

RESOLUTION NO. 58-2025

Introduced by Sam Artino

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO SUBMIT AN APPLICATION TO THE OHIO PUBLIC WORKS COMMISSION (OPWC), SCIP AND LTIP PROGRAM YEAR 40, FY 2027 GRANT AND/OR LOAN RELATING TO THE SOUTH MAIN STREET STREETScape PROJECT IN THE AGGREGATE AMOUNT OF SIX HUNDRED THOUSAND AND 00/100 DOLLARS (\$600,000.00); AND FURTHER AUTHORIZING THE INTERIM CITY MANAGER TO ACCEPT SAID GRANT AND/OR LOAN AWARD IN AN AGGREGATE AMOUNT NOT TO EXCEED SIX HUNDRED THOUSAND AND 00/100 DOLLARS (\$600,000.00), SHOULD THE APPLICATION BE SUCCESSFUL.

WHEREAS, the City of Huron desires to seek grant/loan funding from the Ohio Public Works Commission (OPWC), SCIP and LTIP Program Year 40, FY 2027 to partially subsidize the South Main Street Streetscape Project (referred to as the "Project"); and

WHEREAS, the Project meets basic eligibility requirements for project funding as it has a direct relationship to water supply capital infrastructure; and

WHEREAS, the City of Huron has the authority to apply for financial assistance and to administer the amounts received from OPWC; and

WHEREAS, the City of Huron must direct and authorize the Interim City Manager, Stuart Hamilton, to act as the Authorized Representative for the application and project, if awarded.

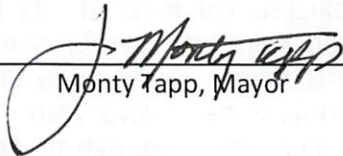
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON AS FOLLOWS:

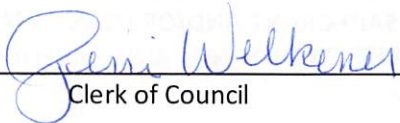
SECTION 1. That the Council of the City of Huron authorizes and directs the Interim City Manager to submit a grant application through the Ohio Public Works Commission (OPWC) SCIP and LTIP Program Year 40, FY 2027 to become eligible for potential grant and/or loan funding assistance relating to the South Main Street Streetscape Project in the aggregate amount of Six Hundred Thousand and xx/100 Dollars (\$600,000.00). A copy of the financial assistance application materials is attached hereto as Exhibit "A."

SECTION 2. That if grant and/or loan funds are awarded, authorization is given to the Interim City Manager to execute any agreement(s) with OPWC to be eligible for funding under the program, and to accept the grant and/or loan award of up to Six Hundred Thousand and xx/100 Dollars (\$600,000.00).

SECTION 2. That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of the Council and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22 of the Revised Code

SECTION 4. That this Resolution shall go into effect and be in full force and effect immediately upon its passage.


Monty Tapp, Mayor

ATTEST: 
Clerk of Council

ADOPTED: 26 AUG 2025





Erie Regional Planning Commission Department of Planning & Development

2900 Columbus Avenue
Sandusky, Ohio 44870-5554
Phone: 419-627-7792 Fax: 419-627-6670

Planning for the future of Erie County

June 23, 2025

RE: OPWC - ROUND 40 SCIP & LTIP APPLICATIONS

It's time again to prepare OPWC grant and loan program applications.

Applicants should submit either paper or electronic applications (pdf on a CD, DVD, or electronic storage device) to the Erie County Regional Planning Department **no later than Friday September 12, 2025 at 4:00 p.m.**

Applications need to include the following documents:

- Application for Financial Assistance form, (attached)
- Round 40 District 5 Capital Improvement Projects Questionnaire and Priority Rating Sheet, (attached)
- Certified copy of legislation from applicant authorizing a designated official to sign and submit the application.
- Financial Officer Statement stating that local funds are available
- Professional Engineer's Cost Estimate and Useful Life.
- Supporting Documentation: For road projects you will need a traffic count that is no more than three years old and if your project will create jobs, you will need documentation. Pictures and maps always help.

Also attached for your review are the Supplemental Application Instructions revised November 2021. This includes examples of the required OPWC documents.

Villages and Townships that qualify for the Small Government Program (Populations less than 5,000) are urged to complete the additional Small Government Application Material as they may qualify for funding out of that program. More on the program can be found here:

<https://publicworks.ohio.gov/programs/infrastructure/government/03-small-government>

Please do not hesitate to contact me if you need clarification on this letter or have questions regarding the application process.

Sincerely,

Kevin Cannon
Erie County Regional Planning

District 5 PY27/Round 40 Schedule

- a) Friday, September 12, 2025 Deadline for SCIP and LTIP projects to be submitted to County sub-committees in paper form
- b) Friday, October 10, 2025 All SCIP and LTIP project applications due to the District 5 Liaison and will either be entered into the portal by local staff or liaison.
- c) Tuesday, November 11, 2025 Executive Committee to review SCIP and LTIP project applications
- d) Tuesday, November 25, 2025 Deadline for District 5 Small Government Committee to rate and rank project applications
- f) Tuesday, December 9, 2025 @ 3:00 p.m. at Wood County District 5 Executive Committee to take final action on SCIP and LTIP projects
- g) Tuesday, December 9, 2025 @ 3:00 p.m. at Wood County District 5 Integrating Committee to take final action on project applications
- h) Friday, December 19, 2025 Deadline for to submit project applications to The Ohio Public Works Commission



State of Ohio Public Works Commission Application for Financial Assistance

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

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

Project	Project Name: _____	Zip Code: _____
	Subdivision Type (Select one):	Project Type (Select single largest component by \$)
	<input type="checkbox"/> 1. County <input type="checkbox"/> 2. City <input type="checkbox"/> 3. Township <input type="checkbox"/> 4. Village <input type="checkbox"/> 5. Water (6119 Water District)	<input type="checkbox"/> 1. Road <input type="checkbox"/> 2. Bridge/Culvert <input type="checkbox"/> 3. Water Supply <input type="checkbox"/> 4. Wastewater <input type="checkbox"/> 5. Solid Waste <input type="checkbox"/> 6. Stormwater
	Funding Request Summary (Automatically populated from page 2):	Total Project Cost: _____ 0.00

1. Grant: _____ 0.00
2. Loan: _____ 0.00
3. Loan Assistance/ Credit Enhancement: _____ 0.00
Funding Requested: _____ 0.00

District Recommendation (To be completed by the District Committee)

Funding Type Requested (Select one):	SCIP Loan - Rate: _____ % Term: _____ Yrs Amount: _____ 0.00
<input type="checkbox"/> State Capital Improvement Program	RLP Loan - Rate: _____ % Term: _____ Yrs Amount: _____ 0.00
<input type="checkbox"/> Local Transportation Improvement Program	Grant: _____ Amount: _____ 0.00
<input type="checkbox"/> Revolving Loan Program	LTIP: _____ Amount: _____ 0.00
<input type="checkbox"/> Small Government Program	Loan Assistance / Credit Enhancement: _____ Amount: _____ 0.00

For OPWC Use Only

STATUS	Grant Amount: _____ 0.00	Loan Type: <input type="checkbox"/> SCIP <input type="checkbox"/> RLP
Project Number: _____	Loan Amount: _____ 0.00	Date Construction End: _____
	Total Funding: _____ 0.00	Date Maturity: _____
Release Date: _____	Local Participation: _____ %	Rate: _____ %
OPWC Approval: _____	OPWC Participation: _____ %	Term: _____ Yrs

