



Central Ohio  
Rural Planning  
Organization

## NOTICE OF A MEETING

### CORPO COMMITTEE MEETING

Hosted by: THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC)

To be held in-person at:

MORPC  
111 Liberty St. Suite 100  
Columbus, OH 43215  
MORPC Boardroom

**November 1st, 2021**

**2:00 – 3:30 P.M.**

### AGENDA

1. **Welcome and Introductions** – CORPO Chair, Commissioner Mark Forrest  
*(Roster Enclosed)*
2. **Approval of May 2021 CORPO Meeting Minutes** *(Enclosed)*
3. **CORPO Administrative Items**
  - a. Next Round of County Subcommittee Meetings March / April
  - b. Resolution 2-21: Adopting the 2021 Central Ohio Rural Planning Organization (CORPO) Public Participation Plan *(Enclosed)*
  - c. Additional CORPO Committee Meeting added for March 21, 2022
4. **Short Range Planning, Active Transportation, Safety, Transit & Data and Analysis**
  - a. Mobility Manager / Regional Coordinated Plan
  - b. Transit Related Updates
5. **Transportation Improvement Program (TIP), Project Funding & Implementation**
  - a. Resolution 3-21: Adopting Policies for Managing CORPO-Dedicated Funds *(Enclosed)*
  - b. TRAC Funding – Project Update
  - c. Federal and State Funding Overview, Thea Ewing

Mark Forrest  
Chair

Jeff Stauch  
Vice Chair

**6. Long Range Planning**

- a. Transportation Plan Update
- b. Route 23 Connect, Anthony Turowski, ODOT
- c. Madison County Access Management / Thoroughfare Plan
- d. Knox / Morrow Freeway Access Study
- e. Union County Industrial Parkway Project

**7. CORPO Member / Stakeholder Roundtable Discussion**

- a. Fairfield County
- b. Knox County
- c. Pickaway County
- d. Union County
- e. Madison County
- f. Morrow County
- g. Marion County

**8. Other Business – Mike Borger**

- a. Member Services Update

**9. Adjourn**

**PLEASE NOTIFY MIKE BORGER AT 804-525-0071 OR MBORGER@MORPC.ORG TO CONFIRM YOUR ATTENDANCE FOR THIS MEETING OR IF YOU REQUIRE SPECIAL ASSISTANCE.**

**The next CORPO Committee Meeting is  
March 21, 2022, 2:00 – 3:30 P.M.  
111 Liberty Street, Suite 100  
Columbus, Ohio 43215**

## **CORPO Meeting Roster – November 1, 2021**

### **CORPO Officers**

Mark Forest , Madison County Commissioner - CORPO Chair  
Jeff Stauch, Union County Engineer - Vice Chair

### **CORPO Committee Members**

Christiane Schmenk , Union County Commissioner  
Jeff Stauch, Union County Engineer  
Bill Narducci, Union County Assistant Engineer  
Jeff Gottke, Knox County Area Development Foundation, Inc.  
Cameron Keaton, Knox County Engineer  
Brian Ball, City of Mount Vernon Engineer  
Bryan Dhume, Madison County Engineer  
Mark Forest, Madison County Commissioner  
David Kell, Madison County Economic Development  
Chris Mullins, Pickaway County Engineer  
Ryan Scribner, Pickaway Progress Partnership  
Anthony Neff, Pickaway County Deputy County Engineer  
Andy Ware, Morrow County Development Director  
Bart Dennison, Morrow County Engineer  
Tom Whiston, Morrow County Commissioner  
James Mako, Fairfield County Planning  
Ira Weiss, Fairfield Heritage Trail Association and Fairfield County Planning  
Commission  
Rick Szabrak, Fairfield County Economic Development Director  
Gus Comstock, Marion Can Do  
Scott Schertzer, Mayor, City of Marion  
Jim Bishoff, Director, Marion County Public Works

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## Minutes

### CORPO COMMITTEE MEETING

Hosted by: THE MID-OHIO REGIONAL PLANNING COMMISSION Virtual Meeting – MS Teams

May 2nd, 2021

2:00 – 3:30 P.M.

Welcome & Introductions – *Mark Forrest, Madison County Commissioner & CORPO Chair*, called the meeting to order at 2:05 PM.

November 2020 Meeting Minutes – Madison County and CORPO Chair Mark Forrest asked the CORPO Committee to vote on the minutes from the previous CORPO meeting (held November 2<sup>nd</sup>, 2020). Ira Weiss of Fairfield Co. moved, and Union County Commissioner Schmenck seconded the motion.

Resolution to Adopt Fiscal Year 2020 Planning Work Program – Mike Borger of MORPC briefly outlined the key elements of the 2020 Planning Work Program. CORPO Chair Mark Forest moved to and Madison County Engineer Bryan Dhume seconded the motion.

CORPO Administrative Items – Mike Borger of MORPC reminded the Committee that the next round of CORPO County Subcommittee Meetings would be held in September and October of 2021. He also let the Committee know that there would be a new edition of the CORPO newsletter out in October 2021.

Regional Mobility Plan – Mike Borger of MORPC shared slides provided by Lexi Patrella, Mobility Coordinator for MORPC regarding the current status of the MORPC Mobility Plan. The update included background information on the plan and the anticipated timeline of planning events / milestones to come.

Transit Related Updates – Thea Walsh Ewing stated that MORPC is working with employers to provide incentives for employees to join either vanpool and/or commuter programs. MORPC is looking into funding an employer-based program around the beginning of the school year when businesses and individuals find a sense of normalcy and establish routine traffic patterns. If you would like a MORPC representative to come speak to employers in your area, feel free to reach out to MORPC staff.

Mary Ann Frantz added that creating transit connections from the Rickenbacker area to Pickaway and Fairfield Counties has been a topic of interest in conversations with transit entities in the region.

Mike Borger recognized that ODOT is requiring that UCATs and other transit providers produce certification letters from the RTPO certifying that they are a public organization prior to applying for additional federal funding. Commissioner Forrest and Mike Borger have put together these letters and have submitted them to ODOT.

Commissioner Schmenk stated that the UCATS board (Not sure if right entity) decided not to move forward with 5311 funding this year. Commissioner Schmenk is hoping that Rescue Act funds will be used to hire a transit mobility manager or conduct further transit analyses.

Franklin Christman from the Village of Ashville questioned if the Rickenbacker Connection with COTA is currently working with Pickaway County. Mary Ann Frantz stated that this is in the works and believes that COTA has applied for funding to connect the two. The goal is to meet at the Marathon Station where the individual will be able to take a no-cost shuttle to their employer.

SFY 21-24 TIP Changes – Mike Borger informed the committee the Transportation Improvement Program is the short-range list of funded projects. Once these projects are submitted to ODOT, they are monitored by CORPO staff. A list of the projects is compiled in the post-meeting package. Nick Gill stated that the MORPC/CORPO team is still devising an efficient way to deliver this information during committee meetings. If there are any questions about a specific project, feel free to reach out to Mike Borger.

Federal and State Funding Overview – Thea Walsh Ewing presented the funding update to the committee. At the state level, there have been several great projects in the region that are scoring well on ODOT's funding for discretionary projects, particularly the 29 at I-70 project in Madison County. Letters of support for TRAC projects have been sent from CORPO staff. Similarly, some projects will also have a letter of support under the competitive advantage initiative. If any RTPO projects need assistance in the process, please reach out to MORPC/CORPO staff. Recently, the state has approved \$2.6 million for RTPO funding. However, it is not clear what this funding will be distributed. Ideally, this money will go directly to the RTPO's. This is the first year where funding is dedicated to RTPO's; therefore, this is a step in the right direction. Mike Borger will provide updates as they come available.

