

**ERIE METROPOLITAN PLANNING ORGANIZATION
(ERIE MPO)**

TITLE VI PLAN

**ADOPTED:
NOVEMBER 18, 2015**

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1.0 INTRODUCTION

1.1 FEDERAL REQUIREMENTS

Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that ***“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”*** The use of the word *“person”* is important as the protections afforded under Title VI apply to anyone, regardless of whether the individual is lawfully present in the United States or a citizen of a State within the United States.

In addition to Title VI, there are other Nondiscrimination statutes and Presidential Executive Orders that afford legal protection. These statutes include the following:

- Federal-Aid Highway Act of 1973, 23 USC 324 (Prohibits Discrimination on the Basis of Sex);
- Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 (Prohibits Discrimination Based on Age);
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790 (Prohibits Discrimination Based on Physical or Mental Handicap);
- Americans with Disabilities Act of 1990, Public Law (P.L.) (Provides Enforceable Standards to Address Discrimination Against People with Disabilities);
- Executive Order #12898 (“Federal Actions to Address Environmental Justice in Populations and Low-Income Populations”)
- Executive Order #13166 (“Improving Access to Services for Persons with Limited English Proficiency”)

Taken together, these requirements define an over-arching Title VI/Nondiscrimination Program. It is important to also understand that Title VI and the additional Nondiscrimination requirements are applicable to Federal programs in addition to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987.

1.2 ERIE MPO POLICY BOARD

The Erie Area Transportation Study Metropolitan Planning Organization (Erie MPO) was established on August 24, 1964 to guide the Continuing, Cooperative, and Comprehensive (3-C) planning process in the urbanized area of Erie County surrounding the City of Erie. In 1978, the planning boundary of the Erie MPO was expanded to include the entire County. The Erie MPO is comprised of appointed representatives from municipalities, transportation authorities, and federal and state agencies.

The role of the Erie MPO committee members is to provide representation for their municipality / organization in order to facilitate an integrated and informed decision-making process to develop formal policies and actions regarding federal transportation funding in Erie County. The Erie MPO planning and program management functions are administered and implemented through the Erie County Department of Planning (ECDP), which provides staff, technical and clerical support.

The Coordinating Committee serves as the Erie MPO Policy Board. It is the duty and responsibility of the Coordinating Committee to direct and control the policies and objectives of the Erie Area Transportation Study, with due regard to the requirements and recommendations of its several represented agencies of government. Coordinating Committee has 23 voting members and 6 non-voting members composed of elected / appointed officials.

ERIE MPO COORDINATING COMMITTEE MINORITY REPRESENTATION

Erie County, Pennsylvania	Total Population Estimate (2012 ACS)	%	Erie MPO Coordinating Committee	%
Total:	280,181	*****	23	****
White alone	247,864	88.47%	23	100.00%
Black or African American alone	19,659	7.02%	0	0.00%
American Indian and Alaska Native alone	728	0.26%	0	0.00%
Asian alone	3,198	1.14%	0	0.00%
Native Hawaiian and Other Pacific Islander alone	17	0.01%	0	0.00%
Some other race alone	2,482	0.89%	0	0.00%
Two or more races:	6,233	2.22%	0	0.00%
Two races including Some other race	842	0.30%	0	0.00%
Two races excluding Some other race, and three or more races	5,391	1.92%	0	0.00%

2.0 TITLE VI NOTICE TO PUBLIC

2.1 ERIE MPO'S NON-DISCRIMINATION POLICY PUBLIC NOTICE

ERIE METROPOLITAN PLANNING ORGANIZATION TITLE VI NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Erie Metropolitan Planning Organization (Erie MPO) to comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, E.O. 12898, and related statutes and regulations in all programs and activities and requires that no person in the United States shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Erie MPO receives Federal financial assistance.

