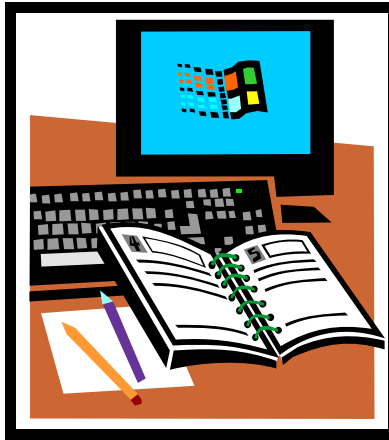


District 3 – Franklin County, Ohio

# **SCIP/LTIP INFRASTRUCTURE PROGRAM**



**Round 26**

# **APPLICANT MANUAL**

**PROGRAM YEAR 2012**

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Applicant Manual  
Program Year 2012

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## Section 1:

### Overview of Program Year 26

#### **Eligible Applicants**

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

#### **Allocations**

The preliminary allocation for District 3, for the fiscal year beginning July 1, 2012, is \$21,034,000. These allocations do not include interest earnings or unused balances from previous years.

<b>SCIP:</b> Grants	\$10,118,400 (maximum)
Loans/Local Debt Support	\$ 2,529,600 (minimum)
Revolving Loan Program	\$ 3,084,000 (projected)
<b>LTIP:</b> Grants	\$ 5,302,000 (projected)
<b>TOTAL</b>	<b>\$21,034,000</b>

#### **Township Set-aside**

The Public Works Integrating Committee (PWIC) voted to set-aside up to \$400,000 each round in order to meet the statutory requirements of the LTIP program. Therefore District 3 will set-aside a goal of up to \$400,000 in LTIP funds for township projects each round. This amount will be awarded to the highest scoring township projects unless LTIP township projects are awarded at least \$400,000 through the regular District 3 ranking process. (See PWIC Program Policy #20)

#### **Application Guidelines**

Please make sure that the person responsible for completing the application has received and reviewed the Applicant Manual or reviewed Round 26 information at [www.morpc.org](http://www.morpc.org) under the Transportation tab, Funding and Grants, State SCIP/LTIP Infrastructure Funding link <http://www.morpc.org/transportation/funding/Statefunding.asp>

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

In order to be considered for financial assistance, two typed copies of the SCIP/LTIP Application Parts 1-8 must be completed and returned by **5 p.m. Tuesday September 6, 2011**.

Failure to submit a complete and accurate package will result in penalty points being subtracted from the project's final score per District 3 Policy #11 c. ***Please review the policies carefully.*** All of the items listed below must be contained in your application submission.

- ❑ **Part 1 - District 3 Submission Checklist**
- ❑ **Part 2 - OPWC Application (New – May 2011)**
  - Letter of commitment for other sources of funds (e.g.CDBG; OWDA; etc.)
  - If typical useful life exceeds the guidelines outlined under Staff question 6 a, Useful Life in Section 4-B in this manual, applicant must provide an explanation in Part 7.
- ❑ **Part 3 - District 3 Applicant Evaluation Criteria**
- ❑ **Part 4 - Engineer's Certifications**
  - Detailed engineer's cost estimate
  - Detailed cost estimate & design service capacity & useful life certification (Form 1)
  - Design service capacity & useful life worksheet (optional, Form 2)
  - Project notification to Franklin County Engineer (for township road or bridge projects only, Form 3)
- ❑ **Part 5 - Required Certifications/Agreement**
  - Funding use certification & local match availability (Form 4)
  - Certification of loan repayment (if applying for loan, Form 5)
  - Authorizing legislation (Form 6)
  - Cooperation agreement (if applicable, Form 7)
  - Certification of Crash Data (if applicable, Form 8)
- ❑ **Part 6 - Maps & Photos**
- ❑ **Part 7 - Supportive Documentation**
  - See Part 7 Documentation Checklist in the Application
- ❑ **Part 8 - Five Year Capital Improvements Report/Maintenance of Effort**

### **Staff Assistance**

Staff assistance is available to inform applicants about OPWC requirements, District 3 policies, and to provide technical guidance in the preparation of application materials. Please contact Wilma Yoder [wnyder@morpc.org](mailto:wnyder@morpc.org) at 614-233-4175 or Mary Ann Frantz [mafrantz@morpc.org](mailto:mafrantz@morpc.org) at 614-233-4156 to obtain information or technical help.

### **MORPC Crash Data Collection**

Road and bridge applications with crashes within the project limits are required to submit crash summary data from the Ohio Department of Public Safety (ODPS) in the table provided in Part 3 Applicant Evaluation Criteria A-2. District 3 Staff will validate the number of crashes and crashes with severe injuries by doing a Crash Analysis for each application with the summary crash data provided. A local safety official must still certify crash data in Part 5 - Form 8.

**It is no longer necessary to provide the previously required Excel Crash Data Spreadsheet in hard or soft format or copies of the official crash reports from ODPS.**

### **Construction Start Date**

All projects must have a construction start date no later than May 31, 2013 to qualify for funding in Program Year 2012, Round 26. Any application submitted with a construction start date of June 1, 2013 or later will be rejected for this Round per PWIC program policy 11f.

### **Deadline for Application & Capital Improvement Report**

In order to be considered for financial assistance, all applications and Capital Improvement Reports must be submitted by Tuesday 5 p.m., September 6, 2011, to District 3 staff at MORPC, 111 Liberty Street, Suite 100, Columbus, OH 43215. It is the applicant's responsibility to ensure that all of the documents are accurate, complete and in accordance with the requirements, terms, and conditions set forth by the OPWC and District 3 PWIC. Failure to meet these conditions may result in the disqualification of a project.

### **Limitation on New or Expansion Work**

No more than 20 percent (\$2,529,600) of the district's SCIP allocation can be used for costs related to new or expansion work. The LTIP allocation is not constrained by this limitation.

