Your helpful guide to using NOACA’s Street Supplies Library for temporary transportation projects
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This document walks you through each step of the Street Supplies process. We’re here to be your guide to thinking outside of the box!

EXPLORE THE BENEFITS OF STREET SUPPLIES

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This document walks you through each step of the Street Supplies process. We’re here to be your guide to thinking outside of the box!
Street Supplies is a library of equipment created by the Northeast Ohio Areawide Coordinating Agency, or NOACA. Any community in the NOACA region can use Street Supplies for free to try out various pedestrian, bicycling, and roadway improvements. Communities across the world are tapping into the power of demonstration projects to engage the public in this meaningful, memorable way. We are excited to share resources to help Northeast Ohio bring this idea to the streets, literally!

This is your guide to developing a successful Street Supplies project. Keep in mind that every project is unique and our requirements may need to be customized for your project. It’s always best to call us at (216) 241-2414 or email us at BikePed@mpo.noaca.org with questions about the process and your particular project idea.

Street Supplies is funded through a grant from the Ohio Department of Transportation and the Ohio Department of Health.
DEVELOPING A PROJECT

Street Supplies projects, and demonstration projects in general, are a unique form of transportation planning and construction. These projects require a variety of tasks and skills, which we have categorized into the six circles below. Each circle has pages with tips and more information later in this document.

- Creating a Build Day Schedule
- Recruiting your Build Day Team
- Managing volunteers
- Building your team
- Defining your vision
- Start Up Meeting with NOACA
- Working with your local engineer to design & approve your project
- Getting input and agreement from NOACA on your design
- Listing the materials and quantity used for each element of your project, and developing a map showing where materials go
- Working with NOACA to purchase materials
- Measuring success with qualitative & quantitative data
- Informing nearby businesses and residents
- Opportunities for community response and involvement
- Press & media
Street Supplies is a FREE library of equipment for communities in the NOACA planning region to use for temporary transportation projects. This document highlights the steps that you and your community may need to take for your Street Supplies project. Certain steps, like signing the legal agreement, are a fixed requirement, while others, such as developing an evaluation strategy, are more open-ended and will change depending on the purpose and scale of your project. The rest of this guide has more details and resources to help you complete each of these tasks.

Look for the clipboard symbol throughout this guide for more detail about the tasks shown on the next page.

Lakeshore Blvd in Euclid, Summer 2018
<table>
<thead>
<tr>
<th>TASKS</th>
<th>COMPLETED DATE (BEFORE YOUR PROJECT BUILD DAY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss your idea with NOACA staff.</td>
<td>Anytime!</td>
</tr>
<tr>
<td>Assemble your project team, making sure you have a person dedicated to each task listed.</td>
<td>6 months</td>
</tr>
<tr>
<td>Have a Start Up Meeting with NOACA and key members of your project team.</td>
<td>6 months</td>
</tr>
<tr>
<td>Visit NOACA’s storage unit to check out the materials and equipment. This will help you finalize</td>
<td>12 weeks</td>
</tr>
<tr>
<td>your Design and Construction Plan and your Materials Map.</td>
<td></td>
</tr>
<tr>
<td>Develop your Design and Construction Plan, and ensure that your community’s traffic engineer</td>
<td>12 weeks</td>
</tr>
<tr>
<td>has reviewed and approved it. NOACA must review and provide comments before your design is</td>
<td></td>
</tr>
<tr>
<td>finalized.</td>
<td></td>
</tr>
<tr>
<td>Submit your Materials Map to NOACA. Your Materials Map clearly shows the type, quantity, and</td>
<td>10 weeks</td>
</tr>
<tr>
<td>specific placement instructions for each item used in your project. NOACA staff can assist with</td>
<td></td>
</tr>
<tr>
<td>appropriate material selection, and should review and approve your Materials Map.</td>
<td></td>
</tr>
<tr>
<td>Identify and purchase materials not included in the Street Supplies library (live plants, signs</td>
<td>10 weeks</td>
</tr>
<tr>
<td>specifically about your project, etc.) Provide NOACA with a copy of your list.</td>
<td></td>
</tr>
<tr>
<td>Submit a summary of your Promotional Kit for engaging your community before, during, and after</td>
<td>6 weeks</td>
</tr>
<tr>
<td>your project.</td>
<td></td>
</tr>
<tr>
<td>Submit a summary of your evaluation and data collection methods for before, during, and after</td>
<td>6 weeks</td>
</tr>
<tr>
<td>your project.</td>
<td></td>
</tr>
<tr>
<td>Submit your signed agreement to NOACA.</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Develop a Build Day Schedule that clearly identifies your team’s involvement and time</td>
<td>8 weeks</td>
</tr>
<tr>
<td>commitment, and host a meeting with your project team.</td>
<td></td>
</tr>
<tr>
<td>Launch your volunteer recruitment tool. Use your Build Day Schedule to identify timeslots and</td>
<td>3 weeks</td>
</tr>
<tr>
<td>necessary skills</td>
<td></td>
</tr>
<tr>
<td>Arrange for local storage and transportation of Street Supplies materials to/from NOACA’s</td>
<td>1 week</td>
</tr>
<tr>
<td>storage unit.</td>
<td></td>
</tr>
</tbody>
</table>
GETTING STARTED

