Curves and turns on rural roads are often tricky for drivers to negotiate, as the safe speed may be considerably lower than the safe speed on the straightaway approaching the curve. As a vehicle approaches a curve, we hope the driver will slow to an appropriate speed to negotiate the curve; however, this isn’t always the case. The most frequently reported and the most serious crashes on rural roads occur at curves and turns. These are usually a single vehicle run-off-the-road crash involving a driver entering the curve at excessive speed and losing control.

Standardized, consistent signage can improve safety on these curves by improving driver expectations of what’s coming ahead. If the same type of curves are always marked by the same signs, and if the advisory speeds are set in a consistent manner, then drivers know what lies ahead when they encounter those signs.

We are pleased at the response we’ve had around the state for our Township Sign Safety Grant Program. One of the most frequently asked questions we have received from the recipients of this grant has been, “How do I know what the proper advisory speed is for the curves on my roads, so I can order the signs for the speed advisory plaque (W13-1P)?”

The answer to this question is that a curve study must be conducted for these curves. The purpose of the curve study is to determine the safe speed
We are all hoping spring is in the air, but being a life-long Ohioan I know there is no guarantee that my flowers will survive in my gardens unless I wait until Mother’s Day or later to plant them. It has been a very long, hard winter. One I am certain we will be harkening back to for years to come. One great thing that came out of the extra time spent indoors over this winter, though, was the time I was able to dedicate in writing a Technology Transfer grant request for our center. And the time paid-off. 

I am pleased to announce our center has received a 2014 FHWA Technology Transfer (T2) grant to purchase five additional Ball Bank Indicators (BBIs) for our equipment loan program. A BBI is a piece of equipment used to measure and determine the proper advisory speed for a curve or turn on a roadway. This means we will now have six BBIs available for loan throughout Ohio.

If you haven’t checked the advisory speeds on your curves or turns in a while, now would be a great time to update that information. Cars have changed a lot just in the last ten years. If your advisory speeds were measured and set prior to that, you may have drivers discounting or ignoring the posted advisory speeds because their experience is telling them they can take the curve or turn faster. This can lead to believability problems with ALL of your posted advisory speeds. Not a good situation.

The Ohio LTAP Center is here to help. Check out our new, online “Tech Transfer Toolbox – How to Perform a Curve Speed Study”. It provides videos explaining the process to follow in determining or updating a curve or turn advisory speed. It also provides you the forms needed for the process and a link to our equipment loan program. As the snow melts away, set a goal to establish or update the advisory speeds for your curves or turns. It will lead to a safer and happier spring for all of us!

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Continued from page 1

for a vehicle to drive through a given horizontal curve under ideal conditions and other conditions which may require a recommended advisory speed. The study is also used to determine where turn and curve signs with advisory speed plaques (W13-1P) are required for horizontal curves.

The most commonly utilized tool in determining the recommended advisory speed for a horizontal curve is a digital ball bank indicator, or digital BBI. The ball bank indicator measures the overturning force (side friction, measured in degrees) on a vehicle driving through a horizontal curve.

After the ball bank study is complete, reference Table 2C-5 in the Ohio Manual of Uniform Traffic Con-
trol Devices (OMUTCD) is used to determine whether a horizontal alignment sign is required, recommended or optional, based on the difference between the approach speed (speed limit or 85th percentile speed, whichever is higher) and the advisory speed (recommended speed for the curve as determined by the ball bank study). Remember, an advisory speed is not a regulatory speed limit, therefore no ordinance is required.

Once the advisory speed is determined, it is important to install the correct curve or turn sign. The table shown on page 2 explains when each sign should be installed based on the advisory speed and the number of curves. The number of curves is determined by the changes in roadway alignment in opposite directions that are separated by a tangent distance (measuring the center of one curve to the center of the next curve) of less than 600 feet.

We realize conducting a curve study and ordering signs might be a challenging task for someone who has never done this before, so we have created a “Tech Transfer Toolbox” which contains an easy to follow video entitled “How to Perform a Curve Speed Study” (starring LTAP Safety Circuit Rider, Raymond Brushart, and District 6 Transportation Safety Engineer, Jennifer Jenkins). The Toolbox also contains all of the forms you need to perform the curve study and a link to our Equipment Loan Program where your agency can request the loan of a “Ball Bank Indicator”.

