



Ohio Public Works Commission

**Small Government
Capital Improvements Program**

FY 23 / Round 36 Applicant Manual
(July 1, 2021 Agreement Release)

Approved May 13, 2021

Ohio Public Works Commission
65 East State Street, Suite 312
Columbus, Ohio 43215
<http://www.pwc.ohio.gov>

The Small Government Program provides grants and loans to villages and townships with populations in the unincorporated areas of less than 5,000 in population. Only infrastructure that is village or township-owned is eligible. This program is a “second chance” for eligible communities who are not funded at the district level. Applications are forwarded by the districts to the Small Government Administrator. Since Small Government is a statewide program with a different methodology from the districts, communities are afforded an opportunity to cure their applications to be at their best competitive advantage including making changes in the amount of financial assistance requested. This manual has been prepared to assist communities in that effort. It contains the Small Government Commission’s adopted Policies and Procedures, descriptions of the rating criteria with how they are scored, and information required to score with references and templates. See Methodology for the rating scales.

POLICIES & PROCEDURES

District Submissions. District Integrating Committees may submit up to seven applications for consideration by the Commission. All seven must be ranked, however, only the top five will be awarded District Priority points.

Cure Procedures. Upon receipt and eligibility review of a District’s submission, applicants are provided a “cure” notification providing 30 calendar days with only one date exception* as specified immediately below, to cure their application.

*Cure Due Date Exception: All applicants are provided the same due date for the required Small Government Engineer’s Plan Status Certification which is adjusted annually. The 2022 funding year due date is March 31, 2022.

Since the Small Government methodology is separate and apart from the districts’ methodologies, the cure permits an applicant to provide required and additional documentation to make the application complete and more competitive under the Small Government criteria. Submissions must be received by midnight on the provided due date. Applications are reviewed and scored after the cure period has expired.

As part of the cure, applicants may make changes to the funding assistance amount and type (grant and loan) with the funding modification exception* as specified immediately below, as well as include engineering in the budget if the originating district does not permit engineering as part of an application. Scope changes are not permitted in consideration of the district selection process.

*Funding Modification Exception: Some districts have adopted the Small Government cure period for purposes of ranking and submitting their most competitive applications to the Small Government Commission. To avoid an unfair advantage within these districts, an applicant who has modified/revised funding criteria items 4, 7 and/or 8 during the district cure period cannot modify/reverse those items again during the statewide cure period.

Once the Administrator has scored all project applications, mid to late spring, applicants are provided a composite score and given one week to dispute. Water and wastewater applicants are also provided combined annual rates for review and comment.

Score by Type. Projects are scored according to the primary type (largest financial component). For example, if a project scope is described as roadway reconstruction with replacement waterlines but the roadway work is the greater cost, then the application will be scored as “Road”. This applies to criteria items 1, 2, 3 and 5.

Absence of Proper Documentation. If document requirements are not properly met for criteria 1 (unless in Fiscal Emergency), 5, 9, and 11 (both Parts I and II), the items will not be scored.

Funding Limitations. Grants are limited to \$500,000. Any additional assistance must be in the form of a loan provided at 0% interest. If an application with a grant request exceeding \$500,000 is not revised according to this policy during the Small Government cure process, it will be deemed ineligible and not be scored.

New/Expansion and Repair/Replacement. As provided in the Ohio Revised Code, grants for new or expanded infrastructure cannot exceed 50% of the project estimate, and those for repair or replacement cannot exceed 90%. The Commission treats any project making a change from private infrastructure to public as new and/or expansion with the following exception. Projects for changing from residential wells to water treatment/distribution and/or from residential septic tanks to sewers and/or wastewater treatment will be scored as replacement. New/Expansion is defined through a statement made by the Engineer and must be included in the Engineer's Estimate or as a separate item documenting the percentage of New/Expansion components of the project. Projects which are more than 25% New/Expansion will be considered as such, and projects less than 25% New/Expansion components will be considered Repair/Replace. Improvements that address documented current deficiencies in size shall not be considered new/expansion (e.g., increasing size of a waterline from 4 inches to 6 inches as part of the replacement project to address existing users).

Tiebreaker. Should there be more projects than there is funding, the tiebreaker is those projects scored highest under Health & Safety, with the second tiebreaker Age/Condition. If multiple projects have equivalent Health & Safety and Age/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.

