



Erie Metropolitan Planning Organization  
Unified Planning Work Program

Fiscal Year 2024-2025  
July 1, 2024-June 30, 2025



Prepared by the Erie County Department of Planning and Community Development and the Erie Metropolitan Planning Organization (MPO)

Adopted by the Erie MPO Coordinating Committee on December 13th, 2023

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814-451-6336 (TTY: 814-451-6237) یا [pcdinfo@eriecountypa.gov](mailto:pcdinfo@eriecountypa.gov) څوک باید څخه د ژباړل شوي اسنادو او ډاونلوډ شوي موادو لپاره، يو د ايرې کاونټي ويب پاڼې سره اړيکه ونيسي.

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अनुवादित कागजातहरू र एरी काउन्टी वेबसाइटबाट डाउनलोड गरिएको सामग्रीको लागि, कसैले [pcdinfo@eriecountypa.gov](mailto:pcdinfo@eriecountypa.gov) वा 814-451-6336 (TTY: 814-451-6237) मा सम्पर्क गर्नुपर्छ।

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## PURPOSE

The Unified Planning Work Program (UPWP) lists the transportation planning activities to be completed by the Erie Metropolitan Planning Organization (Erie MPO) in a 1-year period starting July 1, 2024 and ending June 30, 2025. Preparation of this document is required by federal transportation planning regulations ([23 CFR 450 Subpart C](#)). These requirements pertain to the Erie Metropolitan Area which contains an urbanized area of between 50,000 and 200,000 residents.

## DEVELOPMENT SCHEDULE

2023 DATE	MILESTONE
October 10th	PennDOT releases UPWP guidance by email
October 19th	Erie MPO and EMTA hold coordination meeting
October 27th	Erie MPO submits draft to PennDOT, FHWA and FTA for review
November 8th	Erie MPO Technical Advisory Committee reviews UPWP draft
December 13th	Erie MPO Coordinating Committee votes to adopt UPWP

Erie MPO: Erie Area Metropolitan Planning Organization

EMTA: Erie Metropolitan Transit Authority

FHWA: Federal Highway Administration

FTA: Federal Transit Administration

PennDOT: Pennsylvania Department of Transportation

## INTRODUCTION

The Erie MPO performs federally required transportation planning in Erie County, Pennsylvania. The Erie MPO was formed as the Erie Area Transportation Study in 1964 with the purpose of administering a continuing, comprehensive, and cooperative planning process (3Cs) for transportation in the Erie urbanized area. The initial structure of the Erie MPO consisted of a Coordinating Committee (CC), Technical Advisory Committee (TAC) and a Local Government Advisory Committee (LGAC). The initial urban area municipalities were the City of Erie, Millcreek Township, Wesleyville Borough, and Harborcreek Township. Each of those four entities had two votes on the LGAC but only the City, County and Department of Highways (PennDOT's predecessor) could vote on the Technical and Coordinating Committees.

Over the years, the Erie MPO evolved. The LGAC was dissolved in 1974; those municipalities were given voting membership to the other committees. The area of the Erie MPO expanded to the entire county in 1978. In 1999, transportation authorities within the MPO boundary were given a vote including the Erie Metropolitan Transit Authority (EMTA), Western Pennsylvania Port Authority (Port of Erie), and the Erie International Airport Authority (ERI).



Today the Erie MPO is made up of two committees—the Coordinating Committee (CC) and the Technical Advisory Committee (TAC). Each committee meets quarterly. Both committees are comprised of sixteen organizations that work cooperatively to develop transportation policies, programs, and projects throughout Erie County.

In addition to the review of this document by PennDOT, FHWA and FTA, both Erie MPO committees have reviewed a UPWP draft and provided feedback. The Technical Advisory Committee recommended the adoption of the UPWP to the Coordinating Committee on November 8, 2023. The Coordinating Committee voted to adopt the UPWP on December 13, 2023.

## **COMMITTEE STRUCTURE**

The policy-making body of the Erie MPO is the Coordinating Committee, which is responsible for the transportation planning activities mandated in federal laws and regulations. The Coordinating Committee includes twenty-three (23) voting members from county and local governments, public agencies, and PennDOT.

Voting members:

County of Erie	Erie County Association of Boroughs
City of Erie (6 members)	Erie Western PA Port Authority
City of Corry	Erie Metropolitan Transit Authority
Fairview Township	Erie International Airport Authority
Harborcreek Township	PennDOT Program Center (Harrisburg)
Lawrence Park Township	PennDOT District 1-0 (Oil City)
Millcreek Township (2 members)	Wesleyville Borough
Summit Township	
Erie County Association of Township Officials (2 members)	

Non-voting members:

Federal Highway Administration	Federal Transit Administration
Federal Aviation Administration	Housing and Urban Development
PA Department of Community and Economic Development	
PA Department of Environmental Protection	

The Technical Advisory Committee (TAC) is a smaller, 18-member board, which provides comments and recommendations to the Coordinating Committee in an advisory role. The same organizations are represented on both committees. The City of Erie only has 2 votes and Millcreek and ECATO only have 1 vote each on the Technical Advisory Committee.

## **STAFFING AND AGENCY SUPPORT**

The Erie County Department of Planning and Community Development assumes the lead responsibility for undertaking transportation planning tasks regulated by FHWA. EMTA is responsible for undertaking transit planning tasks regulated by FTA. If a task is beyond the capacity of staff, a consultant is hired to complete work in a timely manner.

Staff at Erie County Department of Planning and Community Development provide the technical and clerical support required for the MPO to function. Specific administrative responsibilities include scheduling, publicly advertising and convening all Erie MPO meetings in accordance with the MPO's Public Participation Plan. All official business of the Erie MPO takes place at publicly advertised meetings to ensure opportunity for public comment. The county is also responsible for preparing and distributing meeting agendas and related materials for review by the Erie MPO members and preparing meeting minutes. In addition, staff coordinate transportation related planning activities including the administration of Act 13 Marcellus Shale Impact Fee Funds, the \$5 Local Use Fee and Erie County's Liquid Fuels Funds.