### **Loan Interest Rates**

Loan interest rates for Round 26 are 0% for road, bridge and storm sewer projects and 0% for water and sanitary sewer projects. The term of the loan can be up to 30 years as long as the useful life of the project is equal to or greater than 30 years.

### **Loan Requirements of SCIP**

Twenty percent (\$2,529,600) of the district's SCIP allocation is earmarked for loans. Applicants who request loans will receive additional rating points in the evaluation process.

### **Local Match Requirements**

For SCIP projects, applicants are required to provide a minimum of 10 percent of the project costs related to repair/replacement and a minimum of 50 percent for the new/expansion portion of the projects. For LTIP projects, no local funds are required. Applicants are encouraged to exceed minimum requirements whenever possible in order to increase the competitiveness of their applications.

### **Minimum Useful Life**

Projects must have a minimum useful life of at least seven years.

### **Requests for Additional Information**

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

**Preliminary Design Costs Are Not Eligible in Franklin County**

Applicants should not include preliminary design costs under Section 1.1, Project Estimates Costs on Part 2 the Ohio Public Works Commission “Application for Financial Assistance”. Per PWIC program policy 10a., these costs are not eligible in District 3, Franklin County.

**Additional Information Available**

Additional information and advisories are available at the Ohio Public Works Commission's home page at <http://www.pwc.state.oh.us>

Section 2:

**Round 26– SCIP/LTIP Infrastructure Program**

**Schedule - 2011**

- June 29**                      **Round 26 SCIP/LTIP Application Workshop**  
1:30 p.m. – 3:30 p.m. – Scioto Room
- September 6**                **Round 26 SCIP/LTIP Applications & CIR**  
**Deadline no later than 5:00 p.m.**  
**Submit applications to:**  
Wilma Yoder  
Mid-Ohio Regional Planning Commission,  
111 Liberty Street, Columbus, Ohio 43215.
- December 9**                 **Round 26 SCIP/LTIP Working Session**  
Preliminary scores and ranking presented to PWIC and  
applicants  
1:30 p.m. – 3:00 p.m. - Scioto Room  
**(Public Meeting)**
- December 16**                **Round 26 SCIP/LTIP Final Action**  
Final approval of projects for submission to OPWC for funding  
1:30 p.m. – 3:00 p.m. - Scioto Room  
**(Public Meeting)**

*All meetings will be held at  
Mid-Ohio Regional Planning Commission, 111 Liberty Street, Columbus, OH 43215*

## Section 3

### District 3 - Franklin County, Ohio

#### SCIP/LTIP INFRASTRUCTURE PROGRAM

## PUBLIC WORKS INTEGRATING COMMITTEE

### PROGRAM POLICIES

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

**1. Project Scores High on Both SCIP & LTIP**

When a project scores high on both SCIP and LTIP lists, the project should be funded from the program in which the highest proportion of points was obtained. If a project would not be fully funded on the list on which it scores higher because even higher scored projects have been awarded most or all of the program's funds, the project may be funded on the list with the lower proportion of points if it results in a larger funding award and provided all higher scored projects on that list are fully funded.

*(Adopted 6-11-97; Revised 5-22-2002; Revised 4-08-2011)*

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

When a SCIP project with a grant and loan request cannot be fully funded, the total funds available will be divided in the same proportion as the original request.

(Example, if total amount requested was a \$50,000 grant and a \$50,000 loan and there is only \$50,000 of funds available, the project will receive a \$25,000 grant and a \$25,000 loan. *(Adopted 6-11-97)*)

**3. Water & Sewer Projects**

All water and sewer projects will be considered for funding on a loan basis only.

*(Adopted 6-11-97)*

**4. New Sanitary Sewers in CDBG Low-Income Area**

If a "new" sanitary sewer project is located in a CDBG-eligible low-income area where property assessments would create a cost burden to the property owner, a grant or a 0 percent loan would be considered. *(Adopted 6-11-97)*

**5. Loan Interest Rates**

Loan interest rates will be established before applications are mailed so applicants are aware of the rate before submitting an application.

*(Adopted 6-11-97)*

**6. Tie Scores** *(Revised 5-19-00)*

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

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

**7. Small Government Submission**

Only seven projects will be recommended for submission to the Small Government Commission program per changes made to the Ohio Public Works Commission Small Government Program. (Adopted 6-11-97; revised 5-05-2011 per OPWC)

**8. Engineering Only Projects**

District 3 will **not** accept an application for an engineering only project. Only applications that include all subsequent phases of projects or project components will be accepted. This means that construction must be included in the application of each segment of the project. (Adopted 6-11-97; Revised 5-22-2002)

**9. Duplication of Services**

The District 3 Committee will not utilize OPWC funds for projects that duplicate existing infrastructure. (Adopted 2-27-95)

**10. Engineering Cost Guidelines**

**a. No Preliminary Design Engineering Costs**

Applicants shall not list any costs for Preliminary Design (line 1.1) on Part 2, Ohio Public Works Commission, Application for Financial Assistance. (Adopted 6-11-97)

**b. Final Design Cost Limits (Adopted 6-11-97) (Deleted 5-12-2006)**

Applicants shall limit Final Design (construction, right-of-way plan preparation) costs (line 1.1a) to the following:

<u>Construction Costs (line 1.1c)</u>	<u>Final Design vs. Construction Costs</u>
Up to \$500,000	25%
\$500,001 to \$1,000,000	15%
\$1,000,001 to \$5,000,000	10%
Over \$5,000,000	5%

**c. Construction Phase/Supervision - Cost Limit of 10 Percent**

Applicants shall limit Construction Administration (line 1.1) to 10 Percent of Construction Costs (line 1.1c). (Adopted 6-11-97; Revised 5-30-01)