Welcome!
Street Supplies’ projects originate in all kinds of places. Perhaps you heard about Street Supplies from a presentation or from NOACA’s webpage. Maybe you saw a Street Supplies project installation in Northeast Ohio. The point is, you got here! We’re excited to help you use this new form of community engagement and transportation planning in your community.

The very first thing you need to do (so first, in fact, that it’s the first item on your Street Supplies To-Do list on page 6) is to discuss your project idea with NOACA staff. This informal conversation is meant to help us get a sense of your project, its purpose and timeline, and to answer your questions about the Street Supplies process.

IT TAKES A TEAM
Communities have told us that Street Supplies projects are special because they bring multiple city departments together with advocates to complete a project. In fact, having a diverse team is a requirement of using the Street Supplies library! The table on the next page shows the required skills you’ll need on your team. If your project is especially large or this is your first temporary transportation project, you may need additional help from your community, so consider the roles in the table a starting point.

A volunteer relaxes on a bench during the Lorain Better Block in 2018. Photo source: Imperial Imagery
Assemble your project team, making sure you have a person dedicated to each task listed. You’ll need additional people to help on Build Day (see page 18).

### YOUR PROJECT TEAM

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Champion</td>
<td>Clearly understands the vision, organizes the project team and communicates with NOACA.</td>
</tr>
<tr>
<td>Build Day Coordinator</td>
<td>Main contact for all things related to your Build Day, or construction day for your project. Makes sure that materials are used appropriately.</td>
</tr>
<tr>
<td>Engagement Lead</td>
<td>Builds a plan to inform your community about the project and collect feedback.</td>
</tr>
<tr>
<td>Data Lead</td>
<td>Helps evaluate the project with technical data, surveys, etc.</td>
</tr>
<tr>
<td>Engineer</td>
<td>Capable of creating a safe temporary design compliant with roadway standards.</td>
</tr>
<tr>
<td>Public Works/Public Safety Staff</td>
<td>Capable of setting up compliant work zones and ensuring that the project is maintained.</td>
</tr>
<tr>
<td>Volunteer Recruiter</td>
<td>Recruits volunteers &amp; assigns them tasks for your Build Day. Has connections in the community to help spread the word.</td>
</tr>
</tbody>
</table>

Schedule regular meetups or conference calls with your project team. You’re going to need them!

Have several local government staff on your team, but also include community groups, schools, and advocates!

Once you’ve gathered your project team, contact NOACA to request a Street Supplies Start Up Meeting. The Start Up Meeting is our way of getting to know key members of your project team and being part of your project’s kickoff.

During the early stages of your project, you’ll want to visit NOACA’s storage unit to check out the materials and equipment. This will help you get a realistic sense of your design concepts.
A CRUCIAL STEP

The Design and Construction Plan is an important step in the process. It’s easy to underestimate the amount of effort and time it will take to get a comprehensive and safe design developed, so be sure to follow the guidelines on the next page and coordinate with NOACA staff throughout the process. This is an essential task for the Engineer on your project team!

Midblock crosswalk installation in Euclid, September 2018.
WHAT'S IN YOUR DESIGN & CONSTRUCTION PLAN?