The primary staff contact is the Erie County Transportation Planning Program Administrator who serves the role of the secretary of the Erie MPO:

Emily Aloiz  
150 East Front Street | Suite 300 | Erie, PA 16507  
Phone: 814.451.7325 | Fax: 814.451.7333  
[eoaloz@eriecountypa.gov](mailto:eoaloz@eriecountypa.gov)

The role of MPO board members is to provide representation for their municipality or organization. Erie County does not own or maintain any transportation infrastructure, so MPO members' input is essential to facilitate integrated and informed decision-making. Local roads and bridges are owned by the thirty-eight municipalities in the county, eight of which have a voting member on the MPO. The rest of the municipalities are represented by the Erie County Association of Townships Officials (ECATO) or the Erie County Association of Boroughs (ECAB). Municipal participation in the planning process is needed to identify capital needs and service needs as well as representing citizen concerns.

Several organizations are also voting members of the Erie MPO because they play vital roles in the transportation planning process for the Erie area. These agencies include the Pennsylvania Department of Transportation (PennDOT), the Erie-Western Pennsylvania Port Authority (EWPPA), and the Erie Regional Airport Authority (ERAA). These organizations are responsible for the continued maintenance and development of the multimodal transportation infrastructure network in Erie County.

In addition to voting organizations, the Erie MPO maintains regular contact with area stakeholders such as the Council of Governments, non-profit and advocacy organizations promoting non-vehicular travel, social justice organizations and neighborhood groups. Specific public outreach is described in the Erie MPO's Title VI/Nondiscrimination Implementation Plan, which includes a [Public Participation Plan](#). Erie County is continually striving to develop a comprehensive transportation strategy for the future through the active coordination with and participation by the public.

## **VISION**

The vision of the Erie MPO is to develop a sustainable transportation system that provides mobility options to all people and the necessary infrastructure to support economic activity and daily life.

## PRIORITIES

### Local Transportation Planning Priorities

Erie MPO is a single county MPO. Therefore, the MPO’s transportation plans and Erie County’s comprehensive plan are closely linked. The MPO’s [2050 Long-Range Transportation Plan](#) serves as the transportation component of the Erie County Comprehensive Plan. It was adopted by Erie County Council in conformance with the Pennsylvania Municipalities Planning Code (MPC), Act 247 of 1968 as reenacted and amended. This plan serves as a policy document that provides guidance to the county and local municipalities as well as the Erie MPO.

During the development of the Long-Range Transportation Plan, the project team gathered information regarding concerns and visions for the transportation system in Erie County. The resounding local needs were documented and addressed in the LRTP through projects, policies, and studies. To illustrate local priorities, the goals and objectives are organized into seven primary themes that are consistent with federal and statewide guidance.

1. Economic Vitality
2. Safety and Security
3. Multimodal Accessibility and Mobility
4. Freight Accessibility and Mobility
5. Sustainability and Equity
6. Project Feasibility
7. Congestion and Maintenance

The following table indicates which local transportation goals are addressed by the UPWP tasks. The tasks are fully described in pages 11-20.

LOCAL GOALS	UPWP PLANNING TASKS					
	I	II	III	IV	V	VI
<b>Economic Vitality</b>	X					X
<b>Safety and Security</b>	X	X	X	X	X	X
<b>Multimodal Accessibility and Mobility</b>	X			X	X	X
<b>Freight Accessibility and Mobility</b>	X			X		
<b>Sustainability and Equity</b>	X		X	X	X	X
<b>Project Feasibility</b>	X	X				
<b>Congestion and Maintenance</b>	X	X	X	X	X	X

### State Transportation Planning Priorities

Pennsylvania’s [2045 Long-Range Transportation Plan and Freight Movement Plan](#) presents a clear vision and strategic direction for transportation planning across the state. The 2045 Long-Range Transportation Plan establishes six goals and objectives:

1. Safety: Enhance safety and security for both motorized and non-motorized modes throughout Pennsylvania’s transportation system.
2. Mobility: Strengthen transportation mobility to meet the increasingly dynamic needs of Pennsylvania residents, businesses, and visitors.
3. Equity: Improve transportation access and equity throughout Pennsylvania.

4. Resilience: Strengthen Pennsylvania transportation’s resilience to climate change and other risks and reduce transportation’s environmental impacts.
5. Performance: Improve the condition and performance of transportation assets.
6. Resources: Structure transportation funding and finance approaches that allocate sufficient resources for system safety, maintenance, preservation, and improvement.

The following table indicates which state transportation goals are addressed by the UPWP tasks. The tasks are fully described in pages 11-20.

PENNDOT PLANNING GOALS	UPWP PLANNING TASKS					
	I	II	III	IV	V	VI
Safety	X	X	X	X		X
Mobility	X				X	X
Equity	X		X	X	X	X
Resilience	X	X		X		X
Performance	X	X		X		X
Resources	X	X	X	X		X

### Federal Transportation Planning Priorities

The scope of a metropolitan transportation planning process is defined at the federal level in [23 CRF § 450.306](#). Ten planning factors are defined. The regulation requires those planning factors be reflected in the metropolitan transportation planning process, although the degree of consideration can be based on the local context. The federal planning factors are:

1. Support the economic vitality of the region, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility options available for people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient transportation system management and operations.
8. Emphasize the preservation of existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. Enhance travel and tourism.

The following table indicates which federal transportation goals are addressed by the UPWP tasks. The tasks are fully described in pages 11-20.

