

# **TRAC**

**Transportation Review Advisory Council**

## **Project Application Guidelines**

**For the**

## **Major New Capacity Program**

**June 2, 2011**

## Frequently Asked Questions and Answers

### 1. What is the definition of a Major New Project?

The TRAC defines Major New Capacity projects as those projects greater than \$12 million which increase the capacity of a transportation facility or reduce congestion. All projects that cost ODOT greater than \$12 million, request Major New funding, and add capacity to a transportation facility must come before the TRAC. This definition includes all new interchanges proposed for economic development or local access, any significant interchange modifications, bypasses, general purpose lane additions, intermodal facilities, major transit facilities, or Intelligent Transportation Systems (ITS).

### 2. Examples of eligible projects:

- Adding an additional lane on a state highway or interstate
- Adding an additional lane on bridges
- New interchanges
- New facilities that bypass congested state highways or interstates
- New rail lines for public transportation
- Capital cost for ITS facilities
- Intermodal port and rail projects

### 3. Examples of non-eligible projects:

- Widen a road from 10-foot lanes to 12-foot lanes
- Purchasing buses or other rolling stock
- Turning lane improvements
- Local road improvements
- Project with a total project cost under \$12 million

### 4. Who Manages the Major New Capacity Program?

The Major New Capacity project selection process operates under the purview of the Transportation Review Advisory Council (TRAC). The council was established by Ohio Revised Code in 1997 to help ODOT develop and modify a project selection process and which approves major new projects for funding.

The TRAC has nine members and is chaired by the Director of the Ohio Department of Transportation. Six members are appointed by the Governor and one each by the speaker of the Ohio House of Representatives and the president of the Ohio Senate. Members have overlapping terms. The Director provides funds for new construction only after assuring that system preservation needs have been met. The use of the new construction funds is the responsibility of the TRAC, but the TRAC does not have authority over other aspects of the Department of Transportation.

## Frequently Asked Questions and Answers

### 5. How can I obtain a Major New Project Application?

The Major New Project Application can be obtained by downloading it on the ODOT website at [www.dot.state.oh.us/trac/](http://www.dot.state.oh.us/trac/) or by contacting the TRAC Coordinator:

**Mail:**

Tim McDonald, PE  
Ohio Department of Transportation  
1980 West Broad Street  
Columbus, Ohio 43223

**Phone/Email:**

Phone: (614) 466-8981  
Fax: (614) 728-9358  
Email: TRAC@dot.state.oh.us

### 6. When are Project Applications due?

Project Applications are due no later than July 15, 2011. Please see the Submission Instructions outlined on page 29 of this document for further details.

### 7. How are projects nominated for the Major New Program?

The TRAC does not initiate projects. It reviews and ranks projects submitted to it. Projects are submitted/nominated by completing the Major New Project Application. Projects may be submitted/nominated by:

- The Ohio Department of Transportation
- Metropolitan Planning Organizations
- County Engineers
- Transit Authorities
- County Commissioners
- Municipalities
- Port Authorities

### 8. When should I submit a TRAC application?

The Project Sponsor should submit an application for:

- New projects which meet the Major New Project definition (see page 2) and is a priority for the region
- Existing Tier II projects if the project sponsor seeks funding for additional project phases

### 9. Should I make a presentation before the TRAC?

The TRAC will hold public hearings around the state in September and October. It is not necessary, however, to make a presentation in order for your project to be considered for funding. The TRAC has funded projects where no formal presentation was made.

***Please review the following guidelines PRIOR to completing the application. The information provided in the following document will guide the applicant step-by-step through the application process.***

**Note 1:**

*Information should be entered on the application in the yellow areas only. Please do not edit, modify, or recreate the form. Only the original Excel Application will be accepted for consideration. Also, except where directed, please do not add rows or columns to the tables. Doing so may delay the processing of your application.*

**Note 2:**

*Prior to beginning the application, please contact the District to verify the subject project meets the funding eligibility guidelines listed on page 7 (TRAC Funding Eligibility) of the TRAC Policy and Procedures.*

**Note 3:**

*Mapping requirements outlined under the Community and Economic Growth and Development Factors are required for submission. An application will be considered incomplete without the associated maps. If a sponsor has questions on what content is required for the mapping, please contact the Office of Systems Planning and Program Management for assistance.*

**Note 4:**

*Please do not submit paper copies and/or binders of information. Paper copies of the applications are NOT required. The Department requires the application to be electronic in an effort to minimize preparation expenses and expedite project management, review, and scoring.*

**Note 5:**

*Signed (ink) copies of the application are no longer required. The electronic transmittal of data from the sponsor to the Department (i.e. email, DVD, etc) is accepted as an official record of intent. MPO's will be contacted by the District via email to acknowledge each project (if applicable). Upon receipt and review of the application, the MPO will be asked to respond via email to the District either acknowledging or commenting on the project. The email response will be retained as the official response from the MPO.*

