



Toledo Metropolitan Area Council of Governments

Transportation Improvement Program
Application Packet
for:

Surface Transportation Block Grant (STBG)

**APPLICATIONS DUE
July 19, 2024**

*Issued by:
Toledo Metropolitan Area Council of Governments
300 Martin Luther King Jr. Drive
P.O. Box 9508
Toledo Ohio 43697-9508*

May 15, 2024

Application is also available at www.tmacog.org

INTRODUCTION

The forms and information included in this package are for the submittal of Surface Transportation Block Grant (STBG) projects for Fiscal Years 2028 - 2030 in the TMACOG Transportation Improvement Program (TIP).

TMACOG will be selecting \$20,000,000 worth of projects in this solicitation. For the purposes of the TIP funding programs, the TMACOG transportation region is limited to Lucas and Wood counties. Additionally, only those projects that are on federal aid eligible roads can be considered. All project applications should comply with the Regional Complete Streets Policy. Applicants must submit a TMACOG Complete Streets Checklist as part of the application process.

If there are questions regarding project eligibility or which fund type to request, please call Lisa Householder at (419) 241-9155 ext. 1124.

MATERIAL AND INSTRUCTIONS INCLUDED IN THIS PACKAGE

SMALL PROJECTS and SMALL PROJECTS FUND DEFINITIONS (Page 2) - Defines the Small Projects programs and explains the method of ranking.

PROJECT DETAILS REQUEST (Pages 3 & 4) - Requests the basic information needed for each project. Please provide this information separately for each desired project. Also provide the information for each existing project that does not require a new ranking in this cycle. It is not necessary to use this sheet as a form.

PROJECT BUDGET SUBMITTAL DETAIL (Page 5) - Requests the details of the financing of your project. Please use this form. It is important that all sources of financing are identified. Explain all rules and limitations that may be attached to different sources of funds.

TMACOG TIP PROJECT APPLICATION (Pages 6 & 7) TIP APPLICATION INSTRUCTIONS (Pages 8 – 10) - The Project Application form (and Instructions) requests the information that is used in rating and scoring the projects to determine which projects will receive funding. Please return a completed copy of this form and requested attachments in paper and/or electronic form for each requested project.

PROJECT SCORING CRITERIA FOR TIP ANALYSIS (Pages 11 – 14) – The scoring criteria is provided for your information. It is not necessary for you to complete or return this form. Scoring is done initially by a TIP subcommittee with validation by the full TIP Committee.

COMPLETE STREETS CHECKLIST (Pages 15 – 18) – In order for a project application to be considered complete, a Complete Streets Checklist must be submitted with the application.

SMALL PROJECTS AND SMALL PROJECTS FUND DEFINITIONS

1. Maximum TMACOG federal funds provided for any single project will be \$500,000.
2. There is no maximum total construction cost for a single small project.
3. TMACOG federal funds will be provided at a maximum of 80/20 split up to the funding cap of \$500,000 of federal funding. There is no provision for additional funding allocations within the Small Project Fund.
4. Construction costs will be funded. There will be no consideration for funding of Preliminary Engineering (PE). Right-of-Way (R/W) funding will not be considered as well.
5. Jurisdictions may submit as many projects as they desire.
6. \$4,000,000 will be allocated in this solicitation.
7. Each project will be scored and ranked. Based on the ranking, the projects will be selected one per jurisdiction until the \$4,000,000 mark has been reached. If each jurisdiction that has applied has received a project award, then TMACOG will go back to the top of the ranking to select the next top projects until the total allocation has reached \$4,000,000.

PROJECT DETAILS REQUEST

Please provide the following information for all projects:

Project Name: _____

Project Limits (*include map*): _____

Project Sponsor and point of contact (*with phone number*): _____

Existing project numbers (*PID, State ID, TMACOG map #, etc.*): _____

Has the applicant completed the ODOT LPA Participation Requirements and received ODOT approval to administer Local-let projects within the last four years?:

Completely describe the work to be accomplished by this project. Try to describe each feature of the project.

Project Description:

Length of project (Miles): _____

Current status of the project: _____

Is this your jurisdiction's number 1 project?: _____

Does the project include any utility work? Yes ☐ No ☐ If yes, please explain.

