



ODOT District 1

LOCAL PROGRAMS NEWSLETTER

January 2015

ISSUE IV

NEW SIGNAL DESIGN REFERENCE PACKET

In an effort to improve traffic signal designs, the Office of Traffic Operations (OTO) has created a new Signal Design Reference Packet. The packet includes signal design references, requirements for design submittals, review checklists, sample plan sheets, calculation tables and typical signal head placements to establish more consistency between internal and external designers and plan reviewers.

Establishing consistent plans that all look the same will save time for both designers, reviewers and also aid construction personnel. The plan sheets developed are designed to be a cookie cutter type plan so designers can fill in the blanks and use the provided Microstation Files and Excel Spreadsheets.

Plan sheet formats, layouts, diagrams, tables, charts, legends, signal head placements etc., should be followed exactly as shown in the packet. Provided spreadsheets shall be used for the necessary plan calculations. Spreadsheets are linked to the Microstation files so they are automatically updated.

Whether ODOT Let or Local Let, your signal plans will benefit from this Signal Design Reference Packet. Noting that if your project is ODOT Let, the packet will be required.

Please begin to utilize the Design Packet, Microstation files and Excel Spreadsheets. All new, start from scratch, signal designs should follow the packet format, page layouts, tables and charts to establish consistency with both our internal and external designs. Signal designs currently in progress can finish out as planned without modifications if it results in extra costs and/or delays.

The link to all the signal references is provided below.

<http://www.dot.state.oh.us/Divisions/Operations/Traffic/miscellaneous/Pages/Signals.aspx>

The packet will be updated with the quarterly releases consistent with the rest of the ODOT publications.

DRAINAGE ITEMS 603, 604, AND 811 NO LONGER AVAILABLE

About two years ago, ODOT changed our drainage specifications to essentially put the drainage installation inspection/evaluation onto the contractor. Item 611 was created with this in mind and the old Item 603 and Item 604 were dropped from the spec book. ODOT did allow local governments administering their own projects to use Supplemental Specification 811 which mirrored the old 603 and 604 specifications. ODOT has recently retired Supplemental Specification 811, Standard Drawing DM 1.4 and the special Supplemental Specification 811 pay items. Plans currently in the process of selling can continue with SS811. All others will need to have an approved alternative specification or use ODOT's Item 611 specifications.

LOCAL LET QUALIFICATION

Reminder that in order to be qualified to administer your own federal transportation project, you must pass 12 LPA eLearning Qualification Modules no later than June 30, 2015.

The test modules can be found at: <http://learning.transportation.ohio.gov>. You will need a My-ODOT account. Should you not have one, you will need to set up an account. Instructions can be found on the same webpage.

An Ohio LPA Qualification Fact Sheet /Process Update can be found at: <http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/LPA-Qualification-Process.aspx>.

Frequently asked questions can be found at: <http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Documents/Questions%20for%20Qualification%20Roll-out.pdf>.

In the future, there will be 13 Modules. The additional module will be Finance. A chapter on Finance is also being developed for the Locally Administered Transportation Projects Manual of Procedures.

SPECIFIED MATERIALS ON YOUR LOCAL-LET PROJECT

Reminder that you must have a way to document that you are getting the materials that were specified for your federal transportation project. Our recommendation is that you mimic as much as you can the way ODOT documents materials for our own projects. Aids can be found at: <http://www.dot.state.oh.us/Divisions/ConstructionMgt/LPAConstructionContractAdministration/Pages/LPAConstructionContractAdministration.aspx>.

Specific questions can be directed to the District Construction Monitor, Scott Langhals (419-999-6906) or by email Scott.Langhals@dot.state.oh.us.

ENVIRONMENTAL DOCUMENTS

A revised Categorical Exclusion Programmatic Agreement between ODOT and FHWA is in the works. This agreement will yield revised environmental document categories for categorical exclusions.

The new categories will be known as C1, C2, D1, D2, and D3. And the terms Exempt and CE Level 1 thru 4 will be eliminated. A savings in amount of effort is expected in some cases. More information on these changes will be coming in the near future.

ODOT AUDITS OF LOCAL-LET PROJECTS

ODOT's Division of Finance has a web site that focuses on Local-Let projects. It can be found at: <http://www.dot.state.oh.us/Divisions/Finance/Auditing/Pages/LocalPublicAgencies-LPA.aspx>. For those of you that seek reimbursement for construction inspection/administration performed with your own forces, please visit this page for guidance. The documentation for that reimbursement is pretty specific and usually far more detailed than what your current time tracking systems offer.

Before you start your project whereby you intend to seek this reimbursement, you may want to consider having ODOT Auditor, Stephanie Wagenschein, review your proposed documentation. Her contact information is on the website. In the District, specific questions can be directed to the District Construction Monitor, Scott Langhals at 419-999-6906 or by email Scott.Langhals@dot.state.oh.us.

