

FEDERAL/STATE FUNDING EXCHANGE PROCESS

- County submits Request to Exchange Federal Funds for State Funds form to CEAO
 - One form must be submitted for each project
- CSTP/LBR Committee will determine if Project is Approved for the Exchange
 - Funding will stay at the same pro-rata share as the federal funding [i.e. 80% state (SAC 4C87)/20% local or 95% state (SAC 4C87)/5% local if county has credit bridge credit]
- If approved by CEAO, County sends Request to Exchange Letter to ODOT Central Office for approval
- If approved by ODOT, ODOT will send an approval letter to the County with a copy to the respective ODOT District
- County then works with the respective ODOT District to program the project (if not already programmed) and enter into an LPA Agreement. The CEAO LBR funding application will be used in place of the scope document. A field review is advised to identify any environmental issues that would preclude the project from being part of the exchange program. All milestones in Ellis will be flagged as N/A except for sale, award, begin construction, and end construction.
- County performs all project development activities with local funds (or other non-federal funding source). This includes:

- Environmental

- Exempt Project:

- If at the field review, the District Environmental Coordinator (DEC) determines that the project meets the criteria for an Exempt project under the CE programmatic agreement (project involves no in-stream work, no new right-of-way, and bridge is not historic), then the DEC will prepare the environmental exempt form. A copy of this documentation will be submitted in lieu of the Environmental Certification Form.

- Non-Exempt Project:

- County prepares and submits:

- SHPO Coordination (Section 106)
 - Nationwide Permit
 - Section 6(f) coordination (if required)

- County attaches all environmental coordination and permits to the Environmental Certification Form and submits it to the ODOT District

- Non-Exempt Project not requiring a Nationwide Permit:

- If the project does not meet the criteria for an Exempt project under the CE programmatic agreement and a Nationwide Permit is not required (i.e. the project is not "federalized"), then cultural resource coordination under ORC 149.53 should be coordinated through the ODOT District rather than directly with SHPO.

- Right-of-Way

- County acquires any necessary right-of-way for the project in accordance with the Ohio Revised Code. County then prepares and submits the Right-of-Way Certification Letter to the ODOT District.

- Design

- County may do design work in-house or may hire a consultant for design (Quality-Based Selection Process must be used for all contracts of \$50,000 or more)
- Design will be done in accordance with AASHTO standards (there is no minimum bridge width requirement; however, the bridge cannot be functionally obsolete upon completion of the project)
- Approach roadway work is typically limited to 200 feet on either side of the bridge or to reach reasonable touchdown points or as needed for vertical and horizontal roadway deficiencies related directly to the bridge.
- Proprietary items and other items prohibited for federal funding will not be eligible for state funding under the program

[For local-let projects, no environmental coordination submittals, R/W document submittals, design submittals or ODOT reviews are required except for the Environmental and R/W certification forms.]

- County prepares bid package (No ODOT submittal or authorization required.)
 - State prevailing wage still applies to these projects, so language to that effect must be included in the bid package
 - A 5% EDGE Goal must be included
- County advertises and awards the project

[If County chooses to have ODOT let the project, then all traditional plan reviews, PS&E, sale, and award requirements still apply.]
- County sends Award paperwork to the ODOT District LPA Coordinator with a request to encumber the funds. (This is the same award paperwork as for a federal local-let project.)

County must receive a copy of the encumbrance before authorizing the contractor to begin work. (If the contractor begins work prior to receipt of the encumbrance, the project will be ineligible for reimbursement.)
- County Requests Payment of State Funds
 - State fund exchange dollars will be paid to the County on a reimbursement basis (or direct-pay to the contractor) up to the amount specified in the LPA Agreement. The County must submit to ODOT a request for payment that includes appropriate documentation for the expense (use same paperwork as for a federally-funded project). A request for payment may be submitted at the completion of the project, or progress payments may be made during construction of the project.
 - If the County is requesting reimbursement for Construction Engineering labor, the County must keep sufficient documentation including completed timesheets.
- Final Review
 - During construction, ODOT will not monitor construction records or material specifications. However, the County may contact the ODOT District if issues arise.
 - Upon completion of the project, the County will notify the ODOT District. ODOT staff will perform a final review of the project. The goal of the final review is to ensure only that the bridge was built according to plan. In the event that ODOT identifies a construction issue, they will meet with the LPA in an effort to resolve the issue.
 - ODOT will complete the close-out documentation once the project is completed.
 - If the project involves an off-system bridge, ODOT will apply for and earn the credit bridge credit. The District credit bridge coordinator shall complete the credit bridge paperwork as necessary.