- An accurate aerial drawing that shows:
  - where pavement markings and traffic signs will be installed, covered up, and/or removed
  - where cones, delineator posts, and street furniture will be placed
  - dimensions and other measurements needed to construct the plan
- Detailed drawings
- Signal timing modifications

Develop your Design and Construction Plan, and ensure that your community's traffic engineer has reviewed and approved it. NOACA must review and provide comments before your design is finalized.

CHECK OUT THESE TIPS TO HELP WITH YOUR PROJECT DESIGN

- It doesn't matter if your project is temporary or permanent when it comes to project design. Designs need to be safe, realistic, and well-planned.

- Start small! Single locations or small corridor projects are easier to manage and can establish a good baseline for future, larger Street Supplies projects!

- Build support from City entities early on in the design process. You'll need help from Public Works, Public Safety, Engineering, and more!
Think of your materials map as your guide to unloading and installing your truck full of Street Supplies materials on Build Day. “Why do I have six boxes of black tape? Where are these neon yellow signs supposed to go?” Your Materials Map will hold the answer! Your Materials Map is your key to success that lets NOACA know which supplies you will be using from the library and what materials are needed that the Street Supplies library cannot provide. Use your Design and Construction Plan as the base for your Materials Map.

Submit your Materials Map to us at least 8 weeks prior to your project. See below for more detail on what should be included.

HOW DO I CREATE THE MATERIALS MAP?

→ Work with your Engineer and NOACA to identify the precise materials used for each of the new components from your Construction Plan.

→ Use the Street Supplies inventory list as a guide as to what we have available, measurements for most of the materials, and for tips on how to plan ahead for their use. We also recommend visiting NOACA’s storage facility during this stage, to see what we have available first hand.

→ Your Materials Map should include significant detail inclusive of:
  → Material Type
  → Quantity (such as cans of paint, rolls of tape, number of signs, etc.)
  → Specific Material Instructions (such as “crosswalk markings should be as wide as three pieces of tape”).

Identify and purchase materials not included in the library, such as live plants and signs specifically about your project. Provide NOACA with a copy of your shopping list.

Submit your Materials Map to NOACA for review at least 10 weeks prior to the start of your project.
MATERIALS MAP EXAMPLE

Once you’ve identified your materials on your map, summarize them in a table like the one below.

<table>
<thead>
<tr>
<th>Material</th>
<th>Measurement</th>
<th>Quantity Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Traffic Tape (4”)</td>
<td>115 feet</td>
<td>1 roll</td>
</tr>
<tr>
<td>Green Traffic Paint</td>
<td>300 square feet</td>
<td>3 gallons</td>
</tr>
<tr>
<td>Purple Traffic Paint</td>
<td>100 square feet</td>
<td>3 gallons</td>
</tr>
<tr>
<td>Arrow Stencil</td>
<td>n/a</td>
<td>1</td>
</tr>
<tr>
<td>Bike Stencil</td>
<td>n/a</td>
<td>1</td>
</tr>
<tr>
<td>White Spray Paint</td>
<td>50 square feet</td>
<td>1 can</td>
</tr>
</tbody>
</table>
Engage your community in a meaningful way before, during, and after your Street Supplies project. The methods you use to educate, inform, and seek feedback from the public will look different depending on the context, size, and design of your project. In general, you’ll need a strategy that lets people know about the project before it’s installed, seeks feedback from and educates the community during the installation, and celebrates the project after it is completed. You’ll also want to think about how to meaningfully involve volunteers in your project (for more on volunteers, see pages 22-23).

Before the project is installed, you have two key engagement goals:

1. Engage your community in the design of your project.

2. Inform residents and business owners of why you are doing the project and about changes they can expect on Build Day and throughout the project.

You can accomplish these goals however you like including posting on your webpage, notifying councils and boards, and the like, but here are a few additional strategies we recommend:

**SNAIL MAIL**

Send letters or postcards to property owners with driveways or access roads likely to be impacted by the project. Explain how they can reach you.

**SIGNS**

Use creative yard signs like “There will be a Bike Lane here on Friday” to get the word out about the project. Note that signs likely only reach one part of your audience, such as motorists.

**OPEN HOUSE**

Display the plans for the project in a public location, such as downtown on a busy day, and be on-hand to talk with people.