**Note 6:**

*Upon completion of the TRAC application, the sponsor shall submit all associated project information directly to the District Office. The District will review the application, mapping, and related attachments and communicate directly with the sponsor regarding any questions. The District Office will be responsible to officially submit the application in electronic format to the ODOT Central Office Server.*

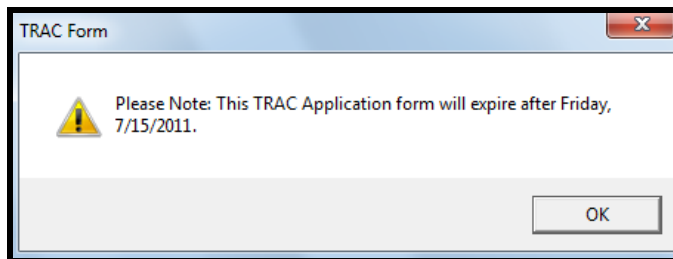
*Once complete, the District will email the TRAC inbox notifying the TRAC Staff that the application is ready for processing. Applications submitted directly to the TRAC inbox without District review and concurrence will not be accepted.*

## Download /Access the 2011 TRAC Application

1. Download the current application from the following web link:

<http://www.dot.state.oh.us/trac/Pages/NewTRACApplicationGuidelinesandApplicationForms.aspx>

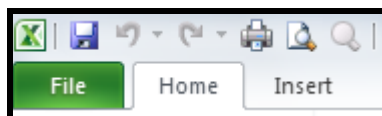
2. Save the application to a local directory on your computer
3. Once the application is saved, open the file using Microsoft Excel
4. The application will open, and the following dialog box will display:



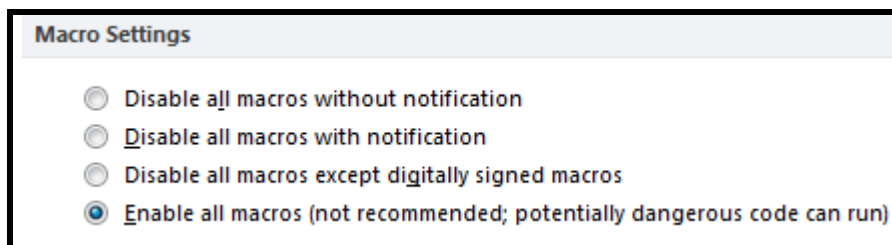
5. Select > OK

All data will be locked and not able to be edited following July 15, 2011. The TRAC application may be adjusted on a year to year basis, and the expiration limit will prevent future applications from using previous versions of the Excel file for TRAC submission.

6. Next, enable the **Macro Option** to ensure the Excel VBA routines function properly per the instructions provided below. *If the Macro Functionality is not enabled, the spreadsheet will not work correctly.*
  - a. From the **Excel File Menu** advance the following steps:




- i. Select File > Options > Trust Center > Trust Center Settings



- ii. Within the Macro Settings as shown above, Select > Enable all macros > OK

## Application Instructions

	<h3 style="margin: 0;">2011 TRAC Project Application</h3>						
<b>General Information</b>							
Previous TRAC Status .....	<table style="margin: 0 auto;"> <tr> <td style="padding: 0 10px;">New</td> <td style="padding: 0 10px;">Tier 1</td> <td style="padding: 0 10px;">Tier 2</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	New	Tier 1	Tier 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New	Tier 1	Tier 2					
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Proposed TRAC Status .....	<table style="margin: 0 auto;"> <tr> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">Tier 1</td> <td style="padding: 0 10px;">Tier 2</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>		Tier 1	Tier 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Tier 1	Tier 2					
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
ODOT District: <input style="width: 50px;" type="text"/>	County: <input style="width: 50px;" type="text"/>	ODOT PID: <input style="width: 100px;" type="text"/>					

**Previous TRAC Status**

Enter the project’s current TRAC status (“Tier 1” or “Tier 2”). If the project is not currently funded by the TRAC, enter “New.”

**Proposed Status**

Enter “Tier 1” if the request includes funding for construction; otherwise enter “Tier 2”.

**ODOT District**

Enter the ODOT District for the project. *(The field will display a drop down list prompting the user to select their respective District.)*

**County:**

Select the county which the project primarily resides. *(Once the ODOT District is selected, the County field will auto filter the list of counties associated with the respective District.)*

**ODOT PID**

Enter the ODOT assigned five digit Project ID number (or PID). Enter only one PID per application. PID’s for related projects should be entered in the Project Relationship table, below. If new or additional TRAC funding is being requested for multiple projects/PID’s, submit multiple applications (one application for each project/PID).

<b>Local Jurisdictions (Counties, Townships, and/or Cities)</b>
<b>Facility Name (Route, Rail, Terminal, or Port Name)</b>
<b>Principal Agency</b>
<b>Participating Agencies</b>

**Local Jurisdiction**

Enter the local jurisdiction where the project primarily resides (i.e. Cities, Counties, Townships, etc)

**Facility Name**

Enter the route, rail, terminal, or port name by which the project is known. For roadway projects, include the route type (SR – state route; CR – county route; TR – township route) and number, or the local road name.

