

Transportation Review Advisory Council

**Major
New
Project
Application
Guidelines**

March 2006

1. Questions and Answers

What is the definition of a Major New Project?

Major New Projects are projects which cost the Ohio Department of Transportation (ODOT) more than \$5 million and which do one or more of the following: increase mobility, provide connectivity, increase the accessibility of a region for economic development, increase the capacity of a transportation facility, or reduce congestion. This definition includes all new interchanges proposed for economic development or local access, any significant interchange modification, bypasses, general purpose lane additions, intermodal facilities, major transit facilities, or passenger rail facilities. The TRAC places a priority on state, interstate and U.S. routes. The TRAC will not fund projects on local roads or projects with a total project cost under \$5 million. There are other more appropriate funding sources for these types of projects. ODOT's *Program Resource Guide* is an excellent reference for information on other potential funding sources. The *Program Resource Guide* can be found at:

[HTTP://www.dot.state.oh.us/ProgramResource](http://www.dot.state.oh.us/ProgramResource)

Examples of eligible projects:

- Adding an additional lane on a state highway or interstate
- New interchanges
- New facilities that bypass congested state highways or interstates
- New rail lines for public transportation
- Capital cost for ITS facilities

Examples of non-eligible projects:

- Widen a road from 10-foot lanes to 12-foot lanes
- Purchasing buses or other rolling stock
- Turning lane improvements
- Bridge replacements
- Local road improvements.
- Project with a total project cost under \$5 million

Who Manages the Major New Program?

The program is developed and managed by the Transportation Review Advisory Council (TRAC). The council was established in the Ohio Revised Code in 1997 at ODOT's request. It is a permanent body of predominantly non-ODOT personnel which develops the project selection process and approves the Major New Projects for funding. The TRAC has nine members and is chaired by the Director of the Ohio Department of Transportation. Six members are appointed by the governor and one each by the Speaker of the Ohio House of Representatives and the President of the Ohio Senate. Members have overlapping terms. In accordance with the law, the Director of Transportation each year provides the TRAC with a page 3 report on the money available for new construction for the following four-year period. The Director provides funds for new construction only after assuring that system preservation needs have been met. The use of the new construction funds is the responsibility of the TRAC, but the TRAC does not have authority over other aspects of the Department of Transportation.

How can I obtain a Major New Project Application?

The Major New Project Application can be obtained by downloading it on the ODOT website at www.dot.state.oh.us/trac/ or by contacting:

Kim Killian, TRAC Coordinator
Ohio Department of Transportation
1980 West Broad Street
Columbus, Ohio 43223
Phone: (614) 466-8963

When are Project Applications due?

Project Applications are due no later than Monday, May 15, 2006. We encourage you to review your project with your ODOT District Office prior to submittal. They can offer valuable assistance in the preparation of your application.

How are projects nominated for the Major New Program?

The TRAC does not initiate projects. It reviews and ranks projects submitted to it. Projects are submitted annually in May by completing the Major New Project Application. Projects may be nominated by:

- The Ohio Department of Transportation
- Metropolitan Planning Organizations
- County Engineers
- Transit Authorities
- County Commissioners
- Municipalities
- Port Authorities

When should I submit a TRAC application?

The Project Sponsor should submit an application if:

- the project meets the Major New Project definition (see page 2) and is a priority for the region
- it is a Tier I or Tier II project and there is a significant change in the project scope or the project will not be able to meet the project delivery schedule
- it is a Tier II project and the project sponsor seeks funding for an additional phase of development or construction funding

If a project is in Tier II and currently under a phase of development, the project sponsor does not need to submit a new application if no additional funds are being requested and the project scope has not changed. Tier II projects should be resubmitted only if the project sponsor seeks additional funding, or there is a significant change in the project scope or project delivery schedule.

Should I make a presentation before the TRAC?

Project sponsors may present the project before the TRAC to comment on the draft scores given to the project. The TRAC will hold public hearings around the state in August through October. It is not necessary, however, to make a presentation in order for your project to be funded. The TRAC has funded projects where no formal presentation was made.

2. Application Instructions

Applicant/Project Sponsor

If there are multiple project sponsors, list the primary or lead sponsor of the project. The TRAC discourages members of the general public from nominating projects. The TRAC encourages members of the general public who desire a project to secure a local governmental entity as the sponsor. The TRAC desires to construct projects that are compatible with local planning priorities. If a project is proposed by individuals, it will be referred to the local planning officials to ensure its compatibility with local plans. Therefore, it would be preferable for local project advocates to consult with their local officials before approaching the TRAC.