Submit a summary of your Promotional Kit for engaging your community before, during, and after your project.
No matter how well you communicate to the public about the project before it is installed, be prepared for your residents to have questions. Consider these strategies to help craft your responses to the public:

- Post clear contact information for your project’s dedicated spokesperson on all materials.
- Log feedback in a format you can easily summarize later (like a spreadsheet).
- Schedule an educational tour for residents, and be sure to allow time for discussion.

Announce your project’s removal and the return to regular traffic patterns. Work with your project team’s spokesperson and your political leadership to identify the best way to close out your project team’s communications. Consider a dedicated public meeting to discuss the pro’s and con’s of the project with your residents, perhaps in a fun, engaging format, like the City of Lakewood’s Ice Cream Social (pictured to the right). Find an appropriate way to present your lessons learned to the public along with any next steps your community will take.
Submit a summary of your evaluation and data collection methods for before, during, and after your project.

Your evaluation strategy is the link between your temporary Street Supplies installation and a future, permanent roadway project. You’ll need to have an evaluation strategy that takes place before, during, and after your Street Supplies project. A good evaluation strategy will help you understand if your Street Supplies project achieved the goal of the project without causing unacceptable negative consequences. We have developed sample before, during, and after strategies that you may want to consider for your project. As you review these sample strategies, develop custom methods that will measure your project against its goals and build a case for a permanent project.

An evaluation strategy should take advantage of the opportunity to gather live traffic data and the reaction of the public. Before the project begins, focus on gathering a useful baseline. Consider data such as:

- Speed and traffic volume data
- Measure of delay (such as queuing length at intersections)
- Bicycle Counts, including the location of cyclists (sidewalk, shared travel lanes, etc.)
- Pedestrian counts and/or observations on where pedestrians currently cross
- Air quality readings

Use the time before your project to reach out to your community. See what hopes and dreams your community has for the area, and consider whether your project’s design will help advance the desired future.
Here’s your golden opportunity to understand the benefits of your transportation project! Plan ahead to gather as much information as possible while your installation is in place. Consider the following strategies:

→ Vehicle information, such as speed, traffic volume, and queuing length at intersections
→ Bicycle and pedestrian counts
→ Surveys from the general public
→ Focus groups or interviews with business owners
→ Observational analysis at different times of the day and week

It will take time for everyone to adjust to the installation and go back to “business as usual”. Wait about 2 weeks for traffic to normalize if possible before you gather data!

If your community experiences unacceptable or severe negative impacts to your demonstration, try tweaking your installation to function better, rather than removing it early. Signal timing is often an easy way to see instant improvement.

Temporary projects are meant to imitate permanent projects, but they can’t always demonstrate every design concept. Consider how your project would look or function differently if permanently implemented. Account for those differences in your strategy!

After your project is removed, consider the overall benefits and drawbacks of your project. Observe your community’s response to the project’s removal. While your temporary project may not have lasting impacts on issues like speeding, crosswalk use, or traffic delays, we hope you’ve created momentum and awareness in support of positive, permanent roadway changes. Consider the following strategies to best understand the long-term impacts of your project:

→ A survey for the general public
→ Interviews or focus groups with business owners and community organizations
→ Follow up with your project team and volunteers to gauge interest in future demonstrations.
PLANNING FOR THE BIG DAY!

Build Day! The words you have been waiting to hear! When the time comes to install your project, you will be glad to have completed your Build Day Planning. Your Build Day might take multiple days. A typical quarter-mile roadway project may take 2-3 Build Days, depending on your team’s size and your project’s complexity.

GUIDE TO ESTIMATING TIME & VOLUNTEER POWER

START BY --> We recommend starting your Build Day Planning by creating a list of the tasks needed to install your project. Use your Materials Map as a resource.

THEN --> Think about who should complete this task. City staff? A volunteer? A volunteer with any particular skill? Estimate the number of volunteers each task will require. Use this information as a baseline to recruit volunteers.

ALSO --> Think about the amount of time it will take to complete each task. Round up, be generous. You will need this information to create your schedule for Build Day.

TRANSPORTING EQUIPMENT (FROM LOCAL AREA TO YOUR PROJECT’S STAGING AREA)

Make time for at least 1 extra trip and about 20-30 minutes to unload each truck full.

The more the merrier! Many hands make light work.

SETTING UP A WORK ZONE IN A TRAVEL LANE

1 hour

City staff only.
Start your Build Day off with a group meeting to cover the most important tasks of the day. This is especially helpful on large projects that coordinate with Public Works.