**d. No "Additional Engineering Services" Costs (Deleted 6-21-2011 per change in OPWC application)**

Applicants shall **not** list any costs for Additional Engineering Services (line 1.1a). Any special testing should be included with Final Design; permit fees should be listed under "Permits, Advertising, Legal" (line 1.1e), and construction staking should be included with Construction Costs (line 1.1c). (Adopted 6-11-97; Revised 5-30-01)

**e. Sum of All Engineering Costs Should Not Exceed 20/25 Percent**

For projects with construction costs of \$500,001 or more, if the sum of all project engineering services costs (line 1.1a) exceeds 20 percent of Construction Costs (line 1.1.c), or for projects with construction costs up to \$500,000, if the sum of all project engineering services costs (line 1.1a) exceeds 25 percent of Construction Costs (line 1.1.c), the applicant shall submit additional detailed substantiation of all project engineering costs. Without additional detailed substantiation, the D3 staff will adjust final design and other engineer's service to not exceed the 20 percent or 25 percent level. (Originally adopted 6-11-97; Revised 5-19-00)

## 11. Application Submission Policies

### a. No Time Extensions

No time extensions will be granted for SCIP/LTIP applications. Applications will be due by 5 p.m. on the day of the application deadline. Any application received after this time will be rejected and not considered for funding during the current round. *(Adopted 6-16-98, Revised 5-30-01)*

### b. Application Submission Checklist Required

A signed copy of the Application Submission Checklist is required for each project application submitted. *(Adopted 6-16-98)*

### c. Subtraction of Points for Missing or Incorrect Information

Staff will be subtracting points from the applicant's final score for missing, incomplete or incorrect information. Each application must contain the items listed on the Application Submission Checklist. Failure to submit these items or items submitted that are incomplete or incorrect will result in points being deducted from the project's total score in the amount indicated in parentheses. *(Adopted 6-16-98)*

- (1) District 3 Application Submission Checklist (10 points penalty)
- (2) Official OPWC Application for Financial Assistance Form, pages 1-6 (4 points penalty)
- (3) District 3 Applicant Evaluation Criteria for current funding round (5 points penalty)
- (4) Engineer's Certifications:
  - "Detailed" Professional Engineer's Estimate & Worksheets (5 points penalty)
  - Certification by Professional Engineer of Cost Estimate/Design Service & Useful Life Certification (3 points penalty)
- (5) Required Certifications/Agreements:
  - Funding Use Certification/Local Match Availability (1 point penalty)
  - Approved Authorizing Legislation (1 point penalty)
  - Cooperation Agreement (if multi-jurisdictional) (2 points penalty)
- (6) Map Defining Geographic Scope of Project (2 points penalty)
- (7) Photographs of the Project Site (2 points penalty)
- (8) 5-Year Capital Improvement Report/Maintenance of Effort (5 points penalty)
- (9) Loan repayment certification Letter if loan or (grant +loan) only (1 point penalty; Adopted 5-30-01)
- (10) If township road or bridge project, must submit a signed copy of "Notification to Franklin County Engineer" form. *(5 points penalty; Adopted 5-30-01)*

d. **Deadline for Providing Missing/Corrected Application Information**  
Staff will review each application for the required information requested on the Application Submission Checklist. Staff will then inform the applicant in writing of any required corrections and will give the applicant five working days to provide the necessary information. Failure to respond within this timeframe will result in staff rejecting the application for that funding round.  
*(Adopted 6-16-98)*

e. **Minimum Local Match Must Be Met**  
When applying for SCIP or LTIP funding, an applicant must meet the minimum local match requirement in order to be evaluated for funding in that round. Failure to provide the minimum local match will deem the project ineligible for funding in that program and the project will be rejected. In the case of LTIP projects where no match is required, the applicant must provide sufficient non-OPWC funds to cover project items ineligible for LTIP.  
*(Adopted 5-19-00, Revised 5-30-01)*

f. **Construction Start Date**  
All projects must have a construction start date no later than May 31 of the year following the program year of funding. (Example for Round 16 - funds would be available at the beginning of the program year on July 1, 2002, so construction must start no later than May 31, 2003). If a project's construction start date is June 1, or later, the project will be rejected for consideration for the current round. *(Adopted 5-30-01)*

**12. Failed Septic Systems Considered Repair/Replace**

The replacement of failed septic and other on-site sewerage treatment systems with connection to a central sewer system will be considered repair/replacement to the extent that the connectors do not open unplatted land to development.  
*(Adopted 5-19-00)*

**13. Certain Roadway Features Are Considered Repair/Replace**

Roadway appurtenances or features that contribute to improved safety such as sidewalks, lighting, turn lanes, and upgrades to traffic control will be considered repair/replacement when they are incidental to the project. (These incidental items should not exceed 1/3 or 33.3 percent of the total construction costs.)  
*(Adopted 5-19-00)*

**14. Offer Loan in Lieu of Grant**

After SCIP grant money is exhausted, staff will contact project applicants in ranked score order and offer them remaining funds in the form of a loan. The loan amount will be offered up to the original OPWC amount requested in grant and/or loan.  
*(Adopted 5-19-00)*

**15. Value of ROW is Not Part of Local Match**

Only right-of-way (ROW) acquired as part of the project may be considered as match. ROW acquired as part of zoning or subdivision approval is not to be considered as part of the project. Voluntary private sector contributions may be considered as part of match. *(Adopted 5-19-00)*

**16. Minimum Threshold for Loans**

Applicants requesting loans must request no less than \$50,000 or the total amount of the SCIP assistance requested, whichever is less. (Adopted 5-19-00)

**17. Project Under Runs**

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

**18. Awarding of Funds**

**A. Awarding Projects by Rank**

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

**B. Partially Funded Projects**

If a project is recommended for "partial" SCIP or LTIP funding, under run moneys that are returned to the District by June 30 of the current state fiscal year will be offered to the project until the original requested amount is met. The additional funds will be disbursed in the same ratio of grant to loan as the original request, to the extent possible. (Adopted 5-6-2005)

