

**DISTRICT 18
OHIO PUBLIC WORKS COMMISSION**

**GUIDELINES
BOOKLET**

Round 33

**For Preparing an Application for
Road/Guardrail, Bridge/Culvert, Water Supply,
Wastewater, Solid Waste and/or
Storm Water Project**

Prepared by:
Michelle D. Hyer, District 18 Liaison
mhyer@buckeyehills.org
Direct Line: 740-376-1025



1400 Pike Street, Marietta, OH 45750
(740) 374-9436 • Fax (740) 374-8038

TABLE OF CONTENTS

	Page #
A. General Information	3
1. Introduction	3
2. Application Submittal and Deadline.....	3
3. Application Materials	4
4. Assistance for Applicants	4
B. Assembling the Application	5
C. Completing the OPWC Application Forms	7
1. OPWC Page 1.....	7
2. OPWC Page 2.....	8
3. OPWC Page 3.....	11
4. OPWC Page 4.....	12
5. OPWC Page 5.....	12
6. OPWC Page 6.....	13
D. Completing the District 18 Supplemental Sheet.....	14
1. Supplemental Sheet for Road, Culvert, and Storm Water Projects	14
2. Supplemental Sheet for Bridge Projects	16
3. Supplemental Sheet for Water & Sewer Projects	17
E. Essential Elements Checklist.....	18
Exhibit 1: District 18 Evaluation Criteria	
Exhibit 2: OPWC Subdivision Codes	
Exhibit 3: Example of Completed Application	
Exhibit 4: Example of Various Attachments	
Exhibit 5: Repair/Replacement Guidelines	

GENERAL INFORMATION

1. INTRODUCTION

The Ohio Public Works Commission (OPWC) was created to assist in financing local public infrastructure improvements under the State Capital Improvements Program (SCIP) and the Local Transportation Improvements Program (LTIP). These programs provide financial assistance to local communities for the improvement of their basic infrastructure systems. Through the two programs, the Commission provides grants, loans, and financing for local debt support and credit enhancement. Eligible projects include improvements to roads, bridges, culverts, water supply systems, wastewater systems, storm water collection systems, and solid waste disposal facilities.

To apply for State Capital Improvements Program funds or Local Transportation Improvements funds the subdivision must apply to its District Public Works Integrating Committee (DPWIC). There are 19 Public Works Districts that are responsible for recommending projects to the Ohio Public Works Commission. District 18 includes: Athens, Belmont, Hocking, Meigs, Monroe, Morgan, Muskingum, Noble, Perry and Washington counties. Buckeye Hills acts as the liaison between the District 18 Public Works Integrating Committee (D18PWIC) and the Ohio Public Works Commission. The D18PWIC consists of local officials representing all levels of government. The applicant will submit their application to the District 18 liaison. Each application is evaluated and scored using a locally developed methodology based on criteria listed in Chapter 164 of the Ohio Revised Code. These evaluation criteria focus on the financial need of the subdivision, the project's strategic importance to the district and subdivision, and emphasize the repair and replacement of infrastructure rather than new and expansionary infrastructure. The evaluation criteria is included as Exhibit 1 of these guidelines.

This Guidelines booklet has been designed by the Buckeye Hills Regional Council (BHRC) District 18 Liaison to help applicants complete an application for OPWC funding. **The District 18 Liaison urges you to read through the entire booklet before you start to fill out any of the necessary OPWC forms and/or include any attachments.**

2. FULL APPLICATION SUBMITTAL AND DEADLINE

Applicants should submit one (1) original signature and two (2) photocopies of their OPWC application to the District 18 Liaison by 5:00 p.m. Friday, August 31, 2018. The address for delivery of the full applications is:

**All Forms of Delivery:
Buckeye Hills Regional Council
Attn: District 18 Liaison
1400 Pike Street
Marietta, OH 45750**

***One (1) photocopy should be retained by the applicant for future reference.**

3. APPLICATION MATERIALS

The following items are included in this kit to assist applicants in preparing their OPWC application. Additional supplies of most items are available upon request from BHRC.

