

## FEDERAL/STATE FUNDING EXCHANGE PROCESS

Updated 7/12/2021

- 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 project must be Local-let. 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
    - If no federal involvement (no federal funds, permits, or approvals):
      - County is responsible for compliance with all state environmental laws. No coordination with District Environmental Staff is required.
      - County submits the Environmental Permit Verification Form to District LPA Manager to certify that no waterway permits are required.
      - District LPA Manager verifies that the criteria are met.
    - If a Waterway permit (USACE and/or OEPA) is required:
      - County is responsible for compliance with applicable federal and state environmental laws. No coordination with District Environmental Staff is required.
      - County obtains Nationwide Permit from USACE.
      - County obtains any necessary waterway permits from OEPA.
      - County submits the Environmental Permit Verification Form with a copy of the approved permit(s) attached to the District LPA Manager.
      - District LPA Manager verifies that the criteria are met.

- 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.

[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 utilizing the State Bid Doc Template (No ODOT submittal or authorization required.) This template can be found on the Office of Local Programs website at: [Local-Let Manual of Procedures | Ohio Department of Transportation](#)
  - 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
- County sends Award paperwork to the ODOT 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.)
- District LPA Manager or designee will add the project to the District's Construction SharePoint site. Utilizing this site and the GoFormz document, Prime Contractor will submit the Prompt Payment form with each invoice submittal for review by the LPA and District designee to ensure that the Prompt Payment and EDGE goal requirements are being met.
- 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.