



OHIO PUBLIC WORKS COMMISSION

Capital Improvements Report

Section 164.06(C) of the Ohio Revised Code requires that a local subdivision applying to the Ohio Public Works Commission for funding must conduct a study of existing capital improvements, the condition of those improvements, and the projected capital improvement needs of the subdivision in the next five (5) year period.

After completing this study, the Revised Code requires that the subdivision compile a report that includes an inventory of its existing capital improvements and a plan detailing the capital improvement needs and priorities of the subdivision in the next five (5) year period.

Further, each year the report shall be reviewed and updated by the subdivision to reflect the capital improvement projects undertaken or completed in the past year and any changes in the subdivision's plan or priorities.

This CAPITAL IMPROVEMENTS REPORT must be prepared in the standard format outlined in this manual and is a requirement for applying for Commission funding.

This manual outlines the minimum inventory, five year plan, and maintenance of effort requirements of the Revised Code, and provides a sample plan for communities to use if they do not have a capital planning process in place.

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OVERVIEW

THE COMMISSION AND THE CAPITAL IMPROVEMENTS REPORT

The Ohio Public Works Commission 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.

The State Capital Improvements Program was created in 1987 by an amendment to Section 2k, Article VIII of the Ohio Constitution, which allows the State to use its general revenues as debt support and issue up to \$120 million in bonds each year. This program was re-authorized in 1995 by an amendment to Section 2M, Article VIII of the Ohio Constitution.

The Local Transportation Improvements Program was created by the legislature in 1989. One cent of the per-gallon state gas tax provides an additional \$60 million annually for road and bridge projects.

These funds will meet only a small portion of Ohio's infrastructure financial needs. Therefore, local communities need to develop their own plan for identifying and funding their infrastructure projects. The Commission has developed a standardized Capital Improvements Report (CIR) that will provide the framework to accomplish this goal. The CIR is a step-by-step approach to determining needed projects and how to budget for and fund the projects. It begins with the **Inventory** to identify all infrastructure components and their condition. Next, needed projects will be identified and prioritized with criteria developed by each subdivision. The **Five Year Capital Improvements Plan** is a summary of top priority projects and a financial plan for accomplishing the work. Although priorities may change each year, each community will have an objective framework in place that will allow it to develop realistic goals. The final step in completing the CIR is the **Summary Form**. It is an overview of the infrastructure each subdivision is responsible for, and what the condition of that infrastructure is.

CIR data is compiled by the Commission and is frequently requested by press outlets and the General Assembly. It summarizes the overall condition of Ohio's infrastructure and helps identify the role the State should play in assisting local communities in the future. The Summary Form information is also used by the District Integrating Committee to evaluate applications for funding.

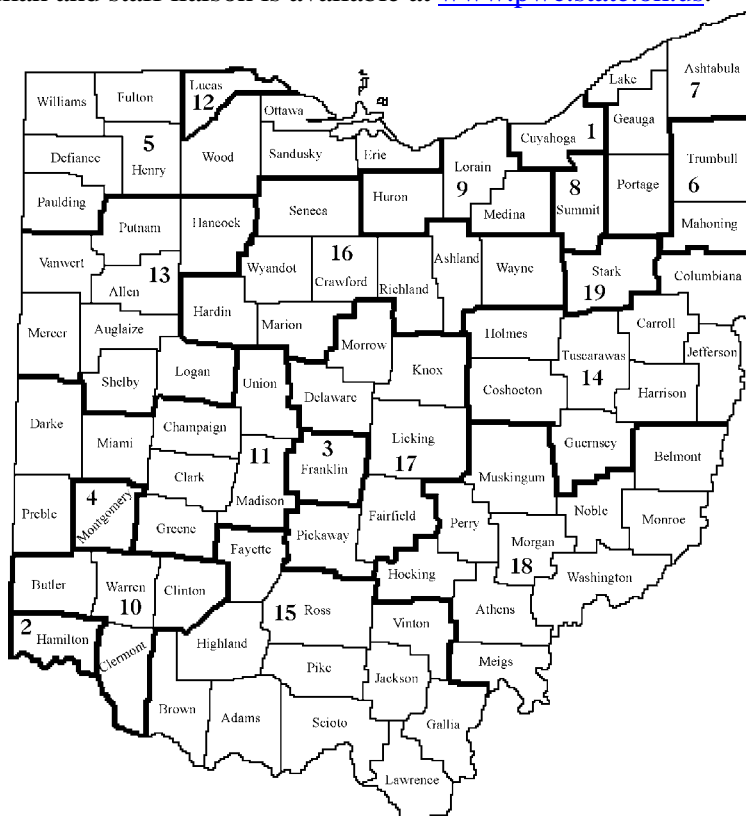
The CIR will concentrate on only those projects that are eligible for funding from the Commission, but this methodology could be used to determine needs and priorities in other areas. The Commission hopes the CIR will be both a learning process and a long term benefit for each subdivision. Better planning can only lead to better results.

FUNDING AND THE COMMISSION

To apply for State Capital Improvements Program funds or Local Transportation Improvements Program funds the subdivision must apply to its District Public Works Integrating Committee (DPWIC). The Ohio General Assembly created 19 Public Works Districts that are responsible for recommending projects to the Ohio Public Works Commission. District Public Works Integrating Committees consist of local officials representing all levels of government. Each DPWIC evaluates and scores applications 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.

After evaluating and scoring the projects, the DPWIC creates a list of high priority projects that is submitted to the Ohio Public Works Commission. The Commission reviews the project selection and evaluation methodology used by the DPWIC to ensure fair and objective decision-making. Then, each application is reviewed for completeness and project eligibility. After 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. The Commission's staff maintains ongoing contact with local communities, providing technical assistance through the project's completion.

