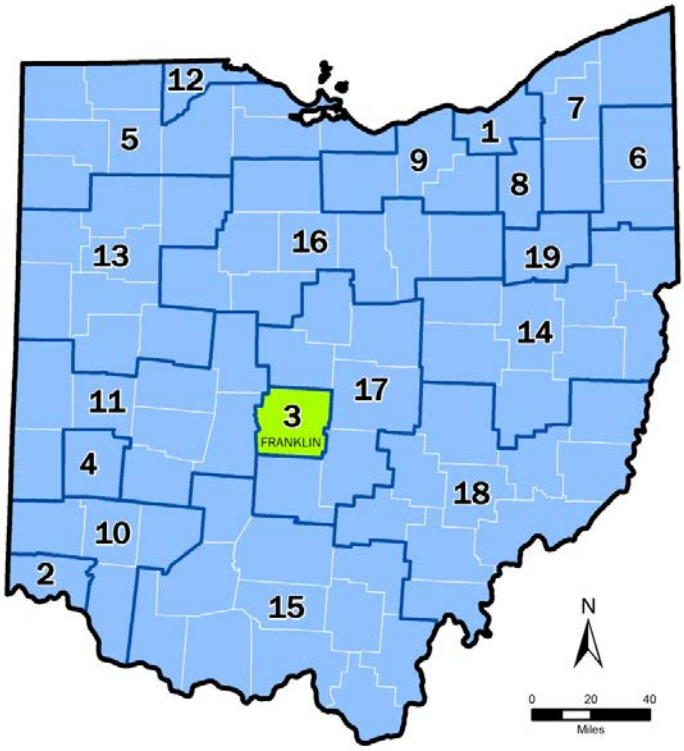
District 3 Franklin County, Ohio

SCIP/LTIP INFRASTRUCTURE PROGRAMS



Round 31

APPLICANT MANUAL

PROGRAM YEAR 2017

District 3

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Section 1:

Overview of Program Year 31

Application Guidelines

Please make sure that the person responsible for completing the application has received and reviewed the Applicant Manual or reviewed Round 31 information at www.morpc.org under the Transportation tab, Funding and Grants, State SCIP/LTIP Infrastructure Funding link **http://www.morpc.org/transportation/funding-grants/franklin-county-scipltip/index**

All projects must have a construction start date no later than May 31, 2018 to qualify for funding in Program Year 2017 - Round 31. Any application submitted with a construction start date of June 1, 2018 or later will be rejected for this round per District 3 Policy 11 f.

Projects involving the Ohio Department of Transportation must use the ODOT "sale" date. All ODOT project schedules are confirmed with ODOT. ODOT projects with schedules that lend themselves to a future program year will be rejected by the Commission.

Failure to submit a complete and accurate package will result in penalty points being subtracted from the project's final score per District 3 Policy 11 c. ***Please review the policies carefully.***

All of the items listed below must be contained in your application submission.

- ❑ **Part 1 - District 3 Submission Checklist**

- ❑ **Part 2 - OPWC Application**

  - Electronic copy required and available at www.pwc.state.oh.us
  - Letter of commitment for other sources of funds (e.g.CDBG; OWDA; etc.)
  - If typical useful life exceeds the guidelines outlined under Staff question 6, Useful Life in Section 4-B in this manual, applicant must provide an explanation in Part 7.

- ❑ **Part 3 - District 3 Applicant Evaluation Criteria**

- ❑ **Part 4 - Engineer's Certifications**
  - Detailed engineer's cost estimate
  - Detailed cost estimate, design service capacity & useful life certification (Form 1)
  - Design service capacity & useful life worksheet (optional, Form 2)
  - Project notification to Franklin County Engineer (for township road or bridge projects only, Form 3)

- ❑ **Part 5 - Required Certifications/Agreement**
  - Funding use certification & local match availability (Form 4)
  - Certification of loan repayment (if applying for loan, Form 5)
  - Authorizing legislation (Form 6)
  - Cooperation agreement (if applicable, Form 7)

- ❑ **Part 6 - Maps & Photos**

- ❑ **Part 7 - Supportive Documentation**
  - See Part 7 Documentation Checklist in the Application

In order to be considered for financial assistance, **one original paper copy and one CD (with PDF files)** of the SCIP/LTIP Application Parts 1-7 must be completed and returned by **5 p.m. Monday, September 12, 2016** Applications should be submitted to District 3 staff at MORPC, 111 Liberty Street, Suite 100, Columbus, OH 43215. It is the applicant's responsibility to ensure that all documents are accurate, complete and in accordance with the requirements, terms, and conditions set forth by the OPWC and District 3 PWIC. Failure to meet these conditions may result in the disqualification of a project. Please note that Part 8 – Five Year Capital Improvements Report/Maintenance of Effort form is no longer required by OPWC.

Available Funds

The preliminary allocation for District 3, for the fiscal year beginning July 1, 2017, is $26,188,000. These allocations will be updated in December, 2016 with cost underruns from previous approved projects and interest earnings on the programs.

SCIP:	Grants	$13,534,550	(maximum)
	Loans/Local Debt Support	$ 2,388,450	(minimum)
	Revolving Loan Program	$ 3,935,000	(projected)
LTIP:	Grants	$ 6,330,000	(projected)
TOTAL		**$26,188,000**	

Limitation on New or Expansion Work

No more than 20 percent ($3,184,600) of the district's SCIP allocation can be used for costs related to new or expansion work. The LTIP allocation is not constrained by this limitation.

Loan Interest Rates

Loan interest rates for Round 31 are 0% for road, bridge and storm sewer projects and 0% for water and sanitary sewer projects. The term of the loan can be up to 30 years as long as the useful life of the project is equal to or greater than 30 years.

Loans are put into billing upon project completion. Payments are due the last business day in January and July 1st for the duration of the loan. There is no prepay penalty to pay the loan in full at any time. Any loan resulting in a repayment amount equal to $5,000 or less will be invoiced as two equal payments to be repaid according to the billing cycle stated above. If loan payments are not received within 30 days of the due date the OPWC may apply late fees, which are accrued at a rate of 8% per annum. Any loans more than 60 days late will be turned over to the Attorney General's office for collection. As provided in law, the OPWC may require that such payment be taken from the local subdivision's share of the County Undivided Local Government Fund.

Loan Requirements of SCIP

Please note the 20% Loan/Credit Enhancements minimum requirement contained in Ohio Revised Code 164.05 (H) has been reduced to 15% as a result of the passage of Amended Substitute House Bill 54. Fifteen percent ($2,388,450) of the district's SCIP allocation is earmarked for loans. Applicants who request loans will receive additional rating points in the evaluation process.

Staff Assistance

Staff assistance is available to inform applicants about OPWC requirements, District 3 policies, and to provide technical guidance in the preparation of application materials. Please contact Wilma Yoder wyoder@morpc.org at 614-233-4175 or Ronni Nimps rnimps@morpc.org at 614-233-4159 to obtain information or technical help.

Section 2:

Guidelines

Applicant Eligibility

District 3 encompasses Franklin County, Ohio. Eligible applicants are the county and all cities, villages, townships, sanitary districts and regional water and sewer districts in Franklin County. When a project is located in part of a subdivision that is located in an area outside of Franklin County, the subdivision's project should be deemed a part of the district in which the population is greatest.

Eligible Project Costs

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.

Engineering Costs

Engineering costs, as a percentage of construction costs, are closely reviewed. Justification for elevated engineering costs may be required. 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 in writing in advance by the OPWC. There is a twelve month look-back for engineering and acquisition activities; however activities and related costs must be project specific. For acquisition only that much property or easement necessary to implement the project is eligible for reimbursement.

Farmland Preservation Review

The Governor's Executive Order 98-11V, "Ohio Farmland Protection Policy" requires the Ohio Public Works Commission (OPWC) 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.

Ineligible Project Costs

The application can only contain the reasonable value of those engineering, right-of-way, and engineering costs that are integral to the project. Engineering costs shall not include any of the subdivision's ongoing overhead expenses for carrying out its existing engineering services. Ineligible costs include, but are not necessarily limited to, the following:

- Engineering: fees above the approved engineering budget in the Project Agreement, and administrative costs including fees or in-kind incurred for completing OPWC paperwork or for securing and/or administering other funding sources.
- Legal : Mailing costs to residents for assessment hearings
- Aesthetics: 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, and tree grates and tree relocation.
- Other: Trucked-in potable water for residents, rain gardens.
- 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

Loan Assistance / Credit Enhancements

The OPWC provides two financial tools to assist with affordability. Loan Assistance is a grant that pays for the interest on a public or private loan during the construction period, going back up to one year prior to the date of the Project Agreement. 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 which would improve the applicant's credit or bond rating. These two funding tools may be applied for as part of a project which is also for a grant, loan or grant/loan combination but needs to be a separate application for administrative purposes.

Local Match Requirements

For SCIP projects, applicants are required to provide a minimum of 10 percent of the project costs related to repair/replacement and a minimum of 50 percent for the new/expansion portion of the projects. For LTIP projects, no local funds are required. Applicants are encouraged to exceed minimum requirements whenever possible in order to increase the competitiveness of their applications. The local match is the participation percentage rate that is made up of non-OPWC funds. It can consist of other agency funds (federal, state, or local) or local pre-paids for engineering or right-of-way, or in-kind work (labor, equipment, materials). Pre-paids may either be reimbursed (up to one year prior to the date of the Agreement), or credited toward the local match.