Multiple Jurisdictions. The application must be submitted under a single lead applicant and include a cooperative agreement signed by all participating jurisdictions. Each jurisdiction's CFO must also separately certify their individual local shares. For road/bridge/culvert applications submitted by multiple jurisdictions, scoring will be as follows:

- Ability & Effort (Criterion 1, A) – The sum of each's jurisdiction's percentage of available resources equal to the percentage of the project cost in their jurisdiction. The engineer must determine and certify the percentages on the Engineer's Estimate. For example, if 50% of the project work is within the township and 50% is within the village, then the sum of 50% of the resources are taken for each community. Project estimates that do not determine percentages will use the total sum of available resources for all jurisdictions.
- Age/Condition (Criterion 3) – Documentation/letter from an eligible official representing any of the jurisdictions;
- Population (Criterion 5) – Highest ADT as percentage of owning jurisdiction's population; and
- MHI (Criterion 10) – Average of all jurisdictions' weighted MHIs (using households) as percentage of statewide total.

Prohibition Against Supplement Assistance. Supplemental assistance is not provided to projects previously funded by the Commission.

EVALUATION CRITERIA

Criterion 1. Ability and Effort of the Applicant to Finance the Project (10 points) *ORC 164.06(B)(6), 164.06(B)(8)* No submission is required for this criterion if the applicant is in a state of fiscal emergency, as provided by the State Auditor's office, which results in the maximum score. The Program Administrator annually obtains this information from the State Auditor's office.

A. Roads, Bridges/Culverts, Storm Water, Solid Waste Projects Only

Score is based on the project's total cost as a percentage of the potential available resources. Resources are determined from submission of the applicant's most recently available Auditor's Certificate of Estimated Resources (reference ORC sections 5705.35 and 5705.36) with line item detail (excludes transfers). Applications submitted by multiple jurisdictions will be scored according to the policy stated on page 3. Financial documents of any other type are not accepted. Examples of both Village and Township Auditor's Certificates are at the back of this manual. Applicants for storm water or solid waste projects must indicate which funds are typically used for that type of infrastructure. Types of funds used according to infrastructure type are shown in the table below.

Infrastructure Type	Village	Township
Roads Bridges	Street, MVL, Permissive MVL	MVL, Gas Tax, Road & Bridge, Permissive MVL
Culverts	Street, MVL, Permissive MVL	MVL, Gas Tax, Road & Bridge if roadway culvert, Permissive MVL
Storm Water / Solid Waste	Special fund for that purpose; Applicant must specify fund(s)	Special fund for that purpose; Applicant must specify fund(s)

*Note: Culverts as part of a stormwater system shall be classified as stormwater.

B. Water and Wastewater Projects Only *ORC 164.06(B)(3)*

This score is based on Affordability calculations made by the Program Administrator using Household Income Data from the *U.S. Census Bureau*. The determining factor is Equivalent Hours Worked (EHW) to pay for Water and Wastewater Services using the higher of one of the following:

1. Weighted average of Household Income for all applicants. $EHW = \sum((W+S/HR) * \% \text{ in range})$ where W = Water Rate; S = Sewer Rate; HR = Average Hourly Rate Calculated in Each income Range; % in Range = Percentage of the Community in Each Income Range)

-OR-

2. Percentage of Households making less than \$25,000\State Minimum Wage

Each community's EHW is compared to State of Ohio Data by computing a variance between the two factors. The variance as a percentage above or below State Averages is taken for each applicant. Each applicant then receives points according to that variance.

The following is used by the Commission to make this calculation and score determination:

- The applicant's *current* inside water and sewer rates and surcharges as supported by ordinance/resolution providing evidence those rates are in active billing as of December of the calendar year preceding the program funding year. The rate ordinances/resolutions are a required submission and may include rate sheets if identified as belonging to the source by reference to the ordinance/resolution. Include both water and sewer rates regardless of the project type being applied for as the combined rates are used for the calculation. If service is supplied by a different entity the applicant must obtain and submit that entity's ordinance/resolution or another appropriate source documentation and rate information. Affordability calculated for new systems for which there are no water or sewer rates in active billing will use \$0 for the rate factor unless a signed ordinance/resolution is provided for established rates once the system is operational. The rate information must be transferred to the Small Government Water & Wastewater Ability & Effort Supplemental form. Any applicant that does not provide both the rate ordinances and Small Government Supplemental will not receive points for this criterion.
- The applicant's actual average residential monthly usage rate. If a system-generated usage report is not supplied with the application, then 4,500 gallons or 601.56 cubic feet per month is assumed.
- The *U.S. Census Bureau's* website, data.census.gov, will be used to determine current percentages of households' income ranges, as well as State averages.

