NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

MEMORANDUM

TO: NOACA Board of Directors
FROM: Grace Gallucci, Executive Director
DATE: June 7, 2019
RE: Resolution No: 2019-026: SFY 2020 Overall Work Program and Budget

ACTION REQUESTED
The Board of Directors is asked to approve Resolution 2019-026, which approves NOACA’s State Fiscal Year (SFY) 2020 Overall Work Program and Budget.

The Finance and Audit Committee recommends this action.

BACKGROUND/JUSTIFICATION FOR CURRENT ACTION
The Overall Work Program (OWP) is developed annually by NOACA as the metropolitan planning organization (MPO) for the Cleveland metropolitan region. It is a federally required document that serves as a guide for transportation and environmental planning work to be conducted over the course of each fiscal year beginning on July 1st. Included in the OWP are detailed descriptions of transportation and environmental planning tasks and a summary of the budget used to fund these planning activities. NOACA’s 2020 fiscal year begins on July 1, 2019 and ends on June 30, 2020.

The purpose of this memo is to provide the Board of Directors with an overview and highlights of the SFY 2020 OWP:

Transportation Systems Planning

- Continue the update the regional bicycle plan, including the addition of pedestrian planning
- Administer the Transportation for Livable Communities Initiative grant award process and assist with the development and administration of ongoing TLCI studies and implementation projects
- Develop a Geauga County Bike Map and maintain an updated inventory of existing and planned facilities
- Continue supporting local agencies with demonstrating the potential within existing infrastructure through temporary projects using the Street Supplies program
- Explore best practices in bicycle and pedestrian planning, translate into a Northeast Ohio context, and provide member communities with resources and training opportunities
- Administer the bicycle and pedestrian count program including manual and permanent counting programs through data gathering, analysis, and reporting for integrating into the planning process
- Administer the 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program
Strategic and Long Range Planning

- Develop elements of the next long-range transportation plan with a 2045 horizon year
- Continue to develop a Hyperloop Feasibility Study in coordination with private partner
- Identify the region’s current freight conditions, identify trends, and encourage efficient freight mobility
- Continue to develop and manage NOACA performance measures and targets
- Develop a freight hub study and technical reports
- Continue to develop a Regional Strategic Transit Plan
- Integrate and coordinate transit planning with the overall transportation planning process

Environmental Planning

- Prepare and disseminate air quality public forecasts, alerts and messaging
- Develop annual air quality trends report
- Implement air quality public education and outreach strategy
- Administer Gohio Commute, NOACA’s transportation demand management (TDM)/rideshare program
- Finalize Northeast Ohio’s Water Quality Management Plan (208 Plan)
- Update Facility Planning Area (FPA) boundaries and prescriptions for wastewater treatment

Transportation Modeling and Data Integration

- Develop a regional electric vehicle charging station location plan
- Calibrate/validate, operate and maintain the NOACA’s trip-based and activity-based travel forecasting models
- Provide technical assistance and analysis in response to internal and external requests utilizing NOACA’s trip-based and activity-based travel forecasting models
- Perform sub-regional transportation analyses using the available simulation software
- Update the functional classification system, as needed
- Evaluate and update the implementation of the 2020 congestion management plan
- Administer and continue to update the transportation asset management program and develop the Community Pavement Reports
- Collect the 2020 traffic counts and update the NOACA traffic count database

Safety and Operations

- Update and maintain NOACA region’s ITS architecture to support future investments in technology to allow travelers to make better decisions with respect to choice of mode and route
- Analyze regional crash data to identify priorities for safety investment, with emphasis on targeted, lower-cost improvements on the local road network to mitigate fatalities and serious injuries
- Implement a Safe Routes to School assistance program and support other agencies’ initiatives that complement the SAVE Plan relative to safety planning and implementation for all schools, including high schools
- Develop the State of Safety report to track progress toward safety performance measure targets and emphasis area goals identified in the SAVE Plan
- Provide technical assistance to local agencies through the Signal Timing and Optimization Program (STOP) to improve the efficiency of traffic signals in regionally-significant corridors in order to improve air quality by reducing delays for a majority of vehicles
Programming

