



## **SFY 2022 UNIFIED PLANNING WORK PROGRAM**

**Beginning July 1, 2021 – Ending June 30, 2022**

**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 2021-06**

**A RESOLUTION OF THE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION APPROVING THE STATE FISCAL YEAR 2022 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 2022 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, 2021 and June 30, 2022 also known as State Fiscal Year 2022; and

**WHEREAS**, The planning products and programs in the State Fiscal Year 2022 Unified Planning Work Program are all fiscally constrained within the budget constraints of the approved Ohio Department Of Transportation Consolidated Planning Grant; and

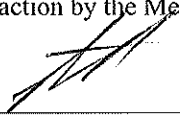
**WHEREAS**, All Work Plan products and programs are compatible and further the goals of the 2045 Long Range Transportation Plan; and

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

**WHEREAS**, the State Fiscal Year 2022 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 2022 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.



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Patrick Shenigo, 2021 Chairperson  
Metropolitan Planning Organization Policy Committee  
Erie Regional Planning Commission

April 22, 2021

## **RESOLUTION NUMBER 2021-07**

### **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 35893 between the Ohio Department Of Transportation, Board of County Commissioners of Erie County, Ohio and the Erie Regional Planning Commission; and

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

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

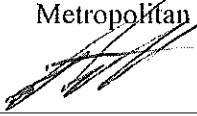
- a. That the planning process shall be consistent with Sections 8(e) and 3(e) of the Federal Transit Act concerning the involvement of the appropriate public and private transportation providers (49 USC 1607 and 1602 (e));
- b. That the planning process shall be consistent with Title VI of the Civil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

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

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

**NOW THEREFORE BE IT RESOLVED:**

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

  
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Patrick Shenigo, 2021 Chairperson  
Metropolitan Planning Organization Policy Committee  
Erie Regional Planning Commission

April 22, 2021

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## INTRODUCTION

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

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

### Rationale

This document is being presented as the State Fiscal Year (SFY) 2022 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, 2021 through June 30th, 2022 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 2022 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 2021

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	JEFF FINNEN
VILLAGE OF BERLIN HEIGHTS	MAYOR CONNIE WARD
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	RON BROWN
GROTON TWP ALTERNATE	ROGER ROWLAND
CITY OF HURON	SAM ATINO
HURON ALTERNATE	
HURON TOWNSHIP	EDWARD ENDERLE
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	DAN FREDERICK
MILAN TWP ALTERNATE	JERRY NICKOLI
VILLAGE OF MILAN	CARLA ROSPERT
VILLAGE OF MILAN ALTERNATE	MAYOR BEN SMITH
OXFORD TOWNSHIP	MICHAEL PARKER
OXFORD TWP ALTERNATE	SCOTT LEBER
PERKINS TOWNSHIP	JIM LANG
PERKINS TWP ALTERNATE	TO BE DETERMINED
CITY OF SANDUSKY	Nick Alexekos
SANDUSKY ALTERNATE	David Miller
VERMILION TOWNSHIP	CHARLES TRINTER (VP)
VERMILION TWP ALTERNATE	RON DICKEL
CITY OF VERMILION	MAYOR FORTHOFER
VERMILION CITY ALTERNATE	TO BE DETERMINED

## Other Committees

### MPO Policy Committee

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

- FHWA Representative (non-voting)–  
Carmen Stemen
- 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– Tom Horsman
- City of Sandusky, Chief Engineer -  
Aaron Klein
- City of Sandusky, Chief Planner –  
Greg Voltz
- City of Sandusky, City Manager- Eric  
Wobser
- City of Sandusky, Ex-Officio Mayor–  
Dick Brady
- Erie County Commissioner–Patrick  
Shenigo
- Erie County Engineer-Jack Farschman
- City of Huron Mayor–Sam Artino
- 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)–  
Carmen Stemen
- City of Sandusky Engineer – Aaron  
Klein

- Erie County Highway Engineer- Matt Rogers (designee)
- Erie County Department of Environmental Services – Dave Moyer
- City of Huron, City Manager – Sam Artino (designee)
- City of Vermilion, Services Director– Tony Valerius
- Sandusky Transit System Administrator–Tom Horsman
- ODOT D3 Representative-Mike Schafrath
- Erie Regional Planning Commission Chairperson–Dave Foster
- Erie County Soil and Water Conservation District - Eric Dodrill
- Erie County Economic Development Corporation (ECEDC) Executive Director–Abbey Bemis
- Utility Industry Representative-Nick Katsaros
- Perkins Township Trustee – Gary Boyle (Designee)
- Erie County Health Department Representative –Robert England
- Erie Metro Parks Representative–Amy Bowman-Moore
- Any Affected Township Trustee (for ERPC Agenda Items)

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

### **Other MPO Committees**

- Bicycle and Pedestrian Advisory Committee
- Citizen Advisory Committee
- 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 80,497<sup>1</sup>. The planning area covers approximately 255 sq. miles.

## **The Study Area's Transportation Network**

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

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

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

## **Key Transportation Issues**

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

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<sup>1</sup> 2019 American Community Survey (5 year Estimate) Table B01003

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

<sup>3</sup> 2045 LRTP

*Access Ohio 2045* (completion expected in winter 2021), ERPC's Transportation Improvement Program (TIP), and other related transportation documents to promote consistency between transportation improvements and state/local planned growth and economic development patterns.

## **AGREEMENTS**

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

### **Biennial Agreement**

This Agreement is between the ODOT, Erie County and the ERPC to fulfill the requirements for a cooperative, continuing and comprehensive urban transportation planning process. In this agreement, Erie County, as agent for all the municipalities and townships, sponsors the process 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> During the latter part of 2020, the federal government executed a continuing resolution to ensure funding would continue through fiscal year 2021. 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. The FAST Act also incorporated performance based planning requirements for state transportation agencies and MPOs.

### **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

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

- Ensuring that the public is actively involved in the development of PIP themselves in ways that go beyond commenting on drafts
- Strongly encouraging the transportation providers to aggressively seek to identify and involve the affected/interested public, including those traditionally under-served by existing transportation systems and facilities
- Carefully evaluating the PIP and procedures to assess their success at meeting the performance requirements specified in the appropriate regulations during development of the TIP

Central to the success of the transportation planning process is the early involvement of local public officials, private citizens and interested agencies that represent a wide range of disciplines, areas of expertise and specific concerns. Federal legislation requires that MPOs shall consult "as appropriate" with State and local agencies responsible for land use management, 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, 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 Updating Subdivision Regulations: Completed during 2021

### ***Subcategory 105 Information Services***

Purpose:	To provide cooperation and technical assistance to agencies and political subdivisions as requested. Also to network with local agencies to enhance planning capabilities throughout Erie County. The annual Land Use Debate (LUD) is designed to challenge students in the eighth grade to propose and develop a given piece of property.
Methodology:	Staff will continue to serve on boards and committees. Staff presently serves on the following committees and boards as listed below.

#### **Committees**

- MPO Policy Committee
- MPO TAC
- ERPC TAC
- ERPC Policy Committee
- Bicycle and Pedestrian Advisory Committee
- MPO Citizen Advisory and Safety Committee
- Ohio Association of Regional Councils
- ODOT District Three Safety Review Team
- Erie County Cost Containment Committee
- Erie Ottawa International Airport Board
- Erie County Coordinated Transportation Plan Update Committee
- Erie County GIS Advisory Board
- Erie County Safe Communities
- Firelands Partnership Steering Committee
- City of Sandusky Neighborhood Revitalization Steering Committee
- Ohio Public Works Commission District 5 Liaison
- Lake Erie Coastal Trail Scenic Byway Steering Committee
- Land Use Debate
- Friends of NASA Plum Brook
- 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 2020 and will be completed during CY 2021/2022:

<u><b>Applicant</b></u>	<u><b>Project</b></u>	<u><b>Cost of Project</b></u>
VOA Sandusky	Operating Expenses	\$40,000
Margaretta Twp	ADA Improvements	\$80,000
Administration/Fair Housing		\$30,000
TOTAL		\$150,000

**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:** The 2019 CHIP application will partner Erie County with the cities of Sandusky, Huron and Vermilion and total \$1.25 million. The grant funding will benefit persons that qualify financially and who needed assistance with housing repairs or homeownership. Applicants could receive several forms of assistance including the following:

#### ***Home/Building Repair:***

Those that qualified for the funds could receive up to \$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.

***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, and businesses, Erie County Economic Development Corporation (ECEDC) and the State of Ohio Office of Housing and Community Partnerships to encourage businesses to locate, expand, and stay in Erie County. The focus of the county's economic development program is job creation and job retention. It is important to remember that government cannot create private sector jobs but can only foster an atmosphere that attracts and retains companies as well as encourages them to expand in our area. Staff is also involved with the Firelands Partnership, an economic engine comprised of business

and government leaders working to foster development on a regional basis. The Partnership developed and implemented a Workforce Development plan in SFY 2021.

**Previous Work:** The planning staff has implemented a number of state economic development programs to support economic development in Erie County. These include the CDBG Economic Development (ED) Program, which provides low interest loans to Erie County businesses. The repayment of those loans established the funding for a Revolving Loan Fund (RLF). The RLF has provided low interest loans to a number of Erie County businesses and at times funding to different organizations to complete studies on economic development issues and possible future economic development activities.

The County has also established an Enterprise Zone (EZ) administered by planning staff. The county has entered into a number of EZ agreements that foster additional job creation and investment for existing manufacturing, industrial, and commercial businesses. Recent EZ deals have included an expansion of approximately \$50 million at CertainTeed Corporation in Milan Township and a \$14 million expansion for Firelands Regional Medical Center in Perkins Township.

Staff continues to work with ECEDC, local school boards and local political subdivisions to establish Community Reinvestment Areas (CRA) and Tax Increment Financing (TIF) Districts to further encourage economic growth and job creation. The TIF was used in the past to aid in the development of a business park in Margarett and in the development of the Kalahari Resort on US Route 250, Lakecrest Town Center and the Northern Ohio Medical Specialist (NOMS) located at SR 4 and Strub Road. In addition, TIF funding was used to improve the Strub Road portion of the SR 4/Strub Road intersection and to assist in the construction of a Kroger store located on Perkins Avenue. Along with the TIF funding, Ohio Department of Transportation Safety Funding was used to complete intersection improvements on the SR 4 portion of the intersection. Erie County also approved the US Route 250 CRA, which covers the Kalahari Resort and Convention Center. The CRA allowed them to complete a major expansion of their conference facilities and to add additional rooms. Staff also continues to provide ongoing support in efforts to develop the NASA Glenn Research Center's long-range plan.

