



## **SFY 2024 UNIFIED PLANNING WORK PROGRAM**

**Beginning July 1, 2023 – Ending June 30, 2024**

**Prepared By:**

**Erie Regional Planning Commission  
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Sandusky, Ohio 44870**

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**April 2023**

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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.

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) 2024 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, 2023 through June 30th, 2024 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 2024 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 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 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 variety 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 Program (STP) 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; the program is designated as a rural transit program, as authorized by the Federal Transit Administration, 49 USC Section 5311.

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 2024

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	RANDY WHYDE
CASTALIA ALTERNATE	KENT MILLER
FLORENCE TOWNSHIP	ORVILLE SAYLER
FLORENCE TWP ALTERNATE	JOHN KRUMWIEDE
GROTON TOWNSHIP	RENEE SCHOEN
GROTON TWP ALTERNATE	DENNIS SCHREINER
CITY OF HURON	MAYRO MONTY TAPP
HURON ALTERNATE	JOE DIKE
HURON TOWNSHIP	EDWARD WIMMER
HURON TWP ALTERNATE	MARY K SCHLESSMAN
KELLEYS ISLAND	SCOTT STEVENSON
KELLEYS ISLAND ALTERNATE	
MARGARETTA TOWNSHIP	KENT MILLER
MARGARETTA TWP ALTERNATE	TIM REISTERER
MILAN TOWNSHIP	DAN FREDERICK
MILAN TWP ALTERNATE	MIKE KEGARISE
VILLAGE OF MILAN	STEFAN TAYLOR
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	
VERMILION TOWNSHIP	CARL HILL
VERMILION TWP ALTERNATE	RODGER D SCOTT
CITY OF VERMILION	MAYOR JIM FORTHOFFER
VERMILION CITY ALTERNATE	

## Other Committees

### MPO Policy Committee

The ERPC MPO Policy Committee (PC) is designated by the State of Ohio as the MPO for the Sandusky 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 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
- 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

\* Member may assign designee

### 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)
- City of Sandusky Engineer
- Erie County Highway Engineer
- Erie County Department of Environmental Services
- City of Huron, City Manager
- City of Vermilion, Services Director
- Sandusky Transit System Administrator
- ODOT D3 Representative

- Erie Regional Planning Commission Chairperson
- Erie County Soil and Water Conservation District
- Erie County Economic Development Corporation (ECEDC) Executive Director
- Utility Industry Representative (non-voting)
- Perkins Township Trustee
- Erie County Health Department Representative
- Erie Metro Parks Representative
- Any Affected Township Trustee (for ERPC Agenda Items)

\* Member may assign designee

### **Other MPO Committees**

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

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 County region; one member appointed by each PC member and voluntary members representing themselves, their area, or groups within the Erie County region.

### **MPO's Transportation Study Area**

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 81,373<sup>1</sup>. The planning area covers approximately 255 sq. miles.

### **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 annually<sup>2</sup>. This creates special concerns in

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<sup>1</sup> 2019 American Community Survey (5 year Estimate)

<sup>2</sup> 2019 Lake Erie Shores and Islands article, "*Tourism Drives Economic Progress for Shores and Islands Region*",

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.<sup>3</sup>

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.

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, but is partially funded through and serves Erie County.

## **Key Transportation Issues**

Regional key transportation planning issues were identified as part of the MPO 2045 LRTP. Each recommended project was rated based on its ability to fulfill the LRTP's stated goals and objectives. The evaluation included nine categories based on the goals and objectives developed for the LRTP. Projects were scored for each category based on a 5 point system as follows: Very Good = 5 points, Good = 4 points, Fair = 3 points, Poor = 2 points, Very Poor = 1 point. Projects were then ranked according to their totals and current project status is reported to show project's advancement. ERPC's LRTP 5-year update was approved by the MPO's PC on July 23, 2020. The LRTP update was aligned with the draft version of Ohio's Statewide Transportation Plan *Access Ohio 2045*, ERPC's Transportation Improvement Program (TIP), and other related transportation documents to promote consistency between transportation improvements and state/local planned growth and economic development patterns.

## **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

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<https://www.shoresandislands.com/media/research>

<sup>3</sup> 2045 LRTP



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 we 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.

As a result of 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 newsletters, quarterly and 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, newsletters, 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

**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) 2022 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 for Federal SFY 2020 and were completed during CY 2021/2022:

<u><b>Applicant</b></u>	<u><b>Project</b></u>	<u><b>Cost of Project</b></u>
VOA Sandusky	Operating Expenses	\$40,000
Margaretta Twp	ADA Improvements	\$80,000

Administration/Fair Housing	\$30,000
TOTAL	\$150,000

-The following CDBG projects are approved for Federal SFY 2022 and will be completed during CY 2023/2024:

<u><b>Applicant</b></u>	<u><b>Project</b></u>	<u><b>Cost of Project</b></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

### ***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.
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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 the PY2021 CHIP grant cycle, the PY2023 CHIP application will partner Erie County with the cities of Sandusky, Huron and Vermilion and total \$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:** Staff will continue to address the housing priorities as identified during the Housing Advisory Committee meetings. Priorities include:

- 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): -Administer CHIP funding for private owner rehabilitations and home repair assistance.  
-File CHIP application on a biennial basis: Continual

### ***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:** 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.
- 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.

Staff continues to work with ECEDC, local school boards and local political subdivisions to establish Community Reinvestment Areas (CRA) and Tax Increment 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 Margarett and in the development of the 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. 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. 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"> <li>-Support ECEDC and the political subdivisions in Erie County through the use of state programs and participate in ECEDC strategic planning process: Continual</li> <li>-Work with Firelands Partnership: Continual</li> <li>-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</li> <li>-Continue to provide Technical Assistance and Public Information: Continual</li> </ul>

#### ***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. In SFY 2024, ERPC Staff continue to provide assistance with the flood study as needed, with expected completion 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.

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: As needed

### ***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.
- Methodology:** 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. 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 is anticipated to be completed by the end of SFY 2022. 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, ERPC will continue to support and assist the US 6 Connectivity Corridor project as it moves on into Phase 2.

- 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
  - 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
  - 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.

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 2024, 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 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 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.

In SFY 2022, ERPC, through the assistance of an ODOT task order consultant, began the update of its Freight Plan. The approach to the plan update is phased where phase one was completed in SFY 2023. The phase two plan update is expected to be completed in June of 2023 for timely delivery to the local freight community, with

strategic goals from the plan to be implemented in SFY 2024. Through the plan update, the MPO will continue to build upon existing relationships with the freight community 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. The plan will evaluate the current freight systems to determine system performance needs and identify regional priorities as well as consider ways to optimize funding for recommended projects.

In SFY 2022, the County's Office of Emergency Management (EMA) submitted an application for Hazzard Mitigation Assistance funding from the Federal Emergency Management Agency for a flood study in the vicinity of SR 60 in Vermilion Township. The SR 60 Flood Study project is to evaluate and determine recommendations for improvement 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. If funding is approved, the County's EMA office will utilize consultant services to complete the study. As requested, ERPC will provide transportation related planning services throughout the study's development, with expected plan delivery in the spring of 2024. A consultant is hired and is beginning preliminary background investigation, with assistance from ERPC staff.

During SFY 2022, staff continued to work with activities associated with the 2020 US Census. This included completing boundary surveys and review of GIS materials. In SFY 2024, 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
  - Provide transportation related planning services for updated Freight Plan: June, 2023
  - Provide transportation related planning services for SR 60 Flood Study: May, 2024
  - Work activities associated with the 2020 US Census: As Needed

**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.
- Methodology:
- 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.

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: As needed  
 -Updates to the 2019 Title VI Plan: As needed  
 -Updates to ERPC Limited English Proficiency Plan: As needed

#### ***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 are planned to be returning in SFY 2024 quarterly.

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 2024, staff expects to continue to work

with the Erie County Health Department staff on implementing various active transportation planning initiatives.

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

Product(s):

- ERPC Active Transportation Month: May 2024
- Re-establish the Bicycle and Pedestrian Advisory Committee: Quarterly
- Provide related resources/programs to the public/committees: Monthly
- 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
- 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

-Encourage development of Complete Streets policies: Ongoing

***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.
- Methodology:** The MPO will 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.
- 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, a new SFY 2024-2027 TIP document will be established. Federal and State-aid programs for transportation improvements will be 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 2023 were adopted by the MPO in November of 2022 in support of ODOT's targets. In SFY 2024, 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.

Finally, over the past couple of years the MPO has made revisions to its Surface Transportation Program (STP) and Transportation Alternative Program (TAP) project selection processes. Applications and scoring sheets were revised as well as updates made to the project solicitation cycle. The MPO's PC approved that the solicitation



cycle for STP and TAP 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 2024, the MPO will be soliciting for TA projects for SFY 2026.

- Products:
- Facilitation of projects through the TIP process: Continual
  - Re-established targets for safety performance measures: November 2023
  - Re-established targets for performance measures 2 and 3: June 2023
  - Development of SFY 2024-2027 TIP: June 2023
  - 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 2023: September 2023
  - SFY 2026 TA project solicitation and selection: Fall 2024

### ***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.
- 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. 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 2024
  - SFY 2024 Crash Summary Report: June 2024
  - Member on the County Wide GIS Advisory Board: Meets bi-annually
  - Participate on GIS Advisory Board Subcommittees: As Requested
  - High crash intersection location map: June 2024

#### ***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.

Methodology:	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. ERPC will continue to assist its local jurisdictions with traffic counts on an as requested basis through SFY 2024.
Product(s):	-Traffic Counts Database: Updated as counts are taken

### ***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.
<b><i>Element 610.1</i></b>	<b><i>Review, appraisal, maintain and monitor an independent variables file and land use maps for the members of the ERPC</i></b>
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 Urbanized Area. The MPO's current LRTP has a horizon year of 2045 and was adopted by the MPO policy committee on July 23 <sup>rd</sup> , 2020. The next plan update will have a horizon year of 2050 and is required to be adopted by July 23 <sup>rd</sup> , 2025.
Methodology:	<p>During SFY 2024, 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.</p> <p>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-</p>

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: Continual  
 -Attend OTMUG meetings-Quarterly

### ***Element 610.2      Review and Update of the LRTP***

Purpose(s):      Update the 2045 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.

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.

During SFY 2022 and SFY 2023, staff have been overseeing consulting efforts to update the MPO's existing 2013 freight plan. The new plan is being completed in a phased approach where Phase I was completed during SFY 2023 and includes stakeholder outreach, data analyses, and a draft plan outline. Phase II will be completed in June of 2023 and will include completing the draft plan, stakeholder and public review of the draft plan, and plan finalization. Plan implementation will begin in SFY 2024 with finalized strategic goals. The new plan will aim to identify 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 are being utilized through ODOT's task order consultant contract due to current low ERPC staffing

resources. ERPC is funding the plan update with MPO consolidated planning grant (CPG) funds.

Staff will also continue to ensure the TIP is compatible with 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.

During 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 2024, 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, establishment of new and expanding existing transportation partnerships, data sharing, and multi-modal corridor studies collaboration.

In SFY 2023, 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 2024, 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 2023
- Target setting for Performance Measures 2 and 3: June 2023
- Work with ODOT and STS to develop system performance report for inclusion in the - 2050 Long Range Transportation Plan Update: Ongoing
- Complete work on Phase 2 of the Freight Plan: June 2023
- Five-year Long Range Transportation Plan Update: July 23<sup>rd</sup>, 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.

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 March 2021. The plan is required to be updated every year. ERPC coordinates with the Cleveland MPO (NOACA) to complete the annual updates; the SFY 2024 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.

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.

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 2024  
 -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 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. However, the program was reverted back to a rural designation as a result of the 2010 Census. The Sandusky Urbanized Area population fell just slightly below the 50,000 population threshold and the STS was converted to a 5311 rural transit system. It should also be noted that ERPC staff completed the three-year update of the Coordinated Transportation Plan in SFY 2018 and the annual review in 2019 and 2020.

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 Great Lakes Community Action Partnership (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. 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:** 5 year 2019 Capital and Operations Plan

**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 and Operations Plan 2024: 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.
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):	-2024 AR: June 2024
<b><i>Element 697.2</i></b>	<b><i>Work Plan (WP)</i></b>
Purpose:	To outline and document the activities that will be performed throughout the upcoming fiscal year.
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 report is required to be submitted to document the progress and work completed by staff for each sub-category and products listed. The progress reports are completed once per state fiscal year. This report is submitted to ODOT and FHWA for their review and comment.
Products:	-SFY 2023 Annual Progress Report: September 2023 -SFY 2025 WP Document: May 2024

**SFY 2024**



**Indirect Cost Rate Proposal**

## **ERIE REGIONAL PLANNING COMMISSION**

### **Introduction**

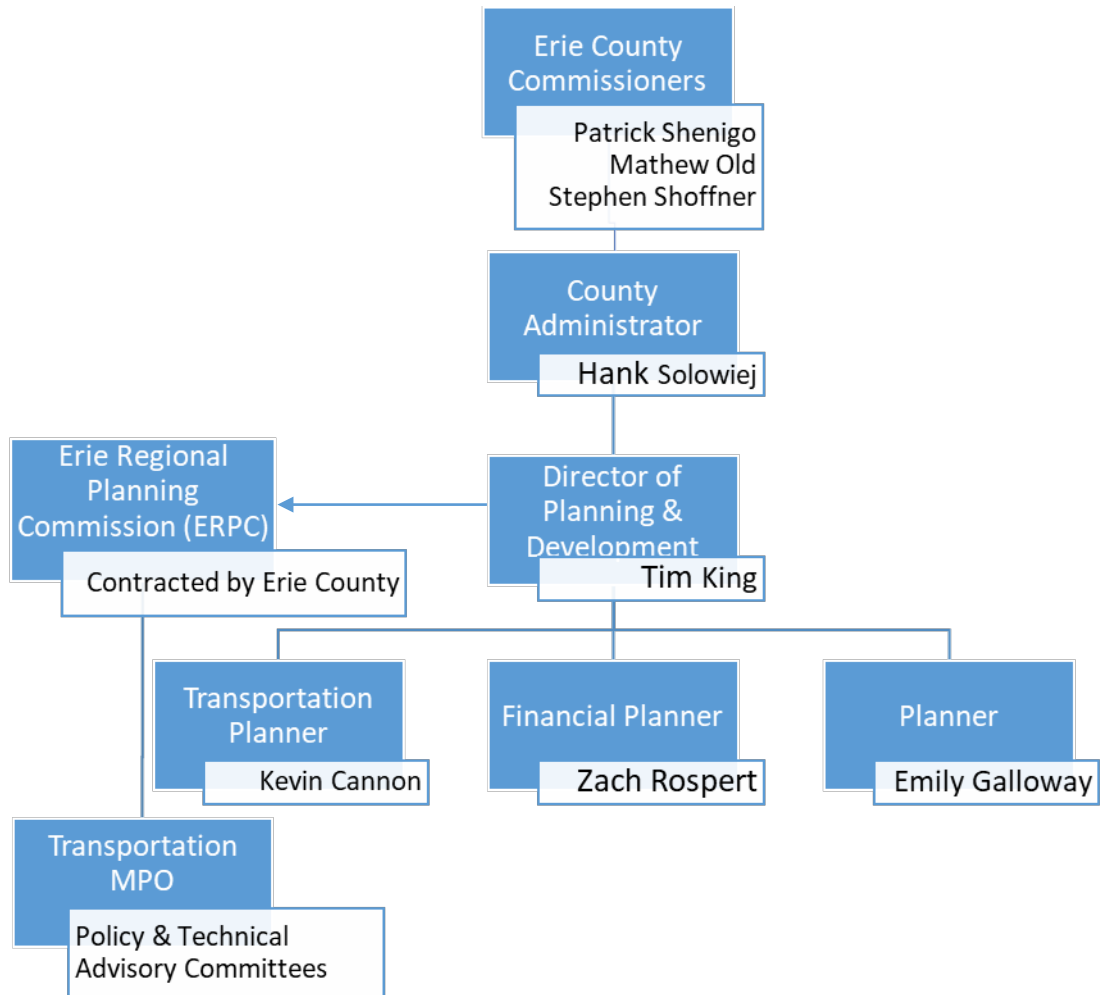
The Erie Regional Planning Commission (ERPC) was established pursuant to Section 713.21 of the Ohio Revised Code (ORC) and a Resolution of Cooperation between various political subdivisions located within Erie County. The ERPC has been responsible for the planning of land use, transportation and community 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 2021 actual costs to establish cost allocations or billings for FY 2023 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	<u></u>
Print Name	<u>Hank S. Solowiej, CPA</u>
Title	<u>County Administrator</u>
Date of Execution	<u>9-16-22</u>



*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 September 29, 2022 to establish billing or final indirect costs rates for January 1, 2023 through December 31, 2023 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: September 29, 2022

SFY 2024 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	\$65,193.00	\$3,704.00	\$3,704.00	\$1,482.00	\$0.00	\$ 74,083
Finance/Economic Dev Specialist – Rospert	\$15,602.00	\$22,208.00	\$ -	\$900.00	\$300.00	\$39,010.00
Associate Planner – Vacant	\$37,430.00	\$4,508.00	\$0.00	\$3,157.00	\$0.00	\$45,095.00
MPO Trans Planner - Cannon	\$52,803.00	\$1,078.00	\$0.00	\$0.00	\$0.00	\$53,881.00
Admin. Asst. – Vacant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUBTOTAL</b>	<b>\$171,028.00</b>	<b>\$31,498.00</b>	<b>\$3,704.00</b>	<b>\$5,539.00</b>	<b>\$300.00</b>	<b>\$212,069.00</b>
OTHER DIRECT COSTS	\$115,469	\$50,343	\$0	\$0	\$2,000	\$167,812
FRINGE BENEFITS	\$105,616	\$19,451	\$2,287	\$3,420	\$185	\$130,959
INDIRECT COSTS	\$88,243	\$16,252	\$1,911	\$2,858	\$155	\$109,419
<b>SUBTOTAL</b>	<b>\$309,328</b>	<b>\$86,046</b>	<b>\$4,198</b>	<b>\$6,278</b>	<b>\$2,340</b>	<b>\$408,190</b>
<b>TOTALS</b>	<b>\$480,356</b>	<b>\$117,544</b>	<b>\$7,902</b>	<b>\$11,817</b>	<b>\$2,640</b>	<b>\$620,259</b>



