

# District 18 Ohio Public Works Commission SCIP/LTIP Training Session

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## **Michelle D. Hyer** **District 18 Liaison**

- Liaison between District 18 Integrating Committee and Ohio Public Works Commission
- Integrating Committee is made up of local officials from the ten county district, representing all levels of government

## **District 18 Counties**

**Athens**

**Belmont**

**Hocking**

**Meigs**

**Monroe**

**Morgan**

**Muskingum**

**Noble**

**Perry**

**Washington**

## **SCIP/LTIP Training Packet**

- Guidelines Booklet
- Folder
  - Blank Application Checklist
  - Integrating Committee Membership Roster
  - Timetable
  - Slide Presentation



# **District 18 – Ohio Public Works Commission**

## **Round 33 - Timetable**

**Yellow**

# **Ohio Public Works Commission (OPWC)**

Created to assist in financing local public infrastructure improvements under the State Capital Improvements Program and the Local Transportation Improvements Program

## **State Capital Improvements Program (SCIP)**

Allocated in 1987 by an Amendment to the Ohio Constitution

Allows the State to use its general revenues as debt support and issue up to \$120 million in bonds each year.

## **SCIP dollars can be used to fund:**

- **Public Roads**
- **Water Supply Systems**
- **Wastewater Treatment & Collection Systems**
- **Stormwater Collection Systems**
- **Solid Waste Disposal Facilities**





# **Local Transportation Improvement Program (LTIP)**

Created by Legislature in 1988

Provides approximately \$60 million in gasoline tax receipts each year.

## **LTIP dollars can be used to fund:**

- **Public Roads**
- **Bridges**

## **Types of Eligible Projects**

- Roads & Guardrails
- Bridges & Culverts
- Water Supply Systems
- Waste Water Systems
- Solid Waste Facilities
- Stormwater Systems

## Who Can Apply?

- Counties
- Cities
- Villages
- Townships
- Sanitary District
- Water & Sewer District

Sanitary & Water/Sewer Districts must be a PUBLIC ENTITY not a private company (61-19 – Ohio Revised Code)

## 2018 Allocations

Total Allocation	\$10,088,000	
LTIP Allocation	\$2,274,000	
SCIP Allocation	\$5,849,000	
Minimum SCIP Loan/Credit (20%)		\$584,900
Maximum SCIP Grants (80%)		\$5,264,100
RLP Allocation (Loan)	\$1,965,000	

## **Loan Program Changes**

Loan dollars are no longer capped at \$400,000

Factor 7 of the evaluation criteria has been modified

OPWC has extended the maximum loan term from 20 to 30 years and the District 18 Integrating Committee offers a 0% interest rate.

## Changes to Evaluation Criteria

New:

Factor 7 C – Amount of OPWC Funds Requested

Reminder:

District 18 no longer requires Capital Improvement Reports  
OWDA letters will not be considered “committed” funds.

**Round 33 Timetable  
and  
Application Process**



1. **August 31, 2018:** Subdivision submits application to District 18 Liaison. Liaison evaluates and scores applications using Evaluation Criteria which was approved by the Integrating Committee and OPWC. (Included in Guidelines Booklet).
2. **September 17, 2018:** Individual Project Score Mailed to each Applicant for review, comments, and changes.
3. **October 5, 2018:** Last day for applicant comments or changes.

4. **October 12, 2018:** Applications sent to each County Sub-committee to provide their county points. Each county has the option to give 75 points to their highest priority, 65 to their next priority, 55 to their 3<sup>rd</sup>, and 45 to their 4<sup>th</sup> priority.
5. **November 2, 2018:** Applications are due back to the District 18 Liaison.
6. **December 5, 2018:** The Executive Committee meets at 10:00 a.m. at Buckeye Hills to provide their points. The Executive Committee can give up to 60 points to as many projects as they feel are justified in receiving points based on the needs of the District.

7. **January 2019:** An “After Executive Points” list is generated and sent to the Ohio Public Works Commission, who reviews the project selection and evaluation methodology used by the District 18 Integrating Committee to ensure fair and objective decision making.
8. Each application is reviewed for project eligibility and completeness. After establishing that all requirements are met on the district level and the application is approved, a formal agreement is issued by the Ohio Public Works Commission to the individual subdivision.

## **Application Reminders**

You will be required to complete your application on the computer.  
No hand written applications will be accepted.

You are responsible for checking the OPWC website for the most up to date application available.