**Principal Agency**

Enter agency name of the primary project sponsor. The TRAC discourages members of the general public from nominating projects. Members of the general public who desire a project should secure the support of a local governmental entity as the lead project sponsor to ensure the project is compatible with local planning priorities.

**Participating Agencies**

Enter agency name(s) all of the project co-sponsors.

Project Sponsor					
First Name:		Last Name:			
Street Address:					
City:		State:		ZIP Code:	
Phone Number:		Email Address:			

**Project Sponsor (Contact Person) / Phone Number / Street Address / City / State / Zip / Email Address**

Enter the name, mailing address, phone number and email address of the person to be informed of all TRAC actions and public hearings.

Project Description	
Description of Work (100 Words or Less)	

Purpose and Need (500 Words or Less)	Note: To Start a New Paragraph Type "Alt + Enter"

**Description of Work**

In 100 words or less, describe the basic facts of the work to be performed. Include the descriptions and number of facilities to be constructed/reconstructed.

**Purpose and Need for the Project**

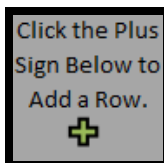
In 500 words or less, lay out the purpose and need for the project. This should be copied from an existing planning or environmental document if available.

Project Relationship										
ODOT PID	Project Name <small>County-Route-Section</small>	Phases Included					Ex. TRAC Project		TRAC List Date <small>MM/DD/YY</small>	TRAC List Line No.
		PS	PE	DD	RW	CO	Yes	No		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>		

List all other projects that are related to this project. For example:

- If part of the development for the current project/PID was performed under other projects/PID's, enter those other projects here
- If the current project/PID is phase of larger group of projects/PID's, enter all of the other projects in the group here

Enter one project on each row. Add additional rows as necessary by selecting the following icon located in the right margin:



#### ODOT Project ID

Enter the ODOT PID number for the related project.

#### Project Name

Enter the related project's name. Generally the name includes the county, route number and beginning log point (section). The project name should match the project name as it appears in Ellis.

#### Phases Included

Select all of the phases that the project has or will perform. Possible phases are:

- PS – Planning Study
- PE – Preliminary Engineering
- DD – Detailed Design
- RW – Right of Way
- CO – Construction

#### Existing TRAC Project

If this application relates to an existing project on a previous TRAC list, select **Yes**

#### TRAC List Date

If this application relates to an existing project on a previous TRAC list, enter the publication date of the previous TRAC list.

#### TRAC List Line #

If this application relates to an existing project on a previous TRAC list, enter the line number of the existing project on the previous TRAC list.

Community and Economic Growth and Development Components			
Component	Yes	No	Comment
Project Location Map is Attached, Map 1	<input type="radio"/>	<input type="radio"/>	
Economic Impact Map is Attached, Map 2	<input type="radio"/>	<input type="radio"/>	
Redevelopment Map is Attached, Map 3	<input type="radio"/>	<input type="radio"/>	
Employment Map is Attached, Map 4	<input type="radio"/>	<input type="radio"/>	
Land Use Plan (LUP) is Attached	<input type="radio"/>	<input type="radio"/>	
LUP Coordinates with Transportation Plan	<input type="radio"/>	<input type="radio"/>	
Zoning Supports Transportation Plan	<input type="radio"/>	<input type="radio"/>	
On State/RPC/MPO Long Range Plan	<input type="radio"/>	<input type="radio"/>	
Buisness Data Added to Map 4	<input type="radio"/>	<input type="radio"/>	
Improves Investment and Employment	<input type="radio"/>	<input type="radio"/>	
Percent of Developed Land, Map 3			
* Sub-County 5 Year Unemployment Rate			
* Sub-County 5 Year Poverty Rate			
* - Optional. If omitted, the 5 year rates for the primary county will be obtained from the US Bureau of Labor Statistics (www.bls.gov) and US Census Bureau (www.census.gov).			

### Supplemental Information

For purposes of scoring “Community and Economic Development Factors,” the following additional information (maps) **must** be included with the application. The maps are to be at least 8.5” x 11” but no larger than 11” x 17”. Submit one electronic copy in pdf format.

#### **Project Location Map (Label as #1) is Attached**

This map must include an aerial photograph overlay of the area (preferably color), and must show the proposed project location. Also include defined labels for significant existing infrastructure related to the project (i.e. major road names, nearby municipal boundaries) for reference). **Map 1 is required and must be included with the application to obtain scoring**

