Does the number 1273 sound familiar to you? Sometimes we remember bits and pieces of information, like a number, but can’t quite put our finger on the complete information we need when we need it. Then when we do remember it later, we regret being forgetful because it has a severe impact on us...like forgetting to insert FHWA Form 1273 in your contracts with your contractors. Forgetting to include FHWA Form 1273 in an LPA local-let contract with a contractor could potentially impact reimbursement on your local-let projects.

Yikes! Or your contractor forgetting to insert FHWA Form 1273 into their contracts with subcontractors on your local-let jobs. Same result. Double Yikes!

Don’t let this happen to you and your agency! Of all the requirements an LPA needs to complete for a locally-let project, including FHWA Form 1273 in each contract is easy. Because the requirement seems so simple, it is at times not given a high priority and missed. Don’t let this happen on your project!

Why is FHWA Form 1273 so important? The information provided in the form is critical for everyone participating in the federal-aid project, at all contract levels. It provides information from FHWA on:

**INSIDE THIS ISSUE:**
- Township Safety Sign Grant Program
- Roads Scholar Update
- Focus on Funding: Funding Application Deadlines Changed for 2019
- Winter Maintenance Resources from Clear Roads Project: Best Practices for Clearing Interchange Configurations
- Free! Online Courses—Ohio LTAP eLearning System
- ORIL Program News
- Video Corner: Work Zone Safety
- Customer Needs Assessment Results
- Contact Information
The form includes Civil Rights requirements, such as shown in the circles to the right and down.

The Department of Labor and the Environmental Protection Agency also have sections in the form which outline specific requirements under their agencies’ responsibilities.

It is important to note, FHWA Form 1273 must be inserted into your contracts and related sub-contracts exactly as it is written. Absolutely **NO changes** can be made to the form. It also **can NOT be incorporated by reference in your contracts** or related sub-contracts. The whole thing must be in the agreements. You can find the entire FHWA Form 1273 at the following hyperlink: https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf

**How can my agency simplify including FHWA Form 1273 in each contract or related sub-contract to ensure it is rarely forgotten?**  Here is a list of recommendations for making this a reality:
For over five years, Ohio’s Township Safety Sign Grant has provided signs, posts and hardware to townships with a higher than average crash rating across their entire township, based on the township crash history over the previous five years. The installation of upgraded and additional safety signs has been proven to make Ohio’s township roadways safer.

The grant provides up to $50,000 per township for signs, posts, and hardware. The list of 2019 Township Grant Invitees is available at the link below:

http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/Township_Safety_Sign_Grant_Program.aspx

Annually, 100 townships are invited to participate in this program by applying for funding. However, this year, due to additionally available safety funds, 200 townships are being invited to apply for the grant. An invited Township must attend one of three pre-grant meetings being held around Ohio. All three meetings will provide the same information and attendance at one of the three sessions is mandatory in order to apply for the grant.

If your Township is being invited to apply in 2019, please use one of the links below to register for a meeting. Register soon as seating is limited. Please limit attendance to no more than two Township Staff to allow room for all registrants. The dates and locations for the Township pre-grant meetings are: (Please register your Township for only one location)

Friday, March 22nd, 10:30 AM-12:30 PM @ ODOT, 317 East Poe Road, Bowling Green, 43402  Link to register: https://ltap.enrollware.com/enroll?id=2790732

Friday, March 29th, 10:30 AM-12:30 PM @ ODOT, 906 Clark Avenue, Ashland, 44805  Link to register: https://ltap.enrollware.com/enroll?id=2790733

Monday, April 8th, 9:30 AM-11:30 AM ODOT, 1980 W. Broad St., Columbus, 43223  Link to register: https://ltap.enrollware.com/enroll?id=2790735
We are pleased to announce the following new Roads Scholar graduates!

Steve Cowdrey (City of Kettering) – Level I
Matt Young (City of Fairfield) – Level I

The Roads Scholar Training Recognition Program in Ohio is based on completion of six approved LTAP workshops/courses for Level I, and six more for Level II. For those who decide to pursue Level III (Road Master), this highest level of recognition involves completion of seven additional electives, along with a written project report or verbal presentation.

Participants track their own progress for each level using transcript forms provided in the Roads Scholar Program Packet, which is available online from the RS webpage at: http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Pages/ROADSSCHOLAR.aspx. This packet also includes information about the Safety Distinction Recognition (SDR), which emphasizes safety-related training and is available to persons who have achieved at least RS Level I.