WAGE FRINGE BENEFITS		•	Admin. Asst. – Vacant	MPO Transp Planner – Cannon	Associate Planner – Vacant	Director – King	Finance/Economic Dev Specialist – Rospert	TOTALS
	HOURS							
								<b>\$8,830.00</b>
HOLIDAY	88	\$0.00	\$0.00	\$2,709.00	\$2,217.00	\$3,904.00	\$0.00	
								<b>\$3,211.00</b>
PERSONAL	32	\$0.00	\$0.00	\$985.00	\$806.00	\$1,420.00	\$0.00	
								<b>\$12,601.00</b>
SICK	90	\$0.00	\$0.00	\$2,771.00	\$2,267.00	\$3,992.00	\$3,571.00	
								<b>\$14,582.00</b>
VACATION	(80-160 hrs)	\$0.00	\$0.00	\$3,695.00	\$2,015.00	\$8,872.00	\$0.00	
VAC. WKS.		4	4	3	2	5	0	
	<b>SUBTOTALS</b>	\$0.00	\$0.00	\$10,160.00	\$7,305.00	\$18,188.00	\$3,571.00	<b>\$39,224.00</b>
		\$0.00		\$53,881.00	\$45,095.00	\$ 74,083	\$39,010.00	
	<b>OPERS</b>	<b>MEDICARE</b>	<b>V/C</b>	<b>HEALTH</b>	<b>LIFE</b>			
	14.00%	1.45%	1.30%		\$9.38 month			
	\$ -	\$ -	\$ -	\$0.00	\$0.00			<b>\$0.00</b>
Administrative Assistant	\$ -	\$ -	\$ -	\$0.00	\$0.00			<b>\$0.00</b>
Associate Planner	\$ 7,336.00	\$ 760.00	\$ 681.00	\$10,949.40	\$112.56			<b>\$19,839.00</b>
MPO Transportation Planner Cannon	\$ 8,966.00	\$ 929.00	\$ 833.00	\$21,898.80	\$112.56			<b>\$32,739.00</b>
Finance/Economic Dev/MPO Planner Rospert	\$ 5,961.00	\$ 617.00	\$ 671.00	\$0.00	\$0.00			<b>\$7,249.00</b>
Director King	\$ 12,918.00	\$ 1,338.00	\$ 1,200.00	\$21,898.80	\$112.56			<b>\$37,467.00</b>
SUBTOTAL	\$ 35,181.00	\$ 3,644.00	\$ 3,385.00	\$ 54,747.00	\$ 338.00			\$97,294.00
					TOTAL WAGE FRINGE			<b>\$136,518.00</b>

### SFY 2024 Estimated Other Direct Cost Pool

[illegible]

**Erie County Regional Planning Commission SFY 2024 Staff Profile  
and Estimated Percentages, wages, and hours of time allocation**

		<b>MPO 73521</b>											
		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		
<b>KING</b>	<b>BDG HRS</b>	367	100	100	84	84	334	267	134	134	367	267	100
<b>KING</b>	<b>%</b>	22%	6%	6%	5%	5%	20%	16%	8%	8%	22%	16%	6%
<b>KING</b>	<b>WAGES</b>	\$ 16,298					\$ 14,817	\$ 11,853			\$ 16,298		
<b>KING</b>													
<b>VACANT</b>	<b>BDG HRS</b>	430	167	100	67	67	269	90	50	33	448	251	167
<b>VACANT</b>	<b>%</b>	24%	10%	6%	4%	4%	15%	5%	3%	2%	25%	15%	10%
<b>VACANT</b>	<b>WAGES</b>	\$ 10,823					\$ 6,764	\$ 2,255			\$ 11,274		
<b>VACANT</b>											2504.4		
<b>Cannon</b>	<b>BDG HRS</b>	350	150	134	33	17	280	280	167	100	560	334	200
<b>Cannon</b>	<b>%</b>	20%	9%	8%	2%	1%	16%	16%	10%	6%	32%	20%	12%
<b>Cannon</b>	<b>WAGES</b>	\$ 10,776					\$ 8,621	\$ 8,621			\$ 17,242		
<b>Cannon</b>											2934.1		
<b>VACANT</b>	<b>BDG HRS</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>VACANT</b>	<b>%</b>												
<b>VACANT</b>	<b>WAGES</b>	\$ -					\$ -	\$ -			\$ -		
<b>VACANT</b>													
<b>Rospert</b>	<b>BDG HRS</b>	206	100	67	50	67	61	61	50	33	182	167	84
<b>Rospert</b>	<b>%</b>	17%	6%	4%	3%	4%	5%	5%	3%	2%	15%	10%	5%
<b>Rospert</b>	<b>WAGES</b>	\$ 5,101					\$ 1,500	\$ 1,500			\$ 4,501		
<b>Rospert</b>													
<b>TOTALS</b>	<b>BDG HRS</b>	1,353					943	697			1,556		
<b>TOTALS</b>	<b>%</b>												
<b>TOTALS</b>	<b>WAGES</b>	\$ 42,998					\$ 31,702	\$ 24,229			\$ 49,315		
61.75%	<b>IB Cst Ra</b>	\$ 26,553					\$ 19,577	\$ 14,962			\$ 30,454		
51.60%	<b>nd Cost R</b>	\$ 22,185					\$ 16,357	\$ 12,501			\$ 25,444		

*MPO breakdown continued on next page*

		MPO 73521								
		Special Studies 571000	Public Trans. 571000					Annual Report 571000		
		665.1 8665	Total	674.1	674.2	674.3	674.4	Total	697.1	697.2
		8665	8674					8697		
KING	BDG HRS		33	-	17	17	-	100	84	17
KING	%		2%	0%	1%	1%	0%	6%	5%	1%
KING	WAGES		\$ 1,482					\$ 4,445		
KING			1.5					\$ 65,193		
VACANT	BDG HRS		125	33	33	33	17	125	67	50
VACANT	%		7%	2%	2%	2%	1%	7%	4%	3%
VACANT	WAGES		\$ 3,157					\$ 3,157		
VACANT			1.44					\$ 37,430		
Cannon	BDG HRS	53	88	17	17	17	33	105	50	50
Cannon	%	3%	5%	1%	1%	1%	2%	6%	3%	3%
Cannon	WAGES	\$ 1,616	\$ 2,694					\$ 3,233		
Cannon		1.6	1.71					\$ 52,803		
VACANT	BDG HRS		-	-	-	-	-	-		
VACANT	%									
VACANT	WAGES		\$ -					\$ -		
VACANT			0					\$ -		
Rospert	BDG HRS		61	17	33	33	-	61	50	33
Rospert	%		5%	1%	2%	2%	0%	5%	3%	2%
Rospert	WAGES		\$ 1,500					\$ 1,500		
Rospert			0.94					15602		
TOTALS	BDG HRS	53	307					391		
TOTALS	%									
TOTALS	WAGES	\$ 1,616	\$ 8,833					\$ 12,335		
61.75%	IB Cst Ra	\$ 998	\$ 5,455					\$ 7,617		
51.60%	nd Cost R	\$ 834	\$ 4,557					\$ 6,364		

STAFF	TOTAL MPO	PLANNING	LEAD	IND LABOR	DEV	TOTAL
<b>PERCENTAGES</b>						
King	88%	10%	2.0%	0%	5%	105%
Rospert	52%	14%	3%	30%	1%	100%
Vacant	83%	10%	7%	0%	0%	100%
Cannon	98%	2%	0%	0%	0%	100%
<b>WAGES</b>						
King	\$ 65,193	\$ 3,704	\$ 1,482	\$ -	\$ 3,704	\$ 74,083
Rospert	\$ 15,602	\$ 22,208	\$ 900	\$ 9,002	\$ 300	\$ 48,012
Vacant	\$ 37,430	\$ 4,509	\$ 3,157	\$ -	\$ -	\$ 45,096
Cannon	\$ 52,803	\$ 1,078	\$ -	\$ -	\$ -	\$ 53,881
<b>TOTAL</b>	<b>\$ 171,028</b>	<b>\$ 31,499</b>	<b>\$ 5,539</b>	<b>\$ 9,002</b>	<b>\$ 4,004</b>	<b>\$ 221,072</b>
<b>HOURS</b>						
King	1,470	167	117	-	-	1,754
Rospert	629	169	36	363	12	1,210
Vacant	1,486	179	125	-	-	1,790
Cannon	1,715	35	-	-	-	1,750
<b>TOTAL</b>	<b>5,300</b>	<b>550</b>	<b>279</b>	<b>363</b>	<b>12</b>	<b>6,505</b>

## SFY2024 STAFF PROFILE AND ESTIMATED PERCENTAGE, WAGES and HOURS OF TIME ALLOCATION

FRINGE BENEFITS COST CENTER						
<b>Paid Leave</b>						
Acct. #	Acct. Name					
73511-8498-571100	HOLIDAY	\$10,966.00	\$9,038.40	\$1,927.60	\$8,830.00	
73511-8498-571200	SICK LEAVE	\$13,608.00	\$10,011.70	\$3,596.30	\$12,601.00	
73511-8498-571300	VACATION	\$19,077.00	\$27,514.89	(\$8,437.89)	\$14,582.00	
73511-8498-571350	PERSONAL	\$3,986.00	\$5,637.68	(\$1,651.68)	\$3,211.00	
73511-8498-571250	BEREAVEMENT	\$0.00	\$809.44	(\$809.44)	\$0.00	
73511-8498-571500	CLOSINGS	\$0.00	\$1,135.16	(\$1,135.16)	\$0.00	
73511-8498-571400	JURY DUTY	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal - Paid Leave</b>		\$47,637.00	\$54,147.27	(\$6,510.27)	\$39,224.00	
<b>Other Fringe Benefits</b>						
Acct. #	Acct. Name					
73511-8498-571600	PERS	\$40,280.00	\$33,212.30	\$7,067.70	\$35,181.00	
73511-8498-571610	HOSPITALIZATION	\$63,402.00	\$54,293.68	\$9,108.32	\$55,085.00	
73511-8498-571620	MEDICARE	\$4,171.00	\$3,534.07	\$636.93	\$3,644.00	
73511-8498-571630	WORKERS COMP	\$3,819.00	\$0.00	\$3,819.00	\$3,385.00	
73511-8498-571610	LIFE	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Prior Year Rate Adjustment</b>	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Subtotal - Other Fringe</b>		\$111,672.00	\$91,040.05	\$20,631.95	\$97,295.00	
<b>TOTAL FRINGE BENEFITS</b>		\$159,309.00	\$145,187.32	\$14,121.68	\$136,519.00	
<b>FRINGE BENEFIT COST RATE CALCULATION</b>						
TOTAL FRINGE BENEFITS		<b>A</b>	\$159,309	\$145,187		\$136,519
TOTAL EMPLOYEE WAGES		<b>B</b>	\$246,117	\$204,489		\$221,072
<b>FRINGE BENEFIT COST RATE</b>			<b>64.73%</b>	<b>71.00%</b>	<b>A ÷ B</b>	<b>61.75%</b>

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*	\$50,813.00	\$49,913.00	\$900.00	\$55,299.00	
73511-8499-571801	OFFICE SUPPLIES	\$8,000.00	\$2,241.48	\$5,758.52	\$ 8,000	
73511-8499-571803	COPIER EXPENSES	\$12,000.00	\$8,902.12	\$3,097.88	\$12,000.00	
73511-8499-571806	DUES AND SUBSCRIPTIONS	\$2,000.00	\$2,534.32	(\$534.32)	\$2,000.00	
73511-8499-571807	VEHICLE OPERATING EXPENSES	\$2,000.00	\$684.68	\$1,315.32	\$2,000.00	
73511-8499-571805	OTHER MATERIALS AND SUPPLIES	\$2,500.00	\$591.90	\$1,908.10	\$2,500.00	
73511-8499-571826	LEGAL ADVISOR	\$6,000.00	\$6,404.40	(\$404.40)	\$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	\$0.00	\$1,500.00	\$1,500.00	
73511-8499-579995	COPIER EXPENSES REVOCERED	\$0.00	(\$2,582.37)	\$2,582.37	\$0.00	
73511-8499-579996	FRINGE BENEFIT	\$3,908.34	\$3,099.33	\$809.01	\$5,559.02	
	Prior Year Rate Adjustment	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL INDIRECT COSTS - NON-LABOR		\$88,721.34	\$71,788.86	\$16,932.48	\$94,858.02	
EMPLOYEE WAGES						
Indirect Labor						
Acct. #	Acct. Name					
73511-8400-571001	INDIRECT LABOR	\$6,038.00	\$4,788.11	\$1,249.89	\$9,002.00	
Subtotal - Indirect Labor		\$6,038.00	\$4,788.11	\$1,249.89	\$9,002.00	
Direct Labor						
Acct. #	Acct. Name					
73511-8400-571000	ERPC DIRECT LABOR	\$82,851.00	\$43,781.44	\$39,069.56	\$30,299.00	
73511-8440-571000	ERPC ED RLF DL	\$1,852.00	\$0.00	\$1,852.00	\$600.00	
73511-8472-571000	ERPC TAX ABATEMENT DL	\$1,852.00	\$0.00	\$1,852.00	\$600.00	
73521-8601-571000	MPO SHORT RANGE DL	\$40,569.00	\$39,790.15	\$778.85	\$42,998.00	
73521-8602-571000	MPO TIP DL	\$25,846.00	\$23,827.73	\$2,018.27	\$31,702.00	
73521-8605-571000	MPO TRANS SURV DL	\$19,594.00	\$21,204.74	(\$1,610.74)	\$24,229.00	
73521-8610-571000	MPO LONG RANGE DL	\$38,757.00	\$38,125.61	\$631.39	\$49,315.00	
73521-8665-571000	MPO SPECIAL STUDIES	\$1,606.00	\$1,587.86	\$18.14	\$1,616.00	
73521-8674-571000	MPO PUBLIC TRANS DL	\$8,112.00	\$5,316.65	\$2,795.35	\$8,833.00	
73521-8697-571000	MPO ANNUAL REPORT DL	\$9,183.00	\$8,300.15	\$882.85	\$12,335.00	
22511-8410-571000	FORMULA 2019	\$3,262.00	\$6,436.80	(\$3,174.80)	\$0.00	
22540-8440-571000	ED RLF DL	\$0.00	\$146.72	(\$146.72)	\$0.00	
22720-8472-571000	TAX ABATEMENT DL	\$926.00	\$726.70	\$199.30	\$300.00	
22730-8473-571000	HOUSING REVOLVING LOAN	\$0.00	\$0.00	\$0.00	\$0.00	
22602-8451-571000	LEAD REMOVAL GRANT	\$5,669.00	\$3,418.10	\$2,250.90	\$5,539.00	
22533-8411-571000	CHIP 2017	\$0.00	\$7,038.14	(\$7,038.14)	\$0.00	
22515-8410-571000	FORMULA 2021	\$0.00	\$0.00	\$0.00	\$3,704.00	
Subtotal - Direct Labor		\$240,079.00	\$199,700.79	\$40,378.21	\$212,070.00	
TOTAL EMPLOYEE WAGES		\$246,117.00	\$204,488.90	\$41,628.10	\$221,072.00	

<b>FRINGE BENEFIT COST RATE CALCULATION</b>					
TOTAL FRINGE BENEFITS	<b>A</b>	\$159,309	\$145,187		\$136,519
TOTAL EMPLOYEE WAGES	<b>B</b>	\$246,117	\$204,489		\$221,072
<b>FRINGE BENEFIT COST RATE</b>		<b>64.73%</b>	<b>71.00%</b>	<b>A ÷ B</b>	<b>61.75%</b>
<b>FRINGE BENEFIT COST RECOVERY COMPARISON</b>					
Should have recovered in fiscal year	+		\$141,788	Actual DL * Actual Fringe Rate	
Amount actually recovered in fiscal year	-		\$129,264	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	=		\$12,523		
<b>FRINGE BENEFITS COST DISTRIBUTION</b>					
INDIRECT LABOR FRINGE BENEFITS		\$3,908	\$3,400		\$5,559
DIRECT LABOR FRINGE BENEFITS		\$155,401	\$141,788		\$130,960
<b>TOTAL FRINGE BENEFITS</b>		<b>\$159,309</b>	<b>\$145,187</b>		<b>\$136,519</b>
<b>INDIRECT COST RATE CALCULATION</b>					
INDIRECT LABOR		\$6,038	\$4,788		\$9,002
INDIRECT FRINGE BENEFITS		\$3,908	\$3,400		\$5,559
OTHER INDIRECT COSTS		\$88,721	\$71,789		\$94,858
<b>TOTAL INDIRECT COSTS</b>	<b>A</b>	<b>\$98,668</b>	<b>\$79,977</b>		<b>\$109,419</b>
<b>TOTAL DIRECT LABOR COSTS</b>	<b>B</b>	<b>\$240,079</b>	<b>\$199,701</b>		<b>\$212,070</b>
<b>INDIRECT COST RATE</b>		<b>41.10%</b>	<b>40.05%</b>	<b>A ÷ B</b>	<b>51.60%</b>
<b>INDIRECT COST RECOVERY COMPARISON</b>					
Should have recovered in fiscal year	+		\$79,977	Actual DL * Actual Indirect Rate	
Amount actually recovered in fiscal year	-		\$82,073	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	=		(\$2,097)		
<b>SUMMARY</b>					
		<b>ESTIMATED</b>	<b>ACTUAL</b>		<b>ESTIMATED</b>
		<b>FY 2021</b>	<b>FY 2021</b>		<b>FY 2023</b>
FRINGE BENEFIT COST RATE		<b>64.73%</b>	<b>71.00%</b>		<b>61.75%</b>
INDIRECT COST RATE		<b>41.10%</b>	<b>40.05%</b>		<b>51.60%</b>
<b>TOTAL OVERHEAD COST RATE</b>		<b>105.83%</b>	<b>111.05%</b>		<b>113.35%</b>



**SFY 2024**



## **BUDGET SUMMARY**

**ERIE COUNTY REGIONAL PLANNING  
SFY2024 BUDGET SUMMARY**

<b>100 ERPC PLANNING SERVICES</b>					
Direct Labor	\$	31,498	\$	31,498	
Fringe Benefits	\$	19,451	\$	19,451	
Indirect Cost	\$	16,252		\$16,252	
Other Cost	\$	50,343	\$	50,343	
<b>Total</b>	<b>\$</b>	<b>117,544</b>	<b>\$</b>	<b>117,544</b>	<b>\$ - \$ -</b>
<b>200 CDBG PROGRAM</b>				CHIP & FORMULA #8411	
Direct Labor	\$	3,704	\$	-	\$ 3,704
Fringe Benefits	\$	2,287	\$	-	\$ 2,287
Indirect Cost	\$	1,911	\$	-	\$ 1,911
Other Cost	\$	-	\$	-	\$ -
<b>Total</b>	<b>\$</b>	<b>7,902</b>	<b>\$</b>	<b>-</b>	<b>\$ 7,902 \$ -</b>
<b>300 HOUSING PROGRAMS</b>					HUD
Direct Labor	\$	5,539	\$	-	\$ 5,539
Fringe Benefits	\$	3,421	\$	-	\$ 3,421
Indirect Cost	\$	2,858	\$	-	\$ 2,858
Other Cost	\$	-	\$	-	\$ -
<b>Total</b>	<b>\$</b>	<b>11,818</b>	<b>\$</b>	<b>-</b>	<b>\$ - \$ 11,818</b>
<b>400 ECONOMIC DEVELOPMENT</b>					
Direct Labor	\$	300	\$	300	
Fringe Benefits	\$	185	\$	185	
Indirect Cost	\$	155	\$	155	
Other Cost	\$	2,000	\$	2,000	
<b>Total</b>	<b>\$</b>	<b>2,640</b>	<b>\$</b>	<b>2,640</b>	<b>\$ - \$ -</b>
<b>500 ECONOMIC DEVELOPMENT</b>					
Direct Labor	\$	-	\$	-	
Fringe Benefits	\$	-	\$	-	
Indirect Cost	\$	-	\$	-	
Other Cost	\$	-	\$	-	
<b>Total</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ - \$ -</b>
<b>GRAND TOTAL</b>	<b>\$</b>	<b>139,904</b>	<b>\$</b>	<b>120,184</b>	<b>\$ 7,902 \$ 11,818</b>

