



District 8 Applicant Manual Program Year 26 (2011-2012)

Contents

Application Guidelines	2
2011 Schedule	3
District 8 Program Year 26 Allocations	4
State Capital Improvement Program (SCIP) Fact Sheet	5
Local Transportation Improvement Program (LTIP) Fact Sheet	6
Ohio Public Works Commission Application Instructions	7
Sample Authorizing Legislation Form	15
Sample CFO Certification of Local Funds/Loan Repayment Letter	16
Sample Detailed Engineer's Estimate/Useful Life Statement	17
Sample Cooperation Agreement	18
Sample Farmland Preservation Review Letter	19
Ohio Public Works Commission SCIP/LTIP Application	20
District 8 Supplemental Application Instructions	26
District 8 Supplemental Application	28
District 8 Evaluation Form	30
Essential Elements of a Project Application	36
Capital Improvement Report Documents	38
MBE Set-Aside Form	41
Community Per Capita Income in District 8	42
Community Population Totals in District 8	43
Ohio Public Works Commission Small Government Application	44

APPLICATION GUIDELINES

APPLICATION DEADLINE

To be considered for financial assistance, applications must be submitted by:

12:00 PM, Thursday, June 30, 2011

Summit County Department of Community and Economic Development
175 S. Main Street, Room 206
Akron, OH 44308
(330) 643-7440
(330) 643-8150 fax

APPLICATION MATERIALS

The following materials must be submitted:

1. OPWC Application for Financial Assistance – An OPWC Application must be completed and submitted for each project. The instructions and application form can be downloaded from the OPWC website, <http://www.pwc.state.oh.us>, or from the District 8 website, <http://www.co.summit.oh.us/executive/capimprov.htm>.
2. District 8 Supplemental Application - District 8 Supplemental Form must be included with each OPWC Application. The supplemental application can be downloaded from the District 8 website: <http://www.co.summit.oh.us/executive/capimprov.htm>.
3. Capital Improvement Report
 - a. OPWC Summary Form – a summary of the units of infrastructure within the jurisdiction of the applicant and estimates of the repair and replacement costs of these units.
 - b. Maintenance of Effort Report and Five-Year Capital Plan – projects completed by the applicant between January 2010 and December 2012 and planned projects to be completed during the next five years (2012-2016). These report forms can be downloaded from the OPWC website, <http://www.pwc.state.oh.us>.
4. Attachments such as maps, pictures, and other applicable supporting documents for project application
5. Engineering Plans

Application Submittal Guidelines

1. OPWC Application, District 8 Supplemental Application, Capital Improvement Report, Attachments – submit one (1) original (blue ink) and three (3) copies for each project.
2. Submit two (2) copies of engineering plans for each project (half-size plans preferred).

CONTACTS

District 8 Public Works Integrating Committee
Nick Lautzenheiser, District 8 Liaison
330-643-7440, nlautzenheiser@summitoh.net
District 8 Website: <http://www.co.summit.oh.us/executive/capimprov.htm>

Ohio Public Works Commission
Kimberly Killian, District 8 Program Representative
614-752-8118, kimberly.killian@pwc.state.oh.us
OPWC Website: <http://www.pwc.state.oh.us>



2011 Schedule



Date	Meeting*	Key Agenda Item(s)
Fri. March 11 4:00 pm		Clean Ohio Revitalization Fund (CORF) Round 10 applications due to District 8 Liaison
Tue. March 15 1:30 pm	IC	Elect District 8 officers; approve bylaws, 2011 schedule, PY 26 methodology, District 8 supplemental application, administrative budget and work plan; approve NRAC appointments
May		PY 26 application packages available
Wed. May 25, 9:00 am		2011 Grant Application Workshop - <i>Ocasek Building Auditorium (161 S. High St., Akron)</i>
Fri. May 20		Clean Ohio Revitalization Fund Round 10 Awards announced
Thu. June 30 12:00 pm		PY 26 SCIP/LTIP applications due to District 8 Liaison
Thu. July 7 1:30 pm	TAC	Assign project evaluation teams
July-October		TAC teams review project applications
Thu. October 6		TAC teams submit project scores to District 8 Liaison
Thu. October 13 1:30 pm	TAC	TAC project score review meeting
Thu. October 20		Preliminary project scores received by applicants
Thu. October 27		TAC appeals deadline
Thu. November 3 1:30 pm	TAC	TAC appeals hearings (if necessary)
Thu. November 10		IC appeals deadline; D8PWIC receives PY 26 TAC Recommended Project List
Wed. November 16 1:30 pm	IC	D8PWIC appeals hearings; D8PWIC approves PY 26 Recommended Project List
Late November		Applicants receive final scores
December		PY 26 Recommendations and applications submitted to OPWC

***IC** = District 8 Public Works Integrating Committee; **TAC** = District 8 Technical Advisory Committee

Additional Integrating Committee meetings may be necessary for CORF project prioritization, Ohio Job Ready Sites project prioritization, or other reasons.

All meetings will be held in the Summit County Department of Development Conference Room (Ohio Building, Room 207, 175 S. Main Street, Akron) unless noted otherwise. For additional information contact Nick Lautzenheiser, District 8 Liaison, at 330-643-7440 or nlautzenheiser@summitoh.net. Visit the District 8 Web site for document downloads and program updates at <http://www.co.summit.oh.us/executive/capimprov.htm>.



District 8 Allocation
PY 26 (2011 - 2012) Funds Available

District 8	Allocation
Local Transportation Improvement Program (LTIP) Allocation	\$ 2,635,000.00
General Allocation	\$ 1,756,666.67
County Allocation (37.2% of 1/3 of total LTIP allocation)	\$ 326,740.00
Municipality Allocation (42.8% of 1/3 of total LTIP allocation)	\$ 375,926.67
Township Allocation (20% of 1/3 of total LTIP allocation)	\$ 175,666.67
State Capital Improvement Program (SCIP) Allocation	\$ 6,288,000.00
Grants (maximum 20% of total SCIP allocation)	\$ 5,030,400.00
Loans (minimum 20% of total SCIP allocation)	\$ 1,257,600.00
Revolving Loan Program (RLP) Allocation	\$ 1,207,000.00
Total LTIP, SCIP, RLP	\$ 10,130,000.00
Total Grants	\$ 7,665,400.00
Total Loans	\$ 2,464,600.00



State Capital Improvements Program (SCIP) Fact Sheet

Overview

The Ohio Public Works Commission was created to assist in financing local public infrastructure improvements under the State Capital Improvements Program (SCIP) and the Local Transportation Improvements Program (LTIP). These programs provide financial assistance to local communities for the improvement of their basic infrastructure systems.

The State Capital Improvements Program was created in 1987, by an amendment to the Ohio Constitution creating Section 2K, Article VIII of the Ohio Constitution, which allows the state to use its general revenues as debt support and issue up to \$120 million in bonds each year. This program was re-authorized in 1995 by the addition of Section 2M, Article VIII of the Ohio Constitution.

District Allocation

State bond proceeds are distributed to each of the commission's nineteen District Public Works Integrating Committees.

Eligible Projects

The only projects eligible for funding through SCIP are:

- Roads
- Bridges
- Water supply systems
- Wastewater treatment and collection systems
- Storm water collection systems
- Solid waste disposal facilities

Assistance

Assistance is provided in the form of grants, loans, local debt support and credit enhancement. Several other programs are also available:

Revolving Loan Program

Additional loan money is available through repayments of loans made by the districts with their regular SCIP allocations. Repayments are distributed directly back to the originating district. Balances are dependent upon project closures and commencement of loan repayments, thus availability of funds varies widely from year to year and from district to district. Application is made through the regular district evaluation process.

Small Government Funds

\$12 million of the bond proceeds are set aside as a second chance for villages and townships with populations of less than 5,000 and whose projects were not funded from the District 8 allocations. These applications receive a second review by the District 8 Small Governments Subcommittee before being submitted to the Administrator of the Ohio Small Government Capital Improvements Commission for consideration and approval by the Small Government Commission.

Emergency Funds

Limited and conditional funding for the immediate preservation of health, safety, and welfare is available. A maximum of \$2.5 million is on hand statewide during any program year. Contact the

commission directly prior to completing an application. Evaluation Applications typically become available in early May and are due in late June. An Application Workshop is held each year to answer questions and provide assistance. Projects are evaluated on a competitive basis using a locally developed methodology based on criteria contained in the Ohio Revised Code. Project funding from this allocation is subject to the approval of the district committee and the director of the commission.



Local Transportation Improvements Program (LTIP) Fact Sheet

Overview

The Ohio Public Works Commission was created to assist in financing local public infrastructure improvements under the State Capital Improvements Program (SCIP) and the Local Transportation Improvements Program (LTIP). These programs provide financial assistance to local communities for the improvement of their basic infrastructure systems.

The Local Transportation Improvements Program was created by the legislature in 1989 and provides an additional \$60 million in gasoline tax receipts each year.

District Allocation

One cent of the state's gasoline tax is distributed to each of the commission's nineteen District Public Works Integrating Committees.

Eligible Projects

The only projects eligible for funding through LTIP are:

- Roads
- Bridges
- Culverts

Assistance

Assistance is provided in the form of grants only. A minimum portion of the total amount allocated to District 8 is set aside specifically for townships.

Evaluation

Applications typically become available in early May and are due in late June. An Application Workshop is held each year to answer questions and provide assistance.

Projects are evaluated on a competitive basis using a locally developed methodology based on criteria contained in the Ohio Revised Code. Project funding from this allocation is subject to the approval of the district committee and the director of the commission.

