



# SCIP/LTIP PROGRAM

## **DISTRICT SIXTEEN PUBLIC WORKS INTEGRATING COMMITTEE (D16PWIC)**

## **FISCAL YEAR 2022 (R 35) APPLICATION MANUAL**

### [About the Application Manual](#)

The information in this document relates directly to the District Sixteen Public Works Integrating Committee Evaluation Methodology approved for Program Year 2021. The following information outlines the guidelines, requirements, process and evaluation criteria that will be used to determine project recommendations in Program Year 2021. This manual should be used when completing the required Application Forms.

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## **INFORMATION SECTION 1 - GENERAL PROGRAM**

The Ohio Public Works Commission (OPWC) provides funding for capital improvement (infrastructure) projects through the State Capital Improvement Program (SCIP); Local Transportation Improvement Program (LTIP); and the Revolving Loan Program (RLP). The types of infrastructure are eligible for SCIP Funding:

1. Roads
2. Bridges/Culverts
3. Solid Waste
4. Stormwater
5. Wastewater
6. Water Supply

For purposes of allocating the funds, the state's eighty-eight (88) counties have been organized into nineteen (19) district integrating committees, consisting of public and private officials; to oversee implementation of the program in the district. The district integrating committees are tasked with evaluating applications submitted by local communities and selecting the projects that will be recommended to the OPWC.

### **DISTRICT SIXTEEN PUBLIC WORKS INTEGRATING COMMITTEE**

District 16 encompasses an eight-county region. District 16 is overseen by the District 16 Public Works Integrating Committee (D16PWIC). The eight counties in District 16 are:

Ashland County	Richland County
Crawford County	Seneca County
Hardin County	Wayne County
Marion County	Wyandot County

# **PY 2021 APPLICATION GUIDELINES**

## **APPLICATION DUE DATE**

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

4:00 p.m., Friday, November 13th, 2021  
Richland County Planning Commission  
19 N Main Street  
Mansfield Ohio, Ohio 44902  
419 774 5684  
(419) 774 5685 fax

## **CONTACTS**

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### **Ohio Public Works Commission:**

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## FUNDING AND ELIGIBILITY

The State Capital Improvement Program (SCIP) and the Local Transportation Improvement Program (LTIP) assist local communities in financing local public infrastructure improvements. All applicants are required to fill out the OPWC Application available online at <http://www.pwc.state.oh.us/Application.html>; to be considered for the following funds

- SCIP is a grant/loan program for roads, bridges, water supply, wastewater treatment, storm water collection, and solid waste disposal.
  - SCIP Grant funds cannot exceed 90% of the total cost of the project. SCIP loan funds will be credited as the jurisdiction's local match.
  - Revolving Loan Program (RLP) uses funds from previous loans, repaid by jurisdictions in District 16. All money lent through the RLP will be repaid to OPWC, for District 16. This money is in turn reused by the District as future RLP loans.
  - The Loan Assistance Program offers grant funding that pays for the interest on loans for OPWC eligible construction projects. LAP grant funds will pay for accrued interest during the construction period, and going back up to one year prior to the date of the Project Agreement. Applications will be evaluated on the pre-construction merits of the infrastructure project.
  - The Credit Enhancement Program offers a one-time infusion of funds to enhance an applicant's ability to secure affordable debt. The OPWC may pay the premium for a bond insurance policy which would improve the applicant's credit or bond rating. Applications will be evaluated on the pre-construction merits of the infrastructure project.
- LTIP is a grant program for roads and bridges only.

Eligible applicants are the county and all cities, villages, townships, sanitary districts and regional water and sewer districts in the eight counties in District 16. When a project is located in part of a subdivision is located in more than one county or in more than one district, the subdivision shall be deemed to be a part of the county or district in which the largest number of its population is located. However, if after a decennial census the change in a subdivision's population would result in the subdivision becoming part of a different county or district, the legislative authority of the subdivision may, by resolution, choose to remain a part of the county or district of which the subdivision was originally deemed to be a part. Such a decision is not revocable unless similar conditions arise following the next decennial census.

An applicant applying to improve or replace infrastructure that has received funding from OPWC are ineligible to apply for the same infrastructure that has not completed the useful life that is certified in the previous project agreement.

## APPLICATION GUIDELINES

The D16PWIC evaluation process utilizes the online OPWC Application and OPWC required supporting documentation. Applicants must also include the District required supporting documentation in appropriate attachments (numbers 6 through 10 below). The application materials must be submitted using the following organization and naming convention:

1. OPWC Application;
2. Detailed Engineer's Estimates, and useful life certifications,
3. Authorizations and Resolutions of Support;
4. Chief Financial Officer Certification for local share and/or loan repayment
5. Cooperation Agreement (if Multi-jurisdictional)
6. Supporting Documentation and Data for Transportation Infrastructure;
7. Supporting Documentation and Data for Sewer, Septic, Water, Wastewater;
8. Maps and Photos; and
9. Project Evaluation Criteria for self-scoring
10. Small Government\*

### PRE- APPLICATION

The pre-application is a requirement of the D16PWIC that is necessary for the project evaluation for funding by the County Selection Committees and the District Integration Committee. All communities seeking funding must submit an OPWC Application, Detailed Engineer Estimate with useful life certification at a minimum to the County Coordinator by the application date for that County, to be considered for funding in FY2022 (R 35). The County Coordinator will submit applications to the district by November 13, 2020.

Final Applications, authorizing legislation, CFO letter can be submitted later than November 13th, 2020, but must be submitted before the final application deadline on February 05, 2021.

It is the applicant's responsibility to ensure that all of the documents are accurate, complete and in accordance with the requirements, terms, and conditions set down by the OPWC and the D16PWIC. Failure to meet these conditions will result in the disqualification of a project.