LTIP Township Set-aside

Per Ohio Revised Code 164.14 (D)(3), for each five year funding period, 20 percent of at least one-third of the total LTIP money allocated must be awarded to townships. The next five year cycle is Rounds 28, 29, 31, 31 and 32. There will be up to $400,000 in LTIP funds setaside for township projects each round in order to meet this statutory requirement.

Minimum Useful Life

Projects must have a minimum useful life of at least seven years. If the useful life of any component exceeds the typical useful life outlined below, the applicant must provide additional supportive documentation in Part 7 of the application to substantiate the longer useful life.

Infrastructure Component	***Typical Useful Life***
Bridges	*75 years*
Electrical traffic control & lighting	*12 years*
Full-depth road construction	*25 years*
Less than full-depth replacement	*15 years*
Multi-use path	15 years
Pump, lift station, equipment	*15 years*
Sanitary sewers	*40 years*
Sidewalks	25 years
Storm sewer	*40 years*
Water lines	*40 years*

Minority Business Enterprise (MBE)

On OPWC-funded projects 15% of local subdivision direct contracts for procurement of equipment, materials, and supplies must be made from state certified MBE vendors. Projects with direct procurement will not be issued a Notice to Proceed unless evidence is provided that the MBE percentage requirement is met. Furthermore, reimbursement to local subdivisions for procured items will not be released unless evidence that the MBE percentage requirement was met

Ohio Products

All projects, to the extent practicable, must use Ohio products, materials, services and labor

OPWC Project Signs

A local subdivision is not required to post signage on an OPWC funded project but if it does it must follow a standardized layout designed to increase public awareness through signage repetition. OPWC will participate in the cost of the signage and reimburse the local subdivision on the project's applicable disbursement ratio based on a photo of the sign and invoice. OPWC projects jointly funded with other state or federal funding agencies which have other signage requirements are exempt from the standardized layout.

Public Improvements

All OPWC funded work must be owned and maintained by the local subdivision. Work not on public property or right of way, including water and sewer laterals, are ineligible for OPWC assistance.

Readiness to Proceed

Projects with delayed schedules for engineering, bidding and construction will be questioned and possibly returned for re-submission in a future program year if they will not proceed during the current program year.

Road & Bridge Projects Requesting a Grant/Loan Combination

Road and bridge projects requesting a grant or loan combination should submit two funding scenarios for Part 2 - Section 1.2 the Project Financial Information, one for SCIP and one for LTIP. If two Section 1.2's, Project Financial Resources, are submitted, the appropriate funding program (SCIP or LTIP) must be identified for each. The first should show the SCIP request for grant and loan and the second should show only the grant request for the LTIP. Note, the LTIP does not offer loans. If the applicant does not supply two sections, staff will assume for the LTIP request, the applicant will provide the SCIP loan request amount as additional local match.

Road & Bridge Projects That Include Utilities

Road and bridge projects will be evaluated for both SCIP and LTIP. However, staff will score road and bridge projects with utilities (water line, sanitary pipe, for example) for LTIP provided:

1) the road or bridge work is the primary purpose and major components of the project;
2) the road or bridge construction work is such that existing utilities are affected (disrupted or displaced, for example);
3) the utility work is relocation or replacement in nature, not new or expansion; and

if the utility work is "driving" the application, then staff will only evaluate the project for SCIP funding. The applicant has the option to do two funding scenarios, one for SCIP with the utilities included and one for LTIP with the utilities excluded.

Staff Requests for Additional Information

Each applicant will be given five (5) days to respond to requests from District 3 staff for additional information or corrections***.*** If the applicant does not respond within the five days, the project will be rejected for funding for the current round.

Standalone Eligibility

Projects that are eligible as 'standalone' or rather independent of any other project components include ADA curb ramps, signalization, audible crossing signals, railroad crossing grade, fire hydrants, signage, guardrail, and security for drinking water facilities. Projects that are ineligible as 'standalone' are those not specific to the roadway including sidewalks, bike paths and street lighting. Construction or repair of sidewalks is eligible only if roadway improvements are involved.

Townships with Limited Home Rule – Funding Eligibility

Townships with a population in the unincorporated territory of at least 5,000 may, by procedures provided for in law, adopt limited home rule status. In addition to other powers provided for in law these townships may:

- Construct, maintain, and finance sewer systems under certain circumstances
- Contract with county sewer districts and regional water and sewer districts, as well as municipal corporations and private operators, to supply water and sewer services
- Issue general obligation bonds for the costs of water supply facilities and sewer improvements
- Hire an independent professional engineer in lieu of using the county engineer for specific road projects. (Also see Design & Engineering Services for Townships)

Township Road & Bridge Projects

Ohio law requires a board of township trustees to order their county engineer to make surveys, plans, profiles, cross sections, estimates and specifications for township road improvements. A board of township trustees is permitted to enter into a contract with the county engineer under which the board agrees to pay all or any part of the cost of engineering services to be provided to or obtained for the township by the county engineer that are necessary for OPWC-funded projects. The county engineer may engage the services of a consulting engineer to perform the work. In order for the OPWC to participate in the payment of such services either a Memorandum of Understanding between the township and county, or letter from the county engineer, must be provided.

All townships that are submitting applications for road or bridge projects should contact the Franklin County engineer for review before submitting their application. ***Please note this is only if this is a road or bridge project and the applicant is a township***. Form 3 entitled "Project Notification to Franklin County Engineer" is included in Part 4: Engineer's Certification. Failure to submit this form will result in penalty points being subtracted from the project's final score per District 3 Policy #11 c.

Section 3:

Round 31– SCIP/LTIP Infrastructure Program

Schedule - 2016

April 8	**Round 31 SCIP/LTIP Working Session for Criteria/Policy Review** 1:30 p.m. – 3:30 p.m. - MORPC Scioto Room
May 13	**Final Action for Round 31 SCIP/LTIP Criteria and Policy** 1:30 p.m. - 3:30 p.m. – FC Engineer's Office (Public/Voting Meeting)
September 12	**Round 31 SCIP/LTIP Applications due - by 5:00 p.m.** Submit applications to Wilma Yoder, Mid-Ohio Regional Planning Commission, 111 Liberty Street, Columbus, Ohio 43215
December 9	**Round 31 SCIP/LTIP Working Session** Preliminary scores and ranking presented to PWIC and applicants 1:30 p.m. – 3:00 p.m. – MORPC Scioto Room (Public Meeting)
December 16	**Round 31 SCIP/LTIP Final Action** Final approval of projects for submission to OPWC for funding 1:30 p.m. – 3:00 p.m. – MORPC Scioto Room (Public/Voting Meeting)

All meetings will be held at
Mid-Ohio Regional Planning Commission, 111 Liberty Street, Columbus, OH 43215 unless otherwise noted.

District 3 - Franklin County, Ohio

SCIP/LTIP INFRASTRUCTURE PROGRAM

PUBLIC WORKS INTEGRATING COMMITTEE

PROGRAM POLICIES

The District 3 Public Works Integrating Committee has adopted the following program policies. These policies should be carefully reviewed before the application materials are completed.

1. Project Scores High on Both SCIP & LTIP

When a project scores high on both SCIP and LTIP lists, the project should be funded from the program in which the highest proportion of points was obtained. If a project would not be fully funded on the list on which it scores higher because even higher scored projects have been awarded most or all of the program's funds, the project may be funded on the list with the lower proportion of points if it results in a larger funding award and provided all higher scored projects on that list are fully funded. *(Adopted 6-11-1997; Revised 5-22-2002; Revised 4-08-2011*)

2. Partial Funds are Available for SCIP Project with Grant & Loan Request

When a SCIP project with a grant and loan request cannot be fully funded, the total funds available will be divided in the same proportion as the original request. (Example, if total amount requested was a $50,000 grant and a $50,000 loan and there is only $50,000 of funds available, the project will receive a $25,000 grant and a $25,000 loan. *(Adopted 6-11-1997)*

3. Water & Sewer Projects

All water and sewer projects will be considered for funding on a loan basis only except for areas in a CDBG low-income area per Program Policy #4.
(Adopted 6-11-1997; Revised 5-2-2014)

4. New Sanitary Sewer and Waterlines in CDBG Low-Income Area

If a "new" sanitary sewer or waterline project is located in a CDBG-eligible low-income area where property assessments would create a cost burden to the property owner, a grant or a 0 percent loan would be considered. This includes failed septic systems and dry wells. *(Adopted 6-11-1997; Revised 4-13-2012; Revised 5-3-2013)*

5. Loan Interest Rates

Loan interest rates will be established before applications are mailed so applicants are aware of the rate before submitting an application.
(Adopted 6-11-1997)

6. Tie Scores (Revised 5-19-2000)

If SCIP or LTIP projects have a tie score, the tie will be broken in the following order:

1) project with the poorest physical condition
2) project that would impact the largest number of people
3) project with the earlier construction start date as long as the difference is more than three months

7. Small Government Submission

Up to seven projects can be recommended for submission to the Small Government Commission program for consideration. Of the seven projects the five top ranked applications will be scored. The remaining two will be held should an application be withdrawn or if needed to retain program competitiveness.
(Adopted 6-11-1997; Revised 4-13-2012)

8. Engineering Only Projects

District 3 will **not** accept an application for an engineering only project. Only applications that include all subsequent phases of projects or project components will be accepted. This means that construction must be included in the application of each segment of the project. *(Adopted 6-11-1997; Revised 5-22-2002)*

