

HOW THE PROGRAM WORKS

The Municipal Road Fund (MRF) Program

Monies for the MRF program generated from the sale of license plates within the corporate limits of the municipality, and administered according to Ohio Revised Code 4504.04 and 4504.05.

On an annual basis, (June of current year for prioritizing following year's program) this office forwards an application form* to each municipality. The municipalities complete the form(s) and return it/them to this office for review and prioritizing, by August. After the review, this office makes recommendation and the Engineer presents the recommendation to the Board of Hamilton County Commissioners the following March or April for approval. Two weeks before this meeting, each municipality receives a list of the projects selected for the year's program, the full list of applications received by the Engineer, as well as the date for this hearing meeting.

The following week, upon finalizing the program, this office mails two original Agreements to each of the approved municipalities for enactment by the municipality. The municipality passes an ordinance/resolution (municipality may use their own form) authorizing the Mayor and Clerk (or City/Village Manager) to sign the Agreement. After the Municipality enacts this legislation, the Municipality mails the legislation to the Engineer for signature, encumbering funds and processing through the Board of Hamilton County Commissioners.

The Clerk of the Board of Hamilton County Commissioners issues a Volume and Image number to the enacted/fully signed legislation. This office mails one (1) original agreement and a copy of the Municipality's ordinance to the municipality for their files.

When the municipality is ready to utilize the funds, the municipality sends a letter of invoice (or invoice) to the Engineer requesting release of the monies. The Engineer's Office processes a request for the approved amount to the County Auditor for the issuance of a warrant, which is mailed directly to the municipality under cover letter directing the municipality: "When the project is complete, a full accounting should be returned to this office, with your check for any unexpended funds."

Included with this letter is a "Completion Report" form that the municipality must return to the Engineer upon finalizing the project.

*Forms are available on the Engineer's web site <http://www.hamilton-co.org/Engineer/>