### **INCOMPLETE OR LATE APPLICATIONS WILL NOT BE EVALUATED.**

The instructions, application forms and required attachments can be found at the following websites:

- OPWC at <http://www.pwc.state.oh.us/Application.html>;

**\*SMALL GOVERNMENT EVALUATION INFORMATION** – Small Government applicants must submit additional information (see Page 19).

## ALLOCATIONS

The FY 2022 allocations for District Sixteen are shown below.

ACTIVITY	FY 2022 (R 35)
<b>State Capital Improvement Program (SCIP)</b>	
Grant	\$ 6,777,000
Loan	\$ 753,000
<b>SCIP TOTAL</b>	<b>\$ 7,530,000</b>
Local transportation Improvement Program (LTIP)	\$ 2,562,000
Revolving Loan Program	\$ 1,093,000
<b>TOTAL</b>	<b>\$ 11,185,000</b>
<b>Total 105%</b>	<b>\$ 1,174,425</b>

**REPAIR OR REPLACEMENT VS. NEW OR EXPANDED PROJECTS** – For SCIP funding, a project must be reviewed with regard to whether it is a repair or replacement of an existing infrastructure facility, an expansion of an existing infrastructure facility, or a new infrastructure facility. SCIP funds will cover up to 90% of a project’s total cost if it is a repair or replacement project. New and expansion projects will be funded up to 50% of the total project’s cost. (See page 13)

**GRANT AND LOAN REQUIREMENTS** – As per ORC 164.08, 10% of the district’s SCIP allocation must be awarded as loans or local debt support. The loans are interest-free, and the term is based on the useful life of the infrastructure. In order to meet the SCIP grant/loan requirements, the D16PWIC incorporates scoring incentives in the Loan Incentive criterion.



## FISCAL YEAR 2022 SCHEDULE

The D16PWIC schedule for evaluating and selecting projects for recommendation in FY 20222 is outlined.

ACTIVITY	DATE*
Application Materials Available	August 1, 2020
PY 2021 Application Submittal Deadline to County	TBD by individual counties
PY 2021 Application due from County to District	Friday, November 13, 2020
Preliminary Project Ranking Released	Friday, December 4, 2020
D16P IC Meeting to Select Projects	Friday, December 11, 2020
PY 2021 Project list Complete Applications due	Friday, February 05, 2021
OPWC Deadline to Submit Recommendations	Wednesday, March 31, 2021
PY 2021 Awards Released by OPWC	Thursday, July 1, 2021

\* All dates are subject to change.

## PROJECT SELECTION PROCESS

### PHASE 1- PROJECT EVALUATION

The D16PWIC uses the process outlined below to select projects for recommendation:

- 1.1 County Review:** Applications received from each county will be forwarded by the D16 liaison to the County OPWC coordinator in each county. The County Coordinators will review for compliance with the PY 2021 policies.

Preliminary County Evaluation: County Coordinators will evaluate County applications for County priorities. The County will hold the Project Selection Meeting to review the Preliminary Project Rankings and consider any comments brought forth at the meeting. The County will score each application according to the District scoring criteria and additional discretionary factors will be listed by the County based on the factors outlined in the scoring criteria I and will rank applications within the County by priority.

**1.2 Liaison Review** Applications reviewed and ranked by the county are returned to the district liaison. The liaison will review for compliance with the PY 2021 policies. Liaison will verify that all financial information is accurate and correct. If the financial information that appears on the OPWC application does not match the certified engineer's estimate, the financial officer's certification or loan repayment letter, the applicant will be notified of deficiencies.

It is the applicant's responsibility to make sure the application meets these eligibility requirements. Any project that does not comply with these policies will be deemed ineligible and returned to the applicant pursuant to the D16PWIC Right of Return Policy.

**1.3 Preliminary Project Evaluation** Using the D16PWIC Project Evaluation Criteria, outlined in this manual, the D16PWIC liaison will evaluate all the PY 2021 projects and determine a score in each criterion for every project.

Each applicant will be given five (5) business days to respond to a request for additional information regarding the submitted items. If the applicant does not respond, the project will be scored using the original information.

**1.4 Preliminary Project Rankings** The evaluated projects will be ranked based on their individual Total Project Score which includes the scoring criteria A-I and the D16PWIC liaison will recommend primary projects, not to exceed the amount of 105% of the PY 2021 funds available.

**1.5 Tie-Breaking** If there is a tie between two or more projects at the cut-off line of the Preliminary Project Rankings, the Project with Loan & Grant will be funded first. If both are grant projects, one asking for fewer grant dollars will be funded.

**1.6 OPWC Mandated Requirements** the D16PWIC liaison will ensure that the Preliminary Project Rankings meet the mandated allocation requirements:

- **LTIP** – There is a sufficient number of road and bridge projects that will use the LTIP allocation;  
*ORC164.14(D)*  
*(D) For the period beginning on July 1, 1989, and ending on June 30, 1994, and for each succeeding five-year period, at least one-third of the total amount of money allocated to each district from the local transportation improvement program fund shall be awarded as follows:*  
*(1) Forty-two and eight-tenths per cent for projects of municipal corporations;*  
*(2) Thirty-seven and two-tenths per cent for projects of counties;*  
*(3) Twenty per cent for projects of townships, except that the requirement of division (D)(3) of this section shall not apply in districts where the combined population of the townships in the district is less than five per cent of the population of the district.*
- **Loans** – That the minimum requirement of ten percent (10%) loan/local debt support of the SCIP allocation has been met.

