

Revised: May 3, 2022

Application Instructions

Public WorksWise Training

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

The Commission's Salesforce based internal cloud platform, Public WorksWise, allows 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!

ONLINE TRAINING VIDEOS

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](#)

[Disbursement Training Video](#)

Manuals

[WorksWise General Applicant Manual](#)

[WorksWise How To Submit An Application Training Manual](#)

[WorksWise How To Submit A Disbursement Training Manual](#)

[WorksWise How to eSign Your Project Agreement](#)

[Disbursement Statuses and Other WorksWise Tips](#)

Requesting Access to WorksWise

OPWC guarantees each community/applicant one license to access WorksWise to apply for funding and request disbursements once funded. Additional requests for access are now being granted. To onboard new and existing applicants, you must provide the following information to the D-5 OPWC Program Representative, Ashley Ellrod, at Ashley.Ellrod@pwc.ohio.gov. Ashley can also answer questions about WorksWise.

- Your Full Name
- Subdivision Name
- Subdivision Code
- Address / Phone / Email
- Employer (if not employed with subdivision)
- Letter of Authorization form attached (if required, see below)

If you want access for another community other than the one with which you are employed (i.e., 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. Please do not create or make your own version of this letter, the below template is the only format we will allow.

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

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 37
- 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 37**

Name of Applicant: _____
Project Title: _____

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= __%, 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= __% 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)**

Rating Guidance for Physical Condition: The basic logic behind the **condition** category descriptions is: don't tell us how bad the infrastructure condition is - show us. If the infrastructure has failed in some way to the point that it needs replaced, the project should receive the highest points, if major components have failed, but it doesn't require replacement the project should receive fewer points and if it needs maintained it receives even fewest points.

Points	Category	Description	Examples
10	Failing	Infrastructure has reached a point where it requires replacement, reconstruction or reconfiguration to fulfill its purpose	<p>Road/Bridge-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 - Complete Bridge or Culvert replacement -Widening graded shoulder width to ODOT L&D Standard</p> <p>Water, San. Sewer/Storm-Water, Sewer, or Storm Line Replacement - Water or Sewer Plant Replacement -Replacement of a major component of a water and/or sewer treatment plant which would result in a failure in meeting WQ Standards -Project replaces a facility under EPA orders or where demand exceeds capacity or where</p>

			a documented environmental hazard is present.
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.	Road -Multiple course of paving- Single course of paving with 25% base repair-Widening graded shoulder width to less than ODOT L&D Standard -Structural Culvert Lining -Bridge Deck Replacement Water, San. Sewer/Storm- Replacement of a component such as a control mechanism, pumps, hydrants, valves, filters, etc of a water or sewer plant – Project repairs a facility component ordered by a regulatory agency.
6	Fading	The condition requires reconditioning to continue to function as originally intended.	Road/Bridge- Single course of paving- Widening aggregate berm on existing graded shoulder width Water, San. Sewer/Storm- Sewer Lining Projects -Water tower painting -Repair of a tank to maintain structural integrity in existing water and sewer systems- Project repairs a facility component considered to be maintenance in nature.
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
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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: Operational Improvements to Existing Plants. 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: Operational Improvements to Existing Plants. 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.

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 ____, 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 = \$ _____

B.) Total Project Cost = \$ _____

RATIO OF LOCAL FUNDS DIVIDED by TOTAL PROJECT COSTS (A÷B)= _____%

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
_____	\$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 _____

(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 ___. If yes, how many jobs within eighteen months? ___ Will the completed project retain jobs that would otherwise be permanently lost? Yes ___ No ___. 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? _____ (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?
_____ %. 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.

- _____ 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= _____

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 37 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 37.

Date: _____
 Signature: _____
 Title: _____
 Address: _____
 Phone: _____
 FAX: _____
 Email: _____

Exhibit A- District 5 Economic Distress Factor

District 5 will use ACS 2015-2019 data below to score criteria #7 of the Scoring Methodology. Information is listed for each county, municipality and township . The Median Household Income (MHI) for each entity was divide by the District 5 Mean MHI to produce an Economic Distress Factor. District 5 then assigned points as follows: for each entity having an Economic Distress Factor of 80% or less a score of 2 is awarded; for entities with an Economic Distress Score of 80.1% to 100.0% 1 point was awarded; for entities in excess of 100.1% a score of 0 was awarded.

