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## **District Eight Project Application Packet FY 2003**

The following items are presented, in the order shown in your application packet:

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## **DISTRICT 8 SCHEDULE FOR CALENDER YEAR 2002**

<b>March 2002</b>	District submits Scoring Evaluation Form/Methodology to OPWC for approval
<b>MAY 6, 2002</b>	PY 03 application packages available
<b>May 29, 2002</b>	Community application workshop
<b>June 2002</b>	PY 03 applications due at district
<b>July 2002</b>	TAC meeting to assign Project Evaluation Teams
<b>August 2002</b>	TAC reviews project scores
<b>August 2002</b>	Project Appeal deadline
<b>Sept. 2002</b>	TAC appeal hearings
<b>October 2002</b>	District Committee receives TAC recommendations
<b>October 2002</b>	District Committee final selection of projects
<b>Oct-Nov, 2002</b>	Small govt. sub-committee selection of projects for recommendation to policy committee
<b>December 2002</b>	District committee final selection of small government projects
<b>January 2003</b>	Forms submitted to OPWC

\*\* July 1, 2003 state begins releasing PY '02 agreements

**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.

THE OHIO PUBLIC WORKS COMMISSION  
65 EAST STATE STREET, SUITE 312  
COLUMBUS, OHIO 43215  
(614) 466-0880

[www.pwc.state.oh.us](http://www.pwc.state.oh.us)

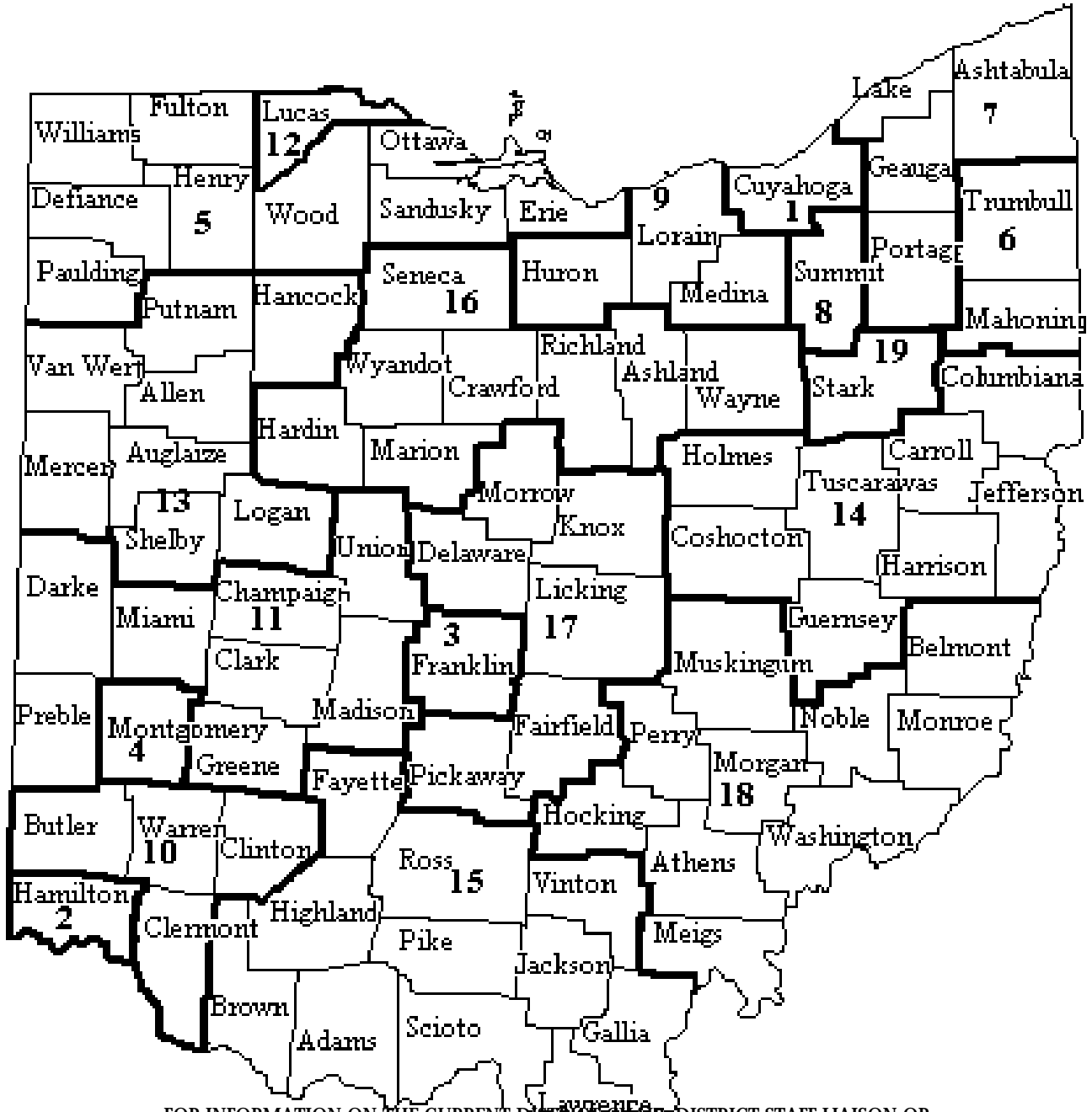
**APPLICATION AND  
INSTRUCTIONS FOR  
FINANCIAL ASSISTANCE**

**(Revised April 1999)**

*Application Must Be Typed*

**OHIO PUBLIC WORKS FOR YOU!**

**OHIO PUBLIC WORKS COMMISSION  
Ohio Counties/District Integrating Committee Map**



FOR INFORMATION ON THE CURRENT DISTRICT CHAIR, DISTRICT STAFF LIAISON OR COMMISSION'S PROGRAM REPRESENTATIVE FOR YOUR COMMUNITY:  
Use the Request For Assistance form at the back of these instructions,  
call the Commission's office in Columbus at (614) 466-0880,  
or visit us at [www.pwc.state.oh.us](http://www.pwc.state.oh.us)

## **OHIO PUBLIC WORKS COMMISSION**

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. Through the two programs, the commission provides grants, loans, and funding for local debt support and credit enhancement. Eligible projects include improvements to roads, bridges, culverts, water supply systems, wastewater systems, storm water collection systems, and solid waste disposal facilities.

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.

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

It is estimated that these funds will meet only two to three percent of Ohio's infrastructure financial needs between now and the year 2004. Therefore, local communities need to develop their own plan for identifying and financing their infrastructure needs. The commission has developed a standardized Capital Improvements Report (CIR) that will provide the framework to accomplish this goal. The commission hopes the CIR will be both a management tool and a long term benefit for each community.

### **APPLYING FOR FUNDING**

To apply for State Capital Improvements Program funds or Local Transportation Improvements Program funds the subdivision must work through its District Public Works Integrating Committee (DPWIC). The Ohio General Assembly created 19 Public Works Districts that are responsible for recommending projects to the Ohio Public Works Commission. DPWICs consist of local officials representing all levels of government. Each DPWIC evaluates and scores applications using a locally developed methodology, approved by the commission, based on criteria listed in Chapter 164 of the Ohio Revised Code. These evaluation criteria focus on the financial need of the subdivision, and the project's strategic importance to the district and subdivision, and emphasize the repair and replacement of infrastructure rather than new and expansionary infrastructure.

