

DISTRICT 2  
INTEGRATING  
COMMITTEE

ROUND 24  
HANDBOOK

RULES &  
REGULATIONS  
PROGRAM YEAR  
2010

ROUND 24

VISIT OUR WEBSITE AT:

<http://www.hamilton-co.org/engineer/SCIP/ltip.htm>

# TABLE OF CONTENTS

<b>FUNDING SOURCE INFORMATION</b> .....	3
GENERAL FUNDING INFORMATION .....	3
STATE CAPITAL IMPROVEMENT PROGRAM FUNDS (SCIP) .....	3
<i>Grants - SCIP Grants are intended for repair/replacement of existing infrastructure.</i> .....	3
<i>Loans / Loan Assistance</i> .....	3
LOCAL TRANSPORTATION IMPROVEMENT PROGRAM FUNDS (LTIP) .....	4
REVOLVING LOAN PROGRAM FUNDS (RLP).....	4
SMALL GOVERNMENT FUNDS .....	4
GENERAL.....	5
SPECIFIC.....	6
SUBMISSION CHECKLIST.....	6
<i>OPWC Application for Financial Assistance</i> .....	6
<i>Additional Support Information</i> .....	6
<i>Detailed Cost Estimate</i> .....	6
<i>Useful Life Statement</i> .....	6
<i>Status of Funds Certification</i> .....	6
<i>Authorizing Legislation</i> .....	7
<i>Capital Improvement Report</i> .....	7
<i>Project Pictures</i> .....	7
<i>Project Vicinity Map</i> .....	7
<i>Pre-Application Policy and Procedure</i> .....	7
<b>RULES FOR APPEALS &amp; AWARDS</b> .....	8
<b>ROSTERS</b> .....	9
DISTRICT TWO INTEGRATING COMMITTEE:.....	9
DISTRICT TWO SUPPORT STAFF: .....	9
OPWC PROGRAM REPRESENTATIVE: .....	9
<b>SUBDIVISION CODES</b> .....	10
<b>ADDENDUM</b> .....	11

# ► FUNDING SOURCE INFORMATION

## GENERAL FUNDING INFORMATION

- Types of infrastructure projects which can be funded:
  - Roadway - If applying for a group of roads, such as a subdivision, all roads must be contiguous or immediately adjacent. If the streets are not contiguous or immediately adjacent, the project will not be rated by the Support Staff or considered for funding by the Integrating Committee.
  - Bridge
  - Storm Water & Sanitary Water Collection Facilities
  - Storm Water & Sanitary Water Storage Facilities
  - Storm Water & Sanitary Treatment Facilities
  - Water Supply Systems
  - Solid Waste Disposal Facilities
- Costs for engineering, architectural, property acquisition, construction inspection, and construction management **are not** eligible for funding in District 2.
- Appurtenances, or “stand-alone” items are not eligible for funding. Examples include (but are not limited to): Curbs, traffic signals, fire hydrants, guardrail, portions of a facility such as potable water or wastewater treatment plants, etc. These items are eligible for funding only if they are part of a larger project that encompasses an entire roadway, bridge, treatment facility, etc.
- Expenditures for landscaping activities and improvements that go beyond basic requirements for infrastructure repair and post-construction repairing, stabilizing, and reseeding of land surfaces **are not** eligible for funding. Examples include (but are not limited to) sodding, trees, ornamental plants or structures, landscaped islands, signs, decorative items, etc.
- Only construction and contingency costs (“total” construction costs) are eligible for OPWC funding in District 2.
- Funds for approved projects become available on July 1 following that round application process.

## ◆ STATE CAPITAL IMPROVEMENT PROGRAM FUNDS (SCIP)

### Grants - SCIP Grants are intended for repair/replacement of existing infrastructure.

- Funds can be used for rehabilitation, repair, and reconstruction - No expansion (unless expansion component is to be funded by local jurisdiction).
- Grant awards cannot be greater than 80% of the annual district allocation.
- Grants are for a maximum of 90% of the “total” construction cost of a project.
- Local jurisdiction must contribute a minimum of 10% of the “total” construction cost.