	AMOUNT BUDGETED	MPO CPG SHARE 80%	ODOT SHARE 10%	LOCAL SHARE 10%
<b>601 SHORT RANGE</b>				
Direct Labor	\$ 42,998	\$ 34,398	\$ 4,300	\$ 4,300
Fringe Benefits	\$ 26,553	\$ 21,243	\$ 2,655	\$ 2,655
Indirect Cost	\$ 22,185	\$ 17,747	\$ 2,219	\$ 2,219
Other Cost	\$ 3,250	\$ 2,600	\$ 325	\$ 325
<b>Total</b>	<b>\$ 94,986</b>	<b>\$ 75,988</b>	<b>\$ 9,499</b>	<b>\$ 9,499</b>
<b>602 TRANSPORTATION IMPROVEMENT</b>				
Direct Labor	\$ 31,702	\$ 25,364	\$ 3,169	\$ 3,169
Fringe Benefits	\$ 19,577	\$ 15,661	\$ 1,958	\$ 1,958
Indirect Cost	\$ 16,357	\$ 13,085	\$ 1,636	\$ 1,636
Other Direct	\$ 4,828	\$ 3,862	\$ 483	\$ 483
<b>Total</b>	<b>\$ 72,464</b>	<b>\$ 57,972</b>	<b>\$ 7,246</b>	<b>\$ 7,246</b>
<b>605 TRANSPORTATION SURVEILLANCE</b>				
Direct Labor	\$ 24,229	\$ 19,383	\$ 2,423	\$ 2,423
Fringe Benefits	\$ 14,962	\$ 11,970	\$ 1,496	\$ 1,496
Indirect Cost	\$ 12,501	\$ 10,001	\$ 1,250	\$ 1,250
Other Direct	\$ 43,448	\$ 34,758	\$ 4,345	\$ 4,345
<b>Total</b>	<b>\$ 95,140</b>	<b>\$ 76,112</b>	<b>\$ 9,514</b>	<b>\$ 9,514</b>
<b>610 LONG RANGE TRANSPORTATION PLAN</b>				
Direct Labor	\$ 49,315	\$ 39,451	\$ 4,932	\$ 4,932
Fringe Benefits	\$ 30,454	\$ 24,364	\$ 3,045	\$ 3,045
Indirect Cost	\$ 25,444	\$ 20,356	\$ 2,544	\$ 2,544
Other Direct	\$ 63,543	\$ 50,835	\$ 6,354	\$ 6,354
<b>Total</b>	<b>\$ 168,756</b>	<b>\$ 135,006</b>	<b>\$ 16,875</b>	<b>\$ 16,875</b>
<b>665 SPECIAL STUDIES</b>				
Direct Labor	\$ 1,616	\$ 1,292	\$ 162	\$ 162
Fringe Benefits	\$ 998	\$ 798	\$ 100	\$ 100
Indirect Cost	\$ 834	\$ 668	\$ 83	\$ 83
Other Direct	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 3,448</b>	<b>\$ 2,758</b>	<b>\$ 345</b>	<b>\$ 345</b>

<b>674 PUBLIC TRANSIT</b>						
Direct Labor		\$ 8,833	\$ 7,067	\$ 883	\$ 883	
Fringe Benefits		\$ 5,455	\$ 4,363	\$ 546	\$ 546	
Indirect Cost		\$ 4,557	\$ 3,645	\$ 456	\$ 456	
Other Direct		\$ 200	\$ 160	\$ 20	\$ 20	
Total		\$ 19,045	\$ 15,235	\$ 1,905	\$ 1,905	
<b>697 ANNUAL REPORT</b>						
Direct Labor		\$ 12,335	\$ 9,867	\$ 1,234	\$ 1,234	
Fringe Benefits		\$ 7,617	\$ 6,093	\$ 762	\$ 762	
Indirect Cost		\$ 6,364	\$ 5,092	\$ 636	\$ 636	
Other Direct		\$ 200	\$ 160	\$ 20	\$ 20	
Total		\$ 26,516	\$ 21,212	\$ 2,652	\$ 2,652	
<b>TOTAL</b>						
Direct Labor		\$ 171,028	\$ 135,530	\$ 16,941	\$ 16,941	
Fringe Benefits		\$ 105,616	\$ 83,694	\$ 10,462	\$ 10,462	
Indirect Cost		\$ 88,242	\$ 69,926	\$ 8,741	\$ 8,741	
Other Direct		\$ 115,469	\$ 92,375	\$ 11,547	\$ 11,547	
GRAND TOTAL MPO		\$ 480,355	\$ 384,283	\$ 48,036	\$ 48,036	
<b>GRAND TOTAL</b>						
Direct Labor		\$ 212,069				
Fringe Benefits		\$ 130,960				
Indirect Cost		\$ 109,418				
Other Direct		\$ 167,812				
GRAND TOTAL		\$ 620,259				
<b>FRINGE BENEFIT RATE</b>		61.75%				
<b>INDIRECT RATE COST</b>		51.60%				

## 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		
302	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 2024 Overall Work Program**  
**by Funding Source and Cost Category**

	Transportation				Community Development		
	100% OF BUDGETED COSTS	80% FEDERAL SHARE FHWA/FTA	10% ODOT SHARE	10% LOCAL SHARE	HUD NSP  CDBG		
Cost Category					Local		Total
		CPG	ODOT	LOCAL	Funds	Funds	Funds
Direct Labor	\$171,028.00	\$136,824.00	\$17,102.00	\$17,102.00	\$9,243.00	\$31,798.00	\$212,069.00
Fringe Benefits	\$105,616.00	\$84,494.00	\$10,561.00	\$10,561.00	\$6,278.00	\$19,065.00	\$130,959.00
Indirect Costs	\$88,243.00	\$70,593.00	\$8,825.00	\$8,825.00	\$5,707.00	\$15,469.00	\$109,419.00
Other Direct Costs	\$115,469.00	\$92,375.00	\$11,547.00	\$11,547.00	\$0.00	\$52,343.00	\$167,812.00
Total	\$480,356.00	\$384,286.00	\$48,035.00	\$48,035.00	\$21,228.00	\$118,675.00	\$620,259.00



## **Title VI Program Review**

# TITLE VI COMPLIANCE QUESTIONNAIRE

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

### General

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

The Erie Regional Planning Commission and the Erie County Finance Office are responsible.

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

The Title VI contact for Erie Regional Planning Commission is Kevin Cannon, Transportation Planner. He can be reached at 419-627-7652 or by email, [kcannon@eriecounty.oh.gov](mailto:kcannon@eriecounty.oh.gov).

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

Yes, the Title VI Program Plan was written in 2019 and can be accessed on the ERPC's website at: <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.

Yes, the Title VI Policy was completed in 2019 and can be accessed on the ERPC's website at: <https://www.eriecounty.oh.gov/ErieRegionalPlanningCommission.aspx>.

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

Yes, the Title VI Program Plan includes Section 9: Complaint Procedure. It can be accessed on ERPC's website at: <https://www.eriecounty.oh.gov/ErieRegionalPlanningCommission.aspx>.

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

Yes, the Title VI complaint form is located at: <https://www.eriecounty.oh.gov/ErieRegionalPlanningCommission.aspx>.

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 and 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 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 passed the last Title VI Assurance in Resolution form in April of 2021. See Attachment B.

10. Does your contract language include Title VI and other non-discrimination assurances?

Yes, Title VI language and other non-discrimination assurances are included.

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?

Yes, the Public Participation Plan was last updated in 2019. It can be accessed on ERPC's website at: <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
- ii. Community radio station announcements
- iii. Church and community event outreach
- iv. Targeted fliers distributed in particular neighborhoods
- v. Other (Please explain)

Yes, see Public Involvement Policy, Section 3

Yes, see Public Involvement Policy, Section 3

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. No, special assistance has been requested to date.

### 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. Yes, <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?  
No, none of ERPC's staff speaks any other languages. All staff have access to translation services through Google.
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?  
ERPC has never received a language assistance request.

### 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? No additional training has been conducted.

### 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 currently be conducted by the 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, Sr. Transportation Planning Engineer, [kcannon@eriecounty.oh.gov](mailto:kcannon@eriecounty.oh.gov)

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.

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

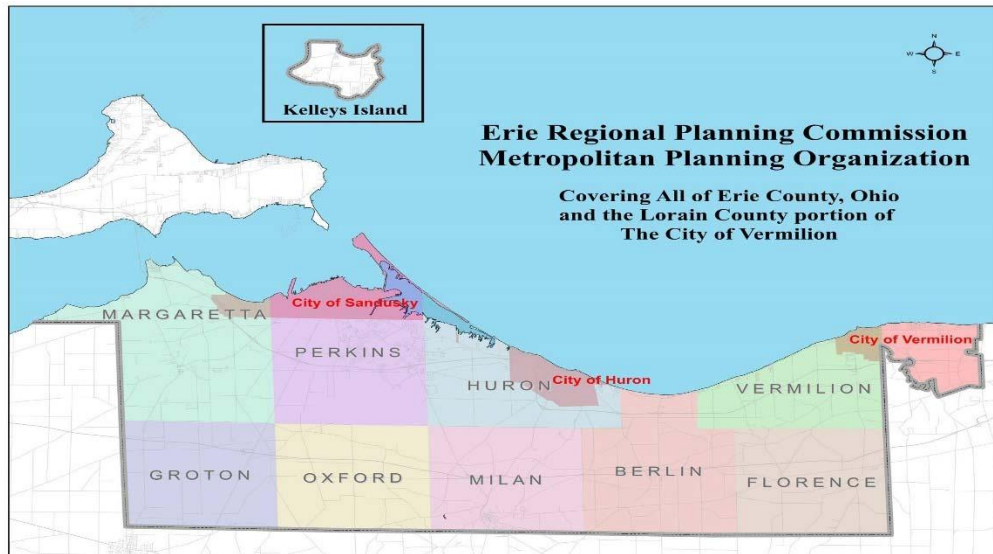
Yes, training on exactly what MPO's need to be doing in regards to Title VI and Civil Rights requirements would be helpful. A condensed summary and checklist would be useful to make sure ERPC is incorporating everything that needs to be done. A standardized plan template for Public Involvement, Limited English Proficiency and Title VI Plans would be a great help.



## **Attachment A: Title VI 2019 Plan**

# **Title VI Plan for Erie County Regional Planning Commission**

March 2019



## **Title VI/Non-Discrimination Policy**

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

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

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Appendix B: Resolution of Assurances	
Appendix C: Project Scoring Sheets	
Appendix D: Erie County Compliant Form/Process	
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## **Section 1: Introduction and Support**

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

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

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

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

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

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

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

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

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

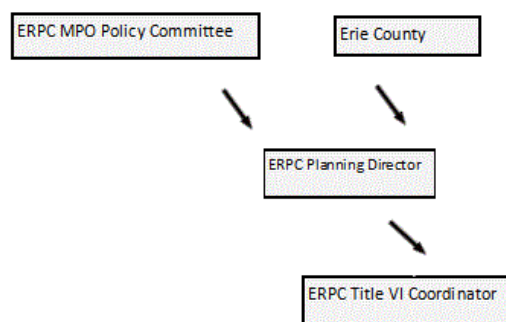
Regional Planning Commission staff are the designated handling agency and they perform the daily administrative functions. The Planning Director is the governing official of the staff and is authorized to ensure compliance with provisions of the MPO's policy of non-discrimination, including the requirements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

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

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



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



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

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

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

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

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

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

### **A. Project Scoring**

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

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

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

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

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

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

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

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

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

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

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

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

## Section 9: Complaint Procedure

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section 14: Compliance and Enforcement Procedures**

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

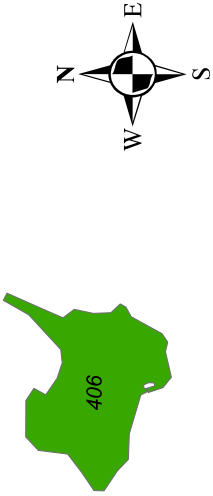
The Title VI Plan Update was presented at the TBD, 2019 MPO Policy Meeting. Formal minutes were taken at the meeting and presented to the committee for approval on TBD.

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

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

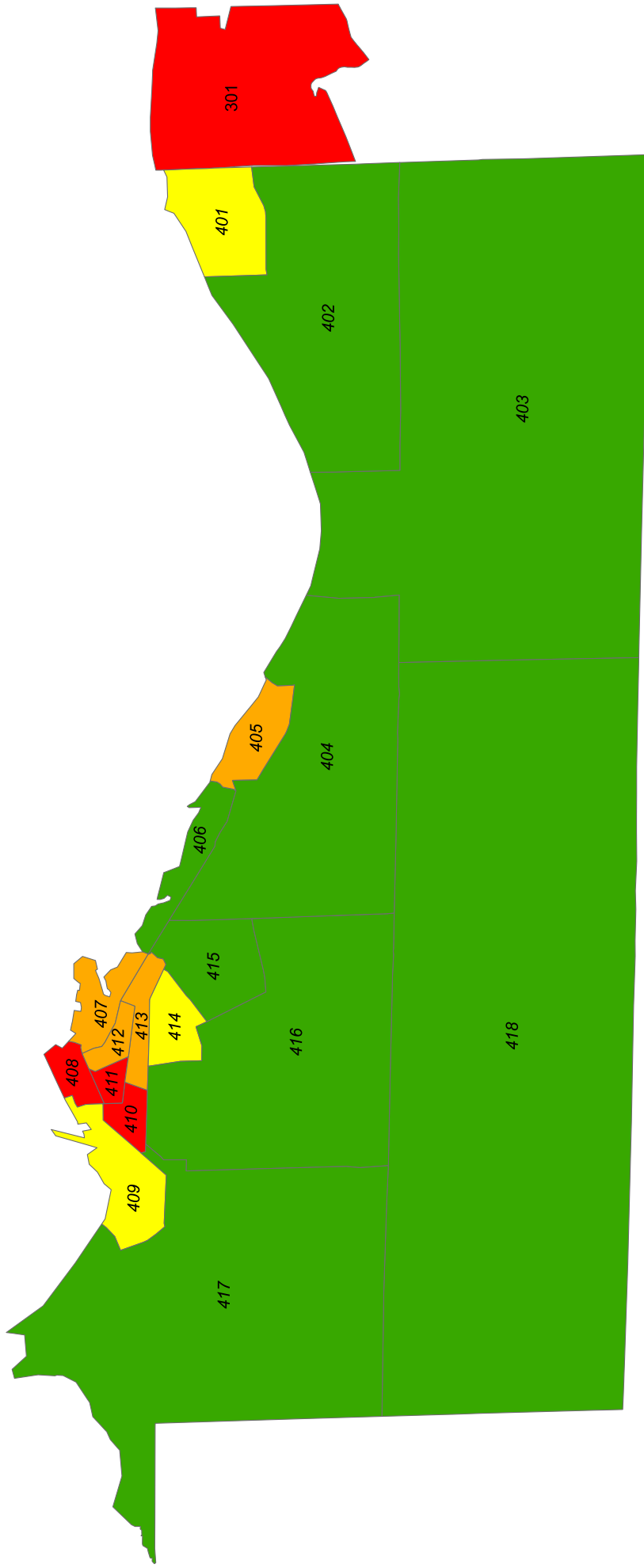
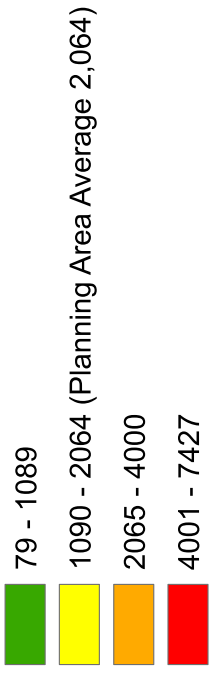
Source: US Census Bureau, 2016 5-year American Community Survey Table B01001

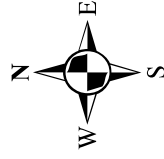
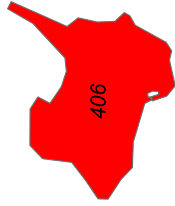
# Map 1 - Population Density