After evaluating and scoring the projects, each DPWIC creates a list of high priority projects that are submitted to the Ohio Public Works Commission. Each application is reviewed for completeness and project eligibility. After all requirements are met on the district level and the applications are approved, formal agreements are issued by the Ohio Public Works Commission to individual communities. The commission's staff maintains ongoing contact with local communities, providing technical assistance through each project's completion.

For more information on either of the commission's programs, please write the Ohio Public Works Commission at 65 East State Street, Suite 312, Columbus, OH 43215, call (614) 466-0880, or visit our web site at [www.pwc.state.oh.us](http://www.pwc.state.oh.us)

## **TYPES OF OHIO PUBLIC WORKS COMMISSION FUNDING**

### **State Capital Improvements Program (SCIP)**

*District Allocation* - State bond proceeds (authorized by State Issue 2 in 1987 and renewed in 1995) are distributed to each of the commission's nineteen District Public Works Integrating Committees specifically for roads, bridges, water supply systems, wastewater treatment and collection systems, storm water collection systems, and solid waste disposal facilities.

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. Assistance is available in the form of grants, loans, local debt support, and credit enhancements.

*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 districts' allocations. These applications receive a second review by the districts' Small Governments Subcommittees 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 state-wide during any program year. Contact the commission directly prior to completing an application.

### **Local Transportation Improvement Program (LTIP)**

*District Allocation* - One cent of the state's gasoline tax is distributed to the districts specifically for roads and bridges.

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.

## **PRELIMINARY REQUIREMENTS FOR PARTICIPATION**

### **Capital Improvements Report**

In order to participate in the Ohio Public Works Commission's financial assistance programs, each applicant **must** prepare and submit a properly completed Capital Improvements Report (CIR), per Section 164.06(C) of the Ohio Revised Code.

The Capital Improvements Report involves the following: A) Conducting an **inventory** of your community's infrastructure, including roads, bridges, culverts, water supply systems, wastewater collection and treatment systems, storm water collection systems and solid waste disposal facilities; B) Preparing a **five-year plan** of proposed infrastructure projects; and, C) Reporting your **maintenance of effort** to fund infrastructure projects locally during the last two years.

To request a Capital Improvements Report manual to guide you through this planning process, please use the **information request form** at the end of these instructions, call us at (614) 466-0880, or download the document from our web site at [www.pwc.state.oh.us](http://www.pwc.state.oh.us).

### **Aid to Disabled Americans Act**

If any part of this project is accessible to the public it must meet the requirements of the federal Aid to Disabled Americans Act.

### **Floodplain Management Requirements**

Revised Code Section 1521.14 (C)(1) requires local subdivisions applying for funding to demonstrate to the satisfaction of the commission that the project will comply with flood damage reduction standards. These requirements apply only to local subdivisions where floodplain areas have been identified pursuant to the National Flood Insurance Program.

*A SPECIAL NOTE:*

### **District-Specific Requirements**

Your project will be rated and ranked against others in your district and the most competitive applications will receive funding. It is important for you to review your district's **Project Selection Methodology** to understand how points are assigned to projects so you can select the most competitive projects to submit for funding. Many districts have supplemental forms which must be completed and submitted with the application.

It is important that you know the application deadlines established by your district as well as the meeting schedule for review and selection of projects. Plan to attend these meetings so you will be available to provide clarification to those scoring your application.

If you require assistance in completing an application, please contact either your district liaison or the commission at (614) 466-0880.

## **INSTRUCTIONS FOR COMPLETING THE PROJECT APPLICATION**

**Note:** Applicant must use this form to apply for OPWC funding. A blank copy of the application, without instructions, can be found at the back of this document.

All applicant information must be typed. **Please read these instructions carefully.**

**SUBDIVISION:** Indicate the name of the local subdivision; **eligible subdivisions include a county, municipal corporation, township, sanitary district, or regional water and sewer district (O.R.C. 6119 or O.R.C. 6117) of the state.**

**Projects involving multiple subdivisions must select one subdivision to serve as the lead or administrator of the project. A cooperation agreement must be executed and attached as required in Section 6.0, Attachments. Only one application is necessary.**

**CODE # \_\_\_ - \_\_\_\_:** Enter your Ohio Public Works Commission subdivision code. If unknown, call the commission at (614) 466-0880.

**DISTRICT NUMBER:** Enter the number of the District Public Works Integrating Committee in which your community is located. If unknown, refer to the map on the second page of this document or call the commission at (614) 466-0880.

**COUNTY:** Enter the county in which your community is located.

**DATE:** Enter today's date.

**CONTACT:** Enter the contact person, available during business hours, who can best answer or coordinate a response to questions regarding your application.

**PHONE #, FAX #, AND E-MAIL ADDRESS:** Enter the daytime telephone number, the fax number and e-mail address (if available) of the contact person.

**PROJECT NAME:** Name of the project applied for; please be descriptive and specific, e.g.: Maple Avenue Resurfacing, South Water Treatment Plant Upgrade.

**SUBDIVISION TYPE:** Check the item that legally describes your political subdivision. Multi-jurisdictional projects should use the type which describes the lead subdivision.

**FUNDING TYPE REQUESTED:** Check the item(s) for type of funding requested and enter dollar amount for each type. Check the item(s) for program type of funding under which the project should be considered.

**PROJECT TYPE:** Check the item which describes the largest component of your project.

**TOTAL PROJECT COST:** Enter the total dollar amount that your project will cost from Section 1.1(g) of your application.

**FUNDING REQUESTED:** Enter the total dollar amount of your request for Ohio Public Works Commission assistance from Section 1.2(d) of your application.

**APPLICATION FOR FINANCIAL ASSISTANCE**

Revised 4/99

**IMPORTANT: Please consult the "Instructions for Completing the Project Application" for assistance in completion of this form.**

**SUBDIVISION:** \_\_\_\_\_ **CODE #** \_ \_ -

**DISTRICT NUMBER:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_ **DATE** \_ / \_ /

**CONTACT:** \_\_\_\_\_ **PHONE #** ( ) \_\_\_\_\_ (THE PROJECT CONTACT PERSON SHOULD BE THE INDIVIDUAL WHO WILL BE AVAILABLE DURING BUSINESS HOURS AND WHO CAN BEST ANSWER OR COORDINATE THE RESPONSE TO QUESTIONS)

**FAX:** ( ) \_\_\_\_\_ **E-MAIL**

**PROJECT NAME:**

**SUBDIVISION TYPE**

(Check Only 1)

- 1. County
- 2. City
- 3. Township
- 4. Village
- 5. Water/Sanitary District  
(Section 6119 or 6117 O.R.C.)

