

DISTRICT 17 ROUND 23
IMPORTANT APPLICATION INFORMATION

DEADLINE IS NOW SEPTEMBER 5, 2008

The following items are needed to prepare an application for the State Capital Improvement Program (SCIP), now known as the Issue I Program, and Local Transportation Improvement Program (LTIP).

The items listed in bold are available on the OPWC website at www.pwc.state.oh.us. Items specific to District 17 are **bold** and *italicized* and will be found on the OPWC website under District Methodologies and District 17. We encourage you to download the documents needed from the OPWC website if you have internet access to save on copying and postage costs. However, if you do not have internet access, we will be happy to mail items to you upon your request. You may contact Susan Spiker at 740-670-5208 or Warren Weber at 740-670-5213 to request the materials. Email is sspiker@lcounty.com or wweber@lcounty.com.

1. *General Information.*
2. **District 17 Committee roster.**
3. *Suggested Format for the 10 Item Narrative.*
4. **Instructions for completion of the Ohio Public Works Commission (OPWC)
Application for Financial Assistance**
5. **OPWC Application for Financial Assistance**
6. **MBE and Floodplain Advisories**
7. **Farmland Preservation Review Advisory**
8. **Domestic Steel Use Requirements Advisory**
9. **Americans with Disabilities Act Advisory**
10. *District 17 Ranking Criteria*
11. *Checklist of Required Documents*
12. **Capital Improvement Report Forms (CIR)**
13. **Small Government Guidelines**

Application Contents

Applications submitted to the District 17 Integrating Committee must include the OPWC's Application for Financial Assistance. **ALSO PLEASE NOTE THAT YOU MAY NOW APPLY FOR A 30 YEAR LOAN FOR PROJECTS THAT HAVE AT LEAST A 30 YEAR USEFUL LIFE.**

There is also a requirement that communities consider farmland preservation issues. If your project has an effect on farmland, it must be analyzed in terms of how it will impact prime farm property, and the application must include an analysis prepared by the appropriate **county or regional planning commission**. This will generally apply to new or expansion projects only.

The **attachments** indicated in Section 6.0 of the OPWC application instructions must also be included as well as the **10 Item Narrative** describing how the proposed project meets the ten criteria described in Ohio Revised Code 164.06. A copy of ORC 164.06 is available through the OPWC website noted above. The 10 Item Narrative is also available under District Methodologies for

District 17. Since it is not in a typeable format you may redo on your computer.

Your application **must be organized** in a **three-ring, loose-leaf binder with hard sided front and back; comb bound, spiral bound or stapled/clipped application packages** will not be accepted. An original and one copy is required. FAXED applications will not be accepted. Please do not cover the individual pages of the application or attachments with plastic covers or sleeves (with the exception of non-digital photographs). **Tab**s or **dividers are not required**. Do not put both copies of an application in one notebook, so for example, if you are submitting two different projects, you will be submitting four (4) notebooks. Credit Enhancement applications need to be packaged separately from the grant or loan application if you are doing a combined funding application.

Number of Applications

A community may submit 2 (two) project proposals for financial assistance. **If you are submitting more than one application, you must indicate the priority, one or two, on the cover of each application. This is important as it affects the number of points assigned to a project. It is possible for a 2nd priority project to be funded and the first priority project not funded!**

Application Submission

An original and one copy of each application must be received **by 4:30 p.m. on Friday, September 5, 2008**, at the offices of the Licking County Planning Commission, First Floor, Donald D. Hill County Administration Building, 20 South Second Street, Newark, Ohio 43055. FAXED applications cannot be accepted. **Applications arriving after 4:30 p.m. will not be accepted, no exceptions!**

Additionally, a Capital Improvements Report (CIR), updated no earlier than 4 weeks before the due date, must accompany the application. The Executive Committee may not consider applications submitted without an updated CIR when they begin the ranking process.

Available Funds

District 17, representing all local subdivisions in Delaware, Fairfield, Knox, Licking, Morrow and Pickaway Counties, has been allocated approximately \$9,000,000 in State Capital Improvement Program (SCIP), \$2,772,000 in Local Transportation Improvement Program (LTIP) funds, and \$800,000 in Revolving Loan Program funds for Round 23, for a total of \$12,572,000. In this round (Program Year 2007-2008) in addition to grants, 20% of the SCIP allocation must be awarded in the form of loans or credit enhancement and up to 20% of the SCIP funds may be allocated to projects which are for new or expanded infrastructure. All of the LTIP funds will be awarded as grants for road and/or bridge projects.

