

**Instructions for Completing the District #10 Public Works Integrating Committee  
PROJECT SELECTION RATING SYSTEM**

**Project Evaluation Process:**

1. Eligibility Review – Applications will be reviewed by District Liaison for compliance with OPWC policies. Any project that does not comply with these policies will be deemed ineligible and returned to the applicant.
2. Preliminary Project Evaluation – Each project application will be reviewed and preliminarily scored by the County-area review team that represents the applicant. When multiple jurisdictions are cooperating on a project, one will be identified as the lead applicant. Preliminary application ratings will be submitted to District Liaison for consolidation.
3. Project Ratings – The Technical Advisory Group (comprised of representatives from each county) then evaluates Project Ratings in order to verify eligibility and a consistent application of the Project Selection Methodology across all project types.
4. Project Ranking – The Executive Committee reviews the project ratings and sorts the scores from highest to lowest and examines the requests for assistance according to Grant vs Loan and SCIP vs LTIP; with the assistance of the District Liaison, a cumulative total request figure is calculated. Since the total amount requests always exceed the amounts available for project consideration; a cut-off level of assistance is established.
5. Project Ranking Policy (Tie-Breaker) – When two or more projects achieve the same score, the policy of District #10 is to consider the percentage of local funds (highest to lowest) and then to consider the dollar amount requested (lowest to highest). The intention of this policy is to fund as many projects as possible while maximizing the leverage of OPWC funds. This policy becomes critical when projects are close to the cut-off line or “on the bubble”.
6. Project Ranking Policy (Contingency) - The Executive Committee may identify contingency projects below the cut-off level in order of priority that would automatically be provided funding if additional funding were to become available.

## Project Criteria:

- 1) **What is the Age and Condition of the existing infrastructure?** Projects which do not involve existing infrastructure are not eligible for points under this criterion.

SCIP Reference - ORC 164.06 (B) 2 ; LTIP Reference – ORC 164.14 (E) 9

- **Road** – Pavement Condition Rating (PCR) shall be the rating calculated using ODOT’s Local Pavement Assessment Tool (LPAT) methodology, or any similar pavement condition rating methodology which evaluates pavements on a rating scale of 0 (failed) to 100 (new). Pavement rating methodologies which use a rating scale of 0 (failed) to 10 (new) may be scaled to correlate to a 0-100 scale.
- **Bridge / Culvert** – The sufficiency rating shall be that as calculated by the Ohio Department of Transportation (ODOT) based on the previous years’ annual inspection. Posted bridges shall have been load limit posted in accordance with the ODOT procedures. Culvert condition shall be determined by the calculation of a sufficiency rating.
- **Water / Sewer** – Applicant shall include a certified statement of the age of the existing infrastructure to be repaired / replaced. Applicant shall include a copy of any order to repair / replace infrastructure less than 50 years old; if less than 50 years old, provide sufficient evidence that the infrastructure component has exceeded the remaining useful life. Include pertinent information in Section 4.1 and 4.3 (C) of the application.

- 2) **How will the proposed infrastructure activity impact the Health and Safety?**

SCIP Reference - ORC 164.06 (B) 4 ; LTIP Reference – ORC 164 14 (E) 1 and 2

Section 4.3 (B) of the application shall begin with a statement regarding the need to meet federal, regional (i.e. “10 State Standards” as published by The Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers), ODOT, or local road, street, water treatment or conveyance, wastewater treatment or conveyance, and /or stormwater design standards / specifications.

- **Road** – Major upgrades involve complete cross section alterations including new ditches and/or curbs, new lanes (including turn lanes), ~~or~~ the complete removal and replacement of all pavement and base materials, and projects that alleviate serious traffic problems and hazards, or projects that respond to needs caused by rapid growth and development. Minor upgrades involve isolated full-depth repairs, and mill and replace projects (2” depth minimum) and lane widening projects. Minimal upgrades involve overlay projects (2” depth minimum) with no lane widening.
- **Bridge / Culvert** – Major upgrades include complete replacement and superstructure replacement, ~~and~~ projects that alleviate serious traffic problems and hazards, or projects that

respond to needs caused by rapid growth and development. Minor upgrades include deck replacement and widening. Minimal upgrades include deck / superstructure repairs, protective coating systems, railing upgrades.

- **Water / Sewer** – Major upgrades involve projects ordered through EPA Consent Decree or Findings and Orders, projects required to comply with NPDES Permits, projects required to comply with Safe Drinking Water Regulations, projects to address a health nuisance issued by the Health Department, projects to eliminate sanitary sewer overflows and projects to address excessive water main breaks, low water pressure or insufficient fire flows. Minor upgrades involve replacement of deficient equipment, updating existing treatment processes due to EPA recommendations, rehabilitation or lining to reduce inflow and infiltration or renew useful life, and tank painting or coating projects. Minimal upgrades involve new infrastructure or expansion to serve existing homes or businesses that are not currently served by public water or sanitary sewer.
- **No upgrades** to health, safety or welfare include new infrastructure or expansion to meet future or projected needs or projected development.

### 3) How does proposed activity contribute to Replacement Needs of the district?

SCIP reference ORC 164.06 (B) 1 ; LTIP Reference – ORC 184.14 (E) 10

This item is to be calculated by the following formula:

$$[(\text{portion of project cost associated with replacement}) / (\text{total project cost})] \times 100$$

Bringing a facility up to standard, including upsizing various components is considered replacement. Any portion of a project adding capacity will be considered expansion.

