

# **DISTRICT 15 PUBLIC WORKS INTEGRATING COMMITTEE**

## **PROJECT SELECTION METHODOLOGY OF THE STATE CAPITAL IMPROVEMENT PROGRAM**

### **PLANNING: PROJECT DEVELOPMENT**

The Ohio Valley Regional Development Commission is a 12 county development district established to assist local governments in planning activities focusing on opportunities in attaining economic development objectives. In 1990 OVRDC began a comprehensive strategic planning process designed to identify the critical issues facing our region, and explore opportunities in resolving these problems. The plan has since been revisited and updated. The focus of this planning process concentrated on 5 interrelating categories 1) Economic Development 2) Community Services, 3) Infrastructure/Transportation, 4) Education/Technology, and 5) Environmental/Natural Resources.

By establishing a task force for each of these categories, we have outlined issues, goals and action steps we can follow to meet economic development objectives. The information collected from the Strategic Planning Process provides local governments with a tool to assist them in local planning and project development.

In the early spring of every year, OVRDC conducts a special county caucus meeting in each of the 12 counties designed to formalize a county project package. This county caucus process provides an important platform to discuss planning activities, specific projects, and appropriate funding sources for proposed projects. For example, job creation projects may be steered toward federal and state funding sources, which emphasize job creation. Financial packaging of expensive environmental infrastructure projects may be evaluated on the basis of affordability, and the potential for securing financing from various federal and state funding sources including the State Issue 1 Program.

### **COUNTY SUBCOMMITTEE REVIEW**

After formal applications are completed, subdivisions then submit their completed applications to the District 15 Public Works Integrating Committee's "County Subcommittee" of their County. This submission date to County Subcommittees was standardized in Funding Year 7 to occur two weeks prior to the deadline for the County Subcommittees to submit projects to the District Office. It is the applicant's responsibility to provide all supporting documentation with the application to the county subcommittee. The County Subcommittee will review the applications for completeness and proper supporting documentation. Information not provided by the subdivision before the county subcommittee meeting for ranking projects, will not be considered. The County Subcommittees are also asked to prioritize the projects within their county using the District Scoring System. It is important to understand that the role of the county subcommittees is limited to prioritizing the projects within their county and that this process of prioritizing only represents one of the 10 factors of consideration (of the District Rating Sheet only) when the projects are ranked and rated by OVRDC Staff. County prioritization has no bearing on LTIP or Small Governments rating and ranking

### **SUBMITTAL TO OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION**

The next step in project selection occurs when all applications are submitted by the County Subcommittees to the Ohio Valley Regional Development Commission. OVRDC Staff will score and rank all projects based on the District 15 Public Works Integrating Committee approved District Methodology and Rating Sheet only

### **UTILIZATION OF APPLICATION SUPPLEMENTS**

As part of the application process, all applicants are required to complete the application supplements. There are three application supplements used by the District 15 Committee and OVRDC staff to assist in the proper evaluation, rating and ranking of projects. Please note that all applicants are required to complete Application Supplement I. This supplement corresponds with the District fund rating sheet and is formatted in a multiple choice and fill in the blank questionnaire. Application Supplement I allows OVRDC Staff to rate and rank every project in accordance with the District Fund Rating Sheet. This process also allows subdivisions to strengthen the application by providing supportive documentation, which may not have been included in the application, i.e. direct response to health and safety of citizens. Application Supplement II is to be completed by road and bridge project applicants only. This supplement corresponds with the LTIP rating sheet and is utilized only if the project does not score high enough for funding in the District Fund. Application Supplement III is to be completed by water and sewer project applicants only and is utilized by OVRDC staff in completing affordability studies.

### **RATING AND RANKING OF PROJECTS**

As mentioned above all projects submitted are first ranked and rated in accordance with the District fund rating sheet. The highest ranking projects are approved for funding until the available district funds are exhausted. All road and bridge projects, which did not earn points high enough for district funding, are then ranked and rated in accordance with the LTIP rating sheet. Continuing the same process, all projects, not earning points high enough for funding from the District, or LTIP fund, are again re-ranked and rated against the Small Governments fund rating sheet (if the subdivision's population is 5,000 or less).

This process of project selection and evaluation follows the guidelines of the OPWC and is consistent with the “anti-dumping policy” of the Small Governments Commission in that all projects are first considered for funding from the District allocation moneys.

**DETERMINATION OF INTEREST RATE**

The interest rate for District 15 is 0% for the useful life of the project up to 30 years.

**The Project Selection Methodology, Supplemental I, Supplemental II, Supplemental III, District Rating Sheet, and the Local Transportation Improvement Program (LTIP) Rating Sheet are Approved for Round 35 by the**

District 15 Public Works Executive Committee at a regular meeting on August 18, 2020.

