



EASTGATE

Regional Council of Governments

FISCAL YEAR 2021

UNIFIED PLANNING WORK PROGRAM

May 1, 2020

Title VI/Non-Discrimination Policy

It is Eastgate's Policy that all recipients of federal funds that pass through this agency ensure that they are in full compliance with Title VI and all related regulations and directives in all programs and activities.

No person shall, on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of Eastgate's programs, policies, or activities.

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EASTGATE REGIONAL COUNCIL OF GOVERNMENTS

Serving Northeast Ohio since 1973

The Eastgate Regional Council of Governments is a multipurpose Regional Council of Governments for Ashtabula, Mahoning and Trumbull Counties, as established by Section 167.01 of the Ohio Revised Code. Eastgate is the agency designated or recognized to perform the following functions:

- Serve as the Metropolitan Planning Organization (MPO) in Mahoning and Trumbull counties, with responsibility for the comprehensive, coordinated, and continuous planning for highways, public transit, and other transportation modes, as defined in Fixing America's Surface Transportation Act (FAST Act) legislation.
- Perform continuous water quality planning functions in cooperation with Ohio and U.S. EPA.
- Provide planning to meet air quality requirements under FAST Act and the Clean Air Act Amendments of 1990.
- Administration of the Economic Development District Program of the Economic Development Administration.
- Administration of the Local Development District of the Appalachian Regional Commission.
- Administration of the State Capital Improvement Program for the District 6 Public Works Integrating Committee.
- Administer the area clearinghouse function, which includes providing local government with the opportunity to review a wide variety of local or state applications for federal funds.
- Administration of the Clean Ohio Conservation Funds
- Administration of the regional Rideshare Program for Ashtabula, Mahoning, and Trumbull Counties.
- With General Policy Board direction, provide planning assistance to local governments that comprise the Eastgate planning area.

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INTRODUCTION

Roles and Responsibilities

The United States Department of Transportation requires every metropolitan area with a population over 50,000 to have a designated Metropolitan Planning Organization (MPO) to qualify for receipt of federal highway and transit funds. Eastgate Regional Council of Governments is the designated MPO for Mahoning and Trumbull counties in the Youngstown OH, PA Metropolitan Area. To maintain the certifiable transportation planning process required by the federal government as a precondition for receipt of federal transportation funding, Eastgate must at a minimum produce and manage three major products:

1. Metropolitan Transportation Plan (MTP)

This product provides a long range (at least 20-year) perspective of existing and projected transportation system capabilities, needs, and associated objectives, as well as recommended policies and actions to meet these objectives. It provides the framework for guiding federally-funded planning and investment decision-making in the region. The MTP must be updated at least every four years.

2. Unified Planning Work Program (UPWP)

This product programs federally-funded transportation planning activities that further develop the policies and actions contained in the MTP into concept-level projects and programs. The UPWP allocates funding for both specific planning projects and on-going programmatic activities. The UPWP is updated annually.

3. Transportation Improvement Program (TIP)

This product identifies and schedules the specific transportation improvements in the region that will receive federal funding over the next four-to-five years. Projects included in the TIP emerge from infrastructure needs identified by member agencies and are often informed by recommendations developed through UPWP-funded initiatives. The development of the TIP occurs on a bi-annual basis with an update occurring during the corresponding year.

In addition to these requirements, Eastgate responds to other government mandates and guidelines such as the Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and Environmental Justice considerations.

The Eastgate UPWP was prepared in conformance with the provisions as defined in Federal regulations 23 CFR Part 450, Planning Assistance and Standards, of the Federal Highway Administration and the Federal Transit Administration, and is consistent with local, state, and federal objectives and policies. Eastgate, through its OPWP, annually develops and documents all Eastgate's transportation related planning activities, work strategies, planning programs, products, and the financial and functional responsibilities of all participating agencies and transportation staff within a given program year. The core planning program activities are financed through the Ohio Consolidated Planning Grant (CPG). The CPG is financed with a combination of FHWA metropolitan planning (PL) and Federal Transit Agency (FTA) 5303 planning funds.

The UPWP projects and programs reflect the priorities and direction of the region as represented

by the goals and objectives of the MTP. It does this in the larger context of the guidelines set forth in the Fixing America's Surface Transportation (FAST) Act, the current federal surface transportation legislation enacted in 2015. The FAST Act builds off and supports the previous legislation, Moving Ahead for Progress in the 21st Century, or MAP-21. The FAST Act largely continues the performance-based planning initiatives set forth in MAP-21 while keeping intact many of the planning provisions of previous surface transportation legislation.

According to part 23 CFR 450.306(b) of the FAST Act:

"The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; (see Task 610)
2. Increase the safety of the transportation system for motorized and non-motorized users; (see Task 601)
3. Increase the security of the transportation system for motorized and non-motorized users; (see Tasks 610, 665)
4. Increase accessibility and mobility of people and freight; (see Tasks 601, 602, 610, 610.01)
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; (see Tasks 610, 610.01)
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; (see Tasks 602, 610, 610.01)
7. Promote efficient system management and operation (see Tasks 601, 610, 665)
8. Emphasize the preservation of the existing transportation system (see Tasks 601, 602, 610)
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and (see Tasks 601, 602, 610)
10. Enhance travel and tourism. (see Task 610)

The current MTP identifies the following six goals and associated objects that reflect local and regional priorities within the context of the planning factors identified in MAP-21 and the FAST Act:

1. Economy
 - a. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
 - b. Promote consistency between transportation improvements and planned growth and economic development patterns.
2. Mobility
 - a. Increase accessibility and mobility for people and freight.
3. Resilience
 - a. Protect and enhance the environment.
 - b. Promote energy conservation.
 - c. Improve quality of life for the community.
4. Safety
 - a. Increase the safety of the transportation system for motorized and nonmotorized users.
5. System Performance
 - a. Emphasize the preservation of the existing transportation system.
 - b. Increase the security of the transportation system for motorized and non-motorized users.

- c. Promote efficient system management and operation.
- 6. Technology
 - a. Enhance the integration and connectivity of the transportation system for all modes.

In addition, the UPWP addresses FHWA and FTA Planning Emphasis Areas by advancing the implementation of FAST Act requirements (namely, those related to performance-based planning and programming), promoting cooperation and coordination across MPO boundaries, and identifying connectivity gaps in access to essential services.

Summary of Recent Accomplishments

The following brief narratives describe the major accomplishments and related planning activities occurring during Fiscal Year 2020.

