



**Maumee Valley**  
**Planning Organization**



Serving Northwest Ohio Communities since 1971

# **Policies for Managing MVPO-Dedicated Funds**

October 2023

**Maumee Valley Planning Organization**

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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, MVPO 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 Maumee Valley Planning Organization (MVPO). MVPO’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. MVPO’s initial allocations are \$548,416 annually for State Fiscal Years (SFY) 2024 and 2025. Through this policy document, MVPO has established a competitive evaluation process to determine which of the requests will be granted. Because ODOT has only established these dedicated funds through SFY2025, 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.

Funding Source	SFY2024	SFY2025	Total
STBG	\$548,416	\$548,416	<b>\$1,096,832</b>

## 2. Application Process and Schedule

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The basic process of awarding funds to projects consists of:

- MVPO soliciting for project applications
- MVPO staff evaluating information from applicants based on established criteria
- A MVPO Committee, made up of MVPO Technical 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 MVPO Technical Committee adopts awards based on MVPO Committee and public comments.

The following table provides the timeline for this first cycle.

Date	Milestone
11/1/2023	Three-month application period opens.
2/1/2024	<b>Applications must be completed and turned into MVPO by 4:30 p.m.</b>
3/1/2024	Staff notifies sponsors of any errors and omissions on the application.
4/1/2024	MVPO staff emails MVPO Committee an overview of applications received, and the results of the application evaluations.
5/1/ 2024	MVPO Committee meets to make recommendations for the public comment period.
5/2/2024	Staff publishes draft list of selected projects and opens public comment period.
6/3/2024	Close of public comment period.
6/6/2024	Committee makes final recommendations and approves 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 MVPO member within any MVPO 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 MVPO 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 MVPO Long Range Transportation Plan (LRTP)

To be eligible for funding, the proposed activity must be identified on the MVPO Long Range Transportation Plan (LRTP), titled Moving Together: 2045. An update of the LRTP began in May 2023. The update will be complete in June 2025 with the title Moving Together 2050. The LRTP identifies many individual roadway and bikeway projects. The proposed activity does not have to exactly match the LRTP listing but should be consistent with it. For example, a project could have different limits or termini than the LRTP project. Some activities, such as transit, pedestrian facilities, maintenance, intermodal access, and studies, are strategies identified within the LRTP. If a project or activity applying for funding is not specifically listed in the LRTP, the sponsor must provide justification as to how it is included in the LRTP.

## 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 MVPO 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 MVPO 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. 3.2) 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:

<https://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>

MVPO prefers sponsors of construction projects to undertake preliminary development and detailed design activities without use of MVPO-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. MVPO may commit funds for preliminary engineering.

If MVPO-dedicated funds are used for preliminary engineering, the consultant must be selected through ODOT's federal procurement process. ODOT must ensure that consultant selection complies with applicable USDOT requirements, whether FTA or FHWA. Consultants working on projects with a commitment of MVPO-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 projection 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

ODOT regulations and standards. Most locally planned and funded projects are not subject to these requirements and may often be developed more quickly and at less expense than those that are federally funded.

- 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 MVPO-dedicated funds for any phase must be pre-qualified by ODOT.

## 4. Application Process for New Funding Commitments

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The project solicitation process for the first round of funding will begin November 1st, 2023. Applications must be completed through a digital form (submitted electronically) and are due on February 1st, 2024, by 4:30 p.m. 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:

<https://www.transportation.ohio.gov/working/contracts/estimating>

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Project Title</li> <li>• Sponsoring Local Public Agency</li> <li>• ODOT PID (if assigned)</li> <li>• MVPO LRTP Project Rank</li> <li>• NEPA Acknowledgement</li> <li>• Applicant Contact Information                             <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Address</li> <li>○ Phone Number</li> <li>○ E-mail Address</li> </ul> </li> <li>• Facility Name</li> <li>• Project Limits (From-To)</li> <li>• Project Length</li> <li>• Project Scope</li> <li>• Project Type</li> </ul> | <ul style="list-style-type: none"> <li>• Schedule information including at minimum:                             <ul style="list-style-type: none"> <li>○ ROW Authorization Date</li> <li>○ Award Contract Date</li> <li>○ Date Funds are needed (if not a construction activity)</li> </ul> </li> <li>• Source, Amount, and Percent of Phase Subtotal for:                             <ul style="list-style-type: none"> <li>○ Preliminary Engineering</li> <li>○ ROW</li> <li>○ Construction</li> <li>○ Other Costs</li> <li>○ Total Cost</li> </ul> </li> </ul> |
|---|--|

MVPO 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 also be asked to acknowledge that all projects are subject to NEPA.