Check out these tips to aid in your build day planning!

Expect the unexpected. Installation won’t go 100% according to plan, but your project needs to be SAFE during and at the end of each Build Day. This is why you need a Construction Inspector on your team!

Measure your roadway changes out in spray chalk, remeasure, then measure again before you paint or tape the road! It’s easy to underestimate how much time this takes.

### PARKLET ASSEMBLY

- 3 hours
- 4-5 heavy-lifting, tool savvy volunteers

### MEASURING AND MARKING NEW ROADWAY LINES AND CROSSWALKS WITH SPRAY CHALK

- Many factors add time to this task. Allow time to measure twice and apply spray chalk every few feet. Use a chalkline to help keep your lines straight.

### APPLYING ROADWAY TAPE AND/OR STRIPING LINES

- Many factors add time to this task, especially the length of your project and the number of lines. Be sure to make time for setting up the paint sprayer.

### SIGN INSTALLATION

- Allow 4-5 hours for all signs to be properly mounted and installed.
- 3-4 volunteers, with at least some tool savvy help. Led by 1 public works staff.
YOUR BUILD DAY TEAM

KEY PLAYERS

BUILD DAY COORDINATOR
This is the person who knows everything about Build Day, including where everyone & everything goes! This person should be looped into your project team from the beginning, as they’ll be the ones allocating materials & directing volunteers. Their job is to be available on Build Day, not to take on specific tasks themselves.

PUBLIC SAFETY/WORKS
Public Safety and/or Public Works departments lead the team responsible for measuring and restriping the roadway. They are also responsible for installing a day-of work zone to protect volunteer safety as well as a transition zone (with warning signs & a taper) for motorists that lasts for the full project.

SPOKESPERSON
Installation day is eye catching. How often are everyday citizens helping to paint crosswalks and install benches? Designate a spokesperson to speak with the media, residents, and business owners on the Build Day.

VOLUNTEER WRangler
The Volunteer Wrangler manages your volunteers for the day and keeps watch over the equipment in the staging area. They are responsible for handing out water, safety vests, and ordering pizza when the time comes!

CONSTRUCTION INSPECTOR
This is a person with a background in roadway design and safety and is capable of verifying that the Design & Construction Plan was accurately executed on Build Day. It never hurts to have a fresh set of eyes look at something so important, so make sure this person does not help to install the lines in the first place.
As you assemble your Build Day Team, keep in mind that the size of your team depends in part on your project's complexity.

**RUNNER**
Capable of heading out to the hardware store on Build Day to purchase any unforeseen items. They’ll need access to funds for last minute purchases (not NOACA’s).

**POWER TOOL USERS**
Usually these are trusty DIYers from your community that can bring basic tool sets and help out as needed. You’ll need people to help install signs, assemble things, etc.

**PAINT SPRAYER**
Uses the paint sprayer machine to create accurate lines and clean the machine when complete. This person needs prior experience with this kind of equipment!

**DRONE OPERATOR**
Find someone in your community that’s willing to lend their equipment and time to take aerial photos on Build Day and throughout the life of your project.

**LINE/TAPE CREW**
Small group with experience in measuring lines on the roadway and marking them with chalk, paint, or tape. It is best if this is a team led by your Public Works department.

**BUSINESS OWNER**
You will likely need access to a utility sink, running water, electricity, and restrooms on Build Day. Find a willing business to join your team!

**VOLUNTEERS**
Volunteers are an integral part of your team, and most projects would not happen without them! See page 22 for tips on recruiting volunteers.
BUILD DAY SCHEDULING

A Build Day Schedule guides your team on installation day. See the next page for an example of the first few hours of a Build Day Schedule. Note that task leaders and City Staff availability is clearly identified.

Develop a Build Day Schedule that clearly identifies your team’s involvement and time commitment, and host a meeting with project team at least 8 weeks before your project.

VOLUNTEER RECRUITMENT

Most large projects will require extra help to be installed. Even if your project is a manageable size for your city’s staff to install alone, consider inviting the public to join you on Build Day as volunteers! Volunteers uniquely experience first-hand how and why you are redesigning your street. You may find that your volunteers become your project’s biggest advocates!