**Methodology:** ERPC will continue to meet with developers, businesses, ECEDC and local communities to utilize local and state economic development programs to support local governments to increase economic opportunities for individuals and businesses through a comprehensive economic development program. In addition, the staff will also assist smaller commercial businesses to remain viable and encourage, where feasible, the business to expand. ERPC will continue to collaborate with ECEDC, Team Northeast Ohio (NEO), Firelands Partnership and the Ohio Development Services agency (ODSA) to foster economic development through regional partnerships and assist economic development throughout Erie County.

**Product(s):** -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

#### ***Subcategory 403 Tax Increment Financing (TIF)***

- Purpose:** Tax Increment Financing (TIF) is an economic development bond financing mechanism used by local governments to finance various public improvements. TIF funds may be used for public infrastructure (roads, water, sewer lines, streetscape improvements etc.), land acquisition, demolition, environmental cleanup and public parking.
- Previous Work:** In 2015 the County Commissioners approved a new TIF agreement that aided developers in the construction of a new Kroger Marketplace. This agreement has allowed Kroger to build a larger facility and offer more diverse product lines. The TIF also spurred development in Perkins Plaza, bringing renewed life to the shopping center.
- Methodology:** Legislation is enacted creating a TIF district and declaring that all or a portion of the value of future property improvements (the incremental value) within the TIF district are exempt from taxation for a specified time period. The baseline value of the property as it existed before the establishment of the TIF district is never exempt from taxation. The real estate taxes on all or a portion of the incremental value are exempted from taxation, the property owner continues to make payments to the taxing district in an amount equal to the real property tax liability that otherwise would have been due had the property not been exempted. In this regard, TIFs differ from an Enterprise Zone (ETZ) with a portion or all of the improvements are exempt from taxation with the real estate taxes reduced accordingly. The payments made by the property owner under the TIF are called "payments in lieu of taxes" (PILOTS), or service payments. These payments are collected by the county auditor in the same manner as real property taxes and deposited into a separate account to service the debt on the outstanding TIF bonds. Should the TIF generate more revenue than

anticipated the TIF bonds will be retired early and taxes on the incremental value will be collected as for any other real property improvement and distributed accordingly.

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

#### **Subcategory 404 Enterprise Zone Program (EZ)**

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

Previous Work: The EZ program is a tax exemption program that provides for abatement of real and tangible personal property taxes, for new improvements, land/structures, and new machinery and equipment. It is noted that the tax reform plan for the State of Ohio mandated the elimination of the tangible personal property tax after the taxpayer's tax year 2008. All EZ exemptions are granted on a project specific basis and agreements are negotiated between the EZ Negotiating Committee and the business. The State of Ohio has approved the expansion of the Erie County zone to include Florence Township. It is hoped that the EZ program could help Florence Township businesses expand and create additional jobs in Erie County. The last EZ agreements approved in 2018 included the expansion of CertainTeed in Milan Township and the Firelands Regional Medical Center expansion in Perkins Township in 2020. The ERPC is in the process of reviewing two additional EZ requests in Perkins and Milan Townships that should be decided on during the second half of SFY 2021.

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 re-released preliminary floodplain maps which ERPC has reviewed for the unincorporated areas of the county. Additionally, ERPC has lent staff support to a

mitigation study completed for Pipe Creek which is located in Perkins Township. The study was overseen by the Erie County Emergency Management Agency (EMA) and is wholly funded through an Ohio Emergency Management Agency Hazard Mitigation Assistance Grant. During 2020, the county's EMA also began the process of updating their Hazard Mitigation Plan and ERPC served a member on the Plan's stakeholder committee.

**Methodology:** Staff continues to provide support to the FEMA Great Lakes Coastal Flood Study that was initiated in SFY 2016. Staff has reviewed draft preliminary FEMA maps and Summary of Map Actions for the Erie County unincorporated areas. Staff anticipates its floodplain regulations will need updated during 2021, 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: Fall 2021 (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:** Staff will continue an educational program for members of Regional Planning to encourage the use of conservation development practices. ERPC staff will continue to support ODNR in the implementation of the Ohio Coastal Management Program (OCMP) and to also work with the coastal communities to upgrade their existing zoning ordinances to aid communication in protecting water quality.

ERPC staff and the Erie County Engineers office staff teamed up to develop a Storm Water Management Plan for Erie County. In a partnership with the Erie County Soil and Water Conservation District and Erie County Engineers Office, they assumed the lead in monitoring and updating the Storm Water Management Plan. ERPC acts as support staff to the Soil and Water District and County Engineer in their administration of the plan. Planning staff will continue to work with and promote strategies to preserve farmland in Erie County.

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

### ***Subcategory 503 Environmental Review***

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

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

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

## **CATEGORY 600 METROPOLITAN PLANNING ORGANIZATION**

### ***Subcategory 601 Short Range Planning***

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

#### ***Element 601.1 Safety Review and Improvement Program***

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

Methodology: Staff will work with the State, local, and private partners to address human behaviors to reduce safety risks, improve safety data analysis to guide decisions, support

integration of effective safety countermeasures and pursue performance-based rather than prescriptive regulations. Based on crash records, traffic counts and other information generated under Subcategory 605 Transportation Surveillance System, the MPO will identify high crash intersection location sites. The MPO will work to identify the risk factors that contribute to fatalities and serious injuries and implement evidence-based risk elimination and mitigation strategies. Also, Highway Safety Improvement Program locations identified by ODOT's D3 Safety Review Team that lie within the ERPC MPO region shall be added to the annual work plan. The MPO will continue to collaborate with ODOT D3 on statewide safety initiatives and focus on safety conscious planning to identify strategies and solutions. A regional safety plan was completed during SFY 2020 by WSP Consultants through ODOT's Local Safety Assistance Program. The plan provides a framework for identifying, analyzing, and prioritizing roadway safety improvements on all local roads. Staff will continue efforts to implement recommendations from this plan and will also promote participation, coordination and cooperation with development of the safety initiative.

Product(s):

- Attend/Participate Safety Review Team Meetings: Quarterly and on as needed basis
- Coordinate with ODOT and locals to focus on safety conscious planning: Ongoing
- Assist local jurisdictions with engineering solutions to safety concerns: Ongoing
- Support the implementation of low cost safety countermeasures: Ongoing
- Participate in Safe Communities Program: Quarterly fatal crash review committee
- Identify crash reduction education opportunities: Ongoing

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

Purpose: To allow member political subdivisions and local community group's access to technical planning assistance and data in traffic/transportation related services and issues associated with transportation planning.

Methodology: The MPO will provide technical planning assistance to local member political subdivisions on a requested basis, which also includes data sharing and assisting with the transportation planning portion of local jurisdiction's comprehensive plans as needed. During SFY 2022, it is anticipated that staff will continue to assist local jurisdictions with Safe Routes to School (SRTS) Program planning initiatives and activities as needed. Additionally, staff continues to sit on various regional safe routes steering committees such as Vermilion, Perkins, Milan, Huron and Sandusky and assists with Safe Routes planning initiatives and applications as requested. Staff also is working with the Safe Communities Coordinator at the Health Department.

Staff will continue to utilize its experience with established organizations, as well as work to develop new partnerships, 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. During SFY 2021, interagency consultation was held between the MPOs, ODOT, EPA, and FHWA for three projects relative to air quality conformity. The MPO



will also 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. During SFY 2021, staff worked with the US Census Bureau to promote participation in the decennial Census. Staff completed presentations to social and jurisdictional agencies, posted awareness messages to its website and Facebook pages, and participated in the Complete Count Committee for the region. Staff will continue to work with activities associated with the 2020 US Census as requested by the US Census Bureau.

Product: -Assist local jurisdictions with comprehensive and transportation planning: As needed  
 -Assist with Safe Communities programs: As needed  
 -Assist with SRTS programs planning initiatives: Ongoing  
 -Work activities associated with the 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 plan updates were officially approved in 2019. To gather public input during the update process, draft documents were posted on the ERPC website, a link to the document was posted on the ERPC MPO

Facebook page, and hard copies of the draft plan were made available in the ERPC office. The plan was also presented to the various MPO committees for their review and comment. The completed documents are currently available on the MPO website as well as made available in the ERPC office. During the latter half of SFY 2021, staff developed a Limited English Proficiency (LEP) plan that provides LEP persons reasonable steps to ensure meaningful access to ERPC's transportation programs and activities. Staff anticipates completion by first quarter's end of SFY 2022.

- Product:
- Conduct an environmental justice analysis targeting the agency's TIP and Long Range Transportation Plan (LRTP) projects: Annually
  - Updates to the 2019 Public Involvement Policy: As needed
  - Updates to the 2019 Title VI Plan: As needed
  - ERPC Limited English Proficiency Plan: September 2021

#### **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 has served as the Bicycle and Pedestrian Plan's steering committee. The committee assisted in updating the Bicycle and Pedestrian Plan which was approved by the MPO's Policy Committee in January 2020. During SFY 2021, the committee continued to meet quarterly to continue to assist staff with implementing the goals and recommendations listed within the updated plan.

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 attend active transportation trainings and workshops. Staff also partakes in speaking engagements about active transportation (AT), creating AT educational displays and attending numerous events to promote AT locally. Other past efforts have ranged from hosting an Elder College course to presenting safety material to preschoolers. Several times each year staff coordinated with local J-1 host employers and discusses bicycle and pedestrian safety with foreign exchange students that are in the ERPC MPO region to work during the busy summer tourist season.

In 2015, staff obtained a grant from the Ohio Pediatric Association for approximately 200 bicycle helmets. In 2016, ERPC staff obtained another grant to conduct a bicycle rodeo. The rodeo consisted of a collaborative effort between surrounding jurisdictions and agencies. It was held in May during ERPC's Active Transportation Month (ATM).

From that event, staff was able to create a bicycle rodeo kit which is available for loan to other local agencies upon request. The kit contains items that can be used for conducting a rodeo including a guidebook. Both the Village of Milan and Perkins Township have utilized the kit. In 2017 staff utilized the remaining grant funds from the Bike Rodeo to purchase active transportation related items that were passed out at numerous community events. In 2018 staff worked with local jurisdictions and agencies to obtain funding from a local grant for safety vests. Staff was successful in obtaining funding for 500 vests which have been distributed throughout the community.