To obtain more information on the Erie MPO's nondiscrimination obligations or to file a Title VI complaint, contact the Erie MPO Program Administrator at:

ERIE METROPOLITAN PLANNING ORGANIZATION
ERIE COUNTY COURTHOUSE
140 WEST SIXTH STREET - ROOM 111 | ERIE, PA 16501
PHONE: 814.451.6012 | FAX: 814.451.7000
WWW.ERIECOUNTYGOV.ORG/PLANNING

You may file a written complaint no later than 180 calendar days after the date of the alleged discrimination.

2.2 TITLE VI POSTING LOCATIONS

The Erie MPO posts the Title VI Notice in the Administrative Office, as well as, on its website (www.eriecountygov.org/planning).

2.3 COMPLAINT PROCEDURE

ERIE METROPOLITAN PLANNING ORGANIZATION DISCRIMINATION COMPLAINT PROCEDURE

Purpose:

The Erie MPO's Title VI Complaint Procedures is written to specify the process employed by the Erie MPO to investigate complaints, while ensuring due process for Complainants and Respondents. The process does not preclude the Erie MPO from attempting to informally resolve complaints.

This procedure applies to all external complaints relating to any program or activity administered by The Erie MPO and/or its subrecipients, consultants and contractors, filed under Title VI of the Civil Rights Act of 1964 as amended, (including Disadvantage Business Enterprise and Equal Employment Opportunity components), as well as other related laws that prohibit discrimination on the basis of race, color, disability, gender, age, low income, nationality or Limited English Proficiency. Additional statutes include, but not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disability Act of 1990.

Procedure:

- 1) Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file complaint with the Erie Metropolitan Planning Organization (the Erie MPO). A complaint may also be filed by a representative on behalf of such person. All complaints will be referred to the Program Administrator of the Erie MPO.
- 2) In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
 - a. The date of the alleged act of discrimination; or
 - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the Authority may extend the time for filing or waive the time limit in the interest of justice, as long as the Authority specifies in writing the reason for doing so.

- 3) Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth, as fully as possible, the facts and circumstances surrounding the alleged discrimination. In the event that a person makes a verbal complaint of discrimination to an officer of the Erie MPO, the person shall be interviewed by the Program Administrator. If necessary, the Program Administrator will assist the person in reducing the

complaint to writing and submit the written version of the complaint to the person for signature.

- 4) Within ten (10) days, the Program Administrator will acknowledge receipt of the allegation, inform the complainant of action or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the State or United States Departments of Transportation.
- 5) Within ten (10) days after receiving the allegation, the Program Administrator will proceed with an investigation. Within ten (10) days after completion of the investigation, a decision will be reached. The decision will be rendered in writing within ten (10) days of the decision. A copy of the written decision will be promptly furnished to the complainant. If corrective or remedial action is found warranted, such decision will state the nature of the action, which will be taken by the Erie MPO.
- 6) If the complainant is dissatisfied with the decision, an appeal may be made within ten (10) days after notice of decision by the Program Administrator. The grievance will then be settled by the Erie MPO Coordinating Committee. The notification will advise the complainant of his/her appeal rights with the state and federal Departments of Transportation and provide addresses if they are dissatisfied with the final decision rendered by the Erie MPO.
- 7) The Authority will notify Pennsylvania Department of Transportation and the Federal Highway Administration of any complaints filed and investigations undertaken.

3.0 TITLE VI INVESTIGATIONS, COMPLAINTS, LAWSUITS

The Erie MPO does not and has not had Title VI active investigations conducted by the US DOT or entities other than US DOT, lawsuits, or complaints naming the Erie MPO, alleging discrimination on the basis of race, color or national origin. The Erie MPO is prepared to maintain a tracking list and summary of Title VI investigations, lawsuits, or complaints. It is the responsibility of the Erie MPO's Program Administrator to maintain this list, and the Erie MPO has developed a spreadsheet with two worksheets to be used as the tracking mechanism. The first worksheet is titled "Tracking Form" and the second is titled "Summary".

The following is a list of the headers for the tracking form followed by a copy of the worksheet.

