

**ERPC MPO  
SFY 2019  
Progress Report**



**Reporting Period  
07/01/18—06/30/19**

## RESOLUTION NUMBER 2019-08

### **A RESOLUTION OF THE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION APPROVING THE STATE FISCAL YEAR 2019 PROGRESS REPORT**

**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 2019 Progress Report as part of the transportation planning process; and

**WHEREAS**, Erie Regional Planning has outlined and detailed a number of different transportation work products completed between July 1, 2018 and June 30, 2019 also known as State Fiscal Year 2019; and

**WHEREAS**, The planning products and programs in the State Fiscal Year 2019 Unified Planning Work Program are all fiscally constrained within the budget constraints of the approved Ohio Department Of Transportation Consolidated Planning Grant; and

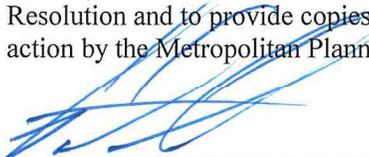
**WHEREAS**, All products and programs are compatible and further the goals of the 2040 Long Range Transportation Plan; and

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

**WHEREAS**, the State Fiscal Year 2019 Progress Report 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 2019 Progress Report and submittal of the report 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.

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

September 26, 2019

**ERIE REGIONAL PLANNING COMMISSION  
TRANSPORTATION FINAL PROGRESS REPORT  
STATE FISCAL YEAR 2019  
UPWP SUBCATEGORY NUMBER: 601  
TITLE: Short Range Planning**

FUNDING SOURCE/AGENCY

	ODOT/FHWA/FTA	LOCAL	TOTAL
Original Amount:	\$74,465	\$8,273	\$82,738

**Subcategory Number 601 Work Products:**

**Element 601.1 Safety Review and Improvement Program**

1. Spot Safety Review and Improvement Program Report - June 2019
2. Coordinate with ODOT and locals to focus on safety conscious planning- ongoing
3. Participate in Safe Communities Program: Quarterly Fatal Crash Review Committee

**Element 601.2 Transportation Planning Services**

1. Assist local jurisdictions with transportation planning- As needed
2. Assist with Safe Communities Program- As needed
3. Assist with Safe Routes to School Program planning initiatives- As needed
4. Work activities associated with 2010 Census Results- Ongoing

**Element 601.3 Environmental Justice and Public Involvement Policy**

1. Conduct an environmental justice analysis targeting the agency's TIP and Long Range Transportation Plan (LRTP) projects- Annually ongoing
2. Update the Public Involvement Policy- Plan updated, April 2019
3. Update the Title VI Plan- Plan updated, April 2019

**Element 601.4 Active Transportation Program**

1. Update the Bicycle and Pedestrian Plan - CY 2019
2. Provide active transportation related resources/programs to the public- Ongoing
3. Participate in the Bicycle and Pedestrian Advisory Committee meetings- Quarterly, or as needed
4. Attend and host trainings related to active transportation – Ongoing
5. Apply for grants and participate in other supporting programs as requested – Ongoing
6. Inform the public about active transportation activities and data through the MPO website and other social media outlets - Ongoing

**REPORTING PERIOD 07/01/18 – 06/30/19  
EXPENDITURE & PERCENT OF WORK COMPLETED:**

AMOUNT BUDGET EXPENDED SFY 2019	PERCENT BUDGET EXPENDED SFY 2019	EST. % WORK COMPLETED SFY 2019
<b>\$34,691</b>	<b>42%</b>	<b>100%</b>

## PROGRESS:

**Element 601.1 Safety Review and Improvement Program:** The goal of the Spot Safety Review and Improvement Program is to conduct a detailed review of high crash locations for consideration and inclusion within the MPO's Transportation Improvement Program (TIP). The Spot Safety Review and Improvement Program is based on crash records, traffic counts and other information generated by work done through the transportation surveillance system. ERPC staff regularly works with the ODOT District Three Safety Review Team and attends team meetings for locations that lie within the ERPC MPO region. The 2019 Spot Safety Review was completed in June 2019 and reviewed safety efforts in which ERPC during SFY 2019.

During SFY 2019, staff worked with Milan Township and ODOT District Three regarding the feasibility of implementing bicycle lanes along SR 113. Many local officials and residents have voiced concerns that the existing shoulders are too narrow. Several years ago, the locals contacted ODOT District Three about a safety issue with children biking and walking to Edison High School along the edge of SR 113, which currently has 11-foot lanes and one-foot shoulders. Because this is a high school building it did not qualify for Safe Routes to School program.

A review of crash data was completed along SR 113 for the years 2015 – 2017 from SLM 7.50 – 8.62. There were 13 crashes in the area, three injury and ten property damage only. There were five fixed object crashes, five animal, and three rear-end. Ten of the crashes were on dry pavement, two were on wet pavement, and one was in slushy conditions. Five of the crashes were during daylight or dawn, and the remainder were during dark conditions.