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

In 2019, the Erie County Health Department was awarded a Creating Healthy Communities grant that provided funding to hire a coordinator to assist with activities to improve community health. The Creating Healthy Communities Coordinator assisted staff during its development of the 2045 Long Range Transportation Plan on items relative to Active Transportation. During SFY 2022, staff expects to continue to work with the Erie County Health Department staff on implementing various active transportation planning initiatives as identified in the Long Range and Bicycle and Pedestrian Plans.

In SFY 2020, ERPC also supported ODOT's development of Ohio's first statewide bicycle and pedestrian plan called "Walk.Bike.Ohio" (WBO). The plan, to be completed in spring of 2021, focuses around the development of the following five themes related to active transportation: Planning and Guidance, Education and Promotion, Implementation, Data, and Collaborative. Each theme includes a series of strategies and action steps in which ERPC will support and assist ODOT in implementing.

#### Methodology:

The MPO staff will:

- Compile and share data and information on active transportation
- Evaluate active transportation system to understand system performance needs to identify regional activities
- Hold public outreach sessions to share information and encourage active transportation
- Work with other interested parties to advance and improve the program
- Look for innovative ways to optimize funding for active transportation projects

- Meet quarterly with the Bicycle and Pedestrian Advisory Committee
- Work with the Health Department staff through the Creating Healthy Communities grant program
- Serve as technical resource to local jurisdictions
- Support and align statewide and regional active transportation strategies and actions

Product(s):

- ERPC Active Transportation Month: May 2022
- Meet with the Bicycle and Pedestrian Advisory Committee: quarterly, or as needed
- Provide 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: Ongoing
- Inform the public about active transportation activities and data through the MPO: Ongoing
- Support and provide implementation assistance for WBO initiatives: Ongoing
- Website and other social media outlets: Ongoing
- Continue exploring a complete street policy for the MPO: 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 District Office personnel and the local jurisdictions to participate in quarterly project monitoring meetings. Meetings will focus on ensuring projects funded with MPO surface transportation and alternative allocations are on target for their scheduled fiscal year. Federal and State-aid programs for transportation improvements are 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 the ODOT Central 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 are integrated into transportation improvement program processes. ERPC will continue its coordination with ODOT and the regional public transit provider (Sandusky Transit System) to continue its system performance reporting process that evaluates the condition and performance of the transportation system with respect to the federally required performance areas.

In order to assess progress achieved toward performance measures, both states and MPOs are required to set targets. In SFY 2019, the ERPC PC choose to support the State's established targets for the following: bridge condition, pavement condition, system reliability, and freight movement. During SFY 2021, ODOT submitted its mid-performance report to the US DOT; ODOT determined it would not adjust its targets for the remaining portion of the reporting period. The ERPC PC passed a resolution of supporting ODOT's decision to keep the established targets the same in July 2020.

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

Per federal regulations, targets for safety performance measures are required to be established annually. The MPO's PC determined to support ODOT's 2% annual reduction target across all five categories of safety (number of fatalities, number of serious injuries, rate of fatalities, rate of serious injuries, and number of non-motorized fatalities and serious injuries) for Calendar Year 2021. The targets for calendar year 2022 will be established by the MPO no later than February 2022.

ERPC, ODOT, and the Sandusky Transit System, will continue in carrying out the transportation planning process including coordination on data collection, data

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

Finally, over the past couple of years the MPO has made revisions to its Surface Transportation Program (STP) and Transportation Alternative Program (TAP) project selection processes. Applications and scoring sheets were revised as well as updates made to the project solicitation cycle. The MPO's PC approved that the solicitation cycle for STP and TAP projects should occur in alternating years with applications for the programs being accepted through the end of April. All project funding decisions are to be finalized by the MPO's PC by June. Under the new process, ERPC solicited for STP projects in SFY 2020 and TAP projects in SFY 2021. In SFY 2022, the MPO will be soliciting for STP projects for SFY 2026.

- Products:
- Facilitation of projects through the TIP process: Continual
  - Re-establish targets for safety performance measures: February 2022
  - Update of the SFY 2021-2024 TIP: Continual
  - Attend ODOT D3/MPO Project Meetings: Quarterly
  - Integration of visualization techniques throughout TIP development: Continual
  - Weekly reviews of the ODOT/MPO sub-allocated funds report
  - Annual Listing of Obligated Projects for SFY 2021: September 2021
  - SFY 2026 STP project solicitation and selection: June 2022

### ***Subcategory 605 Transportation Surveillance System***

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

#### ***Element 605.1 Surveillance: Crash Records***

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

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

Product(s):

- Crash Data File: November 2021
- SFY 2022 Crash Summary Report: November 2021
- Member on the County Wide GIS Advisory Board: Meets bi-annually
- Participate on GIS Advisory Board Subcommittees: as needed
- High crash intersection location map: November 2021

**Element 605.2      *Surveillance: Local Traffic Counts***

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

Methodology: An ongoing effort of maintaining computerized traffic counts obtained from ODOT, engineering officials and MPO obtained counts continues. The Traffic Count Program focuses on the Functional Classification System, localized areas of concern, federal aid routes and travel demand-modeling needs of ODOT/MPO. The traffic count data is housed on ODOT's Traffic Monitoring Management System (TMMS). TMMS is a user friendly program accessible via the ODOT Technical Services website and allows end users to search for available traffic counts across the MPO planning region (and state of Ohio). The site includes a map of locations where counts are available. The traffic count program typically runs spring through fall. During the latter part of SFY 2020 and early SFY 2021, ERPC used a consultant to complete counts at fifty locations to bolster the count program and assist local jurisdictions with their traffic count needs; the traffic count results have been uploaded to the ODOT TMMS system. ERPC will continue to assist its local jurisdictions with traffic counts on an as requested basis through SFY 2022.

Product(s):

- Traffic Counts Database: Updated as counts are taken
- Traffic Counts Maps-Updated as counts are taken

**Subcategory 610 Long Range Transportation Plan (LRTP)**

Objective: Complete the LRTP five year update by assessing the adequacy of the existing network and the ongoing long-range transportation planning process as required by the 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 year of 2045 and was adopted by the MPO policy committee on July 23<sup>rd</sup>, 2020. The next plan update will have a horizon year of 2050 and is required to be adopted by July 23<sup>rd</sup>, 2025.

- Methodology:** During SFY 2022, 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 continue to compile traffic count information from its database and forward to ODOT Central Office for input into the travel demand model. Staff will also continue with updating its land use databases and maps with any new information obtained in order to continue to gather information for the update to the plan and related ODOT modeling exercises. 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 2045 LRTP using the planning process as required under current federal legislation.
- Previous Work:** The updated and fiscally constrained 2045 LRTP was adopted by the MPO's Policy Board on the July 23, 2020. A Participation Plan was developed to provide reasonable opportunities for interested parties and those who participate in the MPO planning process. During development of the 2045 LRTP, the COVID-19 pandemic required ERPC to adjust its public participation plan. Per approval of FHWA and ODOT, ERPC successfully moved all of its public involvement activities to an online format to meet State of Ohio public health orders.
- Methodology:** The MPO will continue to work on ascertaining information and data to aide in the next required five-year update of the LRTP. As staff works on comprehensive planning for the local jurisdictions information gathered during these processes will be incorporated in the five-year update. Staff will also continue to ensure the TIP is compatible with LRTP to promote consistency between transportation improvements and state/local planned growth and economic development patterns. Additionally, staff will review other related transportation documents for inclusion into the 2050 Long Range Plan Update.
- Staff will also ensure that the Citizen's Advisory Committee (CAC) as well as, the TAC and PC are involved in information sharing and gathering that will aide in the periodic updates of the plan. As required under federal legislation, the plan will include performance targets that address performance standards and incorporate a



performance-driven, outcome-based approach to planning. 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.

During SFY 2022, staff will also be partnering with ODOT on efforts related to implementation of themes, strategies, and actions identified in Ohio's Statewide Transportation Plan, Access Ohio 2045 (AO45). The AO45 plan was completed in winter of 2021 and work efforts will consist of alignment of AO 45 strategies with MPO Transportation Plan development, statewide safety initiatives collaboration, and establishment of new and expanding existing transportation partnerships, data sharing, and multi-modal corridor studies collaboration.

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: February 27, 2022
- MPO target adjustment review for Performance Measure 2 and 3: November 2022
- Work with ODOT and STS to develop system performance report for inclusion in the - 2050 Long Range Transportation Plan Update: Ongoing
- Five-year Long Range Transportation Plan Update: July 23<sup>rd</sup>, 2025
- Partner with ODOT on implementing AO2045 themes, strategies, and actions: Ongoing

***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 CY 2021, ODOT Central Office hired a consultant to assist byways with updating their plans during the second half of SFY 2020. ERPC coordinated with NOACA and the hired consultant to complete the plan update during SFY 2021. ODOT officially approved the plan update in April of 2020.

Staff also completes an annual survey for the byway as requested by ODOT. 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 focused on marketing and outreach to visitors, resource site managers, and stakeholders. Additionally, as the trail traverses through other Ohio MPO regions (TMACOG, NOACA and Eastgate), staff coordinated with these agencies (and other interested parties) for their input on implementation of the strategies throughout the project development process. The mobile app, which is free to download at the Google Play or Apple App stores, is still in operation with annual operating costs being paid by the Cleveland MPO, NOACA.

During November 2017, ERPC and NOACA staff hosted an informational meeting for interested stakeholders along the LECT to gauge support of developing a steering committee (as recommended from the LECT Corridor Management Plan). The meeting was attended by approximately 25 stakeholders representing various agencies such as the National Park Service, TMACOG, Visitors and Convention

Bureaus, Ohio Department of Natural Resources, and others. From this meeting, a list of those agencies interested in serving on an at-large members committee was created. As such, the identified agencies were contacted and requested if they would be willing to serve on the newly forming LECT at-large member committee. ERPC meets with the at-large member committee annually and administers the meeting with assistance from the Cleveland MPO NOACA. At the October 2019 annual meeting, discussion centered on whether to develop an executive committee. Per the recommended CMP strategy, an executive committee 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 and NOACA staff is overseeing the development of this newly created committee. During SFY 2021, bylaws were drafted in order to proceed with establishment of an executive committee. During SFY 2022, it is hoped that establishment of the new committee is achieved. ERPC also serves on the LECT's transportation subcommittee which meets three times a year to discuss and implement strategies relative to transportation items along the LECT.