If the mandated allocation requirements are not met, the D16PWIC may choose to move a project ranked lower and below the funding line to displace a higher ranked project at the bottom of the list in order to meet the mandates

## PHASE 2 - PROJECT SELECTION

- 2.1 Preliminary Project Rankings (Liaison Recommendation)** The projects contained in the Preliminary Project Rankings will be presented to the D16PWIC for further evaluation and review. The recommendations will be submitted as:
- **SCIP/LTIP Primary Recommendations** – The top-ranked projects with requests that equal 105% of the PY 2021 available funds.
  - **Small Government Primary Recommendations** - The five (5) top-scored projects with 2 alternatives. (See Small Government Project Selection).

## PHASE 3 – FINAL PROJECT SELECTION

- 3.1 Final Project Rankings** the D16PWIC will hold the Project Selection Meeting to review the Preliminary Project Rankings and consider any comments brought forth at the meeting.
- 3.2 D16PWIC Approval** the D16PWIC will approve and adopt the ***PY 2021 Final Project Rankings*** for SCIP and LTIP funding. The rankings will be posted on the Richland County Planning website.

The projects contained in the Final Project Rankings will be submitted as:

- **Primary Recommendations** – the top-ranked projects with requests that are 105% of the available PY 2021 funds.
  - **Secondary Recommendations (Contingency Projects)** – projects that could be funded should additional monies become available.
- 3.3 Allocation of OPWC Funding** the D16PWIC liaison will submit the ***PY 2021 Final Project Rankings*** and recommend that OPWC allocate the funding to maximize the SCIP and LTIP monies to the top ranked eligible projects.
- 3.4 PY 2021 Recommendations** the D16PWIC will submit the PY 2021 Recommendations to the OPWC, by the deadline of March 31, 2021.
- 3.5 OPWC Review and Approval** the OPWC will review the D16PWIC's Final Project Rankings. Applicants whose projects are approved will be first notified by a pre-approval letter and will then receive an OPWC Project Grant Agreement on or about July 1, 2021.

## PHASE 4 - SMALL GOVERNMENTS PROJECT SELECTION

- 4.1 Project Evaluation** Projects from villages and rural townships with a U.S. Census 2010 population under 5,000 that are not recommended by the D16PWIC for funding may be forwarded to the District Sixteen Small Government Subcommittee.
- 4.2 Small Government Preliminary Project Rankings** County Coordinators will be asked to score and rank eligible small government projects for their county using the OPWC Small Government Criteria (see page 20). The projects included in the Small Government Preliminary Project list will be released along with the SCIP/LTIP Preliminary Project Rankings.
- 4.3 Tie-Breaking** If there is a tie between two or more projects, the tie will be broken based on the scores received by the projects in the following categories, listed in priority order:
1. Health and Safety
  2. County priority
- 4.4 Small Government Scoring and Recommendations** The D16PWIC Small Government Subcommittee will hold a separate meeting during the Project Selection Meeting to review the Preliminary Small Government rankings and prioritize the projects. The D16 Small Government subcommittee ranks projects by giving priority to projects having findings and orders from EPA. The second criteria are county priority.
- The five (5) top-ranked projects and two (2) contingency projects will be submitted to the OPWC Small Government Commission.
- 4.5 Small Government Project Selection** the Successful Applicants will be notified by the Small Government Administrator regarding the cure period. The OPWC Small Government Commission staff will evaluate and rank the Small Government projects statewide and notify the applicants of the final score prior to the Small Government Commission voting meeting in May, 2021.

## APPLICANT INSTRUCTIONS

Refer to the "Infrastructure Application Instructions and Required Attachments" found on the OPWC website <https://www.pwc.ohio.gov/Programs/Infrastructure-Programs/Infrastructure-Application> for detailed instructions to fill out the application and the required attachments that need to accompany the application. Templates for all OPWC required attachments are available on

the website. Applicants are encouraged to download templates and use them for their application attachments.

Construction: The OPWC can only disburse funds for eligible project costs that are included in the project's scope of work as defined in Appendix A of the project agreement. Changes to the scope of work, including significant change orders, are the sole responsibility of the subdivision unless advance written approval of the District and OPWC has been received. District 16 does not typically support Scope Changes. All requests have to be submitted to the District Liaison who will forward it to the District chair to consider to be placed on the next planned meeting Agenda. If placed on the Agenda, the District 16 IC will review the applicant's request and vote to either recommend or deny the scope change on a case by case basis.

If the OPWC-funded portion of a project comes in under budget, the applicant will return the unexpended amount to D16's pool of funds to be reallocated during the current or future round through the normal procedures. The applicant cannot use the funds on a new project or an expansion of the existing project

All projects, to the extent practicable, must use Ohio products, materials, services and labor. For OPWC-funded projects, 15% of local subdivision direct contracts for procurement of equipment, materials, and supplies must be made from state-certified minority business enterprises (MBE) vendors. Reimbursement to local subdivisions for procured items will not be released unless evidence that the MBE percentage requirement was met.

Capital Improvement Reports: D16PWC no longer requires them.

Existing Condition and Proposed Changes: Describe the existing infrastructure that is proposed to be modified and the reason the infrastructure requires changes. Applicants should include any other factors relevant to a particular project.

Explain changes to the amount of right-of-way, the number or width of lanes, traffic control devices, type or size of drainage, type or size of water services, or type or size of sanitary sewer service. Describe how the proposed infrastructure changes will eliminate the problems caused by the existing condition.

Engineering Costs: Preliminary design engineering costs (e.g. soil borings, environmental assessments, surveys, studies, etc.) are eligible.

The sum of all engineering costs should not exceed 20%. A typical range is 10-15%.

Actual engineering costs incurred above the budget line item contained in the project agreement are the sole responsibility of the subdivision and will not count as part of the local subdivision contribution.