HEADERS:

- Case Number
- Case Type-Investigation, Lawsuit or Complaint
- Name
- Address
- Phone #
- Email
- Basis of Complaint-Race, Color, National Origin and /or Other
- Summary of Complaint
- Date Submitted
- Date of Alleged Incident
- Complaint Complete?
- Acknowledgement Due Date
- Acknowledgement Sent
- Decision to Investigate?
- Complainant Notification Due
- Actual Date Complainant Notified
- Investigation Completion Date
- Actual Investigation Completed
- Comments
- Actions Taken
- Status

TRACKING FORM WORKSHEET:

Case Number				
Case Type: Investigation, Lawsuit or Complaint				
Name				
Address				
Phone #				
Email				
Basis of Complaint: Race, Color, National Origin and/or Other				
Summary of Complaint				
Date Submitted				
Date of Alleged Incident				
Complaint Complete?				
Acknowledgement Due Date				
Acknowledgement Sent				
Decision to Investigate?				
Complaint Notification Due				
Actual Date Complainant Notified				
Investigation Completion Date				
Actual Investigation Completed				
Comments				
Action Taken				
Status				

The following is a list of the headers for the summary form followed by a copy of the worksheet.

HEADERS:

- Case Number
- Case Type-Investigation, Lawsuit or Complaint
- Date Submitted
- Basis of Complaint: Race, Color, National Origin and/or Other
- Summary of Complaint
- Actions Taken
- Status

SUMMARY FORM:

Case Number				
Case Type: Investigation, Lawsuit or Complaint				
Date Submitted				
Basis of Complaint: Race, Color, National Origin and/or Other				
Summary of Complaint				
Actions Taken				
Status				

4.0 LANGUAGE ASSISTANCE PLAN FOR LEP POPULATIONS

In accordance with the Executive Order 13166, the U.S. Department of Transportation issued Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons, which is modeled after DOJ's guidance. As described in the guidance, DOT recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. The guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations.

The DOT guidance outlines a four factors analysis that recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons. The organization should answer the four questions and determine the level of need for a language access plan for the LEP population.

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

FACTOR 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee

The Erie MPO’s service area for transportation planning activities is all of Erie County. U.S. Census Bureau provides language data which includes languages spoken at home and English proficiency levels. 6.5% of Erie County’s population, five years of age and older have a language other than English spoken at home and 5,825 people speak English less than very well. The following chart summarizes the languages spoken at homes in Erie County:

LANGUAGE SPOKEN A HOME	NUMBER	PERCENTAGE
Population 5 years and over	263,491	
English only	246,333	93.50%
Language other than English	17,158	6.50%
Speak English less than "very well"	5,825	2.20%
Spanish	5,767	2.20%
Speak English less than "very well"	1,719	0.70%
Other Indo-European languages	7,910	3.00%
Speak English less than "very well"	2,748	1.00%
Asian and Pacific Islander languages	1,766	0.70%
Speak English less than "very well"	772	0.30%
Other languages	1,715	0.70%
Speak English less than "very well"	586	0.20%

Data Source: American Community Survey 5-year Estimates 2008 to 2012

The following chart shows a breakdown of languages from the U.S. Census Bureau, American Community Survey 2008-2012 5-year estimate for Erie County.

**LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH
FOR THE POPULATION 5 YEARS AND OVER**

Erie County, PA			
Estimate			
Primary Language	Total	Speak English "very well"	Speak English less than "very well"
Speak only English	246,333	246,333	0
Spanish or Spanish Creole:	5,767	4,048	1,719
Russian:	1,244	557	687
Serbo-Croatian:	1,007	562	445
African languages:	959	602	357
German:	828	679	149
Italian:	819	674	145
Polish:	779	570	209
French (incl. Patois, Cajun):	677	576	101
Other Indic languages:	669	256	413
Arabic:	623	425	198
Other Slavic languages:	579	246	333
Vietnamese:	512	192	320
Chinese:	421	320	101
Other Indo-European languages:	394	311	83
Other Asian languages:	365	245	120
Greek:	237	201	36
Other West Germanic languages:	145	117	28
Tagalog:	124	76	48
Hindi:	113	106	7
Korean:	107	19	88
Persian:	100	83	17
Thai:	93	54	39
Portuguese or Portuguese Creole:	87	36	51
French Creole:	85	85	0
Urdu:	82	59	23
Japanese:	79	64	15
Other Pacific Island languages:	65	24	41
Hungarian:	55	24	31
Hebrew:	32	32	0
Other and unspecified languages:	26	26	0
Gujarati:	25	25	0
Scandinavian languages:	22	19	3
Other Native North American languages:	20	20	0
Armenian:	18	0	18
Yiddish:	0	0	0
Mon-Khmer, Cambodian:	0	0	0
Hmong:	0	0	0
Laotian:	0	0	0
Navajo:	0	0	0
TOTALS	263,491	257,666	5,825

Spanish is the most prevalent language spoken at home in Erie County, and of the 5,767 people who speak Spanish at home there are 1,719 (.7% of the total area population) who speak English less than very well. Russian is the next highest language spoken at home with 1,244 of which 687 speak English less than very well.

FACTOR 2: The frequency with which LEP individuals come into contact with your programs, activities, and services.

The Erie MPO maintains a list of community service and resource agencies that work directly with LEP individuals, minority populations, and LMI populations. The organizations are notified of each quarterly Erie MPO Coordinating Committee meeting including a copy of each meeting agenda. The organizations are also contacted and requested to publically post notifications at their agencies as an element of the Erie MPO’s public participation plan for the Transportation Improvement Program (updated every 2 years) and the Long Range Transportation Plan (updated every 5 years).

COMMUNITY RESOURCE AND SERVICE ORGANIZATIONS

Elderly & Disabled Transportation Council 127 East 14th Street Erie, PA 16503	LIFT 825 West 18th Street Erie, PA 16502	Community Resources for Independence 3410 West 12th Street Erie, PA 16505
Erie Redevelopment Authority 626 State Street, Rm 107 Erie, PA 16501	Community Shelter Services 665 West 16th Street Erie, PA 16502	Voices for Independence 1107 Payne Ave Erie, PA 16503
Booker T. Washington Center 1720 Holland Street Erie, PA 16503	GECAC 18 West 9th Street Erie, PA 16501	Habitat for Humanity, Inc. 413 East 9th Street Erie, PA 16503
Multicultural Community Resource Center 554 East 10th Street Erie, PA 16503	John F. Kennedy Center, Inc. 2021 East 20th Street Erie, PA 16510	Urban Erie Community Development Corp 2046 East 19th Street Erie, PA 16510
St. Martin Center, Inc. 1701 Parade Street Erie, PA 16503	United Way of Erie County 420 West 6th Street, Suite 200 Erie, PA 16507	HANDS 7 East 7th Street Erie, PA 16503
Martin Luther King Center 312 Chestnut Street Erie, PA 16507	Erie City Mission 904 West Erie Plaza Dr. Erie, PA 16505	Erie Neighborhood Watch Council 1306 East Lake Road Erie, PA 16507
International Institute 517 East 26th Street Erie, PA 16504	Erie County Housing Authority 120 South Center Street Corry, PA 16407	City of Erie EEO Officer 626 State Street Erie, PA 16501
Erie County Assistance Office 1316 Holland Street Erie, PA 16501	Unemployment Compensation Center 1316 State Street Erie, PA 16501	Office of Vocational Rehabilitation 3200 Lovell Place Erie, PA 16503
Housing Authority of the City of Erie 606 Holland Street Erie, PA 16501	Bayfront East Side Taskforce 420 Parade Street Erie, PA 16507	

Factor 3: The nature and importance of the program, activity, or service provided by the recipient to people's lives.