Product(s):

- Complete Byway Annual Survey Form: April 2022
- Serve on LECT At-large Member Committee and LECT Transportation Subcommittee: Continual
- Assist with the development of an executive committee: Ongoing
- Ascertain data and information gathered from public resources and LECT steering committee to aid in keeping CMP current: Continual
- Participate in Statewide Scenic Byway Program meetings and phone conference calls: Continual
- Assist with development of print materials which includes integrated messaging, brochures, articles, maps, and guides: Continual

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

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

#### ***Element 674.1 Transit Planning Services***

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

Previous Work: The Sandusky Transit System (STS) began operation in 1992 and has operated as a Section 5307 urban transit system providing demand responsive, curb-to-curb advance reservation, and shared ride transportation service. As a result of the 2000 Census, the City of Sandusky, and contiguous surrounding areas met the federal

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

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

Staff will assist STS with marketing efforts such as aiding in preparation/display of transit brochures, announcements, newsletters and research as requested. STS will receive technical and support services from MPO staff in the implementation of its update the Coordinated Transportation Plan (CTP). The CTP is required to be updated every three years and is a requirement for those seeking to apply for 5310 and 5311 funds through ODOT. 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.

**Product(s):**

- Marketing Efforts: As requested by STS
- Serve on Transit Technical Advisory Committee: As requested
- Continue monitoring and updating of the Coordinated Transportation Plan (CTP): 2021
- 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 not limited to, the Americans with Disabilities Act (ADA) of 1990, the Clean Air Act (CAA) and the NEPA.

**Previous Work:** 2021 Capital and Operations Plan

Methodology: STS will continue compiling and assessing the capital needs of the transit system pursuant to the Coordinated Transportation Plan and accessibility standards of the ADA as requested. STS will continue assessing the adequacy of its service provision through third party service provider and other transportation scenarios. STS will continue to monitor its third party service provider to ensure it meets the demands of FAST. In 2020, STS received additional grant funding from an increase in the Ohio Gas Tax. Funds from the tax were utilized towards operations and capital investments.

**Product:** -Capital and Operations Plan: 2022: City of Sandusky staff

***Element 674.3 Specialized Transportation Program***

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

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

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

**Product(s):** -Technical Planning Assistance: Continual  
 -Support efforts to maintain a mobility manager: Continual  
 -Coordinated Plan Review with Coordinated Transportation Plan Steering Committee: Quarterly, or as requested  
 -Update of Coordinated Transportation Plan: Annually, 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 provided insights into capital improvement planning and subsequently improved system efficiency.

**Methodology:** STS will continue preparing service area and financial information and submit the National Transit Database Report pursuant to FTA criteria and guidelines. Service area information will be comprised of the total service

area, service supplied, and the number of vehicles operated in maximum service by vehicle type. Financial information will include the sources of operating funds, summary of operating expenses, sources of capital funds expended and uses of capital funds. The collection of such information will allow State, Federal and local agencies the opportunity to assess service efficiency, cost effectiveness and service effectiveness. All work in Element 674.4 will be completed by STS and paid for by the City of Sandusky General Fund dollars and FTA 5311 Program Planning Funds on a 50/50 basis for operating costs. Costs will be accounted for and documented through the City of Sandusky payroll system.

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

***Subcategory: 697 Annual Reporting – Transportation***

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

***Element 697.1 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: Two editions 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 2021 (winter) and June 2022 (summer)

***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): -2022 AR: June 2022

***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 in early May. The final WP document must be approved by the MPO PC. In addition, a progress report is required to be submitted to document the progress and work completed by staff for each sub-category and products listed. The progress reports are completed once per state fiscal year. This report is submitted to ODOT and FHWA for their review and comment.

Products: -SFY 2021 Annual Progress Report: September 2021  
-SFY 2023 WP Document: May 2022

**SFY 2021**



## **Indirect Cost Rate Proposal**



## **ERIE REGIONAL PLANNING COMMISSION**

### **Introduction**

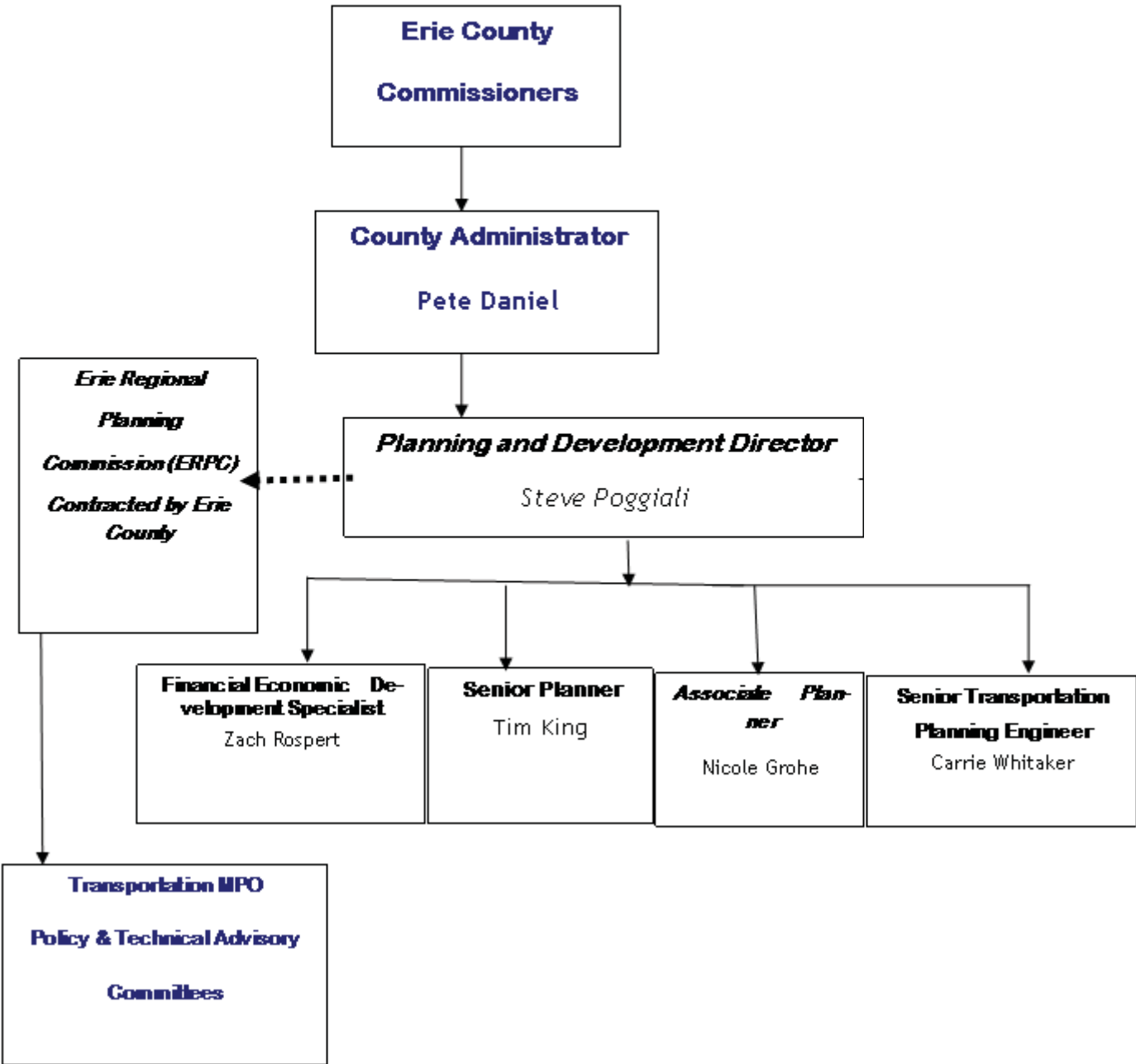
The Erie Regional Planning Commission (ERPC) was established pursuant to Section 713.21 of the Ohio Revised Code (ORC) and a Resolution of Cooperation between various political subdivisions located within Erie County. The ERPC has been responsible for the planning of land use, transportation and community 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 2019 actual costs to establish cost allocations or billings for FY 2021 are allowable in accordance with the requirements of 2 CFR 200, (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*), and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct.

Signature



Print Name

PETE DANIEL

Title

ADMINISTRATOR

Date of Execution

9/22/20



*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 dated September 30, 2020 to establish billing or final indirect costs rates for January 1, 2021 through December 31, 2021 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: September 30, 2020

SFY 2022 COST ALLOCATION PLAN/PROPOSAL						
DIRECT LABOR (LABOR ONLY) - NO FRINGE						
POSITION- EMPLOYEE	MPO	PLANNING/ ERPC	FORMULA & CHIP	OTHER-HUD LEAD	ECO DEV	TOTAL
Director - Poggiali	\$39,860.00	\$29,713.00	\$725.00	\$1,449.00	\$725.00	\$72,472.00
Senior Planner - King	\$15,222.00	\$31,964.00	\$2,537.00	\$1,015.00	\$0.00	\$50,738
Finance/Economic Dev Specialist - Rospert	\$10,063.00	\$15,299.00	\$0.00	\$604.00	\$201.00	\$26,167.00
Associate Planner - Grohe	\$31,214.00	\$3,345.00	\$0.00	\$2,601.00	\$0.00	\$37,160.00
MPO Senior Trans Planner -Whitaker	\$51,938.00	\$1,605.00	\$0.00	\$0.00	\$0.00	\$53,543.00
Admin. Asst. - Vacant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUBTOTAL</b>	<b>\$148,297.00</b>	<b>\$81,926.00</b>	<b>\$3,262.00</b>	<b>\$5,669.00</b>	<b>\$926.00</b>	<b>\$240,080.00</b>
OTHER DIRECT COSTS	\$12,565	\$50,343	\$0	\$0	\$2,000	\$64,908
FRINGE BENEFITS	\$95,993	\$53,030	\$2,111	\$3,669	\$599	\$155,402
INDIRECT COSTS	\$60,947	\$33,670	\$1,341	\$2,330	\$381	\$98,669
<b>SUBTOTAL</b>	<b>\$169,505</b>	<b>\$137,043</b>	<b>\$3,452</b>	<b>\$5,999</b>	<b>\$2,980</b>	<b>\$318,979</b>
<b>TOTALS</b>	<b>\$317,802</b>	<b>\$218,969</b>	<b>\$6,714</b>	<b>\$11,668</b>	<b>\$3,906</b>	<b>\$559,059</b>