Ineligible Costs: Ineligible costs include, but are not limited to, the following:

- Any of the subdivision's ongoing overhead expenses for carrying out its existing engineering services
- Administrative costs including fees or in-kind incurred for completing OPWC paperwork or for securing and/or administering other funding sources
- Mailing costs to residents for assessment hearings
- Items that strictly serve an aesthetic purpose, including landscaping beyond basic postconstruction repair (i.e. seeding and mulching), cost differential for decorative lighting, decorative piers, community welcome signs, water tower slogans and logos, tree grates and tree relocation.
- Notwithstanding Loan Assistance / Credit Enhancements, OPWC funds may not be used to pay or reimburse debt
- Trucked-in potable water for residents
- Costs related to abandonment and or demolition of septic tanks
- No type of construction that predates the OPWC agreement is eligible (even if an in-kind credit).

Local Match: To be considered for SCIP or LTIP funding, an applicant must meet the minimum local match requirement. Note that applications that exceed minimum requirements are more competitive.

- For SCIP projects, applicants are required to provide a minimum of 10 percent of the project costs related to the repair/replacement of facilities and a minimum of 50 percent for the new/expansion portion of the projects.
- For LTIP projects, no local funds are required. However, the applicant must provide sufficient non-OPWC funds to cover project items ineligible for LTIP.

Loans: The OPWC has established an interest rate of 0% for the life of the project or 30 years whichever is smaller.

Applicants requesting loan only will be prioritized for funding. After SCIP grant money is exhausted, and in the event of leftover loan funds, staff will contact unfunded project applicants below the 105% funded line who have requested only loan funding if they want additional loan funding, then grant applicants below the 105% funding line in ranked score order and offer them funds in the form of a loan. Then it will proceed to the very top of the list down to see if funded applicants want additional loan money.

Loan Assistance & Credit Enhancement: The OPWC provides two financial tools to assist with affordability. These two funding tools may be requested as part of a project that is also for a grant, loan or grant/loan combination, but the applicant needs to submit a separate OPWC application for administrative purposes.

- Loan Assistance is a grant that pays for the interest on a public or private loan during the construction period. To take advantage, the construction must have commenced no earlier than three years prior to the project agreement date.

- A Credit Enhancement is a one-time infusion of funds to enhance an applicant's ability to secure affordable debt. The OPWC may pay the premium for a bond insurance policy that would improve the applicant's credit or bond rating.

Multiple Applications: Funding OPWC provides has to result in useable infrastructure that lasts for the useful life that is certified in the project agreement. Another application cannot be made to improve or replace the same infrastructure before the usefule life has passed.

Multi-Jurisdictional Projects: If work crosses subdivision boundaries and is in more than one subdivision, a cooperative agreement is required so there is an understanding that work will be performed on property controlled by the other jurisdiction, whether or not it involves financial participation.

Project Location(s) and Limits: A written description is required, just a map is not sufficient. Provide the roadway and the termini. Include a location map highlighting the project area in the Maps and Photos attachment.

Project Components: Projects that are ineligible as standalone are those not specific to the roadway including sidewalk, bike paths. These are eligible only if the project includes other roadway improvements.

Projects must have a minimum useful life of at least seven years.

Engineering only projects are not eligible.

Road and Bridge projects with a utility component will be considered for the LTIP program only if the road and bridge work are the major component of the project.

Project Scheduling: All projects must have a construction start date no earlier than July of the award year. Projects with delayed schedules for engineering, bidding and construction will be questioned and possibly returned for resubmission in a future program year if they will not proceed during the current program year.

Construction includes "off-site" construction to account for pre-fabrication work.

Generally, projects must be completed within the two years of the agreement release.

Projects that are being sold by the Ohio Department of Transportation ("ODOT-let") must use the ODOT sale date. Such project schedules are confirmed with ODOT and will be rejected by the Commission if scheduled into a future program year. Include ODOT PID number in application.

Project schedules are monitored by the OPWC. Failure to meet the project schedule may result in termination of the agreement for approved projects. Projects delayed for reasons which are beyond the control of the subdivision or could not be foreseen or anticipated may, at the

discretion of the Commission, receive a schedule extension. Extension requests with the reason for the delay must be made in writing. Projects with delayed schedules that lend themselves to a future funding year may be terminated.

Previously Paid Costs: Project costs paid prior to the date of the agreement with OPWC (usually around July 1 for the year of the award) may be eligible for OPWC reimbursement or credited toward the local match:

- Preliminary design costs such as soil borings, environmental assessments, surveys, studies, etc., paid within the three years prior to the date of the agreement are eligible for reimbursement.
- In-kind work for construction (engineering is permissible) is not permissible prior to the OPWC executed agreement.

Township Projects: For Townships, the County Engineer (the engineer by law for Townships) has to acknowledge he is aware of the project and supports it.

## EVALUATION CRITERIA AND RATING

The D16PWIC will evaluate each project submitted for funding based on the information supplied by each community in the application. This evaluation will use criteria based on the requirements of section 164 of the Ohio Revised Code. Evaluations are conducted in open public meetings as required by the Ohio Revised Code. The basic methodology to be used in Program Year 2021 my contain revisions in the evaluation rating and criteria system. The committee approves revisions for clarity and objectivity of the rating system. Evaluation and funding criteria have been developed and refined over past funding rounds as follows.