FEDERAL PLANNING FACTORS	UPWP PLANNING TASK					
	I	II	III	IV	V	VI
Support the economic vitality of the region, especially by enabling global competitiveness, productivity, and efficiency.	X			X		
Increase the safety of the transportation system for motorized and non-motorized users.	X	X		X	X	X
Increase the security of the transportation system for motorized and non-motorized users.	X	X		X	X	X
Increase the accessibility and mobility options available for people and for freight.	X			X	X	X
Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.	X		X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X		X	X	X	X
Promote efficient transportation system management and operations.	X			X		X
Emphasize the preservation of existing transportation system.	X	X	X	X		
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.	X					
Enhance travel and tourism.	X				X	X

### Federal Finding Planning Improvements

The FHWA and FTA completed a joint review of the Pennsylvania Federal Fiscal Year 2023-2026 Statewide Transportation Improvement Program (STIP). The STIP included the Erie MPO's Transportation Improvement Program (TIP) as well as other TIPs from around the state. Federal review identified five recommendations for improvement. There were no Corrective Actions.

1. The first recommendation is for better planning, programming and project delivery of safety projects funded with Highway Safety Improvement Funds (HSIP). Actions are needed so that safety performance measures are met, HSIP funds are fully obligated, and project eligibility is fully vetted.
2. The second recommendation is for better integration of transportation performance management tools (BAMS/PAMS) in the project selection process.
3. The third recommendation is to enhance agency coordination with FHWA and FTA during the LRTP update process and ensure it begins 30 months in advance of adoption.
4. The fourth recommendation is to revise the MPO's Title VI plan to comply with FTA Circular 4702.1B.
5. The fifth recommendation is to be consistent in reporting Transit obligations in the Annual Obligation Report.

The Erie MPO is actively working to address the STIP findings in the current UPWP cycle. HSIP SharePoint applications will be added to the Erie MPO's 2025-2027 TIP submission. Project selection documentation will include an assessment of PennDOT District 1-0's use of the BAMS and PAMS systems. If trainings on BAMS and PAMS are held, MPO staff will take part. This will be

accomplished in the July 1, 2023-June 30, 2024 fiscal year in anticipation of the 2025-2027 TIP adoption on June 19, 2024.

Work undertaken in the current UPWP cycle will address other STIP findings. The Erie MPO will update its Title VI/Nondiscrimination Implementation Plan to comply with FTA Circular 4702.1B. Working with EMTA and FTA, the Erie MPO will make transit obligations uniform with the reporting of highway/bridge obligations in the Annual Obligation Report.

In the 2024-2025 UPWP cycle, the Erie MPO will start the LRTP update process at least 30 months in advance of the LRTP deadline. The kick-off meeting will be held in September of 2024. PennDOT's updated [Resource Guidance for Pennsylvania Planning Partners](#) will help direct that effort.

The following table indicates which STIP finding recommendations are addressed by the UPWP tasks. The tasks are fully described in pages 11-20.

FEDERAL PLANNING FINDING RECOMENDATIONS	UPWP PLANNING TASKS					
	I	II	III	IV	V	VI
Safety Planning, Programming and Project Delivery	X			X		
Integration of Transportation Performance Management	X			X		X
MPO/RPO LRTP Development Process	X			X		X
MPO/RPO Compliance with FTA Title VI Requirements	X			X		X
Annual Listing of Obligated Projects for Transit	X			X		X

## TRANSPORTION PLANS

### Long-Range Transportation Plan (LRTP)

One of the key responsibilities of the Erie MPO is to adopt a long-range transportation plan with a minimum of a twenty-year horizon. The [Erie MPO's 2050 LRTP](#) was adopted in March 9, 2022. The LRTP presents a regional overview, trend evaluations, condition assessments, and a guide for ongoing management and development of the transportation system in Erie County. The Erie MPO Long-Range Transportation Plan is updated every five years. Given the 30 month planning process recommended by FHWA and FTA, a kick-off meeting for the March 2027 plan needs to be held in September 2024. This kick-off will be scheduled within this 2024-2025 UPWP cycle.

### Transportation Improvement Program (TIP)

Another responsibility of the Erie MPO is the adoption of a short-range Transportation Improvement Program (TIP) every two years. The TIP includes project lists for highway/bridge projects, transit projects, statewide projects and interstate projects as well as supporting documentation. The supporting documents include: project selection criteria, fiscal constraint chart, air quality conformity determination report, HSIP SharePoint application submission, performance measure documentation, public transportation financial capacity analysis, environmental justice analysis and documentation, public comment period advertisement, Title VI policy statement, memorandum of understanding for TIP revision procedures, self-certification resolution, list of major projects from the previous TIP that were implemented or delayed. Work during this 2024-2025 UPWP cycle will include maintenance of the 2025-2028 TIP, and the early stages of preparing for the draft 2027-2030 TIP. However, the full 2027-2030 TIP update will occur in the following UPWP cycle.

### Coordinated Public Transit-Human Services Transportation Plan

Federal transit law requires that projects funded under the Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program be included in a locally developed coordinated public transit-human services transportation plan. That plan is, “developed and approved through a process that includes participation by older adults, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public.” The plan evaluates transportation needs of individuals with disabilities, older adults, and people with low incomes and provide strategies for meeting these needs. EMTA and the Erie MPO will adopt an updated Coordinated Public Transit-Human Services Transportation Plan by November 2024.

### Title VI/Nondiscrimination Implementation Plan

The Erie MPO maintains a Title VI/Nondiscrimination Implementation Plan. This plan includes the Erie MPO’s Environmental Justice Analysis and Public Participation Plan to comply with FTA Circular 4702.1B. The plan also includes a Title VI Policy Notice, ADA Policy Notice, discrimination complaint procedure, discrimination complaint form, Limited English Proficiency (LEP) Analysis, language taglines, and subrecipient monitoring process. Work during this 2024-2025 UPWP cycle will include maintenance of the Erie MPO Plan, but not a full update.