Because of the decentralized decision making process, it is important to maintain a good working relationship with your District Public Works Integrating Committee. Information on how to contact your District Chairman and staff liaison is available at www.pwc.state.oh.us.



CIR GUIDELINES

COMPLETING THE INVENTORY

The first step in completing the CIR is to inventory infrastructure that is eligible for funding through the Commission. This includes roads, bridges, culverts, water supply systems, wastewater systems, storm water collection and solid waste disposal facilities. A subdivision must inventory each type of eligible infrastructure under its ownership and maintenance. The completed inventory is maintained locally as a management and planning tool, but must be made available on request by the Commission or District Committee. Once the inventory is completed, the next step is to prioritize needed projects.

If you already have an inventory you may use it. Other sources of inventory information include agencies such as the Ohio Department of Transportation (ODOT) and the Ohio Environmental Protection Agency (Ohio EPA), or your county engineer.

If you do not have an inventory, or are looking for ways to improve your existing inventory, the following guidelines may be useful. Samples of completed inventory forms and additional information specific to each infrastructure type follow.

For each type of infrastructure include the following:

Name/Description Use the common name and other information to clearly identify the infrastructure ("New Bloomfield Road, CR 321", "Culvert, New Bloomfield Road/Waddles Run", or "Water Treatment Plant #1".)

Size Information Depending on the type of infrastructure this could be center lane miles, lineal feet, width, or capacity. **This information will be used to complete the required Summary Form.**

Replacement Cost Estimate the cost to replace or rebuild the entire piece of infrastructure. This figure establishes value and does not indicate need or possible projects. Review invoices from past projects to establish general cost guidelines. **This information will be used to complete the required Summary Form.**

Repair Cost Estimate of the cost to repair this inventory item. This cost demonstrates need and indicates possible projects. This would also include the cost of bringing infrastructure up to code or into compliance. Review invoices from past projects to establish general cost guidelines. **This information will be used to complete the required Summary Form.**

Condition This is a general rating of the physical condition of the infrastructure. **This information will be used to complete the required Summary Form.**

Critical	The condition is dangerous, unsafe, or unusable.
Poor	The condition is inadequate, or substandard.
Fair	The condition is average, not good or poor.
Good	The condition is safe and suitable to purpose.
Excellent	The condition is new, or requires no repair.

A helpful tool you may want to include at this point is the **Financial Condition Rating**; (FCR). It is a ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need and this will help prioritize projects when you complete the required Five Year Plan. To determine the FCR divide the repair costs by the replacement cost.

$$\frac{\text{Repair Cost}}{\text{Replacement Cost}} = \text{FCR \%}$$

Critical	The repair costs exceeds 80% of the replacement cost.
Poor	The repair costs exceed 45% of the replacement cost.
Fair	The repair costs exceed 25% of the replacement cost.
Good	The repair costs exceed 15% of the replacement cost.
Excellent	The repair cost is less than 7% of the replacement cost.

In Summary, when completing the Inventory:

- A subdivision must inventory each type of eligible infrastructure (Roads, Bridges, Culverts, Water Supply Systems, Wastewater Systems, Storm Water Collection, Solid Waste Disposal Facilities) under its ownership and maintenance.
- The inventory should include a complete list of individual components and the condition and needed repairs of those components.
- Organize your inventory by infrastructure type.
- Update your inventory annually as projects are completed. Updates should include condition and repair and replacement costs.
- Minimum inventory requirements include Name/Description, Size Information, Replacement Cost, and Repair Cost.
- See the specific Sample pages for each infrastructure type for additional information to include in your inventory.
- Use the inventory to help establish priorities by reviewing conditions, repair costs and the Financial Condition Rating, if used.

SAMPLE INVENTORY AND ADDITIONAL INFORMATION ROADS

To assist you in preparing the **required** Summary Form to be submitted to the Commission your **ROAD inventory must include:**

Center Lane Miles Use the length of each road in center lane miles - length of the road regardless of the number of lanes. (5,280 feet = 1 mile) **This information will be used to complete the required Summary Form.**

Replacement Cost This figure represents value. It is the cost of replacing or rebuilding the entire road, not paving. Do not include costs for sidewalks, curbs, gutters, storm water collection or water lines. Review invoices from past projects to determine an average cost per mile. Our information indicates average road replacement costs range from \$125,000 to \$1,000,000 per mile. **This information will be used to complete the required Summary Form.**

Repair Cost This figure would indicate need and help identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines. **This information will be used to complete the required Summary Form.**

Condition This is a general condition rating. **This information will be used to complete the required Summary Form.**

Critical	The condition is dangerous, unsafe, or unusable.
Poor	The condition is inadequate, or substandard.
Fair	The condition is average, not good or poor.
Good	The condition is safe and suitable to purpose.
Excellent	The condition is new, or requires no repair.

In addition to the required minimum inventory information for **ROADS** you may wish to record specific information on surface type, width and date of the last repair or improvement. Also, the Financial Condition Rating (FCR) may be included for later use.

Surface Type Unimproved, Gravel, Tar and Chip, Asphalt, Concrete, Brick, etc.

Road Width The overall width of the road from berm to berm in feet.

Year Improved The year in which repairs or improvements were last made.

Financial Condition Rating (FCR) A ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need and this will help prioritize projects when you complete the required Five Year Plan. To determine the FCR divide the repair costs by the replacement cost.