## 5. Evaluation and Selection Process

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Because of the expected demand for MVPO-dedicated federal funds, the MVPO Committee developed criteria and a process to identify the best candidates for funding. The criteria reflect current adopted MVPO Long Range Transportation Plan 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 MVPO Committee for review and comment.
- c) The MVPO Committee shall select applications to recommend for new funding commitments.
- d) The recommended program of funding commitments shall be provided to MVPO'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 MVPO Committee process and incorporated into the STIP.

### 5.1 Evaluation Criteria and Scoring Process

As part of the continuing MVPO Transportation Planning process, MVPO adopted the 2021-2045 MVPO Long Range Transportation Plan (LRTP), titled Moving Together 2045, in July 2021. The LRTP established the following six goals and their subsequent objectives for the region:

- **Safety-** Increase the safety of the region's transportation network for motorized and non-motorized users through reduction in fatalities and serious injuries.
  - Identify and improve hazardous intersections and sections of roadway in the MVPO region.
  - Support and prioritize projects that enhance safety.
  - Support and promote the work of safety education groups and programs.
- **Infrastructure Condition-** Maintain the existing transportation system in a state of good repair.
  - Support and prioritize projects that improve the condition of the existing transportation network.
  - Ensure the efficiency and reliability of the transportation network through good infrastructure condition and efficient transportation operations.
- **Environmental Sustainability-** Protect the environment, promote energy conservation, and improve quality of life while improving the region's transportation network.
  - Support projects that minimize, avoid and/or mitigate environmental impacts of transportation improvements.
  - Support equitable and environmentally just transportation services and facilities.
- **Personal Mobility-** Increase transportation options available for people to reach their desired destination.
  - Investigate and support alternate transportation options, such as coordinated human services transportation, for individuals in the MVPO region.
  - Improve mobility for individuals to and from places of employment.
- **Bicycle and Pedestrian Initiatives-** Improve the non-motorized transportation network for all users.



- Increase the miles of dedicated bicycle and pedestrian facilities in the region.
- Improve the condition of existing bicycle and pedestrian related infrastructure.
- Identify areas where existing bicycle and pedestrian infrastructure can be expanded, or new facilities can be constructed.
- Promote and support the adoption of Complete Streets Policies
- Support incorporation of bicycle and pedestrian infrastructure where possible in new construction projects.
- **Freight Movement and Economic Vitality-** Improve the region's freight network and support the economic vitality of the area.
  - Identify regional growth and investment areas to coordinate improvements to the transportation network.
  - Increase access to employment areas and sites, especially those that utilize or are related to freight.
  - Allow for efficient transfers of goods between all modes.
  - Increase options for alternate modes of freight movement.
  - Encourage public/private partnerships in order to leverage funding from federal, state, and other sources.

The criteria for evaluating applications for new funding commitments are used to measure how well they advance the six goals identified for the LRTP. These criteria help ensure consistency between the LRTP 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 as well as quantitative data.

Applications will be scored based on the project type and go through a two-step grading process to ensure the most efficient and successful identification of priority projects in the five-county region. The data-driven score will be established objectively based on overall consideration of the MVPO-derived goals and objectives assigned to each of the goals. Each criterion is weighted based on conversations with the MVPO Committee and through the public involvement process from MVPO's Long Range Transportation Plan and the comments received from that process. Each criterion can score a maximum of 8 points before the inclusion of the weighting factor for both steps of the grading process. Projects will have a max of 60 points in the preliminary grading and 76 points in the regional grading for a maximum of 136 points total for the whole process.

The application will be scored for according to its project type and its related objectives. The first part of the grading process will reflect the current conditions of the project and its relationship to the objectives stated previously. The second part of the grading process will incorporate the project's effect on the region while maintaining the focus of the goals and objectives from the region's LRTP. The exact scoring criteria for the entire two-step process can be found in Appendix A.