Thea Walsh Ewing explained that there have been two member directed spending initiatives (formally known as earmarks). The first is that those associated with infrastructure funding and the window has already closed. Each member was given ~10 projects that they could fund under \$1 million. The second is transportation focused and will be available in the Fall. For a project to be considered, it must be a part of the TIP; however, the TIP is a list with funds already committed to them, so it is rather contradictory. If a project in the TIP is asked for an earmark, then it could be stated that the project is being funded with local funds.

The Small Cities grants at ODOT just opened. Interested parties in Circleville, Mount Vernon, London, and Marysville have until June 15<sup>th</sup> to apply for up to \$2 million. In the transportation improvement districts, up to \$500,000 toward a project can be applied for.

Finally, MORPC/CORPO is working with the USDOT on funding for electric charging. Be on the look out for potential funding opportunities, as well as a solicitation for a letter of support. This will likely focus on major employment centers.

Madison County Transportation Improvement District – Mike Borger stated that Madison County is the first transportation improvement district that CORPO has been working on. Mike provided the following notes:

- TIDs are eligible to apply for ODOT TID Supplemental Funding during the month of May.
- The program allocates \$4.5 million annually for TID projects
- Individual projects can apply for up to \$500,000 for PE, RW, or Construction. The upcoming cycle is for SFY 22.
- ODOT is in the process of revising scoring criteria for these applications and will be releasing new scoring criteria on May 5<sup>th</sup>. The program is generally focused on advancing transportation projects which are directly tied to economic development outcomes.
- MORPC currently provides administrative services to the Franklin County TID and will also be assisting the Madison County TID with preparation of applications for this upcoming cycle.
- MORPC is willing to aid other TIDs in developing these applications.

CORPO Transportation Plan Timeline – Mike Borger updated the committee on the CORPO Transportation Plan Timeline. The plan will be updated in 2022. The first piece of this deliverable will be the public involvement plan.

Knox / Morrow Free Access Study – Data has recently been pulled for this study and staff is preparing to reach out to set up the next round of meetings. Essentially, this is focused on creating accessibility to freeways in Knox and Morrow Counties.

Madison County Access Management / Thoroughfare Plan – There will be five total chapters in this plan. Currently, Engineer Dhume and Commissioner Forrest are reviewing the first few chapters. Engineer Dhume is putting the finishing touches on the technical aspects of Chapter 5. Madison County needed this plan in order to help with future development and alleviate accessibility issues. This will be presented as an example when it is complete and can be replicated for other counties.

U.S. 33 Corridor Plan – Mike Borger of MORPC reminded the Committee that the final ODOT U.S. 33 Plan is out on ODOT's website and showed them how to access it.

Fairfield County Update – Rick Szabrak stated that they have a connection to Rickenbacker, but it has been minimally used. Recently, there has been numerous career fairs through the county workforce center. From an economic development aspect, there has been potential for businesses to develop in the area.

Union County Update – Jeff Stauch stated that they are working on 3-4 solar farm proposals. There are approximately 6-8 county engineers looking at road and drain impacts. In addition to this, one of the County's Assistant Prosecutor's argued in front of the Ohio Supreme Court regarding CSX vs. State of Ohio. Essentially, it is challenging the federal provisions given to railroads versus Ohio law concerning blocked crossings.

Pickaway County Update – Franklin Christman stated that they will check in with PICA about the connection between Rickenbacker to Pickaway County.

Morrow County Update – Andy Ware stated that they are interested in the way they will use the American Rescue Plan funds. The SR 229 and SR 61 project is one that they are hoping to use funding to progress. In addition to this, they are hoping to get things moving with their TID projects.

Madison County Update – Commissioner Forrest stated that they have 3 solar farm projects that have passed the power siting board and 2 on the way. They are looking forward to these projects and the benefits they have on the community. Madison County is moving forward with a bid on 10 miles of waterline from London correctional and are hoping to gather some grant funding for the project.

Membership Services Update – Eileen Leuby presented the membership services update. Regional collaboration meetings are as follows:

- Northeast – May 18<sup>th</sup>, 9:30 a.m., virtual meeting
- Southwest – Sept 21, 9:30 a.m., TBA
- Southeast – Nov 30, 9:30 a.m., TBA

The virtual Ohio Conference on Freight taking place May 20-21. Register at <https://www.eventbrite.com/e/ohio-conference-on-freight-tickets-150788505479>.

Grant Camp will take place June 7-11.

Rural Service Strategy events:

- Harvesting a Modern Rural Government: The Public Sector of the Future, June 22, 11 a.m. – Noon
- Cultivating Your Next Leaders, July 13, 11 a.m. – Noon
- How to Add Zoning Rules that Benefit Your Community, August 3, 11 a.m. – Noon

Social Media Best Practices forum takes place virtually on August 4<sup>th</sup> from 1 p.m. – 2:30 p.m.

MORPC has produced an Employer Telework Policy Guide to help areas transition to a new workplace.

LUC / CORPO Annual Meeting Update

The next meeting is scheduled for November 2,

2020. Meeting was adjourned at 3:15 p.m.

Submitted by:

Michael Borger  
CORPO Committee

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Central Ohio  
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## Memorandum

**TO:** Central Ohio Rural Planning Organization CORPO Committee

**FROM:** Mike Borger, Principal Planner Transportation & Infrastructure Development

**DATE:** 10/27/2021

**SUBJECT:** Resolution 2-21 Adopting the 2021 Central Ohio Rural Planning Organization (CORPO) Public Participation Plan

The 2021 CORPO Public Participation Plan (PPP) documents CORPO's public outreach process. The Public Participation Plan is updated on an as-needed basis and then submitted to the CORPO Committee for adoption. This will be the second iteration, or first update to the existing CORPO PPP. Staff presented the general changes during the September 2021 CORPO Subcommittee Meetings and a draft of the PPP is published on the CORPO website for public comment. The public comment period was open from September 27, 2021 to October 27, 2021.

The 2021 CORPO Public Participation Plan was developed to reflect the goals of our members and the needs of CORPO stakeholders and members of the public seeking to participate in CORPO's planning process. The update to the PPP not only reaffirms the goals and needs reflected in the current plan but also allows it to better align with the Mid-Ohio Regional Planning Commission's (MORPO) public participation plan. As CORPO is a committee of MORPC this will allow for better outreach overall.

Attachment: Resolution 2-21 Adopting the 2021 Central Ohio Rural Planning Organization (CORPO) Public Participation Plan

RESOLUTION 2-21

**“ADOPTING THE 2021 CENTRAL OHIO RURAL PLANNING ORGANIZATION (CORPO) PUBLIC PARTICIPATION PLAN”**

WHEREAS, the Committee of the Central Ohio Rural Planning Organization is designated as the Rural Transportation Planning Organization (RTPO) by the governor, acting through the Ohio Department of Transportation (ODOT) and in cooperation with locally elected officials for Fairfield, Knox, Madison, Marion, Morrow, Pickaway and Union counties; and

WHEREAS, the FAST Act and the most recent federal planning regulations require the RTPO to engage in a proactive process that provides the public with complete information, timely notice, full access to key decisions, and supports early and continuing involvement while developing plans, such as the Transportation Plan, and programs, such as the Transportation Improvement Program (TIP); and

WHEREAS, in 2017 CORPO adopted the CORPO Public Involvement Plan which outlined a continuous process that utilizes The CORPO Committee, sub-committees and general outreach and information dissemination; and

WHEREAS, the 2021 CORPO Public Participation Plan (PPP) incorporates new technology options and outreach methods to diverse audiences and those traditionally underserved or underrepresented by the transportation system; and

WHEREAS, the County-level Subcommittees during their September 2021 meeting reviewed the 2021 PPP; and

WHEREAS, the 2021 CORPO PPP was made available to the public for a 30-day review and comment period; now therefore

**BE IT RESOLVED BY THE CENTRAL OHIO RURAL PLANNING ORGANIZATION COMMITTEE:**

- Section 1. That the CORPO Committee adopts the 2021 CORPO Public Participation Plan (attached).
- Section 2. That it directs staff to implement, monitor and recommend updates to the Plan as needed.
- Section 3. That this committee finds and determines that all formal deliberations and actions of this committee concerning and relating to the adoption of this resolution were taken in open meetings of this committee.