### Loans / Loan Assistance

- Loan Assistance is a program offering grants for interest payments on OPWC eligible construction projects. These grants will pay for accrued interest on the construction period plus one year thereafter and do not have to be repaid to the Ohio Public Works Commission.
- Loan/Loan Assistance awards cannot be less than 20% of the annual district allocation.
- Any project primarily involving repair, reconstruction, or construction of facilities which are part of a system collecting fees from its users, (such as water and sewer systems) may only receive a loan or loan assistance.
- Loans may be paid off early if so desired without penalty.
- No minimum local share is required. 100% of total construction cost is fundable, unless the project involves expansion. Only 50% of expansion components are eligible for a loan. The remaining costs must be paid for by local share, SCIP grants, or outside funding.
- OPWC loans do not count against the local jurisdiction’s State of Ohio mandated 10-mil debt limitation. There is no minimum amount to borrow.
- OPWC loans do not affect a jurisdiction’s credit rating.
- The Economic Health rating of the jurisdiction determines the interest rate. All jurisdictions applying for loans and receiving 6, 8, or 10 point rating on Economic Health will receive zero (0%) percent loans. All jurisdictions receiving a 2 or 4 point rating will be offered loans on the following basis: 1-10 year term – 0%; 11-20 year term – 1 ½%; 21-30 year term – 3%

- The applicant may choose the term for repayment - between 1 and 30 years.
- Loan repayment term cannot exceed the infrastructure's useful life.
- Jurisdictions may apply for grant/loan combinations.

## ◆ LOCAL TRANSPORTATION IMPROVEMENT PROGRAM FUNDS (LTIP)

- Funds can be used for rehabilitation, repair, construction, reconstruction and expansion projects. Grants only - No loans are made from LTIP funds.
- Grants are for a maximum of 90% of the "total" construction cost.
- LTIP funds may be used only for roads and bridges. Projects whose majority (50% or greater) costs are drainage items are not eligible for LTIP funding.
- Local jurisdiction must contribute a minimum of 10% of the "total" construction cost.

## ◆ REVOLVING LOAN PROGRAM FUNDS (RLP)

- Loans may be paid off early if so desired without penalty.
- No minimum amount to borrow.
- No minimum local share is required (100% of total construction cost is fundable).
- OPWC loans do not count against the local jurisdiction's State of Ohio mandated 10-mil debt limitation.
- OPWC loans do not affect a jurisdiction's credit rating.  
The Economic Health rating of the jurisdiction determines the interest rate. All jurisdictions applying for loans and receiving 6, 8, or 10 point rating on Economic Health will receive zero (0%) percent loans. All jurisdictions receiving a 2 or 4 point rating will be offered loans on the following basis: 1-10 year term - 0%; 11-20 year term - 1 ½%; 21-30 year term - 3%
- The applicant may choose the term for repayment - between 1 and 30 years.
- Loan repayment term cannot exceed the infrastructure's useful life.

## ◆ SMALL GOVERNMENT FUNDS

- Grants, loans and loan assistance funds are awarded by the OPWC's Small Government Commission (the decision on fundable projects is not made on the local level) using the Small Government Commission rating system.
- Funds are awarded to local jurisdictions that have a population base of less than 5,000 residents.
- All projects must be given local consideration to determine if the project first can be funded with District SCIP/LTIP funds.
- Eligible projects not funded with District Two SCIP/LTIP funds are then rated on the Small Government's Rating system. The ten most highly rated applications are filed with the Small Government Commission. The Small Government Commission votes on these projects, each year in May.

# ► RULES FOR APPLICATION

Legend: ● Rules \* Helpful Hint

## GENERAL

**THE APPLICATION DEADLINE IS 4:00 P.M. ON THE THIRD FRIDAY OF SEPTEMBER OF EACH YEAR.** When applications are filed with the County Engineer's Office, they will be time stamped to provide proof of their receipt. Projects filed after the deadline will not be accepted. No exceptions shall be granted for any reason. **IN ADDITION TO THE ORIGINAL SIGNED APPLICATION, EACH APPLICATION MUST BE SUBMITTED IN PDF FORMAT ON A COMPACT DISC IN ITS ENTIRETY. THE SAME DEADLINE APPLIES TO THE COMPACT DISC COPY AS THE ORIGINAL APPLICATION. FAILURE TO PROVIDE THE COMPACT DISC COPY WILL RESULT IN THE APPLICATION NOT BEING ACCEPTED BY DISTRICT 2.**

Projects are to be filed at the Hamilton County Engineer's Office, 10480 Burlington Road, Cincinnati, Ohio 45231 or at the downtown location, 138 E. Court Street, County Administration Building, Room 700, Cincinnati, Ohio 45202. The applicant is solely responsible for filing the application. The applicant is also solely responsible for the content of the application(s) filed. Applications will not be accepted by email or fax.

