



State of Ohio
Public Works Commission
Application for Financial Assistance

IMPORTANT: Please consult "Instructions for Financial Assistance for Capital Infrastructure Projects" for guidance in completion of this form.

Applicant

Applicant: Village of Portage Subdivision Code: 173-64108

District Number: 5 County: Wood Date: 09/01/2021

Contact: Mark Wolford, Mayor Phone: (440) 686-8102
(The individual who will be available during business hours and who can best answer or coordinate the response to questions)

Email: popswolf@gmail.com FAX: _____

Project

Project Name: SR 25 Drainage Improvements Zip Code: 43451

Subdivision Type	Project Type	Funding Request Summary
(Select one)	(Select single largest component by \$)	(Automatically populates from page 2)
<input type="checkbox"/> 1. County	<input checked="" type="checkbox"/> 1. Road	Total Project Cost: <u>121,000</u> .00
<input type="checkbox"/> 2. City	<input type="checkbox"/> 2. Bridge/Culvert	1. Grant: <u>60,500</u> .00
<input type="checkbox"/> 3. Township	<input type="checkbox"/> 3. Water Supply	2. Loan: <u>60,500</u> .00
<input checked="" type="checkbox"/> 4. Village	<input type="checkbox"/> 4. Wastewater	3. Loan Assistance/ Credit Enhancement: <u>0</u> .00
<input type="checkbox"/> 5. Water (6119 Water District)	<input type="checkbox"/> 5. Solid Waste	Funding Requested: <u>121,000</u> .00
	<input type="checkbox"/> 6. Stormwater	

District Recommendation (To be completed by the District Committee)

Funding Type Requested	SCIP Loan - Rate: _____ % Term: _____ Yrs	Amount: _____ .00
(Select one)		
<input type="checkbox"/> State Capital Improvement Program	RLP Loan - Rate: _____ % Term: _____ Yrs	Amount: _____ .00
<input type="checkbox"/> Local Transportation Improvement Program	Grant:	Amount: _____ .00
<input type="checkbox"/> Revolving Loan Program	LTIP:	Amount: _____ .00
<input type="checkbox"/> Small Government Program	Loan Assistance / Credit Enhancement:	Amount: _____ .00
District SG Priority: _____		

For OPWC Use Only

STATUS	Grant Amount: _____ .00	Loan Type: <input type="checkbox"/> SCIP <input type="checkbox"/> RLP
Project Number: _____	Loan Amount: _____ .00	Date Construction End: _____
_____	Total Funding: _____ .00	Date Maturity: _____
Release Date: _____	Local Participation: _____ %	Rate: _____ %
OPWC Approval: _____	OPWC Participation: _____ %	Term: _____ Yrs

1.0 Project Financial Information (All Costs Rounded to Nearest Dollar)

1.1 Project Estimated Costs

Engineering Services

Preliminary Design:	<u>4,000</u> .00	
Final Design:	<u>5,500</u> .00	
Construction Administration:	<u>7,000</u> .00	
Total Engineering Services:	a.) <u>16,500</u> .00	<u>18</u> %
Right of Way:	b.) _____ .00	
Construction:	c.) <u>93,500</u> .00	
Materials Purchased Directly:	d.) _____ .00	
Permits, Advertising, Legal:	e.) <u>1,650</u> .00	
Construction Contingencies:	f.) <u>9,350</u> .00	<u>10</u> %
Total Estimated Costs:	g.) <u>121,000</u> .00	

1.2 Project Financial Resources

Local Resources

Local In-Kind or Force Account:	a.) _____ .00	
Local Revenues:	b.) _____ .00	
Other Public Revenues:	c.) _____ .00	
ODOT / FHWA PID: _____	d.) _____ .00	
USDA Rural Development:	e.) _____ .00	
OEPA / OWDA:	f.) _____ .00	
CDBG:	g.) _____ .00	
<input type="checkbox"/> County Entitlement or Community Dev. "Formula"		
<input type="checkbox"/> Department of Development		
Other: _____	h.) _____ .00	
Subtotal Local Resources:	i.) <u>0</u> .00	<u>0</u> %

OPWC Funds (Check all requested and enter Amount)

Grant: <u>50</u> % of OPWC Funds	j.) <u>60,500</u> .00	
Loan: <u>50</u> % of OPWC Funds	k.) <u>60,500</u> .00	
Loan Assistance / Credit Enhancement:	l.) <u>0</u> .00	
Subtotal OPWC Funds:	m.) <u>121,000</u> .00	<u>100</u> %
Total Financial Resources:	n.) <u>121,000</u> .00	<u>100</u> %

1.3 Availability of Local Funds

Attach a statement signed by the Chief Financial Officer listed in section 5.2 certifying all local resources required for the project will be available on or before the earliest date listed in the Project Schedule section. The OPWC Agreement will not be released until the local resources are certified. Failure to meet local share may result in termination of the project. Applicant needs to provide written confirmation for funds coming from other funding sources.

2.0 Repair / Replacement or New / Expansion

2.1 Total Portion of Project Repair / Replacement:	<u>121,000</u> .00	<u>100</u> %
2.2 Total Portion of Project New / Expansion:	<u>0</u> .00	<u>0</u> %
2.3 Total Project:	<u>121,000</u> .00	<u>100</u> %

A Farmland
Preservation letter is
required for any
impact to farmland

3.0 Project Schedule

3.1 Engineering / Design / Right of Way	Begin Date: <u>02/01/2022</u>	End Date: <u>02/01/2023</u>
3.2 Bid Advertisement and Award	Begin Date: <u>02/01/2023</u>	End Date: <u>04/01/2023</u>
3.3 Construction	Begin Date: <u>04/01/2023</u>	End Date: <u>10/01/2023</u>

Construction cannot begin prior to release of executed Project Agreement and issuance of Notice to Proceed.

Failure to meet project schedule may result in termination of agreement for approved projects. Modification of dates must be requested in writing by project official of record and approved by the Commission once the Project Agreement has been executed.

4.0 Project Information

If the project is multi-jurisdictional, information must be consolidated in this section.

4.1 Useful Life / Cost Estimate / Age of Infrastructure

Project Useful Life: 20 Years Age: 1930 (Year built or year of last major improvement)

Attach Registered Professional Engineer's statement, with seal or stamp and signature confirming the project's useful life indicated above and detailed cost estimate.

4.2 User Information

Road or Bridge: Current ADT 6,181 Year 2020 Projected ADT _____ Year _____

Water / Wastewater: Based on monthly usage of 4,500 gallons per household; attach current ordinances.

Residential Water Rate Current \$ _____ Proposed \$ _____

Number of households served: _____

Residential Wastewater Rate Current \$ _____ Proposed \$ _____

Number of households served: _____

Stormwater: Number of households served: _____

4.3 Project Description

- A: SPECIFIC LOCATION (Supply a written location description that includes the project termini; a map does not replace this requirement.) 500 character limit.

The proposed project is located along SR 25 on the east side - Water Street to Walnut Street in the Village of Portage.

- B: PROJECT COMPONENTS (Describe the specific work to be completed; the engineer's estimate does not replace this requirement) 1,000 character limit.

State Route 25, within the Village Limits of Portage currently has curb & curb inlets along the length of SR25 through the Village. The existing pavement along SR25 has been resurfaced several times by ODOT. Unfortunately, the resurfacing has accumulated over the years where the pavement is now higher than the existing curb. Storm water run-off from the road now drains over the curb into the side yards & sidewalks instead of draining along the curb line to the existing curb inlets. They have previously corrected a small portion along the east side of SR25 ending at Walnut St. This project would correct the issue continuing along the east of SR25 from Walnut to Water Streets, a length of approximately 700'. As part of the project, the curb would be replaced with new curb with a standard height of 6". The existing sidewalk is directly behind the curb or 2' to 3' behind the curb. Due to the change in elevation of the curb, the sidewalks and drive aprons will also need replaced.

- C: PHYSICAL DIMENSIONS (Describe the physical dimensions of the existing facility and the proposed facility. Include length, width, quantity and sizes, mgd capacity, etc in detail.) 500 character limit.

1 LS Pavement Removal 2700 SF Walk Removed 670 FT Curb Removed
1 LS Embankment & Excavation 2700 SF 4" Concrete Walk 600 SF Curb Ramp 1 LS Top Soil
1 LS Seeding and Mulching 1 LS Erosion Control 140 SY 8" Non-Reinforced Concrete Pavement
670 FT Type 6 Curb, As Per Plan 2 EA Valve Box Adjusted to Grade
30 FT 12" Conduit Type B&C 2 EA Catch Basin No. 3A
2 EA Catch Basin Adjusted/Reconstructed to Grade 2 EA Valve Box Adjusted to Grade

5.0 Project Officials

Changes in Project Officials must be submitted in writing from an officer of record.

5.1 Chief Executive Officer (Person authorized in legislation to sign project agreements)

Name: Mark Wolford
Title: Mayor
Address: 110 West Walnut Street
P.O. Box 252
City: Portage State: OH Zip: 43451
Phone: (419) 686-8102
FAX: _____
E-Mail: popswolf@gmail.com

5.2 Chief Financial Officer (Can not also serve as CEO)

Name: Duane Donaldson
Title: Fiscal Officer
Address: 110 West Walnut Street
P.O. Box 252
City: Portage State: OH Zip: 43451
Phone: (419) 686-8102
FAX: _____
E-Mail: dldonaldson64@gmail.com

5.3 Project Manager

Name: Mark Wolford
Title: Mayor
Address: 110 West Walnut Street
P.O. Box 252
City: Portage State: OH Zip: 43451
Phone: (419) 686-8102
FAX: _____
E-Mail: popswolf@gmail.com

6.0 Attachments / Completeness review

Confirm in the boxes below that each item listed is attached (Check each box)

- ☒ A certified copy of the legislation by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts. This individual should sign under 7.0, Applicant Certification, below.
- ☒ A certification signed by the applicant's chief financial officer stating the amount of all local share funds required for the project will be available on or before the dates listed in the Project Schedule section. If the application involves a request for loan (RLP or SCIP), a certification signed by the CFO which identifies a specific revenue source for repaying the loan also must be attached. Both certifications can be accomplished in the same letter.
- ☒ A registered professional engineer's detailed cost estimate and useful life statement, as required in 164-1-13, 164-1-14, and 164-1-16 of the Ohio Administrative Code. Estimates shall contain an engineer's seal or stamp and signature.
- ☐ A cooperative agreement (if the project involves more than one subdivision or district) which identifies the fiscal and administrative responsibilities of each participant.
- ☐ Farmland Preservation Review - The Governor's Executive Order 98-IIIV, "Ohio Farmland Protection Policy" requires the Commission to establish guidelines on how it will take protection of productive agricultural and grazing land into account in its funding decision making process. Please include a Farm Land Preservation statement for projects that have an impact on farmland.
- ☐ Capital Improvements Report. CIR Required by O.R.C. Chapter 164.06 on standard form.
- ☒ Supporting Documentation: Materials such as additional project description, photographs, economic impact (temporary and/or full time jobs likely to be created as a result of the project), accident reports, impact on school zones, and other information to assist your district committee in ranking your project. Be sure to include supplements which may be required by your local District Public Works Integrating Committee.