\_\_\_\_\_  
Mark Forrest, Chair  
**CENTRAL OHIO RURAL PLANNING ORGANIZATION**

\_\_\_\_\_  
Date

Attachment: 2021 CORPO Public Participation Plan

# CENTRAL OHIO RURAL PLANNING ORGANIZATION

## *PUBLIC PARTICIPATION PLAN*

November 2021

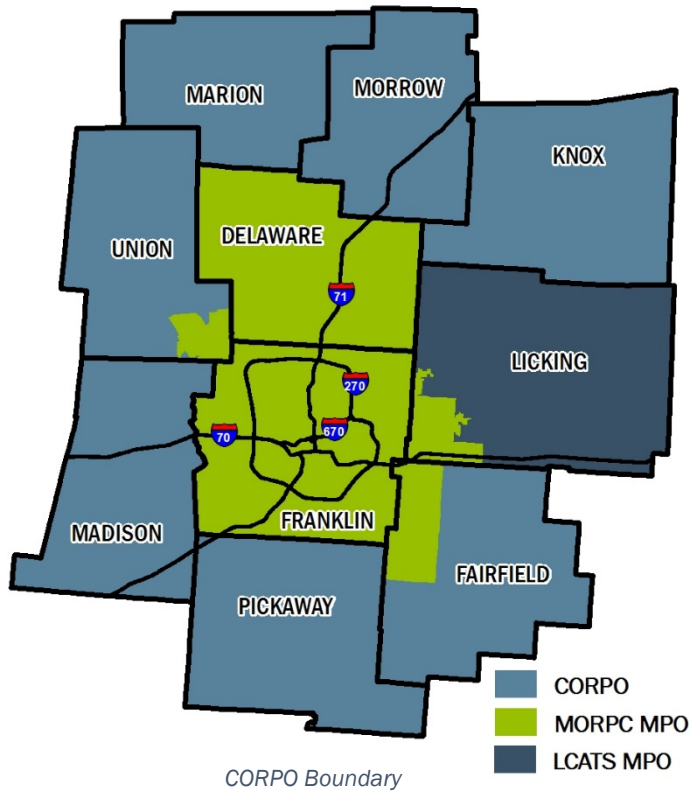


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## INTRODUCTION

Since 2016, the Central Ohio Rural Planning Organization (CORPO) has been a forum to conduct coordinated, comprehensive and continuing regional transportation planning for this predominately rural area. CORPO membership includes Fairfield, Knox, Madison, Marion, Morrow, Pickaway, and Union counties.



The primary products developed by CORPO are the CORPO Long-Range Transportation Plan (CTP), the CORPO Transportation Improvement Program (TIP / RTIP) and other transportation-related planning documents and activities.

CORPO is a committee of the Mid-Ohio Regional Planning Commission (MORPC), which provides technical, administrative, and staffing support to CORPO's members via funding provided by the Ohio Department of Transportation (ODOT).

The purpose of this document is to outline the public participation process CORPO will adhere to when developing planning products.

*The development of and any changes to this plan have been approved and adopted by the CORPO Committee.*

## PARTICIPATION IN THE TRANSPORTATION PLANNING PROCESS

This document outlines the structure by which member counties, local elected officials, businesses, organizations, private citizens, and any other interested parties from across the region may participate in the CORPO **transportation planning process**. The participation of CORPO members, subcommittees, partner agencies, regional stakeholders, and the general public is key to the success of CORPO and vital to fostering inclusive local government and coordinated decision making.

Establishing an open and flexible public participation process will stimulate collaboration between member counties, stakeholders, and the public.

## **OBJECTIVES**

1. Ensure a process with which the public is given the opportunity to become part of the Central Ohio Rural Transportation planning process through a variety of methods.
2. Promote the timely circulation of notices, planning issues and information regarding the planning process to the public.
3. Provide transparency of all information and data gathered and developed during the transportation planning process.

CORPO's primary communication outlet for outreach to its members will be the CORPO Committee meetings, CORPO subcommittee meetings and any other related correspondence with members (see Committee Structure section below). CORPO anticipates that its member counties will utilize their current public involvement methods for the circulation of general information, public meeting notices and plan documents to provide notice of public comment periods. Any other timely information regarding the transportation planning process will be included.

CORPO and/or its members may utilize numerous outlets to share information. These outlets may include but are not limited to emails, newsletters, public meetings, and websites. As previously mentioned, CORPO will also host multiple CORPO Committee, Subcommittee, and special meetings or open houses as needed before any planning products are adopted.

## **COMMITTEE STRUCTURE**

Public participation is an opportunity for the public to positively influence transportation decision making. CORPO will, through its committees, staff, representatives, members, and other partners, work to ensure that the needs of all segments of the population are represented in the transportation planning process. Stakeholder interest in this process can be public, private, or professional, and representative of any transportation mode.

### **CORPO COMMITTEE**

The CORPO Committee, a committee of MORPC, provides representation from elected officials and other stakeholders from CORPO-member counties to develop a rural transportation plan. CORPO Committee meetings are open to the public and meeting dates, agendas, and minutes will be displayed on the MORPC website as well as emailed to all CORPO members for circulation.

### **CORPO COUNTY SUBCOMMITTEES**

County subcommittees are composed of representatives from diverse backgrounds. These include local municipalities, transportation agencies, transit services providers, mobility managers, public utilities, economic development organizations, the private sector, academia, and others. The subcommittees advise and guide CORPO in the development of all elements of the transportation plan as well as carry out the majority of

the public involvement in this process. It is intended that the member counties will be the driving force in this process.

## **PUBLIC OUTREACH**

To facilitate collaboration in developing multi-modal transportation planning products, it is the responsibility of the County subcommittees to provide government, industry, and residents with the information needed to understand what the problems are, what actions are proposed, what the effects will be, and when each element of the program will be ready for public use and/or input. The CORPO County Subcommittees, will be the primary means of involving transportation stakeholders and the public in the planning process.

However, CORPO staff will assist in the planning and facilitation of public meetings, events, and media announcements when and where appropriate. The public participation plan and process is designed to give members, stakeholders, and the public an opportunity to participate in, review, and comment on the transportation planning process and other related activities.

Although, much of the public participation process will be administered at the county level via each County Subcommittee, CORPO staff will also provide the public with a chance to review and comment on the planning products before adoption by the CORPO Committee. As CORPO staff develops its transportation planning projects, with county subcommittees (which exist to advise the CORPO Committee) the CORPO Committee and staff will work to incorporate the input of the county subcommittees into the development of transportation planning products.

CORPO will utilize the MORPC facilities and website for public involvement in the transportation planning process. CORPO Committee meetings and, when appropriate, stakeholder and public engagement events including open houses, will be held at MORPC's office. A page for CORPO activities is available on the MORPC website which includes information presented at meetings and other events as well as links to virtual meetings, newsletters, and other documents in a digital format.

