan after the completion of the long range transportation plan in SFY 2025.

Product(s):

- Attend/Participate in ODOT District 3 Safety Review Team Meetings: Quarterly and on as needed basis
- Coordinate with ODOT and locals to focus on safety conscious planning: Continual
- Assist local jurisdictions with engineering solutions to safety concerns: As needed
- Safety Study at Campbell Street and Strub Road in Perkins Township: SFY 2022
- Speed Study along SR 601 for the Village of Milan: SFY 2023
- Support the implementation of low cost safety countermeasures: As needed
- Participate in Safe Communities Program: Quarterly fatal crash review committee
- Identify crash reduction education opportunities: Ongoing
- 2024 Crash Summary Report: Fall 2025
- Update the Regional Safety Plan for the expanded MPO region: SFY 2026
- Support recommendations and implementation of US 6 Corridor Study: SFY 2027

Element 601.2 Transportation Planning Services

- Purpose:** To allow member political subdivisions and local community group's access to technical planning assistance and data in traffic/transportation related services and issues associated with transportation planning.
- Previous Work:** In SFY 2022, ERPC, through the assistance of an ODOT task order consultant, began the update of its Freight Plan. The plan evaluates the current freight systems to determine system performance needs and identify regional priorities as well as consider ways to optimize funding for recommended projects. The plan update was completed in two phases. Phase one was completed in SFY 2023 with the data memorandum. Phase two was completed with plan adoption and implementation of strategic goals and initiatives in SFY 2024. Implementation of strategic goals, project programming efforts, and initiatives are expected to be continued in SFY 2025, including with the continuation of the new Freight Advisory Committee that started quarterly in SFY 2024.
- In SFY 2022, the County's Office of Emergency Management (EMA) submitted an application and received funding for Hazard Mitigation Assistance from the Federal Emergency Management Agency for a flood study in the vicinity of SR 60 in Vermilion Township. ERPC and Erie County EMA have contracted with Richland Engineering to evaluate and determine recommendations for improvements to mitigate excessive and chronic flooding that occurs along SR 60 (from Darrow Rd to Mason Rd), Trinter Ditch and portions of Edson Creek located in Vermilion Township. The study included stakeholder outreach of impacted residents and mitigation review, and was completed in the summer of 2024.
- Methodology:** The MPO will provide technical planning assistance to local member political subdivisions on a requested basis, which also includes data sharing and assisting with the transportation planning portion of local jurisdiction's comprehensive plans as needed. During SFY 2025, it is anticipated that staff will continue to assist local jurisdictions with Safe Routes to School (SRTS) Program planning initiatives and activities as needed. Additionally, staff continues to sit on various regional safe routes steering committees such as Vermilion, Perkins, Milan, Huron and Sandusky and assists with Safe Routes planning initiatives and applications as requested. Staff also is working with the Safe Communities Coordinator at the Health Department. Staff will coordinate with new members of the MPO in Ottawa County to respond to their technical planning needs and provide assistance as requested.
- The MPO will continue to build upon existing relationships with the freight community as part of its 2023 freight plan, in efforts to increase their participation in planning processes and continue to explore ways to further implement freight as one of the priorities in transportation planning. This includes quarterly Freight Advisory Committee meetings and participation in the Ohio Maritime Plan with ODOT. Additionally, ERPC staff will look to implement and review funding sources for possible mitigation efforts for the SR 60 flood study to help mitigate chronic flooding as identified in the 2024 study.

Staff will continue to utilize its experience with established organizations, as well as work to develop new partnerships and to preserve or improve the operation of the Sandusky-Port Clinton Urbanized Area transportation network. As a portion of the City of Vermilion lies in Lorain County, staff will coordinate relative to air quality activities with NOACA and AMATS and has executed a memorandum of understanding with the neighboring MPO. Interagency consultation is held between the MPOs, ODOT, EPA, and FHWA for projects and plans relative to air quality conformity.

Staff continues to work with activities associated with the 2020 US Census. This included completing boundary surveys and review of GIS materials in cooperation with the U.S. Census Bureau. In SFY 2025, ERPC staff will continue working on census activities including boundary annexation, political jurisdictions and as requested from the US Census Bureau.

Product:

- Assist local jurisdictions with comprehensive and transportation planning: As needed
- Assist with Safe Communities programs: As needed
- Assist with SRTS programs planning initiatives: As needed
- Plan implementation of updated Freight Plan: Continual
- Organize and hosting of the Freight Advisory Committee: Quarterly
- Implement mitigation opportunities from the 2024 SR 60 Flood Study: As Needed
- Work activities associated with the 2020 US Census: Annually

Element 601.3 Environmental Justice and Public Involvement Policy

Purpose: To adequately address and institute the planning requirements of Executive Order 12898 and DOT Order 5610.2 pursuant to Environmental Justice and Title VI.

Previous Work: The basis for Environmental Justice is Executive Order 12898 and is defined as “Identify and address disproportionately high and adverse human health or environmental effects on minority and low-income populations”. The MPO staff will work to address these primary principles as part of its transportation planning process including:

- Ensure public involvement of low-income and minority groups in decision-making
- Prevent disproportionately high and adverse impacts of decisions on low-income and minority groups
- Ensure low-income and minority groups receive a proportionate share of benefits
- Continue to work to identify deficiencies in the existing PIP and modify the process to facilitate greater public involvement and to include those local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation. Various socio-economic data sets will be incorporated to complete the required analysis

The current Title VI and Public Involvement plan updates were officially approved in 2019. To gather public input during the update process, draft documents were posted on the ERPC website, a link to the document was posted on the ERPC MPO Facebook page, and hard copies of the draft plan were made available in the ERPC office. The plan was also presented to the various MPO committees for their review and comment. The completed documents are currently available on the MPO website as well as made available in the ERPC office. During the latter half of SFY 2021, staff developed a Limited English Proficiency (LEP) plan that provides LEP persons reasonable steps to ensure meaningful access to ERPC's transportation programs and activities. The LEP plan was completed by first quarter's end of SFY 2022.

Methodology: Following the expansion of the ERPC MPO into Ottawa County, the MPO is expected to expand and update its Public Involvement Policy, Title VI Plan and Limited English Proficiency Plan in SFY 2026 to reflect the expanded planning boundaries. Relevant plan updates in SFY 2025 will be updated as needed.

Product:

- Conduct an environmental justice analysis targeting the agency's TIP and Long Range Transportation Plan (LRTP) projects: Annually
- Updates to the 2019 Public Involvement Policy: SFY 2026
- Updates to the 2019 Title VI Plan: SFY 2026
- Updates to ERPC Limited English Proficiency Plan: SFY 2026

Element 601.4 Active Transportation Program

Purpose: To support and promote active transportation (walking, biking and other non-motorized methods), the MPO will administer an active transportation program.

Previous Work: In CY 2014 a Bicycle and Pedestrian Plan Update was completed for the region. As a result of the plan, in CY 2015, an ERPC MPO subcommittee was established. The ERPC MPO Bicycle and Pedestrian Committee was created to assist with the implementation of the plan's goals and recommendations. The committee previously met quarterly since its establishment and had served as the Bicycle and Pedestrian Plan's steering committee. The committee assisted in updating the Bicycle and Pedestrian Plan which was approved by the MPO's Policy Committee in January 2020. The Bicycle and Pedestrian Committee was paused in SFY 2023 due to staffing shortages, but returned in SFY 2024.

Other previous staff work activities have included coordinating with ODOT's LTAP program to provide two training courses, *Road Safety for Everyone* and *Safety in Active Transportation Planning and Incorporating SRTS in Planning and Policy*, and a *Yay! Bikes* program.

Staff continues to attend active transportation trainings and workshops. Staff also partakes in speaking engagements about active transportation (AT), creating AT educational displays and attending numerous events to promote AT locally. Other past efforts have ranged from hosting an Elder College course to presenting safety material

to preschoolers. Several times each year staff coordinated with local J-1 host employers and discusses bicycle and pedestrian safety with foreign exchange students that are in the ERPC MPO region to work during the busy summer tourist season.

In 2015, staff obtained a grant from the Ohio Pediatric Association for approximately 200 bicycle helmets. In 2016, ERPC staff obtained another grant to conduct a bicycle rodeo. The rodeo consisted of a collaborative effort between surrounding jurisdictions and agencies. It was held in May during ERPC's Active Transportation Month (ATM) that occurs annually. From that event, staff was able to create a bicycle rodeo kit which is available for loan to other local agencies upon request. The kit contains items that can be used for conducting a rodeo including a guidebook. Both the Village of Milan and Perkins Township have utilized the kit. In 2017 staff utilized the remaining grant funds from the Bike Rodeo to purchase active transportation related items that were passed out at numerous community events. In 2018 staff worked with local jurisdictions and agencies to obtain funding from a local grant for safety vests. Staff was successful in obtaining funding for 500 vests which have been distributed throughout the community.

In 2016-2017 staff expanded the ERPC MPO website to include a section on AT. During 2018, an entire new website design was launched by Erie County. As a result of the new website, staff has been able to post additional bicycling and pedestrian related information, photos, activities and resource links. The website is also utilized to promote Active Transportation Month.

In 2019, the Erie County Health Department was awarded a Creating Healthy Communities grant that provided funding to hire a coordinator to assist with activities to improve community health. The Creating Healthy Communities Coordinator assisted staff during its development of the 2045 Long Range Transportation Plan on items relative to Active Transportation. In SFY 2022, a gap and generators workshop was held in which ERPC supported efforts through participation and providing technical assistance as needed. As a result from the workshop, the coordinator identified three locations to be audited for possible bicycle and pedestrian improvements. With the assistance of a consultant hired by the Creating Healthy Communities Coordinator, a bicycle and walk audit was completed at each of the locations in September of 2021. The audit provided a list of countermeasures for the locations that could be implemented to improve bicycle and pedestrian safety. Also, efforts began to speak individually with jurisdictions in order to gauge their interest in developing a complete street policy.

In SFY 2022, ERPC also supported ODOT's development of Ohio's first statewide bicycle and pedestrian plan called "Walk.Bike.Ohio" (WBO). The plan, completed in spring of 2021, focuses around the development of the following five themes related to active transportation: Planning and Guidance, Education and Promotion, Implementation, Data, and Collaborative. Each theme includes a series of strategies and action steps in which ERPC will continue to support and assist ODOT in implementing.

Methodology: The MPO staff will ensure that, at a minimum, 2.5% of its PL funds will be used to increase safe and accessible options for multiple travel modes for people of all ages and abilities as prescribed in Section 11206 of the BIL. Staff will:

- Compile and share data and information on active transportation
- Evaluate active transportation system to understand system performance needs to identify regional activities
- Hold public outreach sessions to share information and encourage active transportation
- Work with other interested parties to advance and improve the program
- Look for innovative ways to optimize funding for active transportation projects
- Meet quarterly with the Bicycle and Pedestrian Advisory Committee
- Work with the Health Department staff through the Creating Healthy Communities grant program
- Serve as technical resource to local jurisdictions
- Support and align statewide and regional active transportation strategies and actions

The ERPC MPO expects to expand its planning area to include portions of Ottawa County in SFY 2025. In SFY 2025, staff expects to continue to work with the Erie County Health Department staff on implementing various active transportation planning initiatives, including expanding Active Transportation Month outreach and participating in Creating Healthy Communities quarterly meetings.

The Bicycle and Pedestrian Advisory Committee will seek look to continue planning efforts and incorporate members from across expanded MPA in SFY 2025. Staff will share with the committee funding programs, review of high crash areas, review of existing routes and gaps analysis. The 2019 Bicycle and Pedestrian Plan Update is expected to be updated in SFY 2026 following the completion of the 2050 Long Range Transportation Plan. The Bicycle and Pedestrian Plan Update will utilize the 2019 ERPC MPO Bicycle and Pedestrian Plan Update and the 2018 Ottawa County Active Transportation Plan.