MVPO staff will compile the data for each criterion. Then, staff will develop the preliminary scores to document how each scoring measure impacted each application score. Applicants will also be given the opportunity to expand on the importance of their project both locally and regionally and how it will affect the objectives listed. The MVPO 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 Prioritizing and Recommending Applications for Funding

Staff shall consider MVPO 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 MVPO 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 MVPO Committee funds lower scoring project over higher scoring ones, the rational for not funding the higher scoring one will be documented. Once the MVPO Committee reaches agreement upon a program of funding commitments to recommend, MVPO staff would then use this recommendation, the application schedules, and funding availability by SFY to develop a draft program of funding commitments

The MVPO Committee will not reject portions of an application for funding. If a significant portion of an application appears to be inconsistent with MVPO'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. MVPO staff and the MVPO Committee would review any comments received and adjust, if necessary, before final action by the MVPO 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 MVPO-dedicated funds for any phased 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:

<https://www.transportation.ohio.gov/wps/portal/gov/odot/working/pdp/pdp>. 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 MVPO concurrence, sponsors may elect to advance their projects through ODOT’s LPA process (also call 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 of Ohio’s LPA Qualification Process, please review chapter one of the Locally Administered Transportation Projects Manual available at

<https://www.transportation.ohio.gov/wps/portal/gov/odot/programs/local-programs/local-let-manual-of-procedures/local-let-manual> or contact the District LPA Manager (list available at [https://www.transportation.ohio.gov/programs/local-programs/supporting-resources/lpa\\_district\\_managers](https://www.transportation.ohio.gov/programs/local-programs/supporting-resources/lpa_district_managers)).

## 7. Maintaining Funding Commitments

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It is the sponsor’s responsibility, with ODOT and MVPO 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 MVPO-funded projects and to make the status of these projects more widely known, MVPO will closely monitor the status of projects. Steps MVPO 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 meeting and other project meetings. Sponsor attendance at quarterly project status meetings scheduled by ODOT will be mandatory unless the sponsor, ODOT, and MVPO agree to cancel the meeting.
- Report on the status of all projects at each MVPO Committee meeting. Managers of projects falling behind schedule may be requested to report on the project to the MVPO 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 MVPO Dedicated Funds 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 MVPO COMMITTEE, which may consider the requests in aggregate and/or individually. The MVPO 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**

MVPO funding is focused on supporting local agency needs. MVPO does not intend to participate in funding on facilities that are ODOT's responsibility. However, MVPO 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 Grading Criteria

<b>Road Restoration Project Criteria (Max: 60 points)</b>						
	<b>Weight Factor</b>	<b>0 Points</b>	<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>
<b>Average Annual Daily Traffic</b>	1	< 100	100 - 400	401 - 700	701 - 1,000	> 1,000
<b>Percentage of Trucks</b>	1	< 1%	1 - 3.99%	4 - 5.99%	6 - 10%	> 10%
<b>Pavement Condition Rating</b>	2	Very good (90 - 100)	Good (75 - 89)	Fair (65 - 74)	Poor (56 - 64)	Very Poor (< 55)
<b>Year Last Resurfaced</b>	1	< 1 year	1 - 4 years	5 - 9 years	10 - 14 years	> 15 years
<b>Functional Classification</b>	0.5	Local	-	Minor Collector	Major Collector	Minor Arterial or greater
<b>Accident Rate (per million VMT, 5-year crash data)</b>	2	< 0.9	1 - 1.99	2 - 2.99	3 - 3.99	> 4

<b>Road New/Capacity Project Criteria (Max: 60)</b>						
	<b>Weight Factor</b>	<b>0 Points</b>	<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>
<b>Type of Improvement</b>	1.5	-	-	New Road or Extension	Intersection Upgrade	Widening for Safety/Capacity
<b>Average Annual Daily Traffic</b>	1	< 100	100 - 400	401 - 700	701 - 1,000	> 1,000
<b>Percentage of Trucks</b>	1	< 1%	1 - 3.99%	4 - 5.99%	6 - 10%	> 10%
<b>Functional Classification</b>	0.5	Local	-	Minor Collector	Major Collector	Minor Arterial or greater
<b>Traffic Impact Study</b>	1.5	No Planning	-	Study Started	-	Study Completed or not needed
<b>Accident Rate (per million VMT, 5-year crash data)</b>	2	< 0.9	1 - 1.99	2 - 2.99	3 - 3.99	> 4