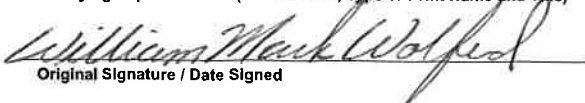
7.0 Applicant Certification

The undersigned certifies: (1) he/she is legally authorized to request and accept financial assistance from the Ohio Public Works Commission as identified in the attached legislation; (2) to the best of his/her knowledge and belief, all representations that are part of this application are true and correct; (3) all official documents and commitments of the applicant that are part of this application have been duly authorized by the governing body of the applicant; and, (4) should the requested financial assistance be provided, that in the execution of this project, the applicant will comply with all assurances required by Ohio Law, including those involving Buy Ohio and prevailing wages.

Applicant certifies that physical construction on the project as defined in the application has NOT begun, and will not begin until a Project Agreement for this project has been executed with the Ohio Public Works Commission. Action to the contrary will result in termination of the agreement and withdrawal of Ohio Public Works Commission funding from the project.

Mark Wolford Mayor

Certifying Representative (Printed form, Type or Print Name and Title)


Original Signature / Date Signed

AUTHORIZING LEGISLATION

RESOLUTION NO. 002-2021

A RESOLUTION No. 002-2021 AUTHORIZING Village of Portage, OH TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, the **VILLAGE OF PORTAGE, OHIO** is planning to make capital improvements to **IMPROVE DRAINAGE SR25 PORTAGE**, which includes curb replacement and sidewalk replacement along the east side of SR25 from Water Street to Walnut Street and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by VILLAGE OF PORTAGE, OHIO:

Section 1: The **Poggemeyer Design Group** is hereby authorized to apply to the OPWC for funds as described above.

Section 2: The **Poggemeyer Design Group** is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Passed: August 26 2021
Date

Mike Brinkman
Mike Brinkman, President of Council

Marcia Wolford
Marcia Wolford, Council Member

Mel Amos
Mel Amos, Council Member

Carl Crawford
Carl Crawford, Council Member

Bud Harvey
Bud Harvey, Council Member

John Jividen
John Jividen, Council Member

I, Mark Wolford, Mayor for the Village of Portage, Ohio, hereby certify that the foregoing is a true and accurate copy of Resolution No. 002-2021 duly passed by the Council for the Village of Portage, Ohio at Special Council Meeting on August 26 2021.

Mark Wolford
Mark Wolford, Mayor
Village of Portage, OH

Village of Portage SR25 Drainage Improvements
 East Side - Water Street to Walnut Street
 Probable Project Cost
 Village of Portage, Ohio

August 17, 2021

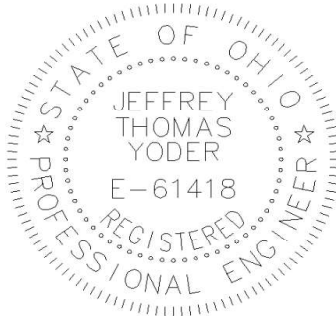
Item	Description	Quantity	Unit	Unit Price	Total Price
Storm Improvements by Curb Replacement and Walk Replacement					
ROADWAY					
202	Pavement Removal		Lump Sum		\$500.00
202	Walk Removed	2700	Sq Ft	\$2.75	\$7,425.00
202	Curb Removed	670	FT	\$5.00	\$3,350.00
203	Embankment & Excavation		Lump Sum		\$2,000.00
608	4" Concrete Walk	2700	Sq Ft	\$7.00	\$18,900.00
608	Curb Ramp	600	Sq Ft	\$16.50	\$9,900.00
653	Topsoil		Lump Sum		\$500.00
659	Seeding and Mulching		Lump Sum		\$1,500.00
832	Erosion Control		Lump Sum		\$500.00
PAVEMENT					
452	8" Non-Reinforced Concrete Pavement (Drives)	140	Sq Yd	\$82.00	\$11,480.00
609	Type 6 Curb, As Per Plan	670	FT	\$22.00	\$14,740.00
WATERWORK					
638	Valve Box Adjusted to Grade	2	EA	\$350.00	\$700.00
DRAINAGE					
611	12" Conduit, Type B & C	30	FT	\$100.00	\$3,000.00
611	Catch Basin, No. 3A	2	Each	\$3,000.00	\$6,000.00
611	Catch Basin Adjusted/Reconstructed to Grade	2	Each	\$750.00	\$1,500.00
GENERAL					
614	Maintaining Traffic		Lump Sum		\$2,500.00
624	Mobilization		Lump Sum		\$7,500.00
623	Construction Layout Stakes		Lump Sum		\$1,500.00

Construction Total	\$93,500.00
10% contingencies	\$9,350.00
Construction total	\$102,850.00

Topographic Survey	\$1,500.00
Preliminary Engineering	\$2,500.00
Final Engineering	\$4,000.00
Bidding	\$1,500.00

Construction Observation	\$4,500.00
Engineering During Construction	\$2,500.00
Legal	\$1,650.00

Total	\$121,000.00
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Jeffrey T. Yoder

Jeffrey T. Yoder, P.E.

The estimated useful life of the SR25 Storm Improvements project is 20 years

8014

STATE OF OHIO
DEPARTMENT OF HIGHWAYS

FINDLAY - BOWLING GREEN ROAD
S.H.(I.C.H.) NO. 220 SECS. E-1, PORTAGE, E-3, 8 BOWLING GREEN PET. NO. 6867
WOOD COUNTY
LIBERTY, PORTAGE, CENTER & PLAIN TOWNSHIPS

FED. AID DIST. NO. STATE FED. AID FISCAL YEAR
10 OHIO 6867-A 1937
S.H.(I.C.H.) 220 SECS. E-1, PORTAGE, E-3 & BOWLING GREEN WOOD COUNTY

The Standard Specifications of the State of Ohio, Department of Highways in force on date of contract will govern this improvement.

I hereby approve these plans and declare that the making of this improvement will require the closing to traffic of the highway and that detours will be provided as shown on the plan and estimates.

Approved Robert H. Jones
Date 5-10-30 Resident District
Deputy Director

Approved John G. Sullivan
Date 5-12-30 Resident Division
Deputy Director

Approved H.P. Chapman
Date _____ Chief Engineer
Bureau of Construction

Approved _____
Date _____ Chief Engineer
Bureau of Maintenance

Approved _____
Date _____ Chief Engineer
Bureau of Bridges

Approved W.H. Jones
Date _____ Chief Engineer & First Asst
Director

Approved Robert H. Jones
Date _____ Director of Highways

Recommended for Approval
Date _____ District Engineer
Bureau of Public Roads

Recommended for Approval
Date _____ Chief Engineer
Bureau of Public Roads

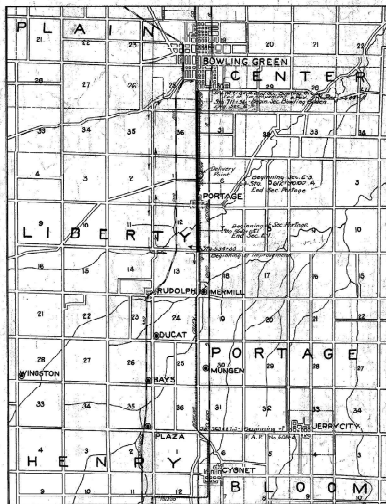
Approved _____
Date _____ Chief of Bureau

CONVENTIONAL SIGNS

State Line _____
County Line _____
Township Line _____
Section Line _____
Property Line not fenced _____
Center Line _____
City or Village Line _____
Fence _____
Telephone or Telegraph _____
Steam Railroad _____
Electric Line _____
Guard Rail _____
Drain Pipe _____

NET LENGTHS

PRO. NO. 3 - 2605.1'
PRO. NO. 4 - 5181.89'
PRO. NO. 5 - 5812.33'
PRO. NO. 6 - 1294.2'



LOCATION PLAN

SCALE OF MILES

PORTION TO BE IMPROVED
DETOURS SHOWN THUS
IMPROVED ROAD
PAVED ROAD

SCALES
PLAN 1" = 50'
PROFILE VERTICAL 1" = 5'
PROFILE HORIZONTAL 1" = 50'
CROSS SECTION 1" = 5'

INDEX OF SHEETS
TITLE PAGE 1
TYPICAL CROSS SECTION 2
PLANS AND PROFILE 3-10
CROSS SECTIONS 10-27
STRUCTURAL PLANS 28-31
SUMMARY SHEET 32-33

CONSTRUCTION
BUREAU
JUL 28 1935
RECORDS DIVISION

SUPPLEMENTAL PRINTS OF STRUCTURAL STANDARDS
DRAWINGS NO. 33, 34, 35, 36, 37, 38, 39

We, the Commissioners of Wood County, hereby approve these plans and certify that the right-of-way 60 feet wide is available for the construction, maintenance and repair of the above highway.

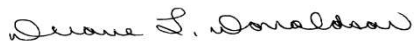
H. G. Fox
J. M. Beard
M. A. Rayh

Date May 12, 1930 County Commissioners

***“CHIEF FINANCIAL OFFICER’S CERTIFICATION OF LOAN
REPAYMENT LETTER”***

September 8, 2021

I, **Duane Donaldson**, of the Village of Portage, hereby certify that the Village of Portage will have the amount of \$60,500 in the **General Fund** and that this amount will be used to repay the Ohio Public Works Commission SCIP or RLP loan requested for the SR 25 Drainage Improvements over a 20-year term.