Application guidelines and Supporting Documentation (this booklet)

This booklet includes guidelines for preparing your application and the following supporting information for your use in completing the OPWC application:

- Evaluation Criteria
- Subdivision Codes
- Example of Completed Application
- Examples of Attachments
- Definitions of Repair/Replacement and New/Expanded Projects

Capital Improvement Report Instructions & Forms

NO LONGER REQUIRED

Binder Clip

Applicants must submit the original and two photocopies of their full application in an **unbound, untabbed, unstapled format, each secured only with a binder clip**. One (1) binder clip is included in this kit for the applicant's use. It is the applicant's responsibility to obtain extra binder clips for the two additional copies submitted to the District Liaison.

Dated Material

Unless otherwise noted all dated material will be calculated based on the application due date.

4. ASSISTANCE FOR APPLICANTS

The District 18 Liaison will conduct a training session for applicants to assist them with the completion of their OPWC application. However, if questions arise after the training, please feel free to contact Michelle Hyer, District 18 Liaison, at the address given on Page 3, by phone at (740) 376-1025, by fax at (740) 374-8038, or by email at mhyer@buckeyehills.org.

ASSEMBLING THE APPLICATION

One original and two photocopies of an applicant's full application should be submitted to the District 18 Liaison; each should be secured with a binder clip and arranged in the following order:

******PLEASE REVIEW THE ATTACHMENTS CAREFULLY******

**EXAMPLES OF ATTACHMENTS ARE INCLUDED AS EXHIBIT 4 OF THIS BOOKLET
ITEMS IN BOLD ARE REQUIRED ATTACHMENTS FOR ALL APPLICATIONS**

Application	OPWC Application Forms pages 1-6 (in order)
REQUIRED ATTACHMENTS FOR ALL PROJECTS	
Attachment A	Correct Supplemental Sheet for Your Project. <i>On combined projects, each Subdivision must provide a separate Supplemental Sheet.</i>
Attachment B	Certified Engineer's Cost Estimate/Statement of Useful Life: The detailed cost estimate and statement of useful life, as required in 164-1-14 and 164-1-16 of the Ohio Administrative Code. Estimates shall contain engineer's original seal and signature. Exhibit 4, Example 1
Attachment C	Authorization Legislation Designating Official: A certified copy of the legislation by the governing body of the applicant authorizing the designated office to submit this application and execute contracts. Exhibit 4, Example 2
Attachment D	Chief Financial Officer's Certification of Funds: A statement from the applicant's chief financial officer certifying that all local share funds required for the project will be available on or before the dates listed in the Project Schedule section. Exhibit 4, Example 3
Attachment E	Project Location Map and Photos (<u>Photos Required for Factor 3</u>)
ADDITIONAL ATTACHMENTS FOR LOAN PROJECTS	
Attachment F	Method of Repayment Letter Exhibit 4, Example 5

ADDITIONAL ATTACHMENTS REQUIRED FOR WATER & SEWER PROJECTS

Attachment G	Legislation Authorizing Current Water & Sewer Rates Exhibit 4, Example 6
Attachment H	Health & Safety Documentation: Attach a letter from OEPA or the Local Health Board verifying the risk to health & safety of residents.
Attachment I	Permit-To-Install/Plan Approval: If a Permit-to-Install/Plan Approval has been issued, please include a copy of the Permit-to-Install/Plan Approval.

ADDITIONAL ATTACHMENTS TO BE INCLUDED IF NEEDED FOR YOUR PROJECT

Attachment J	Farmland Preservation Letter: Projects which include new/expansion or repair/replacement components and only impacts farmland requires a Farmland Preservation Review Letter. Exhibit 4, Example 7
Attachment K	Cooperation Agreement: If the project involves more than one subdivision or district this attachment is necessary. Exhibit 4, Example 8
Attachment L	Amortization Schedule: If you are requesting Loan Assistance, an amortization schedule must be attached to your application.
Attachment M	Other Supporting Documentation: Include any additional information that will aid the District 18 Liaison in rating your application. (i.e. Flood Plain Management Permit, Documentation of Number of Traffic Accidents, etc.)

COMPLETING THE OPWC APPLICATION FORMS

OPWC Page 1

Applicants are encouraged to review the District 18 Evaluation Criteria, included as Exhibit 1, prior to completing an application for funding. Each project will be rated and ranked along with others in District 18. The most competitive projects will receive funding. It is important that you understand how points are given to projects so you can select your most competitive projects to submit for funding. *An example of a completed OPWC application is included as Exhibit 3 of this booklet.*

OPWC Page 1 is a standard form that must be completed by applicants requesting assistance from the Ohio Public Works Commission. Applicants must complete OPWC Page 1 as follows:

Application Section

Applicant: Indicate the name of the governmental entity applying for the funds. Eligible applicants are Ohio counties, cities, townships, villages, regional water or sewer districts (ORC section 6119), and county sanitary districts (ORC section 6117). Projects involving multiple entities must select only one to serve as the lead. A cooperation agreement must be executed and attached.