As SR 113 from SLM 6.84 to 13.40 had previously been selected for Major 2 funds for resurfacing and full-depth pavement replacement on the outside 5 feet, it was thought that this may provide a good opportunity to widen the road for bike lanes to address the safety issue. Adding four feet of shoulder widening in addition to the five feet of outside pavement replacement (9 feet total on each side) was evaluated and determined feasible. The new proposed pavement section would be an 11-foot lane and a five-foot bike lane.

A safety application was submitted to ODOT requesting \$983,000 in funding for bicycle lane widening which included excavation, embankment, subgrade stabilization, aggregate base, full-depth asphalt, drainage right of way, and survey costs. The project was approved for funding and construction is anticipated to occur during the summer of 2021.

Also during SFY 2019, with concurrence from the MPO's Policy Committee, staff submitted a funding request to ODOT to develop a regional safety plan. ODOT approved the request and assigned a task order consultant, WSP, to assist with plan development during SFY 2020.

The purpose of developing the plan is to understand safety-related issues within the Erie County MPO planning area, with a focus on identified emphasis areas, and to develop mitigating strategies to improve transportation-related safety issues on Ohio roadways. The plan will be developed in coordination with local agencies and organizations. The recommendations and mitigation strategies will be separately identified for state and local roadways. The plan development process is intended to be holistic and collaborative, resulting in a plan that includes both infrastructure and behavioral mitigation strategies that are supported by the involved agencies and organizations.

Staff has also continued to share crash data and reporting information with the District relative to spot safety improvement studies conducted in Erie County. Information gathered was also shared with local ERPC MPO jurisdictions and safety agencies. Staff held quarterly Safety and Citizen Advisory Meetings and reviewed plans and programs with the group relative to the MPO planning process and other transportation safety related issues. Staff continues to participate in the Safe Communities Program and has attended quarterly fatal crash review sessions.

**Element 601.2 Transportation Planning Services:** In SFY 2019 staff continued working with local jurisdictions by serving as a stakeholder on various Safe Routes to Schools committees. Perkins Township and the Village of Milan both held bicycle rodeos in June 2019 that were attended by grade school students. The rodeo utilized materials from the MPO's bicycle rodeo kit which contains various items to encourage and enhance bicycle safety. Staff was available to attend the rodeos as requested as well as local hospital, emergency medical, police, and school personnel. The events consisted of verbal bicycle safety instructions, demonstrations, and bicycle helmet fittings.

ERPC staff continues to work with 2010 Census data to further enhance its long and short range planning processes. Data and maps are updated for inclusion in various ERPC documents. Additionally, staff worked with its local jurisdictions on activities associated with the Census 2020 Local Update of Census Addresses. Staff completed a review and update of the census address lists and jurisdictional boundaries utilizing the Census Bureau's provided software called GUPS (Geographic Update Partnership Software).

**Element 601.3 Environmental Justice and Public Involvement Policy:** Staff continued to gather data and information on low income and/or minority persons in the MPO region using Census 2010 and American Community Survey five year survey information. The information compiled from the census is used to complete an analysis of geographic concentrations of low income/or minority persons and their relationship to specific TIP projects. Assessing poverty and minority levels in the county based on Federal and State averages completed the identification of targeted population areas. Mapping is completed within the identified geographic locations of the low-income and minority areas in the MPO service area. Additionally, TIP projects are mapped to aid in the impact analysis and mapping is added to a narrative to analyze any affects that specific TIP projects have on geographic concentrations of low income and/or minority populations. Staff continues to work with ODOT Central Office and utilize ArcView software to compile and review socio-economic data. A SFY 2019 Environmental Justice Report was completed in

March of 2019. The report included an analysis of programmed projects as described above.

ERPC's Title VI Plan and Public Involvement Plans were both updated in early CY 2019. Staff analyzed data, prepared tables and maps for both plans. Both documents may be accessed online at:

<https://www.eriecounty.oh.gov/ErieRegionalPlanningCommission.aspx><http://www.eriecounty.oh.gov/departments-and-agencies/economic-development/erie-regional-planning-commission/>

**Element 601.4 Active Transportation Program:** Planning staff has continued promoting alternative forms of transportation through programs such as Active Transportation Month. Staff has also partnered with other organizations and community members to promote the program. Staff continues to attend workshops and presentations to further their knowledge on active transportation.

Staff has maintained an alternative transportation resources website that is housed on the ERPC MPO's webpage. Website materials were added on a continual basis. The website can be accessed at: <https://www.eriecounty.oh.gov/ErieCountyActiveTransportation.aspx> The MPO staff was also active on social media and posted active transportation related materials periodically. Staff has continued to assist the Ohio Department of Transportation with efforts associated with state and nationally designated bike routes endeavors.

Staff maintains the county's Bicycle and Pedestrian plan which was updated in 2015. A Bicycle and Pedestrian Advisory Committee was established in 2014. The committee is led by ERPC staff and meets quarterly, or as needed. The committee assists staff with active transportation promoting and planning efforts. The plan is currently being updated and is anticipated to be completed during SFY 2020.