Critical	The repair costs exceeds 80% of the replacement cost.
Poor	The repair costs exceed 45% of the replacement cost.
Fair	The repair costs exceed 25% of the replacement cost.
Good	The repair costs exceed 15% of the replacement cost.
Excellent	The repair cost is less than 7% of the replacement cost.

SAMPLE INVENTORY AND ADDITIONAL INFORMATION BRIDGES

To assist you in preparing the **required** Summary Form to be submitted to the Commission your **BRIDGE inventory must include:**

Replacement Cost This figure represents value. This figure would be the cost of replacing or rebuilding the entire bridge. Review invoices from past projects to determine cost estimates. **This information will be used to complete the required Summary Form.**

Repair Cost This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines. **This information will be used to complete the required Summary Form.**

Condition This is a general condition rating. **This information will be used to complete the required Summary Form.**

Critical	The condition is dangerous, unsafe, or unusable.
Poor	The condition is inadequate, or substandard.
Fair	The condition is average, not good or poor.
Good	The condition is safe and suitable to purpose.
Excellent	The condition is new, or requires no repair.

In addition to the required minimum inventory information for **BRIDGES** you may wish to record specific information on type and size of the bridge, the ODOT sufficiency rating, and date of construction or the last repair or improvement. Also, the Financial Condition Rating (FCR) may be included for later use.

Structure Type Slab, Beam, Box Beam, Truss, Arch, Girder, Frame, Suspension

Material Type Concrete, Prestressed Concrete, Steel, Timber, Stone, Aluminum, Cast Iron, etc.

Size Record the overall structure length and the deck width.

Sufficiency Rating Use the sufficiency rating given during the annual inspection.

Date Constructed/Last Improved The year constructed or last major improvement.

Financial Condition Rating (FCR) A ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need and this will help prioritize projects when you complete the required Five Year Plan. To determine the FCR divide the repair costs by the replacement cost.

Critical	The repair costs exceeds 80% of the replacement cost.
Poor	The repair costs exceed 45% of the replacement cost.
Fair	The repair costs exceed 25% of the replacement cost.
Good	The repair costs exceed 15% of the replacement cost.
Excellent	The repair cost is less than 7% of the replacement cost.

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other required information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Required information is necessary to complete the OPWC Summary Form.

1-Jan-04

BRIDGES
(Infrastructure Type)

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition/ Sufficiency Rating	Structure Type	Material Type	Size (width/ length)	Date Const/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
Ohio Street/over the Scenic River	Poor/	Slab	Concrete	50 x 100	1900	85,000	85,000	Critical
Broad Street/over the Scenic River	Good/	Slab	Concrete	50 x 100	1972	80,000	20,000	Fair
# of Bridges 2								
TOTALS						165,000	105,000	

Blank Forms Available At
www.pwc.state.oh.us

SAMPLE INVENTORY AND ADDITIONAL INFORMATION CULVERTS

To assist you in preparing the **required** Summary Form to be submitted to the Commission your **CULVERT inventory must include:**

Replacement Cost This figure represents value. This figure would be the cost of replacing each culvert. Review invoices for past projects to determine cost estimates. **This information will be used to complete the required Summary Form.**

Repair Cost This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Culvert repair cost may often equal replacement cost, especially when culverts are in poor or critical condition. **This information will be used to complete the required Summary Form.**

Condition This is a general condition rating. **This information will be used to complete the required Summary Form.**

Critical	The condition is dangerous, unsafe, or unusable.
Poor	The condition is inadequate, or substandard.
Fair	The condition is average, not good or poor.
Good	The condition is safe and suitable to purpose.
Excellent	The condition is new, or requires no repair.

In addition to the required minimum inventory information for **CULVERTS** you may wish to record specific information on material type, size (diameter and length), and date of installation or last repair or improvement. Also, the Financial Condition Rating (FCR) may be included for later use.

Structure Type Slab Top, Box, Pipe

Material Type Concrete, Precast Concrete, Galvanized Pipe, Aluminum

Size Use diameter or width at point of widest flow. Use lineal feet for length.

Date Constructed/Last Improved The year constructed or last improvement.

Financial Condition Rating (FCR) A ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need and this will help prioritize projects when you complete the required Five Year Plan. To determine the FCR divide the repair costs by the replacement cost.

Critical	The repair costs exceeds 80% of the replacement cost.
Poor	The repair costs exceed 45% of the replacement cost.
Fair	The repair costs exceed 25% of the replacement cost.
Good	The repair costs exceed 15% of the replacement cost.
Excellent	The repair cost is less than 7% of the replacement cost.

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other required information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Required information is necessary to complete the OPWC Summary Form.

1-Jan-04

CULVERTS
(Infrastructure Type)

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition	Structure Type	Material Type	Size (Diameter/ Lineal Feet)	Date Const/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
Long Street	Fair	Pipe	Concrete	7 x 30	1950	3,500	3,500	Critical
High Street	Good	Pipe	Concrete	3 x 15	1958	2,000	2,000	Critical
# of Culverts 2								
TOTALS						5,500	5,500	

Blank Forms Available At
www.pwc.state.oh.us

SAMPLE INVENTORY AND ADDITIONAL INFORMATION WATER SUPPLY SYSTEMS

Water Supply Systems inventory includes both the system components and the distribution network. To assist you in preparing the **required** Summary Form to be submitted to the Commission your **WATER SUPPLY SYSTEMS inventory must include:**

System Components Distribution Network, Wells, Treatment Plant, Raw Water Storage Facility, Pumping Facility, Finished Water Storage Facility. **This information will be used to complete the required Summary Form.**

Size Use diameter and length (lineal feet) of pipe in the distribution network. **This information will be used to complete the required Summary Form.**

Replacement Cost This figure represents value. This figure would be the cost of replacing or rebuilding the infrastructure. Review invoices from past projects to determine cost estimates. Facilities estimates may be available from your insurance company. **This information will be used to complete the required Summary Form.**

Repair Cost This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines. **This information will be used to complete the required Summary Form.**

Condition This is a general condition rating. **This information will be used to complete the required Summary Form.**

Critical	The condition is dangerous, unsafe, or unusable.
Poor	The condition is inadequate, or substandard.
Fair	The condition is average, not good or poor.
Good	The condition is safe and suitable to purpose.
Excellent	The condition is new, or requires no repair.