Projects addressing major transportation initiatives, including:

- Phase I SMART² Build Grant Implemented
- Belmont Avenue Corridor Plan Completed
- Regional Safety Plan
- FY2021-FY2024 TIP Development

Activities addressing management of the existing transportation system, including:

- Pre-construction travel time study for various corridor and intersection projects
- Post-construction travel time study for various corridor and intersection projects
- Congestion management database maintenance
- Updated list of road diet candidates
- Formatting of PCR data for asset management, community reports and road paving inventory
- Multimodal network assessment
- Memos on intercity travel, alternative fueling locations, tourism events, infrastructure resiliency
- Corridor planning launched
- Annual list of projects
- TIP performance measures
- DriveOhio board member
- Warren parking study
- Future of Transportation visioning

Transit-related projects, including:

- Transit Regionalism
- Coordination
- Transit Development Program

Regional Data development and support activities, including:

- Title VI Brochure
- Citizen profile
- Property tax analysis

Activities addressing management of the existing transportation system, including:

- Involvement with Mahoning and Trumbull counties Safe Community Committees, OVI Task Forces, and fatality/safety crash reviews.
- Involvement with ODOT District 4 and ODOT Central "safety problem locations and congestion hot spots"
- Maintenance of current and historic crash data and safety performance measures
- Maintaining traffic counting program and online maps
- Air quality forecasts and education
- Continuation of Gohio Commute platform
- Continuation of Connected Communities
- FY2018-2021 TIP updated as necessary
- Review ITS components of TIP projects
- Quarterly newsletter
- Annual meeting, updates at TAC, CAB, GPB

Regional Data development and support activities, including:

- Transportation Modal

Over the next several Work Programs, Eastgate will begin the process of developing the 2050 MTP to comply with federal requirements that may result from the outcome of the FAST ACT. Listed below are some of the areas of concentration for the FY21 Work Program.

TRANSPORTATION

In transportation planning, some of the priorities that will be addressed in FY 2021 include:

1. Work in partnership with FHWA, FTA, ODOT, and transit providers on integrating performance measures and target setting techniques.
2. Add System Performance Reports as required to *2040 Metropolitan Transportation Plan Update*.
3. Where applicable align 2050 MTP with the new Statewide Transportation Plan, Access 2045
4. Eastgate will update Title VI, Environmental Justice, and Limited English Proficiency maps as required in appropriate documents.
5. Eastgate will continue to develop a two county Transportation Asset Management Plan (TAMP)
6. Eastgate will work with and prepare a Road Safety Audit and Road Diet reports for selected locations.
7. Eastgate will continue its role as part of the Ohio Statewide Urban Congestion Mitigation and Air Quality (CMAQ) Committee to oversee the Ohio Statewide Urban CMAQ Program. Eastgate will monitor its CMAQ projects to meet all project milestone activities on schedule and within budget and will continue to refine the program and establish the next funding round.
8. Eastgate will continue its Maintenance Monitoring and Oversight Program for the two-

county area using Eastgate's MPO Transportation Alternative Program (MTAP) projects.

9. Eastgate will oversee the MTAP projects selected and approved in June 2019, attend public meetings and reviews through completion of the project.
10. Eastgate will continue travel time and delay studies to monitor the performance along corridors with signal projects. Expand performance measures for congested intersections.
11. Eastgate will continue to bring the public and all Eastgate members up to date air quality forecasts based on meteorological data and monitor readings of and particulate matter within the region in collaboration with STI.
12. Eastgate will continue its traffic counting program throughout Fiscal Year 2020 for various communities and agencies, including requests for intersection signal studies, and counts for the State Capital Improvement Program applications.
13. Eastgate will continue its ongoing GIS system coordination and collaborative efforts and outreach with various GIS user groups: ARC, RTPPO, the GIS Users of Northern Ohio (GUONO); the Appalachian Ohio Geospatial Data Partnership (AOGDP), and to the Ohio Mid-Eastern Government Association (OMEGA) GIS staff
14. Eastgate will continue to coordinate, collaborate, and implement transit strategies resulting from the updates of the Coordinated Public Transit-Human Services Transportation Plan and TAM for the bi-state region.
15. Eastgate will continue to work with the transit grantees to implement FTA programs under Section 5307/5340, 5339, and the 5310 Programs.

Relationship to Previous and Impending Programs

TRANSPORTATION

The agency will maintain adequate and orderly progress in satisfying the joint planning regulations of the Federal Highway Administration and the Federal Transit Administration.

Eastgate will continue to coordinate its basic transportation planning tasks with other areas of concern including economic development, energy conservation, and environmental programs.

Prospectus

The agency will utilize the methodologies and policies identified in the current Prospectus which was submitted and approved to ODOT during FY2019. Eastgate has reviewed the current Metropolitan Planning rules and the requirements of FAST-ACT as well as corresponding legislation and guidelines concerning the organizational relationships necessary for conducting the region's urban transportation planning process.

UNIFIED PLANNING WORK PROGRAM

The following work elements describe the FY 2020 Transportation Planning Work Program of the agency. In addition, the funding source, responsible agency tables, and FY 2020 activity sequence chart are presented.

WORK ELEMENTS INCLUDED IN THE COST ALLOCATION PLAN

The following work elements are included in the annual Cost Allocation Plan as Indirect Costs:

1040.01	General Administration
1040.02	Fiscal Management
1040.03	Newsletter
1040.04	Annual Report Brochure
1040.05	General Policy Board, Finance Committee, Technical Advisory Committee
1040.06	Citizens Advisory Board
1040.07	Overall Work Program
1040.08	Intergovernmental Review
1040.10	Technical Program Management
1040.11	Intergovernmental Coordination

ODOT Work Effort: The ODOT Office of Technical Services provides computer and personal services in the areas of traffic forecasting, traffic count data and other technical data. ODOT District 4 provides ongoing liaison with Eastgate through a district representative. Eastgate also closely coordinates its planning efforts with the Offices of Planning, Programming, Aerial Engineering, Public Transportation, and other offices as required.

FY 2021 WORK PROGRAM ELEMENTS

601 SHORT RANGE PLANNING

Description: The identification and analysis of near-term transportation problems/needs and the development of recommended solutions. Eastgate is tasked with monitoring and evaluating the levels of traffic congestion in the region and will continue to ensure that safety and crash reduction strategies become an integral part of the congestion management process (CMP). Staff will recommend and assist communities in implementing strategies to reduce congestion, improve traffic operations, emphasize transportation systems operations, promote non-pavement capacity improvements and management, and integrate "SMART" congestion management objectives, including advocacy for intelligent transportation systems.

Purpose:

- Ensure interoperability between the many layers of safety/congestion strategies.
- Continue to conduct performance-based studies along corridors and intersections using metrics to determine the effectiveness of projects.
- Collect roadway information to locate potential corridors where existing multilane corridors can be transformed into a safe roadway that serves multiple modes of transportation.
- Eastgate will coordinate all crash database activity with ODOT which includes mapping and the GIS Crash Analysis Tool (GCAT).
- Aid member communities to support traffic safety and operational improvements.
- Using Eastgate's latest Regional Safety Plan, select a high accident location on a local roadway and perform a Road Safety Audit.
- Eastgate will continue its ongoing involvement with Mahoning and Trumbull Counties - Safe Community Committees, OVI Task Forces, and fatality/safety crash reviews.
- Eastgate will continue to participate in the review of ODOT District 4 and ODOT Central "safety problem locations and congestion hot spots."