The new “Tech Transfer Toolbox” on how to perform a curve speed study is available at  http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Pages/How_to_Perform_a_Curve_Speed_Study.aspx

If you have any questions regarding the toolbox or equipment loan program, please contact Raymond Brushart at (614) 387-0523 or raymond.brushart@dot.state.oh.us ◊

What are these new “Tech Transfer Toolboxes”?  

Tech Transfer Toolboxes are a new resource being provided by the Ohio LTAP Center. Many times we receive questions on a topic which needs more explanation than can be provided through one of our current resources. We also realize that videos are a great way to communicate information. So we developed a new way of providing you information that combines all of the parts needed to answer a question such as “How do I determine an advisory speed for a curve?” incorporating a how-to-video with the tools, such as forms, you need to get the job done. Please look for future “Tech Transfer Toolboxes” and feel free to contact us with recommendations for new toolbox topics: ltap@dot.state.oh.us ◊
Ohio’s Scenic Byways Program

The Ohio Department of Transportation’s Scenic Byways Program is a grassroots effort designed to increase the focus on Ohio’s history and intrinsic resources. The intent of this program is to preserve, enhance and protect the state’s intrinsic resources for residents and visitors by designation of highways, roads and streets as scenic byway corridors.

Background

The National Scenic Byway Program is part of the U.S. Department of Transportation, Federal Highway Administration (FHWA). Established in 1991, and reauthorized and expanded significantly by Congress in 1998 and again in 2005, the program is a grassroots collaborative effort to help recognize, preserve and enhance selected roads throughout the United States.

ODOT established the State Scenic Byway Program in Ohio law in 1998 in response to changes in federal law. The program replaced the Scenic Highways Program implemented by ODOT in 1962. Any scenic highway at that time had to re-apply to participate in the State Scenic Byway Program.

ODOT has established a Scenic Byway Advisory Committee (SBAC) which represents statewide interests and is charged with reviewing and making recommendations on the scenic byway program guidelines, reviewing scenic byway applications and corridor management plans, and making recommendations for final scenic byway designations.

Intrinsic Resources

The following six categories of intrinsic resources have been identified. These include both manmade and natural features that are considered significant, exceptional and distinctive:

- Cultural
- Historic
- Archeological
- Recreational
- Natural
- Scenic

Because these resources are the foundation of the program, criteria have been established to ensure their preservation, protection, and enhancement.

Benefits of Scenic Byway Designation

A state scenic byway designation can benefit a community in several interrelated
ways.

Resource Protection: Intrinsic Resources valuable to the state can be identified, and a management plan to protect those resources can be established.

Community Recognition: A scenic byway will highlight the different communities along the corridors and their contributions to the designation.

Economic Development/Tourism: If expressed in the vision and goals for the scenic byway, a designation can be marketed to spur tourism and associated economic development opportunities.

Community Visioning: A scenic byway designation process provides an opportunity for the community to decide their future growth scenario, and their desires on how to address roadway corridors and land use issues within their own locales.

Partnering: The scenic byway program is a grassroots effort generally starting with a local volunteer community group. By encouraging cooperation this program opens the door for groups to work together in achieving similar goals. Partnering between local, regional, state and national agencies fosters a better understanding of the responsibilities and challenges each agency faces. Public partnerships might include funding support, technical assistance and integration of an existing complementary public program.

**Becoming a Scenic Byway**

The first step in becoming an Ohio Scenic Byway is by contacting the ODOT Scenic Byways Coordinator. The Byways Coordinator will provide guidance and distribute the program manual explaining Ohio’s Scenic Byway designation process, consisting of the following three phases:

**Eligibility** – This phase is used to determine whether a proposed corridor exhibits the required characteristics for designation as a scenic byway. The vision of the scenic byway program includes preservation, promotion and enhancement of the state’s intrinsic resources. A clear description of the proposed byway will allow the Scenic Byway Advisory Committee to make an eligibility determination.

**Designation** – Following an eligibility determination the byway committee will develop a Corridor Management Plan (CMP),

Lake Erie Coastal Ohio Trail
Marblehead Lighthouse

Historic National Road Scenic Byway - Blaine, Ohio

Cont’d from page 4

Cont’d on page 6
which will serve as the designation application and specifies the operational procedures, protection techniques and standards/regulations and identified goals by which the corridor will be managed and enhanced. If it is determined that the CMP satisfies all program requirements, designation will be granted.

**Implementation** – This is the phase in which the actions of the CMP are carried out, including corridor monitoring, fundraising, community involvement, volunteer activities, annual reports and CMP updates.