**FUNDING TYPE REQUESTED**

(Check All Requested & Enter Amount)

- 1. Grant \$ \_\_\_\_\_
- 2. Loan \$ \_\_\_\_\_
- 3. Loan Assistance \$ \_\_\_\_\_

**PROJECT TYPE**

(Check Largest Component)

- 1. Road
- 2. Bridge/Culvert
- 3. Water Supply
- 4. Wastewater
- 5. Solid Waste
- 6. Stormwater

**TOTAL PROJECT COST:** \$ \_\_\_\_\_ **FUNDING REQUESTED:** \$ \_\_\_\_\_

**DISTRICT RECOMMENDATION**

To be completed by the District Committee ONLY

**GRANT:** \$ \_\_\_\_\_ **LOAN ASSISTANCE:** \$ \_\_\_\_\_

**SCIP LOAN:** \$ \_\_\_\_\_ **RATE:** \_\_\_\_\_ % **TERM:** \_\_\_\_\_ yrs.

**RLP LOAN:** \$ \_\_\_\_\_ **RATE:** \_\_\_\_\_ % **TERM:** \_\_\_\_\_ yrs.

(Check Only 1)

- State Capital Improvement Program
- Local Transportation Improvements Program
- Small Government Program

**FOR OPWC USE ONLY**

**PROJECT NUMBER:** C \_\_\_\_\_ / C \_\_\_\_\_

**Local Participation** \_\_\_\_\_ %

**OPWC Participation** \_\_\_\_\_ %

**Project Release Date:** \_\_\_\_\_

**OPWC Approval:** \_\_\_\_\_

**APPROVED FUNDING:** \$ \_\_\_\_\_

**Loan Interest Rate:** \_\_\_\_\_ %

**Loan Term:** \_\_\_\_\_ years

**Maturity Date:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

SCIP Loan \_\_\_\_\_ RLP Loan \_\_\_\_\_

**PROJECT FINANCIAL INFORMATION:****1.1 Project Estimated Costs**

- (a.) **Basic Engineering Services**  
Enter the total costs for Preliminary Design, Final Design, Bidding, and Construction Phase Services separately and provide a breakdown for each type of service. (See the Ohio Association of Consulting Engineers (OACE) "Guidelines for Consulting Engineering Services" for a listing of tasks.)
- Additional Engineering Services**  
Enter the total for these items. Identify supplemental services and costs in the space provided below. (See OACE "Guidelines for Consulting Engineering Services" for a listing of tasks.)
- (b.) **Acquisition Expenses**  
Enter land purchase and/or right-of-way acquisition costs.
- (c.) **Construction Costs**  
Enter estimated construction costs to be paid to contractors or to be completed by force account (through your subdivision's employees). These costs must be supported by and consistent with a detailed engineer's estimate.
- (d.) **Equipment Purchased Directly**  
Enter the estimated cost of equipment to be purchased directly by your subdivision.
- (e.) **Permits, Advertising, and Legal, or Interest Costs Only**  
Enter direct expenses for permit fees, advertising, and legal fees. For Loan Assistance applications **only**, enter interest costs here.

**Construction Contingencies**

Enter contingency amount indicated in your engineer's certified cost estimate (this amount should not exceed 10% of estimated construction costs).

- (g.) **Total Estimated Costs**  
Enter the total of items (a.) through (f.). Please round to the nearest dollar.

**Force Account Column**

Indicate amount of work to be performed by your subdivision's own employees. This should be supported by an engineer's estimate and in compliance with the Ohio Revised Code.

\*Space provided for "Additional Engineering Services" list and costs.

**Ineligible Costs** - the following costs do not qualify for Ohio Public Work Commission funding:

- (1) Expenditures or proposed expenditures for aesthetic treatments, ornamentations, or adornments to infrastructure;
- (2) Expenditures or proposed expenditures for landscaping activities and improvements that go beyond basic requirements or post-construction repairing, stabilizing, and reseeding of land surfaces;
- (3) The cost of planning or administrative services related to the review, listing, study, reporting, planning, recording, and prioritizing of capital improvement projects by a subdivision; and
- (4) The cost of planning or administrative services of a district committee, executive committee, or small government subcommittee in reviewing, recording, approving, or disapproving project applications.

## 1.0 PROJECT FINANCIAL INFORMATION

### 1.1 PROJECT ESTIMATED COSTS: (Round to Nearest Dollar)

Force Account  
Dollars

#### TOTAL DOLLARS

- a.) Basic Engineering Services: \$           .00
- Preliminary Design                   \$
- Final Design                           \$
- Bidding                                 \$
- Construction Phase                   \$
- Additional Engineering Services     \$           .00  
    \*Identify services and costs below.
- b.) Acquisition Expenses:  
    Land and/or Right of Way           \$           .00
- c.) Construction Costs:                 \$           .00
- d.) Equipment Purchased Directly:     \$           .00
- e.) Permits, Advertising, Legal:        \$           .00  
    (Or Interest Costs for Loan Assistance  
    Applications Only)
- f.) Construction Contingencies:        \$           .00
- g.) **TOTAL ESTIMATED COSTS:**        \$           .00

\*List Additional Engineering Services here:  
Service:

Cost:

-13-

### 1.2 Project Financial Resources

In this section, provide a breakdown of all project funding sources including the total amount from each funding source and percentage in relation to the total project cost.

- (a) Local In-Kind Contributions - indicate the dollar value of force account labor (subdivision's own employees), materials, equipment, or volunteer labor that will likely be contributed by the applicant toward the project.
- (b) 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.
- (c) Other Public Revenues - indicate other state or federal funding sources and dollar amounts expected from these sources. Ohio Department of Transportation (ODOT), Rural Development, Ohio Environmental Protection Agency (OEPA), Ohio Water Development Authority (OWDA), Community Development Block Grant (CDBG), or others.
- (d) Ohio Public Works Commission - financial assistance from the OPWC may be in the form of grants, loans, or loan assistance. Applicants may request grants up to ninety percent (90) of the total cost for repair and replacement of existing infrastructure, and up to fifty (50) percent of the total cost for new and expanded infrastructure. Requests up to 100% of the total project cost may be made for projects funded by the LTIP and both of the loan programs (SCIP and RLP).
- (e) Total Financial Resources - total items (a) through (d). This sum must equal the total estimated costs in section 1.1 (g). The sum of the percentages should equal 100%.

### 1.3 Availability of Local Funds

**Indicate the status (date available) of all funding sources in sections 1.2(a) through 1.2(d)** For local revenues, a Status of Funds Report should be signed by the applicant's CFO which certifies that all non-OPWC funds, by source, are available as indicated in the application and have been formally earmarked for the project. For other public revenues, indicate the specific program from which the funds are coming. **For projects that involve the Ohio Department of Transportation, a contract sale date and a Project Identification Number must be provided; status of project administration (Traditional, Local Public Agency, or State Infrastructure Bank) must be noted as well.**

**1.2 PROJECT FINANCIAL RESOURCES:**  
 (Round to Nearest Dollar and Percent)

	DOLLARS	%
a.) Local In-Kind Contributions	\$ <u>          .00</u>	
b.) Local Revenues	\$ <u>          .00</u>	
c.) Other Public Revenues		
ODOT	\$ <u>          .00</u>	
Rural Development	\$ <u>          .00</u>	
OEPA	\$ <u>          .00</u>	
OWDA	\$ <u>          .00</u>	
CDBG	\$ <u>          .00</u>	
OTHER _____	\$ <u>          .00</u>	
<b>SUBTOTAL LOCAL RESOURCES:</b>	<b>\$ <u>          .00</u></b>	
d.) OPWC Funds		
Grant	\$ <u>                          .00</u>	
2. Loan	\$ <u>          .00</u>	
3. Loan Assistance	\$ <u>          .00</u>	
<b>SUBTOTAL OPWC FUNDS:</b>	<b>\$ <u>          .00</u></b>	
e.) <b>TOTAL FINANCIAL RESOURCES:</b>	<b>\$ <u>          .00</u></b>	<b><u>100%</u></b>

**1.3 AVAILABILITY OF LOCAL FUNDS:**

**Attach a statement signed by the Chief Financial Officer listed in section 5.2 certifying all local share funds required for the project will be available on or before the earliest date listed in the Project Schedule section.**

ODOT PID# \_\_\_\_\_ Sale Date:  
 STATUS: (Check one)  
     Traditional  
     Local Planning Agency (LPA)  
     State Infrastructure Bank

## 2.0

### **PROJECT INFORMATION**

#### 2.1 Project Name:

Provide a descriptive name for the project.