### A - REPAIR AND REPLACEMENT (R/R) - Maximum 10 Points

Existing infrastructure projects that does not substantially increase designed service capacity can be considered repair and replacement. Projects that bring existing infrastructure up to current standards can be repair and replacement. Replacing a 12' wide bridge with a 24' wide bridge, widening, realigning a dangerous stretch of road, making sewer or water improvements that do not increase capacity but meet new standards, replacement of failed private septic system or failed wells by a community system, may be considered repair and replacement with proper documentation. Roadway appurtenances or features that contribute to improved safety such as sidewalks, lighting, turn lanes, and upgrades to traffic control will be considered repair/replacement when they are incidental to the project. The percentage of projects (R/R) share will be scored according Section 2.0 of the OPWC application using the following point criteria.

<b>A. REPAIR &amp; REPLACEMENT</b> <sup>164.06 B (1)</sup>	% Repair & Replacement	Points to Award
Award points corresponding to the portion of the project that is repair and replacement, as presented in	100%	10 points
	90%	9 points
	80%	8 points
	70%	7 points



item 3.0 of the Ohio Public Works Commission (OPWC) Application Form.  <i>(Private septic system replacement by a community system may be considered repair and replacement with proper documentation of the official need for the project from the EPA or a Health Department)</i>	60%	6 points
	50%	5 points
	40%	4 points
	30%	3 points
	20%	2 points
	10%	1 point
	0%	0 points

## B - OVERALL NEED OF THE DISTRICT - Maximum 2 Point

**B-1** - Multi-jurisdictional projects that benefit more than one subdivision are encouraged in the district. Points are awarded to projects that have physical work in more than one subdivision and eliminates a problem or provides a benefit to more than one subdivision. The application must clearly provide information on the benefiting subdivision and the project components within those subdivisions.

**B-2** - Projects that directly benefit jobs or preserve them will require a letter from the company stating the number of jobs created or preserved. Documentation of development proposal stating number of jobs and what geographical area company is locating from is required. Note that retail or residential development does not receive credit.

<b>B. OVERALL NEED AND ECONOMIC BENEFIT OF THE DISTRICT</b> 164.06 B (1), 164.14 E (7) 164.14 E (3) B-1: Does the project involve actual physical work in more than one political subdivision and provide benefits to more than one political subdivision?	Yes	1 Point
	No	0 Points
B-2 Does this project directly benefit job creation or preservation <i>(Must submit letter from Company)</i>	Yes	1 Point
	No	0 Points

## C - AGE AND CONDITION – Maximum 10 Point

This criterion focuses on the age and condition of the facility to determine district significance. Points are awarded to facilities that are at the end of their useful life and face deteriorating conditions for replacement projects, or have a district wide significance for new projects.

**C-1 - Age of Infrastructure** Depending on the infrastructure and related life expectancy, points will be determined for the Primary Infrastructure Project based on the original construction year or the year of the last major improvement. The age of infrastructure will be scored using the information on Section 4.1 of the application and dividing it by the life expectancy for project type from the table above.

The following Life Expectancy Standards should be used to determine Age.

**Service Life- Life Expectancy Standards - Life Expectancy Standards are for evaluating present infrastructure. The useful life of project is decided by project engineer, and need not match this chart. For example, a new bridge could have a 75-year useful life.**

50 Yrs.	Waterline, water storage, sanitary sewer lines, stormwater, bridge, culvert
30 yrs.	Water treatment & wastewater treatment
20 yrs.	Road construction & reconstruction
8 yrs.	Road resurfacing

<b>C. AGE &amp; CONDITION</b> 164.06 B (2), 164.14 E (9) C-1: AGE OF INFRASTRUCTURE: Determine a point score by dividing the age of the existing infrastructure involved in this project by the typical service life as presented in the Life Expectancy Standards Chart.		÷		
	<b>Age</b>	÷	<b>Service Life</b>	<b>= Value</b>
	Greater than 1.50,			5 Points
	Between 1.25 and 1.49,			4 Points
	Between 1.00 and 1.24,			3 Points
	Between 0.75 and 0.99,			2 Points
	Between 0.50 and 0.74,			1 Points
Less than 0.50			0 Points	

**C-2 - Remaining Useful Life** The remaining useful life is used to determine the remaining useful life and in turn the condition of the facility for repair and replacement projects. For New and Expansion projects points are based on the district significance of the projects. Documentation to support project significance should be included in the application.

C-2: REMAINING USEFUL LIFE: For repair & replacement projects evaluate the remaining useful life, or the district significance for new and expansion projects (use whichever is applicable) use life expectancy standards presented above.	<b>FOR REPAIR/REPLACEMENT PROJECTS</b>	
	5	Not in Service
	4	Beyond Useful Life Declining Rapidly
	3	At/near Useful Life & Declining Rapidly
	2	Not near Useful Life & Functioning Poorly
	1	Not near Useful Life & Functioning
	<b>FOR NEW/EXPANSION PROJECTS</b>	
	5	District Wide Significance or Need
	4	Multi-jurisdictional Significance or Need
	3	Applicant Significance or Need
	2	Neighborhood Significance or Need
1	No Real Significance or Need	

## D - HEALTH AND SAFETY – Maximum 1 Point

If the infrastructure is believed to cause an unsafe or unhealthy situation, it is necessary to describe the settings. Points are awarded based on primary infrastructure project. The applicant should include the type, frequency, and severity of the health and/or safety problem(s) that will be eliminated or reduced by the project.

Stating that the situation is unsafe or unhealthy without offering any supporting evidence or rationale is not sufficient. In all cases, specific documentation is required. Information should address the following:

The health and/or safety situation and its frequency and/or magnitude:

Please describe how the proposed project will eliminate or reduce the public health or safety issue within the project limits. Examples provided below are not intended to be exclusive.

- Road, Bridge, and Culvert Projects:

Are vehicular accidents attributable to the problems cited? Do they involve injuries or fatalities? Please include a traffic analysis from the GIS Crash Analysis Tool (GCAT) on the Ohio Department of Transportation (ODOT) Transportation Information Mapping System (TIMS).