9. Duplication of Services

The District 3 Committee will not utilize OPWC funds for projects that duplicate existing infrastructure. *(Adopted 2-27-1995)*

10. Engineering Cost Guidelines

a. Preliminary Design Engineering Costs are eligible

Preliminary design costs such as soil borings, environment assessments, surveys, studies, etc. are eligible. A three year look back period will be used to determine eligible costs. Look back starts with the date of the issuance of the agreement, usually around July 1 for the year of the award.
(Adopted 6-11-1997; Revised 5-3-2013)

b. Sum of All Engineering Costs Should Not Exceed 20 Percent

(Revised 5-3-2013)

***11.* Application Submission Policies**

a. No Time Extensions

No time extensions will be granted for SCIP/LTIP applications. Applications will be due by 5 p.m. on the day of the application deadline. Any application received after this time will be rejected and not considered for funding during the current round. *(Adopted 6-16-1998, Revised 5-31-2001)*

***b.* Application Submission Checklist Required**

A signed copy of the Application Submission Checklist is required for each project application submitted. *(Adopted 6-16-1998)*

c. Subtraction of Points for Missing or Incorrect Information

Staff will be subtracting points from the applicant's final score for missing, incomplete or incorrect information. Each application must contain the items listed on the Application Submission Checklist. Failure to submit these items or items submitted that are incomplete or incorrect will result in points being deducted from the project's total score in the amount indicated in parentheses. *(Adopted 6-16-1998; Revised 5-3-2013)*

(1) District 3 Application Submission Checklist (10 points penalty)
(2) Official OPWC Application for Financial Assistance Form, pages 1-6 (4 points penalty)
(3) District 3 Applicant Evaluation Criteria for current funding round (5 points penalty)

(4) Engineer's Certifications
- o "Detailed" Professional Engineer's Estimate must certify contingency and construction costs. (5 points penalty)
- o Certification by Professional Engineer of Cost Estimate/Design Service & Useful Life Certification (3 points penalty)

(5) Required Certifications/Agreements:
- o Funding Use Certification/Local Match Availability (1 point penalty)
- o Approved Authorizing Legislation (1 point penalty)
- o Cooperation Agreement (if multi-jurisdictional) (2 points penalty)

(6) Map Defining Geographic Scope of Project (2 points penalty)

(7) Photographs of the Project Site (2 points penalty)

(8) ~~5-Year Capital Improvement Report/Maintenance of Effort (5 points penalty)~~ No longer required per OPWC (June 2016)

(9) Loan repayment certification Letter if loan or (grant +loan) only (1 point penalty; Adopted 5-31-01)

(10) If township road or bridge project, must submit a signed copy of "Notification to Franklin County Engineer" form. (*5 points penalty*; *Adopted 5-31-2001)*

d. Deadline for Providing Missing/Corrected Application Information

Staff will review each application for the required information requested on the Application Submission Checklist. Staff will then inform the applicant in writing of any required corrections and will **give the applicant five working days to provide the necessary information.** Failure to respond within this timeframe will result in staff rejecting the application for that funding round. *(Adopted 6-16-1998)*

e. Minimum Local Match Must Be Met

When applying for SCIP or LTIP funding, an applicant must meet the minimum local match requirement in order to be evaluated for funding in that round. Failure to provide the minimum local match will deem the project ineligible for funding in that program and the project will be rejected. In the case of LTIP projects where no match is required, the applicant must provide sufficient non-OPWC funds to cover project items ineligible for LTIP. *(Adopted 5-19-2000, Revised 5-31-2001)*

f. Construction Start Date

All projects must have a construction start date no earlier than July 1 of the award year and no later than May 31 of the year following the program year of funding.) If a project's construction start date is June 1, or later of the year following the program year of funding, the project will be rejected for consideration for the current round. (Example for Round 31 – a project must have a construction start date between July 1, 2017 and May 31, 2018. If the construction start date is June 1, 2018 or later, the project will be rejected for consideration for Round 31 funding. *(Adopted 5-31-2001; Revised 5-2-2014)*

12. Failed Septic Systems and Wells Considered Repair/Replace

The replacement of failed septic and other on-site sewerage treatment systems with connection to a central sewer system will be considered repair/replacement. Failed wells and other water supply systems will also be considered repair/replacement. Both systems will be considered to the extent that the connectors do not open unplatted land to development. *(Adopted 5-19-2000; Revised 4-13-2012)*

13. Certain Roadway Features Are Considered Repair/Replace

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. (These incidental items should not exceed 1/3 or 33.3 percent of the total construction costs.)
(Adopted 5-19-2000)

14. Offer Loan in Lieu of Grant

After SCIP grant money is exhausted, staff will contact project applicants in ranked score order and offer them remaining funds in the form of a loan. The loan amount will be offered up to the original OPWC amount requested in grant and/or loan. *(Adopted 5-19-2000)*

15. Value of ROW is Not Part of Local Match

Only right-of-way (ROW) acquired as part of the project may be considered as match. ROW acquired as part of zoning or subdivision approval is not to be considered as part of the project. Voluntary private sector contributions may be considered as part of match. *(Adopted 5-19-2000)*

16. Minimum Threshold for Loans

Applicants requesting loans must request no less than $50,000 or the total amount of the SCIP assistance requested, whichever is less. *(Adopted 5-19-2000)*

17. Project Under Runs

When the OPWC funded portion of the final cost of an approved project is less than the amount awarded the unexpended amount will be returned to the District's pool of funds to be reallocated during the current or future round through the District's normal procedures. The District will not permit the applicant with the unused funds to use the funds on an expansion of the scope or intent of the existing project or on a new project. The District <u>may</u> entertain a request from the applicant to do additional work within the scope and intent of the originally approved project to address a circumstance unforeseen when the application was submitted. (Adopted 5-22-2002)

18. Awarding of Funds

a. Awarding Projects by Rank

It is the District's policy to approve a program slate of projects in order of their priority rank established for each program up to the loan or grant amounts requested and subject to Policies 1, 2, 6, 14, and such other District Policies as may apply. All funding including new round allocations, funding refused or relinquished by applicants with higher ranked projects, and any additional funding that may become available in the current round shall be awarded in this manner. In the SCIP any unfulfilled grant request may be fulfilled with loan funds. (Adopted 5-22-2002; Revised 5-6-2005)

b. Partially Funded Projects

If a project is recommended for "partial" SCIP or LTIP funding, under run moneys that are returned to the District by June 31 of the current state fiscal year will be offered to the project until the original requested amount is met. The additional funds will be disbursed in the same ratio of grant to loan as the original request, to the extent possible**.** (Adopted 5-6-2005)

c. Requests for Changes in Scope or Additional Funds

Requests for additional funds or a change in scope etc. from previously funded projects must be submitted in writing to the District liaison and contain an explanation of the "unforeseen" circumstances surrounding the request. The PWIC will entertain these requests two times per year at regularly scheduled meetings:

(1) Spring – requests submitted after the final action session will be reviewed at the spring criteria and policy final action meeting.

(2) Winter – requests submitted after the spring criteria and policy meeting will be reviewed at the winter final action meeting.

Additional funds recommended in either meeting will be taken from the next round's allocation available after July 1 of the following state fiscal year. Submissions to the District Liaison must precede the regularly scheduled meeting at which the applicant wishes to have them heard by at least 10 days. (Adopted 5-6-2005)

19. Projects Within & Outside of District 3

When any project extends outside District 3's boundaries the minimum matching funds shall be 100% of the portion of the project outside the District 3 boundary in addition to the statutorily required minimum match for the OPWC program for the portion within District 3. Applicants must provide summarized and detailed engineering and construction costs separately for the portion inside and the portion outside the District 3 boundaries. (Adopted 4-23-2003)

20. LTIP – Township Set-aside

There will be up to $400,000 in LTIP funds set aside for each of the next five LTIP rounds (Rounds 28-32) in order to meet the statutory requirements. In any year in which the cumulative township amounts are met through the regular District 3 LTIP) award process the PWIC may adjust the set-aside. (Adopted 4-23-2003)

21. Complete Streets

A movement is growing across the country to "complete the streets" and support "lifelong communities". States, cities and towns are asking their planners, engineers and designers to build road networks that welcome all citizens. Complete Streets are designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists and transit riders of all ages and abilities are able to safely move along and across a complete street. See the complete streets website at http://www.completestreets.org and the livable communities' website at http://livable.org

The District 3 PWIC encourages the Complete Streets and Lifelong Communities in accommodating all modes of transportation for all road and bridge projects that are submitted for funding. (Adopted 6-4-2007; Revised 4-13-2012; Revised 5-2-2014)

22. Delays in Construction Start or Close Outs

If the construction schedule for a project with federal funding is delayed significantly due to circumstances outside the control of the applicant, the PWIC may approve an exemption for delinquent points given under staff question S10. (Adopted 5-2-2014)

Section 5:

Project Evaluation Process

Ohio Revised Code Sections 164.06 and 164.14 outline ten criteria that the Public Works Integrating Committee (PWIC) must follow when evaluating projects for SCIP or LTIP funding. These sections of the Ohio Revised Code can be reviewed at the Ohio Public Works Commission website at **http://www.pwc.state.oh.us**

Each application is evaluated on the basis of information submitted in the application and other information that is readily available to the staff of the District 3 Committee. Each applicant must complete an Applicant Evaluation Criteria form for each project submitted. The applicant's responses to the Applicant Evaluation Criteria are reviewed by District 3 staff and scored separately for SCIP and LTIP funding.