The most optimistic, REALISTIC schedule for this project. Be sure to include time for outside reviews and permits, not just local design times. Include at least the following dates:

Authorization to Proceed:

Environmental Clearance complete:

Stage 1 Review complete:

Stage 2 Review complete:

Stage 3 Review complete:

R/W Plans complete:

R/W Clear:

Final Plans to ODOT:

Anticipated Sale Date:

All of these formal actions are not required for all projects. Note those items that are not required. The requirement still exists that jurisdictions doing local contracting (LPA) procedures must submit Stage 1, 2, and 3 packages to TMACOG.

Please provide financial information on the Project Budget Submittal Detail sheet.

Project Budget Submittal Detail

Activity	Total Estimate	Requested TMACOG Federal		Other Types of Funds (6)					
				A.		B.		C.	
		Amount	Year	Amount	Year	Amount	Year	Amount	Year
Preliminary Engineering (1)									
Right-of-Way (2)									
Construction Contract (3)									
Construction Engineering (4)									
Contingency (Change Orders) (5)									
TOTAL AMOUNTS									

Numbered Notes:

- Preliminary Engineering** includes the cost of all activities prior to contract letting except Right-of-Way costs. It is not eligible for TMACOG TIP federal funding.
- Right-of-Way** can only be funded by TMACOG TIP federal funding in specific circumstances. See TIP Committee Policies and Practices for proposed STBG funded projects.
- Construction Contract** includes the actual estimated construction contract amount plus any other agreements that are included as part of the construction cost.
- Construction Engineering** includes the costs of construction management, inspection, testing, etc.
- Contingency** should include a reasonable estimate of changes that could be expected after construction begins.
- Other Types of Funds**
 - List each type in a separate column. Add additional sheets if necessary for more fund types involved in project.
 - If all funds for a project have not yet been identified, mark one of the columns "Shortage" and indicate the amount of additional funds needed for each activity.
 - Please explain below any limitations for each fund type (such as: year restriction, matching amount, restriction on combining fund types, etc.). Also indicate whether the funds have been confirmed or if only applied for.

TMACOG TIP PROJECT APPLICATION

(To be used for projects competing for TMACOG funds in the FY 2026-2029 TIP)

NOTE: PLEASE REVIEW APPLICATION INSTRUCTIONS PRIOR TO ANSWERING QUESTIONS.

SPONSOR:	
PROJECT NAME:	MAP# (existing projects)
1. Estimated number of construction jobs based upon project cost divided by \$92,000. Total Project Cost: _____ Number of Jobs: _____	2. Does this project provide 10 or more guaranteed new jobs or jobs retained (excluding retail or service jobs) as evidenced by contract or letter from a private business organization? Yes: _____ No: _____ # of jobs: _____ Attachment required.
3. Does project sponsor have official complete streets document? Yes: _____ No: _____ Attachment required.	4. Does this project improve air emissions and is it identified on the TMACOG CMP? Yes: _____ No: _____
5. Will this project improve water quality through the development of a bioswale, rain garden, pervious pavement, etc.? Yes: _____ No: _____ Attachment describing qualifying improvement required.	6. Will this project make use of recycled materials to a significant degree? Mill and reuse of asphalt surface materials does not qualify. Yes: _____ No: _____ Attachment describing qualifying improvement required.
7. Does the project provide for specific aesthetic enhancements other than planting grass? Yes: _____ No: _____ Attachment describing qualifying improvement required.	8. Does the project include all reasonable bicycle improvements? Yes: _____ No: _____ Does the project include improvements related to a bikeway specifically shown on the TMACOG Regional Bicycle Network? Yes: _____ No: _____ Attachment describing qualifying improvement required
9. Does the project include all reasonable pedestrian improvements? Yes: _____ No: _____ Does the project include upgrade of existing or new pedestrian sidewalks? Yes: _____ No: _____ Attachment defining service lines required.	10. Does the project provide direct access to a multi modal terminal? Yes: _____ No: _____ Attachment identifying terminal required.
11. Does the project carry Designated Line Service Public Transit Routes? Yes: _____ No: _____	12. . Has this project been programmed by ODOT for construction? Yes: _____ No: _____ Attachment identifying PID required.
13. Has this project been identified as your jurisdictions number one priority? (Note that each jurisdiction may designate only one #1 priority each round.) Yes: _____ No: _____ Also indicate on Project Form.	14. Project Development (Check all that apply.) Right-of-way cleared / not needed? Yes: _____ No: _____ Does this project qualify for a Categorical Exclusion C1? Yes: _____ No: _____