Staff has continued to make a concerted effort to pass out educational materials to the public at various locations and events. Staff was available to present safety presentations by request. Staff spoke at several safety seminars geared towards foreign exchange students as requested by Alliance Abroad. As new students arrived throughout the tourist season the sessions were repeated as needed. Staff also is an active member of Alliance Abroad's community support group.

The City of Sandusky was previously awarded \$125,000 from ODOT's Active Transportation Funding Program to implement pedestrian improvements at the Columbus/Campbell/Scott Street intersection. Construction of that project was completed during SFY 2019.

**On Schedule**            Yes   X              No       

**Delays/Problems Encountered/Corrective Action:** Staff completed all products listed in subcategory 601 without any delays.

**TRANSPORTATION FINAL PROGRESS REPORT  
FISCAL YEAR 2019  
UPWP SUBCATEGORY NUMBER: 602  
TITLE: Transportation Improvement Program (TIP)**

<u>FUNDING SOURCE/AGENCY</u>			
	<b>ODOT/FHWA/FTA</b>	<b>LOCAL</b>	<b>TOTAL</b>
Original Amount:	\$64,819	\$7,202	\$72,021

**Subcategory Number 602 TIP Work Products:**

1. Facilitation of projects through the TIP process– Continual
2. Establish performance measure targets for bridge/pavement condition, system performance, freight movement, and CMAQ emissions – November 16, 2018
3. Update of the SFY 2019-2022 TIP- Continual
4. Attend MPO Project Meetings at ODOT D3 – Quarterly
5. Integration of visualization techniques throughout TIP development- Continual
6. Weekly reviews of the ODOT/MPO sub-allocated funds report
7. Annual Listing of Obligated Projects for SFY 2018 - September 2018

**REPORTING PERIOD 07/01/18 – 06/30/19  
EXPENDITURE & PERCENT WORK COMPLETED:**

<b>AMOUNT BUDGET EXPENDED SFY 2019</b>	<b>PERCENT BUDGET EXPENDED SFY 2019</b>	<b>EST. % WORK COMPLETED SFY 2019</b>
<b>\$33,093</b>	<b>46%</b>	<b>100%</b>

**PROGRESS:**

**Subcategory 602 Transportation Improvement Program:** The Transportation Improvement Program (TIP) is a four-year program of transportation projects and strategies formally implementing the MPO Transportation Plan. Therefore, it serves as the region’s means of allocating limited transportation resources to projects and programs as well as a clear set of short-term transportation priorities. The list includes all projects from the county engineers, local governments, ODOT and the local transit agency that are utilizing federal funding.

The formal TIP listing serves as a prerequisite to expending US Department of Transportation federal surface transportation funding on the transportation system improvements within the MPO region. The TIP document update is currently on a biennial basis and serves as the formal listing of federal and state funded transportation improvement projects that will be implemented within the Erie County MPO region during the next four years. The 2018-2021 TIP was approved by the MPO Policy Committee in April of 2017. A formal TIP update was not conducted in SFY 2019 as ODOT chose to delay the update one year in hopes of having a clearer picture of future transportation budgets. Per the federal statute, MPO’s TIP’s are required to be updated at

least every four years. Delaying the update a year would still allow the TIP update to fall within the limits of the statute. The SFY 2021 – 2024 TIP document will be updated during SFY 2020 and will include an analysis of current project schedules, costs, agency budgets and environmental justice analyses. Updating included ensuring project schedules, scopes and funding amounts, as determined through consultation with ODOT district staff and project sponsors are programmed and documented correctly. Also, processes regarding reporting on performance measures are included in the TIP.

However, staff continued to work on the facilitation of projects through the TIP process during SFY 2019. The ERPC TIP is currently scheduled out through SFY 2023. Staff solicited for new projects during SFY 2019. Submitted projects were reviewed and scored by the MPO's Project Selection Committee then reviewed by the Technical Advisory Committee for recommendation; the Policy Committee approved funding for two new projects. A total of three TIP related resolutions were passed by the Policy Committee and three TIP related administrative modifications were processed in SFY 2019.

Staff also performed continual review and monitoring of already programmed projects and current funding statuses. Weekly reviews of budget data sent by ODOT were utilized in this process. Staff continues to review the sub-allocated funds reports as published by ODOT every week. The reports are used to track MPO projects and ensure fiscal constraint by reviewing project funds encumbered and balances as reported. A request was submitted to ODOT in July 2019 to request carrying over SFY 2019 Surface Transportation and Transportation Alternative funds as the MPO is saving up funding for various high cost future projects.

Staff continued to use visualization techniques throughout TIP development. PowerPoint applications are used for all MPO Committee meetings, public involvement and outreach meetings. Mapping along with aerial photography are often used in presentations as well. Staff also has used an audience response system at some public meetings to take audience surveys and display summary of those answers. Additionally, staff continues maintenance of the MPO's website, Facebook page and office e-mail account to ensure information is updated and exchanged. Staff continues to monitor public comments and emails through these methods.