<b>Road Bridge Project Criteria (Max: 60)</b>						
	<b>Weight Factor</b>	<b>0 Points</b>	<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>
<b>General Appraisal</b>	2	GA > 4	GA 4 (Poor)	GA 3 (Serious)	GA 2 (Critical)	GA 0 or 1 (Closed or Imminent Failure)
<b>Functional Classification</b>	1	Local	-	Minor Collector	Major Collector	Minor Arterial or greater
<b>Average Annual Daily Traffic</b>	1.5	< 100	100 - 400	401 - 700	701 - 1,000	> 1,000
<b>Percentage of Trucks</b>	1.5	< 1%	1 - 3.99%	4 - 5.99%	6 - 10%	> 10%
<b>Critical to Commerce or Emergency</b>	1.5	Other alternative routes for emergency access and school buses available	5-minute detour	10-minute detour	15-minute detour	Only alternative for emergency access, school buses and/or direct access to business/industry (20-minute or more detour)

<b>Transportation Enhancement Project Criteria (Max: 60)</b>						
	<b>Weight Factor</b>	<b>0 Points</b>	<b>2 Points</b>	<b>4 Points</b>	<b>6 Points</b>	<b>8 Points</b>
Potential Impact/Benefits	1	Project doesn't positively impact quality of life and doesn't promote other modes (bike, ped, transit)	-	Project has a positive impact on quality of life, but doesn't promote other modes	-	Project has a positive impact on quality of life and promotes other modes
Relationship to Transportation System	2	Is not part of a larger, comprehensive initiative	Initial or intermediate link of comprehensive initiative	New project linking destinations	Project completes a phase of a multi-phase initiative	Project completes the intended initiative (all phases complete)
Public Awareness	1	Minimal awareness and/or some well documented opposition	-	Some effort to inform public and minimal opposition	-	Public has been informed through serious media outlets and no known public opposition
Access to Destinations	2	Does not link population or destination centers (< 1,000 people)	-	Initial or intermediate link to population or destination centers (1,000 - 5,000 people)	-	Project links population or destination centers (> 5,000 people)
Accommodates Multi-Users	1.5	Project benefits only one user type (pedestrian only, for example)	-	Project benefits more than one user type (bike and ped, for example)	-	Project benefits more than one user type and pulls multi-modal users off the roadway

REGIONAL TRANSPORTATION CRITERIA					
Weight Factor	0 points	2 points	4 points	6 points	8 points
2	Accessibility Project doesn't support other modes of travel- doesn't provide access to or plan trail/bike lanes, sidewalks, or other modal improvements			Project supports other modes of travel, including access to or planned trail/bike lanes, sidewalks, or other modal improvements	
1.5	Freight Doesn't improve access to airports, freight distribution facilities or major commercial/industrial districts		Improves access to airports, freight distribution facilities or major commercial/industrial districts OR improves access and/or enhances freight movement to regional and national economic centers		Improves access to airports, freight distribution facilities or major commercial/industrial districts AND improves access and/or enhances freight movement to regional and national economic centers
1.5	Economic Development Doesn't improve access to existing activity center*, employment area* or open access to land for future development		Opens access to land for future development or minimally impacts economic development	Indirectly* serves an activity center OR employment area OR moderately impacts economic development	Directly* serves an activity center OR an employment area OR highly impacts economic development
*Activity center: locations that have a lot of activity such as hospitals, major government centers, schools, shopping centers, etc. *Employment area: location that provides many jobs. *Indirectly serves: Project does not directly connect to activity center or employment area but is important to either location; *Directly serves: Project directly connects to activity center or employment area.					
2	Safety Project doesn't address safety issues in the project area		Involves a roadway or intersection that has experienced mainly property damage only crashes over the data time period (5 years)- EPDO rate* < 4	Involves a roadway or intersection that has an EPDO Rate* from 4-7.5 -OR- project may improve overall safety on a nearby roadway* or for a bike/ped project	Project will improve area designated as safety priority location by MVPO and/or ODOT, or project involves a roadway or intersection with an EPDO rate* of > 7.5
*EPDO Rate: Equivalent Property Damage Only Rate. The EPDO rate is a measure based upon the cost ratio of fatal and injury crashes as compared to property damage only (PDO) crashes. ODOT provides calculations for these ratios that they use each year. The higher the number of injury and fatal crashes at a specified location, the higher the EPDO rate. The regional EPDO rate average of all projects that would improve overall safety on a nearby roadway; a new connector road may alleviate traffic from nearby roads which may take some of the crashes off of those roads is 7.5					
1	Environmental Impacts* Project is expected to have significant environmental impacts		Project may have minimal environmental impacts		Project has no expected environmental impacts
*Environmental impacts: will generally apply to New/Capacity and Transportation Enhancement projects in which the improvement includes; new right of way is required, new pavement or pavement widening which impacts a stream, new bridge, or an improvement that is constructed on open ground but may not require right-of-way (bike path, etc.)					
1.5	Project Readiness/Timing Project in Conceptual Phase*	Project in planning phase	Project in preliminary engineering phase	Project in design phase	Project design complete and ready for bidding
*Conceptual Phase: Project has been identified, but planning phase has yet to be started					