EMTA maintains their own Title VI+ Plan and complaint procedures. It contains the same elements of the Erie MPO’s Title VI/Nondiscrimination Implementation Plan. EMTA’s most recent Title VI+ Plan was adopted by the EMTA board of directors on November 20, 2023 and is not scheduled to be updated during this 2023-2025 UPWP cycle.

### Environmental Justice Analysis

The Environmental Justice Analysis forms a part of the Erie MPO Title VI/Nondiscrimination Implementation Plan due to requirements in FTA Circular 4702.1B. In order to understand transportation needs in areas with concentrations of low-income and minority populations, the Erie MPO completes an environmental justice analysis as part of each 2-year TIP update. The Erie MPO analyzes census data and transportation conditions to determine whether there are any disparate or disproportionate impacts. The document describes benefits and burdens of TIP projects on low-income and minority populations. Work during this 2024-2025 UPWP cycle will include maintenance of the Environmental Justice Analysis, but a full update will not begin until the following UPWP cycle.

### Public Participation Plan

The Public Participation Plan forms a part of the Title VI/Nondiscrimination Implementation Plan due to requirements in FTA Circular 4702.1B. This plan describes opportunities for public involvement, participation and consultation throughout the MPO’s transportation planning activities. The MPO develops the Public Participation Plan in collaboration with the public and stakeholder communities and is reviewed and updated as needed. The draft plan is then made available for review and public comment for forty-five (45) days before adoption. The Erie MPO adopted the most recent Public Participation Plan on December 14, 2022. Work during this 2024-2025 UPWP cycle will include maintenance of the Public Participation Plan, but not a full update.

## PLAN/ACTIVITY MILESTONES

The below table reflects the milestone dates for major transportation planning documents/requirements/core activities. Dates in red will take place during this 2024-2025 UPWP cycle.

PLAN/ACTIVITY	CURRENT	NEXT	
	ADOPTION/ COMPLETION	REQUIRED ADOPTION	TARGETED COMPLETION
<b>Unified Planning Work Program (UPWP)</b>	December 13, 2023	January 31, 2025	December 11, 2024
<b>Long Range Transportation Plan (LRTP)</b>	March 9, 2022	March 9, 2027	March 9, 2027
<b>Transportation Improvement Program (TIP)</b>	June 21, 2024	June 2026	June 17, 2026
<b>Public Participation Plan (PPP)</b>	December 14, 2022	NA	December 2025
<b>Coordinated Public Transit-Human Services Transportation Plan</b>	February 2008	NA	November 2024
<b>Environmental Justice Evaluation of Benefits &amp; Burdens</b>	June 21, 2024	June 2026	June 17, 2026
<b>Erie MPO Title VI/Nondiscrimination Implementation Plan</b>	June 21, 2024	June 2026	June 17, 2026
<b>EMTA Title VI+ Plan</b>	November 20, 2023	December, 2026	November, 2026
<b>Annual List of Federally Obligated Projects</b>	December 20, 2023	December 29, 2024	December 15, 2024
<b>MPO Planning Process Review by FHWA/FTA/PennDOT</b>	May 7, 2019	NA	Jan-Jun 2024
<b>Functional Classification Revisions</b>		NA	November 2026
<b>Performance Measures 1 (safety)</b>	December 13, 2023	180 days after state	Annual
<b>Performance Measures 2 and 3</b>	March 8, 2023	180 days after state	Biennial

## SUMMARY OF ACTIVITIES IN FY 2024-2025

Task I: Plans and Programs

Task II: Project Development and Delivery

Task III: Data Collection and Analysis

- A. Highway Performance Monitoring System (HPMS)
- B. Data Analysis

Task IV: Program Management

Task V: Safe and Accessible

Task VI: Public Transportation

Activities from the previous UPWP from FY 2022-2024 are complete. The following pages provide details about the transportation planning activities to be completed in July 1, 2024-June 30, 2025.

## Task I – Plans and Programs

### Purpose:

The Erie MPO is responsible for updating transportation planning documents such as the Transportation Improvement Program (TIP) and Long-Range Transportation Plan (LRTP). These are updated at specific intervals. Erie MPO reviews and updates other transportation planning documents as needed. Erie County/Erie MPO also works with municipalities and transportation authorities to assist with their transportation planning needs.

### Tasks to be completed in fiscal year 2024-2025:

- The MPO updates the 4-year Transportation Improvement Program (TIP) every 2 years.
  - The MPO maintains the current 2025-2028 TIP and will begin to develop the 2027-2030 TIP during this UPWP cycle.
  - As PennDOT District 1-0 schedules PennDOT Connects meetings for TIP projects, the Erie MPO will participate.
  - The Erie County Department of Planning and Community Development website serves as a public repository of TIP documents and is maintained and updated.
  - PennDOT District 1-0 maintains the fiscal constraint of the TIP. Administrative modifications are approved by PennDOT Program Center. Those changes are presented by PennDOT Program Center to the MPO at committee meetings.
  - Following the Erie MPO Memorandum of Understanding, all amendments to the Highway/Bridge and Transit TIPs are voted on according to the Erie MPO bylaws. A fiscal constraint chart is presented to the MPO Coordinating Committee. If approved by majority vote, the MPO secretary submits an eSTIP through SharePoint to PennDOT Program Center. FHWA approves Highway/Bridge amendments and FTA approves Transit amendments.
- A Long-Range Transportation Plan update will begin in this UPWP cycle.
  - The Erie MPO will review the 2023 PennDOT LRTP guidance and use it as a guide for the LRTP update.
  - The Erie MPO will facilitate a kick-off meeting in September 2024 with stakeholders that include EMTA, FHWA, PennDOT District 1-0, PennDOT Program Center, FHWA, FTA and MPO chairs.
  - Erie County will put out a request for proposals for a consultant to assist the LRTP update. A consultant will be hired and preliminary work will begin such as a development of a timeline.
- The Erie MPO creates an Annual Obligation Report based on information generated by PennDOT Program Center and EMTA. The report will be posted on Erie MPO's webpage within 90 days of the end of the Federal Fiscal Year. In response to the STIP finding, more uniformity will be used in the reporting of Transit Funds and Highway/Bridge Funds.
- The Erie County Department of Planning and Community Development will work with municipalities and regional stakeholders to develop plans with transportation components. Examples of local planning efforts include assistance with municipal comprehensive plans, strategic safety plans, and regional trail plans.
- Erie County and EMTA will work collaboratively to develop the FY 2025-2027 Unified Planning Work Program (UPWP) after financial guidance is released from PennDOT Program Center in the spring of 2024. PennDOT, FHWA, and FTA will review and approve the UPWP before it is adopted by the Erie MPO Coordinating Committee.
- The Erie MPO maintains a Title VI/Nondiscrimination Implementation Plan, which includes