Previous Work:

- Development of the 2019 Congestion Management Process Report. The report documents the status of regional roadway congestion based on the most recent data available.
- Perform pre-construction study for various corridor and intersection projects programmed in the Transportation Improvement Program.
- Regional Safety Plan
- Distracted Driving studies
- Road Diet Information Guide
- Glenwood Avenue Road Diet study
- Alcohol crash reports
- Accident summary reports

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Congestion Management Process	X	X	X	X
2. Congested corridor and intersection pre/post monitoring				X
3. Highway Safety Management	X	X	X	X
4. Bike and Ped Safety	X	X	X	X

Methodology:

Product 1: Congestion Management Process

Ownership: Stephen Zubyk

- Congestion Management database maintenance
- Review the 2019 congestion management plan and adjust the stated objectives, performance measures, and congestion mitigation strategies, if necessary
- Identify and Recommend Strategies to Address in the Eastgate Area
- Coordinate Congestion Management Process (CMP) strategies and investments with Eastgate's MTP, TIP and corridor plans.

Product 2: Congested corridor and intersection pre/post monitoring

Ownership: Stephen Zubyk

- Perform pre/post construction study for various corridor and intersection projects programmed in the Transportation Improvement Program.
- Studies consist of performance monitoring by determining total vehicle delay, level of service, or other measures.

Product 3: Highway Safety Management

Ownership: Grant Taylor/Ed Davis

- Continue its ongoing involvement with Mahoning and Trumbull Counties - Safe Community Committees, OVI Task Forces, and fatality/safety crash reviews.
- Continue to participate in the review of ODOT District 4 and ODOT Central "safety problem locations and congestion hot spots."
- Eastgate will review and update safety performance measures each year.
- Eastgate will coordinate crash data with ODOT which includes mapping, statistics and the GIS Crash Analysis Tool (GCAT).
- Eastgate will continue to track crash trends at safety project locations to determine if the project performed as expected.
- Eastgate will use the Regional Safety Action Plan developed in partnership with ODOT to identify a candidate for a road safety audit.
- Eastgate will choose a high priority location which has a sponsor willing to be an active participant.
- A committee of diverse members will give feedback during the process. Conclusions from the report will be presented to ODOT District 4 for potential Highway Safety Improvement Program funds
- Develop a mini yearly update to the safety plan that provides updated data from the last three years and displayed on an interactive online interface.
- Develop a section of the website to host all information about the Priority Locations list including links to crash reports, an interactive map of the locations, and information about funding.
- Updating the Alcohol Related Accidents Report and look into developing similar products based on the crash data as well as rebranding the report to the Alcohol Related Accident Profile.

Product 4: Bike and Pedestrian Safety

Ownership: Grant Taylor

- Research and Apply for funding to develop a Bike and Pedestrian Study
- Research the data behind the bike and pedestrian safety to develop small fact sheets and prepare for a larger study and enhance other Bike and Pedestrian projects.

Budget: Category 601 - \$154,095

602 TRANSPORTATION IMPROVEMENT PROGRAM

PID 105728: Highway and Transit Improvement Program Development/Regional Transportation Planning

Description: The development, monitoring, and revision of the biennial Transportation Improvement Program (TIP) and project delivery activities associated with projects included in the 4-year program of transportation system improvements. Eastgate is required to prepare a Transportation Improvement Program (TIP) for our study area that meets the requirements of the Fixing America's Surface Transportation Act (FAST Act). The TIP must be consistent with Eastgate's 2040 MTP Update and local transportation and transit plans. This document provides a financially feasible TIP and depicts the regional priorities for fiscal year 2021 - 2024 federal fund expenditure. When approved by the Governor, the FY 2021 - FY 2024 TIP will become part of Ohio's State Transportation Improvement Program (STIP).

Purpose:

- To update when necessary the FY 2021 - FY 2024 Transportation Improvement Program (TIP) and to continue the 3 C Transportation Planning Process within the context of regulations and mandates outlined in FAST ACT.
- Maintain progressive open communications with state, local project sponsors, local public agencies (LPA), transit providers, and the public to facilitate administrative planning activities for all multi-modal transportation projects from inception of an improvement to completion.
- Meet TIP project milestone activities and preserve fiscal constraint for highway and transit projects.
- Continue its role as part of the Ohio Statewide Urban Congestion Mitigation and Air Quality (CMAQ) Committee to oversee the Ohio Statewide Urban CMAQ Program.
- Creatively integrate transportation facilities into their surrounding communities and the natural environment.
- Incorporate Transportation Performance Management (TPM) in the TIP consistent with federal rulemaking and in coordination with ODOT and public transportation providers.
- Implement SMART2 Build Grant award in partnership with other organizations on the Build Team Committee.

Previous Work:

- Development and maintenance of all previous TIPs for highway and transit projects including planning files and ODOT programming reports for all projects.
- Maintain continuous cross-verification with Ellis for all highway and transit projects listed within TIP.
- Maintain ODOT MPO/Large City Capital Program reports summaries that are reconciled with the available obligation authority for highway and transit elements.
- Assist the statewide committee in approving funding for potential CMAQ projects for inclusion into the TIP.
- Monthly status reports to TAC; project and sponsor meetings between ODOT and Eastgate are held quarterly for all sponsors that are using either the ODOT Stage Reviews or the LPA process; transit authority coordination with local providers are ongoing.
- Developed, adopted and/or revised Eastgate policies to initiate funding caps for all locally sponsored projects using STBG/CMAQ/TAP funding.
- Expanded public involvement procedures to meet current planning regulations as required.

- Process ongoing TIP amendments for highway and transit as required, utilize highway and transit performance measures, and prepared fiscal constraint analysis for highway projects and transit capital improvement projects.
- Development of performance targets consistent with FAST Act to better assess the Transportation Improvement Program.
- Initial performance targets were set to assure adequate management of funds.
- Complete FY 2021-FY 2024 TIP to show all projects that were added to the TIP or sold since the completion of the FY 2019 TIP Update
- Complete FY 2019 Federal Obligation Report by compiling all projects that received federal funding in FY 2019.

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. FY 2021-2024 TIP Management	X	X	X	X
2. FY 2021-2024 TIP Update				X
3. Implement SMART2 Build Grant	X	X	X	X
4. Transportation Alternative Program		X		

Methodology:

Product 1: FY 2021-2024 TIP Management

Ownership: Stephen Zubyk

- Maintain the 2021-2024 TIP to ensure programs and projects reflect current funding levels, schedule and scope.
- Deliver the Eastgate capital programs through sponsor coordination, public involvement and Committee and Board action.
- Complete FY 2020 Federal Obligation Report by compiling all projects that received federal funding and report to Technical Advisory Committee.
- Agency review of Funding Policies and Restrictions to determine its applicability to current conditions.
- Quarterly meetings between the project sponsors, ODOT, and Eastgate are held as a means of monitoring the progress and fiscal constraint of the established program.
- Fiscal constraint will be maintained by each respective Program Manager, Highway and Transit, respectively, for all project sponsors identified within the TIP.
- Eastgate will maintain a public involvement process that insures that citizen input into the TIP and MTP development process satisfies the legislative provisions of FAST ACT.
- Coordinate with ODOT District 4 and local project sponsors to establish FY 2022 Lockdown list of projects.
- Incorporate transportation performance management into the TIP to reflect federal, state, and regional priorities. Evaluate and adopt TIP prioritization and investment strategies toward achievement of adopted measures and targets.
- Where applicable align TIP with the new Statewide Transportation Plan, Access 2045
- Complete performance targets report for FY 2021 to assure adequate management of funds.