TMACOG TIP PROJECT APPLICATION CONTINUED

(To be used for projects competing for TMACOG funds in the FY 2023-2027 TIP)

NOTE: PLEASE REVIEW APPLICATION INSTRUCTIONS PRIOR TO ANSWERING QUESTIONS.

15. What percent of the total project including design, R/W, and construction will use TIP Federal Funds? _____ %	16. What self-help opportunities for generation of transportation funding have project sponsors implemented? ____ Permissive License Fees ____ Dedicated Property Tax Levy ____ Dedicated Sales Tax ____ Dedicated Income Tax ____ Other Dedicated Revenues (Attach details) For Dedicated Tax, a copy of legislation must be attached.
17. Is the project located in a community which has public transportation? Yes: _____ No: _____ Attachment defining provider required.	18. What is the existing Pavement Condition Rating (PCR)? PCR = _____ TMACOG will provide the latest ODOT PCR.
19. Is this an ITS project? Yes: _____ No: _____ Attachment describing qualifying improvement required.	20. If this is a bridge project, what is the Bridge Sufficiency Rating? Sufficiency Rating = _____ Deck Rating = _____
21. If this is a roadway project, which of the following best describes the project. (Check one.) ____ New Construction ____ Widen/Narrow & resurface ____ Widen/Narrow & rehab ____ Widen/Narrow & reconstruct ____ Resurfacing or pavement strengthening ____ Rehabilitation with some base replacement and/or significant joint repair ____ Reconstruction with full base replacement	22. If this is not a bridge or roadway project, which of the following best describes the existing condition. See note regarding grade separations & new interchanges. (Check one.) ____ N/A ____ Declining ____ Declining and substandard ____ Near the end of its useful life ____ Near the end of its useful life and substandard ____ Past its useful life ____ Past its useful life and substandard
23. What is the 3-year average accident rate per million vehicles? For bridges use the bridge location, for intersections use ADT for all approaches, and for roadways use avg. ADT for the length of the project. (Check one.) <i>Calculate per million vehicles NOT per million vehicle miles.</i> ____ < .49 ____ 3 to 3.49 ____ .5 to 0.99 ____ 3.5 to 3.99 ____ 1 to 1.49 ____ 4 to 4.49 ____ 1.5 to 1.99 ____ 4.5 to 4.99 ____ 2 to 2.49 ____ 5 or greater ____ 2.5 to 2.99 Attach calculation and define safety improvement.	24. What is the existing number of Average Daily Users in Thousands? (For road projects use ADT x 1.40/1000) (Check one.) ____ < 7.0* ____ 7.0 to 10.5 ____ 10.5 to 14 ____ 14 to 28 ____ 28 to 42 ____ 42 to 56 ____ 56 to 70 ____ > 70 Attachment showing calculations required. * If calculation is < 7, then also provide the Auditor's Certificate of Estimated Resources. See page 10.
25. What percentage of the ADT is made up of trucks? (Check one.) ____ < 3% ____ 3 to 6% ____ 6 to 9% ____ 9 to 12% ____ 12 to 15% ____ > 15% Is this project on a truck impact route? Yes: _____ No: _____	26. Is this project listed in the 2045 Regional Transportation Plan? (Check one.) ____ Not Listed ____ Listed as a Reserve Priority or System Preservation ____ Plan Priority (2026 to 2045) ____ Plan Priority (by 2025)
27. How long ago was the last time the project sponsor received TMACOG managed STBG funding? ____ 4 years ____ 5-8 years ____ 9 or more years	28. Has one or more projects slipped a fiscal year or been cancelled since the last STBG solicitation? Yes: _____ No: _____