**Resources**

The Ohio Scenic Byways Program is administered through ODOT’s Office of Local Programs. Detailed information is available online from the Scenic Byways guidance at: [http://www.dot.state.oh.us/OhioByways/Pages/Program.aspx](http://www.dot.state.oh.us/OhioByways/Pages/Program.aspx)  A PDF copy of the program manual is also available for downloading. If you have any questions, please feel free to contact Shyna Gawell, Scenic Byways Program Manager, ODOT Office of Local Programs, [Shyna.Gawell@dot.state.oh.us](mailto:Shyna.Gawell@dot.state.oh.us) or (614) 728-2065.

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### Roads Scholar Update

Ohio LTAP is pleased to announce the following recent graduates of the Roads Scholar training recognition program:

- Tony Hale (Clearcreek Township) – Level III
- Scott Yelton (City of Springdale) – Level II
- Jordan Spain (City of Grandview Heights) – Level I
- Don Bretz (City of Grandview Heights) – Level I

The Roads Scholar page of our website includes a Program Packet with transcript forms and lists of approved workshops/courses for Levels I, II and III, along with information about the Safety Distinction recognition that was introduced last year. For more information, please visit: [http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Pages/ROADSSCHOLAR.aspx](http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Pages/ROADSSCHOLAR.aspx).
This year’s National Work Zone Awareness Week (NWZAW) is April 7 – 11, 2014. NWZAW is an educational outreach for the nation on work zone related injuries and fatalities. 2014’s theme for NWZAW is “Work Zone Speed: A Costly Mistake”.

Nationwide 609 individuals were killed in construction and utility work zones in 2012. Of the total, 17 deaths occurred on Ohio’s roadways. This figure is up from 2011 when 590 individuals were killed. A work zone fatality occurs nationwide once every 14.6 hours.

Driver information campaigns, including proper work zone set-up, are part of this educational campaign. Even with the movement of projects to nighttime work to avoid heavy traffic volumes, proper work zone set-up by your staff and contractors must happen to prevent work zone deaths.

The Ohio LTAP Center provides work zone training for Ohio’s Local Roadway Agencies through two different courses. We offer a day-long work zone training course each spring. The last of these sessions for 2014 will be wrapping up at the end of April. More information can be found on our website at: http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Pages/TrainingCourseFlyers.aspx. We also offer an on-site Circuit Rider class, available at no-cost. The Circuit Rider class is three hours in length and our instructor works with your agency to custom tailor the information to your agency’s work zone set-up types. For more information and/or to schedule a session of our Work Zone Circuit Rider class, please contact Safety Circuit Rider Raymond Brushart at 614-387-0523, via email at Raymond.Brushart@dot.state.oh.us or download the course flyer at: http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Documents/WorkZoneTrafficControlCircuitRiderClass.pdf

For more information on National Work Zone Awareness week, please visit the American Traffic Safety Services Association (ATSSA) website at: http://www.atssa.com/Events/NationalWorkZoneAwarenessWeek.aspx
A bout half of traffic fatalities occur at night – even though only about one quarter of travel occurs after dark. While impairment factors such as intoxication and fatigue contribute to the high rate of nighttime crashes, nighttime driving is also inherently more hazardous because of decreed driver visibility. In addition, the progressive decline in night vision that is typically associated with aging can make nighttime driving especially challenging for older drivers.

Adequately maintained retroreflective signs and pavement markings are more visible to drivers at night, and therefore help to improve highway safety and reduce the risk of roadway departure crashes.¹

Background

Revision 2 of the 2003 Manual on Uniform Traffic Control Devices (MUTCD) was published by the Federal Highway Administration (FHWA) in December 2007 and introduced new requirements for maintaining retroreflectivity of traffic signs. These requirements, which apply to all roads open to public travel in the United States, were subsequently incorporated into the individual state MUTCDs. Ohio’s sign retroreflectivity maintenance requirements are provided in Section 2A.08 of the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).

The origin of the new national requirements was a 1993 directive from the U.S. Congress to the Secretary of Transportation, to revise the MUTCD to include a standard for a minimum level of retroreflectivity. To satisfy the congressional directive, FHWA established a table of minimum sign retroreflectivity values, and identified several methods agencies can use to maintain signs at or above the minimum retroreflectivity levels.³

Updates

In May 2012, FHWA issued updates to the original target compliance dates associated with sign retroreflectivity. These updates indicated that agencies have until June 13, 2014 to implement and continue to use an assessment or management method that is designed to maintain regulatory and warning sign retroreflectivity at or above the minimum levels specified in the MUTCD standards.⁴

Per the MUTCD standards, agencies may choose to use one or more of the following methods as identified by FHWA:

Assessment Methods – Visual Nighttime Inspection; Measured Sign Retroreflectivity.