- Manage the current SFYs 2018-2021 TIP using monitoring reports, a list of obligated projects and NOACA-funded project monitoring reports
- Develop the SFY 2021-2024 TIP including a long-range transportation plan needs assessment to identify projects for NOACA administered funds
- Evaluate proposed projects for Plan and TIP amendment against NOACA Planning requirements and target screening criteria through agency Project Planning Review (PPR) process
- Develop and maintain a new online interactive TIP tool
- Manage and report Capital Programs Performance Measures for project delivery and fund utilization
- Continue to implement a methodology to assess the impacts and benefits of TIP projects implemented in the region
- Continue the development of a Project Maintenance Monitoring Program to ensure that NOACA funded projects are providing maximum public benefit
- Perform a minimum of three maintenance monitoring reviews in accordance with the Project Maintenance Oversight Program Maintenance review will be conducted collaboratively with the responsible maintenance agency
- Administer the Congestion Mitigation and Air Quality (CMAQ) program in cooperation with statewide MPOs
- Assist in the administration of the TLCI and Enhanced Mobility for Seniors and Individuals with Disabilities (5310) programs
- Maintain and implement the Lake Erie Coastal Trail (LECT) Corridor Management Plan in partnership with other organizations on the LECT coordinating committee
- Create the SFY 2019 OWP year-end completion report
- Develop the SFY 2021 OWP and Budget

External Engagement and Public Affairs

- Plan a communication strategy based on goals and objectives detailed in NOACA Regional Strategic Plan and consistent with federal and state requirements related to public engagement and interaction
- Plan and implement a series of public outreach and engagement activities that involve and solicit feedback from stakeholders and the general public on the transportation planning priorities identified in NOACA’s major planning documents
- Produce community and regional public speaking opportunities for the NOACA executive director and senior management staff to publicize and coalesce support for NOACA work and specific initiatives
- Develop written, graphical and visual communications products that illustrate the NOACA priorities of economic development, regional cohesion, infrastructure preservation, sustainable development and multimodal transportation
- Create reports, policy documents and white papers that analyze public policy related to planning priorities of the region in support of outcomes consistent with the planning goals and objectives of NOACA and the region
- Create content marketing as a strategic management approach that will focus on cohesive engagement and distribution of valuable, sustainable, relevant, and consistent messaging across all agency services in order to attract and retain audiences and their experiences through our digital platforms and communications
- Manage planning and coordination for the NOACA Annual Meeting and annual Conference on Freight events
• Manage requests for the agency's data and information

Compliance
• Conduct ongoing compliance and reporting for Title VI of the Civil Rights Act, as needed
• Manage the agency's public records

FINANCIAL IMPACT

The operating budget for SFY 2020 is expected to be a little more than $6.7 million, plus an estimated $1.46 million in encumbrances from prior fiscal years ($8.2 million total). The combined SFY 2020 OWP Budget and carryforward is around two percent higher than the SFY 2019 Budget and carryforward. However, a comparison of the SFY 20 budget to the SFY 19 budget actually represents a small (less than 1%) decrease. Furthermore, estimated carryforward revenues ($1.46 million) plus SFY 20 revenues ($6.94 million) are $8.40 million, which is more than sufficient to meet the expenditures. Unspent revenues (currently estimated at $201,976) will go to replenish local reserves.

Revenues

Factoring in $1.46 million of prior year funds carried forward and $6.94 million in funding for SFY 2020, total available revenues are projected to be around $8.40 million. SFY 2020 revenue sources are similar to prior years and primarily come from FHWA, FTA, ODOT, USEPA, Ohio EPA and NOACA dues. In addition, the Ohio Turnpike Commission, Cleveland Foundation and ODOT committed funds toward the Hyperloop project in SFY 2019. A portion of these SFY 2019 funds are expected to be carried forward for continued work related to the Hyperloop Feasibility Study. By optimizing use of existing resources and the successful pursuit of additional funds for special projects, the SFY 2020 budget will allow NOACA to complete ongoing work and address new priorities at a similar level of funding as prior years.