Criterion 2. Important of Project to Health and Safety of Citizens (10 points) ORC 164.06(B)(4)

Score is based on the primary improvement type, problem, and extent of proposed work.

Roads, Bridges, Culverts Projects

Provide appropriate documentation according to project type. If not provided in the original application, provide information clearly describing the problem or safety issue being addressed and the project scope.

Roads – If appropriate, roadway work should specify pavement depth and/or percentage of base repair to total roadway area. If the improvement includes widening, provide existing and proposed widths and purpose for widening. If the improvement is for an intersection improvement to address accident rates, then include the Crash Reduction Factor, and/or if inadequate level of service then also provide a traffic study.

Bridges – Include General Appraisal or Sufficiency Rating report.

Culverts – Include clear description of problem with photos to illustrate if appropriate.

Water, Wastewater, Storm Water and Solid Waste Projects

Provide clear explanation of problem project addresses if not previously described. Include any OEPA or District Health Board orders, letters or documentation as well as any engineering reports or studies.

Criterion 3. Age and Condition of System to be repaired or replaced (10 points) *ORC 164.06(B)(3)*

Part I – Age

This is the age of the existing primary infrastructure type since the last improvement. Age of infrastructure may only be used if no improvements since built. Provide a copy of the source documentation with the year visible as proof of age. Documentation may be any source document including plans, inventories, surveys, inspection reports, maintenance records, resolutions, bid documents, photos, etc. If source documentation is not available as an *alternative to obtain partial credit*, provide a letter from one of the following current officials: mayor, township trustee, chief fiscal officer, council member, or administrator/manager stating that no improvements have been made during their term and specify the first year in office. The official can only certify for their period in office with the following exception. A department head for water, wastewater, and stormwater projects can attest that no improvements have been made during their employment with the applicant. The attestation must include the department head's first year of employment. A current local official as named above must sign the department head's attestation. An example of an acceptable letter is at the back of this manual. If a source document or letter is not provided, repair/replacement projects default to 1 point.

Part II – Condition

Repair or replacement projects will default to 3 points unless it is clearly demonstrated with appropriate documentation that the infrastructure is Critical or Failed. Critical Infrastructure must have at least one documented failed component that shows temporary repair(s) to maintain operational function. Failed infrastructure must be documented that is no longer is functioning. The engineer must certify on the Engineer's Estimate (or other document) the percentage of New/ Expansion components. Estimates containing New/Expansion elements without required percentages will default to 1 point.

Criterion 4. Leveraging Ratio (10 points) *ORC 164.06(B)(6), 164.06(B)(7)* This criterion assigns points for the fund amount committed from local and/or non-OPWC grant/loan funds as a percentage of total funding. Information is taken from the application, page 2, unless the applicant provides revisions during the cure period. A change must be communicated by either a revised page 2, letter or e-mail. The rating scale used is determined by the Condition rating in Criterion 3.

Criterion 5. Population Benefit (5 points) *ORC 164.06(B)(4)* This criterion assigns points for the number of those directly benefitting from the improvement.

Road, Bridge and Culvert Projects

Provide a printed report of Average Daily Traffic (ADT). A roadway's average daily traffic is the volume of vehicles counted over a given period. Data may be collected either electronically with traffic counters – road tubes or video cameras – or manually by an individual located beside the road. The report should be *current* defined as the period not exceeding three years prior to the Small Government funding year (e.g. 2019-2021 for 2022 funding year). Reports should clearly state the location, method by which the data was collected, and when and for how long. Both electronic and manual reports must be reviewed, signed and stamped by an engineer unless the supplied report/count is identified as generated by the Ohio Department of Transportation (ODOT) or a Metropolitan Planning Organization (MPO). A report supplied by a county engineer must be either signed and stamped or accompanied by a communication from the responsible engineer. If more than one facility is in the application, the road with the highest ADT is used. Score is based on the ADT as a percentage of a community's total population from the most recent decennial Census or population certification from the Ohio Secretary of State. The OPWC maintains a link to the decennial Census information on its Resources webpage. Road Projects that document safety improvements using ODOT's TIMS System showing a positive Rate of Return shall be considered as benefiting the entire community and will obtain the maximum points. The Engineer must

sign and stamp the TIMS Documents. Accident history (OH-1) must be documented but cannot exceed five years' worth of data and cannot include crashes that involve animals.