Management Methods – Expected Sign Life; Blanket Replacement; Control Signs.
**Other Methods** – Other methods developed based on engineering studies can be used.

FHWA has provided the following additional guidance:

“Signs identified through an agency’s method as [being] below the minimum established retroreflectivity levels have exhausted their useful service life and need to be replaced because they do not meet the needed function of being adequately visible at night. Similar to other occurrences of signs that are no longer serviceable, agencies are expected to prioritize replacement of these signs based on engineering considerations such as the relative importance of the sign to the safety of the road user, volumes and speed of nighttime traffic, and optimal use of limited resources, among others ...”

Fortunately, many agencies throughout Ohio have already been addressing the retroreflectivity of their signs for several years. The upcoming June 2014 compliance date for implementation and continued use of a retroreflectivity maintenance method serves as a good reminder for newer employees and elected officials to learn more about this topic.

**Resources**

Ohio townships and other local agencies are encouraged to work with their County Engineer’s office if guidance or assistance is needed regarding traffic sign management, maintenance and retroreflectivity compliance.

Agencies are also encouraged to obtain and review Section 2A.08 (Maintaining Minimum Retroreflectivity) of the Ohio MUTCD. The Manual is available in both electronic and printed form. Details are available online from ODOT’s Office of Roadway Engineering, at: www.dot.state.oh.us/omutcd. Questions about ordering the OMUTCD may also be directed to the ODOT Traffic Standards Engineer, at (614) 644-8143.


FHWA’s online **Sign Retroreflectivity Toolkit** also provides a wealth of helpful information: http://safety.fhwa.dot.gov/roadway_dept/night_visib/retrotoolkit/. It includes access to an instructional online video called “Narrated Explanation of the Minimum Retroreflectivity Numbers”.

Additional resources that may be used to assist with implementing a traffic sign retroreflectivity maintenance program are available from the Ohio LTAP Center’s website, at: http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Pages/ImplementingaTrafficSignRetroreflectivityMaintenanceProgram.aspx.

During the past three years, our LTAP Center has also offered a half-day course on **Traffic Sign Retroreflectivity Inspection**. In total, we have conducted 30 sessions of this course at regional locations throughout the state since the summer of 2011. We are pleased to be offering this course again in 2014. For details, please refer to the announcement flyer included with this newsletter. ◊

The deadline for this year’s competition has been extended until May 31st! Please fill out the form completely. All entries will be forwarded to the National LTAP Office for inclusion in the 2014 Build a Better Mousetrap National Entry Booklet. You can also submit your entry online at: http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Pages/Build_A_Better_Mousetrap_Competition_2014.aspx

Remember, only local public agencies are eligible to apply. Good luck!

Agency Name: ____________________________________________________________

Contact Person: _________________________________________________________

Contact Address: ________________________________________________________

Contact Phone Number: ___________________________________________________

Entry Title: ____________________________________________________________

Problem Statement: ______________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Discussion of Solution: ___________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please complete the second page of this form on page 11 and submit BOTH.
Build a Better Mousetrap Competition
Entry Form—cont’d

Labor, materials and equipment used: __________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Cost: _________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Savings / Benefit to the Community: __________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Photographs are encouraged, but not mandatory.

Please return your completed form no later than May 31, 2014, via email to ltap@dot.state.oh.us or by mail to:

The Ohio LTAP Center
1980 W. Broad Street, Mail Stop 1240
Columbus, OH 43223
Bridge Inspection Program requirements are included in the Ohio Revised Code (ORC) Section 5501.47, which became effective September 28, 1973, and the Code of Federal Regulations, 23CFR 650.307. Section 5501.47 of the ORC calls for the State Director of Transportation to prepare a Manual of Bridge Inspection to establish standards and procedures for all authorities within Ohio charged with the responsibility for a Bridge Inspection Program. ODOT’s Manual of Bridge Inspection (MBI) contains in-depth Bridge Inspection Program requirements. The most recent publication of the ODOT MBI can be found at http://www.dot.state.oh.us/Divisions/HighwayOps/Structures/Pages/default.aspx under the Bridge Inspection and Maintenance Section.