WAGE FRINGE BENEFITS		Director - Poggiali	Admin. Asst. - Vacant	MPO Senior Trans Planner - Whitaker	Associate Planner - Grohe	Senior Planner - King	Finance/Economic Dev Specialist - Rospert	TOTALS
	HOURS							
								<b>\$10,966.00</b>
HOLIDAY	88	\$3,730.00	\$0.00	\$2,693.00	\$1,869.00	\$2,674.00	\$0.00	
								<b>\$3,986.00</b>
PERSONAL	32	\$1,356.00	\$0.00	\$979.00	\$679.00	\$972.00	\$0.00	
								<b>\$13,608.00</b>
SICK	90	\$3,814.00	\$0.00	\$2,754.00	\$1,911.00	\$2,734.00	\$2,395.00	
								<b>\$19,077.00</b>
VACATION	(80-160 hrs)	\$6,781.00	\$0.00	\$3,672.00	\$2,548.00	\$6,076.00	\$0.00	
VAC. WKS.		4	4	3	3	5	0	
	<b>SUBTOTALS</b>	\$15,681.00	\$0.00	\$10,098.00	\$7,007.00	\$12,456.00	\$2,395.00	<b>\$47,637.00</b>
		\$72,472.00		\$53,543.00	\$37,160.00	\$ 50,738	\$26,167.00	
	<b>OPERS</b>	<b>MEDICARE</b>	<b>V/C</b>	<b>HEALTH</b>	<b>LIFE</b>			
	14.00%	1.45%	1.30%		\$9.38 month			
Director Poggiali	\$ 12,341.00	\$ 1,278.00	\$ 1,146.00	\$21,898.80	\$112.56			<b>\$36,776.00</b>
Administrative Assistant Rogers	\$ -	\$ -	\$ -	\$0.00	\$0.00			<b>\$0.00</b>
Associate Planner Grohe	\$ 6,183.00	\$ 640.00	\$ 574.00	\$8,205.28	\$112.56			<b>\$15,715.00</b>
MPO Sr Transportation Planner Whitaker	\$ 8,910.00	\$ 923.00	\$ 827.00	\$21,898.80	\$112.56			<b>\$32,671.00</b>
Finance/Economic Dev/MPO Planner Rospert	\$ 3,999.00	\$ 414.00	\$ 450.00	\$0.00	\$0.00			<b>\$4,863.00</b>
Senior Planner King	\$ 8,847.00	\$ 916.00	\$ 822.00	\$10,949.40	\$112.56			<b>\$21,647.00</b>
SUBTOTAL								
	\$ 40,280.00	\$ 4,171.00	\$ 3,819.00	\$ 62,952.00	\$ 450.00			\$111,672.00
					TOTAL WAGE			<b>\$159,309.00</b>



**Erie County Regional Planning Commission SFY 2022 Staff Profile  
and Estimated Percentages, wages, and hours of time allocation**

		<b>MPO 73521</b>											
		Short Range 571000					TIP 571000	Transportation Surveillance 571000			Long Range 571000		
		TOTAL	601.1	601.2	601.3	601.4	602.1	TOTAL	605.1	605.2	TOTAL	610.1	610.2
		8601					8602	8605			8610		
<b>POGGIALI</b>	<b>BDG HRS</b>	342	120	86	68	68	205	86	51	34	171	137	34
<b>POGGIALI</b>	<b>%</b>	20%	7%	5%	4%	4%	12%	5%	3%	2%	10%	8%	2%
<b>POGGIALI</b>	<b>WAGES</b>	\$ 14,494					\$ 8,697	\$ 3,624			\$ 7,247		
<b>POGGIALI</b>													
<b>KING</b>	<b>BDG HRS</b>	167	50	50	50	17	84	167	84	84	84	50	33
<b>KING</b>	<b>%</b>	10%	3%	3%	3%	1%	5%	10%	5%	5%	5%	3%	2%
<b>KING</b>	<b>WAGES</b>	\$ 5,074					\$ 2,537	\$ 5,074			\$ 2,537		
<b>KING</b>													
<b>GROHE</b>	<b>BDG HRS</b>	438	175	88	88	88	263	88	35	53	438	263	175
<b>GROHE</b>	<b>%</b>	25%	10%	5%	5%	5%	15%	5%	2%	3%	25%	15%	10%
<b>GROHE</b>	<b>WAGES</b>	\$ 9,290					\$ 5,574	\$ 1,858			\$ 9,290		
<b>GROHE</b>											2555		
<b>WHITAKER</b>	<b>BDG HRS</b>	403	140	140	70	53	263	263	175	88	578	350	228
<b>WHITAKER</b>	<b>%</b>	23%	8%	8%	4%	3%	15%	15%	10%	5%	33%	20%	13%
<b>WHITAKER</b>	<b>WAGES</b>	\$ 12,315					\$ 8,032	\$ 8,032			\$ 17,670		
<b>WHITAKER</b>											2992.5		
<b>VACANT</b>	<b>BDG HRS</b>	-					-	-			-		
<b>VACANT</b>	<b>%</b>												
<b>VACANT</b>	<b>WAGES</b>	\$ -					\$ -	\$ -			\$ -		
<b>VACANT</b>													
<b>Rospert</b>	<b>BDG HRS</b>	242	61	61	61	61	61	61	36	24	121	61	61
<b>Rospert</b>	<b>%</b>	20%	5%	5%	5%	5%	5%	5%	3%	2%	10%	5%	5%
<b>Rospert</b>	<b>WAGES</b>	\$ 4,026					\$ 1,006	\$ 1,006			\$ 2,013		
<b>Rospert</b>													
<b>TOTALS</b>	<b>BDG HRS</b>	1,591					874	663			1,391		
<b>TOTALS</b>	<b>%</b>												
<b>TOTALS</b>	<b>WAGES</b>	\$ 45,199					\$ 25,846	\$ 19,594			\$ 38,757		
64.73%	<b>IB Cst Ra</b>	\$ 29,257					\$ 16,730	\$ 12,683			\$ 25,087		
41.10%	<b>nd Cost R</b>	\$ 18,576					\$ 10,622	\$ 8,053			\$ 15,928		

*MPO breakdown continued on next page*



		MPO 73521									
		Special Studies	Public Trans. 571000					Annual Report 571000			
		665.1	TOTAL	674.1	674.2	674.3	674.4	TOTAL	697.1	697.2	697.3
		8665	8674					8697			
POGGIALI	BDG HRS	-	68	17	17	17	17	68	17	34	17
POGGIALI	%		4%	1%	1%	1%	1%	4%	1%	2%	1%
POGGIALI	WAGES		\$ 2,899					\$ 2,899			
POGGIALI			0.94					\$ 39,860			
KING	BDG HRS	-	-					-			
KING	%		0%					0%			
KING	WAGES		\$ -					\$ -			
KING			0.55					\$ 15,222			
GROHE	BDG HRS	-	123	35	18	35	35	123	53	53	18
GROHE	%		7%	2%	1%	2%	2%	7%	3%	3%	1%
GROHE	WAGES		\$ 2,601					\$ 2,601			
GROHE			1.46					\$ 31,214			
WHITAKER	BDG HRS	53	53	-	18	18	18	88	35	35	-
WHITAKER	%	3%	3%	0%	1%	1%	1%	5%	2%	2%	
WHITAKER	WAGES	\$ 1,606	\$ 1,606					\$ 2,677	\$ 1		
WHITAKER		1.63	1.71					\$ 51,938			
VACANT	BDG HRS		-					-			
VACANT	%										
VACANT	WAGES		\$ -					\$ -			
VACANT			0					\$ -			
Rospert	BDG HRS	-	61	12	12	24	12	61	12	24	24
Rospert	%		5%	1%	1%	2%	1%	5%	1%	2%	2%
Rospert	WAGES		\$ 1,006					\$ 1,006			
Rospert			0.9					10063			
TOTALS	BDG HRS	53	304					339			
TOTALS	%										
TOTALS	WAGES	\$ 1,606	\$ 8,112					\$ 9,183			
64.73%	IB Cst Ra	\$ 1,040	\$ 5,251					\$ 5,944			
41.10%	nd Cost R	\$ 660	\$ 3,334					\$ 3,774			

ERPC breakdown continued on next page

STAFF	PLANNING	LEAD	IND LABOR	DEV	TOTAL
<b>PERCENTAGES</b>					
Poggiali	41%	2%	0%	2%	100%
King	63%	2.0%	0%	5%	100%
Rospert	16%	3%	30%	1%	100%
Grohe	9%	7%	0%	0%	100%
Whitaker	3%	0%	0%	0%	100%
Vacant	0%	0%	0%	0%	0%
<b>WAGES</b>					
Poggiali	\$ 29,713	\$ 1,449	\$ -	\$ 1,450	\$ 72,472
King	\$ 31,964	\$ 1,015	\$ -	\$ 2,537	\$ 50,738
Rospert	\$ 15,299	\$ 604	\$ 6,038	\$ 201	\$ 32,205
Grohe	\$ 3,344	\$ 2,601	\$ -	\$ -	\$ 37,159
Whitaker	\$ 1,605	\$ -	\$ -	\$ -	\$ 53,543
Vacant	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 81,925</b>	<b>\$ 5,669</b>	<b>\$ 6,038</b>	<b>\$ 4,188</b>	<b>\$ 246,117</b>
<b>HOURS</b>					
Poggiali	701	51	-	17	1,711
King	1,052	117	-	-	1,670
Rospert	194	36	363	12	1,210
Grohe	158	123	-	-	1,750
Whitaker	53	-	-	-	1,751
Vacant	-	-	-	-	1
<b>TOTAL</b>	<b>2,157</b>	<b>327</b>	<b>363</b>	<b>29</b>	<b>8,093</b>