Staff then evaluates the Staff Evaluation Criteria and scores the applicant based on other required information contained in the OPWC application. *Please note that the applicant does not complete the staff evaluation criteria.*

Each of the applicant and staff questions can receive a score of between 0 and 5 points. A weight is also applied to each question. Weights may differ between the SCIP and the LTIP. The maximum number of points possible under the SCIP evaluation process is 375 and under the LTIP evaluation process the maximum number of points possible is 350.

Maximum Scores:

SCIP		LTIP	
Applicant Criteria	245	Applicant Criteria	275
Staff Criteria	131	Staff Criteria	75
	375		350

The PWIC methodologies used for scoring both the Applicant and Staff Evaluation Criteria are explained in the attached documents.

Section 5 – A

District 3 - Franklin County, Ohio

SCIP/LTIP INFRASTRUCTURE PROGRAM

PWIC METHODOLOGY FOR SCORING

APPLICANT EVALUATION CRITERIA – Round 31

Please complete the section entitled Detailed Project Description and the questions that follow for each project you submit. Please answer all questions completely and accurately, but succinctly. Please note that the Detailed Project Description section may duplicate information that you provided in section 4.3 of the required OPWC application; however, this information will assist staff to better understand your project.

Each question (A1-A17) is worth between 0-5 points (raw score). Final score for each question is determined by multiplying the raw score times the weight for each question.

If documentation is required it must be present in Part 7 – Supportive Documentation or the applicant will receive 0 points.

DETAILED PROJECT DESCRIPTION:

D1. ***Describe the existing infrastructure in the project area that is proposed to be modified and what problems require that this infrastructure be modified?***

Be sure to include the existing pedestrian, ADA curb ramps and bicycle infrastructure and any problems identified.

D2. ***Please describe the proposed changes to the infrastructure.***

Explain changes in terms of the amount of right-of-way, the number or width of lanes, traffic control, street lighting, type or size of drainage, type or size of potable water services, type or size of sanitary sewer service, etc.

Give appropriate details about any proposed pedestrian and/or bicycle infrastructure (type and width etc.)

D3. Project Components:

	Existing	*Proposed*	*Quantity (#; feet, etc.)* (If existing, is it up to current standards?)
ADA curb ramps	[ ]	[ ]	_____
Bike lanes	[ ]	[ ]	_____
Bus Stop/Shelter	[ ]	[ ]	_____
Multi-use path	[ ]	[ ]	_____
Road	[ ]	[ ]	_____
Roundabout	[ ]	[ ]	_____
Sanitary	[ ]	[ ]	_____
Sidewalks	[ ]	[ ]	_____
Street Lighting	[ ]	[ ]	_____
Storm Sewer	[ ]	[ ]	_____
Traffic signal	[ ]	[ ]	_____
Turn lanes	[ ]	[ ]	_____
Waterlines	[ ]	[ ]	_____
Other (specify			
_____	[ ]	[ ]	_____
_____	[ ]	[ ]	_____

D4. ***Do these changes fully correct the problems described in D1?*** **If no, which portions will remain unresolved?**

D5. ***What is the current status of the project? How far have plans advanced?***

D6. ***Will there be right-of-way acquisition?*** **If yes, what is the status of acquisition?**

D7. ***Will there be any utilities relocated or involvement of a railroad?***

FARMLAND PRESERVATION REVIEW:

D8. ***Is any portion of this project a new rather than repair/replace activity which involves productive agricultural or grazing land?*** *The project could entail an actual take of agricultural land or could encourage its conversion by later development.*

[ ] Yes ***See Advisory XII - Farmland Preservation Review*** *at http://www.pwc.state.oh.us and respond to three criteria*

[ ] No

PHYSICAL CONDITION – (Weight: SCIP= 8; LTIP= 6)

(Skip this question if your project is 100% new or expansion work)

A1a) What is the largest component of the project to be replaced or rehabilitated? (√check only one, and provide information requested below)

- ☐ *Road*
- ☐ *Bridge/Culvert*
- ☐ *Water Supply*
- ☐ *Wastewater*
- ☐ *Solid Waste*
- ☐ *Stormwater*
- ☐ *Other* _____

Project Component # 1: _____

Year infrastructure was built:	*Year and type of last major rehabilitation:*	*Year and type last maintenance was performed:*	*Meets current geometric standards?*	*Condition Rating and Source**	*Estimated Remaining Years of Useful Life*
*Year*_____	*Year*_____ *Type*_____	*Year*_____ *Type*_____	_____	_____ _____	____Years

Project Component # 2: _____

Year infrastructure was built:	*Year and type of last major rehabilitation:*	*Year and type last maintenance was performed:*	*Meets current geometric standards?*	*Condition Rating and Source**	*Estimated Remaining Years of Useful Life*
*Year*_____	*Year*_____ *Type*_____	*Year*_____ *Type*_____	_____	_____ _____	____Years

Project Component # 3: _____

Year infrastructure was built:	*Year and type of last major rehabilitation:*	*Year and type last maintenance was performed:*	*Meets current geometric standards?*	*Condition Rating and Source**	*Estimated Remaining Years of Useful Life*
*Year*_____	*Year*_____ *Type*_____	*Year*_____ *Type*_____	_____	_____ _____	____Years

Condition Rating and Source

Please specify the source of condition rating (ODOT BR-86, PCR, etc. and include in Part 7)

A1b) What is the "physical condition" of the portion of the infrastructure making up the largest component of the project to be replaced or rehabilitated?

_____ *Good Condition*
_____ *Fair Condition*
_____ *Poor Condition*
_____ *Critical Condition*
_____ *Failed Condition*

Condition Rating	***Description***	***Points***
Good	*Requires routine maintenance and periodic repairs to maintain integrity.*	***1***
Fair	*Requires minor rehabilitation to maintain integrity*	***2***
Poor	*Requires partial reconstruction or extensive rehabilitation to maintain integrity.*	***3***
Critical	*Requires major reconstruction to maintain integrity*	***4***
Failed	*Requires complete reconstruction where no part of the existing facility is salvageable. Infrastructure is closed or out of service.*	***5***

Condition is based on the amount of deterioration that is field verified or documented exclusive of capacity, serviceability, or health, safety and welfare issues. Condition is rated only on the existing facility being repaired or abandoned. If the existing facility is not being abandoned or repaired, but a new facility is being built, it shall be considered as an expansion project.

Assess the average condition of all components of the infrastructure to be repaired or replaced according to the definitions above. If a significant portion of the project is installation of new infrastructure, the points earned will be prorated to the portion that is repair replacement.

A1c) Why did you select the physical condition checked above? Explain.

District 3 staff will be conducting site visits to review the physical condition cited by the engineer or applicant. Provide specific details to explain your rationale for the physical condition selected.

Documentation Required in Part 7 – Supportive Documentation

Source of Condition Rating must be documented and included in Part 7. A copy of the pavement condition rating form/worksheet must be included in Part 7.
Documentation may also include ODOT BR -86 reports, pavement condition rating (PCR), pavement management condition reports, televised underground system reports, age inventory reports, maintenance records, etc. and will only be considered if included with the original application.

CRASHES – (Weight: SCIP = 3; LTIP = 6)

A2) *How will the proposed road or bridge project reduce crashes at this location?*

In order to receive points, applicant must provide the rationale used and demonstrate that the proposed project will reduce crashes. If this issue is not addressed, no points may be given regardless of the crash rate. A statement from a public official or consultant qualified to make this assessment is required in Part 7.

If staff determines that the rationale provided is sufficient to show the benefit of the improvement, MORPC staff will do a three year crash data analysis using information provided by the Ohio Department of Public Safety (ODPS) and the Ohio Department of Transportation. The following three variables will be used:

1) Crash frequency or Crash Density
2) Crash Rate
3) Equivalent Property Damage Only (EPDO) Index

Note the applicant is no longer required to provide crash data.

CRASH ANALYSIS VARIABLES	
Variable 1a	**Crash frequency is the total number of crashes occurring at each intersection.** ***Crash frequency = N*** ***N = Total number of crashes***
Variable 1b	**Crash density is the frequency of crashes per mile for segments** ***Crash density = N/L*** ***N = Total number of crashes*** ***L=Length***
Variable 2	**Crash rate (per million vehicles) takes into account the total number of crashes compared to the average traffic volume entering the intersection and number of crashes per million vehicles miles traveled for segments.** $\textit{Crash Rate} = \frac{N}{ADT * 365\ days * 3\ years * 10^{-6}}$ **ADT = Average daily traffic entering the intersection or segment** **N = Total number of crashes at the particular location**
Variable 3	**Equivalent Property Damage Only (EPDO) Index gives an indication of the crash severity for the project. Each crash is weighted based on the crash severity and the equivalent property damage only crash cost obtained through ODOT.** $\textit{EPDO Index} = \frac{39.2*(K+A) + 6.55*B + 4.44*C + 1*0}{N}$ **K = Total number of fatal crashes** **A = Total number of Disabling Injury crashes** **B = Total number of Evident Injury crashes** **C = Total number of Possible Injury crashes** **O = Total number of Property Damage Only crashes** **N = Total number of crashes**

Staff will determine the points from 1 to 5 for each of the three variables from the chart below. The final point score for Applicant question 2 will be determined by the average point value of all three variables.