Product 2: Update of FY2021-FY2024 TIP

Ownership: Stephen Zubyk

- Draft and Final Report

Product 3: Implement SMART2 Build Grant Award

Ownership: Stephen Zubyk

- Assist as a member of the SMART2 project team to assure proper completion of projects identified in the SMART2 network
- Coordinate with project management team to oversee various subcommittees to assure tasks are completed to stay on schedule throughout SMART2 project implementation
- Participate on autonomous shuttle / DriveOhio subcommittee to assure autonomous shuttles are ready for implementation along a data-supported route upon completion of construction work on downtown street
- Participate on streetscape / technology subcommittee to guide and coordinate the style, placement, and accessibility of streetscape investments consistently with other concurrent public place improvements
- Participate on finance / other funding subcommittee to leverage additional investments to enhance scope and ensure maintenance of assets

Product 4: Transportation Alternative Program

Ownership: Stephen Zubyk

- Oversee TAP projects selected, reviews through completion of the projects
- Review Policy and Procedures Methodology for approval of TAP projects

Budget: Category 602 - \$160,000

605 CONTINUING PLANNING - SURVEILLANCE

Description: Maintenance of basic data files or input to other aspects of the ongoing transportation planning process. Eastgate collects and maintains data for transportation planning throughout Mahoning and Trumbull Counties. The data, in either spreadsheet or GIS format, is used to monitor, evaluate, and analyze a variety of transportation programs including transportation studies and modeling. Having accurate data for current and future planning allows Eastgate and local communities to make the best possible decisions for the transportation network. Assist communities in developing a sustainable paving program that will maintain an acceptable level of pavement condition.

Purpose:

- Perform traffic counts on local roads and maintain traffic count database
- Maintain current and projected demographic and economic data at the traffic zone level
- Create a Transportation Asset Management Plan for local communities
- Collect and process pavement condition data and present to communities

Previous Work:

- Traffic counting
- Functional Class changes/revisions
- Independent Variables for 2040 Transportation Model
- Asset Management framework
- Pavement Condition Summary Reports for communities
- Collection and mapping of paved roads for communities
- Work with NOACA to create individual Pavement Condition Needs Assessment for communities

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Traffic Counting Program	X	X	X	X
2. Independent Variables	X	X	X	X
3. Pavement condition Summary Reports			X	X

Methodology:

Product 1: Traffic Counting Program

Ownership: Jeff Gollner

- Traffic counts for local communities
- Traffic counts for HPMS locations
- Traffic counts for corridors and intersections being studied
- Electronic traffic count map on webpage

Product 2: Independent Variables

Ownership: Jeff Gollner

- Collect demographic data from Census
- Collect economic data from Quarterly Census of Employment and Wages
- Project demographic and economic data to horizon years for MTP
- Adjust traffic zones when needed

Product 3: Pavement Condition Summary Reports

Ownership: Ed Davis

- Analyze Pavement Condition Rating for Functional Class Roads
- Process and clean data into different format
- Create individual reports for each community

Budget: Category 605 - \$79,047

605.01 GIS DATA COLLECTION AND MANAGEMENT

Description: Provide geographic information systems (GIS) technical assistance and data management for agency transportation projects and planning.

Purpose:

- Continue to support Eastgate staff with GIS technical assistance on transportation planning activities
- GIS database maintenance and Eastgate GIS user group
- Continue to update Eastgate’s GIS files for better usability and accessibility
- Continue to enhance and refine the GIS sections of Eastgate Website

Previous Work:

- Assist staff on specific GIS data/mapping/analysis needs: Transportation Planning, Freight Mapping, Safety Data for Reports, Bicycle/Pedestrian Mapping, TIP Mapping, LRTP Mapping
- Coordination with MVGIS meetings/agendas/presentations
- Maintained Geodatabase data storage adding new data as needed

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Update/maintain GIS data on Eastgate's network	X	X	X	X
2. Provide GIS assistance on transportation planning, environmental planning, programing, ect. projects	X	X	X	X
3. Continue to expand and improve Eastgate's website presence	X	X	X	X

Methodology:

Product 1: Update/maintain GIS data on Eastgate’s network

Ownership: Jeff Gollner

- Produce GIS data for agency planning needs
- Continue to maintain GIS data and file structure
- Identify GIS data needs and create/modify/update features

Product 2: Provide GIS assistance on planning programs

Ownership: Jeff Gollner

- Create GIS data/maps for specific projects
- Continue to help with data/mapping needs for agency projects
- Assist all staff with day-to-day GIS data/mapping/analysis needs
- Provide technical assistance to all staff as needed
- GIS analysis and socioeconomic data collection from various sources to support Eastgate’s internal work products and external requests.

Product 3: Continue Eastgate GIS website improvements

Ownership: Jeff Gollner

- Continue to improve website functionality
- Add data to website as needed
- Add downloadable GIS data

Budget: Category 605.01 - \$91,055

605.02 AIR QUALITY PROGRAM – PID 101877

Description: MPO’s have significant technical responsibilities for assessing air quality considerations in transportation planning, including demonstrating conformity of transportation plans, programs, and projects with air quality emission reduction goals. Performance of the transportation system with respect to environmental implications, including air quality and climate change is a key component of the performance-based planning and investment decision making process.

Purpose:

- Increase the awareness of a link between ground level ozone and particle pollution and the related health effects on individuals
- Encourage behavioral transportation changes away from single occupancy vehicle use
- Generate support for voluntary strategies to help improve the region’s air quality and traffic congestion
- Maintain a voluntary air quality advisory day program that will help meet goals for reducing traffic congestion and improving air quality within the region

Previous Work:

- Public Involvement Processes for conformity determinations of Long-Range Transportation Plans and Transportation Improvement Programs
- Reporting of Air Quality Advisory Days to local media
- Daily ozone and PM 2.5 forecasts
- Development and maintenance of the MahoningValleyAir.org webpage dedicated to local air quality issues
- Development and maintenance of an air quality app that can be downloaded by smart phone users to obtain daily forecast information
- Maintaining a voluntary emission reduction program that relies on the actions of individuals or other parties for achieving emissions reductions
- Sustaining public outreach efforts to reduce traffic congestion and improve air quality, the agency provides daily forecasts and educational materials throughout the year

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Ozone and PM2.5 Outreach	X	X	X	X
2. Air Quality Marketing	X	X	X	X
3. Contract Services			X	

Methodology:

Product 1: Ozone and PM 2.5 Outreach

Ownership: Justin Mondok

- Maintain the MahoningValleyAir.org webpage and mobile app
- Daily Ozone and PM 2.5 forecasts
- Notification of Air Quality Advisory Days to local media and the public