- **For the most recent application go to:**  
<http://www.pwc.state.oh.us/Documents/PWC0001.pdf>

## **Small Government Funding**

If your project is not funded in the regular round of SCIP/LTIP funding, and your subdivision has a population of less than 5,000 (according to the 2010 census), you can reapply for Small Government Funding. A potential Small Government applicant must compete for SCIP/LTIP funding to be eligible to compete for Small Government funding.

## **OPWC Application**

### **Page 1**

### **EXHIBIT 3 in GUIDELINES BOOKLET**

- Applicant
- Subdivision Code # - Exhibit 2
- District # 18
- County
- Date Submitted
- Contact Person, Phone, Email & Fax
- Project Name – BE DESCRIPTIVE (if submitting more than one project, please note your priority for each project)
- Zip Code
- Subdivision Type
- Project Type
- Funding Request Summary - This will fill-in automatically from page 2 of the application – F7B & F7C

**OPWC Application**

**Page 2**

**EXHIBIT 3 in  
GUIDELINES BOOKLET**

- Round to Nearest Dollar
- Enter Estimated Costs from Certified Engineers Cost Estimate and Statement of Useful Life – MUST Match Exactly
- Break Out Engineering Services – Engineering as a percentage of Construction will be calculated and reviewed
- Materials Purchased Directly requires that 15% of all supplies, materials, and equipment purchased directly by the governmental entity be supplied by a Minority Business Enterprise.
- Contingencies not to exceed 10% of construction
- Total Estimated Costs will automatically calculate and populate the appropriate field on page 1.

## **Non-Eligible OPWC Project Costs**

Proposed aesthetic treatments, ornamentations or adornments to infrastructure

Landscaping activities and improvements beyond basic requirements for post-construction repairing, stabilizing, and reseeded of land surfaces

Planning or administrative services related to review, listing, study, reporting, planning, recording, prioritizing, of capital improvement projects by a subdivision

Planning or administrative services of a district committee, executive committee or small government subcommittee in reviewing, recording, approving, or disapproving project applications



**OPWC Application**  
**Page 2 – Cont.**

**EXHIBIT 3 in**  
**GUIDELINES BOOKLET**

- Local In-Kind – Amount of force account labor, materials, equipment, or volunteer labor
- Local Revenues – Cash, general revenues, local debt (bank loan), user fees, etc.
- Other Public – State or Federal funding sources (ODOT, USDA, OEPA, CDBG, ARC, etc.)
- ODOT/FHWA Projects – Insert PID
- OPWC – List Grant, Loan, and Loan Assistance amounts requested - Review F6, F7B, and F7C for points awarded
  - Up to 90% Grant for Repair/Replacement
  - Up to 50% Grant for New Expansion
  - Up to 100% for Road/Bridge projects and Loan Programs
- Total Financial Resources will automatically calculate and populate the appropriate field on page 1.

## **OPWC Application**

**Page 3**

**EXHIBIT 3 in  
GUIDELINES BOOKLET**

- Dollar Amount of Total Project that is Repair/Replacement and/or New/Expansion – total will automatically populate from page 2, you may need to revise - EXHIBIT 5 in Guidelines Booklet
  - Up to 90% OPWC Grant for RR
  - Up to 50% OPWC Grant for NE
  - Up to 100% OPWC Grant for Road/Bridge
  - Up to 100% in SCIP/RLP Loan
  - Review F6, F7B, and F7C for points awarded
- Schedule based on Receipt of Grant/Loan Agreement July 1, 2018
- Provide Useful Life listed on Certified Engineers Cost Estimate – Minimum 7 years and the age of the existing infrastructure or the date of the last major improvement

**OPWC Application**

**Page 3 – Cont.**

**EXHIBIT 3 in  
GUIDELINES BOOKLET**

- Road or bridge provide the current and project average daily traffic (ADT).
- 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 – Ordinance as Attachment I – Based on monthly usage of 4,500 gallons per household
- Stormwater projects provide the number of households served.

**OPWC Application**

**Page 4**

**Bridge Project**

**EXHIBIT 3 in  
GUIDELINES BOOKLET**

- Specific Location – supply written location description - Include Map as Attachment F
- Project Components – describe specific work to be completed
- Physical Dimensions – describe existing facility and proposed facility

**OPWC Application**

**Page 4**

**Culvert Project**

**EXHIBIT 3 in  
GUIDELINES BOOKLET**

- Specific Location of EACH CULVERT (i.e. TR numbers) - Include Map as Attachment F
- Components – LF of culvert and sizes (i.e. 2,500' – 12"; 380' – 18")
- Physical Dimensions - # of each size (i.e. 67 – 12" x 30')
- Design Service Capacity – Existing capacity versus proposed capacity