#### 2.2 Brief Project Description

Describe the improvements to result directly from implementation of this project.

- (A) Specific Location - Attach a map indicating the specific location. If a map is not available, specifically, locate the project termini (where the project begins and ends).
- (B) Project Components - Describe the kind of project and the type of improvement(s) to be made. For example, a sewerage project should indicate whether or not it involves collection lines, interceptors, lift stations, etc.
- (C) Physical Dimensions - Provide the project specifics; should be a shortened derivative of the engineer's estimate. Include quantities and sizes in detail.
- (D) Design Service Capacities - indicate specific details on service level and area the current facility was designed to handle and is now addressing, and what the design service level or area of the proposed project will be. Provide information on whether the project has been designed in consideration of minimum performance standards required by other named authorities. This section should correlate to the required engineer's cost estimates that differentiates "replacement" costs from "expansion" costs.

**2.3 Useful Life/Cost Estimate** - Enter the Project's Useful Life (minimum 7 years) from the statement of a registered professional engineer with an original seal and signature. Attach a detailed estimate of the project's cost bearing the official seal and signature of a professional engineer who is registered under Chapter 4733 of the Ohio Revised Code attesting to the accuracy of the dollar amounts contained in the estimate.

For further detail regarding design service capacity, design useful life, and cost estimates, please request a copy of the OPWC publication "The Ohio Public Works Commission and the Professional Engineer".

**2.0 PROJECT INFORMATION**

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

**2.1 PROJECT NAME:**

**2.2 BRIEF PROJECT DESCRIPTION - (Sections A through C):**

**A: SPECIFIC LOCATION:**

**PROJECT ZIP CODE:**

**B: PROJECT COMPONENTS:**

**C: PHYSICAL DIMENSIONS:**

**D: DESIGN SERVICE CAPACITY:**

**Detail current service capacity versus proposed service level.**

Road or Bridge: Current ADT \_\_\_\_\_ Year: \_\_\_\_\_ Projected ADT: \_\_\_\_\_ Year:

Water/Wastewater: Based on monthly usage of 7,756 gallons per household, attach current rate ordinance. Current Residential Rate: \$ \_\_\_\_\_ Proposed Rate: \$ \_\_\_\_\_

Stormwater: Number of households served: \_\_\_\_\_

**2.3 USEFUL LIFE/COST ESTIMATE: Project Useful Life: \_\_\_\_\_ Years.**

**Attach Registered Professional Engineer's statement, with original seal and signature confirming the project's useful life indicated above and estimated cost.**

### 3.0 REPAIR/REPLACEMENT OR NEW/EXPANSION

Project Repair/Replacement Cost - Enter the dollar amount of the *total* project costs that repairs or replaces existing infrastructure without substantially increasing designed service capacity.

Project New/Expansion Cost - Enter the dollar amount of the *total* project costs that expand existing infrastructure (has a design service capacity substantially greater than that of the existing infrastructure), or will result in all new infrastructure.

### 4.0 PROJECT SCHEDULE

Indicate the estimated beginning and ending dates of your project. (4.1) engineering and design, (4.2) bid advertisement and award, (4.3) construction, and (4.4) right-of-way/land acquisition. **Your project schedule should be planned around receiving a project agreement on July 1<sup>st</sup> as that is the date the commission normally releases approved projects.**

Projects with schedules that lend themselves to a future program year may be returned for resubmission at a later date.

### 5.0 APPLICANT INFORMATION

#### 5.1 Chief Executive Officer (CEO)

Identify the person who will have legal authority to sign a project agreement as indicated in the required resolution (see Section 6.0, Attachments). This person **must** have statutory or legislative authority to enter into a contract with the commission. Examples of a CEO are: the chair/president of the board of county commissioners or township trustees, a mayor or manager of a city or village. Include title, mailing address, phone number, fax machine number, and e-mail address, if available. **Project Agreements from the OPWC will be mailed directly to the Chief Executive Officer 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 program funds from the OPWC. Examples of a CFO are: county or city auditor, clerk/treasurer, or finance director. Include title, mailing address, phone number, fax machine number, and e-mail address, if available.

#### 5.3 Project Manager (PM)

Identify the person with whom OPWC should have contact regarding administration of the project. This 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, if available.

**3.0 REPAIR/REPLACEMENT or NEW/EXPANSION:**

**TOTAL PORTION OF PROJECT REPAIR/REPLACEMENT \$**

**TOTAL PORTION OF PROJECT NEW/EXPANSION \$**

**4.0 PROJECT SCHEDULE:\***

	BEGIN DATE	END DATE
<b>4.1 Engineering/Design:</b>	<u>    /    /    </u>	<u>    /    /    </u>
<b>4.2 Bid Advertisement and Award:</b>	<u>    /    /    </u>	<u>    /    /    </u>
<b>4.3 Construction:</b>	<u>    /    /    </u>	<u>    /    /    </u>
<b>4.4 Right-of-Way/Land Acquisition</b>	<u>    /    /    </u>	<u>    /    /    </u>

\* Failure to meet project schedule may result in termination of agreement for approved projects. Modification of dates must be requested in writing by the CEO of record and approved by the commission once the Project Agreement has been executed. The project schedule should be planned around receiving a Project Agreement on or about July 1st.

**5.0 PROJECT OFFICIALS:**

**5.1 CHIEF EXECUTIVE OFFICER**

**TITLE  
STREET**

**CITY/ZIP**

**PHONE (     ) \_\_\_\_\_ -**

**FAX (     ) \_\_\_\_\_ -**

**E-MAIL**

**5.2 CHIEF FINANCIAL OFFICER**

**TITLE  
STREET**

**CITY/ZIP**

**PHONE (     ) \_\_\_\_\_ -**

**FAX (     ) \_\_\_\_\_ -**

**E-MAIL**

**5.3 PROJECT MANAGER**

**TITLE  
STREET**

**CITY/ZIP**

**PHONE (     ) \_\_\_\_\_ -**

**FAX (     ) \_\_\_\_\_ -**

**E-MAIL**

Changes in Project Officials must be submitted in writing from the CEO.

## 6.0 ATTACHMENTS/COMPLETENESS REVIEW:

**BE CERTAIN EACH OF THE ITEMS LISTED BELOW IS ATTACHED. YOUR APPLICATION MAY BE DELAYED OR REJECTED IF THE INFORMATION IS OMITTED OR INCOMPLETE. FOR YOUR CONVENIENCE, SAMPLE DOCUMENTS ARE ATTACHED TO THESE INSTRUCTIONS.**

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 with the commission. This individual should sign under 7.0, Applicant Certification, below.