- **Fill all documents out completely and sign where applicable.**
- **Study the rating methodology to fully understand how projects are awarded points, then fill out your application accordingly. Remember - detail counts!**
- **Documents needed to be filed in order for an application to be considered a complete and eligible for funding are:**
  - CD-ROM with entire application in PDF format
  - Submission Checklist
  - OPWC Application for Financial Assistance
  - District Two Additional Support Information
  - Detailed Cost Estimate
  - Useful Life Statement
  - Status of Funds Certification
  - Loan Repayment Letter (if loan project)
  - Enabling Legislation
  - Capital Improvement Report
  - Project Pictures
    - \* Obtain photographs that will accurately reflect the condition of the facility cited in the application. An example would be to take a picture of a road or drainage project during or immediately after a rain event.
    - Project Vicinity Map
      - \* The more detail provided will assist the rating team to identify unique circumstances about the facility being applied for. If needed, have a broad location map, and a more detailed large-scale map to identify the project and any surrounding features that will support your application.
- **Documents needed to be filed in order for an application to be considered for maximum points are:**
  - Infrastructure Condition Data
  - Infrastructure Safety Data
  - Infrastructure Health Data
  - Jurisdiction User Fee / Assessment Data
  - Economic Growth Data
  - Alleviate Traffic Hazard / LOS Data
  - Relevant Traffic Accident Reports/Summaries and accident rates
  - Ban /Moratorium Data – a copy of legislation passed by the jurisdiction is required.
  - Certified Traffic Count - must be signed and sealed by a registered Professional Engineer
    - \* The local jurisdiction should provide as much information as possible to assist the district committee in understanding the limits, needs, costs and reasons for the application for funding. The local committee has determined that, if an application does not offer a certain piece of information, it considers the lowest possible value for that information.
- **A facility may be applied for only once in a given round.** For instance, a roadway may be applied for either in a separate application, or with a group of streets, but not both.
- **Once submitted, the applicant may not change the application from a grant request to a loan request for any purpose.**
- **After an application is submitted, the application information can only be changed under the rules herein specified:**

- 1.) The Support Staff will review an application for completeness only if it is received no later than one week before the deadline for receiving applications.
  - a.) The Support Staff will contact the affected jurisdiction and allow three business days for missing item(s) to be submitted.
  - b.) Items submitted after the three-day notification period will not be considered as part of the original application.
- 2.) If the rating team reports that the application has important items missing (ex: signed and sealed construction estimate, full description of scope of work for the project, no additional support information, etc.), that application shall be considered incomplete and not rated by the Support Staff.
  - a.) The application and letter explaining the decision shall be sent to the affected jurisdiction.
  - b.) This cannot be appealed unless the applicant can demonstrate that the information was included in the original application.

## **SPECIFIC**

### ***Submission Checklist***

- Use the Submission Checklist to assure completeness and to assure your maximum points. The Submission Checklist must be signed by an official of the applying agency.

### **OPWC Application for Financial Assistance**

#### Section 1 - Project Financial Information

- Minimum local share is 10% for grants.
- Loans require no local share, but will receive a higher point value if a match is offered.
  - \* Remember – a greater match means higher scores.
- Costs for engineering, inspection, and land acquisition are *not* eligible in District 2.

#### Section 2 - Project Information

- \* Be descriptive - Details assist the district staff in evaluating your project properly. There is no such thing as an over-documented application.

#### Section 4 Project Schedule

- True and realistic dates are required, and past history for each jurisdiction meeting project deadlines will be taken into consideration.
  - \* Remember, preference will be given to any project that will be under contract during the construction season in which the funds are received. Failure to meet the project schedule may result in OPWC termination of the project and/or point reductions in future funding rounds.

#### Section 7 - Applicant Certification

- Must be signed and dated by Chief Executive Officer.

### **Additional Support Information**

- To acquire the maximum points possible for your application fill this form out in detail.
  - \* Be descriptive and detailed. The district support staff relies on this form heavily when scoring projects. Study the rating methodology to fully understand how projects are awarded points, then fill out your application so that you can receive the greatest advantage. Time should be taken to be sure this form gives the requested information. Attach additional sheets if necessary.