## Legend

### Individuals/SQMI





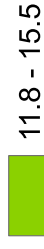
# Map 2 - Elderly Population

## Legend

### PCT of Population 65 and Over



11.7



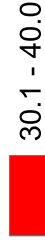
11.8 - 15.5



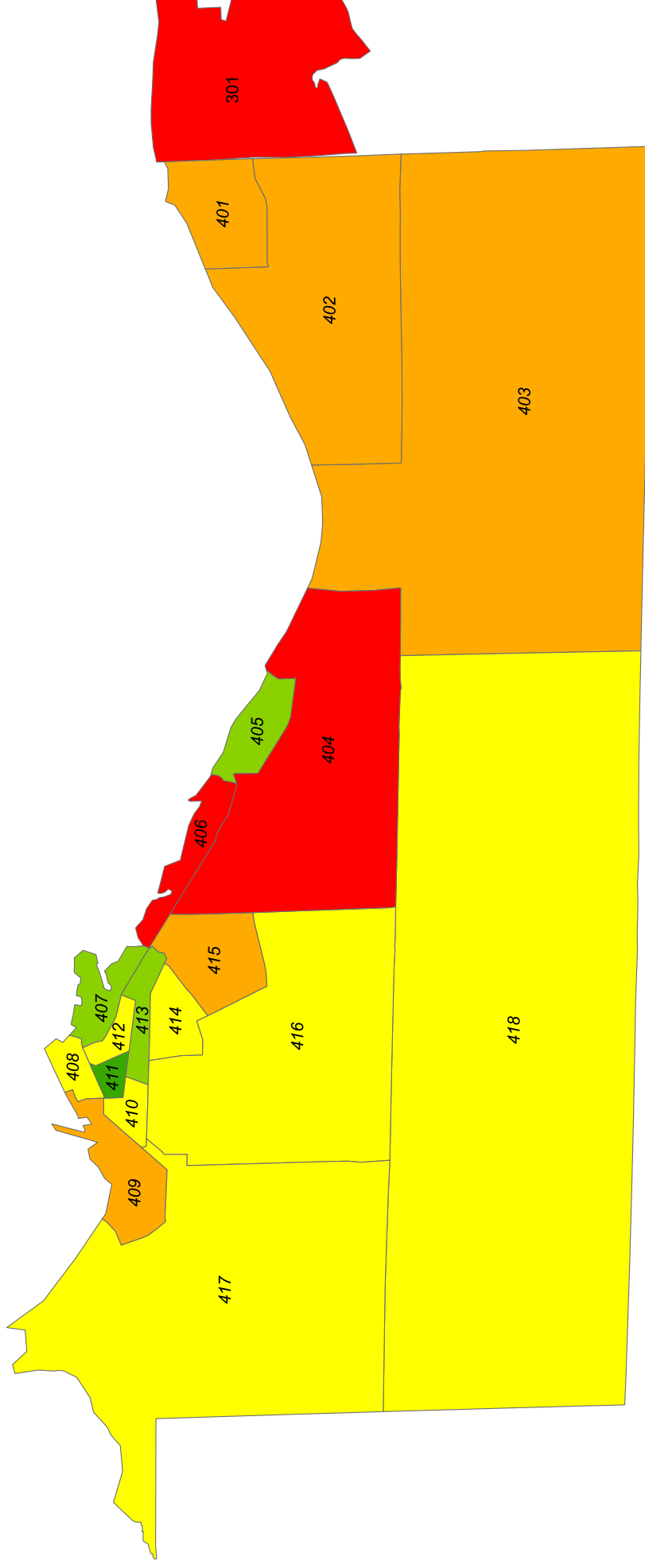
15.6 - 20.4 (Planning Area Average 20.4%)



20.5 - 30.0



30.1 - 40.0

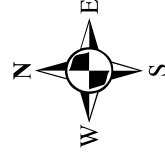


**TABLE 2: MINORITY POPULATIONS BY CENSUS TRACT**

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

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





# Map 3 - Minority Population

## Legend

### PCT Minority Population

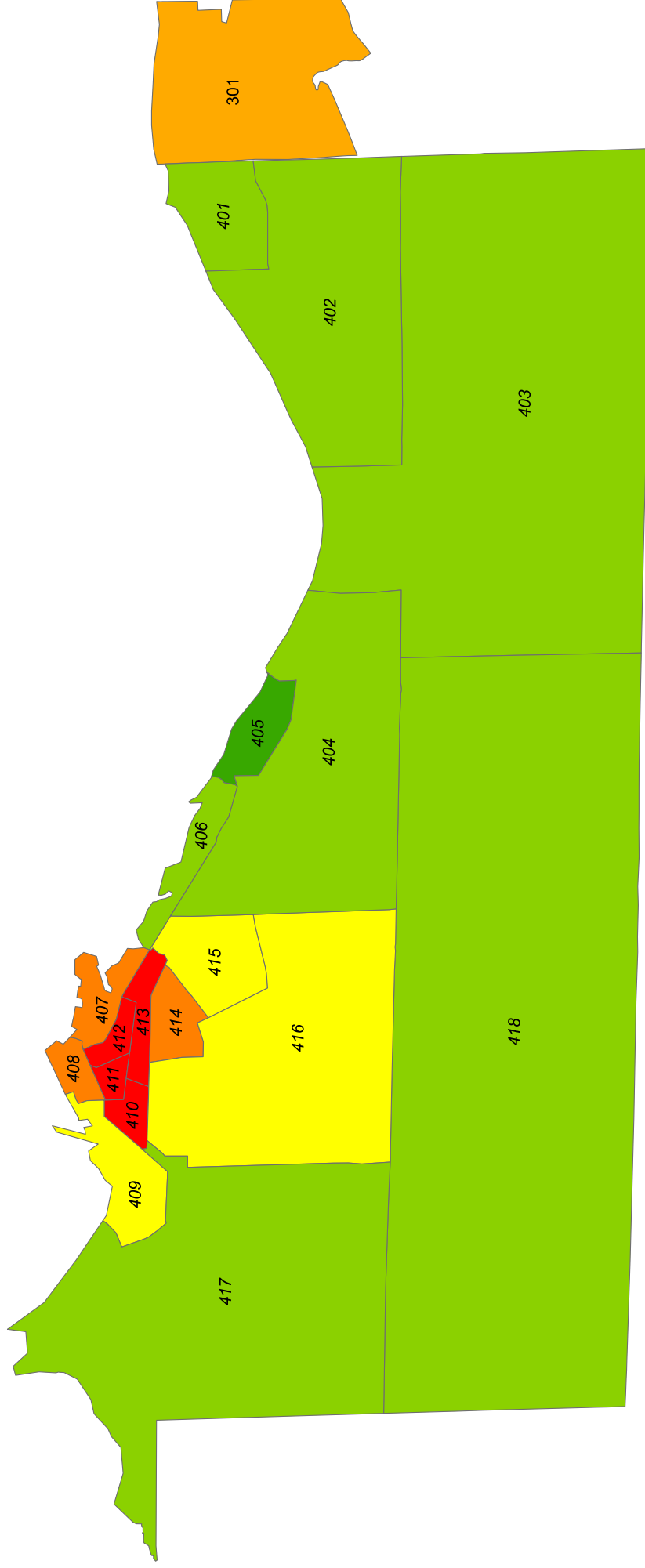
1.9

2.0 - 10.0

10.1 - 14.7 (Planning Area Average=14.7%)

14.8 - 35.0

35.1 - 45.0

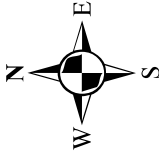


**TABLE 3: POVERTY STATUS OF INDIVIDUALS, HOUSEHOLDS & FAMILIES BY CENSUS TRACT**

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

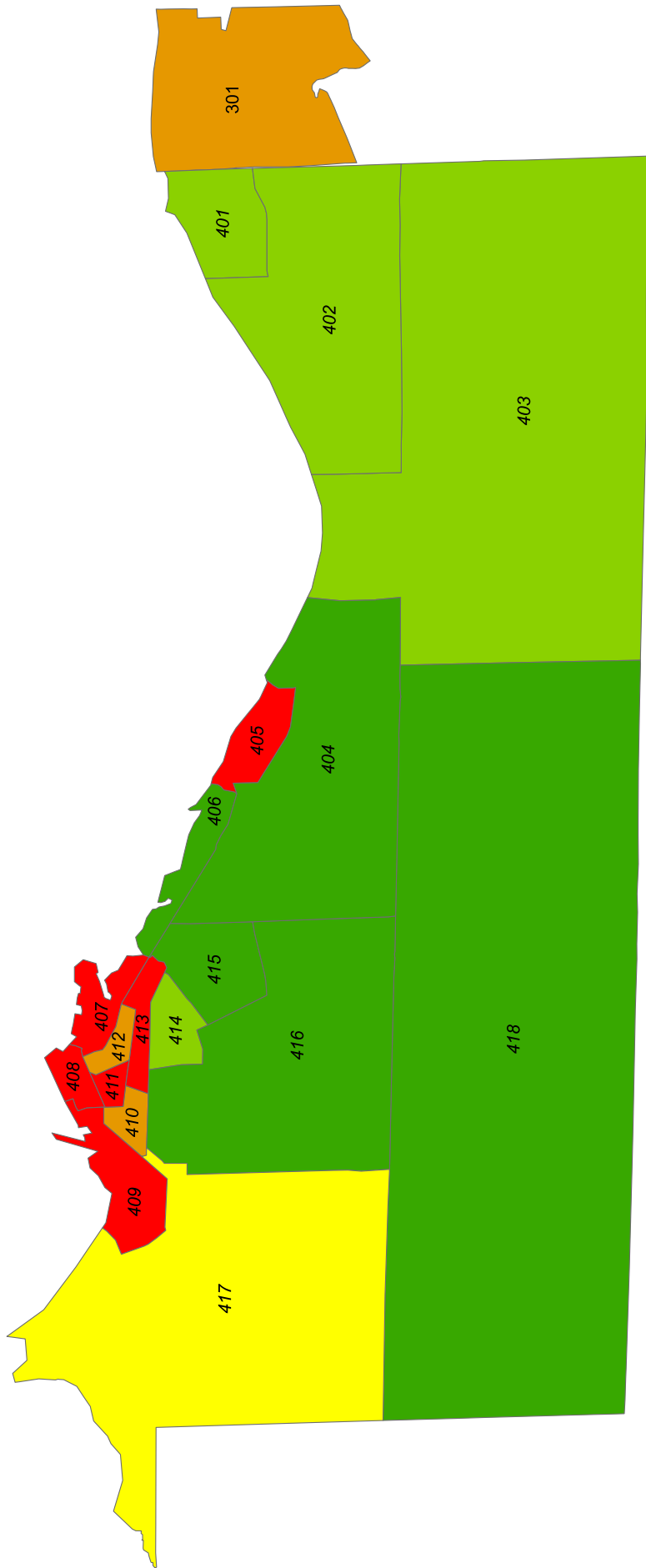
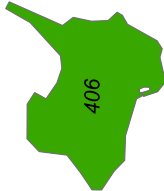
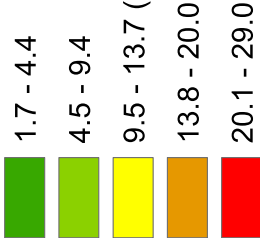
Source: US Census Bureau, 2016 5-year American Community Survey Tables C17002, B17017

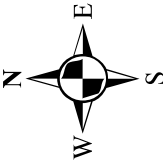
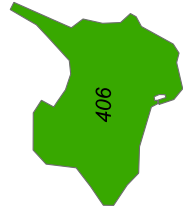
# Map 4 - Population in Poverty



## Legend

PCT of Population below 100% Poverty

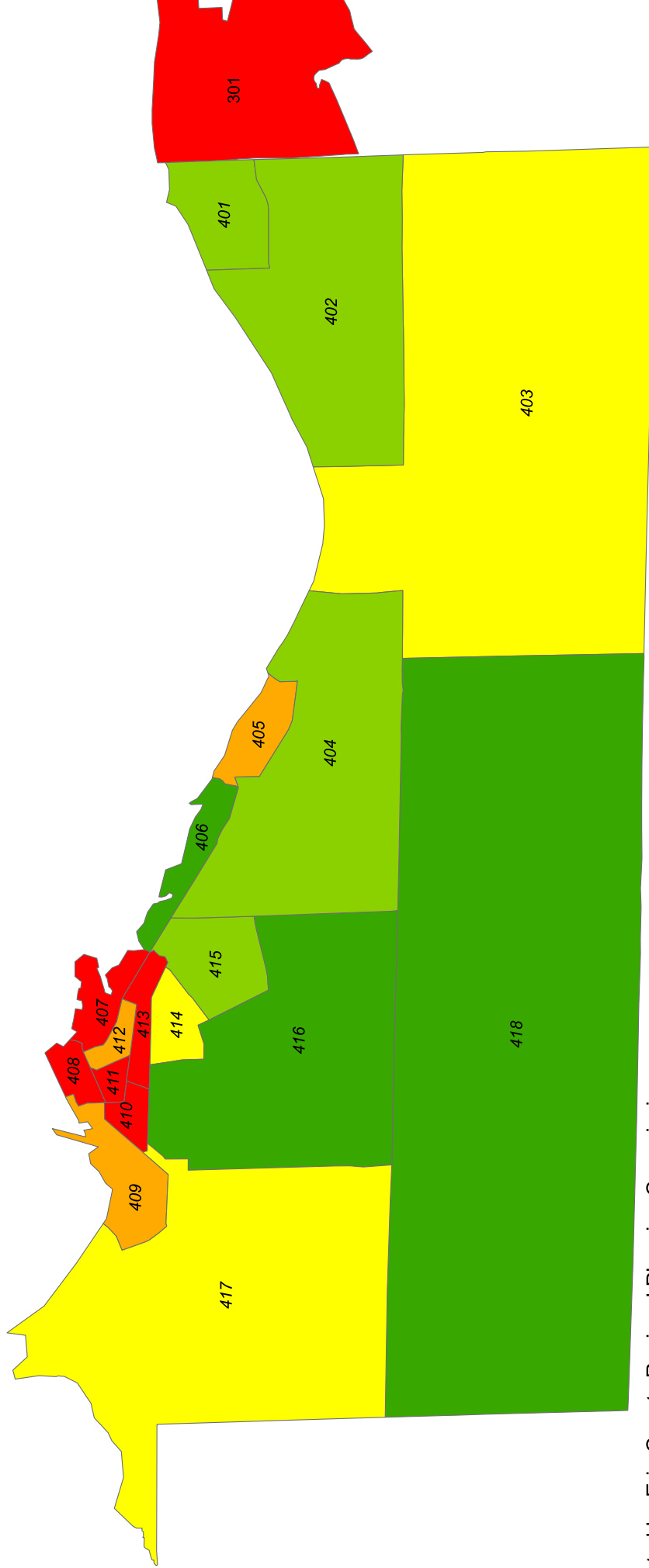
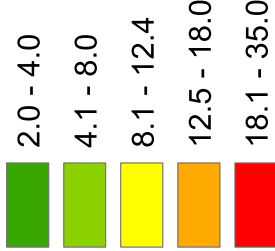




# Map 5 - Household Poverty

## Legend

PCT Households Living in Poverty

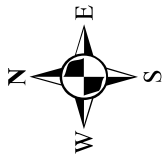


**TABLE 4: DISABILITY BY CENSUS TRACT**

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

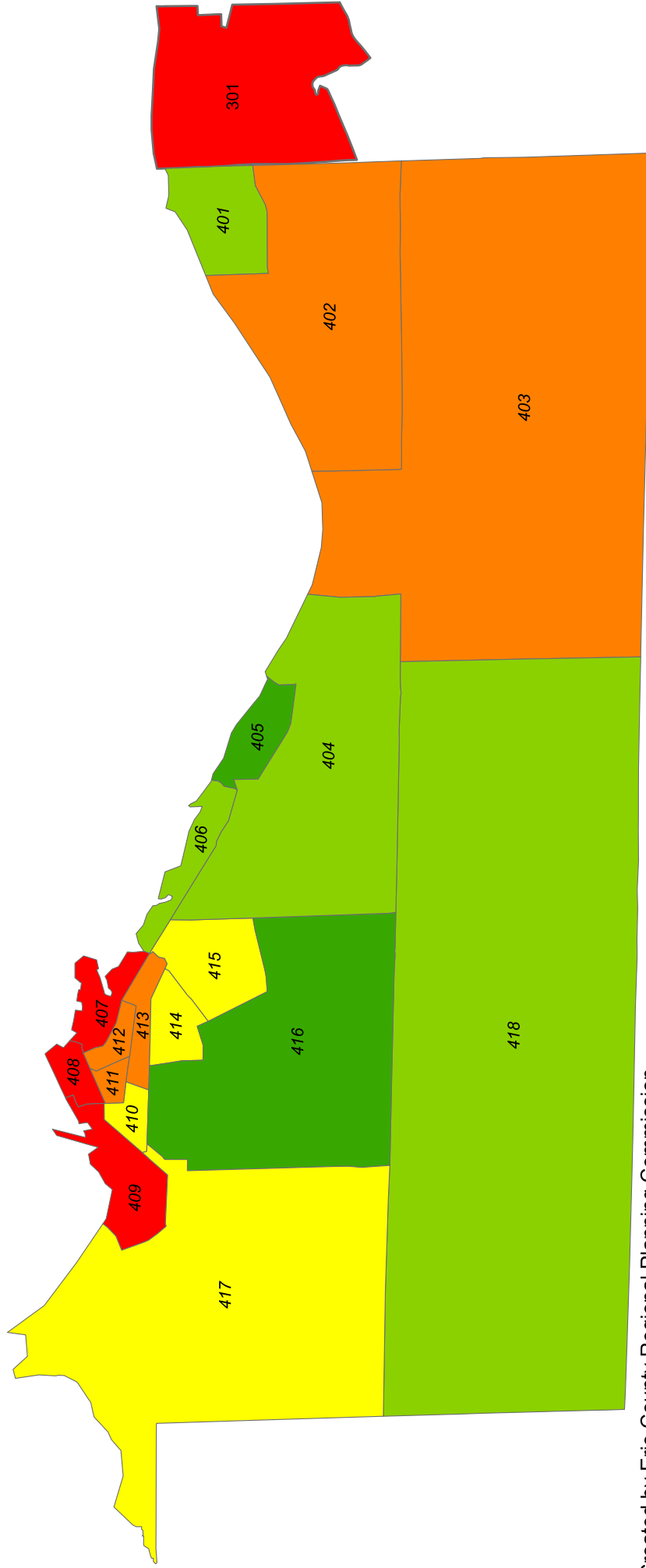
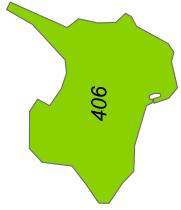
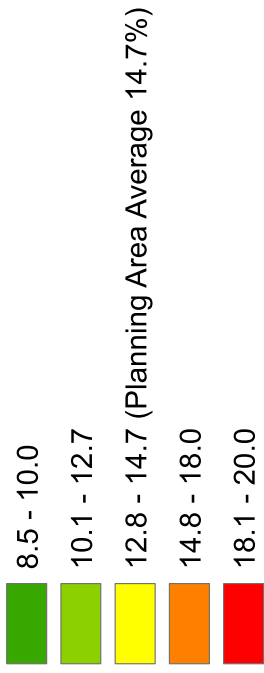
Source: US Census Bureau, 2016 5-year American Community Survey Table S1810