For crashes, please include a 5-year documented traffic accident history. The following sites are resources applicants can utilize for crash data:

- Ohio Department of Public Safety (ODPS):  
<http://www.publicsafety.ohio.gov/crashes.stm>
- Ohio Department of Transportation (ODOT):  
<http://www.dot.state.oh.us/Divisions/Planning/ProgramManagement/HighwaySafety/Pages/default.aspx>

For projects to alleviate serious traffic problems or the need to respond to growth, a traffic analysis from a public official or consultant qualified to make this assessment must be included. All documents must contain the source material, and the name and contact information of the preparer.

- Water Supply, Wastewater, Projects:

Sanitary Sewer Systems, and Septic Systems:

Please explain if the applicant is under orders from a court or regulatory agency, and summarize the order including the reasons for the orders and submit supporting documentation.

Wastewater or Water Treatment Plants:

Please explain if the applicant is under orders from a court or regulatory agency, summarize the order including the reasons for the orders and submit supporting documentation.

<b>D. HEALTH AND SAFETY</b> 164.06 B (4) 164.14 E (1)(2) Road \Bridge – Does this project address documented accident history (5 year) or would alleviate serious traffic problem or respond to needs caused by growth ( <i>must submit traffic study</i> )	Yes	1 point
	No	0 points
Water\Sewer – Does this project address documented EPA corrective actions or County BOH Nuisance Complaints. ( <i>submit documentation</i> )		

## E - COST OF THE PROJECT - Maximum 15 Points

**E-1 – Loan** Points are awarded to applicants that request a loan as a percentage of the Total OPWC request. Section 1.2 of the OPWC Application for Financial Assistance will be used to determine the Amount of Loan requested.

**E-2 - Amount of Funds** Points are awarded to applicants that request less than \$ 500,000 in OPWC funding.

<b>E. COST OF THE PROJECT</b> 164.06 B (5), 164.06 B (6) E-1: Award points for the portion of the total OPWC assistance that the project is requesting in the form of loan/credit assistance. <i>(For example, if the project is requesting a total of \$100,000 in OPWC funding, of which \$50,000 is as a loan and \$50,000 is as a grant, then 50% of the OPWC funding is for a loan, and 2.5 points can be awarded.)</i>	100% of OPWC as a Loan	5.0
	90% of OPWC as a Loan	4.5
	50% of OPWC as a Loan	2.5
	30% of OPWC as a Loan	1.5
	20% of OPWC as a Loan	1.0
	10% of OPWC as a Loan	0.5
	0% of OPWC as a Loan	0.0
	E-2: Award points according to the amount of OPWC funding requested for this project.	More than \$500,000
\$500,000 or less		10 points

## F - EFFORT AND ABILITY AND REVENUE GENERATING CAPACITY - Maximum 20 Points

Projects will be awarded points in this category based on the total funds that are not OPWC grant dollars. This includes the ability and effort of local subdivisions to assist in financing, the amount of OPWC loan dollars as well as federal and state grants. Applicants must provide documentation (e.g., award letters) from the funding source(s) and/or certification that the Local Revenues are committed to this project. Section 1.2 of the OPWC Application for Financial Assistance will be used to determine the Amount of Loan requested.

<b>F. THE EFFORT AND ABILITY AND REVENUE GENERATING CAPACITY OF LOCAL SUBDIVISION TO ASSIST IN FINANCING PROJECT</b> 164.06 B (6)(7) 164.14 E (4)	<b>Non OPWC Grants ÷ Total Project Cost = points</b>	<b>Points</b>
Award points for the amount of non-OPWC grant contributed to total project cost <i>(fractions permitted)</i> . This may be OPWC loan, or federal, state, local funds. <i>(A 100% Loan Project will receive 20 points A Project with 50% loan and 50% Grant will ONLY use the grant portion)</i>	100%	20
	90%	18
	80%	16
	70%	14
	60%	12
	50%	10
	40%	8

	30%	6
	20%	4
	10%	2

## G - ADEQUACY OF PLANNING AND READINESS - Maximum 5 Points

This criterion is based on the project proceeding in a timely manner. Points will be awarded if project is to be bid within 12 months. Section 3.0 of the application will be used to determine bid date.

<b>G. ADEQUACY OF PLANNING AND READINESS</b> 164.06 B <u>(9).164.14 E (5)</u> TO PROCEED – From the date of the Grant Agreement, the project will be: <i>(Engineer's estimate at time of application)</i> <i>Revised 6/19/09</i>	To Bid Within 12 Months	5 points
	Bidding not anticipated within 12 months of award:	0 Points

## H - ECONOMIC HEALTH - Maximum 5 Points

**H -1 - Economic Health** The most current Median Household Income (MHI) from the U.S. Census Bureau Fact Finder compared to the state will be used to calculate the Economic Health score.

A project submitted by the County on behalf of a community, will be awarded the Economic Health Points based on the owner of the asset.

A Multi-Subdivision project score in Economic Health will be based on the percentage of the partnering communities, as provided in the Project Description section.

**H-2 - Generation of User Fees** The proposed project will be reviewed to see if revenue in the form of new user fees or assessments is generated. Provide support documentation (legislation, etc.) about new or increased fees or new assessments to support the criteria.

<b>H. ECONOMIC HEALTH OF THE COMMUNITY</b> 164.06 B (8) 164.06 B (3) H-1: Median Household Income compared to State Average <i>(From Fact Finder)</i>  H-2: Will completion of this project result in new user fees or assessments for the applicant?	80% or below	5 points
	80% above to 120%	3 points
	120% above	0 points
	Yes	1 point
	No	0 points

## I – DISTRICT DISCRETIONARY FUNDS - Maximum 15 Points

The District allocates discretionary points to be allocated for factors that it deems important. The County Cordination Committee from each county will list the factors to be considered for each application in their county. The D16 liaison will take into consideration these factors when allocating points to the application. The County priority is a weighted factor.