Product(s):

- ERPC Active Transportation Month: May 2025
- Continue the Bicycle and Pedestrian Advisory Committee: Quarterly
- Attend and host trainings related to active transportation: As Needed
- Apply for grants and participate in other supporting programs: As Needed

- Inform the public about active transportation activities and data through the MPO: Continual
- Encourage development of Complete Streets policies: Ongoing
- Support and provide implementation assistance for WBO initiatives: Ongoing
- Website and other social media outlets: Weekly and/or As Needed
- Continue to support the Creating Healthy Communities Coordinator: As Needed
- Update ERPC MPO Bicycle and Pedestrian Plan: SFY 2026

Subcategory 602: Transportation Improvement Program (TIP)

Objective:	To establish and monitor local transportation projects that are eligible for federal financial assistance within a multi-year program.
Purpose:	To develop and maintain a list of local transportation projects in accordance with the LRTP and in response to Short Range Planning activities. The TIP identifies and prioritizes projects that address short-term transportation needs that will utilize federal financial assistance.
Previous Work:	ERPC MPO SFY 2024-2027 Transportation Improvement Program
Methodology:	The MPO has effectively monitor and manage the LPA projects for federal and state compliance. The MPO will assess fiscal controls and balance the financial demands of local projects with available federal funding. The MPO will establish annual programs of Surface Transportation and Transportation Alternative projects within available federal funding amounts. The MPO is committed to an open-ended and evolving public involvement process. As such, the MPO's Public Involvement Plan provides reasonable opportunities for interested parties to comment on the content of the TIP. The plan will be developed in consultation with interested parties, including those responsible for housing, to allow those who participate in the MPO planning process a specific opportunity to comment on the TIP prior to its approval. As part of TIP development the MPO will also employ visualization techniques and web-based tools for public involvement. This includes publishing the TIP on its website to allow for public review and comment. Also, staff will ensure coordination with the MPO's Long Range Transportation Plan and related resource agencies for their review and comment on the TIP. Special emphasis will be placed upon the monitoring and refining the TIP Financial Plan based in part on a four-year project priority list and an approved annual element.

In SFY 2023, the United States Census Bureau released updated urbanized area census maps. The Sandusky Urbanized area had expanded to include Port Clinton in the Ottawa County. In SFY 2024, ERPC staff began working with Ottawa County planners and the MPO PC to determine the expansion of the Metropolitan Planning Area (MPA) to cover the Sandusky-Port Clinton Urbanized Area. In SFY 2025, ERPC staff will look to include relevant projects and performance measures into the SFY 2024-2027 TIP for the expanded MPA. ERPC staff in the fall of SFY 2025 will begin developing its SFY 2026-2029 TIP for the next four years of prioritized projects across

the expanded metropolitan planning area, with adoption expected in May of 2025. Staff is expected to conduct outreach and public involvement for all impacted stakeholders for the development of the SFY 2026-2029 TIP over the course of SFY 2025. Staff will begin coordination with relevant stakeholders, including new committee members in Ottawa County, and will be working with ODOT District 2 and District 3 in coordination of TIP projects for accuracy.

The MPO will work with ODOT to effectively monitor the Local Public Agency projects for federal and state compliance. Staff will also coordinate with ODOT District Office personnel and the local jurisdictions to participate in quarterly project monitoring meetings. Meetings will focus on ensuring projects funded with MPO surface transportation and alternative allocations are on target for their scheduled fiscal year. During SFY 2023, the SFY 2024-2027 TIP document was established. Federal and State-aid programs for transportation improvements was analyzed in conjunction with the development of the SFY 2024-2027 TIP. The MPO will continue to support and cooperate with ODOT District Three and the ODOT Central Office of Planning in delivering the program of projects for all highway, transit, pedestrian projects programmed over the SFY 2024-2027 period. The MPO will develop the TIP's financial plan based on a four-year project priority list and approved annual element.

Also, as was required under the FAST Act, performance measures were integrated into ERPC's transportation improvement program processes. ERPC will continue its coordination with ODOT and the regional public transit provider (Sandusky Transit System) to continue its system performance reporting process that evaluates the condition and performance of the transportation system with respect to the federally required performance areas.

In order to assess progress achieved toward performance measures, both states and MPOs are required to set targets. The ERPC PC passed a resolution of supporting ODOT's decision to keep the established targets the same in July 2020 for the following: bridge condition, pavement condition, system reliability, and freight movement. During SFY 2021, ODOT submitted its mid-performance report to the US DOT; ODOT determined it would not adjust its targets for the remaining portion of the reporting period. In June of 2022, the ERPC approved resolutions to adopt the State's established targets for performance management measures 2 (PM 2) and performance management measures 3 (PM 3).

Also, ERPC is required to establish CMAQ emissions targets (one per standard/precursor) since its MPA boundary extends into Lorain County, which is non-attainment for PM 2.5 (2012) and Ozone (2008) and maintenance for PM2.5 (2006), even though the MPO does not receive or spend CMAQ funds in the area. As such, the PC approved to establish 2-year and 4-year targets for on road mobile source emissions at current 5-year statewide averages. In SFY 2020, the ERPC PC also choose to support the State's established targets transit asset management (TAM). The Sandusky Transit System is a Tier II transit provider and as such, is integrated into the State's TAM.

Per federal regulations, targets for safety performance measures are required to be established annually. The MPO's PC determined to support ODOT's 2% annual reduction target across all five categories of safety (number of fatalities, number of serious injuries, rate of fatalities, rate of serious injuries, and number of non-motorized fatalities and serious injuries) for Calendar Year 2022. The targets for calendar year 2024 were adopted by the MPO in November of 2023 in support of ODOT's targets. In SFY 2025, safety performance measures are expected to be adopted in the fall for calendar year 2024.

ERPC, ODOT, and the Sandusky Transit System, will continue in carrying out the transportation planning process including coordination on data collection, data analysis, data sharing, target setting, and target achievement reporting. ERPC will continue to compile and review its regional data in order to determine if target adjustments need made as prescribed in federal legislation. ERPC will ensure that TIP amendments or updates will include to the extent practicable, a description of the anticipated effect of the TIP toward achieving performance targets in order to demonstrate how investment priorities are linked to meeting performance measure targets.

The MPO continues to look to improve its Surface Transportation Block Grant (STBG) and Transportation Alternative (TA) project selection processes. Beginning in CY 2024 and into SFY 2025, applications and scoring sheets are expected to be revised as well as updates made to the project solicitation cycle to better represent the expanded MPO region. The MPO's PC approved that the solicitation cycle for STBG and TA projects should occur in alternating years with applications for the programs being accepted through the end of April. All project funding decisions are to be finalized by the MPO's PC by June. In SFY 2025, the MPO will be soliciting for STBG projects for SFY 2027. MPO Staff will continue to monitor capital programs by maintaining fiscal constraint, ensuring projects are programmed to reduce carryover, and working with ODOT District 3 to ensure accurate data between the TIP and Statewide TIP (STIP). Staff will review monthly revision analysis between Ellis and STIP data to ensure uniformity.

Products:

- Facilitation of projects through the TIP process: Continual
- Adoption and amending the SFY 2024-2027 TIP to include Ottawa County: Fall 2024
- Re-established targets for safety performance measures: November 2024
- Re-established targets for performance measures 2 and 3: June 2024
- Update and adoption of SFY 2026-2029 TIP: May 2025
- Attend ODOT D3/MPO Project Meetings: Quarterly
- Integration of visualization techniques throughout TIP development: Continual
- Weekly reviews of the ODOT/MPO sub-allocated funds report: Continual
- Annual Listing of Obligated Projects for SFY 2024: September 2024
- SFY 2027 STBG project solicitation and selection: Summer 2025

Subcategory 605 Transportation Surveillance System

Objective: To maintain and release basic transportation-related data required for input within the continuing transportation planning process.

Element 605.1 Surveillance: Crash Records

Purpose: To maintain a computerized database of vehicular crash listings to support safety analyses and prioritize safety improvements.

Previous Work: SFY 2022 ERPC MPO Crash Summary Report

Methodology: The MPO will continue to maintain a computerized crash records file through information gathered from the Ohio Department of Public Safety (ODPS), ODOT and local engineering staffs. In addition, a Crash Summary Report will be produced by an ODOT Task Order Consultant beginning in SFY 2025. High crash intersection locations will be identified in the report (based upon crash frequency) in both tabular and mapped formats. The MPO staff also continues to work with the county's GIS Advisory Committee. The committee oversees efforts and projects, such as the Location Based Response System, that has enhanced locating crashes accurately within a GIS framework.

Product(s):

- Crash Data File: June 2025
- SFY 2025 Crash Summary Report: Fall 2025
- Member on the County Wide GIS Advisory Board: Meets bi-annually
- Participate on GIS Advisory Board Subcommittees: As Requested
- High crash intersection location map: Fall 2025

Element 605.2 Surveillance: Local Traffic Counts

Purpose: To select, monitor and assess traffic count data to maintain traffic count files in cooperation with ODOT and officials of the various local political subdivisions as well as City and County Engineers. The Traffic Count Program will focus on the Functional Classification System, localized areas of concern and travel demand modeling needs of ODOT/MPO.

Previous Work: An ongoing effort of maintaining computerized traffic counts obtained from ODOT, engineering officials and MPO obtained counts continues. The Traffic Count Program focuses on the Functional Classification System, localized areas of concern, federal aid routes and travel demand-modeling needs of ODOT/MPO. The traffic count data is housed on ODOT's Traffic Monitoring Management System (TMMS). TMMS is a user friendly program accessible via the ODOT Technical Services website and allows end users to search for available traffic counts across the MPO planning region (and state of Ohio). The site includes a map of locations where counts are available. The traffic count program typically runs spring through fall. During the latter part of SFY 2021 and early SFY 2022, ERPC used a consultant to complete 48 hour traffic counts at 34

locations and 48 hour pedestrian counts at 2 locations. The traffic count results have been uploaded to the ODOT TMMS system.

- Methodology: ERPC will continue to assist its local jurisdictions with traffic counts on an as requested basis, and expects to use a consultant in SFY 2025 to complete traffic counts to be shared with local jurisdictions and ODOT TMMS system. Traffic counts via a consultant will be completed on a two year basis following the counts in SFY 2025.
- Product(s):
 -Traffic Counts Database: Updated as counts are taken
 -Consult for traffic counts across planning region: Biannually

Subcategory 610 Long Range Transportation Plan (LRTP)

- Objective: Complete the LRTP five year update by assessing the adequacy of the existing network and the ongoing long-range transportation planning process as required by the Bipartisan Infrastructure Law.

Element 610.1 Review, appraisal, maintain and monitor an independent variables file and land use maps for the members of the ERPC MPO

- Purpose: To provide a database of information for use by the MPO and the ODOT Office of Statewide Planning and Research in the calibrating of the traffic forecast model for the Sandusky-Port Clinton Urbanized Area. The MPO's current LRTP has a horizon year of 2045 and was adopted by the MPO policy committee on July 23rd, 2020. Following the completion of the 2020 Census, new urbanized maps reflected a changed urbanized area for the ERPC MPO that includes Ottawa County. Future LRTP plans will be reflective of a new Metropolitan Planning Area that includes the urbanized area in Ottawa County. The next plan update will have a horizon year of 2050 and is required to be adopted by July 23rd, 2025.
- Previous Work: ERPC Staff have worked closely with local jurisdictions, housing officials and economic development teams to monitor land use and independent variable files in Erie County. Staff have regularly updated zoning information made available on the ERPC website and on the Everything ERPC web app, a GIS interactive map detailing zoning and jurisdictional information in the county.
- Methodology: During SFY 2025, staff will continue to compile, maintain and monitor independent variables files based on socio-demographic information, including housing and labor enrollment, to be utilized in the update to the LRTP and travel demand model. Staff will work on further developing its relationships with local housing officials in hopes to gather additional data for use in its long range planning processes and modeling.
- Additionally, staff will continue to compile traffic count information from its database and forward to ODOT Central Office for input into the travel demand model. Staff will also continue with updating its land use databases and maps with any new information obtained in order to continue to gather information for the update to the plan and

related ODOT modeling exercises. As the ERPC MPO shares a portion of the Lorain-Elyria urbanized area with the Cleveland MPO NOACA, the agency will continue to conduct information sharing and frequent interagency consultation relative to long range transportation planning.

The MPO will continue to coordinate with ODOT relative to new information that will affect modeling and analysis of existing conditions, analysis of demographic/travel trends and provide data that may be used to further update the MPO’s travel demand model and future update of the LRTP. Staff, when available, will attend the Ohio Modal Users Group (OTMUG) meetings where modeling information from other MPOs and ODOT are shared to enhance attendee’s knowledge base of modeling.

- Product(s):
- Update and maintain an independent variables file: Continual
 - Update land use maps: Continual
 - Coordinate with ODOT Central Office on modeling for ERPC region: Continual
 - Make available all technical data to NOACA for purposes of coordination: As Needed
 - Attend OTMUG meetings-Quarterly

Element 610.2 Review and Update of the LRTP

Purpose(s): Update the 2050 LRTP using the planning process as required under current federal legislation.