As detailed in the National Bridge Inspection Standards (NBIS) published by Federal Highway Administration (FHWA), ODOT is required to warehouse bridge inventory and inspection data for all bridges in Ohio. Inspection and inventory data are maintained in the ODOT Bridge Management System (BMS) and soon to be Structures Management System (SMS) per guidelines in the ODOT MBI and by FHWA. Bridge data is submitted and maintained in the BMS/SMS by all Ohio bridge owners, including, but not limited to, the state, counties, municipalities, and federal agencies.

Noncompliance with the ORC and FHWA could affect future federal transportation funding for bridge owners. To achieve NBIS compliance in all areas, municipalities have been reviewing their bridge inventory data, completing load ratings, and updating the ODOT BMS. To show compliance with the NBIS, the ODOT Office of Structural Engineering (OSE) submits an updated NBI bridge data file to FHWA annually in the last week of March. OSE requests municipalities send their annual Bridge Inspection Program compliance updates by March 15 of every year.
ODOT recognized that some municipalities needed assistance in resources and expertise to accomplish compliance for their bridges, so in September 2011, ODOT OSE launched an inspection program to get all NBI municipal bridges in Ohio load rated. This program was successful in load rating the bridges captured by queries of bridge data. However, this data is always dynamic since there are new bridges that were added, retired, or newly inventoried. The compliance efforts are not limited to load rating but also include inspection, fracture critical member (FCM) inspection, underwater dive inspection, scour critical evaluation, gusset plate inspection and load rating, quality control/assurance (QC/QA), inventory data, etc. Additionally FHWA is expanding the National Highway System (NHS) resulting from Moving Ahead for Progress in the 21st Century (MAP21) Act, for which NHS bridges will require element level inspection. There are 23 NBI bridge metrics, which municipalities are responsible for, and these metrics are found in the following link: http://flh.fhwa.dot.gov/programs/fabs/documents/2013-metrics.pdf.

To continue the compliance effort and to ensure municipalities will remain compliant with all requirements, ODOT OSE is launching a new program entitled STW MUNI BRDG INSP PROG 2”, PID: 97103 with an anticipated start date around July 1, 2014. This program is fully funded by ODOT using State Planning & Research (SPR) Part 1 funds. ODOT OSE is asking each municipality in Ohio having even one bridge open to traffic to opt into this program. If they wish to opt out, they will have to ensure full compliance with bridge requirements mentioned above which include QC/QA subject to process review. Municipalities opting in will not incur any cost but they will need to complete and sign a legislative consent form, which is then sent to ODOT OSE. A sample legislation form is provided at: http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/LTAP/Documents/PID97103_Municipal%20Bridge%20Inspection%20Services%20Consent%20Legislation.pdf

Municipality officials are encouraged to respond to this news article by contacting Omar Abu-Hajar, ODOT OSE at 614-387-1257 or omar.abu-hajar@dot.state.oh.us.
Description – National standards require agencies to establish and implement a sign assessment or management method, or combination of methods, to maintain retroreflectivity of their traffic signs. This half-day course discusses the assessment methods (Visual Nighttime Inspection, and Measured Sign Retroreflectivity) identified by the Federal Highway Administration. The presentation references the national and Ohio MUTCD standards, and FHWA resource materials.

Who Should Attend? – Local agency employees and others responsible for evaluating and maintaining retroreflectivity of traffic signs.

Instructors – Jim Roth, P.E. (Signing Engineer, ODOT Office of Traffic Operations); and Mike Fitch, P.E. (Program Manager, ODOT Local Technical Assistance Program).

Registration Information – This course offering through LTAP is intended primarily for local agency officials and employees (county, city, village and township). Registrations are accepted on a first come, first serve basis. The registration fee is $30 per person for government employees and $75 for non-government employees. No-shows and late cancellations (< 3 business days) will be charged the full registration fee. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made.

AGENDA
Welcome & Introduction
Background – Retroreflectivity; Sign Maintenance Responsibilities
New Retroreflectivity Requirements
Training Slides – Assessment Methods
   – Visual Nighttime Inspection Method
   – Comparison Panels Procedure
   – Calibration Signs Procedure
   – Consistent Parameters Procedure
   – Measured Sign Retroreflectivity Method
Implementing a Traffic Sign Retroreflectivity Maintenance Program
Discussion & Adjourn
Total Contact Hours of training = 3.0 (with break times subtracted).

