



## **SFY 2020 UNIFIED PLANNING WORK PROGRAM**

**Beginning July 1, 2019 – Ending June 30, 2020**

**Prepared By:**

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

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

**RESOLUTION NUMBER 2019-02**

**A RESOLUTION OF THE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION APPROVING THE STATE FISCAL YEAR 2020 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 2020 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, 2019 and June 30, 2020 also known as State Fiscal Year 2020; and

**WHEREAS**, The planning products and programs in the State Fiscal Year 2020 Unified Planning Work Program are all fiscally constrained within the budget constraints of the approved Ohio Department Of Transportation Consolidated Planning Grant; and

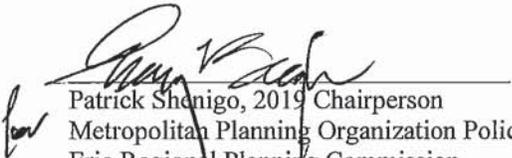
**WHEREAS**, All Work Plan products and programs are compatible and further the goals of the 2040 Long Range Transportation Plan; and

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

**WHEREAS**, the State Fiscal Year 2020 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 2020 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, 2019 Chairperson  
Metropolitan Planning Organization Policy Committee  
Erie Regional Planning Commission

April 25, 2019

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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 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.

### **Rationale**

This document is being presented as the State Fiscal Year (SFY) 2020 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, 2019 through June 30th, 2020 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 2020 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 Fixing America's Surface Transportation (FAST) Act. 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 2018**

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.

ERPCMEMBER AT LARGE	DAVID FOSTER (PRESIDENT)
VILLAGE OF BAY VIEW	LARRY GWINNER
BAY VIEW ALTERNATE	MATTHEW AICHHOLZ
BERLIN TOWNSHIP	TADD SMITH
BERLIN TWP ALTERNATE	MATHEW OLD
VILLAGE OF BERLIN HEIGHTS	CARL KAMM III
BERLIN HEIGHTS ALTERNATE	MARSHALL CADE
VILLAGE OF CASTALIA	RANDY WHYDE
CASTALIA ALTERNATE	KENT MILLER
FLORENCE TOWNSHIP	ORVILLE SAYLER
FLORENCE TWP ALTERNATE	JOHN KRUMWIEDE
GROTON TOWNSHIP	ROGER RUSSELL
GROTON TWP ALTERNATE	ROGER ROWLAND
CITY OF HURON	MAYOR BRAD HARTUNG
HURON ALTERNATE	SAM ARTINO
HURON TOWNSHIP	EDWARD ENDERLE (VP)
HURON TWP ALTERNATE	GORDON HAHN
KELLEYS ISLAND	JACQUELINE KRANYAK
KELLEYS ISLAND ALTERNATE	JOHN KILKO
MARGARETTA TOWNSHIP	KENT MILLER
MARGARETTA TWP ALTERNATE	MIKE KUNS
MILAN TOWNSHIP	SPARKY WEILNAU
MILAN TWP ALTERNATE	MIKE KEGARISE
VILLAGE OF MILAN	JOHN FOX
VILLAGE OF MILAN ALTERNATE	MAYOR STEVE ROCKWELL
OXFORD TOWNSHIP	SCOTT LEBER
OXFORD TWP ALTERNATE	MICHAEL PARKER
PERKINS TOWNSHIP	JEFFREY FERRELL
PERKINS TWP ALTERNATE	TO BE DETERMINED
CITY OF SANDUSKY	DAVID MILLER
SANDUSKY ALTERNATE	JOHN PANZER
VERMILION TOWNSHIP	CHARLES TRINTER
VERMILION TWP ALTERNATE	RON DICKEL
CITY OF VERMILION	EILEEN BULAN
VERMILION CITY ALTERNATE	TO BE DETERMINED

## Other Committees

ERPC also has several other committees that address specific issues with regard to development and regulation of the region. These include the following committees:

- Economic Development Committee
- Zoning Committee
- Comprehensive Plan Committee

## **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 members and or appointed designees:

- FHWA Representative (non-voting)–  
Andy Johns
- Ohio Department of Transportation (ODOT), Central Office Representative (non-voting) –  
Andrew Shepler
- Ohio Department of Transportation (ODOT), District Three Representative -  
Mike Schafrath
- Sandusky Transit System (STS) Administrator– Nicole DeFreitas
- City of Sandusky, Chief Engineer -  
Aaron Klein
- City of Sandusky, Chief Planner –  
Angela Byington
- City of Sandusky, City Manager- Eric Wobser
- City of Sandusky, Ex-Officio Mayor–  
Dennis Murray
- Erie County Commissioner–Patrick Shenigo
- Erie County Engineer-Jack Farschman
- City of Huron Mayor–Brad Hartung
- City of Vermilion Mayor – Jim Forthofer
- Perkins Township Trustee –Tim Coleman
- Erie County Sheriff-Paul Sigsworth

## **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 people or appointed designees:

- FHWA Representative (non-voting)–  
Andy Johns
- Erie County Highway Engineer- Jack Farschman
- City of Sandusky Engineer – Aaron Klein

- Erie County Department of Environmental Services Representative – Dave Moyer
- Erie County Economic Development Corporation (ECEDC) Executive Director–Abbey Bemis
- City of Huron Representative-Andrew White
- Utility Industry Representative-Nick Katsaros
- City of Vermilion Representative– Tony Valerius
- Perkins Township Trustee –Tim Coleman
- Sandusky Transit System Administrator–Nicole DeFreitas
- Erie County Health Department Representative –Robert England
- ODOT D3 Representative-Mike Schafrath
- Erie Metro Parks Representative–Amy Bowman-Moore
- Erie Regional Planning Commission Chairperson (non-voting)–Dave Foster
- Any Affected Township Trustee (for ERPC Agenda Items)
- Erie County Soil and Water Conservation District Representative - Eric Dodrill

\* One representative from each of the organizations unless otherwise noted.

### **Other Committees**

- Bicycle and Pedestrian Advisory Committee
- MPO Citizen Advisory Committee
- MPO Safety Committee

### **Citizens Advisory and Safety Committees**

The Citizens Advisory Committee (CAC) and Safety Committee involves the public in transportation decision-making. The Committee both encourages and facilitates community involvement and advises the PC on transportation planning matters. The purpose of the CAC/Safety Committee is as follows:

- 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.

The duties of the CAC/Safety Committee 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 CAC/Safety Committee will 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.

### **Bicycle and Pedestrian Advisory Committee (BPAC)**

The BPAC was formed in 2015 as a response to a recommendation in the 2014 Bicycle and Pedestrian Plan. This committee meets quarterly and works towards implementing goals from the Erie County Bicycle and Pedestrian Plan.

## **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 81,979<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 ten (10) million visitors to the County annually<sup>2</sup>. This creates special concerns in providing residents of the community with safe, reliable and efficient thoroughfares. The transportation network consists of approximately 580 road miles, two (2) deep water shipping ports, a shared international airport with Ottawa County (located in Port Clinton, Ohio), and approximately 85 miles of rail line which make the County accessible to the interstate, national and international markets.<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 2040 LRTP. Each recommended project was rated based on its ability to fulfill the LRTP's stated goals and objectives. The following evaluation tables have nine category headings based on the goals and objectives developed for the LRTP. The evaluation was based on a five 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.

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<sup>1</sup> 2017 American Community Survey (5 year Estimate) Table B01001

<sup>2</sup> 2016 Lake Erie Shores and Islands Facts & Figures

<sup>3</sup> 2040 LRTP

## 2040 LRTP Project Evaluation Table

### Roadway Improvements - Preservation Projects

No.	Type of Roadway Preservation Project	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
1	Improve signage/wayfinding	City of Vermilion	Various Roads	Short term project (within 10 years)	5	5	3	5	5	3	3	5	5	39	
2	Improve signage/wayfinding	City of Huron	Various Roads	Short term project (within 10 years)	5	5	3	5	5	3	3	5	5	39	
3	Improve signage/wayfinding	City of Sandusky	Varous Roads	Short term project (within 10 years)	5	5	3	5	5	3	3	5	5	39	Completed
4	Intersection Improvments	US 6/Cleveland Road at Berlin Road	At intersection - Length = 1,000 feet from each leg of the intersection	Short term project (within 10 years)	3	5	3	5	4	3	5	5	5	38	Construction in SFY 2019
5	Preservation/Widening of existing 2-lane road to accommodate commercial truck traffic	Old Railroad Road	From Perkins Avenue South to Urbanized Area Boundary - Length = Approximately 2.75 miles	Short term project (within 10 years)	5	4	3	4	5	3	5	5	4	38	
6	Implementation of the final recommendations of the Route 250 Corridor Study	US250	Between US6 and Bogart Road - Length = 4.1 miles	Short term project (within 10 years)	5	4	3	4	4	3	5	4	5	37	Completed
7	US/6 Fabens Park Median Turns in City of Huron	US 6	US 6 Entrance to Fabens Park	Short term project (within 10 years)	4	4	3	5	5	3	4	4	5	37	Completed
8	Upgrade traffic signals/install turn lane in Vermilion	US 6/Liberty Avenue	From Main Street to Sunnyside Road - 9 intersections - install WB turn lane at Vermilion Road	Short term project (within 10 years)	4	5	3	5	4	2	5	4	5	37	Completed
9	Preservation of existing 2-lane road	Jerusalem Road	Vermilion Road to Sunnyside Road = approximately 1.0 mile	Short term project (within 10 years)	4	4	3	4	4	3	5	3	5	35	Completed
10	Preservation of existing 2-lane road	Vermilion Road	Liberty Avenue to Jerusalem Road - 2.1 miles	Short term project (within 10 years)	4	4	3	4	4	3	5	3	5	35	Construction in SFY 2019
11	Preservation of existing 2-lane road	Campbell Street	Perkins Avenue to Marshall Avenue = approximately 1.1 miles	Short term project (within 10 years)	4	4	3	4	4	3	5	3	5	35	Completed
12	Preservation of existing 2-lane road	Columbus Avenue	Bogart Road to Perkins Ave = 2.82 miles	Short term project (within 10 years)	4	4	3	4	4	3	5	3	5	35	Construction in SFY 2020
13	Preservation of existing 2-lane road and sidewalk repair/installation	Strub Road	Columbus Avenue to US 250 = approximately	Short term project (within 10 years)	4	4	3	4	4	3	5	3	5	35	Construction in SFY 2020
14	Preservation of existing 2 lane road and sidewalk repair/installation	Water Street	From Meigs Street to Shelby Street-Length = approximately 1.0 mile	Short term project (within 10 years)	4	4	3	4	4	3	5	4	4	35	Shelby Street to Wayne Street Completed

### Roadway Improvements - Preservation Projects Cont'd

No.	Type of Roadway Preservation Project	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
15	Signal Upgrades	Perkins Avenue	From Camp Street to 50th Street	Short term project (within 10 years)	4	4	3	5	4	3	5	2	5	35	Completed
16	Guardrail Replacement	Humm Road	At Bridge Crossing over I80/I90 (Ohio Turnpike)	Short term project (within 10 years)	3	4	4	4	4	3	5	3	5	35	Completed
17	Underpass Rehabilitation	Camp Street	Norfolk Southern Railroad - Underpass, Located North of Filmore Street and South of Depot Street in the City of Sandusky	Short term project (within 10 years)	3	4	3	3	4	3	5	4	5	34	Completed
18	Preservation of existing 2-lane/ bridge approaches	Patten Tract Road	At Bridge Crossing over I80/I90 (Ohio Turnpike)	Short term project (within 10 years)	3	4	3	4	4	3	5	3	5	34	Completed
19	Intersection Improvements	Campbell Street at Bogart Road	At intersection - Length = 1,000 feet from each leg of the intersection	Short term project (within 10 years)	3	5	4	3	4	3	4	3	5	34	Completed
20	Safety improvement study at the Perkins Avenue-Cleveland Road (US6) intersection in Huron Township	Perkins Avenue and Cleveland Road	1,000 feet from each leg of the intersection	Short term project (within 10 years)	3	5	3	4	4	3	5	3	3	33	Under Review
21	Preservation/Widening of existing 2-lane road to match widening done between SR4 and US250	Bogart Road	Between Castalia and SR4 - Length = 3.9 miles	Mid term project (10-15 years)	4	4	3	4	4	3	5	3	3	33	Completed
22	Intersection Improvements	SR4 at Strub Road	Length = 1,000 feet on legs of the intersection	Short term project (within 10 years)	4	4	3	4	4	3	5	2	4	33	Completed
23	Preservation of existing 2-lane road	Sunnyside Road	Norfolk Southern Railroad to North Ridge Road = approximately 2 miles	Short term project (within 10 years)	3	4	3	4	4	3	5	2	5	33	Construction in SFY 2022
24	Bridge Lighting Replacement in City of Huron	US 6/Cleveland Road	Crosses Huron River - approximately 0.20 mile	Short term project (within 10 years)	2	5	3	3	4	3	3	5	5	33	Construction in SFY 2019
25	Preservation/Widening of existing 2-lane road to match widening done between SR4 and US250	Bogart Road	Between US250 and Huron - Length = 4.1 miles	Mid term project (10-15 years)	4	4	3	4	4	3	5	2	3	32	Completed
26	Intersection Improvements	Perkins Avenue and Caldwell Street	At intersection - Length = 1,000 feet from each leg of the intersection	Short term project (within 10 years)	4	4	3	4	4	3	5	2	3	32	Completed
27	Retiming of traffic signals	SR4	Between Perkins Avenue and Monroe Street - Length = 1.3 miles	Short term project (within 10 years)	4	3	3	3	4	2	5	2	5	31	Under Construction
28	Retiming of traffic signals	Monroe Street	Between US6 and Warren Street - Length = 1.4 miles	Short term project (within 10 years)	4	3	3	3	4	2	5	2	5	31	Under Construction

### Roadway Improvements - Preservation Projects Cont'd

No.	Type of Roadway Preservation Project	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
29	Resolve roadway alignment issues	SR13	At Mason Road - Length = 1,200 feet from each leg of the intersection	Short term project (within 10 years)	3	3	3	3	4	3	5	2	5	31	
30	Preservation of existing roadways	Roadways on Kelleys Island	Major roadways - Length = approximately 4 miles	Mid term project (10-15 years)	3	3	3	3	3	3	5	4	3	30	
31	Resolve roadway alignment issues	SR113	At SR61 - Length = 1,200 feet from each leg of the intersection	Short term project (within 10 years)	3	3	3	3	4	2	5	2	5	30	Safety Study Completed
32	Access Management Planning Study	Through downtown Milan into Hruon County	Along SR601 through Milan into Huron County - Length = 1.3 miles	Mid term project (10-15 years)	4	3	4	3	4	1	5	3	3	30	
33	Access Management Planning Study	SR61	Between the north side of Berlin Heights to 1,000 feet north of SR2 - Length = 2.5 miles	Mid term project (10-15 years)	3	3	3	3	4	1	5	3	3	28	

### Roadway Improvements - Expansion Projects

No.	Type of Roadway Expansion Project	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
1	Roadway Realignment	Main Street in City of Huron	From US 6 to Huron Pier (note: some sections not on federal aid network) Length approximately = 0.50 mile	Short term project (within 10 years)	5	5	3	4	4	3	3	4	5	36	Completed
2	Ferry Service	Service from Sandusky, Vermilion, and Marblehead to Cedar Point and the Islands		Short term project (within 10 years)	4	3	3	3	4	5	3	5	5	35	
3	3-lane roadway expansion (add middle turn lane)	SR4	Between Wade Boulevard and SR2 - Length = 1.5 miles	Short term project (within 10 years)	4	4	3	4	5	2	4	3	5	34	Completed
4	Realignment of roadway and intersection	SR99 and SR4 in Groton Township	Realignment of SR99 and SR4 intersection - Length = 1,200 feet from each leg of the intersection	Mid term project (10 to 15 years)	3	3	3	3	4	4	4	3	5	32	Under Review

