



**JOE CATTELL, PE, PS**  
Gauga County Engineer

April 10, 2017

Russell Township Board of Trustees  
c/o Charles Walder , Fiscal Officer  
P. O. Box 522  
Novelty, OH 44072

RE: OPWC District 7 Pre-Application for 2018

Dear Board Members:

Enclosed, please find the OPWC District 7 preapplication form to be used to apply for Program Year 18 (Round 32) Ohio Public Works Commission State Capital Improvement Program or Local Transportation Improvement Program funding.

The preapplication is due to the County Engineer's Office by May 26, 2017. We have also included a copy of the tentative District 7 PY-18 schedule and pre-application materials for your information.

If you have any questions, please call.

Sincerely,  
Joe Cattell, PE, PS  
Gauga County Engineer

Shane E. Hajjar, PE  
Deputy Engineer

SEH  
Enclosures  
cc: File  
Round 32 File

## OPWC District 7 Round 32 (PY-18) Schedule

1. pre-application sent out **April 7, 2017**
2. pre-application submitted by **June 9, 2017**
3. pre-applications forwarded to District Chair by **June 23, 2017**.
4. Pre-application Task Force review by **July 21, 2017**
5. Individual County Integrating Subcommittees will meet by **August 18, 2017** to assign discretionary points for projects within their county.
6. The Executive Committee shall meet by **September 29, 2017** to approve a tentative list of PY-17
7. The Small Government subcommittee will meet after the Executive Committee meeting to choose from eligible
8. Brownfield b[projects to be submitted to ODOD per their schedule.
9. Notice will be sent to sponsors of projects selected by the Executive Committee and Small Government committees to complete a final OPWC
10. Completed application forms will be returned to Chair by **October 27, 2017** and reviewed for compliance with OPWC rules and regulations.
11. The final applications will be reviewed by the District Seven Executive Committee and Integrating Committee for approval by **November 17, 2017**
12. The District Chair will review the applications one more time to try to make the documentation is as complete as possible, and will forward all applications to the OPWC Program Representative between December and January of the following year.
13. Funding authorization letters to all applicants will be sent out from Columbus on or about July 1, 2018.

## **Ohio Public Works Commission (OPWC) District Seven Pre-application Instructions for PY-18 (Round 32)**

### **I. Background**

In order for OPWC District Seven to properly review proposed projects to meet the rules and regulations of the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) Section 164, the Integrating Committee has adopted the use of a preapplication form. The form is to be completed by a local subdivision applying for State Capital Improvement Program (SCIP) and Local Transportation Improvement Program (LTIP) or Revolving Loan Program (RLP) funding. For detailed information regarding OPWC funding, please refer to the current OPWC application form, available from the District Chair or the Ohio Public Works Commission.

### **II. Types of Funding**

#### **SCIP District Allocation**

State bond funds are distributed based upon the most recent decennial census population statistics to each of the Commission's nineteen District Public Works Integrating Committees. The funds are to be used for public roads, bridges, culverts, water supply systems, wastewater treatment and collection systems, stormwater collection systems and solid waste disposal facilities. District Seven anticipates to receive seven point eight (7.8) million dollars in SCIP funding.

Projects in District Seven are evaluated on a competitive basis using the locally developed methodology and rating system based on criteria specified in the ORC. Certain percentages of this funding must be used in the form of loans, loan dept. support and credit enhancements. The remainder of the funding is distributed in the form of grants. For PY-18, District Seven must award fifteen percent (15%) of the SCIP funding in the form of loans, loan debt support or credit enhancement projects.

#### **LTIP Allocation**

One cent per gallon of the State gasoline tax is distributed to the districts specifically for roads and bridges. This year, District Seven should receive three point one (3.1) million dollars of LTIP funding.

The Projects in District Seven are evaluated on a competitive basis using the locally developed methodology and rating system based on criteria specified in the ORC. The funding is distributed in the form of grants.

#### **RLP Allocation**

The Revolving Loan Program uses funds from loan repayments from past District Seven loan projects. The OPWC requires that Districts use the SCIP allocated loan funding first. RLP loans may be used as local match for a SCIP project. RLP loans may not be used to match LTIP projects and cannot be used along with a SCIP allocated loan project. RLP loans are not subject to the OPWC new and expansion requirements. RLP loan funding amounts available will vary

from year-to-year for District Seven depending upon the balance of the repayment account at the time of release of funds. District Seven anticipates to receive one point six (1.6) million dollars in RLP loan funding.

### **Small Government Funding Allocation**

Fifteen Million Dollars (\$15,000,000) of the state bond funds are set aside on a statewide basis for villages and townships of under 5000 population. The funds may be used for the same project types as the district allocation of SCIP. Subdivisions involved in revenue generating projects are required to meet affordability standards established by the OPWC Small Government Committee.