## SFY2022 STAFF PROFILE AND ESTIMATED PERCENTAGE, WAGES and HOURS OF TIME ALLOCATION

FRINGE BENEFITS COST CENTER					
<b>Paid Leave</b>					
Acct. #	Acct. Name				
73511-8498-571100	HOLIDAY	\$12,169.00	\$11,820.96	\$348.04	\$10,966.00
73511-8498-571200	SICK LEAVE	\$14,749.00	\$11,899.28	\$2,849.72	\$13,608.00
73511-8498-571300	VACATION	\$21,302.00	\$24,715.82	(\$3,413.82)	\$19,077.00
73511-8498-571350	PERSONAL	\$4,425.00	\$3,746.05	\$678.95	\$3,986.00
73511-8498-571250	BEREAVEMENT	\$0.00	\$294.56	(\$294.56)	\$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>		\$52,645.00	\$52,476.67	\$168.33	\$47,637.00
<b>Other Fringe Benefits</b>					
Acct. #	Acct. Name				
73511-8498-571600	PERS	\$43,890.00	\$43,584.63	\$305.37	\$40,280.00
73511-8498-571610	HOSPITALIZATION	\$71,098.00	\$56,774.80	\$14,323.20	\$ 63,402.00
73511-8498-571620	MEDICARE	\$4,546.00	\$4,363.06	\$182.94	\$4,171.00
73511-8498-571630	WORKERS COMP	\$4,171.00	\$182.58	\$3,988.42	\$3,819.00
73511-8498-571610	LIFE	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Prior Year Rate Adjustment</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal - Other Fringe</b>		\$123,705.00	\$104,905.07	\$18,799.93	\$111,672.00
<b>TOTAL FRINGE BENEFITS</b>		\$176,350.00	\$157,381.74	\$18,968.26	\$159,309.00
FRINGE BENEFIT COST RATE CALCULATION					
TOTAL FRINGE BENEFITS		<b>A</b>	\$176,350	\$157,382	\$159,309
TOTAL EMPLOYEE WAGES		<b>B</b>	\$268,249	\$265,310	\$246,117
<b>FRINGE BENEFIT COST RATE</b>			<b>65.74%</b>	<b>59.32%</b>	<b>A ÷ B</b>
					<b>64.73%</b>

INDIRECT COST CENTER - NON-LABOR						
Acct. #	Acct. Name					
0	0	\$0.00	\$0.00	\$0.00	\$0.00	
73511-8499-571800	CENTRAL SERVICES COST ALLOCATION*	\$31,280.00	\$31,280.00	\$0.00	\$50,813.00	
73511-8499-571801	OFFICE SUPPLIES	\$8,000.00	\$1,399.86	\$6,600.14	\$ 8,000	
73511-8499-571803	COPIER EXPENSES	\$12,000.00	\$9,685.26	\$2,314.74	\$12,000.00	
73511-8499-571806	DUES AND SUBSCRIPTIONS	\$3,100.00	\$782.00	\$2,318.00	\$2,000.00	
73511-8499-571807	VEHICLE OPERATING EXPENSES	\$2,000.00	\$1,579.50	\$420.50	\$2,000.00	
73511-8499-571805	OTHER MATERIALS AND SUPPLIES	\$2,500.00	\$1,709.27	\$790.73	\$2,500.00	
73511-8499-571826	LEGAL ADVISOR	\$8,000.00	\$2,325.00	\$5,675.00	\$6,000.00	
73511-8499-571800	RENT (NOW INCLUDED IN CENTRAL SERVICE)	\$0.00	\$0.00	\$0.00	\$0.00	
73511-8499-571809	TRAVEL	\$2,000.00	\$547.24	\$1,452.76	\$1,500.00	
73511-8499-579995	COPIER EXPENSES REVOCERED	\$0.00	(\$1,905.68)	\$1,905.68	\$0.00	
73511-8499-579996	FRINGE BENEFIT	\$4,500.00	\$4,252.44	\$247.56	\$3,908.34	
	Prior Year Rate Adjustment	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL INDIRECT COSTS - NON-LABOR		\$73,380.00	\$51,654.89	\$21,725.11	\$88,721.34	
EMPLOYEE WAGES						
Indirect Labor						
Acct. #	Acct. Name					
73511-8400-571001	INDIRECT LABOR	\$7,392.00	\$6,468.56	\$923.44	\$6,038.00	
Subtotal - Indirect Labor		\$7,392.00	\$6,468.56	\$923.44	\$6,038.00	
Direct Labor						
Acct. #	Acct. Name					
73511-8400-571000	ERPC DIRECT LABOR	\$100,168.00	\$105,991.83	(\$5,823.83)	\$78,221.00	
73511-8440-571000	ERPC ED RLF DL	\$1,777.00	\$941.44	\$835.56	\$1,852.00	
73511-8472-571000	ERPC TAX ABATEMENT DL	\$1,777.00	\$180.04	\$1,596.96	\$1,852.00	
73521-8601-571000	MPO SHORT RANGE DL	\$42,854.00	\$37,857.66	\$4,996.34	\$45,199.00	
73521-8602-571000	MPO TIP DL	\$29,692.00	\$29,477.96	\$214.04	\$25,846.00	
73521-8605-571000	MPO TRANS SURV DL	\$18,830.00	\$19,726.48	(\$896.48)	\$19,594.00	
73521-8610-571000	MPO LONG RANGE DL	\$34,180.00	\$29,893.67	\$4,286.33	\$38,757.00	
73521-8674-571000	MPO PUBLIC TRANS DL	\$8,488.00	\$8,570.28	(\$82.28)	\$1,606.00	
73521-8697-571000	MPO ANNUAL REPORT DL	\$8,823.00	\$7,165.75	\$1,657.25	\$8,112.00	
73521-8665-571000	MPO SPECIAL STUDIES	\$5,147.00	\$4,244.60	\$902.40	\$9,183.00	
22511-8410-571000	FORMULA 2019	\$0.00	\$2,604.60	(\$2,604.60)	\$3,262.00	
22540-8440-571000	ED RLF DL	\$0.00	\$1,127.28	(\$1,127.28)	\$0.00	
22720-8472-571000	TAX ABATEMENT DL	\$888.00	\$1,267.01	(\$379.01)	\$926.00	
22730-8473-571000	HOUSING REVOLVING LOAN	\$0.00	\$402.60	(\$402.60)	\$0.00	
22602-8451-571000	LEAD REMOVAL GRANT	\$8,233.00	\$2,305.08	\$5,927.92	\$5,669.00	
22533-8411-571000	CHIP 2017	\$0.00	\$6,275.22	(\$6,275.22)	\$0.00	
22516-8410-571000	FORMULA 2017	\$0.00	\$810.32	(\$810.32)	\$0.00	
Subtotal - Direct Labor		\$260,857.00	\$258,841.82	\$2,015.18	\$240,079.00	
TOTAL EMPLOYEE WAGES		\$268,249.00	\$265,310.38	\$2,938.62	\$246,117.00	

<b>FRINGE BENEFIT COST RATE CALCULATION</b>					
TOTAL FRINGE BENEFITS	A	\$176,350	\$157,382		\$159,309
TOTAL EMPLOYEE WAGES	B	\$268,249	\$265,310		\$246,117
<b>FRINGE BENEFIT COST RATE</b>		<b>65.74%</b>	<b>59.32%</b>	<b>A ÷ B</b>	<b>64.73%</b>
<b>FRINGE BENEFIT COST RECOVERY COMPARISON</b>					
<b>FY 2019</b>					
Should have recovered in fiscal year	+		\$153,545	Actual DL * Actual Fringe Rate	
Amount actually recovered in fiscal year	-		\$170,166	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	=		(\$16,621)		
<b>FRINGE BENEFITS COST DISTRIBUTION</b>					
INDIRECT LABOR FRINGE BENEFITS		\$4,860	\$3,837		\$3,908
DIRECT LABOR FRINGE BENEFITS		\$171,490	\$153,545		\$155,401
<b>TOTAL FRINGE BENEFITS</b>		<b>\$176,350</b>	<b>\$157,382</b>		<b>\$159,309</b>
<b>INDIRECT COST RATE CALCULATION</b>					
INDIRECT LABOR		\$7,392	\$6,469		\$6,038
INDIRECT FRINGE BENEFITS		\$4,860	\$3,837		\$3,908
OTHER INDIRECT COSTS		\$73,380	\$51,655		\$88,721
<b>TOTAL INDIRECT COSTS</b>	<b>A</b>	<b>\$85,632</b>	<b>\$61,961</b>		<b>\$98,668</b>
<b>TOTAL DIRECT LABOR COSTS</b>	<b>B</b>	<b>\$260,857</b>	<b>\$258,842</b>		<b>\$240,079</b>
<b>INDIRECT COST RATE</b>		<b>32.83%</b>	<b>23.94%</b>	<b>A ÷ B</b>	<b>41.10%</b>
<b>INDIRECT COST RECOVERY COMPARISON</b>					
<b>FY 2019</b>					
Should have recovered in fiscal year	+		\$61,961	Actual DL * Actual Indirect Rate	
Amount actually recovered in fiscal year	-		\$84,970	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	=		(\$23,009)		
<b>SUMMARY</b>					
		<b>ESTIMATED</b>	<b>ACTUAL</b>		<b>ESTIMATED</b>
		<b>FY 2019</b>	<b>FY 2019</b>		<b>FY 2021</b>
FRINGE BENEFIT COST RATE		<b>65.74%</b>	<b>59.32%</b>		<b>64.73%</b>
INDIRECT COST RATE		<b>32.83%</b>	<b>23.94%</b>		<b>41.10%</b>
<b>TOTAL OVERHEAD COST RATE</b>		<b>98.57%</b>	<b>83.26%</b>		<b>105.83%</b>