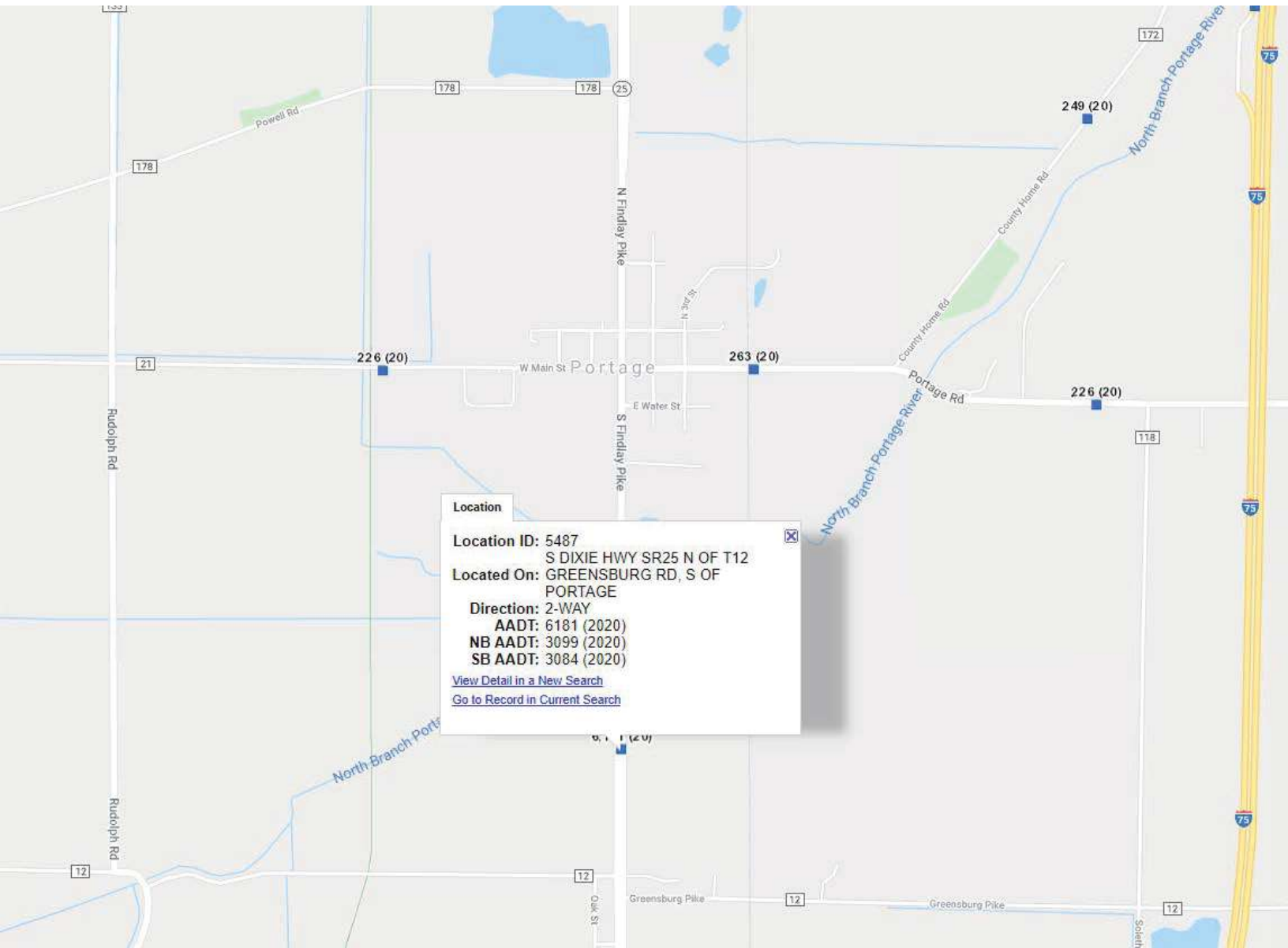
A handwritten signature in cursive script that reads "Duane S. Donaldson".

Duane Donaldson
Fiscal Officer
Village of Portage

Volume Count Report

LOCATION INFO		INTERVAL:15-MIN					
Location ID	5487	Time	15-min Interval				Hourly Count
Type	SPOT		1st	2nd	3rd	4th	
Funct'l Class	5	0:00-1:00	15	11	4	4	34
Located On	S DIXIE HWY	1:00-2:00	7	2	6	3	18
Direction	2-WAY	2:00-3:00	7	2	5	5	19
County	WOOD	3:00-4:00	3	4	3	9	19
Community	S OF PORTAGE	4:00-5:00	8	11	13	26	58
MPO ID		5:00-6:00	24	27	60	51	162
HPMS ID		6:00-7:00	63	69	103	100	335
Agency	ODOT	7:00-8:00	81	92	130	146	449
		8:00-9:00	92	94	85	99	370
		9:00-10:00	76	90	86	76	328
		10:00-11:00	95	96	80	86	357
		11:00-12:00	87	104	103	111	405
		12:00-13:00	117	107	105	131	460
		13:00-14:00	105	99	124	127	455
		14:00-15:00	93	122	120	123	458
		15:00-16:00	131	120	174	163	588
		16:00-17:00	139	139	158	158	594
		17:00-18:00	185	162	137	118	602
		18:00-19:00	133	114	84	85	416
		19:00-20:00	86	82	68	60	296
		20:00-21:00	53	64	63	57	237
		21:00-22:00	59	48	46	32	185
		22:00-23:00	41	40	41	25	147
		23:00-24:00	38	18	19	8	83
		Total					7,075
		AADT					6,686
		AM Peak	07:30-08:30				462
		PM Peak	16:30-17:30				663

COUNT DATA INFO	
Count Status	Accepted
Start Date	Wed 7/18/2018
End Date	Thu 7/19/2018
Start Time	12:00:00 AM
End Time	12:00:00 AM
Direction	
Notes	
Station	UU30303
Study	
Speed Limit	
Description	
Sensor Type	ATR Class
Source	TCDS_COUNT_IMPORT_COMBINE
Latitude,Longitude	



District 5

Capital Improvement Project

Priority Rating Sheet, Round 36

COUNTY: Wood

PROJECT: SR 25 Drainage Improvements

EST. COST: \$121,000

Revised 06/29/2021

PROJECT NUMBER:

No.	"A" WEIGHT FACTOR	CRITERIA TO BE CONSIDERED	"B" PRIORITY FACTORS					"A" x "B"		PRIORITY FACTORS						No.
			0	2	4	6	8	10		0	2	4	6	8	10	
1	1	(REPAIR OR REPLACE) vs. (NEW OR EXPANSION)							10	0% + Repair or Replacement	20% + Repair or Replacement	40% + Repair or Replacement	60% + Repair or Replacement	80% + Repair or Replacement	100% + Repair or Replacement	1
2A	1	EXISTING PHYSICAL CONDITION <small>Please refer to Criteria #2 of the Round 36 Scoring Methodology. Must submit substantiating documentation. (100% New or Expansion = 0 Points)</small>							8	Excellent	Good	Fair	Fading	Poor	Failing	2A
2B	1	AGE							5	Type	0	1	2	3	4	5
										Road	0-4 Yrs	5-8 Yrs	9-12 Yrs	13-16 Yrs	17-20 Yrs	20+ Yrs
										Wastewater	0-6 Yrs	7-12 Yrs	13-18 Yrs	19-24 Yrs	25-30 Yrs	30+ Yrs
										Bridge/Culvert, Sanitary Sewer, Water Supply, Storm Water, Solid Waste	0-10 Yrs	11-20 Yrs	21-30 Yrs	31-40 Yrs	41-50 Yrs	50+ Yrs
3	2	PUBLIC HEALTH AND/OR SAFETY CONCERNS <small>Submittals without supporting documentation will receive 0 points for this question.</small>							20	No Impact	Minimal	Moderate	Major	Critical	Extremely Critical	3
4	2	LOCAL MATCHING FUNDS <small>Percentage of Local Share (Local funds are funds derived from the applicant budget or a loan to be paid back through the applicant budget, assessments, rates or tax revenues) *</small>							20	0%	10%	20%	30%	40%	50%	4
5	1	OTHER FUNDING (Excluding Issue II Funds) <small>(Grants and other revenues not contributed or collected through taxes by the applicant; including Gifts, Contributions, etc. – must submit copy of award or status letter.)</small>							0	0%	10%	20%	30%	40%	50%	5
6		OPWC GRANT AND LOAN FUNDS REQUESTED <small>Please refer to Criteria #6 of the Round 36 Methodology for clarification.</small>														6
	2	Grant or Loan Only	-9	-8	0	8	9	10		-9	-8	0	8	9	10	6
										Grant or Loan Only	\$500,001 or more	\$400,001 to \$500,000	\$325,001 to \$400,000	\$275,001 to \$325,000	\$175,001 to \$275,000	\$175,000 or less
	2	Grant /Loan Combination	-9	-8	0	8	9	10		Grant/Loan Combination	\$750,000 or more	\$600,001 to \$750,000	\$487,501 to \$600,000	\$412,501 to \$487,500	\$262,501 to \$412,500	\$262,500 or less
		When scoring a project that is only grant or only loan. Please use the chart labeled "Grant or Loan Only". When scoring a grant/loan combination, score the project for the grant in the first chart, then use the second chart labeled "Grant/Loan Combination" to score the total (grant and loan combined). Use the lower of the two as the score.														
7	1	JOB CREATION/RETENTION <small>Indicate full time equivalent jobs. Include supporting documentation in the form of a commitment letter from business or third party entity.</small>							0	0-6 Jobs	7-14 Jobs	15-24 Jobs	25+ Jobs			7
8	1	BENEFIT TO EXISTING USERS (households or traffic counts) <small>Equivalent dwelling unit direct connections. Traffic Counts within three years with certified documentation, etc.</small>							10	0 - 99 Users	100 - 349 Users	350 - 499 Users	500 - 749 Users	750 - 1000 Users	1000+ Users	8
9	1	ECONOMIC DISTRESS <small>Local MHI as a percentage of the District Median MHI</small>							1	100%+	80%-100%	Less Than 80%				9
10	1	READINESS TO PROCEED							0	Plans Not Begun Yet	Preliminary Engineering Complete	Final Design Complete				10
11		SUBTOTAL RANKING POINTS (MAX. = 115)							94	Other Info:						
										Does this project have a significant impact on productive farmland?						
										YES NO X						
										Attach impact statement if yes .						
										Is the Applicant ready to proceed to bids after State Approval within 6 months?						
										YES X NO						
12		COUNTY SUBCOMMITTEE PRIORITY POINTS (25-20-15)														
13A		DISCRETIONARY POINTS (BY DISTRICT ONLY) (MAX.=1)								District Discretionary Point may be awarded to projects that demonstrate significant Area-wide, County, or Community impact. Include documentation to support the claim of significance.						
13B		DISCRETIONARY POINTS (BY DISTRICT ONLY) (MAX.=1)								District Discretionary Point may be awarded to projects that demonstrate that the entity has maximized financial resources including assessments and utility rate structure.						
14		GRAND TOTAL RANKING														

* Applicants must certify local and other share contributions. Specify, all funding sources to be utilized as local share at the time of application submittal.