A certification signed by the applicant's chief financial officer stating 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 Sections 164-1-13, 164-1-14, and 164-1-16 of the Ohio Administrative Code. Estimates shall contain an engineer's original seal or stamp and signature.

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

Projects which include new and expansion components and potentially affect productive farmland should include a statement evaluating the potential impact. If there is a potential impact, the Governor's Executive Order 98-VII and the OPWC Farmland Preservation Review Advisory apply.

Capital Improvements Report: (Required by Chapter 164.06 of the O.R.C. 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 CHIEF EXECUTIVE OFFICER, AS INDICATED IN THE ATTACHED AUTHORIZING LEGISLATION AND LISTED IN YOUR APPLICATION UNDER SECTION 5.1, IS REQUIRED TO SIGN THE FOLLOWING CERTIFICATION ON THE APPLICATION FORM. PLEASE ASK HIM/HER TO READ THIS SECTION CAREFULLY BEFORE SIGNING. THE COMMISSION MUST BE NOTIFIED IN WRITING IF THIS INDIVIDUAL CHANGES AT ANY TIME DURING THE REVIEW AND ADMINISTRATION OF THIS PROJECT.**

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 from Ohio Public Works Commission funding from the project.**

**6.0 ATTACHMENTS/COMPLETENESS REVIEW:**

Confirm in the blocks [ ] below that each item listed is attached.

- [ ] 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 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 original seal or stamp and signature.
- [ ] A cooperation agreement (if the project involves more than one subdivision or district) which identifies the fiscal and administrative responsibilities of each participant.
- [ ] Projects which include new and expansion components and potentially affect productive farmland should include a statement evaluating the potential impact. If there is a potential impact, the Governor's Executive Order 98-VII and the OPWC Farmland Preservation Review Advisory apply.
- [ ] Capital Improvements Report: (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 (Type or Print Name and Title)

\_\_\_\_\_  
Original Signature/Date Signed

**REQUEST FOR INFORMATION/RESOURCE MATERIALS  
OHIO PUBLIC WORKS COMMISSION**

One copy of the information/resource materials listed below is available free to local subdivisions. Please check the block [ ] next to the items requested.

Subdivision:

Name: \_\_\_\_\_ Title:

Address:

\_\_\_\_\_ Zip: \_\_\_\_\_ Phone:

**RESOURCES:**

- [ ] Chapter 164, Revised Code\*
- [ ] Rules, Administrative Code\*
- [ ] Capital Improvements Report Manual
- [ ] Small Government Program Evaluation Criteria\*
- [ ] Equal Employment Guidelines
- [ ] Project Manager's Packet
- [ ] Floodplain Management Guidelines\*
- [ ] Overview of Funding Sources
- [ ] Work by Force Account Guidelines\*
- [ ] How to Comply with Ohio's Design Professional Selection Law
- [ ] Guidelines, Professional Engineers
- [ ] Chief Financial Officer Packet

- [ ] How to use PWC\_IS Electronic Bulletin Board
- [ ] ODOT Rolling Stock Rates
- [ ] Commission's Annual Report
- [ ] District Chair/Liaison and District Map\*
- [ ] District Committee Roster  
District # \_\_\_\_\_
- [ ] Subdivision Code Number  
Subdivision

**FORMS:**

- [ ] Diskette with OPWC forms
- [ ] OPWC Application for Funding\*
- [ ] Capital Improvements Report Forms\*
- [ ] In-Kind Contribution Policy and Reporting Forms

*\* Items also available on the commission web site: [www.pwc.state.oh.us](http://www.pwc.state.oh.us)*

THANKS FOR YOUR REQUEST! PLEASE MAIL OR FAX TO THE ADDRESS BELOW:

OHIO PUBLIC WORKS COMMISSION  
65 E STATE STREET, SUITE 312  
COLUMBUS, OH 43215

FAX (614) 466-4664

***“AUTHORIZING LEGISLATION” SAMPLE ATTACHMENT***

A RESOLUTION AUTHORIZING           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 EXECUTIVE 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           Political subdivision name           is planning to make capital improvements to           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           Political subdivision name           :

Section 1: The           Name and/or Title           is hereby authorized to apply to the OPWC for funds as described above.

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

Passed:           Date          

Any necessary signatures here

***“CHIEF FINANCIAL OFFICER’S CERTIFICATION OF LOCAL FUNDS” SAMPLE  
ATTACHMENT***

Date

I, Finance Director/Clerk/Treasurer of the Political subdivision name, hereby certify that Political subdivision name has the amount of \$                      in the name of account/fund and that this amount will be used to pay the local share for the project name when it is required.

Finance Director/Clerk/Treasurer

THIS IS NEEDED FOR ALL PROJECTS

***“CHIEF FINANCIAL OFFICER’S CERTIFICATION OF LOAN REPAYMENT”  
SAMPLE ATTACHMENT***

Date

I, Finance Director/Clerk/Treasurer of the Political subdivision name, hereby certify that Political subdivision name has/will have/will collect the amount of \$                     in the name of account/fund and that this amount will be used to repay the SCIP or RLP loan requested for the project name over a number of years term .

Finance Director/Clerk/Treasurer

**THIS IS NEEDED FOR LOAN REQUESTS, IF A GRANT AND LOAN REQUEST IS MADE FOR ONE PROJECT, THE CERTIFICATION OF LOCAL FUNDS AND CERTIFICATION OF REPAYMENT ARE BOTH REQUIRED.**

***“DETAILED ENGINEER’S ESTIMATE” AND  
“ENGINEER’S USEFUL LIFE STATEMENT”  
SAMPLE ATTACHMENT***

The estimate should specify items and quantities necessary for the project, a construction contingency up to 10% is permitted.

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	ct	\$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	sf	\$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
Contingencies				\$2,700
<b>TOTAL</b>				<b>\$270,000</b>

The estimated useful life of the project name is \_\_\_ years.

Signature

Stamp/Seal 

***“COOPERATION AGREEMENT” SAMPLE ATTACHMENT***

Execute a cooperation agreement if your project is a joint project with the active participation of two or more subdivisions.

RESOLUTION NUMBER/DATE

Political subdivision name “A” and Political subdivision name “B” enter into a cooperative agreement to submit an application to the Ohio Public Works Commission for the project name.

Political subdivision name “A” will provide funds totaling \_\_\_ % of the cost of the project name. Such funds will come from the \_\_\_\_\_ fund.

Political subdivision name “B” will provide funds totaling \_\_\_ % of the cost of the project name. Such funds will come from the \_\_\_\_\_ fund.

Political subdivision name “A” authorizes Political subdivision name “B” to the lead applicant and to sign all necessary documents.

Political subdivision name “A” agrees to pay its \_\_\_% of the cost as invoices are due/at the end of the project/as otherwise agreed upon.

Political subdivision name “B” agrees to pay its \_\_\_% of the cost as invoices are due/at the end of the project/as otherwise agreed upon.