the Public Participation Plan, Limited English Proficiency Plan, and discrimination complaint procedures. The Erie MPO will work with PennDOT Program Center, PennDOT Bureau of Equal Opportunity (BEO), FHWA and FTA to make sure all requirements are met.

- The Erie MPO maintains a Title VI/Nondiscrimination complaint log
- The Erie MPO reports consultant payments to PennDOT’s DBE Goal resource account
- The Erie MPO works with the State Transportation Commission (STC) and PennDOT Program Center in soliciting input from citizens for the update of the Commonwealth’s Twelve-Year Transportation Program (TYP) as requested. The County/Erie MPO will participate in any state initiated plans or initiatives such as the Freight Movement Plan, State Rail Plan, and Pennsylvania’s Carbon Reduction Strategy.
- The Erie MPO coordinates with the Northwest RPO to schedule classes and promote Local Technical Assistance Program (LTAP) for the region.
- Municipalities and transportation authorities can also request to use these funds to complete transportation studies recommended in the Long Range Transportation Plan or other regional plans. Applicants must present to the MPO and the board must approve the transportation study’s scope and budget.

**Deliverables:**

- The Erie MPO will process all amendments required for the 2025-2028 TIP.
- The Annual Obligation Report will be posted on the MPO’s webpage in December 2024
- The FY 2025-2027 UPWP will be developed and approved by Erie MPO.
- Erie County will assist municipalities and regional stakeholders to complete comprehensive plans, feasibility studies and other transportation related planning activities.
- A kick-off meeting will be held for the Long-Range Transportation Plan and a consultant will be hired to assist the MPO in completion of the plan.

**Budget:**

	FY Year 1 July 1, 2024-June 30, 2025
<b>FHWA PL/SPR funds</b>	\$ 120,000
<b>FTA MPP funds</b>	\$ 0
<b>State MLF funds</b>	\$ 15,534
<b>Local funds</b>	\$ 14,466
<b>TASK TOTAL</b>	\$ 150,000

## Task II– Project Development and Delivery

**Purpose:**

Erie County/Erie MPO develops and delivers local transportation planning projects throughout the county. Although Erie County does not own or maintain any transportation infrastructure, it manages programs that assist the 38 municipalities and transportation authorities that do. These programs are led by Erie County and coordinated with FHWA, PennDOT Program Center and PennDOT District 1-0. The Erie MPO also assists in the development and delivery of projects managed by PennDOT District 1-0 and prioritized in the statewide program.

### Tasks to be completed in fiscal year 2024-2025:

- Erie County/Erie MPO assists PennDOT in implementing the program development and project delivery process. Staff participate in scoping field views, design field views, public meetings, and planning activities associated with project development.
- Erie MPO collaborates with PennDOT District 1-0 to advance plans and projects that are outside of the region's fiscal constraint, specifically local projects that do not qualify for TIP funding. The MPO shares information about transportation grant opportunities as they arise and review applications as requested for the Transportation Alternatives (TA) Set-Aside Program and Multimodal Fund projects.
- Erie County administers the At-Risk Bridge Program using the Marcellus Shale Impact Fee in accordance with Pennsylvania Act 13 of 2012.
  - Erie County creates and advertises guidance for the At-Risk Bridge Program to municipalities that own bridges and post guidance on the MPO website yearly.
  - Municipalities apply for the funding on an ongoing basis.
  - PennDOT District 1-0 bridge unit verifies the poor condition of the bridge or culvert and that the proposed repair corrects the deficiency.
  - Erie County enters into a contract with the municipality to allocate funds.
  - Approved projects are added to the Transportation Improvement Program (TIP) by PennDOT District 1-0 as an administrative action.
- Erie County administers the County Liquid Fuels Program in collaboration with PennDOT Municipal Services.
  - Because Erie County does not own any transportation assets, much of the yearly allocation of the County Liquid Fuels funds is passed to municipalities as County Aid. The allocation is determined as part of the Erie County budget, approved by Erie County Council.
  - A percentage of the County Liquid Fuels funds are used to reimburse municipalities for the 20% local share of bridge inspections.
  - A percentage of the County Liquid Fuels funds is set aside for the Emergency Liquid Fuels Program. Municipalities can apply to the County for funding on a rolling basis. PennDOT Municipal Services and Erie County Council must approve municipal applications.
- The Erie MPO manages the \$5 Local Use Fee program. Erie County Council adopted an ordinance on December 19, 2017 to put in place Act 89 \$5 Local Use Fee on all non-exempt vehicles in the county. The fee went into effect on March 31, 2018.
  - PennDOT distributes the collected funds to Erie County on a semi-annual basis. The funds are included as part of the Erie County budget, approved by Erie County Council.
  - An MPO subcommittee discusses priority projects that meet guidelines in Publication 9. PennDOT District 1-0 staff offer technical assistance.
  - Prioritized projects are discussed by the Technical Advisory Committee (TAC) and adopted by the Erie MPO Coordinating Committee (CC).
  - Municipalities choose to accept the funds through resolution and a project is created by PennDOT Municipal Services.
  - Erie County and PennDOT's work closely with the municipality as the project moves forward.