Water, Wastewater, Storm Water Collection (that doesn't include culverts), and Solid Waste Projects

Provide the number of directly benefitting households or EDUs if businesses are present. Improvements to treatment facilities benefit the entire population and are automatically assigned the maximum number of points. Waterline and sewer improvements or extensions benefit those households or dwelling units that reside along the line unless the applicant provides an engineer's study which documents additional users who benefit within the community beyond the scope of the construction. Score is based on the number of households or EDUs as a percentage of the community's total households from the most recent decennial Census. If using EDUs provide support documentation showing how total EDUs were calculated. The OPWC maintains a link to the decennial Census information on its Resources webpage.

Criterion 6. District Priority Ranking as provided by District (10 points) *ORC 164.06(B)(6)* Score is based on the ranking of each of a district's top five Small Government submissions. The ranking is provided by the district directly to the Small Government Program Administrator. Districts use a variety of methods to assign rank, but several use the Small Government criteria as the basis to assign a preliminary score and forward their most competitive projects. Should a top 5-ranked application be withdrawn or deemed ineligible, the Program Administrator will adjust points accordingly.

Criterion 7. Amount of OPWC funding requested (10 points) *ORC 164.06(B)(5)* Score is based on the total amount of assistance (grant and loan) requested by the applicant. Grants cannot exceed \$500,000. If the grant amount in the original application exceeds \$500,000, the applicant must adjust the request during the cure period with a revised page 2 from the application or in a transmittal accompanied by revised CFO certifications / loan letters as appropriate. Failure to comply will result in withdrawal of the application.

Criterion 8. Loan Request as a percentage of OPWC assistance (10 points) *ORC 164.06(B)(5), 164.06(B)(6)* Score is based on any OPWC loan assistance as a percentage of the total OPWC funding assistance requested. Information is taken from the original application or from loan revisions during the cure period. If a loan is taken as part of the cure period, then a CFO Loan Letter is required.

Criterion 9. Useful Life of Project (5 points) *ORC 164.06(B)(10)* Score is based on the signed, stamped engineer's weighted useful life statement from the original application (can be combined with the signed, stamped engineer's estimate). If this item is missing from the original application, then it must be submitted during the cure period. However, this item cannot be modified unless to add the engineer's signature and/or stamp. Infrastructure types must be combined into one weighted useful life calculation. A weighted useful life calculation spreadsheet is located on the OPWC website, Project Administration, and a template for the statement is at the back of this Manual.

Criterion 10. Median Household Income (10 points) *ORC 164.06(B)(8)* Score is based on the applicant's Median Household Income (MHI) as a percentage of the statewide MHI. The information is derived from the most recent five-year American Community Survey as provided by the Ohio Development Services Agency and published on the Small Government webpage no later than February 1st of the funding year (e.g. 2016-2020 for 2022 funding year). A link to this information is on the Small Government webpage for the applicant's reference but this information should not be submitted to the Program Administrator.

Criterion 11. Readiness to Proceed (10 points) *ORC 164.06(B)(9)* This two-part criterion emphasizes the necessity of a project being under construction within one year of OPWC funding availability.

Part I – Status of Plans

Status of Plans provides 0, 2 or 5 points according to items completed by the engineer's certification (signature) date. The Small Government Commission's Engineer's Plan Status Certification available on the Small Government webpage and at the back of this manual is required. No other documentation will be accepted or is necessary. Considering cure deadlines vary by district and to provide all applicants equal time for completion of plan items, notwithstanding an applicant's cure date deadline, the Engineer's Plan Status Certification has its own deadline which is adjusted annually and provided in the Small Government "cure" notification. In the 2022 funding year, the due date is March 31, 2022. If an applicant submitted a Certification early in the process but has made progress, it may submit a revised Certification with new signature date by the funding year's due date allowing for a higher score.