State of Ohio
Public Works Commission
Instructions for Financial Assistance

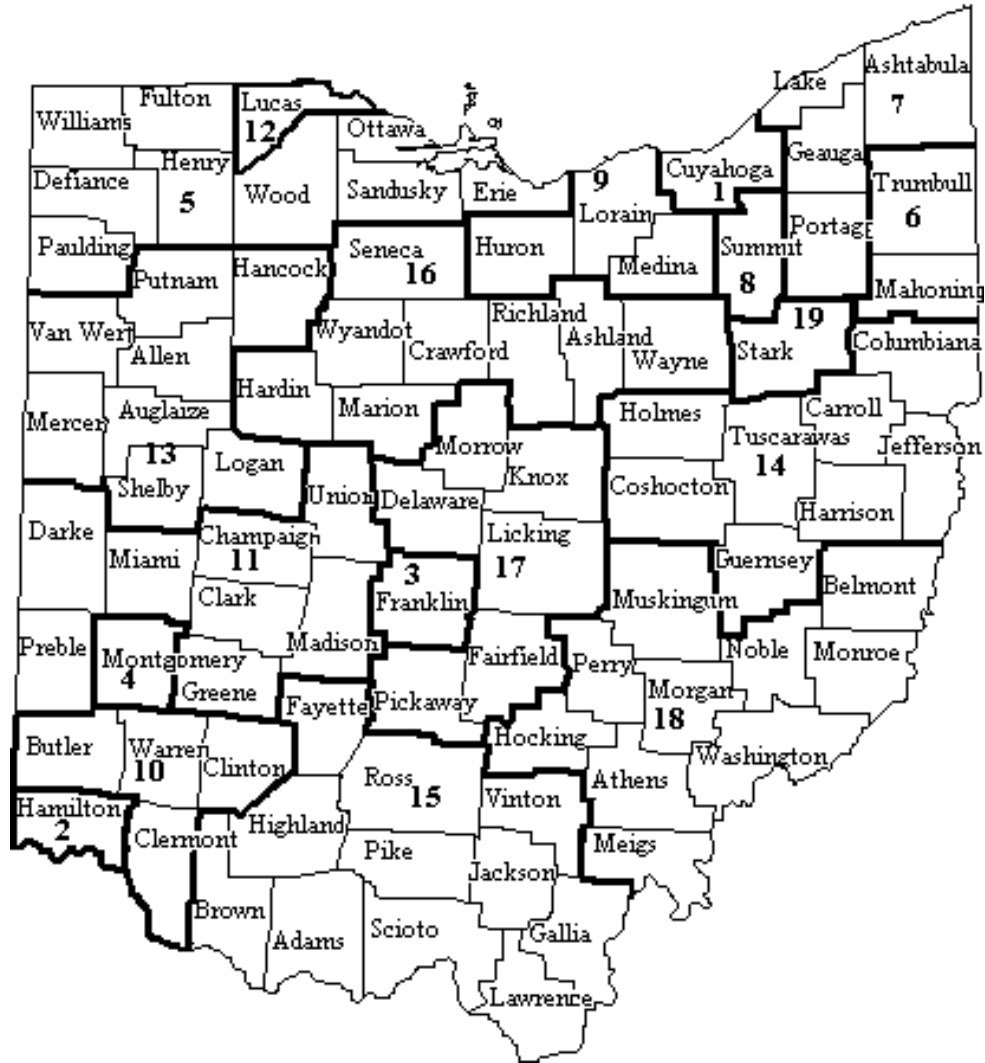
State Capital Improvement Program
Local Transportation Improvement Program

May 2011



65 East State Street, Suite 312
Columbus, Ohio 43215
614.466.0880
<http://www.pwc.state.oh.us>

**Ohio Public Works Commission
Ohio Counties / District Integrating Committee Map**



District Specific Requirements

Please contact your District or visit OPWC's website to determine if there are any district specific requirements or supplements to this Application. Some districts also have a pre-application process. Submit applications according to your specific district's schedule. The application is only available as an Adobe form. It should be completed electronically, printed, and submitted as a hard copy to the district. The application can not be saved unless the user has Acrobat Pro.

For information on the current District Chair, District Liaison or OPWC's Program Representative for your community call OPWC at 614.466.0880 or visit us at <http://www.pwc.state.oh.us>

INSTRUCTIONS

Read instructions carefully and fill out the form in its entirety. Clip or staple application; *do not bind unless required by your district.*

Applicant Section

Applicant: Indicate the name of the governmental entity applying for the funds. Eligible applicants are Ohio counties, cities, townships, villages, county sanitary districts, and regional water or sewer districts (ORC section 6119) Projects involving multiple entities must select only one to serve as the lead. A cooperation agreement must be executed and attached.

Subdivision Code: Enter the Applicant's [Ohio Public Works Commission subdivision code](#). If unknown, call OPWC at 614.466.0880 or visit OPWC's website.

District Number: Enter the number of the OPWC District Integrating Committee in which your community is located. If unknown, refer to the map in this packet or call OPWC.

County: Enter the county in which your community is located.

Date: Enter the date you are completing the application.

Contact: Enter the name of the contact person who can best answer or coordinate a response to questions regarding the application. *This person must be available during regular business hours.*

Phone, Email, Fax: Provide the daytime telephone number, fax number and an e-mail address for the "Contact".

Project Section

Project Name: Provide the name of the project being applied for. Please be descriptive and specific, e.g. Maple Avenue Resurfacing, South Water Treatment Plant Upgrade.

Zip Code: Provide the zip code for where the project is located.

Subdivision Type: Check the item that legally describes your governmental entity listed under "Applicant". If a county is serving as the applicant on behalf of a township(s), then select "Township" as the subdivision type if all infrastructure is township-owned. If the applicant is a county sanitary district, select "County".

Project Type: Check the *single* largest cost component of the project even if the project involves various types. If a project addresses combined sewer overflows (CSOs) it should be typed as a wastewater project.

Funding Request Summary: This subsection will automatically populate from page 2 of the application. You will not be able to enter or edit this information from page 1.

1.0 Project Financial Information. Cost fields are preformatted so that only whole dollars can be entered. Totals and percentages will calculate automatically, and can only be edited via the individual cost line items.

1.1 Project Estimated Costs. This information must be derived from and be supported by an attached signed, sealed or stamped engineer's estimate.

Engineering Services: Costs should be broken down by the phase described below and may include costs previously incurred.

- Preliminary Design – Provides a level of plan development that allows for a comprehensive analysis of all design issues, and should provide enough detail so that the intent, design parameters, costs and impacts of the project are clearly identifiable.
- Final Design – All work necessary to take Preliminary Design to plan specifications and estimates including right-of-way plans, environmental mitigation, and bidding.
- Construction Administration – Includes but is not limited to construction inspection, project surveying and staking, and materials sampling and testing.

Engineering services will total automatically and a percentage as a cost of construction will calculate. These costs are closely reviewed. Justification for elevated engineering costs may be required including a request for proof of the qualification-based selection (QBS) process. Actual engineering costs incurred above the budget line item contained in the project agreement are the *sole responsibility of the subdivision* and will not be credited to the local subdivision contribution. Any request to amend the project budget for engineering services must be approved by OPWC in advance of the work.

NOTE: Costs incurred to administer OPWC funds or administrative costs of other funding agencies are ineligible. This includes preparation of the application, request to proceed, and disbursement requests (Appendix E of Project Agreement).

Right of Way: Cost to acquire easements or land for project construction.

Construction: Cost to be paid to contractors or to be completed by force account (governmental entity's employees) as supported by and consistent with detailed engineer's estimate.

Materials Purchased Directly: State Law ([O.R.C. 125.081](#)) requires that 15% of all supplies, materials, and equipment purchased directly by the governmental entity be supplied by a Minority Business Enterprise. See the following website for state certified MBE suppliers: <http://dasapps.ohio.gov/mbesearch/index.asp>

Permits, Advertising, Legal: Direct expenses for permit fees, advertising and legal fees. *If applying for Loan Assistance or Credit Enhancement enter cost here; this line would then be the same as that entered in Section 1.2. No other costs or resources should be entered.*

Construction Contingencies: Enter no more than 10% of estimated construction costs for unforeseen construction expenses. This line is not intended for engineering over-runs or right-of-way expenses. The cost of construction as a percentage of the total project cost will automatically calculate.

Total Estimated Costs: This will automatically calculate and populate the appropriate field on page 1.

1.2 Project Financial Resources. Provide a breakdown of all project funding sources.

Local Resources: All local resources will total automatically and the percentage of Total Financial Resources will calculate.

Local In-Kind or Force Account: Indicate the total dollar value of Force Account or In-Kind that will be contributed by the applicant toward the project. Force Account is the direct performance of construction work by the applicant for use of labor, equipment, materials, and supplies furnished by the applicant and used under its direct control. In-kind refers to goods or services supplied by individuals or entities other than the applicant.

Local Revenues: Indicate the dollar amount of actual local support, e.g. general revenues, local debt, user fees, etc., and / or any private sources such as developers, assessments, etc.

Other Public Revenues: Indicate other non-local sources and their dollar amounts – Ohio Department of Transportation (ODOT) / Federal Highway Administration (FHWA), United States Department of Agriculture (USDA), Ohio Environmental Protection Agency (OEPA) / Ohio Water Development Authority (OWDA), Community Development Block Grant Program (CDBG), or others.

If the project is funded through an ODOT program or FHWA appropriation then provide the ODOT project identification number (PID). If the project is funded with CDBG assistance indicate the source of these funds as County Entitlement or Community Development Program, or acquired through the Ohio Department of Development (ODOD).

OPWC Funds: Indicate the amount of financial assistance being requested. Assistance is available in the form of grant and / or loans, or loan assistance or credit enhancement. If a grant / loan combination, the percentage of each type of assistance will automatically calculate.

State Capital Improvement Program (SCIP): Applicants may request grants up to 90% of the total cost for repair and replacement of existing infrastructure, and up to 50% of the total cost for new and expanded infrastructure. A SCIP loan or SCIP grant/loan combination may be funded up to 100%. If making a request for loan assistance or credit enhancement it must be written as a separate application (if also making a grant and / or loan request for the same project).

- Loan assistance is a grant used to pay the interest on a public or private construction loan during the construction period plus one year.
- A credit enhancement is also a grant that pays the premium for a bond insurance policy to improve the subdivision's credit or bond rating, therefore, improving the interest rate on the General Obligation or Revenue Bonds to be issued.

Local Transportation Improvement Program (LTIP): Projects may be funded up to 100% as a grant.

Total Financial Resources: This will automatically calculate and populate the appropriate field on page 1.

1.3 Availability of Local Funds. Attach a statement signed by the Chief Fiscal Officer listed in section 5.2 certifying that all local revenues for the project will be available on or before the earliest date listed in the project schedule (section 3.0). Failure to provide this certification may result in termination of the project. The applicant also needs to provide award letters for funds coming from other funding sources. The OPWC Agreement will not be released until all local resources are verified.

2.0 Repair / Replacement or New / Expansion. The total will automatically populate from page 2. If the project has both repair / replacement (R/R) and new / expansion (N/E) components put in the amount for either category and the amount for the other category will automatically calculate. The percentage for each category will also calculate.