Launch your volunteer recruitment tool at least three weeks before your project begins. We recommend using an online service such as Google Form or SignUpGenuis to sign people up for Build Day. Use your Build Day Schedule to identify timeslots and necessary skills.
**EXAMPLE BUILD DAY SCHEDULE**

<table>
<thead>
<tr>
<th>TIME</th>
<th>FLEXIBILITY</th>
<th>TASK</th>
<th>TASK LEADER</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am-10:30am</td>
<td></td>
<td>Bring 3 truckloads of equipment from City Hall to Staging Area/Parklet location</td>
<td>City Planner (has the City Hall key)</td>
</tr>
<tr>
<td>9:00am-1:00pm</td>
<td>Public Works can only be on site from 9am-1pm</td>
<td>Measuring + chalking the lines for the bike lane</td>
<td>2 Public Works staff will setup the work zone and block the parking lane. Service Director will lead the chalking team.</td>
</tr>
<tr>
<td>10:30am-3pm</td>
<td>Anytime</td>
<td>Assemble Street Furniture &amp; educational signs. Situate according to materials map</td>
<td>Volunteer Leader</td>
</tr>
<tr>
<td>10:30-1:30pm</td>
<td>Anytime</td>
<td>Parklet Installation</td>
<td>Public Works</td>
</tr>
</tbody>
</table>

**EXAMPLE VOLUNTEER SIGN UP FORM**

Come be part of reimagining our downtown! We need your help to create parklets, bike corrals, bike lanes, crosswalks, and more on **Saturday, July 1st!**

THANK YOU for being part of this unique project!

Your Name: _______________________
Email: ____________________

All help is welcome, even if you cannot complete any of the below tasks. Please let us know if you are willing and able to help with any of the following:

- I can lift heavy items (50 lbs)
- I can bring and operate basic tools (wrench set, drill, etc.)

Sign up for one or more timeslots below:

- □ 8am-Noon (Slots 0 of 10 filled)
- □ Noon-2pm (Slots 0 of 20 filled)
- □ 2pm-4pm (Slots 0 of 20 filled)
- □ 4pm-6pm  (Slots 0 of 10 filled)

- I understand that I’ll need to sign a volunteer waiver when I arrive, and that any volunteers under the age of 18 need an adult guardian present in order to participate.
BUILD DAY LOGISTICS

Submit your signed Street Supplies agreement to NOACA 8 weeks before your project. See the back of this document for the agreement. Please note that the legal agreement asks you for several key pieces of information that must be included:

→ The date of pickup at the NOACA storage unit

→ The name of the person or group picking up materials

→ A complete list of the materials, and their quantities, that you will be using from the Street Supplies library.

Arrange for local storage and transportation of Street Supplies materials to/from the NOACA storage unit in Cleveland Heights. Plan for multiple trips or use a larger vehicle than you believe is necessary. It’s easy to underestimate how much space all of your materials will need!
The Northeast Ohio Areawide Coordinating Agency ("NOACA") has established a Street Supplies Library, which is a collection of items intended to be used by local communities to install temporary improvements in locations where improved safety and/or additional accommodations for bike and pedestrian traffic are desired. Installation of these temporary improvements is intended to allow community stakeholders and citizens to experience the proposed improvement before it is permanently installed in order to ensure the ultimate purpose of the improvement is achieved. The Street Supplies Library includes items such as paint, flexible delineators, tape, traffic cones, and planter boxes to build "popup" separated bike lanes, cycletracks, traffic circles, chicanes, pedestrian refuge islands, and other materials and items as may be acquired by NOACA from time to time.

This Contract outlines the terms and conditions under which communities in NOACA’s planning area (referred to herein as "local jurisdiction(s)") can obtain and use items from the Street Supplies Library.

RIGHTS AND RESPONSIBILITIES. In order to access NOACA’s Street Supplies Library, the following conditions must be met:

1. The local jurisdiction(s) in project area have formalized approval of the project design, timeframe, data collection, materials, and submitted evidence of such approval, and evidence of the specific location of the project, to NOACA.
2. The local jurisdiction(s) has attached to this Contract a list of the equipment and materials it intends to borrow from the Street Supplies Library.
3. NOACA has confirmed that the requested equipment and materials are available for use during the time period requested.
4. The local jurisdiction(s) in the project area have made arrangements to pick up the equipment from the NOACA storage area on ______________. The individual/organization responsible for picking up the equipment is _____________________.
5. The local jurisdiction will return borrowed equipment to the NOACA storage area on _______________.