The public involvement process will also include the cooperation and collaboration of local governments and sub-committees via email, social media, newsletter, meetings, and special events. The Subcommittees are expected to facilitate public involvement at the county level by utilizing their own structures and meeting spaces in their respective counties. These various methods will be utilized for public participation before the adoption of planning products by the CORPO Committee.

## **CHANGES TO THE PUBLIC PARTICIPATION PLAN**

CORPO staff is given the authority to make minor changes to wording within this Public Participation Plan to ensure the information is current and directed toward relevant and accurate supplementary sources.

Significant changes or amendments to the plan must be made available to the public for at least a 30-day comment period prior to approval. The updated plan or amendment is brought before the CORPO Committee for approval.

The most up-to-date version of the plan will be made available in a web-friendly format that includes a link to the printable PDF version. Printed copies are available upon request.



### **Refinement of Process**

CORPO staff will periodically review the effectiveness of the procedures and strategies contained in the Public Participation Plan with regard to technology, people, and strategies in an effort to ensure a full and open participation process.

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Central Ohio  
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Organization

## Memorandum

**TO:** Central Ohio Rural Planning Organization  
CORPO Committee

**FROM:** Mike Borger, Principal Planner  
Transportation & Infrastructure Development

**DATE:** 10/27/2021

**SUBJECT:** Resolution 3-21: Adopting Policies for Managing CORPO-Dedicated Funds

Thanks to the Ohio Department of Transportation's Regional Transportation Planning Organization (RTPO) Capital Program, Ohio RTPOs will now have access to \$2.6 million annually for transportation-related projects. These RTPO dedicated funds have been one of the primary goals of RTPOs since their inception and therefore is an important milestone for CORPO. The funds will be allocated to RTPOs based on a population-based formula, and CORPO will have a total of \$991,154 over fiscal years 2022 and 2023.

The *CORPO Dedicated Funds Policy Document* (attached) details the proposed administration of this newly developed RTPO Capital Program. CORPO staff developed the policy document based on the goals and objectives established in CORPO's long-range transportation plan. The policy document outlines the process including the eligibility, the application process, scoring, and how funding decisions will be made.

A draft of the policy document was presented during the September 2021 CORPO Subcommittee Meetings and is published on the CORPO website for public comment. CORPO staff sought comments from the CORPO Committee, sub-committees, and the public. The comment period was open from September 27 through October 27, 2021.

Attachment: Resolution 3-21: Adopting Policies for Managing CORPO-Dedicated Funds

RESOLUTION 3-21

**“ADOPTING POLICIES FOR MANAGING CORPO-DEDICATED FUNDS”**

WHEREAS, the Committee of the Central Ohio Rural Planning Organization is designated as the Rural Transportation Planning Organization (RTPO) for Fairfield, Knox, Madison, Marion, Morrow, Pickaway and Union Counties; and

WHEREAS, the Ohio Department of Transportation (ODOT) in 2021, initiated a program which sub-allocates part of its Surface Transportation Block Grant Program (STBG) funding to CORPO and other RTPO’s; and

WHEREAS, the RTPO is responsible for allocating these federal transportation funds that are attributed to it; and

WHEREAS, CORPO staff drafted Policies for Managing CORPO-Dedicated Funds (Policy); and

WHEREAS, the County-level Subcommittees during their September 2021 meeting reviewed the Policy; and

WHEREAS, the Policy was made available to the public for a 30-day review and comment period; now therefore

**BE IT RESOLVED BY THE CENTRAL OHIO RURAL PLANNING ORGANIZATION COMMITTEE:**

- Section 1. That the CORPO Committee adopts the Policies for Managing CORPO-Dedicated Funds (attached).
- Section 2. That it directs staff to conduct a solicitation and selection of projects in accordance with this Policy.
- Section 3. That the Policy be evaluated and updated as necessary after the completion of upcoming solicitation and selection cycle.
- Section 4. That the CORPO Committee finds and determines that all formal deliberations and actions of this committee concerning and relating to the adoption of this resolution were taken in open meetings of this committee.

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Mark Forrest, Chair  
**CENTRAL OHIO RURAL PLANNING ORGANIZATION**

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Date

Attachment: Policies for Managing CORPO-Dedicated Funds



Central Ohio  
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# Policies for Managing CORPO-Dedicated Funds

DRAFT September 2021

**Central Ohio Rural Planning Organization**

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<https://www.morpc.org/committees/corpo/committees/corpo/>

The Policies for Managing CORPO-Dedicated Funds was prepared by the Central Ohio Rural Planning Organization (CORPO), 111 Liberty St., Suite 100, Columbus, OH 43215, 614-233-4155, with funding from the Federal Highway Administration, Ohio Department of Transportation, and Fairfield, Knox, Madison, Marion, Morrow, Pickaway and Union counties. The contents of this report reflect the views of the CORPO Committee, which is solely responsible for the information presented herein.

In accordance with requirements of the U.S. Department of Transportation, CORPO, a committee of the Mid-Ohio Regional Planning Commission (MORPC) does not discriminate on the basis of age, race, color, national origin, gender, sexual orientation, familial status, ancestry, military status, religion or disability in programs, services or in employment. Information on non-discrimination and related CORPO policies and procedures is available at <https://www.morpc.org/committees/corpo/>

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## 1. Introduction

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The federal transportation program in the United States was authorized in 2015 by the Fixing America's Surface Transportation Act, or FAST Act. Of the many funding programs that this law reauthorized, CORPO utilizes the Surface Transportation Block Grant (STBG) program. The Ohio Department of Transportation (ODOT) has dedicated a portion of these funds to the state's regional planning organizations (RTPOs), including the Central Ohio Rural Planning Organization (CORPO). CORPO's program depends upon the continuation of federal funding programs and ODOT's policy. Each RTPO is charged with dedicating the funds to projects and activities sponsored by local public transportation agencies located within the RTPO. CORPO's initial allocations are \$495,577 annually for state fiscal years 2022 and 2023. Through this policy document, CORPO has established a competitive evaluation process to determine which of the requests will be granted. Because ODOT has only established these dedicated funds through state fiscal year 2023, this policy only applies to the awarding of these funds. Should ODOT provide additional dedicated funds in future years, this policy will be reviewed and updated prior to additional application cycles.

## 2. Process Milestones and Schedule

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The basic process of awarding funds to projects consists of:

- CORPO soliciting for project applications
- CORPO staff evaluating information from applicants based on established criteria
- A CORPO Funds Selection Committee, made up of CORPO Committee members and any project sponsor applying for funding reviewing the staff evaluations and making recommendations for awards.
- A public involvement process on the funding recommendations
- The CORPO Committee adopts awards based on CORPO Funds Selection Committee and public comments.

The following table provides the timeline for this first cycle.



Below is the schedule for the 2021 application and selection process:

Date	Milestone
11-1-2021	CORPO Adopts CORPO Dedicated-Funds Policy
11-2-2021	Two-year funding cycle application period opens
11-9-2021	CORPO hosts an <b>Applicant Workshop</b> from 2:30 p.m. to 3:30 p.m.
12-17-2021	Applications must be completed online by 5 p.m.
12-24-2022	Staff notifies sponsors of any errors and omissions on the application.
1-28-2022	CORPO Staff emails CORPO Funds Selection Committee an overview of applications received, and the results of the application evaluations
2-8-2022	CORPO Funds Selection Committee meets to make recommendations for the public comment period.
2-11-2022	Staff publishes draft list of selected projects and opens public comment period.
3-14-2022	Close of public comment period
3-21-2022	CORPO Funds Selection Committee makes final recommendations of fund awards to CORPO Committee
3-21-2022	CORPO Committee meets to approve funding commitments.