Staff participated in ODOT District Three quarterly local public agency (LPA) meetings during SFY 2019. These meetings have proven to be successful in providing an opportunity for project sponsors and ODOT District personnel to discuss questions and problems related to their projects, including MPO funded projects. At the meetings, sponsors also provide status reports on their projects which are useful to staff to ensure timely program delivery. Staff coordinates with District personnel in regards to schedule and meeting content where it relates to MPO funded projects. At this time, all MPO funded projects are on schedule to meet their respective programmed deadlines.

Staff prepared the Annual Listing of Obligated Funds for SFY 2018 in September 2018. The listing contained projects that utilize federal funds that have been sold or obligated

during SFY 2018. The data is supplied by the Ohio Department of Transportation and compiled into a report that is then advertised for public review and comment.

In SFY 2019, staff guided its technical advisory and policy committees through the process of target setting for national performance management measures. In September 2018, the ERPC MPO Policy Committee approved resolutions to support ODOT’s safety performance targets, bridge and pavement performance targets, and system performance and freight movement targets. The MPO also was required to set targets for the CMAQ On-Road Mobile Source Emissions measure as the Lorain county portion of the City of Vermilion lies within a non-attainment air quality area. However, the ERPC MPO does not receive any CMAQ program funding. As such, its Policy Committee approved to set targets based upon current state averages and agree to program state CMAQ funded projects should they occur within the non-attainment area of the MPO. In April of 2019 the board also approved a resolution to support the state’s transit performance measure targets. Three new addendums were also added to the TIP by using ODOT’s administrative modification process. The addendums included narrative relative to performance measure management.

**On Schedule**            Yes   X              No       

**Delays/Problems Encountered/Corrective Action:** Staff completed all identified products in Subcategory Number 602 without any problems or delays.

**TRANSPORTATION FINAL PROGRESS REPORT  
FISCAL YEAR 2019  
UPWP SUBCATEGORY NUMBER: 605  
TITLE: Transportation Surveillance System**

<u>FUNDING SOURCE/AGENCY</u>			
	<b>ODOT/FHWA/FTA</b>	<b>LOCAL</b>	<b>TOTAL</b>
Original Amount:	\$43,085	\$4,787	\$47,872

**Subcategory Number 605 Work Products:**

**Element 605.1 Surveillance: Crash Records**

1. Crash Data File- May 2019
2. Crash Summary Report- June 2019
3. Member on the County Wide GIS Advisory Board- Meets bi-annually
4. Participate on GIS Advisory Board Subcommittees- as needed
5. Traffic and high crash location maps- June 2019

**Element 605.2 Surveillance: Local Traffic Counts**

1. Traffic Count Database- Updated as counts are taken on as needed basis
2. Traffic Counts Maps- Updated as counts are taken on as needed basis

**REPORTING PERIOD 07/01/18 – 06/30/19**  
**EXPENDITURE & PERCENT OF WORK COMPLETED:**

<b>AMOUNT BUDGET EXPENDED SFY 2019</b>	<b>PERCENT BUDGET EXPENDED SFY 2019</b>	<b>EST. % WORK COMPLETED SFY 2019</b>
<b>\$23,858</b>	<b>50%</b>	<b>100%</b>

**PROGRESS:**

**Element 605.1 Surveillance and Crash Records:** Staff continued to maintain a computerized database of vehicular accident listings for current and future use in the preparation of Safety Improvement Studies and High Crash Location Maps. The MPO continues to maintain the computerized crash records file with information gathered from the Ohio Department of Public Safety, ODOT and local agency engineering staffs. Staff also utilizes ODOT’s GIS Crash Analysis Tool (GCAT) to access and download data. The SFY 2019 Crash Summary Report was completed in June 2019 and summarizes intersection crashes that occurred over the three-year period between 2016 and 2018. The intersection crash listing is reported based on crash frequency and crash rates calculated where traffic count information is available. The report also includes other region wide statistical crash summary information and maps.

Staff also submitted an application to ODOT’s Safety Office for assistance in developing a local road safety plan for the MPO region. The application was approved and ODOT provided a task order consultant, at no cost to the MPO, to assist with plan development. The plan will be developed during SFY 2020.

Staff continues its involvement with the Erie County GIS Board. The Board is responsible for recommending GIS activities within the county system. One activity undertaken has been the implementation of the LBRS (Location Based Response System) that has aided in efforts to accurately locate traffic crashes and provide for an update to the street centerline files which also aide in transportation modeling. The Board meets twice a year but staff also participates on project subcommittees associated with the GIS Board that meets on an as needed basis. Staff utilizes ArcGIS Online that is provided through the county’s GIS committee. Using ArcGIS Online, staff created a web mapping application called Everything ERPC for public use. Everything ERPC acts as a repository for information that the office works with, including census information, road centerlines, sidewalk inventory, zoning, scenic byway routing, flood plain information, crash data, and jurisdictional boundary information. ERPC staff views the application as a working document where it will continue to be updated as additional GIS shapefiles are developed. The application is accessible from the ERPC webpage and an overview of the tool has been provided to all ERPC MPO committees.

