

DISTRICT 8 ADMINISTRATIVE COSTS WORK PLAN - 2002

The Summit County Department of Community and Economic Development will provide research, technical assistance and administrative support to the District 8 Public Works Integrating Committee and the Natural Resources Assistance Council for the planning, analysis and implementation of the Ohio Infrastructure Bond Financing Program (Issue 2), the Local Transportation Improvement Program (LTIP), and the Clean Ohio Program. This work plan will encompass the period beginning January 1 through December 30, 2002. Summit County's work tasks includes the following:

- Develop a capital improvement planning process according to Section 164 of the Ohio Revised Code.
- Assist district subdivisions in the development and implementation of infrastructure inventories and five-year capital improvement plans.
- Assist in developing a district projects evaluation/methodology for SCIP, LTIP and Clean Ohio Conservation and Brownfields programs with direct input from the district integrating committee.
- Serve as District Liaison between the State of Ohio and District 8 during the application review and approval period.
- Compile necessary documents to implement a District Minority Business Enterprise and Affirmative Action Plan.
- Transcribe and distribute minutes from District 8 Integrating Committee and NRAC committee meetings on a regular and timely basis.
- Assist the district Technical Advisory Committee in preparing preliminary analysis, reports and documents for project rating and selection.
- Preparation and safe delivery of final infrastructure and Clean Ohio program application packages for submission to the Ohio Public Works Commission.
- Calculate scores for preliminary ranking and provide technical assistance to local communities applying under the Small Government Program.
- Provide administrative and program management support to the District Integrating Committee, the District NRAC and any committees.
- Administer technical support to subdivisions pertaining to the rules and regulations of the State Issue 2, LTIP Program and the Clean Ohio Program.

- Attend various Ohio Public Works Commission meetings, along with other community development seminars and workshops to maintain a level of staff proficiency.
- Provide seminars/workshops to train local government entities concerning the Issue 2, LTIP and Clean Ohio application process.
- Inform all Summit County communities of any available funding through the Ohio Public Works Commission.