## 3. Eligibility and Requirements

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### 3.1 Eligible Sponsors

The application sponsor must be a public agency within a County that is a dues-paying CORPO member or is a MORPC dues paying member within any CORPO county and is legally eligible to enter into a contract with ODOT. Citizen groups, other private organizations, public school districts, or government agencies ineligible to contract with ODOT may indirectly sponsor an application by coordinating with a sponsoring agency. The sponsoring agency assumes responsibility for executing the project. The sponsoring agency must own the proposed project facility and/or must own the property on which the proposed project will be located upon completion of the project.

The sponsoring agency's legislative body (e.g., city council) must approve a resolution or legislation committing the agency to maintain the facility, equipment, or other activity proposed in the application.

### 3.2 Eligible Roadways: The Federal-Aid System

The federal-aid status of a roadway is largely determined by its functional classification. These classifications are determined by each state's department of transportation (in conjunction with RTPOs such as CORPO and local officials) based on criteria established by the Federal Highway Administration (FHWA). Roads functionally classified as local streets are not part of the federal-aid highway system and are not normally eligible for federal transportation funds. Roads functionally classified as Minor Collectors that are located outside of the Urbanized Area also are not normally eligible for federal transportation funds. Minor Collectors within the Urbanized Area and all Major Collectors, Arterials, Freeways/Expressways, and Interstates are eligible for federal transportation funds. Note that although roads not on the federal-aid highway system are typically ineligible for federal funding, bridge, sidewalk, and multi-use path projects on local roads are typically eligible.

### 3.3 Eligible Activities: The CORPO Transportation Plan (CTP)

To be eligible for funding, the proposed activity must be identified on the CORPO Transportation Plan (CTP). The CTP identifies many individual roadway and bikeway projects. The proposed activity does not have to exactly match the CTP listing but should be consistent with it. For example, a project could have different limits or propose a different number of lanes than the CTP project. Some activities, such as transit, pedestrian facilities, maintenance, intermodal access, and studies, are strategies identified within the CTP. If a project or activity applying for funding is not specifically listed in the CTP, the sponsor must provide justification as to how it is included in the CTP.

## 3.4 Eligible Costs

### 3.4.1 Non-Federal Matching Requirements

This program limits funding to 80 percent of eligible costs and requires a 20 percent match. Matching funds must be provided in cash, as in-kind contributions are not permitted.

### 3.4.2 Prior Federal Authorization

The STBG funds utilized in the CORPO dedicated funds are not grants. They operate on a reimbursement basis as work progresses. Costs for any activity that occurs prior to authorization of the project phase by the Federal Highway Administration (FHWA) are not eligible for reimbursement. The sponsoring agency will be responsible for those costs. In some cases, actions taken by the applicant that are inconsistent with the project development process (e.g., acquiring right-of-way before environmental clearance or through inappropriate means) can jeopardize the use of federal funds on the project.

## 3.5 Eligible Activities

The U.S. Department of Transportation has established eligibility requirements for the STBG, which are summarized below. Contact CORPO staff if you have a question on the eligibility of a proposed activity.

### 3.5.1 STBG Eligibility Guidance

The STBG funding program is generally flexible. Meaning, any capital project or program eligible for federal highway or transit funding is eligible for STBG funds. STBG funds may be used for design & construction, expansion, reconstruction, preliminary engineering, right of way or preservation projects on any federal-aid roadway (See Sec. 3.1) or a bridge on any public road, transit capital projects, bicycle, and pedestrian projects, and intracity and intercity bus terminals and facilities.

Guidance on the eligibility for STBG funds is available at:  
<http://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>.

CORPO prefers sponsors of construction projects to undertake preliminary development and detailed design activities without use of CORPO-dedicated funds because it shows the sponsor's commitment to their project. It also avoids spending the additional time needed to procure engineering services when federal funds are used. CORPO may commit funds for preliminary engineering.

If CORPO-dedicated funds are used for PE, the consultant must be selected through a quality-based selection process. ODOT must ensure that consultant selection complies with applicable USDOT requirements, whether FTA or FHWA. Consultants working on projects with a commitment of CORPO-dedicated funds for any phase must be pre-qualified by ODOT.

## 3.6 Guidance for Applicants

Applicants should consider the following points before applying:

Scrutinize the cost versus benefit when applying for federal funds. The program requirements can be demanding, and what is believed to be a small, inexpensive project can spiral quickly into a

complicated and expensive one.

- Federally funded projects are subjected to many requirements, including the National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Act, and other state regulations and standards.
- When developing a project schedule, keep in mind that the project will be subject to all the ODOT Project Development Process (PDP). Many steps will take much longer than if they were performed in-house. Even the least complicated projects do not happen overnight. Remember that ODOT has thousands of projects being developed at any given time. ODOT cannot expedite one applicant's project at the expense of other projects.
- Before hiring a consultant, review the experience of the personnel to be assigned to the project have with federally funded projects. How many have they successfully advanced through the system? When, where, and what type of project(s)? Consultants working on projects with a commitment of CORPO-dedicated funds for any phase must be pre-qualified by ODOT.

## 4 Application Process for New Funding Commitments

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There is a two-step process to apply for new funding commitments – an Applicant Workshop and Application. The process begins with an announcement of solicitation of applications and a workshop for potential applicants.

### 4.1 Applicant Workshop

In order to prepare applicants for the upcoming application process, CORPO staff will host an applicant workshop following announcement of solicitation of applications. The workshop will provide an overview of timelines, eligibility, activity categories, and the application, evaluation, and selection processes, in addition to other information relevant to applicants. Additionally, staff will explain data sources derived or used by CORPO as part of project evaluation.

### 4.2 Application

Applications will be submitted through a digital form (submitted electronically) and are due based on the table on page 4. The application will include an authorized signature, a supporting resolution, a cost estimate (certified by a professional engineer, architect, or other appropriate professional discipline), and the information needed to evaluate the application using the criteria in Section 5. Applicants should use ODOT's preliminary cost estimating procedure or some similarly detailed procedure. Refer to ODOT's Office of Estimating website for guidance:

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

Applicants will be asked to provide the following information as applicable:

Project Title	Project Scope
Sponsoring Local Public Agency	Project Type
ODOT PID (if assigned)	
CORPO Transportation Plan (CTP) Project ID or Status	Schedule information including at minimum Right-of-Way Authorization Date
NEPA acknowledgement	Award Contract Date Date Funds are Needed (if not a construction activity)
Applicant Contact Information	
Name	Source, Amount, and Percent of Phase Subtotal for:
Address	Preliminary Engineering
Phone Number	Right-of-Way
E-mail Address	Construction
Facility Name	Other Costs
Project Limits (From-To)	Total Cost
Project Length	

CORPO staff will review the applications for eligibility and completeness and will confirm the received applications. The sponsors will be contacted if there is incomplete information and be provided opportunity to provide the additional information. If a sponsor submits more than one application, the sponsor will provide a priority ranking of the applications.

In addition to the items already listed, applicants will provide a schedule that is realistic and recognizes the processing and review times needed by ODOT and other state and federal agencies in the project development process.

Applicants will be asked in the application to acknowledge that all projects are subject to NEPA.

## 5 Evaluation and Selection Process

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Because of the expected demand for CORPO-dedicated federal funds, the CORPO Committee developed criteria and a process to identify the best candidates for funding. The criteria reflect current adopted CORPO Transportation Plan (CTP) goals and objectives.

The following generally describes the evaluation and selection process:

- a. Staff shall apply the scoring criteria to applications for new funding commitments.
- b. Staff shall submit the collected information about each application and the scores for each application to the CORPO Funds Selection Committee for review and comment.
- c. The CORPO Funds Selection Committee shall select applications to recommend for new

funding commitments.