- Repair / Replacement: The dollar amount of the repair or replacement of existing infrastructure that does not substantially increase designed service capacity.
- New / Expansion: The dollar amount of new infrastructure or the expansion of existing infrastructure (has a design service capacity substantially greater than that of the existing infrastructure).

Any impact to farmland requires a Farmland Preservation Review Letter regardless of the category used above.

3.0 Project Schedule. Indicate the estimated beginning and ending dates for 3.1) engineering, design, and right of way, 3.2) bid advertisement and award, and 3.3) construction. *The project schedule should be planned according to the release of the project agreement which is on or about July 1st.* Construction should be underway no later than June of the following year. Projects with schedules that lend themselves to a future program year may be required to be resubmitted at a later date.

4.0 Project Information

4.1 Useful Life / Cost Estimate / Age of Infrastructure. Enter the project's useful life (minimum 7 years) and the age of the existing infrastructure or the date of the last major improvement. Useful life must be supported by attaching a statement, signed and sealed or stamped by a registered professional engineer. Projects with multiple components such as road and sewer require use of a single weighted useful life. Also attach a detailed estimate of the project's costs with the professional engineer's seal or stamp and signature.

4.2 User Information. This section is specific to the system's users. For a road or bridge provide the current and projected average daily traffic (ADT). For water and wastewater provide current and proposed rate information, and attach both the current and proposed water and sewer ordinances. Also, provide the number of households served. For stormwater projects provide the number of households served.

4.3 Project Description

- A. Specific Location: Provide a written location description that includes project termini. Be clear as to the address if the project is for a water or wastewater facility, or the names of the roads if there are multiple locations. Provide a map but do not refer to a map as substitution for a written location description. This field is limited to 500 characters. Due to this limit an attachment may be provided for multiple locations.
- B. Project Components: Describe the specific work to be completed. For example, a sewer project should indicate whether or not it involves collection lines, interceptors, lift stations, etc. An engineer's estimate may not serve as a substitute for this section. This field is limited to 1,000 characters.

- C. Physical Dimensions: Provide the project specifics such as length, width, and quantity. This field is limited to 500 characters. Due to this limit an attachment may be provided for multiple locations.

5.0 Project Officials

5.1 Chief Executive Officer (CEO). Identify the person who will have the legal authority to sign a project agreement as indicated in the resolution (required attachment). Examples of a CEO are the chair / president of the board of county commissioners or township trustees, or the mayor or manager of a city or village. Include title, mailing address, phone number, fax machine number, and e-mail address. *Project agreements will be mailed directly to the CEO for execution.*

5.2 Chief Financial Officer (CFO). Identify the person who will have legal responsibility for both local and state funds. The CFO reviews and certifies the validity and accuracy of accounts, reviews invoices associated with the project, and assists in requesting the disbursement of funds from OPWC. Examples of a CFO are the county or city auditor, clerk / treasurer, budget officer, or finance director. Include title, mailing address, phone number, fax machine number, and e-mail address. The CFO can not also serve as the CEO.

5.3 Project Manager (PM). Identify the person who will administer the project. The person could be a county or city engineer, an employee of the applicant, or a contracted consulting engineer. Include title, mailing address, phone number, fax machine number, and e-mail address. The PM may serve as the CEO if there is a shortage of designees provided the PM is not a contracted consulting engineer.

6.0 Attachments / Completeness Review. Review the application to ensure that all required attachments are provided. Formats for all required information are located on the following pages.

7.0 Applicant Certification. The application must be signed by the individual authorized to do so in the required authorizing legislation. This person does not have to be the CEO but the legislation must clearly authorize the individual who can enter into an agreement with OPWC as well as the individual who can sign the application if these are two different people.

REQUIRED ATTACHMENTS

Authorizing Legislation..... Page 9

Chief Financial Officer Certification / Loan Repayment Letter Page 10

Detailed Engineer’s Estimate / Useful Life Statement Page 11

Cooperation Agreement
(Only required if project involves more than one subdivision) Page 12

Farmland Preservation Review Letter
(Only for projects that impact farmland).....Page 13

AUTHORIZING LEGISLATION

A RESOLUTION AUTHORIZING [INSERT NAME AND / OR TITLE] TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, the [Insert Name of Political Subdivision] is planning to make capital improvements to [Insert Project Name], and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by [Insert Name of Political Subdivision]:

Section 1: The [Insert Name and / or Title] is hereby authorized to apply to the OPWC for funds as described above. *{NOTE: This must be the individual who signs the application.}*

Section 2: The [Insert Name and/or Title] is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Passed: [Insert Date]

[All Required Signatures Here]

**CHIEF FINANCIAL OFFICER'S CERTIFICATION OF LOCAL FUNDS /
LOAN REPAYMENT LETTER**

[Insert Date]

I, [Insert title] of the [Insert name of political subdivision], hereby certify that [Insert name of political subdivision] has the amount of [Insert amount of local funds] in the [Insert name of account / fund] and that this amount will be used to pay the local share for the [Insert name of project] when it is required.

{NOTE: If the application is for a loan or grant / loan combination the following paragraph is also required.}

I, [Insert title] of the [Insert name of political subdivision], hereby certify that [Insert name of political subdivision] has / will have / will collect the amount of [Insert amount of loan] in the [Insert Name of Account / Fund] and that this amount will be used to repay the Ohio Public Works Commission SCIP or RLP loan requested for the [Insert name of project] over a [Insert number of years] term.

[Name, Title and Signature of Chief Financial Officer]

**DETAILED ENGINEER'S ESTIMATE /
USEFUL LIFE STATEMENT**

{NOTE: The Estimate should specify items with prices and quantities necessary for the project. Do not summarize construction into one item. A construction contingency up to 10% is permitted but inflationary adjustments are not. If the Useful Life Statement is provided on a separate page then both pages must have an engineer's seal or stamp and signature.}

[Insert Project Name]

ITEM	QUANTITY	UNIT	PRICE	AMOUNT
Asphalt (402 and 404)	1510	cy	\$65	\$98,150
Excavation (203)	4640	cy	\$12	\$55,680
Aggregate Base (304)	1805	cy	\$18	\$32,490
Curb and Gutter (609)	2755	lf	\$16	\$44,080
Manholes and water valves adjusted to grade (604)	30	ea	\$100	\$3,000
Curb Ramps (608)	24	ea	\$500	\$12,000
Concrete Walk (608)	100	ea	\$10	\$1,000
Catch Basins (604)	14	ea	\$500	\$7,000
Storm Piping (603)	400	lf	\$30	\$12,000
Seeding and Mulching (659)		Lump sum	\$500	\$500
Maintaining Traffic (614)		Lump sum	\$2,000	\$2,000
Subtotal				\$267,900
Contingencies (10%)				\$26,790
TOTAL				\$294,690

The estimated useful life of the [Insert name of project] is _____ years.

Engineer's Signature and Stamp or Seal

COOPERATION AGREEMENT

{NOTE: Execute a cooperation agreement if your project is a joint project in which there are two or more political subdivisions. A letter from a subdivision is not a substitute.}

RESOLUTION NUMBER / DATE

[Insert name of subdivision "A"] and [Insert name of subdivision "B"] enter into a cooperation agreement to submit an application to the Ohio Public Works Commission for the [insert project name].

[Subdivision A] will provide funds equal to [insert percent] percent of the total project cost. Such funds will come from [insert name of account / fund].

[Subdivision B] will provide funds equal to [insert percent] percent of the total project cost. Such funds will come from [insert name of account / fund].

[Subdivision B] authorizes [Subdivision A] to serve as lead applicant and to sign all necessary documents.

[Subdivision A] agrees to pay its [insert percentage] of the cost as invoices are due / at the end of the project / as otherwise agreed upon.

[Subdivision B] agrees to pay its [insert percentage] of the cost as invoices are due / at the end of the project / as otherwise agreed upon.

Signatures for Subdivision A

Signatures for Subdivision B

FARMLAND PRESERVATION REVIEW LETTER

FARMLAND PRESERVATION REVIEW FOR THE OHIO PUBLIC WORKS COMMISSION

[Insert Project Name]

[Insert Date]

This review is to comply with Farmland Preservation Review Advisory of the Ohio Public Works Commission and the Governor's Executive Order 98-IIV. This review was accomplished by [insert name of subdivision / agency that conducted the review].

1. The immediate impact the project will have on productive agricultural and grazing land related to land acquisition.

[Insert response]

2. Indirect impact that will result in the loss of productive agricultural and grazing land from development related to the project.

[Insert response]

3. Mitigation measures that could be implemented when alternative sites or locations are not feasible.

[Insert response]

[Insert Signature and Title]



State of Ohio
Public Works Commission
Application for Financial Assistance

IMPORTANT: Please consult "Instructions for Financial Assistance for Capital Infrastructure Projects" for guidance in completion of this form.

Applicant	Applicant: _____	Subdivision Code: _____
	District Number: _____ County: _____	Date: _____
	Contact: _____ <small>(The individual who will be available during business hours and who can best answer or coordinate the response to questions)</small>	Phone: _____
	Email: _____	FAX: _____

Project	Project Name: _____		Zip Code: _____
	Subdivision Type	Project Type	Funding Request Summary
	(Select one)	(Select single largest component by \$)	(Automatically populates from page 2)
	1. County	1. Road	Total Project Cost: _____ .00
	2. City	2. Bridge/Culvert	1. Grant: _____ .00
	3. Township	3. Water Supply	2. Loan: _____ .00
4. Village	4. Wastewater	3. Loan Assistance/ Credit Enhancement: _____ .00	
5. Water (6119 Water District)	5. Solid Waste		
	6. Stormwater	Funding Requested: _____ .00	

District Recommendation (To be completed by the District Committee)

Funding Type Requested <small>(Select one)</small>	SCIP Loan - Rate: _____ % Term: _____ Yrs	Amount: _____ .00
State Capital Improvement Program	RLP Loan - Rate: _____ % Term: _____ Yrs	Amount: _____ .00
Local Transportation Improvement Program	Grant:	Amount: _____ .00
Revolving Loan Program	LTIP:	Amount: _____ .00
Small Government Program	Loan Assistance / Credit Enhancement:	Amount: _____ .00
District SG Priority: _____		

For OPWC Use Only

STATUS	Grant Amount: _____ .00	Loan Type: <input type="checkbox"/> SCIP <input type="checkbox"/> RLP
Project Number: C _____	Loan Amount: _____ .00	Date Construction End: _____
C _____	Total Funding: _____ .00	Date Maturity: _____
Release Date: _____	Local Participation: _____ %	Rate: _____ %
OPWC Approval: _____	OPWC Participation: _____ %	Term: _____ Yrs