\_\_\_\_\_  
Local Official, Political Subdivision “A”

Local Official, Political Subdivision “A”

Local Official, Political Subdivision “A”

\_\_\_\_\_  
Local Official, Political Subdivision “B”

Local Official, Political Subdivision “B”

Local Official, Political Subdivision “B”

***“FARMLAND PRESERVATION REVIEW” SAMPLE ATTACHMENT***

**FARMLAND PRESERVATION REVIEW  
FOR THE OHIO PUBLIC WORKS COMMISSION  
PROJECT NAME  
DATE**

**This review is to comply with Farmland Preservation Review Advisory of the Ohio Public Works Commission and the Governor’s Executive Order 98-IV. This review was accomplished by county or regional planning agency.**

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

*response*

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

*response*

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

*response*

DISTRICT 8  
SUMMIT COUNTY INFRASTRUCTURE COMMITTEE

INSTRUCTIONS FOR COMPLETION OF THE DISTRICT 8  
SUPPLEMENTAL APPLICATION FOR FINANCIAL ASSISTANCE

APPLICATION MUST BE TYPED

## 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 5-20 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 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.

### 2.2 Age of Existing Infrastructure to be Repaired or Replaced

Using averages when necessary, calculate the age of the existing 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

For example: bridge closing; 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 to impose project specific assessments or user fees and the amount thereof.

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 be participating at a level equal to at least 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.

**UPON COMPLETION RETURN TO:  
County of Summit - Attn: Robert Corlett  
Ohio Building, Room 207  
175 S. Main Street  
Akron, Ohio 44308**

DISTRICT 8  
SUMMIT COUNTY INFRASTRUCTURE COMMITTEE

SUPPLEMENTAL APPLICATION FOR FINANCIAL ASSISTANCE

Note: Applicant should consult the "District 8 Instructions for Completion of the Application for Financial Assistance" for assistance in the proper completion of this form.

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% \_\_\_6%
- b. Desired term of loan: \_\_\_ years. (Term can be 5-20 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 PROJECT.

2.1 STATUS OF PLANS: \_\_\_% COMPLETE. (Percentage completed must be certified by your engineer).

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 EXISTING INFRASTRUCTURE TO BE REPAIRED OR REPLACED:  
\_\_\_ YEARS

- 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 (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).

Applicant shall circle the appropriate response to the statements.

In my project application, I have included the following:

- |     |    |     |   |
|-----|----|-----|---|
| YES | NO |     | A map identifying project location.   |
| YES | NO | N/A | Copy of engineering plans.  |
| YES | NO | N/A | A detailed description of new/expansion costs.                                    |
| YES | NO | N/A | Documentation of physical condition of infrastructure. Include photographs.       |
| YES | NO | N/A | Page listing prepaid items.   |
| YES | NO | N/A | Status report on all projects previously approved for Issue 2 or LTIP assistance. |

**District Eight 2002 / PY 17  
PROJECT EVALUATION FORM**

This form is to be used for both **SCIP** and **LTIP** projects. **Remember** that only transportation projects (roads, bridges, and culverts) are eligible under LTIP.

PROJECT NAME: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

POINTS     Please circle number of 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?**

- |  |                                  |
|--|----------------------------------|
| <b>15</b> - Plans completed, approved (ready to bid) | <b>7</b> - Plans 40-54% complete |
| <b>13</b> - Plans 85-100% complete                   | <b>5</b> - Plans 25-39% complete |
| <b>11</b> - Plans 70-84% complete                    | <b>3</b> - Plans 10-24% complete |
| <b>9</b> - Plans 55-69% complete                     | <b>0</b> - Plans 0-10% complete  |

**Is the Engineer's Progress Certification attached? \_\_\_ Yes No**

To receive 15 points all plans have to be signed and stamped, permits received or applied for, rights of way purchased or in process. (Submit supporting documentation) For projects with the ODOT, plans are considered complete if ODOT has approved the project; final mylars have been submitted; rights of way have been purchased or are in the process of being purchased; and a sale date has been set by ODOT. Plans must be submitted at the time of application.

**\_\_\_ 2. What type of project is proposed?**

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <b>15</b> - Repair/replacement only   | <b>6</b> - 40-59% repair/replacement |
| <b>12</b> - 80-99% repair/replacement | <b>3</b> - 20-39% repair/replacement |
| <b>9</b> - 60-79% repair/replacement  | <b>0</b> - 0-19% repair/replacement  |

All new attributes are to be considered "new" in calculating #2. Additional lanes to an existing road are "new". Additional sewer capacity to serve development is "new". Construction of new storm sewers or sidewalks where none existed is "new". The replacement of infrastructure that is not intended to serve additional area or increase capacity but that results in an increase in size due to current design standards is "repair/replacement". For example, if an existing road has 10' wide lanes and it is to be widened to 12' to meet current standards, the additional 2' is "repair/replacement".

**\_\_\_ 3. Using averages when necessary, what is the age of the infrastructure to be replaced?**

**12** - 50 years or greater    **8** - 25-49 years    **4** - 1-24 years    **0** - new project

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" 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.

**\_\_\_ 4. Is the existing infrastructure designated a risk to health or safety by an independent government agency (state, federal, etc.)?**

**6** - Use of infrastructure is currently banned  
**3** - Use of infrastructure is currently restricted  
**0** - No

This requires a letter from a federal, state or appropriate county official enforcing a ban or limitation on the infrastructure. For example, an EPA letter that places a hook-up ban on a sewage treatment plant that was originally designed for more flow, or a ban on water hook ups in a system that does not have adequate pressure, or a weight limit on a road that was originally designed to handle more traffic. If the restriction is a load limit placed on a road by a local government, the applicant should document that the load limit was imposed because of a structural or design problem and the proposed project will eliminate the problem resulting in the load limit being lifted. A classification of inadequate given to a road by the Akron Metropolitan Traffic Study (AMATS) is not acceptable.

**\_\_\_ 5. Estimated useful life of project in years?  
(Minimum seven years useful life for project)**

**15** - 50 yrs. & Over                      **6** - 20-29 yrs.  
**12** - 40-49 yrs.                              **3** - 7 – 19 yrs.  
**9** - 30-39 yrs.                                **0** - less than 7 yrs.

New underground water or sewer pipes - 50 years; insituform lining - 35 yrs. corrugated pipes - 20 yrs.; total road reconstruction inc. base - 40 yrs.; road re-surfacing and/or re-ditching - 10 years; curbs, road under drain - 30 yrs.; sidewalks - 30 yrs; Water treatment plant structure - 50 yrs., internal equipment - 25 years; new bridge - 50 yrs., bridge deck replacement - 25 years; Pump stations and internal equipment - 25 years; Traffic signals - 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 express below?**

**10** - 30% or greater    **7** - 20-29%    **4** - 10-19%    **2** - 5-9%

**0** - less than 5%

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 State SCIP funds? (Section 2.5) X 1,000/OPWC funds)**

**15** - 101 or more                      **6** - 5-15  
**12** - 41-100                              **3** - 1-4  
**9** - 16-40                                 **0** - Less than one.