The Roads Scholar program provides a great opportunity for Ohio’s roadway maintenance and public works employees to document their continuing education and professional development. The total number of Level I and II graduates is now 327, and eight individuals have achieved Level III (Road Master) recognition. For alphabetical and chronological listings of all RS graduates, please refer to the Roads Scholar webpage.

Be sure to look for the square Roads Scholar icon on LTAP registration announcements for courses that are approved for RS credit. If you have any questions about the Roads Scholar program, please contact Mike Fitch at 614-387-7358 or Mike.Fitch@dot.ohio.gov.

<table>
<thead>
<tr>
<th>Roads Scholar Training Recognition Program Facts</th>
</tr>
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<tbody>
<tr>
<td>2019 marks the 21st Anniversary for the Roads Scholar Program in Ohio</td>
</tr>
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</table>
Use a checklist. Whether it is a checklist for your own contract review or for reviewing the related subcontracts, a checklist will force you to confirm the FHWA Form 1273 is included in the contract/sub-contract.

Require the FHWA Form 1273 to be printed on special color paper. This will enable you to quickly identify where the FHWA Form 1273 is included in the contract and check for completeness. However, if you are on a paperless system, this won’t work because there is no special colored paper to look for in the packet.

Designate a person in your agency as the back-up to confirm FHWA Form 1273 was included in each contract. Choose someone who isn’t usually involved in the contract review process, but who is thorough with their work, and put them in charge of checking each contract/sub-contract as it comes through your agency. This does add another step to the process, but it is well worth it if the step keeps your agency from risking federal reimbursement denial.

Build the FHWA Form 1273 into your paperless system as an automatic part of the contract. This works for the paperless system your agency may be using, but the sub-contracts will probably still need to be checked manually.

Whether you choose one of the recommended ideas above or come up with your own, the key is to establish a process to ensure FHWA Form 1273 is always included in your contracts and related sub-contracts. The form itself is FHWA’s way (process) to ensure required provisions are being included at all contract levels. Your agency is securing your place in the overall process by making sure the FHWA Form 1273 is included.

If you have additional questions concerning FHWA Form 1273, the Federal-aid Essentials Video series provides a video on this topic. The video is available for viewing at: https://www.fhwa.dot.gov/federalaidessentials/catmod.cfm?id=22

For questions concerning FHWA Form 1273, please contact Jeff Peyton, Funding Program Manager, at 614-466-2032 or Jeff.Peyton@dot.ohio.gov

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**FHWA Form 1273 Technology Transfer Toolbox**

- Link to FHWA Form 1273: [https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf](https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf)
- Link to Federal-aid Essentials Video on FHWA Form 1273: [https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=22](https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=22)
The ODOT Office of Local Programs has revised the application period for the Small City, Municipal Bridge, and Local Major Bridge funding programs.

In the past, applications for the Small City and Municipal Bridge programs became available on January 1st and remained available through March 1st, each year. Having the applications due at the same time added intensified the application process for our local partners who wanted to apply for more than one program. The prior application periods also did not match up well with the Ohio Public Works Commission (OPWC) funding cycle.

Beginning January of 2019, the Office of Local Programs changed the application period for each of these funding programs as shown in the image to the right.

Revising the application periods provides several advantages:

- It allows the application period to more closely follow other funding program application cycles such as Safety, OPWC, and Transportation Alternatives Program (TAP);

- allows each funding program’s applications to be evaluated individually, rather than reviewing multiple programs at once; and

- moves the review process out of the state fiscal year 4th quarter, allowing district personnel and the committee to more thoroughly review each application.

The Transportation Alternatives Program application period remains the same. Letters of Interest are accepted from January 1st to February 1st and applications are received from March 1st thru mid-May.
Further information on each funding program can be found on the Office of Local Programs' website at: http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/LocalFundingOpportunities.aspx

For questions concerning any of the funding programs or the changes, please contact Jeff Peyton, Funding Program Manager, at 614-466-2032 or Jeff.Peyton@dot.ohio.gov

Winter Maintenance Resources from Clear Roads Project:

Best Practices for Clearing Interchange Configurations

The Clear Roads research program has announced publication of resources from project 14-03, Developing a Training Video and Manual for Best Practices and Techniques in Clearing Different Interchange Configurations and Other Geometric Layouts. The following items are currently available online in PDF format:

- **Plowing Intersections and Interchanges: Training Materials for 10 Configurations – Research Brief**
- **Manual of Best Practices and Techniques for Clearing Intersection Layouts**
- **Intersection and Interchange Clearing and Instructions – Reference Cards**

