

## SAFETY STUDY/SIGN UPGRADE PROJECT PROCESS

Once approved for funding by the CSTP/LBR Committee, all safety study & inventory and sign upgrade projects **must** follow the specific sequence of events listed below:

- 1) County receives funding approval letter from CEAO. CEAO sends a copy of the letter to ODOT.
- 2) County receives an electronic safety study/sign upgrade LPA agreement from ODOT via e-mail.
- 3) County electronically signs the LPA agreement and submits it back to ODOT.
- 4) County receives federal authorization from CEAO.
- 5a) For Safety Studies/Inventories: Once federal authorization is received, the county must select from the list of consultants that submitted Statements of Qualifications (SOQ's) in response to CEAO's consultant advertisement. If the total project cost is \$50,000 or more, a qualifications based selection must be used (including short-listing the consultants based on their SOQ's and then ranking the short-listed consultants using ODOT's consultant ranking form). If the project is under \$50,000, a consultant may be direct-selected.
- 5b) For Sign Upgrades: Once federal authorization is received, the county must advertise for sign vendors if the project is \$50,000 or more. If the project is less than \$50,000, county may get quotes for signs. OR, regardless of the project cost, county may purchase signs off of ODOT's contract.
- 6) **Once executed, all consultant contracts/sign vendor purchase agreements must be sent to ODOT with a request to encumber the funds. For safety studies only: If the County wishes the project to be set up as a direct-pay to the consultant, the direct-pay paperwork MUST be submitted at the same time as the signed consultant contract.** Direct-pay for sign upgrade projects is not permissible. County should also submit LPA Reimbursement information including Federal Tax ID #, Payee Name/Office, and address of payee on letterhead. All information should be sent to:  
Andrea Stevenson  
Administrator, Office of Local Programs  
Mail Stop #3180  
1980 West Broad Street  
Columbus, Ohio 43223  
  
OR e-mailed to [jeffrey.shaner@dot.ohio.gov](mailto:jeffrey.shaner@dot.ohio.gov)  
(when submitting electronically, the PID number of the project must be referenced in the subject line of the e-mail)
- 7) ODOT will establish the encumbrance based on the contract, and will send an invoice template to the county.
- 8) County submits invoice using the invoice template provided to request reimbursement or direct-pay to the consultant. The LPA reimbursement claim should include the Invoice Template along with backup documentation of invoices paid including copies of invoices paid to date along with proof of payment to the vendor. (Please do not submit for reimbursement using any other template than the one provided for that project or else the encumbrance number will be incorrect and the payment will be delayed.)
- 9) The project must be completed by September 30, 2023, and by November 1, 2023 the Reimbursement Claim must be submitted to ODOT.

**If these events do not occur in the proper sequence, the county may not receive federal reimbursement for the safety study/sign upgrade project.**