**Attachment Templates for District 3**

Authorizing Legislation

Chief Financial Officer Certification / Loan Repayment Letter

Detailed Engineer’s Estimate

Certification of Detailed Cost Estimate & Design Service Capacity/Useful Life

Design Service Capacity & Useful Life Worksheet

Cooperative Agreement

Farmland Preservation Review Letter

**AUTHORIZING LEGISLATION**

A RESOLUTION AUTHORIZING [INSERT NAME AND / OR TITLE] TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, the [Insert Name of Political Subdivision] is planning to make capital improvements to [Insert Project Name], and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by [Insert Name of Political Subdivision]:

Section 1: The *[Insert Name and/or Title of the individual who signs page 6 of the OPWC application]* is hereby authorized to apply to the OPWC for funds as described above.

Section 2: *The [Insert Name and/or Title of the Chief Executive Officer on page 5 of the OPWC application]* is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Passed: [Insert Date]

[All Required Signatures Here]

**CHIEF FINANCIAL OFFICER’S CERTIFICATION OF LOCAL FUNDS /**

**LOAN REPAYMENT LETTER**

[Insert Date]

I understand the staff administrative fee for the SCIP & LTIP programs is funded from a contribution of up to 1% of the original award amount. I understand that all communities receiving awards in Round 34 will receive an invoice during second quarter of 2021 for administrative services. In addition, I understand that payment for these services must come from local general funds and not from the award funds.

I, [Insert title] of the [Insert name of political subdivision], hereby certify that [Insert name of political subdivision] has the amount of [Insert amount of local funds] in the [Insert name of account / fund] and that this amount will be used to pay the local share for the [Insert name of project] when it is required.

*{NOTE: If the application is for a loan or grant / loan combination the following paragraph is also required.}*

I, [Insert title] of the [Insert name of political subdivision], hereby certify that [Insert name of political subdivision] has / will have / will collect the amount of [Insert amount of loan] in the [Insert Name of Account / Fund] and that this amount will be used to repay the Ohio Public Works Commission SCIP or RLP loan requested for the [Insert name of project] over a [Insert number of years] term.

[Name, Title and Signature of Chief Financial Officer]

**DETAILED ENGINEER’S ESTIMATE**

*{NOTE: The Estimate should specify items with prices and quantities necessary for the project. Do not summarize construction into one item. A construction contingency up to 10% is permitted but inflationary adjustments are not. }*

[Insert Project Name]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | QUANTITY | UNIT | PRICE | AMOUNT |
| Asphalt (402 and 404) | 1510 | cy | $65 | $98,150 |
| Excavation (203) | 4640 | cy | $12 | $55,680 |
| Aggregate Base (304) | 1805 | cy | $18 | $32,490 |
| Curb and Gutter (609) | 2755 | lf | $16 | $44,080 |
| Manholes and water valves adjusted to grade (604) | 30 | ea | $100 | $3,000 |
| Curb Ramps (608) | 24 | ea | $500 | $12,000 |
| Concrete Walk (608) | 100 | ea | $10 | $1,000 |
| Catch Basins (604) | 14 | ea | $500 | $7,000 |
| Storm Piping (603) | 400 | lf | $30 | $12,000 |
| Seeding and Mulching (659) |  | Lump sum | $500 | $500 |
| Maintaining Traffic (614) |  | Lump sum | $2,000 | $2,000 |
| Subtotal |  |  |  | $267,900 |
| Contingencies (10%) |  |  |  | $26,790 |
| TOTAL |  |  |  | $294,690 |

Engineer’s Signature and Stamp or Seal

**Certification of Detailed Cost Estimate &**

**Design Service Capacity/Useful Life**

**(Must be completed by a certified professional engineer)**

**Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Detailed Cost Estimate**

As required by Rule 164-1-16(A) of the Ohio Administrative Code, I hereby certify the accuracy of the dollar amounts contained in Project Estimated Costs - Section 1.1 on the OPWC Application and as outlined on the Detailed Cost Engineer's Cost Estimate.

**Design Service Capacity**

In addition, as per 164-1-14, I attest that the costs entailed in this project are **\_\_\_\_\_% for repair** of existing infrastructure without substantially increasing design service capacity or replacement of existing infrastructure with infrastructure that has a design service capacity substantially equivalent to the design service capacity of the existing infrastructure and **\_\_\_\_%** **for new** infrastructure that adds to existing infrastructure or expansion that replaces existing infrastructure with infrastructure that has a design service capacity substantially greater than the design service capacity of the existing infrastructure, regardless of the relative physical dimensions of the existing or replacement infrastructure or that uses a substantially different service technology than is used by the existing infrastructure.