TIP APPLICATION INSTRUCTIONS

- Item 1. Based upon the federal criteria that \$92,000 of construction creates one job, indicate the number of jobs created by this project.
- Item 2. Note that in order to claim credit for projects with 10 or more guaranteed new or retained jobs, a letter of commitment or other documentation will be required from the business or company proposing to create or retain the jobs. Retail and service sector jobs do not receive credit under this category since they tend to simply relocate existing jobs within the community. If yes, attach copies of documentation. Indicate whether the jobs will have a localized or a regional impact.
- Item 3. If yes, please relevant ordinance, resolution, policy or other document.
- Item 4. If yes, please explain and provide the reference in the CMP.
- Item 5. If yes, please attach explanation and details.
- Item 6. If yes, please attach explanation and details.
- Item 7. If yes, please attach explanation and details.
- Item 8. If yes, please attach explanation and details.
- Item 9. If yes, please attach explanation and details.
- Item 10. If yes, please attach a description of the terminal and its function to the jurisdiction and region.
- Item 11. Designated Line Service Public Transit Routes are those primary transit routes operated by TARTA or other similar transit carrier. Attach explanation and details.
- Item 12. If yes, attach field notes.
- Item 13. Each project sponsor may select one of its project applications as its number one priority for each round of applications. The project so designated is done so in the context of the TMACOG TIP only and need not consider other projects being pursued via other funding programs. The number one priority needs to also be shown on the project details form. The number one priority must be designated at time of project submittal.
- Item 14. Self-explanatory.

- Item 15. Project design costs will not be considered for federal funding and all jurisdictions must fund these design costs outside of using TIP federal funds. Right of Way costs, if significant, may be considered. Project sponsors who are bearing the costs of R/W at 100% local cost will receive consideration for that additional investment. Example: a project has a R/W cost of \$200,000, design costs of \$100,000, and a construction cost of \$1,000,000. The sponsor pays for all of the R/W, design and the normal 20% (\$200,000) of the construction. Thus the sponsor pays \$500,000 (39%) of the total and the fed pays \$800,000 (61%). The sponsor therefore earns 4 points because the sponsor is only using 61% of TIP Federal for the project. Also be sure these costs are the same as shown on project details form. Design includes studies, plans, environmental, and design testing.
- Item 16. The dedicated fees include the lead agency and all other local jurisdictions funding the project. To receive points for dedicated taxes, a special percentage of these fees must be used for transportation projects (copies of legislation are required to be submitted with application).
- Item 17. Self-explanatory.
- Item 18. TMACOG staff will do this computation from the latest TMACOG Traffic Flow Map and using the TMACOG capacity calculator. If the jurisdiction has more recent traffic count information, please provide a copy of the traffic count showing that information. TMACOG staff will use the latest ODOT Pavement Condition Ratings to complete this scoring.
- Item 19. If yes, please attach a description of the ITS components and identify if it is included in the current ITS architecture.
- Item 20. Bridge Sufficiency Ratings may be obtained from ODOT for bridges on the federal aid system. For grade separations, see note at bottom of Scoring Criteria.
- Item 21. Self-explanatory.
- Item 22. All new interchanges must have an Interchange Justification Study (IJS) / Interchange Modification Study (IMS) underway to be ranked.
- Item 23. See Item 26 for examples of computation of average ADT. Please attach the calculation and proposed countermeasures included in the project that address the safety issue.
- Item 24. Compute the number of Average Daily Users (ADU) of the proposed project. Use traffic count figures for ADT from the latest TMACOG Traffic Flow Map or adjusted actual counts if you have them. In the case of the latter, provide a copy of your count report and adjustment calculations. If you have a highway project, compute the $ADU = ADT \times 1.40 / 1000$ to allow for multiple passengers per vehicle. Transit projects should be measured in actual passengers or users of the facility. For projects with multiple segments or streets, use an average of the individual segment counts.

Multiple Segment Example:

30,000	20,000	19,000
Street involved in project		
$\text{ADT} = (30,000 + 20,000 + 19,000)/3$		
Average ADT = 23,000		

Intersection Example:

30,000	
14,000	12,000
	Street B
28,000	Street A
$\text{ADT} = (30,000 + 28,000 + 14,000 + 12,000)/2$	
Average ADT = 42,000	

If ADU calculation is less than 7, then the project sponsor may provide the jurisdiction's Auditor's Certificate of Estimated Resources, as provided in the ORC 5705.35 and 5705.36 is used to determine potential financial resources available for the project. This is used to determine what the percentage of the project sponsor's total eligible budget would be used to build the project.