Subdivision Code # ___ - ___: Enter your Ohio Public Works Commission subdivision code. See **Exhibit 2** for a listing of all subdivision codes for District 18.

District Number: Enter 18 – your community is located in District 18.

County: Enter the county your community is located.

Date: Enter today's date.

Contact: Enter the project contact person who will be available **during business hours** who can best answer or coordinate the response to questions about your application.

Phone #, FAX #, and e-mail Address: Enter the **daytime** telephone number, the fax number and e-mail address of the contact person.

Project Section

Project Name: Name of the project applied for, please be descriptive, ie: Maple Avenue Resurfacing, South Water Treatment Plant Upgrade, etc.

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 fill-in automatically from page 2 of the application. You will not be able to enter or edit this information from page 1.

OPWC Page 2

Section 1.0 – Project Financial Information. Cost fields are performed 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 or stamped engineer's estimate, which should be included with your application as Attachment B.

- a) **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 preparation of bid documents.
 - Construction Administration – Includes but 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 being performed.

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).

- b) **Right of Way:** Cost to acquire easements or land for project construction.
- c) **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.
- d) **Materials Purchased Directly:** State Law ([O.R.C. 125.081](http://legislature.ohio.gov/legislation/laws/orc/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 following website for state certified MBE suppliers:
<http://dasapps.ohio.gov/mbesearch/index.asp>
- e) **Permits, Advertising, Legal:** Direct expenses for permit fees, advertising and legal fees. *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.*
- f) **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.
- g) **Total Estimated Costs:** This will automatically calculate and populate the appropriate field on page 1.

The following costs do not qualify for SCIP funding:

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

OPWC Page 2 Cont.

1.2 Project Financial Resources

In this section, 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), 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 Federal Highway Administration (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 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 Infrastructure 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). Please see **Exhibit 5** for a listing of what District 18 considers repair/replacement and new/expansion.

- Loan assistance is a grant used to pay the interest on a public or private construction loan during the construction period plus one year.
- 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.

OPWC Page 3

1.3 Availability of Local Funds

Attach a statement signed by the Chief Fiscal Officer (**included as Attachment D**) 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.

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 at a later date.

4.0 Project Information

4.1 Useful Life / Cost Estimate.

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 or stamped by a registered professional engineer. **Include as Attachment B a detailed registered professional engineers statement.** 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 or stamp and signature.

4.2 User Information:

This section is specific to the system's users. For a road or bridge provide the current and project 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.

OPWC Page 4

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 as **Attachment F** 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 or not 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.

OPWC Page 5

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.

OPWC Page 6

6. 0 Attachments / Completeness Review. Review the applicant to ensure that all required attachments are provided. At the end of these Instructions are the formats needed for required information.

Items in **bold are required for all applications*

Registered Professional Engineer's Cost Estimate/Statement of Useful Life: The detailed cost estimate and statement of useful life, as required in 164-1-14 and 164-1-16 of the Ohio Administrative Code. Estimates shall contain engineer's original seal or stamp and signature. **Include as Attachment B**

Authorization Legislation Designating Official: A certified copy of the legislation by the governing body of the applicant authorizing the designated official to sign and submit this application and execute contracts with OPWC. **Include as Attachment C**

Chief Financial Officer's Certification of Funds: A certification signed by the applicant's chief financial officer stating all local share funds required for the project will be available on or before the dates listed in the Project Schedule section. If the application involves a request for loan (RLP or SCIP), a certification signed by the CFO which identifies a specific revenue source for repaying the loan must be attached. Both certifications can be accomplished in the same letter. **Include as Attachment D**

Farmland Preservation Letter: Projects which include new/expansion or repair/replacement components and only impacts farmland requires a Farmland Preservation Review Letter. **Include as Attachment K**

Cooperation Agreement: If the project involves more than one subdivision or district, a cooperation agreement which identifies the fiscal and administrative responsibilities of each participant should be attached. **Include as Attachment L**

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 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.