#### **Economic Impact Map (Label as # 2) is Attached**

This map must denote the project’s immediate economic footprint with a geographic polygon of the general economic influence area. The economic influence area must be defined in cooperation with the responsible local economic development professionals (or state/regional representatives if local economic development professionals do not exist). The map must also label land use by general type (Industrial, Commercial/Office, Commercial/Retail, Residential, Agriculture, Conservation, etc.), and show as applicable – Clean Ohio Revitalization Fund Brownfield Projects, Clean Ohio Assistance Fund Brownfield Projects, Ohio Department of Development Brownfield Revolving Loan Fund Projects, Ohio Job Ready Site Projects, University System of Ohio institutions, private four-year universities, non-profit research institutions, and Ohio Hub of Innovation and Opportunity (OHIO Hub) anchor institutions. As per the Policy & Procedure manual, should the economic influence area be subject to further examination, the TRAC will be the final arbiter of the quality of data submitted by the project applicant. **Map 2 is required and must be included with the application to obtain scoring.**

**Redevelopment Map (Label as # 3) is Attached**

This map must show the project location and denote with a geographic polygon the area directly served by the project, consistent with the definition provided under the “Positioning Land for Redevelopment” section on Page 16 of the Policy & Procedures. Additionally, the map must label developed land and undeveloped land within the geographic polygon. If the defined geographic area provided cannot be justified, the default area will be a one-mile radius around the transportation improvement. ODOT Modeling & Forecasting Unit will utilize the geographic polygon provided in Map 3 to model whether the project will reduce fuel consumption and if ozone precursors are predicted to decrease. **Map 3 is required and must be included with the application to obtain scoring**

**Employment Map (Label as # 4) is Attached**

This map should denote the project location and identify major employers by point and label them by legal name. Smaller employers can be grouped and described by business sector. Include the number of jobs associated with each employer or group. The geographic boundary of the area should be the same as the area directly served by the project, as defined in Map 3. **Map 4 is required and must be included with the application to obtain scoring.**

**Land Use Plan (LUP) is Attached**

Enter “Yes” or “No” according to whether a comprehensive land use plan, strategic plan, thoroughfare plan, neighborhood plan, or master community plan adopted by the city, county, or township has been included with the application. Although it is permissible to include the entire Plan, only the portion of the Plan applicable to the area served by the project (as defined in Map 3) must be included.

**LUP Coordinates w/ Transportation Plan**

Enter “Yes” or “No” according to whether the land use plan is coordinated with the transportation plan or project. The Land Use Plan and Maps 1-4 will be used to verify accuracy of the coordination.

**Zoning Supports Transportation Plan**

Enter “Yes” or “No” according to whether the appropriate city, county, or township has zoning in place that is conducive to the project under consideration. A copy of the adopted zoning is required and must be included with the application to obtain scoring.

**On state/RPC/MPO Long Range Plan**

Enter “Yes” or “No” according to whether the project is part of a metropolitan planning organization (MPO) long range plan, regional planning commission (RPC) or ODOT’s Statewide Transportation Plan.

**% Developed Land (Map 3)**

Based on Map 3, calculate the estimated percentage of developed acreage within the geographic area served by the project. For purposes of definition, “developed” land means property that had, or currently has, use as manufacturing, light industrial, warehouse, commercial, or residential development, with associated infrastructure (such as water, sewer, electricity), and which may also be classified as a brown field. “Undeveloped” land means property that was never used for such development, has no buildings, public utilities or

associated infrastructure, and might have had current or former use as cropland, pasture, woodland, or other use that does not include roadway or utility services. Permanently dedicated green space and cemeteries should be subtracted from the acreage of the geographic area.

*(It is the responsibility of the local project sponsor to attach the analysis and calculation of the redevelopment percentage to the application.)*

**Business Data Added to Map 4**

Enter “Yes” or “No” according to whether business data (employers with number of jobs) have been labeled on Map 4.

**Improves Investment & Employment**

Enter “Yes” or “No” according to whether the project increases land value or employment in the area served by the transportation project, considering:

- The extent to which the project serves an Ohio Job Ready Site, as designated by the Ohio Department of Development. The project applicant must demonstrate the project location on Map 2 in relation to the Job Ready Site location, and justify the assertion that the transportation project improves access to the Job Ready Site.
- Evidence of direct private investment in real estate served by the transportation project (within the economic impact area as defined in Map 2). Private investment is eligible if it is from the previous five years or projected for the next two years. Such evidence could include documents from private businesses or other tangible evidence of private party commitment to develop/expand business in relation to the transportation improvement.
- Evidence of employment growth resulting from the transportation project is defined as prospective full-time equivalent, non-construction/non-project related positions that will be created by businesses denoted in Map 4 or proposed business development within the economic impact area denoted in Map 2. Evidence will be required to verify projected employment growth and can take the form of either a survey of businesses or commitment letters from a business.
- Direct local public investment in public infrastructure associated with the project (local roads, sewer, water) that demonstrates confidence in the private sector’s plans or commitment to build or expand, as associated with the transportation investment.

**Sub-county 5 Year Unemployment Rate**

Enter the sub-county/project area 5-year unemployment rate as a percentage. If omitted, the 5-year unemployment rate for the primary county will be obtained from the US Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)).

**Sub-county 5 Year Poverty Rate**

Enter the sub-county/project area 5-year poverty rate as a percentage. If omitted, the 5-year poverty rate for the primary county will be obtained from the US Census Bureau ([www.census.gov](http://www.census.gov)).