- Item 25. Use the map provided with this application package to determine if project is on a truck impact route. If a route that is not shown on the map has over 500 Truck ADT, provide the traffic count study showing that information and mark Yes.
- Item 26. Self-explanatory.
- Item 27. Self-explanatory.
- Item 28. The project sponsor will be penalized if one or more of their projects have slipped a fiscal year or have been cancelled by the project sponsor since the last STBG solicitation. No penalties will be given if TMACOG administratively moves a project. Exceptions may be granted if circumstances are beyond the project sponsor's control.

PROJECT SCORING CRITERIA FOR TIP ANALYSIS FY 2024-2027 TIP

NOTE: Provided for your information only. Scoring will be completed by the TIP Committee.

Project Name: _____ MAP #: _____

Economic Development (8%) Maximum of 8 Points		
	Points Available	Score
1. Number of jobs created by project based upon \$92,000 per job created (Total Project Cost/\$92,000) > 25 jobs 6 points 15 – 25 jobs 4 points 5 – 14 jobs 2 points	2 - 6	
2. Projects with 10 or more jobs *Guaranteed. No retail or service. Localized 2 points Regional Impacts 4 points	2 – 4	
	TOTAL	

Livability (11%) Maximum of 11 Points		
	Points Available	Score
3. Project sponsor has official Complete Streets Policy, ordinance, resolution, etc.	1	
4. Project has positive effect for air quality and is identified in the TMACOG CMP.	1	
5. Project has positive effect for water quality such as bioswale, rain garden, or pervious pavement. Combined sewer separation does not qualify.	1	
6. Project makes use of recycled materials to a significant degree. Example: Rubblization, reclamation, or crack and seal. Mill and fill does not qualify.	1	
7. Project design provides for esthetics or enhancement such as landscaping or visual easementsproThe , etc.	1	
8. Project includes all reasonable bicycle improvements. Projects which include bikeways specifically shown on the TMACOG regional Bicycle Network. Example: 5 points for project on the bicycle network, and 2 points for all reasonable bicycle improvements.	2 – 5	
9. Project includes all reasonable pedestrian improvements. Example: 5 points for all new sidewalks; 2 points for filling gaps in sidewalk; no points for required ADA improvements.	2 – 5	
	TOTAL	

Inter-connectivity (8%) Maximum of 8 Points		
	Points Available	Score
10. Projects which provide direct access to multimodal terminals	3 – 6	
11. Projects which carry a designated public transit route. Example 4 points for fixed route; 1 point for secondary shuttle route; no points for call-a-ride (unless fixed route.)	1 – 4	
	TOTAL	

Sustainability (13%) Maximum of 13 Points		
	Points Available	Score
12. Project has been programmed by ODOT for construction.	2	
13. Is this project the sponsor's number one priority?	8 if yes	
14. Right-of-way cleared or not needed.	2	
Project qualifies for Categorical Exclusion C1.	3	
15. Percent of project dollars using TIP Federal funds 75-80% 0 points 65-74% 2 points 50-64% 4 points	0 – 4	
16. How many dedicated fees has the sponsor(s) implemented as of the date of this application? *Proof of each dedicated fee must be submitted with application. (One point each)		
a. Permissive license fees	1	
b. Dedicated property tax levy*	1	
c. Dedicated sales tax*	1	
d. Dedicated income tax*	1	
e. Other dedicated revenues*	1	
17. Is the project in a community with public transportation?	1	
	TOTAL	