### Roadway Improvements - Expansion Projects Cont'd

No.	Type of Roadway Expansion Project	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
5	3-lane roadway expansion	SR4	Between SR2 and I-80/90 - Length = 4.6 miles	Mid term project (10 to 15 years)	4	4	3	4	5	2	3	3	3	31	
6	Boulevard widening (Note: Not eligible for MPO funding)	Warren Street in Sandusky	Between Monroe Street and Water Street - Length = 0.5 miles	Mid term project (10 to 15 years)	4	3	3	3	4	3	4	4	2	30	
7	3-lane roadway expansion (add middle turn lane)	Perkins Avenue	Between US250 and Mall Boulevard - Length = 0.5 miles	Mid term project (10 to 15 years)	4	4	3	4	4	1	3	2	5	30	
8	New Bridge	High Bridge Road - City of Vermilion	Length= approximately 1,100 feet of structured roadway	Short term project (within 10 years)	3	4	3	3	2	3	3	4	5	30	Completed
9	Addition of middle turn lane (5-lane roadway expansion)	Perkins Avenue	Between US250 and Old Railroad Road - Length = 2.1 miles	Mid term project (10 to 15 years)	4	4	3	4	4	2	3	2	3	29	
10	3-lane roadway expansion (add middle turn lane)	Strub Road	Between Perkins Ave and Campbell St. - Length = approximately 2.35 miles	Mid term project (10 to 15 years)	4	4	3	4	3	1	4	3	3	29	
11	3-lane roadway expansion	SR4	Between I-80/90 and Erie/Huron County Line - Length = 4.1 miles	Long term project (20 + years)	3	4	3	4	5	3	3	3	1	29	
12	Park and Ride Facility	Milan Township	Park and Ride facility near the turnpike for use by commuters - Approximate size of parking lot = 1 acres	Short term project (within 10 years)	3	3	2	3	5	3	4	3	3	29	
13	3-lane roadway expansion	Perkins Avenue	Between US6 and Mall Boulevard - Length = 2.5 miles	Mid term project (10 to 15 years)	3	4	3	4	4	1	3	3	3	28	
14	4-lane roadway expansion	US6	Between Sycamore Line Road and Rye Beach Road - Length = 6.0 miles	Mid Long term project (15 to 20 years)	3	3	3	3	4	1	3	3	3	26	Under Review
15	New East-West Road Connection	Near Quarry	Between US250 and Columbus Avenue - Length = approximately 0.8 miles	Long term project (20 + years)	4	4	3	4	4	1	1	2	1	24	

### Roadway Improvements - Expansion Projects Cont'd

No.	Type of Roadway Expansion Project	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
16	Roadway realignment	Joppa Road	In the vicinity of Furnace Road and Church Road in Florence Township - Length = 0.7 miles	Mid Long term project (15 to 20 years)	2	3	3	3	3	3	3	2	2	24	
17	Roadway realignment	Mason Road in Florence Township	In the vicinity of Burrows Road and Stephens Road/Joppa Road in Florence Township - Length = 0.8 miles	Mid Long term project (15 to 20 years)	2	3	3	3	3	3	3	2	2	24	
18	Roadway extension between Mason Road and Southwest Road with 2-lane road	Mason Road in Margareta/Groton Townships	Between SR269 and Southwest Road - Length = 0.9 miles	Long term project (20 + years)	3	3	3	3	3	3	1	3	1	23	
19	Roadway extensions with a 2-lane road (Note: Not eligible for MPO funding)	Connect Sheid Road to Knight Road in Huron/Milan Townships	Length = 0.8 miles	Mid term project (10 to 15 years)	2	4	3	4	3	2	1	2	1	22	
20	Roadway extensions with a 2-lane road (Note: Not eligible for MPO funding)	Connect Knight Road to SR61 in Berlin Township	Length = 1.0 miles	Mid term project (10 to 15 years)	2	3	3	3	3	2	1	2	1	20	

### Transit Projects

No.	Type of Transit Project	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
1	Work with local transportation/transit stakeholders to secure funding for transit services.			Short term project (within 10 years)	5	5	3	5	5	5	4	5	3	40	Ongoing
2	Develop Inter-County Transfer Points in the Village of Milan and City of Vermilion. Possible locations for a facility would be in Downtown Milan at Church St. and Main St. and in Vermilion at the South Shore Plaza.			Short term project (within 10 years)	5	5	3	5	5	4	4	5	3	39	
3	Within the next 5 years build upon the expanded transit service availability across all of Erie County			Short term project (within 10 years)	4	5	3	5	5	5	3	5	3	38	
4	Continue seasonal transit service to Cedar Point from downtown Sandusky and the developed JARC corridor fixed route transit service			Short term project (within 10 years)	4	5	3	5	5	3	4	3	5	37	Cedar Point service to begin 2019

## Transit Projects Cont'd

No.	Type of Transit Project	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
5	Develop corridor level fixed-route transit service in the US6 corridor between downtown Sandusky, the City of Huron, and the City of Vermilion - Length = approximately 23.4 miles			Short term project (within 10 years)	4	4	3	4	5	5	3	4	3	35	
6	Complete update of the Coordinated Public Transit-Human Services Transportation Plan			Short term project (within 10 years)	2	3	3	5	5	4	3	3	4	32	Completed
7	Refurbish or construct new administrative and maintenance facility			Short term project (within 10 years)	3	3	3	5	3	4	3	3	5	32	Dispatch center remodel and software upgrades completed
8	Work with local transportation/transit stakeholders to secure funding for transit mobility manager.			Short term project (within 10 years)	2	3	3	5	5	5	1	4	3	31	Completed - Great Lakes Community Action Partnership)

## Non-Motorized Projects

No.	Type of Non-Motorized Corridor and Trail Improvement	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
1	Columbus Avenue from Strub Road to Bogart Road - Length = 1.5 miles			Mid term project (10 - 15 years)	3	5	3	5	5	4	4	3	5	37	
2	Perkins Avenue from Strub Road to Perterson Lane - Length = 0.53 mile			Short term project (within 10 years)	3	5	3	5	5	4	4	3	5	37	Construction SFY 2021
3	Sandusky Bay Pathway from Decatur Street to Downtown Sandusky Boat Launch Ramp - Length = 0.5 mile			Short term project (within 10 years)	3	5	3	5	5	4	2	4	5	36	Completed
4	US6 from Perkins Avenue to Rye Beach Road with a connection/stop at Osborn Park in between Sandusky and Huron - Length = 2.2 miles			Short term project (within 10 years)	3	5	3	5	5	4	3	3	5	36	Under Review
5	Monroe Street from Edgewater to Tiffin Ave (US 6) Length = approximately 1.25 miles			Short term project (within 10 years)	3	5	3	5	5	4	2	3	5	35	
6	US 6 (Cleveland Road) from Cedar Point Drive to the City Limits - Length = 1.3 miles			Short term project (within 10 years)	4	5	3	5	5	3	2	3	5	35	Under Review/Sandusky Bay Pathway Phase 1 Funded
7	US250 from Perkins Avenue to Bogart Road - Length = approximately 3.2 miles			Short term project (within 10 years)	4	4	3	4	4	5	4	3	3	34	Completed
8	Didon Drive from Douglas to Strub Road Street Length = 0.16 mile			Short term project (within 10 years)	2	5	3	4	5	3	3	4	5	34	Completed
9	Tiffin Ave (US 6) from Monroe Street to Sandusky Bay Pathway Length = 0.5 mile			Mid term project (10 - 15 years)	3	5	3	4	5	4	2	4	3	33	
10	Edgewater Ave. from Venice Road to Monroe Street - Length = 0.3 mile			Mid term project (10 - 15 years)	3	5	3	4	5	4	2	4	3	33	
11	Venice Road from Barrett Road to Edgewater Avenue - Length = 1.1 miles			Mid-long term project (15 - 20 years)	3	5	3	4	5	4	2	4	3	33	
12	US 6 from Main Street in Huron to Vermilion Corp. Line in Lorain County - Length = approximately 22.5 miles			Mid-long term project (15 - 20 years)	3	5	3	4	5	4	3	4	2	33	

### Non-Motorized Projects Cont'd

No.	Type of Non-Motorized Corridor and Trail Improvement	Project Roadway	Project Limits and Length	Implementation Schedule	Freight Movement & Economic Vitality	Safety	Project Delivery	System Reliability	Congestion Reduction	Environmental Sustainability	Preservation (Infrastructure Condition)	Modal Connectivity	Funding	TOTAL	Project Status
13	Strub Road from Perkins to US 250 Length = Approximately 0.75 mile			Mid term project (10 - 15 years)	3	5	3	4	5	3	3	3	3	32	
14	Strub Road from US 250 to Campbell Street Length = Approximately 1.62 miles			Short term project (within 10 years)	3	5	3	4	5	3	3	3	3	32	
15	Campbell Street from Strub to Windamere Lane - Length = 0.18 mile			Short term project (within 10 years)	3	4	3	4	5	3	3	3	3	31	
16	Rye Beach Road from US6 to SR 2 - Length = 0.32 mile			Mid term project (10 - 15 years)	3	4	3	4	5	3	3	3	3	31	Under Review
17	Barrett Road from Village of Bayview to Venice Road - Length = 3.1 miles			Mid-long term project (15 - 20 years)	2	4	3	3	5	4	2	4	3	30	
18	Bogart Road from Columbus Avenue to downtown Huron - Length = 6.0 miles			Mid term project (10 - 15 years)	3	3	3	3	5	3	3	4	3	30	
19	Bogart Road from the downtown Castalia to Patten Tract Rd - Length = 4.7 miles			Mid term project (10 - 15 years)	2	3	3	3	5	3	3	4	3	29	

## **AGREEMENTS**

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

### **Biennial Agreement**

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

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

1. A PROSPECTUS describing the AGENCY's organizational structure, committee bylaws, and the work to be performed in the conduct of the PROCESS. The PROSPECTUS shall document the interagency agreements and describe the respective agency roles and responsibilities for conducting the PROCESS and transportation related air quality planning.
2. A performance based planning process, coordinated with ODOT, inclusive of performance measures, performance targets, performance based programming, and reporting.
3. A Transportation Plan, with a 20 year planning horizon, resulting from the PROCESS.
4. A Transportation Improvement Program, with a 4 year regional project listing, resulting from the PROCESS.
5. A Participation Plan that provides reasonable opportunities for interested public and private parties to participate in the PROCESS.
6. A Congestion Management Process in Transportation Management Areas (urbanized areas exceeding 200,000 in population).
7. A periodic reporting of events, developments, and accomplishments resulting from the PROCESS.

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

## TRANSPORTATION PLANNING PROCESS

### FEDERAL LEGISLATION

On December 4th, 2015, the President Obama signed into law the Fixing America's Surface Transportation (FAST) Act. This act funds transportation programs and builds on previous initiatives established in the previous transportation bill, MAP-21. FAST 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 FAST Act authorizes a total of \$305 billion in spending from The Highway Trust Fund over FY 16 – FY 20 for highway and transit programs (an average of \$61 billion per year).<sup>4</sup> Under FAST the Surface Transportation Program is renamed the Surface Transportation Block Grant Program (STBGP) and includes Transportation Alternative (now STP set asides) funds instead of separating the two. Details of how the law will be carried out are still being finalized and the MPO is waiting for further instruction from ODOT regarding performance measures and target setting.

### 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

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<sup>4</sup> <https://www.fhwa.dot.gov/fastact/summary.cfm>

- 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, 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.

## **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, quarterly and annual reports prepared in a timely manner: Continual  
 Maintenance of census information: Continual  
 Information services: Continual  
 Completion of income and housing surveys: As needed

**Subcategory 102 Long Range Planning (LRP)**

Objective: To update the Erie County Comprehensive Development Plan and to provide an integrated framework to prepare detailed secondary plans as part of a coordinated comprehensive regional plan.

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

Previous Work: In conjunction with local political subdivisions, secondary plans have been completed for the Vermilion, Perkins Township, Huron and Vermilion Townships.

Methodology: The comprehensive planning process used in developing the plans begins with the formation of a Steering Committee (SC). The committee is comprised of local citizens and political leaders and its role is to assist in development of the plan. The focus of the plan process is to use a variety of methods to gather public comment to ensure the citizens of each jurisdiction are able to offer comments and direction on all aspects of the plan. The SC continues to gather information by inviting representatives from the business/real estate, economic development, government and transportation industries to speak to the committee. All of the speakers share information, as well as insight and guidance relative to their fields and thoughts on future development covering the following categories: Land Use, Housing, Economic Development, Utilities, Community Facilities and Services, Parks and Recreation and Transportation.

Once the information is gathered, the results are compiled and put into a report with issues and action steps. Accumulated information will be reviewed and integrated into a final draft of the plan, which will ultimately be submitted to each jurisdiction for their review and recommendations and presented to the public for the same.

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

### ***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
- Erie County Safety Committee
- Erie County Cost Containment Committee
- Erie County Wellness Committee
- Erie Ottawa International Airport Board
- Erie County Coordinated Transportation Plan Update Committee
- Erie County GIS Advisory Board
- Erie County Safe Communities
- Clean Water Coalition
- 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
- Vermilion SRTS Committee
- Perkins SRTS Committee
- Milan SRTS Committee
- Sandusky SRTS Committee
- Bayfront Corridor Committee
- Visitor and Convention Bureau Board of Directors
- Community Council

**CATEGORY 200 CDBG**

**Subcategory 202 CDBG Program (Formula 18)**

**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 Formula Grant Program. The county received \$196,000 in CD for Program Year (PY) 2018 with 20% going to the County for administration and Fair Housing activities. These funds will be expended during CY 2019/2020. 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 2016 and will be completed during CY 2019/2020:

<u>Applicant</u>	<u>Project</u>	<u>Cost of Project</u>
VOA Sandusky	Operating Expenses	\$40,000
Milan Township	ADA Improvements	\$35,000
Berlin Heights	Street Improvements	\$81,800
Administration/Fair Housing		\$39,200
TOTAL		\$196,000

**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.

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 issue where public intervention is warranted was the focus.

**Previous Work:** In May of CY 2017 the most recent CHIP application was submitted and approved. The 2017 CHIP application will partner Erie County with the cities of Sandusky, Huron and Vermilion and total \$1.4 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 \$8,000 to fix a problem that pose an immediate threat to the health and safety of the occupants. This form of assistance allowed for administrative flexibility because the grant did not require the repairs to be bid out in a formal bidding process; therefore, once identification of a problem was made, staff can hire contractors immediately.

**Private Rehabilitation Program:**

The funds from this portion of the CHIP grant were used for non-emergency types of home repairs. In the past, CHIP home rehabilitation funds have been used to fix crumbling foundations, entire roof replacements or the siding of a whole house with a larger amounts of funds allotted for each project.

**Rental Rehabilitation:**

The purpose of the Rental Rehabilitation activity is to improve and protect the affordable renter-occupied housing stock. Through this activity, financial assistance is provided to property owners to correct numerous substandard conditions so that the rental units are safe, healthy, durable, energy efficient and affordable. Rental Rehabilitation is intended to address problems throughout the unit. In most circumstances, this means the unit's mechanical systems (electrical, plumbing and heating systems) and exterior and interior structural components (roof, walls, floors and foundation) will be repaired or replaced to meet the required standards.

**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 CHIP funds are federal CDBG 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 preform 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, businesses, and the Erie County Economic Development Corporation (ECEDC) 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.
- Previous Work:** The planning staff has implemented a number of state economic development programs to support economic grants in Erie County. These include the CDBG Economic Development (ED) Program, which provided low interest loans to Erie County businesses and the repayment of the loans established the funding for a Revolving Loan Fund (RLF). The RLF has provided low interest loans to a number of Erie County businesses as well as money to different organizations to complete studies on economic development issues and possible future economic development activities.
- The County also established an Enterprise Zone (EZ) administered by planning staff. Through the program, the county has entered into twenty-four EZ agreements that foster job creation and investment into existing manufacturing, industrial, and commercial businesses in Erie County. Recent EZ deals have included an expansion of approximately \$50 million at CertainTeed and a \$12 million new facility for Lake Erie Arms. Both businesses are located in Milan 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 Margaretta 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 new Kroger store located on Perkins Avenue. Ohio Department of Development 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 has also continues to provide ongoing support in efforts to develop the NASA Glenn Research Center's long-range plan that includes a runway at the NASA Plum Brook Station and the

development of a research and technology park outside of the facility or on adjacent property.

**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 ODSA to foster economic development through regional partnerships and assist economic development throughout Erie County.

**Product(s):** Support ECEDC and the political subdivisions in Erie County through the use of state programs and participate in ECEDC strategic planning process: Continual  
Work with Firelands Partnership: Continual  
Continue to support NASA Glenn Research Center's plan initiatives through the Friends of NASA Plum Brook and to foster economic development on a regional basis: Continual  
Continue to provide Technical Assistance and Public Information: Continual

#### ***Subcategory 402 Revolving Loan Fund (RLF)***

**Purpose:** Retention and creation of jobs and support efforts of ECEDC and members of Regional Planning.

**Methodology:** Monies for the County's Revolving Loan Fund (RLF) are generated by repayments from businesses for CDBG ED project. The Revolving Loan Fund Committee provides oversight and review for RLF projects. County staff evaluates and make recommendations regarding loan proposals to the RLF Committee.

**Product(s):** Loans to Business: Continual  
Work to revise the RLF Program Guidelines and associated information

#### ***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 (as is the case for Kalahari) 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:** Encourage new businesses to locate to the Quarry Lakes Business Park: Continual Development of the Kalahari Resort (include adding expansions): Continual Analyze any additional TIF projects that will provide public improvements in Erie County: 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 for new machinery and equipment. It is noted that the tax reform plan for the State of Ohio mandates 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 as well as a new facility for Lake Erie Arms both located in Milan Township. Presently twenty-four ETZ agreements have been approved.

**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 was ongoing 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 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 and is wholly funded through an Ohio Emergency Management Agency Hazard Mitigation Assistance Grant.

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 anticipates its floodplain regulations will need updated during 2019, once the preliminary FEMA maps become final. As such, staff will work with FEMA and Ohio Department of Natural Resources staffs to ensure local regulations are updated to meet 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: March 2019 (estimated)

### ***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:** As a member of the Blue Ribbon Task Force, staff will also 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 serve as a member of the District 5 Natural Resources Assistance Council. Staff will also work with the coastal communities to upgrade their existing zoning ordinances to aid communication in protecting water quality.