### Deliverables:

- The Erie MPO will attend meetings associated with ongoing TIP project implementation.
- The Erie County At-Risk Bridge Program will be updated annually. Municipalities will apply

to the County. Approved projects will be added to the TIP.

- County Liquid Fuels Program funds will be allocated to the 38 municipalities annually through County Aid, the Emergency Liquid Fuels Program and the Bridge Inspection Fund.
- Prioritized projects will receive \$5 Local Use Fee funds following approval by the Erie MPO Coordinating Committee.

**Budget:**

<b>FY Year 1 July 1, 2024-June 30, 2025</b>	
<b>FHWA PL/SPR funds</b>	\$ 77,700.00
<b>FTA MPP funds</b>	\$ 0.00
<b>State MLF funds</b>	\$ 10,058.27
<b>Local funds</b>	\$ 9,366.74
<b>TASK TOTAL</b>	\$ 97,125.00

## Task III – Data Collection and Analysis

### A. Highway Performance Monitoring System (HPMS)

**Purpose:**

The purpose is to collect and verify highway information in Erie County to inform FHWA’s strategic planning process.

**Tasks to be completed in fiscal year 2024-2025:**

- PennDOT Bureau of Planning and Research supplies the MPO with Highway Performance Monitoring System (HPMS) samples to be verified yearly.
- Erie MPO verifies and updates the roadway inventory and performance measures on 131 Highway Performance Monitoring System (HPMS) sample sections.
- When time restrains prohibit staff from completing this activity, a consultant is hired by the Erie MPO to complete this annual activity.
- Erie MPO staff attend annual HPMS training organized by PennDOT and participate in a PennDOT quality control review every 2 years.
- In response to the new digital inventory process, the Erie MPO will purchase a tablet.

**Deliverables:**

- The Erie MPO will provide updated HPMS sample data to the PennDOT Program Center by December 6, 2024.

**Budget:**

<b>FY Year 1 July 1, 2024-June 30, 2025</b>	
<b>FHWA PL/SPR funds</b>	\$ 7,800.00
<b>FTA MPP funds</b>	\$ 0
<b>State MLF funds</b>	\$ 1,009.71
<b>Local funds</b>	\$ 940.29
<b>TASK TOTAL</b>	\$ 9,750.00

## B. Data Analysis

### Purpose:

The Erie MPO maintains and updates data to support transportation planning activities and decision-making throughout Erie County. Erie County supports its 38 municipalities, transportation authorities, and regional partners with the data and mapping requests.

### Tasks to be completed in fiscal year 2024-2025:

- Erie County's GIS department uses data to evaluate transportation planning decisions. While Erie County owns no transportation facilities, the county maintains transportation data for municipalities and transportation authorities.
- Transportation data is used to integrate transportation planning with land use planning, parks and recreation planning and other planning activities within Erie County on an ongoing basis.
- The Erie County GIS department creates maps for municipalities and other transportation stakeholders upon request.
- The Erie MPO participates in PennDOT's Transportation Systems Management and Operations (TSMO) initiative.
- The Erie MPO participates in data-driven safety planning activities that lead to better consideration of safety in the selection and prioritization of transportation projects. Staff participate in road safety audit (RSA) studies working collaboratively with District 1-0's safety unit as requested.
- Erie County updates and maintains the Erie County travel demand model to ensure the integrity of the planning outputs and the models. In order to facilitate this task, staff will attend training as needed. Assistance may be required through a consultant. Tasks for maintaining the model include, but are not limited to:
  - Licensing to operate the software
  - Periodic upgrading of the software
  - Updating socioeconomic input data
  - Updating of Traffic Analysis Zones (TAZs) to address socioeconomic and land use changes
  - Updating the base highway network
  - Recalibration of the model
  - Analysis of new alternative highway networks and specific projects
- The travel demand model is used to evaluate performance measures and candidate projects for MPO short-term and long-term plans, to complete transportation studies, and for other project-specific purposes as requested.

### Deliverables:

- The county's travel demand model will be updated.
- The Erie County GIS Department will create and maintain special data for transportation planning activities at the county, municipal and regional levels.

Budget:

FY Year 1 July 1, 2024-June 30, 2025	
<b>FHWA PL/SPR funds</b>	\$ 45,500.00
<b>FTA MPP funds</b>	\$ 0.00
<b>State MLF funds</b>	\$ 5,889.98
<b>Local funds</b>	\$ 5,485.03
<b>TASK TOTAL</b>	\$ 56,875.00

## Task IV– Program Management

Purpose:

The purpose of this task is to facilitate the Erie Metropolitan Planning Organization (MPO). This includes all clerical and administrative activities relating to the two MPO committees. The Erie MPO staff monitors all state and federal regulations and requirements to ensure the MPO performs its required transportation planning activities.