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

1.1 Project Estimated Costs

Engineering Services	
Preliminary Design: _____ 0.00	
Final Design: _____ 0.00	
Construction Administration: _____ 0.00	
Total Engineering Services: _____ 0.00	a.) _____ 0.00 0 %
Right of Way: _____ 0.00	b.) _____ 0.00
Construction: _____ 0.00	c.) _____ 0.00
Materials Purchased Directly: _____ 0.00	d.) _____ 0.00
Permits, Advertising, Legal: _____ 0.00	e.) _____ 0.00
Construction Contingencies: _____ 0.00	f.) _____ 0.00 0 %
Total Estimated Costs: _____ 0.00	g.) _____ 0.00

1.2 Project Financial Resources

Local Resources

Local In-Kind or Force Account: _____ 0.00	a.) _____ 0.00
Local Revenues: _____ 0.00	b.) _____ 0.00
Other Public Revenues: _____ 0.00	c.) _____ 0.00
ODOT / FHWA PID: _____ 0.00	d.) _____ 0.00
USDA Rural Development: _____ 0.00	e.) _____ 0.00
OEPA / OWDA: _____ 0.00	f.) _____ 0.00
CDBG: _____ 0.00	g.) _____ 0.00
<input type="checkbox"/> County Entitlement or Community Dev. "Formula"	
<input type="checkbox"/> Department of Development	
Other: _____ 0.00	h.) _____ 0.00
Subtotal Local Resources: _____ 0.00	i.) _____ 0.00 0 %

OPWC Funds (Check all requested and enter Amount)

Grant: _____ 0 % of OPWC Funds	j.) _____ 0.00
Loan: _____ 0 % of OPWC Funds	k.) _____ 0.00
Loan Assistance / Credit Enhancement: _____ 0.00	l.) _____ 0.00
Subtotal OPWC Funds: _____ 0.00	m.) _____ 0.00 0 %
Total Financial Resources: _____ 0.00	n.) _____ 0.00 100 %

1.3 Availability of Local Funds

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

2.0 Repair / Replacement or New / Expansion

2.1 Total Portion of Project Repair / Replacement:	.00	0 %
2.2 Total Portion of Project New / Expansion:	.00	0 %
2.3 Total Project:	0.00	100 %

3.0 Project Schedule

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

Construction cannot begin prior to release of executed Project Agreement and issuance of Notice to Proceed.

Failure to meet project schedule may result in termination of agreement for approved projects. Modification of dates must be requested in writing by project official of record and approved by the Commission once the Project Agreement has been executed.

4.0 Project Information

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

4.1 Useful Life / Cost Estimate / Age of Infrastructure

Project Useful Life: _____ Years Age: _____ (Year built or year of last major improvement)

Attach Registered Professional Engineer's statement, with seal or stamp and signature confirming the project's useful life indicated above and detailed cost estimate.

4.2 User Information

Road or Bridge:	Current ADT	Year	Projected ADT	Year
Water / Wastewater: Based on monthly usage of 4,500 gallons per household; attach current ordinances.				
Residential Water Rate	Current \$ _____		Proposed \$ _____	
Number of households served:				
Residential Wastewater Rate	Current \$ _____		Proposed \$ _____	
Number of households served:				
Stormwater: Number of households served: _____				

4.3 Project Description

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

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

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

5.0 Project Officials

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

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

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

FAX: _____

E-Mail: _____

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

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

FAX: _____

E-Mail: _____

5.3 Project Manager

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

FAX: _____

E-Mail: _____

6.0 Attachments / Completeness review

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

- ☐ A certified copy of the legislation by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts. This individual should sign under 7.0. Applicant Certification, below.
- ☐ A certification signed by the applicant's chief financial officer stating the amount of all local share funds required for the project will be available on or before the dates listed in the Project Schedule section. If the application involves a request for loan (RUP or SCP), a certification signed by the CFO which identifies a specific revenue source for repaying the loan also must be attached. Both certifications can be accomplished in the same letter.
- ☐ A registered professional engineer's detailed cost estimate and useful life statement, as required in 164-1-13, 164-1-14, and 164-1-16 of the Ohio Administrative Code. Estimates shall contain an engineer's seal or stamp and signature.
- ☐ A cooperative agreement (if the project involves more than one subdivision or district) which identifies the fiscal and administrative responsibilities of each participant.
- ☐ Farmland Preservation Review - The Governor's Executive Order 98-IV, "Ohio Farmland Protection Policy" requires the Commission to establish guidelines on how it will take protection of productive agricultural and grazing land into account in its funding decision making process. Please include a Farm Land Preservation statement for projects that have an impact on farmland.
- ☐ Capital Improvements Report, CIR Required by O.R.C. Chapter 164.06 on standard form.
- ☐ Supporting Documentation: Materials such as additional project description, photographs, economic impact (temporary and/or full time jobs likely to be created as a result of the project), accident reports, impact on school zones, and other information to assist your district committee in ranking your project. Be sure to include supplements which may be required by your local District Public Works Integrating Committee.

7.0 Applicant Certification

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

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

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

Original Signature - Date Signed

DISTRICT FIVE

OHIO PUBLIC WORKS COMMISSION

QUESTIONNAIRE and SCORING METHODOLOGY

Fiscal Year 2027/ Program Year 40

For Preparing an Application for a State Capital Improvement Program and Local Transportation Improvement Program Project



•OPWC Rep: Ashley Ellrod
•Phone: 614-745-9076
•Email: Ashley.ellrod@pwc.ohio.gov

OPWC Liaison: Dennis Miller
Phone: 419-784-3882
Email: dmiller@mypo.org

Revised: April 15, 2025

Application Instructions Public WorksWise Training (Right click on the [Blue fields](#) and Choose Open Hyperlink)

The Commission's Salesforce based internal cloud platform, Public WorksWise, allows our customers to apply online for OPWC grant and loan funds, process disbursement requests to vendors, submit relevant project documentation and schedule information, and navigate loan repayments all in one place!

ONLINE TRAINING VIDEOS

Videos

[Clean Ohio Training for Applicants: HOW TO SUBMIT A CLEAN OHIO APPLICATION THROUGH WORKSWISE PORTAL](#)

[Infrastructure Training for Applicants: HOW TO SUBMIT AN INFRASTRUCTURE APPLICATION THROUGH THE WORKSWISE PORTAL](#)

[Disbursement Training Video](#)

Training Resources

[Training Materials](#)

OPWC guarantees each community/applicant one license to access WorksWise to apply for funding and request disbursements once funded. Additional requests for access are now being granted. To onboard new and existing applicants, you must provide the following information to the D-5 OPWC Program Representative, Ashley Ellrod, at Ashley.Ellrod@pwc.ohio.gov. Ashley can also answer questions about WorksWise.

- Your Full Name
- Subdivision Name
- Subdivision Code
- Address / Phone / Email
- Employer (if not employed with subdivision)
- Letter of Authorization form attached (if required, see below)

If you want access for another community other than the one with which you are employed (i.e., consulting firms), a Letter of Authorization will be required to be uploaded when you make the request to be set up for that community.

Below is a link to the template that must be put on the subdivision's letter head, signed, and scanned in as a PDF. Please do not create or make your own version of this letter, the below template is the only format we will allow.