County	Jurisdiction	MHH Income	Population	Distress Ratio
	District 5	\$60,000		
Paulding	Haviland village	\$33,750	215	0.5625
Paulding	Grover Hill village	\$36,964	402	0.6161
Wood	Bowling Green city	\$37,346	30,028	0.6224
Erie	Sandusky city	\$38,380	25,793	0.6397
Ottawa	Erie township	\$39,346	1,221	0.6558
Wood	Fostoria city	\$39,688	13,441	0.6615
Wood	Walbridge village	\$40,614	3,019	0.6769
Sandusky	Fremont city	\$41,305	16,734	0.6884
Williams	Madison township (Remainder of)	\$41,406	976	0.6901
Paulding	Emerald township (Remainder of)	\$41,875	789	0.6979
Sandusky	Elmore village	\$42,045	1,410	0.7008
Ottawa	Elmore village	\$42,045	1,410	0.7008
Ottawa	Port Clinton city	\$42,045	6,056	0.7008
Paulding	Paulding village	\$42,461	3,605	0.7077
Williams	Bryan city	\$42,670	8,545	0.7112
Paulding	Antwerp village	\$42,759	1,736	0.7127
Paulding	Broughton village	\$43,125	120	0.7188
Ottawa	Oak Harbor village	\$43,922	2,759	0.7320
Paulding	Oakwood village	\$44,000	608	0.7333
Paulding	Payne village	\$44,052	1,194	0.7342

2 Pts.

Henry	McClure village	\$44,063	725	0.7344
Defiance	Sherwood village	\$44,167	827	0.7361
Wood	Bairdstown village	\$44,583	130	0.7431
Defiance	Ney village	\$44,688	354	0.7448
Wood	Jackson township (Remainder of)	\$44,737	489	0.7456
Williams	West Unity village	\$45,000	1,671	0.7500
Henry	Deshler Village	\$45,272	1,799	0.7545
Wood	Weston village	\$46,071	1,590	0.7679
Henry	Napoleon city	\$46,509	8,749	0.7752
Fulton	Fayette village	\$46,571	1,283	0.7762
Williams	Blakeslee village	\$46,875	96	0.7813
Paulding	Scott village	\$48,750	286	0.8125
Wood	Risingsun village	\$49,107	606	0.8185
Defiance	Defiance city	\$49,628	16,494	0.8271
Wood	Cygnets village	\$49,911	597	0.8319
Henry	Florida Village	\$50,000	232	0.8333
Williams	Pioneer %image	\$50,000	1,380	0.8333
Sandusky	Gibsonburg village	\$50,227	2,581	0.8371
Henry	Liberty township (Remainder of)	\$50,498	1,317	0.8416
Williams	Edgerton village	\$50,625	2,012	0.8438
Fulton	Lyons village	\$50,833	562	0.8472
Paulding	Melrose village	\$51,250	275	0.8542
Williams	Northwest township	\$51,389	1,236	0.8565
Henry	Hamler Village	\$51,726	576	0.8621
Williams	St. Joseph township (Remainder of)	\$52,188	815	0.8698
Erie	Margaretta township (Remainder of)	\$52,222	4,497	0.8704
Wood	Milton township (Remainder of)	\$52,222	656	0.8704
Williams	Edon village	\$52,368	834	0.8728
Fulton	Metamora village	\$52,500	3,690	0.8750
Sandusky	York township (Remainder of)	\$52,543	2,532	0.8757
Ottawa	Portage township	\$52,813	1,291	0.8802
Williams County	County-wide	\$53,183	36,816	0.8864
Wood	Bradner village	\$53,375	985	0.8896
Sandusky	Clyde city	\$53,489	6,325	0.8915
Sandusky	Woodville township (Remainder of)	\$53,500	1,256	0.8917
Ottawa	Danbury township (Remainder of)	\$53,640	4,264	0.8940
Ottawa	Clay Center village	\$53,750	276	0.8958
Ottawa	Salem township (Remainder of)	\$53,889	2,612	0.8982
Henry	Holgate village	\$54,063	1,109	0.9011
Henry	Malinta village	\$54,063	265	0.9011
Wood	Hoytville village	\$54,107	303	0.9018
Wood	Grand Rapids village	\$54,141	965	0.9024
Erie County	County-wide	\$54,226	74,780	0.9038
Erie	Bellevue city	\$54,464	8,202	0.9077
Sandusky	Bellevue city	\$54,464	8,202	0.9077