- **Road** – Turn lanes, lane widening, and signals at intersections are considered safety improvements which do not add capacity and are therefore replacements. The addition of lanes for the length of a road segment, such as the construction of a two-way left turn lane is considered expansion. New roads are considered 100% expansion.
- **Bridge / Culvert** – Replacement of existing bridge and or rehabilitation of existing bridge (including lane and deck widening) is considered replacement. Widening a bridge to accommodate new or future additional lanes is considered expansion. New bridges (on a new road) are considered 100% expansion.
- **Water / Sewer** – Replacing existing lines with larger diameter lines to meet 10 State Standards or current flow demand is considered to be replacement. Replacing existing lines with larger diameter lines to accommodate future or anticipated flows is considered expansion. Lines to serve new service areas are considered 100% expansion.

**4) What is the total number of Users that will Benefit as a result of the proposed project?**

SCIP reference - ORC 164.06 (B) 4 ; LTIP reference - ORC 164.14 (E) 3

This item is to be calculated as follows:

- **Roads** – use the higher of:
  - a) The ADT (average daily traffic) of the road; or,
  - b) The ADT of the road divided by the population of the jurisdiction times 100% (population from Community Income Index).
- **Bridges / Culvert** – use the higher of:
  - a) The ADT of the road over/under the bridge/culvert ; or
  - b) The ADT of the road over/under the bridge/culvert divided by the population of the jurisdiction times 100% (population from Community Income Index).
- **Water / Sewer** – use the higher of:
  - a) The number of taps located along the project (or **directly** served by the project); or,
  - b) The number of taps located along the project (or **directly** served by the project) divided by the total number or taps served by the system.

**5) What percent of the total project cost (T.P.C.) has been committed from FEDERAL and/or STATE grants, other than OPWC funds?**

SCIP reference - ORC 164.06 (B) 7 ; LTIP reference – ORC 164.14 (E) 4

This item is to be calculated as follows:

$$[(\text{federal plus state grants (non-OPWC)}) / (\text{total project costs})] \times 100$$

Federal or state loans which are to be re-paid with local revenues are not to be included in this calculation.

**6) What percentage of the total project cost (T.P.C) has been committed from LOCAL funding sources?**

SCIP reference - ORC 164.06 (B) 4; LTIP reference - ORC 164.14 (E) 4

This item is to be calculated as follows:

$$[(\text{local funding}) / (\text{total project costs})] \times 100$$

Local funds include: assessments, fees, in-kind contributions, federal or state loans which are to be re-paid with local revenues, and other local public / private funds.

**7) Will the proposed project Generate Revenue in the form of special user fees or assessments?**

SCIP reference - ORC 164.06 (B) 3

Projects are eligible for 1 point if they generate revenue in the form of user fees, assessments, tolls, etc. Other projects are not eligible for points under this criterion.

**8) What is the Adequacy of the Planning for the project and the Readiness of the applicant to Proceed?**

SCIP Reference - ORC 164.06 (B) 9 ; LTIP Reference - ORC 164.14 (E) 5

- 10 points – Plans complete at time of application - Submit a certification that the construction plans have been submitted for final review and/or that right-of-way acquisition is underway. Include submittal letters to ODOT, EPA, etc.
- 7 points - Plans 30% complete at time of application – submit certification that the construction plans are in progress. Survey work should be complete, and line / grade stage plans submitted for review. Include submittal letters to ODOT, EPA, etc.
- 4 points – Plans under contract or authorized to proceed – submit copies of contract with design consultant or copies of authorization to proceed to design consultant or letterhead stating that the jurisdiction is completing plans In-House.
- 0 points – if no consultant has been authorized, or no consultant under contract, or bid award date exceeds one year from July 1<sup>st</sup> (project not eligible for this funding round).

**9) Applicant's previous performance on OPWC assisted projects.**

SCIP reference - ORC 164.06 (B) 6 and 8

This item will measure the applicant's history of competing SCIP and LTIP funded projects and will be verified with a copy of a resolution or motion by the applicant indicating the date of award of contracts issued by the board with legislative authority. It is required and understood that award of a construction contract is contingent on the verification that the selected contractor is on the list of vendors approved by the State of Ohio. The applicant will receive the lowest applicable score. For example, when applying for funding in this funding cycle, the following would be received:

- 10 points – if the applicant had received no funding in the past ten (10) years OPWC funding cycles.
- 7 points – if the applicant has completed construction and requested project closeout for all projects funded prior to the past three (3) funding cycles, or, has no current projects.
- 4 points – if the applicant has any projects funded in the past two (2) OPWC funding cycles

(excluding current year) and has not awarded a construction contract using SCIP or LTIP funds per OPWC agreement.

- 0 points – If the applicant has not awarded a construction contract for any SCIP or LTIP funded project per OPWC agreement older than three (3) years.

**10) What is your Community Index as shown on the attached Income Index table?**

SCIP reference ORC 164.06 (B) 8

The Community Index is calculated by the OPWC District 10 Program Liaison and provided in application packet.

**11) Does the project involve more than one jurisdiction?**

SCIP reference - ORC 164.06 (B) 10 ; LTIP reference - 164.14 (E) 7

Partnering jurisdictions will qualify as involving or benefitting two or more jurisdictions by contributing local revenues in the amount of the lesser of 5% of the total project cost or \$25,000.

**12) Bonus points**

SCIP reference - ORC 164.06 (B) 10 ; LTIP reference - 164.14 (E) 10

Attach supporting documentation dictating a complete ban or partial ban or jobs created/retained.

**13) County priority**

SCIP reference - ORC 164.06 (B) 10 ; LTIP reference - 164.14 (E) 10

This item is reserved for District use only. Each County can award up to a total of 10 points (all County projects combined).