Previous Work: The updated and fiscally constrained 2045 LRTP was adopted by the MPO’s Policy Board on the July 23, 2020. A Participation Plan was developed to provide reasonable opportunities for interested parties and those who participate in the MPO planning process. During development of the 2045 LRTP, the COVID-19 pandemic required ERPC to adjust its public participation plan. Per approval of FHWA and ODOT, ERPC successfully moved all of its public involvement activities to an online format to meet State of Ohio public health orders.

During SFY 2022 and SFY 2023, staff oversaw consulting efforts to update the MPO’s existing 2013 freight plan. The new plan was completed in a phased approach where Phase I was completed during SFY 2023 and included stakeholder outreach, data analyses, and a draft plan outline. Phase II was completed in July of 2024 and included final plan, stakeholder and public review, and data memorandum. Plan implementation began in SFY 2024 with finalized strategic goals. The new plan identifies regional needs and priorities while aligning with the strategies as identified in ODOT’s Transport Ohio freight plan. Work completed as part of the freight plan update will be utilized in the MPO’s 5-year LRTP update. Consultant services were utilized through ODOT’s task order consultant contract due to low ERPC staffing resources. ERPC funded the plan update with MPO consolidated planning grant (CPG) funds.

Methodology: The MPO will continue to work on ascertaining information and data to aide in the next required five-year update of the LRTP. As staff works on comprehensive planning for the local jurisdictions information gathered during these processes will be incorporated in the five-year update.

In SFY 2023, the United States Census Bureau released updated urbanized area census maps. The Sandusky Urbanized area had expanded to include Port Clinton in the Ottawa County. In SFY 2024, ERPC staff began working with Ottawa County planners and the MPO Policy board to determine the expansion of the Metropolitan Planning Area (MPA) to cover the Sandusky-Port Clinton Urbanized Area. In SFY 2025, ERPC staff will continue to incorporate Ottawa County and information and data collection into the development process for the 2050 LRTP, which will serve the expanded MPA of the ERPC MPO. ERPC will extend committee invites to Ottawa County stakeholders for PC, TAC, and any relevant subcommittees. The 2050 LRTP is expected to be adopted in June of 2025 reflective of Erie County, Ottawa County, and the City of Vermilion in Lorain County.

Staff will also continue to update the TIP to be compatible with the expanded LRTP to promote consistency between transportation improvements and state/local planned growth and economic development patterns. Additionally, staff will review other related transportation documents for inclusion into the 2050 Long Range Plan Update. Staff will also ensure that the Citizen's Advisory Committee (CAC) as well as, the TAC and PC are involved in information sharing and gathering that will aide in the periodic updates of the plan.

As required under federal legislation, the plan will include performance targets that address performance standards and incorporate a performance-driven, outcome-based approach to planning. Staff will also place focus on evaluating long range planning processes to ensure projects and policies work to better serve the needs of those historically disadvantaged and underserved populations. This includes identification of transportation projects that will enhance safety and provide opportunities through the implementation of multiple travel modes. Visualization and web-based public involvement techniques will continue to be used and further expanded upon to increase public outreach efforts. Continuing to cooperate planning efforts with regard to traffic forecasts, corridor studies, and major projects that cross MPO boundaries will continue to occur through ERPC's existing MOU with the Cleveland MPO NOACA.

The MPO will continue efforts to gather information and data for the plan update in regards to transportation system security with hopes to identify transportation routes that may serve as evacuation routes or identify those routes considered vulnerable to a hazardous material accident. The MPO will continue efforts to consult with local agencies responsible for land use management, housing, natural resources, environmental protection, conservation and historic preservation. Additionally, the MPO will collect data in order to prepare discussion in the plan on the types of potential mitigation activities to be developed.

In SFY 2021, ODOT and ERPC executed a memorandum of understanding that details performance measures and documents the agencies responsibilities in carrying out the transportation planning process. ERPC will continue its coordination with ODOT and the Sandusky Transit System to incorporate into its Long Range Plan a

system performance reporting process that evaluates the condition and performance of the transportation system with respect to the federally required performance areas.

During SFY 2025, staff will continue partnering efforts with ODOT related to implementation of themes, strategies, and actions identified in Ohio's Statewide Transportation Plan, Access Ohio 2045 (AO45). The AO45 plan was completed in winter of 2021 and work efforts will consist of alignment of AO 45 strategies with MPO Transportation Plan development, statewide safety initiatives collaboration, and establishment of new and expanding existing transportation partnerships, data sharing, and multi-modal corridor studies collaboration.

In SFY 2024, ERPC worked with its regional and state partners to continue the advancement of multi-modal recommendations from the US 6 Corridor Study that was completed in 2019. The partners developed an application that was submitted for consideration of funding through the U.S. Department of Transportation's RAISE grant program and Ohio's Transportation Review Advisory Committee (TRAC) that were approved in SFY 2023. In SFY 2025, staff will continue collaborating with the regional partners in order to implement the remaining US 6 Corridor recommended improvements, including securing local shares. Expected delivery for the project is SFY 2027. The specific improvements along 6.3 miles of the corridor include the installation of five modern roundabouts, the installation of a two-way left-turn lane in one portion of the corridor, and installation of separated multi-use path that will provide a non-motorized connection from the City of Sandusky to the City of Huron. The project will enhance safety, increase reliability, reduce congestion, improve air quality, spur economic development, and provide new multi-modal opportunities for all regardless of their age or ability. The areas served by the proposed project improvements include historically transportation disadvantaged and persistent poverty areas (per U.S. DOT definition).

Product(s):

- Ascertain data and information gathered from public resources and committees to aid in the five-year update of the LRTP: Continual
- Annual target setting for safety Performance Measure 1: November 2024
- Target setting for Performance Measures 2 and 3: June 2024
- Work with ODOT and STS to develop system performance report for inclusion in the - 2050 Long Range Transportation Plan Update: Ongoing
- Completed and adopted ERPC Freight Plan: July 2024
- Five-year Long Range Transportation Plan Update: July 23rd, 2025
- Partner with ODOT on implementing AO2045 themes, strategies, and actions: Ongoing
- Partner with ODOT and regional partners on implementing US 6 Corridor Improvements: SFY 2027

Subcategory 665: Special Studies

Objective: Includes efforts and activities which do not meet the qualifications to be categorized elsewhere.

Element 665.1 *National Scenic Byway Program – Lake Erie Coastal Ohio Trail*

Purpose: To promote, conserve and protect the Lake Erie Coastal Ohio Scenic Byway Trail and ensure it maintains its national designation as an All-American Road as designated by the U.S. Secretary of Transportation.

Previous Work: In SFY 2017 ERPC oversaw a project that included development of a mobile application for the Coastal Trail. Main implementation strategies focused on marketing and outreach to visitors, resource site managers, and stakeholders. Additionally, as the trail traverses through other Ohio MPO regions (TMACOG, NOACA and Eastgate), staff coordinated with these agencies (and other interested parties) for their input on implementation of the strategies throughout the project development process. The mobile app, which is free to download at the Google Play or Apple App stores, is still in operation with annual operating costs being paid by the Cleveland MPO, NOACA.

During November 2017, ERPC and NOACA staff hosted an informational meeting for interested stakeholders along the LECT to gauge support of developing a steering committee (as recommended from the LECT Corridor Management Plan). The meeting was attended by approximately 25 stakeholders representing various agencies such as the National Park Service, TMACOG, Visitors and Convention Bureaus, Ohio Department of Natural Resources, and others. From this meeting, a list of those agencies interested in serving on an at-large members committee was created. As such, the identified agencies were contacted and requested if they would be willing to serve on the newly forming LECT at-large member committee.

Methodology: The Lake Erie Coastal Ohio Trail is a 293 mile route that runs along the Ohio coast of Lake Erie from Toledo to Conneaut. The Trail is one of 150 roads that are designated as an America's Byway by the U.S. Secretary of Transportation. This designation means that they possess unique and distinct features that cannot be found anywhere else in the United States and that the route itself can be considered a tourist destination. To achieve this national status the route must meet one or more of six intrinsic qualities: archeological, cultural, historic, natural, recreational and scenic, which are documented in a Corridor Management Plan (CMP). The CMP is a required component of the national scenic byway program which also provides strategies for implementation that will preserve, enhance and promote the route. The Lake Erie Coastal Ohio Trail's CMP was last updated and submitted to the Ohio Department of Transportation in May of 2024. The plan is required to be updated every year. ERPC coordinates with the Cleveland MPO (NOACA) to complete the annual updates; the SFY 2025 update will be completed during the third quarter and submitted to ODOT for final approval.

Staff participates in conferences, meetings, and phone calls as required by the Ohio Statewide Scenic Byway Program and coordinates with ODOT on as needed basis for other activities related to the program, including scenic byway segmentation requests.

ERPC meets with the at-large member committee annually and administers the meeting with the Cleveland MPO NOACA. At the February 2022 annual meeting,

discussion centered on projects and studies that are occurring along the byway. Input was also sought from the group relative to what criteria should be considered when adding a resource site to the byway's corridor management plan. In October of 2022, ERPC hosted NOACA for a tour of LECOT here through Erie and Ottawa counties.

ERPC also serves on the LECT's transportation subcommittee which meets approximately three times a year to discuss and implement strategies relative to transportation items along the LECT.

Product(s):

- Complete Byway Annual Survey Form: April 2025
- Serve on LECT At-large Member Committee and LECT Transportation Subcommittee: Continual
- Ascertain data and information gathered from public resources and LECT steering committee to aid in keeping CMP current: Continual
- Participate in Statewide Scenic Byway Program meetings and phone conference calls: Continual
- Assist with development of print materials which includes integrated messaging, brochures, articles, maps, and guides: Continual

Subcategory 674: Public Transportation-Sandusky Transit System

Objective: To promote and provide for the delivery of safe, secure, efficient, reliable, and cost effective public transportation of services. To meet the transportation needs of the community and introduce changes to better serve the public. It is to be noted that ERPC only receives funds through the Consolidated Planning Grant (CPG) and does not receive additional funding for transit such as 5307, 5310 or 5311 funds. ERPC acts as a conduit for funding and does not directly administer the program.

Element 674.1 Transit Planning Services

Purpose: To meet the transportation needs of the community and introduce changes to better serve the public.

Previous Work: The Sandusky Transit System (STS) began operation in 1992 and has operated as a Section 5307 urban transit system providing demand responsive, curb-to-curb advance reservation, and shared ride transportation service. As a result of the 2000 Census, the City of Sandusky, and contiguous surrounding areas met the federal threshold and became an urbanized area. In the 2010 Census, STS became designated as a Section 5311 rural transit system, but following the 2020 Census the system will return to an urban transit system for the Sandusky-Port Clinton urbanized area beginning in SFY 2025. ERPC staff previously completed the three-year update of the Coordinated Transportation Plan in SFY 2018 and the annual review in 2019 and 2020. Since 2020, the Great Lakes Community Action Partnership (GLCAP) has completed the 2022-2026 Coordinated Transportation Plan. In SFY 2024, STS engaged HDR in an Evaluation of Transit Services that conducted a SWOT analysis of the existing transit system to examine opportunities and threats to the existing transit

system. ERPC staff served as stakeholders for an examination of services planning study with STS.

Methodology: STS reviews its ability to render quality service and on-time performance. Information is gathered through route surveillance, operator input and consumer contact in order to assess service levels, the need for specialized services, special contingency plans and capital needs. STS will document its current scope of services, assess the adequacy of such services and propose alternatives if required. Special emphasis will be placed on data collection activities that will support capital planning and management efficiency in order to provide a detailed rationale for capital, operating assistance requests and the ability to provide adequate levels of service as specified under current State and Federal legislation. STS will continue to participate in the coordination of service across various planning levels with the local government agencies and social service stakeholders.

Staff will assist STS with marketing efforts such as aiding in preparation/display of transit brochures, announcements, newsletters and research as requested. In 2018, ERPC met with staff from GLCAP. They informed ERPC that they had applied and been awarded grant funding for a mobility manager for multiple counties including Erie County. Staff has been actively involved with the mobility manager. Staff has assisted in hosting quarterly and other related transportation meetings. GLCAP will receive technical and support services from MPO staff in the implementation of its updated the Coordinated Transportation Plan (CTP) that was completed for 2022-2026, that has been updated in June of 2024. Beginning in SFY 2025, GLCAP will be completing the CTP for 2026-2030 for adoption followed by annual updates. The CTP is required to be updated every three years and is a requirement for those seeking to apply for 5310 and 5311 funds through ODOT.