### **Detailed Cost Estimate**

- Show an “itemized” cost estimate that accurately reflects the project cost. All items noted as a component of the project must be included in the estimate.
- Signed and sealed by Professional Engineer registered in the State of Ohio.

### **Useful Life Statement**

- Minimum useful life is seven years for any project.
- The average of all projects funded by the district cannot be less than 20 years.
- Signed and sealed by Professional Engineer registered in the State of Ohio.

### **Status of Funds Certification**

- Must certify local share funds are or will be available.

- Must be on jurisdiction's official letterhead.
- Must be signed by Chief Fiscal Officer.
- Must be included for each funding source listed in the application. For projects using Municipal Road Funds (MRF) for matching funds, a copy of the current MRF application filed with the Hamilton County Engineer's Office shall meet the requirement.
- Loan Repayment Letter – The applicant must use the format specified by the OPWC on the applicant's letterhead. This format is available on both the District and OPWC's websites.

### **Authorizing Legislation**

- Legislation authorizing the Chief Executive Officer to apply for OPWC funding and enter into contract with the OPWC.
- Establishing jurisdiction's Chief Executive Officer, Chief Fiscal Officer, and Project Manager.
- Must be signed by either the jurisdictions' Chief Fiscal Officer or Clerk.
- Must be filed by 4:00 PM of the third Monday of November of each year with the District Liaison.

### **Capital Improvement Report**

- Fully detailed Capital Improvement Report (CIR) including the Summary Form and the 5 Year Plan form *must* be submitted by 4:00 PM of the third Monday of November of each year with the District Liaison using the OPWC forms. The District will file the CIR with the OPWC. You may request the forms be e-mailed to you (on Excel spreadsheet), and you may e-mail the CIR to: [joe.cottrill@hamilton-co.org](mailto:joe.cottrill@hamilton-co.org). **The application will not be considered for funding, regardless of its priority listing, if the CIR is not filed by the due date listed above.**
- No grants, credit enhancements, or loans will be awarded by the OPWC until the successful jurisdiction has submitted an acceptable Capital Improvement Report and Five-Year Plan.

### **Project Pictures**

- Minimum of four – printed or mounted on 8 1/2" x 11" paper.

### **Project Vicinity Map**

- Must be legible with project limits highlighted to a scale and detail that will permit the Support Staff to easily locate the project.

### **PRE-APPLICATION POLICY AND PROCEDURE:**

The purpose of the pre-application is to allow a governmental jurisdiction to have a roadway or bridge pre-rated for condition so as to be able to perform maintenance on the infrastructure and not severely affect the condition score when applying for SCIP/LTIP funds. Only roads and bridges are permitted to apply for a pre-rating score. This year, applications for pre-rating roads and bridges will be for **Round 24** funds.

The Support Staff will pre-rate the infrastructure for condition only, and keep the score in confidence. The pre-rating score is not appealable and will not be available until all preliminary scores for the applying round are released. The pre-rating score will count for 75% toward the score and the current condition will count 25% toward the score. Applications for pre-rating a road or bridge will be accepted according to the following schedule:

#### **Round 24 Projects: Through 4:00 PM, Friday, August 21, 2009**

Pre-applicants must provide the date the maintenance activity will begin so the Support Staff can view it before the work is started. Applications for pre-rating will be accepted only for a project that will be applied for in the following year's round. The pre-rating score will be valid for one round only. Failure to meet the terms of the Pre-Application document will result in disqualification for consideration in the following round.

## ► RULES FOR APPEALS & AWARDS

- Any single or multiple criteria of the point rating system may be appealed, except criterion 4, 7, 8 and 12.
- Appeal review will be based only on information provided in the original application. No new information provided after the original submission date will be considered.
- If a jurisdiction appeals its' project rating, the support staff may, upon review of the appeal, **increase or decrease** the points of the appealed category.
- A second rating team will review the appeal, rather than the original rating team.
- The following decisions rest exclusively with the District Integrating Committee:
  - Points awarded to a project application
  - Number and dollar amounts of projects funded
  - Funding source and funding type for all projects
  - Loan rates
  - Criteria used for project selection
- A decision (seven out of nine affirmative votes is required) of the District Integrating Committee **is final** and therefore cannot be appealed.