Revised: June 29, 2021

Application Instructions

Public WorksWise Training

(Right click on the [Blue fields](#) and Choose Open Hyperlink)

The Commission has been hard at work for the two years developing our Salesforce based internal cloud platform, Public WorksWise. WorksWise will allow our customers to apply online for OPWC grant and loan funds, process disbursement requests to vendors, submit relevant project documentation and schedule information, and navigate loan repayments all in one place!

We have been testing the system and the OPWC staff will be going live internally with the platform in the month of May. Our external users will begin using the platform after the Round 35 project agreements are released electronically on July 1st. On August 4th our portal will go live to the public and we will enable statewide use of WorksWise to manage and maintain your OPWC infrastructure and Clean Ohio project.

ONLINE TRAINING VIDEOS

[Clean Ohio Training for Applicants: HOW TO SUBMIT A CLEAN OHIO APPLICATION THROUGH WORKSWISE PORTAL](#)

[Infrastructure Training for Applicants: HOW TO SUBMIT AN INFRASTRUCTURE APPLICATION THROUGH THE WORKSWISE PORTAL](#)

Upcoming Customer Training: Processing and Submitting Project Disbursements

July 7th 9:30-11:30: Statewide Infrastructure Disbursement Training (training link will be made available a few days prior to the trainings)

August 11th 9:30-11:30: Statewide Infrastructure Follow Up training for popular questions that arise after launch (training link will be made available a few days prior to the trainings)

Requesting Access to WorksWise

OPWC allows each community/applicant one license to access WorksWise in order to apply for funding and request disbursements once funded. In order to onboard new and existing applicants, we require that the applicant designate an appointee and request access via the link below.

Important Items to Note: if you want access for another community other than the one with which you are employed (this may be true for County Engineers Offices or consulting firms), a Letter of Authorization will be required to be uploaded when you make the request to be set up for that community. Below is a link to the template that must be put on the subdivision's letter head, signed, and scanned in as a PDF.

[Letter of Authorization for WorksWise access to applicant's account](#)

Liaisons: Please do not request a username through this form, you are automatically setup to receive usernames.

However, if you are applying on behalf of a community, you will need to request access to do so with the Letter of Authorization above.

2)**Cities/Counties:** For larger communities that may need more than one login, there is a space on the form to explain why additional logins are necessary. We will review them on a case by case basis. Every community is afforded at least one login to the WorksWise Portal.

3)For WorksWise questions, please email workswise@pwc.ohio.gov and copy your Program Representative on the email. Someone will respond back to you as quickly as possible.

4)Please fill out the form below for each login requested. If you are representing multiple communities, please fill register for each community you plan to work with along with the Letter of Authorization. Please do NOT list more than one subdivision on the signup form or your entry will be deleted and we will ask that you resubmit your request(s).

[Click here to request a login to the Public WorksWise portal](#)

****Usernames and passwords for the system will not be granted until we go live in August.**

Supplemental Application Instructions

Prerequisites for Project Consideration

Manner of submittal items to the **County Subcommittee:**

Paper Application Submittal Instructions

- 1) Must be one-sided, 8.5" x 11".
- 2) No dividers or cover sheets (a summary sheet may be submitted with "other documentation").
- 3) No Binding. A binder clip, folder, punch-less binder (has a clamp that holds papers together) are OK. No staples.

Format of application:

- 1) All must be in whole dollars (no cents).
- 2) Cannot use all caps.
Page 4 of application must contain relevant information about project and not "see attached". If it will not fit in space provided, list what will fit and attach one supplement document to complete the information.
- 3) Page 3 must designate households or ADT ONLY for the direct area of the infrastructure. (Cannot count downstream or system users). Majority infrastructure type determines how project is scored when there are multiple components. ADT Traffic Counts are required within three years of application submittal with certified documentation.

Optional Electronic Application Submittal

Applicants may opt to submit applications in a pdf electronic file format on a CD, DVD or other electronic storage device.

OPWC Required Documents

- OPWC Six Page Application
- Authorizing Legislation
- CFO Certification of Local Funds and Loan Repayment Letter
- Engineer's Estimate and Useful Life Statement
- Cooperative Agreement (Multiple Jurisdictions)
- Farmland Preservation Review Letter

District 5 Required Documents

- A Self-Score Capital Improvements Questionnaire
- Priority Rating Sheet, Round 36
- ADT Traffic Counts conducted within three years of the application submittal
- EPA Findings and Orders, EPA Safe Drinking Water Regulations Notice of Violation, EPA NPDES

Permit Violations, EPA Consent Decree or Court Orders

- Documentation to support Functional Obsolescence Claim
- Documentation of Waterline Breaks, I and I Analysis, excessive corrosion, etc.
- Written Third Party Documentation supporting Job Creation/Retention Claims
- Auditor's Certificate
- Other items
 - a. Maps
 - b. Pictures
 - c. Summary Sheet
 - d. Letters supporting the project application.
 - e. Any other items deemed relevant to the project

Project Cost Overruns/Changes in Scope Procedure

- 1) The applicant will prepare an amended application including a revised budget, revised engineering estimate, and a detailed explanation of the change(s) requested.
- 2) The amendment is due to the District 5 Liaison thirty days in advance of the date of the scheduled District 5 Executive Committee Meeting.

Revolving Loan Prioritization

- 1) RLP funds are funds repaid from previous loans. The money can only be used for loans. No grants may be made with the funds.
- 2) The interest rate for RLP Loans is established by the Executive committee at zero percent per year for the useful life of the improvement.
- 3) RLP Loans will be offered to projects based on the ranking of projects on the SCIP Slate. Consideration will be given to projects in order of score based on initial grant or grant/loan request. until the RLP funds are expended.

Evaluation Questionnaire and Priority Rating Sheet

- 1) Each application to District 5 shall be rated using the District 5 Capital Improvements Project Questionnaire and Priority Rating Sheet as adopted by the District 5 Executive Committee.
- 2) For Villages and Township with populations less than 5,000 special attention is called to the potential eligibility for Small Government Funding consideration. The scoring for the Small Government Program is established and implemented by the Ohio Public Works Commission. This program has an additional set of Evaluation Methodology. Each applicant should familiarize themselves with this methodology when planning your project funding request. If your project is not selected for District Funding each applicant under 5,000 in population will be considered for selection as a potential Small Government Project.

**DISTRICT 5
CAPITAL IMPROVEMENT PROJECTS
QUESTIONNAIRE
ROUND 36**

Name of Applicant: Village of Portage
Project Title: SR 25 Drainage Improvements

The following questions are to be answered for each application submitted for State Issue II SCIP, LTIP and Loan Projects. Please provide specific information using the best documentation available to you. Justification of your responses to these questions will be required if your project is selected for funding, so please provide correct and accurate responses. **Villages and Townships under 5,000 in population should also complete the Small Government Criteria.**

1. What percentage of the project in repair A= 100 %, replacement B= __%, expansion C= __%, and new D= ____%? (Use dollar amounts of project to figure percentages and make sure the total equals one hundred(100) percent) A+B= 100 % C+D= __% **ORC Reference(s):164.06(B)(1); 164.14(E)(10)**

Repair/Replacement = Repair or Replacement of public facilities owned by the government (any subdivision of the state).

New/Expansion = Replacement of privately owned wells, septic systems, private water or wastewater systems, etc.

- 2a. Existing Physical Condition of Infrastructure **ORC Reference(s):164.06(B)(2);164.14(E)(9);164.14(E)(2); 164.14(E)(8)**

Points	Category	Description	Examples
10	Failing	Infrastructure has reached a point where it requires replacement, reconstruction or reconfiguration to fulfill its purpose	-Intersection Reconfiguration due to accident problem- Structural paving of 3.5" or greater of additional pavement - Pavement Widening to meet ODOT L&D Standards - Complete Pavement Reconstruction -Water or Sewer Line Replacement - Water or Sewer Plant Replacement - Widening graded shoulder width to ODOT L&D Standard -Complete Bridge or Culvert replacement-Replacement of a major component of a water and/or sewer treatment plant which would result in a failure in meeting WQ Standards
8	Poor	The condition is substandard and requires repair or restoration in order to return to the intended level of service and comply with current design standards. Infrastructure contains deficiency and is functioning at a diminished capacity.	-Multiple course of paving - Structural Culvert Lining - Bridge Deck Replacement - Replacement of a component such as a control mechanism, pumps, hydrants, valves, filters,

			etc of a water or sewer plant - Single course of paving with 25% base repair-Widening graded shoulder width to less than ODOT L&D Standard
6	Fading	The condition requires reconditioning to continue to function as originally intended.	-Single course of paving -Sewer Lining Projects -Water tower painting -Repair of a tank to maintain structural integrity in existing water and sewer systems-Widening aggregate berm on existing graded shoulder width
4	Fair	The condition is average, not good or poor. The infrastructure is still functioning as originally intended. Minor deficiencies exist requiring repair to continue to function as originally intended and/or to meet current design standards	
2	Good	The condition is safe and suitable to purpose. Infrastructure is functioning as originally intended, but requires minor repairs and/or upgrades to meet current design standards	
0	Excellent	The condition is new or requires no repair. Or, no supporting documentation has been submitted	

2b. Age of Infrastructure **ORC Reference(s):164.06(B)(2)**

Life	20	30	50
Project Type	Road	Wastewater and Water Treatment	Bridge/Culvert, Sanitary Sewer, Water Supply, Storm Water, Solid Waste
Points			
0	0-4 Years	0-6 Years	0-10 Years
1	5-8 Years	7-12 Years	11-20 Years
2	9-12 Years	13-18 Years	21-30 Years
3	13-16 Years	19-24 Years	31-40 Years
4	17-20 Years	25-30 Years	41-50 Years
5	20+ Years	30+ Years	50+ Years

3. Health and Safety Rating: **ORC Reference(s):164.06(B)(4),164.14(E)(1); 164.14(E)(10)**

If the proposed project is not approved what category would best represent the impact on the general health and/or public safety?