**Element 605.2 Surveillance: Local Traffic Counts:** The Traffic Count Program focuses on the Functional Classification System, localized areas of concern and modeling needs of ODOT/MPO. All traffic counts are kept in computerized files and are uploaded to an online database. During SFY 2019, the MPO merged its database (TCDS) with ODOT’s database (TMMS). The online traffic count database provides historical and current traffic count information for locations across the state in both map and form setup. Beginning in SFY 2018, due to limited staffing resources, ERPC’s traffic count program was scaled back. ERPC MPO continues to accept special requests for traffic counts from its local jurisdictions, however, a regularly scheduled count program is unable to be supported. During SFY 2019, ERPC received requests for counts at eight locations. Those counts were completed and uploaded to the online database for each of the locations.

**On Schedule** Yes  X  No \_\_\_\_\_

**Delays/Problems Encountered/Corrective Action:** Staff completed all identified products in Subcategory Number 602 without any problems or delays; the traffic count program has been scaled back due to limited staffing resources.

**TRANSPORTATION FINAL PROGRESS REPORT  
FISCAL YEAR 2019  
UPWP SUBCATEGORY NUMBER: 610  
TITLE: Long Range Transportation Plan (LRTP)**

<u>FUNDING SOURCE/AGENCY</u>			
	<b>ODOT/FHWA/FTA</b>	<b>LOCAL</b>	<b>TOTAL</b>
Original Amount:	\$50,591	\$5,622	\$56,213

**Subcategory Number 610 Work Products:**

**Element 610.1 Review and appraisal: Maintain and monitor an independent variables file and land use maps for the members of ERPC**

1. Update and maintain an independent variables file- Continual
2. Update Land Use Maps- Continual
3. Coordinate with ODOT Central Office on modeling for ERPC region- Continual
4. Attend OTMUG meetings- Quarterly

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

1. Ascertain data and information gathered from public resources and committees to aid in the five year update of the LRTP- Continual
2. Target setting for safety Performance Measure 1 - February 27, 2018
3. Complete MPO target setting for Performance Measures 2 and 3 – November 16, 2018

4. Work with ODOT and Sandusky Transit System (STS) to develop system performance report for inclusion in the 2045 Long Range Transportation Plan Update: Ongoing
5. Five-year LRTP Completion - 2045 LRTP Update, July 23<sup>rd</sup>, 2020

**REPORTING PERIOD 07/01/18 – 06/30/19**  
EXPENDITURE & PERCENT OF WORK COMPLETED:

<b>AMOUNT BUDGET EXPENDED SFY 2019</b>	<b>PERCENT BUDGET EXPENDED SFY 2019</b>	<b>EST. % WORK COMPLETED SFY 2019</b>
<b>\$33,718</b>	<b>60%</b>	<b>100%</b>

**PROGRESS:**

**Element 610.1 Review and appraisal: Maintain and Monitor an Independent Variables File and Land Use Maps for the Members of the ERPC:** During SFY 2019, staff continued its coordination with ODOT Central Office personnel in regards to activities that would assist with the long range plan travel demand model update. Staff has uploaded available traffic count information to the online database and has reviewed employment files. Also, ERPC continued its maintenance of other independent variable files. These files help provide information for use in the calibration of the traffic forecast model for the MPO area. Other activities staff was involved with ODOT Central Office included discussion and analysis of identifying existing/projected traffic volumes.

Staff also continued to work with the members of the political subdivisions and Erie Regional Planning Commission to gather information for use in updating existing zoning and future land use maps. The maps are incorporated into the County Comprehensive Plan and used in the five year update of the Long Range Transportation Plan. Staff has posted zoning maps on their website per the request of the participating member jurisdictions. The maps are available in an adobe file on the ERPC website. Staff also has placed the county-wide zoning layer on its recently developed Everything ERPC web mapping application. The application tool is available for public use and the link can be found on ERPC's home webpage. When schedules allow, staff attends the Ohio Travel Demand Model User Group quarterly meetings as well as meetings with the County's Soil and Water Conservation District staff to partner and discuss how best to incorporate environmental issues and mitigation techniques into projects and planning processes.

**Element 610.2 Review and Update of the Long Range Transportation Plan:** The Long Range Plan documents existing conditions and networks of all modes while identifying needs based on capital, demand, geographic coverage and system continuity. ERPC staff feels the Plan establishes a regional vision for all transportation modes including bicycle and pedestrian facilities and prioritizes recommended projects. Gaps in service and infrastructure are also taken into account in project recommendations. During the early part of SFY 2016, the MPO Policy Committee adopted the updated ERPC MPO Long Range Transportation Plan at their July 23, 2015 meeting; through Resolution

through Resolution 2015-12. The next plan update is due July 23, 2020. As previously mentioned, during SFY 2019 staff was busy gathering data that will be utilized in the 5-year plan update. Staff will continue to work on updating the plan through SFY 2020 and seek plan approval from the Policy Committee before July 23, 2020.