# Map 6 - Disabled Population



## Legend

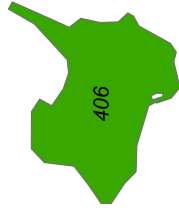
### PCT Population with a Disability



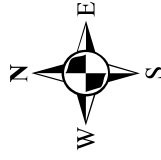
**TABLE 5: LIMITED ENGLISH PROFICIENCY HOUSEHOLDS BY CENSUS TRACTS**

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

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

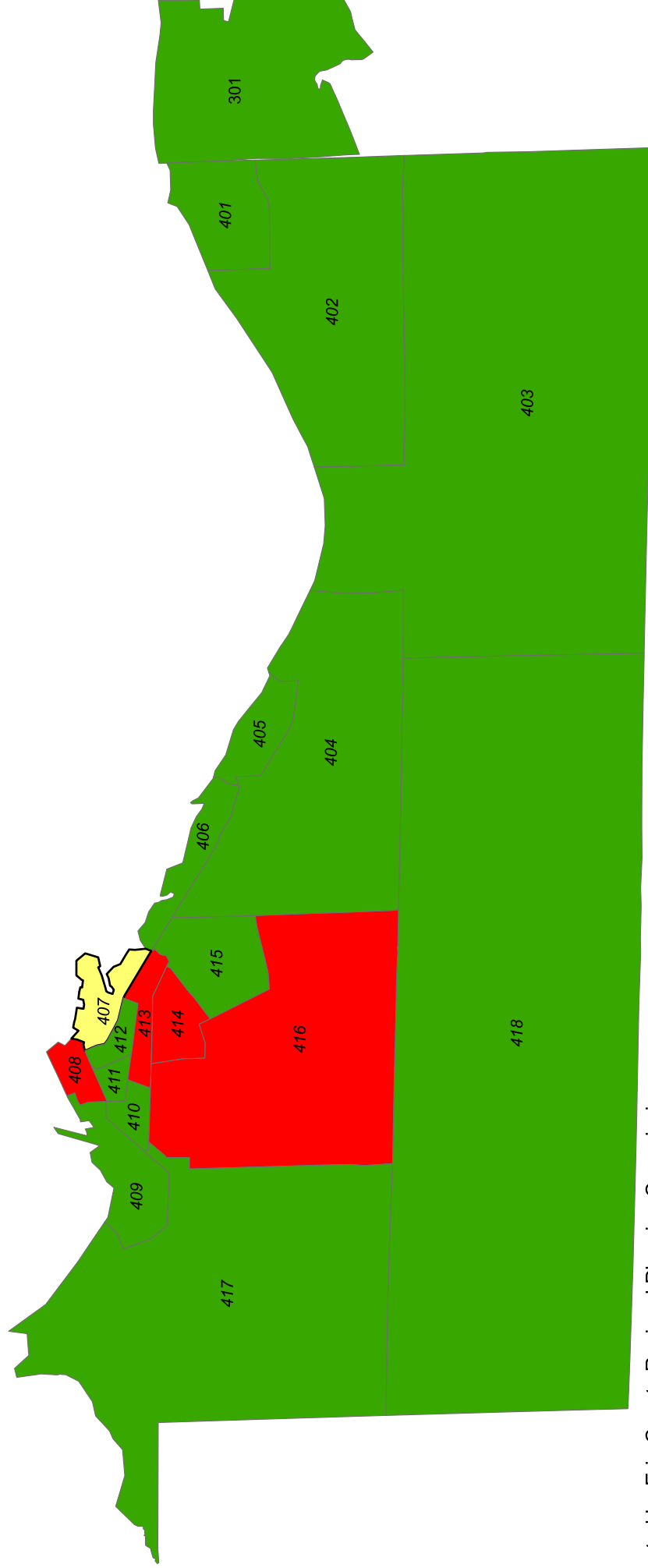
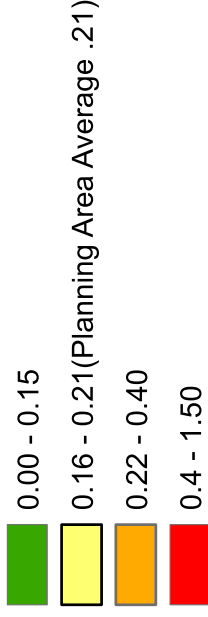


# Map 7 - Limited English Proficiency Households



## Legend

### PCT Limited English Households





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

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

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

# Map 8 - Limited English Proficiency Population

## Legend

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

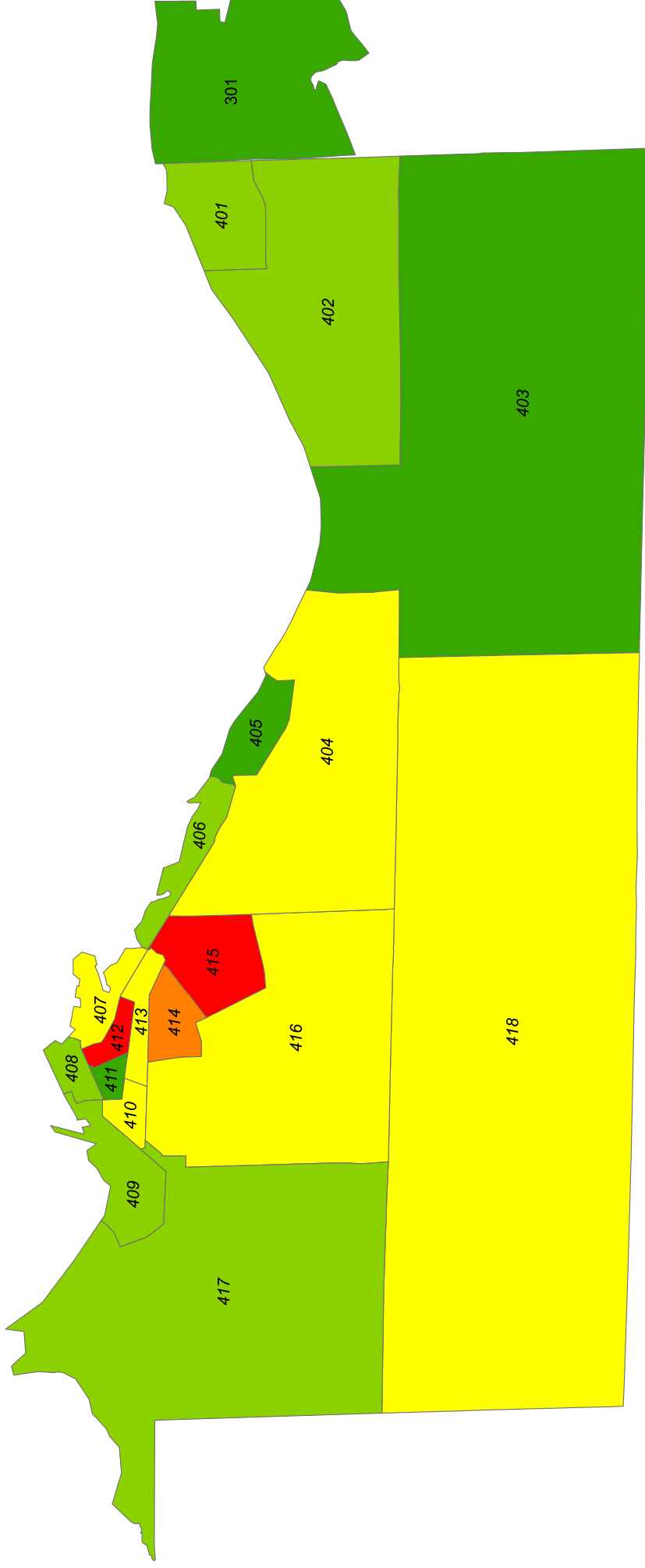
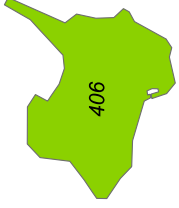
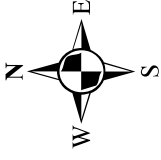
0.56 - 1.7

1.8 -2

2-3.5 (Planning Area Average = 3.5%)

3.6 - 6.0

6.1 - 7.6





## **Attachment B: Annual Self-Assurance**

**RESOLUTION NUMBER 2023-01 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

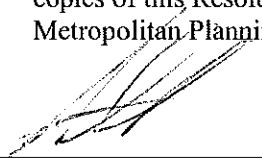
**WHEREAS**, the federal regulations published as 23 CFR 450 further require that the State and the Metropolitan Planning Organization shall certify that the planning process is being carried out in conformance with all the applicable requirements of 23 USC 134 and 49 USC 1607, which indicate ". . .the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



---

Patrick Shenigo, 2023 Chairperson  
Metropolitan Planning Organization Policy Committee  
Erie Regional Planning Commission  
April 27, 2023

**RESOLUTION NUMBER 2023-02 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  
2024 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 2024 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, 2023 and June 30, 2024 also known as State Fiscal Year 2024; and

**WHEREAS**, The planning products and programs in the State Fiscal Year 2024 Unified Planning Work Program are all fiscally constrained within the budget constraints of the approved Ohio Department Of Transportation Consolidated Planning Grant; and

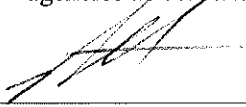
**WHEREAS**, All Work Plan products and programs are compatible and further the goals of the 2045 Long Range Transportation Plan; and

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

**WHEREAS**, the State Fiscal Year 2024 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 2023 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.

  
\_\_\_\_\_  
Patrick Shenigo, 2023 Chairperson  
Metropolitan Planning Organization Policy Committee  
Erie Regional Planning Commission  
April 27, 2023



**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: 2019 Public Involvement Policy**

# Erie Regional Planning Commission Metropolitan Planning Organization

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## Public Involvement Policy

Updated: January 2019

**Preface**

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**Section I-Introduction**

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B. Public Involvement for All People.....4

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## **Preface**

### **A. Document Structure**

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

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

The appendices follow Section IV of this document

**RESOLUTION NUMBER 2019-05**

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

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

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

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

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

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

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

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

**NOW THEREFORE BE IT RESOLVED:**

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

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

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

## **I. Introduction**

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

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

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

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

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

### **B. Policy Statement**

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

## **II. Public Involvement**

### **A. Purpose**

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

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

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

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

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

### **D. Outreach Program**

People who are willing to assist ERPC in obtaining information about community and county issues are sought by the agency to be liaisons. ERPC works to identify these liaisons with assistance from locally elected and appointed officials, civic and community organizations as well as business and professional groups.

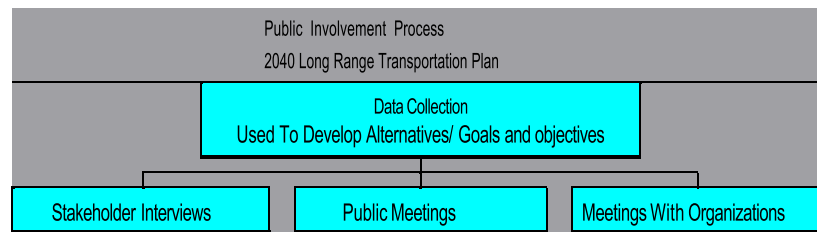
Representatives of those traditionally underserved are strongly encouraged to participate in the planning process. ERPC maintains a list of these liaisons to assist in various outreach efforts.

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

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

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





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

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

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

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

## **F. Stakeholders**

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

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

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

## **G. Meeting Notices**

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

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

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

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

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

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

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

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

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

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

## **K. Meeting Minutes**

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

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

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

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

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

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

### **III. Public Information**

#### **A. Purpose**

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

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

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

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

#### **C. Media**

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

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

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

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

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

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

## **IV. Public Access**

### **A. Purpose**

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

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

#### **Contact Information:**

Erie Regional Planning Commission  
2900 Columbus Avenue  
Sandusky, OH 44870

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

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

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

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

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

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

### **C. Open Meetings**

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

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



## **Attachment E: SFY 2023 Environmental Justice Report**



# ERPC MPO ENVIRONMENTAL JUSTICE REPORT

SFY 2023

March 2023



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



### INTRODUCTION

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

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

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

Demographic information was compiled from the 2021 Five Year American Community Survey Census data. To calculate county average levels with the available data, demographic data on a census tract level was utilized. The data was reviewed to identify areas where the targeted populations were significantly higher than the county average. These target areas have been mapped along with capacity expansion projects, maintenance projects, and transportation enhancement projects to aid in the impact analysis. Subjective analysis for each project includes completing an environmental justice analysis matrix considering potential impacts that a project could have on an identified environmental justice area. The identification of targeted population areas median averages were calculated as poverty totaling 14.3%, minority totaling 17.5%, 65 years and older totaling 20.9% , disability totaling 16.0%, limited English proficiency totaling 3.5%, and zero vehicle household totaling 6.4% in the county based on regional averages.



## SFY 2023 ENVIRONMENTAL JUSTICE REPORT

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

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

In order to analyze EJ impacts for the projects in the ERPC MPO region, staff reviewed the projects using the long range travel demand model for the Sandusky Urbanized Area that was developed by the Modeling and Forecasting Section of ODOT's Office of Statewide Planning and Research. The model aided in quantitatively evaluating the effectiveness of the projects and their impact potential to the targeted populations. The MPO region was divided into over 400 traffic analysis zones (TAZs) based on the review of census data, residential patterns, employment, education, recreational locations, and travel characteristics. Travel times were used to analyze the results of project implementation in order to assess accessibility to the generator zones for both targeted and non-targeted populations. Travel times to identified destinations for eleven EJ traffic analysis zones (where poverty, minority, 65 years and older, limited English proficiency, disability, and households with no vehicles available were two times above the county averages) were compared against five non-EJ TAZs. As of the draft TIP, the modeling process is ongoing, although results were expected to not negatively affect the target groups and/or substantially impact travel times. 84% of projects in the TIP for FY 2024-2027 for the ERPC MPO region can be considered system preservation projects while the other 16% are all projects that include sidewalk installations, intersection realignments and other safety upgrades. A larger portion of project costs is towards expansion projects due to the US 6 Connectivity Corridor project. Preservation type projects include resurfacing, culvert replacement, signal projects and overall general maintenance of the transportation system. These types of projects have little or no adverse impact on the population. The factors listed above were considered upon review of the projects to measure the impact upon the targeted areas.

Upon staff review, both quantitatively (as explained) and subjectively, it is believed that no disproportionately high and adverse effects on EJ populations are encountered as a result of the proposed projects listed in this TIP. Additionally, the ERPC staff and its committees consider any adverse effects that a proposed project could have to ensure that they are not predominately borne by EJ populations.



## SFY 2023 ENVIRONMENTAL JUSTICE REPORT

Maps on the following pages show EJ areas within the MPO region and associated highway projects that have been identified in the MPO's TIP SFY 2024-2027. The tabulation below presents the proportion of all proposed project costs that lie in EJ target areas against total investment.

Investment in EJ Target Areas (area where values are two times above noted regional average)	% of Population	Dollars Programmed*	% of Program	# of Projects
Environmental Justice Target Area	26.9%	\$48,042,313.31	46%	8
Non-Environmental Justice Target Area	73.1%	\$56,863,832.34	54%	30

Additionally, staff also measures the amount of negative impact for those projects listed in the TIP by estimating the amount of real estate actions that may be imposed upon the identified target areas. It is estimated that only two projects (or 4% of total programmed dollars) fall into this category. Those projects are listed below:

PID 114056: Located at US 6, the project involves installing a roundabout at Cedar Point Drive, turn lanes at Sycamore Line and replacing the signal at Remington Avenue. The project was identified in the US 6 Corridor Study and is anticipated to improve safety conditions for all users.

PID 116570: As a part of the US 6 Connectivity Corridor, the project includes numerous roundabouts and turn lanes between Cedar Point Drive to Rye Beach Road into University Drive, as well as a multi-use path that will improve traffic flows and improve safety conditions for multi-modal users.

Staff concluded that all projects that were identified above were considered safety related improvement projects and concluded that no significant negative impacts would occur to the identified EJ target areas.

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



## Appendices:

Appendix A.....SFY 2024—2027 Transportation Improvement Program Project Listing

Appendix B.....Map of SFY 2024—2027 TIP Projects and Minority Status

Appendix C.....Map of SFY 2024—2027 TIP Projects and Poverty Status

Appendix D.....Map of SFY 2024—2027 TIP Projects and 65 Years and Older Status

Appendix E.....Map of SFY 2024—2027 TIP Projects and Disability Status

Appendix F.....Map of SFY 2024—2027 TIP Projects and Limited English Proficiency Status

Appendix G.....Map of SFY 2024—2027 TIP Projects and Zero Vehicles Available Households