## **OPWC Application**

**Page 4**

### **Guardrail Project**

**EXHIBIT 3 in  
GUIDELINES BOOKLET**

- Specific Location of guardrail to be replaced/added and reason for replacement - Include Map as Attachment F
- Components – Specific shape, style, coating, posts, spacing, etc.
- Physical Dimensions - # of feet and specific type
- Design Service Capacity – Existing capacity versus proposed capacity

**OPWC Application**

**Page 4**

**Sewer Project**

**EXHIBIT 3 in  
GUIDELINES BOOKLET**

- Specific Location of sewer line to be repaired/replaced – Include Map as Attachment F
- Components – # of Gallons, pumps, repairs, etc.
- Physical Dimensions – Tank, pump, pipe type, capacity and/or LF
- Design Service Capacity – Existing capacity versus proposed capacity

## **OPWC Application**

**Page 4**

### **Road Project**

## **EXHIBIT 3 in GUIDELINES BOOKLET**

- Specific Location of road to be repaired/replaced and reason for replacement - Include Map as Attachment F
- Components – Activities to be completed
- Physical Dimensions – # of lanes, width, miles and/or feet
- Design Service Capacity – Existing capacity versus proposed capacity



**OPWC Application**

**Page 4**

**Water Project**

**EXHIBIT 3 in  
GUIDELINES BOOKLET**

- Specific Location of water line to be repaired/replaced – Include Map as Attachment F
- Components – # of Gallons, pumps, mains, etc.
- Physical Dimensions – Tank, pump, pipe type, capacity and/or LF, fire hydrants, # HH connections, valves
- Design Service Capacity – Existing capacity versus proposed capacity

## **OPWC Application**

**Page 5**

### **EXHIBIT 3 in GUIDELINES BOOKLET**

- CEO – Legal Authority to Sign
- CFO – Legal Responsibility for funds – can not serve as CEO
- Project Manager – Person to call with questions during project construction activities

## **OPWC Application**

### **Page 6**

## **EXHIBIT 4 in GUIDELINES BOOKLET**

- Attachment B – Registered Professional Engineer’s Cost Estimate/Statement of Useful Life
- Attachment C – Authorization Legislation Designating Official
- Attachment D – CFO’s Certification of Funds
- Attachment E – Project Location Map
- Attachment M – Farmland Preservation Letter – ONLY if impact to farmland
- Attachment N – Cooperation Agreement – combined subdivisions
- Attachment P – Supporting Documentation – Accident reports, etc.
- ORIGINAL SIGNATURE of CEO

# Application Checklist

- 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 (**Mandatory**)

## **Additional Attachments Required for LOAN PROJECTS**

- Attachment F      Method of Repayment Letter

## **Additional Attachments Required for WATER & SEWER PROJECTS**

- Attachment G      Legislation Authorizing Current Water & Sewer Rates
- Attachment H      Health & Safety Documentation
- Attachment I      Permit-To-Install

## **Additional Attachments to be included if relevant to your project**

- Attachment J      Farmland Preservation Letter – ONLY if impact to farmland
- Attachment K      Cooperation Agreement
- Attachment L      Amortization Schedule
- Attachment M      Other Supporting Documentation

## Supplemental Sheets

This is a District requirement and these forms will not be found on OWPC website

Must be included for your project type – ATTACHMENT A

Combined projects – each Subdivision provide a separate Supplemental Sheet

## Supplemental Sheet for **Bridge** Projects

- Functional Classification – Factor 1A
- Remaining Useful Life – Factor 3B
  - If closed or out-of-service, answer questions 1-3 on second page (existing conditions, measures taken to provide service, population affected)
- Current Sufficiency or General Appraisal Rating – Factor 4A
- Loan – Factor F7B – CFO Attachment H
- Loan Assistance – Factor F7B - Amortization Schedule Attachment O

**Supplemental Sheet  
for Road, Culvert,  
Guardrail & Storm  
Water Projects**

- Functional Classification – Factor 1A
- Road-Age of Existing – Factor 3C
- Storm Water & Culvert – Remaining Useful Life – Factor 3A
- Health & Safety
  - A. Pavement Issues – Factor 4B1
  - B. # of Traffic Accidents – Factor 4B2
- Loan – Factor F7B – CFO Attachment H
- Loan Assistance – Factor F7B - Amortization Schedule Attachment O

## Supplemental Sheet for **Water & Sewer** Projects

- Functional Classification – Factor 1A
- Remaining Useful Life - Factor 3A  
If out-of-service, answer questions 1-3 on second page (existing conditions, measures taken to provide service, population affected)
- Health & Safety – OEPA or Health Board letters – Factor 4C – Attachment J
- Readiness to Proceed – OEPA Plan Approval or Permit to Install – Factor 5C – Attachment K
- Current water & sewer rates – based on 4,500 gallons per month usage
- Loan – Factor F7B – CFO Attachment H
- Loan Assistance – Factor F7B – Amortization Schedule Attachment O