In late CY 2002, ERPC staff and the Erie County Engineers office staff teamed up to develop a Storm Water Management Plan for Erie County. In 2007, the Erie County Soil and Water Conservation District and Erie County Engineers Office assumed the lead in monitoring and updating the Storm Water Management Plan. As requested, staff will continue to support the Soil and Water District and County Engineer in their administration of the plan. Planning staff will continue to work with the Farmland Preservation Committee to 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: Based on crash records, traffic counts and other information generated under Subcategory 605 Transportation Surveillance System, the MPO will select high crash location sites, evaluate their existing conditions, and recommend alternatives to ameliorate traffic flow and reduce motor vehicle crashes. 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 focus on safety conscious planning to identify strategies and solutions to improve safety. The MPO will also promote participation, coordination and cooperation with development of the safety initiative.

Product(s): Spot Safety Improvement Program Summary Report: June 2020  
Attend/Participate in ODOT D3 Safety Review Team Meetings: Quarterly and on as-needed basis  
Coordinate with ODOT and locals to focus on safety conscious planning: Ongoing  
Participate in Safe Communities Program: Quarterly fatal crash review committee

#### ***Element 601.2 Transportation Planning Services***

Purpose: To allow member political subdivisions and local community group's access to technical planning assistance 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 assisting with transportation planning portion of local jurisdiction's comprehensive plans as needed. During SFY 2020, 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 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. Also, as a result of the SFY 2013 Freight Inventory and Profile Report, 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.

During SFY 2018, staff reviewed and provided recommendations for adjustments required to the functional classification network and federal aid adjusted boundaries. In 2020 staff will continue with work activities associated with the 2010 US Census results by assisting with review and recommendations as needed; staff will also assist with applicable efforts related to the next decennial 2020 US Census.

Product:

Assist local jurisdictions with comprehensive and transportation planning: As needed  
 Assist with Safe Communities programs: As needed  
 Assist with SRTS programs planning initiatives: Ongoing  
 Work activities associated with the 2010 and upcoming 2020 US Census: Ongoing

**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 to “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 plans were officially approved in 2015. Both documents are currently being updated. It is anticipated that they will be

approved in CY 2019. To gather public input during the update process, draft documents are posted on the ERPC website, a link to the document is posted on the ERPC MPO Facebook page, and hard copies of the draft plan are made available in the ERPC office. The plan is also presented to the various MPO committees for their review and comment. Upon final approval by the MPO's Policy Committee, the completed documents will be posted on the MPO website and made available in the ERPC office.

**Product:** Conduct an environmental justice analysis targeting the agency's TIP and Long Range Transportation Plan (LRTP) projects: Annually  
 Update the 2015 Public Involvement Policy: October 2019 approval anticipated, continue updates thereafter on as needed basis  
 Update the 2015 Title VI Plan: October 2019 approval anticipated, continue updates thereafter on as needed basis

**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 has met quarterly since its establishment and is currently working on the Bicycle and Pedestrian Plan's five year update. The committee has also been active in supporting the development of an MPO complete streets policy. 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*. In 2016, through the *Yay Bikes!* Program, staff also hosted a hands on bicycling training.

Staff continues to participate in training and workshops such as speaking about active transportation (AT) at luncheons, creating AT educational displays, and attending numerous events to promote AT. Other past efforts have ranged from hosting an Elder College course to presenting safety material to preschoolers. Several times each year staff also 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). 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.

Methodology:

The MPO staff will:

- Compile and share data and information on active transportation
- Hold public outreach sessions to share information and encourage active transportation
- Work with other interested parties to advance and improve the program
- Update the Bicycle and Pedestrian Plan every five years
- Apply for local grants or programs at the request of local jurisdictions or other agencies that involve active transportation
- Meet quarterly with the Bicycle and Pedestrian Advisory Committee

Product(s):

Update the 2014 Erie County Bicycle and Pedestrian Plan: June 2020

ERPC Active Transportation Month: May 2020

Meet with the Bicycle and Pedestrian Advisory Committee: quarterly, or as needed

Provide active transportation related resources/programs to the public/committees:

Ongoing

Attend and host trainings related to active transportation: Ongoing

Apply for grants and participate in other supporting programs as requested: Ongoing

Inform the public about active transportation activities and data through the MPO

Website and other social media outlets: 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 was developed in consultation with interested parties 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 will continue to publish 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 and the local jurisdictions to participate in quarterly project monitoring meetings at the ODOT District Office. Meetings will focus on ensuring projects funded with MPO surface transportation and alternative allocations are on target for their scheduled fiscal year. Federal and State-aid programs for transportation improvements will be analyzed in conjunction with the development of the SFY 2021-2024 TIP. The MPO will continue to support and cooperate with ODOT District Three and ODOT Office of Planning in delivering the program of projects for all highway, transit, pedestrian projects programmed over the SFY 2021-2024 period. The MPO will develop the TIP Financial Plan based on a four-year project priority list and approved annual element.

Also, as required under the FAST Act, performance measures must be integrated into transportation improvement program processes. ERPC will continue its coordination with ODOT and the regional public transit provider (Sandusky Transit System) to develop a 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. In SFY 2019, the ERPC PC choose to support the State's established targets for the following: safety, bridge condition, pavement condition, system reliability, freight movement, and Transit Asset Management (TAM). The Sandusky Transit System is a Tier II transit provider and as such, is integrated into the State's TAM. 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 PM2.5 (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.

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.

Products: Facilitation of projects through the TIP process: Continual  
 Re-establish targets for safety performance measures: February 27, 2020  
 Update of the SFY 2021-2024 TIP: May 2020  
 Attend MPO Project Meetings at ODOT D3: Quarterly  
 Integration of visualization techniques throughout TIP development: Continual  
 Weekly reviews of the ODOT/MPO sub-allocated funds report  
 Annual Listing of Obligated Projects for SFY 2019: September 2020

**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 for future use in the preparation of Safety Improvement Studies and High Crash Location Maps.

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 and High Crash Location Map will be produced. The MPO staff 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 2020  
 Crash Summary Report: June 2020  
 Member on the County Wide GIS Advisory Board: Meets bi-annually  
 Participate on GIS Advisory Board Subcommittees: as needed  
 Traffic and high crash location Maps: June 2020

**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 and where counts are available. The traffic count program typically runs spring through fall. Staff performed counts at 55 different locations during SFY 2018. In SFY 2019, ERPC conducted counts on an as needed basis. Two count location requests were received from the City of Sandusky in SFY 2019. ERPC will continue to conduct counts on an as needed basis for SFY 2020.

**Product(s):** Traffic Counts Database: Updated as counts are taken on as needed basis  
Traffic Counts Maps-Updated as counts are taken on as needed basis

***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 FAST Act.

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

**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 of 2040 and was adopted by the MPO policy committee on July 23<sup>rd</sup>, 2015.

**Methodology:** During SFY 2020, 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.

Additionally, staff will 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. 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 continues to 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  
 Attend OTMUG meetings-Quarterly

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

Purpose(s): Update the 2040 LRTP using the planning process as required under current federal legislation.

Previous Work: The updated and fiscally constrained 2040 LRTP was adopted by the MPO's Policy Board in the July of 2015. The next LRTP plan update will be due in July of 2020. A Participation Plan was developed and provides reasonable opportunities for interested parties and those who participate in the MPO planning process.

Methodology: The MPO will continue to work on ascertaining information and data to aide in the 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. Staff will also continue to ensure the TIP is compatible with LRTP and 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 2045 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. Visualization techniques will also be employed in addition to continuing to publish the plan through its update cycle on the MPO's website for continuing public comment.

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, 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 2018, 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.

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: May 20, 2020  
 MPO target adjustment review for Performance Measure 2 and 3: November 2020  
 Work with ODOT and STS to develop system performance report for inclusion in the 2045 Long Range Transportation Plan Update: Ongoing  
 Five-year Long Range Transportation Plan Update: July 23<sup>rd</sup>, 2020

**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 2016. The plan is required to be updated every five years with the next update due in 2021.

Staff also completes an annual survey for the byway as requested by ODOT each year. 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 2016 ERPC oversaw \$25,000 in National Scenic Byway Program funding that was granted for the implementation of strategies as identified in the 2015 CMP. Typically, a local match of 20% is required for the grant, but Toll Revenue Credits were utilized, so no local funds were required. The project was assigned ODOT Project Identification Number (PID) 101475 and listed as a Statewide Line Item in Ohio's SFY 2016-2019 Statewide Transportation Improvement Program (STIP). ERPC was the project sponsor on record for the project. The project included development of

a mobile application for the Coastal Trail and was completed in SFY 2017. Main implementation strategies focus 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.

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 people 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 a steering committee was created. As such, the identified agencies were contacted and requested if they would be willing to serve on the newly forming LECT Steering Committee. ERPC and NOACA staff is overseeing the administration of this newly created LECT Steering Committee; the Steering Committee, per the recommended CMP strategy, is to be responsible for the review of the CMP to ensure that it effectively outlines the Byway's intrinsic qualities, effective marketing and public awareness strategies, and opportunities for coordination with stakeholders. ERPC continued to meet with the LECT Steering committee and transportation subcommittee during SFY 2019 and is expected to continue its participation with the committees throughout SFY 2020.

Product(s):

Complete Byway Annual Survey Form: April 2020

Serve on LECT Steering 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

***Element 665.2***

***U.S. 6 (Cleveland Road) Corridor Study - PID 105803***

The U.S. 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 in the development of 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.

In SFY 2018, ODOT approved funding in the amount of \$200,000 for the study. The consultant company selected to complete the corridor study was TranSystems. ERPC oversees the consultant and study development, ensuring that 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. It is anticipated the study will be completed toward the beginning of SFY 2020.

Product: PID 105803 - U.S. 6 (Cleveland Road) Corridor Study: July 2019

***Subcategory 674: Public Transportation-Sandusky Transit System***

Objective: To promote and provide for the delivery of safe, secure, efficient, reliable, and cost effective public transportation of services. To meet the transportation needs of the community and introduce changes to better serve the public. It is to be noted that ERPC only receives funds through the Consolidated Planning Grant (CPG) and does not receive additional funding for transit such as 5307 or 5310 funds. ERPC acts as a conduit for funding for STS 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 2017 and the annual review in 2018.

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. STS will receive technical and support services from MPO staff in the implementation of its update the Human Services Public Transportation Coordinated Plan (HSPTCP). The HSPTCP is required to be updated every three years and is a requirement for those seeking to apply for 5310 and 5311 funds through ODOT. In 2018, ERPC met with staff from Great Lakes Community Action Partnership. 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 and with fulfilling informational requests for resources.

**Product(s):** Marketing Efforts: As requested by STS  
 Serve on Transit Technical Advisory Committee: As requested  
 Continue monitoring and updating of the Human Services Public Transportation Coordinated Plan (HSPTCP): last updated 2018  
 Coordinated Plan Review: Annually  
 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 no limited to, the Americans with Disabilities Act (ADA) of 1990, the Clean Air Act (CAA) and the NEPA.

**Previous Work:** Biennial Update of the Capital and Operations Plan: April 2016

**Methodology:** STS will continue compiling and assessing the capital needs of the transit system pursuant to the HSPTCP 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 as outlined in the Transportation Development Plan. STS will continue to monitor its third party service provider to ensure it meets the demands of FAST. Transit planning activities conducted by STS are funded by FTA 5311 program planning funds and the City of Sandusky General Fund on a 50/50 basis. Costs will be accounted for and documented through the City of Sandusky payroll system.

**Product:** Biennial Update of the Capital and Operations Plan: April 2018 by STS 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 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 and non-profit transportation and human services providers, as well as the public, in the maintenance and update of the HSPTCP. 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):** Update the HSPTCP: 2017  
 Technical Planning Assistance: Continual  
 Support efforts to maintain a mobility manager: Continual  
 Coordinated Plan Review: Annually, 2018  
 Participate in Mobility Management Meetings: Quarterly, or as requested

**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 also 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. 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 maintain a mobility manager: Continual

**Subcategory: 697 Annual Reporting – Transportation**

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

**Element 697.1 Newsletter**

Purpose: To inform local governmental agencies and the general public on a quarterly basis throughout the year of updates related to transportation planning and results of the work performed by the MPO and ERPC.

Methodology: One edition of ERPC's newsletter, *The Planning Press*, are released during the calendar year (summer and winter). 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 processes. *The Planning Press* is circulated among MPO committees, presented to County Commissioners and placed on ERPC's website for public viewing.

Product(s): *The Planning Press* Newsletter: December 2019 (Winter)

**Element 697.2 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): 2020 AR: June 2020

**Element 697.3 Work Plan (WP)**

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 by the second Friday in 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 2019 Annual Progress Report: September 2019  
SFY 2021 WP Document: May 2020

**SFY 2020**



**Indirect Cost Rate Proposal**

## **ERIE REGIONAL PLANNING COMMISSION**

### **Introduction**

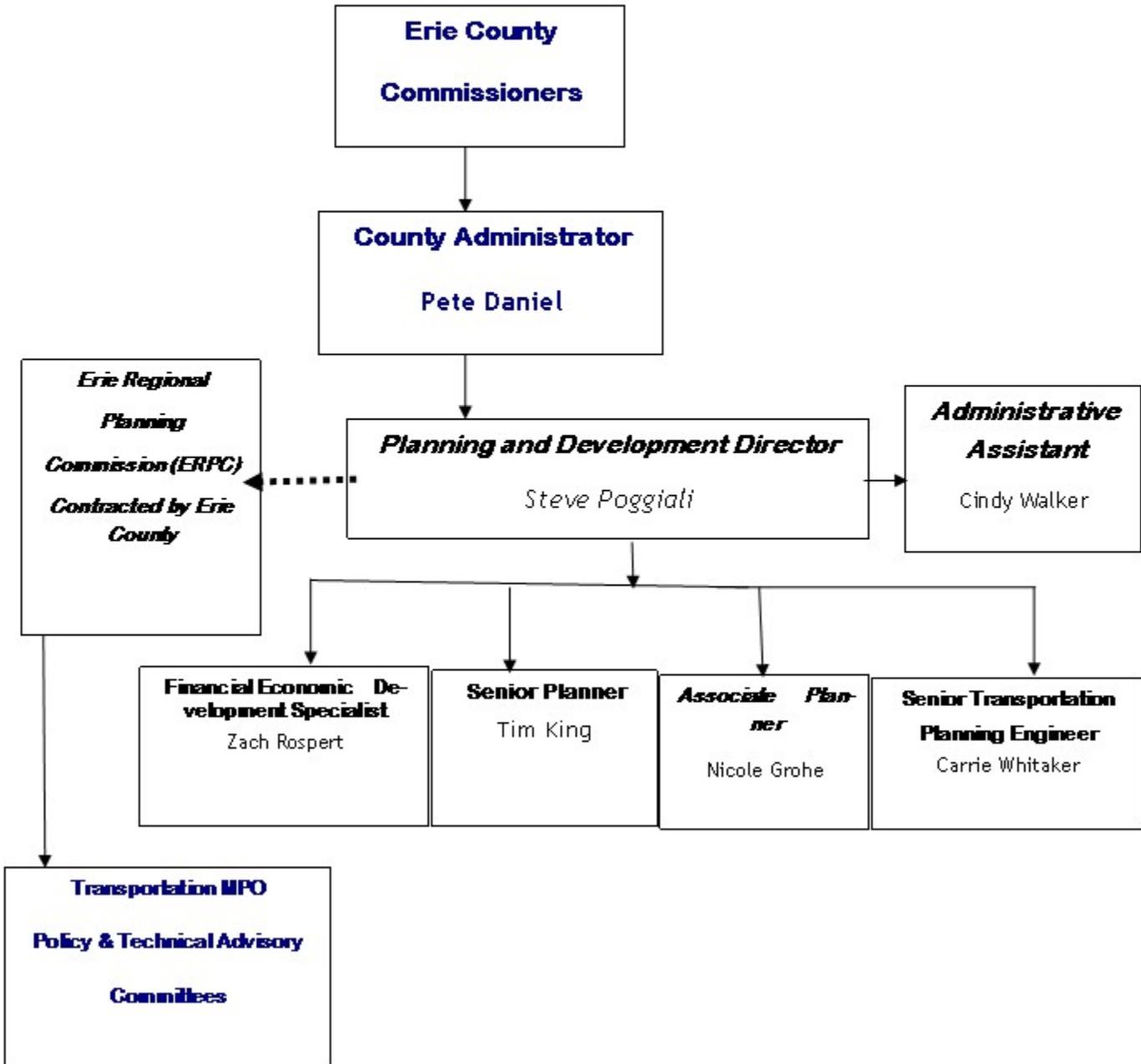
The Erie Regional Planning Commission (ERPC) was established pursuant to Section 713.21 of the Ohio Revised Code (ORC) and a Resolution of Cooperation between various political subdivisions located within Erie County. The ERPC has been responsible for the planning of land use, transportation and community 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 County 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 2017 actual costs to establish cost allocations or billings for FY 2019 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.