Product 2: Air Quality Marketing

Ownership: Justin Mondok

- Production of marketing materials, such as: videos, audio clips, pamphlets, flyers, digital information graphics, etc.
- Advertising to inform the public of useful air quality information via various means such as: radio, tv, print media, internet, and social media

Product 3: Contract Services

Ownership: Justin Mondok

- Acquire consultant through the RFP process to perform technical functions of the Air Quality Program

Budget: Category 605.02 - \$190,000

610 CONTINUING PLANNING – DEVELOPMENT AND DOCUMENTATION

Metropolitan Transportation Plan (MTP)

Description: Eastgate is required to prepare an MTP under 49 USC 5303(i). This plan must identify how the metropolitan area will manage and operate a multi-modal transportation system to meet its goals and objectives through performance-based planning over a twenty-year horizon. The *2040 MTP Update* was approved by Eastgate’s General Policy Board July 30th, 2018. In early 2019, Eastgate was informed that it should revert from a five to four-year planning period for the MTP and therefore the 2050 MTP will be completed by FY 2023.

Purpose:

- To develop a twenty-year horizon plan for a multimodal system and to continue the 3C Transportation Planning Process within the context of regulations and mandates outlined in the FAST Act.
- To recommend and implement the UPWP and TIP.
- Maintain progressive open communications with state, local project sponsors, local public agencies (LPA), transit providers, and the public to facilitate administrative planning activities for all multi-modal transportation projects from inception of an improvement to completion.
- Incorporate Transportation Performance Management (TPM) in the TIP consistent with federal rulemaking and in coordination with ODOT and public transportation providers.
- Monitor overall work program efforts as they relate to the implementation of the development of the 2050 MTP
- Coordinate Eastgate overall work program efforts associated with the gradual development of the next long-range transportation plan
- Continue visioning and project identification efforts

Previous Work:

- Adoption and implementation of 2040 MTP Update.
- Creation of planning factor reports.
- Visioning for the future’s transportation network.
- Evaluation of transportation legislation policy to inform future decision-making.

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Monitor 2040 MTP Update for Fast Act planning factors	X	X	X	X
2. Development of 2050 MTP	X	X	X	X
3. Corridor Planning	X	X	X	X
4. Continued Development of Performance Measures	X	X	X	X
5. Access Ohio 2045 Implementation	X	X	X	X

Methodology:

Product 1: Monitor 2040 MTP Update for FAST Act planning factors.

Ownership: Justin Mondok

- Update information on TPM adoption as amended
- TMP performance reports
- Revise planning factors annually to address changes in the metropolitan area’s transportation network:
 - Eastgate’s vision and goals

- Asset management activities
- Congestion management process
- Freight planning
- Intelligent Transportation System planning
- Multimodal planning
- Transit Planning
- Project planning
- Safety planning
- Security planning
- Resiliency and Tourism planning
- Environmental Justice
- Outreach and public involvement

Product 2: Development of 2050 MTP

Ownership: Justin Mondok

- Evaluate goals of 2040 MTP Update
- Participate in visioning opportunities for the future of mobility such as DriveOhio
- Maintaining and updating the Eastgate planning area CUBE transportation model and necessary data variables
- Modifying scenario planning tools to reflect needs of transportation network
- Anticipating scenarios to apply to 2050 MTP planning process
- Preparing corridor plans to identify future projects
- Revising parking analyses of central business districts
- Perform transportation needs assessment
- Evaluate Regional Freight study
- Where applicable align 2050 MTP with new Statewide Transportation Plan, Access 2045

Product 3: Corridor Planning

Ownership: Justin Mondok

- Improve the viability and performance of the region's transportation system network.
- Selection of a corridor between one and five miles in length
- Gather transportation planning process variables such as land use and travel demand
- Create a vision for the corridor that will include an inventory of existing conditions, a transportation improvement plan, and implementation plan.

Product 4: Continued Development of FAST Act Performance Targets

Ownership: Eastgate Staff

- Transportation Plan System Performance reports – 23 CFR 450.324(f)(4)
- TIP progress toward targets achievement documentation/quantification – 23 CFR 450.326(d)
- SFY 2021 Annual MPO Safety targets

Product 5: Access Ohio 2045 Implementation

- Assist ODOT with implementing near term AO45 Strategies/Initiatives
- Partner with and champion ODOT's effort to implement AO45

Budget: Category 610 - \$187,970

610.01 Planning Grant

Description: Define the transportation cohesiveness between multimodal transportation systems and local land use objectives that achieve the regional transportation goals. Aid municipalities with the creation of planning documents that support improvements in traffic flow, safety, and overall efficiency of the transportation system. Provide city governments with planning resources to achieve community visions as related to transportation and land use needs that promote future economic growth.

Purpose:

- Increase active transportation options to connect people and places
- Promote Complete Street principles to create vibrant and safe places for all users
- Leverage transportation projects to develop places which support active transportation and complete streets through land use and design
- Preserve existing infrastructure (Capital Improvement Plan)
- Support economic development
- Enhance quality of life in the Mahoning Valley

Previous Work:

- First planning grant was awarded during FY 2018
- The grant program was created by adapting successful programs from other agencies to meet Eastgate's community needs
- A scoring committee comprised of Eastgate member agencies made the recommendation to Eastgate's General Policy Board for approval.

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Project Completion Review	X	X	X	X
2. Planning Grant Program review and Improvement	X	X		

Methodology:

Product 1: Project Completion Review

Ownership: Justin Mondok

- Eastgate staff will continue to work with the grant recipients to ensure the planning process continues to progress.

Product 2: Planning Grant program review and improvement

Ownership: Justin Mondok

- Eastgate will request feedback from all involved in the program to take suggestions for improvement
- Upon receiving feedback, the planning grant document will be revised and prepared for the next grant round

Budget: Category 610.01 - \$7,754

625 SERVICE

Description: Dissemination of transportation planning support information and technical guidance for member communities and agency partners.

Purpose:

- Improve public awareness regarding the agency's transportation planning and technical assistance activities.
- Disseminate the best use of existing and future transportation planning data to member communities within Eastgate's study area, including circulation of multi-modal motorized and non-motorized planning materials to public agencies and private individuals outside the study area, upon request.

Previous Work:

- Provided mapping services upon request
- Provide individualized GIS training and assistance
- Provide instruction to membership communities
- Staff provides data for Conceptual Project Descriptions [CPDs] to ODOT District 4 for various mainline and cross road sections located on the state's highway system
- Eastgate has provided planning data and technical guidance to various public agencies on a continuing basis
- Eastgate created a GIS user group, Mahoning Valley GIS Partnership, to enable GIS staff in the region to regularly discuss ongoing GIS activities and to promote regionalism and data sharing
- GIS Users of Northern Ohio (GUONO)
- Eastgate is also a voting charter member of the Appalachian Ohio Geospatial Data Partnership (AOGDP)
- Eastgate assisted the Ashtabula County Commissioners with GIS transit demographic mapping, transit schedule mapping and brochures
- Provide ongoing transit technical assistance
- Eastgate, in conjunction with ODOT Office of Transit, continues to assist Ashtabula with Phase I of the Vision of Coordinated Transportation in Ashtabula County.