- d. The recommended program of funding commitments shall be provided to CORPO's members, and the public for review and comment.
- e. At the conclusion of public involvement, the applications, schedules, and costs will be endorsed through the CORPO Committee process and incorporated into the STIP.

## 5.1 Evaluation Criteria and Scoring Process

As part of the continuing CORPO Transportation Planning process, CORPO adopted the 2018-2040 CORPO Transportation Plan (CTP) in May 2018. The CTP established the following six goals and objectives for the region:

- **Preserve** and maintain the existing transportation system in a state of good repair.
  - Minimize the number of bridges structurally deficient or functionally obsolete.
  - Maximize the miles of pavement in acceptable condition.
  - Maximize resources dedicated to maintaining and improving the condition of the transportation system
- A **safe** transportation system of all users.
  - Minimize crashes including pedestrian and bicycle related crashes.
  - Promote system user education to minimize unsafe driving behaviors such as a lack of seatbelt use, distracted driving, impaired driving, and others.
- **Accessibility** and mobility options for all users.
  - Expand public transportation within and between communities
  - Expand the bicycle and pedestrian networks.
  - Expand options that assist those living in poverty or in areas with lower accessibility in reaching employment, healthcare, or services.
- An **Integrated**, connected and coordinated transportation system.
  - Increase outreach to advocacy and community groups including area residents, local governments, agencies, and organizations.
  - Improve connections between regions by utilizing various modes of transportation, including passenger rail.
  - Increase local community collaboration and coordination efforts to achieve mutually beneficial outcomes.
- A transportation system that promotes a **collaborative** and focused approach to support **economic** vitality.
  - Improve strategic freight related facilities(e.g., highway, rail, intermodal, etc.).
  - Develop priority multipurpose corridors(e.g., utilities, water, broadband, fiber, etc.).
  - Maximize return on investment to position the region to compete globally and efficiently.
  - Provide transportation facilities that enhance the transition between rural and urban areas.
  - Enhance engagement with regional partners and voices.

- Preserve and enhance **environmental** resources and sustainability through the transportation system.
  - Increase use of non-single occupant vehicles (local transit, intercity transit, ridesharing, biking, walking).
  - Provide transportation facilities consistent with local land use, environmental and sustainability plans.

The criteria for evaluating applications for new funding commitments are used to measure how well they advance the six goals identified for the CTP. These criteria help assure consistency between the CTP goals and the funding commitments that result from this process. The criteria for evaluating applications follow and consist of qualitative information based on the information in the application and well as quantitative data.

Applications will be scored for each goal on a scale of 1 to 10. The score will be established subjectively based on overall consideration of the CORPO-derived goals and objectives assigned to each of the goals. Although there is no specific weighting of each criterium, there are weights applied to each of the goals.

The application will be scored for each goal and its related objectives, relative to the other applications' data and statements for the goal. If the information associated with a particular goal does not provide a meaningful distinction between two applications, they will receive the same score for that goal. For minor differences, the scores between two applications will be close to each other. For applications that are clearly separated based on the goals and objectives score, the applications' total scores will be significantly different. Included with the goal score will be a brief rationale for the score that highlights the most significant contributing factors.

CORPO staff will compile the data for each goal and objective. Then, staff will develop the preliminary rationale to document how each scoring measure impacted each application score. The CORPO Funds Selection Committee will then review the scores and rationales and make modifications as necessary to reach agreement.

## 5.2 Agency Prioritization of Multiple Applications

An agency which submits multiple funding applications may request, during the scoring and evaluation period, that the score for any project submitted by that agency be reduced and the project demoted in the list of highest scoring projects to score lower than a higher priority project by the same agency. The request shall be made in writing.

### 5.3 Scoring Criteria Goals and Objectives

The applications will be scored against the metrics below which were developed to closely relate to the CTP objectives listed previously.

Goals	Scoring Criteria	Possible Score
<b>Preserve</b>	<b>Preserve</b> and maintain the existing transportation system in a state of good repair.	10
	<i>Increases Bridge Quality</i> <i>Increases Pavement Quality</i>	
<b>Safe</b>	A <b>safe</b> transportation system of all users.	10
	<i>Reduces Crashes</i> <i>Promotes Safe Driving Behaviors</i>	
<b>Accessibility</b>	<b>Accessibility</b> and mobility options for all users.	10
	<i>Improves Auto and Truck Mobility</i> <i>Expands Transit Options</i> <i>Expands Multi-Modal Infrastructure</i>	
<b>Integrated</b>	An <b>integrated</b> , connected and coordinated transportation system.	10
	<i>Increases Outreach to Advocacy Groups</i> <i>Increases Regional Modal Connectivity</i> <i>Foster Local Community Collaboration</i>	
<b>Collaborative</b>	A transportation system that promotes a <b>collaborative</b> and focused approach to support <b>economic</b> vitality.	10
	<i>Improves Freight Facilities</i> <i>Develops Multi-Purpose Corridors</i> <i>Leverages Other Funding</i> <i>Adds Rural /Urban Transp. Facilities</i> <i>Enhances Engagement With Regional Partners</i>	
<b>Environmental</b>	Preserve and enhance <b>environmental</b> resources and sustainability through the transportation system.	10
	<i>Increases Use of Non-Single Occupant Vehicles</i> <i>Provide transportation facilities consistent with local land use, environmental and sustainability plans.</i>	



Once the goal scores are completed, they will be multiplied by the corresponding weight in the table below. The overall score for an application will be the sum of all of the weighted scores divided by 10, resulting in an overall score between 0 and 100.

Goal	Weight
Preserve	25
Safety	25
Accessibility	10
Integrated	10
Collaborative	20
Environmental	10

#### 5.4 Prioritizing and Recommending Applications for Funding

Staff shall consider CORPO Funds Selection Committee comments on the application scores. Once the overall score is established, the applications are ranked by this score. Due to the wide range of eligible activities that may apply for funding, the CORPO Funds Selection Committee will review the ranking and adjust the preliminary goal scores if necessary to reflect factors that the committee feels is not adequately accounting for in the application of the criteria scoring. These adjustments will be documented. Applications with higher scores will generally be selected before applications with lower scores. If the CORPO Funds Selection Committee funds lower scoring project over higher scoring ones, the rational for not funding the higher scoring one will be documented. Once the CORPO Funds Selection Committee reaches agreement upon a program of funding commitments to recommend, CORPO staff would then use this recommendation, the application schedules, and funding availability by SFY to develop a draft program of funding commitments.

The CORPO Funds Selection Committee will not reject portions of an application for funding. If a significant portion of an application appears to be inconsistent with CORPO's goals and objectives, the project will be down-rated and therefore be less likely to be funded.

This program would then be provided for a 30-day agency and public comment period. CORPO staff and the CORPO Funds Selection Committee would review any comments received and adjust, if necessary, before final action by the CORPO Committee.

## 6 Project Development Requirements

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### 6.1 Federal and State Requirements

Federal law requires that federally funded projects conform to NEPA and the National Historic Preservation Act. To comply with these laws, projects must have an environmental review to assess and/or mitigate effects on social, economic, and environmental factors. Similarly, work involving sensitive historic structures or archaeological sites must conform to the U.S. Secretary of the Interior's standards and guidelines for archaeology and historic preservation.

If federal funds are used in the preliminary engineering phase, the consultant must be selected through a quality-based selection process. Consultants working on projects with a commitment of CORPO-dedicated funds for any phase must be pre-qualified by ODOT.

Any right-of-way or property acquisition must conform to the Uniform Relocation Assistance and Real Property Acquisition Act, as amended.