**On Schedule**            Yes   X              No       

**Delays/Problems Encountered/Corrective Action:** Staff completed all identified products in Subcategory Number 610 without any problems or delays.

**TRANSPORTATION FINAL PROGRESS REPORT  
FISCAL YEAR 2019  
UPWP SUBCATEGORY NUMBER: 665  
TITLE: Special Studies**

**FUNDING SOURCE/AGENCY**

	<b>ODOT/FHWA/FTA</b>	<b>LOCAL</b>	<b>TOTAL</b>
Original Amount:	\$9,173	\$1,019	\$10,192
US 6 Corridor Study	\$200,000	\$50,000	\$250,000

**Subcategory Number 665 Work Products:**

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

1. Complete Byway Annual Survey From - April 2019
2. Serve on LECT Steering Committee - Continual
3. Ascertain data and information gathered from public resources and LECT steering committee to aid in keeping Corridor Management Plan current – Continual
4. Participate in Statewide Scenic Byway Program meetings and phone conference calls – Continual
5. Assist with development of print materials which includes integrated messaging, brochures, articles, maps and guides, and developing surveys for resource site managers and visitors - Continual

**Element 665.2 U.S. 6 (Cleveland Road) Corridor Study – PID 105803**

1. PID 105803 – U.S. 6 (Cleveland Road) Corridor Study: December 2018

**REPORTING PERIOD 07/01/18 – 06/30/19  
EXPENDITURE & PERCENT OF WORK COMPLETED:**

<b>AMOUNT BUDGET EXPENDED SFY 2019</b>	<b>PERCENT BUDGET EXPENDED SFY 2019</b>	<b>EST. % WORK COMPLETED SFY 2019</b>
<b>\$10,017</b>	<b>98%</b>	<b>100%</b>
<b>\$239,958</b>	<b>96%</b>	<b>100%</b>

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

In SFY 2019, staff completed work to promote, conserve, and protect the Lake Erie Coastal Ohio Scenic Byway Trail (LECT) and ensure it maintains its national designation as an America’s Byway.

In SFY 2016, ERPC oversaw \$25,000 in National Scenic Byway Program funding that was granted for the implementation of strategies as identified in the 2015 LECT Corridor Management Plan (CMP). The project was assigned ODOT Project Identification Number (PID) 101475 and was listed as a Statewide Line Item in Ohio’s SFY 2016-2019 Statewide Transportation Improvement Program (STIP). ERPC was the sponsor on record for the project and oversaw implementation of the project. Main implementation strategies for the project 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 project scope, consultant hiring, and project development. Ripple Effect Interactive out of Cleveland, Ohio was selected to complete the development of a mobile application for the trail and in SFY 2016 the agencies met several times (both in person and via conference calls) to discuss project development. The team compiled a database containing points of interests that are along the LECT and identified in the CMP. The database information was utilized by the consultant to develop the mobile application for the trail.

In December 2016, the Lake Erie Coastal Ohio Trail mobile application project was completed and launched. The application continues to be available for free download on android and apple app stores and is advertised in the various publications. Feedback on the mobile application has been positive. During SFY 2019 staff worked with the Cleveland MPO, NOACA, to monitor app usage. Staff also serves on the group’s transportation subcommittee which worked to ensure inventory site listings housed in the mobile application were current.

Staff attended and presented at the LECT annual meeting in October of 2019 and also assisted NOACA personnel in completing the byway’s annual survey as required by the Ohio Department of Transportation. The document was submitted to the Ohio Department of Transportation Central Office in early 2019. Also, coordination with the Ohio Department of Transportation occurred on an as needed basis and membership in the Ohio Byway Links group was continued. Staff will continue to serve as a stakeholder on the committee into SFY 2020 and support efforts related to promotion and preservation of the Lake Erie Coastal Ohio Trail.

**Element 665.2 U.S. 6 (Cleveland Road) Corridor Study – PID 105803:** The US 6 (Cleveland Road) corridor serves as a very important route for the region. Not only is it a main route to Cedar Point Amusement and Sports Force Parks, it also provides access to retail, restaurants, commercial lodging, residential, and park and recreational facilities. ERPC staff coordinated efforts with ODOT District 3, City of Sandusky, and Perkins Township to develop an application to ODOT for \$200,000 in FHWA State and Planning Research Funds (SPR) to hire a consultant to conduct a study along the corridor. In

addition to the request for SPR funds, the local jurisdictions of Perkins Township and City of Sandusky have pledged a total of \$50,000 toward the study which brings the project total up to \$250,000. During SFY 2018 the request for the SPR funding was awarded and ERPC agreed to oversee the project and ensure the study involves a large and diverse group of stakeholders to determine an appropriate cross section for the corridor including evaluation and recommendations for including bicycle and pedestrian options where appropriate. TranSystems consultants were selected to complete the study through a competitive selection process that the ERPC oversaw. ERPC staff worked closely with TranSystems and its project partners during SFY2019; activities accomplished include the review of the corridor’s existing conditions, proposed alternatives, and assisting in stakeholder and public involvement meetings. It’s anticipated the study will be completed in the fall of CY 2019.