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Data for use by others	X	X	X	X
2. Conceptual Project Description	X	X	X	X
3. GIS system coordination	X	X	X	X

Methodology:

Product 1: Data for use by others

Ownership: Eastgate Staff

- Eastgate maintains a comprehensive collection of planning data for the study area. Toward fulfillment of the cooperative aspect of the transportation planning process, Eastgate makes the contents of its data files available to all political subdivisions in the area, as well as to all interested agencies, business concerns, and citizens.
- Mapping services will be provided to member communities upon request. Services include general base maps, accident mapping, transit mapping, current and historical aerials, generalized existing land use maps, lake/river ports, airports, sidewalk and pedestrian inventories, intermodal rail, bikeways and bicycle suitability.

Product 2: Conceptual Project Descriptions

Ownership; Eastgate Staff

- For Conceptual Project Descriptions [CPDs] to ODOT District 4, staff identifies the functional classification, existing ADTs [by year] and existing LOS for each proposed project.
- Using unadjusted data from Eastgate's forecast model computer runs, staff supplies the forecasted ADTs and forecasted LOS, and verifies if the project is identified in the MPO LRTP, MPO TIP, and if there are any MPO Safety Concerns or any other MPO issues that should be noted.

Product 3: GIS system coordination

Ownership: Eastgate Staff

- The 2010 Census Data for the Urbanized Area Boundaries for the Eastgate area includes Mercer County, Pennsylvania
- GIS coordination will be exchanged between Mercer County and Eastgate.
- Eastgate will continue to chair the Mahoning Valley GIS Partnership
- Keep involved and up-to date with statewide GIS initiatives through URISA, and provide GIS guidance for member communities.
- To serve as a resource for members, Eastgate will prepare materials for transportation planning purposes

Budget: Category 625 - \$45,278

667 GOHIO COMMUTE PROGRAM – PID 101879

Description: Activities and assistance to help individuals and organizations form carpools, vanpools, and other shared ride arrangements for increasing vehicle occupancy rates and decreasing regional vehicle miles of travel. To process and disseminate ridesharing information to people living and working in Mahoning, Trumbull, and Ashtabula counties. Outreach promotion to large employers, and annually review Rideshare emission factors to meet CMAQ criteria.

Purpose:

- To reduce the number of single occupancy vehicles by promoting the use of other transportation modes
- To improve the region's air quality and reduce traffic congestion
- To make ride-matching easier by helping commuters find partners, log travel, earn rewards and track savings.
- To effectively monitor the success of the new platform through user registration counts, employer participation, emissions reduced and health benefits.

Previous Work:

- User Satisfaction Survey
- Training with AMATS and NOACA partners
- Eastgate launched Gohio Commute in partnership with the members of the OARC Air Quality and Rideshare Subcommittee
- Gohio commute database updates and administration

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Gohio Commute Platform	X	X	X	X
2. Eastgate Emissions Reduction			X	X
3. Marketing and Outreach			X	X

Methodology:

Product 1: Gohio Commute Platform

Ownership: Justin Mondok

- Eastgate will facilitate the new online system by engaging large employers, municipalities, schools, and commuters.
- Staff will field inquiries from the public and assist them in creating accounts, finding and securing matches, logging trips, etc.
- Staff will manage content on the platform, including logos, user communications, surveys

Product 2: Eastgate Emissions Reduction Analysis - CMAQ Program Activity

Ownership: Justin Mondok

- An estimated emissions reductions analysis will be used to document reductions in hydrocarbons (HC) and nitrogen oxides (NOx) for the Eastgate area. Accomplished by using the new system's built in emissions reduction reporting and analysis tools.

Product 3: Marketing and Outreach

Ownership: Justin Mondok

- Promotion of the Gohio commute program will focus on education of the new system's capabilities and how it can best benefit the users.
- Eastgate will promote the new system through various advertising outlets and PSAs, as well as the agency's web page, social media, and newsletters.
- Creation of Marketing and outreach strategy

Product 4: Partner with District 4 to locate/construct Park-N-Ride lots

Ownership: Luke Reuberger

- Explore new locations for potential Park-N-Ride lots throughout Mahoning and Trumbull Counties

Budget: Category 667 - \$60,000

670 Highway Exclusive (Census)

Description: Process data releases, maintenance of 2010 Census Transportation Planning Data and transportation files, and assist in data dissemination to Eastgate's Boards and Committees, the public, and to other agencies. Census data is used to analyze specific community needs, target specific areas to promote alternative transportation programs, develop work trip information, and to evaluate current and future demographics for transportation needs on a regional basis.

Purpose:

- Provide Communities with latest Census Data
- Use Census Data to improve transportation planning process
- Provide Communities with latest Census Programs

Previous Work:

- Provide Demographic Data Community profiles to communities
- Environmental Justice Maps

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Census Management			X	X
2. Census Development	X	X	X	X
3. Census Program	X	X	X	X

Methodology:

Product 1: Census Management

Ownership: Jeff Gollner

- Download and Organize Latest Census Data – 2nd half

Product 2: Census Development

Ownership: Jeff Gollner

- Create Demographic Data Community Profiles
- Create EJ Maps

Product 3: Census Programs

Ownership: Jeff Gollner

- Lead 2020 Census Participant Statistical Area Program (PSAP) – Throughout year

Budget: Category 670 - \$66,040

674 TRANSIT

Description: Activities and assistances to develop, monitor, analyze, and improve mass transit services and systems including the development of short and long-range plans and programs to improve operational efficiencies and forecast the need for capital improvements. Specialized Transportation Program (SRP), as authorized by the Federal Transit Administration (FTA), 49 USC Section 5310. This program is intended to enhance mobility for seniors and persons with disabilities by providing FTA Section 5310 funding to serve the needs of transit-dependent populations beyond the traditional public transportation services and Americans with Disabilities Act (ACT) complementary paratransit services for Mahoning and Trumbull Counties.

Purpose:

- To provide technical assistance and regional collaboration with the Western Reserve Transit Authority (WRTA) the "Designated Recipients" of FTA Section 5307 Program.
- Agency will continue to document and support coordination and collaboration of transit planning activities with TCTB, the "Authorized Designated Recipients" for the OH portion of the urban area formula allocations of FTA Section 5310 Program.
- Eastgate will continue to assist communities with details on the availability of transportation services and collect documentation supporting ongoing efforts to coordinate, and to incorporate transportation strategies derived from the Coordinated Public Transit and Human Service Transportation Plans for the UZA.
- Eastgate will collaborate with FTA, ODOT Office of Transit, and transit agencies regarding the development and integration of performance measures and Transit Asset Management (TAM) requirements in accordance with FAST ACT.