1.0 Project Financial Information (All Costs Rounded to Nearest Dollar)

1.1 Project Estimated Costs

Engineering Services

Preliminary Design:	_____	.00	
Final Design:	_____	.00	
Construction Administration:	_____	.00	
Total Engineering Services:		a.) _____	.00 _____ %
Right of Way:		b.) _____	.00
Construction:		c.) _____	.00
Materials Purchased Directly:		d.) _____	.00
Permits, Advertising, Legal:		e.) _____	.00
Construction Contingencies:		f.) _____	.00 _____ %
Total Estimated Costs:		g.) _____	.00

1.2 Project Financial Resources

Local Resources

Local In-Kind or Force Account:		a.) _____	.00
Local Revenues:		b.) _____	.00
Other Public Revenues:		c.) _____	.00
ODOT / FHWA PID: _____		d.) _____	.00
USDA Rural Development:		e.) _____	.00
OEPA / OWDA:		f.) _____	.00
CDBG:		g.) _____	.00
County Entitlement or Community Dev. "Formula" Department of Development			
Other: _____		h.) _____	.00
Subtotal Local Resources:		i.) _____	.00 _____ %

OPWC Funds (Check all requested and enter Amount)

Grant: _____ % of OPWC Funds		a.) _____	.00
Loan: _____ % of OPWC Funds		b.) _____	.00
Loan Assistance / Credit Enhancement:		c.) _____	.00
Subtotal OPWC Funds:		d.) _____	.00 _____ %
Total Financial Resources:		e.) _____	.00 _____ %

1.3 Availability of Local Funds

Attach a statement signed by the Chief Financial Officer listed in section 5.2 certifying all local resources required for the project will be available on or before the earliest date listed in the Project Schedule section. The OPWC Agreement will not be released until the local resources are certified. Failure to meet local share may result in termination of the project. Applicant needs to provide written confirmation for funds coming from other funding sources.

2.0 Repair / Replacement or New / Expansion

2.1 Total Portion of Project Repair / Replacement: _____ .00 _____ %
2.2 Total Portion of Project New / Expansion: _____ .00 _____ %
2.3 Total Project: _____ .00 _____ %

3.0 Project Schedule

3.1 Engineering / Design / Right of Way Begin Date: _____ End Date: _____
3.2 Bid Advertisement and Award Begin Date: _____ End Date: _____
3.3 Construction Begin Date: _____ End Date: _____

Construction cannot begin prior to release of executed Project Agreement and issuance of Notice to Proceed. Failure to meet project schedule may result in termination of agreement for approved projects. Modification of dates must be requested in writing by project official of record and approved by the Commission once the Project Agreement has been executed.

4.0 Project Information

If the project is multi-jurisdictional, information must be consolidated in this section.

4.1 Useful Life / Cost Estimate / Age of Infrastructure

Project Useful Life: _____ Years Age: _____ (Date built or date of last major improvement)
Attach Registered Professional Engineer's statement, with seal or stamp and signature confirming the project's useful life indicated above and detailed cost estimate.

4.2 User Information

Road or Bridge: Current ADT _____ Year _____ Projected ADT _____ Year _____

Water / Wastewater: Based on monthly usage of 4,500 gallons per household; attach current ordinances.

Residential Water Rate Current \$ _____ Proposed \$ _____

Number of households served: _____

Residential Wastewater Rate Current \$ _____ Proposed \$ _____

Number of households served: _____

Stormwater: Number of households served: _____

4.3 Project Description

A: SPECIFIC LOCATION (Supply a written location description that includes the project termini; a map does not replace this requirement.) 500 character limit.

B: PROJECT COMPONENTS (Describe the specific work to be completed; the engineer's estimate does not replace this requirement) 1,000 character limit.

C: PHYSICAL DIMENSIONS (Describe the physical dimensions of the existing facility and the proposed facility. Include length, width, quantity and sizes, mgd capacity, etc in detail.) 500 character limit.

5.0 Project Officials

Changes in Project Officials must be submitted in writing from an officer of record.

5.1 Chief Executive Officer (Person authorized in legislation to sign project agreements)

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

FAX: _____

E-Mail: _____

5.2 Chief Financial Officer (Can not also serve as CEO)

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

FAX: _____

E-Mail: _____

5.3 Project Manager

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

FAX: _____

E-Mail: _____

6.0 Attachments / Completeness review

Confirm in the boxes below that each item listed is attached (Check each box)

A certified copy of the legislation by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts. This individual should sign under 7.0, Applicant Certification, below.

A certification signed by the applicant's chief financial officer stating the amount of all local share funds required for the project will be available on or before the dates listed in the Project Schedule section. If the application involves a request for loan (RLP or SCIP), a certification signed by the CFO which identifies a specific revenue source for repaying the loan also must be attached. Both certifications can be accomplished in the same letter.

A registered professional engineer's detailed cost estimate and useful life statement, as required in 164-1-13, 164-1-14, and 164-1-16 of the Ohio Administrative Code. Estimates shall contain an engineer's seal or stamp and signature.

A cooperative agreement (if the project involves more than one subdivision or district) which identifies the fiscal and administrative responsibilities of each participant.

Farmland Preservation Review - The Governor's Executive Order 98-IIV, "Ohio Farmland Protection Policy" requires the Commission to establish guidelines on how it will take protection of productive agricultural and grazing land into account in its funding decision making process. Please include a Farm Land Preservation statement for projects that have an impact on farmland.

Capital Improvements Report. CIR Required by O.R.C. Chapter 164.06 on standard form.

Supporting Documentation: Materials such as additional project description, photographs, economic impact (temporary and/or full time jobs likely to be created as a result of the project), accident reports, impact on school zones, and other information to assist your district committee in ranking your project. Be sure to include supplements which may be required by your local District Public Works Integrating Committee.

7.0 Applicant Certification

The undersigned certifies: (1) he/she is legally authorized to request and accept financial assistance from the Ohio Public Works Commission as identified in the attached legislation; (2) to the best of his/her knowledge and belief, all representations that are part of this application are true and correct; (3) all official documents and commitments of the applicant that are part of this application have been duly authorized by the governing body of the applicant; and, (4) should the requested financial assistance be provided, that in the execution of this project, the applicant will comply with all assurances required by Ohio Law, including those involving Buy Ohio and prevailing wages.

Applicant certifies that physical construction on the project as defined in the application has NOT begun, and will not begin until a Project Agreement for this project has been executed with the Ohio Public Works Commission. Action to the contrary will result in termination of the agreement and withdrawal of Ohio Public Works Commission funding from the project.

Certifying Representative (Printed form, Type or Print Name and Title)

Original Signature / Date Signed

SUPPLEMENTAL APPLICATION FOR FINANCIAL ASSISTANCE INSTRUCTIONS

FUNDING INFORMATION

1.0 If Applying for OPWC Loan, Loan Assistance, or Credit Enhancement, State Desired Interest Rate, Term, etc.

If applying for a loan identify the desired rate. Also identify the desired term of loan. The term can be from 5-30 years, but cannot exceed the useful life of the project. "Blended Rate" loans are available for an individual project. This option segments the total loan into multiple parts, with a desired term and interest rate specified for each segment.

For credit enhancement or loan assistance, identify the desired terms and conditions. (Refer to the enclosure on Credit Enhancement and Debt Support.) "Local debt support and credit enhancements" means a full or partial pledge of support for any local bond issue, the payment of all or a part of the premium for bond insurance obtained from a private insurer, the subsidization of the interest rate on a loan obtained by the subdivision, or a source of revenue pledged in support of revenue bonds issued by a subdivision.

PROJECT INFORMATION

2.0 Brief Project Description: Provide a brief overview of project in two to three sentences. If the project involves any expansion or enlargement of existing infrastructure based on design service capacity and current standards, attach a detailed description of these aspects.

2.1 Status of Plans: The engineer hired to do your plans must certify the percent of plans completed. This statement must bear the official seal and signature of a registered professional engineer. If plans are 100% complete, document whether the project has all necessary approvals and is ready to be bid. All applicants must submit plans in order to receive points for Question 1 of evaluation form. Plans (2 copies) must be submitted with the application, even if similar plans have been submitted with past applications (half-size plan copies preferred). An application without submitted plans will receive 0 points for Question 1.

2.2 Age of Infrastructure: Using averages when necessary, calculate the age of the infrastructure. If project is new or expansion, indicate 0.

2.3 Physical Condition of Infrastructure to be Repaired or Replaced: This could include bridge sufficiency ratings, road condition ratings, generalized description, etc. Include photographs if possible.

2.4 Has the Existing Infrastructure Been Found to be a Risk to Health or Safety by an Independent Governmental Agency? Examples would include a bridge closing or EPA finding. Documentation is required.

2.5 How Many Persons will Directly Benefit From Project: Calculate number of persons that would receive a direct benefit from this project. Use criteria such as average daily traffic counts (available from AMATS) for road and bridge projects, number of people served by water or sewer improvement, etc.

- 2.6 **Will This Project Generate Revenue in the Form of User Fees or Assessments?** Identify the source and amount of user fees and/or assessments which will be generated from this specific project. An ordinance or resolution from your trustees or city/village council stating the intent to impose project specific assessments or user fees and the amount thereof is required.
- 2.7 **Is This Project a Joint Application With Other Jurisdictions?** If this project is a joint application with other local jurisdictions, attach the Resolutions of Cooperation. All jurisdictions listed as co-applicants must contribute either 20% or \$50,000 of the local share, excluding in-kind contributions. Co-applicants must be able to demonstrate a substantive benefit from a joint project.
- 2.8 **Does the Project Promote Smart Growth?** Identify Smart Growth items included in the project. List quantities and costs of each item.

SUPPLEMENTAL APPLICATION FOR FINANCIAL ASSISTANCE

Note: For assistance on completion of this form, applicants should consult the *District 8 Supplemental Application for Financial Assistance Instructions*.

FUNDING TYPE

1.0 IF PREFERRED FUNDING IS OPWC LOAN, CREDIT ENHANCEMENT, OR DEBT SUPPORT, STATE DESIRED INTEREST RATE, TERM, ETC.

- a. Check desired interest rate of loan: **0%** **3%**
- b. Desired term of loan: **YEARS**. (Term can be 5-30 years, but cannot exceed useful life of project).
- c. For credit enhancement or debt support, describe desired terms:

PROJECT INFORMATION

2.0 BRIEF PROJECT DESCRIPTION:

If the project involves any expansion or enlargement of existing infrastructure, attach a detailed description of these aspects of the project.