Projects from qualifying subdivisions in District Seven which do not rate high enough to be funded in the district SCIP or LTIP allocations will be reevaluated on a competitive basis using the OPWC small government commission developed methodology and rating system by the District's small government subcommittee. Again certain percentages of this funding must be used in the form of loans, loan dept. support and credit enhancements on a statewide basis. The remainder of the funding is distributed in the form of grants.

### **Emergency Funding Allocation**

About three million dollars (\$3,000,000) of the state bond funds are set-aside on a statewide basis for immediate preservation of health, safety and welfare at the discretion of the Director of the OPWC. Subdivisions who feel they qualify for emergency funds should contact the local chair and the OPWC directly prior to completing an application.

### **III. OPWC Requirements**

In order to participate in the OPWC's financial assistance programs, each applicant must prepare and submit a properly completed Capital Improvements Report (CIR). The CIR must be updated within twelve (12) months of the date of your application. A CIR is not needed to submit a district pre-application. If your political subdivision is interested in receiving OPWC funding and has never completed a CIR report, it should do so. Contact the District Seven chair for a copy of the proper documents.

As required by state law, all projects must also be reviewed as to its effect upon designated floodplains as part of your application. Your subdivision should review the flood plain implications of your project. This review usually would start by contacting your local planning commission.

### **IV. Pre-application Completion Guidelines**

1. You must complete **all** information requested on the form. **In order to receive priority-rating points, supporting documentation must be submitted with your application.**
2. A registered professional engineer should prepare the project estimate and the financial information provided should be based upon the estimate.

## PREAPPLICATION PAGE 1

SUBDIVISION - Indicate the name of the local subdivision applying for funding.

COUNTY - Enter the county in which your community is located.

DATE - Enter today's date.

CONTACT - Enter the project contact person who will be available to answer questions about the proposed project.

PHONE # - Enter the daytime telephone number of your contact person.

PROJECT NAME - Please name the project in a descriptive manner, such as Stone Road Resurfacing.

### 1.0 PROJECT FINANCIAL INFORMATION

Next complete the financial information about the project. The OPWC requires the financial information be completed based upon an estimate prepared by a registered professional engineer. **Please round all estimates to the nearest \$100.00.**

Break out any portions of the project cost which are definitely proposed to be completed by force account and show that dollar amount under the FORCE ACCT. heading.

#### 1.1 PROJECT ESTIMATED COSTS:

- a.) Project Engineering Costs.
  - 1. Enter cost of Preliminary Engineering.
  - 2. Enter Cost of Final Design.
  - 3. Enter cost of Other Engineer's Services, (please breakdown cost of construction supervision and miscellaneous services such as special testing or permit fees).  
**NOTE: The District and OPWC will question engineering costs which exceed fifteen percent (15%) of the total cost of the project.**
  
- b.) Acquisition Expenses.
  - 1. Enter cost of land to be purchased as part of the project.
  - 2. Enter cost of right-of-way to be acquired as part of the project.
  
- c.) Construction Costs-Enter estimated construction costs to be paid to contractors or to be completed by force account by your employees.
  
- d.) Equipment Purchased Directly-Enter the estimated cost of equipment or machinery to be purchased directly by your subdivision.

- e.) Other Direct Expenses-Enter other direct expenses to your subdivision such as interest costs for loan assistance, legal fees, or advertising.
- f.) Contingencies-Enter contingency amount indicated in your engineer's certified cost estimate (the amount should not exceed 10% of the estimated construction costs).
- g.) Total Estimated Costs-Enter the total of items (a.) through (f.). The amount should be to the nearest one hundred dollars.

**Ineligible Costs-the following costs do not qualify for SCIP funding:**

- (1) Expenditures or proposed expenditures for aesthetic treatments, ornamentation, or adornments to infrastructure;
- (2) Expenditures or proposed expenditures for landscaping activities and improvements that go beyond basic requirements or post-construction repairing, stabilizing, and reseeding of land surfaces;
- (3) The cost of planning or administrative services related to the review, listing, study, reporting, planning, recording, and prioritizing of capital improvement projects by a subdivision;
- (4) The cost of planning or administrative services of district committee, executive committee, or small government subcommittee in reviewing, recording, approving, or disapproving project applications.

**1.2 PROJECT FINANCIAL RESOURCES**

In this section, provide a breakdown of all project-funding sources including the total amount from each funding source and percentage in relation to the total project cost.