## Example Attachments

- Exhibit 4 in Guidelines Booklet
- Exhibits show detail required and format for resolutions and matching funds letters
  - Cost Estimate
  - Authorization Legislation Designating Official
  - CFO Certification of Funds
  - CFO Certification of Loan Repayment
  - Legislation Authorizing Current Water/Sewer Rates
  - Farmland Preservation Review – ONLY if impact to farmland
  - Cooperation Agreement

## Important Information

**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.

Generally, projects not scheduled to be substantially underway by June 30, 2019 will be rejected by the Commission.

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.



**PROJECT SCHEDULE EXTENSIONS** – Projects delayed for reasons which are beyond the control of the subdivision or could not be foreseen or anticipated may, at the discretion of the Commission, receive a schedule extension. Projects with delayed schedules that lend themselves to a future funding year will be terminated.

**FARMLAND PRESERVATION REVIEW** – The Governor’s Executive Order 98-11V, “Ohio Farmland Protection Policy” requires the Commission to establish guidelines on how it will take protection of productive agricultural and grazing land into account in its funding decision making process. Please include a Farm Land Preservation statement for projects that have an impact on farmland.

**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 Commission.

**ELIGIBLE PROJECT COSTS/DISBURSEMENTS** – The Commission 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 Commission has been received.

**MAINTENANCE PROJECTS** – Projects that do not repair or replace infrastructure and only maintain it in a “state of good repair” are not considered a “capital improvement” as defined by the Revised Code. Projects that substantially prolong the useful life via lining or epoxy coating of structures will be considered a “capital improvement”.

**INCOMPLETE APPLICATIONS** – Missing or poorly documented application attachments result in extensive delays in their review and approval.

**PUBLIC IMPROVEMENTS** – There has been significant interest to consider water and sewer laterals as eligible projects. Upon review from bond counsel it has been determined that water and sewer laterals, either as a stand-alone project or as a component to a larger project, are indeed eligible. The caveat to this is that any lateral improvements must involve an easement between the homeowner and the local subdivision.

## Common Errors

**AUTHORIZING LEGISLATION** – The person authorized in legislation to enter into contract with OPWC should be the CEO listed on the application.

**CFO LETTERS** – Make sure the letter from the CFO states the actual amount of the local share and not a blanket statement of “funds will be available”. Also include the funding source for the local share.

**COOPERATIVE PROJECTS** – Only one subdivision can be the applicant and the lead on the project.

**ODOT PROJECTS** – If ODOT is participating in the project, the total project cost needs to include both the local and ODOT’s portion of the project and list the ODOT PID. Last funding round, OPWC had a few cases where the applicant only listed their local share as the total project cost because they were using OPWC as match. This created a lot of confusion when OPWC and ODOT were trying to confirm funding sources.

**ENGINEER’S ESTIMATES/USEFUL LIFE STATEMENTS** – Project engineers should sign and certify BOTH the engineer’s estimate and useful life statement (if on two separate pages). Engineer’s estimates should be detailed and broken down into description of item or work, quantity (if applicable), unit, price/unit, and total cost.

**PAGE 4 – PROJECT INFORMATION: LOCATION, COMPONENTS, AND DIMENSIONS** – On page four of the application OPWC is seeking information to be inserted into the Project Agreement. Under “Project Location”, OPWC requests that applicants not insert “see attached map” as an explanation of the location. OPWC are seeking landmarks, nearby roads/intersections, and other information to give us a very good idea of where the project is located, starts/ends, etc. For multi-village or township paving projects, it is acceptable to include a spreadsheet listing the road, start/end points, and length for insertion into the project agreement.

Under “Project Components” on page four, OPWC is seeking a detailed explanation of what work is being completed and the overall scope of work. Stating “see engineer’s estimate” does not suffice for this section.

**REMEMBER** – Items such as trees, tree grates, and decorative or ornamental items will be pulled off of engineering estimates and not be considered part of the OPWC project agreement.



## REMINDER!!!

**DO NOT start construction on  
any project until you receive  
your project agreement from  
OPWC.**

OPWC Application Link,  
Supplemental Sheets, and  
Example Attachments can  
be found at:

[www.buckeyehills.org](http://www.buckeyehills.org)

Questions:

[mhyer@buckeyehills.org](mailto:mhyer@buckeyehills.org)

740.376.1025

BUCKEYE HILLS  
regional  
council