Name, Address, and Email of Contact Person

The person listed will be informed of all actions taken on the proposed project and will be notified of all TRAC public hearings.

Estimated Total Cost

Enter the total project cost (including all phases of development).

TRAC Funding Requested with this Application

Enter the amount of new TRAC funding being requested. Do not include the amount of any previous TRAC funding awarded to the project.

PID/County/Route/Section

These designations aid in identifying the location of the project. The PID or Project Identification is a number given to all projects that have been worked on by the state. The ODOT District office can tell you if your project has been assigned a PID number (not all projects will have PID numbers). The County would be the county the project is located in. The Route is the number of the roadway (example State Route 41 should be listed as SR 41).

The Section is the distance from where the route begins in the county. The Section is a designation that can also be obtained at the ODOT District office.

Brief Project Description and Estimated Total Cost

In a few sentences describe the project (e.g. Construct an additional lane in each direction on Interstate 71 in Franklin and Delaware counties from SR 161 in Columbus to US 36 East of Delaware and approximate length of 11 miles). Include in the description the number of interchanges and structures to be built or reconstructed (along with the name of the cross road).

Local Jurisdiction

List the name of all counties, municipalities and townships where the project will be constructed. Resolutions endorsing the submittal of the TRAC application are required from the sponsoring agency.

Purpose and Need for the Project

In a few sentences, lay out the purpose and need for the project. This may be copied from an existing planning or environmental document if available.

Work Locations

List all transportation facilities to be improved by the project (including the primary and any secondary facilities). Enter each facility/location on a separate line in the table (insert additional lines, if necessary). Enter the facilities ODOT NLF_ID if known, otherwise enter the official name of the facility. Enter the beginning and ending log points (mile markers) of the proposed work. For each location, indicate whether capacity is being added, it is a primary work location, and if this location is a new bypass (a "NO" response will be assumed for all blank cells).

Inclusion in MPO Long Range Plan or County Comprehensive Plan

To be eligible for federal funds, the project must be in a plan. Identify which plan the project is included in. Inclusion in the plan assures the project has some priority with the regional planning decision makers. To know if your project is located within an MPO boundary, see the attached map of all MPO's located within Ohio.

Project Priority

If submitting more than one project, what is this project's ranking in comparison to the other projects?

Project Development

List all phases of development that have been completed or initiated along with the company or agency responsible for performing the study. The first phase of project development – a feasibility study, major investment study (MIS), interchange justification study (IJS), or traffic impact study – must be undertaken before the project can be submitted to the TRAC. Please make sure the ODOT District Office receives a copy of all completed studies. Without clear information on a project's feasibility, accurate cost estimates, construction timetables or environmental impacts, it is difficult for the TRAC to make a decision.

Other Alternatives

List all alternatives that have been examined to solve the problems listed above. Why were there no other alternatives considered or why was each alternatives abandoned?

Sources of Other (Non-TRAC) Funding

List all sources of non-TRAC funding for the project for each project phase. Enter a new line for each combination of project phase and funding source (insert additional lines, if necessary).

Proposed Project Funding Scenario

Include any additional explanation of the non-TRAC funding sources, including and funding caps and requirements to obtain the funding.

TRAC Funding

Enter the year and amount of new TRAC funding being requested, by project phase. If a project phase will span multiple years, enter the first year that funding is needed. Include any previous TRAC funding already awarded to the project. Carry the totals from Other (non-TRAC) funding sources by project phase. Total the project amounts to the right of each row and at the bottom of each column.

Applicant Signature

This signature signifies that the application is correct to the best of your knowledge.

ODOT District Deputy Director Signature

The Deputy Director's signature represents that the District is aware of the project.

MPO

The signature of the region's MPO is required if in an MPO area. This signature signifies that the agency is aware of the project and will provide comment on the relative benefit of the project to the region.

MAP

Attach a map of the project to the application.

Additional questions and project applications should be addressed to the Planning Administrator of the appropriate ODOT District Office:

For a list of ODOT District Offices, please visit:

<http://www.dot.state.oh.us/info/districtdirectory.asp>