*(It is the responsibility of the project sponsor to attach documentation that defines the sub-county area, and calculations of the unemployment poverty rate percentages.)*

**Intermodal Connectivity**

If the project connects different transportation modes, please describe the connections.

**If project connects transportation modes, please explain how**

Provide an explanation of how transportation modes will be directly connected by this project. Simply stating the existence of other modal facilities within the project impact area is not sufficient to be awarded points for intermodal connectivity.

Existing Road Facilities By NLFID					
ODOT NLFID	Begin Log Point	End Log Point	Primary		Location Termini
			Yes	No	
			<input type="radio"/>	<input type="radio"/>	

**Note:**

The ODOT District will enter the ODOT NLFID as required. The local project sponsor **is not** required to enter the NLFID.

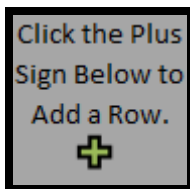
If the Existing Road Facility **is not** within the ODOT NLFID Inventory, please locate the facility per the instructions outlined on Page 16.

**ODOT NLFID**

Enter the ODOT network linear feature identifier (NLFID) which uniquely identifies each road in Ohio. If the NLFID is not known, enter the 3-character county abbreviation along with the route type and number.

**Note:**

Enter one existing road facility per row. Add additional rows as necessary by selecting the following icon located in the right margin:



**Note:**

It is the responsibility of the project sponsor to complete **all** of the following columns for each existing road facility entered.

**Begin Log Point**

Enter the beginning log point (i.e. mile post) for the roadway improvement.

**End Log Point**

Enter the ending log point (i.e. mile post) for the roadway improvement.

**Primary Road**

For projects involving more than one road, enter “Yes” or “No” according to whether this road is the primary road being improved. There should be only one primary route.

**Location Termini**

Enter a brief description of the work limits (i.e. From Broad St. to State St.).

Existing Road Facilities By Lat Long (Not within the NLFID Inventory)							
Name or Designation	Begin Lat.	Begin Long.	End Lat.	End Long.	Primary		Location Termini
					Yes	No	
					<input type="radio"/>	<input type="radio"/>	

**Note:**

If the Existing Road Facility **is not** within the ODOT NLFID Inventory, please locate the facility per the instructions outlined below.

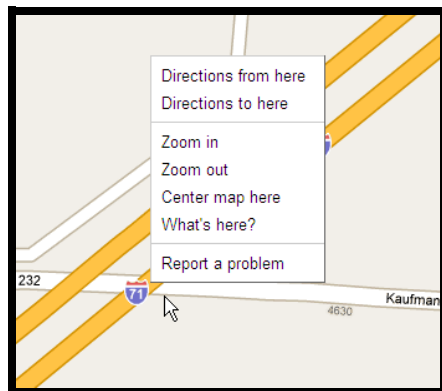
**Name or Designation**

Enter the ODOT network linear feature identifier (NLFID) which uniquely identifies each road in Ohio. If the NLFID is not known, enter the 3-character county abbreviation along with the route type and number.

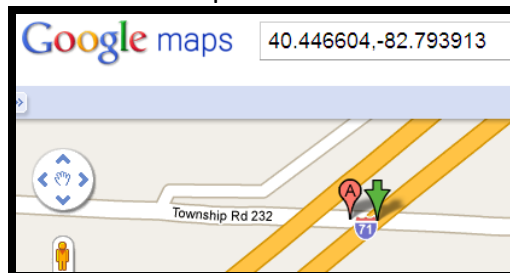
**Begin Lat / Begin Lon / End Lat / End Lon**

Enter the beginning and ending latitude and longitude for the existing roadway using Google Maps as outlined below:

- Open Google Maps (Click the Link to the Right) > [Google Maps](#)
- Zoom into the location of the Begin Point of the Facility and right click on the Begin Point.
  - The following dialog box will be displayed with several options. **Select > "What's here?"**



- The (Latitude, Longitude) values will appear in the Search Field as shown in the screen capture below:



- Input these values into the TRAC Application as required.

**Note:**

*It is the responsibility of the project sponsor to complete **all** columns for each existing road facility entered.*

**Primary Road**

For projects involving more than one new road, enter “Yes” or “No” according to whether this road is the primary new road being constructed.

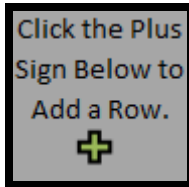
**Location Termini**

Enter a brief description of the limits of new roadway construction (i.e. From Broad St. to State St.).

The Google Map associated with the project limits will automatically hyperlink the location to the text.