COMPLETING THE DISTRICT 18 SUPPLEMENTAL SHEET

Included in the blank set of OPWC applications forms are three (3) District 18 supplemental sheets for your review and completion. The supplemental sheets are labeled:

- a. Road, Culvert, Guardrail, and Storm Water Projects
- b. Bridge Projects
- c. Water and Sewer Projects

You MUST submit the correct supplemental sheet, labeled Attachment A, with your application in order for your project to be rated by the District Liaison. For Combined Projects, each Subdivision must provide a separate Supplemental Sheet.

Each supplemental sheet is explained below in detail. Please follow the instructions for the supplemental sheet that pertains to your project. Also, the Supplemental Sheet itself gives very specific instructions as to how to fill out the information that is required. If you have questions, please contact the District 18 Liaison.

Supplemental Sheet for ROAD, CULVERT, GUARDRAIL, and STORM WATER PROJECTS

1. **Functional Classification:** check the appropriate box next to the functional classification for your project (*see below for definitions*)
 - Arterial:** A major street in the applicant's street system that serves as an avenue for the circulation of traffic into, out, or around the municipality/township/county and carries heavy loads and high volumes of traffic.
 - Collector:** A street whose principal function is to carry traffic between minor, local, and subcollector streets and arterial street but that may also provide direct access to abutting properties. It serves or is designed to serve, directly or indirectly, more than 100 dwelling units and is designed to be used or is used to carry more than 800 trips per day.
 - Subcollector:** A street whose principal function is to provide access to abutting properties but is also designed to be used or is used to connect minor and local streets with collector or arterial streets. Including residences indirectly served through connecting streets, it serves or is designed to serve at least 26, but not more than 100, dwelling units and is expected to or does handle between 200 and 800 trips per day.
 - Local:** A street whose sole function is to provide access to abutting properties. It serves or is designed to serve at least 10, but no more than 25, dwelling units and is expected to or does handle between 75 and 200 trips per day.
 - Minor:** A street whose sole function is to provide access to abutting properties. It serves or is designed to serve not more than 9 dwelling units and is expected to or does handle up to 75 trips per day.
 - Cul-de-sac:** A street that terminates in a vehicular turnaround.
2. **Age:** (*check the appropriate box*) **Include photos of the project area under Attachment F, otherwise no points will be awarded for Factor 3, Age/Useful Life.**
 - a. **Road and Guardrail Projects:** The age of the existing infrastructure (age is counted from the time of last hard surface – asphalt or concrete)
 - b. **Storm Water and Culvert Projects:** Remaining useful life of the existing infrastructure
3. **Answer A or B for Road and Culvert Projects (Guardrail projects answer Part B addressing the specific project location)**
 - a. Health and Safety Needs (*type in the exact wording of the number that best describes your project*)
 1. Hazard to health and safety of the traveling public impeding all traffic
 2. Restrictions to necessary types of traffic such as ambulances, fire trucks, school buses, etc.
 3. Visible safety hazards – attach documentation and photos of hazards.
 - b. Documented Number of Traffic Accidents in previous 12-month period – attach documentation behind **Attachment N: Other Supporting Documentation**
4. Answer if you are applying for a OPWC 0% loan. Fill in dollar amount and term. The term cannot exceed the lesser of 30 years or the useful life of the project. Please include as **Attachment G**, a letter signed by your CFO certifying that the subdivision will accept a loan from OPWC for the specified amount and stating the specific revenue source that will be used for repayment of the loan.
5. Answer if you are applying for Loan Assistance. Fill in dollar amount.

Supplemental Sheet for BRIDGE PROJECTS

1. **Functional Classification:** check the appropriate box next to the correct functional classification for your project (see below for definitions)

Arterial: A major street in the applicant's street system that serves as an avenue for the circulation of traffic into, out, or around the municipality/township/county and carries heavy loads and high volumes of traffic.

Collector: A street whose principal function is to carry traffic between minor, local, and subcollector streets and arterial street but that may also provide direct access to abutting properties. It serves or is designed to serve, directly or indirectly, more than 100 dwelling units and is designed to be used or is used to carry more than 800 trips per day.

Subcollector: A street whose principal function is to provide access to abutting properties but is also designed to be used or is used to connect minor and local streets with collector or arterial streets. Including residences indirectly served through connecting streets, it serves or is designed to serve at least 26, but not more than 100, dwelling units and is expected to or does handle between 200 and 800 trips per day.