2.1 STATUS OF PLANS: % COMPLETE. (% completed must be certified by your engineer). Plans (2 copies) must be submitted in order to receive points for Question 1.

If plans are 100% complete, have all necessary approvals been obtained and is the project ready for bid? **YES** **NO** (submit approvals and other documentation).

2.2 AGE OF INFRASTRUCTURE (WEIGHTED BY COST): YEARS

This refers to time since the last like repair. For example, if a road is to be reconstructed, the age would be to when the road was originally built or reconstructed. If the road were to be re-surfaced, the age would be to when the existing road surface was installed. "New/expansion" appurtenances that do not total more than 10% of the total construction cost of the project shall not be used to determine the age of the existing infrastructure. If the project is greater than 10% new/expansion (per Question 2) then the % of the project that is new/expansion must be prorated into the calculation at 0 years age.

2.3 PHYSICAL CONDITION OF INFRASTRUCTURE TO BE REPAIRED OR REPLACED (DESCRIBE):

2.4 HAS THE EXISTING INFRASTRUCTURE BEEN FOUND TO BE A RISK TO HEALTH OR SAFETY BY AN INDEPENDENT GOVERNMENT AGENCY? YES NO

If yes, describe and submit supporting documentation.

2.5 HOW MANY PERSONS WILL DIRECTLY BENEFIT FROM THE PROJECT? DESCRIBE BASIS OF THIS ESTIMATE:

2.6 WILL THIS PROJECT GENERATE USER FEES OR SPECIFIC PROJECT ASSESSMENTS? YES NO

If yes, identify source and amount; submit ordinance or resolution of support.

2.7 IS THIS PROJECT A JOINT APPLICATION WITH OTHER LOCAL JURISDICTIONS?
YES NO

IF YES, HOW MANY JURISDICTIONS (INCLUDING YOURSELF) ARE INVOLVED?
(For joint application, attach Resolutions of Cooperation).

2.8 DOES THE PROJECT PROMOTE SMART GROWTH?
YES NO

IF YES, LIST ITEMS INCLUDED IN PROJECT (Include quantities and costs for each item)

APPLICANT SHALL MARK THE APPROPRIATE RESPONSE:

In my project application, I have included the following:

YES NO N/A

A map identifying project location

2 copies of engineering plans

A detailed description of new/expansion costs

Documentation of physical condition of infrastructure. Include photographs.

Page listing prepaid items

Status report on all projects previously approved for SCIP or LTIP assistance



PROJECT EVALUATION FORM



Program Year 26 (2011-2012)
(Revised 3/15/2011)

This form is to be used for both SCIP and LTIP projects. If a project is eligible under SCIP and LTIP, it will automatically be considered in both the SCIP and LTIP ranking. Remember that only transportation projects (roads, bridges, and culverts) are eligible under LTIP.

Note: If a project is eligible for both SCIP and LTIP, an applicant has the option of submitting two (2) separately scored Project Evaluation Forms (separate scoring applies primarily to Question 12 on SCIP funding options).

PROJECT NAME:

APPLICANT: DATE:

POINTS: Please self-score points and write in space provided.

1. For projects other than resurfacing or ditches, determine the readiness of this project to proceed. If an engineer has been hired, what is the status of plans as of project submittal date?

For Non-ODOT Projects:

- 15 - Plans 100% complete – All plans have been signed, dated, stamped, all permits have been received or applied for, and all right-of-way has been purchased or is in the process of being purchased (submit supporting documentation)
- 13 - Plans 90% to less than 100% complete – Final plans, detailed specifications, contract bid documents and final construction cost estimates complete
- 9 - Plans 60% to less than 90% complete – Final plans, including all detail sheets complete
- 5 - Plans 30% to less than 60% complete – Preliminary plans complete, including design calculations and survey work required for plan preparation

For ODOT Projects:

- 15 - Plans 100% complete – Final stamped, dated, and signed project final tracings have been sent to ODOT
- 13 - Plans 90% to less than 100% complete – Stage 3 plan submittal has been sent to ODOT for review
- 9 - Plans 60% to less than 90% complete – Stage 2 plan submittal has been sent to ODOT for review
- 5 - Plans 30% to less than 60% complete – Stage 1 plan submittal has been sent to ODOT for review

Is the Engineer's Progress Certification attached? Yes No

Plans (2 copies) must be submitted with the application, even if similar plans have been submitted with past applications (half-size plan copies preferred). An application without submitted plans will receive 0 points for Question 1.

2. What type of project is proposed?

- | | |
|---|---|
| 15 - Repair/replacement only | 6 - 40% to less than 60% repair/replacement |
| 12 - 80% to less than 100% repair/replacement | 3 - 20% to less than 40% repair/replacement |
| 9 - 60% to less than 80% repair/replacement | 0 - 0% to less than 20% repair/replacement |

All new attributes are to be considered "new" in calculating Question 2: additional through lanes to an existing road are "new"; additional sewer capacity to serve development is "new"; construction of new

- Soil Stabilization (9" min. base) plus resurfacing 20 years
- Asphalt recycling (4 ½" min. base) plus resurfacing 15 years
- Road resurfacing or re-ditching 10 years
- Underground piping
 - New water or sewer pipes 50 years
 - Sewer lining 45 years
 - Corrugated pipe 20 years
- Water/Wastewater
 - Plant structure 50 years
 - Plant internal equipment 25 years
 - Pump station and internal equipment 25 years

6. Will the project generate additional direct user fees or specific project assessments equal to a percentage of the total project costs as expressed below?

- | | |
|---------------------------------|--------------------------------|
| 10 - 30% or greater | 2 - 5% to less than 10% |
| 7 - 20% to less than 30% | 0 - less than 5% |
| 4 - 10% to less than 20% | |

User fees must be directly connected to the improvements. They cannot be a "blanket" fee or assessment. Applications, which are to be financed with a specific assessments or user fees, must have an ENDORSED ordinance or resolution from the applicant's governing body that states the intent to assess or impose user fees and the rate at which they will be imposed.

7. What is the number of persons benefiting from this project per one thousand dollars of OPWC funds? [(Section 2.5 of the Supplemental Application) X 1,000/OPWC funds]

- | | |
|---|--------------------------------------|
| 15 - 100 or more persons | 6 - 5 to less than 15 persons |
| 12 - 40 to less than 100 persons | 3 - 1 to less than 5 persons |
| 9 - 15 to less than 40 persons | 0 - less than one person. |

For road and bridge projects use the current Average Daily Traffic (ADT). For water or sewer projects, use the number of persons directly affected by the project (1 house = 3 persons). This information must be submitted at the time of application.

8. Are federal or state funds appropriated/approved for a portion of this project?

- | | | |
|---------------------------|--------------------------------|-------------------------|
| 5 - 20% or greater | 3 - 5% to less than 20% | 0 - less than 5% |
|---------------------------|--------------------------------|-------------------------|

9. Is this project a joint application with other local jurisdictions (resolutions and financial participation)?

- | | |
|--|--------------------------------------|
| 20 - 4 or more jurisdictions involved | 10 - 2 jurisdictions involved |
| 15 - 3 jurisdictions involved | 0 - Not a joint application |

An ENDORSED ordinance or resolution from each applicant in a joint application is required. Each joint applicant must contribute either 20% of the local cash share or a minimum of \$50,000. In-kind services are not credited as part of a local share. All joint applicants must demonstrate a substantive benefit from the project. To be considered as an eligible joint applicant, the applicant must be eligible under OPWC

rules.

10. What is the community's per capita income? (see attached table)

- 15 - Less than 82% of median for Summit County
- 12 - 82% to less than 96% of median for Summit County
- 9 - 96% to less than 106% of median for Summit County
- 6 - 106% to less than 130% of median for Summit County
- 3 - Greater than or equal to 130% of median for Summit County

For joint applications, prorate the points by the % of local share. For County projects, use the income of the local community where the project is located.

11. What is the local revenue as portion of total project costs? (see Section 1.2 of OPWC Application)

$$\frac{[(\text{Local In-Kind Contribution} + \text{Local Revenues})/\text{Total Financial Resources}]$$

- | | |
|---------------------------|---------------------------|
| 20 - 50% or more | 10 - 10% to less than 30% |
| 15 - 30% to less than 50% | 0 - less than 10% |

The designated local revenue portion shall be committed by ordinance or resolution and shall state the project local share and the source of the local share, or authorize the chief financial officer to certify the local share amount and source.

12. Preferred form of funding for SCIP projects? (LTIP is for grants ONLY)

- | | |
|--------------------------------------|------------------------------|
| 10 - Credit enhancement/debt support | 6 - Direct loan, 0% interest |
| 8 - Direct loan, 3% interest | 0 - Grant |

Prorate if combined funding requested (ex. 50% grant X 0, plus 50% direct loan, 0% interest X 6 = 3 points.)

13. Is this project designated for a Procurement MBE set-aside?

Yes 2 pts **No** 0 pts

The value of professional design services (including engineering services) contained in project applications will no longer be considered in determining the MBE percentage requirements for contracts for construction or purchases of supplies or services. The application must identify the item(s) to be procured.

14. Other factors relevant to a particular project. Does the project have a significant effect on employment in District 8?

Formula: Committed Jobs + 25% of Potential Jobs = Adjusted Jobs

- 30-** 5,000 or more adjusted jobs
- 20-** 2,500 to less than 5,000 adjusted jobs
- 10-** 500 to less than 2,500 adjusted jobs
- 0-** less than 500 adjusted jobs

Committed jobs must be documented by a written commitment from the employer and include both retained jobs (those that would be otherwise lost from the region) plus new jobs. Potential jobs must be documented by a professional consultant impact study.

15. Other factors relevant to a particular project. Has the applicant entered into the County of Summit Economic Development and Job Preservation Agreement?

- 12-** Yes
- 0-** No
- (-12)-** Applicant (signatory community) found to have provided economic incentive(s) or other financial assistance to employer or business from another signatory community (poaching). Applicant will be penalized 12 points (or 5% of the total possible points) on their applications for this year and for the next year.

16. Does the project promote Smart Growth? (10 points maximum)

- Sidewalks **(2 points)**
- Bike lanes **(2 points)**
- Utilization of LEED certified construction practices **(2 points)**
- Traffic calming project **(2 points)**
- Innovative storm water best management practices (“daylighting” storm sewers, bioswales, bioretention cells, etc.) **(2 points)**

New and reconstructed sidewalks and bike lanes must represent a significant portion of the total project and span at least 50% of the project length.