**C. Requests for Changes in Scope or Additional Funds**

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

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

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

**19. Projects Within & Outside of District 3**

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

**20. LTIP – Township Set-aside**

There will be up to \$400,000 in LTIP funds set aside for each of the next five rounds (Rounds 23-27) in order to meet the statutory requirements of the LTIP program. In any year in which the cumulative township amounts are met through the regular District 3 LTIP) award process the PWIC may adjust the set-aside. (Adopted 4-23-2003)

**21. Complete Streets**

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

The District 3 PWIC encourages the Complete Streets in accommodating pedestrians and bicyclists in all road and bridge projects that are submitted for funding. (Adopted 6-4-2007)

## Section 4:

### Project Evaluation Process

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

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

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

Each of the applicant and staff questions can receive a score of between 0 and 5 points. A weight is also applied to each question. Weights may differ between the SCIP and the LTIP. The maximum number of points possible under the SCIP evaluation process is 380 and under the LTIP evaluation process the maximum number of points possible is 355.

#### Maximum Scores:

<u>SCIP</u>		<u>LTIP</u>	
Staff Criteria	135	Staff Criteria	80
Applicant Criteria	<u>245</u>	Applicant Criteria	<u>275</u>
	380		355

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

**Section 4 – A**

**District 3 - Franklin County, Ohio**

**SCIP/LTIP INFRASTRUCTURE PROGRAM**

**PWIC METHODOLOGY FOR SCORING**

**APPLICANT EVALUATION CRITERIA – Round 26**

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

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

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

**Detailed Project Description:**

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

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

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

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

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

**D3. Project Components:**

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

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

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

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

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

**Farmland Preservation Review:**

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

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

[ ] No

**A1) Physical Condition - (Weight: SCIP= 8; LTIP= 6)**

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

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

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Road           | <input type="checkbox"/> Wastewater  |
| <input type="checkbox"/> Bridge/Culvert | <input type="checkbox"/> Solid Waste |
| <input type="checkbox"/> Water Supply   | <input type="checkbox"/> Stormwater  |
| <input type="checkbox"/> Other _____    |                                      |

**Project Component # 1:** \_\_\_\_\_

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

**Project Component # 2:** \_\_\_\_\_

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

**Project Component # 3:** \_\_\_\_\_

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

**Condition Rating and Source**

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

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

- \_\_\_\_\_ Failed Condition
- \_\_\_\_\_ Critical Condition
- \_\_\_\_\_ Poor Condition
- \_\_\_\_\_ Fair Condition
- \_\_\_\_\_ Good Condition

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

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

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

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

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



**Documentation Required in Part 7 – Supportive Documentation**

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

**A2) Crashes – (Weight: SCIP = 3; LTIP = 6)**

**If crashes occurred in the project limits within the past three years the applicant must complete the Crash Summary Data Table below with information from the Ohio Department of Public Safety (ODPS)**

**A2a) If there have been crashes among the users of the infrastructure to be repaired, replaced, or expanded within the past three years, complete the table below. If the project is a new build, show crash data for the location to be relieved.**

Please summarize ODPS Crash Data in the table below:

		Crash Severity Types			
Year	Total # of Crashes	Total # of Fatalities	Total # of Injuries	Total # of PDO's	Total # of Unknown
2008					
2009					
2010					
<b>Total</b>					

Total project length in miles \_\_\_\_\_ and ADT \_\_\_\_\_

How many intersections? \_\_\_\_\_

For intersections please provide each segment's street name, length and ADT in the table below

<u>STREET/NAME</u>	<u>ADT</u> <u>Current Yr</u>	<u>Length in feet or miles</u>



**Example of Final Crash Analysis - Scoring for A2**

<b>Project Name</b>	<b>Crash Frequency</b>	<b>Crash Rate</b>	<b>Severity Index</b>	<b>Final Points</b>
<b>Intersection project A</b>	<b>205 = 5 pts</b>	<b>4.1 = 4 pts</b>	<b>1.82 = 4 pts</b>	<b>4 pts</b>

Project A is located at an intersection and had 205 crashes over a three year period: 1 fatality; 79 injury crashes and 125 are PDO crashes. The ADT, average daily traffic count is 45,163.

Crash frequency is 205 for 5 points + crash rate is 4.1 for 4 points + severity index is 1.82 for 4 points. The final points are 5 pts + 4 pts + 4 pts divided by 3 for a final A2 score of 4 points.

**A2b) How will the proposed project improve the safety in this location? Explain**

*In order to receive points, applicant must provide the rationale used to demonstrate that the proposed project will improve safety. If this issue is not addressed, no points may be given regardless of the crash rate.*



**Documentation Required in Part 5 – Required Certifications/Agreements**

*A local safety official must complete the “Certification of Crash Data” Form 8 in Part 5. Please note that a “Crash Data Spreadsheet” and copies of the official ODPS “Traffic Crash Reports” are no longer required.*

**A3) Public Safety - (Weight: SCIP = 1; LTIP = 2)**

**A3a) Has public safety been affected by the condition of the infrastructure within the project area including road, bridge, and pedestrian/bicycle?**

**A3b) If yes, describe the unsafe condition.**

**A3c) Has the route been closed because of infrastructure failure?**

**A3d) If route has been closed, how long and how often?**

*If no accidents occurred and the infrastructure is believed to cause an unsafe situation, please describe the conditions. It is necessary to describe the unsafe conditions. For example, there is no sidewalk or bike path in an area with many bicyclists or pedestrians, there is a sharp curve, severe drop off, or poor sight distance. A statement describing the condition from a public official or consultant qualified to make this assessment must be included. Stating that the situation is unsafe without offering any supporting evidence or rationale is not sufficient.*

- Extended closure of emergency route/bridge- letter from Safety Services = 5 points
- Extended closure resulting in rerouted traffic = 3 points
- Occasional closure resulting in rerouted traffic = 2 points
- Letters from appropriate authority describing the safety hazard = 2 points  
(Fire/Police/School, Engineer)
- Mentions hazard, icy conditions or media report of hazards = 1 point
- Other

Points not cumulative



**Documentation Required in Part 7 – Supportive Documentation**

A statement from a public official or consultant qualified to make this assessment or other supportive evidence (such as letters, media articles, etc.) is required.