## Appendix A

# SFY 2024—2027 Transportation Improvement Program (TIP) Project Listing

ERPC MPO SFY 2023 ENVIRONMENTAL JUSTICE REPORT  
SFY 2024-2027 PROJECT LISTING

PID	Project Name	Project Description	Primary Work Category	Sponsoring Agency	State Fiscal Year	Total Project Cost
77438	ERI SR 0002 15.89	Minor RehabERI 2 15.89-20.02	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2025	\$ 4,851,410.00
92016	ERI SR 0002 19.04	ERI-SR 0002-19.04 L & R : Piers 1 thru 10 on the Le Bridge Preservation	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2025	\$ 16,594,000.00
103704	ERI US 0006 03.64	Resurfacing-Urban Paving City of SanduskyERI-00	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2024	\$ 1,488,630.00
104037	ERI Vermilion 3 Crossings NS	Circuitry modifications at three (3) Norfolk South Railroad Crossing Protection	Roadway Minor Rehab	Ohio Rail Development Commission	2023	\$ 393,000.00
104165	ERI SR 0002 29.50	Highway Lighting - Remove existing lighting and install new lighting (Safety)	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2023	\$ 525,647.90
110816	ERI Castalia Fish Hatchery	Resurface Parking Lot Area - 20,000 sf area of asphalt Roadway Minor Rehab	Roadway Minor Rehab	ODNR	2023	\$ 54,961.00
112761	ERI US 0006 28.84 BI FY 2026/28	Bridge inspection of ERI US 0006 28.84 - CY 2026 Asset Inventory / Inspection	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2026	\$ 135,000.00
113282	ERI/HUR SR 0113/0013 20.18/04.13	Culvert ReplacementERI SR 0113 20.18HUR SR 00 Culvert Preservation	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2025	\$ 694,418.91
113466	ERI SR 0060 01.08 RW	Culvert Replacement -To be done by Erie County Culvert Preservation	Roadway Minor Rehab	DISTRICT 3-OPERATIONS	2023	\$ 30,000.00
114056	ERI US 0006 09.07	Install a roundabout at Cedar Point Drive, turn left Intersection Improvement (Safety)	Roadway Minor Rehab	Sandusky, City of	2024	\$ 6,596,804.87
114298	ERI-CR PM-FY2025	Update existing pavement markings on various streets Traffic Control (Safety)	Roadway Minor Rehab	ERIE COUNTY ENGINEER	2025	\$ 150,000.00
115000	ERI / HUR TSG FY2026	Traffic Signal Upgrades	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2026	\$ 697,500.00
115069	ERI US 0006 06.54 RW Only	RW Only for Wingwall Repair due to Failure at ST Bridge / Culvert Maintenance	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2023	\$ 23,346.00
115168	ERI SR 0002 00.00	AC Overlay with Repairs ERI SR 02 00.00	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2025	\$ 8,931,725.00
115725	ERI CR 13 13.35	Rehabilitation of bridge. Work to include: remove old bridge / Culvert Maintenance	Roadway Minor Rehab	ERIE COUNTY ENGINEER	2027	\$ 3,225,000.00
117240	ERI US 0006 18.88 Sidewalk	Extend sidewalk from Gateway Blvd to Huron Drive Pedestrian Facilities	Roadway Minor Rehab	Huron, City of	2025	\$ 810,728.00
117271	ERI Sandusky Meadowood Sidewalk	Installation of sidewalks in missing stretches of west Pedestrian Facilities	Roadway Minor Rehab	Sandusky, City of	2024	\$ 176,253.00
117325	ERI SR 0601 0.00	Installation of two driver feedback speed limit signs Enhanced Crossing	Roadway Minor Rehab	Milan, Village of	2023	\$ 39,415.00
117596	ERI SR 4 Signal Timing	Signal timing analysis along ERI-4 from W Bogart to W Safety Related Studies	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2023	\$ 27,000.00
117621	ERI SR 0004 00.45 GSM	Notified by Erie County recently about a slip that Geologic Maintenance / Slide Repair	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2025	\$ 963,000.00
117622	ERI SR 0004 00.50 GSM	Notified by Erie County recently about a slip that Geologic Maintenance / Slide Repair	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2023	\$ 340,100.38
117731	LOR French Creek Reservation	Lorain County Metro Park, Pave Pine Tree Picnic Area Parks	Roadway Minor Rehab	Lorain County Metropark District	2023	\$ 152,396.00
117777	ERI CR 112 Rye Beach Rd NS	Modification of warning devices and surface exte Railroad Crossing Protection	Roadway Minor Rehab	Ohio Rail Development Commission	2023	\$ 153,000.00
118353	ERI SR 0269 03.07	Convert two-way stop-controlled intersection into one-way Intersection Improvement (Safety)	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2027	\$ 4,312,720.00
118585	ERI-Sandusky Bay Pathway	Construction of 10' wide path along US 6, connect to Shared Use Path	Roadway Minor Rehab	Sandusky, City of	2025	\$ 6,617,719.00
118636	ERI SR 0060 07.88	Erie County. Replace existing poor condition guard Roadside / Median Improvement (Safety)	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2024	\$ 428,000.00
118861	ERI SR 0002 21.23	ERI SR 0002 21.23 -Partial culvert replacement on Culvert Preservation	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2025	\$ 660,000.00
107223	ERI US 0006 16.27 Phase 2	Restore pavement condition; Remove unnecessary Roadway Minor Rehab	Roadway Minor Rehab	Huron, City of	2025	\$ 1,800,886.13
113957	ERI CR 0500 01.37 W Monroe	Resurfacing project	Roadway Minor Rehab	Sandusky, City of	2025	\$ 1,826,613.64
113958	ERI CR 0503 00.81 E Water St	Resurfacing	Roadway Minor Rehab	Sandusky, City of	2024	\$ 986,594.80
113959	ERI CR 0005 02.85 E. Perkins	Resurfacing project	Roadway Minor Rehab	Erie County Regional Planning Commission	2025	\$ 609,396.00
113961	LOR CR 0624 01.97 Sunnyside Rd	Project rehabilitation.	Roadway Minor Rehab	Erie County Regional Planning Commission	2025	\$ 861,708.75
115827	ERI Vermilion SRTS FY2025	Sidewalk installation in existing gaps to provide safe Pedestrian Facilities	Roadway Minor Rehab	Vermilion, City of	2025	\$ 442,005.27
116570	ERI US 0006 Connectivity Corrid.	ERI US 6 Connectivity Corridor including Sandusky Intersection Improvement (Safety)	Roadway Minor Rehab	ODOT SPONSORING AGENCY	2026	\$ 35,303,066.00
118478	ERI CR 0110 1.97 Campbell	Resurfacing and installation of new sidewalks. Also Roadway Minor Rehab	Roadway Minor Rehab	ERIE COUNTY ENGINEER	2026	\$ 1,175,000.00
118505	ERI MR 0746 01.62 W Monroe	Rehabilitation project to include resurfacing, part Pavement Maintenance	Roadway Minor Rehab	Sandusky, City of	2026	\$ 1,054,955.00
118507	ERI-Huron Main St	Various infrastructure corrections, including pavement Pavement Maintenance	Roadway Minor Rehab	Huron, City of	2026	\$ 486,031.25
118514	LOR - Sunnyside Rd 3	Phase 3 of Sunnyside Road. More info with scope Pavement Maintenance	Roadway Minor Rehab	Vermilion, City of	2026	\$ 1,288,113.75
Total Project Costs					\$	104,906,145.65
Total Projects						38
Expansion Projects Cost					\$ 54,259,296.14	52% of Total Cost
7 Projects						16% of Total Projects
Preservation Projects Cost					\$ 50,646,849.51	48% of Total Cost
31 Projects						84% of Total Projects



## Appendix B

### Map of SFY 2024-2027 TIP Projects and Minority Status

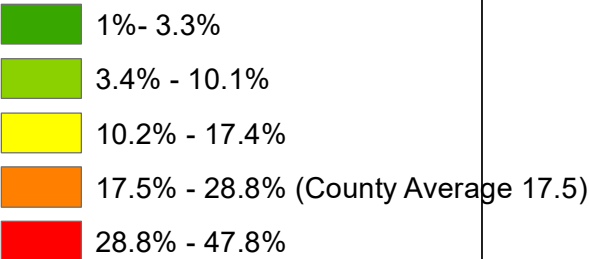


# Percent Minority Population

## Legend

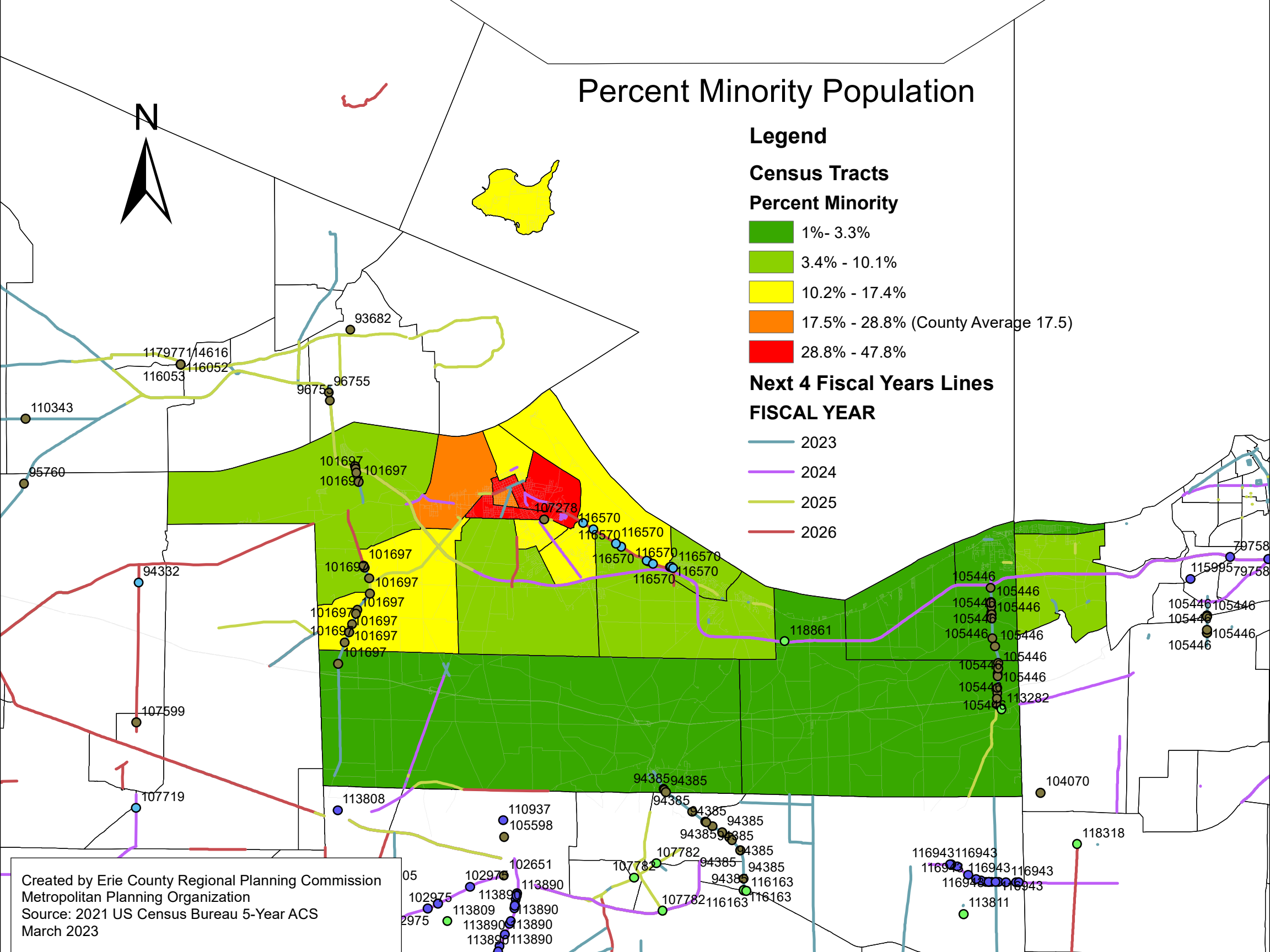
### Census Tracts

### Percent Minority



### Next 4 Fiscal Years Lines

### FISCAL YEAR





## Appendix C

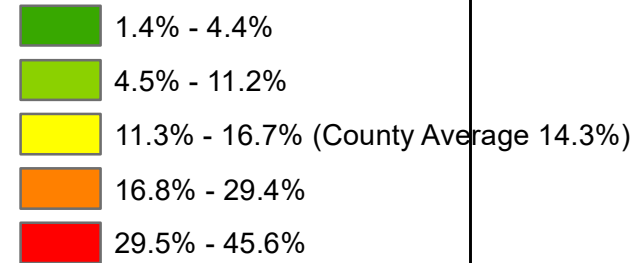
### Map of SFY 2024-2027 TIP Projects and Poverty Status