Product(s):

- Marketing Efforts: As requested by STS
- Serve on Transit Technical Advisory Committee: As requested
- Implementation of the Coordinated Transportation Plan (CTP): As requested by GLCAP and/or STS
- Participate in Mobility Management Meetings: Quarterly, or as requested
- Support efforts to maintain a mobility manager: Continual

Element 674.2 Capital Planning

Purpose: To assess future demands based on current resources and commit the necessary capital for the potential acquisition and replacement of equipment/other materials needed to provide adequate levels of service as specified in State and Federal regulations including but not limited to, the Americans with Disabilities Act (ADA) of 1990, the Clean Air Act (CAA) and the NEPA.

Previous Work: Capital Improvement Plan 2024-2028

Methodology: STS will continue compiling and assessing the capital needs of the transit system pursuant to the Coordinated Transportation Plan and accessibility standards of the

ADA as requested. STS will continue assessing the adequacy of its service provision through third party service provider and other transportation scenarios. STS will continue to monitor its third party service provider to ensure it meets the demands of the Bipartisan Infrastructure Law.

Product: -Capital Improvement Plan 2025-2029: March 2025, City of Sandusky Staff

Element 674.3 Specialized Transportation Program

Purpose: To facilitate the provision of the specialized transportation services for senior citizens and disabled individuals where existing transportation services are unavailable, inappropriate or insufficient.

Previous Work: MPO staff has assisted ODOT in the past with the Specialized Transportation Program by reviewing and assisting applicants during the application process and completing required vehicle inspections when requested. Serving Our Seniors, the Lucy Idol Center and Ability Works have received 5310 funding for vehicles.

Methodology: The MPO will participate with representatives of public, private/non-profit transportation and human services providers in the maintenance and update of the Coordinated Transportation Plan. The MPO will facilitate and provide technical assistance to those non-profit agencies that may need assistance in applying for the Specialized Transportation Programs.

Product(s): -Technical Planning Assistance: Continual
-Support efforts to maintain a mobility manager: Continual
-Participate in update and implementation of Coordinated Transportation Plan: As Needed

Element 674.4 Transit System Efficiency

Purpose: To develop a fiscally sound public transit system in order to continue to meet the needs of the community and increase ridership levels and local revenues.

Previous Work: The agency's participation with the MPO in the Transit Development Plan (TDP) planning process has provided insights into capital improvement planning and subsequently improved system efficiency.

Methodology: STS will continue preparing service area and financial information and submit the National Transit Database Report pursuant to FTA criteria and guidelines. Service area information will be comprised of the total service area, service supplied, and the number of vehicles operated in maximum service by vehicle type. Financial information will include the sources of operating funds, summary of operating expenses, sources of capital funds expended and uses of capital funds. The collection of such information will allow State, Federal and local agencies the opportunity to assess service efficiency, cost effectiveness and service effectiveness. All work in Element 674.4 will be completed

by STS and paid for by the City of Sandusky General Fund dollars and FTA 5311 Program Planning Funds on a 50/50 basis for operating costs. Costs will be accounted for and documented through the City of Sandusky payroll system.

Products: -Public Transportation Management System Report update: Ongoing by STS staff
 -Certification of Data: Ongoing by STS staff
 -National Transit Database Report: Ongoing by STS staff
 -Support efforts to work with a mobility manager: Continual

Subcategory: 697 Annual Reporting – Transportation

Objective: To communicate and document the work of the MPO.

Element 697.1 Annual Report (AR)

Purpose: To inform local governmental agencies and the general public on an annual basis of the results of the work performed by the MPO and ERPC.

Previous Work: ERPC Annual Report 2023

Methodology: The AR will necessarily document the activities/issues confronting the community with respect to traffic, transit, paratransit and the overall urban transportation planning process. The AR will describe transportation planning activities undertaken by the ERPC including the area's current short and long-range Transportation Plans and an indication of recent plan changes and progress made toward plan implementation. In addition to the Commission's accomplishments, its internal organization function and responsibilities will be outlined in the report. Issues and activities reflective of current transit and specialized transportation services will also receive the report's attention. The report is to be circulated among MPO committees, presented to the County Commissioners and placed on ERPC's website for public view.

Product(s): -ERPC Annual Report 2024: December 2024

Element 697.2 Work Plan (WP)

Purpose: To outline and document the activities that will be performed throughout the upcoming fiscal year.

Previous Work: ERPC SFY 2024 Unified Planning Work Program

Methodology: The WP of the MPO will document staff activities to be performed during the upcoming state fiscal year. The WP lists activities by sub-categories and lists specific products that will be generated by staff; budgetary summary and Title VI program review are also included in the WP. The first draft of the document is due to ODOT Central Office by the first Friday in March. The final draft is due to ODOT Central Office in early May. The final WP document must be approved by the MPO PC. In addition, a progress

-SFY 2024 Annual Progress Report: September 2024
-SFY 2026 WP Document: May 2025

SFY 2025



Indirect Cost Rate Proposal

ERIE REGIONAL PLANNING COMMISSION

Introduction

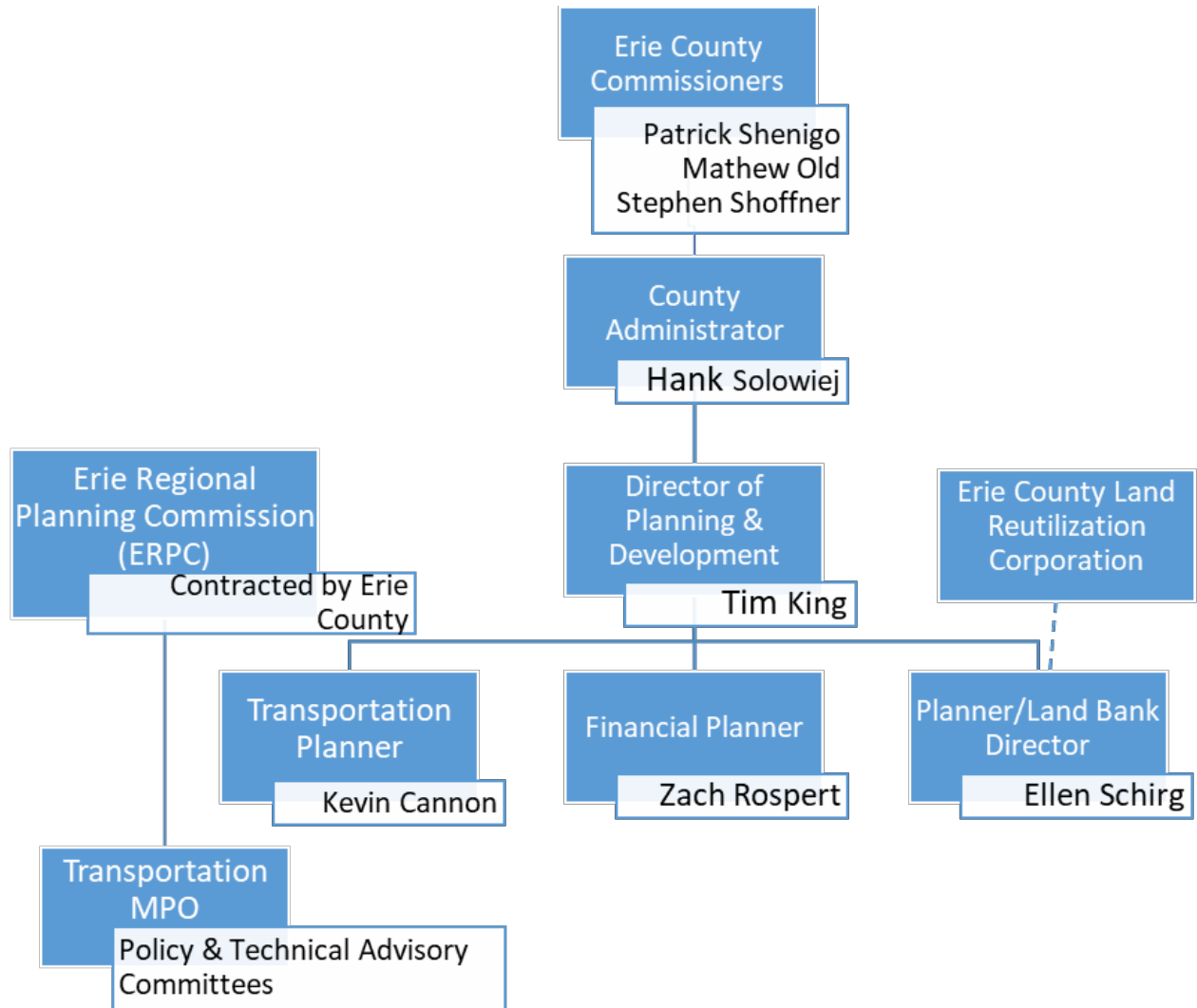
The Erie Regional Planning Commission (ERPC) was established pursuant to Section 713.21 of the Ohio Revised Code (ORC) and a Resolution of Cooperation between various political subdivisions located within Erie County. The ERPC has been responsible for the planning of land use, transportation and community development since 1962.

Through participation of member political subdivisions (county, townships, cities and villages), the ERPC determines planning, community development and transportation priorities.

The department is comprised of two divisions, Planning and Development and the Metropolitan Planning Organization (MPO). The Planning and Development division deals with such issues as long-range plans, zoning, subdivisions, community development and economic development. The MPO addresses short and long-term transportation issues.

This ERPC indirect cost rate proposal is to substantiate the request for a provisional method cost rate for the ERPC.

Flowchart of Erie Regional Planning



ERIE COUNTY, OHIO**CERTIFICATE OF COUNTY-WIDE COST ALLOCATION PLAN**

This is to certify that I have reviewed the cost allocation plan prepared by **MAXIMUS Inc.** and submitted herewith and to the best of my knowledge and belief:

All costs included in this proposal based on FY 2022 actual costs to establish cost allocations or billings for FY 2024 are allowable in accordance with the requirements of 2 CFR 200, (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*), and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently. Acceptance of this Cost Plan is contingent upon no material inaccuracies subsequently being found.

I declare that the foregoing is true and correct.

Signature

H. S. Solowig, CPA

Print Name

Hank S. Solowig, CPA

Title

County Administrator

Date of Execution

2/3/24



*Erie Regional Planning Commission
and
Metropolitan Planning Organization*

2900 Columbus Avenue
Sandusky, Ohio 44870-5554
Phone: 419-627-7792 Fax: 419-627-7692

Director: Tim King

Planning for the future of Erie County

**Attachment 2.1
CERTIFICATE OF INDIRECT COSTS**

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

- 1) All costs included in this proposal dated December 11, 2023 to establish billing or final indirect costs rates for January 1, 2024 through December 31, 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and the provisions of Subpart E—Cost Principles of Part 200. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal
- 2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Erie County

Signature: 

Name of Official: Tim King

Title: Director

Date of Execution: December 11, 2023

SFY 2025 COST ALLOCATION PLAN/PROPOSAL						
DIRECT LABOR (LABOR ONLY) - NO FRINGE						
POSITION-EMPLOYEE	MPO	PLANNING/ERP C	FORMULA & CHIP	OTHER-HUD LEAD	ECO DEV	TOTAL
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Director – King	\$65,011.00	\$9,072.00	\$1,512.00	\$0.00	\$0.00	\$ 75,595
Finance/Economic Dev Specialist – Rospert	\$24,184.00	\$19,594.00	\$ -	\$0.00	\$306.00	\$44,084.00
Associate Planner – Schirg	\$48,641.00	\$5,405.00	\$0.00	\$0.00	\$0.00	\$54,046.00
MPO Senior Trans Planner -Cannon	\$57,716.00	\$1,176.00	\$0.00	\$0.00	\$0.00	\$58,892.00
Admin. Asst. – Vacant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL	\$195,552.00	\$35,247.00	\$1,512.00	\$0.00	\$306.00	\$232,617.00
OTHER DIRECT COSTS	\$101,935	\$50,343	\$0	\$0	\$2,000	\$154,278
FRINGE BENEFITS	\$84,772	\$19,122	\$820	\$0	\$166	\$104,880
INDIRECT COSTS	\$64,624	\$15,009	\$644	\$0	\$130	\$80,407
SUBTOTAL	\$251,331	\$84,474	\$1,464	\$0	\$2,296	\$339,565
TOTALS	\$446,883	\$119,721	\$2,976	\$0	\$2,602	\$572,182