The primary function of the Erie MPO is to assist the Pennsylvania Department of Transportation and local municipalities develop plans, identify resources, and allocate funds for transportation projects and programs. These activities affect all Erie County residents as they impact individuals' ability to access education, employment, basic necessities, and community assets that impact overall quality of life.

FACTOR 4: The resources available to the recipient and costs.

The Erie MPO is administered by the Erie County Department of Planning with one dedicated Program Administrator. The Program Administer is responsible for implementing public outreach activities, including Title VI compliance initiatives, as part of the position's regular job duties. Funding for MPO activities is provided by FHWA, FTA, and PennDOT through a Unified Planning Work Program (UPWP) agreement with PennDOT. Local funding matches are provided by the County of Erie and EMTA.

The Commonwealth of Pennsylvania provides the Erie MPO access to Propio Language Services of Lenexa Kansas, which provide 'Over-the-Phone Interpreter" service at no cost to the MPO.

All Erie MPO meeting notices include the following language:

"The Erie MPO is committed to compliance with the nondiscrimination requirements of applicable civil rights statutes, executive orders, regulations, and policies. The meeting location is accessible to persons with disabilities. With advance notification, accommodations may be provided for those with special needs related to language, sight, or hearing. If you have a request for a special need, wish to file a complaint, or desire additional information, please contact the Planning Program Coordinator, at (814) 451-6012"

In the event of a request for interpretation services, the Erie MPO will contract with a local interpretive service provider billable to the UPWP.

MONITORING AND UPDATING THE LAP

The Erie MPO will monitor its LAP through ongoing outreach, resident comments/complaints received, and feedback from community resource and service organizations.

The Erie MPO will analyze the demographics and modify the LAP as needed, and communicate changes to local community resources.

The Erie MPO will provide the LAP to community resource and service organizations, and make the Plan accessible on the Erie MPO website.

Biennially, as part of the Transportation Improvement Program (TIP) update procedure, the Erie MPO will:

- analyze demographics;
- maintain a record of LEP Plan activities;
- conduct internal survey to determine frequency of encountering LEP persons and their LEP language group and whether the Erie MPO's language assistance measures are working;
- obtain feedback from the community to determine demographic changes, satisfaction with the Erie MPO's language assistance measures, satisfaction with the Erie MPO's outreach, and suggestions for improvement;
- monitor compliance to evaluate whether the LEP Plan is successful, including monitoring complaints and response rate to LEP individuals and LEP issues;
- update LEP resources;
- review new services for the possibility of providing language assistance measures;
- update and implement language assistance measures; and
- update the LEP Plan including policies, procedures, and training, as necessary.

5.0 TITLE VI PLAN ERIE MPO APPROVAL

The Erie MPO Coordinating Committee reviewed and approved this Title VI Plan on **NOVEMBER 18, 2015**.

The following is a copy of the minutes of the **NOVEMBER 18, 2015** Coordinating Committee Meeting.

Erie MPO Coordinating Committee

November 18, 2015 Minutes

A meeting of the Erie MPO Coordinating Committee was held on Wednesday, November 18, 2015 at 10:00 AM at the Erie Intermodal Transportation Center, 2nd Floor Conference Room, 208 East Bayfront Parkway, Erie, PA.

Those in attendance were:

Organization	Representative	Alternate
PennDOT Central		Dan Keane (Call-In)
PennDOT D 1-0	William Petit	
Erie County		Katherine Wyrso-dick
City of Erie		
City of Erie	LeAnn Parmenter	
City of Erie	Jon Tushak	
City of Erie		
City of Erie		
City of Erie		
City of Corry		
Fairview Township		
Harborcreek Township		
Lawrence Park Township		
Millcreek Township	Tom Hoffman	
Millcreek Township	Rick Morris	
Summit Township	Jack Lee	
Wesleyville Borough		
ECAB		
ECATO	Jeff Eaton	
ECATO	Gus Neff	
EWPPA	Brenda Sandberg	
EMTA	Mike Tann	Amy Majczyk
ERAA	Chris Rodgers	

Coordinating Committee Voting Members represented – 13 of 23; quorum present

Guests:

Name	Organization
Michael McMullen	PennDOT D-1
John Buchna	Erie Downtown Partnership
Linda McCabe	Rep. Bizzarro's Office
Passle Helminski	PaRC
Brian McNulty	PennDOT D-1
Don Hall	WR&A
Valerie Myers	Erie-Times News
Sheila Sterrett	Sen. Toomey's Office
Chris Gerhart	EMTA LIFT
Jessica Clark	STC (Phone-In)
Dan Walston	FHWA (Phone-In)
Charity Stover	Urban Engineers

1. Call to Order / Introductions

Chairman Tom Hoffman called the meeting to order at 10:05am.

2. Hearing of the Public

Passle Helminski, Fairview resident and member of the Pennsylvania Rehabilitation Council, addressed the committee. Ms. Helminski requested that 'Blind Pedestrian Crossing' signage be installed at the intersection of 26th St. & Sassafras St. in the City of Erie. Ms. Helminski noted that she has been in discussion with the City of Erie for several months to address her concern.

Ms. Helminski also inquired if the committee was aware that new standards for paratransit vehicles have been implemented and whether the Erie Metropolitan Transit Authority (EMTA) vehicles are compliant with the new standards.

Brian McNulty, PennDOT District 1-0 Program Manager, responded that he would follow up with the appropriate PennDOT District 1-0 and PennDOT County Maintenance staff regarding the 'Blind Pedestrian Crossing' signs.

Mike Tann, EMTA Executive Director, informed the committee that EMTA is aware of the new transit standards, and that all new fleet purchases will be compliant. Mr. Tann explained that the new standards increase the weight capacity for wheel chair lifts from 600lbs to 1,000lbs. Mr. Tann assured the committee that all current equipment is capable of safely carrying 1,000lb, but are only formally certified for 600lbs.

3. Approval of August 12, 2015 Minutes

The Chairman asked for the Committee to review the minutes.

Mr. Lee moved to approve the August 12, 2015 minutes. Mr. Neff seconded the motion. The motion passed.

4. Transportation Improvement Program (TIP)

2015 TIP Modifications

Mr. Keane presented the 2015 TIP Modifications. There were 3 administrative actions for the 2015 Highway TIP. No vote was necessary.

Ms. Majczyk presented a 2015 Transit TIP Amendment to shift \$2,605,000.00 from eight existing Transit Capital Projects and add an additional \$44,319 to the Transit TIP to increase EMTA's FY 2015 Operating Subsidy and EMTA's Miscellaneous Equipment line.

Mr. Rodgers moved to Amend the 2015 Transit TIP in Federal Fiscal Year 2016 by reallocating \$733,000 from MPMS 102488 (Facility Construction Project), \$80,000 from MPMS 102491 (Facility Improvements Project), \$10,000 from MPMS 102492 (Shelter Amenities Project), \$1,162,000 from MPMS 77126 (Replace Fixed Route Buses), \$80,000 from MPMS 77128 (Engines/Transmissions Project), \$20,000 from MPMS 77131 (Acquire Shop Equipment Project), \$20,000 from MPMS 77135 (Technology Upgrades Project), and \$500,000 from MPMS 90075 (Replace Fair Boxes Project) to increase the total allocation for MPMS 98297 (FY 2015 Operating Subsidy) by \$2,590,749 for a new total of \$3,590,749 AND to increase the total allocation for MPMS 77132 (Acquire Misc. Equipment) by \$58,750 for a new total of \$78,570. Mr. Morris seconded the motion. The motion passed.

2017 Twelve Year Program (TYP) Update

Ms. Jessica Clark reported, via conference call, that the State Transportation Commission (STC) has completed and compiled the results of their public outreach initiative as part of the 2017 TYP update. Ms. Clark noted that the STC received a record amount of public participation with over 5,300 survey responses statewide, including 196 individual issues identified by the public in Erie County. Ms. Clark also noted that while county residents' priorities generally trended similarly with statewide responses, prioritization of Biking & Walking was 5% higher in the County than the statewide average. Also, 43% of the 196 publicly identified issues were Bike/Ped related.