## Appendix B: Project Application Form



**Maumee Valley  
Planning Organization**



Serving Northwest Ohio Communities since 1971

### RTPO Capital Program Funding

SFY2024-2025

#### Project Application

All projects selected for the Capital Program must meet the goals and objectives as outlined in MVPO’s Long Range Transportation Plan. The amount allocated for awarding through this program is \$548,416. Only those projects consistent with the MVPO Long Range Transportation Plan will be considered. Applications are due by **February 1st, 2024**. Applications can be emailed to Amanda Pobega at [gisplanner@mvpo.org](mailto:gisplanner@mvpo.org) or mailed to Maumee Valley Planning Organization, Attn: Amanda Pobega, 1300 E Second Street, Suite 200, Defiance, OH 43512.

Project Sponsor \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Email Address \_\_\_\_\_

Location and Project Description
Location (Please add the Latitude and Longitude, if necessary): _____
Project Description (Please discuss the Current Issue and Proposed Corrective Action on safety, congestion, economic development, freight, and support of non-motorized transportation activity)  
Please Write a short explanation on how this project will impact the MVPO region beyond your community.  
Project Benefit Area
The population of the Service area (How many people do you expect to be positively impacted by this project):  
<a href="#">Please attach a Service Area map with your application (required)</a>
<a href="#">Please attach necessary/explanatory photos of your project area (required)</a>

<b>Is the project listed on the MVPO Long Range Transportation Plan list?</b>	<b>Estimated Construction Date</b>
<input type="checkbox"/> Yes	Start:
<input type="checkbox"/> No	Completion:
<b>Let Type</b>	
<input type="checkbox"/> ODOT Let <input type="checkbox"/> Local Let <input type="checkbox"/> LPA (if local let)	

<b>Project Phase</b>
<input type="checkbox"/> Conceptual <input type="checkbox"/> Planning <input type="checkbox"/> Preliminary Engineering <input type="checkbox"/> Design Phase <input type="checkbox"/> Design Complete and ready to build

Total Project Cost				
	Requested	Committed		Total
	STBG	State Funding	Local Funding	
Preliminary Engineering	\$	\$	\$	\$
Fiscal Year Requested				
Detailed Design	\$	\$	\$	\$
Fiscal Year Requested				
R/W Acquisition	\$	\$	\$	\$
Fiscal Year Requested				
Construction	\$	\$	\$	\$
Fiscal Year Requested				
Construction Engineering/ Inspection	\$	\$	\$	\$
Fiscal Year Requested				
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Regional Transportation (Please select all that apply)	
Accessibility	<input type="checkbox"/> Supports other modes of travel <input type="checkbox"/> Provides access to trail/ bike lanes, sidewalks, and other modal improvements