<b>Signature</b>	 _____ _____ ABSENT
<b>Print Name</b>	<u>Patrick J. Shenigo, Mathew R. Old, William J. Monaghan</u> (absent)
<b>Title</b>	<u>Erie County Commissioners</u>
<b>Date of Execution</b>	<u>July 12, 2018</u>



*Erie Regional Planning Commission  
and  
Metropolitan Planning Organization*

2900 Columbus Avenue  
Sandusky, Ohio 44870-5554  
Phone: 419-627-7792 Fax: 419-627-6670

Director: *Steve Poggiali*

*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 October 11, 2018 to establish billing or final indirect costs rates for January 1, 2019 through December 31, 2019 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: Steve Poggiali

Title: Director

Date of Execution: October 11, 2018

**SFY 2020 COST ALLOCATION PLAN/PROPOSAL**

**DIRECT LABOR (LABOR ONLY) - NO FRINGE**

<b>POSITION-EMPLOYEE</b>	<b>MPO</b>	<b>PLANNING/ERP C</b>	<b>CDBG</b>	<b>OTHER-HUD LEAD &amp; NEIG STAB</b>	<b>ECO DEV</b>	<b>TOTAL</b>
Director - Poggiali	\$43,795.00	\$20,853.00	\$0.00	\$2,085.00	\$2,780.00	\$69,513.00
Senior Planner – King	\$17,077.00	\$29,276.00	\$0.00	\$2,440.00	\$0.00	\$48,793
Finance/Economic Dev Specialist – Rospert	\$9,477.00	\$14,506.00	\$ -	\$967.00	\$193.00	\$25,143.00
Associate Planner – Grohe	\$27,873.00	\$6,076.00	\$0.00	\$1,787.00	\$0.00	\$35,736.00
MPO Senior Trans Planner Whitaker	\$48,899.00	\$2,574.00	\$0.00	\$0.00	\$0.00	\$51,473.00
Admin. Asst. – Rogers	\$4,133.00	\$25,114.00	\$0.00	\$954.00	\$0.00	\$30,201.00
<b>SUBTOTAL</b>	<b>\$151,254.00</b>	<b>\$98,399.00</b>	<b>\$0.00</b>	<b>\$8,233.00</b>	<b>\$2,973.00</b>	<b>\$260,859.00</b>
<b>OTHER DIRECT COSTS</b>	\$14,199	\$53,543	\$0	\$0	\$2,000	\$69,742
<b>FRINGE BENEFITS</b>	\$99,437	\$64,689	\$0	\$5,413	\$1,954	\$171,493
<b>INDIRECT COSTS</b>	\$49,652	\$32,301	\$0	\$2,703	\$976	\$85,632
<b>SUBTOTAL</b>	<b>\$163,288</b>	<b>\$150,533</b>	<b>\$0</b>	<b>\$8,116</b>	<b>\$4,930</b>	<b>\$326,867</b>
<b>TOTALS</b>	<b>\$314,541</b>	<b>\$248,932</b>	<b>\$0</b>	<b>\$16,349</b>	<b>\$7,903</b>	<b>\$587,726</b>





**Erie County Regional Planning Commission SFY 2020 Staff Profile  
and Estimated Percentages, wages, and hours of time allocation**

		MPO											73521		
		Short Range 571000					TIP 571000	Transportation Surveillance 571000			Long Range 571000				
		TOTAL	601.1	601.2	601.3	601.4	01	TOTAL	605.1	605.2	TOTAL	610.1	610.2		
		8601					8602	8605	8605		8610	8610			
<b>POGGIALI</b>	<b>BDG HRS</b>	342	86	77	86	86	274	86	51	34	222	120	103		
<b>POGGIALI</b>	<b>%</b>	20%	5%	5%	5%	5%	16%	5%	3%	2%	13%	7%	6%		
<b>POGGIALI</b>	<b>WAGES</b>	\$ 13,903					\$ 11,122	\$ 3,476			\$ 9,037				
<b>POGGIALI</b>															
<b>KING</b>	<b>BDG HRS</b>	167	50	50	33	33	167	167	84	84	84	50	33		
<b>KING</b>	<b>%</b>	10%	3%	3%	2%	2%	10%	10%	5%	5%	5%	3%	2%		
<b>KING</b>	<b>WAGES</b>	\$ 4,879	\$ -	\$ -	\$ -	\$ -	\$ 4,879	\$ 4,879	\$ -	\$ -	\$ 2,440	\$ -	\$ -		
<b>KING</b>															
<b>GROHE</b>	<b>BDG HRS</b>	403	105	105	105	88	245	88	35	53	385	193	193		
<b>GROHE</b>	<b>%</b>	23%	6%	6%	6%	5%	14%	5%	2%	3%	22%	11%	11%		
<b>GROHE</b>	<b>WAGES</b>	\$ 8,219	\$ -	\$ -	\$ -	\$ -	\$ 5,003	\$ 1,787	\$ -	\$ -	\$ 7,862	\$ -	\$ -		
<b>GROHE</b>											2362.5	1960	1855		
<b>WHITAKER</b>	<b>BDG HRS</b>	350	88	88	88	88	263	263	140	123	438	263	175		
<b>WHITAKER</b>	<b>%</b>	20%	5%	5%	5%	5%	15%	15%	8%	7%	25%	15%	10%		
<b>WHITAKER</b>	<b>WAGES</b>	\$ 10,294	\$ -	\$ -	\$ -	\$ -	\$ 7,721	\$ 7,721	\$ -	\$ -	\$ 12,868	\$ -	\$ -		
<b>WHITAKER</b>											2975	2537.5	2450		
<b>ROGERS</b>	<b>BDG HRS</b>	205	51	51	51	51	-	17	-	-	-	-	-		
<b>ROGERS</b>	<b>%</b>	12%	3%	3%	3%	3%	0%	1%	0%	0%	0%	0%	0%		
<b>ROGERS</b>	<b>WAGES</b>	\$ 3,815	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>ROGERS</b>															
<b>Rospert</b>	<b>BDG HRS</b>	206	36	36	61	73	61	61	24	36	145	73	73		
<b>Rospert</b>	<b>%</b>	17%	3%	3%	5%	6%	5%	5%	2%	3%	12%	6%	6%		
<b>Rospert</b>	<b>WAGES</b>	\$ 3,288	\$ -	\$ -	\$ -	\$ -	\$ 967	\$ 967	\$ -	\$ -	\$ 2,321				
<b>Rospert</b>															
<b>TOTALS</b>	<b>BDG HRS</b>	1,467	364	356	372	367	1,009	663	334	329	1,274	697	576		
<b>TOTALS</b>	<b>%</b>														
<b>TOTALS</b>	<b>WAGES</b>	\$ 44,398					\$ 29,692	\$ 19,148			\$ 34,528				
65.74%	<b>IB Cst Rat</b>	\$ 29,188					\$ 19,520	\$ 12,588			\$ 22,699				
32.83%	<b>nd Cost F</b>	\$ 14,575					\$ 9,747	\$ 6,286			\$ 11,335				

*MPO breakdown continued on next page*

		MPO 73521											
		Special Studies 571000			Public Trans. 571000					Annual Report 571000			
		TOTAL	665.1	665.2	TOTAL	674.1	674.2	674.3	674.4	TOTAL	697.1	697.2	697.3
		8665	8665		8674	8674				8697	8697		
POGGIALI	BDG HRS	-	-	-	86	34	17	17	17	68	34	17	17
POGGIALI	%	0%	0%	0%	5%	2%	1%	1%	1%	4%	2%	1%	1%
POGGIALI	WAGES				\$ 3,476					\$ 2,781			
POGGIALI					1.055	70%	0.54	0.49	0.46	43795	29892	29892	18770
KING	BDG HRS	-	-	-	-	-	-	-	-	-	-	-	-
KING	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
KING	WAGES				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KING					0.6	0.4	0.3	0.2	0.15	17077	12198	12198	7319
GROHE	BDG HRS	-	-	-	123	35	35	18	35	123	35	53	35
GROHE	%	0%	0%	0%	7%	2%	2%	1%	2%	7%	2%	3%	2%
GROHE	WAGES	\$ -	\$ -	\$ -	\$ 2,501	\$ -	\$ -	\$ -	\$ -	\$ 2,501	\$ -	\$ -	\$ -
GROHE					1.35	0.96	0.82	0.77	0.75	27873	19654	19654	14651
WHITAKER	BDG HRS	175	35	140	88	18	18	35	18	88	35	35	18
WHITAKER	%	10%	2%	8%	5%	1%	1%	2%	1%	5%	2%	2%	1%
WHITAKER	WAGES	\$ 5,147	\$ -	\$ -	\$ 2,574	\$ -	\$ -	\$ -	\$ -	\$ 2,574	\$ -	\$ -	\$ -
WHITAKER		1.6	1.3	1.4	1.7	1.35	1.2	1.05	0.97	\$ 48,899	38605	38605	30884
ROGERS	BDG HRS	-	-	-	-	-	-	-	-	-	-	-	-
ROGERS	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ROGERS	WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ROGERS					0.25	0.01	0.01	0	0	4133	318	318	318
Rospert	BDG HRS	-	-	-	61	12	12	24	12	61	24	12	24
Rospert	%	0%	0%	0%	5%	1%	1%	2%	1%	5%	2%	1%	2%
Rospert	WAGES	\$ -	\$ -	\$ -	\$ 967	\$ -	\$ -	\$ -	\$ -	\$ 967	\$ -	\$ -	\$ -
Rospert					0.88	0.59	0.54	0.49	0.47	9477	6189	6189	5222
TOTALS	BDG HRS		35	140	356	99	82	94	82	339	128	117	94
TOTALS	%												
TOTALS	WAGES	\$ 5,147			\$ 9,518					\$ 8,823			
65.74%	IB Cst Rat	\$ 3,384			\$ 6,257					\$ 5,800			
32.83%	nd Cost R	\$ 1,690			\$ 3,124					\$ 2,896			

ERPC breakdown continued on next page

STAFF	PLANNING	LEAD	IND LABOR	DEV	TOTAL
<b>PERCENTAGES</b>					
Poggiali	33%	3%	0%	1%	100%
King	60%	5.0%	0%	0%	100%
Rospert	15%	5%	30%	1%	100%
Grohe	17%	5%	0%	0%	100%
Whitaker	5%	0%	0%	0%	100%
Rogers	79%	3%	5%	0%	100%
<b>WAGES</b>					
Poggiali	\$ 22,938	\$ 2,085	\$ -	\$ 695	\$ 69,513
King	\$ 29,276	\$ 2,440	\$ -	\$ -	\$ 48,793
Rospert	\$ 14,506	\$ 967	\$ 5,802	\$ 193	\$ 30,945
Grohe	\$ 6,075	\$ 1,787	\$ -	\$ -	\$ 35,735
Whitaker	\$ 2,573	\$ -	\$ -	\$ -	\$ 51,472
Rogers	\$ 25,114	\$ 954	\$ 1,590	\$ -	\$ 31,791
<b>TOTAL</b>	<b>\$ 100,482</b>	<b>\$ 8,233</b>	<b>\$ 7,392</b>	<b>\$ 888</b>	<b>\$ 268,249</b>
<b>HOURS</b>					
Poggiali	564	51	-	17	1,710
King	1,002	84	-	-	1,671
Rospert	182	61	363	12	1,210
Grohe	298	88	-	-	1,750
Whitaker	88	-	-	-	1,751
Rogers	1,351	51	86	-	1,711
<b>TOTAL</b>	<b>3,484</b>	<b>334</b>	<b>449</b>	<b>29</b>	<b>9,802</b>

**SFY2020 STAFF PROFILE AND ESTIMATED PERCENTAGE, WAGES and  
HOURS OF TIME ALLOCATION**

		ESTIMATED FY 2017	ACTUAL FY 2017	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2020
<b>FRINGE BENEFITS COST CENTER</b>					
<b>Paid Leave</b>					
Acct. #	Acct. Name				
73511-8498-571100	HOLIDAY	\$11,914.00	\$11,724.08	\$189.92	\$12,169.00
73511-8498-571200	SICK LEAVE	\$14,440.00	\$8,121.84	\$6,318.16	\$14,749.00
73511-8498-571300	VACATION	\$21,205.00	\$25,581.42	(\$4,376.42)	\$21,302.00
73511-8498-571350	PERSONAL	\$4,333.00	\$3,609.09	\$723.91	\$4,425.00
73511-8498-571250	BEREAVEMENT	\$0.00	\$472.56	(\$472.56)	\$0.00
73511-8498-571500	CLOSINGS	\$0.00	\$0.00	\$0.00	\$0.00
73511-8498-571400	JURY DUTY	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal - Paid Leave</b>		\$51,892.00	\$49,508.99	\$2,383.01	\$52,645.00
<b>Other Fringe Benefits</b>					
Acct. #	Acct. Name				
73511-8498-571600	PERS	\$42,971.00	\$41,139.01	\$1,831.99	\$43,890.00
73511-8498-571610	HOSPITALIZATION	\$55,392.00	\$55,954.80	(\$562.80)	\$ 71,098.00
73511-8498-571620	MEDICARE	\$4,449.00	\$4,219.35	\$229.65	\$4,546.00
73511-8498-571630	WORKERS COMP	\$3,868.00	\$609.59	\$3,258.41	\$4,171.00
73511-8498-571610	LIFE	\$563.00	\$0.00	\$563.00	\$0.00
	<b>Prior Year Rate Adjustment</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal - Other Fringe</b>		\$107,243.00	\$101,922.75	\$5,320.25	\$123,705.00
<b>TOTAL FRINGE BENEFITS</b>		\$159,135.00	\$151,431.74	\$7,703.26	\$176,350.00

			ESTIMATED FY 2017	ACTUAL FY 2017	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2020
<b>INDIRECT COST CENTER - NON-LABOR</b>						
Acct. #	Acct. Name					
0		0	\$0.00	\$0.00	\$0.00	\$0.00
73511-8499-571800	CENTRAL SERVICES COST ALLOCATION*		\$29,766.00	\$29,766.00	\$0.00	\$31,280.00
73511-8499-571801	OFFICE SUPPLIES		\$8,000.00	\$1,205.18	\$6,794.82	\$ 8,000
73511-8499-571803	COPIER EXPENSES		\$11,000.00	\$9,313.41	\$1,686.59	\$12,000.00
73511-8499-571806	DUES AND SUBSCRIPTIONS		\$3,100.00	\$527.00	\$2,573.00	\$3,100.00
73511-8499-571807	VEHICLE OPERATING EXPENSES		\$0.00	\$1,151.28	(\$1,151.28)	\$2,000.00
73511-8499-571805	OTHER MATERIALS AND SUPPLIES		\$2,500.00	\$1,225.75	\$1,274.25	\$2,500.00
73511-8499-571826	LEGAL ADVISOR		\$8,000.00	\$1,678.50	\$6,321.50	\$8,000.00
73511-8499-571800	RENT (NOW INCLUDED IN CENTRAL SERVICES)		\$0.00	\$0.00	\$0.00	\$0.00
73511-8499-571809	TRAVEL		\$2,000.00	\$1,283.70	\$716.30	\$2,000.00
73511-8499-579995	COPIER EXPENSES REVOCERED		\$0.00	(\$1,913.03)	\$1,913.03	\$0.00
73511-8499-579996	FRINGE BENEFIT		\$2,214.00	\$3,037.54	(\$823.54)	\$4,500.00
	Prior Year Rate Adjustment		\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL INDIRECT COSTS - NON-LABOR</b>			\$66,580.00	\$47,275.33	\$19,304.67	\$73,380.00