Ms. Clark informed the committee that the STC's next steps are to work with MPOs & RPOs and PennDOT to incorporate the results of the surveys into the regional & statewide TIPs.

2017 TIP Development Update

Mr. Morgan reported to the committee that final 2017 TIP development guidance was provided to the MPOs & RPOs in October and that in-lieu of the annual Planning Partners Conference (canceled due to the State budget impasse) the Planning Partners and PennDOT held a statewide conference call to review the guidance.

Mr. Morgan noted that the 2017 Highway TIP allocation for the Erie MPO region will be 8% less than the 2015 Highway TIP allocation. This decrease is consistent across the State. According to PennDOT, the decrease is due in part to an increased share of the Motor License Fund being allocated to fund the State Police and also a need to allocate an increased share to cover highway maintenance over capital improvements.

Mr. Morgan also provided an overview of the 2017 TIP development schedule and noted that the next step is for PennDOT D 1-0 to provide the MPO with updated cost projections and programming schedules for existing TIP projects before negotiations for additional projects can proceed.

Mr. McNulty informed the committee that the District intends to have a draft 2017 TIP developed for review by the end of November.

The committee agreed that PennDOT and MPO staff will meet to discuss the draft 2017 TIP in December, and will present the draft to the Technical Advisory Committee for review and comment at their regularly scheduled January meeting.

5. Unified Planning Work Program (UPWP)

2016-2018 UPWP Development Update

Mr. Morgan informed the committee that the 2016-2018 UPWP guidance was provided to the MPOs & RPOs in October. The UPWP is the administrative agreement between PennDOT, the County of Erie, and the Erie MPO to authorize the County Planning Department to serve as the administrating agency for the Erie MPO and to be reimbursed by the US DOT and PennDOT for those services.

Mr. Morgan noted that the funding levels for the Erie MPO have remained flat from the previous UPWP and that PennDOT will not consider applications for Supplemental Studies in fiscal year 2016-2017. However, PennDOT has allocated \$500,000 for Transit Studies in that year, and also \$600,000 for general transportation studies in fiscal year 2017-2018.

Mr. Morgan added that MPO Staff will coordinate with the EMTA to identify possible studies to include in the UPWP.

Title VI Compliance Plan Adoption

Mr. Morgan informed the committee that the MPO is required to adopt a Title VI Compliance Plan to conform with Environmental Justice and Limited English Proficiency accessibility requirements. A draft plan was developed in coordination with EMTA, FTA, and PennDOT. Mr. Morgan presented the plan for adoption.

Ms. Sandberg moved to adopt the 2015 Erie MPO Title VI Plan. Ms. Parmenter seconded the motion. The motion passed.

6. Technical Advisory Committee (TAC) Report

RT 5 & Millfair Rd Roundabout

Mr. Morgan reported that at the October 21, 2015 Technical Advisory Committee Meeting no new projects were presented to the TAC for consideration. However, Fairview Township expressed strong reservations regarding the Rt 5 & Millfair Rd Roundabout Project. The Township cited concerns from their residents, including severe right of way impacts. The Township requested PennDOT and the MPO to reconsider alternatives for the intersection and expressed willingness to consider installing a traffic signal with municipal resources at a later date if traffic volumes warranted the improvement.

MPO Economic Development Sub-Committee Recommendation

Mr. Morgan reported to the committee that the TAC recommended that MPO staff explore the possibility of creating an Economic Development Sub-Committee for the MPO in order to give business interests a more formal role in assisting and providing input into transportation planning efforts. Mr. Morgan added that the first step would be to define what the role of this sub-committee would be and to identify a list of possible stakeholders to include.

Ms. Sandberg noted that she had preliminary conversations with Barb Chaffee, CEO of the Erie Regional Chamber & Growth Partnership, and that Ms. Chaffee expressed interest in participating in the process.