System Use and Performance (60%) Maximum of 60 Points		
	Points Available	Score
18. Pavement Condition Rating > 75 0 points 65-74 2 points 56-64 4 points < 55 6 points	0 – 6	
19. ITS Project (No credit for Single Occupancy or High Occupancy Vehicle Lanes)	3	
Condition – 20 points (from 20, 21, <u>or</u> 22)		
20. Bridge Sufficiency Rating* > 79 0 points 79 1 point 78-77 2 points 76-75 3 points 74-73 4 points 72-71 5 points 70-69 6 points 68-67 7 points 66-65 8 points 64-63 9 points 62-61 10 points 60-59 11 points 58-57 12 points 56-55 13 points 54-53 14 points 52-51 15 points 50-49 16 points 48-47 17 points 46-45 18 points 44-43 19 points 42 or less 20 points	0 – 20	
21. Roadway Projects** New 0 points Resurfacing or pavement strengthening 4 points Rehabilitation w/some base replacement and/or significant joint repair 7 points Reconstruct w/full base replacement 10 points Widen/narrow & resurface (1) 13 points Widen/narrow & rehab (2) 17 points Widen/narrow & reconstruct (3) 20 points	0 – 20	
22. Other Project Types*** N/A 0 points Declining 4 points Declining and substandard 7 points Near the end of its useful life 10 points Near the end of its useful life and substandard 13 points Past useful life 17 points Past useful life and substandard 20 points	0 – 20	
	TOTAL	

* Bridges must be at less than 80% sufficient to be eligible, or have a deck rating less than equal to 4 on the National Bridge Inventory Form #58

** (1) 13 points – Additional lane width or paved shoulder must be provided the entire length of the project.
 (2) 17 points – Widening must provide some additional capacity, such as turn lanes at intersections.
 (3) 20 points – Additional thru and continuous turn lanes must be provided.

For narrowing projects, sponsors must submit justification.

*** For new grade separations – use 10 points. All new interchanges must have an approved IJS/IMS study underway to be ranked. If the study is underway then use 5 points. If the new interchange can document by a traffic study that there is a measurable congestion relief to an existing transportation facility, then an additional 5 points will be added for a maximum of 10 points.

System Use and Performance (60%) Maximum of 60 Points (CONTINUED)		
	Points Available	Score
23. Accident rate per million vehicles (3 yr. average.) Calculation is vehicles, not vehicle miles For bridges – use bridge location For intersections – use ADT for all approaches For roadway – average ADT for full length of project < .49 0 points .5 to 0.99 1 point 1 to 1.49 2 points 1.5 to 1.99 3 points 2 to 2.49 4 points 2.5 to 2.99 5 points 3 to 3.49 6 points 3.5 to 3.99 7 points 4 to 4.49 8 points 4.5 to 4.99 9 points > 5 10 points	0-10	
24. Existing Average Daily users in Thousands For road projects use ADT x 1.4/1000 Traffic from confirmed developments with an approved traffic study, approved zoning and an approved site plan are allowed. < 7.0 0 points 7.0 to 10.5 1 point 10.5 to 14 2 points 14 to 28 3 points 28 to 42 4 points 42 to 56 5 points 56 to 70 6 points > 70 7 points If Existing Average Daily Users in Thousands is less than 7, then use the Total Project Cost as Percentage of Financial Resources legally available. 0 to 15 % 0 points 15.01 to 30% 1 point 30.01 to 45% 2 points 45.01 to 60% 3 points 60.01 to 75% 4 points 75.01 to 90% 5 points 90.01 to 100% 6 points > 100% 7 points	0 – 7	
25. Percent of Trucks Maximum points for this item is 8. < 3% 0 points 3 to 6% 1 point 6.01 to 9% 2 points 9.01 to 12% 3 points 12.01 to 15% 4 points > 15% 5 points	0 – 5	
For projects on a truck impact route (Michigan loads, NHS Connectors, etc.) add 3 points.	3	
26. Projects listed in the TMACOG 2045 Plan Not listed 0 points Reserve or System Preservation 1 point Plan Priority (2026+) 2 points Plan Priority (by 2025) 3 points	0 – 3	
Top Plan Priority Bonus* *Top ranked eligible project in the current long range plan. Bonus can not be used more than once every 10 years for projects with multiple construction phases.	10 bonus	
27. Project History Project sponsor has not received TMACOG-managed funds in the last 4 years. 2 points Project sponsor has not received TMACOG-managed funds in the last 8 years. 4 points Project sponsor has not received TMACOG-managed funds in the last 9+ years. 6 points	2 – 6	
28. Project Delay One project slipped past programmed year. -5 points Two or more projects slipped past programmed year. -10 points One or more projects cancelled. -10 points	-5 – -10	
	TOTAL	
MAXIMUM POINTS = 100	GRAND TOTAL	

Page left blank intentionally.