Engineering and architectural designs for all facilities must conform to current regulations resulting from the Americans with Disabilities Act (ADA).

To ensure these and other requirements are met, all activities using federal transportation funds must follow either ODOT's PDP or Local Public Agency (LPA) process. ODOT maintains a website with PDP information: <http://www.dot.state.oh.us/projects/pdp/Pages/default.aspx>. Projects normally advance through the "traditional" process where ODOT oversees and reviews environmental studies, right-of-way and construction plan preparation, bidding, and construction. With ODOT and CORPO concurrence, sponsors may elect to advance their projects through ODOT's LPA process (also called the "local-let" process) that allows the LPA more control of the project. The LPA process does not exempt the project from any NEPA, public involvement, or other requirements. Only applicants who have proficiently advanced their projects through ODOT's PDP in the past will be eligible for LPA consideration.

ODOT allows LPAs to administer construction projects on the LPA's system using federal funds if the LPA has completed all of the required LPA eLearning Qualification Modules, the LPA can prove it has properly licensed and experienced employees, all of the required written processes and policies are in place, and the LPA has enough internal support to complete the project properly.

For more information on Ohio's LPA Qualification Process, please review chapter one of the Locally Administered Transportation Projects Manual available at <http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/LocalLetProcesses.aspx> or contact the District LPA Manager (list available at [http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Documents/LPA\\_District\\_Managers.pdf](http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Documents/LPA_District_Managers.pdf))

## 7 Maintaining Funding Commitments

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It is the sponsor's responsibility, with ODOT and CORPO support, to develop the project on schedule to allow the funds to be authorized.

### 7.1 Project Monitoring

To assist in more timely delivery of CORPO-funded projects and to make the status of these projects more widely known, CORPO will closely monitor the status of projects. Steps CORPO will take to monitor will include:

- Maintain a list with contact information of project managers for the sponsor, ODOT and primary consultant.
- Maintain a list of milestone dates for the project, including at a minimum the milestones

included in the application.

- Contact the sponsor, ODOT and consultant project managers at least monthly for status updates, which will be compiled into a report.
- Attend quarterly meetings and other project meetings. Sponsor attendance at quarterly project status meetings scheduled by ODOT will be mandatory unless the sponsor, ODOT, and CORPO agree to cancel the meeting.
- Report on the status of all projects at each CORPO Committee meeting. Managers of projects falling behind schedule may be requested to report on the project to the CORPO Committee.

## 7.2 Commitment Update

If a sponsor, after receiving a commitment, does not authorize the use of the funds by the time of the next CORPO Dedicated Funds application cycle, sponsors will be asked to submit a status update on unused funds.

If sponsors submit a request to make significant changes to the timeline or budget, staff will present the requests to the CORPO COMMITTEE, which may consider the requests in aggregate and/or individually. The CORPO COMMITTEE has recommended approval of all change requests.

If a project sponsor decides not to proceed with a project or not to fulfill the requirements of the funding commitment, the commitment is cancelled and the funds are returned to the balance of uncommitted funds available for other uses. The sponsor is not permitted to transfer the funds to another unrelated project or activity.

## 7.3 Participation in ODOT Projects

CORPO funding is focused on supporting local agency needs. CORPO does not intend to participate in funding on facilities that are ODOT's responsibility. However, CORPO will consider funding participation. In these cases, a local agency or multiple local agencies must be the applicant and follow the application process.

# Appendix A: Project Application Form - DRAFT

The CORPO Dedicated Funds application process will utilize an online form. The following pages reflect the draft CORPO Dedicated Funds Application form. All submissions must be completed via the online system. Additional detail about the online system will be provided when project solicitation begins and during the applicant workshop.

# CORPO FY 2022 - 23 Dedicated Funding Program Application

## Welcome Message

**DUE:** Must be submitted by 5:00 p.m. Friday, December 17, 2021.

**Open-Ended Questions:** If you feel you must submit additional information please do so as an attachment. An attachment upload option is provided as the last step of the application and should only be done once you are sure you are ready to submit the application.

**Save and Resume:** You will be able to save a partially completed application by capturing and saving a unique link or you may also choose to have this link emailed. When you are ready to revisit the application, you will simply click or paste the unique application link into a browser, and the application will reload with any fields that had already been filled in. If you make any changes to the application, make sure you re-save and resend or capture the application link.

**File Attachments:** On the final page of the application, you are provided with sections to upload an attachment with any additional information and the application signature page. This is the final step of the application process.

It is important to understand that you should not attach any files until you are ready to submit your application. The Save and Resume Later option does not support file attachments.

In addition, the total size of the attachment combined cannot exceed 25mb. If you have any issues with uploading your attachment, please contact Mike Borger at [mborger@morpc.org](mailto:mborger@morpc.org) or 614-233-4155.

Please make sure your application is finalized before submitting.

**Required Fields:** An asterisk (\*) after a field label indicates a required field. Any required fields that are not populated will be highlighted in red upon submission.

Click the Start button below to begin.

AGENCY INFORMATION					
Sponsor Name					
Street Address					
City		State		ZIP	
Contact Person					
Contact's Title					
Contact's Email Address					
Contact's Phone #					
<input type="checkbox"/> The sponsor acknowledges that they are familiar with NEPA and understands that it applies to all projects that will					

PROJECT INFORMATION	
Project Title	
Primary Project Type	Bridge Maintenance Bridge/Bridge Deck Replacement Preventive Maintenance Reconstruction Resurfacing Intersection Modification Minor Widening (add turn lane(s)) Traffic Signals Interchange Modification Add through lane(s) Bicycle Lanes Multi-Use Path (Bicycle/Pedestrian) Sidewalk Installation/Modification Streetscape Improvement Transit Capital Expansion (Vehicle Addition) Transit Service Expansion Transit Capital Maintenance Planning Activity Program Administration Travel Demand Management Other
<b>Primary Project Type – Other</b>	Note: Only appears if “Other” is chosen for the Primary Project Type.
Facility Name	
ODOT PID	
CORPO CTP ID or description of how the project is included in the CORPO Transportation Plan	
Project Limits (from-to)	
Project Length	
Project Scope	

## PROJECT COST INFORMATION

Please identify cost information:

A professional engineer, architect, or other appropriate professional discipline must certify the cost estimate.

Use ODOT's preliminary cost estimating procedure or some similarly detailed procedure. Refer to ODOT's Office of Estimating website for guidance:

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

Estimate costs in year of expenditure dollars.

## METHODS FOR ENTERING AMOUNTS

The following sections are set up to make automatic calculations in two ways, depending on what information is known.

1. If requesting the percentage of the cost for the sub-phase, choose the Percent method, enter the sub-phase total and the percent for each of the funding sources. The form will calculate the amounts based on the sub-phase total and the percent entered.
2. If requesting a certain dollar amount, choose the Dollar Amount method, enter the dollar amounts for each funding source. The form will calculate the percentages and total phase cost.
3. If cost estimate types below do not apply to the project please select "Not Applicable" and proceed to the next question.

**Important: If you choose a method and enter amounts into the fields but then need to change the method type, you should first remove the information you entered as it will not be automatically removed for you.**



**Preliminary Engineering**

CORPO expects project sponsors to undertake preliminary engineering (PE) on construction projects without the use of CORPO-dedicated funds.

PE – Environmental/Preliminary Development: Enter costs to prepare the environmental document and develop the project through Stage 1 design plans.

PE – Detailed Design: Enter the costs beyond stage 1 to finish the development of the project.