**A4) Public Health Problem – (Weight: SCIP = 5; LTIP = 0)**

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

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

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

Scoring guidelines:

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

Can get points for up to 5



**Documentation Required in Part 7 – Supportive Documentation**

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

**A5) Growth and Economic Development – (Weight: SCIP = 3; LTIP = 5).**

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

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

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

***Name of the development?***

***Identify the type of industry proposed in this development***

**How many permanent jobs are being retained?**

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

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

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

Scoring guidelines:

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



**Documentation Required in Part 7 – Supportive Documentation**

*Documentation on development proposal stating number of jobs and what geographical area company is locating from is required. Applicant must provide letter or agreement from the prospective developer outlining the proposed plan.*

**A5b) Special Economic Development District**

**Does this project serve a geographically targeted federal, state or local district that supports the creation or retention of jobs?**

Scoring

- Yes = 2 points
- No = 0 points

**Name & type of special district:** \_\_\_\_\_

*Examples: Special tax abatement or economic development areas; Enterprise Zone (EZ); Empowerment Zone, Brownfield redevelopment, etc.*



**Documentation Required in Part 7 – Supportive Documentation**

*Documentation of geographically targeted district showing boundaries, date of creation, and copy of the agreement is required.*

**A6) Congestion –(Weight: SCIP = 0; LTIP = 7).**

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

**A6b) If yes, what is the current and/or forecasted volume of traffic and level of service? Complete the chart below....**

<u>STREET/NAME</u>	<u>ADT</u> <u>Current Yr</u> <u>(A2a)</u>	<u>ADT</u> <u>Opening day +20 yrs</u>	<u>LOS w/improvement</u>	<u>LOS w/o improvement</u>

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

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

Scoring guidelines:

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

**# of Levels of Service Improved**

---Average Daily Traffic---			<u>Points</u>
<u>Hi &gt;20K</u>	<u>Med 8-20K</u>	<u>Low &lt;8K</u>	
-	-	-	0
-	-	<b>1</b>	1
-	<b>1</b>	-	2
<b>1</b>	-	<b>≥ 2</b>	3
-	<b>≥ 2</b>	-	4
<b>≥ 2</b>	-	-	5



**Documentation Required in Part 7 – Supportive Documentation**

*The level of service calculations are required in order to receive credit.*

**A7) Public Involvement - (Weight: SCIP = 4; LTIP = 4).**

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

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

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

*The purpose of this question is to determine how well the project is received by those it will impact and those who will use it. Explain if the community or businesses have approached the applicant to pursue this project. Explain how the applicant has communicated with the users and others about the project's design and impacts.*

*Documentation (flyer of public meeting, attendance list from public meeting on the topic, written complaints, newspaper articles, etc.) is required in Part 7 or no points will be given.*

Scoring guidelines:

a) No public involvement = 0 points

b) Oral complaints = 1 point

c) Complaint system log = 1 point

d) Complaints at council, public meetings, newspaper articles or written complaints = 2 – 3 points

e) Public meeting on this project or deficiency = 4 points

f) d) and e) = 5 points

Not cumulative



**Documentation Required in Part 7 – Supportive Documentation**

*Applicant must provide evidence of public contact regarding this project specifically. Include flyers of public meetings, attendance lists, letters of support; minutes from council meetings, written complaints, phone logs of complaints, newspaper articles etc.*

**A8) Recognized Need - (Weight: SCIP = 3; LTIP = 3)**

**A8a) How has the applicant identified this project as a need?**

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

**A8b) Has the applicant invested any money in advancing this project, for example by executing a design contract?**

*If yes, how much money is already invested? Explain what processes are already in place.*

**A8c) What priority is this project among the applicant's other priorities?**

*This question helps determine if the applicant monitors its infrastructure and attempts to improve it in a planned, systematic way, prioritizing improvements through some rationale process.*

Scoring guidelines

- Nothing = 0 points
- Official CIP or TIP = 3 points
- Infrastructure management system = 2 points
- Other systematic identification process = 2 – 3 points
- Adopted community plan = 2 points
- Top priority from adopted list = 2 points
- In top 10% of submitted priority list = 1 point (see CIR -Capital Improvements Report)

Can get up to 5 pts

**A9) Service to the District- (Weight: SCIP = 6; LTIP = 6)**

*In cases where the service area is not easily discernable from the project map provided in Part 6 – Maps & Photos, please provide a more detailed map of the project's service area in Part 6.*

**A9a) Complete 1 line below based on the infrastructure type of your project.  
Use data for opening day plus 20 years for ADT or project population in 20 yrs.**

**Road & bridge project:**

(ADT) Vehicles-per-day \_\_\_\_\_

**Waterlines, sanitary sewer, solid waste project:**

# of residents and employees OR \_\_\_\_\_

# of houses and businesses \_\_\_\_\_

**Storm sewer project:**

Tributary drainage area in acres \_\_\_\_\_

**Handicap ramps & curb project:**

# of pedestrians served per day \_\_\_\_\_

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

Scoring guidelines

- (5) Over 50,000 people/pedestrians or ADT; over 5,000 acres drained
- (4) Over 10,000 people/pedestrians or ADT; 1,001 to 5,000 acres drained
- (3) Over 2,000 people/pedestrians or 2,500 ADT; 201 to 1,000 acres drained
- (2) Over 1,000 people/pedestrians or over 1,500 ADT; 41 to 200 acres drained
- (1) Over 100 people/pedestrians or over 500 ADT; 0 to 40 acres drained
- (0) Less than above.