TMACOG Complete Streets Checklist

This checklist accompanies the TMACOG Complete Streets policy. It is to be completed when applying for TMACOG-attributable federal funding through the TMACOG Transportation Improvement Program (TIP).

The purpose of this checklist is to ensure that all users have been considered in a given project. For projects using TMACOG-attributable federal funding of the Surface Transportation Program (STP), it will be necessary to meet or exceed standards and procedures acceptable to the Ohio DOT and U.S. DOT, such as the Ohio Department of Transportation's Project Development Process and Location & Design Manual. Information on various guidelines and standards is listed on the TMACOG Complete Streets website.

One of the goals of TMACOG's Complete Streets Policy is to provide flexibility for different types of streets, areas, and users. This means that a complete street in a rural area may look very different from a complete street in an urban area.

A. Existing conditions

1. Explain how the project area currently accommodates pedestrians (including ADA compliance), bicyclists, and transit users.
2. Explain how the proposed project will accommodate them once completed.
3. Please describe the existing character of the project area, including land use, adjacent land use, estimated pedestrian and bicycle traffic, any unofficial walking paths, density of development, street furniture/lighting, landscaping, street trees, perceived safety issues, transit routes and stops.

B. Safety

1. Briefly explain how the project will improve safety. TMACOG strongly encourages sponsors of intersection safety projects to conduct a crash study and provide results. Your crash information also needs to include the number of pedestrian and bicycle crashes by severity, as well as if the project area includes any locations (corridors or intersections) that are on TMACOG's and/or ODOT's high-crash lists.

C. Connectivity

1. Project limits should be selected so that they can accommodate existing and future connections. In this regard, were logical termini chosen to include connections through "pinch points" such as overpasses, railroad crossings, and bridges? If the project touches another jurisdiction, was a systems approach taken? Were cross-jurisdictional connections considered? Please explain:

TMACOG Complete Streets Checklist

2. Does the project area include recommendations that are contained in any of the following plans or policies?

Please check all that apply.

- ☐ TMACOG Long Range Transportation Plan
- ☐ Safe Routes to School travel plans
- ☐ TMACOG Sidewalk Policy
- ☐ ADA Transition plans
- ☐ Bikeway plans
- ☐ Freight plans
- ☐ Short-range and/or long-range transit plans
- ☐ ODOT plans
- ☐ Any neighborhood or mobility plans
- ☐ Any other plans, e.g., comprehensive plans. If yes, how does your project fulfill any of these plans?
Please specify the plan name(s).

D. Complete Streets Attributes

1. Please cite the specific design guidance or resources which relate to Complete Streets used in developing the scope of the project. Examples may include appropriate sections of the *American Association of State Highway and Transportation Officials (AASHTO) Green Book*, the *Manual of Uniform Traffic Control Devices (MUTCD)*, etc.
2. Transit accommodations to the extent needed should be handled in consultation with the local transit authority. Have you consulted your local transit agency to ensure that transit vehicles will be accommodated and access to transit facilities provided? Please explain:
3. Has a speed study been conducted for the street/corridor? Please consider project conditions and context to determine if a speed study is necessary.
 - ☐ Yes
 - ☐ No
4. Has a parking study been conducted for both on-street and off-street parking? Please consider project conditions and context to determine if a parking study is necessary.
 - ☐ Yes
 - ☐ No
5. How will the project consider future utility/telecommunications needs?

