

Small Government Commission Application Checklist

Use of the following checklist with the Applicants Manual 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 and not a required submission. Various templates and forms are in this manual, on the Small Government webpage, and on the OPWC 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)
- [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)
- [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

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 are identified {examples in back of this manual}

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 Oak Harbor

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

6

B. *Water & Wastewater Projects ONLY*

Cannot be self-scored; uses blind factor based on all project applications

N/A

2 Health & Safety (Use A or B according to project type)

A. *Road, Bridge, Culvert*

0 2 4 6 8 10

8

B. *Water, Wastewater, Storm Water, Solid Waste*

0 2 4 6 8 10

0

3 Age & Condition

I. *Age*

0 1 2 3 4 5

3

II. *Condition*

1 3 5

3

4 Leveraging Ratio

0 1 2 3 4 5 6 7 8 9 10

9

5 Population Benefit

0 1 2 3 4 5

1

6 District Priority Ranking - Completed by Administrator

N/A

7 OPWC Funds Requested

0 2 4 6 8 10

6

8 Loan Request (Default 0 points if no loan requested)

1 5 10

0

9 Useful Life

1 2 3 4 5

5

10 Median Household Income

2 4 6 8 10

8

11 Readiness to Proceed

I. *Status of Plans*

0 2 5

0

II. *Status of Funding*

0 3 5

5

TOTAL

54



**OHIO PUBLIC WORKS COMMISSION
SMALL GOVERNMENT PROGRAM**

PY 33 METHODOLOGY

May 2018

EVALUATION CRITERIA

Complete and appropriate support documentation must be provided for a criterion in order to be awarded points. See Applicants Manual for guidance, forms and checklist.

1. Ability and Effort of the Applicant to Finance the Project (Maximum 10 points)
 - A. Road, 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 and the Small Government Water & Wastewater Ability & Effort Supplemental.
 - 0 +2 or more standard deviations above Average Variance
 - 2 +1 to +2 standard deviations above Average Variance
 - 4 0 to +1 standard deviations above Average Variance
 - 6 0 to -1 standard deviations below Average Variance
 - 8 -1 to -2 standard deviations below Average Variance
 - 10 -2 or more standard deviations below Average Variance, or subdivision is in fiscal emergency

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 resurfacing 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
- X 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 a Crash Reduction Factor ($0.0 < CRF < 0.2$); Bridges with a General Appraisal of 3 or Sufficiency Rating of 26-50, or posted load reduction; 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)

3. Age and Condition of System to be repaired or replaced. This is a two-part criterion. (Maximum 10 points)

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	2013-2018	2010-2018	2004-2018
2	2008-2012	2003-2009	1992-2003
3	2003-2007	1995-2002	1980-1991
4	1998-2002	1988-1994	1968-1979
5	Before 1998 or closed	Before 1988 or out of service	Before 1968 or closed

Part II - Condition (Maximum 5 points)

- 1 New/Expansion: New or expansion project components represent at least 50% of improvements
- 3 Poor: Infrastructure requires repair to continue functioning as originally intended and/or upgrade to meet current design standards.
- 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	New/Expansion
<input type="checkbox"/> 0	10 or less	50 or less
<input type="checkbox"/> 1	11-15	51-55
<input type="checkbox"/> 2	16-20	56-60
<input type="checkbox"/> 3	21-25	61-65
<input type="checkbox"/> 4	26-30	66-70
<input type="checkbox"/> 5	31-35	71-75
<input type="checkbox"/> 6	36-40	76-80
<input type="checkbox"/> 7	41-45	81-85
<input type="checkbox"/> 8	46-50	86-90
<input checked="" type="checkbox"/> 9	51-55	91-95
<input type="checkbox"/> 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 5th ranked district project
- 7 4th ranked district project
- 8 3rd ranked district project
- 9 2nd ranked district project
- 10 1st ranked district project

7. Amount of OPWC grant and loan funds requested (Maximum 10 points)

- 0 \$500,000 or more
- 2 \$400,000 - \$499,999
- 4 \$300,000 - \$399,999
- 6 \$200,000 - \$299,999
- 8 \$100,000 - \$199,999
- 10 \$99,999 or less

8. Loan request – Amount of loan funds 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. This is a two-part criterion. (Maximum 5 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 compliant 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 Oak Harbor