Expenditures

Total SFY 2020 expenditures for staffing and operations are an estimated $8.20 million. Of this, $1.18 million is for expenditures encumbered in prior years that will be paid in SFY 2020. The remaining $320,000 in carryforward funds will be used for staffing and related expenditures. The SFY budget is projected to be $6.7 million.

The key SFY 2020 budget assumptions include:

• 47 full-time equivalent positions authorized in the organizational chart (unchanged from SFY 2019), not all of which are funded.
• A 5% increase in health care costs
• A 3% overall salary increase for the annual staff performance evaluation process, which is also consistent with SFY 2019. Note that individual staff increases will be based on merit.

A Budget Summary appears on the next page. The full draft OWP can be found at https://www.noaca.org/Home/ShowDocument?id=23702.
A comparison of the draft SFY 2020 budget plus encumbrances to the SFY 2019 budget plus encumbrances shows that projected costs for

- Employee-related expenses will increase by $470,000, or 10%, as NOACA plans to fill previously unfunded vacant positions
- Contractual Services will decrease by approximately $385,700. The decrease is largely attributed to the Hyperloop Feasibility Study project, which was a part of the SFY 2019 OWP and is nearly complete.
• Other Operating (supplies, postage, business travel, agency memberships, meeting costs, and outside printing) will increase by almost $64,000 due, in part, to NOACA hosting the Ohio Conference on Freight.
• Utilities and Building Maintenance, which includes Occupancy and Equipment and Capital Outlay, will increase by nearly $14,000.

The full draft OWP can be found at: https://www.noaca.org/Home/ShowDocument?id=23702.

CONCLUSION/NEXT STEPS
With Board approval, the final 2020 OWP and Budget will be sent to ODOT and federal agencies for approval.

GG/rl/ds/3064b
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA) is the Metropolitan Planning Organization (MPO) for the counties of Cuyahoga, Geauga, Lake, Lorain and Medina, and the City of Cleveland, and the areawide water quality management agency for the same region; and

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA) is required by federal law to develop an Overall Work Program (OWP); and

WHEREAS, the Board of Directors has the responsibility to approve the work activities, revenues and expenditures of the agency and does so through approval of the agency’s fiscal year Overall Work Program (OWP) and budget; and

WHEREAS, the OWP and Budget, incorporating activities to be performed by the agency under various grants for state fiscal year (SFY) 2020, has been prepared for the Board of Directors, based on local input and areawide needs, as supplemented by state and federal requirements; and

WHEREAS, proposed OWP activities have been reviewed by local jurisdictions, agencies, Board committees, and state and federal funding agencies; and

WHEREAS, the transportation and environmental elements of the NOACA SFY 2020 OWP are designed to address the policies of the NOACA Board of Directors, and meet applicable regulations of the U.S. Department of Transportation and the U.S. Environmental Protection Agency; and

WHEREAS, the draft OWP and financial information have been presented to the appropriate committees; and

WHEREAS, the OWP includes expected planning activities from public transit agencies that will be using federal funds; and

WHEREAS, the draft OWP has been reviewed by Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Ohio Department of Transportation (ODOT); and

WHEREAS, comments and suggestions received through this process have been incorporated into the final OWP and fully reported to the NOACA Board of Directors; and

WHEREAS, based upon the OWP activities, the SFY 2020 budget has been prepared containing line item detail related to the agency’s projected operations; and

WHEREAS, NOACA has encumbered or committed budget elements and expenditures approved by the Board in prior years’ budgets that will need to be paid in SFY 2020 and funding associated with these purchases need to be carried forward into the SFY 2020 budget; and