In addition to the required minimum inventory information for **WATER SUPPLY SYSTEMS** you may wish to record specific information on the capacity of the components, or the date of installation or last major repair or improvement. Also, the Financial Condition Rating (FCR) may be included for later use.

Date Constructed/Last Improved The year constructed, installed or improved.

Capacity Use the design capacity in million gallons per day (MGD).

Financial Condition Rating (FCR) A ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need and this will help prioritize projects when you complete the required Five Year Plan. To determine the FCR divide the repair costs by the replacement cost.

Critical	The repair costs exceeds 80% of the replacement cost.
Poor	The repair costs exceed 45% of the replacement cost.
Fair	The repair costs exceed 25% of the replacement cost.
Good	The repair costs exceed 15% of the replacement cost.
Excellent	The repair cost is less than 7% of the replacement cost.

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other required information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Required information is necessary to complete the OPWC Summary Form.

1-Jan-04

WATER SUPPLY SYSTEMS
(INFRASTRUCTURE TYPE)

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition	System Component	Size (Diameter/ Lineal Feet)	Capacity	Date Constr/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
Little St. Water Plant pressure sand iron filter ion exchange softener chlorine disinfection	Good	Treatment Plant		.600 mgd	1963	7,000,000	3,200,000	Poor
Little St. Elevated Tank	Excellent	Finished Water Storage		300,000 gallons	2003	450,000	0	Excellent
PIPE High St Main St Long St Ohio St Broad St.	Fair Good Excellent Poor Fair	Distribution Network	10 x 2,640 10 x 10,500 10 x 15,000 4 x 3,900 6 x 11,800		1997 1998 2000 1960 1970	115,000 300,000 500,000 120,000 300,000	60,000 5,000 0 120,000 300,000	Poor Excellent Excellent Critical Critical
# of Facilities 2 TOTALS			43,840 l.f.			Components \$7,450,000 Distribution \$1,335,000	Components \$3,200,000 Distribution \$485,000	

Blank Forms Available At

www.pwc.state.oh.us

SAMPLE INVENTORY AND ADDITIONAL INFORMATION WASTEWATER SYSTEMS

Wastewater Systems inventory includes both the system components and the collection network. To assist you in preparing the **required** Summary Form to be submitted to the Commission your **WASTEWATER SYSTEMS inventory must include:**

System Components Sanitary Sewer, Combined Sanitary and Storm Sewers, Treatment Plant, and Pumping Facility. **This information will be used to complete the required Summary Form.**

Size Use diameter and length (lineal feet) of pipe in the collection network. **This information will be used to complete the required Summary Form.**

Replacement Cost This figure would be the cost of replacing or rebuilding the infrastructure. Review invoices from past projects to establish general costs guidelines. Facilities estimates may be available from your insurance company. **This information will be used to complete the required Summary Form.**

Repair Cost This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines. **This information will be used to complete the required Summary Form.**

Condition This is a general condition rating. **This information will be used to complete the required Summary Form.**

Critical	The condition is dangerous, unsafe, or unusable.
Poor	The condition is inadequate, or substandard.
Fair	The condition is average, not good or poor.
Good	The condition is safe and suitable to purpose.
Excellent	The condition is new, or requires no repair.

In addition to the required minimum inventory information for **WASTEWATER SYSTEMS** you may wish to record specific information on the capacity of the components or the age or date of installation or last major repair or improvement. Also, the Financial Condition Rating (FCR) may be included for later use.

Date Constructed/Last Improved The year constructed, installed or improved.

Capacity Use the design capacity in million gallons per day (MGD).

Financial Condition Rating (FCR) A ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need and this will help prioritize projects when you complete the required Five Year Plan. To determine the FCR divide the repair costs by the replacement cost.

Critical	The repair costs exceeds 80% of the replacement cost.
Poor	The repair costs exceed 45% of the replacement cost.
Fair	The repair costs exceed 25% of the replacement cost.
Good	The repair costs exceed 15% of the replacement cost.
Excellent	The repair cost is less than 7% of the replacement cost.

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other required information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Required information is necessary to complete the OPWC Summary Form.

1-Jan-04

WASTEWATER SYSTEMS
(INFRASTRUCTURE TYPE)

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition	System Component	Size (Diameter/ Lineal Feet)	Capacity	Date Constr/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
North St. Plant settling tanks aeration tanks anaerobic digester sludge beds clarifiers	Poor Poor Fair Fair Good	Treatment Plant		0.474 mgd	1995	4,500,000	700,000	Good
9 miles pipe High St Main St Long St Ohio St Broad St.	Fair Good Excellent Poor Fair	Collection Network	8 x 2,640 8 x 10,500 10 x 15,000 6 x 3,900 6 x 11,800		1989 1990 1992 1960 1988	300,000 300,000 560,000 120,000 370,000	15,000 15,000 7,000 120,000 90,000	Excellent Excellent Excellent Critical Good
# of Facilities 1 TOTALS			43,840 l.f.			Components \$4,500,000 Distribution \$1,650,000	Components \$700,000 Distribution \$247,000	