ROADS

Extremely Critical: Resurfacing, Restoration, Rehabilitation and Reconstruction (4R) of a Major Access Road.*

Critical: Resurfacing, Restoration and Rehabilitation (3R) of a Major Access Road.*

Major: Resurfacing, Restoration, Rehabilitation and Reconstruction (4R) of a Minor Access Road.*

Moderate: Resurfacing, Restoration and Rehabilitation (3R) of a Minor Access Road.*

Minimal: Preventative Maintenance of a Major Access Road.

No Impact: Preventative Maintenance of a Minor Access Road.

Projects that have a variety of work will be scored in the LOWEST category of work contained in the Construction Estimate.

Road/Street Classifications:

Major Access Road: Roads or streets that have a dual function of providing access to adjacent properties and providing through or connecting service between other roads.

Minor Access Road: Roads or streets that primarily provide access to adjacent properties without through continuity, such as cul-de-sacs or loop roads or streets.

Preventative Maintenance: Non Structural Pavement work such as chip sealing, cape sealing, micro-surfacing, crack sealing, etc.

*(3R) Resurfacing, Restoration and Rehabilitation - Improvements to existing roadways, which have as their main purpose, the restoration of the physical features (pavement, curb, guardrail, etc.) without altering the original design elements. **(Surface and Intermediate layer Mill and Fills, overlays with less than or equal to 3.5" of additional pavement, etc....)**

*(4R) Resurfacing, Restoration, Rehabilitation and Reconstruction - Much like 3R, except that 4R allows for the complete reconstruction of the roadway and alteration of certain design elements (i.e., lane widths, shoulder width, SSD, **overlays with greater than 3.5" of additional pavement.** etc.).

BRIDGES SUFFICIENCY RATING

Extremely Critical: 0-25, or a General Appraisal rating of 3 or less.

Critical: 27-50, or a General Appraisal rating of 4.

Major: 51-65 or a General Appraisal rating of 5 or 6.

Moderate: 66-80 or a General Appraisal rating of 7.

Minimal: 81-100 or a General Appraisal rating of more than 7.

No Impact: Bridge on a new roadway.

WASTEWATER TREATMENT PLANTS

Extremely Critical:	Improvements required by the Environmental Protection Agency (EPA) in the form of a consent decree, finding and orders or court order, and Health Department Construction Ban.
Critical:	Improvements required by the Environmental Protection Agency (EPA) in the form of NPDES permit requirements or Notice of Violations.
Major:	Replace deficient appurtenances. Update existing processes due to EPA recommendations.
Moderate:	Increase capacity to meet current needs or update processes to improve effluent quality.
Minimal:	New/Expansion project to meet a specific development proposal.
No Impact:	New/Expansion to meet future or projected needs.

WATER TREATMENT PLANT

Extremely Critical:	EPA orders in the form of a consent decree, findings and orders or court order.
Critical:	Improvements to meet Environmental Protection Agency (EPA) Safe Drinking Water Regulations and/or Notice of Violations.
Major:	Replace deficient appurtenances. Update existing processes due to EPA recommendations.
Moderate:	Increase capacity to meet current needs or update processes to improve water quality.
Minimal:	New/Expansion project to meet a specific development proposal.
No Impact:	New/Expansion to meet future or projected needs.

COMBINED SEWER SEPARATIONS (May be construction of either new storm or sanitary sewer as long as the result is two separate sewer systems.)

Extremely Critical:	EPA orders in the form of a consent decree, findings and orders or court order. Health Department Construction Ban.
Critical:	Separate, due to chronic backup or flooding in basements.
Major:	Separate, due to documented water quality impairment, or due to EPA recommendations.
Moderate:	Separate, due to specific development proposal within or upstream of the combined system area.
Minimal:	Separate, to conform to current design standards.
No Impact:	No positive health effect.

STORM SEWERS

Extremely Critical:	Improvements ordered by the Environmental Protection Agency (EPA) in the form of a consent decree, findings and orders or court order.
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Critical:	Chronic flooding (structure damage) or improvements required by the Environmental Protection Agency (EPA) in the form of NPDES permit requirements or Notice of Violations.
Major:	Inadequate capacity (land damage).
Moderate:	Inadequate capacity with no associated damage.
Minimal:	New/Expansion to meet current needs.
No Impact:	New/Expansion to meet future or project needs.

CULVERTS

Extremely Critical:	Structurally deficient or functionally obsolete. Deterioration has already caused a critical safety hazard to the public.
Critical:	Inadequate capacity with land damage and the existing or high probability of property damage.
Major:	Inadequate capacity (land damage).
Moderate:	Inadequate capacity with no associated damage.
Minimal:	New/Expansion to meet current needs.
No Impact:	New/Expansion to meet future or projected needs.

SANITARY SEWERS

Extremely Critical:	EPA orders in the form of a consent decree, findings and orders or court order. Health Department Construction Ban.
Critical:	Replace, due to chronic pipe failure, chronic backup or flooding in basements, sewer system overflows, and/or improvements required by the Environmental Protection Agency (EPA) in the form of NPDES permit requirements or Notice of Violations.
Major:	Replace, due to inadequate capacity or infiltration, or due to EPA recommendations.
Moderate:	Rehabilitate to increase capacity to meet current needs or to reduce inflow and infiltration.
Minimal:	New/Expansion project to meet a specific development proposal.
No Impact:	New/Expansion to meet future or projected needs.

SANITARY LIFT STATIONS AND FORCE MAINS

Extremely Critical:	Structurally deficient. Deterioration has already caused a safety/health hazard to the public, or; EPA orders in the form of a consent decree, findings and orders or court order.
Critical:	Inadequate capacity with actual or a high probability of property damage; or improvements required by the Environmental Protection Agency (EPA) in the

form of NPDES permit requirements.

- Major: EPA recommendations, or; reduces a probable health and/or safety problem.
- Moderate: Rehabilitate to increase capacity to meet current needs.
- Minimal: New/Expansion to meet a specific development proposal.
- No Impact: New/Expansion to meet future or projected needs.

WATER PUMP STATIONS

- Extremely Critical: Structurally deficient. Deterioration has already caused a safety hazard to the public, or, EPA orders in the form of a consent decree, findings and orders or court order.
- Critical: Inadequate capacity with the inability to maintain pressure required for fire flows.
- Major: Replace due to inadequate capacity or EPA recommendations.
- Moderate: Rehabilitate to increase capacity to meet current needs.
- Minimal: New/Expansion to meet a specific development proposal.
- No Impact: New/Expansion to meet future or projected needs.

WATER LINES/WATER TOWERS

- Extremely Critical: Replace to solve low potable water pressure or excessive incidents of main breaks in project area.
- Critical: Replacement/Rehabilitation due to structural deficiency such as excessive corrosion and/or safety upgrades, etc.
- Major: Replace undersized water mains as part of an overall upgrade process. Replace water meters that have exceeded their useful life.
- Moderate: Increase capacity to meet current needs. Spot repairs/recoating to restore moderate corrosion of water components.
- Minimal: New/Expansion project to meet a specific development proposal.
- No Impact: New/Expansion to meet future or projected needs.

OTHER

- Extremely Critical: There is a present health and/or safety threat.
- Critical: The project will provide immediate health and/or safety benefit.
- Major: The project will reduce a probable health and/or safety problem.

Moderate: The project will delay a health and/or safety problem.

Minimal: A possible future health and/or safety problem mitigation.

No Impact: No health and/or safety effect.

NOTE: Combined projects that can be rated in more than one subset may be rated in the other category at the discretion of the District 5 Executive Committee. In general, the majority of the cost or scope of the project shall determine the category under which the project will be scored.

(Submittals without supporting documentation will receive 0 Points for this question.)

Extremely Critical X, Critical __, Major __, Moderate __, Minimal __, No Impact __. Explain your answer.

(Additional narrative, charts and/or pictures should be attached to questionnaire)

4. Identify the amount of local funds that will be used on the project as a percentage of the total project cost. **ORC Reference 164.06(B)(6); ORC 164.06(B)(7); ORC 164.06(B)(3); ORC 164.14(E)(4)**

A.) Amount of Local Funds = \$ 60,500

B.) Total Project Cost = \$ 121,000

RATIO OF LOCAL FUNDS DIVIDED by TOTAL PROJECT COSTS ($A \div B$) = 50 %

Note: Local funds should be considered funds derived from the applicant budget or loans funds to be paid back through local budget, assessments, rates or tax revenues collected by the applicant.

5. Identify the amount of other funding sources to be used on the project, excluding SCIP or LTIP Funds, as a percentage of the total project cost. **ORC Reference(s): 164.06(B)(7); 164.14(E)(4)**

Grants __% Gifts __%, Contributions __%

Other __% (explain) _____, Total __%

Note: Grant funds and other revenues not contributed or collected through taxes by the applicant should be considered other funds. The Scope of Work for each Funding Source must be the same.

6. Total Amount of SCIP and Loan Funding Requested- An Applicant can request a grant per the categories below for points as indicated on the Priority Rating Sheet. If the Applicant is including a loan request equal to, but not exceeding 50% of the OPWC funding amounts listed below, there will be no point penalty. If loan funds requested are more than 50%, points as listed in the Priority Rating Sheet will apply. **ORC Reference(s): 164.14(E)(10); 164.06(B)(5)**

_____	\$500,001 or More
_____	\$400,001-\$500,000
_____	\$325,001-\$400,000
_____	\$275,001-\$325,000

_____ \$175,001-\$275,000
X _____ \$175,000 or Less

There are times when the District spends all of the grant money and has loan money remaining. When this happens, the district makes a loan offer in the amount of the requested grant to the communities that were not funded. The offers are made in the order of scoring. We need to know if you are not successful in obtaining grant dollars for your project if you would be interested in loan money:

YES _____ NO X _____

(This will only be considered if you are not funded with grant money and there is remaining loan money.) **Please note: if you answer “no” you will not be contacted, only if you answer “yes” will an offer be made in the event that there is loan money remaining.**

7. If the proposed project is funded, will its completion directly result in the creation of permanent full-time equivalent (FTE) jobs (FTE jobs shall be defined as 36 hours/week) ? Yes ___ No X_. If yes, how many jobs within eighteen months? ___ Will the completed project retain jobs that would otherwise be permanently lost? Yes ___ No X_. If yes, how many jobs _____ **will be created/retrained** within 18 months **following the completion of the improvements**?