Williams	Montpelier village	\$54,489	4,072	0.9082
Ottawa	Bay township	\$54,559	1,458	0.9093
Wood	Milton Center village	\$54,583	144	0.9097
Fulton	Wauseon city	\$54,774	7,332	0.9129
Erie	Bay View village	\$54,844	632	0.9141
Fulton	Clinton township (Remainder of)	\$54,945	2,222	0.9158
Henry	New Bavaria village	\$55,000	99	0.9167
Henry	Liberty Center village	\$55,313	1,180	0.9219
Paulding County	County-wide	\$55,330	18,809	0.9222
Wood	Troy township (Remainder of)	\$55,609	2,858	0.9268
Defiance	Farmer township	\$55,703	963	0.9284
Williams	Stryker village	\$55,875	1,335	0.9313
Williams	Jefferson township (Remainder of)	\$55,882	1,879	0.9314
Sandusky	Riley township	\$56,149	1,226	0.9358
Paulding	Cecil village	\$56,250	188	0.9375
Paulding	Latty village	\$56,250	193	0.9375
Williams	Mill Creek township	\$56,250	802	0.9375
Wood	North Baltimore village	\$56,250	3,432	0.9375
Henry	Bartlow township (Remainder of)	\$56,556	568	0.9426
Wood	Portage village	\$56,797	438	0.9466
Sandusky	Green Springs village	\$56,926	1,368	0.9488
Williams	Superior township	\$57,500	1,393	0.9583
Sandusky	Green Creek township	\$58,135	3,646	0.9689
Sandusky	Lindsey village	\$58,214	446	0.9702
Wood	Liberty township (Remainder of)	\$58,314	1,633	0.9719
Henry	Pleasant township (Remainder of)	\$58,333	871	0.9722
Sandusky	Sandusky township	\$58,391	3,619	0.9732
Wood	Wayne village	\$58,750	887	0.9792
Sandusky County	County-wide	\$59,089	59,029	0.9848
Ottawa County	County-wide	\$59,099	40,632	0.9850
Williams	Springfield township (Remainder of)	\$59,143	1,812	0.9857
Williams	Pulaski township	\$59,323	2,357	0.9887
Erie	Huron city	\$59,375	7,149	0.9896
Erie	Kelleys Island village	\$59,444	312	0.9907
Fulton	Archbold village	\$59,639	4,346	0.9940
Williams	Bridgewater township	\$59,682	1,474	0.9947
Defiance	Highland township	\$59,688	2,372	0.9948
Henry County	County-wide	\$59,695	27,208	0.9949
Wood	Bloomdale village	\$59,732	678	0.9955
Defiance	Delaware township (Remainder of)	\$59,902	1,307	0.9984
Defiance County-wide	County-wide	\$59,931	38,160	0.9989
Williams	Brady township (Remainder of)	\$60,000	931	1.0000
Wood	Custar village	\$60,000	179	1.0000
Paulding	Auglaize township	\$60,089	1,454	1.0015
Wood	Tontogany village	\$60,250	367	1.0042