Blank Forms Available At
www.pwc.state.oh.us

SAMPLE INVENTORY AND ADDITIONAL INFORMATION STORMWATER COLLECTION

To assist you in preparing the **required** Summary Form to be submitted to the Commission your **STORMWATER COLLECTION inventory must include:**

Size Use diameter and length (linear feet) for collection network. **This information will be used to complete the required Summary Form.**

Replacement Cost This figure would be the cost of replacing or rebuilding the infrastructure. Review invoices from past projects to determine average cost estimates. **This information will be used to complete the required Summary Form.**

Repair Cost This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines. **This information will be used to complete the required Summary Form.**

Condition This is a general condition rating. **This information will be used to complete the required Summary Form.**

Critical	The condition is dangerous, unsafe, or unusable.
Poor	The condition is inadequate, or substandard.
Fair	The condition is average, not good or poor.
Good	The condition is safe and suitable to purpose.
Excellent	The condition is new, or requires no repair.

In addition to the required minimum inventory information for **STORMWATER COLLECTION** you may wish to record specific information on the age or date of installation or last major repair or improvement. Also, the Financial Condition Rating (FCR) may be included for later use.

Date Constructed/Last Improved The year constructed, installed or improved.

Financial Condition Rating (FCR) A ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need and this will help prioritize projects when you complete the required Five Year Plan. To determine the FCR divide the repair costs by the replacement cost.

Critical	The repair costs exceeds 80% of the replacement cost.
Poor	The repair costs exceed 45% of the replacement cost.
Fair	The repair costs exceed 25% of the replacement cost.
Good	The repair costs exceed 15% of the replacement cost.
Excellent	The repair cost is less than 7% of the replacement cost.

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other required information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Required information is necessary to complete the OPWC Summary Form.

1-Jan-04

STORMWATER COLLECTION
(INFRASTRUCTURE TYPE)

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition	Size (Diameter/ Lineal Feet)	Date Constr/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
High St	Good	12 x 12,000	1987	480,000	80,000	Good
Main St	Good	12 x 25,000	1989	900,000	75,000	Good
Long St	Excellent	15 x 30,000	1990	1,500,000	15,000	Excellent
Ohio St	Fair	8 x 10,000	1978	75,000	50,000	Poor
Broad St	Good	12 x 25,000	1990	1,000,000	65,000	Excellent
North St	Good	8 x 2,000	1960	30,000	27,000	Critical
Little St	Good	8 x 2,000	1960	30,000	16,000	Poor
TOTALS		106,000		4,015,000	328,000	

SAMPLE INVENTORY AND ADDITIONAL INFORMATION SOLID WASTE DISPOSAL FACILITIES

To assist you in preparing the **required** Summary Form to be submitted to the Commission your **SOLID WASTE DISPOSAL FACILITIES inventory must include:**

Capacity Use the design capacity in tons per day (TPD). **This information will be used to complete the required Summary Form.**

Replacement Cost This figure would be the cost of replacing or rebuilding the infrastructure. Review invoices from past projects to determine average cost guidelines. Facilities estimates may be available from your insurance company. **This information will be used to complete the required Summary Form.**

Repair Cost This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines. **This information will be used to complete the required Summary Form.**

Condition This is a general condition rating. **This information will be used to complete the required Summary Form.**

Critical	The condition is dangerous, unsafe, or unusable.
Poor	The condition is inadequate, or substandard.
Fair	The condition is average, not good or poor.
Good	The condition is safe and suitable to purpose.
Excellent	The condition is new, or requires no repair.

In addition to the required minimum inventory information for **SOLID WASTE DISPOSAL FACILITIES** you may wish to record specific information on system or component type, capacity, age or date of installation or last major repair or improvement. Also, the Financial Condition Rating (FCR) may be included for later use

System Components Landfills, Transfer Stations, Incinerators, Recycling Centers, etc.

Date Constructed/Last Improved The year constructed, installed or improved.

Financial Condition Rating (FCR) A ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need and this will help prioritize projects when you complete the required Five Year Plan. To determine the FCR divide the repair costs by the replacement cost.

Critical	The repair costs exceeds 80% of the replacement cost.
Poor	The repair costs exceed 45% of the replacement cost.
Fair	The repair costs exceed 25% of the replacement cost.
Good	The repair costs exceed 15% of the replacement cost.
Excellent	The repair cost is less than 7% of the replacement cost.

CIR GUIDELINES

COMPLETING THE FIVE YEAR PLAN/MAINTENANCE OF EFFORT

In order to be eligible for funding from the Commission you must submit a **Five Year Capital Improvements Plan and Two Year Maintenance of Effort** report on the standard form provided by the Commission. **Both must be up-dated annually and submitted as part of your application.**

The Five Year Capital Improvements Plan is a summary of top priority projects and a financial plan for funding them. A specific set of criteria to evaluate each potential project should be developed by your community. By always using the same criteria your community will have a systematic and unbiased method for reaching priority decisions. Remember, this method will work in all areas of need, not just infrastructure.

The following list is basic criteria established by the Ohio Revised Code and is as part of each District Public Works Integrating Committee's scoring criteria. It could be incorporated into your community's criteria, or could just serve as a guide when submitting projects to be funded by the Ohio Public Works Commission.

- The infrastructure repair and replacement needs of the district.
- The age and condition of the system to be repaired or replaced.
- Whether the project would generate revenue in the form of user fees or assessments.
- The importance of the project to the health and safety of the citizens of the district.
- The effort and ability of the benefited community to assist in financing the project
- The availability of federal or other funds for the project.
- The overall economic health of the particular community.
- The adequacy of the planning for the project and the readiness of the applicant to proceed should the project be approved.
- Any other factors relevant to a particular project.