Tasks to be completed in fiscal year 2024-2025:

- Erie County Department of Planning and Community Development administers all Erie Metropolitan Planning Organization (MPO) meetings. Both the Technical Advisory Committee and the Coordinating Committee meet quarterly. PennDOT District 1-0 sends representatives to the MPO meetings and provides education and assistance in the meetings. PennDOT Program Center presents fiscal changes to the Transportation Improvement Program (TIP). FHWA and FTA provide updates to the MPO at meetings as needed.
- The MPO secretary prepares meeting agendas in coordination with the committee chairs, PennDOT District 1-0, FHWA, FTA and EMTA. The secretary distributes meeting notifications, agendas, and meeting materials to the board and stakeholders. Meetings are advertised according to the MPO’s Public Participation Plan.
- Erie County maintains MPO information on the Erie County Department of Planning and Community Development webpage. Online materials include MPO membership, bylaws, meeting schedules and locations, agendas, minutes, Annual Obligation Report, TIP, LRTP, UPWP, Title VI/Nondiscrimination Implementation Plan and other transportation related information.
- MPO staff works with the PennDOT Program Center and EMTA to adopt targets for performance measures as needed. These include:
  - PM1 targets—the safety performance measures
  - PM2 targets – the National Highway System (NHS) pavements, bridges carrying the NHS, and pavements on the Interstate measures
  - PM3 targets—the performance of the NHS, freight movement on the Interstate, and the Congestion Mitigation and Air Quality Improvement (CMAQ) Program.
  - TAM—Transit Asset Management targets
  - Transit Safety—Safety targets based on EMTA’s Safety Management System Plan
- Erie County explains the role and purpose of the MPO to the public and other Erie County organizations as requested. The county provides information, data and technical

assistance to Erie MPO member-organizations, public and private organizations, the general public, and the media. This includes attending meetings of outside organizations, municipalities, and other groups to participate in discussion of transportation-related issues.

- Erie County monitors state and federal legislative initiatives and regulations regarding transportation funding to ensure ongoing compliance. Erie MPO coordinates with FHWA, FTA, PennDOT and EMTA to review the planning process as requested.
- Erie County attends relevant conferences, workshops, seminars, and meetings that enhance the abilities of staff to implement the activities described within this work program. This includes attendance at the PennDOT Planning Partners’ meetings. Staff ensure all relevant feedback from regional and state agencies is disseminated within the MPO.
- Following the 2023 UPWP Guidance, Erie County creates quarterly invoices. PennDOT Program Center staff reviews invoices before submission through the Keystone Portal.

**Deliverables:**

- Erie County Department of Planning and Community Development will administer MPO Technical Advisory and Coordinating Committee meetings
- Quarterly UPWP invoices will be created and submitted
- Performance measurement targets will be adopted

**Budget:**

<b>FY Year 1</b>	
<b>July 1, 2024-June 30, 2025</b>	
<b>FHWA PL/SPR funds</b>	\$ 58,000.00
<b>FTA MPP funds</b>	\$ 0.00
<b>State MLF funds</b>	\$ 7,508.10
<b>Local funds</b>	\$ 6,991.90
<b>TASK TOTAL</b>	<b>\$ 72,500.00</b>

## **Task V–Safe and Accessible Program**

**Purpose:**

IIJA/BIL Section 11206 Implementation Guidance Update involves the requirement for States and MPOs to use not less than 2.5% of SPR and PL funds on “Complete Streets planning activities.” No municipalities in Erie County have a complete streets policy. This project involves Erie County staff working to advertise complete streets concepts to local governments through holding workshops with municipalities. The outcome will be the creation of a policy template that can be adopted by any municipality. The process will follow the Michiana Area Council of Governments’ process it went through in 2018. Once the complete streets policy template is created, MPO staff will provide technical assistance to municipalities willing to go through the policy adoption.

**Tasks to be completed in fiscal year 2024-2025:**

- Workshops with local municipalities will be held to discuss complete streets concepts and potential implementation.
- A model policy outline for local jurisdictions will be created.

- MPO staff will provide technical assistance to any local jurisdiction that may be willing to adopt a complete street policy for their area. This will include the development of performance measures and public engagement strategies.

**Deliverables:**

- Workshop summaries
- Complete streets policy template

**Budget:**

FY Year 1 July 1, 2024-June 30, 2025	
<b>FHWA PL/SPR funds</b>	\$ 8,000
<b>FTA MPP funds</b>	\$ 0
<b>State MLF funds</b>	\$ 0
<b>Local funds</b>	\$ 0
<b>TASK TOTAL</b>	\$ 8,000

## VI–Public Transportation Planning

**Purpose:**

The Erie Metropolitan Transit Authority (EMTA) undertakes public transportation planning activities in Erie County. EMTA owns and operates the public transportation system in Erie County. EMTA operates the “e” (Erie County’s fixed-route transit service), LIFT (Erie County’s paratransit service) and the Bayliner Trolley (downtown Erie’s circulator).

**Tasks:**

- EMTA participates in the Erie MPO through:
  - Attendance at quarterly meetings
  - Participation in the MPO’s public engagement
  - Presentation of transit planning reports, quarterly, at MPO meetings. The reports include active transit planning studies and projects as well as Transit TIP development following the Transit Asset Management (TAM) plan.
  - Presentation of asset management targets and system safety targets are presented to the MPO for their adoption.
- EMTA continues to use a data driven process in planning:
  - Projects are prioritized using TAM Performance Measures.
  - Origin and destination data is collected using Token Transit.
  - Transit Planning Software is used to enhance the efficiency and effectiveness of EMTA’s transit planning and Title IV analysis.
  - Schedule Masters software is used to plan and build fixed route vehicle schedules, routes, driver assignments and timetables. This software allows for continuous review of transit data.
  - EMTA continues to input data into the Capital Planning Tool and share that data with planning partners.
- Following the Erie MPO Memorandum of Understanding, all amendments to the transit elements of the FFY 2025-2028 TIP are voted on according to the Erie MPO bylaws. EMTA staff present a fiscal constraint chart to the MPO Coordinating Committee. Once

approved, MPO staff submit an eSTIP through SharePoint to PennDOT Program Center. FTA approves the amendment.