SFY 2022



**BUDGET SUMMARY**

**ERIE COUNTY REGIONAL PLANNING  
SFY2022 BUDGET SUMMARY**

<b>100 ERPC PLANNING SERVICES</b>					
Direct Labor	\$	81,926	\$	81,926	
Fringe Benefits	\$	53,030	\$	53,030	
Indirect Cost	\$	33,670		\$33,670	
Other Cost	\$	50,343	\$	50,343	
Total	\$	218,969	\$	218,969	\$ - \$ -
<b>200 CDBG PROGRAM</b>				CHIP & FORMULA #8411	
Direct Labor	\$	3,262	\$	-	\$ 3,262
Fringe Benefits	\$	2,111	\$	-	\$ 2,111
Indirect Cost	\$	1,341	\$	-	\$ 1,341
Other Cost	\$	-	\$	-	\$ -
Total	\$	6,714	\$	-	\$ 6,714 \$ -
<b>300 HOUSING PROGRAMS</b>					HUD
Direct Labor	\$	5,669	\$	-	\$ 5,669
Fringe Benefits	\$	3,669	\$	-	\$ 3,669
Indirect Cost	\$	2,330	\$	-	\$ 2,330
Other Cost	\$	-	\$	-	\$ -
Total	\$	11,668	\$	-	\$ - \$ 11,668
<b>400 ECONOMIC DEVELOPMENT</b>					
Direct Labor	\$	926	\$	926	
Fringe Benefits	\$	599	\$	599	
Indirect Cost	\$	381	\$	381	
Other Cost	\$	2,000	\$	2,000	
Total	\$	3,906	\$	3,906	\$ - \$ -
<b>500 ECONOMIC DEVELOPMENT</b>					
Direct Labor	\$	-	\$	-	
Fringe Benefits	\$	-	\$	-	
Indirect Cost	\$	-	\$	-	
Other Cost	\$	-	\$	-	
Total	\$	-	\$	-	\$ - \$ -
<b>GRAND TOTAL</b>	<b>\$</b>	<b>241,257</b>	<b>\$</b>	<b>222,875</b>	<b>\$ 6,714 \$ 11,668</b>

601 SHORT RANGE			80%	10%	10%
Direct Labor	\$	45,199	\$ 36,159	\$ 4,520	\$ 4,520
Fringe Benefits	\$	29,257	\$ 23,405	\$ 2,926	\$ 2,926
Indirect Cost	\$	18,576	\$ 14,860	\$ 1,858	\$ 1,858
Other Cost	\$	3,250	\$ 2,600	\$ 325	\$ 325
Total	\$	96,282	\$ 77,024	\$ 9,629	\$ 9,629
602 TRANSPORTATION IMPROVEMENT					
Direct Labor	\$	25,846	\$ 20,678	\$ 2,584	\$ 2,584
Fringe Benefits	\$	16,730	\$ 13,384	\$ 1,673	\$ 1,673
Indirect Cost	\$	10,622	\$ 8,498	\$ 1,062	\$ 1,062
Other Direct	\$	4,367	\$ 3,493	\$ 437	\$ 437
Total	\$	57,565	\$ 46,053	\$ 5,756	\$ 5,756
605 TRANSPORTATION SURVEILLANCE					
Direct Labor	\$	19,594	\$ 15,676	\$ 1,959	\$ 1,959
Fringe Benefits	\$	12,683	\$ 10,147	\$ 1,268	\$ 1,268
Indirect Cost	\$	8,053	\$ 6,443	\$ 805	\$ 805
Other Direct	\$	3,448	\$ 2,758	\$ 345	\$ 345
Total	\$	43,778	\$ 35,024	\$ 4,377	\$ 4,377
610 LONG RANGE TRANSPORTATION PLAN					
Direct Labor	\$	38,757	\$ 31,005	\$ 3,876	\$ 3,876
Fringe Benefits	\$	25,087	\$ 20,069	\$ 2,509	\$ 2,509
Indirect Cost	\$	15,928	\$ 12,742	\$ 1,593	\$ 1,593
Other Direct	\$	1,100	\$ 880	\$ 110	\$ 110
Total	\$	80,872	\$ 64,696	\$ 8,088	\$ 8,088
665 SPECIAL STUDIES					
Direct Labor	\$	1,606	\$ 1,284	\$ 161	\$ 161
Fringe Benefits	\$	1,040	\$ 832	\$ 104	\$ 104
Indirect Cost	\$	660	\$ 528	\$ 66	\$ 66
Other Direct	\$	-	\$ -	\$ -	\$ -
Total	\$	3,306	\$ 2,644	\$ 331	\$ 331



<b>674 PUBLIC TRANSIT</b>						
Direct Labor		\$ 8,112	\$ 6,490	\$ 811	\$ 811	
Fringe Benefits		\$ 5,251	\$ 4,201	\$ 525	\$ 525	
Indirect Cost		\$ 3,334	\$ 2,668	\$ 333	\$ 333	
Other Direct		\$ 200	\$ 160	\$ 20	\$ 20	
Total		\$ 16,897	\$ 13,519	\$ 1,689	\$ 1,689	
<b>697 ANNUAL REPORT</b>						
Direct Labor		\$ 9,183	\$ 7,347	\$ 918	\$ 918	
Fringe Benefits		\$ 5,944	\$ 4,756	\$ 594	\$ 594	
Indirect Cost		\$ 3,774	\$ 3,020	\$ 377	\$ 377	
Other Direct		\$ 200	\$ 160	\$ 20	\$ 20	
Total		\$ 19,101	\$ 15,283	\$ 1,909	\$ 1,909	
<b>TOTAL</b>						
Direct Labor		\$ 148,297	\$ 117,355	\$ 14,668	\$ 14,668	
Fringe Benefits		\$ 95,992	\$ 75,962	\$ 9,495	\$ 9,495	
Indirect Cost		\$ 60,947	\$ 48,231	\$ 6,028	\$ 6,028	
Other Direct		\$ 12,565	\$ 10,051	\$ 1,257	\$ 1,257	
GRAND TOTAL MPO		\$ 317,801	\$ 254,243	\$ 31,779	\$ 31,779	
<b>GRAND TOTAL</b>						
Direct Labor		\$ 240,080				
Fringe Benefits		\$ 155,401				
Indirect Cost		\$ 98,669				
Other Direct		\$ 64,908				
GRAND TOTAL		\$ 559,058				
FRINGE BENEFIT RATE	64.73%					
INDIRECT RATE COST	41.10%					

## 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 2022 Overall Work Program**  
**by Funding Source and Cost Category**

	Transportation				Community Development		
	100% OF BUDGETED COSTS	80% FEDERAL SHARE	10% ODOT SHARE	10% LOCAL SHARE	HUD NSP		
Cost Category		FHWA/FTA			CDBG	Local	Total
		CPG	ODOT	LOCAL	Funds	Funds	Funds
Direct Labor	\$148,297.00	\$118,639.00	\$14,829.00	\$14,829.00	\$8,931.00	\$82,852.00	\$240,080.00
Fringe Benefits	\$95,993.00	\$76,796.00	\$9,598.00	\$9,599.00	\$5,999.00	\$53,410.00	\$155,402.00
Indirect Costs	\$60,947.00	\$48,757.00	\$6,095.00	\$6,095.00	\$5,780.00	\$31,942.00	\$98,669.00
Other Direct Costs	\$12,565.00	\$10,051.00	\$1,257.00	\$1,257.00	\$0.00	\$52,343.00	\$64,908.00
Total	\$317,802.00	\$254,243.00	\$31,779.00	\$31,780.00	\$20,710.00	\$220,547.00	\$559,059.00



## **Title VI Program Review**

# TITLE VI COMPLIANCE QUESTIONNAIRE

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

### General

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

The Erie 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 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, it was written in 2019 and can be found on ERPC's website at:

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

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

Yes, the Title VI Policy was done in 2019 and is located on ERPC's website:

<https://www.eriecounty.oh.gov/Downloads/Public%20Notice%20Title%20VI.pdf>

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

Yes, there is a written compliant procedure by request or at:

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

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

Yes, there is a compliant form located at:

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

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

Yes, please see questions 5 and 6.

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

ERPC has not received any complaints or been involved in any lawsuits pertaining to 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. ERPC passed the last Title VI assurance in Resolution form in April of 2020 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 non-discrimination 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- Yes, located within ERPC upon request

- iii. Title VI complaint forms in public buildings
- iv. Title VI complaint forms at public events
- v. Title VI policy posted on your website-yes
- vi. Title VI Program Plan posted on your website-yes
- vii. Other (Please explain)

### Public Involvement

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

Yes, it was updated in 2019. <https://www.eriecounty.oh.gov/DownloadableDocuments.aspx>

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

- i. Neighborhood and community paper advertisements- Yes, see 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.



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

18. Are you familiar with the LEP language assistance Safe Harbor threshold?

Yes

19. Does your organization have an LEP Plan and/or a Language Assistance Plan (LAP)? If so, please provide the website link or attach a copy.

No, there is not an LEP plan in place yet. Staff is working on the plan as time allows and as suggested by ODOT staff.

20. Has your organization identified vital documents that need to be made available in languages other than English? If so, describe how that need is being addressed.

Not at this time.

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

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

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

ERPC has never received a language assistance request.

Title VI Training

24. Who provides Title VI training to your staff?

- i. ODOT staff-yes
- ii. Title VI Coordinator
- iii. Other (Please explain)

25. How often are Title VI trainings conducted?

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

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

In the spring of 2020 Ms. Grohe attended the Title VI for Local Public Agencies.

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 2045 Long-Range Plan and the PIP-See Attachments D and F.

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

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

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

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

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

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

31. Does your organization track demographic information of participants in its transportation planning program public involvement events?

During the update of the 2018 Coordinated Transportation Plan update ERPC did track certain demographic groups as required. This process is not normally followed when conducting outreach for other transportation planning programs. Attendance is taken at these meetings, but specific demographic information is not requested. The plan is reviewed annually, with a full plan review required every three years. Staff would be willing to collect additional information if it is needed.

#### Technical Assistance

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

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

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. A standardized plan template for Public Involvement, Limited English Proficiency and Title VI Plans would be a great help.

## Carrie Whitaker

**From:** Andrew.Shepler@dot.ohio.gov  
**Sent:** Monday, March 29, 2021 10:56 AM  
**To:** Carrie Whitaker  
**Subject:** RE: ERPC SFY 2022 Work Plan - Draft

Hi Carrie:

I have a few additional comments on ERPC's draft work program that I posted to the sharepoint site. The two comments are:

Budget Tables:

- Page 63 - There is a duplicate of work element 665 on page 62 and 63.

665 SPECIAL STUDIES					
Direct Labor	\$	1,606	\$	1,284	\$ 161
Fringe Benefits	\$	1,040	\$	832	\$ 104
Indirect Cost	\$	660	\$	528	\$ 66
Other Direct	\$	-	\$	-	\$ -
Total	\$	3,306	\$	2,644	\$ 331

Direct Labor	\$	1,606	\$	1,284	\$	161	\$	161
Fringe Benefits	\$	1,040	\$	832	\$	104	\$	104
Indirect Cost	\$	660	\$	528	\$	66	\$	66
Other Direct	\$	-	\$	-	\$	-	\$	-
Total	\$	3,306	\$	2,644	\$	331	\$	331

- The CPG Budget is lower than what is in the work program initiation letter. Was that intentional?
  - o Initiation Letter says: Federal: \$254,241 State/Local: \$31,780
  - o UPWP says: Federal:\$246,880 State/Local:\$30,857
  - o Under programming of \$9,207

Let me know if you have any questions.