When prioritizing projects you will be submitting for funding through the Commission, you should review **the rating system used by your district** to assure that your **most competitive** projects are submitted for funding. Current District methodologies are available at the Commission's web site www.pwc.state.oh.us or you can contact the District Chairperson or liaison.

In addition to the program related criteria, there are many other areas to consider when prioritizing your projects. For example, fiscal impact, health and safety effects, community economic effects, the impacts on the quality of life in your community, the impact on the quality of service, how many people will be affected, what will happen if the project is delayed, and any other criteria important to your community. The most important thing is to be consistent.

The Financial Condition Rating (FCR) could also be used at this point. The Financial Condition Rating is a ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need. This can help prioritize needs more exactly. If two roads both are identified as critical, the FCR would help identify which is more critical. To determine the FCR divide the repair costs by the replacement costs.

Critical	The repair costs exceed 80% of the replacement cost.
Poor	The repair costs exceed 45% of the replacement cost.
Fair	The repair costs exceed 25% of the replacement cost.
Good	The repair costs exceed 15% of the replacement cost.
Excellent	The repair cost is less than 7% of the replacement cost.

After establishing the criteria a numerical range (ex. 1 – 5) can be assigned to each factor so that projects can be ranked. This will enable you to develop a list of projects in order of importance and need. To begin, first list all needs within each infrastructure category. This "wish list" of projects should include needed repairs, improvements required by federal or state mandate, and needs of the community. Use your Condition rating to help you. Infrastructure with a critical or poor rating should appear on your list. You may also wish to include infrastructure with a fair rating. While it may not be a high priority now, it will help you develop a long-term view of your needs.

Now evaluate each project on your wish list with the criteria you have developed. Each project will receive a point score reflecting how important it is to your community. Next, list the projects in order of highest to lowest score. Those at the top of the list are the most important and needed projects for your community based on your unbiased scoring system. By considering the cost of the proposed project and possible funding sources (including your own capital budget!) a "Five Year Plan" will result. Although priorities may change each year, your community now has a framework in place that will allow it to develop consistent and realistic goals.

The Maintenance of Effort is a summary of the infrastructure projects completed in the last two years. List projects funded by any source. Remember, the Ohio Public Works Commission is only one source of funding. Each community has the responsibility to budget for its needs. A Five Year Plan demonstrates that a community has a financially sound plan for funding infrastructure. The Maintenance of Effort demonstrates that the community is following that plan.

In summary, when completing the Five Year Plan and Maintenance of Effort:

- Create a set of criteria to evaluate projects. The following should be considered:
 - Fiscal impact, health and safety effects, community economic effects, the impact on the quality of life in the community, the impact on quality of service, how many people will be affected, what will happen if the project is delayed.
 - The rating system used by your District Public Works Integrating Committee.
 - The Financial Condition Rating (if used as part of your inventory).
 - Assign a numerical range for scoring each criteria. A simple range of 1 –5, with 1 being a low rating and 5 being a higher rating would work. For very important criteria a weighted factor could be used.
- Using your inventory, create a wish list of projects.
 - Group by infrastructure type.
 - Include infrastructure that needs repaired, especially if it has a poor or critical condition.
 - Include improvements required by federal or state mandates.
 - For a more long-term view you can also include infrastructure with a fair rating.
- Score each project. Put projects in order from highest to lowest score.
- High scoring projects should be funded as soon as possible, depending on funding sources and budget constraints.
- The Plan is for the upcoming Five Years. Start with the application year.
- As projects are completed they will become a part of the Maintenance of Effort.

SAMPLE AND ADDITIONAL INFORMATION

FIVE YEAR CAPITAL IMPROVEMENTS PLAN/MAINTENANCE OF EFFORT

In order to be eligible for funding from the Commission you **must** submit a **Five Year Capital Improvements Plan and Two Year Maintenance of Effort** report on the standard form provided by the Commission. **Both must be up-dated annually.**

FIVE YEAR PLAN: After completing the inventory a subdivision must rank and list their most important projects for the upcoming (5) year period. This plan must include the name, a brief description of the project, project costs, and anticipated year and sources of funding. The plan must be annually updated and submitted to the Commission on the "Five Year Capital Improvements Plan/Maintenance of Effort" form provided by the Commission. Your plan should be organized by infrastructure type. You may use a separate sheet(s) for each type, or combine them on one.

TWO YEAR MAINTENANCE OF EFFORT: As part of a subdivision's Capital Improvements Report, the Commission requires a listing of infrastructure projects undertaken during the previous two year period. This listing must include the name, a brief description of the project, project costs, and sources of funding. Your two year maintenance of effort report must be annually updated and submitted to the District Committee and the Commission on the "Five Year Capital Improvements Plan/Maintenance of Effort" form provided by the Commission.

The Five Year Plan and Maintenance of Effort must include:

Subdivision Name/Subdivision Code/County/Date The Commission uses a unique subdivision code to identify applicants, determine their eligibility to receive funding and to manage and track project information. Once assigned, your subdivision code will not change. Codes are available on the website (www.pwc.state.oh.us).

Project Name/Description Use the name or description appearing on your inventory.

Funding Codes List **all** types of funding proposed for the project, **even if it is not certain.** Use common acronyms; examples include: RD – Rural Development; ODOT – Ohio Department of Transportation; OEPA – Ohio Environmental Protection Agency; OPWC – Ohio Public Works Commission; OWDA – Ohio Water Development Authority; LOCAL – any local revenues from your own capital budget.