Crash Frequency	Crash Density	Crash Rate	Severity Index	Points
6 – 15	10 – 31	0.5 – 1.49	1.0 – 1.99	**1**
16 – 25	31 – 49	1.5 – 2.49	2.0 –2.99	**2**
26 – 35	50 – 69	2.5 – 3.49	3.0 – 3.99	**3**
36 – 45	70– 89	3.5 – 4.49	4.0 – 4.99	**4**
>= 46	>= 90	>= 4.5	>= 5	**5**

Documentation Required in Part 7 – Supportive Documentation

Note the applicant is no longer required to provide crash data. A statement from a safety official or engineer qualified to make this assessment is required to demonstrate that the proposed project will reduce crashes. In order to receive points for safety, applicants should demonstrate a clear relationship between proposed project countermeasures and existing crash patterns. The following site contains a list of resources applicants can utilize in order to show this relationship:

ODOT Crash & Analysis
http://www.dot.state.oh.us/Divisions/Planning/ProgramManagement/HighwaySafety/Pages/default.aspx

Crash Modification Factors Clearinghouse

- *http://www.cmfclearinghouse.org*

PUBLIC SAFETY – (Weight: SCIP = 1; LTIP = 2)

A3a) Has the infrastructure failed?

A3b) If route has been closed, how long and how often?

A3c) Has public safety been affected by the condition of the infrastructure within the project area including road, bridge, and pedestrian/bicycle?

Scoring guidelines:

If the infrastructure is believed to cause an unsafe situation, please describe the conditions. It is necessary to describe the unsafe conditions. For example, there is no sidewalk or bike path in an area with many bicyclists or pedestrians, there is a sharp curve, severe drop off, or poor sight distance. Stating that the situation is unsafe without offering any supporting evidence or rationale is not sufficient

__ Extended closure of emergency route/bridge = 5 points
__ Extended closure resulting in rerouted traffic = 3 points
__ Occasional closure resulting in rerouted traffic = 2 points
__ Mentions hazard, icy conditions or media report of hazards = 1 point
__ Other safety factors (up to 2 points)

Points not cumulative

Documentation Required in Part 7 – Supportive Documentation
Supportive evidence (such as letters, media articles, etc.) is required.

PUBLIC HEALTH PROBLEM – (Weight: SCIP = 5; LTIP = 0)

A4a) Is the condition of the infrastructure such that a public health problem has occurred?

A4b) If yes, describe the unhealthy conditions and the public health problem.

It is necessary to describe the unhealthy conditions. A statement from a public official or consultant qualified to make this assessment must be included. Simply stating that the situation is unhealthful without offering any supporting evidence or rationale is not sufficient. Stating that there is standing water along the road that may lead to mosquito infestation is not sufficient.

Scoring guidelines:
___ Mosquitoes/insects/rodents = 1 – 2 points
___ Basement flooding - storm = 1 – 3 points
___ Basement flooding - sanitary = 2 – 4 points
___ Health Department or EPA orders to fix = 2 – 4 points
___ Other varies

Can get points for up to 5

Documentation Required in Part 7 – Supportive Documentation
A statement from a public official or consultant qualified to make this assessment or other supportive evidence (such as letters, media articles, EPA orders, etc.) is required.

GROWTH AND ECONOMIC DEVELOPMENT – (Weight: SCIP = 3; LTIP = 5)

The total points from question A5a) and A5b) will be added together. Maximum total points are 5.

A5a) Creation of New Jobs or Retention of Existing Commercial Jobs

Is this infrastructure improvement necessary to secure a particular commercial development or redevelopment? If yes, why it is necessary to provide this improvement to secure this commercial development?

Name of the commercial development?

Identify the type of industry proposed in this commercial development.

How many permanent commercial jobs are being retained?

How many permanent new jobs are being created in District 3?

The purpose of this question is to assess the economic impact of the project on specific businesses in the area or specific developments to be supported by the infrastructure. It is important to provide a direct relation between the project and a specific business(es) or parcel(s). Stating that the improvement will promote development in the area is not sufficient.

CRA's are not eligible unless the agreement clearly states the CRA focuses on commercial development not retail or residential development. Commercial development includes office space.

Note: No credit will be given for retail or residential development. In addition, no credit will be given for jobs relocated from one part of District 3 to another, but credit will be given if the applicant demonstrates that jobs would have been lost to the district.

Scoring guidelines:
___ Less than 25 permanent jobs retained or new jobs created in District 3 = 1 point
___ 25-100 permanent jobs retained or new jobs created in District 3 = 2 points
___ Over 100 permanent jobs retained or new jobs created in District 3 = 3 points

Documentation Required in Part 7 – Supportive Documentation
Documentation on development proposal stating number of jobs and what geographical area company is locating from is required. Applicant must provide letter or agreement from the prospective commercial developer outlining the proposed plan or provide an existing land use plan that this improvement directly supports economic development intended to create commercial/office jobs.

A5b) **Contract or Letter from the Commercial Developer**
***Does the applicant have a contract or letter of commitment from the commercial developer outlining the proposed* plan?**

Scoring
___ Yes = 2 points
___ No = 0 points

Documentation Required in Part 7 – Supportive Documentation
A copy of the contract or letter of commitment from the commercial developer is required.

CONGESTION – (Weight: SCIP = 0; LTIP = 7)

A6a) Is the road, bridge or parallel facility that this project would relieve currently or forecasted to be congested?

A6b) If yes, what is the current and/opening day +20 years forecasted volume of traffic and level of service? Complete the chart below….

STREET/NAME	ADT Current Yr	ADT Opening day +20 yrs (design year ADT)	LOS w/improvement	LOS w/o improvement

A6c) How many levels of service will the improvement make?

The purpose of this question is to determine if the project is currently congested and/or if it is expected to become so in the future and if the proposed project will remedy the situation. The level of service calculation must be included in the supporting documentation in Part 7 of the application in order to receive credit.

Scoring guidelines:

- *No credit for improving beyond level of service C.*
- *Staff will use the combination of ADT and the number of levels of service improved that results in the highest score for the applicant.*

# of Levels of Service Improved (LOS)

- - - -Average Daily Traffic - - - - -			
Hi >20K	Med 8-20K	Low <8K	Points
-	-	-	0
-	-	1	1
-	1	-	2
1	-	≥ 2	3
-	≥ 2	-	4
≥ 2	-	-	5

Documentation Required in Part 7 – Supportive Documentation in

If current ADT is not from MORPC or ODOT a traffic count report is required.
For opening day plus 20 years ADT please document how figures were developed including growth rate rationale. The Highway Capacity Manual, Synchro or other LOS calculations need to be provided showing peak hour, timing, and movements in order to receive credit.

PUBLIC INVOLVEMENT - (Weight: SCIP = 4; LTIP = 4)

A7a) ***How has the project applicant involved those residents, businesses and others affected by the proposed project within the past two years?***

A7b) ***Has the applicant received requests for the improvement or complaints regarding existing conditions within the past two years?***

A7c) ***Has the community held a public meeting specifically to inform its citizens about this project within the past two years?***

The purpose of this question is to determine how well the project is received by those it will impact and those who will use it. Explain if the community or businesses have approached the applicant to pursue this project. Explain how the applicant has communicated with the users and others about the project's design and impacts. Documentation (flyer of public meeting, attendance list from public meeting on the topic, written complaints, newspaper articles, etc.) is required in Part 7 or no points will be given.

Scoring guidelines:
__ a) No public involvement = 0 points
__ b) Oral complaints = 1 point
__ c) Complaint system log = 1 point
__ d) Complaints at council, public meetings, newspaper articles or written complaints = 2 – 3 points
__e) Public meeting on this project or deficiency = 4 points
__f) d) and e) = 5 points

Not cumulative

Documentation Required in Part 7 – Supportive Documentation
Applicant must provide evidence of public contact regarding this project specifically. Include flyers of public meetings, attendance lists, letters of support; minutes from council meetings, written complaints, phone logs of complaints, newspaper articles etc.

RECOGNIZED NEED – (Weight: SCIP = 3; LTIP = 3)

A8a) ***How has the applicant identified this project as a need?***
Examples include the CIP process or CIP supporting documentation, a comprehensive plan, area plan, pavement, bridge or other inventory management system. Does this project appear on the CIR – Capital Improvements Report?

A8b) ***Has the applicant invested any money in advancing this project, for example by executing a design contract?***
If yes, how much money is already invested? Explain what processes are already in place.

A8c) ***What priority is this project among the applicant's other priorities?***
This question helps determine if the applicant monitors its infrastructure and attempts to improve it in a planned, systematic way, prioritizing improvements through some rationale process.

Scoring guidelines

___ *Nothing = 0 points*
___ *Official CIP, CIR, TIP, community plan, infrastructure management system or other systematic identification process = 1 point*
___ *First priority of multiple applications or only project submitted = 1 point*
___ *Identified as a critical /high priority project by a task force or special study, or preliminary engineering study completed = 2 points*
___ *A signed engineering design contract specific to this project; an authorized task order within a general contract; a statement that design is in-house; or a letter of intent between the county and the LPA = 2 points*

Can get up to 5 pts

Documentation Required in Part 7 – Supportive Documentation

SERVICE TO THE DISTRICT – (Weight: SCIP = 6; LTIP = 6)

A9) Complete 1 line below based on the infrastructure type of your project.

	Current	***Source*** *(MORPC, ODOT, U.S. Census, etc)*
Road & bridge project:		
# of vehicles-per-day (ADT)	_____	_____
Waterlines, sanitary sewer, solid waste project:		
# of residents and employees OR	_____	_____
# of houses and businesses	_____	
ADA Curb project:		
# of pedestrians served per day	_____	_____
Storm sewer project:		
Tributary drainage area in acres	_____	_____

Scoring guidelines:

This question documents how many people benefit from the project. The benefits to the estimated number of users must be clear.