- a.) **Local In-Kind Contributions**-indicate the dollar value of force account labor, materials, equipment, or volunteer labor that will likely be contributed by the applicant toward the project. If 100% of the local share is an In-kind contribution, please indicate the source of construction retainage (if the project is over \$15,000). Remember that applicant is responsible for complying with all retainage requirements. The total amount in this column should match the total of the FORCE ACCT work shown in Section 1.
- b.) **Local Public Revenues**-indicate the dollar amount of actual local support, i.e. general revenues, local debt, user fees, etc.
- c.) **Local Private Revenues**-indicate any contributions from private sources, i.e. a corporation, bank, etc.

- d.) **Other Public Revenues**-indicate other state or federal funding sources and dollar amounts expected from these sources. ODOT-Ohio Department of Transportation, FmHA-Farmers Home Administration, OEPA-Ohio Environmental Protection Agency, OWDA-Ohio Water Development Authority, CDBG-Community Development Block Grant, etc.
- e.) **Ohio Public Works Commission**-financial assistance from the OPWC may be in the form of grants, loans, or credit enhancement. Applicants may request up to ninety percent (90%) of the total cost for repair and replacement of existing infrastructure, and up to fifty percent (50%) of the total cost of new and expanded infrastructure. You may request up to one hundred percent (100%) of the total project cost for projects funded by the LTIP program, loans, loan dept. support or credit enhancement funding.
- f.) **Total Financial Resources**-total items (a) through (e). This sum must equal the total estimated costs in section 1.0 (g). The sum of the percentages should equal 100%.

## PREAPPLICATION PAGE 2

**Section 1.3** Please enter information regarding the willingness of your subdivision to accept a loan or credit enhancement. In cases where the District falls short of the required ORC goals, it will be the responsibility of the Executive Committee to decide which subdivisions will be asked to make adjustments in order to allow the District to meet the required funding levels.

**Section 1.4** Please enter flood plain information for your project. Contact you local Planning Commission regarding the location of flood plains in your area.

### 2.0 USEFUL LIFE/COST ESTIMATE

Enter the Project's Useful Life as determined by a registered professional engineer ( minimum 7 years for a project to be considered).

### 3.0 REPAIR/REPLACEMENT or NEW/EXPANSION

**Project Repair/Replacement Cost**-Enter the dollar amount and percentage of the total project costs that repairs or replaces existing infrastructure without substantially increasing designed service capacity.

**State Funds Requested for Repair/Replacement Costs**-Enter the dollar amount and percentage of state funds requested that will be used for repair or replacement portions of the project.

**Project New/Expansion Cost**-Enter the dollar amount and percentage of the total project costs that expand existing infrastructure (has a design service capacity substantially greater than that of the existing infrastructure), or will result in all new infrastructure.

**State Funds Requested for New/Expansion Costs**-Enter the dollar amount and percentage of state funds requested that will be used for new or expansion portions of the project.

#### **4.0 BRIEF PROJECT DESCRIPTION**

- a.) **Specific Location**-provide the exact location of the project using conventional descriptive indicators. A location map must also be submitted.
  
- b.) **Project Components**-indicate the major components and sub-components of the infrastructure project being proposed. For example, a roadway improvement should indicate whether the project is basic repaving and to what thickness, or whether rebuilding the base is involved and to what degree. A sewerage project could indicate whether or not it involves collection lines, interceptors, lift stations, etc.
  
- c.) **Physical Dimensions/Characteristics**-through gross indicators, provide size details on the project components. For example, a water distribution improvement could include 1600 lineal feet of 8 inch water line. A roadway could be described as 2 lanes, 24 feet wide and 1.35 miles in length.
  
- d.) **Design Service Capacities**-indicate specific details on service level and area the current facility was designed to handle and is now addressing, and what the design service level of area of the proposed project will be. Provide information on whether the project has been designed in consideration of minimum performance standards required by other named authorities. This section should correlate to the required engineer's cost estimates that differentiate "replacement" costs from "expansion" costs. For further detail regarding design useful life, design service capacity, and certified costs estimates, and engineer may request a copy of the OPWC publication "The Ohio Public Works Commission and the Professional Engineer".

### **PREAPPLICATION PAGE 3**

#### **5.0 PROJECT SCHEDULE**

Indicate the estimated beginning and ending dates of your project. (5.1) engineering and design, (5.2) bid advertisement and award, and (5.3) construction. **NOTE: Your project schedule should be planned around receiving a project agreement on July 1, 2016. Engineering may begin up to one year prior to the project agreement date.**

#### **6.0 APPLICANT INFORMATION**

**Section 6.1** Chief Executive Officer - Indicate the person who will have legal authority to sign a project agreement contract with the Director of the Ohio Public Works



**PY-18 Round 32  
PUBLIC WORKS - DISTRICT 7 - PREAPPLICATION FORM**

SUBDIVISION: \_\_\_\_\_

COUNTY: \_\_\_\_\_ DATE: \_\_\_ / \_\_\_ / \_\_\_ CONTACT: \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_ - \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