17. Discretionary Points (5 points maximum for all factors except significant regional impact, which can be awarded a maximum of 40 points)

These points will be awarded after review by the Technical Advisory Committee and approval by the Integrating Committee.

- Flooding resulting in property damage
- Undersized underground utilities or numerous breaks in underground utilities and infrastructure resulting in interruptions in service or inadequate fire service
- Dangerous intersection/road section (see AMATS Traffic Crash Report)
- Catastrophic event
- Emergency disruptions in infrastructure
- Failing household sewage treatment systems (such as septic systems) and/or wells that contribute to or create significant public health concerns
- Elimination of combined sewer
- Significant reduction in infiltration/inflow to sanitary sewers
- Significant regional impact

Total possible SCIP points - **252** (including discretionary points)

Total possible LTIP points - **242** (including discretionary points)

Total points for this project:

SCIP [redacted]

LTIP [redacted]

All applicants please consult the District 8 Information Packet.

For additional assistance, please contact:

Nick Lautzenheiser
District 8 Liaison
(330) 643-7440
(330) 643-8150 fax

nlautzenheiser@summitoh.net

Kimberly Killian
Ohio Public Works Commission
(614) 752-8118
(614) 466-4664 fax

kimberly.killian@pwc.state.oh.us

For more information visit the District 8 Web site, <http://www.co.summit.oh.us/executive/capimprov.htm>, or the Ohio Public Works Commission Web site, www.pwc.state.us.oh.

**Submitting a Project Application
for Financial Assistance to the OPWC:
The Essential Elements of a Project Application**

- 1) **Project Name (Title):** Try to avoid the names "Paving Various Roads" or "Replacing Various Bridges." Better Examples: "Wake County Multi Road Repair Project #2" or "Durham County Bridge Replacement Project #1."
- 2) **Maintenance of Local Effort:** Detail prior two years of Infrastructure expenditures for subdivision on Roads, Bridges, Sewers, Water Systems, etc. Identify the project, local amount of monies put into the project and source of local funds for that capital improvement. For example: " 1992 ----- Cane Creek Water Treatment Plant and Water Tank ----- \$315,000 from Water Revenue Fund." State Issue Two or Local Transportation Improvement Program eligible infrastructure only. Per OAC 164-1-12,
- 3) **Capital Improvements Report:** Five-year plan for Capital Infrastructure expenditures. Detail next five years of Infrastructure expenditures for Roads, Bridges, Sewers, Water Systems, etc. State Issue Two or Local Transportation Improvement Program eligible infrastructure only. Per ORC 164.06 and OAC 164-1-31
- 4) **Project Description:**
 - Specific Location: Locate the project termini (where the project begins and ends). For example: "South Market Street, from Wendover Street to Guilford Avenue."
 - Project Components: Describe the kind of project and the type of improvement. For example: "Storm Sewer Repair", "Road Replacement" or "New Water System", "Solid Waste System Expansion". Then, give a general description of each project component (No numbers yet).
 - Physical Dimensional Characteristics: Provide the project specifics; should be a shortened derivative of the Engineer's Estimate. Provide Quantity and Quality of material to be used. For example: "2,000 s.y. of 404 Asphalt." or "500 L.F. of SPX-567 Guardrail". Provide Dimensions of Project to be constructed. For example: "East Deborah Drive: 1,229'1 x 22'w (3,004 s.y.)" or "Orange Road Water Tank: 50,000 gallon capacity. "
- 5) **Project Engineer's Estimate/Statement of Useful Life:** The Engineer's Estimate must specify the types and quantities of materials to be used. For example: "247 C.Y.----Asphalt Concrete (402) ----- \$24,700" or "500 L.F ----- Guardrail, Type 5 ----- \$5,000". A Lump Sum Only Estimate of the Total Project Cost should be avoided. A Statement of Useful Life can be included at the bottom of the Engineer's Estimate. Per OAC 164-1-16 and OAC 164-1-13.
- 6) **Status of Funds Report:** The following statement should be submitted by the Clerk, Treasurer, Clerk-Treasurer, Auditor, or Finance Director. "I, (name), hereby certify that the (Name of the Subdivision) has the amount of (\$ Local Share Amount) in the unencumbered (Name of Subdivision Account) and that this amount will be used to pay the (Name of the Subdivision)'s Local Share for the (Name of the Project)."

- 7) **Cooperative Agreement(s):** Needed when two or more subdivisions are cooperatively participating in the development and construction of the project.
- 8) **Sources and Uses of Funds:** Sources must always equal Uses. Total Financial Resources can never be more than amount in the Engineer's Estimate. All project source and use categories will be printed in the first of the four Columns of Appendices D and E of the Project Agreement.
- 9) **Evidence of Prepaid Invoices:** Required before or with the receipt of the first Request for Disbursement. A "Prepaid" is an item or items paid for by the subdivision after the receipt of the Project Agreement. The vast majority of "Prepays" represent Preliminary Engineering. Anything paid for by the subdivision after the receipt of the Project Agreement is not a "Prepaid" but, depending on the circumstances, may be either reimbursed or credited towards the subdivision's local share.
- 10) **Authorization Legislation:** A certified copy of the legislation by the governing body of the applicant authorizing a designated official to submit this application and to execute contracts.
- 11) **Assessed Projects:** For projects where a direct assessment is planned to finance the project, legislation (resolution or ordinance) from the applicant's trustees of city/village council is required that states the intention to pass an assessment specifically for this project. The Authorization and assessment legislation can be combined.

Ohio Public Works Commission
SUMMARY FORM

REQUIRED

Submit to Commission/Update Annually

Subdivision	Code	County	Date						
Infrastructure Component	Replacement Cost	Repair Cost	Total Units	Units/Physical Condition					
				Excellent	Good	Fair	Poor	Critical	Unknown
Roads			Center Line Miles						
Bridges			Number of Bridges						
Culverts			Number of Culverts						
Water Supply Systems			Number of Facilities						
Water Distribution			Linear Feet (Thousands)						
Wastewater Systems			Number of Facilities						
Wastewater Collection			Linear Feet (Thousands)						
Stormwater Collection			Linear Feet (Thousands)						
Solid Waste Disposal			Capacity (Tons per Day)						
Totals									

Subdivision Socio-Economic Characteristics

Current	2000 Census Information		
Population	Population Total	% LMI	
Total Households	Households	% Poverty	
% Unemployment	MHI	% Unemploy	

Preparer's Name, Phone Number, email :

**MINORITY BUSINESS ENTERPRISE (MBE) SET-ASIDE
Application Addendum**

MBE Set-Aside can be offered for the following procurement items only.
See question **13** on the Evaluation Form.

	Total	MBE
Equipment Purchased Directly	\$ _____	\$ _____
Other Direct Purchases	\$ _____	\$ _____
Total MBE Set-Aside	\$ _____	\$ _____

State law requires each District set-aside 15% of the funds identified for procurement for Minority Business Enterprises. Additional points can be gained by offering to set-aside procurement funds for this purpose. (See question 13 of the Evaluation Form.)

PER CAPITA INCOME IN DISTRICT 8

Based on 1999 Per Capita Income (2000 US Census)

	1999 Per Capita Income	Percent of Median
130% of median or greater 3 points		
Bath Township	\$ 49,032	189.2%
Hudson City	\$ 40,915	157.9%
Boston Heights Village	\$ 36,960	142.6%
Richfield Township	\$ 36,857	142.2%
Silver Lake Village	\$ 35,614	137.4%
Fairlawn City	\$ 34,927	134.8%
106% to less than 130% of median 6 points		
Richfield Village	\$ 32,888	126.9%
Sagamore Hills Township	\$ 31,535	121.7%
Peninsula Village	\$ 29,032	112.0%
Macedonia City	\$ 27,739	107.1%
Twinsburg City	\$ 27,708	106.9%
96% to less than 106% of median 9 points		
Tallmadge City	\$ 27,329	105.5%
Munroe Falls City	\$ 27,317	105.4%
Copley Township	\$ 27,106	104.6%
Northfield Center Township	\$ 26,345	101.7%
Boston Township	\$ 25,912	100.0% MEDIAN
Green City	\$ 25,575	98.7%
Stow City	\$ 25,509	98.4%
82% to less than 96% of median 12 points		
Twinsburg Township	\$ 24,856	95.9%
Reminderville Village	\$ 24,477	94.5%
Clinton Village	\$ 23,063	89.0%
New Franklin City	\$ 22,576	87.1%
Cuyahoga Falls City	\$ 22,550	87.0%
Coventry Township	\$ 21,506	83.0%
Less than 82% of median 15 points		
Mogadore Village	\$ 20,965	80.9%
Norton City	\$ 20,661	79.7%
Springfield Township	\$ 19,890	76.8%
Northfield Village	\$ 19,007	73.4%
Barberton City	\$ 17,764	68.6%
Akron City	\$ 17,596	67.9%
Lakemore Village	\$ 14,837	57.3%

Summit County projects (\$22,842 per capita) would use the income of the city, village or township in which the project is located.