WHEREAS, dues from member local governments and regional authorities are invoiced at the beginning of each new fiscal year budget so that local funds are available to match available federal grants; and

WHEREAS, NOACA was successfully certified by federal agencies in 2017 and continues to carry out its responsibilities in accordance with federal law; and

WHEREAS, federal regulations also require that NOACA and ODOT must annually self-certify the MPO planning process; and
WHEREAS, in accordance with the Fixing America’s Surface Transportation (FAST) Act, NOACA and ODOT are carrying out their respective duties under applicable provisions of federal law, and as outlined in ongoing biennial agreements between the two entities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northeast Ohio Areawide Coordinating Agency, consisting of forty-five principal officials serving general purpose local governments throughout and within the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina that:

Section 1. The SFY 2020 Overall Work Program and Budget as it exists on NOACA’s website as of June 14, 2019 and the SFY 2020 Budget Summary (Exhibit 1), has been appropriately reviewed and is approved as meeting federal requirements for comprehensive, cooperative, and continuing areawide planning.

Section 2. The Board of Directors authorizes commitment of sufficient local funds to provide for said work activities, as matching share for grants tendered to this Agency for SFY 2020, and otherwise as support for local activities.

Section 3. The Executive Director is authorized to issue invoices for a total of $944,747, and any Board of Directors approved increases, in local dues for SFY 2020, according to the NOACA Code of Regulations and the NOACA dues allocation plans formulated by the respective Boards of Commissioners in each of the four counties and by the Cuyahoga County Executive’s office.

Section 4. The urban transportation planning process is being carried out in conformance with all applicable federal requirements and the Executive Director is authorized to sign NOACA’s Self Certification (Exhibit 2) and forward it with necessary documentation to the appropriate agencies, and to execute the ongoing biennial agreement with the Ohio Department of Transportation.

Section 5. The Executive Director is authorized to apply for, receive and utilize such funds as provided for within the Overall Work Program and Budget, including execution of contracts, agreements, certifications and civil rights assurances, as necessary to accomplish the intent of this Resolution.

Section 6. The project and funding tables in the OWP and Budget are based on estimates of available funding and will be adjusted when actual funding amounts are finalized. The Executive Director is hereby authorized to adjust the Overall Work Program and Budget to account for prior year approved budget items that are needed to carry forward to the SFY 2020 OWP and Budget.

Section 7. NOACA’s approved SFY 2020 budget will also include any encumbered expenditures approved by the Board in the prior year budgets that will be paid in SFY 2020; and

Section 8. The SFY 2020 Overall Work Program and Budget is adopted with the understanding that the scope, staffing and budget of individual planning projects may need to be modified due to available funding or for other reasons. The Executive Director is authorized to make modifications within and between work program categories so long as the total agency budget remains unchanged.

Section 9. The Executive Director is hereby authorized to transmit a certified copy of this Resolution and other appropriate documentation to federal, state and local agencies.
RESOLUTION NO. 2019-026
(SFY 2020 OVERALL WORK
PROGRAM AND BUDGET)

Certified to be a true copy of a Resolution of the
Board of Directors of the Northeast Ohio Areawide
Coordinating Agency adopted this 14th day of June
2019.

Secretary: [Signature]

Date Signed: 6-14-2019
EXHIBIT 1

NOACA SFY 2020 Budget Summary

Staffing and operations expenses for recent years and the upcoming year are summarized in the table below.