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Fulton	Chesterfield township	\$60,313	1,012	1.0052
Ottawa	Rocky Ridge village	\$60,417	417	1.0070
Paulding	Crane township (Remainder of)	\$60,811	1,232	1.0135
Fulton	Gorham township (Remainder of)	\$61,522	977	1.0254
Wood	Jerry City village	\$61,750	427	1.0292
Defiance	Mark township	\$61,795	908	1.0299
Defiance	Hicksville village	\$61,910	3,581	1.0318
Wood	Northwood city	\$62,171	5,265	1.0362
Wood County	County-wide	\$62,390	130,150	1.0398
Wood	Bloom township (Remainder of)	\$62,435	1,003	1.0406
Fulton County	County-wide	\$63,092	42,253	1.0515
Wood	Plain township	\$63,438	1,663	1.0573
Williams	Center township	\$63,684	2,874	1.0614
Henry	Damascus township (Remainder of)	\$63,697	1,076	1.0616
Erie	Vermilion city	\$63,715	10,594	1.0619
Fulton	Delta village	\$64,031	3,103	1.0672
Paulding	Brown township (Remainder of)	\$64,423	1,249	1.0737
Sandusky	Ballville township	\$64,428	5,985	1.0738
Erie	Vermilion township	\$64,449	4,945	1.0742
Fulton	Swanton village	\$64,552	3,690	1.0759
Erie	Perkins township	\$64,668	12,202	1.0778
Ottawa	Genoa village	\$64,688	2,336	1.0781
Wood	Grand Rapids twp (Remainder of)	\$65,568	642	1.0928
Wood	Montgomery township (Remainder of)	\$65,651	1,752	1.0942
Erie	Milan village	\$65,921	1,367	1.0987
Erie	Berlin Heights village	\$66,071	714	1.1012
Sandusky	Helena village	\$66,250	224	1.1042
Erie	Groton township	\$66,429	1,427	1.1072
Paulding	Jackson township (Remainder of)	\$66,614	853	1.1102
Paulding	Carryall township (Remainder of)	\$66,653	1,244	1.1109
Erie	Castalia village	\$66,985	852	1.1164
Fulton	Fulton township (Remainder of)	\$67,064	1,519	1.1177
Sandusky	Woodville village	\$67,083	2,135	1.1181
Fulton	Swan Creek twp (Remainder of)	\$67,310	6,013	1.1218
Sandusky	Washington township (Remainder of)	\$67,482	1,795	1.1247
Wood	Weston township (Remainder of)	\$67,500	746	1.1250
Wood	Rossford city	\$67,634	6,293	1.1272
Sandusky	Rice township	\$67,738	1,370	1.1290
Wood	Millbury village	\$68,125	1,200	1.1354
Henry	Monroe township (Remainder of)	\$68,265	877	1.1378
Sandusky	Scott township	\$68,375	1,437	1.1396
Ottawa	Carroll township	\$68,438	2,135	1.1406
Defiance	Richland township (Remainder of)	\$69,174	1,719	1.1529
Erie	Florence township	\$69,276	2,448	1.1546
Fulton	Pike township	\$69,444	1,854	1.1574

Henry	Harrison township (Remainder of)	\$69,557	1,025	1.1593	0 Pt.
Henry	Flatrock township (Remainder of)	\$69,691	962	1.1615	
Wood	Perrysburg township	\$69,757	12,512	1.1626	
Fulton	Dover township	\$70,000	1,578	1.1667	
Fulton	Royalton township (Remainder of)	\$70,385	953	1.1731	
Wood	Luckey village	\$70,417	1,012	1.1736	
Wood	Henry township (Remainder of)	\$70,500	743	1.1750	
Defiance	Defiance township (Remainder of)	\$70,804	1,792	1.1801	
Defiance	Hicksville township (Remainder of)	\$70,804	1,398	1.1801	
Ottawa	Put-in-Bay township (Remainder of)	\$71,053	495	1.1842	
Fulton	Franklin township	\$71,607	743	1.1935	
Erie	Huron township (Remainder of)	\$71,852	3,548	1.1975	
Wood	West Millgrove village	\$72,083	174	1.2014	
Sandusky	Townsend township	\$72,179	1,620	1.2030	
Henry	Ridgeville township	\$72,868	1,091	1.2145	
Ottawa	Harris township (Remainder of)	\$73,200	1,608	1.2200	
Wood	Pemberville village	\$73,438	1,371	1.2240	
Wood	Lake township (Remainder of)	\$73,500	6,753	1.2250	
Paulding	Blue Creek township (Remainder of)	\$73,942	447	1.2324	
Wood	Webster township	\$74,737	1,284	1.2456	
Williams	Holiday City village	\$75,417	52	1.2570	
Paulding	Harrison township (Remainder of)	\$75,547	640	1.2591	
Paulding	Paulding township (Remainder of)	\$76,327	1,046	1.2721	
Erie	Oxford township	\$76,352	1,201	1.2725	
Defiance	Washington Twp. (Remainder of)	\$76,361	1,263	1.2727	
Paulding	Washington township	\$76,406	719	1.2734	
Paulding	Latty township (Remainder of)	\$76,758	615	1.2793	
Wood	Perry township (Remainder of)	\$76,894	1,431	1.2816	
Sandusky	Jackson township (Remainder of)	\$77,254	1,303	1.2876	
Defiance	Noble township (Remainder of)	\$79,345	2,419	1.3224	
Ottawa	Clay township (Remainder of)	\$79,876	2,722	1.3313	
Wood	Freedom township (Remainder of)	\$79,886	1,356	1.3314	
Sandusky	Burgoon village	\$80,625	172	1.3438	
Fulton	German township (Remainder of)	\$80,839	2,097	1.3473	
Ottawa	Catawba Island township	\$80,982	3,599	1.3497	
Ottawa	Marblehead village	\$81,563	903	1.3594	
Ottawa	Put-in-Bay village	\$81,563	138	1.3594	
Erie	Berlin township (Remainder of)	\$82,563	3,009	1.3761	
Defiance	Milford township	\$82,757	1,081	1.3793	
Erie	Milan township (Remainder of)	\$82,968	2,602	1.3828	
Henry	Marion township (Remainder of)	\$84,167	721	1.4028	
Williams	Florence township (Remainder of)	\$84,467	1,096	1.4078	
Sandusky	Madison township (Remainder of)	\$84,544	1,273	1.4091	
Ottawa	Allen township (Remainder of)	\$84,762	3,504	1.4127	
Henry	Washington township (Remainder of)	\$85,249	1,794	1.4208	