**Note:**

*Enter one existing road facility per row. Add additional rows as necessary by selecting the following icon located in the right margin:*



New Road Facilities							
Name or Designation	Begin Lat.	Begin Long.	End Lat.	End Long.	Primary		Location Termini
					Yes	No	
					<input type="radio"/>	<input type="radio"/>	

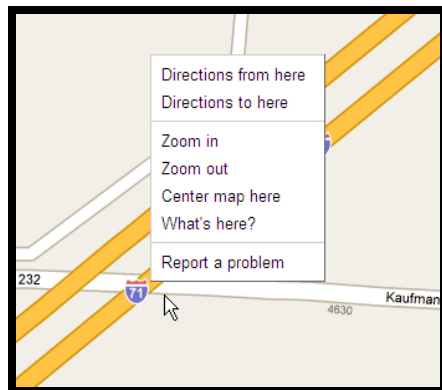
**Name or Designation**

Enter the ODOT network linear feature identifier (NLFID) which uniquely identifies each road in Ohio. If the NLFID is not known, enter the 3-character county abbreviation along with the route type and number.

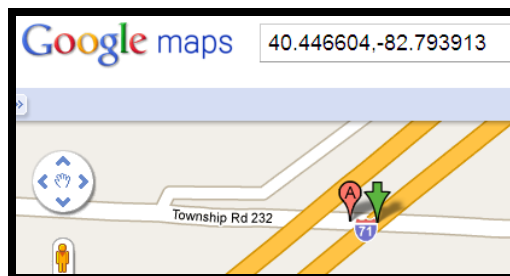
**Begin Lat / Begin Lon / End Lat / End Lon**

Enter the beginning and ending latitude and longitude for the new roadway using Google Maps as outlined below:

- Open Google Maps (Click the Link to the Right) > [Google Maps](#)
- Zoom into the location of the Begin Point of the Facility and right click on the Begin Point.
  - The following dialog box will be displayed with several options. **Select > "What's here?"**



- The (Latitude, Longitude) values will appear in the Search Field as shown in the screen capture below:



- Input these values into the TRAC Application as required.

**Note:**

*It is the responsibility of the project sponsor to complete **all** columns for each new road facility entered.*

**Primary Road**

For projects involving more than one new road, enter “Yes” or “No” according to whether this road is the primary new road being constructed.

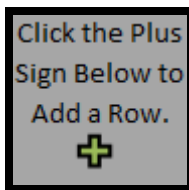
**Location Termini**

Enter a brief description of the limits of new roadway construction (i.e. From Broad St. to State St.).

The Google Map associated with the project limits will automatically hyperlink the location to the text.

**Note:**

*Enter one existing road facility per row. Add additional rows as necessary by selecting the following icon located in the right margin:*



Transit Facilities				
Transit Type and Route/Name	Peak Hour Ridership (Riders)	Existing Capacity (Seats)	Added Peak Hour Capacity (Seats)	VMT Reduction (VMT)

### Transit Type and Route/Name

Enter the transit type (rail, bus) and route/name associated with the transit facility.

### Peak Hour Ridership

Enter the element ridership during the peak work commute periods (i.e. when highway V/C ratios are measured).

*(It is the responsibility of the project sponsor to attach documentation that provides the calculations and methodology used to determine the peak hour ridership.)*

### Existing Capacity (Seats)

Enter the existing capacity of the current transit system by listing the total number of seats available for riders.

### Added Peak Hour Capacity (Seats)

This measure allows the TRAC to evaluate the extent to which the proposed project will increase the capacity of the transit service. Enter the increase in the number of seats available added in a single peak hour.

### VMT Reduction

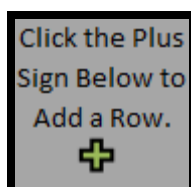
Enter an estimate of the reduction in vehicle miles traveled within the corridor served by the element.

Most project feasibility studies will readily provide such estimates of a project's impact and the values provided in these reports can be used. If a Project Sponsor does not have this information, the Department will calculate the VMT reduction based on the Statewide Traffic and Forecasting Model

*(It is the responsibility of the project sponsor to complete **all** columns for each transit facility entered and attach documentation that provides the calculations and methodology used to determine the VMT reduction.)*

### Note:

Enter one transit facility per row. Add additional rows as necessary by selecting the following icon located in the right margin:



Freight Facilities			
Freight Type and Route/Name	Ex. Freight Volume/ Ex. Facility Capacity Ratio  (x.xxx)	Reduction in Truck Miles Traveled  (TMT)	Freight Capacity Increase  (TEU/Day)

### Freight Type and Route/Name

Enter the type of intermodal freight project and the route/name associated with the improvement.

### Existing Freight Volume / Existing Facility Capacity Ratio

Enter the calculated congestion ratio for intermodal freight element based on the volume of freight it carries, compared with its capacity. Refer to the table below for appropriate inputs.