CERTIFICATION OF RIGHT-OF-WAY CONTROL

Last spring FHWA and Central Office Real Estate rolled out the new CERTIFICATION OF RIGHT-OF-WAY CONTROL process. The new process meets all of the Federal Regulations governing R/W certification and has been effective as of April 1, 2014.

- An LPA project is any project sponsored by the LPA having Highway Trust Funds or ODOT funds.
- Sponsoring LPA's are subject to ODOT oversight and must comply with the Uniform Act and the ODOT Real Estate Manual.
- Sponsoring LPA's must comply with the new certification procedures.

Central Office has provided a FAQ from the Certification of R/W Training Sessions. The FAQ can be found at:

<http://www.dot.state.oh.us/Divisions/Engineering/RealEstate/Administrator%20Corner/Frequently%20Asked%20Questions%20From%20Certification%20of%20Right%20of%20Way%20Training.pdf>

We have had our challenges with this new Certification Process and we know you did too. Please feel free to give Scott Recker a call at 419-999-6877 and he will walk you through the process.

REAL ESTATE SCHEDULE FOR CLASSES

The schedule for all classes in ODOT Real Estate has been posted to the website.

<http://www.dot.state.oh.us/Divisions/Engineering/RealEstate/Pages/RealEstateTrainingSchedule.aspx>

The registration form can be filled out on-line. You will receive confirmation of enrollment within 1 to 2 weeks before the class begins. If you have any questions regarding the class of registration, please call Stephanie Castner, Central Office Real Estate at 614-466-7490.

2015 SAFE ROUTES TO SCHOOL FUNDING

The next round of funding applications for the Safe Routes to School Program is underway. The electronic application is available on the Safe Routes to School website located:

<http://www.dot.state.oh.us/Divisions/Planning/ProgramManagement/HighwaySafety/ActiveTransportation/Pages/Funds.aspx>

Applications are due **March 2, 2015 (5:00pm)** and those who apply will be notified in May whether their project will be funded.

Should you be applying for infrastructure or non-infrastructure funding please consider what you may need to update.

It is important to have accurate student data that is not older than 5 years. Previously approved School Travel Plans need to reflect any changes that significantly impacted the student population (i.e., closing of schools, repurposing buildings). The more points the better, so make sure your Travel Tallies and Parent Surveys are current. Applications require a certified cost estimate that is separated into each associated school and breaks out the amount of funding that is being requested for each of the following:

Environmental	Design
Right of Way	Detail Design
Construction	Construction Engineering

For all application inquiries, please contact District 1 SRTS Coordinator Beth Clark at (419) 999-6865 or Beth.Clark@dot.state.oh.us

Location to Develop your School Travel Plan:

http://www.dot.state.oh.us/Divisions/Planning/ProgramManagement/HighwaySafety/ActiveTransportation/Pages/Develop_SRTS_Program.aspx

PROJECT DELIVERY AND AWARDS IN CALENDAR YEAR 2014

Project delivery did improve last year. For Locally Sponsored Local-Let projects in calendar year 2014 the District delivered 7 of the 8 (88%) on time. This is an improvement over 2013 whereby we delivered 5 of the 8 (63%) on time. Locally Sponsored ODOT-Let project delivery also improved from the previous year!

Project delivery is important and the district is measured on it. But we are also, and perhaps more importantly, measured on meeting the award date plus thirty days. For Local-Let projects in 2014 we were 7 of 8 (88%) on meeting the award date requirement. Compare this to the 2013 measure of 4 of 7 (57%). This is a noteworthy improvement!

Thank you for delivering and/or awarding your federal transportation projects on time! The more immersed you are in understanding what FHWA and ODOT requires, the easier it is to deliver and award on time!

The District is still shooting for those days of old when we almost always achieved 100%!

SUPER CIRCULAR 2 CFR 200 FOR LOCAL LET PROJECTS

On 12-16-2013 the Federal Office of Management and Budget (OMB) published 2 CFR 200 (aka Super Circular). The Circular was designed to streamline guidance on Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards. Per direction from FHWA, the Super Circular is effective as of 12-26-2014, and will apply to all LPA agreements executed on or after the effective date.

Because of the Super Circular, Safe Harbor rates to allow for cost recovery of overhead and fringe benefit costs will no longer be available for LPA agreements executed on or after 12-26-2014. Instead a de minimis rate of 10 percent of the modified total direct costs (MTDC) is available. Time tracking requirements are the same as the current requirements and must be Federally-compliant.

Also, FHWA is now requiring project end dates be established for each project. For costs to be eligible for reimbursement, they **must** be submitted within 30 days of the end date. **Any costs submitted after this, will not be eligible for reimbursement.** The project end date may be amended up to 30 days prior to the end date. This will require tracking and forward thinking by all.

As the District learns more about the Super Circular, we will pass the information on to you.

District One LPA Staff Contact Information

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Project Development Process Website: <http://www.dot.state.oh.us/projects/pdp>