WAGE FRINGE BENEFITS		0	Admin. Asst. - Recent	MPO Senior Transp Planner - Cannon	Associate Planner - Schire	Director - King	Finance/Economic Dev Specialist - Rospert	TOTALS
	HOURS							
								\$9,601.00
HOLIDAY	88	\$0.00	\$0.00	\$2,961.00	\$2,657.00	\$3,983.00	\$0.00	
								\$3,492.00
PERSONAL	32	\$0.00	\$0.00	\$1,077.00	\$966.00	\$1,449.00	\$0.00	
								\$13,463.00
SICK	90	\$0.00	\$0.00	\$3,029.00	\$2,717.00	\$4,074.00	\$3,643.00	
								\$15,506.00
VACATION	(80-160 hrs)	\$0.00	\$0.00	\$4,038.00	\$2,415.00	\$9,053.00	\$0.00	
VAC. WKS.		4	4	3	2	5	0	
	SUBTOTALS	\$0.00	\$0.00	\$11,105.00	\$8,755.00	\$18,559.00	\$3,643.00	\$42,062.00
		\$0.00		\$58,892.00	\$54,046.00	\$ 75,595	\$44,084.00	
	OPERS	MEDICARE	W/C	HEALTH	LIFE			
	14.00%	1.45%	1.30%		\$9.38 month			
	\$ -	\$ -	\$ -	\$0.00	\$0.00			\$0.00
Administrative Assistant	\$ -	\$ -	\$ -	\$0.00	\$0.00			\$0.00
Associate Planner	\$ 8,792.00	\$ 911.00	\$ 816.00	\$10,949.40	\$112.56			\$21,581.00
MPO Sr Transportation Planner Cannon	\$ 9,800.00	\$ 1,015.00	\$ 910.00	\$21,898.80	\$112.56			\$33,736.00
Finance/Economic Dev/MPO Planner Rospert	\$ 6,682.00	\$ 692.00	\$ 684.00	\$0.00	\$0.00			\$8,058.00
Director King	\$ 13,182.00	\$ 1,365.00	\$ 1,224.00	\$21,898.80	\$112.56			\$37,782.00
SUBTOTAL	\$ 38,456.00	\$ 3,983.00	\$ 3,634.00	\$ 54,747.00	\$ 338.00			\$101,157.00
					TOTAL WAGE FRINGE			\$143,219.00

SFY 2025 Estimated Other Direct Cost Pool

[illegible]

Erie County Regional Planning Commission SFY 2025 Staff Profile and Estimated Percentages, wages, and hours of time allocation

		MPO 73521											
		Short Range 571000					TIP 571000	Transportation Surveillance 571000			Long Range 571000		
		Total	601.1	601.2	601.3	601.4	602.1	Total	605.1	605.2	Total	610.1	610.2
		8601					8602	8605			8610		
KING	BDG HRS	534	234	100	100	100	84	100	50	50	518	301	217
KING	%	32%	14%	6%	6%	6%	5%	6%	3%	3%	31%	18%	13%
KING	WAGES	\$ 24,190	\$ 10,583	\$ 4,536	\$ 4,536	\$ 4,536	\$ 3,780	\$ 4,536	\$ 2,268	\$ 2,268	\$ 23,434	\$ 13,607	\$ 9,827
KING													
Schirg	BDG HRS	537	179	179	125	54	90	90	36	54	537	269	269
Schirg	%	30%	10%	10%	7%	3%	5%	5%	2%	3%	30%	15%	15%
Schirg	WAGES	\$ 16,214	\$ 5,405	\$ 5,405	\$ 3,783	\$ 1,621	\$ 2,702	\$ 2,702	\$ 1,081	\$ 1,621	\$ 16,214	\$ 8,107	\$ 8,107
Schirg													
Cannon	BDG HRS	350	70	70	105	105	298	298	175	123	525	263	263
Cannon	%	20%	4%	4%	6%	6%	17%	17%	10%	7%	30%	15%	15%
Cannon	WAGES	\$ 11,778	\$ 2,356	\$ 2,356	\$ 3,534	\$ 3,534	\$ 10,012	\$ 10,012	\$ 5,889	\$ 4,122	\$ 17,668	\$ 8,834	\$ 8,834
Cannon													
Rospert	BDG HRS	399	121	121	85	73	-	-	-	-	436	218	218
Rospert	%	33%	10%	10%	7%	6%	0%	0%	0%	0%	36%	18%	18%
Rospert	WAGES	\$ 10,102	\$ 3,061	\$ 3,061	\$ 2,143	\$ 1,837	\$ -	\$ -	\$ -	\$ -	\$ 11,021	\$ 5,510	\$ 5,510
Rospert													
TOTALS	BDG HRS	1,821	604	470	415	332	471	487	262	228	2,015	1,049	966
TOTALS	%												
TOTALS	WAGES	\$ 62,284	\$ 21,405	\$ 15,358	\$ 13,996	\$ 11,528	\$ 16,494	\$ 17,250	\$ 9,238	\$ 8,011	\$ 68,337	\$ 36,058	\$ 32,278
61.81%	WB Cst Rat	\$ 38,501	\$ 13,231	\$ 9,494	\$ 8,652	\$ 7,126	\$ 10,196	\$ 10,663	\$ 5,710	\$ 4,952	\$ 42,242	\$ 22,289	\$ 19,953
47.12%	nd Cost R	\$ 29,350	\$ 10,087	\$ 7,237	\$ 6,595	\$ 5,432	\$ 7,772	\$ 8,129	\$ 4,353	\$ 3,775	\$ 32,202	\$ 16,991	\$ 15,210
											MPO		

MPO breakdown continued on next page

		MPO 73521								
		Special Studies 571000	Public Trans. 571000				Annual Report 571000			
		Total	Total	674.1	674.2	674.3	674.4	Total	697.1	697.2
		8665	8674				8697			
KING	BDG HRS	33	-	17	17	-	167	84	84	
KING	%	0%	2%	0%	1%	1%	0%	10%	5%	5%
KING	WAGES	\$ 1,512	\$ -	\$ 756	\$ 756	\$ -	\$ 7,559	\$ 3,780	\$ 3,780	
KING							\$ 65,011			
Schirg	BDG HRS	90	36	18	18	18	269	179	90	
Schirg	%	0%	5%	2%	1%	1%	15%	10%	5%	
Schirg	WAGES	\$ 2,702	\$ 1,081	\$ 540	\$ 540	\$ 540	\$ 8,107	\$ 5,405	\$ 2,702	
Schirg							\$ 48,641			
Cannon	BDG HRS	53	88	53	-	-	35	105	53	53
Cannon	%	3%	5%	3%	0%	0%	2%	6%	3%	3%
Cannon	WAGES	\$ 1,767	\$ 2,945	\$ 1,767	\$ -	\$ -	\$ 1,178	\$ 3,534	\$ 1,767	\$ 1,767
Cannon							\$ 57,716			
Rospert	BDG HRS	-	-	-	-	-	121	85	36	
Rospert	%	0%	0%	0%	0%	0%	10%	7%	3%	
Rospert	WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,061	\$ 2,143	\$ 918	
Rospert							\$ 24,184			
TOTALS	BDG HRS	53	210	88	35	35	53	662	400	262
TOTALS	%									
TOTALS	WAGES	\$ 1,767	\$ 7,159	\$ 2,848	\$ 1,296	\$ 1,296	\$ 1,718	\$ 22,261	\$ 13,095	\$ 9,167
61.81%	W B Cst Rat	\$ 1,092	\$ 4,425	\$ 1,760	\$ 801	\$ 801	\$ 1,062	\$ 13,761	\$ 8,095	\$ 5,667
47.12%	nd Cost R	\$ 833	\$ 3,374	\$ 1,342	\$ 611	\$ 611	\$ 810	\$ 10,490	\$ 6,171	\$ 4,320

STAFF	TOTAL MPO	PLANNING	LEAD	IND LABOR	DEV	TOTAL
PERCENTAGES						
King	86%	10%	0.0%	2%	2%	100%
Rospert	79%	10%	0%	10%	1%	100%
Schirg	90%	10%	0%	0%	0%	100%
Cannon	98%	2%	0%	0%	0%	100%
Rogers	0%	0%	0%	0%	0%	0%
WAGES						
King	\$ 65,011	\$ 7,559	\$ -	\$ -	\$ 1,512	\$ 74,082
Rospert	\$ 24,184	\$ 4,898	\$ -	\$ 4,898	\$ 306	\$ 34,286
Schirg	\$ 48,641	\$ 5,405	\$ -	\$ -	\$ -	\$ 54,046
Cannon	\$ 57,716	\$ 1,178	\$ -	\$ -	\$ -	\$ 58,894
Rogers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 195,552	\$ 19,040	\$ -	\$ 4,898	\$ 1,818	\$ 221,308
HOURS						
Poggiali	-	-	-	-	-	-
King	1,436	167	33	33	-	1,670
Rospert	956	121	-	121	12	1,210
Schirg	1,611	179	-	-	-	1,790
Cannon	1,715	35	-	-	-	1,750
Rogers	-	-	-	-	-	1
TOTAL	5,718	502	33	154	12	6,421

SFY 2025 STAFF PROFILE AND ESTIMATED PERCENTAGE, WAGES and HOURS OF TIME ALLOCATION

FRINGE BENEFITS COST CENTER					
Paid Leave					
Acct. #	Acct. Name				
73511-8498-571100	HOLIDAY	\$8,859.00	\$8,086.40	\$772.60	\$9,601.00
73511-8498-571200	SICK LEAVE	\$11,913.00	\$5,934.03	\$5,978.97	\$13,463.00
73511-8498-571300	VACATION	\$14,148.00	\$13,107.37	\$1,040.63	\$15,506.00
73511-8498-571350	PERSONAL	\$3,221.00	\$3,090.69	\$130.31	\$3,492.00
73511-8498-571250	BEREAVEMENT	\$0.00	\$1,112.64	(\$1,112.64)	\$0.00
73511-8498-571500	CLOSINGS	\$0.00	\$0.00	\$0.00	\$0.00
73511-8498-571400	JURY DUTY	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Paid Leave		\$38,141.00	\$31,331.13	\$6,809.87	\$42,062.00
Other Fringe Benefits					
Acct. #	Acct. Name				
73511-8498-571600	PERS	\$34,078.00	\$29,402.68	\$4,675.32	\$38,456.00
73511-8498-571610	HOSPITALIZATION	\$55,085.00	\$25,410.88	\$29,674.12	\$55,085.00
73511-8498-571620	MEDICARE	\$3,530.00	\$3,026.53	\$503.47	\$3,983.00
73511-8498-571630	WORKERS COMP	\$3,258.00	\$0.00	\$3,258.00	\$3,634.00
73511-8498-571610	LIFE	\$0.00	\$0.00	\$0.00	\$0.00
	Prior Year Rate Adjustment	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Other Fringe		\$95,951.00	\$57,840.09	\$38,110.91	\$101,158.00
TOTAL FRINGE BENEFITS		\$134,092.00	\$89,171.22	\$44,920.78	\$143,220.00
FRINGE BENEFIT COST RATE CALCULATION					
TOTAL FRINGE BENEFITS		A	\$134,092	\$89,171	\$143,220
TOTAL EMPLOYEE WAGES		B	\$212,454	\$186,969	\$222,820
FRINGE BENEFIT COST RATE			63.12%	47.69%	A ÷ B
					64.28%