Input	Road	Port	Rail	Intermodal
Volume	Traffic Volume <ul style="list-style-type: none"> <li>Autos</li> <li>Trucks</li> <li>Peak hour factor</li> </ul>	Port Volume <ul style="list-style-type: none"> <li>Break bulk tons</li> <li>Containers (TEUs)</li> <li>Dry bulk tons</li> <li>Liquid bulk gallons</li> </ul>	Train traffic, expressed as: <ul style="list-style-type: none"> <li># of railcars</li> <li># of trains</li> <li>Train length</li> </ul>	Terminal throughput: <ul style="list-style-type: none"> <li>Containers (TEUs)</li> <li>Other transfer measure (e.g. rail/barge, rail/truck)</li> </ul>
Capacity	<ul style="list-style-type: none"> <li>Type of road</li> <li>Number of lanes</li> <li>Speed limit</li> <li>Terrain</li> <li>% truck traffic</li> <li>Etc.</li> </ul>	Per hour or per diem capacity expressed in tons, TEUs, etc.	Per hour or per day capacity (expressed in railcars, trains, etc.), as controlled by: <ul style="list-style-type: none"> <li># of tracks</li> <li>Signalization</li> <li>At grade crossings</li> </ul>	Per hour or per day transfer capacity, for example, containers (TEUs) per day

*(It is the responsibility of the project sponsor to attach documentation that provides the calculations and methodology used to determine the existing volume to capacity ratio.)*

### Reduction in Truck Miles Traveled (TMT)

Truck reduction on an individual facility can be easily derived. The volume of freight moving by rail or port can be converted into a number of trucks by equating one twenty-foot equivalent unit (TEU) to one truck. The applicant can use this conversion factor to represent the number of trucks reduced from an adjacent roadway, and calculate this reduction in terms of total truck miles travelled from the facility to the state line.

The other method is to calculate a regional truck traffic reduction, which would be represented as the reduction of truck miles travelled for the area of impact defined by the project applicant. For example, a region could be within an MPO, within the state of Ohio, or within some subarea designated by the project applicant. A feasibility study is required to validate this calculation and will be required as an attachment to the application.

*(It is the responsibility of the project sponsor to attach documentation that provides the calculations and methodology used to determine the reduction in TMT.)*

**Freight Capacity Increase**

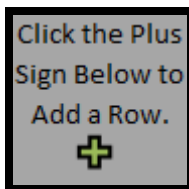
Enter the total number of TEU's serviced by the freight facility.

The TRAC will consider increase freight Capacity by capturing the total increased number of TEU's to be processed through a freight facility. The twenty-foot equivalent unit (often TEU or teu) is an inexact unit of cargo capacity often used to describe the capacity of container ships and container terminals. It is based on the volume of a 20-foot-long (6.1 m) intermodal container, a standard-sized metal box which can be easily transferred between different modes of transportation, such as ships, trains and trucks.

*(It is the responsibility of the project sponsor to attach documentation that provides the calculations and methodology used to determine the TEU calculations.)*

**Note:**

*Enter one freight facility per row. Add additional rows as necessary by selecting the following icon located in the right margin:*



Project Development			
Project Phase	Performed By (Agency Name)	Actual or Proposed	
		Start Date	Finish Date
Planning Study, PS			
Interchange Modification Study, IMS			
Interchange Justification Study, IJS			
Preliminary Engineering/NEPA, PE			
Detailed Design, DD			
Right of Way / Utilities, RW			

**Performed By**

Enter the agency name that has completed (or is assigned to complete) the corresponding project phase.

**Actual / Projected Start Date**

Enter the actual or projected month and year for the beginning of each project phase. It will be assumed that:

- Dates entered before the application date, indicate that the project phase has been started
- Dates entered after the application date, indicate that the project phase has not yet started

**Actual / Projected Finish Date**

Enter the actual or projected month and year for the completion of each project phase. It will be assumed that:

- Dates entered before the application date, indicate that the project phase has been completed
- Dates entered after the application date, indicate that the project phase is still under development (or not started)

**Project Funding: Non-TRAC and Future TRAC**

Funding Sources (Non-TRAC)									
Source			Project Phase					Amount	
Description	ODOT Funds	Federal Earmark	PS	PE	DD	RW	CO	(Dollars)	
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

When entering the funding data, the **NON-TRAC** funds will be entered as follows:

**Funding Sources (Non TRAC)**

**Description**

Enter the name of the funding source (MPO, Local, OPWC, etc)

**ODOT Funds**

Select if the funding source is ODOT (Yes/No)

**Federal Earmarks**

Select if the funding is a designated Federal Earmark (Yes/No)

**Project Phase**

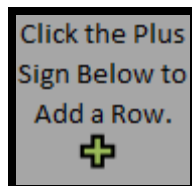
Select the project phase which applies to the funding source. Only one funding source may be selected per phase.

**Amount**

Enter the amount (in dollars) assigned to the funding source

**Note:**

*Enter one funding source per row. Add additional rows as necessary by selecting the following icon located in the right margin:*



Once the data is entered, the values will automatically calculate and tabulate in the summary table listed in the following section.