**On Schedule**            Yes   X              No       

**Delays/Problems Encountered/Corrective Action:** Staff completed all identified products in Subcategory Number 665 without any problems during SFY 2018. It should be noted that the US 6 Corridor Study completion date was originally anticipated for December 2018 but was pushed back to the fall of CY 2019 (due to the decision to complete additional traffic counts to better capture seasonal variations).

**TRANSPORTATION FINAL PROGRESS REPORT  
FISCAL YEAR 2019  
UPWP SUBCATEGORY NUMBER: 674  
TITLE: Public Transportation - Sandusky Transit System**

FUNDING SOURCE/AGENCY

	<b>ODOT/FHWA/FTA</b>	<b>LOCAL</b>	<b>TOTAL</b>
Original Amount:	\$16,909	\$1,879	\$18,788

**Subcategory Number 674 Public Transportation –Sandusky Transit System  
Work Products:**

**Element 674.1 Transit Planning Services**

1. Marketing Efforts - as requested by STS
2. Assist City with maintenance of the Human Services Public Transportation Coordinated Plan (HSPTCP) – ongoing
3. Serve on the Transit Technical Advisory Committee- Continual/Quarterly
4. Continue monitoring and updating of the HSPTCP

**Element 674.2 Capital Planning**

1. STS’s Biennial Update of the Capital and Operations Plan-upon request

**Element 674.3 Specialized Transportation Program**

1. Review and Update of the Coordinated Public Transit-Human Services Transportation Plan- Annual Review, Fall 2019 and Full Update, SFY 2023
2. Technical Planning Assistance – Continual
3. Support Mobility Manager Efforts– Continual, Assist with Quarterly Meetings

**Element 674.4 Transit System Efficiency**

1. Public Transportation Management System Report Update – As requested
2. Certification of Data – As requested
3. National Transit Database Report – As requested

**REPORTING PERIOD 07/01/18 – 06/30/19**  
**EXPENDITURE & PERCENT WORK COMPLETED:**

<b>AMOUNT BUDGET EXPENDED SFY 2019</b>	<b>PERCENT BUDGET EXPENDED SFY 2019</b>	<b>EST. % WORK COMPLETED SFY 2019</b>
<b>\$17,388</b>	<b>93%</b>	<b>100%</b>

**PROGRESS:**

**Element 674.1 Transit Planning Services:** The transit program was designated a rural from an urban program after the results of the 2010 Census yielded that the Sandusky urbanized area fell beneath the 50,000 population threshold.

The city markets the transit system on a continuing basis in order to try and continue to meet the needs of the community and increase ridership levels and local revenues. The MPO staff offers marketing assistance and expertise to the city whenever requested to promote and provide for the delivery of safe, efficient, reliable and cost effective operation of public transportation services. Staff has assisted by providing transit information, flyers and handouts at the MPO staff offices and meetings. During SFY 2019, staff continued working with the new Sandusky Transit Systems Manager to provide information and technical assistance relative to past efforts to increase ridership throughout the system.

Staff has also continued to support area transit through its participation on the Transit Technical Advisory Board/Coordinated Transportation Plan Steering Committee. Meetings involve agencies and individuals that are stakeholders in the transit community and the committees were established as a recommendation from the Coordinated Public Transit Human Services Transportation Plan. Staff began updating the Coordinated Transportation Plan in SFY 2017 with ODOT accepting the plan in 2018. Staff also assists the Coordinated Transportation Plan Stakeholder Committee with an annual review of the plan which is a new requirement prescribed by ODOT.

Staff has continued working with a Mobility Manager from WSOS; which is now Great Lakes Community Action Partnership (GLCAP). The mobility manager position is

funded by ODOT through a grant. Staff has been actively engaged with the Coordinated Transportation Plan Committee working with mobility manager working towards the completion of goals and updates to the plan.

**Element 674.2 Capital Planning:** The Transportation Development Plan (TDP) has been focused on the LRTP and the role of transit over the next 20-years. Staff continued to be available to assist STS with the Transportation Development Plan (TDP) as requested by coordinating projects and complete budget adjustments within the TIP process. The TDP has been considered in the draft 2040 Long Range Transportation Plan update.

**Element 674.3 Specialized Transportation Program (STP):** During SFY 2019 staff was not notified by ODOT Transit to conduct a required vehicle inspection on vehicles purchased through ODOT's Specialized Transportation Program. Staff completes vehicle inspections upon receiving an ODOT request.

During SFY 2019 staff continued to maintain the Coordinated Transportation Plan. Since SFY 2018 there has been considerable changes within the state transit program. Staff has continued to adapt and work with these changes some of which have included assisting the mobility manager provided through GLCAP as requested and arranging committee meetings, tracking amendments and renewal deadlines.

In SFY 2019 ODOT requested that applicants for their transit programs apply directly for funding through the BLACK CAT software system. During SFY 2019 MPO staff was involved with assisting applicants in gathering application materials and writing support letters.