SUMMIT COUNTY, OHIO
2010 Census Population

CITIES	POPULATION
Akron	199,110
Barberton	26,550
Cuyahoga Falls	49,652
Fairlawn	7,437
Green	25,699
Hudson	22,262
Macedonia	11,188
Munroe Falls	5,012
New Franklin	14,227
Norton	12,085
Stow	34,837
Tallmadge	17,537
Twinsburg	18,795
Total City Population	444,391
VILLAGES:	POPULATION
Boston Heights	1,300
Clinton	1,214
Lakemore	3,068
Mogadore	3,853
Northfield	3,677
Peninsula	565
Reminderville	3,404
Richfield	3,648
Silver Lake	2,519
Total Village Population	23,248
TOWNSHIPS:	POPULATION
Bath Twp	9,702
Boston Twp	707
Copley Twp	17,304
Coventry Twp	10,945
Northfield Center Twp	5,839
Richfield Twp	2,517
Sagamore Hills Twp	10,947
Springfield Twp	14,644
Twinsburg Twp	2,828
Total Township Population	75,433
TOTAL:	543,072

Source: 2010 US Census
 Population totals include Wayne County portion of Norton and Portage County portions of Mogadore and Tallmadge



OHIO PUBLIC WORKS COMMISSION SMALL GOVERNMENT PROGRAM

METHODOLOGY

Revised May 5, 2011

<p>Policies – Page 2 Evaluation Criteria – Page 3 Water & Wastewater Affordability Standards – Page 7 Water & Wastewater Affordability Supplemental – Page 8 Document Checklist – Page 9</p>
--

POLICIES

The Small Government Program provides grants and loans to villages and townships with populations in the unincorporated areas of less than 5,000 in population. **Only infrastructure that is village or township-owned is eligible for assistance.** The following policies have been adopted by the Small Government Commission:

- District Integrating Committees may submit up to seven applications for consideration by the Commission. All seven must be ranked, however, only the top five will be scored. The remaining two will be held should an application be withdrawn, or if needed to retain program competitiveness. If the program is not competitive, all 6th ranked projects will be scored. If the program remains uncompetitive, all 7th ranked projects will be scored.
- Grants are limited to \$500,000. Any assistance above that amount must be in the form of a loan.
- Grants for new or expanded infrastructure can not exceed 50% of the project estimate.
- If a water or wastewater project is determined to be affordable due to the Affordability Standards calculation or due to the absence of documentation, the project will be offered a loan rather than a grant.
- Should there be more projects that meet the 'annual score' than there is funding, the tie breaker is those projects which scored highest under Health & Safety, with the second tie breaker being Age/Condition. If multiple projects have equivalent Health & Safety and Age/Condition scores they are arranged according to the amount of assistance from low to high. Once the funded projects are announced, 'contingency projects' may be funded from project under-runs by continuing down the approved project list.
- Supplemental assistance is not provided to projects previously funded by the Commission.
- Applicants have 30 days from OPWC's notification without exception to provide additional documentation to make the application more competitive under the Small Government criteria. Applications will be reviewed and scored after the 30-day period has expired. The applicants for each District's 6th and 7th ranked projects will have the same 30-day period to submit supplemental information but these applications will not be scored unless necessary to do so. **It is each applicant's responsibility for determining the need for supplemental material. The applicant will not be asked for or notified of missing information unless the Commission has changed the project type and it affects the documentation required.**

EVALUATION CRITERIA

COMPLETE & APPROPRIATE SUPPORT DOCUMENTATION MUST BE PROVIDED FOR A CRITERION IN ORDER TO BE AWARDED POINTS.

1. Ability and Effort of the Applicant to Finance the Project (Maximum 10 points)

- A. Roads, Bridges/Culverts, Storm Water, Solid Waste Projects – Include copy of most recent “Auditor’s Certificate of Estimated Revenues” showing fund detail, as provided in ORC sections 5705.35 and 5705.36, or documentation from the Auditor of State that subdivision is in a state of fiscal emergency. Financial documents of any other type will not be accepted. **If the Auditor’s Certificate is not provided the project application will not be accepted by the Commission.** Funds used for this criterion are shown below.

Infrastructure Type	Village	Township
Roads	Street, MVL, General	MVL, Gas Tax, Road & Bridge, Permissive MVL, General
Bridges	Street, MVL, General	MVL, Gas Tax, Road & Bridge, Permissive MVL, General
Culverts	Street, MVL, General	MVL, Gas Tax, Road & Bridge if roadway culvert, Permissive MVL, General
Solid Waste	General &/or special fund for that purpose	General &/or special fund for that purpose
Storm Water	General &/or special fund for that purpose	General &/or special fund for that purpose

- 0 Total project cost represents less than 50% of subdivision's total combined funds legally eligible for infrastructure type
- 5 Total project cost is between 50 - 100% of subdivision's total combined funds legally eligible for infrastructure type
- 10 Subdivision is in fiscal emergency or total project cost exceeds 100% of subdivision's total combined funds legally eligible for infrastructure type

- B. Water and Wastewater Projects – Affordability calculated by OPWC according to the water & wastewater Affordability Standards provided in this document or documentation from the Auditor of State that the subdivision is in a state of fiscal emergency. See these standards for documentation requirements.

- 0 Project is affordable without SCIP funds
- 5 Project is affordable, but within \$50 of affordability threshold
- 10 Subdivision is in fiscal emergency or project exceeds affordability thresholds

2. Importance of Project to Health and Safety of Citizens (Maximum 10 points)

- A. Road, Bridge, Culvert – Provide appropriate documentation according to project type. Roads: accident data, description of safety issue; Bridges: General Appraisal or Sufficiency Rating; Culverts: clear description and photos.

- 0 New infrastructure to meet future or projected needs
- 2 New infrastructure to meet current needs; Bridges with General Appraisal of 6 or above or with a Sufficiency Rating of 81-100
- 4 Roadway resurfacing and berming with/without minor repairs; Replace or install signal where warranted; Bridges with a General Appraisal of 5 or Sufficiency Rating of 66-80; Culvert replacement with no associated damage

- 6 Road widening or roadway with partial or full-depth repair; Intersection improvement to add lanes or realignment; Bridges with a General Appraisal of 4 or Sufficiency Rating of 51-65; Culverts with inadequate flow capacity
- 8 Road widening to add lanes or complete full-depth reconstruction; Intersection improvements that include upgraded signalization due to traffic over capacity; Bridges with a General Appraisal of 3 or Sufficiency Rating of 26-50, or posted load reduction; Culverts with inadequate flow capacity and property damage (i.e. flooding)
- 10 Complete roadway reconstruction with widening; Intersection improvement to address excessive accident rate and/or inadequate level of service (include accident data or LOS from traffic study as appropriate); Bridges with General Appraisal of 2 or less, or Sufficiency Rating of less than 26; Culverts that are structurally deficient

B. Water, Wastewater, Storm Water, Solid Waste – Provide clear explanation of problem project addresses if not previously described and any OEPA or District Health Board orders, letters or documentation.

- 0 Infrastructure to meet future or projected needs
- 2 Expanded infrastructure to meet specific development proposal
- 4 Infrastructure to meet current needs; Update processes to improve effluent or water quality; To remain in compliance with permit due to increased standards; Increase storm sewer capacity in which there is no associated land damage; Increase sanitary sewer capacity; Replace water meters as part of an upgrade
- 6 Update processes due to OEPA recommendations or to remain in compliance with permit due to repeat offenses; District health board recommendation; Increase storm sewer capacity that has associated land damage; Replace undersized waterlines as part of upgrade; Install new meters or replace meters that have exceeded useful life
- 8 OEPA recommendation to address documented health concerns; Replacement of storm or sanitary sewers due to chronic flooding, back-up, or property damage; Inadequate capacity to maintain pressure required for fire flows; Replacement of waterlines or towers due to excessive corrosion
- 10 OEPA Findings & Orders, OEPA orders contained in permit, Consent Decree or Court Order; Structural separations (CSOs)

3. Age and Condition of System to be repaired or replaced. This is a two-part criterion. (Maximum 10 points)

Age: Bridge/Culvert and Road: Provide the year there was a change in level of surface (i.e., upgrade in surface type from gravel to chip-seal, chip-seal to hot mix/concrete, lane additions, road widening, etc.) or the year of the last major reconstruction/rehabilitation. Water, Wastewater, Sewer, Solid Waste: Provide the year the infrastructure was installed if there was no upgrade.

Life	50	20	50	50	50	30	50
Project Type	Bridge / Culvert	Road	Sanitary Sewer	Solid Waste	Storm Water	Wastewater	Water
Points							
0	New / Expansion	New / Expansion	New / Expansion	New / Expansion	New / Expansion	New / Expansion	New / Expansion
1	1997-09	2005-09	1997-09	1997-09	1997-09	2002-09	1997-09
2	1985-96	2001-04	1985-96	1985-96	1985-96	1995-01	1985-96
3	1972-84	1995-00	1972-84	1972-84	1972-84	1992-94	1972-84
4	1960-71	1990-94	1960-71	1960-71	1960-71	1981-91	1960-71
5	Before 1960 or closed	Before 1990 or closed	Before 1960	Before 1960	Before 1960	Before 1980 or out of service	Before 1960 or out of service

Condition: Provide clear description of condition if not described in the application; photos are strongly encouraged.

- 1 New/Expansion: New or expansion project components represent at least 50% of improvements
- 3 Poor: Infrastructure contains a major deficiency and will require repair to continue functioning as originally intended and/or upgrade to meet current design standards.
- 5 Failed: Infrastructure not functioning as originally intended or not functioning at all

4. Leveraging Ratio – The applicant has committed local and other funds to finance the following percentage of total project cost. (Maximum 10 points)

	Repair/Replacement	New/Expansion
0	10 or less	50 or less
1	11-15	51-55
2	16-20	56-60
3	21-25	61-65
4	26-30	66-70
5	31-35	71-75
6	36-40	76-80
7	41-45	81-85
8	46-50	86-90
9	51-55	91-95
10	55 or more	95 or more

5. Population Benefit – Determine the number of those to benefit directly from the improvement. (Maximum 5 points)

Roads and Bridges: Provide current Average Daily Traffic (ADT) of all the roads and / or bridges included in the application. If there is more than one facility in the application, this should be the average of all ADTs. Score will be based on the ADT as a percentage of the community’s total population from the most recent decennial Census or updated population certification from the Ohio Secretary of State.

Water, Wastewater, Storm Water, Solid Waste: Provide the number of households who will directly benefit. Score will be based on the number of households as a percentage of the community’s total households from the most recent decennial Census.