Previous Work:

- Assisted ODOT Office of Transit by updating their active Section 5310 vehicle inventories operating in Mahoning and Trumbull Counties under ODOT's previous STP program.
- Monitored ODOT's Section 5310 vehicle assets and program requirements.
- Performed and submitted to ODOT Office of Transit annual vehicle condition assessments on a minimum of one third of ODOT's active vehicles.
- Updated and submitted to ODOT Office of Transit the vehicle inventories of the Designated Recipients operating in Mahoning and Trumbull Counties under MAP-21 Section 5310 program.
- Maintain continuous support to the transit systems on the implementation of the FTA Section 5310 Program under Map-21.
- Provided technical assistance to develop the Program Management Plans (PMP) for the Section 5310 Program under Map-21.
- Coordinated and attended meetings on the transit designations for the FTA Section 5310 Program in the Youngstown, OH-PA Urban Area.
- Attended workshops to update the Coordinated Public Transit - Human Services Transportation Plan for Mahoning, Mercer, and Trumbull County.
- Prepared and submitted Designation documents and supporting resolutions to WRTA, TCTB, ODOT Office of Transit, and FTA for the Section 5310 Program under Map-21.
- Attended transit coordination meetings with Mahoning and Trumbull Counties.

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. STP Compliance Certification Reports to ODOT Office Of Transit			X	X
2. Maintain and review vehicle inventory	X	X	X	X
3. Transit Coordination Meetings for Section 5310	X	X	X	X

Methodology:

Product 1: STP Compliance Certification Reports to ODOT Office Of Transit

Ownership: Mirta Reyes-Chapman

- Eastgate will continue to monitor and maintain data collection on active vehicles under ODOT's Specialized Transportation Program.
- Perform annual vehicle condition assessments on a minimum of one third of ODOT's active STP vehicles and/or agencies and report vehicle condition ratings to ODOT Office of Transit.
- Submit the Compliance Certification Reports to the Office of Public Transit and deliver rating summaries to Eastgate Committee and Boards.

Product 2: Maintain and review vehicle inventory of "Designated Recipients" of FTA Section 5310 Program for program compliance and TAM requirements.

Ownership: Mirta Reyes-Chapman

- Eastgate will maintain a current inventory of the Designated Recipient's Section 5310 vehicles.
- Agency review of the Section 5310 Program for compliance of the PMP and serve on selection review committee for grant awards by Designated Recipients.
- Conduct annual reviews of Section 5310 capital assets included in WRTA and TCTB Transit Asset Management Plan (TAM).
- Eastgate will continue to provide support to coordinate transportation services with transit agencies designated to administer the FTA Section 5310 Program for their designated regions for Mahoning and Trumbull Counties.

Product 3: Transit Coordination Meetings for Section 5310 Designated Recipients

Ownership: Mirta Ryes-Chapman

- Agency will continue to attend coordination meetings and transit planning activities with TCTB, the "Authorized Designated Recipients" for the Section 5310 Program under Fast ACT.

Budget: Category 674 - \$116,571

674.01 Transit Development Program

Description: Eastgate prepares the TDP annually in cooperation with WRTA and TCTB to document ongoing transit planning activities in Mahoning and Trumbull Counties. The TDP serves as a short-range transit planning document that covers a five-year planning horizon. Eastgate will assist the transit systems with ongoing projects needing technical assistance.

Purpose:

- Eastgate will prepare a five-year Transit Development Program to include WRTA and TCTB short range transit systems planning initiatives.
- Developed and documented WRTA and TCTB capital transit assets for inclusion into Eastgate's TDP.
- The TDP plan includes existing or proposed routes, outlines route descriptions and changes, mapping of transit service areas and routes, documents annual ridership, and incorporates operating and capital budgets, fiscal constraint analysis, and other transit variables.
- Eastgate will continue to coordinate transit planning activities with WRTA, TCTB, FTA, ODOT, FHWA, and local officials to meet federal requirements within the context of FAST Act.
- In collaboration with Trumbull County Transit Eastgate will develop a Transit Rider's Guide.

Previous Work:

- Developed and maintained all previous Transit Development Programs.
- Completed the FY2020-2024 Transit Development Program.
- Documented public transit goal, objectives, and operational standards.
- Updated and mapped route changes, annual ridership, and funding resources for WRTA and TCTB five-year planning horizon.
- Updated and mapped WRTA and TCTB transit service area.
- Conducted a five-year fiscal constraint analysis for transit projects included in the TDP.
- Identified and included WRTA and TCTB short range capital improvements into the TIP, MTP, and TAM Plans.
- Reviewed and incorporated WRTA and TCTB five-year capital needs into Eastgate's 2040 MTP.
- Conduct current and future assessments of Transit Security Capital Needs.
- Updated the Youngstown OH-PA Urban Area Boundary Maps.

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. FY 2021 - FY 2025 TDP				X

Methodology:

Product 1: FY2021 - 2025 TDP

Ownership: Mirta Reyes-Chapman

- In-cooperation with the WRTA and TCTB the TDP identifies and documents each transit systems: Goal and Objectives, Mapping, Operational Standards, Ridership trends, Future Routes and Plans, Identify Capital Projects, Bi-State urban area history.

Budget: Category 674.01 - \$35,771

675 WRTA Planning Activities

Description: The WRTA maintains and conducts their own transit planning activities utilizing WRTA's FTA Section 5307 planning dollars and coordinates these activities with Eastgate, ODOT, and other transportation systems in Eastgate's planning region.

Purpose/Product:

- The WRTA will provide documentation to Eastgate on all transit planning activities using FTA Section 5307 Planning dollars.
- The WRTA will continue to coordinate transit planning activities with TCTB, FTA, ODOT, FHWA, and local officials to meet federal requirements within the context of FAST Act.
- The WRTA will review its service of fixed routes to determine the effectiveness of each route and make modification as needed, reviewed quarterly.
- The WRTA will submit its PTMS data to ODOT annually (February each year).
- The WRTA will file its National Transit Database Report annually (April each year).
- The WRTA will update its Transit Asset Management Plan annually.

Previous Work: WRTA continually monitors fixed route and special services and adjusts these services as appropriate. In addition, WRTA staff along with Consultants prepared the Title VI, National Transit Database, fixed route updates, paratransit plan updates, and other reports annually. WRTA works closely with Eastgate, ODOT, and various other Mahoning and Trumbull county jurisdictions on a variety of projects in any given year.

Methodology:

All work done on this item will be completed by WRTA staff along with the support of a Consultant with funding through 5307 funds and WRTA's dedicated local tax revenue.

1. Operating data and performance characteristics in the development of various internal management reports and reports required by the federal government will be reviewed. Based upon the performance analysis, specific route changes will be developed and implemented.
2. General or specialized analytical studies required to prepare any plans for WRTA are conducted. This plan will provide policy development guidance and a framework for decision-making; highlight public/private partnership; and position WRTA to respond to future challenges and to capitalize on future opportunities.
3. General or specialized analytical studies will be conducted which lead to the preparation of a WRTA capital improvement program planning document.
4. General or specialized studies which identify barriers to seamless public transportation usage among the region's public transportation systems will be conducted.

