MEMORANDUM

TO: NOACA Board of Directors

FROM: Grace Gallucci, Executive Director

DATE: March 6, 2020

RE: Resolution No: 2020-009 SFY 2021 Overall Work Program and Budget

ACTION REQUESTED
The Board of Directors is asked to approve Resolution 2020-009, which approves NOACA’s State Fiscal Year (SFY) 2021 Overall Work Program and Budget.

The Finance and Audit Committee recommends this action; and, a summary of the OWP projects were presented to the Planning & Programming Committee for information.

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 state 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. The 2021 SFY begins on July 1, 2020 and ends on June 30, 2021.

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

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
- Update Facility Planning Area (FPA) boundaries and prescriptions for wastewater treatment
- Implement NOACA’s Water Quality Strategic Plan (e.g. NOACA Net Zero Cool project) and Northeast Ohio’s Water Quality Management Plan (208 Plan)

Programming
- Manage the proposed SFY’s 2021-2024 TIP using monitoring reports, a list of obligated projects and NOACA-funded project monitoring reports
• Develop a database and GIS layer of existing and projected project needs through the LRTP 2045 horizon year based on completed plans, studies, and NOACA management tools and data.
• 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/or maintain a new online interactive TIP tool
• Manage and report Capital Programs Performance Measures for project delivery and fund utilization
• 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
• Manage the Congestion Mitigation and Air Quality (CMAQ) program in cooperation with statewide MPOs
• Manage 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 an OWP year-end completion report
• Develop the next SFY OWP and Budget

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
• Manage 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
• Produce 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 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

Strategic and Long Range Planning
• Develop specific elements of the next long-range transportation plan with a 2045 horizon year
• Advance further development of the Hyperloop in accordance with recommendations developed and adopted in the feasibility study
• Identify the region’s current freight conditions, identify trends, and encourage efficient freight mobility
• Continue developing and managing NOACA performance measures and targets
• Develop a freight hub study and technical reports
• Finalize and implement the Regional Strategic Transit Plan
- Integrate and coordinate transit planning with the overall transportation planning process

**Transportation Modeling and Data Integration**
- Calibrate/validate, operate and maintain the NOACA’s trip-based and activity-based travel forecasting models
- Maintain and upgrade workforce mobility and accessibility related tool box to assist NOACA communities for employer and workforce related planning.
- 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 update the transportation asset management program and develop the Community Pavement Reports
- Collect the 2021 traffic counts and update the NOACA traffic count database

**Transportation Livability Planning**
- Finalize the update to the ACTIVATE plan, NOACA’s bicycle and pedestrian plan
- Continue exploring best practices in bicycle and pedestrian planning, translate into a Northeast Ohio context, and provide member communities with resources and training opportunities
- Manage the Transportation for Livable Communities Initiative grant award process and assist with the development and administration of ongoing TLCI studies and implementation projects
- Administer the 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program
- Update County Bike Maps, as needed, and maintain an updated inventory of existing and planned facilities
- Continue supporting local agencies by demonstrating the potential within existing infrastructure through temporary projects using the Street Supplies program
- 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

**External Engagement and Public Affairs**
- Plan a communication strategy based on goals and objectives detailed in NOACA’s Regional Strategic Plan
- Conduct external engagement to inform and steer the development of the 2045 LRTP update
- Produce video podcasts to inform external stakeholders and the public regarding relevant and current transportation and environmental planning issues
- 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 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

• Craft content marketing approach that focuses 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

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

FINANCIAL IMPACT
Revenues
NOACA estimates it will receive $7.11 million in SFY 2021 funds. An additional $443,000 in unexpended funds from SFY 2020 will be carried forward ($7.56 million total). Unspent revenues (currently estimated at $120,390) will go to replenish local reserves.

SFY 2021 revenue sources are similar to prior years and primarily come from FHWA, FTA, ODOT, USEPA, Ohio EPA and NOACA dues. By optimizing use of existing resources and the successful pursuit of additional funds for special projects, the SFY 2021 budget will allow NOACA to complete ongoing work and address new priorities at a similar level of funding as prior years.

Expenditures
NOACA projects total expenditures for SFY 2021 to be $7.44 million. In addition, $832,000 in encumbrances from SFY 2020 are estimated to be paid in SFY 2021.

The key SFY 2021 budget assumptions include:

• 47 full-time equivalent positions authorized in the organizational chart, which is unchanged from SFY 2020
• A 7% increase in health care costs over the last six months of SFY 2021 (or 3.5% for the year)
• A 3% overall salary increase for the annual staff performance evaluation process, which is also consistent with SFY 2020. Note that individual staff increases will be based on merit; performance scores are aligned with a range of 0 – 5%.

A Budget Summary appears on the next page. The full draft OWP can be found at https://www.noaca.org/Home/ShowDocument?id=24776.

CONCLUSION/NEXT STEPS

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

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## Budget Summary

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

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A comparison of the SFY 2021 and SFY 2020 budget shows that projected costs for

- Contractual Services will decrease by approximately $722,600 (42%). The decrease is largely attributed to consultant work in the SFY 2020 OWP for the Regional ITS Architecture Study, Hyperloop Feasibility Study project, LRTP, and EV Charging Station Plan Location project.
- Occupancy and Equipment, which includes Utilities and Building Maintenance, will decrease by 9% or $21,600.
- Other Operating (supplies, postage, business travel, agency memberships, meeting costs, and outside printing) will decrease by almost $17,800 (3%)
- Employee-related expenses (salaries, benefits, and training), which account for 72% of the agencies anticipated expenses, will decrease by $8,600 or less than 1%.
- Capital Outlay, will increase by nearly $298,700 due largely to the proposed Green Roof portion of the Net Zero Cool project.
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) 2021, 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 2021 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 will be reviewed by Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Ohio Department of Transportation (ODOT); and

WHEREAS, staff will address minor comments and suggestions received through this process and incorporate them into the final OWP and fully report these to the NOACA Board of Directors; and

WHEREAS, any substantive or significant changes requested by oversight agencies to the OWP will be presented to the NOACA Board of Directors for approval; and

WHEREAS, based upon the OWP activities, the SFY 2021 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 2021 and funding associated with these purchases need to be carried forward into SFY 2021; 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 46 principal officials serving general purpose local governments throughout and within the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina, and the City of Cleveland that:

Section 1. The SFY 2021 Overall Work Program and Budget as it exists on NOACA’s website as of March 13, 2020 and the SFY 2021 Budget Summary (Exhibit 1), have been appropriately reviewed and the SFY 2021 Overall Work Program and Budget 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 2021, 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 2021, 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. The SFY 2021 OWP and Budget will be adjusted to included approved prior-year encumbrance balances once SFY 2020 is closed.

Section 7. The SFY 2021 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 8. The Executive Director is hereby authorized to transmit a certified copy of this Resolution and other appropriate documentation to federal, state and local agencies.
Certified to be a true copy of a Resolution of the Board of Directors of the Northeast Ohio Areawide Coordinating Agency adopted this 13th day of March 2020.

Secretary:

Date Signed: March 13, 2020
EXHIBIT 1

Budget Summary

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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