- EMTA will work with the Erie MPO, PennDOT Bureau of Public Transit (PennDOT BPT), and Federal Transit Authority (FTA) to update its Coordinated Public Transit-Human Services Transportation Plan by November 2024.
- EMTA maintains its Safety Management System Plan. This plan reflects industry best practices and compliance with the Federal Transit Administration’s Safety Management System and Public Transportation Agency Safety Plan guidelines. Safety targets are shared and adopted by the MPO.
- EMTA and the Erie MPO collaborate to ensure both organization’s Title IV plans follow FHWA and FTA regulations. EMTA shares its DBE reporting with the Erie MPO.
- EMTA implements strategies, programs and projects recommended in EMTA’s Strategic Plan and Transit Development Plan.
  - EMTA investigates opportunities for special project funding and other grant opportunities focused on implementing public transportation improvements.
  - EMTA supports large event operation planning for key tourism events such as Tall Ships America and 8 Great Tuesdays.
  - EMTA supports environmental initiatives to reduce emissions through conversion of diesel buses to CNG and investigation of electric vehicle charging potential.
- EMTA serves as the Secretary of the Transportation Council for the Elderly and Disabled of Erie County and its sub-committees. Work elements include preparation and distribution of meeting minutes and agendas, coordination with member organizations, and attendance at all regularly scheduled meetings of the Council and its sub-committees.
- Erie County and EMTA enter into a yearly agreement to pass through MPP funds. EMTA develops and submits a reimbursement request to Erie County no later than 15 business days after the last day of each quarter.
- EMTA works with PennDOT to review their cooperative planning agreement to make sure it accurately documents their collaborative planning process to meet federal and state guidelines as needed.

**Deliverables:**

- The Coordinated Public Transit-Human Services Transportation Plan will be updated.
- Transit planning software subscriptions, such as for Tokin Transit, will generate ongoing planning data.
- Meetings of the Transportation Council for the Elderly and Disabled of Erie County will be held.
- Safety and asset management targets will be set and shared with the MPO for adoption.
- Yearly contracts will be executed between EMTA and Erie County to process UPWP funds.

**Budget:**

<b>FY Year 1</b>	
<b>July 1, 2024-June 30, 2025</b>	
<b>FHWA PL/SPR funds</b>	\$ 0
<b>FTA MPP funds</b>	\$ 90,000
<b>State MLF funds</b>	\$ 0
<b>Local funds</b>	\$ 22,500
<b>TASK TOTAL</b>	<b>\$ 112,500</b>

**ERIE MPO  
UPWP BUDGET  
YEAR 1 - July 1, 2024-June 30, 2025**

WORK TASK	TOTAL BUDGET	TOTAL HWY	FEDERAL PL/SPR	STATE MLF	LOCAL HWY	TOTAL TRANSIT	FEDERAL FTA MPP	LOCAL TRANSIT
I Plans and Programs	\$150,000.00	\$150,000.00	\$120,000.00	\$15,534.00	\$14,466.00	\$0.00	\$0.00	\$0.00
II Project Development and Delivery	\$97,125.00	\$97,125.00	\$77,700.00	\$10,058.27	\$9,366.74	\$0.00	\$0.00	\$0.00
III Data Collection and Analysis	\$66,625.00	\$66,625.00	\$53,300.00	\$6,899.69	\$6,425.32	\$0.00	\$0.00	\$0.00
A Highway Performance Monitoring System (HPMS)	\$9,750.00	\$9,750.00	\$7,800.00	\$1,009.71	\$940.29	\$0.00	\$0.00	\$0.00
B Data Analysis	\$56,875.00	\$56,875.00	\$45,500.00	\$5,889.98	\$5,485.03	\$0.00	\$0.00	\$0.00
IV Program Management	\$72,500.00	\$72,500.00	\$58,000.00	\$7,508.10	\$6,991.90	\$0.00	\$0.00	\$0.00
<b>Sub-Total</b>	<b>\$386,250</b>	<b>\$386,250</b>	<b>\$309,000</b>	<b>\$40,000</b>	<b>\$37,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
V Safe and Accessible Program	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VI Public Transportation	\$112,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$112,500.00	\$90,000.00	\$22,500.00
<b>Sub-Total</b>	<b>\$120,500</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$112,500</b>	<b>\$90,000</b>	<b>\$22,500</b>
<b>Grand-Total</b>	<b>\$506,750</b>	<b>\$394,250</b>	<b>\$317,000</b>	<b>\$40,000</b>	<b>\$37,250</b>	<b>\$112,500</b>	<b>\$90,000</b>	<b>\$22,500</b>

**UPWP CONTRACT FUNDING BREAKDOWN:**

Source -	Amount
PA State Motor License Funds (MLF) 10.356%	\$40,000
FHWA Metropolitan Planning (PL/SPR) Funds 80%	\$309,000
Safe and Accessible 100%	\$8,000
FTA Metropolitan Planning Funds (MPP) 80%	\$90,000
<b>Sub-Total:</b>	<b>\$447,000</b>
Safe and Accessible Local Funds 0%	\$0
Erie County Local Funds 9.644%	\$37,250
EMTA Local Funds 20%	\$22,500
<b>Total Local Funds:</b>	<b>\$59,750</b>
<b>Grand Total:</b>	<b>\$506,750</b>

EMTA Tasks / Cost:	Total	Fed \$	Loc \$
	\$112,500	\$90,000	\$22,500

**EMTA SUB-CONTRACT FUNDING BREAKDOWN:**

Source -	Amount
PA State Motor License Funds (MLF) 0%	\$0
FHWA Metropolitan Planning (PL/SPR) Funds 0%	\$0
FTA Metropolitan Planning Funds (MPP) 80%	\$90,000
<b>Sub-Total:</b>	<b>\$90,000</b>
EMTA Local Match Funds 20%	\$22,500
<b>Total Local Funds:</b>	<b>\$22,500</b>
<b>Grand Total:</b>	<b>\$112,500</b>