<b>Preliminary Engineering</b>	Environmental		
	Sub-Phase Total		
	%	CORPO Federal	% \$0
		Local Match to CORPO Federal	% \$0
	%	Other Federal	\$0
	%	Non-Federal	\$0
	Detailed Design		
	Sub-Phase Total		
	%	CORPO Federal	% \$0
		Local Match to CORPO Federal	% \$0
	%	Other Federal	\$0
	%	Non-Federal	\$0

**Right-of-Way**

Right-of-Way Acquisition. Land acquisition costs, including professional services, that are necessary to construct any project elements. Do not include utility relocation costs.

Utility Relocation: Estimate the project costs to relocate utilities as necessary to construct any project elements.

<b>Right-of-Way</b>	Acquisition		
	Sub-Phase Total		
	%	CORPO Federal	% \$0
		Local Match to CORPO Federal	% \$0
	%	Other Federal	\$0
	%	Non-Federal	\$0
	Utilities		
	Sub-Phase Total		
	%	CORPO Federal	% \$0
		Local Match to CORPO Federal	% \$0
	%	Other Federal	\$0
	%	Non-Federal	\$0

**Construction**

Construction Engineering: Inspection services, etc. These costs are typically estimated to be 10 percent of the contract costs.

<b>Construction</b>	<b>Contract</b>		
	Sub-Phase Total		
	%	CORPO Federal	%
		Local Match to CORPO Federal	%
	%	Other Federal	
	%	Non-Federal	
	<b>Engineering</b>		
	Sub-Phase Total		
	%	CORPO Federal	%
		Local Match to MORPC Federal	%
%	Other Federal		
%	Non-Federal		

<b>Other</b>	Sub-Phase Total		
	%	CORPO Federal	%
		Local Match to CORPO Federal	%
	%	Other Federal	
	%	Non-Federal	

**TOTALS**

<b>Preliminary Engineering Phase Total</b>	<b>\$0</b>
<b>Right-of-Way Phase Total</b>	<b>\$0</b>
<b>Construction Phase Total</b>	<b>\$0</b>
<b>Other Phase Total</b>	<b>\$0</b>
<b>Grand Total</b>	<b>\$0</b>

## PROJECT SCHEDULE INFORMATION

Please identify schedule information:

**Project Schedule Table** –Provide a schedule that is realistic and recognizes the processing and review times needed by ODOT and other state and federal agencies in the project development process. Unless the applicant can provide justification, the schedule should allow at least two years for preliminary development (between Consultant Authorization and Environmental Document Approval), one year for detailed design (between Environmental Document Approval and Final Plans/Bid Package Submittal) and one year for right-of-way activities (between RW Authorization and RW Acquisition Complete).

For construction phases, the SFY requested for the commitment will be one year following the calendar year of the Final Plans and Bid Package Submittal to ODOT in the project’s schedule.

If selected for funding, the sponsor and MORPC must agree on a schedule, in consultation with ODOT.

Milestone	Date (MM/DD/YY)	Mark if Completed
<u>Consultant Authorized to Begin Design or date design work is started if done in house by sponsor:</u>		<input type="checkbox"/>
<u>Stage 1 Design Plan Submittal:</u> The date when Stage 1 design plans are received for review by the District from a consultant or local public agency.		<input type="checkbox"/>
<u>Stage 2 Design Plan Submittal:</u> The date when Stage 2 design plans are received for review by the District from a consultant or local public agency.		<input type="checkbox"/>
<u>Final Right-of-Way Plan Submittal:</u> The date when Final RW plans are received for review by the District from a consultant or local public agency.		<input type="checkbox"/>
<u>Environmental Document Approval:</u> The date when the responsible agency (FHWA or ODOT) approves the document or the District confirms the project is exempt from documentation.		<input type="checkbox"/>
<u>Right-of-Way Authorization:</u> The date when authorization is given to a local public agency to begin acquisition activities.		<input type="checkbox"/>
<u>Stage 3 Design Plan Submittal:</u> The date when Stage 3 design plans are received for review by the District from a consultant or local public agency.		<input type="checkbox"/>
<u>Right-of-Way Acquisition Complete:</u> Date on which the local public agency certifies the completion of RW acquisition activities. (Utilities/encroachments not included.)		<input type="checkbox"/>
<u>Final Plans and Bid Package Submittal to ODOT:</u>		<input type="checkbox"/>
<u>Award Contract:</u> The date the local public agency approves a contract with a successful bidder.		<input type="checkbox"/>

1. For programs, purchases, studies, and other projects that do not have a construction phase, please provide a schedule for project development (including environmental approval) and funding. Provide an estimate of the date(s) that federal funds would need to be available. Also give a summary of the schedule to be followed before the project is ready for funding and while it is being implemented. Describe other relevant aspects of the project schedule. For example, is the funding schedule contingent upon other actions? Will the project need funding from other sources to proceed?

## Section 2: Evaluation Related Questions

The answers to the following qualitative questions will be used to score your application. These questions were developed to closely relate to the CTP Goals and objectives listed previously. Please refer to Chapter 5 of the Policies for Managing CORPO Dedicated Funds.

**GOAL: Preserve and maintain the existing transportation system in a state of good repair.**

Please include bridge condition information and/or pavement condition information. CORPO can provide the latest data available from ODOT for this.

Please explain how the proposed activities in your application will improve the pavement or bridge quality (as referenced above) or otherwise preserve and/or maintain the existing transportation system.

**GOAL: A safe transportation system of all users.**

CORPO will use the ODOT GCAT tool to pull crash data (frequency, rate, severe injury, bike-pedestrian crashes) for the project area and calculate rates.

Please provide information on how the proposed project will increase safety and any additional information concerning crashes to supplement the ODOT crash data.

Will the proposed activities in your application address the safety of the transportation system by minimizing unsafe driving behaviors such as a lack of seatbelt use, distracted driving, impaired driving, and others? If so, please explain.

**GOAL: Accessibility and mobility options for all users.**

Will the proposed activities in your application expand or better automobile-related mobility options? If so, please explain. Please also provide average daily traffic if applicable.

Will the proposed activities in your application expand truck-related mobility options? If so, please explain. Please also provide average daily truck traffic if applicable.

Will the proposed activities in your application expand transit options? If so, please explain.

Will the proposed activities in your application expand bike / pedestrian facilities? If so, please explain.

Will the proposed activities in your application expand other modes? If so, please explain.

**GOAL: An integrated, connected and coordinated transportation system.**

Will the proposed activities in your application increase outreach to advocacy groups? If so, please explain.

Will the proposed activities in your application increase modal-connectivity? If so, please explain.

Will the proposed activities in your application foster local community collaboration? If so, please explain.

**GOAL: A transportation system that promotes a collaborative and focused approach to support economic vitality.**

Will the proposed activities in your application improve freight facilities? If so, please explain.

Will the proposed activities in your application aid in the development of multi-purpose corridors? If so, please explain.

Will the proposed activities in your application leverage other sources of funding? If so, please explain.

Will the proposed activities in your application add transportation facilities that better connect urban and rural areas? If so, please explain.

Will the proposed activities in your application enhance engagement with regional partners? If so, please explain.

**GOAL: Preserve and enhance environmental resources and sustainability through the transportation system.**

Will the proposed activities in your application increase the use of non-single occupant vehicles? If so, please explain.

Will the proposed activities enhance environmental resources and sustainability and is consistent with local land use and environmental related plans? If so, please explain.



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**Authorized Signature:**

The undersigned certifies: (1) they authorized to request and accept financial assistance from CORPO; (2) to the best of their knowledge and belief, all representations that are part of this application are true and correct.

<b>Authorizing Signature</b>	
<b>Printed Name</b>	
<b>Title</b>	
<b>Organization</b>	
<b>Date</b>	