[Letter of Authorization for WorksWise access to applicant's account](#)

Supplemental Application Instructions

Application materials are available at [Round 40 Applications | mypo](#)

Prerequisites for Project Consideration

Manner of submittal items to the County Subcommittee:

Electronic or Paper Application Submittal Instructions

- 1) Must be one-sided, 8.5" x 11"
- 2) No dividers or cover sheets (a summary sheet may be submitted with "other documentation").
- 3) No Binding. A binder clip, folder, punch-less binder (has a clamp that holds papers together) are OK. No staples.

Format of application:

- 1) All must be in whole dollars (no cents).
- 2) Cannot use all caps.
Page 4 of application must contain relevant information about project and not "see attached". If it will not fit in space provided, list what will fit and attach one supplement document to complete the information.
- 3) Page 3 must designate households or ADT ONLY for the direct area of the infrastructure. (Cannot count downstream or system users). Majority infrastructure type determines how project is scored when there are multiple components. ADT Traffic Counts are required within three years of application submittal with certified documentation.

Optional Electronic Application Submittal

Applicants may opt to submit applications in a pdf electronic file format on a CD, DVD or other electronic storage device.

OPWC Required Documents

- oOPWC Six Page Application
- oAuthorizing Legislation
- oCFO Certification of Local Funds and Loan Repayment Letter
- oEngineer's Estimate and Useful Life Statement
- oCooperative Agreement (Multiple Jurisdictions)
- oFarmland Preservation Review Letter

District 5 Required Documents

- oA Self-Score Capital Improvements Questionnaire
- oPriority Rating Sheet, FY26/PY39
- oFor Applicant under 5,000 in population include the Small Government Supplement and supporting documentation
- oADT Traffic Counts conducted within three years of the application submittal
- oEPA Findings and Orders, EPA Safe Drinking Water Regulations Notice of Violation, EPA NPDES Permit Violations, EPA Consent Decree or Court Orders
- oDocumentation to support Functional Obsolescence Claim
- oDocumentation of Waterline Breaks, I and I Analysis, excessive corrosion, etc.
- oWritten Third Party Documentation supporting Job Creation/Retention Claims
- oAuditor's Certificate
- oOther items
 - a. Maps
 - b. Pictures
 - c. Summary Sheet
 - d. Letters supporting the project application.
 - e. Any other items deemed relevant to the project

Evaluation Questionnaire and Priority Rating Sheet

- 1) Each application to District 5 shall be rated using the District 5 Capital Improvements Project Questionnaire and Priority Rating Sheet as adopted by the District 5 Executive Committee.
- 2) For Villages and Township with populations less than 5,000 special attention is called to the potential eligibility for Small Government Funding consideration. The scoring for the Small Government Program is established and implemented by the Ohio Public Works Commission. This program has an additional set of Evaluation Methodology. Each applicant should familiarize themselves with this methodology when planning your project funding request. If your project is not selected for District Funding each applicant under 5,000 in population will be considered for selection as a potential Small Government Project.

Project Cost Overruns/Changes in Scope Procedure

- 1) The applicant will prepare an amended application including a revised budget, revised engineering estimate, and a detailed explanation of the change(s) requested.
- 2) The amendment is due to the District 5 Liaison thirty days in advance of the date of the scheduled District 5 Executive Committee Meeting.

Revolving Loan Prioritization

- 1) RLP funds are funds repaid from previous loans. The money can only be used for loans. No grants may be made with the funds.
- 2) The interest rate for RLP Loans is established by the Executive committee at zero percent per year for the useful life of the improvement.
- 3) RLP Loans will be offered to projects based on the ranking of projects on the SCIP Slate. Consideration will be given to projects in order of score based on initial grant or grant/loan request, until the RLP funds are expended.

**DISTRICT 5
CAPITAL IMPROVEMENT PROJECTS
QUESTIONNAIRE
FY27/PY40**

Name of Applicant: _____
Project Title: _____

The following questions are to be answered for each application submitted for State Issue II SCIP, LTIP and Loan Projects. Please provide specific information using the best documentation available to you. Justification of your responses to these questions will be required if your project is selected for funding, so please provide correct and accurate responses. Villages and Townships under 5,000 in population should also complete the Small Government Criteria.

1. What percentage of the project in repair A= __%, replacement B= __%, expansion C= __%, and new D= __%? (Use dollar amounts of project to figure percentages and make sure the total equals one hundred(100) percent) A+B= __% C+D= __% ORC Reference(s):164.06(B)(1); 164.14(E)(10)

Repair/Replacement = Repair or Replacement of public facilities owned by the government (any subdivision of the state).

New/Expansion = Replacement of privately owned wells, septic systems, private water or wastewater systems, etc.

- 2a. Existing Physical Condition of Infrastructure ORC Reference(s):164.06(B)(2);164.14(F)(9);164.14(F)(2); 164.14(E)(8)

Rating Guidance for Physical Condition: The basic logic behind the condition category descriptions is: don't tell us how bad the infrastructure condition is - show us. If the infrastructure has failed in some way to the point that it needs replaced, the project should receive the highest points, if major components have failed, but it doesn't require replacement the project should receive fewer points and if it needs maintained it receives even fewer points.

Points	Category	Description	Examples
10	Failing	Infrastructure has reached a point where it requires replacement, reconstruction or reconfiguration to fulfill its purpose	Road/Bridge-Intersection Reconfiguration due to accident problem-Structural paving of 3.5" or greater of additional pavement - Pavement Widening to meet ODOT L&D Standards - Complete Pavement Reconstruction - Complete Bridge or Culvert replacement -Widening graded shoulder width to ODOT L&D Standard Water, San. Sewer/Storm-Water, Sewer, or Storm Line Replacement - Water or Sewer Plant Replacement -Replacement of a major component of a water and/or sewer treatment plant which would result in a failure in meeting WQ Standards -Project replaces a facility under EPA orders or where

			demand exceeds capacity or where a documented environmental hazard is present.
8	Poor	The condition is substandard and requires repair or restoration in order to return to the intended level of service and comply with current design standards. Infrastructure contains deficiency and is functioning at a diminished capacity.	Road-Multiple course of paving- Single course of paving with 25% base repair-Widening graded shoulder width to less than ODOT L&D Standard -Structural Culvert Lining -Bridge Deck Replacement Water, San. Sewer/Storm- Replacement of a component such as a control mechanism, pumps, hydrants, valves, filters, etc of a water or sewer plant - Project repairs a facility component ordered by a regulatory agency.
6	Fading	The condition requires reconditioning to continue to function as originally intended.	Road/Bridge- Single course of paving- Widening aggregate berm on existing graded shoulder width Water, San. Sewer/Storm- Sewer Lining Projects -Water tower painting -Repair of a tank to maintain structural integrity in existing water and sewer systems- Project repairs a facility component considered to be maintenance in nature.
4	Fair	The condition is average, not good or poor. The infrastructure is still functioning as originally intended. Minor deficiencies exist requiring repair to continue to function as originally intended and/or to meet current design standards	
2	Good	The condition is safe and suitable to purpose. Infrastructure is functioning as originally intended, but requires minor repairs and/or upgrades to meet current design standards	
0	Excellent	The condition is new or requires no repair. Or, no supporting documentation has been submitted	

- 2b. Age of Infrastructure ORC Reference(s):164.06(B)(2)

Life	20	30	50
Project Type	Road	Wastewater and Water Treatment	Bridge/Culvert, Sanitary Sewer, Water Supply, Storm Water, Solid Waste
Points			
0	0-4 Years	0-6 Years	0-10 Years
1	5-8 Years	7-12 Years	11-20 Years
2	9-12 Years	13-18 Years	21-30 Years
3	13-16 Years	19-24 Years	31-40 Years
4	17-20 Years	25-30 Years	41-50 Years
5	20+ Years	30+ Years	50+ Years

3. Health and Safety Rating: ORC Reference(s):164.06(B)(4),164.14(E)(1); 164.14(E)(10)

If the proposed project is not approved what category would best represent the impact on the general health and/or public safety?

