

FEDERAL/STATE FUNDING EXCHANGE PROCESS

Updated 2/22/18

- County submits Request to Exchange Federal Funds for State Funds form to CEAO
 - One form must be submitted for each project
 - All projects requesting to use the exchange process must be Local-Let
- CSTP/LBR Committee will determine if the project is approved for the exchange and a letter will be sent to the County
 - 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]
- Upon approval, the County will request a field review of the project with the respective ODOT District
 - Field Review will use the Federal/State Exchange Field Review Form
- If project meets field review form criteria, County sends Request to Exchange Letter to ODOT Central Office for approval with a copy to the ODOT District LPA Manager
- If approved by ODOT, Central Office will send an approval letter to the County with a copy to the respective ODOT District.
- County then works with the District to program the project and enter into an LPA Agreement. The field review form will be used in place of the scope document. 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
 - County performs any environmental coordination activities required for the project in accordance with the Ohio Revised Code.
 - If the project involves in-stream work or impacts to other water resources, county obtains a 404 Nationwide Permit from the USACE
 - County submits Federal/State Funding Exchange Environmental Permit Verification to District LPA Manager
 - Right-of-Way
 - County acquires any right-of-way needed for the project in accordance with the Ohio Revised Code.
 - County submits Certification of Right of Way Control Letter 1 State Funding Exchange Program letter to District LPA Manager.
 - 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.
- 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 the project for three (3) weeks and then awards the project
- County sends Award paperwork to the District LPA Manager 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 invoice 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.
 - Both the County Engineer and the District LPA Manager and/or Construction Monitor must sign off on invoices.
 - If the County is requesting reimbursement for Construction Engineering labor, the County must keep sufficient documentation including completed timesheets.
- Change Orders
 - Unlike a typical Local-let project, LPAs are not required to submit change orders to the District Construction Monitors for review and or concurrence in the case of those that meet the definition of “significant”.
 - While it is not necessary for project change orders to be submitted to the district, it is still the responsibility of the LPA to ensure that Exchange projects are constructed within the financial parameters of the funding cap established by the CEAO. Those that exceed that cap will be 100% local responsibility, unless an increase is approved by the CEAO.
- Final Review
 - During construction, ODOT may enter the project site, but they will not monitor construction records or material specifications.
 - Upon completion of the project, the County will notify the ODOT District. ODOT will perform a final review to ensure that the bridge project is complete and will fill out the close-out documentation.
 - In the event that a construction issue is identified, the LPA and ODOT District staff will meet in an effort to resolve the issue.
 - If the project involves an off-system bridge, ODOT will apply for and earn the credit bridge credit. The District credit bridge coordinator will complete the credit bridge paperwork as necessary.