District No.: 5

Project Name: Park Street Reconstruction

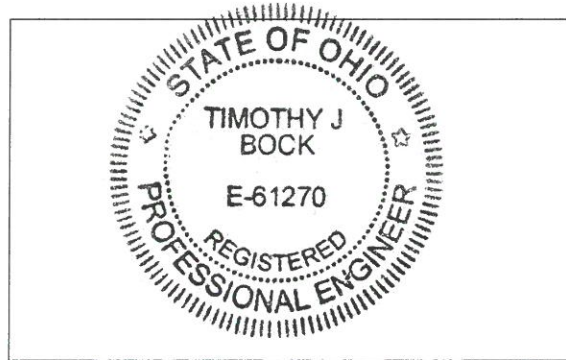
Item	Necessary for project?	Status	Completion Date
Met Completion dates for Items A - C (2 points)			
A	Surveying Y <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	PENDING	09/2019
B	R/W Acquisition Identified Y <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
C	Preliminary Design Y <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	PENDING	11/2019
Met Completion dates for Items A - H (5 points)			
D	Final Construction Plans Y <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	PENDING	2/2020
E	Permit to Install Issued Y <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
F	NPDES Issued Y <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
G	Other Permits Issued Y <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
H	Executed Right of Way Option or Agreement Y <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		

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

Timothy J. Bock, P.E.
Engineer's Printed Name

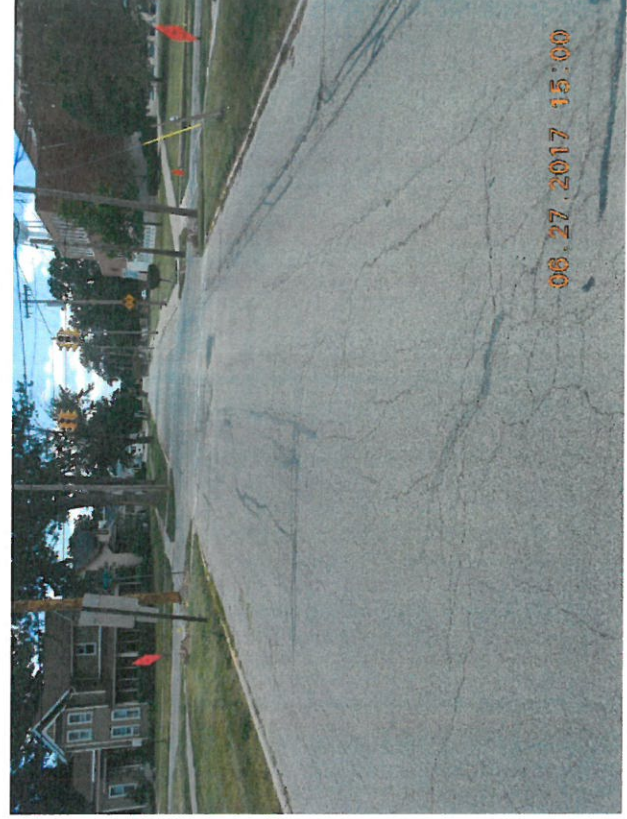
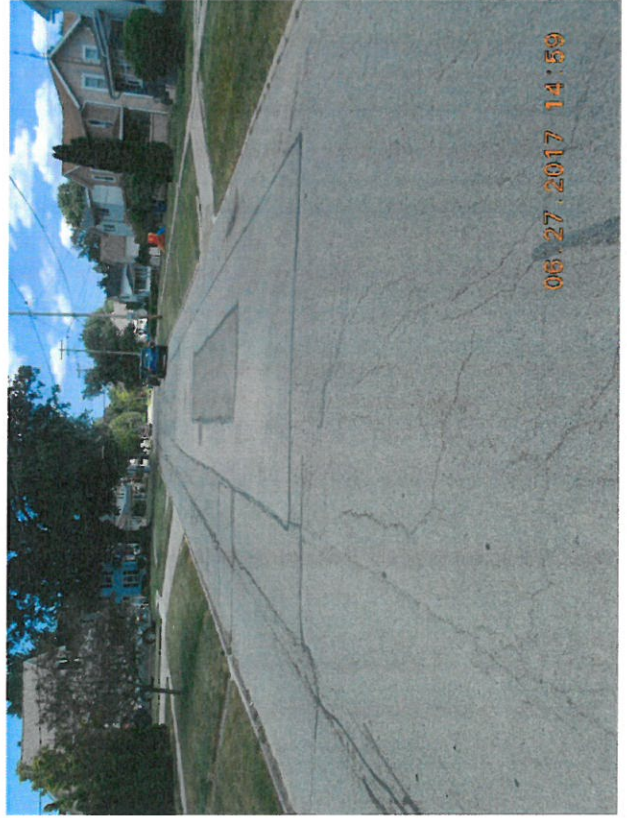
Timothy J Bock
Engineer's Signature