	<input type="checkbox"/> Plans to increase the access to trail/ Bike lanes, sidewalks, and other modal improvements	
Freight	Improves access to <input type="checkbox"/> airports, <input type="checkbox"/> freight distribution, or <input type="checkbox"/> major commercial or industrial districts <input type="checkbox"/> Improves access and/or enhances freight movement to regional or national economic sectors.	
Economic Development	Improve access to <input type="checkbox"/> existing activity center <input type="checkbox"/> existing employment area <input type="checkbox"/> open access to future development	Serves an activity center, employment area, or business district <input type="checkbox"/> Directly <input type="checkbox"/> Indirectly
Safety	The project involves a roadway or intersection that experiences a relatively higher number of crashes: <input type="checkbox"/> Yes <input type="checkbox"/> No This project will help to improve the overall safety of the roadway: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Project Type:** The Project being proposed must be categorized within one of the following project types. Please select the project type that fits most closely with your proposed projects and complete the following section related required section of the project

Road Restoration ([Section 1](#))  
 Road New/ Capacity ([Section 2](#))  
 Road Bridge ([Section 3](#))  
 Transportation Enhancement ([Section 4](#))

**Section 1: Road Restoration Projects (Required)**

<u>AADT:</u>			<u>Truck Rate:</u>			
<u>Pavement Condition Rating</u>	<input type="checkbox"/> Very Good (90-100)	<input type="checkbox"/> Good (75-89)	<input type="checkbox"/> Fair (65-74)	<input type="checkbox"/> Poor (56-64)	<input type="checkbox"/> Very Poor (<55)	N/A
Year Last Resurfaced:						
<u>Crash Number</u> on the Service Area:						

**Section 2: Road New/Capacity Projects (Required)**

<u>AADT:</u>			<u>Truck Rate:</u>			
Type of Improvement: <input type="checkbox"/> New Road or Extension <input type="checkbox"/> Intersection Upgrade <input type="checkbox"/> Widening for safety or Capacity <input type="checkbox"/> Others (Please Briefly discuss below)						
<u>Pavement Condition Rating</u>	<input type="checkbox"/> Very Good (90-100)	<input type="checkbox"/> Good (75-89)	<input type="checkbox"/> Fair (65-74)	<input type="checkbox"/> Poor (56-64)	<input type="checkbox"/> Very Poor (<55)	<input type="checkbox"/> N/A

Year Last Resurfaced
<a href="#">Crash Number</a> on the Service Area:

**Section 3: Road Bridge Projects (Required)**

<a href="#">AADT:</a>		<a href="#">Truck Rate:</a>			
General Appraisal	<input type="checkbox"/> >4	<input type="checkbox"/> 4 (Poor)	<input type="checkbox"/> 3 (Serious)	<input type="checkbox"/> 2 (Critical)	<input type="checkbox"/> 0 or 1 (Closed or Imminent Failure)
Critical to Commerce or Emergency Access	<input type="checkbox"/> Other Alternative Routes for Emergency Access and School Buses are available	<input type="checkbox"/> 5-minutes detour	<input type="checkbox"/> 10-minutes detour	<input type="checkbox"/> 15-minutes detour	<input type="checkbox"/> The only alternative for emergency access to a school bus, and/or direct access to business/ industry

Year Last Resurfaced:
<a href="#">Crash Number</a> on the Service Area:

**Section 4: Transportation Enhancement Projects (Required)**

The Project Impacts positively the quality of life <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain in Brief:	The project promotes other modes of transportation: <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain in Brief:
Public Awareness of the Project <input type="checkbox"/> Minimum <input type="checkbox"/> In Progress <input type="checkbox"/> Well Informed	The Project links origin or destination centers <input type="checkbox"/> Yes <input type="checkbox"/> Initially or Intermediately <input type="checkbox"/> No
Project Benefits the following user types: <input type="checkbox"/> Pedestrian <input type="checkbox"/> Bicyclist <input type="checkbox"/> Car Drivers <input type="checkbox"/> None of them	
Relationship to a Transportation system <input type="checkbox"/> Not a part of a larger, comprehensive initiative <input type="checkbox"/> Intermediate link to a comprehensive initiative <input type="checkbox"/> New project linking destinations <input type="checkbox"/> Completes a phase of a multiphase initiative <input type="checkbox"/> Completes the intended initiative (all phases are complete)	

*Service Area Map*



October 2023

Policies for Managing MVPO-Dedicated Funds

*Project Photos*