TMACOG Complete Streets Checklist

6. Which, if any, of the following items will be incorporated in the project? Please check all that will apply.

Pedestrian

- ☐ Pedestrian Facilities- Both Sides of Street
- ☐ Pedestrian Facilities- One Side of Street
- ☐ Sidewalk with ADA-Compliant Curb Ramps
- ☐ Signalized Crosswalk
- ☐ Marked Crosswalk with Signage, Including Mid-Block Crossing
- ☐ Pedestrian Detectors
- ☐ Audible Signals
- ☐ Shoulder (in Rural Areas)

Bicycle

- ☐ Bicycle Facilities
- ☐ Bike Lanes
- ☐ Shared-Lane Markings / Sharrows
- ☐ Shared Bike-Bus Lane
- ☐ Bicycle Signage (e.g., Bikes May Use Full Lane)
- ☐ Secure Bicycle Parking
- ☐ Bicycle Detectors
- ☐ Multiuse Path

Stormwater Management

- ☐ Bioswales
- ☐ Stormwater Planters
- ☐ Pervious / Permeable Pavement Options

Transit

- ☐ Transit Facilities
- ☐ Priority Bus Lane
- ☐ Bus Stop, including Paved Passenger Waiting Area
- ☐ Bus Passenger Shelter
- ☐ Bus Pads
- ☐ Light Rail or Street Car

Traffic Calming

- ☐ Traffic Calming Elements
- ☐ Landscaping, including Street Trees
- ☐ Narrower Traffic Lanes
- ☐ On-Street Car Parking
- ☐ Other Physical Changes (e.g., Chicanes, Curb Extensions, Medians, Islands)

Other

- ☐ Lighting
- ☐ 911 Call Boxes
- ☐ Freight Accommodations
- ☐ Emergency Vehicle Accommodations
- ☐ Other(s) (please explain)

E. Exceptions

7. If no pedestrian, bicycle, or transit facilities are being provided, please explain why (see **Exceptions**). Include a statement as to how the needs of all users are being addressed within the same corridor as the project.

F. Other

8. Is there additional information to provide about the project that is unique or wasn't captured previously with regard to the Complete Streets Policy?

See TMACOG website for resources and policy [guidance](#) regarding complete streets. Attach additional sheets as necessary.

TMACOG Complete Streets Checklist

Exceptions

If the project sponsor determines that additional complete streets treatments are not warranted, they may request an exception for one or more of the following reasons:

- A. Where bicyclists and pedestrians are prohibited by law from using the roadway. Bicycles and pedestrians are legally permitted to travel on or along all streets and roads in Ohio with the exception of limited access freeways and highways.
- B. Where the street or road is already adequately designed to accommodate all users, and thus is complete without further enhancements. To qualify for this exception, the project sponsor must document how this street or road currently addresses the needs of all users.
- C. Where the cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable use. In accordance with federal guidelines, excessively disproportionate is defined as exceeding 20 percent of the cost of the total transportation project (including right-of-way acquisition costs). This exception must consider probable use through the life of the project—usually a minimum of 20 years for roadways and 50 or more years for bridges.
- D. Where the project consists of maintenance, repair, or resurfacing of an existing cross-section only. However, resurfacing projects often offer a low-cost opportunity to adjust lane width or add a bike lane simply by changing the pavement markings on a road, and therefore resurfacing projects should, at the discretion of the project sponsor, be considered an opportunity to make a street or road more complete. Projects that include adding lanes, shoulders, or involve replacement of the full pavement structure are not considered maintenance or repair and do not qualify for this exception.
- E. Where the project consists primarily of the installation of traffic control or safety devices and little or no additional right-of-way is to be acquired. However whenever new traffic control detection devices are installed they must be capable of detecting bicycles. All new pedestrian crossing devices must also meet the most current accessibility standards for controls, signals, and placement.
- F. Where the Average Daily Traffic count (ADT) is projected to be less than 1,000 vehicles per day over the life of the project and legal speeds are 25 mph or less. Where traffic is light, but speeds are higher, motorists must have adequate sight distance and the opportunity to change lanes to pass a bicycle or pedestrian for a road to be complete without additional design elements.
- G. Where scarcity of population or other factors indicate an absence of need for current and future conditions. This exception must take the long view and consider probable use through the life of the project—usually a minimum of 20 years for roadways and 50 or more years for bridges.
- H. Where roadway standards or bicycle and pedestrian standards cannot be met. There are times bicycle and pedestrian facility standards cannot be met due to roadway topographic constraints or if a project sponsor can demonstrate that it is impractical to make the street safe for shared use. For example, roads with a combination of extremely high traffic volume (18,000+ vehicles a day), constrained and fixed right-of-way, and posted speeds of 45 mph or more may need special consideration.