For road, street 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. 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** - less than 20% but greater than 5%  
**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 at least 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 community's per capita income?**

- 15** - Less than 80% of median for Summit County
- 12** - 80-95% of median for Summit County
- 9** - 96-110% of median for Summit County
- 6** - 111-125% of median for Summit County
- 3** - Greater than 125% of median for Summit County

For joint applications, pro-rate 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?  
(Local In-Kind + Local Public + Local Private) divided by (Total Project Costs)**

- 20** - 50% or more
- 15** - 30-49%
- 10** - 10-29%
- 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
- 8** - Direct loan, 6% interest
- 6** - Direct loan, 3% interest
- 4** - Direct loan, 0% interest
- 0** - Grant

Pro-rate if combined funding requested (ex. 50% grant X 0, plus 50% direct loan, 0% interest X 4 = 2 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.      **Discretionary Points (Maximum 5 points)**

**NOTE:** These points will be awarded by *unanimous agreement of the Technical Advisory Committee and approval by the Integrating Committee*. The following criteria are among those considered by the District 8 TAC to determine whether a project might receive discretionary points. However, any factor that the TAC determines to be significant, but is not addressed by other questions on the Project Evaluation Form, may be considered for discretionary points. Points are awarded based on the judgment of the TAC, and no specific value is assigned to any of the listed criteria.

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

Catastrophic event

Emergency disruptions in infrastructure

**Total possible SCIP points - 165**

**Total possible LTIP points - 155**

Total points for this project:

SCIP \_\_\_\_\_ LTIP \_\_\_\_\_

All applicants please consult the District 8 Information Packet

For assistance, contact **Robert Corlett, District 8 Liaison** at **(330) 643-2567**, FAX (330) 643-2886; E-mail [rcorlett@exec.summitoh.net](mailto:rcorlett@exec.summitoh.net). Or **Michael Miller, Ohio Public Works Commission**, **(614) 752-9343**, FAX (614) 466-4664, E-mail [michael.miller@pwc.state.oh.us](mailto:michael.miller@pwc.state.oh.us).

Additional information is available at [www.co.summit.oh.us](http://www.co.summit.oh.us) Development Department under **Capital Improvements** or the **Ohio Public Works Commission** at [www.pwc.state.us.oh](http://www.pwc.state.us.oh)

THE OHIO PUBLIC WORKS COMMISSION  
SMALL GOVERNMENT PROGRAM

APPLICATION GUIDELINES

Since the rating criteria used for the Small Government Program is different than that used by your district, it is important that you initially prepare your application to take advantage of the priorities your district has established in their rating system. (Your project must be rated and ranked for funding by your district before it can be recommended to the Small Government Commission). Copies of your district's rating system are available from your district liaison. (Call 614-466-0880 for the name and address of your liaison).

You may wish to provide additional information that will improve the competitiveness of your application when rated using Small Government criteria (attached) or if you feel there are special circumstances in your community which the Commission should know in evaluating your project.

General Guidelines

Higher points are given to projects that:

- Serve more households or average daily traffic.
- Have a higher percentage of local share of project costs.
- Bring your road, water or sewer project up to current standards.
- Volunteer to be partially or fully funded as a loan.

The Commission will use current U.S. Census data and Ohio EPA survey information unless you provide us with other information which can be documented.

If your application is for a revenue generating project, the Commission uses Affordability Standards (attached) **which might be different from those used by your district**.

Photographs are very helpful to your district committee and the Small Government Program in evaluating your project. (Especially health and safety issues.)

You should emphasize the importance your project has to the economy of your community such as creating or retaining jobs, and its importance to existing commerce and business.

**You should be aware of the following policies which have been adopted by the Small Government Commission:**

- The Commission will not provide funding for cost overruns.**
- The Commission may deny funding for water and sewer systems that are deemed to be more cost-effective if regionalized.**

**-If a water or sewer project is determined to be affordable, the project will not be offered a grant, but a 1% to 3% loan.**

**-Applicants with apparently high project engineering costs may be asked to justify those costs.**

SMALL GOVERNMENT CAPITAL IMPROVEMENTS COMMISSION  
SMALL GOVERNMENT PROJECT EVALUATION CRITERIA  
STATE CAPITAL IMPROVEMENTS PROGRAM (SCIP)

Adopted November 9, 1989

Amended April 4, 1991

Amended November 17, 1992

Revised November 30, 1993

Amended October 21, 1997

Amended September 8, 1999

1. Current Design Standards or Capacity Requirements

A. Does existing infrastructure meet current design standards or capacity requirements?

0 Yes

**- Road resurfacing where the road currently meets minimum state standards (18 feet hard surface) for width or is not being brought to state standards, water tower repair**

5 No, application is designed to address a component(s) of a larger system

**- Sanitary, storm sewer and waterline replacement to current standards, new and/or replacement water tower, new and/or replacement water wells, bridge repair, improvements to water and sewer plants**

6 Application is designed to bring a road project to state standards

**- Road widening to state standards**

7 Yes, but infrastructure is non-functioning and application will bring it into partial compliance

**- Non-functioning sanitary and storm sewer replacement**

10 No, application is designed to bring applicant into full compliance

**- Street reconstruction to state standards, new and/or replacement sanitary sewer system, new and/or replacement water system, bridge replacement and/or structural upgrading**

2. Ability and Effort of the Applicant to Finance the Project

A. Roads, Bridges, Storm Water, Solid Waste Projects

(Include a copy of your subdivision's annual budget, or evidence that your subdivision is in a state of fiscal emergency. If the foregoing is not included, no points will be awarded for this criteria.)

0 Total project cost represents less than 50% of subdivision's total annual revenues; less dedicated funds that legally cannot be used for the proposed project

5 Total project cost is between 50 - 100% of subdivision's total annual revenues; less dedicated funds that legally cannot be used for the proposed project

10 Subdivision is in fiscal emergency or total project cost exceeds 100% of subdivision's total annual budget; less dedicated funds that legally cannot be used for the project

B. Water and Sanitary Sewer Projects

0 Project is affordable without SCIP funds

5 Project is affordable, but within \$50 of affordability threshold

10 Project exceeds affordability thresholds

3. Significance of Project to the Overall Economic Welfare of the Applicant

0 Project will have no impact

- **Storm sewers, replacing water and sewer mains, water and sewer plant upgrades**

3 Project will have moderate impact

- **Road reconstruction/repaving, new water, sanitary sewer system, unless application refers to job creation/retention, waterline and sewer projects where the application specifically addresses job creation**

5 Project is necessary to maintain the economic health of the applicant

- **New water or sanitary system and roads and bridges if application has a direct impact on economic development, otherwise 3 points**

4. Importance of Project to Health and Safety of Citizens

0 Project has no, or extremely limited, impact on the health and safety of users

- **Basic road repaving, water tower repair**

5 Project has minor impact on health and safety of users

- **Water main replacement, road reconstruction, culverts and bridges, storm and sanitary sewers, new water tower, non-mandated water and sewer plant upgrades**

7

- **Mandated water or sewer treatment plant upgrades, road projects to eliminate hazards such as sight distance problems**

10 Project has major impact on health and safety of users

- **Mandated new sanitary sewer system, new water system, upgrades to make water drinkable or road and bridge projects that show a demonstrated impact on emergency services (police/fire/rescue)**

5. Condition of System to be Repaired or Replaced (Public Systems Only)

0 Fair to Good Condition: Project represents routine maintenance of an existing public system in a non-deteriorated condition or project is considered new or expansion

6 Poor Condition: Requires standard rehabilitation to maintain integrity. Infrastructure is deteriorated and should be repaired or replaced within next 2-5 years