**Useful Life**

Further, as required by Rule 164-1-13(A) of the Ohio Administrative Code, I hereby state that this project will result in infrastructure with **a minimum useful life of \_\_\_\_ years** as determined in accordance with generally accepted engineering principles and practices within this state and taking into account both the specific climatic and other environmental conditions of the infrastructure's site as well as the infrastructure's full, anticipated design use loads.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Professional Engineer's Signature & Official Seal***

**Instructions for Completing the**

**Design Service Capacity & Useful Life Worksheet:**

***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 repair or replacement of existing infrastructure that does not substantially increase designed service capacity. 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 one-third of the total construction costs.) 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.

***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. If the useful life of any component exceeds the typical useful life outlined below, the applicant must provide Supportive Documentation in the application to verify.

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

***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.

**Design Service Capacity & Useful Life Worksheet**

All applications to the District 3 Public Works Integrating Committee must include this or a similar work sheet.

Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **(a)** | **(b)** | **(c)** | **(d)** | **(e)** | **(f)** |
| √ | **Major****Infrastructure****Component\*** | **Cost****($1,000)** | **Portion Repair****or Replacement****(%)** | **Repair/****Replace****Product** **(b) x (c)** | **Individual** **Useful Life****(years)** | **Useful Life****Product****(b) x (e)** |
|  | Full-depth road constructionwith drainage |  |  |  |  |  |
|  | Full-depth road constructionwithout drainage |  |  |  |  |  |
|  | Less than full-depth replacementwith drainage |  |  |  |  |  |
|  | Less than full-depth replacementwithout drainage |  |  |  |  |  |
|  | Electrical traffic control & lighting |  |  |  |  |  |
|  | Bridge |  |  |  |  |  |
|  | Storm Sewers |  |  |  |  |  |
|  | Sanitary Sewers |  |  |  |  |  |
|  | Water lines |  |  |  |  |  |
|  | Pumps, lift stations, equipment |  |  |  |  |  |
|  | Sidewalks |  |  |  |  |  |
|  | Bike facility (lane, path, etc.) |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |

\* Major Infrastructure Components should correspond to the subtotaled elements in the engineer's detailed estimate.

**(g) Portion Repair/Replacement:** Σ (d)/ Σ (b) =  **\_\_\_\_\_\_ %**

**(h) Portion New or Expansion:** 100% - Σ (d)/ Σ (b) = **\_\_\_\_\_\_ %**

**(i) Weighted Useful Life:** Σ (f)/ Σ (b) =  **\_\_\_\_\_\_ years**

The estimates calculated on this Work Sheet must appear on the required Certification by Professional Engineer; Cost Estimate, Design Service Capacity, Useful Life.

**COOPERATIVE AGREEMENT**

*{NOTE: Execute a cooperation agreement if your project is a joint project in which there are two or more political subdivisions. A letter of agreement signed by a representative of the subdivision(s) cooperating with the applicant may be substituted for an executed agreement in the application to District 3. However, if District 3 approves funding for the project, OPWC will require an executed agreement. The applicant will need to execute a cooperative agreement by the June following the application submittal to receive OPWC funding.}*

RESOLUTION NUMBER / DATE

[Insert name of subdivision “A”] and [Insert name of subdivision “B”] enter into a cooperation agreement to submit an application to the Ohio Public Works Commission for the [insert project name].

[Subdivision A] will provide funds equal to [insert percent] percent of the total project cost. Such funds will come from [insert name of account / fund].

[Subdivision B] will provide funds equal to [insert percent] percent of the total project cost. Such funds will come from [insert name of account / fund].

[Subdivision B] authorizes [Subdivision A] to serve as lead applicant and to sign all necessary documents.

[Subdivision A] agrees to pay its [insert percentage] of the cost as invoices are due / at the end of the project / as otherwise agreed upon.

[Subdivision B] agrees to pay its [insert percentage] of the cost as invoices are due / at the end of the project / as otherwise agreed upon.

Signatures for Subdivision A

Signatures for Subdivision B

**FARMLAND PRESERVATION REVIEW LETTER**

FARMLAND PRESERVATION REVIEW

FOR THE OHIO PUBLIC WORKS COMMISSION

[Insert Project Name]

[Insert Date]

This review is to comply with Farmland Preservation Review Advisory of the Ohio Public Works Commission and the Governor’s Executive Order 98-IIV. This review was accomplished by [insert name of subdivision / agency that conducted the review].

* + 1. The immediate impact the project will have on productive agricultural and grazing land related to land acquisition.

[Insert response]

* + 1. Indirect impact that will result in the loss of productive agricultural and grazing land from development related to the project.

[Insert response]

* + 1. Mitigation measures that could be implemented when alternative sites or locations are not feasible.

[Insert response]

[Insert Signature and Title]