Thanks,  
Andrew

**Andrew Shepler**

*Transportation Planner*

ODOT Office of Statewide Planning & Research

1980 W. Broad Street, Columbus, Ohio 43223

614.466.2348

[transportation.ohio.gov](http://transportation.ohio.gov)



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**From:** Carrie Whitaker <CWhitaker@eriecounty.oh.gov>

**Sent:** Wednesday, March 3, 2021 10:46 AM

**To:** Shepler, Andrew <Andrew.Shepler@dot.ohio.gov>

**Cc:** Carmen Stemen <carmen.stemen@dot.gov>; Eikenberry, Thomas <Thomas.Eikenberry@dot.ohio.gov>; Hostin, Juana <Juana.Hostin@dot.ohio.gov>; McKenzie, Stewart (FTA) <Stewart.Mckenzie@dot.gov>; Steve Poggiali <SteveP@eriecounty.oh.gov>; Nicole Grohe <NGrohe@eriecounty.oh.gov>; Schafrath, Mike <Mike.Schafrath@dot.ohio.gov>

**Subject:** RE: ERPC SFY 2022 Work Plan - Draft

Hi Andrew-

Please find attached ERPC's revised draft SFY 2022 Work Plan that incorporates comments received from the US DOT.

These documents have also been uploaded to the ODOT extranet site.

Thank you,

Carrie Whitaker, P.E.  
Erie County Regional Planning Commission  
Metropolitan Planning Organization  
2900 Columbus Avenue  
Sandusky, OH 44870  
419-627-7652

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**From:** [Andrew.Shepler@dot.ohio.gov](mailto:Andrew.Shepler@dot.ohio.gov) [<mailto:Andrew.Shepler@dot.ohio.gov>]

**Sent:** Monday, February 22, 2021 3:37 PM

**To:** Carrie Whitaker <CWhitaker@eriecounty.oh.gov>

**Subject:** FW: ERPC SFY 2022 Work Plan - Draft

Hi Carrie:

Please see attached for USDOT's comments on ERPC's draft work program.

Thanks,  
Andrew

**Andrew Shepler**

*Transportation Planner*

ODOT Office of Statewide Planning & Research  
1980 W. Broad Street, Columbus, Ohio 43223  
614.466.2348  
[transportation.ohio.gov](http://transportation.ohio.gov)



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**From:** Stemen, Carmen (FHWA) <[carmen.stemen@dot.gov](mailto:carmen.stemen@dot.gov)>

**Sent:** Monday, February 22, 2021 3:23 PM

**To:** Shepler, Andrew <[Andrew.Shepler@dot.ohio.gov](mailto:Andrew.Shepler@dot.ohio.gov)>



**Cc:** Hostin, Juana <[Juana.Hostin@dot.ohio.gov](mailto:Juana.Hostin@dot.ohio.gov)>; Eikenberry, Thomas <[Thomas.Eikenberry@dot.ohio.gov](mailto:Thomas.Eikenberry@dot.ohio.gov)>; McKenzie, Stewart (FTA) <[Stewart.Mckenzie@dot.gov](mailto:Stewart.Mckenzie@dot.gov)>  
**Subject:** RE: ERPC SFY 2022 Work Plan - Draft

Andrew,

Having completed our review of the draft of the ERPC SFY 2022 Work Plan, I have placed joint DOT comments in the ERPC Work Plan folder on the ODOT extranet site (they are also attached).

We are requesting documentation of the resolution of comments by the MPO. Please return resolution of comments to me in advance of ERPC's adoption of final work program. Thanks so much. -Carmen

Respectfully,

***Carmen M. Stemen***

Carmen M. Stemen, MUP  
Planning and Environment Specialist  
FHWA Ohio Division  
200 N. High St., Rm. 328  
Columbus, OH 43215  
(614) 280-6848 / Cell. (614) 578-6256  
[e-mail: Carmen.Stemen@dot.gov](mailto:Carmen.Stemen@dot.gov)

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**From:** [Andrew.Shepler@dot.ohio.gov](mailto:Andrew.Shepler@dot.ohio.gov) <[Andrew.Shepler@dot.ohio.gov](mailto:Andrew.Shepler@dot.ohio.gov)>

**Sent:** Wednesday, February 17, 2021 1:50 PM

**To:** Stemen, Carmen (FHWA) <[carmen.stemen@dot.gov](mailto:carmen.stemen@dot.gov)>; juana.hostin dot.ohio.gov <[juana.hostin@dot.ohio.gov](mailto:juana.hostin@dot.ohio.gov)>; [Thomas.Eikenberry@dot.ohio.gov](mailto:Thomas.Eikenberry@dot.ohio.gov); McKenzie, Stewart (FTA) <[Stewart.Mckenzie@dot.gov](mailto:Stewart.Mckenzie@dot.gov)>

**Subject:** FW: ERPC SFY 2022 Work Plan - Draft

**CAUTION:** This email originated from outside of the Department of Transportation (DOT). Do not click on links or open attachments unless you recognize the sender and know the content is safe.

All:

Attached is ERPC's draft SFY22 work program for review. Please let me know if you have any questions or comments.

Thanks,  
Andrew

**Andrew Shepler**

*Transportation Planner*  
ODOT Office of Statewide Planning & Research  
1980 W. Broad Street, Columbus, Ohio 43223  
614.466.2348  
[transportation.ohio.gov](http://transportation.ohio.gov)



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**From:** Carrie Whitaker <[CWhitaker@eriecounty.oh.gov](mailto:CWhitaker@eriecounty.oh.gov)>

**Sent:** Wednesday, February 17, 2021 1:25 PM

**To:** Shepler, Andrew <[Andrew.Shepler@dot.ohio.gov](mailto:Andrew.Shepler@dot.ohio.gov)>

**Cc:** Schafrath, Mike <[Mike.Schafrath@dot.ohio.gov](mailto:Mike.Schafrath@dot.ohio.gov)>; Steve Poggiali <[SteveP@eriecounty.oh.gov](mailto:SteveP@eriecounty.oh.gov)>; Nicole Grohe <[NGrohe@eriecounty.oh.gov](mailto:NGrohe@eriecounty.oh.gov)>; Zachary Rospert <[ZRospert@eriecounty.oh.gov](mailto:ZRospert@eriecounty.oh.gov)>

**Subject:** ERPC SFY 2022 Work Plan - Draft

Hi Andrew,

Please find attached ERPC's Draft WP for SFY 2022. The document has also been uploaded to the ERPC Work Plan folder on the ODOT extranet site.

Thank you,

Carrie Whitaker, P.E.  
Erie County Regional Planning Commission  
Metropolitan Planning Organization  
2900 Columbus Avenue  
Sandusky, OH 44870  
419-627-7652

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## **ERPC (Sandusky) SFY22 Work Program – USDOT Comments**

FHWA Planner: Carmen Stemen

FTA Planner: Stewart McKenzie

USDOT requests documentation of resolution of comments. Please return resolution of comments to FHWA and FTA planner in advance of MPO adoption of final work program.

### **Specific Comments**

Overall, there were no major issues with the draft work program and ERPC has effectively incorporated and supported the ODOT emphasis areas for the SFY 2022 Work Programs.

### **Specific Comments**

- Public Involvement Process (PIP) Policy, pp. 15-16
  - ERPC's Public Involvement Process (PIP) Policy section is one of the best written that I have seen. Their emphasis on "promoting an active role" for all members of the public, and "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." is exemplary and could easily serve as a best practice example for other MPOs.
  - ERPC should add text describing their efforts in expanding their public involvement process from the impacts of public health emergency in 2020 and the need for virtual forms of outreach and communication.
- Category 400 Economic Development
  - ERPC is commended for the variety and breadth of its efforts using various state and local economic development programs, its Revolving Loan Fund, Tax Increment Financing, Enterprise Zone Program, and Community Reinvestment Areas, to work with businesses, developers, and the local communities to create economic opportunities for individuals and businesses in the region.
- Element 601.3 Environmental Justice and Public Involvement Policy, pp 31-32
  - See comment above.
- Element 601.4 Active Transportation Program
  - ERPC is commended for continuing to support and promote active transportation (walking, biking and other non-motorized methods), and supports ODOT Walk.Bike.Ohio implementation in administering an active transportation program.
- Element 605.1 Surveillance System
  - ERPC is commended for its surveillance system, especially its Location Based Response System to enhance locating crashes accurately within a GIS framework.
- Element 697.2 Annual Report (AR)
  - ERPC is commended for its Annual Report to document the activities and issues with respect to traffic, transit, paratransit and the overall urban transportation planning process.

- Title VI Questionnaire
  - ERPC has a placeholder page but the questionnaire was not included in the document file. May have been accidentally not included? [The Title VI questionnaire and ERPC Title VI plan have been included with this revised draft work plan.](#)
- Element 674.2 Capital Planning
  - Please provide clarification (or a correction) for the Capital and Operations Plans under Previous Work (plan for 2019) and Product (plan for 2020). The federal team questions why the previous work does not cover a plan for 2021 and the product for this year is not a plan for 2022? [Staff has corrected the text regarding the Capital and Operations Plan replacing it with the correct date of 2021. Under products, staff also added the 2022 Capital and Operations Plan replacing the erroneous listed date.](#)
- Category 674: Public Transportation-Sandusky Transit System
  - The Federal Review Team offers a general commendation on Category 674: Public Transportation-Sandusky Transit System. The content and breakdown of Elements is informative and organized and is one of the better transit write-ups reviewed. It appears that ERPC has a good working relationship with ODOT and the Sandusky Transit System. The coordination amongst the parties for planning documents and the process in general, is well documented.

**Erie Regional Planning Commission**

**Work Program Comments**

**ODOT Office of Transit – Juana Hostin**

**February 22, 2021**

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After reviewing the FY 2022 Draft Work Program for the Erie Regional Planning Commission, I have the following comments:

Work Element 674 Transit Planning Services

- Sandusky Transit System is rural transit agency receiving FTA 5311 funds. I have no comments or questions on this work element. Transit is well-incorporated throughout the Erie County planning process, planning services, capital planning, specialized transportation, and transportation system efficiency.

c: Steve Poggiali, ERPC