			ESTIMATED FY 2017	ACTUAL FY 2017	VARIANCE (OVER BUDGET) UNDER BUDGET	ESTIMATED FY 2020
<b>Direct Labor</b>						
Acct. #	Acct. Name					
73511-8400-571000	ERPC DIRECT LABOR		\$93,295.00	\$109,036.05	(\$15,741.05)	\$96,928.00
73511-8440-571000	ERPC ED RLF DL		\$3,779.00	\$39.38	\$3,739.62	\$1,777.00
73511-8472-571000	ERPC TAX ABATEMENT DL		\$3,779.00	\$196.90	\$3,582.10	\$1,777.00
73521-8601-571000	MPO SHORT RANGE DL		\$45,989.00	\$39,696.27	\$6,292.73	\$44,398.00
73521-8602-571000	MPO TIP DL		\$36,688.00	\$30,118.74	\$6,569.26	\$29,692.00
73521-8605-571000	MPO TRANS SURV DL		\$23,381.00	\$20,310.34	\$3,070.66	\$19,148.00
73521-8610-571000	MPO LONG RANGE DL		\$26,277.00	\$20,020.72	\$6,256.28	\$34,528.00
73521-8665-571000	MPO SPECIAL STUDIES		\$0.00	\$3,827.04	(\$3,827.04)	\$5,147.00
73521-8674-571000	MPO PUBLIC TRANS DL		\$9,274.00	\$1,497.56	\$7,776.44	\$9,518.00
73521-8697-571000	MPO ANNUAL REPORT DL		\$10,084.00	\$3,124.38	\$6,959.62	\$8,823.00
22511-8411-571000	FORMULA GRANT DL		\$0.00	\$16,477.00	(\$16,477.00)	\$0.00
22532-8412-571000	CHIP GRANT DL		\$0.00	\$0.00	\$0.00	\$0.00
22720-8472-571000	TAX ABATEMENT DL		\$870.00	\$1,792.03	(\$922.03)	\$888.00
22540-8440-571000	ED RLF DL		\$1,628.00	\$0.00	\$1,628.00	\$0.00
22730-8473-571000	HOUSING REVOLVING LOAN		\$0.00	\$0.00	\$0.00	\$0.00
46101-7413-571000	BAYVIEW SEWER		\$0.00	\$4,255.79	(\$4,255.79)	\$0.00
22602-9451-571000	LEAD REMOVAL GRANT (HEALTH DEPT)		\$0.00	\$4,934.23	(\$4,934.23)	\$8,233.00
<b>Subtotal - Direct Labor</b>			\$255,044.00	\$255,326.43	(\$282.43)	\$260,857.00
<b>TOTAL EMPLOYEE WAGES</b>			\$262,292.00	\$260,333.07	\$1,958.93	\$268,249.00
<b>FRINGE BENEFIT COST RATE CALCULATION</b>						
TOTAL FRINGE BENEFITS	A	\$159,135	\$151,432			\$176,350
TOTAL EMPLOYEE WAGES	B	\$262,292	\$260,333			\$268,249
<b>FRINGE BENEFIT COST RATE</b>		<b>60.67%</b>	<b>58.17%</b>	<b>A ÷ B</b>		<b>65.74%</b>

FRINGE BENEFIT COST RECOVERY COMPARISON				
<b>FY 2017</b>				
Should have recovered in fiscal year	+		\$148,519	Actual DL * Actual Fringe Rate
Amount actually recovered in fiscal year	-		\$154,909	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	=		(\$6,389)	
<b>FRINGE BENEFITS COST DISTRIBUTION</b>				
INDIRECT LABOR FRINGE BENEFITS		\$4,397	\$2,912	\$4,860
DIRECT LABOR FRINGE BENEFITS		\$154,738	\$148,519	\$171,490
TOTAL FRINGE BENEFITS		\$159,135	\$151,432	\$176,350
<b>INDIRECT COST RATE CALCULATION</b>				
INDIRECT LABOR		\$7,248	\$5,007	\$7,392
INDIRECT FRINGE BENEFITS		\$4,397	\$2,912	\$4,860
OTHER INDIRECT COSTS		\$66,580	\$47,275	\$73,380
TOTAL INDIRECT COSTS	A	\$78,225	\$55,194	\$85,632
TOTAL DIRECT LABOR COSTS	B	\$255,044	\$255,326	\$260,857
<b>INDIRECT COST RATE</b>		<b>30.67%</b>	<b>21.62%</b>	<b>A ÷ B</b> <b>32.83%</b>
<b>INDIRECT COST RECOVERY COMPARISON</b>				
<b>FY 2017</b>				
Should have recovered in fiscal year	+		\$55,194	Actual DL * Actual Indirect Rate
Amount actually recovered in fiscal year	-		\$78,312	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	=		(\$23,118)	
<b>SUMMARY</b>				
		ESTIMATED	ACTUAL	ESTIMATED
		FY 2017	FY 2017	FY 2020
FRINGE BENEFIT COST RATE		60.67%	58.17%	65.74%
INDIRECT COST RATE		30.67%	21.62%	32.83%
TOTAL OVERHEAD COST RATE		91.34%	79.79%	98.57%

**SFY 2020**



**BUDGET SUMMARY**

**ERIE COUNTY REGIONAL PLANNING  
SFY2020 BUDGET SUMMARY**

<b>100 ERPC PLANNING SERVICES</b>				
Direct Labor	\$	98,399	\$	98,399
Fringe Benefits	\$	64,689	\$	64,689
Indirect Cost	\$	32,301	\$	32,301
Other Cost	\$	53,543	\$	53,543
<b>Total</b>	\$	<b>248,932</b>	\$	<b>248,932</b>
<b>200 CDBG PROGRAM</b>				
				CHIP & FORMULA #8411
Direct Labor	\$	-	\$	-
Fringe Benefits	\$	-	\$	-
Indirect Cost	\$	-	\$	-
Other Cost	\$	-	\$	-
<b>Total</b>	\$	<b>-</b>	\$	<b>-</b>
<b>300 HOUSING PROGRAMS</b>				
				HUD
Direct Labor	\$	8,233	\$	-
Fringe Benefits	\$	5,412	\$	-
Indirect Cost	\$	2,703	\$	-
Other Cost	\$	-	\$	-
<b>Total</b>	\$	<b>16,348</b>	\$	<b>-</b>
<b>400 ECONOMIC DEVELOPMENT</b>				
Direct Labor	\$	2,973	\$	2,973
Fringe Benefits	\$	1,954	\$	1,954
Indirect Cost	\$	976	\$	976
Other Cost	\$	2,000	\$	2,000
<b>Total</b>	\$	<b>7,903</b>	\$	<b>7,903</b>
<b>500 ECONOMIC DEVELOPMENT</b>				
Direct Labor	\$	-	\$	-
Fringe Benefits	\$	-	\$	-
Indirect Cost	\$	-	\$	-
Other Cost	\$	-	\$	-
<b>Total</b>	\$	<b>-</b>	\$	<b>-</b>
<b>GRAND TOTAL</b>	\$	<b>273,183</b>	\$	<b>256,835</b>
			\$	<b>-</b>
			\$	<b>16,348</b>
<b>TOTAL</b>				
Direct Labor	\$	109,605	\$	101,372
Fringe Benefits	\$	72,055	\$	66,643
Indirect Cost	\$	35,980	\$	33,277
Other Direct	\$	55,543	\$	55,543
<b>GRAND TOTAL</b>	\$	<b>273,183</b>	\$	<b>256,835</b>
			\$	<b>-</b>
			\$	<b>16,348</b>

	AMOUNT BUDGETED	MPO CPG SHARE	ODOT SHARE	LOCAL SHARE		
<b>601 SHORT RANGE</b>		<b>80%</b>	<b>10%</b>	<b>10%</b>		
Direct Labor	\$ 44,398	\$ 35,518	\$ 4,440	\$ 4,440		
Fringe Benefits	\$ 29,188	\$ 23,350	\$ 2,919	\$ 2,919		
Indirect Cost	\$ 14,575	\$ 11,659	\$ 1,458	\$ 1,458		
Other Cost	\$ 4,250	\$ 3,400	\$ 425	\$ 425		
<b>Total</b>	<b>\$ 92,411</b>	<b>\$ 73,927</b>	<b>\$ 9,242</b>	<b>\$ 9,242</b>		
<b>602 TRANSPORTATION IMPROVEMENT</b>						
Direct Labor	\$ 29,692	\$ 23,756	\$ 2,968	\$ 2,968		
Fringe Benefits	\$ 19,520	\$ 15,616	\$ 1,952	\$ 1,952		
Indirect Cost	\$ 9,747	\$ 7,797	\$ 975	\$ 975		
Other Direct	\$ 4,854	\$ 3,884	\$ 485	\$ 485		
<b>Total</b>	<b>\$ 63,813</b>	<b>\$ 51,053</b>	<b>\$ 6,380</b>	<b>\$ 6,380</b>		
<b>605 TRANSPORTATION SURVEILLANCE</b>						
Direct Labor	\$ 19,148	\$ 15,318	\$ 1,915	\$ 1,915		
Fringe Benefits	\$ 12,588	\$ 10,070	\$ 1,259	\$ 1,259		
Indirect Cost	\$ 6,286	\$ 5,028	\$ 629	\$ 629		
Other Direct	\$ 3,499	\$ 2,799	\$ 350	\$ 350		
<b>Total</b>	<b>\$ 41,521</b>	<b>\$ 33,215</b>	<b>\$ 4,153</b>	<b>\$ 4,153</b>		
<b>610 LONG RANGE TRANSPORTATION PLAN</b>						
Direct Labor	\$ 34,528	\$ 27,622	\$ 3,453	\$ 3,453		
Fringe Benefits	\$ 22,699	\$ 18,159	\$ 2,270	\$ 2,270		
Indirect Cost	\$ 11,335	\$ 9,067	\$ 1,134	\$ 1,134		
Other Direct	\$ 1,196	\$ 956	\$ 120	\$ 120		
<b>Total</b>	<b>\$ 69,758</b>	<b>\$ 55,804</b>	<b>\$ 6,977</b>	<b>\$ 6,977</b>		
<b>665 SPECIAL STUDIES</b>						
					<b>Local Other</b>	
					<b>SPR</b>	<b>Funding</b>
Direct Labor	\$ 5,147	\$ 4,117	\$ 515	\$ 515		
Fringe Benefits	\$ 3,384	\$ 2,708	\$ 338	\$ 338		
Indirect Cost	\$ 1,690	\$ 1,352	\$ 169	\$ 169		
Other Direct	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 4,000
<b>Total</b>	<b>\$ 10,221</b>	<b>\$ 8,177</b>	<b>\$ 1,022</b>	<b>\$ 1,022</b>	<b>\$ 16,000</b>	<b>\$ 4,000</b>
					PID 105803 from SFY18	

<b>674 PUBLIC TRANSIT</b>								
Direct Labor	\$	9,518	\$	7,614	\$	952	\$	952
Fringe Benefits	\$	6,257	\$	5,005	\$	626	\$	626
Indirect Cost	\$	3,124	\$	2,500	\$	312	\$	312
Other Direct	\$	200	\$	160	\$	20	\$	20
<b>Total</b>	<b>\$</b>	<b>19,099</b>	<b>\$</b>	<b>15,279</b>	<b>\$</b>	<b>1,910</b>	<b>\$</b>	<b>1,910</b>
<b>697 ANNUAL REPORT</b>								
Direct Labor	\$	8,823	\$	7,059	\$	882	\$	882
Fringe Benefits	\$	5,800	\$	4,640	\$	580	\$	580
Indirect Cost	\$	2,896	\$	2,316	\$	290	\$	290
Other Direct	\$	200	\$	160	\$	20	\$	20
<b>Total</b>	<b>\$</b>	<b>17,719</b>	<b>\$</b>	<b>14,175</b>	<b>\$</b>	<b>1,772</b>	<b>\$</b>	<b>1,772</b>
<b>TOTAL</b>								
Direct Labor	\$	151,254	\$	116,887	\$	14,610	\$	14,610
Fringe Benefits	\$	99,436	\$	76,840	\$	9,606	\$	9,606
Indirect Cost	\$	49,653	\$	38,367	\$	4,798	\$	4,798
Other Direct	\$	14,199	\$	11,359	\$	1,420	\$	1,420
<b>GRAND TOTAL MPO</b>	<b>\$</b>	<b>314,542</b>	<b>\$</b>	<b>251,630</b>	<b>\$</b>	<b>31,456</b>	<b>\$</b>	<b>31,456</b>
<b>GRAND TOTAL</b>								
Direct Labor	\$	260,859						
Fringe Benefits	\$	171,491						
Indirect Cost	\$	85,633						
Other Direct	\$	69,742						
<b>GRAND TOTAL</b>	<b>\$</b>	<b>587,725</b>						
FRINGE BENEFIT RATE	65.74%							
INDIRECT RATE COST	32.83%							

## 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 2020 Overall Work Program**  
**by Funding Source and Cost Category**

Cost Category	Transportation				Community Development		Total
	100% OF BUDGETED COSTS	80% FEDERAL SHARE	10% ODOT SHARE	10% LOCAL SHARE	HUD NSP		
		FHWA/FTA			CDBG	Local	
		CPG	ODOT	LOCAL	Funds	Funds	
Direct Labor	\$151,254.00	\$121,004.00	\$15,125.00	\$15,125.00	\$8,233.00	\$101,372.00	\$260,859.00
Fringe Benefits	\$99,437.00	\$79,551.00	\$9,943.00	\$9,943.00	\$8,116.00	\$63,940.00	\$171,493.00
Indirect Costs	\$49,652.00	\$39,720.00	\$4,966.00	\$4,966.00	\$5,413.00	\$30,567.00	\$85,632.00
Other Direct Costs	\$14,199.00	\$11,359.00	\$1,420.00	\$1,420.00	\$0.00	\$55,543.00	\$69,742.00
<b>Total</b>	<b>\$314,542.00</b>	<b>\$251,634.00</b>	<b>\$31,454.00</b>	<b>\$31,454.00</b>	<b>\$21,762.00</b>	<b>\$251,422.00</b>	<b>\$587,726.00</b>



## **Title VI Program Review**

## 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 County Regional Planning and the Erie County Finance Office is responsible.

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

The Title VI contact for the Erie County Regional Planning Commission is Nicole Grohe, Associate Planner. She accepts complaints from the public. She can be reached at 419.627.7793 or by e-mail, [ngrohe@eriecounty.oh.gov](mailto:ngrohe@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, a Title VI plan was passed in 2014. An update to the plan is currently in draft form. **See Attachment A.**

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

Yes, A Title VI policy was passed in 2014 for the MPO. An update to the plan is currently in draft form. **See Attachment A.**

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

Yes, please see the Title VI policy. **See Attachment A.**

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

Yes, the agency does have a written complaint process as stated in the ERPC Title VI Policy. The form is also available on ERPC's website at:  
<https://www.eriecounty.oh.gov/ErieRegionalPlanningCommission.aspx>

If someone has a complaint and is unable to access a computer staff will provide a hard copy of the form upon request.

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

Please see the answer to question 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 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, an annual Title VI assurance is sent to ODOT. It is included in the annual MPO self-certification resolution in section B which states: "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." ERPC passed the last Title VI assurance in Resolution form in April of 2018. **See Attachment B.**

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

Staff has sent the County Finance Department information on what should be included in any future MPO contracts. **See Attachment C.** ERPC rarely handles contracts, but in the case it does Title VI and other nondiscrimination assurances will be 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
- iii. Title VI complaint forms in public buildings-Yes, located within ERPC upon request
- iv. Title VI complaint forms at public events
- v. Title VI policy posted on your website-Yes,

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

vi. Title VI Program Plan posted on your website Yes,

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

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?**

ERPC has a Public Participation Policy (PPP). It was updated in 2014 and is currently being updated. See **Attachment D**.

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

- i. Neighborhood and community paper advertisements-Yes, see Section 2 of the PPP
- ii. Community radio station announcements
- iii. Church and community event outreach
- iv. Targeted fliers distributed in particular neighborhoods-Yes, see Section 2 of the PPP
- v. Other (Please explain)

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

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

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

- i. Parking-Yes, see Section 2 of the PPP
- ii. Accessibility by public transportation-Yes, see Section 2 of the PPP
- iii. Meeting times-Yes, see Section 2 of the PPP
- iv. Existence of ADA ramps-Yes, see Section 2 of the PPP
- v. Familiarity of community with meeting location-Yes, see Section 2 of the PPP

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**

**Question:** What is the four-factor analysis?

**Answer:** Recipients are required to take reasonable steps to ensure meaningful access to LEP persons. This "reasonableness" standard is intended to be flexible and fact-dependent. It is also intended to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. As a starting point, a recipient may conduct an individualized assessment that balances the following four factors: · The number or proportion of LEP persons served or encountered in the eligible service population ("served or encountered" includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services); · The frequency with which LEP persons come into contact with the program; · The nature and importance of the program, activity, or service provided by the program; and · The resources available and costs to the recipient. Examples of applying the four-factor analysis to HUD-specific programs are located in Appendix A of the LEP Final Guidance.

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/promotingfh/lep-faq#q7](https://www.hud.gov/program_offices/fair_housing_equal_opp/promotingfh/lep-faq#q7)

**18. Are you familiar with the LEP language assistance Safe Harbor threshold? Yes, a "safe harbor,"** in the context of this guidance, means that the recipient has undertaken efforts to comply with respect to the needed translation of vital written materials. If a recipient conducts the four factor analysis, determines that translated documents are needed by LEP applicants or beneficiaries, adopts an LAP that specifies the translation of vital materials, and makes the necessary translations, then the recipient provides strong evidence, in its records or in reports to the agency providing federal financial assistance, that it has made reasonable efforts to provide written language assistance.

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/promotingfh/lep-faq#q7](https://www.hud.gov/program_offices/fair_housing_equal_opp/promotingfh/lep-faq#q7)

The table below sets forth safe harbors for written translations.

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

When HUD conducts a review or investigation, it will look at the total services the recipient provides, rather than a few isolated instances.

Please see attached for local Census Data-**Attachment F**.

**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.**

No, due to the small population size of limited non-English speaking residents and lack of translation requests ERPC has not created a LEP. If these factors changed ERPC would gladly create a plan. ERPC's website is currently being updated and will have the ability to translate text in various languages once completed. <https://www.lep.gov/faqs/faqs.html>.

**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.**

No, please see Question 19.

**21. Do you have a list of staff who speak languages other than English?**

Yes, a couple of staff members can speak limited Spanish. There is not an official list.