ORC Reference(s): 164.14(E)(3);164.14(E)(10)

(Supporting documentation in the form of letter from affected industrial or commercial enterprises that specify full time equivalent jobs that will be retained or created directly by the installation or improvement of Public infrastructure. Additional items such as; 1) newspaper articles or other media news accounts, 2) public meeting minutes, and/or 3) a letter from the County Economic Development Director or State of Ohio Economic Development Professional that alludes to the requirement for the infrastructure improvement to support the business. Submittals without supporting documentation will receive 0 points for this question.)

8. What is the total number of existing users that will directly benefit from the proposed project if completed? 6,181 ADT (Use households served, traffic counts, etc. and explain the basis by which you arrived at your number.) **ORC Reference 164.14(E)(7); 164.06(B)(10)**

9. Economic Distress Criteria **ORC Reference 164.06(B)(8)**

What is the Local Median Household Income as a percentage of the District Median Household Income? 94.95 %. Please utilize the Economic Distress Scoring Criteria based on ACS 2013-2017 Data provided in Exhibit A.

10. Readiness to Proceed Criteria **ORC Reference 164.06(B)(9); ORC 164.14(E)(5)**

Please categorize the status of planning and design elements for the project.

X _____ Plans have not begun yet (0 Points)

_____ Preliminary Engineering Complete (1 Point)

_____ Final Design Complete (2 Points)

11. Base Score Total for Questions 1-10= 94

12. County Subcommittee Priority Points= _____

(25-20-15 Points for each of the SCIP and LTIP Project Categories)

13. DISCRETIONARY POINTS (BY DISTRICT COMMITTEE ONLY)

13a. A **District Discretionary Point** may be awarded to projects that demonstrate significant Area-wide, County, or Community Impact. (Include documentation to support the claim of significance)
(Maximum of 1 Point at the discretion of the District Executive Committee) _____

ORC Reference 164.14(E)(7)

13b. A **District Discretionary Point** may be awarded to projects that demonstrate that the entity has maximized local financial resources including assessments. Provide a Fund Status Report and/or the water and sanitary waste utility rate structures are at least 2.5% of area median household income for combined systems and 1.5% of the area median household income for water and sanitary only systems. Please provide rate ordinances for water and sanitary sewer to be considered for discretionary points. (Maximum of 1 Point at the discretion of the District 5 Executive Committee) _____ **ORC Reference 164.06(B)(3)**

14. **Grand Total of Points** _____

15. Is subdivision's population less than 5,000 Yes ☒ No ☐ If yes, continue. You may want to design your project per Small Government Project Evaluation Criteria, released for the current OPWC Round to assist in evaluating your project for potential Small Government Funding. The Small Government Criteria is available on the OPWC website at

<https://www.pwc.ohio.gov/Portals/0/Data/SmallGovernment%20Round%2036%20Methodology.pdf?ver=2019-08-07-071749-143>

16. **OHIO PUBLIC WORKS COMMISSION SMALL GOVERNMENT PROGRAM GUIDELINES**

All projects that are sponsored by a subdivision with a population of 5,000 or less, and not earning enough points for District Funding from SCIP or LTIP Funds, are then rated using the Small Government Program Rating Criteria for the corresponding funding round. In order to be rated the entity must submit the Small Government Supplement and their required budgets with their application.

Only infrastructure that is village- or township- owned is eligible for assistance. The following policies have been adopted by the Small Government Commission:

- District Integrating Committees may submit up to seven (7) applications for consideration by the

Commission. All 7 must be ranked, however, only the top five (5) will be scored. The remaining two (2) will be held as contingency projects should an application be withdrawn.

- Grants are limited to \$500,000. Any assistance above that amount must be in the form of a loan.
- Grants for new or expanded infrastructure cannot exceed 50% of the project estimate.
- The Commission may deny funding for water and sewer systems that are deemed to be more cost-effective if regionalized.
- If a water or sewer project is determined to be affordable, the project will be offered a loan rather than a grant. Pay special attention to the **Water & Wastewater Affordability Supplemental and the Small Government Water & Wastewater Affordability Calculation Worksheet. Both are available on the Small Government Program Tab at <https://www.pwc.ohio.gov/Programs/Infrastructure-Programs/Small-Government>**
- Should there be more projects that meet the “annual score” than there is funding, the tie breaker is those projects which scored highest under Health & Safety, with the second tie breaker being Condition. If multiple projects have equivalent Health & Safety and Condition scores they are arranged according to the amount of assistance from low to high. Once the funded projects are announced, “contingency projects” may be funded from project under-runs by continuing down the approved project list.
- Supplemental assistance is not provided to projects previously funded by the Commission.
- Applicants have 30 days from receipt of application by OPWC without exception to provide additional documentation to make the application more competitive under the Small Government criteria. Applications will be scored after the 30-day period has expired. The applicants for each District's two (2) contingency projects will have the same 30-day period to submit supplemental information but these applications will not be scored unless necessary to do so. **It is each applicant's responsibility for determining the need for supplemental material. The applicant will not be asked for or notified of missing information unless the Commission has changed the project type and it affects the documentation required. Important information may include, but is not limited to: age of infrastructure, traffic counts or utility users, median income information, user rates ordinances, and the Auditor's Certificate of Estimated Revenues or documentation from the Auditor of State that subdivision is in a state of fiscal emergency.**

If you desire to have your Round 36 project considered for Small Government Funding please download the Small Government Evaluation Criteria applicable to Round 36 by accessing the OPWC Website at

<https://www.pwc.ohio.gov/Portals/0/Data/SmallGovernment%20Round%2036%20Methodology.pdf?ver=2019-08-07-071749-143>. **Please follow the Small Government Evaluation Criteria and include supporting documentation to receive points. Specifically, include the Auditor's Certification of funds for your entity and documentation supporting the age of the infrastructure.**

Please complete the Small Government Evaluation Criteria and attach all required supporting documentation and attach it to the District 5 Questionnaire for Round 36.

Date: 09/08/2021
Signature: Michelle Hister
Title: Project Administrative Assistant
Address: 1168 North Main Street, Bowling Green, Ohio 43402
Phone: 567-331-2691
FAX: _____
Email: mhister@kleinfelder.com

Small Government Commission Application Checklist

This checklist will help ensure that your application is scored at its best competitive advantage. It will also assist with the timely release of the Project Agreement should your project be funded. This form is for your use only. See various templates and forms in this manual, on the Small Government webpage, and on the Application webpage.

- [X] Compliant certified authorizing legislation by applicant's governing body (OPWC Application webpage)
- [N/A] Cooperative agreement if multi-jurisdictional (OPWC Application webpage). Road/bridge/culvert projects must include an engineer's statement certifying the percentages of each participating jurisdiction's share of the total project.
- [X] Compliant Chief Financial Officer's Certification and Loan Letter (OPWC Application webpage)
- [N/A] Funding commitment letters and or documentation for all non-OPWC matching funds
- [X] Signed/stamped registered professional engineer's detailed cost estimate including in-kind costs (OPWC Application webpage). If project is a mix of new/expansion and repair/replacement items, engineer must include a percentage break-down by category.
- [X] Signed/stamped professional engineer's weighted useful life statement if not submitted with original application (cannot be modified)
- [X] Small Government Engineer's Plan Status Certification form (in this manual and on SG webpage)
- [X] Clear description of problem and scope of work with appropriate documentation
- [X] Source documentation for proof of age with year clearly visible or compliant letter from eligible public official {letter template in this manual}
- [X] Project site photos, if appropriate
- [X] Map showing project location/site
- [N/A] Farmland Preservation Review Letter if any impact to farmland (OPWC Application webpage)
- [X] ADT report for Road, Bridge & Culvert Projects
OR
Number of households/EDUs (with calculation) for Water, Wastewater, Storm Water Collection, Solid Waste Projects who directly benefit. If waterline or sewer project with additional benefitted users beyond scope of construction, then also Engineer's study documenting these additional users.

Roads, Bridges/Culverts, Storm Water, Solid Waste Projects Only:

- [X] Auditor's Certificate of Estimated Resources with line item detail unless applicant in State of Fiscal Emergency; also if Storm Water or Solid Waste project, the fund(s) typically used must be identified {examples in back of this manual}.
- [N/A] Low volume road projects that include documentation using ODOT's TIMS System showing a positive Rate of Return is required to maximize points under population.

(Continued on next page)

Water and Wastewater Projects Only:

[N/A] “Current” water and wastewater rate ordinances/resolutions for all entities providing services unless applicant in State of Fiscal Emergency

[N/A] Small Government Water & Wastewater Ability & Effort Supplemental form (in this manual and on SG webpage)

Small Government Self-Score

(Input Score in box for each criterion; will total automatically)

Applicant: Village of Portage

	SCORE
1 Ability & Effort (Use A or B according to project type)	
A. Roads, Bridges/Culverts, Storm Water, Solid Waste Projects ONLY	
0 2 4 6 8 10	<input type="text" value="4"/>
B. Water & Wastewater Projects ONLY	
Calculated by Administrator	<input type="text" value="N/A"/>
2 Health & Safety (Use A or B according to project type)	
A. Road, Bridge, Culvert	
0 2 4 6 8 10	<input type="text" value="4"/>
B. Water, Wastewater, Storm Water, Solid Waste	
0 2 4 6 8 10	<input type="text" value="0"/>
3 Age & Condition	
I. Age	
0 1 2 3 4 5	<input type="text" value="5"/>
II. Condition	
1 2 3 4 5	<input type="text" value="4"/>
4 Leveraging Ratio	
0 1 2 3 4 5 6 7 8 9 10	<input type="text" value="0"/>
5 Population Benefit	
0 1 2 3 4 5	<input type="text" value="5"/>
6 District Priority Ranking - Completed by Administrator	<input type="text" value="N/A"/>
7 OPWC Funds Requested	
0 5 10	<input type="text" value="10"/>
8 Loan Request (Default 0 points if no loan requested)	
1 5 10	<input type="text" value="10"/>
9 Useful Life	
1 2 3 4 5	<input type="text" value="4"/>
10 Median Household Income	
2 4 6 8 10	<input type="text" value="4"/>
11 Readiness to Proceed	
I. Status of Plans	
0 2 5	<input type="text" value="0"/>
II. Status of Funding	
0 3 5	<input type="text" value="5"/>
TOTAL	<input type="text" value="55"/>

Complete and compliant support documentation must be provided for a criterion to be awarded points. See Applicant Manual for more information.

