Policies for Managing the Central Ohio Advance Fund

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The Policies for Managing the Central Ohio Advance Fund was prepared by the Mid-Ohio Regional Planning Commission (MORPC), 111 Liberty St., Suite 100, Columbus, OH 43215, (614) 228-2663, with funding from various sources. The contents of this report reflect the views of MORPC, which is solely responsible for the information presented herein.

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1. Program Overview

The Central Ohio Advance Fund was established to assist local jurisdictions in the region with the implementation of transportation infrastructure projects. Specifically, this program aims to alleviate cash flow barriers which prevent local jurisdictions from pursuing reimbursement-based grant opportunities to fund local infrastructure investments. This document outlines the program policies and requirements which govern administration of the Advance Fund.

The Advance Fund will provide the necessary funding to local jurisdictions to advance transportation infrastructure projects while awaiting reimbursement from a granting agency. This fund is not a grant program, but rather applicants to the Advance Fund will be expected to return funds to the program once reimbursement is secured.

The primary goal of establishing the Advance Fund is to assist jurisdictions in Central Ohio with limited financial capacity as they pursue implementation of transportation infrastructure projects including roadway, sidewalks, and bikeways projects.

Procedurally, the Central Ohio Advance Fund ("Fund") will provide funding to local jurisdictions as requested throughout the project development and implementation process. When a successful applicant to the Fund is ready to initiate a project phase, MORPC will advance working capital to the applicant jurisdiction which will enable them to cash-flow contractor invoices and subsequently pursue reimbursement. At the conclusion of a project phase the applicant jurisdiction will return the advanced working capital to MORPC. This process is explained in greater detail in later sections of this document.

2. Eligibility

2.1 Eligible Applicants

MORPC will accept applications from the following jurisdictions:

- Counties, cities, villages, and townships within the MORPC Metropolitan Planning Organization (MPO) boundary
- MORPC member counties, cities, villages, and townships outside of the MORPC MPO boundary
- Transportation Improvement Districts within a county that is a MORPC member

The applicant jurisdiction is responsible for executing the project. Ineligible jurisdictions include those who failed to execute a project with previous Fund moneys.

2.2 Eligible Projects

Applicants can apply to the Fund to assist with the implementation of transportation infrastructure projects which have secured grant funding from a program which disburses awarded funds on a reimbursement basis. For the purposes of determining eligibility, transportation infrastructure projects are defined as any project which will maintain or improve

the publicly accessible multi-modal transportation system. This includes projects which maintain or improve infrastructure for vehicular traffic, bicyclists, pedestrians, transit users, and other transportation system users.

MORPC will only accept applications for projects which have secured reimbursement-based grant funding. Reimbursement-based grant programs include, but are not limited to, MORPC MPO Funding, CORPO Dedicated Funds, Ohio Public Works Commission Infrastructure Funding, COTA Transit Supportive Infrastructure Funding (TSI), and other federal or state transportation infrastructure grants.

2.3 Eligible Requests

Applications to the Central Ohio Advance Fund shall indicate the requested working capital ("Advance") amount and the requested commitment term (the length of time the funds will be outstanding). Funding via the Central Ohio Advance Fund is intended to revolve as project sponsors pay invoices and are subsequently reimbursed. Therefore, the Advance amount requested should align with the largest sum of money which will be pending reimbursement from the granting agency during the project phase. For example, a construction project with a total estimated construction cost of $2 million may only need an Advance of $500k to cash flow contractor invoices as the applicant will be able to request reimbursement from the granting agency as invoices are paid and utilize those reimbursed funds for future contractor invoices.

Requested Advance amounts for a single application shall not exceed 40 percent of the total capacity of the Advance Fund across all phases of a single project. Requested commitment terms shall not exceed 24 months from time of Advance disbursement. MORPC staff will consider exceptions to these thresholds if necessary to advance a project, on a case-by-case basis.

3. Application Process and Requirements

Applications to the Central Ohio Advance Fund will be accepted on a rolling basis. The application is accessible online at (https://www.morpc.org/programs-services/advance-fund/). The application requests the following information:

1. Project Name
    a. *Name of the project*
2. Project Limits
    a. *Information detailing the physical location of the project*
3. Project Type/Primary Activity Type
    a. *The primary purpose/impact of the project*
4. Project Scope
    a. *A description of the project, detailing the work which will be completed and indicating what transportation infrastructure will be constructed*
5. Applicant Jurisdiction
    a. *The jurisdiction which is submitting the application to the Advance Fund*
6. *Applicant Jurisdiction EIN*
    a. *The sponsor jurisdiction's employer identification number*
7. Primary Application Contact

    a. *The staff person at the sponsor jurisdiction responsible for coordination regarding the application*
    b. *Contact Email*
    c. *Contact Phone Number*
8. Project Schedule
    a. *Complete the table shown below*