The factors to be considered are listed in the table below

<b>DISTRICT DISCRETIONARY FACTORS</b>		The applicant and/or the county committee may suggest other factors for a project. The final decision will be made by the District Integrating Committee . <u>The following are examples of other factors associated with infrastructure projects.</u>
<b>I. OTHER FACTORS</b> The District may award points for any other factor relevant to a particular project.		
County priority - Weighted	ADT/ or number of utility customers	Weighted useful life
Subdivision or parent county's participation in loan/loan assistance	Timely OPWC project implementation, completion & closeout history	Underground utilities experiencing numerous breaks
Evidence of federal/state grants to the project and OPWC dollar last in	Applicant is under legal obligations to complete project	Track record of funding for subdivision or parent county
Affordability of sewer & water rates	Engineering affordability	

## SMALL GOVERNMENT EVALUATION CRITERIA

The OPWC administers a funding assistance program for villages and townships with populations in the unincorporated areas of less than 5,000. Project applications are selected from those not funded through the 19 District committees. Districts may submit five (5) applications plus two (2) contingency applications for a "second chance" to obtain a grant, loan, or grant/loan combination.

In order for the D16PWIC to determine which eligible applications will be the most competitive for Small Government program; after the liaison has the preliminary list ready the D16PWIC asks that those applicants below the funding line will be contacted to submit materials that the Small Government Commission uses to score its applications and a prescore using the OPWC Small government methodology. The D16PWIC will review the applications eligible for the Small Government Program utilizing the OPWC Small Government methodology.

**Notes:**

1. The D16PWIC Small Government score may not be the same as that calculated by the Small Government Administrator. The D16PWIC score is only used as an indicator as to which applications are likely to be more competitive at the state level.
2. The D16PWIC will not score the Small Government, Ability and Effort criterion.
3. In Small Government Readiness to Proceed criterion the Engineer's Plan Status Certification will be awarded points only for plans completed by the D16PWIC Small Government Subcommittee meeting date, January 18, 2021.

**For Small Government materials including the Small Government Applicants Manual which details Small Government policies, procedures, and required materials, see the OPWC Small Government website at <http://www.pwc.state.oh.us/smallgovernment>.**

# DISTRICT 16 -PROJECT EVALUATION CRITERIA

Subdivision			
County			
Project			
<b>PROJECT RATING FACTORS</b>			
<b>A. REPAIR &amp; REPLACEMENT</b> 164.06 B(1) 164.06 B(9) Award points corresponding to the portion of the project that is repair and replacement, as presented in item 3.0 of the Ohio Public Works Commission (OPWC) Application Form.  <i>(Private septic system replacement by a community system may be considered repair and replacement with proper documentation of the official need for the project from the EPA or a Health Department)</i>	<b>% Repair &amp; Replacement</b>	<b>Points to Award</b>	<b>Factor A Points:</b> <i>(10 points maximum)</i>  <div style="text-align: center; width: 50px; height: 50px; border: 1px solid black; margin: 0 auto;"></div>
	100%	10 points	
	90%	9 points	
	80%	8 points	
	70%	7 points	
	60%	6 points	
	50%	5 points	
	40%	4 points	
	30%	3 points	
	20%	2 points	
10%	1 points		
0%	0 points		
<b>B. OVERALL NEED AND ECONOMIC BENEFIT OF THE DISTRICT</b> 164.06 B(1), 164.14 E(7) 164.14 E(3) B-1: Does the project involve actual physical work in more than one political subdivision and provide benefits to more than one political subdivision?	Yes	1 Point	<b>Factor B-1 Points:</b> <i>(1 point maximum)</i>  <div style="text-align: center; width: 50px; height: 50px; border: 1px solid black; margin: 0 auto;"></div>
	No	0 Points	
B-2 Does this project directly benefit job creation or preservation <i>(Must submit letter from Company)</i>	Yes	1 Point	<b>Factor B-2 Points:</b> <i>(1 point maximum)</i>  <div style="text-align: center; width: 50px; height: 50px; border: 1px solid black; margin: 0 auto;"></div>
	No	0 Points	
<b>C. AGE &amp; CONDITION</b> 164.06 B(2) 164.14E(9) C-1: AGE OF INFRASTRUCTURE: Determine a point score by dividing the age of the existing infrastructure involved in this project by the typical service life as presented in the Life Expectancy Standards Chart.	<b>Age</b> ÷ <b>Service Life</b>	<b>= Value</b>	<b>Factor C-1 Points:</b> <i>(5 points maximum)</i>  <div style="text-align: center; width: 50px; height: 50px; border: 1px solid black; margin: 0 auto;"></div>
	Greater than 1.50,	5 Points	
	Between 1.25 and 1.49,	4 Points	
	Between 1.00 and 1.24,	3 Points	
	Between 0.75 and 0.99,	2 Points	
	Between 0.50 and 0.74,	1 Points	
	Less than 0.50	0 Points	
Service Life- Life Expectancy Standards - Life Expectancy Standards are for evaluating present infrastructure. The useful life of project is decided by project engineer, and need not match this chart. For example, a new bridge could have a 75 year useful life.			
50 Yrs	Waterline, water storage, sanitary sewer lines, stormwater, bridge, culvert		
30 yrs	Water treatment & wastewater treatment		
20 yrs	Road construction & reconstruction		
8 yrs	Road resurfacing		
C-2: REMAINING USEFUL LIFE: For repair & replacement projects evaluate the remaining useful life, or the district significance for new and expansion projects (use whichever is applicable) use life expectancy standards presented above.	<b>FOR REPAIR/REPLACEMENT PROJECT</b>		<b>Factor C-2 Points:</b> <i>(5 points maximum)</i>  <div style="text-align: center; width: 50px; height: 50px; border: 1px solid black; margin: 0 auto;"></div>
	5	Not in Service	
	4	Beyond Useful Life Declining Rapidly	
	3	At/near Useful Life & Declining Rapidly	
	2	Not near Useful Life & Functioning Poorly	
	1	Not near Useful Life & Functioning	
	<b>FOR NEW/EXPANSION PROJECTS</b>		
	5	District Wide Significance or Need	
	4	Multi-jurisdictional Significance or Need	
	3	Applicant Significance or Need	
2	Neighborhood Significance or Need		
1	No Real Significance or Need		
<b>D. HEALTH AND SAFETY</b> 164.06 B(4) 164.14 E(1)(2) Road \Bridge – Does this project address documented accident history (5 year) or would alleviate serious traffic problem or respond to needs caused by growth <i>(must submit traffic study)</i>  Water\Sewer – Does this project address documented EPA corrective actions or County BOH Nuisance Complaints. <i>(submit documentation)</i>	Yes	1 point	<b>Factor D Points:</b> <i>(1 point maximum)</i>  <div style="text-align: center; width: 50px; height: 50px; border: 1px solid black; margin: 0 auto;"></div>
	No	0 points	
<b>E. COST OF THE PROJECT</b> 164.06 B(5), 164.06 B(6) E-1: Award points for the portion of the total OPWC assistance that the project is requesting in the form of	100% of OPWC as a Loan	5.0	<b>Factor E-1 Points:</b> <i>(5 points maximum)</i>
	90% of OPWC as a Loan	4.5	
	50% of OPWC as a Loan	2.5	
	30% of OPWC as a Loan	1.5	