1. Ability and Effort of the Applicant to Finance the Project (Maximum 10 points)

A. Roads, Bridges/Culverts, Storm Water, Solid Waste Projects Only – “Auditor’s Certificate of Estimated Resources” showing fund detail, as provided in ORC sections 5705.35 and 5705.36 is used to determine potential financial resources available for the project. Score is based on the project’s total cost as a percentage of financial resources.

- | | |
|----|---|
| 0 | Total project cost represents 0 to 20% of subdivision's total combined funds legally eligible for infrastructure type |
| 2 | Total project cost represents 21 to 40% of subdivision's total combined funds legally eligible for infrastructure type |
| 4 | Total project cost represents 41 to 60% of subdivision's total combined funds legally eligible for infrastructure type |
| 6 | Total project cost represents 61 to 80% of subdivision's total combined funds legally eligible for infrastructure type |
| 8 | Total project cost represents 81 to 100% of subdivision's total combined funds legally eligible for infrastructure type |
| 10 | Total project cost exceeds 100% of subdivision's total combined funds legally eligible for infrastructure type, or subdivision is in fiscal emergency |

B. Water and Wastewater Projects Only – Determined by SG Administrator according to the Water & Wastewater Ability & Effort calculation described in Applicants Manual. Information is obtained from both water and wastewater rate ordinances, Small Government Water & Wastewater Ability & Effort Supplemental, and data from the *U.S. Census Bureau*. Points are provided for the hours worked to pay for water and wastewater services according to the highest of two variances as a percentage above or below State Averages: weighted average of household income or percentage of households making less than \$25,000.

- | | |
|----|-----------------------------------|
| 0 | More than 50% above state average |
| 2 | 25.1% - 50% above state average |
| 4 | 0 - 25% above state average |
| 6 | 0.1% - 25% below state average |
| 8 | 25.1% to 50% below state average |
| 10 | More than 50% below state average |

2. Importance of Project to Health and Safety of Citizens – Score is assigned according to the application project description and any pertinent supplemental documentation. (Maximum 10 points)

A. Road, Bridge, Culvert

- | | |
|---|--|
| 0 | New infrastructure to meet future or projected needs |
| 2 | New infrastructure to meet current needs; Roadway surface paving less than 2 inches; Bridges with General Appraisal of 6 or above or with a Sufficiency Rating of 81-100 |

- 4 Roadway surface paving equal to or greater than 2 inches with/without milling; Replace or install signal where warranted; Bridges with a General Appraisal of 5 or Sufficiency Rating of 66-80; Culvert replacement with no associated damage
- 6 Road widening to add paved shoulders or for safe passage, and/or roadway paving with full-depth base repair equal to or greater than 5% of roadway surface area; Intersection improvement to add turn lanes or realignment; Bridges with a General Appraisal of 4 or Sufficiency Rating of 51-65; Culverts with inadequate flow capacity
- 8 Complete roadway full-depth reconstruction (includes removal/replacement of base) or reclamation with/without drainage; Widening to add travel lanes; Intersection improvements to address excessive accident rate and/or inadequate level of service with Crash Reduction Factor ($0.0 < CRF < 0.2$); Bridges with a General Appraisal of 3 or Sufficiency Rating of 26-50; Culverts with inadequate flow capacity and property damage (i.e. flooding)
- 10 Complete roadway reconstruction or reclamation with/without drainage with widening to add travel lanes; Intersection improvement to address excessive accident rate and/or inadequate level of service with Crash Reduction Factor ($CRF \geq 0.2$); Bridges with General Appraisal of 2 or less, or Sufficiency Rating of less than 26; Culverts that are structurally deficient

B. Water, Wastewater, Storm Water, Solid Waste

- 0 Infrastructure to meet future or projected needs
- 2 Expanded infrastructure to meet specific development proposal
- 4 Infrastructure to meet current needs; Update processes to improve effluent or water quality; To remain in compliance with permit due to increased standards; Increase storm sewer capacity in which there is no associated land damage; Increase sanitary sewer capacity; Replace water meters as part of an upgrade
- 6 OEPA recommendations; District health board recommendations; Increase storm sewer capacity that has associated land damage; Replace undersized waterlines as part of upgrade; Install new meters or replace meters that have exceeded useful life
- 8 Replacement of storm or sanitary sewers due to chronic flooding, back-up, or property damage; Inflow and/or Infiltration; Inadequate capacity to maintain pressure required for fire flows; Replacement of waterlines or towers due to excessive corrosion
- 10 OEPA Findings & Orders, OEPA orders contained in permit, Consent Decree or Court Order; Structural separations (CSOs) Age and Condition of System to be repaired or replaced. This is a two-part criterion. (Maximum 10 points)

3. Age & Condition of System to be repaired or replaced

Part I – Age: This uses provided documentation for existing infrastructure. Documentation pertains to source documentation or from a compliant letter written by an eligible local official who can vouch for the time period during his/her term in office. If no documentation the default score is 1 point. (Maximum 5 points)

Life	20	30	50
Project Type	Road	Wastewater	Bridge/Culvert. Sanitary Sewer, Water, Storm Water, Solid Waste
Points			
0	New / Expansion	New / Expansion	New / Expansion
1	2016-2021	2013-2021	2006-2021
2	2011-2015	2006-2012	1995-2005
3	2006-2010	1998-2005	1983-1994
4	2001-2005	1991-1997	1971-1982
5	2000 or before	1990 or before	1970 or before

Part II – Condition (Maximum 5 points)

- 1 New/Expansion: New or expansion project components represent at least 50% of improvements
- 2 Expansion: New or expansion project components represent between 25% and 49% of improvements
- 3 Poor: Infrastructure requires repair to continue functioning as originally intended and/or upgrade to meet current design standards.
- 4 Critical: Infrastructure requires replacement to continue functioning as originally intended.
- 5 Failed: Not functioning

4. Leveraging Ratio – Local and all non-OPWC funding sources as a percentage of total funding. (Maximum 10 points)

	Repair/Replacement (Poor/Critical/Failed in Criterion 3)	New/Expansion (New/Expansion &/or Expansion in Criterion 3)
0	10 or less	50 or less
1	11-15	51-55
2	16-20	56-60
3	21-25	61-65
4	26-30	66-70
5	31-35	71-75
6	36-40	76-80
7	41-45	81-85
8	46-50	86-90
9	51-55	91-95
10	56 or more	96 or more

5. **Population Benefit** – Number of those to benefit directly from the improvement as a percentage of applicant's total population. (Maximum 5 points)

0	10% or less
1	25% - 11%
2	35% - 26%
3	45% - 36%
4	55% - 46%
5	56% or more

6. **District Priority Ranking as provided by District** (Maximum 10 points)

6	5 th ranked district project
7	4 th ranked district project
8	3 rd ranked district project
9	2 nd ranked district project
10	1 st ranked district project

7. **Amount of OPWC funding requested** (Maximum 10 points)

0	\$500,000 or more
5	\$250,000 - \$499,999
10	249,999 or less

8. **Loan Request as a percentage of OPWC assistance** (Maximum 10 points)

1	15 - 29% of OPWC assistance
5	30 - 49% of OPWC assistance
10	50 - 100% of OPWC assistance

9. **Useful Life of Project** – Taken from engineer's useful life statement. (Maximum 5 points)

1	7 - 9 years
2	10 - 14 years
3	15 - 19 years
4	20 - 24 years
5	25 years or more

10. **Median Household Income** – Applicant's MHI as a percentage of the statewide MHI. Information derived from the most recent 5-year American Community Survey as published by the Ohio Development Services Agency. (Maximum 10 points)

2	110% or more
4	100% - 109%
6	90% - 99%
8	80% - 89%
10	79% or less

11. Readiness to Proceed (Maximum 10 points)

Part I – Status of Plans – This uses the Small Government Commission’s Engineer’s Plan Status Certification. (Maximum 5 points)

- 0 Plans not yet begun
- 2 Surveying through Preliminary Design Completed (Items A-C)
- 5 Surveying through final construction plans, and secured permits and right-of-way as appropriate (Items A-H)

Part II – Status of Funding Sources – This uses source documentation including CFO certifications and loan letters. (Maximum 5 points)

- 0 All funds not yet committed
- 3 Applications submitted to funding entities
- 5 All funding committed

**Small Government Commission
Engineer's Plan Status Certification
Required for Criterion No. 11, Part I**

Applicant: Village of Portage


District No.: 5

Project Name: SR 25 Drainage Improvements

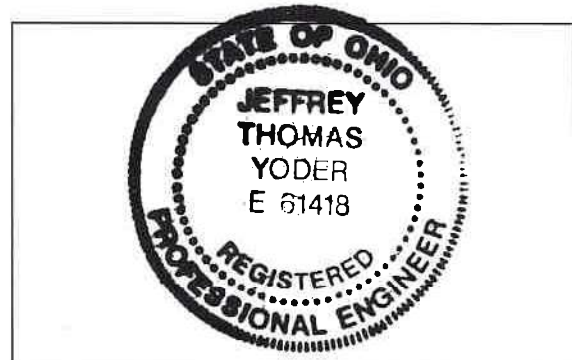
Item	Necessary for project?	Status	Completion Date
Met Completion dates for Items A - C (2 points)			
A Surveying	Y N/A X <input type="checkbox"/>		5-1-22
B R/W Acquisition Identified	Y N/A <input type="checkbox"/> X		
C Preliminary Design	Y N/A X <input type="checkbox"/>		8-1-22
Met Completion dates for Items A - H (5 points)			
D Final Construction Plans	Y N/A X <input type="checkbox"/>		2-1-23
E Permit to Install Issued	Y N/A <input type="checkbox"/> X		
F NPDES Issued	Y N/A <input type="checkbox"/> X		
G Other Permits Issued	Y N/A <input type="checkbox"/> X		
H Executed Right of Way Option or Agreement	Y N/A <input type="checkbox"/> X		

I hereby certify that the information above is true and correct to the best of my knowledge and belief.