Part II – Status of Funding Sources *ORC 164.06(B)(7)*

The second part of the criterion pertains to funding sources. Documentation for all non-OPWC funding sources is required including a valid CFO certification and loan letter. To obtain 5 points all funding sources must be confirmed. Partial credit of 3 points will be assigned for which applications are provided. A "Commitment of Fund Letter" from the Ohio Water Development Authority (OWDA) is neither required nor acceptable; however, if OWDA funds will serve as local match, a CFO may certify *intent to obtain* OWDA funds for 3 points. (NOTE: A CFO can only certify their own local government's funds and/or intent to apply to OWDA.) The format for the CFO Certification and/or Loan Letter is available on the OPWC website Application Page (Project Tab) but also included at the back of this manual.

FORMS, TEMPLATES, REFERENCES

	Manual Page/ Website
Submission Items	
➤ Auditor's Certificate of Estimated Resources examples (Criterion 1A) Township example	12
Village example	13
➤ SG Water & Wastewater Ability & Effort Supplemental (Criterion 1B)	14/ SG Webpage
➤ Applicant Certification for Age of Infrastructure Improvements Sample Letter (Alternative to source documentation for Criterion 3, Part I)	15
➤ Engineer's Estimate & Useful Life Statement (Criterion 9) OPWC Website/Project Administration/Additional Resources	16/
➤ SG Engineer's Plan Status Certification (Criterion 11, Part I)	17/ SG Webpage
➤ CFO Certification / Loan Letter (Criterion 11, Part II)	18
➤ Self-Score	SG Webpage
 Reference Items (Applicant use; Not for submission)	
➤ SG Application Checklist	10-11/ SG Webpage
➤ MHI and Population Data (Posted no later than February 1 st of funding year)	SG Webpage

Small Government Webpage

<https://www.pwc.ohio.gov/Programs/Infrastructure-Programs/Small-Government>

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.

- [] Compliant certified authorizing legislation by applicant's governing body (OPWC Application webpage)
- [] 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.
- [] Compliant Chief Financial Officer's Certification and Loan Letter (OPWC Application webpage)
- [] Funding commitment letters and or documentation for all non-OPWC matching funds
- [] 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.
- [] Signed/stamped professional engineer's weighted useful life statement if not submitted with original application (cannot be modified)
- [] Small Government Engineer's Plan Status Certification form (in this manual and on SG webpage)
- [] Clear description of problem and scope of work with appropriate documentation
- [] Source documentation for proof of age with year clearly visible or compliant letter from eligible public official {letter template in this manual}
- [] Project site photos, if appropriate
- [] Map showing project location/site
- [] Farmland Preservation Review Letter if any impact to farmland (OPWC Application webpage)
- [] 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:

- [] 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}.
- [] 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:

- [] “Current” water and wastewater rate ordinances/resolutions for all entities providing services unless applicant in State of Fiscal Emergency
- [] Small Government Water & Wastewater Ability & Effort Supplemental form (in this manual and on SG webpage)

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

The Budget Commission of _____ County, Ohio, hereby makes the following
 Official Certificate of Estimated Resources for the Township of _____
 for the Fiscal Year beginning January 1, 2008.

FUND	Unencumbered Balance Jan 1 st , 2008	Property Tax	Other Sources	Total
		CH 7,292.28	LG 64,235.82	
			Other 70,000.00	
General Fund	\$217,985.78	\$90,896.62	\$134,235.82	\$450,410.50
Motor Vehicle License Tax Fund	8,082.13	0.00	10,000.00	18,082.13
Gasoline Tax Fund	50,432.77	0.00	95,000.00	145,432.77
Road and Bridge Fund	75,066.87	78,742.82	20,000.00	173,809.69
Cemetery Fund	7,206.18	0.00	20,000.00	27,206.18
Cemetery Bequest Fund	7,049.87		35.00	7,084.87
Fire District Fund	51,629.76	163,952.32	30,000.00	245,582.08
Zoning Fund	1,378.28	0.00	900.00	2,278.28
General Bond Retirement Fund	0.00	0.00	0.00	0.00
Ambulance & Paramedic Fund	99,332.64	0.00	150,000.00	249,332.64
Non-Expendable Trust Fund	3,100.00	0.00	0.00	3,100.00
Total	\$521,264.28	\$340,884.04	\$460,170.82	\$1,322,319.14

The Budget Commission further certifies that its action on the foregoing budget and the County auditor's
 estimate of the rate of each tax necessary to be levied within and outside the 10 mill limitation is set forth in
 the proper columns of the preceding pages, and the total amount approved for each fund must govern the
 amount of appropriation from such fund.