5. Coordination with Eastgate and the selection of projects are both described more fully in the associated multi-party agreements, memoranda of understanding and Eastgate Funding Policy Guidelines.

Budget Category: 675

Work Element	Description	FTA Section 5307 Federal	Local	Total Project Cost
675	WRTA Planning Activities	\$96,000	\$24,000	\$120,000

697 Transportation Program Reporting

Description: Includes the preparation of reports and documents that facilitate communication of the transportation related issues to the region's transportation stakeholders.

Purpose:

- To provide reasonable opportunities for interested parties to comment on the content of the LRTP and TIP prior to federal approval, and to reach a more diverse population, increase stakeholder awareness to regional transportation issues and strengthen public input to the 3-C Transportation Planning Process.

Previous Work:

- Quarterly newsletters with special editions for specific programs.
- TIP newsletters
- Eastgate staff participated in YSU's Transportation Career Day.

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Public Outreach	X	X	X	X
2. Public Engagement, Outreach and Interaction	X	X	X	X
3. Eastgate Events	X	X	X	X
4. Graphic Design	X	X	X	X

Methodology:

Product 1: Public Outreach

Ownership: Eastgate Staff

- Eastgate will use a combination of the following techniques to enhance public involvement in the transportation planning process, as well as inform the public of all agency projects and programs:
 - Social Media
 - Internet web site
 - Paid Advertising
 - Press Releases
 - Attend Community meetings
 - Transportation Fairs and Activities
 - County Fairs

Product 2: Public Engagement, Outreach and Interaction

Ownership: Eastgate Staff

- Public Outreach Plans
 - Transportation Improvement Plan
 - Bike and Ped Plan
 - Eastgate Corridor Planning
 - Air Quality Public Outreach and Engagement
 - Project specific public meetings
- Staff Speaking Engagement Planning
 - Planning Conferences
 - Community groups
 - Member communities request

Product 3: Eastgate Events

Ownership: Eastgate Staff

- Eastgate Annual Meeting
- Lunch and Learn Meeting Series
- Conference Sponsorships

Product 4: Graphic Design

Ownership: Eastgate Staff

- Produce PowerPoint Presentations, signage, displays, report graphics, social media graphics, publications, ads, legal notices, posters, etc.
- Produce a yearly Annual Report

Budget: Category 697 - \$117,822

697.01 PROGRAM ADMINISTRATION and AGENCY COMPLIANCE

Description: This project provides for oversight of staff and overall CPG-funded project implementation in a way that is consistent with requirements. It serves to ensure that the agency complies with all laws and regulations regarding Title VI of the Civil Rights Act of 1964, records management requirements, certification requirements and other compliance issues. It also includes support for Board and Committee meetings, including taking minutes, facilitating public comments and other related activities.

Purpose:

- Assure compliance with applicable federal and state laws and regulations governing the operation of a metropolitan planning organization
 - To ensure compliance with Title VI of the Civil Rights Act and related nondiscrimination requirements, including those pertaining to Environmental Justice
 - To preserve public records and make them available upon request
- Provide increased accountability, transparency and improve compliance with the letter and spirit of metropolitan planning law and federal guidance
- Assist with work of the Eastgate General Policy Board and Committees
- Manage staff, provide training opportunities, conduct ongoing performance evaluations
- Ensure that Eastgate meets and exceeds all state and federal requirements regarding the continuing, cooperative and comprehensive (3-C) planning process

Previous Work:

- FY 2016 Federal Certification Review Process
- FY 2016 records Retention and Destruction Policy
- Organizing transportation-related files and folders to an electronic document management system
- FY 2019 Eastgate Prospectus
- FY 2018 Title VI Program and subsequent management activities
- Annual performance evaluation

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. Title VI of the Civil Rights Act and related nondiscrimination statutes	X	X	X	X
2. Meeting coordination, agendas, and materials	X	X	X	X

Methodology:

Product 1: Title VI of the Civil Rights Act and related nondiscrimination statutes

Ownership: Mirta Reyes-Chapman

- Coordinate with federal agencies, ODOT, and other state agencies on the MPO planning process, Title VI compliance and public records requirements
- Comply with required reporting for state and federal laws and regulations
- Produce reports, resolutions, policies, recommendations, etc. As needed to fulfill compliance and MPO operation responsibilities
- Work with staff to raise awareness of nondiscrimination issues and policies, and assist with staff training, public involvement, DBE activities and other nondiscrimination activities
- Assist with ADA analysis and transition plans, as needed.

Product 2: Meeting coordination, agendas, and materials

Ownership: Eastgate Staff

- Develop agendas and materials for General Policy Board and Committees
- Review and edit Board and Committee materials
- Plan and facilitate staff meetings and training
- Provide staff support for Board and Committees, including meeting minutes, audio/video support and direct assistance to Board and Committee members.

Budget: Category 697.01 - \$28,016

697.02 UNIFIED PLANNING WORK PROGRAM

Description: Provide direction and support for Eastgate directors staff in the development of the next work program and the budget and completion of activities in the current FY UPWP

Purpose:

- To ensure development of Eastgate's next FY UPWP, completion report for previous FY UPWP, and monitor progress for current FY

Previous Work:

- SFY UPWP, budgets and completion report for previous years
- SFY 2020 UPWP and budget

Product, Core Functions	Completion Schedule			
	1st Qrt	2nd Qrt	3rd Qrt	4th Qrt
1. FY 2020 ODOT UPWP Completion Report		X		
2. FY 2021 UPWP and Budget Management	X	X	X	X
3. SFY 2022 UPWP and Budget Development			X	X

Methodology:

Product 1: FY 2020 ODOT UPWP Completion Report

Ownership: Ken Sympson

- Work with staff to develop year end UPWP completion report, which assesses progress made and funding used in FY 2020.

Product 2: FY 2021 UPWP and Budget Management

Ownership: Ken Sympson

- FY 2020 quarterly review of UPWP progress
- Conduct internal assessments of UPWP related budgets
- Coordinate efforts among staff and Board on any changes to the UPWP and budget, as needed, and develop appropriate UPWP and budget amendments

Product 3: SFY 2022 UPWP and Budget Development

Ownership: Ken Sympson

- Work with management and staff to develop a work program and budget for FY 2021
- Coordinate with Board and Committees for review and approval of UPWP and budget
- Work with State and Federal officials, as needed, in developing the document

Budget: Category 697.02 - \$14,508

BUDGET TABLES
FY 2021 Work ELEMENTS

May, 2020

BUDGET TABLES

FY 2020 CARRYOVER

CPG & CMAQ Work ELEMENTS

May, 2020

Attachment A
FY 2021 Cost Allocation Plan

May, 2020

COST ALLOCATION PLAN

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Certification

Exhibit A: Calculation of Overhead Rate

Exhibit B: Chart of Accounts

Exhibit C: Narrative for Cost Allocation Plan

Exhibit D: Organizational Chart

Exhibit E: Staff Classification/Salary Range Chart

Attachment B

Title VI Program
ODOT Compliance Review Response

Attachment C

General Policy Board Approval Resolution