ROADS

Extremely Critical: Resurfacing, Restoration, Rehabilitation and Reconstruction (4R) of a Major Access Road.*
Critical: Resurfacing, Restoration and Rehabilitation (3R) of a Major Access Road.*
Major: Resurfacing, Restoration, Rehabilitation and Reconstruction (4R) of a Minor Access Road.*
Moderate: Resurfacing, Restoration and Rehabilitation (3R) of a Minor Access Road.*
Minimal: Preventative Maintenance of a Major Access Road.
No Impact: Preventative Maintenance of a Minor Access Road.

Projects that have a variety of work will be scored in the **LOWEST** category of work contained in the Construction Estimate.

Road/Street Classifications:

Major Access Road: Roads or streets that have a dual function of providing access to adjacent properties and providing through or connecting service between other roads.
Minor Access Road: Roads or streets that primarily provide access to adjacent properties without through continuity, such as cul-de-sacs or loop roads or streets.
Preventative Maintenance: Non Structural Pavement work such as chip sealing, cape sealing, micro-surfacing, crack sealing, etc.

*(3R) Resurfacing, Restoration and Rehabilitation - Improvements to existing roadways, which have as their main purpose, the restoration of the physical features (pavement, curb, guardrail, etc.) without altering the original design elements. (Surface and intermediate layer Mill and Fills, overlays with less than or equal to 3.5" of additional pavement, etc....)

*(4R) Resurfacing, Restoration, Rehabilitation and Reconstruction - Much like 3R, except that 4R allows for the complete reconstruction of the roadway and alteration of certain design elements (i.e., lane widths, shoulder width, SSD, overlays with greater than 3.5" of additional pavement, etc.).

BRIDGES SUFFICIENCY RATING

Extremely Critical: 0-25, or a General Appraisal rating of 3 or less.
Critical: 27-50, or a General Appraisal rating of 4.
Major: 51-65 or a General Appraisal rating of 5 or 6.
Moderate: 66-80 or a General Appraisal rating of 7.

Minimal: 81-100 or a General Appraisal rating of more than 7.

No Impact: Bridge on a new roadway.

WASTEWATER TREATMENT PLANTS

Extremely Critical: Improvements required by the Environmental Protection Agency (EPA) in the form of a consent decree, finding and orders or court order, and Health Department Construction Ban.
Critical: Improvements required by the Environmental Protection Agency (EPA) in the form of NPDES permit requirements or Notice of Violations.
Major: Operational Improvements to Existing Plants. Replace deficient appurtenances. Update existing processes due to EPA recommendations.
Moderate: Increase capacity to meet current needs or update processes to improve effluent quality.
Minimal: New/Expansion project to meet a specific development proposal.
No Impact: New/Expansion to meet future or projected needs.

WATER TREATMENT PLANT

Extremely Critical: EPA orders in the form of a consent decree, findings and orders or court order.
Critical: Improvements to meet Environmental Protection Agency (EPA) Safe Drinking Water Regulations and/or Notice of Violations.
Major: Operational Improvements to Existing Plants. Replace deficient appurtenances. Update existing processes due to EPA recommendations.
Moderate: Increase capacity to meet current needs or update processes to improve water quality.
Minimal: New/Expansion project to meet a specific development proposal.
No Impact: New/Expansion to meet future or projected needs.

COMBINED SEWER SEPARATIONS (May be construction of either new storm or sanitary sewer as long as the result is two separate sewer systems.)

Extremely Critical: EPA orders in the form of a consent decree, findings and orders or court order. Health Department Construction Ban.
Critical: Separate, due to chronic backup or flooding in basements.
Major: Separate, due to documented water quality impairment, or due to EPA recommendations.
Moderate: Separate, due to specific development proposal within or upstream of the combined system area.
Minimal: Separate, to conform to current design standards.
No Impact: No positive health effect.

STORM SEWERS

Extremely Critical:	Improvements ordered by the Environmental Protection Agency (EPA) in the form of a consent decree, findings and orders or court order.
Critical:	Chronic flooding (structure damage) or improvements required by the Environmental Protection Agency (EPA) in the form of NPDES permit requirements or Notice of Violations.
Major:	Inadequate capacity (land damage).
Moderate:	Inadequate capacity with no associated damage.
Minimal:	New/Expansion to meet current needs.
No Impact:	New/Expansion to meet future or project needs.

CULVERTS (Can be scored as a bridge project as well as a culvert)

Extremely Critical:	Structurally deficient or functionally obsolete. Deterioration has already caused a critical safety hazard to the public.
Critical:	Inadequate capacity with land damage and the existing or high probability of property damage.
Major:	Inadequate capacity (land damage).
Moderate:	Inadequate capacity with no associated damage.
Minimal:	New/Expansion to meet current needs.
No Impact:	New/Expansion to meet future or projected needs.

SANITARY SEWERS

Extremely Critical:	EPA orders in the form of a consent decree, findings and orders or court order. Health Department Construction Ban.
Critical:	Replace, due to chronic pipe failure, chronic backup or flooding in basements, sewer system overflows, and/or improvements required by the Environmental Protection Agency (EPA) in the form of NPDES permit requirements or Notice of Violations.
Major:	Replace, due to inadequate capacity or infiltration, or due to EPA recommendations.
Moderate:	Rehabilitate to increase capacity to meet current needs or to reduce inflow and infiltration.
Minimal:	New/Expansion project to meet a specific development proposal.
No Impact:	New/Expansion to meet future or projected needs.

SANITARY LIFT STATIONS AND FORCE MAINS

Extremely Critical:	Structurally deficient. Deterioration has already caused a safety/health hazard to
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the public, or; EPA orders in the form of a consent decree, findings and orders or court order.

Critical:	Inadequate capacity with actual or a high probability of property damage; or improvements required by the Environmental Protection Agency (EPA) in the form of NPDES permit requirements.
Major:	EPA recommendations, or; reduces a probable health and/or safety problem.
Moderate:	Rehabilitate to increase capacity to meet current needs.
Minimal:	New/Expansion to meet a specific development proposal.
No Impact:	New/Expansion to meet future or projected needs.

WATER PUMP STATIONS

Extremely Critical:	Structurally deficient. Deterioration has already caused a safety hazard to the public, or; EPA orders in the form of a consent decree, findings and orders or court order.
Critical:	Inadequate capacity with the inability to maintain pressure required for fire flows.
Major:	Replace due to inadequate capacity or EPA recommendations.
Moderate:	Rehabilitate to increase capacity to meet current needs.
Minimal:	New/Expansion to meet a specific development proposal.
No Impact:	New/Expansion to meet future or projected needs.