Regional Transportation and Economic Develop Strategic Action Plan

Mr. Morgan reported to the committee that Jim Brock, Project Manager with the Michael Baker Corporation, gave a brief presentation to the TAC on the *Regional Transportation and Economic Develop Strategic Action Plan* commissioned by PennDOT. The purpose of the effort is to identify opportunities for the Erie Metropolitan Transit Authority (EMTA), Erie Regional Airport Authority (ERAA), and the Erie-Western PA Port Authority (EWPPA) to better collaborate with each other and also with the area's economic development agencies. A major component of the initiative involves the consultant assisting each of the authorities with developing respective Strategic Action Plans.

Mr. Tann (Executive Dir. Of the EMTA), Mr. Rodgers (Executive Dir. Of the ERAA), and Ms. Sandberg (Executive Dir. Of the EWPPA) then provided the committee their perspectives on the effort.

Mr. Rodgers noted that initially the consultant provided a draft plan that clearly indicated a lack of familiarity with the Erie Airport's current conditions and operations, though he added that the consultant team did work well with the authority to amend the document. Mr. Rodgers also noted that the consultant identified a need for a "local champion" to maintain and coordinate these efforts after the study is complete. Mr. Rodgers agrees with their assessment and believes that the Erie MPO should be that organization.

Mr. Tann agreed that the initial document provided to the EMTA required significant changes as well and that the consultant has been open to making those changes. Mr. Tann also noted that the consultant needs to improve their communication with the authorities in regard to the individual efforts and also to improve their communications to better coordinate the authorities and other stakeholders throughout the process.

Ms. Sandberg added that communication also needs to be enhanced with the economic development agencies in the region. The consultant has had passing contact with those groups, but needs to more actively engage them in the process.

North Waterford Improvements

Mr. Morgan informed the committee that PennDOT presented a report to the TAC regarding the North Waterford Improvement Project. The preferred alternative for the project involved the installation of traffic signal at the intersection of US 19 & RT 97. To date, Waterford Borough has indicated that they are not interested in taking ownership of a new traffic signal. The only other alternative for PennDOT to develop involves a series of four-way stops that would address safety concerns at the location, but would significantly increase congestion. PennDOT and the MPO will continue to negotiate with Waterford Borough to develop a solution for the project.

New TAC Vice-Chair

Mr. Morgan reported to the committee that Brenda Sandberg was elected Vice-Chair of the Technical Advisory Committee.

7. Other Business

Port Authority Update

Ms. Sandberg reported that freight operations at the port are at typical levels this year with approximately 600K tons shipped. She also noted that Don Jon ship building will likely be hiring 30 to 40 new staff in the next quarter.

Airport Authority Update

Mr. Rodgers reported that the Airport Authority, Port Authority, and Logistics Plus successfully partnered to establish a new general purpose ERI Foreign Trade Zone (ERI FTZ) warehousing and distribution facility located at Tom Ridge Field.

Mr. Rodgers also reported that the authority officially finalized and closed the Airport Runway Extension Project in October. The final project came in under budget to the extent that the Authority was able to reimburse the County \$5 million of the local funding share.

Mr. Rodgers also noted that the authority was successful in receiving a \$1.2 million FAA planning grant to develop the next 20 Year Airport Master Plan.

Transit Authority Update

Mr. Tann reported that Phase I of the authority's new facility project has been completed, and they anticipate breaking ground on Phase II in February 2016.

Mr. Tann also reported that the authority has opened a new southeast county circulator route to serve the City of Corry. He noted that the City of Corry is assisting with the costs for the service, and that the authority intends to use a similar agreement and funding structure to increase service to west county municipalities as well.

Mr. Tann also informed the committee that the authority has completed installation of new scheduling software and is beginning to install electronic passenger counters. These enhancements, along with the authority's recently expanded GPS bus tracking system will greatly improve their ability to plan routes to more effectively and efficiently serve the community.

8. The meeting adjourned at 11:30am