Road and bridge projects. For road and bridge projects, staff will review current year ADT traffic counts each round and determine five breaks relative to all projects for that particular round.

Waterlines, sanitary sewer, solid waste project – indicate # of people served

__ *(1) < 175 people*
__ *(2) 175-231 people*
__ *(3) 231-519 people*
__ *(4) 520-1,000 people*
__ *(5) > 1000 people*

Storm sewer projects – *indicate # of acres drained*

__ *(1) 40 acres or less drained or < .0625 square miles*
__ *(2) 41–160 acres drained or .0625 - .24 square miles*
__ *(3) 161-480 acres drained or .25 -.74 square miles*
__ *(4) 481-800 acres drained or .75-1.25 square miles*
__ *(5) > 801 acres drained or > 1.25 square miles*

Documentation Required in Part 7 – Supportive Documentation
In cases where the service area is not easily discernible from the project map provided in Part 6 – Maps & Photos, please provide a more detailed map of the project's service area. If ADT is not from MORPC or ODOT a traffic count report is required. Must document source of data.

AREA WITH SPECIAL CONDITIONS OR IMPORTANT COMMUNITY FACILITIES
(Weight: SCIP= 4; LTIP = 4)

A10a) Is the project in an area with special conditions?

A10b) Explain the special condition that exists and where it is located?

A10c) Is the project located in an area that directly serves important community facilities with an attendance of 500+ people per day at least 5 days per week?

A10d) If yes, list the facility, address and # of daily users below:

Name of Community Facility	***Address***	***# Daily Users***

Scoring guidelines

This question identifies if the project affects a special district, activity or facility that would not be evident elsewhere in the application. Any community or institutional facility mentioned must directly serve 500 people or more per day at least 5 out of 7 days a week and must be within the projects limits .

__ *"Regionally" significant facility*
__ *Public housing site or Federal CDBG-designated low-income area*
__ *Access for persons with disabilities (new sidewalks and ADA curb ramps)*
__ *COTA route/Bus stop within project limits*
__ *Historic district - must be federal or state approved*
__ *Tie-in with other improvements, such as downtown revitalization, or earlier phases*
__ *"Directly* "serves a community/public service/institutional facility that serves 500 people *(Examples: Hospital, School, Firehouse, Community Center, Park, Library, etc.)*

Must specify name of facility and must be located within the project scope
2 points for one item
4 points for two items
5 point for three or more items

OTHER INFORMATION – (Weight: SCIP= 2; LTIP = 2)

A11) What other information should the District 3 Committee know about this project that would warrant additional points?

This question identifies other information about the project that has a bearing on its worthiness that would not be evident elsewhere in the application.

Examples:

- *Unusual/unique and relevant material*
- *The number of users and benefits of the project compared to the cost*
- *Innovative green construction techniques (LEED certification etc.)*
- *Other factors*

ABILITY & EFFORT TO FINANCE THE PROJECT – (Weight: SCIP= 2; LTIP = 2)

A12) Is the total project cost (less any federal, state, county, private or other local contributions) more than 50% of a subdivision's total general fund plus any other funds that can be used for this type of infrastructure?

Scoring
(0 points) = Total project cost represents less than 50 percent of subdivision's total annual revenues available for eligible activity.*****

(3 points) = Total project cost is between 50-100 percent of subdivision's total annual revenues available for eligible activity.*****

(5 points) = Subdivision is in fiscal emergency or total project cost exceeds 100 percent of subdivision's total annual budget available for eligible activity.*****

This question compares the cost of the project to the applicant's budget conceivably available to fund it. All funding which is budgeted at the discretion of the legislative body of the applicant or is earmarked for infrastructure must be included. Using the reports requested, staff will determine which funds are available. Budget available for activity will be evaluated; if, for example, a road/bridge project, street fund and general fund will be considered.

Documentation Required in Part 7 – Supportive Documentation
If yes, subdivision is required to submit a copy of their annual tax budget (County Auditor's Form No. 622 for cities or villages or County Auditor's Form No. 32 for townships) for the year commencing January 1, 2017 which was submitted to the Franklin County auditor's office in July 2016 Applicant must highlight or mark the portions of the budget eligible to fund this project.

SPECIAL TAX OR FEE – (Weight: SCIP= 3; LTIP = 3)

A13) Has the applicant enacted any of specific taxes or fees devoted to infrastructure, if so check which ones below:

[ ] Optional motor vehicle license fee per ORC 4504.172 or 4504.18

[ ] Storm water management fee

[ ] TIF Revenue

[ ] Other – specify

Scoring guidelines
The purpose of this question is to determine the level of effort the applicant has made to fund its infrastructure by enacting a special tax or fee to improve its infrastructure.

___ No = 0 points
___One or more specific taxes or fees = 5 points

Documentation Required in Part 7 – Supportive Documentation
Documentation is required for any specific taxes or fees except the optional motor vehicle license fee. Staff will verify the motor vehicle license fee with the Ohio Bureau of Motor Vehicles. Include legislation for other fees or TIF revenue.

OLDER LAND-LOCKED SUBURBS – (Weight: SCIP= 1; LTIP = 1)

A14) Is this project within an "older land locked suburb" AND will repair or replace aging infrastructure that is past its typical useful life?

Scoring guidelines
___ Yes = 5 points
___ No = 0 points

To qualify as an older land locked suburb:

1) *a project must be within the corporate boundary of a so-called "older land locked suburb", that is a municipal corporation with a boundary that has been primarily fixed for 31 years and for which no substantial opportunity exists for further expansion*
   AND
2) *the proposed project is to repair or replace aging infrastructure that is past its typical useful life. (As outlined under Staff question S6.)*

3) *list of areas that qualify as "older land locked suburbs" as of 05-06-2005:*

Bexley	*Minerva Park*	*Worthington*
Grandview	*Riverlea*	*Upper Arlington*
Marble Cliff	*Whitehall*	

Documentation Required in Part 7 – Supportive Documentation

Engineer is required to provide a statement that the infrastructure is past its typical useful life as outlined under S6 in "Methodology for Scoring Staff Evaluation Criteria" found in the Applicant Manual. Suburbs other than Bexley, Grandview, Marble Cliff, Minerva Park, Riverlea, Whitehall, Worthington, and Upper Arlington must provide documentation to show that their municipal corporation has a boundary that has been fixed for 30 years and for which no substantial opportunity exists for further expansion.

LAST ROUND FUNDED – (Weight: SCIP = 1; LTIP = 1)

A15) In what round did the applicant last receive any form of OPWC funding: SCIP; LTIP; or the Small Government Commission?

Scoring guidelines

Yrs. with no funding

1-2 years	*= 0 points*
3-4 years	*= 1 point*
5-6 years	*= 3 points*
7 or more years	*= 5 points*

PEDESTRIAN, BICYCLE & TRANSIT ACCOMMODATIONS (Weight: SCIP = 2; LTIP = 2)

***A16)* Does the proposed project provide pedestrian, bicycle and transit accommodations as appropriate based on the type of roadway and current/future land use in the project area? When designing accommodations for all users of the transportation system, it is important to ensure safety, ease of use, and ease of transfer between modes.**

Scoring guidelines

___This is NOT a road or bridge project (5 points)
___Appropriate pedestrian, bicycle and/or transit accommodations are included in the project or already exist throughout the project area (5 points)
___Project does not provide appropriate pedestrian, bicycle or transit accommodations. (0 points)

Information about Complete Streets and a toolkit that contains information on different roadway scenarios that accommodate all user is available at: http://www.morpc.org/transportation/complete-streets/index Applicants are encouraged to contact MORPC for assistance in designing their project.

Documentation Required in Part 7 – Supportive Documentation

Refer to the name of the plan and include supportive documentation (including maps, excerpts from the plans, etc.) Highlight sections in the supportive documentation that apply to this project.

JOINT FINANCIAL PARTNERSHIPS – (Weight: SCIP = 1; LTIP = 1)

A17) Is this a "joint financial partnership" (with a cooperation agreement) and where at least 10% of the required local match or 1% of the total project cost, whichever is higher, is provided as part of the local share (funds provided under S1 or loan funds which do not include funds provided by federal or state agencies) by each of the participating local entities?

[ ] Yes *(If yes, provide information below)*

Financial Partner(s)	*Match Provided*
_____	$_____
_____	$_____
_____	$_____
_____	$_____

[ ] No

Local participating entities are all political and taxing jurisdictions in Franklin County including schools, libraries, SWACO, etc.

Scoring

1 applicant + 1 local entity are participating = 3 points
1 applicant + 2 or more local entities are participating = 5 points

Documentation Required in Part 7 – Supportive Documentation
Letters documenting financial commitment must be included in Part 7.

District 3 – Franklin County, Ohio

SCIP/LTIP INFRASTRUCTURE PROGRAM

PWIC METHODOLOGY FOR SCORING

STAFF EVALUATION CRITERIA – Round 31

Staff will review the information contained in the Round 31 application to score each of the questions outlined below.

Each question (S1- S13) is worth between 0-5 points (raw score). Final score for each question is determined by multiplying the raw score times the weight for each question.