WATER LINES/WATER TOWERS

Extremely Critical:	Replace to solve low potable water pressure or excessive incidents of main breaks in project area.
Critical:	Replacement/Rehabilitation due to structural deficiency such as excessive corrosion and/or safety upgrades, etc.
Major:	Replace undersized water mains as part of an overall upgrade process. Replace water meters that have exceeded their useful life.
Moderate:	Increase capacity to meet current needs. Spot repairs/recoating to restore moderate corrosion of water components.
Minimal:	New/Expansion project to meet a specific development proposal.
No Impact:	New/Expansion to meet future or projected needs.

OTHER

Extremely Critical:	There is a present health and/or safety threat.
Critical:	The project will provide immediate health and/or safety benefit.
Major:	The project will reduce a probable health and/or safety problem.
Moderate:	The project will delay a health and/or safety problem.
Minimal:	A possible future health and/or safety problem mitigation.
No Impact:	No health and/or safety effect.

NOTE: Combined projects that can be rated in more than one subset may be rated in the other category at the discretion of the District 5 Executive Committee. In general, the majority of the cost or scope of the project shall determine the category under which the project will be scored.

(Submittals without supporting documentation will receive 0 Points for this question.)

Extremely Critical __, Critical __, Major __, Moderate __, Minimal __, No Impact __. Explain your answer.

(Additional narrative, charts and/or pictures should be attached to questionnaire)

4. Identify the amount of local funds that will be used on the project as a percentage of the total project cost. ORC Reference 164.06(B)(6); ORC 164.06(B)(7); ORC 164.06(B)(3); ORC 164.14(E)(4)

A.) Amount of Local Funds = \$ _____
B.) Total Project Cost = \$ _____

RATIO OF LOCAL FUNDS DIVIDED BY TOTAL PROJECT COSTS (A/B) = ____ %

Note: Local funds should be considered funds derived from the applicant budget or loans funds to be paid back through local budget, assessments, rates or tax revenues collected by the applicant.

5. Identify the amount of other funding sources to be used on the project, excluding SCIP or LTIP Funds, as a percentage of the total project cost. ORC Reference(s): 164.06(B)(7); 164.14(E)(4)

Grants ____ % Gifts ____ %, Contributions ____ %

Other ____ % (explain) _____, Total ____ %

Note: Grant funds and other revenues not contributed or collected through taxes by the applicant should be considered other funds. The Scope of Work for each Funding Source must be the same.

6. Total Amount of SCIP and Loan Funding Requested- An Applicant can request a grant per the categories below for points as indicated on the Priority Rating Sheet. If the Applicant is including a loan request equal to, but not exceeding 50% of the OPWC funding amounts listed below, there will be no point penalty. If loan funds requested are more than 50%, points as listed in the Priority Rating Sheet will apply. ORC Reference(s): 164.14(E)(10); 164.06(B)(5)

Points (Weight x2)	SCIP Grant Only	SCIP Grant/Loan Combination	LTIP
-9	\$600,001 or more	\$925,001 or more	\$500,001 or more
-8	\$500,001 to \$600,000	\$750,001 to \$925,000	\$400,001 to \$500,000
-7	\$400,001 to \$500,000	\$600,001 to \$750,000	\$275,001 to \$400,000
-6	\$325,001 to \$400,000	\$487,501 to \$600,000	\$200,001 to \$275,000
-5	\$175,001 to \$325,000	\$262,501 to \$487,500	\$150,001 to \$200,000
-4	\$175,000 or less	\$262,500 or less	\$150,000 or less

There are times when the District spends all of the grant money and has loan money remaining. When this happens, the district makes a loan offer in the amount of the requested grant to the communities that were not funded. The offers are made in the order of scoring. We need to know if you are not successful in obtaining grant dollars for your project if you would be interested in loan money:

YES ____ NO ____

(This will only be considered if you are not funded with grant money and there is remaining loan money.) Please note: if you answer "no" you will not be contacted, only if you answer "yes" will an offer be made in the event that there is loan money remaining.

7. If the proposed project is funded, will its completion directly result in the creation of permanent full-time equivalent (FTE) jobs (FTE jobs shall be defined as 36 hours/week)? Yes ____ No ____ If yes, how many jobs within eighteen months? ____ Will the completed project retain jobs that would otherwise be permanently lost? Yes ____ No ____ If yes, how many jobs ____ will be created/retrained within 18 months following the completion of the improvements?

ORC Reference(s): 164.14(E)(3); 164.14(E)(10)

(Supporting documentation in the form of letter from affected industrial or commercial enterprises that specify full time equivalent jobs that will be retained or created directly by the installation or improvement of Public infrastructure. Additional items such as: 1) newspaper articles or other media news accounts, 2) public meeting minutes, and/or 3) a letter from the County Economic Development Director or State of Ohio Economic Development Professional that alludes to the requirement for the infrastructure improvement to support the business. Submittals without supporting documentation will receive 0 points for this question.)

8. What is the total number of existing users that will directly benefit from the proposed project if completed? ____ (Use households served, traffic counts, etc. and explain the basis by which you arrived at your number.) ORC Reference 164.14(E)(7); 164.06(B)(10)
9. Economic Distress Criteria ORC Reference 164.06(B)(9)
What is the Local Median Household Income as a percentage of the District Median Household Income? ____ %. Please utilize the Economic Distress Scoring Criteria based on ACS 2013-2017 Data provided in Exhibit A.

10. Readiness to Proceed Criteria ORC Reference 164.06(B)(9); ORC 164.14(E)(5)

Please categorize the status of planning and design elements for the project.

- _____ Plans have not begun yet (0 Points)
 _____ Preliminary Engineering Complete (1 Point)
 _____ Final Design Complete (2 Points)

11. Base Score Total for Questions 1-10= _____

12. County Subcommittee Priority Points= _____
 (25-20-15 Points for each of the SCIP and LTIP Project Categories)

13. DISCRETIONARY POINTS (BY DISTRICT COMMITTEE ONLY)

13a. A **District Discretionary Point** may be awarded to projects that demonstrate significant Area-wide, County, or Community Impact. (Include documentation to support the claim of significance)
 (Maximum of 1 Point at the discretion of the District Executive Committee) _____
 ORC Reference 164.14(E)(7)

13b. A **District Discretionary Point** may be awarded to projects that demonstrate that the entity has maximized local financial resources including assessments. Provide a Fund Status Report and/or the water and sanitary waste utility rate structures are at least 2.5% of area median household income for combined systems and 1.5% of the area median household income for water and sanitary only systems. Please provide rate ordinances for water and sanitary sewer to be considered for discretionary points. (Maximum of 1 Point at the discretion of the District 5 Executive Committee) _____ ORC Reference 164.06(B)(3)

14. **Grand Total of Points** _____

15. Is subdivision's population less than 5,000 Yes _____ No _____ If yes, continue. You may want to design your project per Small Government Project Evaluation Criteria, released for the current OPWC Round to assist in evaluating your project for potential Small Government Funding. The Small Government Criteria is available on the OPWC website at [Small Government](#).