DATE August 10, 2007

 Budget
 Commission

OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Revised Code, Section 5705.35

_____, Ohio
December 31, 20__

VILLAGE

The Budget Commission of _____ County, Ohio, hereby makes
this Certificate for the Fiscal Year beginning January 1, 20__,
which shall govern the total of appropriations by fund.

FUND TYPE	ESTIMATED	PT=Property Tax: real estate, personal property, homestead and rollback.	TOTAL ESTIMATED AVAILABLE RESOURCES
Fund Class	UNENCUMBERED	SR=State Reimbursements for personal property tax: public utility, tangi	
Fund Name	BALANCE	and tangible exempt.	
	January 1, 20__	LG=Local Government from county. IT=Income Tax TR=Transfer-in O=Other revenue	

GOVERNMENTAL TYPE

General	1,950,000.00	121,665.00	PT 0.00 SR	44,385.28 1,600,000.00 400,000.00	LG IT O			
TOTAL GENERAL FUND	1,950,000.00	121,665.00		2,044,385.28		0.00		4,116,050.28

SPECIAL REVENUE

Road and Bridge	662,068.49	185,877.00	PT 0.00 SR			400,000.00	O	1,247,945.49
Street Construction						50,000.00	O	100,000.00
Maintenance and Repair	50,000.00					30,000.00	O	60,000.00
State Highway	30,000.00					15,000.00	TR	24,000.00
Parks and Recreation	1,000.00					8,000.00	O	2,575.00
Law Enforcement	2,075.00					500.00	O	66,000.00
Computer	64,000.00					2,000.00	O	64,725.00
Cemetery	64,225.00					500.00		89,854.00
Fire / EMS		33,795.00	PT			29,000.00	O	75,994.00
Capital .50 mills	27,059.00					10,000.00	O	
Fire / EMS		50,694.00	PT					
Operations .75 mills	15,300.00							
TOTAL SPECIAL REVENUE	915,727.49	270,366.00		0.00		545,000.00		1,731,093.49

DEBT SERVICE

Bond Retirement Water	210,000.00					0.00	O	210,000.00
Bond Retirement								
Hines Hill Phase 2	250,000.00					0.00	O	250,000.00
Bond Retirement								
General Paving	825,000.00					0.00	O	825,000.00
TOTAL DEBT SERVICE	1,285,000.00	0.00		0.00		0.00		1,285,000.00

CAPITAL PROJECT

Construction Federal	0.00					185,000.00	O	185,000.00
.30 Inside Mills		20,277.00	PT					
Capital Projects	41,837.79	0.00	SR					62,114.79
TOTAL CAPITAL PROJECT	41,837.79	20,277.00		0.00		185,000.00		247,114.79

Small Government Commission
Water & Wastewater Ability & Effort Supplemental

(This form must be completed and submitted for all Water and Wastewater applications)

Applicant: _____

System Users – The Small Government Commission will use households from the most recent decennial Census of Population and Housing unless a system-generated user report for inside users is provided or Equivalent Dwelling Units (provide calculation if using EDUs). _____

Usage – The Small Government Commission will assume 4,500 gallons per month unless a system-generated usage report is provided proving higher consumption. _____

Rates – Provide both water and wastewater rates, and any surcharges. Attach all relevant ordinances/resolutions showing the effective dates and rate tables. If service is supplied by a different entity the applicant must provide the same information as if it were supplying the service. Calculation of rates must be clear as supported by ordinance or resolution. Calculation must be for rates in effect and in active billing by December 2020; approved rates for a future date will not be accepted (see exception for new systems in Applicants Manual).