Phase	*Preliminary Engineering/Detailed Design*	*Right-of-Way Acquisition*	*Construction*
Start Date			
End Date			

9. Advance Fund Request
    a. *Information provided by project phase (Preliminary Engineering/Detailed Design, Right-of-Way Acquisition, Construction)*
        i. *Requested Advance Amount (the amount of working capital needed)*
        ii. *Requested commitment term*
10. *Description of Reimbursement-based Grant Funding Secured*
    a. *Description of the grant funding sources secured for this project*
    b. *Amount of grant funding secured for this project*
    c. *Timeline for the grant secured for this project*
11. *Evaluation Narrative*
    a. *Limited to 500 words*
    b. *Narrative response detailing the following*
        i. *Any financial limitations which are currently inhibiting the ability of the applicant to advance this project*
        ii. *The impacts of this project, referring to any regional or local planning documents which identify this project as a priority*
        iii. *Any upcoming obligation deadlines for awarded grant funding*
    c. *Additional information on the evaluation narrative can be found in the scoring criteria included in Section 4 of this document*

The following are required attachments to the application:

1. Project Schedule and Anticipated Cash Flow Need
    a. *A detailed schedule for the project, including key milestone dates throughout the project development process. Start and end dates for Preliminary Engineering/Detailed Design, Right-of-Way Acquisition, and Construction should be included*
    b. *The detailed schedule should be accompanied by information regarding anticipated cash flow needs, which will be utilized to inform the schedule of disbursements and reimbursements*
2. Documentation of reimbursement-based grant funding commitment
    a. *This should take the form of either a signed grant agreement or formal notification of award from the granting agency*
3. Resolution authorizing the applicant to enter into a funding agreement with MORPC

4. Application Evaluation and Selection

Upon receiving an application, MORPC will first evaluate the eligibility of the request based upon the criteria outlined in Section 2 of this document. If MORPC determines that an application is ineligible for the Fund, staff will provide feedback to the applicant explaining this determination and offering clarification on eligibility for this program.

Eligible applications will be selected for funding quarterly, and no priority will be given to applications with an earlier time stamp of submission. All applications received before the quarterly deadline (deadlines will be made publicly available) will be reviewed and evaluated during the same timeframe. MORPC may award all eligible applications if the Fund has sufficient capacity to meet all requests. When MORPC receives requests which exceed the capacity of the Fund the following scoring criteria will be evaluated to prioritize applications for selection:

<table>
<tr><th>Scoring Criteria</th><th>Max Points</th></tr>
<tr><td>
Local Financial Capacity

Applications from jurisdictions with limited financial capacity to advance the infrastructure project will be prioritized according to their administration fee subsidy index value (included in Appendix A) and their household median income as detailed in the following:

Jurisdictions with a median household income equal to or above 120% of the statewide median household income will be scored according to the following table:
<table>
<tr><th>Administration Fee Subsidy Index</th><th>Points Awarded</th></tr>
<tr><td>Less than 5 but greater than or equal to 2</td><td>5</td></tr>
<tr><td>Less than 2 but greater than or equal to 1</td><td>10</td></tr>
<tr><td>Less than 1</td><td>15</td></tr>
</table>

Jurisdictions with a median household income below 120% of the statewide median household income will be scored according to the following table:
<table>
<tr><th>Administration Fee Subsidy Index</th><th>Points Awarded</th></tr>
<tr><td>Less than 5 but greater than or equal to 2</td><td>20</td></tr>
<tr><td>Less than 2 but greater than or equal to 1</td><td>25</td></tr>
<tr><td>Less than 1</td><td>30</td></tr>
</table>

Projects which would be unable to advance without assistance from the Advance Fund will be prioritized highest in this criterion (30 points)
Applicants should describe any financial limitations to advancing their project in the evaluation narrative section of the application

</td><td>60</td></tr>
<tr><td>
Project Impacts

Projects which advance a regional transportation priority, as identified in a regional transportation plan such as the MORPC Metropolitan Transportation Plan or the CORPO Transportation Plan, will be prioritized (up to 10 points)