16. OHIO PUBLIC WORKS COMMISSION SMALL GOVERNMENT PROGRAM GUIDELINES

All projects that are sponsored by a subdivision with a population of 5,000 or less, and not earning enough points for District Funding from SCIP or LTIP Funds, are then rated using the Small Government Program Rating Criteria for the corresponding funding round. In order to be rated the entity must submit the Small Government Supplement and their required budgets with their application. **Only infrastructure that is village- or township- owned is eligible for assistance.** The following policies have been adopted by the Small Government Commission:

- District Integrating Committees may submit up to seven (7) applications for consideration by the Commission. All 7 must be ranked, however, only the top five (5) will be scored. The remaining two (2) will be held as contingency projects should an application be withdrawn.

• Grants are limited to \$500,000. Any assistance above that amount must be in the form of a loan.

• Grants for new or expanded infrastructure cannot exceed 50% of the project estimate.

• 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 be offered a loan rather than a grant. Pay special attention to the **Water & Wastewater Affordability Supplemental and the Small Government Water & Wastewater Affordability Calculation Worksheet**. Both are available on the Small Government Program Tab at [Small Government](#)

• Should there be more projects that meet the "annual score" than there is funding, the tie breaker is those projects which scored highest under Health & Safety, with the second tie breaker being Condition. If multiple projects have equivalent Health & Safety and Condition scores they are arranged according to the amount of assistance from low to high. Once the funded projects are announced, "contingency projects" may be funded from project under-runs by continuing down the approved project list.

• Supplemental assistance is not provided to projects previously funded by the Commission.

• Applicants have 30 days from receipt of application by OPWC without exception to provide additional documentation to make the application more competitive under the Small Government criteria. Applications will be scored after the 30-day period has expired. The applicants for each District's two (2) contingency projects will have the same 30-day period to submit supplemental information but these applications will not be scored unless necessary to do so. It is each applicant's responsibility for determining the need for supplemental material. The applicant will not be asked for or notified of missing information unless the Commission has changed the project type and it affects the documentation required. Important information may include, but is not limited to: age of infrastructure, traffic counts or utility users, median income information, user rates ordinances, and the Auditor's Certificate of Estimated Revenues or documentation from the Auditor of State that subdivision is in a state of fiscal emergency.

If you desire to have your FY27/PY40 project considered for Small Government Funding please download the Small Government Evaluation Criteria applicable to FY27/PY40 by accessing the [OPWC Website at Small Government](#). Please follow the Small Government Evaluation Criteria and include supporting documentation to receive points. Specifically, include the Auditor's Certification of funds for your entity and documentation supporting the age of the infrastructure.

Please complete the Small Government Evaluation Criteria and attach all required supporting documentation and attach it to the District 5 Questionnaire for FY27/PY40.

Date: _____
 Signature: _____
 Title: _____
 Address: _____
 Phone: _____
 FAX: _____
 Email: _____

Median Household Income (MHI) & Population

District 5 will use ACS 2023 data below to score criteria #7 of the Scoring Methodology. Information is listed for each county, municipality and township. The Median Household Income (MHI) for each entity was divided by the District 5 Mean MHI to produce an Economic Distress Factor. District 5 then assigned points as follows: for each entity having an Economic Distress Factor of 80% or less a score of 2 is awarded, for entities with an Economic Distress Score of 80.1% to 100.0% 1 point was awarded, for entities in excess of 100.1% a score of 0 was awarded.

County	Jurisdiction	MHI	Updated 1/7/2025	
	State of Ohio	(2023 Est) \$69,680	(2023 Est.) Population	Distress
County	Jurisdiction	MHI	Population	Distress
Williams	Edgerton village	\$40,928	1,881	0.5874
Fulton	Lyons village	\$46,397	602	0.6659
Paulding	Broughton village	\$48,458	116	0.6667
Paulding	Oakwood village	\$46,528	546	0.6677
Wood	Bowling Green city	\$46,719	30,808	0.6705
Ottawa	Oak Harbor village	\$49,939	2,821	0.6736
Fulton	Fayette village	\$47,500	1,305	0.6817
Williams	Pioneer village	\$47,768	1,429	0.6855
Erie	Sandusky city	\$47,827	25,095	0.6864
Sandusky	Townsend township	\$48,106	1,523	0.6904
Sandusky	Clyde city	\$48,705	6,294	0.6990
Sandusky	Clyde city	\$48,705	6,294	0.6990
Williams	Montpelier village	\$48,720	3,942	0.6992
Williams	Madison township (Remainder of)	\$48,958	889	0.7026
Ottawa	Erie township	\$49,520	1,147	0.7107
Williams	Bryan city	\$50,295	8,729	0.7218
Wood	West Millgrove village	\$50,750	131	0.7283
Sandusky	Fremont city	\$50,974	15,030	0.7315
Sandusky	Fremont city	\$50,974	15,030	0.7315
Henry	Holgate village	\$51,188	1,061	0.7346
Erie	Castalia village	\$51,798	774	0.7434
Wood	Fostoria city	\$52,943	13,046	0.7598
Henry	McClure village	\$53,500	700	0.7678
Paulding	Harrison township (Remainder of)	\$54,166	697	0.7774
Wood	Portage village	\$54,175	398	0.7775
Wood	Weston village	\$54,480	1,455	0.7820
Paulding	Antwerp village	\$54,688	1,676	0.7848
Wood	Rising Sun village	\$55,227	541	0.7926
Paulding	Scott village	\$55,625	242	0.7983
Paulding	Payne village	\$56,250	1,192	0.8073
Paulding	Payne village	\$56,308	3,555	0.8081
Wood	Perry township (Remainder of)	\$56,594	1,437	0.8122
Wood	Walbridge village	\$56,719	3,011	0.8140
Paulding	Jackson township (Remainder of)	\$57,436	834	0.8243
*Sandusky	Bellevue city	\$57,534	8,249	0.8257

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*Sandusky	Bellevue city	\$57,534	8,249	0.8257
Erie	Bellevue city	\$57,534	8,249	0.8257
Wood	Custar village	\$57,708	178	0.8282
Ottawa	Port Clinton city	\$58,524	6,025	0.8399
Wood	Henry township (Remainder of)	\$58,571	711	0.8406
Williams	Holiday City village	\$58,750	48	0.8431
Sandusky	Lindsey village	\$59,375	457	0.8521
Sandusky	Lindsey village	\$59,375	457	0.8521
Wood	Tontogany village	\$59,417	387	0.8527
Paulding	Grover Hill village	\$59,500	382	0.8539
Sandusky	Riley township	\$59,679	1,214	0.8565
Fulton	Gorham township (Remainder of)	\$59,848	853	0.8589
Henry	Marion township (Remainder of)	\$59,940	701	0.8602
Wood	Jackson township (Remainder of)	\$60,000	482	0.8611
Ottawa	Bay township	\$60,357	1,142	0.8662
Henry	Deshler village	\$61,324	1,588	0.8801
Sandusky	Burgoon village	\$61,458	183	0.8820
Sandusky	Burgoon village	\$61,458	183	0.8820
Fulton	Chesterfield township	\$61,556	938	0.8834
Wood	Bradner village	\$61,563	971	0.8835
Wood	Bloomdale village	\$61,667	665	0.8850
Williams	Williams County	\$61,834	36,554	0.8874
Ottawa	Put-in-Bay village	\$61,875	154	0.8880
Williams	West Unity village	\$62,045	1,763	0.8904
Sandusky	Sandusky County	\$62,500	58,896	0.8970
Paulding	Paulding township (Remainder of)	\$62,522	981	0.8973
Paulding	Paulding township (Remainder of)	\$62,522	981	0.8973
Defiance	Defiance City	\$63,118	17,066	0.9058
Henry	Florida village	\$63,417	215	0.9101
Wood	Bairdstown village	\$63,438	115	0.9104
Henry	Hamler village	\$63,750	600	0.9149
Williams	Mill Creek township	\$63,872	752	0.9166
Ottawa	Genoa village	\$64,234	2,232	0.9218
Fulton	Delta village	\$64,464	3,316	0.9251
Defiance	Hicksville village	\$64,473	3,431	0.9253
Wood	Troy township (Remainder of)	\$64,500	3,088	0.9257
Ottawa	Clay Center village	\$64,750	262	0.9292
Defiance	Noble township (Remainder of)	\$65,079	2,140	0.9340
Williams	Superior township	\$65,212	1,286	0.9359
Paulding	Brown township (Remainder of)	\$66,573	1,145	0.9554
Fulton	Franklin township	\$67,000	695	0.9615
Paulding	Auglaize township	\$67,571	1,332	0.9697
Sandusky	Green Creek township	\$68,115	3,389	0.9775
Sandusky	Green Creek township	\$68,115	3,389	0.9775
Wood	Cygnets village	\$68,125	543	0.9777
Paulding	Paulding County	\$68,167	18,755	0.9783