TERMINATION/SUSPENSION.

If the local jurisdiction fails to use items borrowed from the Street Supplies Library in the manner intended and reported to NOACA, and/or fails to return borrowed items by the date set forth in item 5 of the preceding paragraph, NOACA may terminate this Contract and demand the immediate return of all borrowed items, at the expense and responsibility of the local jurisdiction.

GENERAL REPRESENTATIONS AND WARRANTIES. The local jurisdiction warrants that the recommendations, guidance and performance of the local jurisdiction under this Contract will:

1. Be in accordance with sound professional standards in the field of transportation project delivery.
2. That the local jurisdiction will use NOACA supplies for their intended transportation purpose.
3. The local jurisdiction has the right to enter into this Contract and has acquired all the necessary legal permission to move forward with the project.
4. The local jurisdiction has not entered into any contracts or employment relationships that restrict the jurisdiction’s ability to perform under the Contract.

LIABILITY OF LOCAL JURISDICTION.

The local jurisdiction is liable to NOACA for all actual and direct damages caused by local jurisdiction’s inability to return items borrowed from the Street Supplies Library, with the exception of items listed in the Street Supplies Inventory as disposable or "one time use". NOACA has the right to purchase replacements for any items not returned by the local jurisdiction, or not returned in a timely manner, and to recover the costs of those items from the local jurisdiction. Local jurisdictions are not liable for the replacement of any borrowed items caused by ordinary wear and tear.

The local jurisdiction further agrees that the local jurisdiction shall be liable for all direct damages due to the fault or negligence of the local jurisdiction’s use of the equipment.

LIMITATION OF NOACA LIABILITY.

NOACA shall have no liability of any kind for any and all claims, damages, lawsuits, costs, judgements, expenses, and any other liabilities resulting from bodily injury to any person (including injury resulting in death) or damage to property that may arise out of local entities use of NOACA equipment.

Further, NOACA has no responsibility to stock any specific items in the Street Supplies Library. NOACA shall not be liable to the local jurisdiction in any way if any requested items are not available for use by the local jurisdiction as or when requested, regardless of any statement by NOACA that such items would be available to the local jurisdiction on the requested pickup date.

ASSIGNMENT/DELEGATION.

Local jurisdiction understands that NOACA has full right and title to the equipment for the Street Supplies Library. The local jurisdiction has a right to use the property to effectuate their prescribed transportation project. The local jurisdiction may not assign these rights or delegate any of its duties under this Contract without the written consent of NOACA. Any assignment or delegation not consented to will be deemed as void by NOACA.

FORCE MAJEURE.

If the local jurisdiction is unable to perform any part of its obligations under this contract by reason of force majeure, the party will be excused from its obligations, to the extent performance is prevented by force majeure, for the duration of the event. The local jurisdiction must remedy with all dispatch the cause preventing it from carrying out its obligations under this Contract. The term “force majeure” means without limitation: acts of God such as severe weather or any cause that could not be reasonably foreseen in the exercise of ordinary care and that is beyond the control of the party. Such events could influence the completion of a project or the return of NOACA equipment.

GOVERNING LAW/SEVERABILITY.
This Contract shall be governed by the laws of the State of Ohio, and the venue for any disputes will exclusively with the appropriate court in Cuyahoga County, Ohio. If any provision of the Contract or the application of any provision is held by that court to be contrary to law, the remaining provisions of the Contract will remain in full force.

**BRANDING/PUBLICITY.**

The NOACA and/or the NOACA Street Supplies Library should be credited as a partner and included in any branding or publicity about the project.

**APPROPRIATION OF FUNDS.**

NOACA funds are contingent upon the lawful availability of funding from the Ohio Department of Transportation (ODOT). If payments or obligations due hereunder are interrupted due to lack of funding, NOACA will have no further obligations to provide equipment to the local jurisdiction and will be released from its obligations on the date funding expires.

Agreed to by the parties as of the day and date last signed below.

Northeast Ohio Areawide Coordinating Agency                                    Local Jurisdiction

By: _________________________________                                    By: _________________________________
Its: _________________________________                                     Its: _________________________________
Date: _________________________________                                    Date: _________________________________