Jeffery T. Yoder, P.E.
Engineer's Printed Name


Engineer's Signature

9-8-21
Date



Engineer's Stamp/Seal








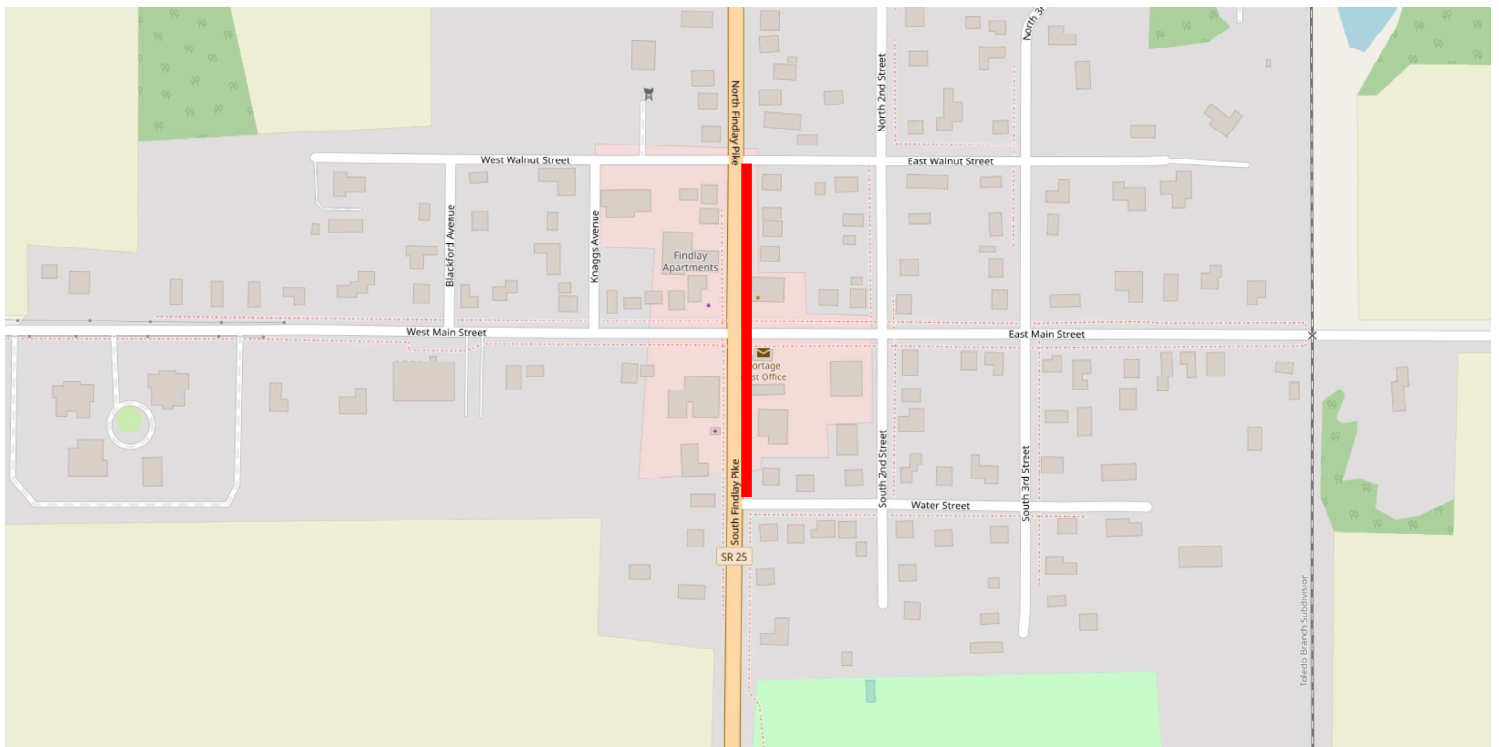


APARTMENTS
419-353-5800
MECCA

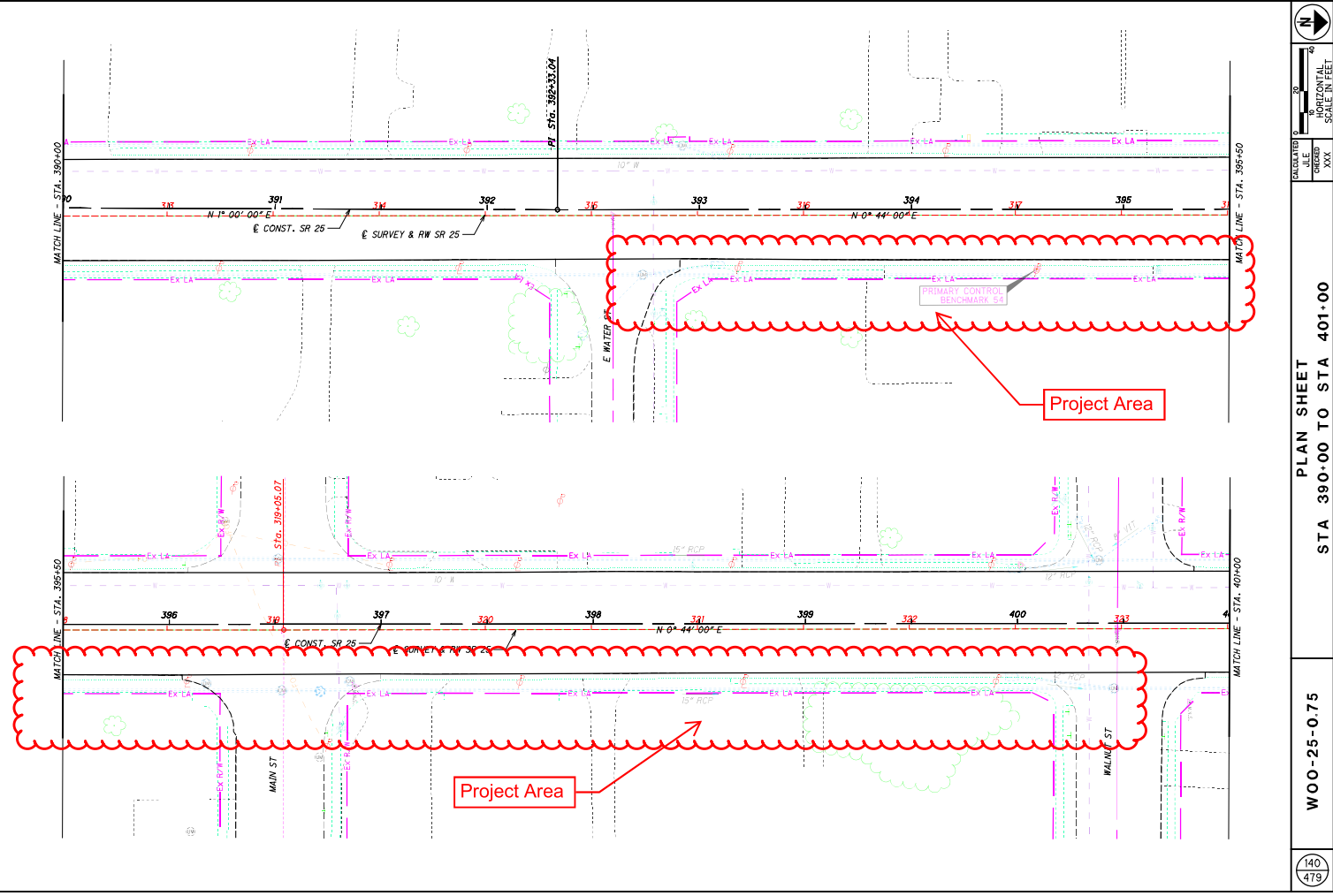




 = Proposed Project Location



Location Map
SR-25 Drainage Improvements
Village of Portage, Ohio



PORTAGE VIL AM CERT

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Office of the Budget Commission, Wood County, Ohio

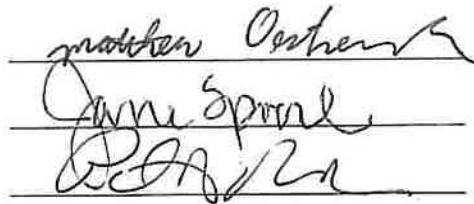
BOWLING GREEN, OH

TO: PORTAGE VILLAGE

The following is the amended official certificate of estimated resources for the fiscal year beginning **January 1st, 2021**, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

FUND NAME	UNENCUM BAL JAN. 1, 2021	TAXES	OTHER SOURCES	TOTAL
GENERAL	\$ 503,365.37	\$ 16,265.04	\$ 176,980.16	\$ 696,610.57
SPECIAL REVENUE	\$ 1,368,114.85	\$ -	\$ 492,563.04	\$ 1,860,677.89
DEBT SERVICE	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT	\$ -	\$ -	\$ -	\$ -
PERMANENT	\$ -	\$ -	\$ -	\$ -
ENTERPRISE	\$ -	\$ -	\$ -	\$ -
INTERNAL SERVICE	\$ -	\$ -	\$ -	\$ -
TRUST/AGENCY	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,871,480.22	\$ 16,265.04	\$ 669,543.20	\$ 2,557,288.46

SIGNED:



PORTAGE VIL AM CERT

<u>FUND NAME</u>	<u>UNENCUM BAL JAN. 1, 2021</u>	<u>TAXES</u>	<u>OTHER SOURCES</u>	<u>TOTAL</u>
GENERAL FUND	\$ 503,365.37	\$ 16,265.04	\$ 176,980.16	\$ 696,610.57

SPECIAL REVENUE

				\$	-		
STREET CON MAINT	\$	367,760.44		\$	82,604.08	\$	450,364.52
STATE HWY	\$	60,141.73		\$	6,585.84	\$	66,727.57
PARKS & REC	\$	10,850.73		\$	424.53	\$	11,275.26
PMV	\$	32,399.24		\$	10,053.10	\$	42,452.34
CORONAVIRUS				\$	26,051.49		
STREET LIGHTING	\$	9,462.20		\$	8,278.79	\$	17,740.99
SEWER OPERATING	\$	887,500.51		\$	358,565.21	\$	1,246,065.72
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DEBT SERVICE

	\$	-	\$	-	\$	-	\$-	-
TOTAL DEBT SERVICE	\$	-	\$	-	\$	-	\$-	-

CAPITAL PROJECTS

[illegible]

PORTAGE VIL AM CERT

<u>FUND NAME</u>	<u>UNENCUM BAL JAN. 1,2021</u>	<u>TAXES</u>	<u>OTHER SOURCES</u>	<u>TOTAL</u>
PERMANENT FUND				
				\$ -
				\$ -
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TOTAL PERMANENT	\$ -	\$ -	\$ -	\$ -
ENTERPRISE FUND				
				\$ -
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				\$ -
TOTAL ENTERPRISE	\$ -	\$ -	\$ -	\$ -
INTERNAL SER FUND				
				\$ -
				\$ -
				\$ -
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				\$ -
TOTAL INTER SER	\$ -	\$ -	\$ -	\$ -
FIDUC/TRUST FUNDS				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL FIDUC/TRUST	\$ -	\$ -	\$ -	\$ -