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Wood	Roanoke city	\$68,301	6,299	0.9814
Erie	Erie County	\$66,431	73,641	0.9821
Fulton	Archbold village	\$68,634		0.9850
Paulding	Luthy village	\$69,167	165	0.9926
Henry	Roadside township	\$69,167		0.9926
Williams	Jefferson township (Remainder of)	\$69,252		1,772
Henry	Mainia village	\$69,479		0.9971
Williams	Edon village	\$69,531		796
Fulton	Royalton township (Remainder of)	\$69,712		913
Williams	Brady township (Remainder of)	\$69,777		1,0014
Paulding	Emerald township (Remainder of)	\$69,844	765	1,0024
Fulton	Swanton village	\$69,965		3,897
Defiance	New Village	\$70,208	303	1,0076
Paulding	Haviland village	\$70,208	160	1,0076
Sandusky	Helena village	\$70,417	211	1,0106
Sandusky	Helena village	\$70,417	211	1,0106
Ottawa	Rocky Ridge village	\$71,260		312
Wood	Plain township	\$71,471	1,625	1,0257
Sandusky	Gibsonburg village	\$71,538	2,452	1,0267
Sandusky	Gibsonburg village	\$71,538	2,452	1,0267
Sandusky	Sandusky township	\$71,932		3,551
Erie	Vermilion township	\$72,196		4,857
Williams	Pulaski township	\$72,188		2,446
Fulton	Swan Creek township (Remainder of)	\$72,552		5,677
Ottawa	Carroll township	\$72,838		2,117
Ottawa	Denbury township (Remainder of)	\$72,866	4,059	1,0454
Fulton	Erie County	\$72,866	42,028	1,0457
Wood	Lake township (Remainder of)	\$72,867	6,566	1,0460
Erie	Berlin township (Remainder of)	\$73,023		2,799
Erie	Vermilion city	\$73,052		10,659
Wood	Wood County	\$73,124	133,077	1,0494
Wood	Grand Rapids village	\$73,125		925
Paulding	Washington township	\$73,214	663	1,0507
Paulding	Washington township	\$73,214	663	1,0507
Henry	Napoleon city	\$73,417		8,862
Erie		\$73,459		6,922
Henry	Liberty Center village	\$73,548		1,108
Defiance	Defiance County	\$73,615	36,644	1,0565
Henry	Liberty township (Remainder of)	\$73,677		1,260
Fulton	Wauson city	\$74,337		7,568
Fulton	Clinton township (Remainder of)	\$74,457		2,062
Defiance	Hicksville township (remainder of)	\$74,520		1,441
Wood	Wayne village	\$74,698	841	1,0719
Defiance	Farmer township	\$75,000		982
Defiance	Sherwood Village	\$75,147		602
Sandusky	Green Springs village	\$75,204	1,233	1,0806
Sandusky	Green Springs village	\$75,204	1,233	1,0806
Defiance	Dellaware township (Remainder of)	\$75,321		1,2210

Erie	Gordon township	\$91,734	1,379	1,365
Erie	Kellers island village	\$97,875	256	1,385
Defiance	Washington township (Remainder of)	\$92,262	1,225	1,341
Fulton	German township (Remainder of)	\$92,636	2,060	1,394
Wood	Grand Rapids township (Remainder of)	\$93,760	661	1,3454
Erie	Huron township (Remainder of)	\$93,842	3,802	1,3468
Erie	Berlin Heights village	\$94,260	651	1,3526
Defiance	Mark township	\$94,375	902	1,3544
Henry	New Bavaria village	\$94,500	86	1,3562
Henry	Monroe township (Remainder of)	\$95,437	847	1,3696
Erie	Mill village	\$95,596	1,371	1,3715
Henry	Napoleon township (Remainder of)	\$95,721	1,441	1,3737
Sandusky	Woodville township (Remainder of)	\$95,896	1,297	1,3762
Ottawa	Portage township	\$96,125	1,217	1,3795
Sandusky	Jackson township (Remainder of)	\$97,112	1,393	1,3937
Sandusky	Jackson township (Remainder of)	\$97,112	1,520	1,3937
Wood	Ironmongry township (Remainder of)	\$98,864	1,604	1,4188
Sandusky	Washington township (Remainder of)	\$99,704	1,781	1,4309
Paulding	Blue Creek township (Remainder of)	\$100,000	438	1,4552
Ottawa	Marblehead village	\$100,256	865	1,4387
Ottawa	Calumet island township	\$100,461	3,711	1,4417
Williams	Northwest township	\$100,509	1,139	1,4424
Erie	Mill township (Remainder of)	\$101,308	2,583	1,4539
Ottawa	Clay township (Remainder of)	\$101,560	2,593	1,4578
Henry	Pleasant township (Remainder of)	\$102,888	820	1,4766
Henry	Damascus township (Remainder of)	\$103,697	1,083	1,4882
Wood	Center township	\$104,231	1,140	1,4959
Wood	Perryburg city	\$105,226	25,041	15,101
Henry	Flintrock township (Remainder of)	\$106,242	948	15,104
Henry	Barlow township (Remainder of)	\$107,124	599	15,374
Erie	Pioncia township	\$108,146	2,470	15,520
Paulding	Latty township (Remainder of)	\$109,274	596	15,682
Paulding	Latty township (Remainder of)	\$109,274	596	15,682
Wood	Millon township (Remainder of)	\$112,500	614	16,145
Paulding	Benton township (Remainder of)	\$113,874	641	16,342
Ottawa	Allen township (Remainder of)	\$114,371	3,511	1,6414
Fulton	York township (Remainder of)	\$122,762	1,731	1,7622
Ottawa	Benton township (Remainder of)	\$123,536	2,137	1,7759
Fulton	Antboy township (Remainder of)	\$134,231	1,312	1,9764
Henry	Freedom township	\$134,345	967	1,9280
Wood	Middlen township (Remainder of)	\$137,130	4,366	1,9680
Defiance	Washington township (Remainder of)	\$143,459	1,417	2,0588
Defiance	Richland township (Remainder of)	\$177,045	1,252	2,5408