</td><td>20</td></tr>
</table>

• Projects which advance a local transportation priority, as identified in a local planning document such as a comprehensive plan or a transportation specific plan, will be prioritized (up to 10 points) • Applicants should describe the impacts of their project and reference any pertinent planning documents in the evaluation narrative section of the application	
Recent Advance Fund Awards • Applicants who have yet to receive assistance from the Fund will be prioritized highest in this criterion (10 points) • Applicants who have not received assistance from the Fund within the last two years will be prioritized (5 points)	10
Risk of Losing Grant Funding • Applications for projects which are at risk of missing obligation deadlines for awarded grant funding will be prioritized if assistance from the Fund would be sufficient to avoid loss of grant funding to the region (10 points) • Applicants should provide details on any upcoming obligation deadlines for awarded grant funding in the evaluation narrative section of the application	10
Total	**100**

MORPC staff will administratively report the Fund's awards to the Executive Committee each quarter.

Eligible applications which are not selected for funding will receive feedback from MORPC including a summary of the evaluation. These applications may be considered for future assistance through the Fund.

5. Advance Agreement Terms

This section outlines the terms which will be included in the Advance Agreements for awarded applications.

1. Advance Amount
    a. Aligns with the *"Advance Fund Request"* item from the application
    b. Projects requesting Advances for multiple project phases may have different Advance Amounts for each phase
    c. Section 2.3 outlines eligible requests

2. Commitment Term
    a. Aligns with the *"Commitment term"* item from the application
    b. The term of the agreement should not begin before project costs are eligible for reimbursement per a fully executed grant funding agreement
    c. The term of the agreement should end within 30 days of final reimbursement from the granting agency being received by the applicant jurisdiction
    d. Project requesting Advances for multiple project phases may have different commitment terms for each phase
    e. Section 2.3 outlines eligible requested commitment terms

3. Security

a. Advances must be secured by the reimbursement-based grant and local funds

4. Application Fee
    a. Successful applications will be assessed an application fee equal to 0.35% of the total advance amount across all phases or $500 minimum at the time of executing the Advance Fund agreement
    b. The application fee is intended to offset a portion of the costs incurred by MORPC to evaluate and select applications

5. Ongoing Administration Fee
    a. An additional ongoing administration fee will be charged as a percentage of the outstanding advance amount to be calculated annually on an actual/actual basis in arrears
    b. MORPC, at its discretion, may adjust the ongoing administrative fee based upon market factors for future agreements
    c. MORPC will offer ongoing administration fee subsidies to communities with a median household income below 120% of the statewide median household income for Ohio as reported in the most recent American Communities Survey
    d. For the purposes of determining subsidies for jurisdictions with limited financial capacity, MORPC will calculate the following administration fee subsidy index:

$$Index = \frac{Median\ Household\ Income\ x\ Total\ Households}{100{,}000{,}000}$$

A table including the administration fee subsidy index for each local jurisdiction eligible for assistance via the advance fund as of June 2026 is included as an appendix to this document and will be updated regularly as new American Communities Survey data becomes available

    e. Applicants meeting the following standard will be offered ongoing administrative fee rates based upon the following table:

Administrative Fee Index	Ongoing Administrative Fee Rate
Less than 5 but greater than or equal to 2	75% of MORPC market rate
Less than 2 but greater than or equal to 1	55% of MORPC market rate
Less than 1	35% of MORPC market rate

    f. The ongoing administration fee will be established at closing for the entirety of the agreement

6. Repayment
    - Outstanding amount due to be remitted to MORPC within 30 days of receiving the final reimbursement grant funding amount
    - Advance repayment invoices will be sent at the time the advance is disbursed

7. Delinquent Project Penalties

- A penalty equal to 3% of the aggregate outstanding advance amount will be applied to the applicant if any of the following are ongoing or have occurred:
    - Grant Reimbursements have not been transferred to MORPC within 30 days of receiving final reimbursement grant funding
    - Administrative fees have not been paid
    - Reporting requirements are not up to date
    - Project schedule is more than 3 months behind schedule
- MORPC will notify applicants of any issues which could result in this penalty being applied and permit applicants 30 days to resolve such issues before the penalty is applied.

8. Advancement Procedures
    - MORPC intends to advance funds prior to the incurrence of project expenses by the applicant
    - MORPC will determine a schedule for the advancement of funds at the time the Advance Agreement is executed
    - The Successful Applicant will be responsible for paying project-related expenses and requesting grant reimbursement
    - MORPC may not advance funds or revise the timing of such advancements, if project timing changes or the Successful Applicant has not transferred Grant Reimbursements to MORPC on a timely basis

6. Advance Underwriting

MORPC will review the applicant's ability to repay the advance to MORPC. MORPC's review will include the following:

- Security of the advance, including non-grant funds
- Status of project bidding
- Status of grant securing the advance
- Status of necessary authorization to enter into an Advance Agreement
- Total funding sources for the project

7. Reporting Requirements

All successful applicants shall report to MORPC on the project timeline and draw schedule in the manner requested, including providing MORPC with all reporting that is required to be provided to the grantor. MORPC staff reserve the right to request additional information as need arises.