**A9b) What is the source of your ADT, population etc., data?**

*(MORPC, U.S. Census, etc.)*

**A10) Area with Special Conditions or Important Community Facilities –**  
 (Weight: SCIP= 4; LTIP = 4)

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

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

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

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

<b>Name of Community Facility</b>	<b>Address</b>	<b># Daily Users</b>

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

Scoring guidelines

- “Regionally” significant facility
- Public housing site or Federal CDBG-designated low-income area
- Access for the disabled
- COTA route/Bus stop within project limits
- Historic district - must be federal or state approved
- Tie-in with other improvements, such as downtown revitalization, or earlier phases
- Brownfield site
- “Directly” serves a community or institutional facility that serves 500 people  
 (Examples: Hospital, School, Firehouse, Community Center, Park, Library, etc.)

Must specify name of facility and must be located within the project scope

- 2 points for one item
- 4 points for two items
- 5 point for three or more items

**A11) Other Information-** (Weight: SCIP= 2; LTIP = 2)

**A11a) What other information should the District 3 Committee know about this project?**

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

Examples:

- Unusual/unique and relevant material
- The number of users and benefits of the project compared to the cost
- Innovative construction techniques
- The project creates a connection to existing or proposed regional pedestrian or bicycle route(s) such as Rails to Trails etc. or fills in the gaps in a regional pedestrian or bicycle network.

**A12) Ability & Effort to Finance the Project** - (Weight: SCIP= 2; LTIP = 2)

**A12a) Is the total project cost more than 50% of a subdivision's total general fund plus any other funds that can be used for this type of infrastructure?**

*This question compares the cost of the project to the applicant's budget conceivably available to fund it. All funding which is budgeted at the discretion of the legislative body of the applicant or is earmarked for infrastructure must be included. Using the reports requested, staff will determine which funds are available.*

Scoring

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

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

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

*Budget available for activity will be evaluated; if, for example, a road/bridge project, street fund and general fund will be considered.*



**Documentation Required in Part 7 – Supportive Documentation**

*If yes, subdivision is required to submit a copy of their annual tax budget (County Auditor's Form No. 622 for cities or villages or County Auditor's Form No. 32 for townships) for the year commencing January 1, 2012, which was submitted to the Franklin County auditor's office in July 2011. Applicant must highlight or mark the portions of the budget eligible to fund this project.*

**A13) Special Tax or Fee - (Weight: SCIP= 3; LTIP = 3)**

**A13a) Has the applicant enacted any of specific taxes or fees devoted to infrastructure, if so check which ones below:**

- Optional motor vehicle license fee per ORC 4504.172 or 4504.18**  
(No documentation needed, staff will contact Ohio Bureau of Motor Vehicles)
- Storm water management fee**
- TIF Revenue**
- Other – specify**

Scoring

No = 0 points

One or more specific taxes or fees = 5 points

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



**Documentation Required in Part 7 – Supportive Documentation**

Documentation is required for any specific taxes or fees except the optional motor vehicle license fee. Staff will verify the motor vehicle license fee with the Ohio Bureau of Motor Vehicles.

**A14) Older Land Locked Suburbs- (Weight: SCIP= 1; LTIP = 1)**

**A14a) Is this project within an “older land locked suburb” AND will repair or replace aging infrastructure that is past its typical useful life?**

Scoring

Yes = 5 points

No = 0 points

To qualify as an older land locked suburb:

- 1) a project must be within the corporate boundary of a so-called “older land locked suburb”, that is a municipal corporation with a boundary that has been primarily fixed for 30 years and for which no substantial opportunity exists for further expansion  
AND
- 2) the proposed project is to repair or replace aging infrastructure that is past its typical useful life. (As outlined under Staff question S6.)

List of areas that qualify as “older land locked suburbs” as of 05-06-2005:

Bexley	Whitehall
Grandview	Worthington
Marble Cliff	Upper Arlington
Minerva Park	
Riverlea	



**Documentation Required in Part 7 – Supportive Documentation**

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

**A15) Last Round Funded - (Weight: SCIP = 1; LTIP = 1)**

**A15a) In what round or year did the applicant last receive any form of OPWC funding: SCIP; LTIP; or the Small Government Commission?**

<u>Yrs. with no funding</u>	
1-2 years	= 0 points
3-4 years	= 1 point
5-6 years	= 3 points
7 or more years	= 5 points

**A16) Compliance with Pedestrian/Bicycle Plan - (Weight: SCIP = 2; LTIP = 2)**

**Does the proposed project comply with the applicant’s pedestrian and bicycle plans and policies OR with MORPC’s Regional Bikeway Plan if no local plan exists?**

Scoring guidelines

- This is NOT a road or bridge project (5 points)
- The pedestrian/bicycle plans and policies do not call for a sidewalk or Bikeway within the project area (5 points)
- Pedestrian and bicycle accommodations are included in the project or Already exist throughout the project area (5 points)
- No pedestrian and bicycle accommodations are included because to do so costs more than 20% of the total project cost – must show cost analysis (5 points)
- Pedestrian and bicyclist accommodations will be added in at least 75% of the project area (3 points)
- Either pedestrian or bicyclist accommodations will be added in at least 50% of the project area (1 point)



**Documentation Required in Part 7 – Supportive Documentation**

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

**A17) Joint Financial Partnerships** (formerly Staff question 12, 6-21-2011)  
 (Weight: SCIP = 1; LTIP = 1)

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

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

<u>Financial Partner(s)</u>	<u>Match Provided</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**No**

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

Scoring

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



**Documentation Required in Part 7 – Supportive Documentation**

*Letters documenting financial commitment must be included in Part 7.*

**Section 4 - B**

**District 3 – Franklin County, Ohio**

SCIP/LTIP INFRASTRUCTURE PROGRAM

**PWIC METHODOLOGY FOR SCORING**

**STAFF EVALUATION CRITERIA – Round 26**

Staff will review the information contained in the Round 26 application to score each of the questions outlined below.