# Percent of Population Below the Poverty Level

## Legend

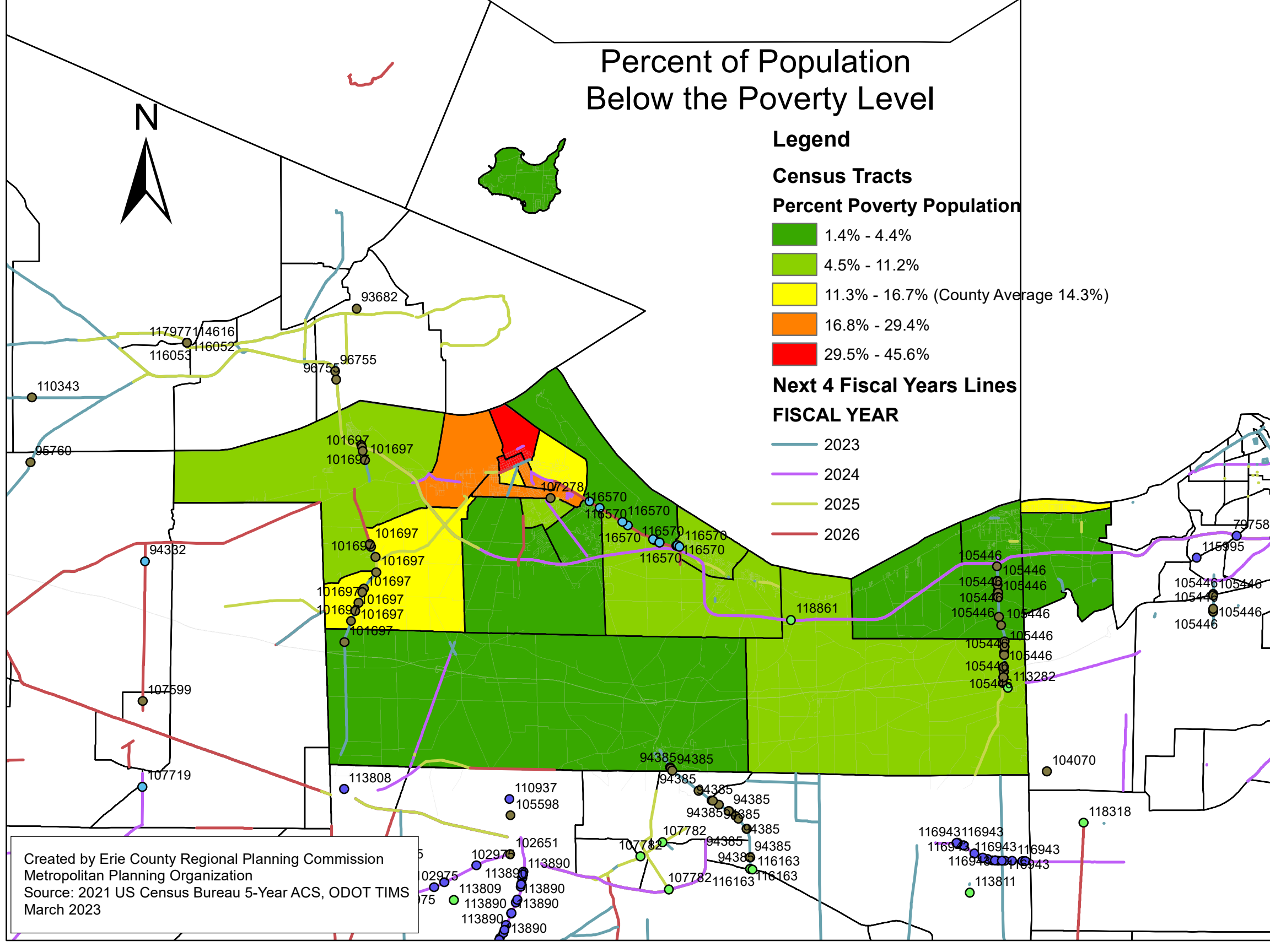
### Census Tracts

### Percent Poverty Population



### Next 4 Fiscal Years Lines

#### FISCAL YEAR

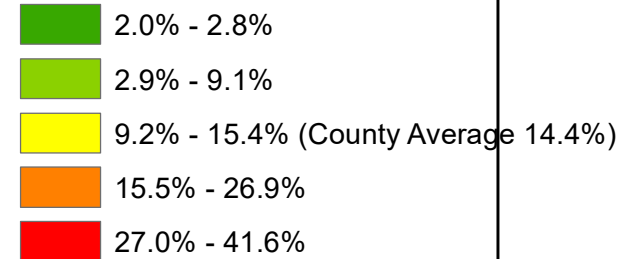


# Percent of Households Below the Poverty Level

## Legend

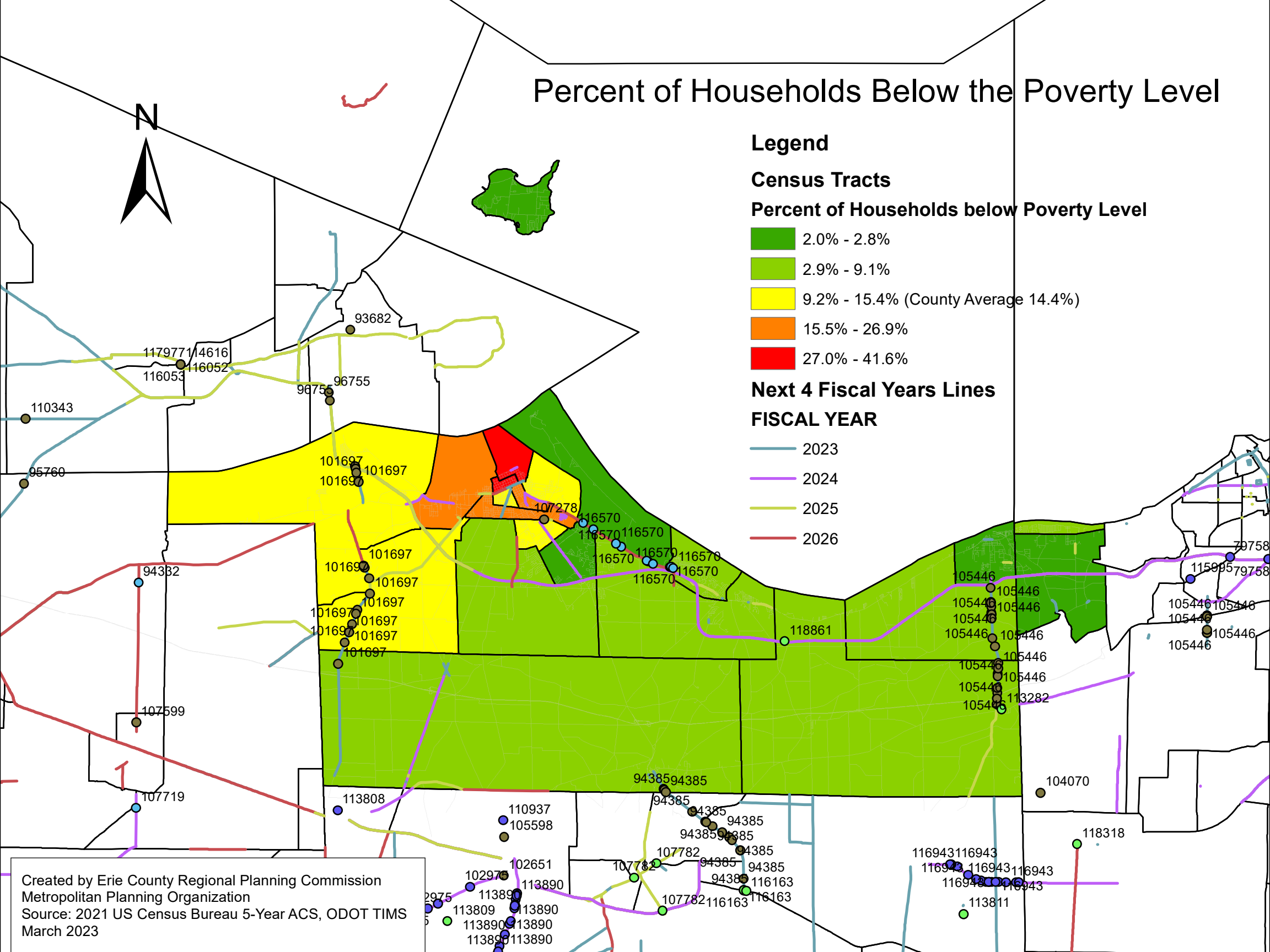
### Census Tracts

### Percent of Households below Poverty Level



### Next 4 Fiscal Years Lines

### FISCAL YEAR

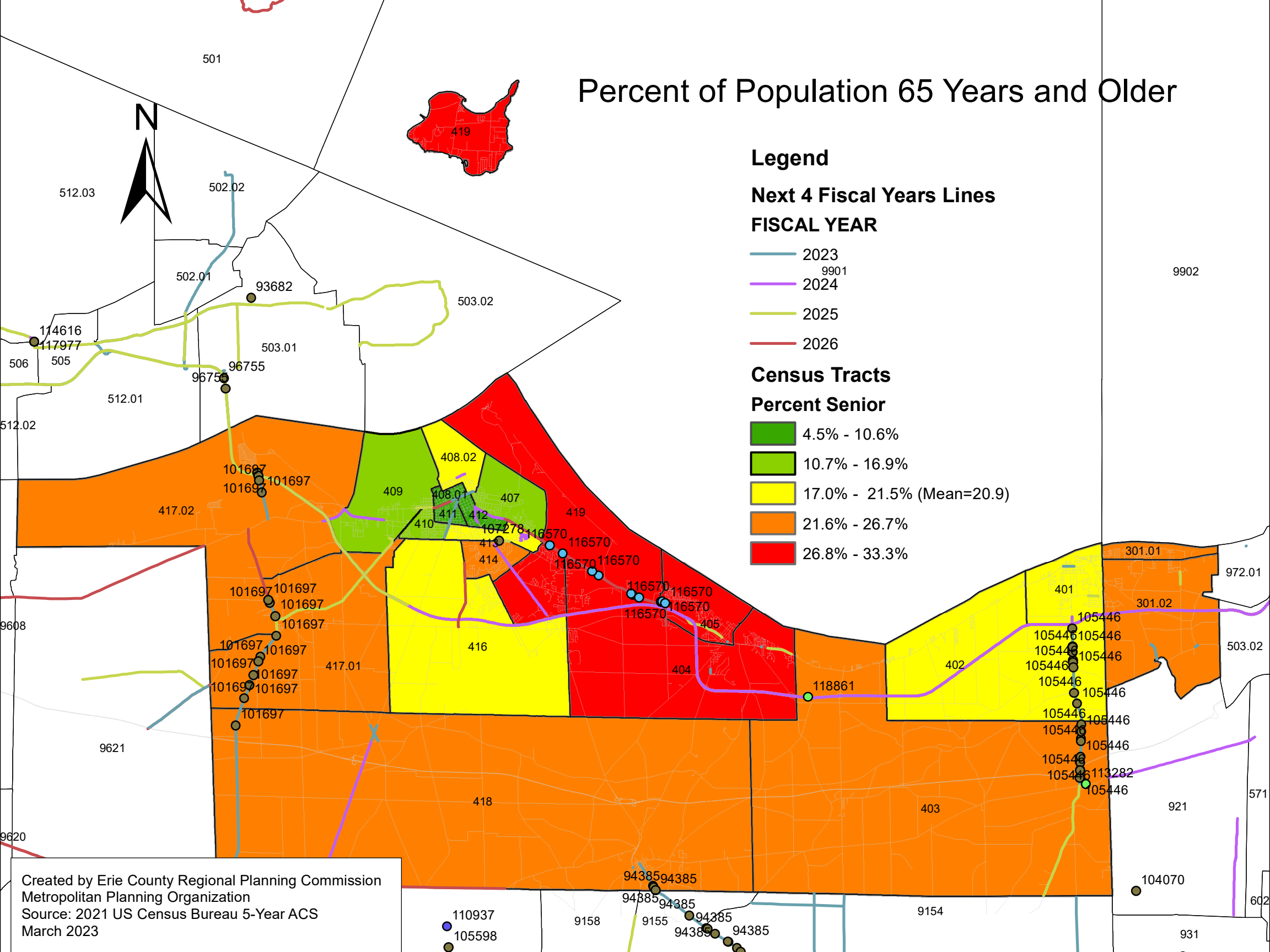




## Appendix D

### Map of SFY 2024—2027 TIP Projects and 65 Years and Older Status

# Percent of Population 65 Years and Older

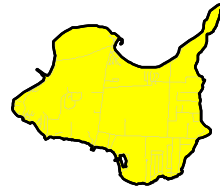




## Appendix E

### Map of SFY 2024—2027 TIP Projects and Disability Status





# Percent of Population with Disability



## Legend

### Census Tracts

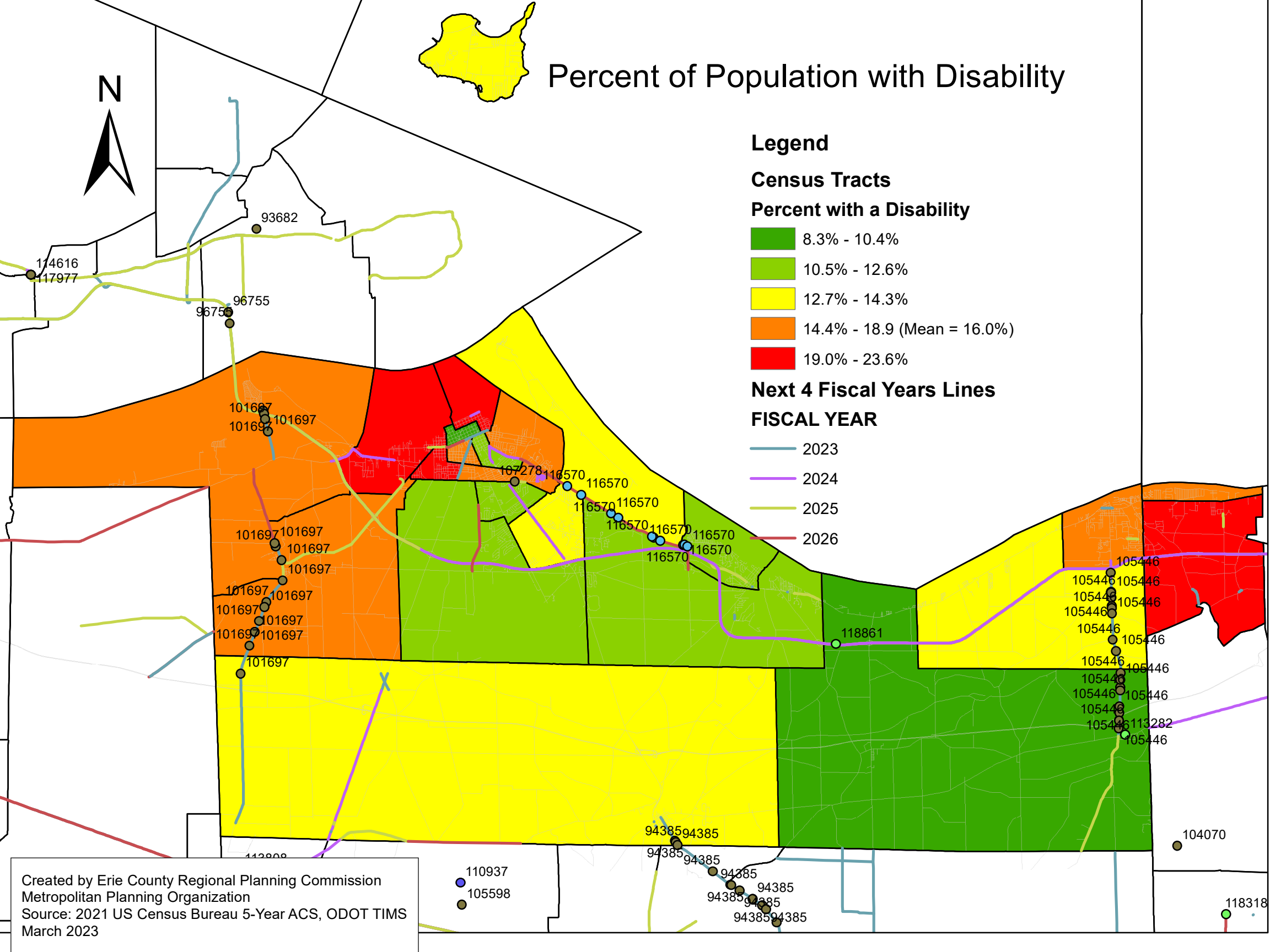
#### Percent with a Disability

- 8.3% - 10.4%
- 10.5% - 12.6%
- 12.7% - 14.3%
- 14.4% - 18.9 (Mean = 16.0%)
- 19.0% - 23.6%

### Next 4 Fiscal Years Lines

#### FISCAL YEAR

- 2023
- 2024
- 2025
- 2026



Created by Erie County Regional Planning Commission  
Metropolitan Planning Organization  
Source: 2021 US Census Bureau 5-Year ACS, ODOT TIMS  
March 2023





## Appendix F

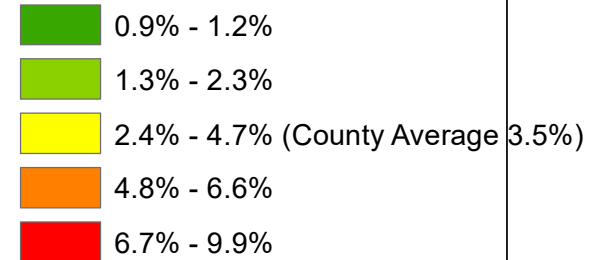
### Map of SFY 2024—2027 TIP Projects and Limited English Proficiency Status

# Percent of Population Limited English Proficiency

## Legend

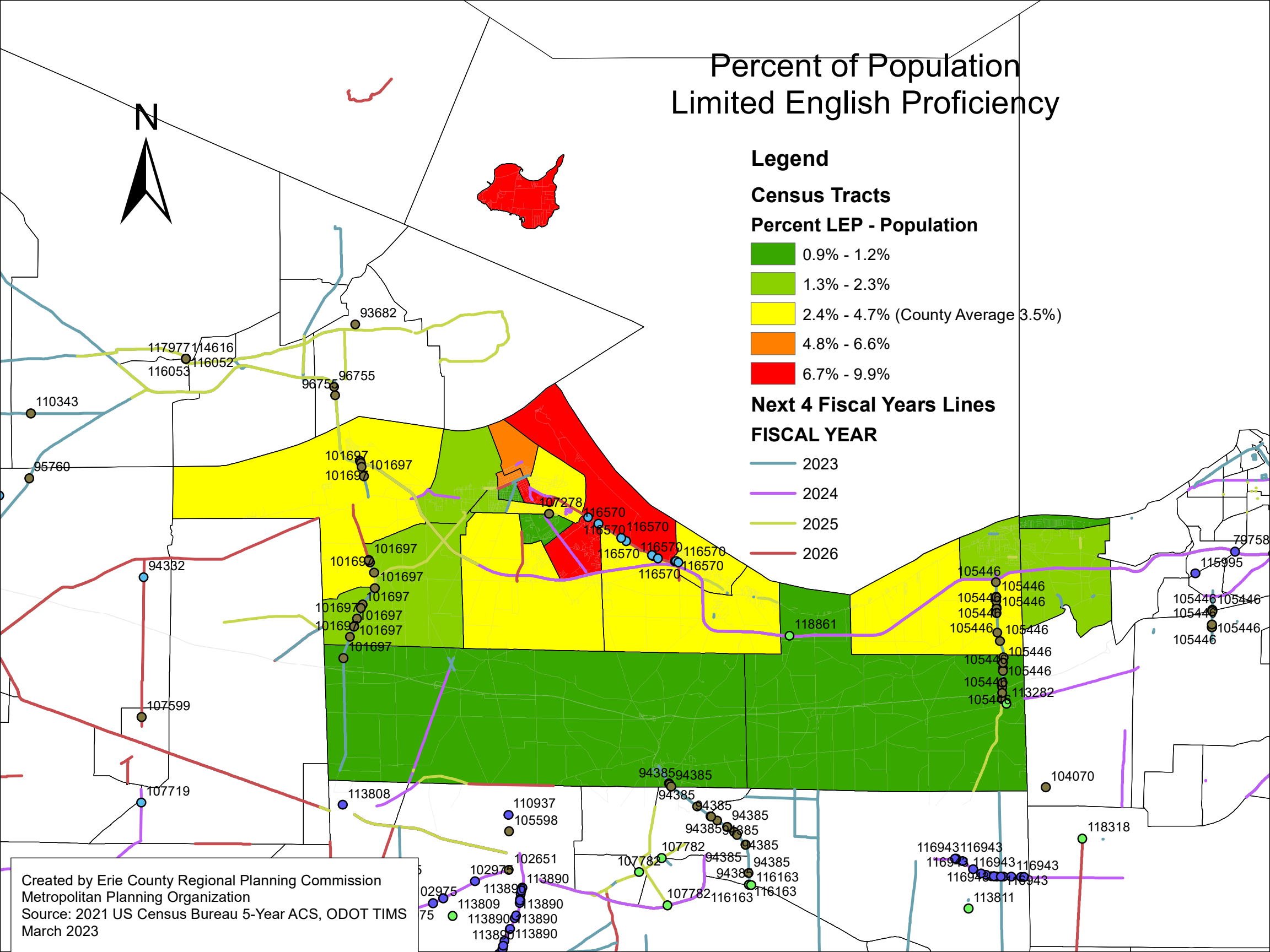
### Census Tracts

#### Percent LEP - Population



### Next 4 Fiscal Years Lines

#### FISCAL YEAR



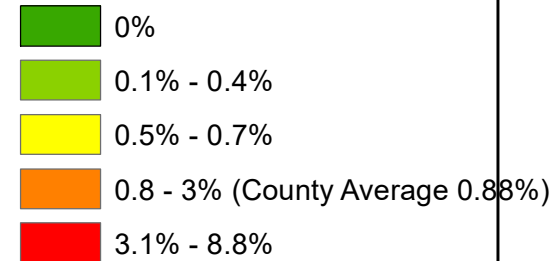
## Percent of Households Limited English Proficiency



## Legend

## Census Tract

## Per\_LEPHH



### Next 4 Fiscal Years Lines

**FISCAL YEAR**

Created by Erie County Regional Planning Commission  
Metropolitan Planning Organization  
Source: 2021 US Census Bureau 5-Year ACS, ODOT TIMS  
March 2023



## Appendix G

### Map of SFY 2024—2027 TIP Projects and Zero Vehicles Available Households

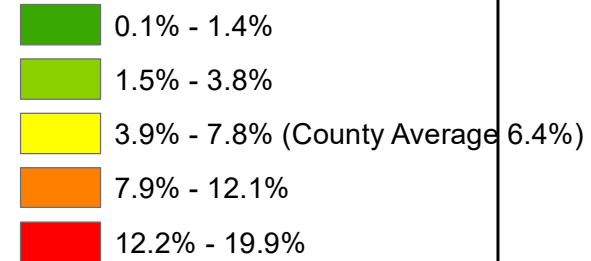
# Percent of Households with No Vehicle Available



## Legend

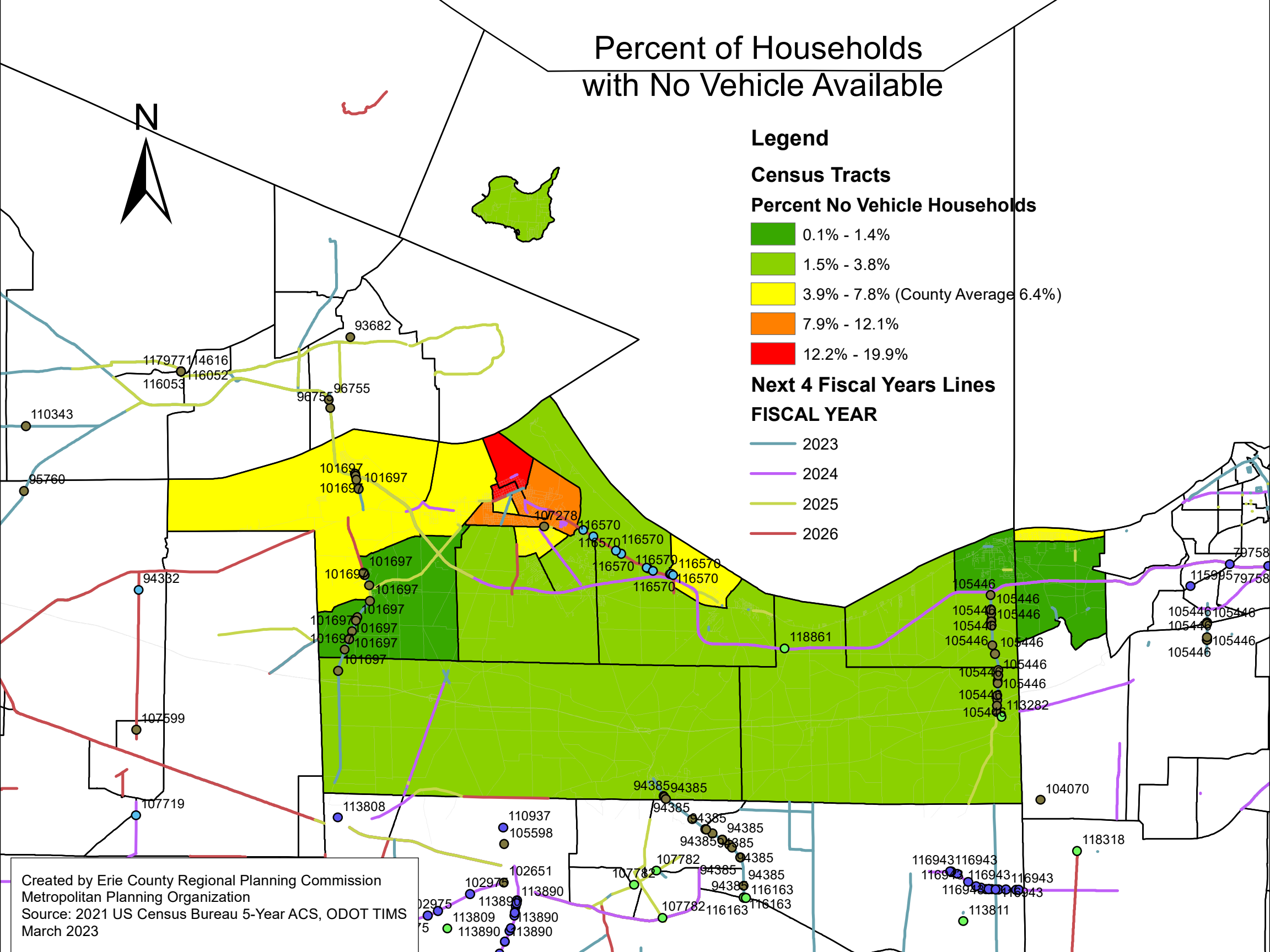
### Census Tracts

### Percent No Vehicle Households



### Next 4 Fiscal Years Lines

### FISCAL YEAR





## **Attachment F: 2045 Long-Range Transportation Plan**

# 2045 Long-Range Transportation Plan

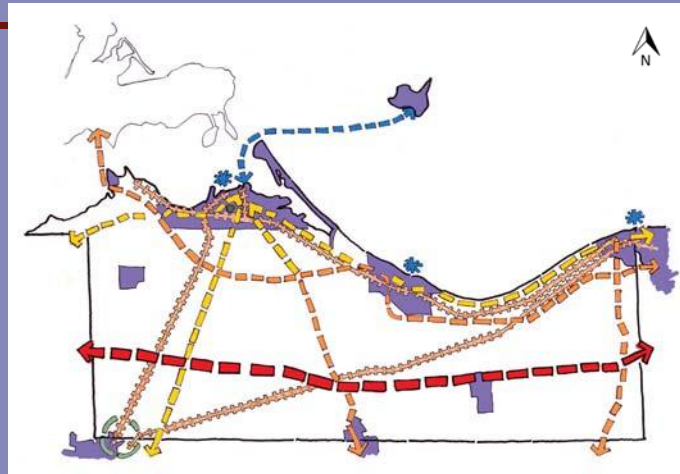


July 2020



ERIE COUNTY

METROPOLITAN PLANNING ORGANIZATION





## **CHAPTER 1. INTRODUCTION**

### **1.1 Transportation Planning History**

The Federal-Aid Highway Act of 1962 created the requirement for urban transportation planning, largely in response to the construction of the Interstate Highway System and the planning of routes through and around urban areas. This was the first legislative mandate requiring planning as a condition to receiving federal transportation funds. The Act required that transportation projects in urbanized areas of 50,000 or more in population be based on a continuing, comprehensive transportation planning process undertaken cooperatively by the states and local governments also known as the “3C” (continuing, comprehensive and cooperative) planning process.