Several videos were also produced as part of this project, including:

- Webinar presentation from 10/18/2018
- Best Practices & Techniques for Clearing Intersection Layouts
- Intersection/Interchange Animations for 10 configurations

Links to the videos are provided on the project website, at: http://clearroads.org/project/14-03/. Clear Roads is a national research consortium focused on innovation in the field of winter maintenance. Additional information is available at http://clearroads.org/
Did you know Ohio’s transportation and public works employees currently have free access to nearly 200 online courses through ODOT’s Local Technical Assistance Program (LTAP) eLearning system? These training resources include:

- Approximately 40 courses from various ODOT offices, addressing topics such as: DBE, Environmental, Local Public Agency (LPA) Training and Roadway Safety.

- More than 150 courses from the American Association of State and Highway Transportation Officials (AASHTO).

For information about the many online courses available, please refer to our Ohio LTAP eLearning Catalog. This new publication provides detailed descriptions of the training modules, along with guidance on how to access them and keep track of completed courses.

The AASHTO courses feature a wide variety of topics from the Snow and Ice Pooled Fund Cooperative Program (SICOP), and the Transportation Curriculum Coordination Council (TC3). The TC3 training categories include Construction, Materials, Maintenance, Traffic and Safety, Pavement Preservation, and Employee Development. A helpful reference is our Route of Navigation (RON) publication, Use of TC3/AASHTO eLearning Courses to Supplement Workforce Training.

Gaining free access to the Ohio LTAP eLearning system (CourseMill) is a simple process that involves establishing a "MyODOT" username and password. Guidance on this is also provided through our eLearning webpage. During the past several months, many people have submitted their MyODOT requests to our LTAP office. We look forward to approving many additional requests this year as more employees recognize the benefits of accessing these free online training resources! ♦
Established in 2013 to provide research support for county, city, village and township agencies, Ohio’s Research Initiative for Locals (ORIL) is one of only three locally-focused transportation research programs in the United States. Here are some of the recent highlights for this program.

National Recognition in Research Magazine!

ORIL will be the focus of an article that is scheduled to appear in the March-April 2019 issue of TR News, which is a magazine published by the Transportation Research Board (TRB). Prepared by ODOT’s Office of Communications and Research Section in collaboration with ORIL Board members, the article discusses the program’s origins and development, along with examples of ORIL projects and research results.

Electronic (PDF) copies of TR News are typically posted online within several months following publication of the printed magazine. Copies of recent issues can be viewed on the TR News webpage, at: http://www.trb.org/Publications/PubsTRNewsMagazine.aspx.

New Projects Identified for FY 2020

Based on ideas submitted last fall, the ORIL Board has identified two new projects for possible funding for fiscal year 2020, which begins July 1st. One topic relates to roundabouts, and the other relates to pavements. Working with Technical Advisory Committees (TACs), the Board has prepared Requests for Proposals (RFPs) that will be posted to the ORIL website by early March. Research organizations will have an opportunity to submit proposals in response to the RFPs.

ORIL Reports and Project Information

ORIL funds locally-focused research projects within categories such as Hydraulics, Pavements & Materials, Policy/Legal/Revenue, and Structures. A recent achievement was publication of the Final Report for the ORIL research project on Best Practices for Chip Sealing Low-Volume Roads in Ohio. The report is available online from the State Library of Ohio, at: http://cdm16007.contentdm.oclc.org/cdm/ref/collection/p267401ccp2/id/17414.

For detailed information about current and completed ORIL projects, including access to project reports and fact sheets, please visit the ORIL Projects webpage. ◊
As we approach the end of winter, our thoughts turn to spring. So, naturally we start thinking about the opportunity to maintain our roadways. I’m sure there are plenty of potholes to fill in and other maintenance activities that need to be addressed.

But before we get out there on the roads, we need to get some training, or at least get refreshed, on Work Zone Traffic Control! One of the most basic methods of work zone traffic control is that of Flagging on 2-lane roads.

It is critical that every roadway worker is familiar with the proper traffic control methods and equipment associated with a flagging operation.

Here at the Ohio LTAP Center, we realize not every roadway worker has the time or the opportunity to attend our Work Zone Traffic Control courses; however, with the help of our Ohio LTAP YouTube Channel, you can watch up-to-date training videos about flagging.