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

**Funding**

**S1). Local share match – (Weight: SCIP =2; LTIP = 2)**

**S1a) Is the applicant or other responsible agency putting more than the required minimum into the SCIP project?**

<b>Required minimum match =</b>	_____ %	
(10% for repair/replace & 50% for new/expansion)		
		<b>Minus</b>
<b>Local share provided</b>	_____ %	
<b>OPWC loan amount</b>	_____ %	
<b>Total Local + OPWC Loan</b>	_____ %	

<b><u>S1 Overmatch amount</u></b>	_____ %
-----------------------------------	---------

<b><u>% Overmatch</u></b>	<b><u>SCIP</u></b>	<b><u>Points</u></b>	<b><u>LTIP</u></b>
% <= 5	_____	<b>(0)</b>	_____
5<=% <= 15	_____	<b>(1)</b>	_____
15< % <= 25	_____	<b>(2)</b>	_____
25< % <= 35	_____	<b>(3)</b>	_____
35< % <= 45	_____	<b>(4)</b>	_____
45< %	_____	<b>(5)</b>	_____

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

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

**S2).** Other share of match\* (private, state, federal, county) – (Weight: SCIP = 4; LTIP = 8).

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

**S2b)** If yes, what kind and amount?

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

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

Other share of match provided = \_\_\_\_\_ %

**Minus**

Required minimum match not met under S1 = \_\_\_\_\_ %

<b>S2 Overmatch amount</b>	_____ %
----------------------------	---------

<u>% Overmatch</u>	<u>SCIP</u>	<u>Points</u>	<u>LTIP</u>
% <= 5	_____	<b>(0)</b>	_____
5 < % <= 15	_____	<b>(1)</b>	_____
15 < % <= 25	_____	<b>(2)</b>	_____
25 < % <= 35	_____	<b>(3)</b>	_____
35 < % <= 45	_____	<b>(4)</b>	_____
45 < %	_____	<b>(5)</b>	_____

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

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



**Documentation Required in Part 7 – Supportive Documentation**

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

**S3). SCIP Loan Request – (Weight: SCIP= 8; LTIP =0)**

**S3a) Is an OPWC loan requested? If yes, how much: \$ \_\_\_\_\_**

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

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

**Local Effort:**

**S4) Applicant's Economic Condition – (Weight: SCIP= 5; LTIP = 0)**

Agencies with fewer resources available to them earn more points than agencies with more resources. In practice, the community's mean income is used as a surrogate for its financial health. Mean income is taken from census data and cannot be directly affected by the applicant. (See staff look up table on page 38.)

**S5). Future & Past Commitment to Roads: - (Weight: SCIP = 1; LTIP = 1)**

**S5a) Does the applicant's Maintenance-of- Effort Report, CIP, or other information show that the applicant has given/is giving priority to roads and bridges with its local funds?**

**S5b) Does the community have approved LTIP or SCIP projects that have not been completed?**

**S5c) If so, why?**  
(See staff look up table on page 38)

Applicants who make an effort to preserve their infrastructure are rewarded through this question. This is one reason it is important to provide an accurate CIR and to maintain a good history in carrying out previous OPWC-funded projects. If applicant demonstrates on their CIR that infrastructure improvements were made in the past two years, five points will be awarded.

**S6). Useful Life – (Weight: SCIP = 0; LTIP = 1)**

**S6a) What is the composite useful life? \_\_\_\_\_**

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

Use the “Design Service Capacity and Useful Life Work Sheet” – Form 2 found in Part 4 to determine the weighted useful life if project is composed of multiple components. Also this number should match the “useful life” listed under the OPWC application Section 4.1 on page 3.

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

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



**Documentation Required in Part 7 – Supportive Documentation**

If project’s useful life exceeds the guidelines outlined above, written documentation is needed under Part 7 to explain why.

**S7). Percent New/Expansion – (Weight: SCIP= 2; LTIP =0)**

**S7a) What percent of this project is expansion?**

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

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

**S8). Percent road, bridge or storm drainage – (Weight: SCIP= 2; LTIP = 0)**

**S8a) What percent of this project is a road, bridge, or storm drainage project?**

( \_\_\_\_\_% x 5= \_\_\_\_\_ points)

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

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

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

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

**S10). Construction Start – (Weight: SCIP=1; LTIP=1)**

**S10a) Is the project construction start date on or before March 31, 2013 and project applicant has less than two delinquent projects from earlier rounds?**

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

**S10b) If Round 26 project construction start date is on or before March 31, 2013 and:**

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

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

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

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

- Any project from Rounds **22 or 23, 24** has not commenced construction by June 1 of the year following the award.

- Any project from Round **21 or earlier** has not been closed out with OPWC.

“Closed out” means final disbursement has been requested and the appropriate paperwork submitted to OPWC to close this project.

Missed 3/31/12 construction start date	Projects not closed out from Round 21 or earlier	Missed June 1 construction start deadline for Rounds 22,23,24

- **Applicants with delinquent projects will be notified based on information on record with OPWC by June 30<sup>th</sup> prior to the application due date.**
- **The Notice to Proceed date on file with OPWC will be used to determine if a project started on time.**
- **OPWC will not consider a project with a construction start date after June 1 of the following year. This project would be ineligible for the current round of funding and would not be evaluated per PWIC program policy 11 f.**