Appendix A: Subsidy Index Table

This table lists the calculated index from Section 5 of the Policies for Central Ohio communities based on ACS data available in July of 2026. Communities which qualify for a subsidy are highlighted.

Local Jurisdiction	Index
ASHLEY	0.37
ASHVILLE	1.24
BELLEFONTAINE	3.66
BERKSHIRE TWP DEL	2.90
BERLIN TWP DEL	4.89
BEXLEY	7.04
BLENDON TWP FRA	3.57
BLOOM TWP FAI	4.10
BRICE	0.04
BROWN TWP DEL	0.32
BROWN TWP FRA	1.85
BUCKEYE LAKE	0.85
CANAL WINCHESTER	5.12
CHILLICOTHE	5.29
CIRCLEVILLE	3.48
CLINTON TWP FRA	1.25
COLUMBUS	258.07
CONCORD TWP DEL	6.18
DELAWARE	16.69
DELAWARE CTY	109.89
DELAWARE TWP DEL	0.96
DUBLIN	28.85
ETNA TWP LIC	7.41
FAIRFIELD CTY	54.90
FAYETTE CTY	7.33
FRANKLIN CTY	415.80
FRANKLIN TWP FRA	1.98
GAHANNA	15.55
GALENA	0.69
GAMBIER	0.26
GENOA TWP DEL	15.91
GRANDVIEW HEIGHTS	4.75
GRANVILLE	2.31
GRANVILLE TWP LIC	4.58
GROVE CITY	16.29
GROVEPORT	2.11

Local Jurisdiction	Index
HAMILTON TWP FRA	2.87
HARLEM TWP DEL	2.26
HEATH	3.14
HEBRON	0.67
HILLIARD	18.23
HOCKING CTY	7.28
JACKSON TWP FRA	17.88
JEFFERSON TWP FRA	7.25
JEROME TWP UNI	6.16
JOHNSTOWN	1.80
KINGSTON TWP DEL	0.97
KNOX CTY	17.35
LANCASTER	9.97
LIBERTY TWP DEL	22.40
LICKING CTY	57.93
LITHOPOLIS	0.93
LOCKBOURNE	0.04
LOGAN CTY	14.00
LONDON	2.80
MADISON CTY	13.65
MADISON TWP FRA	8.93
MARBLE CLIFF	0.60
MARION	5.97
MARION CTY	14.65
MARLBORO TWP DEL	0.14
MARYSVILLE	9.41
MIFFLIN TWP FRA	15.89
MINERVA PARK	0.99
MORROW CTY	10.14
MOUNT STERLING	0.48
MOUNT VERNON	3.82
NEW ALBANY	8.70
NEW LEXINGTON	0.82
NEWARK	12.50
NORWICH TWP FRA	18.52
OBETZ	2.21

Local Jurisdiction	Index
ORANGE TWP DEL	21.16
OSTRANDER	0.46
OXFORD TWP DEL	0.35
PATASKALA	6.37
PERRY CTY	9.07
PERRY TWP FRA	2.37
PICKAWAY CTY	16.21
PICKERINGTON	9.42
PLAIN CITY	1.83
PLAIN TWP FRA	9.54
PLEASANT TWP FRA	2.48
PORTER TWP DEL	1.28
POWELL	10.09
PRAIRIE TWP FRA	4.80
RADNOR TWP DEL	0.75
REYNOLDSBURG	12.61
RIVERLEA	0.35
ROSS CTY	18.27
SCIOTO TWP DEL	1.99

Local Jurisdiction	Index
SHARON TWP FRA	9.09
SHAWNEE HILLS	0.50
SOMERSET	0.29
SOUTH BLOOMFIELD	0.88
SUNBURY	3.15
THOMPSON TWP DEL	0.40
TRENTON TWP DEL	1.18
TROY TWP DEL	0.87
TRURO TWP FRA	8.74
UNION CTY	27.22
UPPER ARLINGTON	22.24
URBANCREST	0.17
VALLEYVIEW	0.17
VIOLET TWP FAI	20.15
WASHINGTON TWP FRA	24.23
WEST JEFFERSON	1.06
WESTERVILLE	16.64
WHITEHALL	4.24
WORTHINGTON	7.83