Status Indicate if the project is (A)ctive, (C)omplete, or (P)ending funding.

Total Cost Enter your best estimate of the total funding needs for each project. Use your repair and replacement costs from your inventory as guidelines.

Funded/Planned Enter the dollar amount funded or planned for each project (do not use cents) in the column for the year funded or planned. Use the amount for each year if the project is funded or proposed for funding in more than one year.

A sample Five Year Capital Improvements Plan/Maintenance of Effort follows. Once the plan is completed, the next step is to complete the required Summary Form. The Summary Form and Five Year Capital Improvements Plan/Maintenance of Effort from are the only reports you must submit.

Ohio Public Works Commission
Five Year Capital Improvements Plan/Maintenance of Effort

REQUIRED

Submit to Commission/Update Annually

New Bloomfield, Village 010-54491 11/1/2003
Subdivision **Code** **Date**

Project Name/ Description	Funding Codes(s)	Status (A) Active (P) Pending (C) Complete	Total Cost \$	Two Year Effort		Five Year Plan				
				Yr 2002	Yr 2003	Yr 2004	Yr 2005	Yr 2006	Yr 2007	Yr 2008
				<i>Funded</i>		<i>Planned</i>				

Long Street Reconstr	Local/OPWC	C	2,800,000	2,800,000						
Little St Elevated Tank	Local/OPWC	C	450,000		450,000					
Ohio St Reconstr	Local/OPWC	P	850,000			850,000				
-replace bridge										
-reconstruct road										
-replace water/sanitary lines										
WWT Plant Imprv	Local	P	600,000							600,000
- aeration & settling tanks										
Little St Water Plant	Local/OWDA	P	3,200,000				950,000	2,250,000		
-equipment upgrade										
Little St Resurf/Storm	Local	P	266,000					266,000		
Repl Long/High Culverts	Local	A	5,500			5,500				
Broad St Water Lines	Local/OPWC	P	300,000						300,000	
North St Stormwater	Local	P	27,000						27,000	

Blank Forms Available At

www.pwc.state.oh.us

CIR GUIDELINES

COMPLETING THE SUMMARY FORM

In order to be eligible for funding from the Commission you must submit a **Summary Form** on the standard form provided by the Commission. The Summary Form must be updated annually and submitted as part of your application.

The Summary Form is an overview of the infrastructure each subdivision is responsible for, and what the condition of that infrastructure is. It identifies the total needs of each subdivision (Repair Costs) and helps establish a value of infrastructure state-wide (Replacement Cost). This information is helpful to the Commission in advising the General Assembly on the overall condition of Ohio's infrastructure and the role the State should play in assisting local communities in the future. The Summary Form information is also used by the District Integrating Committee to evaluate your application for funding.

To complete the Summary Form, review your Inventory. Total the Replacement and Repair costs for each infrastructure category. Calculate the total units within each infrastructure category. Then, total the units for each condition (excellent, good, fair, poor, critical). **Be sure to update this information as projects are completed and as conditions change.**

Data on population, households and income is available from U.S. Census publications and online at www.census.gov. The data can also be obtained from your County Planning Commission or the Ohio Department of Development Office (www.odod.state.oh.us). Links are available at the Commission's web site www.pwc.state.oh.us. Unemployment Rates are available from the Ohio Department of Job & Family Services at www.jfs.ohio.gov in the Press Release section.

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SAMPLE AND ADDITIONAL INFORMATION SUMMARY FORM

In order to be eligible for funding from the Commission you **must** submit a **Summary Form** on the standard form provided by the Commission. Summarize your inventory information by infrastructure type. **The Summary Form must include:**

Subdivision/Code/County Enter the subdivision name, subdivision code, and county. Subdivision codes are available on the web at www.pwc.state.oh.us. Your code will not change.

Replacement Cost This figure establishes a value of the infrastructure. Enter the total replacement cost of all infrastructure by type in the appropriate replacement cost column. (From your inventory.) The following additional information should be considered:

Replacement cost is equal to the cost of replacing the entire infrastructure.

This is for NEW infrastructure.

Road replacement cost is not for paving, but building a new road.

Road replacement cost should not include sidewalks, curbs, gutters, storm water collection or water lines. .

Average road replacement costs range from \$125,000 - \$1,000,000 per mile. .

Water supply and wastewater system replacement costs should be available from your insurance company. .

Repair Cost This figure indicates need. Enter the total repair cost of all infrastructure by type in the appropriate repair cost column. (From your inventory.) The following additional information should be considered:

Repair = Needs How much money do you need to make the necessary repairs?

Estimates of repair must be provided for any infrastructure not excellent condition.

Repair cost can't exceed the cost to replace a piece of infrastructure.

Repair cost may equal replacement cost if the condition is critical or poor.

Culvert repair cost should be the cost of replacing the culverts in need of repair.

Total (Units) Enter the total number of units of infrastructure by type in the appropriate total (units) column. (From your inventory)

Roads are in miles and tenths. (5,280 feet = 1 mile)

Bridges are in number of bridges.

Culverts are in number of culverts, not length in linear feet.

Water supply is in number of components.

Water distribution is in thousands of linear feet of water line. (16,887 feet = 16.89)

Waste water systems are in number of facilities.

Wastewater collection is in thousands of linear feet of conduit. (16,887 feet = 16.89)

Physical condition Enter the number of units of infrastructure by type in the appropriate "condition" column. (Excellent, good, poor critical or unknown)

Critical The condition is dangerous, unsafe, or unusable.

Poor The condition is inadequate, or substandard.

Fair The condition is average, not good or poor.

Good The condition is safe and suitable to purpose.