**1.0 PROJECT FINANCIAL INFORMATION**

		<b>Force Account</b>
<b>1.1 PROJECT ESTIMATED COSTS:</b>	<b>(Round to Nearest \$100)</b>	
a.) Project Engineering Costs:		
1. Preliminary Engineering	\$ _____ 00.00	_____
2. Final Design	\$ _____ 00.00	_____
3. Other Engineer Services	\$ _____ 00.00	_____
Supervision	\$ _____ 00.00	_____
Miscellaneous	\$ _____ 00.00	_____
b.) Acquisition Expenses:		
1. Land	\$ _____ 00.00	_____
2. Right-of-Way	\$ _____ 00.00	_____
c.) Construction Costs:	\$ _____ 00.00	_____
d.) Equipment Purchased Directly:	\$ _____ 00.00	_____
e.) Other Direct Expenses:	\$ _____ 00.00	_____
f.) Contingencies:	\$ _____ 00.00	_____
g.) TOTAL ESTIMATED COSTS:	\$ _____ 00.00	
<b>1.2 PROJECT FINANCIAL RESOURCES:</b>	<b>(Round to Nearest \$100)</b>	<b>%</b>
a.) Local In-Kind Contributions	\$ _____ 00.00	_____
b.) Local Public Revenues	\$ _____ 00.00	_____
c.) Local Private Revenues	\$ _____ 00.00	_____
d.) Other Public Revenue		_____
1. ODOT PID# _____	\$ _____ 00.00	_____
2. EPA/OWDA	\$ _____ 00.00	_____
3. OTHER	\$ _____ 00.00	_____
SUB-TOTAL LOCAL RESOURCES:	\$ _____ 00.00	_____
e.) OPWC Funds		
1. Grant	\$ _____ 00.00	_____
2. Loan	\$ _____ 00.00	_____
3. Loan Assistance	\$ _____ 00.00	_____
SUB-TOTAL OPWC RESOURCES:	\$ _____ 00.00	_____
f.) TOTAL FINANCIAL RESOURCES:	\$ _____ 00.00	100%

**1.3 LOAN, CREDIT ENHANCEMENT, MINORITY BUSINESS ENTERPRISE WILLINGNESS**

Is your Subdivision willing to accept a loan? \_\_\_\_\_

Maximum Loan Amount Acceptable? \$ \_\_\_\_\_

Is your Subdivision willing to accept Credit Enhancement? \_\_\_\_\_

Set-aside Construction \$ \_\_\_\_\_

**1.4 Flood Plain**

Is your project in a flood plain? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

**2.0 USEFUL LIFE/COST ESTIMATE:** Project Useful Life: \_\_\_\_\_ Years.  
Useful Life cannot be a Range (Calculate a Weighted Life Based on Estimated Component Costs)

**3.0 REPAIR/REPLACEMENT or NEW/EXPANSION:**

TOTAL PORTION OF PROJECT REPAIR/REPLACEMENT \$ \_\_\_\_\_ %  
State Funds Requested for Repair and Replacement \$ \_\_\_\_\_ %

TOTAL PORTION OF PROJECT NEW/EXPANSION \$ \_\_\_\_\_ %  
State Funds Requested for New and Expansion \$ \_\_\_\_\_ %

**4.0 BRIEF PROJECT DESCRIPTION - (Sections a through d):**

a) SPECIFIC LOCATION:

b) PROJECT COMPONENTS:

c) PHYSICAL DIMENSIONS/CHARACTERISTICS:

d) DESIGN SERVICE CAPACITY:

**5.0 PROJECT SCHEDULE: (OPWC Project Award Date - July 1, 2018)**

	<b>BEGIN DATE</b>	<b>END DATE</b>
5.1 Engineering/Design:	___/___/___	___/___/___
5.2 Bid Advertisement:	___/___/___	___/___/___
5.3 Construction	___/___/___	___/___/___

**6.0 APPLICANT INFORMATION:**

**6.1 CHIEF EXECUTIVE OFFICER:** \_\_\_\_\_

**PHONE:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **FAX:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**6.2 PROJECT MANAGER TITLE** \_\_\_\_\_

**PHONE:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **FAX:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**7.0 REASONS WHY THIS PROJECT DESERVES OPWC FUNDING:**

(Provide information to support the Project Priority Rating Criteria Form)

**Office of the Geauga County Engineer**

***Proposed FY2018 (Round 32) Township OPWC Project  
(Earliest Project Start – July 1, 2018)***

**Township :** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Top Priority**

Road Name: \_\_\_\_\_

Project Limits: From \_\_\_\_\_ To \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

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

Replace Culverts  Yes  No

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**Second Priority**

Road Name: \_\_\_\_\_

Project Limits: From \_\_\_\_\_ To \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

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

Replace Culverts  Yes  No

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