Local: A street whose sole function is to provide access to abutting properties. It serves or is designed to serve at least 10, but no more than 25, dwelling units and is expected to or does handle between 75 and 200 trips per day.

Minor: A street whose sole function is to provide access to abutting properties. It serves or is designed to serve not more than 9 dwelling units and is expected to or does handle up to 75 trips per day.

Cul-de-sac: A street that terminates in a vehicular turnaround.
2. **Remaining Useful Life – check the box next to the** amount of useful life the bridge has left, if the bridge is closed complete a supplemental sheet that identifies steps being taken to divert traffic. ***Include photos of the project area under Attachment F, otherwise no points will be awarded for Factor 3, Age/Useful Life.***
3. **Sufficiency Rating or General Appraisal Rating**– enter the sufficiency rating or General Appraisal Rating of the current bridge.
4. Answer if you are applying for a OPWC 0% loan. Fill in dollar amount and term. The term cannot exceed the lesser of 30 years or the useful life of the project. Please include as **Attachment G**, a letter signed by your CFO certifying that the subdivision will accept a loan from OPWC for the specified amount and stating the specific revenue source that will be used for repayment of the loan.
5. Answer if you are applying for Loan Assistance. Fill in dollar amount

Supplemental Sheet for WATER and SEWER PROJECTS

1. Define Scope of the Project

- check *Regional Impact* if your project affects more than one County
 - check *Multiple Communities or Townships* if your project affects multiple communities or townships
 - check *Local Area City or Village* if your project affects a local City or Village only
 - check *Local Area Subdivision* if your project affects a local subdivision only
 - check *Local Problem* if your project affects a portion of a subdivision only
- ***"Subdivision" refers to lots or parcels

2. Remaining Useful Life – check the box next to the appropriate amount of remaining useful life of the existing infrastructure, if “out-of service” is selected, complete a supplemental sheet to explain how residents are being served until the project is completed. **Include photos of the project area under Attachment F, otherwise no points will be awarded for Factor 3, Age/Useful Life.**

3. Health and Safety Needs (check only one)

- check *OEPA has issued Findings and Orders*
attach letter from OEPA as Attachment I
- check *OEPA has documented requirements for continued operation*
attach letter from OEPA as Attachment I
- check *Local Health Board has determined hazardous health & safety problem*
attach Health Board letter as Attachment I

4. Plan Approval or Permit to Install

- Is Plan Approval or a Permit to Install required for your project?
- If yes – has the Plan Approval or Permit to Install been issued prior to the application due date?
- If yes – include a copy of the Plan Approval or Permit to Install as **Attachment J**
- If no – when were plans submitted to EPA?

If a Plan Approval or Permit to Install has not been issued – Are the Preliminary Estimates Complete?

5. Enter the dollar amounts of Current Water & Sewer rates based on monthly consumption of 4,500 Gallons

6. Answer if you are applying for an OPWC 0% loan. Fill in dollar amount and term. The term cannot exceed the lesser of 30 years or the useful life of the project. Please include as **Attachment G**, a letter signed by your CFO certifying that the subdivision will accept a loan from OPWC for the specified amount and stating the specific revenue source that will be used for repayment of the loan.

7. Answer if you are applying for Loan Assistance. Fill in dollar amount.

ESSENTIAL ELEMENTS CHECKLIST

Applicants may use the following Essential Elements Checklist to determine if they have all of the essential elements of their full application in place.

OPWC Application

- Pages 1-6 completed

Required Attachments for ALL PROJECTS

Attachment A

- Correct Supplemental Sheet for Your Project

Attachment B

- Certified Engineer's Cost Estimate/Statement of Useful Life

Attachment C

- Authorization Legislation Designating Official

Attachment D

- Chief Financial Officer's Certification of Funds

Attachment E

- Project Location Map and Photos of the Project Area

Additional Attachments Required for LOAN PROJECTS

Attachment F

- Method of Repayment Letter (can also be included in the same letter used in Attachment D – CFO certification of funds)

Additional Attachments Required for WATER & SEWER PROJECTS

Attachment G

- Legislation Authorizing Current Water & Sewer Rates

Attachment H

- Health & Safety Documentation

Attachment I

- Plan Approval and/or Permit-To-Install

Additional Attachments to be included if relevant to your project

Attachment J

Farmland Preservation Letter (ONLY if project impacts farmland)

Attachment K

Cooperation Agreement

Attachment L

Amortization Schedule

Attachment M

Other Supporting Documentation