INDIRECT COST CENTER - NON-LABOR							
Acct. #	Acct. Name						
0	0	\$0.00	\$0.00	\$0.00	\$0.00		
73511-8499-571800	CENTRAL SERVICES COST ALLOCATION*	\$86,543.00	\$84,856.00	\$1,887.00	\$55,299.00		
73511-8499-571801	OFFICE SUPPLIES	\$8,000.00	\$3,742.43	\$4,257.57	\$ 8,000		
73511-8499-571803	COPIER EXPENSES	\$12,000.00	\$8,895.71	\$3,104.29	\$12,000.00		
73511-8499-571806	DUES AND SUBSCRIPTIONS	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00		
73511-8499-571807	VEHICLE OPERATING EXPENSES	\$2,000.00	\$726.11	\$1,273.89	\$2,000.00		
73511-8499-571805	OTHER MATERIALS AND SUPPLIES	\$2,500.00	\$215.34	\$2,284.66	\$2,500.00		
73511-8499-571826	LEGAL ADVISOR	\$6,000.00	\$987.50	\$5,012.50	\$6,000.00		
73511-8499-571800	RENT (NOW INCLUDED IN CENTRAL SERVICE)	\$0.00	\$0.00	\$0.00	\$0.00		
73511-8499-571809	TRAVEL	\$1,500.00	\$20.00	\$1,480.00	\$1,500.00		
73511-8499-579995	COPIER EXPENSES REVOCERED	\$0.00	(\$1,901.62)	\$1,901.62	\$0.00		
73511-8499-579996	FRINGE BENEFIT	\$4,538.02	\$2,418.94	\$2,119.08	\$4,120.10		
	Prior Year Rate Adjustment	\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL INDIRECT COSTS - NON-LABOR		\$125,081.02	\$101,760.41	\$23,320.61	\$93,419.10		
EMPLOYEE WAGES							
Indirect Labor							
Acct. #	Acct. Name						
73511-8400-571001	INDIRECT LABOR	\$7,190.00	\$3,832.28	\$3,357.72	\$6,410.00		
Subtotal - Indirect Labor		\$7,190.00	\$3,832.28	\$3,357.72	\$6,410.00		
Direct Labor							
Acct. #	Acct. Name						
73511-8400-571000	ERPC DIRECT LABOR	\$67,191.00	\$25,853.46	\$41,337.54	\$19,040.00		
73511-8440-571000	ERPC ED RLF DL	\$479.00	\$0.00	\$479.00	\$0.00		
73511-8472-571000	ERPC TAX ABATEMENT DL	\$479.00	\$0.00	\$479.00	\$0.00		
73521-8601-571000	MPO SHORT RANGE DL	\$33,542.00	\$41,298.44	(\$7,756.44)	\$62,284.00		
73521-8602-571000	MPO TIP DL	\$21,369.00	\$24,840.16	(\$3,471.16)	\$16,494.00		
73521-8605-571000	MPO TRANS SURV DL	\$19,851.00	\$20,620.35	(\$769.35)	\$17,250.00		
73521-8610-571000	MPO LONG RANGE DL	\$35,854.00	\$40,643.30	(\$4,789.30)	\$68,337.00		
73521-8665-571000	MPO PUBLIC TRANS DL	\$1,820.00	\$1,286.49	\$533.51	\$1,767.00		
73521-8674-571000	MPO ANNUAL REPORT DL	\$7,586.00	\$12,588.26	(\$5,002.26)	\$7,159.00		
73521-8697-571000	MPO SPECIAL STUDIES	\$8,193.00	\$8,293.35	(\$100.35)	\$22,261.00		
22515-8410-571000	FORMULA 2019	\$3,276.00	\$5,004.60	(\$1,728.60)	\$0.00		
22540-8440-571000	ED RLF DL	\$0.00	\$0.00	\$0.00	\$0.00		
22720-8472-571000	TAX ABATEMENT DL	\$240.00	\$475.35	(\$235.35)	\$306.00		
22730-8473-571000	HOUSING REVOLVING LOAN	\$0.00	\$0.00	\$0.00	\$0.00		
22602-8451-571000	LEAD REMOVAL GRANT	\$5,384.00	\$0.00	\$5,384.00	\$0.00		
22515-8411-571000	CHIP 2017	\$0.00	\$2,233.00	(\$2,233.00)	\$0.00		
22515-8410-571000	FORMULA 2017	\$0.00	\$0.00	\$0.00	\$1,512.00		
Subtotal - Direct Labor		\$205,264.00	\$183,136.76	\$22,127.24	\$216,410.00		
TOTAL EMPLOYEE WAGES		\$212,454.00	\$186,969.04	\$25,484.96	\$222,820.00		

FRINGE BENEFIT COST RATE CALCULATION					
TOTAL FRINGE BENEFITS	A	\$134,092	\$89,171		\$143,220
TOTAL EMPLOYEE WAGES	B	\$212,454	\$186,969		\$222,820
FRINGE BENEFIT COST RATE		63.12%	47.69%	A ÷ B	64.28%
FRINGE BENEFIT COST RECOVERY COMPARISON					
Should have recovered in fiscal year	+		\$87,343	Actual DL * Actual Fringe Rate	
Amount actually recovered in fiscal year	-		\$115,588	Actual DL * Estimated Fringe Rate	
Prior Year Net (Over) / Under Recovery	+		\$0		
Prior Year (Over) / Under Recovery Posted to Cost Center	-		\$0		
(Over) / Under Recovery of Fringe Benefits	=		(\$28,245)		
FRINGE BENEFITS COST DISTRIBUTION					
INDIRECT LABOR FRINGE BENEFITS		\$4,538	\$1,828		\$4,120
DIRECT LABOR FRINGE BENEFITS		\$129,554	\$87,343		\$139,100
TOTAL FRINGE BENEFITS		\$134,092	\$89,171		\$143,220
INDIRECT COST RATE CALCULATION					
INDIRECT LABOR		\$7,190	\$3,832		\$6,410
INDIRECT FRINGE BENEFITS		\$4,538	\$1,828		\$4,120
OTHER INDIRECT COSTS		\$125,081	\$101,760		\$93,419
TOTAL INDIRECT COSTS	A	\$136,809	\$107,420		\$103,949
TOTAL DIRECT LABOR COSTS	B	\$205,264	\$183,137		\$216,410
INDIRECT COST RATE		66.65%	58.66%	A ÷ B	48.03%
INDIRECT COST RECOVERY COMPARISON					
FY 2022					
Should have recovered in fiscal year	+		\$107,420	Actual DL * Actual Indirect Rate	
Amount actually recovered in fiscal year	-		\$122,061	Actual DL * Estimated Indirect Rate	
Prior Year Net (Over) / Under Recovery	+		\$0		
Prior Year (Over) / Under Recovery Posted to Cost Center	-		\$0		
(Over) / Under Recovery of Indirect Costs	=		(\$14,641)		
SUMMARY					
		ESTIMATED	ACTUAL		ESTIMATED
		FY 2022	FY 2022		FY 2024
FRINGE BENEFIT COST RATE		63.12%	47.69%		64.28%
INDIRECT COST RATE		66.65%	58.66%		48.03%
TOTAL OVERHEAD COST RATE		129.77%	106.35%		112.31%

SFY 2025



BUDGET SUMMARY

ERIE COUNTY REGIONAL PLANNING SFY2025 BUDGET SUMMARY

100 ERPC PLANNING SERVICES					
Direct Labor	\$	35,247	\$	35,247	
Fringe Benefits	\$	21,788	\$	21,788	
Indirect Cost	\$	15,009	\$	15,009	
Other Cost	\$	50,343	\$	50,343	
Total	\$	122,387	\$	122,387	\$ - \$ -
200 CDBG PROGRAM				CHIP & FORMULA #8411	
Direct Labor	\$	1,512	\$	-	\$ 1,512
Fringe Benefits	\$	820	\$	(115)	\$ 935
Indirect Cost	\$	644	\$	(68)	\$ 712
Other Cost	\$	-	\$	-	\$ -
Total	\$	2,976	\$	(183)	\$ 3,159 \$ -
300 HOUSING PROGRAMS					HUD
Direct Labor	\$	-	\$	-	\$ -
Fringe Benefits	\$	-	\$	-	\$ -
Indirect Cost	\$	-	\$	-	\$ -
Other Cost	\$	-	\$	-	\$ -
Total	\$	-	\$	-	\$ - \$ -
400 ECONOMIC DEVELOPMENT					
Direct Labor	\$	306	\$	306	
Fringe Benefits	\$	189	\$	189	
Indirect Cost	\$	144	\$	144	
Other Cost	\$	2,000	\$	2,000	
Total	\$	2,639	\$	2,639	\$ - \$ -
500 ECONOMIC DEVELOPMENT					
Direct Labor	\$	-	\$	-	
Fringe Benefits	\$	-	\$	-	
Indirect Cost	\$	-	\$	-	
Other Cost	\$	-	\$	-	
Total	\$	-	\$	-	\$ - \$ -
GRAND TOTAL		\$ 128,002	\$ 124,843	\$ 3,159	\$ -

	AMOUNT BUDGETED	MPO CPG SHARE 80%	ODOT SHARE 10%	LOCAL SHARE 10%	Carryover	C/O MPO CPG	C/O ODOT	C/O Local
601 SHORT RANGE								
Direct Labor	\$ 35,112	\$ 28,090	\$ 3,511	\$ 3,511	\$ 27,172	\$ 21,738	\$ 2,717	\$ 2,717
Fringe Benefits	\$ 21,705	\$ 17,363	\$ 2,171	\$ 2,171	\$ 16,796	\$ 13,437	\$ 1,680	\$ 1,680
Indirect Cost	\$ 16,546	\$ 13,236	\$ 1,655	\$ 1,655	\$ 12,804	\$ 10,243	\$ 1,280	\$ 1,280
Other Cost	\$ 3,250	\$ 2,600	\$ 325	\$ 325	\$ 12,095	\$ 9,676	\$ 1,210	\$ 1,210
Total	\$ 76,613	\$ 61,289	\$ 7,662	\$ 7,662	\$ 68,867	\$ 55,094	\$ 6,887	\$ 6,887
602 TRANSPORTATION IMPROVEMENT								
Direct Labor	\$ 15,403	\$ 12,325	\$ 1,539	\$ 1,539	\$ 1,091	\$ 873	\$ 109	\$ 109
Fringe Benefits	\$ 9,521	\$ 7,617	\$ 952	\$ 952	\$ 675	\$ 540	\$ 68	\$ 68
Indirect Cost	\$ 7,258	\$ 5,806	\$ 726	\$ 726	\$ 514	\$ 411	\$ 51	\$ 51
Other Direct	\$ 3,472	\$ 2,778	\$ 347	\$ 347	\$ -	\$ -	\$ -	\$ -
Total	\$ 35,654	\$ 28,526	\$ 3,564	\$ 3,564	\$ 2,280	\$ 1,824	\$ 228	\$ 228
605 TRANSPORTATION SURVEILLANCE								
Direct Labor	\$ 15,403	\$ 12,323	\$ 1,540	\$ 1,540	\$ 1,847	\$ 1,478	\$ 185	\$ 185
Fringe Benefits	\$ 9,521	\$ 7,617	\$ 952	\$ 952	\$ 1,142	\$ 914	\$ 114	\$ 114
Indirect Cost	\$ 7,258	\$ 5,806	\$ 726	\$ 726	\$ 871	\$ 697	\$ 87	\$ 87
Other Direct	\$ 93,448	\$ 74,758	\$ 9,345	\$ 9,345	\$ -	\$ -	\$ -	\$ -
Total	\$ 125,630	\$ 100,504	\$ 12,563	\$ 12,563	\$ 3,860	\$ 3,088	\$ 386	\$ 386
610 LONG RANGE TRANSPORTATION PLAN								
Direct Labor	\$ 40,276	\$ 32,220	\$ 4,028	\$ 4,028	\$ 28,061	\$ 22,449	\$ 2,806	\$ 2,806
Fringe Benefits	\$ 24,897	\$ 19,917	\$ 2,490	\$ 2,490	\$ 17,345	\$ 13,876	\$ 1,735	\$ 1,735
Indirect Cost	\$ 18,980	\$ 15,184	\$ 1,898	\$ 1,898	\$ 13,222	\$ 10,578	\$ 1,322	\$ 1,322
Other Direct	\$ 1,365	\$ 1,091	\$ 137	\$ 137	\$ -	\$ -	\$ -	\$ -
Total	\$ 85,518	\$ 68,412	\$ 8,553	\$ 8,553	\$ 58,628	\$ 46,902	\$ 5,863	\$ 5,863
665 SPECIAL STUDIES								
Direct Labor	\$ 1,649	\$ 1,319	\$ 165	\$ 165	\$ 118	\$ 94	\$ 12	\$ 12
Fringe Benefits	\$ 1,019	\$ 815	\$ 102	\$ 102	\$ 73	\$ 58	\$ 7	\$ 7
Indirect Cost	\$ 777	\$ 621	\$ 78	\$ 78	\$ 56	\$ 45	\$ 6	\$ 6
Other Direct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,445	\$ 2,755	\$ 345	\$ 345	\$ 247	\$ 198	\$ 25	\$ 25