REGISTRATION FORM (please print or type)
Name ______________________________________
Title ________________________________________
Agency ______________________________________
Billing Address ________________________________
City _________________________________________
State____________ Zip _________________________
County ______________________________________
Phone (______) _________ - ______________
Federal ID Number (for refunds) __________________
Fee: $30.00 Government / $75.00 Non-Government
Select: ☐ Check ☐ VISA ☐ MasterCard
Account: __________ - __________ - __________ - __________
Expiration: ______/________
Signature ______________________________________
E-mail (Important): ____________________________

Traffic Sign Retroreflectivity Inspection
Select course date below. Registration confirmation with map & directions will be e-mailed (or, mailed if no e-mail address).

☐ Lebanon (SW) – May 21, 2014 – 8:30am to 12pm
  ODOT District 8 Office, 505 S. State Route 741 (45036)

☐ Akron (NE) – May 28, 2014 – 12pm to 3:30pm
  ODOT District 4 Office, 2088 S. Arlington Rd. (44306)

☐ Columbus (CEN) – July 8, 2014 – 8:30am to 12pm
  ODOT Central Office, 1980 W. Broad St. (43223)

Make Checks payable to: Ohio LTAP.
Please mail, fax or e-mail form to: Ohio LTAP – Mail Stop 1240, 1980 W. Broad St., Columbus, OH 43223. Fax: (614) 466-2120
E-mail: ltap@dot.state.oh.us – Toll Free: (877) 800-0031

To reserve a seat, submit this form to LTAP with or without payment. If payment is not provided with the initial registration, LTAP will send an invoice to the registrant.
AGENDA

8:30 am   Introduction / Federal-Aid Programming and Rulemaking
           FHWA Form 1273 – Required Construction Contract Provisions

11:30 am  Lunch – on your own

12:30 pm  Course Instruction (continued)
           Other Federal Contract Provisions II
           Pre-Award Procedures
           Post-Award Procedures
           Appendices and Web Link Resources

4:00 pm   Evaluations and Adjourn

Total Contact Hours of training = 6 (with break times subtracted).

Description – This 1-day course has been prepared using material from the Federal Highway Administration (FHWA) 3-day Contract Administration Training. It is designed to discuss FHWA contract provisions, administrative procedures, and applicable policies related to Federal-aid construction contracts in Ohio with an emphasis on local public agency participation. Discussion topics will include contract procedures, policies, and requirements prescribed in 23 CFR Sections 230, 633, and 635; and their application to construction contracts. There will also be discussion about the detection and reporting of fraud to the Office of the Inspector General (OIG), U.S. Department of Transportation.

Who Should Attend? – All state and local government agency personnel who must interpret and apply Federal regulations to construction contracts and staff that administer construction contracts. All FHWA Division Office personnel who interpret and apply Federal regulations that affect the administration of Federal-aid contracts.

Instructor – The primary instructor will be Andy Blalock, Field Operations Team Leader with the FHWA Ohio Division Office.

Registration Information – This course offering through LTAP is intended for local agency employees (county, city, village and township), and other interested persons as described above. Registrations are accepted on a first come, first serve basis. This workshop is being offered at no charge due to the sponsorship of FHWA. Lunch is “on your own”. Any registrant requiring a reasonable accommodation during training (i.e., mobility or access) should contact Ohio LTAP prior to the course date so the appropriate arrangements can be made.

REGISTRATION FORM (please print or type)

Name ______________________________________
Title ________________________________________
Agency ______________________________________
Billing Address ________________________________
City _________________________________________
State_________ Zip ____________________________
County _______________________________________ 
Phone (_____ ) _________ - ______________

E-mail (Important):
________________________________________

Fee: $ 0.00 – Free of charge.

FHWA – Federal-Aid Contract Administration Core Curriculum Training
Select course date below. Registration confirmation with map & directions will be e-mailed (or, mailed if no e-mail address).

☐ Lima (NW) – August 20, 2014
   ODOT District 1 Office, 1885 N. McCullough St. (45801)

☐ Jacksonstown (CEN) – September 9, 2014
   ODOT District 5 Office, 9600 Jackstown Rd. (43030)

☐ Akron (NE) – September 25, 2014
   ODOT District 4 Office, 2088 S. Arlington Rd. (44306)

Please mail, fax or e-mail form to: Ohio LTAP – Mail Stop 1240,
1980 W. Broad St., Columbus, OH 43223. Fax: (614) 466-2120 
E-mail: ltap@dot.state.oh.us – Toll Free: (877) 800-0031

Please pre-register by submitting this form to Ohio LTAP.
Pre-registration is required due to the limited number of seats.
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.

OHIO LTAP NEWSLETTER

OHIO LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP)

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www.dot.state.oh.us/LTAP/