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

Yes, ERPC would provide this service if requested. Please see comments in Question 19 regarding this.

**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 attends trainings when they occur as cost, schedules and distance permits

**26. How many staff were trained on Title VI this year?**

Two staff members attended a Title VI training at ODOT Central on 12/7/16. Staff did not attend any trainings in 2017-2019.

**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 Section 1.2 of the 2040 Long-Range Plan and the PIP-**See Attachment I.**

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 in to provide data to minority group regarding proposed transportation projects. **Please see the Attachment G.**

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 and using techniques in the MPO project scoring sheets. **See Attachment G.**

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 done annually in addition to considering environmental, justice factors during project scoring. **Please see Attachment G.**

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. Staff would be willing to collect additional information if it is needed. **See Attachment H.**

**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.**

Nicole Grohe conducted this assessment. Her contact information can be located in Question 2.

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.**

No. If there is something else that ERPC should be doing that they are not Ms. Grohe should be notified.

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 that ERPC is incorporating everything that needs to be done.

Title VI Baseline Assessment, 2019

Attachment A: Title VI 2014 Plan

\*For Appendices please contact ERPC staff

# TITLE VI



June 2014

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## I. Introduction

### **Purpose:**

The Erie County Regional Planning Commission (ERPC) Metropolitan Planning Organization (MPO) is the federally designated agency responsible for directing the cooperative, continuous and comprehensive (or "3-C") transportation planning process in Erie County including the City of Vermilion and a small portion of Lorain County. This responsibility entails the development of long range transportation policies, plans and programs including the development of a long-range plan and a short-range Transportation Improvement Program (TIP). The Ohio Department of Transportation (ODOT) has requested that ERPC, as a federal grant recipient, have a Title VI Program.

Title VI of the Civil Rights Act of 1964 states that no person in the United States shall, on the basis of race, color, religion, national origin or sex be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination or participated in an employment discrimination investigation or lawsuit. Title VI prohibits intentional discrimination as well as disparate impact on protected groups. The transportation planning regulations require consistency with Title VI and subsequent civil rights laws and regulations.

ERPC is a recipient of federal financial assistance. All recipients of federal financial assistance are required to comply with various non-discrimination laws and regulations, including Title VI and related statutes. The intent of current Title VI regulations is to ensure that no person will be denied the benefits of or be excluded from participation in or be subjected to discrimination under any program or activity on the basis of race, color, national origin, sex, religion, military status, disability, age, ancestry or low-income status in accordance with Title VI.

Erie County employees are responsible for ensuring the agency's programs, policies and services are developed, conducted and implemented without regard to a person's race, color, national origin, sex, disability, ancestry, religion, military status or age. Employees must ensure that ethnic minorities and low-income populations are not adversely impacted, and aim to achieve full participation by these groups in the agency's programs, policies and activities.

ERPC is one of many departments in of Erie County government organization. As such, ERPC uses the Erie County's procurement and non-discrimination policies. Procurement is administered through the Erie County Finance Department. Hiring and EEO issues are administered through the Erie County Department of Human Resources Division. Erie County also has an Affirmative Action Plan which was approved in 2013 and is currently being edited to include a section addressing Limited English Proficiency (LEP). Any person who declares a denial of benefits or exclusion from participation in the services of any program or activity administered by ERPC or its sub-recipients, consultants, or contractors may file a complaint pursuant to Title VI or related statutes.

**Background:**

Federal law requires that the metropolitan planning process provide for consideration of projects and strategies that will:

- ✓ Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- ✓ Increase the safety and security of the transportation system for motorized and non-motorized users
- ✓ Increase the accessibility and mobility of people and freight
- ✓ Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- ✓ Enhance the integration and connectivity of the transportation system/across/between modes, for people/for freight
- ✓ Promote efficient system management and operation
- ✓ Emphasize the preservation of the existing transportation system.

**ERPC Staff:**

At the present time, the ERPC staff (full time, regular positions) consists of:

	Male	Female
White	3	2
Non-White	0	1
<hr/>		
TOTAL	3	3

## II. Title VI Assurances

### **ERPC Non-discrimination Policy Statement:**

It is the policy of ERPC to provide an environment of non-discrimination and equal opportunity in employment as well as in the development of the area's long range transportation policies, plans and programs. ERPC assures that 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. See Resolution Number 2014-07 of the ERPC Metropolitan Transportation Policy Committee, dated April 25<sup>th</sup>, 2014, for the latest self-certification located in Appendix E.

### **Title VI Complaint Process:**

Any complaints filed must be in regards to an ERPC Policy Committee decision; a planning process currently followed by ERPC; or the current version of an ERPC work product or document, such as the Transportation Improvement Program (TIP). Any Title VI complaints related to personnel or purchasing and procurement will be handled according to the Erie County's procedures. Any complaints specifically against ERPC can be filed with ODOT or the Ohio Civil Rights Commission. Also, individuals may file a complaint directly with the Ohio Civil Rights Commission (OCRC), the U.S. Equal Employment Opportunity Commission (EEOC), or ODOT. Compliant forms are available on ERPC's website and by request. A copy is included in Appendix A. To date, ERPC has received no specific Title VI complaints.

### **Disadvantaged Business Enterprise (DBE):**

Erie County currently does not have Disadvantaged Business Enterprise (DBE) program. It is anticipated that a program will be created in the future.

### **Consultant Contracts:**

ERPC selects consultants according to the procedures outlined in the Erie County's procurement policy. ERPC seldom employs consultants to assist in planning work. However, when a consultant is used, the proposal process is open to all qualified firms, and prime consultants are urged to include minority sub-consultants or to meet percentages issued by ODOT. Consultants do have clauses ORC 153.59, 4112.01 and Section 3 included appropriate paperwork and contracts if they are federally funded. A copy of these clauses can be found in Appendix D.

Purchasing Guidelines (HB509 Effective 09/28/2012)

Under \$1,000	No Quote Needed
\$1,000 to 24,999	3 Verbal Quotes Needed
\$25,000 to 49,999	3 Written Quotes Needed
Over 50,000	Bid is Needed

### III. ERPC Title VI Coordinator

**Staff Contact:** Nicole Grohe  
Erie County Long range Planning Commission  
Metropolitan Planning Organization  
2900 Columbus Avenue  
Sandusky, Ohio 44870  
Ph. 419.627.7793  
Fax 419.627.6670  
e-mail: [Ngrohe@eriecounty.oh.gov](mailto:Ngrohe@eriecounty.oh.gov)

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

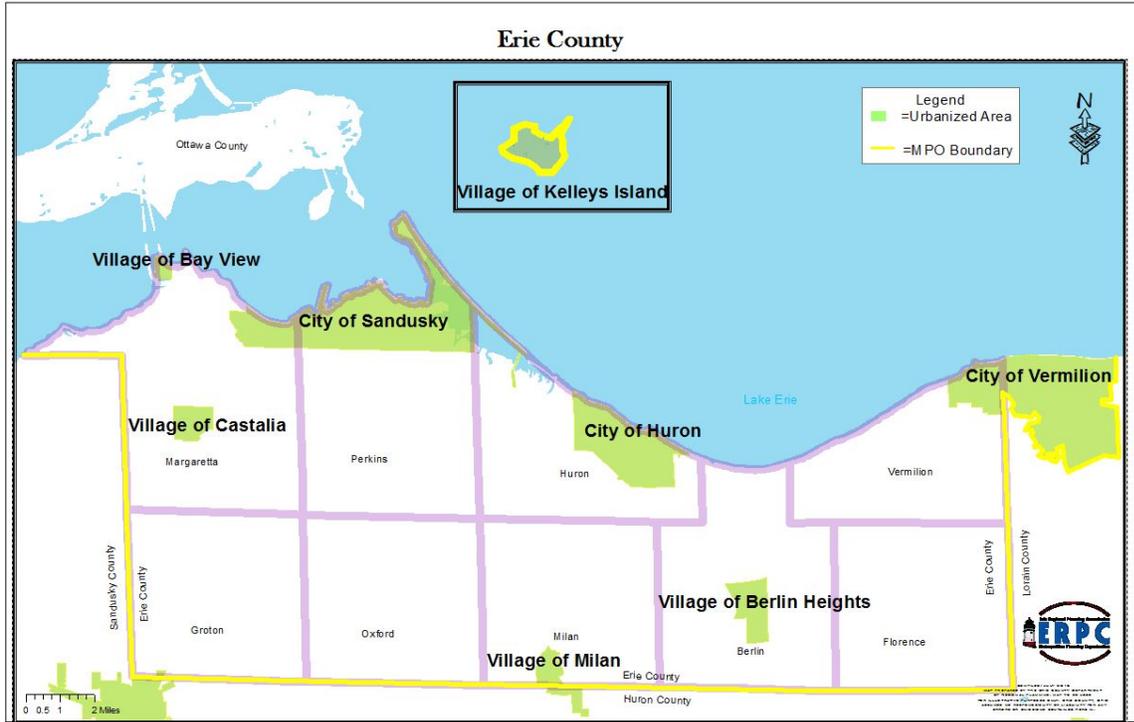
#### **Title VI Coordinator Duties:**

- a. Gather information necessary for general reporting requirements and report to ODOT as requested.
- b. Process, record and disseminate Title VI complaints received by ERPC as requested.
- c. Monitor and ensure that public information is available for ERPC's Title VI and public participation programs.
- d. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English as needed.
- e. Collect and maintain statistical data (age, race, color, national origin or disability) of populations in the ERPC area as needed.
- f. Collect and maintain statistical data on the effects of the metropolitan planning process in minority population communities versus the ERPC area as a whole as needed.
- g. Conduct reviews and update statistical information as requested.
- i. Review program directives and, where applicable, include Title VI and related requirements as needed.
- j. Prepare a report of Title VI accomplishments and activities at the request of ODOT.
- k. Identify and propose ways to eliminate discrimination when found to exist.
- l. Establish procedures to ensure full public participation in the metropolitan planning process.

## IV. Incorporating Title VI Considerations into the Planning Process

### ERPC Area Demographic Profile:

The Erie County metropolitan area includes Erie County and the City of Vermilion. Currently, the region is made up of three cities including the Lorain County portion of Vermilion, five villages, and nine townships, with over 82,991 people residing in the area. Erie County accounts for almost 88% of the region’s population with the Lorain County portion of the City of Vermilion consisting of the other 12%.



**ERPC MPO Area**

ERPC MPO Area	2008-2012 American Community Survey	
	Number of People	Percent of Total Population
Total population	82,991	100%
White	73,046	88%
Minority	9,885	12%
Elderly	23,047	28%
Disabled	12,615	15%
Low-income	10,651	13%
Limited English proficiency	514	1%

For illustrations of these groups in the MPO area see Appendices F and G.

## **Environmental Justice Evaluation and Procedures:**

An environmental justice evaluation and assessment is completed for all MPO TIP projects. Demographic data from the Census is utilized in identifying concentrations of minority and low-income populations. These areas are then mapped, along with other social, economic, and environmental factors using GIS software. Poverty and minority levels are identified in the county based on regional averages. Additional demographic information is also compiled from the Census and the American Community Survey Census data. Data is then reviewed to identify areas where the targeted populations are significantly higher than the county average. Target areas are then mapped along with capacity expansion projects, maintenance projects, and transportation alternative projects to aid in an impact analysis. Subjective analysis for each project is undergone and includes completing an environmental justice analysis matrix which considers potential impacts that a project could have on an identified environmental justice area. The following impacts are considered in determining if projects will significantly have a negative impact on 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

Staff also reviews the projects using the Travel Demand Model for the Sandusky Urbanized. The model aids in quantitatively evaluating the effectiveness of the projects and their impact potential to the targeted populations. The model divides the MPO region 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 are used to analyze the results of project implementation for both targeted and non-targeted populations.

The analysis is conducted by selecting ten TAZs where both the minority and poverty levels were two times higher than the region's average and those were then compared to ten other TAZs where the average minority and poverty levels were below the region's average. A copy of this report can be found in Appendix F.

### **Public Involvement Procedures:**

By federal regulation, ERPC is required to develop a participation policy. The Public Involvement Policy (PIP) serves as a guide for the participation process to ensure ongoing public involvement in the development and review of transportation plans, programs and projects. The policy should be developed in consultation with interested parties that provides reasonable opportunities for all parties to comment.

The ERPC *Public Involvement Policy* updated in 2014. The ERPC *Public Involvement Policy* outlines procedures for the public to access the transportation planning decision making process in the MPO area. The procedures used to develop the Transportation Improvement Program (TIP) contain documentation regarding compliance with Title VI and environmental justice requirements.

Federal regulations identify “interested parties” as citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of transportation, and representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities and representatives of the disabled. Implementation of the participation policy should include the following:

- ✓ Public meetings conducted at convenient and accessible locations at convenient times
- ✓ The use of visuals to describe plans
- ✓ Public information that is made available in an electronic-accessible format
- ✓ The participation policy should be published and made available electronically

Public involvement in transportation planning and programming is performance based. This means that the FHWA-FTA joint planning regulations do not have detailed specifications as to how the public, including minorities, are to be involved in statewide or metropolitan planning. Instead, the federal agencies give performance specifications for public involvement processes in the joint planning regulations (23 CFR 450, Sections 212 and 316). Agencies such as ERPC then develop detailed public involvement processes custom-tailored for local conditions. The ERPC *Public Involvement Policy* describes in detail how the public is provided the opportunity to be involved in the development and approval of transportation plans, State and MPO transportation improvement programs and opportunities for input. The public also participates in the development of the public involvement processes.

Agencies such as ERPC are required to publish procedures and allow 45 days for public review and written comments before the procedures, or any major revisions to existing procedures, are adopted. The ERPC Public Involvement Policy seeks to:

- ✓ Obtain participation from those most directly affected
- ✓ Contact minority community leaders, organizations and media
- ✓ Utilize the Citizen Advisory Committee
- ✓ Consider availability of information
- ✓ Conduct adequate number of meetings and hearings
- ✓ Hold meetings or hearings at an appropriate location, convenient time and day of the week and atmosphere to increase attendance

A copy of this policy can be found in Appendix C.

ERPC public involvement procedures include public meetings, public open houses, public notices in the media, newsletters, the ERPC web site, and presentations at the ERPC Citizens Advisory Committee. Record of race is not maintained for public meetings, public open houses, the newsletter or the ERPC web site.

The ERPC Citizens Advisory Committee involves the public in transportation decision-making. The Committee encourages and simplifies community involvement and advises the Policy Committee on transportation planning matters of public interest. Each of the 13 Policy Committee members may appoint a representative to the CAC. Membership positions are also open to any interested residents of the ERPC area. The Citizen Advisory Committee shall consist of interested citizens in the Erie County region; one (1) member appointed by each Policy Committee member and voluntary members representing themselves, their area, or groups within the Erie County Region. Of the 13 current members, five are females. Two CAC members belong to minority groups.

The ERPC newsletter, published quarterly, contains information relative to the agency's transportation planning. The publication is posted on the internet and submitted to the Erie County Commissioners. ERPC also publishes various questionnaires to receive citizen's input on special projects when applicable.

The ERPC Staff is involved in on-going programs and projects, making presentations to civic and public service groups regarding transportation system improvements upon request. ERPC also provides opportunities for public involvement through a process of public meetings, and open houses. An ERPC web page has also been developed as another means of providing information to the general public as a way to solicit public input. Finally, opportunities for comments on all major ERPC decisions are offered to area residents through advertisements placed in the newspaper.

**Limited English Proficiency (LEP):**

For those with limited English proficiency, the ERPC website has free translation software available. An automatic translation button is present allowing the ERPC website to be made accessible in most languages. According to the 2000 Census, 0.04% of the ERPC area population is unable to speak English. Additionally ERPC staff has been in contact with the Erie County Personnel Department and they are currently updating the Affirmative Action plan to include a section on LEP. To date, ERPC has not had any requests for translation services.



Erie County Regional Planning Metropolitan Planning Organization

2900 Columbus Ave. Sandusky, OH 44870

Office Hours: Monday-Friday 8 AM– 4:30 PM

## Title VI Complaint Form

Please complete to the best of your ability. If you need assistance feel free to stop in the office and speak with the Title VI Coordinator. For any inquiries you may also call 419.627.7792, fax 419.627.6670 or e-mail staff at [planning@eriecounty.oh.gov](mailto:planning@eriecounty.oh.gov)

Name \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preferred Contact Time \_\_\_\_\_

Basis of Complaint-Please Mark all that Apply

Race  Color  National Origin  Age  Disability  Retaliation  Other

Please explain what happened and in what manner you were discriminated against. Provide the name(s) of witnesses and others involved in the alleged discrimination. Attach additional pages if necessary and provide a copy of written materials pertaining to your complaint.

Date Received \_\_\_\_\_

# \_\_\_\_\_



Erie County Regional Planning Metropolitan Planning Organization

2900 Columbus Ave. Sandusky, OH 44870

Office Hours: Monday-Friday 8 AM– 4:30 PM

## Title VI Complaint Form

(continued)...