674 PUBLIC TRANSIT									
Direct Labor		\$ 6,141	\$ 4,913	\$ 614	\$ 614	\$ 1,018	\$ 814	\$ 102	\$ 102
Fringe Benefits		\$ 3,796	\$ 3,036	\$ 380	\$ 380	\$ 629	\$ 503	\$ 63	\$ 63
Indirect Cost		\$ 2,894	\$ 2,316	\$ 289	\$ 289	\$ 480	\$ 384	\$ 48	\$ 48
Other Direct		\$ 200	\$ 160	\$ 20	\$ 20	\$ -	\$ -	\$ -	\$ -
Total		\$ 13,031	\$ 10,425	\$ 1,303	\$ 1,303	\$ 2,127	\$ 1,702	\$ 213	\$ 213
697 ANNUAL REPORT									
Direct Labor		\$ 13,251	\$ 10,601	\$ 1,325	\$ 1,325	\$ 9,010	\$ 7,208	\$ 901	\$ 901
Fringe Benefits		\$ 8,191	\$ 6,553	\$ 819	\$ 819	\$ 5,570	\$ 4,456	\$ 557	\$ 557
Indirect Cost		\$ 6,244	\$ 4,996	\$ 624	\$ 624	\$ 4,246	\$ 3,397	\$ 425	\$ 425
Other Direct		\$ 200	\$ 160	\$ 20	\$ 20	\$ -	\$ -	\$ -	\$ -
Total		\$ 27,886	\$ 22,310	\$ 2,788	\$ 2,788	\$ 18,826	\$ 15,061	\$ 1,883	\$ 1,883
TOTAL									
Direct Labor		\$ 127,235	\$ 100,472	\$ 12,557	\$ 12,557	\$ 68,317	\$ 54,654	\$ 6,832	\$ 6,832
Fringe Benefits		\$ 78,650	\$ 62,103	\$ 7,764	\$ 7,764	\$ 42,230	\$ 33,784	\$ 4,223	\$ 4,223
Indirect Cost		\$ 59,957	\$ 47,344	\$ 5,918	\$ 5,918	\$ 32,193	\$ 25,754	\$ 3,219	\$ 3,219
Other Direct		\$ 101,935	\$ 81,547	\$ 10,194	\$ 10,194	\$ 12,095	\$ 9,676	\$ 1,210	\$ 1,210
GRAND TOTAL MPO		\$ 367,777	\$ 294,221	\$ 36,778	\$ 36,778	\$ 154,835	\$ 123,868	\$ 15,484	\$ 15,484
GRAND TOTAL									
Direct Labor		\$ 164,300				\$ 68,317			
Fringe Benefits		\$ 101,447				\$ 42,230			
Indirect Cost		\$ 75,754				\$ 32,193			
Other Direct		\$ 154,278				\$ 12,095			
GRAND TOTAL		\$ 495,779				\$ 154,835			
FRINGE BENEFIT RATE	61.81%								
INDIRECT RATE COST	47.12%								

Rationale for Funding Split

#	Subcategory	Rationale for Funding	Funding
100	Planning Services		
101	Administration	Regional Planning Activity	Local
102	Long Range	Regional Planning Activity	Local
103	Zoning	Regional Planning Activity	Local
104	Subdivision Regulations	Regional Planning (will address transportation issues)	Local
105	Information Services	Regional Planning Activity	Local
#	Subcategory	Rationale for Funding	Funding
200	CDBG		
201	Formula 11	Regional Planning Activity	Local/ODOD
202	Formula 12	Regional Planning Activity	Local/ODOD
203	Formula 13	Regional Planning Activity	Local/ODOD
205	Fair Housing	Regional Planning Activity	Local/ODOD
#	Subcategory	Rationale for Funding	Funding
300	Housing		
301	CHIP	Regional Planning Activity	Local/ODOD
303	Housing RLF	Regional Planning Activity	Local/ODOD
304	Lead Paint Removal 2008-2010	Regional Planning Activity	Local/HUD
#	Subcategory	Rationale for Funding	Funding
400	Economic Development	Regional Planning Activity	Local/ODOD
401	ED Services	Regional Planning Activity	Local/ODOD
402	RLF	Regional Planning Activity	Local/ODOD
403	TIF	Regional Planning Activity	Local/ODOD
#	Subcategory	Rationale for Funding	Funding
500	Environmental	Regional Planning Activity	Local
501	Floodplain Services	Regional Planning Activity	Local
502	Conservation Development	Regional Planning Activity	Local
503	Environmental Review	Regional Planning Activity	Local
#	Subcategory	Rationale for Funding	Funding
600	Metropolitan Planning Organization	MPO Activity	ODOT/FHWA/Local
601	Short Range	MPO Activity	ODOT/FHWA/Local
602	Transportation Improvement Program (TIP)	MPO Activity	ODOT/FHWA/Local
605	Transportation Surveillance System	MPO Activity	ODOT/FHWA/Local
610	Long Range	MPO Activity	ODOT/FHWA/Local
665	Special Studies	MPO Activity	ODOT/FHWA/Local
674	Public Transportation	MPO Activity	ODOT/FHWA/Local
697	Annual Report	MPO Activity	ODOT/FHWA/Local

ODOT Contract Audit Circular No. MPO-2 Attachment 2.3
Ohio MPO SFY 2025 Overall Work Program
by Funding Source and Cost Category

	Transportation				Community Development		
	100% OF BUDGETED COSTS	80% FEDERAL SHARE	10% ODOT SHARE	10% LOCAL SHARE	HUD NSP		
Cost Category		FHWA/FTA			CDBG	Local	Total
		CPG	ODOT	LOCAL	Funds	Funds	Funds
Direct Labor	\$195,552.00	\$156,442.00	\$19,555.00	\$19,555.00	\$1,512.00	\$35,553.00	\$232,617.00
Fringe Benefits	\$84,772.00	\$67,819.00	\$8,476.00	\$8,477.00	\$0.00	\$20,108.00	\$104,880.00
Indirect Costs	\$64,624.00	\$51,698.00	\$6,463.00	\$6,463.00	\$820.00	\$14,963.00	\$80,407.00
Other Direct Costs	\$101,935.00	\$81,547.00	\$10,194.00	\$10,194.00	\$0.00	\$52,343.00	\$154,278.00
Total	\$446,883.00	\$357,506.00	\$44,688.00	\$44,689.00	\$2,332.00	\$122,967.00	\$572,182.00



Attachment A: Title VI Questionnaire

Metropolitan Planning Organizations (MPOs) & Regional Transportation Planning Organizations (RTPOs)

General

1. Which office within your organization has lead responsibility for Title VI compliance?

[Erie Regional Planning Commission Metropolitan Planning Organization](#)

2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.

[Kevin Cannon](#)

[Transportation Planner](#)

kcannon@eriecounty.oh.gov

[419-627-7652](tel:419-627-7652)

3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.

[The Title VI Program Plan was completed in 2019 and is available on our website under current news at the following link:](#)

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

4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.

[The Title VI Policy is available on the first page of our Title VI Plan:](#)

<https://www.eriecounty.oh.gov/Downloads/Title%20VI%20Plan%20and%20Public%20Involvement%20Policy%202019.pdf>

5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.

[The Title VI complaint procedures is available at the following link:](#)

<https://www.eriecounty.oh.gov/Downloads/Title%20VI%20Plan%20and%20Public%20Involvement%20Policy%202019.pdf>

6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.

The Title VI complaint form is in Appendix D (Page 52) of our Title VI Plan:

<https://www.eriecounty.oh.gov/Downloads/Title%20VI%20Plan%20and%20Public%20Involvement%20Policy%202019.pdf>

7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.

Yes, please refer to questions 5 & 6.

8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.

ERPC has not received any complaints or been involved in any lawsuits pertaining to Title VI and/or any other discrimination in the past three years.

9. Has your organization provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the MPO self-certification resolution (Note, this only applies to MPOs, RTPOs do not approve self-certification resolutions)? If so, please provide a copy as an attachment.

Yes, and annual Title VI Assurance is sent to ODOT. ERPC is expected to pass the last Title VI Assurance in Resolution form in April of 2024. See Attachment B.

10. Does your contract language include Title VI and other non-discrimination assurances?
11. Do you use any of the following methods to disseminate Title VI information to the public (select all that apply):
- i. Title VI posters in public buildings

- ii. Title VI brochures at public events - Yes, located within ERPC upon request
- iii. Title VI complaint forms in public buildings
- iv. Title VI complaint forms at public events
- v. Title VI policy posted on your website - Yes, link provided above
- vi. Title VI Program Plan posted on your website - Yes, link provided above
- vii. Other (Please explain)

Public Involvement

12. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy. When was the Public Participation Plan most recently updated?

Our Public Involvement Policy was last updated in 2019 and is available at the website below:

<https://www.eriecounty.oh.gov/MPO.aspx>

13. Please select which of the following outlets your organization uses to provide notices to different population groups (select all that apply):

- i. Neighborhood and community paper advertisements
Yes, see Public Involvement Policy, Section 3
- ii. Community radio station announcements
- iii. Church and community event outreach
- iv. Targeted fliers distributed in particular neighborhoods
Yes, see Public Involvement Policy, Section 3
- v. Other (Please explain)

14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations? If so, please list groups.

ERPC has an active Citizen Advisory Group which consists of a variety of individuals that interact and/or represent minority and low-income populations.

15. Do you take the following into consideration when identifying a public meeting location (select all that apply):

- i. Parking - Yes, See Public Involvement Policy, Section 4
- ii. Accessibility by public transportation - Yes, See Public Involvement Policy, Section 4
- iii. Meeting times - Yes, See Public Involvement Policy, Section 4
- iv. Existence of ADA ramps - Yes, See Public Involvement Policy, Section 4
- v. Familiarity of community with meeting location - Yes, See Public Involvement Policy, Section 4

16. Have meeting participants requested special assistance (e.g., interpretation services) ahead of any public event in the past year? If so, describe how the request was addressed.

To date, no special assistance has been requested ahead of any public event.

Limited English Proficiency (LEP) and Language Assistance

17. Are you familiar with the LEP four-factor analysis methodology? Yes
18. Are you familiar with the LEP language assistance Safe Harbor threshold? Yes
19. Does your organization have an LEP Plan and/or a Language Assistance Plan (LAP)? If so, please provide the website link or attach a copy.

Our LEP is available at the following link:

<https://www.eriecounty.oh.gov/DownloadableDocuments.aspx>

20. Has your organization identified vital documents that need to be made available in languages other than English? If so, describe how that need is being addressed. Not at this time.
21. Do you have a list of staff who speak languages other than English?

None of ERPC's staff speak any other languages proficiently. All staff have access to translation services through Google and the Language Bank.

22. Do you provide free translation services in languages other than English to the public upon request?

Yes, ERPC's website has the ability to translate text in various languages through Google.

23. How often do you receive requests for language assistance?

While the ERPC office received its first request for language assistance this past year for Fair Housing, the ERPC MPO has not received any requests for language assistance.

Title VI Training

24. Who provides Title VI training to your staff?
- i. ODOT staff - Yes
 - ii. Title VI Coordinator

iii. Other (Please explain)

25. How often are Title VI trainings conducted?

Staff attend trainings when they occur as cost, schedules and distance permits.

26. How many staff were trained on Title VI this year? There have been no training this past year.

Transportation Planning Program - Data Collection and Analysis

27. Does your agency maintain documentation describing its procedures for incorporating Title VI requirements into the region's transportation planning program?

Yes, see the 2045 Long-Range Plan, Section 2 and the Public Involvement Policy, Attachments D & E

28. Does your organization maintain socio-demographic data and mapping for the transportation planning region?

Yes, an environmental justice report is conducted annually. Various techniques are used to provide data to minority groups regarding proposed transportation projects. Please see Attachment E.

29. Does your organization use data to identify protected groups for consideration in the planning process?

Yes, data is used to determine that a proposed transportation system will be capable of responding favorably to minority group(s) requirements by examining every project location in conjunction to environmental justice areas. See Attachment E. The MPO project scoring sheets also take environmental justice groups into consideration during the scoring process.

30. Does your organization conduct Transportation Plan and Transportation Improvement Program environmental justice analyses of the impacts that planned transportation system investments will have on both minority (including low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation.

Yes, an environmental justice assessment is completed annually in addition to considering environmental justice factors during project scoring. Please see Attachment E.

31. Does your organization track demographic information of participants in its transportation planning

program public involvement events?

During the update of the 2018 Coordinated Transportation Plan, ERPC did track certain demographic groups as required. This process is not normally followed when conducting outreach for other transportation planning programs. Attendance is taken at these meetings, but specific demographic information is not requested. The plan is reviewed annually, with a full plan 3 year review completed last year by Great Lakes Community Action Partnership (GLCAP). Staff would be willing to collect additional information if it is needed.

Technical Assistance

32. Provide the name, title, and contact information for the person who completed this questionnaire and the date the questionnaire was completed. Is this the person who should be contacted with follow-up questions? If not, please provide the name, title, and contact information for that individual.