9/5/2018
Date

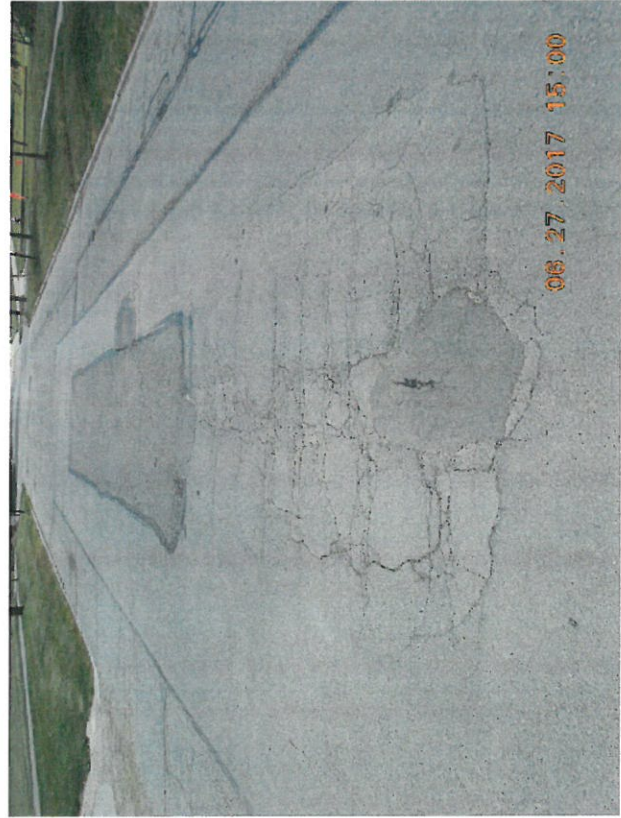


Engineer's Stamp/Seal

THE VILLAGE OF OAK HARBOR – PARK STREET



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THE VILLAGE OF OAK HARBOR – PARK STREET