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



*.....Please stop-for internal office use.....*



Response Date/Method:

Staff Members/Titles:

Resolution/Resolve :

Date Received \_\_\_\_\_

# \_\_\_\_\_

Title VI Baseline Assessment, 2019

Attachment B: Annual Self-Assurance Resolution

## **RESOLUTION NUMBER 2018-02**

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

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

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

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

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

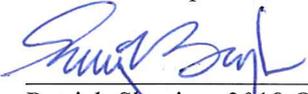
- a. That the planning process shall be consistent with Sections 8(e) and 3(e) of the Federal Transit Act concerning the involvement of the appropriate public and private transportation providers (49 USC 1607 and 1602 (e));
- b. That the planning process shall be consistent with Title VI of the Civil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

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

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

**NOW THEREFORE BE IT RESOLVED:**

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

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

April 26, 2018

Title VI Baseline Assessment, 2019

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

Title VI Baseline Assessment, 2019

Attachment D: 2014 Public Involvement Policy

\*For Appendices please contact staff

# Erie Regional Planning Commission Metropolitan Planning Organization

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# Public Involvement Policy

Updated: March 2015

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# **I. Introduction**

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

The ERPC MPO was created in 2003 as a result of a Federal statute that states every urbanized area with a population of more than 50,000 must establish a MPO. The 2000 Census revealed that 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 the City of Vermilion. This responsibility entails the development of regional transportation policies, plans and programs including the development of a long-term Regional Transportation Plan (LRTP), a short-term Transportation Improvement Program (TIP) and a yearly work plan.

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 that 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 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.

## C. 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.

## **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. Our 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).

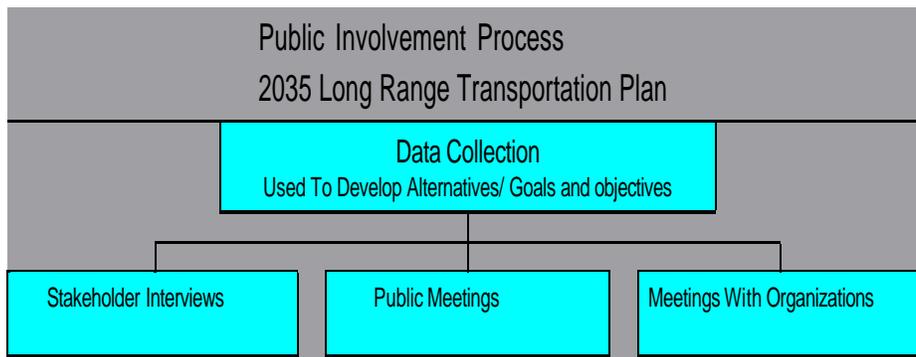
### **D. Public Outreach Program**

ERPC administers a proactive Public Outreach Program (POP) to engage the region's population in public involvement. The POP includes working with community liaisons and holding community outreach meetings. 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.

**Long Range Transportation Plan:** The current Transportation Plan is the 2035 ERPC MPO LRTP. The Plan is updated on a five-year cycle and was last updated in 2010. The 2040 Long Range Plan is currently being updated with a completion date set for August 2015. The same process will be conducted for the 2040 plan as occurred with the 2035 plan. The public involvement process for the 2035 plan was as follows:



The 2040 LRTP Participation Plan will be developed will include reasonable opportunities for interested parties to comment on the plan prior to its approval. Multiple public meetings will be held during the update process. Separate meetings for both the draft plan and final plan will also be held. These meetings will be 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 will be published. Furthermore press releases will be published in regional and local newspapers and may also be advertised by radio. 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 to the Technical Advisory and Policy Committees and will be published in the public participation section of the LRTP. Once the LRTP is adopted by the Policy Committee the final adopted copy of the document will be housed in ERPC's office and will be available on ERPC's website. Copies will also be 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. 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) since STS's programs and projects are listed on the TIP.

ERPC will ensure that there will be opportunities for interested parties to comment on the plan prior to its approval. Multiple 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 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 PRRP 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 through the POP (see Section IV-Public Access for more details).

### **G. Meeting Notices**

Information about upcoming meetings is available on the Erie County Calendar of Events web page on the County website at: <http://www.eriecounty.oh.gov/welcome/calendar-of-events/>. 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 K-Meeting Minutes. 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 I-Policies for Public Comment. 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 to be handled formally must submit their complaint in writing to ERPC through the Title VI Compliant Process. See Appendix D.

## **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 quarterly 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: <http://www.eriecounty.oh.gov/>

To access the website select Department/Agencies, then Economic Development then Erie Regional Planning Commission.

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

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. STS can be reached by phone 419.627.0740. More information is available on STS's website: <http://www.ci.sandusky.oh.us/community-dev/sts-about.htm>

### **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.

Title VI Baseline Assessment, 2019

Attachment E: List of Steering Committee Members

**MPO Contact List**

Name	MPO Affiliation	Organization	Position	Address	Phone	Email
Aaron Klein	TAC & Policy Voting Member	City of Sandusky	Public Works Director	222 Meigs Street, Sandusky 44870	419-627-5829	<a href="mailto:aklein@ci.sandusky.oh.us">aklein@ci.sandusky.oh.us</a>
Abby Bemis	TAC Voting Member	Erie County Economic Development Corporation	Director	247 Columbus Avenue #126, Sandusky 44870	419-627-7791	<a href="mailto:abby@eriecountytvedc.org">abby@eriecountytvedc.org</a>
Adam Greenslade	STAKEHOLDER	Ohio Turnpike	Director of Governmental Affairs, Marketing, Co	682 Prospect Street, Berea 44017	440-234-2081	<a href="mailto:adam.greenslade@ohioturnpike.org">adam.greenslade@ohioturnpike.org</a>
Amy Bowman Moore	TAC Voting Member	Erie Metro parks	Executive Director	3910 Perkins Avenue, Huron 44839	419-627-7783	<a href="mailto:amooore@eriemetroparks.org">amooore@eriemetroparks.org</a>
Andrew Kurtz	STAKEHOLDER	Bowling Green State University - Firelands Campus	Dean	One University Drive, Huron 44839	419-372-0633	<a href="mailto:kurtz@bgsu.edu">kurtz@bgsu.edu</a>
Andrew Shepler	ODOT MPO Liaison	Ohio Department of Transportation	Transportation Planner	1980 West Broad St., Columbus 43223	614-466-2348	<a href="mailto:andrew.shepler@dot.state.oh.us">andrew.shepler@dot.state.oh.us</a>
Andy Johns	FHWA MPO Liaison	Federal Highway Administration	Planning Specialist	200 North High St., Room 328, Columbus 43215	614-280-6850	<a href="mailto:andy.johns@dot.gov">andy.johns@dot.gov</a>
Andy White	TAC Voting Member	City of Huron	City Manager	417 Main Street, Huron 44839	419-433-5000	<a href="mailto:andy.white@huronohio.us">andy.white@huronohio.us</a>
Angie Byington	Policy Voting Member alternate for G. Voltz	City of Sandusky	Director of Neighborhood Development & Plan	222 Meigs Street, Sandusky 44870	419-627-5873	<a href="mailto:abyington@ci.sandusky.oh.us">abyington@ci.sandusky.oh.us</a>
Bill Fleck	STAKEHOLDER	Erie County	Department of Environmental Services	554 River Road, Huron 44389	419-433-7303	<a href="mailto:bfleck@eriecounty.oh.gov">bfleck@eriecounty.oh.gov</a>
Brad Hartung	Policy Voting Member	City of Huron	City Council Member/Mayor	417 Main Street, Huron 44839	419-433-5000	<a href="mailto:bhartung@cityofhuron.org">bhartung@cityofhuron.org</a>
Brian Kasper	STAKEHOLDER	Kasper Automotive	Owner	2206 Cleveland Road, Sandusky 44870	419-621-0210	
Carrie Whitaker	MPO Staff	Erie County Regional Planning Department	Sr. Trans. Planning Engineer	2900 Columbus Avenue, Sandusky 44870	419-627-7652	<a href="mailto:cwhitaker@eriecounty.oh.gov">cwhitaker@eriecounty.oh.gov</a>
Dan Hartleib	STAKEHOLDER	First Energy Corporation	Supervisor-Adv Dist. Spec (Sandusky Line)	2509 W Perkins Ave, Sandusky, OH 44870	419-627-6897	<a href="mailto:hartleib@firstenergycorp.com">hartleib@firstenergycorp.com</a>
Dave Foster	TAC Voting Member	Erie Regional Planning Commission (ERPC)	ERPC Committee Chair, MPO TAC Member	2900 Columbus Avenue, Sandusky 44870		<a href="mailto:dfoster250@aol.com">dfoster250@aol.com</a>
Dave Moyer	TAC Voting Member	Erie County Department of Environmental Services	Director	554 River Road, Huron 44389	419-433-7303	<a href="mailto:dmoyer@eriecounty.oh.gov">dmoyer@eriecounty.oh.gov</a>
David Miller	STAKEHOLDER	Bayfront Corridor Committee, (City of Sandusky) Planning Commission, Friends of Pipe Creek	Citizen/Erie County Employee (Safety & Loss Co	2900 Columbus Avenue, Sandusky 44870	419-627-7581	<a href="mailto:dmiller@eriecounty.oh.gov">dmiller@eriecounty.oh.gov</a>
David Thorson	STAKEHOLDER	Thorsport - 3515 Cleveland Road	Owner	P.O. Box 2277, Sandusky 44871		
Deborah Beck	STAKEHOLDER	ODNR/Coastal Management	Assistant Chief, Engineering Section Manager	105 W. Shoreline Drive, Sandusky 44870	419-626-7980	<a href="mailto:deborah.beck@dnr.state.oh.us">deborah.beck@dnr.state.oh.us</a>
Dennis Murray	Policy Voting Member	City of Sandusky	City Commissioner (Ex-Officio Mayor)	222 Meigs Street, Sandusky 44870	419-627-5850	<a href="mailto:dmurray@ci.sandusky.oh.us">dmurray@ci.sandusky.oh.us</a>
Doug Green	TAC & Policy alternate for City Huron	City of Huron/OHM Advisors	City Engineer	417 Main Street, Huron 44839	419-433-5000	<a href="mailto:dgreen@hexagoncmc.com">dgreen@hexagoncmc.com</a>
Eric Dodrill	TAC Voting Member	Erie County Soil and Water Conservation District	District Director	2900 Columbus Avenue, Sandusky 44870	419-626-5211	<a href="mailto:edodrill@eriecounty.oh.gov">edodrill@eriecounty.oh.gov</a>
Eric Wobser	Policy Voting Member	City of Sandusky	City Manager	222 Meigs Street, Sandusky 44870	419-627-5844	<a href="mailto:ewobser@ci.sandusky.oh.us">ewobser@ci.sandusky.oh.us</a>
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Jane Cullen	TAC & Policy alternate for A. Klein	City of Sandusky	Assistant City Engineer	222 Meigs Street, Sandusky 44870	419-627-5932	<a href="mailto:jcullen@ci.sandusky.oh.gov">jcullen@ci.sandusky.oh.gov</a>
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Name	MPO Affiliation	Organization	Position	Address	Phone	Email
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Sgt Joseph Wentworth	Safety Committee	Ohio Highway State Patrol	OSHP-Sandusky Post Sargent	511 Fremont Avenue, Sandusky 44870	419-271-6505	<a href="mailto:jawentworth@dps.state.oh.us">jawentworth@dps.state.oh.us</a>
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TBD		Huron Industrial Business Park - Sawmill Pkwy	IAC - International Auto Components			
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Attachment F: Census Data



B16001 LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER  
 Universe: Population 5 years and over  
 2011-2015 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

**Tell us what you think.** Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

	Erie County, Ohio		Vermilion city, Ohio	
	Estimate	Margin of Error	Estimate	Margin of Error
Total:	72,089	+/-27	10,013	+/-407
Speak only English	69,853	+/-333	9,834	+/-428
Spanish or Spanish Creole:	1,337	+/-285	58	+/-54
Speak English "very well"	934	+/-265	28	+/-33
Speak English less than "very well"	403	+/-115	30	+/-41
French (incl. Patois, Cajun):	99	+/-75	0	+/-17
Speak English "very well"	99	+/-75	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
French Creole:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Italian:	78	+/-54	0	+/-17
Speak English "very well"	78	+/-54	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Portuguese or Portuguese Creole:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
German:	264	+/-98	0	+/-17
Speak English "very well"	253	+/-95	0	+/-17
Speak English less than "very well"	11	+/-13	0	+/-17
Yiddish:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Other West Germanic languages:	22	+/-34	0	+/-17
Speak English "very well"	22	+/-34	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Scandinavian languages:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Greek:	12	+/-22	12	+/-22
Speak English "very well"	12	+/-22	12	+/-22
Speak English less than "very well"	0	+/-26	0	+/-17

	Erie County, Ohio		Vermilion city, Ohio	
	Estimate	Margin of Error	Estimate	Margin of Error
Russian:	7	+/-12	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	7	+/-12	0	+/-17
Polish:	2	+/-3	0	+/-17
Speak English "very well"	2	+/-3	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Serbo-Croatian:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Other Slavic languages:	14	+/-16	0	+/-17
Speak English "very well"	14	+/-16	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Armenian:	11	+/-19	0	+/-17
Speak English "very well"	11	+/-19	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Persian:	20	+/-21	0	+/-17
Speak English "very well"	20	+/-21	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Gujarati:	42	+/-65	0	+/-17
Speak English "very well"	29	+/-45	0	+/-17
Speak English less than "very well"	13	+/-20	0	+/-17
Hindi:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Urdu:	14	+/-18	0	+/-17
Speak English "very well"	3	+/-4	0	+/-17
Speak English less than "very well"	11	+/-15	0	+/-17
Other Indic languages:	16	+/-27	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	16	+/-27	0	+/-17
Other Indo-European languages:	47	+/-54	0	+/-17
Speak English "very well"	47	+/-54	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Chinese:	13	+/-23	0	+/-17
Speak English "very well"	1	+/-3	0	+/-17
Speak English less than "very well"	12	+/-22	0	+/-17
Japanese:	76	+/-103	0	+/-17
Speak English "very well"	44	+/-55	0	+/-17
Speak English less than "very well"	32	+/-50	0	+/-17
Korean:	7	+/-9	29	+/-42
Speak English "very well"	6	+/-8	0	+/-17
Speak English less than "very well"	1	+/-2	29	+/-42
Mon-Khmer, Cambodian:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Hmong:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Thai:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Laotian:	13	+/-21	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	13	+/-21	0	+/-17
Vietnamese:	17	+/-35	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	17	+/-35	0	+/-17
Other Asian languages:	37	+/-30	0	+/-17
Speak English "very well"	10	+/-19	0	+/-17

	Erie County, Ohio		Vermilion city, Ohio	
	Estimate	Margin of Error	Estimate	Margin of Error
Speak English less than "very well"	27	+/-28	0	+/-17
Tagalog:	15	+/-24	0	+/-17
Speak English "very well"	15	+/-24	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Other Pacific Island languages:	7	+/-12	0	+/-17
Speak English "very well"	7	+/-12	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Navajo:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Other Native North American languages:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Hungarian:	9	+/-13	80	+/-105
Speak English "very well"	9	+/-13	80	+/-105
Speak English less than "very well"	0	+/-26	0	+/-17
Arabic:	48	+/-57	0	+/-17
Speak English "very well"	26	+/-29	0	+/-17
Speak English less than "very well"	22	+/-34	0	+/-17
Hebrew:	9	+/-13	0	+/-17
Speak English "very well"	9	+/-13	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
African languages:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17
Other and unspecified languages:	0	+/-26	0	+/-17
Speak English "very well"	0	+/-26	0	+/-17
Speak English less than "very well"	0	+/-26	0	+/-17

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.