Williams	Styfer village	\$75,321	1,259	1,0810
Sandusky	Ballville township	\$75,508	6,042	1,0036
Sandusky	Ballville township	\$75,508	6,042	1,0036
Ottawa	Ottawa County	\$75,728	39,692	1,0568
Wood	Perrysburg township	\$75,829	13,571	1,0882
Paulding	Central village	\$76,250	146	1,0943
Wood	Northwood city	\$76,332	5,160	1,0955
Wood	Bloom township (Remainder of)	\$76,563	960	1,0991
Erie	Pelee township	\$77,415	12,390	1,1110
Henry	Harrison township (Remainder of)	\$78,721	962	1,1298
Wood	Liberty township (Remainder of)	\$78,843	1,565	1,1315
Williams	Bridgewater township	\$79,076	1,434	1,1348
Fulton	Metamora village	\$79,167	566	1,1362
Henry	Henry County	\$79,267	27,536	1,1376
Defiance	Defiance township (Remainder of)	\$79,555	1,727	1,1417
Fulton	Pike township	\$79,643	1,733	1,1430
Fulton	Oxford township	\$80,169	1,140	1,1505
Defiance	Adams township	\$81,019	884	1,1627
Williams	Center township	\$82,284	2,926	1,1809
Williams	Florence township (Remainder of)	\$82,736	1,073	1,1874
Wood	Portage township (Remainder of)	\$82,793	1,060	1,1882
Sandusky	Woodville village	\$82,813	2,006	1,1885
Sandusky	Woodville village	\$83,022	2,006	1,1885
Williams	Springfield township (Remainder of)	\$83,022	1,769	1,1915
Sandusky	York township	\$83,333	2,479	1,1959
Ottawa	Put-in-Bay township (Remainder of)	\$83,333	659	1,1959
Sandusky	Scott township	\$84,068	1,333	1,2065
Wood	Pemberville village	\$84,375	1,326	1,2109
Henry	Richfield township	\$84,500	635	1,2127
Fulton	Dover township	\$84,663	1,621	1,2150
Sandusky	Rice township	\$85,040	1,143	1,2204
Paulding	Carrall township (Remainder of)	\$85,246	1,334	1,2234
Sandusky	Elmore village	\$85,474	1,370	1,2267
Ottawa	Elmore village	\$85,474	1,370	1,2267
Sandusky	Elmore village	\$85,474	1,370	1,2267
Williams	St. Joseph township (Remainder of)	\$85,656	785	1,2293
Defiance	Highland township	\$85,690	2,264	1,2398
Erie	Margaretta township (Remainder of)	\$86,026	4,758	1,2432
Defiance	Milford township	\$87,404	1,120	1,2544
Erie	Bay View village	\$87,500	608	1,2573
Ottawa	Salmon township (Remainder of)	\$88,860	2,460	1,2753
Wood	Freedom township (Remainder of)	\$89,706	1,318	1,2874
Henry	Washington township (Remainder of)	\$89,791	1,847	1,2886
Ottawa	Harris township (Remainder of)	\$89,844	1,540	1,2894
Paulding	Meersee village	\$90,665	233	1,2997
Paulding	Crane township (Remainder of)	\$91,021	1,107	1,3063
Fulton	Fulton township (Remainder of)	\$91,235	1,534	1,3093
Defiance	Tiffin township	\$91,250	1,586	1,3096

[illegible]



Ohio Public Works Commission

State Capital Improvement Program Local Transportation Improvement Program

Instructions for Financial Assistance

November 2021

WorksWise

The Ohio Works Commission has a customer portal, WorksWise, which is a complete online project management tool including application for funds. The system mirrors the former paper application and is the preferred way to submit applications for funding. However, we are currently maintaining these Instructions as we familiarize our customers with the new portal.

Please direct any questions to your OPWC Program Representative or District Liaison.

Ohio Public Works Commission
District Integrating Committee Map



District Specific Requirements

Please contact your District or visit OPWC's website to determine if there are any district specific requirements or supplements to this Application. However, WorksWise makes no distinction. When you sign on to apply to your district, the requirements cover both OPWC and the respective district. Some districts also have a pre-application process which is outside the WorksWise portal. Submit applications according to your specific district's schedule.

For information on the District Liaison or OPWC Program Representative for your community, visit us at <http://pwc.ohio.gov>.

INSTRUCTIONS

Read instructions carefully and complete the form in its entirety.

Applicant Section

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

Subdivision Code: Enter the Applicant's Ohio Public Works Commission subdivision code. If unknown, visit OPWC's webpage - <https://www.pwc.ohio.gov/Resources/Subdivision-Codes>.

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

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

Date: Enter the date you are completing the application.

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

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

Project Section

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

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

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

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

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

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

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

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

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

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

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

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

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

Ineligible costs include, but are not necessarily limited to, the following: Items that strictly serve an aesthetic purpose including landscaping beyond basic post-construction repair (i.e., seeding and mulching), cost differential for decorative lighting, decorative piers, community welcome signs, water tower slogans and logos, trees grates and tree relocation, and trucked-in potable water for residents.

Materials Purchased Directly: State Law ([O.R.C. 125.081](#)) requires that 15% of all supplies, materials, and equipment purchased directly by the governmental entity be supplied by a Minority Business Enterprise. See the Ohio Department of Administrative Services website for Minority Business Enterprise Program for certified MBE businesses.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.0 Project Information

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

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

4.3 Project Description

- A. Specific Location: Provide a written location description that includes project termini. Be clear as to the address if the project is for a water or wastewater facility, or the names of the roads if there are multiple locations. Provide a map but do not refer to a map as substitution for a written location description. This field is limited to 500 characters. Due to this limit an attachment may be provided for multiple locations.

B. Project Components: Describe the specific work to be completed. For example, a sewer project should indicate whether it involves collection lines, interceptors, lift stations, etc. An engineer's estimate may not serve as a substitute for this section. This field is limited to 1,000 characters.

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

5.0 Project Officials

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

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

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

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

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

REQUIRED ATTACHMENTS

Authorizing Legislation.....	Page 9
Chief Financial Officer Certification / Loan Repayment Letter	Page 10
Detailed Engineer's Estimate / Useful Life Statement	Page 11
Cooperative Agreement (Only required if project involves more than one subdivision)	Page 12
Farmland Preservation Review Letter (Only for projects that impact farmland).....	Page 13

AUTHORIZING LEGISLATION

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

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

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

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

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

Section 1: *The [Insert Name and/or Title of the Chief Executive Officer listed on application] is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.*

Passed: [Insert Date]

[All Required Signatures Here]

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

[Insert Date]

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

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

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

[Name, Title and Signature of Chief Financial Officer]

DETAILED ENGINEER'S ESTIMATE / USEFUL LIFE STATEMENT

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

[Insert Project Name]

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

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

Engineer's Signature and Stamp or Seal

COOPERATIVE AGREEMENT

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

RESOLUTION NUMBER / DATE

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

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

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

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

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

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

Signatures for Subdivision A

Signatures for Subdivision B

FARMLAND PRESERVATION REVIEW LETTER

**FARMLAND PRESERVATION REVIEW
FOR THE OHIO PUBLIC WORKS COMMISSION**

[Insert Project Name]
[Insert Date]

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

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

[Insert response]

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

[Insert response]

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

[Insert response]

[Insert Signature and Title]