Kevin Cannon

Transportation Planner

kcannon@eriecounty.oh.gov

419-627-7652

33. Do you have any questions regarding this questionnaire? If so, please include them here along with your email address or telephone number and an ODOT representative will respond.

None at this time.

34. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain.

Continued training on what the MPO needs to be completing for comprehensive compliance for Title VI, Civil Rights, LEP and Public Involvement would be helpful via LTAP or any other training outlets. Our MPO is undergoing boundary expansions and will be looking to update our policies and procedure to reflect the changes and commit to best practices for compliance.



Attachment B: Annual Self-Assurance

**RESOLUTION NUMBER 2024-03 OF THE METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION**

**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 35893 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

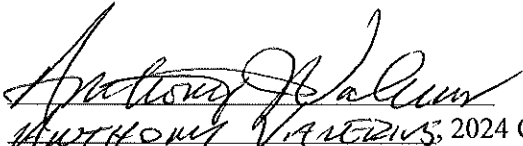
WHEREAS, the federal regulations published as 23 CFR 450 further require that the State and the Metropolitan Planning Organization shall certify that the planning process is being carried out in conformance with all the applicable requirements of 23 USC 134 and 49 USC 1607, which indicate ". . .the Secretary (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.


ANTHONY VALERIUS, 2024 Chairperson
Metropolitan Planning Organization Policy Committee
Erie Regional Planning Commission
April 25, 2024



**Attachment C: Finance Department and Recommended Contract
Language**

Nicole Grohe

From: Nicole Grohe
Sent: Monday, April 10, 2017 3:23 PM
To: Leah Trumpower
Cc: Steve Poggiali
Subject: MPO contract language
Attachments: Appendices A and E.PDF; DBE Assurance Language.pdf; FHWA Form 1273.pdf; 49 CFR 26.13b.pdf

Hi Leah,

Please include the following in MPO contracts and related items. Thanks!

ERPC has been in contact with the Ohio Department of Transportation's Opportunity, Diversity and Inclusion Office and has discussed with the staff that in the future if a project requires DBE goals Erie County will utilize DBE assurance language (49 CFR 26.13 (a) and (b)) for MPO related projects including financial agreements, contracts and sub-contracts that do not include FHWA-1273

ERPC has been in contact with the Ohio Department of Transportation's Opportunity, Diversity and Inclusion Office and has discussed with the staff that Erie County will include FHWA-1273 in all construction-based financial agreements, contracts and subcontracts related to the MPO if a project occurs.

ERPC has been in contact with the Ohio Department of Transportation's Opportunity, Diversity and Inclusion Office and has discussed with the staff that Title VI assurances and provisions will be included in all MPO related consultant contracts. These include Appendices A, E and 49 CFR 26.13b

Sincerely,

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](#)

Nicole Grohe

From: Nicole Grohe
Sent: Friday, March 24, 2017 2:36 PM
To: Steve Poggiali; Carrie Whitaker; Zachary Rospert
Cc: Cindy Walker
Subject: Title VI procedures
Attachments: Appendices A and E.DOCX; FHWA Form 1273.docx

As you may be aware ODOT has been very involved in Title VI policies recently. As a result of comments received on our work plan ERPC has been directed that any MPO related contracts/related work carried out from now on should follow the below format:

For all bids and related work: The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material regardless of funding source:

“The Recipient in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.”

Contracts: The Recipient will insert the clauses of **Appendix A and Appendix E** of the Standard Assurances in every contract regardless of funding source.

For Construction related contracts- insert **FHWA 1273**

Steve will be in contact with finance regarding this process for projects 50K or over.

Nicole



Attachment D: Comments received on the SFY 2025 Work Program

SBY25 ERPC UPWP Review - USDOT Comments

FHWA Planner: Lawrence Hall

FTA Planner: Deidre Wesley

Comment	Resolution
· <i>ERPC is commended for its incorporation of Ottawa County into planning processes and products, which is a significant undertaking, especially for a single county MPO with few staff.</i>	No Resolution Required - Thank you
· There is no mention of a carryover of FY24 funds. If ERPC will have any, this "should be explicitly labeled and must be shown separately from SBY25 CPG funds", per ODOT. It is possible there is no carryover, in which case this comment can be disregarded.	Revised budget table with FY24 Carryover
· Several elements have sections for Purpose and Previous Work (see 601.4). Other elements combine previous work into Methodology (see 665.1). There is no federal requirement for how to display these things, but it may help for clarity to be consistent by either having Previous Work always as its own category or always as part of Methodology.	Edited Previous Works and Methodology for consistency across program
· If transit agencies in your planning area are the recipients of discretionary FTA planning funds (Areas of Persistent Poverty, Transit Oriented Development Planning Pilot Program or other any future programs), Region V has directed transit agencies to coordinate with the MPO to place the project on the upcoming UPWP. In every notice of funding opportunity FTA requires the planning activity placed on the UPWP. The MPO can reach out to Region V with any questions if this situation comes up.	E-mailed STS - Confirmed no additional FTA Planning Funds
· <i>Specifically noted that 2.5% of PL funds will be used for active transportation planning.</i>	No Resolution Required
· <i>Effectively incorporated BIL housing provisions in TIP and LRTP development.</i>	No Resolution Required
· <i>Performance measures documented in TIP and LRTP development.</i>	No Resolution Required
· 601.1 – The methodology notes that ERPC "will identify high crash intersection location sites" and "will work to identify the risk factors that contribute to fatalities and serious injuries". No specific product results from this work. ERPC could enhance this section by identifying how this work will turn into products such as reports or maps.	Expanded on work products and reporting of tangible products, including reports to boards and subcommittees and future studies/plans
· 601.4 – One product is "provide related resources/programs to the public/committees", which will be done monthly. It may be difficult for a resident or stakeholder to understand what exactly this means. ERPC should consider making a more concrete product based on the activities described in the Methodology section. For example, this product could be maps of the existing active transportation network, identified gaps in the network, best practices for designing AT facilities, etc. Relatedly, in addition to a product to "encourage development of Complete Streets policies", ERPC could create a policy template for local jurisdictions.	Removed product as a repeat of the "Inform the public about active transportation activities and data through the MPO: Continual", and expanded narrative in methodology on the Bicycle and Pedestrian Advisory Committee on resources/programs that are shared amongst the committee and its public attendees.
· Subcategory 602 – Per ODOT Work Program initiation letter, this should specifically discuss development of 2026-2029 TIP. ERPC notes that it will be updating the 2024-2027 TIP, but there should be clear discussion of the next cycle that will include projects in FY 2028 and 2029.	Added language to 602 regarding future TIP development for 2026-2029.
· The ODOT emphasis area of capital programs management does not receive much attention; it may be best to have as its own work product in element 602. As this is an ODOT priority, FHWA will leave it to ODOT to work with the MPO on how to incorporate this work.	Added additional context to capital programs management in Subcategory 602.
· <i>674.2 – What is the timeframe for completion?</i>	Updated text to reflect 5 year Capital Improvement Program for City of Sandusky in March of 2025.

Comments on ERPC Draft FY25 Work Program

ODOT Office of Statewide Planning & Research

Page numbers below refer to the page sequence in the PDF, i.e., the page number shown in the navigation bar of the PDF viewer.

Comment	Resolution
<ul style="list-style-type: none"> Please identify or add a discussion of the planning priorities facing ERPC's planning area. There is a paragraph under the heading Key Transportation Issues (p. 13), but it is a discussion of the methodology of the last update of ERPC's LRTP. 	Text updated to reflect language and results of 2045 LRTP
<ul style="list-style-type: none"> If any CPG funds carried forward from FY24 are to be used, the amount should be shown separately from FY25 funds in the budget tables. 	Revised budget table with FY24 Carryover
<ul style="list-style-type: none"> The only work in FY25 proposed to be performed by consultants is traffic counts (p. 39). Will all other work be performed by ERPC staff (or STS staff in Subcategory 674)? 	Added Task Order Consultant for the Crash Summary Report to be completed next year. All other work expected to be handled by ERPC staff or STS staff
<ul style="list-style-type: none"> Previous work for each element should be separated from the methodology section, as in Element 601.4. 	Revised to include Previous Work and Methodology section consistently.
<ul style="list-style-type: none"> At our work program meeting, updates to the safety plan and the active transportation plan to incorporate the Ottawa County portion of the expanded MPO were discussed. However, we cannot find these specific items in the work program. 	Language added to 601.1 for Safety Plan update in future year and 601.4 for Active Transportation Program for bicycle and pedestrian plan update. Additional language added to 601.3 to reflect updates to relevant Public Involvement Policy and Title VI plan updates for expanded MPO.
<ul style="list-style-type: none"> It is not clear whether the work program meets the 2.5% ISATO requirement. Although Element 601.4 alone probably satisfies the requirement, there is no budget provided for this element. It is a part of the budget provided for Subcategory 601, but what portion is not clear. Please indicate the activities and costs that will meet this requirement, either within the work program or as a separate memo. 	Memo created and attached below.
<ul style="list-style-type: none"> What is the status of the area's Coordinated Public Transit Human Services Transportation Plan (Coordinated Transportation Plan)? When is the next update due? o [p. 45: "It should also be noted that ERPC staff completed the three-year update of the Coordinated Transportation Plan in SFY 2018."] [o p. 46: "GLCAP will receive technical and support services from MPO staff in the implementation of its updated the Coordinated Transportation Plan (CTP) that was completed for 2022-2026."] 	Revised text to include annual update of CTP in SFY 2024, and when the next CTP is due for 2026-2030
<ul style="list-style-type: none"> p. 38: For clarification, the work product, "Update of SFY 2024-2027 TIP: June 2025," should be expressed as "SFY 2026-2029 TIP update: May 2025," to reflect the SFYs of the update and the schedule for MPO adoption. 	Corrected to reflect next TIP Period
<ul style="list-style-type: none"> p. 41: The last paragraph on the page, regarding the freight plan, needs to be updated to reflect its completion. It should probably be moved up to the Previous Work section. 	Moved and reflected as completed
<ul style="list-style-type: none"> p. 42: The first half of the first paragraph concerns the TIP and should be moved to Subcategory 602. 	Removed from LRTP and language added to Subcategory 602
<ul style="list-style-type: none"> p. 43: Missing "TIP" in the work product, Adoption and amending the SFY 2024-2027 <u>TIP</u> to include Ottawa County. 	TIP discussion was removed from subcategory 610, and is no longer a listed work product. Work product 602 includes adoption and amending TIP correction
<ul style="list-style-type: none"> p. 43: The year on the work product, "Annual target setting for safety Performance Measure 1: November 2023," needs to be updated. 	Corrected to November of 2024
<ul style="list-style-type: none"> p. 44: Please review and clarify if possible: "The Lake Erie Coastal Ohio Trail's CMP was last updated and submitted to the Ohio Department of Transportation in March 2021. The plan is required to be updated every year. ERPC coordinates with the Cleveland MPO (NOACA) to complete the annual updates." 	Corrected to reflect updates with NOACA that occurred in May of 2024
<ul style="list-style-type: none"> p. 46: What is the schedule for the "Capital and Operations Plan 2024" work product? 	Updated to Capital Improvement Plan for March of 2025

Erie Regional Planning Commission and Metropolitan Planning Organization

Timothy C. King, Director

2900 Columbus Avenue
Sandusky, Ohio 44870-5554
Phone: 419.627.7792

April 29, 2024

Nathaniel Brugler
Regional Planning Coordinator
1980 W. Broad St.
Columbus, OH 43223

Re: State Fiscal Year 2025 ISATO 2.5% Set-Aside

To Mr. Brugler,

The Bipartisan Infrastructure Law (BIL) established the Increasing Safe and Accessible Transportation Options (ISATO) Set-Aside that requires MPOs to use 2.5% of their FHWA metropolitan planning funds (PL Funds) towards "Complete Streets" planning activities. Eligible activities ensure safe and adequate accommodation of all users of the transportation system. The ISATO 2.5% set-aside requirement must be clearly demonstrated in the annual unified planning work program, and includes what work elements are used to meet the 2.5% requirement. ERPC MPO works to incorporate safe and accessible transportation options for all vulnerable road users, and includes the following work elements as meeting the ISATO 2.5% set-aside requirement:

Work Element	Estimated ISATO Activity Spend (CPG)
601.1 Safety Review and Improvement Program	\$ 44,723.00
601.4 Active Transportation Program	\$ 24,086.00
Total	\$ 68,809.00

Thank you,

Tim King
Director