# DISTRICT 16 -PROJECT EVALUATION CRITERIA

loan/credit assistance. <i>(For example, if the project is requesting a total of \$100,000 in OPWC funding, of which \$50,000 is as a loan and \$50,000 is as a grant, then 50% of the OPWC funding is for a loan, and 2.5 points can be awarded.)</i>	20% of OPWC as a Loan 10% of OPWC as a Loan 0% of OPWC as a Loan	1.0 0.5 0.0	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
E-2: Award points according to the amount of OPWC funding requested for this project.	More than \$500,000  \$500,000 or less	0 points  10 points	<b>Factor E-2 Points:</b> <i>(10 points maximum)</i> <input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
<b><u>F. THE EFFORT AND ABILITY AND REVENUE GENERATING CAPACITY OF LOCAL SUBDIVISION TO ASSIST IN FINANCING PROJECT</u></b> 164.06 B(6)(7) 164.14 E(4) Award points for the amount of non-OPWC grant contributed to total project cost ( <i>fractions permitted</i> ). This may be OPWC loan, or federal, state, local funds. <i>(A 100% Loan Project will receive 20 points                  A Project with 50% loan and 50% Grant will ONLY use the grant portion)</i>	<b>Non OPWC Grants ÷ Total Project Cost = points</b>  100% 90% 80% 70% 60% 50% 40% 30% 20% 10%	<b>Points</b>  20 18 16 14 12 10 8 6 4 2	<b>Factor F Points:</b> <i>(20 points maximum)</i>   <input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
<b><u>G. ADEQUACY OF PLANNING AND READINESS</u></b> 164.06 B (9),164.14 E(5) TO PROCEED – From the date of the Grant Agreement, the project will be: <i>(Engineer’s estimate at time of application)                  Revised 6/19/09</i>	To Bid Within 12 Months  Bidding not anticipated within 12 months of award:	5 points  0 Points	<b>Factor G Points:</b> <i>(5 points maximum)</i>  <input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
<b><u>H. ECONOMIC HEALTH OF THE COMMUNITY</u></b> 164.06 B(8) 164.06 B(3) H-1: Median Household Income compared to State Average <i>(From Fact Finder)</i>  H-2: Will completion of this project result in new user fees or assessments for the applicant?	80% or below  80% above to 120%  120% above  Yes  No	5 points  3 points  0 points  1 points  0 points	<b>Factor H-1 Points:</b> <i>(5 points maximum)</i> <input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>  <b>Factor H-2 Points:</b> <i>(1 points maximum)</i> <input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
<b>Total Non-Discretionary Points</b> <i>(69 points maximum)</i>			<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
<b><u>DISTRICT DISCRETIONARY FACTORS</u></b>  <b>I. OTHER FACTORS</b> The District may award points for any other factor relevant to a particular project.	The applicant and/or the county committee may suggest other factors for a project. The final decision will be made by the District Integrating Committee. <u>The following are examples of other factors associated with infrastructure projects.</u>		
County priority - Weighted	ADT/ or number of utility customers	Weighted useful life	
Subdivision or parent county’s participation in loan/loan assistance	Timely OPWC project implementation, completion & closeout history	Underground utilities experiencing numerous breaks	
Evidence of federal/state grants to the project and OPWC dollar last in	Applicant is under legal obligations to complete project	Track record of funding for subdivision or parent county	
Affordability of sewer & water rates	Engineering affordability		
Any other factor		<b>Factor I Points:</b> <i>(15 points maximum)</i>	<input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>
<b>Completed By:</b>	<b>Date:</b>	<b>GRAND TOTAL:</b> <input style="width: 40px; height: 40px; border: 1px solid black;" type="text"/>	