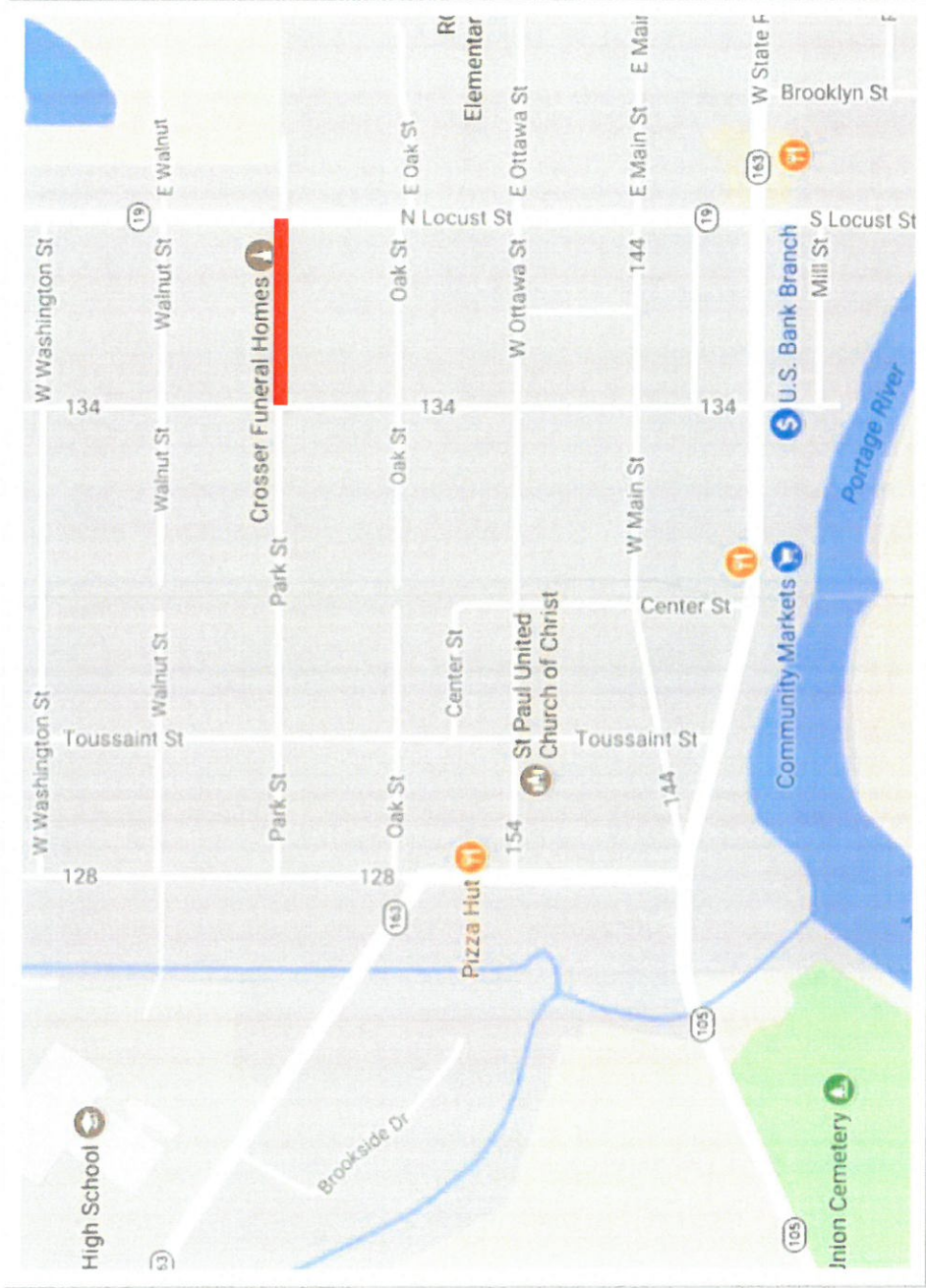


THE VILLAGE OF OAK HARBOR – PARK STREET



THE VILLAGE OF OAK HARBOR – PARK STREET





 - Project Limits

Village of Oak Harbor – Park Street Improvements Location Map

**Certificate of County Auditor That the Total Appropriations from Each
Fund**


Do Not Exceed the Official Estimate of Resources

Rev. Code, Section 5705.39

County Auditor's Office, Ottawa County, Ohio, Port Clinton, Ohio, March 22, 2018

Village of Oak Harbor

I, Jo Ellen Regal, County Auditor of Ottawa County, Ohio, do hereby certify the total appropriations from each fund taken together with all other outstanding appropriations, **do not** exceed the last amended official estimate of resources for the fiscal year beginning January 1st, 2018, as determined by the Budget Commission of said county.



County Auditor, Ottawa County, Ohio

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Office of Budget Commission, OTTAWA County, Ohio
 PORT CLINTON, Ohio, March 22, 2018

To the TAXING AUTHORITY of OAK HARBOR CORPORATION

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1, 2018, as revised by the Budget Commission of said County, which shall govern the total appropriations made at any time during such fiscal year:

FUND	Unencumbered Balance Jan. 1st, 2018	Taxes	Other Sources	Total
General Fund	\$ 831,758.58	\$ 133,560.00	\$ 1,098,292.84	\$ 2,063,611.42
Special Revenue Funds	\$ 602,275.37	\$ 210,810.00	\$ 204,611.91	\$ 1,017,697.28
Debt Service Funds	\$ -	\$ -	\$ -	\$ -
Capital Projects Funds	\$ 101,302.98	\$ -	\$ 90,600.00	\$ 191,902.98
Special Assessment Funds	\$ -	\$ -	\$ -	\$ -
Enterprise Funds	\$ 3,443,916.68	\$ -	\$ 5,555,250.00	\$ 8,999,166.68
Internal Service Funds	\$ -	\$ -	\$ -	\$ -
Fiduciary Funds	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 4,979,253.61	\$ 344,370.00	\$ 6,948,754.75	\$ 12,272,378.36

Jo Ellen Legal

[Signature]