## ► ROSTERS

### DISTRICT TWO INTEGRATING COMMITTEE MEMBERS:

<b>Member</b>	<b>Representing</b>	<b>Phone</b>
William W. Brayshaw - Chairman	Hamilton County	946-8902
Thomas Hart	Hamilton County - At Large	245-1010
Lea Eriksen	City of Cincinnati	352-1578
Michael Moore	City of Cincinnati	352-3303
David Holmes	City of Cincinnati	352-5368
Robert Bemmes	Hamilton County Municipal League	733-3725
Daniel R. Brooks	Hamilton County Municipal League	521-7413
Thomas Bryan	Hamilton County Township Association	522-8532
Joseph I. Sykes	Hamilton County Township Association	941-2466

### DISTRICT TWO ALTERNATE MEMBERS:

<b>Alternate Member</b>	<b>Alternate for:</b>	<b>Phone</b>
Ted Hubbard	William W. Brayshaw	946-8903
David Krings	Thomas Hart	200-4222
Joe Gray	Lea Eriksen	352-5372
Tim Jamison	Michael Moore	352-5296
Scott Stiles	David Holmes	352-5372
Rex Bevis	Robert Bemmes	271-0468
Stephanie Stoller	Daniel R. Brooks	793-1855
Robert Bass	Joseph I. Sykes	922-8609
Rob Molloy	Thomas Bryan	791-8447

### DISTRICT TWO SUPPORT STAFF MEMBERS:

<b>Member</b>	<b>Jurisdiction</b>	<b>Phone</b>
Joseph Cottrill - District Liaison	Hamilton County Engineer's Office	946-8906
Richard Cline – Tech. Assistance Facilitator	City of Cincinnati	352-6235
Robert Bass – Tech. Assistance Facilitator	Delhi Township	922-8609
William Shefcik	City of Cincinnati	352-5273
Bryan Williams	City of Cincinnati	352-4506
Greg Long	City of Cincinnati	352-5289
Doug Riddiough	Hamilton County Engineer's Office	946-4277
Eric Beck	Hamilton County Engineer's Office	946-8432
John Beck	Hamilton County Engineer's Office	946-8425
Rob Molloy	Sycamore Township	791-8447
John Knuf	City of North College Hill	521-7413

### OPWC PROGRAM REPRESENTATIVE:

<b>District Two Representative</b>	<b>Address</b>	<b>Phone</b>
Abbey DeHart	65 East State Street - Suite 312 Columbus, Ohio 43215	(614) 728-2466

## ► SUBDIVISION CODES

<b>Municipality</b>	<b>Number</b>	<b>Township</b>	<b>Number</b>
Addyston	061 - 00436	Anderson	061 - 01980
Amberley Village	061 - 01672	Colerain	061 - 16616
Arlington Heights	061 - 02428	Columbia	061 - 16882
Blue Ash	061 - 07300	Crosby	061 - 19470
Cheviot	061 - 14128	Delhi	061 - 21504
Cincinnati	061 - 15000	Green	061 - 31752
Cleves	061 - 16028	Harrison	061 - 33852
Deer Park	061 - 21266	Miami	061 - 49364
Elmwood Place	061 - 25186	Springfield	061 - 74121
Evendale	061 - 25802	Sycamore	061 - 75973
Fairfax	061 - 25942	Symmes	061 - 76028
Forest Park	061 - 27706	Whitewater	061 - 84938
Glendale	061 - 30380		
Golf Manor	061 - 30786		
Greenhills	061 - 32158		
Harrison	061 - 33838	<b>County</b>	<b>Number</b>
Indian Hill	061 - 76582	Hamilton	061 - 00061
Lincoln Heights	061 - 43722		
Lockland	061 - 44366		
Loveland	061 - 45108		
Madeira	061 - 46312		
Mariemont	061 - 47600		
Montgomery	061 - 51716		
Mount Healthy	061 - 52752		
Newtown	061 - 55678		
North College Hill	061 - 56322		
North Bend	061 - 56182		
Norwood	061 - 57386		
Reading	061 - 65732		
Sharonville	061 - 71892		
Silverton	061 - 72522		
Springdale	061 - 74104		
St. Bernard	061 - 69470		
Terrace Park	061 - 76428		
Woodlawn	061 - 86366		
Wyoming	061 - 86730		