Fulton	York township (Remainder of)	\$85,593	1,678	1.4266	
Defiance	Tiffin township	\$87,222	1,612	1.4537	
Wood	Haskins village	\$88,906	1,188	1.4818	
Ottawa	Benton township (Remainder of)	\$89,265	2,224	1.4878	
Defiance	Adams township	\$90,000	947	1.5000	
Wood	Perrysburg city	\$90,633	20,623	1.5106	
Henry	Freedom township	\$91,406	946	1.5234	
Fulton	Amboy township (Remainder of)	\$92,188	1,219	1.5365	
Wood	Washington township (Remainder of)	\$95,455	1,474	1.5909	
Paulding	Benton township (Remainder of)	\$95,676	671	1.5946	
Henry	Napoleon township (Remainder of)	\$99,303	1,551	1.6551	
Henry	Richfield township	\$100,750	682	1.6792	
Wood	Center township	\$102,692	1,206	1.7115	
Wood	Middleton township (Remainder of)	\$106,068	3,266	1.7678	
Wood	Portage township (Remainder of)	\$106,343	1,083	1.7724	

District 5 Capital Improvement Project Priority Rating Sheet, Round 37										Revised 05/03/2022						
COUNTY:										PROJECT NUMBER:						
PROJECT:																
EST. COST:																
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)							0%+	20%+	40%+	60%+	80%+	100%+	1	
									Repair or Replacement	Repair or Replacement	Repair or Replacement	Repair or Replacement	Repair or Replacement	Repair or Replacement		
2A	1	EXISTING PHYSICAL CONDITION Please refer to Criteria #2 of the Round 36 Scoring Methodology. Must submit substantiating documentation. (100% New or Expansion = 0 Points)							0	2	4	6	8	10	2A	
									Excellent	Good	Fair	Fading	Poor	Failing		
2B	1	AGE							Type	0	1	2	3	4	5	2B
									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 Supplv, 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 Submittals without supporting documentation will receive 0 points for this question.							0	2	4	6	8	10	3	
									No Impact	Minimal	Moderate	Major	Critical	Extremely Critical		
4	2	LOCAL MATCHING FUNDS 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) *							0	2	4	6	8	10	4	
									0%	10%	20%	30%	40%	50%		
5	1	OTHER FUNDING (Excluding Issue II Funds) (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.)							0	2	4	6	8	10	5	
									0%	10%	20%	30%	40%	50%		
6	2	OPWIC GRANT AND LOAN FUNDS REQUESTED Please refer to Criteria #6 of the Round 36 Methodology for clarification.													6	
	2	Grant or Loan Only	-9	-8	0	8	9	10	-9	-8	0	8	9	10	6	
									\$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	\$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	6	
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 Indicate full time equivalent jobs, include supporting documentation in the form of a commitment letter from business or third party entity.							0	2	4	6			7	
									0-6 Jobs	7-14 Jobs	15-24 Jobs	25+ Jobs				
8	1	BENEFIT TO EXISTING USERS (households or traffic counts) Equivalent dwelling unit direct connections. Traffic Counts within three years with certified documentation, etc.							0	2	4	6	8	10	8	
									0-99 Users	100 - 349 Users	350 - 499 Users	500 - 749 Users	750 - 1000 Users	1000+ Users		
9	1	ECONOMIC DISTRESS Local MHI as a percentage of the District Median MHI							0	1	2				9	
									100%+	80%-100%	Less Than 80%					
10	1	READINESS TO PROCEED							0	1	2				10	
									Plans Not Begun Yet	Preliminary Engineering Complete	Final Design Complete					
11		SUBTOTAL RANKING POINTS (MAX. = 115)							Other Info: Does this project have a significant impact on productive farmland? YES NO Attach impact statement if yes. Is the Applicant ready to proceed to bids after State Approval within 6 months? YES 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 POINTS														

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