While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

#### Explanation of Symbols:

1. An '\*\*\*' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '\*\*\*' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '\*\*\*\*\*' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

Title VI Baseline Assessment, 2019

Attachment G: Environmental Justice Report

\*For Appendices please contact staff

# ERPC MPO ENVIRONMENTAL JUSTICE REPORT

SFY 2019  
October 2018



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



### INTRODUCTION

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

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

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

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



## SFY 2019 ENVIRONMENTAL JUSTICE REPORT

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

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

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

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



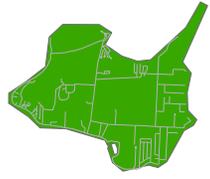
## SFY 2019 ENVIRONMENTAL JUSTICE REPORT

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

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

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

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



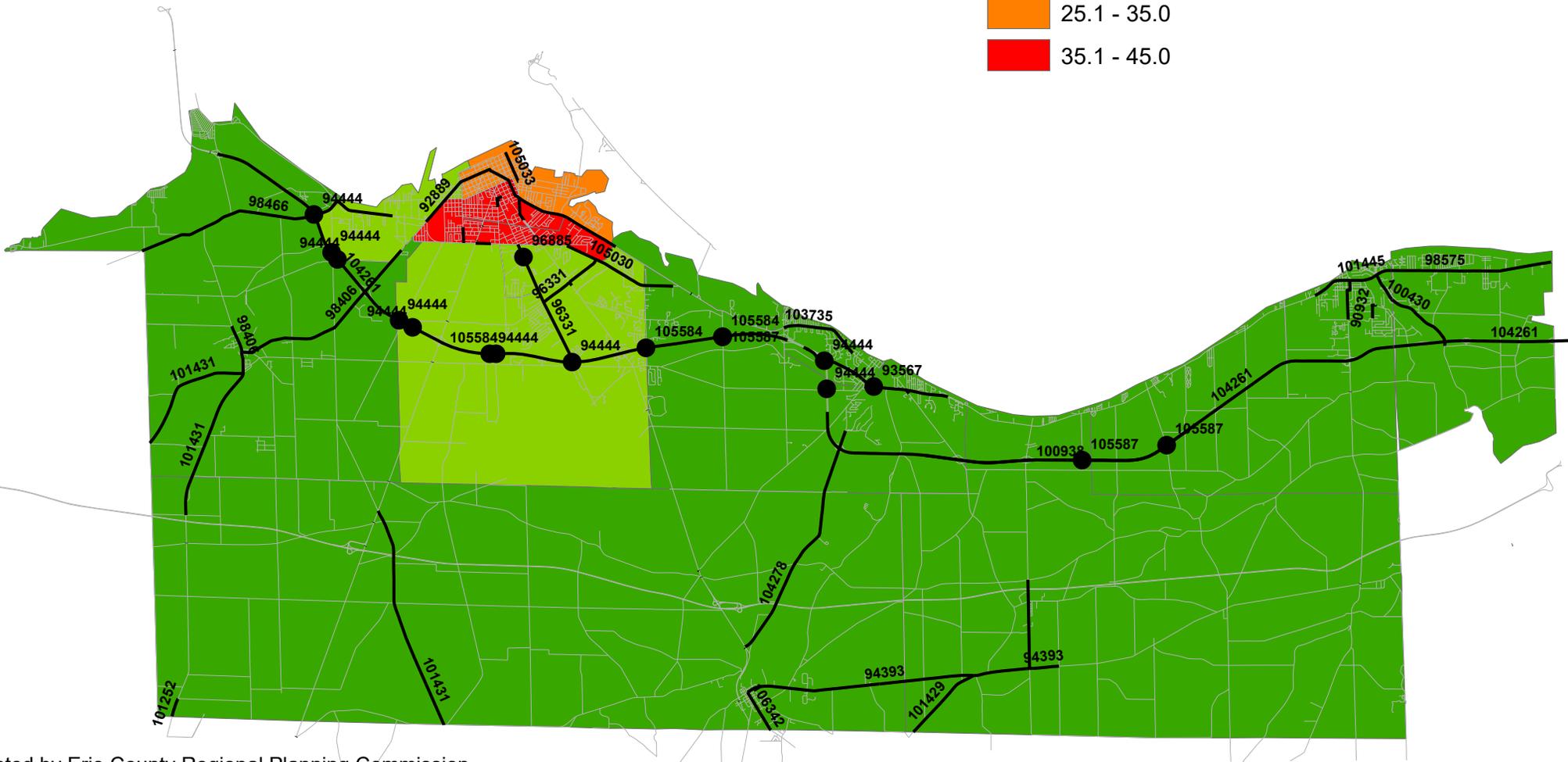
# ERPC MPO SFY 2019 - 2022 TIP Projects

## Minority Population

### Legend

#### PCT Minority Population

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



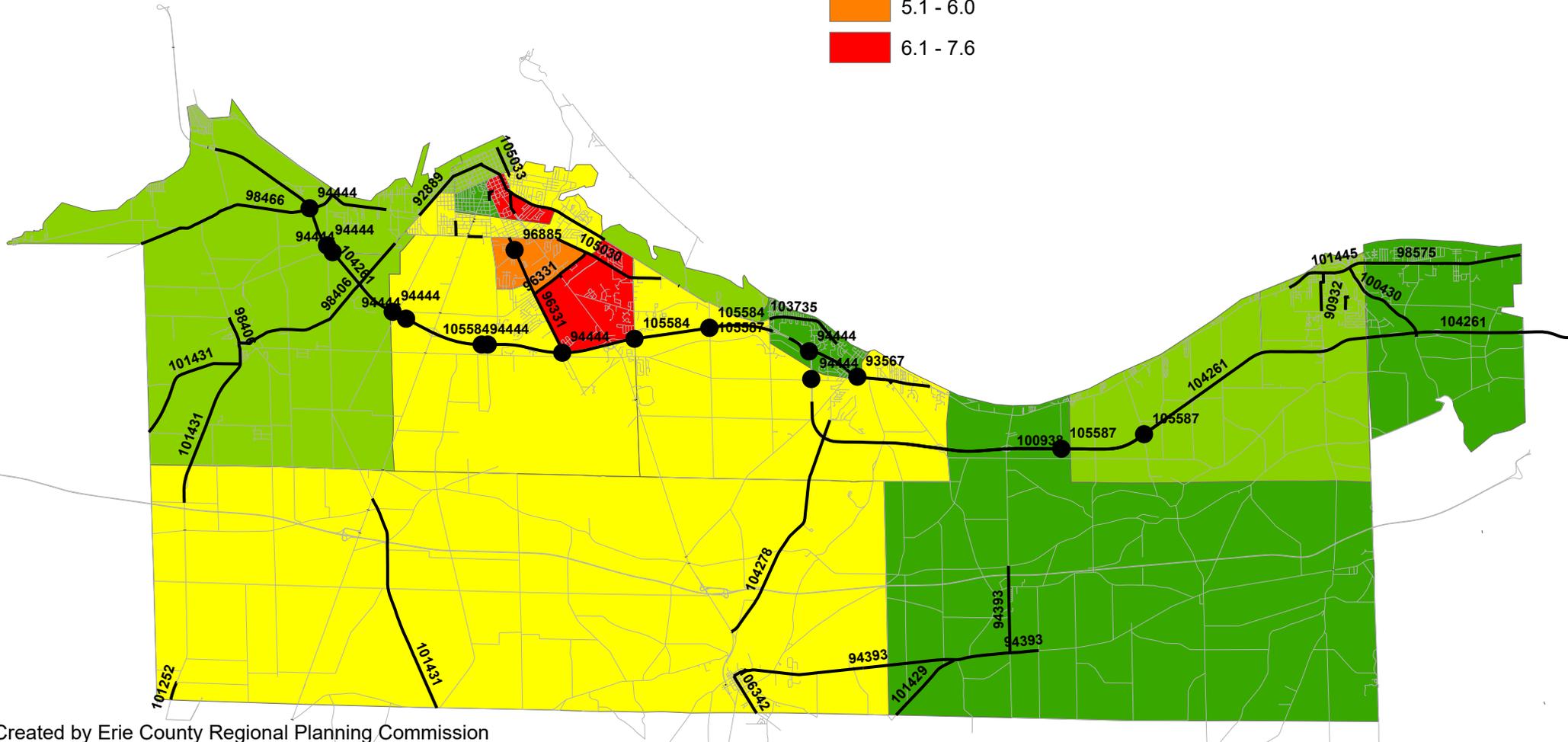
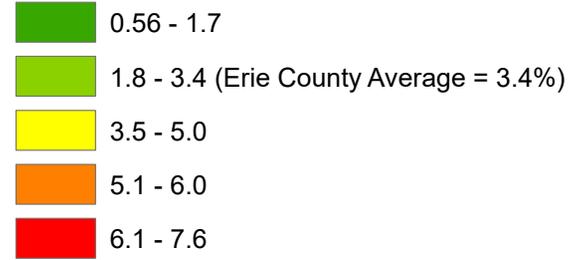




# ERPC MPO SFY 2019 - 2022 TIP Projects Limited English Proficiency Population

## Legend

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









Title VI Baseline Assessment, 2019

Attachment H: Coordinated Transportation Plan 2018

\*For Appendices please contact staff

Erie County, OH  
Coordinated Transportation Plan  
2018-2022

Erie County Regional Planning Metropolitan Planning Organization  
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Contact: e-mail: [Planning@ErieCounty.OH.Gov](mailto:Planning@ErieCounty.OH.Gov)

Funding for the development of this plan was provided jointly by the Federal Highway Administration, the Ohio Department of Transportation, and local units of government. The contents of this report do not reflect the official view and/or policies of the Federal Highway Administration nor the Ohio Department of Transportation.

## **General Public and Stakeholder Meetings/Focus Groups**

The Erie County Regional Planning Commission Metropolitan Planning Organization hosted and facilitated seven local meetings and focus groups to discuss the unmet transportation needs and gaps in mobility and transportation. One hundred and six people participated in these meetings. Survey takers at these sessions were asked to self-identify if they considered themselves as elderly or having a disability. In total, 17 survey takers self-identified as older adults and 11 self-identified as being a person with a disability. More information about what meetings were held and attendance at those meetings is available upon request.

During the meeting, the Erie County Regional Planning Metropolitan Planning Organization staff presented highlights of historical coordinated transportation in the Erie County/City of Vermilion. They also discussed activities since the last Coordinated Public Transit Human Services Transportation Plan that have helped to address some of the unmet transportation needs and gaps in services for the area.

Following the initial presentation, the stakeholders were asked to review the gaps in transportation services and needs from the previous plan/or update and identify any gaps that were no longer valid and any new needs/gaps, which the facilitator deleted/added to/from a list. The focus of the discussion was transportation for older adults, individuals with disabilities, and people with low incomes. However, several topics discussed also impact mobility options for the general public. After the changes to the needs/gaps list were completed and new needs/gaps were added, each participant was asked to rank the needs/gaps using a ranking system.

Participants discussed more than nine mobility issues to achieve, preserve, avoid, or eliminate through coordination during the meetings. The exhibit at the end of this section provides a summary of the unmet mobility needs discussed during the meeting as well as the needs identified by the survey results.

**Exhibit [4.6]: Intial Outreach Sessions Summary**

<b>Main Topic</b>	<b>Common Concern</b>
<b>Service/Timing</b>	The frequency of buses is not accurate, predictable
	If commuters miss a bus there is a long wait time
	There is a lack of evening/weekend service
	There is a lack of wheelchair transportation providers
	There is a lack of driver/dispatch procedure
	Communication is poor
<b>Demand Response</b>	There is no paratransit service, just demand response
	Scheduling trips is difficult and cumbersome
	There is a lack of flexibility in the system
<b>Cost/Funding</b>	There is not enough funding to meet transportation needs/keep the current system running efficiently
	Private providers are expensive for individuals
<b>Coordination</b>	It is difficult to go out of the county
	There is a lack of coordination of transportation between human service agencies
	There is a lack of agencies willing to share vehicles with other agencies
	Transit (fixed route) does not serve all areas
<b>Safety</b>	Waiting environments and pathways are not always safe (poor condition, snow)
	Bus stop locations and amenities need increased
<b>Education</b>	There needs to be more travel training for riders/drivers
	Website/marketing improvements are needed
	Improved interaction with disabled clients is needed

**Surveys**

The following survey summary includes the information gained from the following surveys that were performed. 300 surveys from the general public: 11% of individuals with disabilities completed the survey; 17% of older adults completed the survey.

**Initial Survey:** In addition to the outreach group sessions a survey was also implemented. The results of the survey assisted in creating the list of unmet transportation needs. In total, 300 surveys were generated and reviewed from the general public.

Title VI Baseline Assessment, 2019

Attachment I: 2040 Long-Range Plan

\*For Appendices please contact staff

# 2040 Long Range Transportation Plan

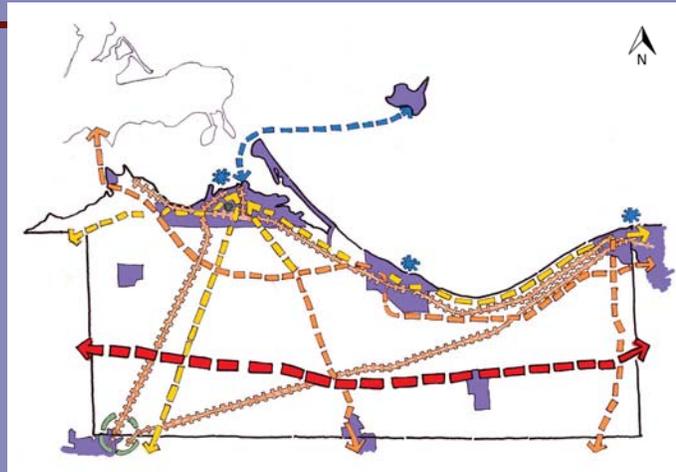


July 2015



ERIE COUNTY

METROPOLITAN PLANNING ORGANIZATION



## **CHAPTER 1. INTRODUCTION**

**1.1 Metropolitan Planning Organization 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. Seven goals serve as the basis of the bill, these are shown in Figure 1-1 below. A new requirement of MAP-21 regarding MPOs is the creation of performance measures in its short range planning programs. MAP-21 also impacted the funding category of Transportation Enhancement converting it to Transportation Alternative dollars. Items that are covered under TA funding include: bicycle and pedestrian facilities, safe routes projects for non-drivers and the construction of turnouts, overlooks and viewing areas along with projects that fall under a list of community improvement activities.

All MPOs are required to produce a fiscally constrained Long Range Transportation Plan to address projects, programs and policies for a twenty year timeframe; to develop a four-year Transportation Improvement Program (TIP) to identify highway, transit, and non-motorized improvements (bike, pedestrian, historic, etc.) which receive federal funding and to adopt a comprehensive Unified Planning Work Program (UPWP) that determines the MPOs transportation planning activities for a one-year period.

**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. This list of projects can be found in Chapter Nine. Some of the identified projects have been designated for federal funding in the future, some projects are illustrative and have no cost or designated funding associated with them, and some projects simply list the type of funding they plan on pursuing to complete the project. The financial capacity analysis, found in 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 Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), 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 Erie County metropolitan area’s Long Range Transportation Plan (LRTP) provides tools and strategies for the area’s jurisdictions to work cooperatively to provide a well-maintained, integrated and accessible transportation system that efficiently moves people and goods (freight). ERPC’s LRTP covers a 25-year timeframe and addresses all modes of transportation including air, bicycle, pedestrian, rail, road, transit and waterborne. The goal of the LRTP 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 2040.

**Figure 1-1: MAP-21 Goals <sup>1</sup>**

Goal area	National goal
Safety	To achieve a significant reduction in traffic fatalities and serious injuries on all public roads
Infrastructure condition	To maintain the highway infrastructure asset system in a state of good repair
Congestion reduction	To achieve a significant reduction in congestion on the National Highway System
System reliability	To improve the efficiency of the surface transportation system
Freight movement and economic vitality	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
Environmental sustainability	To enhance the performance of the transportation system while protecting and enhancing the natural environment
Reduced project delivery delays	To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies’ work practices

**1.3 Structure of the MPO:** The Erie Regional Planning Commission is the designated MPO for the Erie County urbanized area. As shown below, the MPO is comprised of all of Erie County as well as the incorporated areas of the City of Vermilion in Lorain County. The MPOs primary role is to provide guidance and leadership on transportation and land use planning issues in the Erie County 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 all government entities in Erie County have equal access to federal surface transportation funding. To this end, the MPO conducts studies, develops plans/programs and submits projects for funding in the metropolitan area.

The ERPC MPO is comprised of a policy committee consisting of local officials, operators of major modes of transportation, and the Ohio Department of Transportation (ODOT). In addition, the Erie County Office of Regional Planning Development functions as a “handling agency”, providing staff to conduct the area’s urban transportation planning process with the direction and guidance of the policy committee. In 2003, ODOT sent the required correspondence to formally establish the MPO in Erie County. The correspondence designated the Policy Committee of the ERPC as the MPO with ERPC serving as the administrative handling agency by providing staff for the daily MPO operation.

Beginning in early 2003, ERPC reviewed and subsequently approved the agreement between the MPO and ODOT to administer federal transportation funds that flow through the MPO. At the same time, a structure was put in place to allow the MPO to function effectively. The structure of the organization was strengthened by the formation of a Technical Advisory Committee (TAC) to aid in the project review and selection process.

The Policy Committee worked to ensure greater public outreach and comment as a component of future MPO projects. They approved the Public Involvement Policy (PIP) and selected members for the Citizens Advisory

<sup>1</sup> <https://www.fhwa.dot.gov/map21/factsheets/pm.cfm>

Committee (CAC). The PIP, a key piece of the Public Outreach Program (POP), ensures greater public access and comment on future projects. The PIP also serves as a guideline to proactively engage the public in developing and updating major agency plans and studies. The ERPC public involvement program is intended to include all citizens, affected public agencies, transportation agency employees, community organizations and other interested parties. The CAC consists of interested citizens in the Erie County region and it functions by involving the public in the transportation decision-making process. Each Policy Committee member appoints one member with their role being to both encourage and facilitate community involvement and to advise the Policy Committee on transportation planning matters. Let it be noted that projects recommended for inclusion in between LRTP updates, should be amended to the plan through resolution by the MPO Policy Committee. Recently, during the 2010 Census the MPO area revealed a population of nearly 50,000 people in the Sandusky urbanized area. Due to the support on the local, state and federal levels ERPC maintains its designation as an MPO.

**Figure 1-2: MPO Committees**