 Ottawa County Budget Commission

FUND	Unencumbered Balance Jan. 1st, 2018	Taxes	Other Sources	Total
Special Revenue Funds				
Street Construction	\$ 182,403.46	\$ -	\$ 135,050.00	\$ 317,453.46
State Highway	\$ 28,748.67	\$ -	\$ 12,550.00	\$ 41,298.67
Drug Law Enforcement	\$ 4,814.62	\$ -	\$ 1,000.00	\$ 5,814.62
Permissive Tax	\$ -	\$ -	\$ -	\$ -
OMVI Enforcement & Education	\$ 1,393.65	\$ -	\$ 350.00	\$ 1,743.65
Street Levy	\$ 217,961.12	\$ 92,340.00	\$ 18,950.00	\$ 329,251.12
MVL - Municipal Tax	\$ 61,424.84	\$ -	\$ 35,250.00	\$ 96,674.84
Tree Fund	\$ 7,489.42	\$ -	\$ -	\$ 7,489.42
Railroad Grade Crossing Imp.	\$ 16,817.47	\$ -	\$ -	\$ 16,817.47
Law Enforcement Assistance Fund	\$ 2,740.00	\$ -	\$ 500.00	\$ 3,240.00
Police Levy	\$ 76,475.64	\$ 118,470.00	\$ -	\$ 194,945.64
Unclaimed Warrant Fund	\$ 2,006.48	\$ -	\$ 961.91	\$ 2,968.39
TOTAL SPECIAL REVENUE	\$ 602,275.37	\$ 210,810.00	\$ 204,611.91	\$ 1,017,697.28
Debt Service Funds				
General Obligation Bonds	\$ -	\$ -	\$ -	\$ -
				\$ -
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	\$ -
Capital Project Funds				
Capital Improvement	\$ 91,513.75	\$ -	\$ 90,000.00	\$ 181,513.75
Hand Powered Boat Launch	\$ 1,984.00	\$ -	\$ -	\$ 1,984.00
ORDC Park Street	\$ -	\$ -	\$ -	\$ -
Issue II Brooklyn & Portage St.	\$ -	\$ -	\$ -	\$ -
Issue II Water Value Replacement	\$ -	\$ -	\$ -	\$ -
Federal Grants - Tier II CDBG	\$ -	\$ -	\$ -	\$ -
Parks Cap Imp. Fund	\$ 7,805.23	\$ -	\$ 600.00	\$ 8,405.23
TOTAL CAPITAL PROJECT	\$ 101,302.98	\$ -	\$ 90,600.00	\$ 191,902.98
Special Assessment Funds				
	\$ -			\$ -
	\$ -			\$ -
TOTAL SPECIAL ASSESSMENT	\$ -	\$ -	\$ -	\$ -

FUND	Unencumbered Balance Jan. 1st, 2018	Taxes	Other Sources	Total
Enterprise Funds				
Water	\$ 886,820.61	\$ -	\$ 1,226,000.00	\$ 2,112,820.61
Sanitary Sewer	\$ 731,207.26	\$ -	\$ 1,183,000.00	\$ 1,914,207.26
Electric	\$ 1,408,942.51	\$ -	\$ 2,807,250.00	\$ 4,216,192.51
Utilities Deposit	\$ 66,470.00	\$ -	\$ 14,000.00	\$ 80,470.00
Storm Sewer	\$ 350,476.30	\$ -	\$ 325,000.00	\$ 675,476.30
TOTAL ENTERPRISE FUND	\$ 3,443,916.68	\$ -	\$ 5,555,250.00	\$ 8,999,166.68
Internal Service Funds				
	\$ -			\$ -
				\$ -
TOTAL INTERNAL SERVICE	\$ -	\$ -	\$ -	\$ -
Fiduciary Funds				
Guaranteed Deposit Curb Fund	\$ -	\$ -	\$ -	\$ -
Zoning Deposit	\$ -	\$ -	\$ -	\$ -
Unclaimed Money	\$ -	\$ -	\$ -	\$ -
TOTAL FIDUCIARY FUNDS	\$ -	\$ -	\$ -	\$ -



September 5, 2018

Mr. Ronald P. Lajti Jr., P.E., P.S.
Ottawa County Engineer's Office
8247 West State Route #163
Oak Harbor, Ohio 43449

Re: Park Street Reconstruction
OPWC Application
Oak Harbor, Ohio
PDG Proposal No.: 159000-00168

Dear Mr. Lajti:

Enclosed is one original and one CD of the above-referenced OPWC application, submitted on behalf of the Village of Oak Harbor. The Village would like this application to be considered for OPWC funding.

Please do not hesitate to contact this office if you have any questions or need any additional information.

Sincerely,

POGGEMEYER DESIGN GROUP, INC.



Michelle L. Hister
Project Administration Assistant

Enclosures

cc: Randall Genzman, Village Administrator