Excellent The condition is new, or requires no repair.

Ohio Public Works Commission
SUMMARY FORM
REQUIRED
 Submit to Commission/Update Annually

New Bloomfield
 Subdivision

001-000001
 Code

Fictional
 County

1/1/2004
 Date

Infrastructure Component	Replacement Cost	Repair Cost	Total Units	Units/Physical Condition					
				Excellent	Good	Fair	Poor	Critical	Unknown
Roads	\$5,580,000	\$1,395,500	Center Line Miles 9.3	2.8	3	2.5	1	0	
Bridges	\$165,000	\$105,000	Number of Bridges 2	0	1	0	1	0	
Culverts	\$5,500	\$5,500	Number of Culverts 2	0	1	1	0	0	
Water Supply Systems	\$7,450,000	\$3,200,000	Number of Facilities 2	1	1	0	0	0	
Water Distribution	\$1,335,000	\$485,000	Linear Feet (Thousands) 43.84	25.5	0	0	2.64	15.7	0
Wastewater Systems	\$4,500,000	\$700,000	Number of Facilities 1	0	1	0	0	0	
Wastewater Collection	\$1,650,000	\$247,000	Linear Feet (Thousands) 43.84	15	10.5	14.44	3.9	0	0
Stormwater Collection	\$4,015,000	\$328,000	Linear Feet (Thousands) 106	30	66	10	0	0	0
Solid Waste Disposal	\$3,000,000	\$1,500,000	Capacity (Tons per Day) 90	0	0	0	90	0	0
Totals	\$27,700,500	\$7,966,000							

Subdivision Socio-Economic Characteristics

Current		1990 Census Information			
Population	875	Population	865	% LMI	49.2%
Total Households	295	Total Households	290	% Poverty	13.8%
% Unemployment	5.0%	MHI	\$25,000	% Unemploy	7.8%

CIR GUIDELINES

TOP TEN MISTAKES (AND HOW TO FIX THEM)

1. **No Contact Name or Number** - Questions can be answered and problems solved much more quickly this way. Include the preparer's name and number on the Summary Form. Email addresses are also very useful.
2. **No Subdivision Code or Wrong Subdivision Code** – Your subdivision code will never change and is also used on applications. Subdivision codes are available online at www.pwc.state.oh.us.
3. **Wrong Years Identified on the Five Year Plan/Maintenance of Effort** – The current year and the previous year should be under the Two Year Effort. The Five Year Plan should begin the year following the current year.
4. **Not Updating Summary Form Information** – Both the Replacement/Repair Costs and the Totals in the Conditions section must be updated annually. Previously submitted CIRs are retained by the Commission and used for comparative purposes. Annual updates are required.
5. **Not Supplying Complete Summary Form Information** – Information for all infrastructure types your subdivision is responsible for must be reported. This may mean coordinating information from different departments, particularly in large cities and counties.
6. **Counties DO have water & sewer** – See number 5 above.
7. **Townships do NOT have bridges** – Except as provided in section 5501.49 of the Ohio Revised Code, the board of county commissioners shall construct and keep in repair all necessary bridges in municipal corporations on all state and county roads and improved roads which are of general and public utility, running into or through the municipal corporations.
8. **Not Using the Five Year Plan to Determine Repair Costs** – The information is there, just add it up. We do!
9. **Unrealistic Road Replacement Costs** – Remember, replacement costs are not just paving, but should not include sidewalks, curbs, gutters, storm water collection or water lines. Average cost per mile is \$125,000 - \$1,000,000.
10. **Unknown Conditions** - Unknown conditions are only to be used for infrastructure components that are under ground and not visually accessible.

CIR GUIDELINES

WHERE TO GO FOR ASSISTANCE

Subdivision Codes, District Integrating Committee contacts, general program information

Ohio Public Works Commission
65 E. State St., Suite 312
Columbus, OH 43125
(614) 466-0889
www.pwc.state.oh.us

For inventory information:

Ohio Department of Transportation (ODOT)
1980 W. Broad St.
Columbus, OH 43223
(614) 466-7170
www.dot.state.oh.us

Ohio Environmental Protection Agency (OEPA)
122 S. Front St.
Columbus, OH 43215
(614) 644-3020 Environmental and Financial Assistance Division
www.epa.state.oh.us

Your County Engineer

For data on population, households and income:

U.S. Census publications
www.census.gov

Your County Planning Commission

Ohio Department of Development
77 S. High St.
Columbus, OH 43216
(800) 848-1300
www.odod.state.oh.us

For unemployment rates:

Ohio Department of Job & Family Services
130 E. Broad St., 32nd Floor
Columbus, Ohio 43215
(614) 466-6282
www.jfs.ohio.gov

Ohio Public Works Commission
SUMMARY FORM
REQUIRED
 Submit to Commission/Update Annually

Subdivision	Code	County	Date						
Infrastructure Component	Replacement Cost	Repair Cost	Total Units	Units/Physical Condition					
				Excellent	Good	Fair	Poor	Critical	Unknown
Roads			Center Line Miles						
Bridges			Number of Bridges						
Culverts			Number of Culverts						
Water Supply Systems			Number of Facilities						
Water Distribution			Linear Feet (Thousands)						
Wastewater Systems			Number of Facilities						
Wastewater Collection			Linear Feet (Thousands)						
Stormwater Collection			Linear Feet (Thousands)						
Solid Waste Disposal			Capacity (Tons per Day)						
Totals									

Subdivision Socio-Economic Characteristics

Current		2000 Census Information			
Population		Population		% LMI	
Total Households		Total Households		% Poverty	
% Unemployment		MHI		% Unemploy	