LOCAL SHARE MATCH – (Weight: SCIP =2; LTIP = 2)

S1) **Is the applicant or other responsible agency putting more than the required minimum into the SCIP project?**

Required minimum match = _____ %
(10% for repair/replace & 50% for new/expansion)

Minus

Local share provided _____%
OPWC loan amount _____%
Total Local + OPWC Loan _____ %

S1 *Overmatch* amount _____ %

*% **Overmatch***	*SCIP*	*Points*	*LTIP*
% <= 5	____	***(0)***	____
5<=% <= 15	____	***(1)***	____
15< % <= 25	____	***(2)***	____
25< % <= 35	____	***(3)***	____
35< % <= 45	____	***(4)***	____
45< %	____	***(5)***	____

- *Applications which provide more than the required local match earn points.*
- *The minimum required match for the SCIP is 10 percent for repair and replacement components of projects and is 50 percent for new or expansion components.*
- *There is no match required for LTIP.*
- *Any OPWC loan amount requests are added to any other local contributions.*
- *If the applicant provides no specific instructions concerning highway or bridge project funding (LTIP), any OPWC loan amount requested will be treated as a local cash contribution.*
- *All TIF funds are local share*
- *Any funds from Franklin County Engineer are local if Franklin County has any maintenance responsibility for project.*

- *Any funds (permissive license fee or county motor vehicle license tax ($5) funds) held by Franklin County Engineer that are earmarked for a specific local agency are local funds.*
- *Other local government funds are considered part of the local share.*

OTHER SHARE OF MATCH **– (Weight: SCIP = 4; LTIP = 8).**

S2a) **Is there potential loss to central Ohio of federal, state, or private funds if OPWC funds cannot be used at this time?**

S2b) If yes, what kind and amount?

S2c) Will there be other funds leveraged by expending these OPWC dollars?

S2d) What other funds… federal, state, county and/or private … will also be utilized in the project's undertaking, thereby using all available resources?

Other share of match provided = _____ **%**

Minus

Required minimum match not met under S1 = _____ **%**

S2 ***Overmatch amount***	_____ **%**

*% **Overmatch***	*SCIP*	*Points*	*LTIP*
% <= 5	____	***(0)***	____
5<=% <= 15	____	***(1)***	____
15< % <= 25	____	***(2)***	____
25< % <= 35	____	***(3)***	____
35< % <= 45	____	***(4)***	____
45< %	____	***(5)***	____

- *County Engineer dollars are "other" if the county has no maintenance responsibility for any portion of the project.*
- *SID (Special Improvement District), ODOT, Rural Development, OEPA, OWDA, CDBG, Developer dollars are "other". The source of funds in SID must be documented. The applicant portion of SID funding should be included in S1 "local" share.*
- *Only non-applicant funds may be considered in S2 under "other" share.*
- *If the required minimum match is not met under S1 then points will be given in S2 for any non-local overmatch after the required minimum is met.*
- *Funds under control of the applicant or other agency with responsibility for the project will be credited under S1 only. This criterion is scored the same as criterion S1.*

Applications which attract funding from agencies other than the applicant's and which provide more than the required match earn points. Required local match is first counted against the contributions from applicant-controlled sources. Non-applicant sources may include private, other local government, state, federal, or other sources. Funds from other sources are weighted more highly than those from the applicant because: the applicant is leveraging OPWC funds, thereby using all available resources; because it demonstrates that another agency has seen enough merit in the applicant's project to commit funding to it; and it may prevent the loss of other funds to members of the district

Documentation Required in Part 7 – Supportive Documentation

If "Other" (CDBG, OWDA, etc). funds are involved applicant must provide a letter of commitment or intent from the agency providing the funds.

SCIP LOAN REQUEST – (Weight: SCIP= 8; LTIP =0)

S3) Is an OPWC loan requested? If yes, how much: $ _____

The following points will be obtained as long as the OPWC loan requested is no less than $50,000 OR the applicant requests 100% of their assistance in the form of a loan or loan assistance, whichever is less:

Loan Portion of Total OPWC Funds Requested	Points
25% or less	0 points
25.1% -75%	3 points
75.1%-100%	5 points

LOCAL EFFORT:

***APPLICANT 'S ECONOMIC CONDITION* – (Weight: SCIP= 5; LTIP = 0)**

S4) ***(See staff look up table on page 41.)***
Agencies with fewer resources available to them earn more points than agencies with more resources. In practice, the community's mean income is used as a surrogate for its financial health. Mean income is taken from census data and cannot be directly affected by the applicant.

***S5). Future & Past Commitment to Roads*:**
Question was eliminated 5/3/2013 since it is scored under S10.

USEFUL LIFE – (Weight: SCIP = 0; LTIP = 1)

S6) What is the composite useful life? _____

	Points
7<= Yrs <= 10	_____ (***1***)
10< Yrs <= 20	_____ (***2***)
20< Yrs <= 30	_____ (***3***)
30< Yrs <= 40	_____ (***4***)
40< Yrs	_____ (***5***)

Use the "Design Service Capacity and Useful Life Work Sheet" – Form 2 found in Part 4 to determine the weighted useful life if project is composed of multiple components.

The applicant must provide written documentation under Part 7 – Supportive Documentation to support estimates of useful life that exceed the following typical useful lives:

Infrastructure Component	***Typical Useful Life***
Bridges	*75 years*
Electrical traffic control & lighting	*12 years*
Full-depth road construction	*25 years*
Less than full-depth replacement	*15 years*
Multi-use path	15 years
Pump, lift station, equipment	*15 years*
Sanitary sewers	*40 years*
Sidewalks	25 years
Storm sewer	*40 years*
Water lines	*40 years*

Documentation Required in Part 7 – Supportive Documentation
If project's useful life exceeds the guidelines outlined above, written documentation is required under Part 7 to explain why.

PERCENT NEW/EXPANSION **– (Weight: SCIP= 2; LTIP =0)**

S7) What percent of this project is expansion?

	Points
0%	_____ (***5***)
0< % <= 25	_____ (***4***)
25< % <= 50	_____ (***3***)
50< % <= 75	_____ (***2***)
75< % <= 90	_____ (***1***)
90< % <= 100	_____ (***0***)

- *In the SCIP program, projects with higher proportions of repair/replacement earn more points.*
- *Use the "Design Service Capacity and Useful Life Work Sheet" – Form 2 found in Part 4 to assist in determining what percent of the project is repair/replacement or new/expansion.*
- *Note the percents shown under Design Service Capacity on the "Detailed Cost Estimate & Design Service Capacity/Useful Life Certification" – Part 4 - Form 1 should match the Section 2.0 on page 3 in the OPWC application. In each document, the total of repair/replacement and new/expansion must total 100%.*

PERCENT ROAD,BRIDGE OR STORM DRAINAGE **– (Weight: SCIP= 2; LTIP = 0)**

S8a) **What percent of this project is a road, bridge, or storm drainage project?**
(_____% x 5= ____ points)

S8b) Could this project be supported by user fees*?*

- *Staff uses the "Design Service Capacity and Useful Life Work Sheet" – Part 4 - Form 2 to determine what percent of the project is road, bridge or storm drainage.*
- *The District 3 Committee emphasizes the use of SCIP funds for projects that do not have a direct relationship with a user fee collection. In the SCIP program, projects with higher proportions of road, bridge, or storm drainage components earn more points.*

S9 a) **MBE-Procurement -** Question was eliminated 5/2000

S9 b) **MBE-Construction -** Question was eliminated 10/1999

CONSTRUCTION START – (Weight: SCIP=1; LTIP=1)

S10a) Is the *project construction start date on or before March 31, 2018 and project applicant has less than two delinquent projects from earlier rounds*?*

It is important that projects start on time by receiving a "Notice to Proceed" from OPWC and be completed without undue delay. The purpose of this question is to award jurisdictions bonus points when the project commencement requirements of the OPWC are met.

S10b) If Round 31 project construction start date is on or before March 31, 2018 and:

Main project applicant as designated has zero delinquent projects.
(5 points)

Main project applicant as designated has one delinquent project.
(3 points)

Main project applicant as designated has two or more delinquent projects.
(0 points)

A project is delinquent when any of the following conditions are met:

- ✓ Any project from Round **29** that has not commenced construction by June 1, 2016
- ✓ Any project from Round **28 or earlier** that has not commenced construction by the current round application due date.
- ✓ Any project from Round **26 or earlier** has not been closed out with OPWC.

- "Closed out" means final disbursement has been requested and the appropriate paperwork submitted to OPWC to close this project.
- *Applicants with delinquent projects will be notified based on information on record with OPWC by June 30th prior to the application due date.*
- *The Notice to Proceed date on file with OPWC will be used to determine if a project started on time.*

- *OPWC will not consider a project with a construction start date after June 1 of the following year. This project would be ineligible for the current round of funding and would not be evaluated per District 3 Policy* 11 f.

TOWNSHIP **– (Weight: SCIP = 0; LTIP = 2)**

S11) **Is applicant a township?** *Yes=5 points; No=0 points*

Because the District Committee has difficulty in reaching its statutory goal for providing a certain portion of the LTIP funding to townships, bonus points are awarded to township applicants under the LTIP program.

S12). Joint Financial Partnership - (now Applicant Evaluation question A17, 6-21-2011)

PORTION OF OPWC FUNDS REQUESTED **– (Weight: SCIP = 2; LTIP = 1)**

S13) What is the total amount of OPWC funds requested?