**S11). Township** – (Weight: SCIP = 0; LTIP = 2)

**S11a) Is applicant a township?** Yes=5 points; No=0 points  
(See staff look up chart on page 38)

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

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

**S13). Portion of OPWC funds requested** – (Weight: SCIP = 2; LTIP = 1)

**S13a) What is the total amount of OPWC funds requested?**

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

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

**Staff Look-up Table  
Updated 6/21/11**

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

(1) SMALL - Any community with a 2000 population of 5,000 or less

(2) ECOCOND- based on 1999 per capita income

(3) MVLICFE - Communities that have enacted a local motor vehicle license fee per Chapter 4504 of the Ohio Revised Code. Contact Margie Hyden at the Ohio Bureau of Motor Vehicles at 614-752-7685. (ORC section 4504.18 governs township requirements and 4504.172 governs cities and villages)

(4) ROADCOM - Subjective evaluation by District 3 staff of a community's commitment to road/bridge improvements. Information regarding past commitment, Capital Improvement Report (CIR) data and personal knowledge of individual projects is reviewed. A score of 3 indicates an "average" attempt by a community to focus on road improvements based on their economic conditions. A score of 4 or 5 requires that applicant is making an "above average" attempt to improve roads by proposing local solutions and making significant efforts to carry out projects listed on the CIR.

## Section 5:

### **Guidelines for Completing Part 2 OPWC Application (New Application 5-2011)**

Applicants must complete an official OPWC "Application for Financial Assistance" (**Revised - May 2011**) for each project submitted. The application must be typed and the original and one copy must be submitted by the application deadline outlined in Section 1. Please read "Instructions - Application for Financial Assistance," which is included with your OPWC application. In addition, please follow the additional instructions outlined below.

#### **COMPLETING PAGES 1-6 OF OPWC APPLICATION**

- A. Application for Financial Assistance - (page 1)**
- 1. Identify Project with Consistent Project Names**  
Make sure that the same project name appears consistently on all supportive documentation submitted for this project.
  - 2. Subdivision Codes**  
*A list of the subdivision codes is found at [www.pwc.state.oh.us](http://www.pwc.state.oh.us)*
  - 3. Verify Accuracy of All Financial Information**  
Verify that all financial information is accurate and correct. Make sure that the information on page 1 matches the information outlined in detail under Section 1.0 - Project Financial Information on page 2. This information must also match the certified engineer's estimate.
- B. Project Financial Information - Section 1.0 (page 2)**
- 1. Road & Bridge Projects Requesting a Grant/Loan**  
Road and bridge projects requesting a grant or loan combination should submit two scenarios of the Project Financial Information, one for SCIP and one for LTIP. If two Section 1.2, Project Financial Resources, are submitted, the appropriate funding program (SCIP or LTIP) must be identified for each. The first would show the SCIP request for grant and loan and the second would outline the financial resources/requests for the LTIP. The LTIP section should outline the replacement source of the funds for the SCIP loan if approved under the LTIP program since this program does not give loans. If the applicant does not supply two sections, staff will assume the community will come up with the SCIP requested loan money by committing the additional local match.
  - 2. Are Engineering Costs within District 3 Guidelines?**  
Verify that all engineering components meet the cost guidelines as outlined in District 3 PWIC Program Policy #10, and submit additional information to substantiate costs over these limits. In the event a project is recommended for funding and no additional information is provided, District 3 staff will adjust the engineering amount to meet the engineering cost guidelines.

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

Verify that all financial information is accurate and correct. Make sure that this information matches the information that appears on page 1 and on the certified engineer's estimate.

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

- **Preliminary Engineering Costs** are ineligible per District 3 PWIC Program Policy #10 a.
- **Final design** items may include geologic sampling, soil borings, surveying, and other sub-surface testing.

**5. Acquisition Expenses - Section 1.1 b**

- If acquisition of land or right-of-way is needed, please indicate the status of these acquisitions in a footnote.

**6. Construction Costs – Section 1.1c**

- Can include costs for construction staking

**7. Project Financial Resources – Section 1.2**

- List all financial resources and provide letters or other evidence of commitment from the appropriate agencies/organizations.
- CDBG funds should be listed under Section 1.2 g) Other Public Revenues - Other – and so identified. Any other funding type included in the application should be identified by name.

**8. Availability of Local Funds - Section 1.3**

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

**9. Useful Life/Cost Estimate - Section 2.3**

The applicant should provide written documentation to support estimates of useful life that exceed the following typical useful lives:

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

**10. Repair/Replacement or New/Expansion - Section 2.0**

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

**11. Project Schedule - Section 4.0**

All projects must have a construction start date no later than May 31 of the year following the program year of funding. Any construction start date later than May 31 will be rejected.

**12. Applicant Information - Section 5.0**

List all names and information for the contacts requested. If staff or PWIC members have questions the people listed will be contacted.

**13. Attachment/Completeness Review – Section 6.0**

Applicant to review application and ensure required information is included.

**14. Applicant Certification – Section 7.0**

Page must contain an original signature by the appropriate community official.

Section 6:

**Guidelines for Completing Part 4  
Engineer's Certifications**

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

**Detailed Engineer's Cost Estimate**

The applicant must provide a detailed estimate of costs divided into and sub-totaled by the major infrastructure components. Show separate line items for Final Design and Other Engineering. Preliminary engineering costs are not eligible. All totals must correspond to the totals on the OPWC Application.

**Certification by Professional Engineer for Detailed Cost Estimate/Design Service Capacity/Useful Life**

Complete all information on this form. Please note that this form must contain an original engineer's signature (in blue ink) and seal.

**Design Service Capacity and Useful Life Worksheet - optional form**

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

<u>Infrastructure Component</u>	<u>Typical Useful Life</u>
Full-depth road construction	25 years
Less than full-depth replacement	15 years
Bridges	75 years
Storm Sewer	40 years
Electrical traffic control & lighting	12 years
Sanitary Sewers	40 years
Water Lines	40 years
Pump, lift station, equipment	15 years

**Instructions for Completing the Design and Useful Life Worksheet:**

The applicant is encouraged to set up these calculations in a spreadsheet of their own making.

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

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

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

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

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

**Column e:** Indicate the individual useful life for each component

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

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

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