This quarter’s featured video is titled “VDOT: Flagger Training”. It is from the Virginia Department of Transportation. You can find this video by going to our YouTube channel (just go to our Ohio LTAP website and click on the YouTube icon at the bottom of the page. Once the page opens up, type “Virginia + flagging” into the search box at the top of that page and hit the search button. A list of videos will then appear, and this video will be the first one on the list. You can also type in the web address of the video, which is www.youtube.com/watch?v=1GuXHMJbqvk

This is a comprehensive overview of all job duties and requirements of the flagger position in a work zone; plus, it shows all of the required traffic control devices.

Another resource for flagging can be found on our Ohio LTAP website, and that would be found by going to our home page and clicking on the “Resources & Programs” button on the right side of the page. This will take you to a page filled with resources. If you scroll down the page halfway, you will find the “Route of Navigation (RON) Series” icon. If you click on that, it will take you to that page. You can then scroll to the bottom of that page where you will see “Category: Work Zone Safety”. Just click on this category and you will see a list of 4 items. Simply click on the “Designing Your Flagging Operation” link, and you will be able to view, download, or even print our RON Update on Flagging.

After watching the training video and reading the RON Update on Flagging, you will know a lot about Flagging! If you need assistance on either of these resources, please contact our Safety Circuit Rider, Raymond Brushart, at (614)387-0523, or email him at raymond.brushart@dot.ohio.gov.
An important part of delivering a training and technical assistance program for Ohio’s Local Public Agencies (LPAs) is finding out our LPAs most requested training topics. Last fall, you as an LTAP center customer participated in our biennium (every-other-year) customer needs survey. We are using this information to plan training and technical assistance for 2019 and 2020. Thank you for taking the time to complete the survey!

### Customer Needs Assessment Results

#### Most Requested Instructor-led Training Courses

<table>
<thead>
<tr>
<th>Topic</th>
<th>Requests</th>
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</thead>
<tbody>
<tr>
<td>Designing &amp; Operating Intersections for Safety</td>
<td>149</td>
</tr>
<tr>
<td>Low-Cost Safety Improvements</td>
<td>151</td>
</tr>
<tr>
<td>Construction Inspection Overview</td>
<td>153</td>
</tr>
<tr>
<td>Work Zone Traffic Control</td>
<td>157</td>
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<tr>
<td>Stormwater Management</td>
<td>158</td>
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<tr>
<td>Roundabouts</td>
<td>161</td>
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<tr>
<td>Road Drainage 101</td>
<td>164</td>
</tr>
<tr>
<td>ADA/PROWAG</td>
<td>171</td>
</tr>
<tr>
<td>Project Management</td>
<td>185</td>
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<tr>
<td>Asphalt Pavement Preservation</td>
<td>193</td>
</tr>
</tbody>
</table>

#### Requested eLearning Courses

<table>
<thead>
<tr>
<th>Topic</th>
<th>Requests</th>
</tr>
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<tbody>
<tr>
<td>Excavation Safety</td>
<td>149</td>
</tr>
<tr>
<td>Asphalt Pavement Repair</td>
<td>151</td>
</tr>
<tr>
<td>Show Me the Money</td>
<td>156</td>
</tr>
<tr>
<td>Project Management</td>
<td>162</td>
</tr>
<tr>
<td>ADA/PROWAG</td>
<td>163</td>
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</tbody>
</table>

While our goal is to provide the top requested instructor led-training sessions by the end of 2020, please note eLearning courses take longer to develop. We will introduce eLearning on the listed topics as soon as the modules are completed.
MISSION STATEMENT

The mission of Ohio's Local Technical Assistance Program (LTAP) is to assist local governments in managing and maintaining a safe, cost-effective and environmentally sound transportation system by providing training and technical assistance in the areas of safety, workforce development, and infrastructure management.

LTAP CENTER STAFF:

Victoria Beale, JD, SPHR, SHRM-SCP
Ohio LTAP Center Director

Mike Fitch, MS, PE Program Manager

Raymond Brushart, Program Manager

Debbie Cox, Registrar

CONTACTING OHIO LTAP:

Information & Workshops
(614) 387-7359
ltap@dot.ohio.gov

Videos
(614) 387-7359
ltap@dot.ohio.gov

General Circuit Rider Training Program
and Roads Scholar Information
(614) 387-7358
Mike.Fitch@dot.ohio.gov

Safety Circuit Rider & Equipment Loan Program
(614) 387-0523
Raymond.Brushart@dot.ohio.gov

Fax (614) 466-2120
Toll-free in Ohio: (877) 800-0031
http://www.dot.state.oh.us/LTAP