0	10% or less
1	25% - 11%
2	35% - 26%
3	45% - 36%
4	55% - 46%
5	56% or more

6. District Priority Ranking (Maximum 10 points)

6	5 th ranked district project
7	4 th ranked district project
8	3 rd ranked district project
9	2 nd ranked district project
10	1 st ranked district project

7. Amount of OPWC funding requested (grant and loan) – Assistance exceeding \$500,000 must be in the form of a loan. (Maximum 10 points)
- | | |
|----|-----------------------|
| 0 | \$450,000 or more |
| 2 | \$350,000 - \$449,999 |
| 4 | \$250,000 - \$349,999 |
| 6 | \$150,000 - \$249,999 |
| 8 | \$ 50,000 - \$149,999 |
| 10 | \$50,000 or less |
8. Loan request as a percentage of OPWC assistance. (Maximum 10 points)
- | | |
|----|------------------------------|
| 1 | 15 - 29% of OPWC assistance |
| 5 | 30 - 49% of OPWC assistance |
| 10 | 50 - 100% of OPWC assistance |
9. Useful Life of Project (Maximum 5 points)
- | | |
|---|------------------|
| 1 | 7 - 9 years |
| 2 | 10 - 15 years |
| 3 | 16 - 20 years |
| 4 | 21 - 25 years |
| 5 | 25 years or more |
10. Median Household Income of applicant from the most recent decennial Census unless applicant provides a letter from the Ohio Department of Development certifying a valid income survey. Score will be based on the community's MHI as a percentage of the most recently published statewide MHI. (Maximum 10 points)
- | | |
|----|--------------|
| 2 | 110% or more |
| 4 | 100% - 109% |
| 6 | 90% - 99% |
| 8 | 80% – 89% |
| 10 | 80% or less |
11. Readiness to proceed. This is a two-part criterion. (Maximum 5 points)
- Status of Plans
- | | |
|---|---|
| 0 | Plans not yet begun |
| 1 | Plans underway (provide engineer's statement) |
| 2 | Plans complete (submit plan signed and stamped Title Sheet, signed engineer's statement that scope of work does not require plans, or OEPA permit to install) |
- Status of funding sources other than OPWC. CFO Certification must clearly specify the amount of the local share committed and/or the loan repayment amount.
- | | |
|---|--|
| 0 | All funds not yet committed |
| 2 | Applications submitted to funding entities (submit first page of each application) |
| 3 | Funding committed (submit copies of commitment letters) |

WATER & WASTEWATER AFFORDABILITY STANDARDS

The Small Government Program uses affordability standards for water and sewer projects to determine the number of points (up to ten) to be added to the project's total score. For combined water and sewer bills, the Commission uses a factor of either 2.3 or 3.0 percent of the community's median household income (MHI) to determine how much residents can afford to pay annually for water and sewer services. The most recently published statewide MHI is used for this calculation unless a letter is provided from the Ohio Department of Development certifying a valid income survey. If a community's MHI is equivalent to or less than the statewide MHI, the factor is 2.3 percent. If it is greater than the statewide MHI the factor is 3.0 percent. As an example, if a community's median household income is \$35,000, then households within that community could afford combined annual water and sewer bills of \$805.00 (2.3% x \$35,000). Grant assistance is made available by the Commission to those communities whose existing annual rates, along with the annual cost to the residents if the community had to borrow the funds to construct the project, would exceed the threshold levels of affordability. The following is used by the Commission to make its affordability determination:

- The subdivision's *current* water and sewer rates as supported by ordinance/resolution and evidence that rates are in active billing. The ordinance/resolution is a required submission. Include both water and sewer rates regardless of the project type being applied for as the combined rates are used for the calculation. Also include any one-time assessments. If service is supplied by a different entity the subdivision must obtain and submit that entity's ordinance/resolution and rate information. Affordability calculated for new systems for which there are no existing water or sewer rates will use \$0 for the rate factor.

Applicants shall complete the attached supplemental and provide all supporting documentation. If the required information is not provided the application will be considered incomplete and the subdivision will not receive points for this criterion. In addition, if the project is recommended for funding the assistance will be offered only in the form of a loan.

- The subdivision's actual average residential monthly usage rate. If information is not supplied with the application 4,500 gallons per month will be assumed.
- The most recent decennial Census of Population and Housing to establish the community's median household income unless documentation is provided that a valid income survey has been conducted which shows an income different than that in the Census. The survey methodology and results must be approved by the Ohio Department of Development.
- The number of households or equivalent dwelling units (EDU's) if businesses are present. The most recent decennial Census of Population and Housing will be used to determine the number of households in the community. This figure will be used as the number of residential connections for the application. If using EDU's, assume 1 EDU = 4500 Gallons of monthly usage unless a higher consumption level is documented. The amount of EDU's for a commercial customer is determined by dividing the customer's total usage by the EDU amount. For instance, if it is determined that the average residential usage is 5000 gallons of water a month, and a motel uses 25,000 then the motel uses 5 EDU's. If using EDU's provide support documentation showing how total EDU's were calculated.

Water & Wastewater Affordability Supplemental
 (This form must be completed for all Water and Wastewater Applications)

Applicant _____

Population – Provide the number of Households or Equivalent Dwelling Units (provide calculation if using EDU's). _____

Usage – The Small Government Commission will assume 4,500 gallons per month unless documentation is otherwise attached proving higher consumption. The means of calculation must be clear. _____

Rates – Provide both water and wastewater rates. Attach all relevant ordinances/resolutions showing the effective date and rate tables. If service is supplied by a different entity the applicant must provide the same information as if it were supplying the service. Calculation of rates must be clear as supported by ordinance or resolution. Calculation must be for rates currently in effect and in active billing; approved rates for a future date will not be accepted.

WATER

Billing Period	Monthly_____	Quarterly_____	Other_____
Unit of measurement	Gallons _____	Cubic Feet _____	Flat Rate_____
Base Charge	\$_____	0 to X gallons or 0 to X cubic feet	
Second Increment	\$_____	\$ per unit from X to Y	
Additional Increments	\$_____	\$ per unit from Y to Z	
Additional Increments	\$_____	\$ per unit from Y to Z	
Surcharges	\$_____		
TOTAL	\$_____		

WASTEWATER

Billing Period	Monthly_____	Quarterly_____	Other_____
Unit of measurement	Gallons _____	Cubic Feet _____	Flat Rate_____
Base Charge	\$_____	0 to X gallons or 0 to X cubic feet	
Second Increment	\$_____	\$ per unit from X to Y	
Additional Increments	\$_____	\$ per unit from Y to Z	
Additional Increments	\$_____	\$ per unit from Y to Z	
Surcharges	\$_____		
TOTAL	\$_____		

DOCUMENT CHECKLIST

This checklist was developed to assist the subdivision in assembling its submission to be at its best advantage. If specified information was not included in the application submission to the district be certain to supply it such that it is received by OPWC within 30 calendar days of OPWC's notification. *Any criterion for which required documentation has not been supplied will not receive points since it can not be properly evaluated (see exception for Auditor's Certificate of Estimated Revenues). It is each applicant's responsibility for determining the need for required or supplemental material. Absolutely no material will be accepted after the 30-day deadline.*

Supplemental information must be submitted to the attention of Linda Bailiff, Program Administrator, in any one of the following manners:

- *E-mailed* to Linda.Bailiff@pwc.state.oh.us, or
 - *Faxed* to 614.466.4664, or
 - *Mailed* to the Ohio Public Works Commission, 65 East State Street, Suite 312, Columbus, Ohio 43215.
- PROJECT TYPE:** If it is not clear in the application define the problem that the project addresses. This is required for all infrastructure types. If the Small Government Commission determines that the application should be classified under a different project type than how it was submitted, as part of the 30-day remedy process, the applicant will need to provide any additional information to ensure the project can be scored correctly. Criteria affected by type are Affordability, Health & Safety, Age/Condition, and Population Benefit.
- AFFORDABILITY: Roads, Bridges, Storm Water and Solid Waste –**
Most recent Auditor's Certificate of Estimated Revenues or documentation from the Auditor of State that subdivision is in a state of fiscal emergency. **Failure to provide this document for an application for these infrastructure types will result in the Commission's rejection of the application.** Funds used for this criterion are those specific to the type of infrastructure being addressed by the project such as: 1) Townships – Motor Vehicle License Tax (MVL), Gas Tax, Road & Bridge, Permissive MVL and General; 2) Villages – Street, MVL, and General. Also considered are any special funds specific to the infrastructure type addressed by the project.
- AFFORDABILITY: Water & Wastewater –**
Affordability is calculated by OPWC based on submission of the following:
- Small Government Water & Wastewater Affordability Supplemental (*required*; provided as part of Evaluation Criteria).
 - Ordinance for both current water *and* wastewater rates, and evidence that rates are in active billing (*required*). If service is being supplied by another entity, that entity's ordinance and rate information must be obtained and supplied with the application. Also, include any one-time assessments if they are not included in the current rates.
 - Actual average residential monthly usage rate for water and wastewater. If information is not provided, OPWC will assume 4,500 gallons per month. OPWC will use the subdivision's median household income (MHI) from the most recent decennial Census of Population & Housing unless a valid income survey approved by the Ohio Department of Development is provided.
 - Number of households or equivalent dwelling units (EDU's) if businesses are present. OPWC will use the subdivision's population from the most recent decennial Census of Population & Housing, or documentation supporting the number of EDU's.

- HEALTH & SAFETY – Project should be clearly described in original application; otherwise provide supplemental information so OPWC understands project and the problem being addressed.
 - Roads: Provide accident data or clear description of safety issue
 - Bridges: Provide General Appraisal or Sufficiency Rating
 - Culverts: If not stated in original application, make sure problem is clearly described and provide photos (i.e. replacement with no damage, inadequate flow capacity, inadequate flow capacity with property damage, structurally deficient).
 - Water, Wastewater, Storm Water & Solid Waste: Clear explanation as to the problem project addresses and any OEPA or District Health Board orders, letters or documentation.

- AGE & CONDITION – Provide the appropriate documentation supporting the year in which the infrastructure was constructed or the last major rehabilitation/reconstruction was completed. Also, if the original application does not clearly describe the condition of the existing infrastructure provide supplemental information. Photos are strongly encouraged if not previously submitted.

- POPULATION –
 - Road and Bridge projects: Provide Average Daily Traffic if not previously provided.
 - Water, Wastewater, and Stormwater projects: Provide number of households directly using the improvements if not previously provided.

- USEFUL LIFE – Make sure the signed and sealed/stamped engineer’s statement is provided *if not included* in the original application. Revisions will not be accepted for this item.

- MEDIAN HOUSEHOLD INCOME – OPWC will use the most recent decennial Census unless the applicant provides a letter from the Ohio Department of Development certifying a valid income survey.

- READINESS TO PROCEED –
 - Plans: If the plans are underway or the project does not require plans, provide a signed statement from the engineer. If the plans are complete, submit the plan title sheet signed and sealed/stamped by the engineer.
 - Funding Sources: If applications have been submitted to other agencies, submit a copy of the first page of the application. If funds have been committed by other agencies, submit copies of commitment letters. Be sure that CFO certifications and/or loan repayment letters specify the amount of the local share committed and/or the loan repayment amount.

- ALLOWABLE MODIFICATIONS – Original application may be modified to increase score by providing a written statement for one or both of the following:
 - Revise the total amount of funding being requested (grant and/or loan)
 - Take either a partial or full loan
 Although not required at this time, should assistance be offered OPWC will require a revised CFO Certification and/or CFO Loan Repayment Letter.