SCIP points	*Amount Requested (allocation is $10 million)*
0	*$5,000,000 <*
1	*$2,000,000 <=$5,000,000*
3	*$1,000,000 <=$2,000,000*
5	*<=$1,000,000*

LTIP points	*Amount Requested (allocation is $6.5 million)*
0	*$3,500,000 <*
3	*$1,000,000 <=$3,500,000*
5	*<=$1,000,000*

Staff Look-up Table

AGENCY	TYPE	SMALL (1)	ECOCOND (2)	MVLICFE (3)	TOWNSHIP
Bexley	City		2	5	0
Canal Winchester	City		3	5	0
Columbus	City		4	5	0
Dublin	City		2	0	0
Gahanna	City		2	5	0
Grandview Heights	City		2	0	0
Grove City	City		3	5	0
Groveport	City		3	0	0
Hilliard	City		3	5	0
New Albany	City		1	5	0
Reynoldsburg	City		3	5	0
Upper Arlington	City		2	5	0
Westerville	City		3	5	0
Whitehall	City		4	5	0
Worthington	City		2	5	0
Blendon	Township		3	5	5
Brown	Township	Y	2	0	5
Clinton	Township	Y	4	5	5
Franklin	Township		4	5	5
Hamilton	Township	Y	4	5	5
Jackson	Township	Y	3	5	5
Jefferson	Township		2	5	5
Madison	Township		4	5	5
Mifflin	Township	Y	3	0	5
Norwich	Township	Y	3	0	5
Perry	Township	Y	2	0	5
Plain	Township	Y	1	5	5
Pleasant	Township		3	0	5
Prairie	Township		4	5	5
Sharon	Township	Y	2	5	5
Truro	Township	Y	4	5	5
Washington	Township	Y	3	0	5
Brice	Village	Y	4	0	0
Harrisburg	Village	Y	3	0	0
Lockbourne	Village	Y	5	0	0
Marble Cliff	Village	Y	1	5	0
Minerva Park	Village	Y	3	0	0
Obetz	Village	Y	4	0	0
Riverlea	Village	Y	2	5	0
Urbancrest	Village	Y	5	5	0
Valleyview	Village	Y	4	0	0
Franklin County	County		3	5	0
Jefferson W/S	District		2	0	0

(1) SMALL - Any community with a 2010 population of 5,000 or less

(2) ECOCOND- based on 2010 per capita income

(3) MVLICFE - communities that have enacted the local motor license fee per Chapter 4504 of the Ohio Revised Code

Section 6:

Guidelines for Completing Part 2
OPWC Application

Applicants must complete an official OPWC "Application for Financial Assistance" form for each project submitted. All applicants must complete an electronic application available at http://www.pwc.state.oh.us/Documents/PWC0001.pdf This is the only format available and is required. Please read "Instructions for Financial Assistance," which is available at http://www.pwc.state.oh.us/Documents/PWC0001Instructions.pdf

In addition, please follow the additional instructions outlined below.

COMPLETING PAGES 1-6 OF OPWC APPLICATION

A. Application for Financial Assistance - (page 1)

1. **Identify Project with Consistent Project Names**
   Make sure that the same project name appears consistently on all supportive documentation submitted for this project.

2. **Subdivision Codes**
   A list of the subdivision codes is found at http://www.pwc.state.oh.us/FIPS.html

3. **Verify Accuracy of All Financial Information**
   Verify that all financial information is accurate and correct. Make sure that the information on page 1 matches the information outlined in detail under Section 1.0 - Project Financial Information on page 2. This information must also match the certified engineer's estimate.

B. Project Financial Information - Section 1.0 (page 2)

1. **Road & Bridge Projects Requesting a Grant/Loan Combination**
   Road and bridge projects requesting a grant or loan combination should submit two funding scenarios for Part 2 - Section 1.2 the Project Financial Information, one for SCIP and one for LTIP. If two Section 1.2's, Project Financial Resources, are submitted, the appropriate funding program (SCIP or LTIP) must be identified for each. The first should show the SCIP request for grant and loan and the second should show only the grant request for the LTIP. Note, the LTIP does not offer loans. If the applicant does not supply two sections, staff will assume for the LTIP request, the applicant will provide the SCIP loan request amount as additional local match.

2. **Road & Bridge Projects That Include Utilities**
   Road and bridge projects will be evaluated for both SCIP and LTIP. However, staff will score road and bridge projects with utilities (water line, sanitary pipe, for example) the LTIP provided:

   1) the road or bridge work is the primary purpose and major components of the project;
   2) the road or bridge construction work is such that existing utilities are affected (disrupted or displaced, for example); and
   3) the utility work is relocation or replacement in nature, not new or expansion.

   If the utility work is "driving" the application, then staff will only evaluate the project for SCIP funding. The applicant has the option to do two funding scenarios, one for SCIP with the utilities included and one for LTIP with the utilities excluded.

3. **Are Engineering Costs within District 3 Guidelines?**
   Verify that all engineering components meet the cost guidelines as outlined in District 3 Policy #10. .

4. **Verify Accuracy of All Financial Information**
   Verify that all financial information is accurate and correct. Make sure that this information matches the information that appears on page 1 and on the certified engineer's estimate.

5. **Project Engineering Costs – Section 1.1a**

   - **Final design** items may include geologic sampling, soil borings, surveying, and other sub-surface testing.

6. **Verify Accuracy of All Financial Information**

   Acquisition Expenses – Section 1.1 b
   If acquisition of land or right-of-way is needed, please indicate the status of these acquisitions in a footnote.

7. **Construction Costs – Section 1.1c**
   Can include costs for construction staking

8. **Project Financial Resources – Section 1.2**
   - List all financial resources and provide letters or other evidence of commitment from the appropriate agencies/organizations.

   - CDBG funds should be listed under Section 1.2 g) Other Public Revenues - Other – and so identified. Any other funding type included in the application should be identified by name.

   - Projects involving the Ohio Department of Transportation must use the ODOT "sale" date. All ODOT project schedules are confirmed with ODOT. ODOT projects with schedules that lend themselves to a future program year will be rejected by the Commission.

9. **Availability of Local Funds - Section 1.3**
   A sample letter from the chief financial officer is available in Part 5 of the Application Submission Package. This document must have an original signature and the amount certified must match the local funds outlined in Section 1.2 a-n.

10. **Repair/Replacement or New/Expansion - Section 2.0**
    Note that if your project is a combination of repair/replacement and new/expansion, the engineer should complete the "Design Service Capacity and Useful Life Worksheet." The percentage should be of the total project cost listed in Section 2.0 of the OPWC application. Not the total OPWC request.

11. **Project Schedule - Section 4.0**
    All projects must have a construction start date no later than May 31 of the year following the program year of funding. Any construction start date later than May 31 will be rejected**.**

12. **Applicant Information - Section 5.0**
    List all names and information for the contacts requested. If staff or PWIC members have questions the people listed will be contacted.

13. **Attachment/Completeness Review – Section 6.0**
    Applicant to review application and ensure required information is included.

14. **Applicant Certification – Section 7.0**
    Page must contain an original signature by the appropriate community official.

Section 7:

Guidelines for Completing Part 4
Engineer's Certifications

Below is a list of guidelines to follow when completing Engineer's Certifications

1. ***Detailed Engineer's Cost Estimate***
   The applicant must provide a detailed estimate of costs divided into and sub-totaled by the major infrastructure components. Show separate line items for Final Design and Other Engineering.
   All totals must correspond to the totals on the OPWC Application.

2. ***Certification by Professional Engineer for Detailed Cost Estimate/Design Service Capacity/Useful Life***
   Complete all information on this form. Please note that this form must contain an original engineer's signature (in blue ink) and seal. Note that the certification must include contingency as well as construction costs.

3. ***Design Service Capacity and Useful Life Worksheet*** *- optional form*
   Applicants are encouraged to complete the Design Service and Useful Life Worksheet if there are multiple components in the project. If the useful life of any component exceeds the typical useful life outlined below, the applicant must provide additional supportive documentation to substantiate the longer useful life.

Infrastructure Component	***Typical Useful Life***
Bridges	*75 years*
Electrical traffic control & lighting	*12 years*
Full-depth road construction	*25 years*
Less than full-depth replacement	*15 years*
Multi-use path	15 years
Pump, lift station, equipment	*15 years*
Sanitary sewers	*40 years*
Sidewalks	25 years
Storm sewer	*40 years*
Water lines	*40 years*

4. ***Instructions for Completing the Design and Useful Life Worksheet:***
   The applicant is encouraged to set up these calculations in a spreadsheet of their own making.

   Column a: Check all the individual components of the infrastructure that are involved in your project. If there are additional components that are not listed, add them in the blank rows provided. Do not include right-of-way or any engineering.

   Column b: Indicate the total cost for each infrastructure component. This should have already been accomplished as part of preparing the engineer's estimate of the project cost which should have been divided into the major infrastructure components (see above). Total column b.

Column c: Indicate the percentage portion that is repair/replacement of each component of the infrastructure.

Column d: Calculate the dollar-repair/replacement product by multiplying column b by column c and insert the total in column d.

At the bottom of the form, calculate the average repair/replacement portion of the project by dividing the total of column d by the total of column b. Calculate the average expansion portion of the project by subtracting the project average repair/replacement percent from 100%.

Column e: Indicate the individual useful life for each component

Column f: Calculate the dollar-useful life product for each component by multiplying column b by column e and insert the total in column f.

At the bottom of the form, calculate the average useful life of the project by dividing the total of column f by the total of column b.

The calculations at the bottom of the page must match the corresponding sections of the OPWC application and must appear on the Certification by Professional Engineer form.