WATER

Billing Period:	Monthly	_____	Quarterly	_____	Other	_____
Unit of Measurement:	Gallons	_____	Cubic Feet	_____	Flat Rate	_____
Base Charge	\$	_____	0 to X gallons or 0 to X cubic feet			
Second Increment	\$	_____	\$ per unit from X to Y			
Additional Increments	\$	_____	\$ per unit from Y to Z			
Additional Increments	\$	_____				
Surcharges	\$	_____				
TOTAL	\$	_____				

WASTEWATER

Billing Period:	Monthly	_____	Quarterly	_____	Other	_____
Unit of Measurement:	Gallons	_____	Cubic Feet	_____	Flat Rate	_____
Base Charge	\$	_____	0 to X gallons or 0 to X cubic feet			
Second Increment	\$	_____	\$ per unit from X to Y			
Additional Increments	\$	_____	\$ per unit from Y to Z			
Additional Increments	\$	_____				
Surcharges	\$	_____				
TOTAL	\$	_____				

SMALL GOVERNMENT COMMISSION USE ONLY

Water	_____
Wastewater	_____
Determination	_____

Village / Township Letterhead

VILLAGE / TOWNSHIP CERTIFICATION FOR AGE OF INFRASTRUCTURE IMPROVEMENTS

Please accept this letter as certification that no improvements have taken place on {Township Road 52 from State Route 126 to Township Road 39} since my term as township fiscal officer began on {January 1, 2006}.

[Name, Title and Signature of Chief Financial Officer]

OR for water, wastewater, and sewer projects only

Please accept this letter as certification that no improvements have taken place {infrastructure, e.g. at the village wastewater treatment plant} since my employment began with the village on {January 1, 2006}.

[Name, Title and Signature of Department Head]

[Name, Title and Signature of Eligible Official]

**DETAILED ENGINEER'S ESTIMATE /
USEFUL LIFE STATEMENT**

{NOTE: The Estimate should specify items with prices and quantities necessary for the project. Do not summarize construction into one item. A construction contingency up to 10% is permitted but inflationary adjustments are not. If the Useful Life Statement is provided on a separate page then both pages must have an engineer's seal or stamp and signature.}

[Insert Project Name]

ITEM	QUANTITY	UNIT	PRICE	AMOUNT
TOTAL				

The estimated useful life of the [Insert name of project] is _____ years.

Engineer's Printed Name

Engineer's Signature

Date



Engineer's Stamp/Seal

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

Applicant: _____

District No.: _____

Project Name: _____

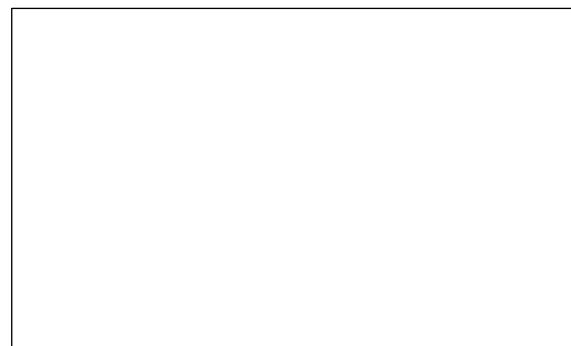
Item	Necessary for project?	Status	Completion Date
Met Completion dates for Items A - C (2 points)			
A	Surveying	Y <input type="checkbox"/> N/A <input type="checkbox"/>	
B	R/W Acquisition Identified	Y <input type="checkbox"/> N/A <input type="checkbox"/>	
C	Preliminary Design	Y <input type="checkbox"/>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

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

Engineer's Printed Name

Engineer's Signature

Date



Engineer's Stamp/Seal

**CHIEF FINANCIAL OFFICER'S CERTIFICATION OF LOCAL FUNDS /
LOAN REPAYMENT LETTER**

[Insert Date]

I, [Insert title] of the [Insert name of political subdivision], hereby certify that [Insert name of political subdivision] has the amount of [Insert amount of local funds] in the [Insert name of account / fund] and that this amount will be used to pay the local share for the [Insert name of project] when it is required.

{NOTE: If the application is for a loan or grant / loan combination the following paragraph is also required.}

I, [Insert title] of the [Insert name of political subdivision], hereby certify that [Insert name of political subdivision] has / will have / will collect the amount of [Insert amount of loan] in the [Insert Name of Account / Fund] and that this amount will be used to repay the Ohio Public Works Commission SCIP or RLP loan requested for the [Insert name of project] over a [Insert number of years] term.

[Name, Title and Signature of Chief Financial Officer]