• **Basic road repaving and widening including minor full depth, partial depth repairing, replacement of bridge decks, replacement of water and sewer lines**

8 Very Poor to Critical Condition: Requires extensive rehabilitation to partial reconstruction to maintain integrity

**Roads: extensive full depth, partial depth repair of roadway with repaving. Bridges: removal and replacement of bridge superstructure, repair of existing water and sewer systems under OEPA findings and orders**

10 Failed Condition: Requires complete reconstruction where no part of the existing facility is salvageable.

**Complete reconstruction of roadway or bridge**

6. Leveraging Ratio

The applicant has committed local and other funds to finance the following percentage of total project cost

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 more than 55 more than 95

7. Population Benefit

The proposed project will benefit the following numbers either through average daily traffic counts (based on the average verifiable ADT's of all the roads included in the application) or number of households directly using the improvements

0 Less than 25

1 25-49

2 50-99

3 100-499

4 500-999

5 1,000 or more

8. District Priority Ranking

0 Less than 5th ranked District project

1 5th ranked District project

2 4th ranked District project

3 3rd ranked District project

4 2nd ranked District project

5 1st ranked District project

9. Amount of SCIP Funding Requested

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 Less than \$49,999

10. The Subdivision Has Agreed to Accept a Loan for the Following Percentage of OPWC Assistance

2 Between 10% and 49% of OPWC Assistance Amount

4 50 - 59% of OPWC Assistance Amount

6 60 - 79% of OPWC Assistance Amount

8 80 - 99% of OPWC Assistance Amount

10 100% of OPWC Assistance Amount

11. Useful Life of Project

1 7 - 9 years

2 10 - 15 years

3 16 - 20 years

4 21 - 25 years

5 more than 25 years

12. Median Household Income of Applicant (from 1990 Census)

1 \$31,577 or more

3 Greater than \$25,835, but less than \$31,577

5 Less than or equal to \$25,835

The Subdivision has Agreed to Accept a Loan for the Entire OPWC Amount

0 0% Loan

3 1% Loan

4 2% Loan

5 3% Loan

## WATER AND SEWER AFFORDABILITY STANDARDS CHECKLIST

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 between 2.6 and 3.3 percent of the community's median household income to determine how much residents can afford to pay annually for water and sewer services. If your community's median household income is less than \$22,639, the factor is 2.6 percent. If it is greater than \$27,670, the factor is 3.3 percent. For incomes between those two amounts, the factor used is 3.0 percent. As an example, if a community's median household income is \$25,000, then households within that community could afford combined annual water and sewer bills of \$750.00 (3 percent of \$25,000). 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.

You should be aware that the following will be used by the Commission unless you provide us with more recent data:

- We will use the most recent **water and sewer survey rates as published by the Ohio Environmental Protection Agency** unless the subdivision's current water and sewer rate ordinance is included as part of your application. In addition, if your subdivision is using general funds to subsidize your water and sewer operations, please include in your application the annual dollar value of general fund assistance, along with the supporting documentation for us to verify how much is going to your water or sewer fund.
- We will use the **1990 Census of Population and Housing** to establish your community's median household income unless you can document that a valid income survey has been conducted which shows an income different than that in the Census. At a minimum, the survey methodology and results must be acceptable to the Ohio Data Users Center.
- We will use the **1990 Census of Population and Housing** to determine the number of households in your community. This figure will be used as the number of residential connections, and beneficiaries for your application. If the number of water or sewer users is different than the number of households listed in the census, please include the current number of residential water and/or sewer connections in your application.
- If your project will benefit less than your entire subdivision, please identify the number of households who will benefit from the improvement. In addition, if an income survey was conducted for the project area, please include the results of that survey.-

COUNTY OF SUMMIT  
COMMUNITIES

<u>CITIES:</u>	<u>1990 Population:</u>
Akron	223,019
Barberton	27,623
Cuyahoga Falls	48,950
Fairlawn	5,779
Green	19,179
Hudson Village	17,128
Macedonia	7,509
Munroe Falls	5,359
Norton	11,475
Stow	27,702
Tallmadge	14,870
<u>Twinsburg</u>	<u>9,606</u>

VILLAGES:

Boston Heights	733
Clinton	1,175
Lakemore	2,684
Mogadore	2,967
Northfield	3,624
Peninsula	562
Reminderville	2,163
Richfield	3,117
<u>Silver Lake</u>	<u>3,052</u>

TOWNSHIPS:

Bath	9,015
Boston	1,317
Copley	11,130
Coventry	11,295
Franklin	14,910
Northfield Center	3,982
Richfield	1,893
Sagamore Hills	6,503
Springfield	14,773
<u>Twinsburg</u>	<u>1,896</u>

**TOTAL 1990 COUNTY POPULATION:                    514,990**

**PER CAPITA INCOME IN DISTRICT 8**

	<u>1990 Income</u>	<u>% Of</u>
	<u>Per Capita</u>	<u>Median</u>
Greater than 125% of Median:		
Bath Township	\$ 33,613	216.2%
Hudson Village City	\$ 26,557	170.8%
Silver Lake Village	\$ 25,286	162.6%
Fairlawn City	\$ 23,200	149.2%
Richfield Township	\$ 21,401	126.9%
Less than 125% of Median:		
Peninsula Village	\$ 18,954	121.9%
Richfield Village	\$ 18,713	120.3%
Reminderville Village	\$ 18,660	120.0%
Boston Township	\$ 18,493	118.9%
Sagamore Hills Township	\$ 18,262	117.4%
Munroe Falls City	\$ 17,579	113.1%
Copley Township	\$ 17,365	111.7%
Less than 110% of Median:		
Northfield Center Township	\$ 16,904	108.7%
Stow City	\$ 16,310	104.9%
Green City	\$ 15,888	102.1%
Tallmadge City	\$ 15,576	100.1%
Twinsburg City	\$ 15,549	100.0% MEDIAN
Macedonia City	\$ 15,511	99.7%
Boston Heights Village	\$ 15,258	98.1%
Less than 95% of Median:		
Franklin Township	\$ 14,654	94.2%
Coventry Township	\$ 14,650	94.2%
Cuyahoga Falls City	\$ 14,472	93.1%
Summit County	\$ 14,409	92.7%
Northfield Village	\$ 14,134	90.9%
Norton City	\$ 13,836	88.9%
Mogadore Village	\$ 12,621	81.2%
Less than 80% of Median:		
Springfield Township	\$ 12,022	77.3%
Akron City	\$ 12,015	77.3%
Clinton Village	\$ 11,947	76.8%
Barberton City	\$ 10,366	66.7%
Lakemore Village	\$ 10,303	66.3%
Twinsburg Township	\$ 9,039	58.1%
Revised 3/29/94		

**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.

	<b>Total</b>	<b>MBE</b>
<b>Equipment Purchased Directly</b>	\$ _____	\$ _____
<b>Other Direct Purchases</b>	\$ _____	\$ _____
<b>Total MBE Set-Aside</b>	\$ _____	\$ _____

State law requires each District set-aside 15% of the funds identified for procurement for Minority Business Enterprises. An additional **2** points can be gained by offering to set-aside procurement funds for this purpose. (See question 13 of the revised Evaluation Form.)