<table>
<thead>
<tr>
<th>Combined FY 19 CF/FY 20 Budget</th>
<th>FY 19 Estim. Carry Forward (CF)</th>
<th>FY 20 Budget</th>
<th>FY 19 CF + FY 20 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balances</td>
<td>$1,117,558</td>
<td>$878,339</td>
<td>$463,258</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>$5,158,424</td>
<td>$4,808,633</td>
<td>$5,877,726</td>
</tr>
<tr>
<td>State</td>
<td>$506,695</td>
<td>$511,603</td>
<td>$1,208,350</td>
</tr>
<tr>
<td>Other</td>
<td>$773,979</td>
<td>$717,598</td>
<td>$929,947</td>
</tr>
<tr>
<td>Cleveland Foundation</td>
<td>$49,725</td>
<td>$0</td>
<td>$200,000</td>
</tr>
<tr>
<td>Miscellaneous Revenues</td>
<td>$11,412</td>
<td>$465</td>
<td>$14,700</td>
</tr>
<tr>
<td>Local Dues</td>
<td>$706,747</td>
<td>$706,747</td>
<td>$706,747</td>
</tr>
<tr>
<td>Local Dues to replenish reserves</td>
<td>$0</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td>Local Dues reserved for WQ</td>
<td>$0</td>
<td>$0</td>
<td>$188,000</td>
</tr>
<tr>
<td>Interest</td>
<td>$6,095</td>
<td>$10,386</td>
<td>$8,500</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$6,439,098</td>
<td>$6,637,834</td>
<td>$8,016,023</td>
</tr>
<tr>
<td>Total Resources</td>
<td>$7,556,656</td>
<td>$6,916,173</td>
<td>$8,479,261</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$3,532,545</td>
<td>$3,282,036</td>
<td>$3,604,493</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$942,597</td>
<td>$1,076,317</td>
<td>$1,241,567</td>
</tr>
<tr>
<td>Training and Prof Dues</td>
<td>$38,021</td>
<td>$31,700</td>
<td>$70,765</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$2,050,556</td>
<td>$1,191,536</td>
<td>$2,351,518</td>
</tr>
<tr>
<td>Other Operating</td>
<td>$147,519</td>
<td>$230,222</td>
<td>$456,717</td>
</tr>
<tr>
<td>Occupancy and Equipment</td>
<td>$214,964</td>
<td>$233,983</td>
<td>$250,200</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$26,446</td>
<td>$266,200</td>
<td>$63,530</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$6,524,648</td>
<td>$6,313,994</td>
<td>$8,038,790</td>
</tr>
<tr>
<td>Total Resources Less Expenses</td>
<td>$1,032,008</td>
<td>$602,179</td>
<td>$440,491</td>
</tr>
<tr>
<td>Payables and Receivables</td>
<td>$(153,669)</td>
<td>$(138,971)</td>
<td>$(0)</td>
</tr>
<tr>
<td>Ending Balances</td>
<td>$878,339</td>
<td>$463,258</td>
<td>$440,491</td>
</tr>
</tbody>
</table>

FEDERAL PASS THROUGH

Revenues
FHWA STBG (TLCI Grant Sub Recipients) $1,125,000 $2,000,000 $2,000,000 $1,056,361 $1,056,361
FTA JARC/NF/5310 $472,703 $3,155,214 $4,309,380 $2,360,955 $2,360,955
Total Pass Through Revenues $1,597,703 $5,155,214 $6,309,380 $3,417,316 $3,417,316

Expenditures
TLCI (Grant Sub Recipients) $1,125,000 $2,000,000 $2,000,000 $1,056,361 $1,056,361
FTA JARC/NF/5310 $472,703 $3,155,214 $4,309,380 $2,360,955 $2,360,955
Total Pass Through Expenditures $1,597,703 $5,155,214 $6,309,380 $3,417,316 $3,417,316
EXHIBIT 2

Metropolitan Transportation Planning Process Certification

In accordance with 23 CFR 450, the Ohio Department of Transportation and the Northeast Ohio Areawide Coordinating Agency, the Metropolitan Planning Organization for the Cleveland/Lorain urbanized areas hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

2) Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5) Section 1101(b) of MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and

Northeast Ohio Areawide Coordinating Agency

(Noaca)

Board President Signature

________________________________________
Title

________________________________________
Date

Ohio Department of Transportation (ODOT)

________________________________________
Signature

________________________________________
Title

________________________________________
Date