**Element 674.4 Transit System Efficiency:** The Sandusky Transit System indicated that they no longer do the PTMS Report Update, Certification of Data and National Transit Database Report as ODOT now completes these. The MPO staff assists with the preparation of route maps as requested.

**On Schedule**            Yes   X              No       

**Delays/Problems Encountered/Corrective Action:** Staff completed all of the products identified in Subcategory Number 674 without encountering any problems or delays.

**TRANSPORTATION FINAL PROGRESS REPORT  
FISCAL YEAR 2019  
UPWP SUBCATEGORY NUMBER: 697  
TITLE: Annual Report – Transportation**

FUNDING SOURCE/AGENCY

	<b>ODOT/FHWA/FTA</b>	<b>LOCAL</b>	<b>TOTAL</b>
Original Amount:	\$18,076	\$2,009	\$20,085

**Subcategory Number 697 Work Products:**

**Element 697.1 Biannual Newsletter**

1. *The Planning Press* Biannual Newsletter - June 2019 and December 2018

**Element 697.2 Annual Report**

1. 2018 Annual Report- December 2018

**Element 697.3 Work Plan**

1. SFY 2018 Annual Progress Report- September 2018
2. SFY 2020 Annual Work Plan Document- May 2019

**REPORTING PERIOD 07/01/18 – 06/30/19**  
**EXPENDITURE & PERCENTAGE WORK COMPLETED:**

<b>AMOUNT BUDGET EXPENDED SFY 2019</b>	<b>PERCENT BUDGET EXPENDED SFY 2019</b>	<b>EST. % WORK COMPLETED SFY 2019</b>
<b>\$9,036</b>	<b>45%</b>	<b>100%</b>

**PROGRESS:**

**Element 697.1 Biannual Newsletter:** Staff prepares a biannual newsletter to inform local governmental agencies and the general public on updates to transportation planning and results of the work performed by the MPO and ERPC. Traditionally, the newsletters were quarterly, but the Erie County Commissioners have requested that departments now write biannual reports. Two editions of the newsletter were prepared during SFY 2019. The goal of the newsletter is to bring readers into the planning process by providing updates as to activities and issues confronting the community with respect to traffic, transit, paratransit, and the overall urban long and short range transportation planning process. In SFY 2019, each edition of the Planning Press newsletter was circulated among the MPO committees, presented to the County Commissioners, and posted on ERPC’s website for public viewing.

**Element 697.1 Annual Report:** Staff has worked to document the issues and activities confronting the community with respect to traffic, transit, paratransit and the overall urban planning process. In addition, staff continues to keep its fiscal reporting in conformance with ODOT requirements. Fiscal reports are generated and used in the

production of the various annual reports and work plan documents submitted to ODOT. The CY Annual Report was completed and circulated in December 2018. The report is combined with ERPC's end of calendar year annual report and summarizes the agency's work activities over the previous calendar year. The document gives an overview of the MPO as well as all of the traffic and transportation planning related activities undertaken during the state fiscal year. The annual report was presented to the various MPO committees, posted on the ERPC website and formally presented to the Erie County Commissioners.

**Element 697.3 Work Plan:** In September 2018, the final SFY 2018 progress report was completed and submitted to ODOT. The progress report documents the work the MPO staff has completed and funding expenditures for the period of July 1, 2018 through June 30, 2019. The MPO's Policy Committee approved the SFY 2018 Progress Report in September 2019.

During SFY 2019, the SFY 2020 Work Plan was completed. The Work Plan included an outline by category of activities staff will complete during the SFY 2020. The Work Plan incorporates budgetary components such as the MPO's cost allocation plan. The MPO's Policy Committee approved the Work Plan in April 2019.

**On Schedule**            Yes   X              No       

**Delays/Problems Encountered/Corrective Action:** All products identified in Subcategory Number 697 have been completed without problems or delays during SFY 2019.

**ERIE REGIONAL PLANNING COMMISSION**

**WORK PROGRAM SUMMARY FOR S.F.Y. 2019 ANNUAL REPORTING PERIOD  
07/01/18-06/30/19**

<b>Work Element</b>	<b>Annual Budgeted Amount</b>	<b>Expended to Date</b>	<b>Percent Expended</b>	<b>Percent Work Completed</b>	<b>On Schedule</b>
<b>601</b>	\$82,738	\$34,691	42%	100%	Yes
<b>602</b>	\$72,021	\$33,093	46%	100%	Yes
<b>605</b>	\$47,872	\$23,858	50%	100%	Yes
<b>610</b>	\$56,213	\$33,718	60%	100%	Yes
<b>665</b>	\$10,192	\$10,017	98%	100%	Yes
<b>674</b>	\$18,788	\$17,388	93%	100%	Yes
<b>697</b>	\$20,085	\$9,036	45%	100%	Yes
<b>Total</b>	<b>\$307,910</b>	<b>\$161,801</b>	<b>53%</b>	<b>100%</b>	<b>Yes</b>
<b>665.2</b>	\$250,000	\$239,958	96%	96%	Yes