Project Funding (in Millions)							
Project Phase	FY	Non-TRAC		TRAC			Phase Total
		Local	ODOT	Previous	New	Future	
Planning Study, PS		\$0.000	\$0.000				\$0.000
Preliminary Engineering, PE		\$0.000	\$0.000				\$0.000
Detailed Design, DD		\$0.000	\$0.000				\$0.000
Right of Way / Utilities, RW		\$0.000	\$0.000				\$0.000
Construction, CO		\$0.000	\$0.000				\$0.000
<b>Totals</b>		<b>\$0.000</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$0.000</b>	<b>\$0.000</b>

When entering the funding data, the **TRAC** funds will be entered as follows:

### Funding Sources (TRAC)

#### Fiscal Year

Enter the state fiscal year (which begins July 1) for the beginning of each applicable project phase (e.g. 2012). Please double check that the state fiscal year is correct for the Actual / Projected Begin date on the Project Development table. Project phases that begin in the month of July (or later) are actually in the next state fiscal year (i.e. July through December 2010 is actually part of state fiscal year 2011).

#### Non-TRAC Local Funding

The table will display the total amount of non-TRAC funding received or committed from local sources (i.e. county, township, city, village, or private) by project phase. These amounts are auto calculated from the values entered in the Funding Sources (Non-TRAC) table.

#### Non-TRAC ODOT Funding

The table will display the total amount of non-TRAC funding received or committed from federal or ODOT sources by project phase. These amounts are auto calculated from the values entered in the Funding Sources (Non-TRAC) table.

#### Previous TRAC

Enter the amount of existing TRAC funding received or committed by project phase.

#### New TRAC

Enter the amount of new TRAC funding requested with this application, by project phase.

#### Future TRAC

Enter the amount of future TRAC funding by project phase that is not being requested with this application, but will be requested at a later date with a future application.

#### Total

The total values will auto calculate based on the data entered for the various phases.

**Funding Notes: NON-TRAC and TRAC Funding****Note 1:**

Attach a detailed cost estimate for each project phase that is not yet complete.

**Note 2:**

Please enter the project costs, by source, for each phase of project development along with the calculations used to develop those costs. The TRAC realizes that, depending on the current stage of project development, more or less detail may be available for calculating costs. Simply provide the latest cost information available. It should be noted, however, that the TRAC will expect greatest detail from applicants requesting Tier I (Construction) funding.

Costs for future phases of development should be inflated to the appropriate state fiscal year. Inflation factors can be found on ODOT's Office of Estimating website at:

<http://www.dot.state.oh.us/Divisions/ConstructionMgt/Estimating/Pages/default.aspx>

ODOT District Acknowledgement			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
District:	<input type="text"/>	Date:	<input type="text"/>
		Phone Number:	<input type="text"/>

**First Name, Last Name**

Enter the name of the of the District Planning and Engineering Administrator

**District**

Enter the ODOT District

**Date**

Enter the date

**Phone Number**

Enter the phone number of the District Planning and Engineering Administrator

**Notes:**

- Prior to submitting the final application to Central Office, please verify project sponsor has provided a resolution endorsing the submittal of the TRAC application.
- If the resolution is not available by July 15, 2011 please coordinate delivery of the resolution no later than August 1, 2011.

MPO Information			
MPO Agency:	<input type="text"/>	Individual Contacted:	<input type="text"/>
Date District Received Email of MPO Acknowledgement:	<input type="text"/>		
Comments/Safety Rankings/Congestion Rankings/MPO Rankings:			
<input type="text"/>			

**MPO Agency**

Enter the name of the Metropolitan Planning Organization.

**Individual Contacted**

Enter the name of the individual acknowledging this application.

**Date District Received Email of MPO Acknowledgement**

Enter date the District received the email reply from the MPO acknowledging the project

**Comments**

Enter any remarks or comments that the TRAC should consider with respect to this application.

**Notes:**

- MPO priorities for TRAC applications should be submitted to ODOT no later than September 15<sup>th</sup>.

## Submission Instructions

In lieu of submitting paper copies to the Department, the following work flow is introduced requesting electronic media and will be implemented for the 2011 TRAC Applications:

### **Application Preparation:**

1. The project sponsor prepares the application per the instructions in the user guide.
2. The project sponsor submits the entire application, including supporting information (i.e. documentation, endorsement letters, resolution, and maps) electronically to the District for review. The original application must remain in Excel format while the attachments are required in PDF file format.

### **MPO Acknowledgement (If applicable):**

3. Following the District review, the District will send a copy to the MPO (if applicable) requesting acknowledgement of the project(s).
4. The MPO will respond to the District via email (for record) confirming the project.

### **District Submission:**

5. Once the project is approved by the District for final submission, the District will copy the project files to the following directory location:

#### *Files:*

Project Application – Excel format  
MPO Project Acknowledgement (Email) – PDF  
Supporting Project Documentation – PDF

#### *Directory Location:*

O:\Planning\SPPM\Major New\ 2011 TRAC Applications

*Note: Please place each application in a separate folder*

6. After the files have been copied to the server, the District will email the TRAC inbox advising the Office of Systems Planning and Program Management that the TRAC applications are ready for processing.

### **Application Deadline:**

7. Applications are due to Central Office (including MPO acknowledgement) by the close of business July 15, 2011.