



OHIO DEPARTMENT OF TRANSPORTATION
OFFICE OF TRANSIT, 2ND FLOOR
1980 WEST BROAD STREET, MAILSTOP 3110
COLUMBUS, OHIO, 43223

INSTRUCTIONS FOR TRANSIT TECH OHIO (T2O) PROJECT

DISCRETIONARY GRANT PROGRAM APPLICATION (FY 2015 TIGER DISCRETIONARY GRANTS) AND TRANSIT PROJECT SCOPING FORM

(Revised 3-11-17)

A. APPLICATION INFORMATION

Complete this section with the information of the entity applying for the TIGER grant funds. The contact name and title will be used to address the award letter.

B. PROJECT INFORMATION

Complete this section for the overall project included in your application.

Project Name – Assign a project name that can be referenced when reporting.

Project Location – Include your general service area

Project Scope – Include a description of the entire project. If the project includes radios, tablets, software, vehicle antennas, computer monitors, etc., please make sure to provide this in the Project Scope.

Project Implementation Date – Date the project begins. (If there is a specific time you want the project to start due to staffing or vacations, make sure to note this.)

Project Completion Date – Date the project will be complete/all payments will be final (Projects must be complete no later than December 31, 2018. If you need the project to be complete before then due to scheduling conflicts, please enter that date).

Federal Funds Requested – Total Federal Funds Requested to complete the Project Scope (This will be entered by ODOT)

State Funds Requested – Rural Transit Agency's State Funds Requested is \$0

Local Matching Funds – Each Rural Transit Agency's Local Match is \$1,000.

Total Project Cost – Total of Federal, State, and Local funds.

Questions 1 and 2:

1. If your project has more than one phase (i.e. design, environmental, construction, etc.), check YES and follow the instruction on line i following.

If you are requesting funds for more than one item (i.e. software, radios, tablets, etc.), check YES and follow the instructions on lines ii and iii following.

2. If any part of your project will be part of another project (i.e. transit agencies will be working together on the purchase of software, if the City or County has a project that your agency is a part of which has a deadline, etc.), check yes and describe the project in the following box.

C. EXISTING STRUCTURE/VEHICLE INFORMATION

If the project will involve an existing structure or vehicle, check yes. This will include adding radios or tablets to vehicles, modifying antennas or other exterior fixtures for better signal, etc. Rate the condition of the structure or vehicles. You can group them and develop an average rating.

D. DESIGN EXCEPTION(S) – NOT APPLICABLE TO THIS GRANT

E. ROW/PROPERTY ACQUISITION – NOT APPLICABLE TO THIS GRANT

F. UTILITIES – identify utilities involved in the project

Complete this form to identify your mobile broadband carrier. Identify if you are changing (YES), staying the same (NO), or undecided. If changing, list the new carrier in the box with New. List your current carrier in the box for Name of Company.

If there are any other utilities impacted by your project, include the information on this table.

You can list comments at the bottom if appropriate.

G. PROJECT FUNDING – PROJECT BUDGET (modify per project)

Please include all items in your Scope on the Project Budget. Describe each Line Item (MARC's Radios, "Vendor" Software installation, training and maintenance, tablets, etc.) separately including the quantity. Enter in the last column if the item will be replacing an existing item, upgrading an existing item or if the item is a first time purchase. **Federal funds requested and Local funds provided will be entered by ODOT.**

H. MILESTONE DATES

Milestone Dates are established from time of project implementation to project completion. Identify Major Milestones to track your project progress.

Major Milestones will be key dates such as project implementation begins, implementation 30% complete, 60% complete, 90% complete, 100% complete, Go Live,

Training begins, Training complete, Radios installed, Tablets installed, etc. ODOT will work with the transit agency to assign due dates after the project is funded.

I. PERFORMANCE MEASURERS

Enter your systems Baseline Performance Measures Data as of December 31, 2016. This data will be collect each year and reported to the USDOT per TIGER Grant requirements. This is how USDOT is measuring the success of the TIGER Grant.

FEDERAL REQUIREMENTS

J. ENVIRONMENTAL

1. YES
2. NO
3. NO

K. HAS THE AGENCY PROCUREMENT POLICY BEEN APPROVED BY ODOT?

Answer Yes or No. If No, please submit with your application.

L. DOES THE AGENCY HAVE THE REQUIRED VENDOR CONTRACT CLAUSES FOR THEIR PROCUREMENT?

Contract Clauses can be found on the ODOT TIGER Page

M. DOES THE AGENCY HAVE THE FEDERAL CERTIFICATIONS AND ASSURANCES REQUIRED TO BE SIGNED AND SUBMITTED WITH THE GRANT CONTRACT?

Answer NO. The Federal Certifications and Assurances for the grant contract will be provided with the grant contract. ODOT will mark YES when you return the Federal Certifications and Assurances with the grant contract.

N. HAS THE AGENCY SUBMITTED THE AUTHORIZING RESOLUTION REQUIRED TO BE SUBMITTED WITH THE GRANT APPLICATION?

Answer Yes or No. If No, please submit with your application. Your application will not be approved until the Authorizing Resolution is received.

PROJECT APPLICATION SUBMISSION:

Name – Title – Date : The person authorized to submit the application and title

ATTACHMENTS:

Check the box of each document submitted with the application. Leave the box blank if the document is not included with the application submission.

O. ROLES/RESPONSIBILITIES

These are the Roles and Responsibilities of ODOT and the Subrecipient. The Responsibility can be modified based on the project. Update these as needed and assign Roles. ODOT will review with the Roles and Responsibilities with the Subrecipient.

P. SITE VISIT

This section will be filled in when ODOT reviews the final Application funding and project schedule with the Subrecipient.

SIGNATURE PAGE

The Signature Page will be completed after ODOT reviews the Application and both parties agree to the funding and Milestone Dates established in the Scoping Document.

ODOT WILL COMPLETE THE REMAINDER OF THE DOCUMENT