Application Review Period for Round 23

The membership of District 17 will review applications from September to December this year and submit projects recommended for approval to the Ohio Public Works Commission in early 2009. The OPWC is expected to release approved project agreements for SCIP projects in February/March 2009 and LTIP projects on July 1, 2009.

Assistance with Applications

Members of the District 17 Integrating Committee are available to answer questions and provide assistance. Please refer to the Committee membership list for names and addresses of members in your area. You may also feel free to contact the Licking County Planning Commission (LCPC) at 740-670-5200 (regardless of which county you are in) for help or you may e-mail questions or ask for assistance: Susan Spiker at 740-670-5208 or sspiker@lcounty.com and Warren Weber at 740-670-5213 or wweber@lcounty.com. Staff members will be available **by appointment only**, generally from 8:00 a.m. to 4:30 p.m. **You are strongly encouraged to consult with the LCPC staff to ensure your application(s) are complete and have all the required documentation. Notices about of trainings will be sent to all entities once they are set up.**

Water and Sewer Projects

Although eligible for grants, water and sewer projects are likely candidates for the SCIP loan or credit enhancement funds. In order to decide whether to fund water and sewer projects, the District will make an effort to compare local water and sewer rates with defined affordability standards. In other words, the District will make a serious effort to be sure that SCIP funds are not being used to keep water and sewer rates unusually low. Applicants for water and sewer projects should contact a Committee member or the Licking County Planning Commission for more information about water and sewer user affordability rates during the preparation of the application.

Minority Business Participation

Until recently, jurisdictions financially assisted through the programs of the Ohio Public Works Commission were required to meet the same minority contracting expectations of the State for construction and procurement of equipment, materials and services. As a result of several court decisions, the requirement for Minority Business Enterprise (MBE) construction set-asides has been eliminated. However, the requirement for MBE set-asides for procurement remains intact; that is, 15% of the total procurement dollars recommended for funding must be made available for purchase of materials and equipment with minority business enterprises only. To achieve this, some jurisdictions selected for funding will be expected to become a party to a District 17 Minority Business Participation Plan. This plan will define activities that constitute good faith efforts toward Minority Business Participation and will identify procurement activities “set aside” for contracting with Certified MBE’s. This will require that set aside procurement activities be offered for bidding by or proposals from certified minority firms only.

Domestic Steel Use Requirements

Sections 153.001 and 153.99 of the Ohio Revised Code have been amended to provide enforcement of and civil penalties for the violation of statutory requirements that domestic steel be used in all public improvements supported in whole or in part by state capital funds. This includes all projects receiving funding from SCIP and LTIP.

10 Item Narrative, continued.

5. Discuss the cost of the project and whether it is consistent with division (G) of section 164.05 of the Revised Code and the district's allocation for grants, loans, and local debt support and credit enhancements for the year.

6. Discuss the effort and ability of the benefited local subdivision to assist in financing the project.

7. Discuss the availability of federal or others funds for the project.

8. Discuss the overall economic health of the particular local subdivision.

9. Discuss the adequacy of planning for the project and the readiness of the applicant to proceed should the project be approved. This narrative should be consistent with the project schedule provided on page 5 of the application forms.

10. Discuss any other factors relevant to a particular project.

****Checklist of documents that are required as part of the application****

_____ Revised 1999 Application for Financial Assistance

_____ A certified copy of the legislation by the governing body of the applicant. (MUST USE language shown in Sample in the instruction packet)

_____ A certification from the applicant's Chief Financial Officer listing all local share funds budgeted, the source of the funds, and the date they are anticipated to be available. (MUST USE language shown in Sample in the instruction packet)

_____ A registered professional engineer's estimate of the project's useful life. (Weighted useful life required for projects involving more than one type of infrastructure)

_____ Detailed cost estimate with both construction and engineering costs (if applicable) and engineer's original signature and seal.

_____ An updated Capital Improvement Summary and 5-Year Plan. Complete inventory only required from new applicants who have not applied for funds in the past.

_____ Water & sewer rates for all water & sewer projects(based on 7756 gallons per month). Include copy of ordinances that establish rates.

_____ 10 Item Narrative Form.

1. Number of beneficiaries for water/sewer projects
2. Age and condition of the infrastructure

_____ Map showing project location

Items that are to be included if applicable to this project:

_____ If "in-kind" is shown in budget, you must include a summary page showing how labor, material, and equipment costs were calculated. Materials purchased are subject to MBE requirements.

_____ Photos, as appropriate

_____ A copy of a multi-jurisdictional cooperation agreement if more than one entity is involved in the project

_____ Farmland Preservation Narrative written by County or Regional Planning Commission, not the applicant's planning commission or engineer.

_____ Floodplain Permit, if required