Two features of the act were significant with respect to the development of Metropolitan Planning Organizations (MPOs). First, it called for a planning process in urban areas on a regional rather than a city level, and second it called for the process to be carried out cooperatively by the states and local communities. At the time, qualified planning agencies were lacking in many urban areas. Therefore, the Bureau of Public Roads (predecessor to the Federal Highway Administration) required the creation of entities that would be capable of carrying out the required transportation planning process. Hence MPOs quickly came into being due to the rapid growth of the highway system and the federal financing of the planning process.

Later transportation legislation, the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), and its successor, the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), strengthened the role of the MPOs, required stakeholder involvement, encouraged a multi-modal approach to transportation planning and identified specific “planning factors”. In 2005, the President signed into law the Safe Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) with guaranteed funding for highways, highway safety and public transportation representing the largest surface transportation investment in the Nation’s history at the time. SAFETEA-LU featured a strong fundamental core formula program with emphasis on targeted investment. In 2012, the President signed a new transportation bill replacing SAFETEA-LU with Moving Ahead for Progress in the 21<sup>st</sup> Century, or MAP-21. A new requirement of MAP-21 was that it mandated MPO’s and state transportation departments to create performance measures in its planning programs. MAP-21 also impacted the funding category of Transportation Enhancement converting it to Transportation Alternative dollars.

In 2015, President Obama signed the latest transportation bill, replacing MAP-21 with Fixing America’s Surface Transportation Act (FAST Act). Under this act performance measures are still followed as in MAP-21 but includes two new provisions including penalties for state’s freight performance measures as well as providing shortened timeframes for States and MPOs to make progress towards meeting performance measure targets. Shortened project delivery is emphasized under the act.

All MPOs are required to produce three documents: 1.) A fiscally constrained Long-Range Transportation Plan to address projects, programs and policies for at least a twenty-year timeframe, 2.) A four-year Transportation Improvement Program (TIP) to identify highway, transit and non-motorized improvements (bike, pedestrian etc.) which receive federal funding and 3.) An annual comprehensive Unified Planning Work Program (UPWP) (that determines the MPO’s transportation planning activities annually).



## 1.2 What is a Long-Range Transportation Plan?

The LRTP was developed cooperatively by the Erie Regional Planning Commission (ERPC) along with local, state, federal and private stakeholders to identify short-, mid-, and long-range transportation goals (see **Chapter Nine**) for the planning area. Some of the identified projects have been designated for federal funding, some are illustrative and have no cost or designated funding associated with them and some simply list the type of funding they (the municipality) plans to pursue to complete a desired project. The financial capacity analysis (see **Chapter Ten**) is a tool used to illustrate jurisdictional ability to finance and comply with the federal LRTP mandate of fiscal constraint. Planning efforts are guided by federal requirements of the Fixing American's Surface Transportation (FAST) Act, the Americans with Disabilities Act of 1990 (ADA), the 1964 Title VI Civil Rights Act, the 1994 Environmental Justice Executive Order 12898, and the Clean Air Act Amendments of 1990 (CAAA).

The ERPC Long-Range Transportation Plan (LRTP) also provides tools and strategies for the area's jurisdictions to work cooperatively enabling them to provide a well-maintained, integrated and accessible transportation system that efficiently moves people and goods (freight). It covers a 25-year timeframe and addresses all modes of transportation including air, bicycle, pedestrian, rail, road, transit and waterborne. The goal of the plan is to offer fiscally constrained planning initiatives and policy directives to preserve the infrastructure and improve the effectiveness of the Erie County metropolitan transportation system through the year 2045.

\*\*\*As this plan is being updated the COVID-19 pandemic is still widespread. The Governor of Ohio has issued schools and select businesses to close. There have been social distancing measures and restrictions put on public gatherings. As a result, there has been an extreme decrease to normal levels of operating traffic across the MPO region. As this is an abnormal situation, ERPC determined it would acknowledge the unusual condition but continue to develop the plan based upon fully open operational conditions. \*\*\*

**Statewide Multi-modal Transportation Plan Access Ohio 2045:** Running concurrent with the development of the ERPC long-range plan update, the Ohio Department of Transportation (ODOT) completed the update of their statewide long-range multi-modal transportation plan, Access Ohio 2045 (AO 2045). Similar to ERPC's long-range plan, the purpose of the document is to guide, inform, and support transportation policies and investments. While ERPC's long-range plan identifies the most critical transportation investments that expand and improve its regional transportation system, AO 2045 does the same but for the entire statewide transportation system. Even though regional needs could vary some from statewide needs (due to differing regional profiles and constituent needs) there are many transportation priorities shared by both the state and ERPC. Aligned priorities identified as the same between AO 2045 and ERPC's long-range plan include relieving congestion, improving safety, improving modal linking, ensuring good freight and transit systems, and increasing opportunities for non-motorized travel. These aligned priorities demonstrate the compatibility between the statewide long-range plan and ERPC long-range plan and are utilized in the development of this plan's goals and objectives (see Chapter 2).

## 1.3 Metropolitan Planning Organization (MPO) Functions

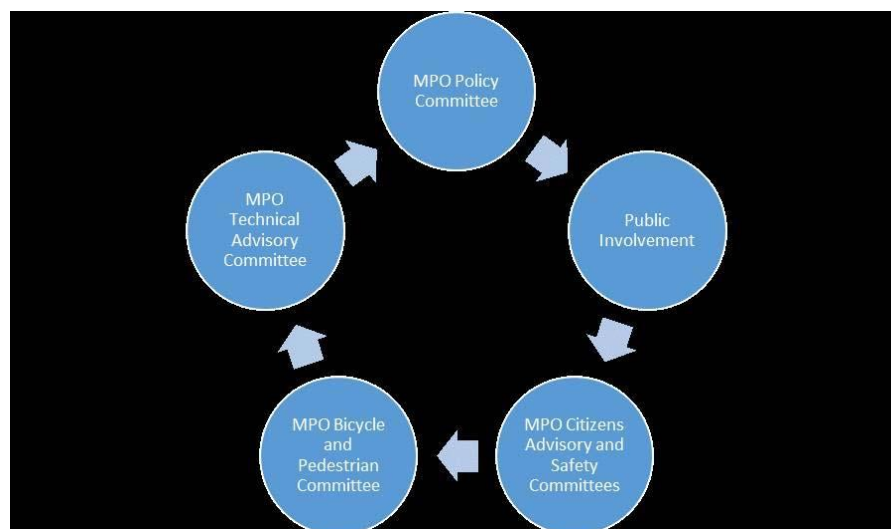
The Erie Regional Planning Commission is the designated MPO for the Sandusky urbanized area (see **Figure 1-3.2**) which is comprised of all of Erie County as well as the incorporated areas of the City of

Vermilion in Lorain County. The MPO's primary role is to provide guidance and leadership on transportation and land use planning issues in the Sandusky metropolitan area. A key goal is to focus the area's limited transportation funding on projects that yield the greatest benefit and integrate with the existing transportation system. In addition, emphasis is placed on a regional approach to ensure that all government entities in the planning area have equal access to federal surface transportation funding. The MPO also conducts studies, develops plans/programs and submits projects for funding in the metropolitan area.

**Role and Structure:** In 2003, ODOT sent the required correspondence to formally establish the MPO in Erie County. The letter stated that the MPO would handle all federal transportation funds flowing through the MPO's planning area. A Policy Committee (more on this below) was established and designated to serve as the MPO while ERPC was designated to serve as administrative agents. In other words, ERPC would provide staff for the daily MPO operation and conduct the area's urban transportation planning process with the direction and guidance of the Policy Committee. During the 2010 Census, the MPO area was revealed to have a population of just under 50,000 people in the Sandusky urbanized area. Due to the support on the local, state and federal levels ERPC still maintains its designation as a MPO.

The ERPC MPO Policy Committee is made up of local officials, operators of major modes of transportation and the Ohio Department of Transportation (ODOT). The committee was strengthened by the formation of a Technical Advisory Committee (TAC) to aid in the project review and the selection process. The TAC consists of members who work locally within the transportation system (such as engineers and planners) and can provide technical guidance to the Policy Committee members upon request.

To ensure greater public outreach and comments as a component of MPO projects a Public Involvement Plan (PIP) was created in addition to a Citizens Advisory Committee (CAC). More on public involvement is discussed in **Chapter Three**.



**Figure 1-3.1: MPO committees**

## Study Area



Figure 1-3.2: MPO planning area

## 1.4 Review of Planning Literature

While updating the LRTP, projects from the entire planning area were reviewed and considered. To obtain this information staff reviewed numerous planning studies when feasible to complement public outreach efforts. Below, is a comprehensive list of documents that were reviewed. Synopses of these studies are provided in Appendix G. The plans have been summarized in regard to their relationship to transportation. It should be noted that although some of the studies go back a number of years, the recommendations are still relevant and have been incorporated into the LRTP 2045 five-year update.

**Table 1:4.1 Review of Previous Studies**

<b>Title and Year</b>	<b>Type</b>	<b>Prepared By:</b>
Erie County Comprehensive Development Plan, 1995	Land Use Plan	ERPC
Erie County Thoroughfare Plan Update, 1995	Transportation Plan	Poggemeyer Design Group, Inc.
City of Vermilion Comprehensive Plan, 2000	Land Use Plan	ERPC
A Transportation and Land Use Analysis of the SR 250 Corridor, 2005	Corridor Study	Mannik and Smith Group, Inc. and Stilson Consulting Group
City of Huron Comprehensive Plan 2020, 2012	Land Use Plan	City Architecture
Perkins Township Comprehensive Plan, 2005	Land Use Plan	ERPC
Vermilion Township Comprehensive Plan, 2007	Land Use Plan	ERPC
Comprehensive Economic Development Study, 2008	Economic Development	ERPC
Sidewalk Inventory Study, 2013	Non-motorized Transportation	ERPC
Erie County Freight Plan, 2013	Transportation Study	ERPC/GPD Group
SR 60 Corridor Study, 2012	Corridor Study	Poggemeyer Design and the EDGE Group
Safe Routes to School Sandusky, 2013	School Travel Plan	ODOT, Parsons Brinckerhoff
Ohio Statewide Freight Plan, 2013	Statewide Transportation Plan	ODOT, Parsons Brinckerhoff
Access Ohio 2040, 2014; Access Ohio 2045 (Draft – July 2020)	Statewide Transportation Plan	ODOT
Erie County Hazard Mitigation Plan, 2014	Safety Plan	Erie County Emergency Management, URS
The Economic Impact of Tourism in Erie County, Ohio 2017	Economic Plan	Tourism Economics
Safe Routes to School Huron, 2015	School Travel Plan	ERPC
Safe Routes to School Perkins Township, 2015	School Travel Plan	ERPC
Long-Range Transportation Plan 2040, 2015	Long-Range Transportation Plan	ERPC
US 4 Safety Plan, 2015	Corridor Study	Poggemeyer Design Group
Strategic Plan City of Sandusky, 2016	Strategic Plan	City Architecture
Safe Routes to School Edison Schools, 2015	School Travel Plan	ERPC

Safe Routes to School Vermilion, 2016	School Travel Plan	ERPC
SR 4 Safety Study, 2017	Corridor Study	ODOT
Sandusky Bay Pathway, 2018	Pathway Plan	Environmental Design Group
US 6 Corridor Plan, 2019	Corridor Study	ODOT, TranSystems
Regional Road Safety Plan, 2020	Safety Study	ODOT, WSP Consultants
Erie County Bicycle and Pedestrian Plan, 2020	Non-motorized Transportation	ERPC



**Attachment G: Comments received on the SFY2024 Work Program**

## **SFY24 MPO ERPC Review - USDOT Comments**

FHWA Planner: Andy Johns

FTA Planner: Deidre Wesley

USDOT requests documentation of resolution of comments (if needed). Please return resolution of comments to FHWA and FTA planner in advance of MPO adoption of final work program. *Recommend at least a week before adoption so FTA has time to confirm (as needed) and MPO can make any changes prior to adoption.*

### **Overall/General Comments**

- Overall, there were no major issues with the draft.
- Overall Work Program – Commend ERPC for incorporating Bipartisan Infrastructure Law (BIL) Implementation requirements, Access Ohio 2045, Walk.Bike.Ohio , and Performance Measures and targets into their overall Work Program Goals and Objectives along with anticipated work plan schedules.

### **Specific Comments**

- There are 31 references to “ongoing” products with no reference to expected completion dates. Please review this plan and update this information with a starting date and an end date where applicable.
  - *Resolution: Reviewed all projects listed as ‘ongoing’, addressed text narrative and aimed to find end dates for specific plans. Attached below is a list of amendments to the UPWP.*

Number	Ongoing Project Text	Solution	Finish Date	Resolution
1	"Staff also continues to provide ongoing support in efforts to develop the NASA Glenn Research Center's long-range plan."	Add expected completion date for plan		Adjusted language for completion
2	"This effort was ongoing throughout SFY 2014 and was completed in SFY 2015."	Changed to continued		Resolved, switched to completed
3	In SFY 2024, ERPC Staff continue to provide assistance with the ongoing flood study as needed.	Add expected completion date for plan	5/1/2024	Date added
4	Coordinate with ODOT and locals to focus on safety conscious planning: Ongoing	Identify possible end dates		Moved to Continual
5	Assist local jurisdictions with engineering solutions to safety concerns: Ongoing	Identify possible end dates		Adjusted to As Needed
6	Support the implementation of low cost safety countermeasures: Ongoing	Identify possible end dates		Adjusted to As Needed
7	Identify crash reduction education opportunities: Ongoing	Identify possible end dates		No Action
8	Support recommendations from US 6 Corridor Study: Ongoing	Identify possible end dates	SFY 27	Moved to SFY 27 end date
9	The phase two plan update is expected to be ongoing through SFY 2024 in order for timely delivery to the local freight community.	Discuss project completion this summer,	6/23/2023	Adjusted to completion date
10	In SFY 2024, ERPC will continue to support and assist the ongoing US 6 Connectivity Corridor project as it moves on into Phase 2.	Identify possible end dates	SFY 27	Removed ongoing
11	Assist with SRTS programs planning initiatives: Ongoing	Move to As needed		Adjusted to As Needed
12	Work activities associated with the 2020 US Census: Ongoing	Completed, adjust language		As Needed
13	Provide related resources/programs to the public/committees: Ongoing	Adjust for meetings dates		Updated to Monthly for MPO TAC/Policy
14	Attend and host trainings related to active transportation: Ongoing	No planned dates, moved to As Needed		Adjusted to As Needed
15	Apply for grants and participate in other supporting programs: Ongoing	Moved to As Needed		As Needed
16	Inform the public about active transportation activities and data through the MPO: Ongoing	Changed to continual		Changed to continual
17	Support and provide implementation assistance for WBO initiatives: Ongoing			No Action
18	Website and other social media outlets: Ongoing	Moved to weekly		Weekly and/or As Needed
19	Continue to support the Creating Healthy Communities Coordinator: Ongoing	Moved to As Needed		Moved to As Needed
20	Encourage development of Complete Streets policies: Ongoing			No Action
21	An ongoing effort of maintaining computerized traffic counts obtained from ODOT, engineering officials and MPO obtained counts continues	N/a		No action
22	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.	N/a		No action
23	Work with ODOT and STS to develop system performance report for inclusion in the -2050 Long Range Transportation Plan Update: Ongoing	N/A		No action
24	Continue work on Phase 2 of the Freight Plan: Ongoing	Discuss project completion this summer,	6/23/2023	Adjusted language for completion
25	Partner with ODOT on implementing AO2045 themes, strategies, and actions: Ongoing			No action
26	Partner with ODOT and regional partners on implementing US 6 Corridor Improvements: Ongoing		SFY 2027	Updated to project completion
27	Participate in update of the Coordinated Transportation Plan (CTP): Ongoing	GLCAP/Assists as Needed, chg language		As Needed
28	Participate in update of Coordinated Transportation Plan: Ongoing	GLCAP/Assists as Needed, chg language		As Needed
29	Public Transportation Management System Report update: Ongoing by STS staff	STS		No Action, STS
30	Certification of Data: Ongoing by STS staff	STS		No Action, STS
31	National Transit Database Report: Ongoing by STS staff	STS		No Action, STS



## **Comments on ERPC Draft FY24 Work Program**

ODOT Office of Statewide Planning & Research

*Page numbers refer to the location in the PDF.*

### General comments:

- The total CPG Program estimate given in the Work Program initiation letter was \$480,355. The total budget shown on p. 64 and p. 66 of the work program is only \$387,546. Please be aware that the Work Program is not using about \$93,000 of the FY24 CPG Program budget.
- If any CPG funds carried forward from FY23 are to be used, they should be shown separately from FY24 funds in the budget tables.

Zack R. Corrected

### Specific Comments:

- p.34: The work product “ERPC Active Transportation Month” has a completion date in FY23. Please update.
  - Updated - KC
- p. 37: Many of the work products for 602/TIP have completion dates in FY23. Please update dates/products as needed.
  - Updated to FY24 and added product narrative
- p. 41: Many of the work products for 610.2 (Review and Update of the LRTP) have completion dates in FY23. Please update dates/products as needed.
  - Updated to FY 24, added narrative about US 6 implementation continuing until 2027