**DISTRICT 15 PUBLIC WORKS INTEGRATING COMMITTEE  
APPLICATION SUPPLEMENT I  
(All Applicants Must Complete This Form)**

PLEASE CIRCLE THE LETTER OF THE ANSWER WHICH MOST APPROPRIATELY APPLIES TO YOUR PROJECT.  
IDENTIFY ONLY ONE ANSWER PER QUESTION.

**THIS BOX TO BE COMPLETED BY COUNTY SUBCOMMITTEE ONLY**

- 1) By utilizing a County priority rating sheet, our Subcommittee recognizes, this project as the:
- A) #1 County Priority
  - B) #2 County Priority
  - C) #3 County Priority
  - D) #4 County Priority
  - E) #5 County Priority
  - F) #6 or Greater County Priority

**ORC 165.06 (B)(1), 164.06 (B) (2)**

- 2) With regard to the remaining service life of this public owned infrastructure system, the infrastructure repair is: (must provide supporting documentation examples: EPA documentation, local health board letters, statement of when road was last paved, and bridge appraisal ratings)
- A) 100% repair/replacement of: an existing water or sewer system serving more than 3,000 customers under EPA Findings; a bridge with a general appraisal at 4 or less; a bridge with a reduced legal load, a bridge deficient in waterway adequacy; Or a road reduced to one lane/undergoing full road reconstruction or with remaining service life of 0-2 years.
  - B) 100% repair/replacement of: an existing water or sewer system serving less than 3,000 customers under EPA Findings; a bridge with a general appraisal of 5 or less; a road with a remaining service life that has not been paved in the last 10 years.
  - C) Is a water or sewer project consisting of between 1% and 25% new construction or expansion, and/or is a basic upgrade with or without an EPA Findings; Is a solid waste project; Is a bridge with a general appraisal of 6 or less; Is a road or storm sewer project consisting of basic upgrade and resurfacing with an average daily traffic count of greater than 600 and a remaining service life of 4 years.
  - D) Is a water or sewer project which consists of 25% or more new construction or expansion, and/or is a basic upgrade; Is a bridge project with a general appraisal of 7 or less; Is a road or storm sewer project consisting of basic upgrade and resurfacing with an average daily traffic count of less than 600 and a remaining service life of 5 years.
  - E) This project is 100% new construction or a remaining service life of more than 6 years.

**ORC 165.06 (B)(3)**

- 3) Return on investment.  
Answer only if water or sewer project: What percentage of local match will be generated by user fees for this project? Must include statement stating in application.

A) 41% - 50% B) 31% - 40% C) 21% - 30% D) 11% - 20% E) 0% - 10%

Answer only if a road or bridge project: User costs: How many miles would be required for the detour should the road or bridge be closed due to lack of funding? A map of detour(s) shall be provided with application.

A) 8 miles or greater B) 6- 8 miles C) 4- 6 miles D) 2-4 miles E) 0-2 miles

**ORC 165.06 (B)(4)**

- 4) The completion of this project will respond to the health and safety needs of our subdivision by:
- A) Bringing the subdivision into full compliance with issued EPA Findings, and will eliminate the need for the subdivision to apply for additional OPWC funds for this system for a minimum of 2 funding years; will upgrade a bridge to a general appraisal of 8 or above, will eliminate a hazardous intersection, or will upgrade a deficient road by widening, restructuring and/or stabilizing embankments. Restructuring shall be defined as milling, full depth replacement, and/or reconstruction.
  - B) Will bring the subdivision into partial compliance with EPA mandates, but subdivision will need to acquire additional OPWC funds or other State and/or Federal funds within the next 5 years to bring subdivision into full EPA compliance; Will upgrade a bridge general appraisal of 7; Is a basic resurfacing project with an average daily traffic count greater than 300, Or is a basic storm sewer repair project with 100 or more residents affected.

- C) Is a basic water or sewer system upgrade or involving expansion to unserved areas, Will upgrade a bridge to a general appraisal of 6, Is a basic resurfacing project with an average daily traffic county less than 300, Or is a repair of a basic storm sewer project with less than 100 residents affected, or a new storm water system.

**ORC 165.06 (B)(5)**

- 5) Is the cost of this project less than the District allocation (approximately \$6.9 million)?

- A) Yes B) No

**ORC 165.06 (B)(7)**

- 6) Our subdivisions local funding match (including other State or Federal monies) is:

- A) 40% or more  
B) 30% - 39%  
C) 20% - 29%  
D) 10% - 19%  
E) 0% - 9%

**ORC 165.06 (B)(7)**

- 7) The local or other matching funds for this project are:

- A) 100% committed for current year and commitment letters to this effect are included with this application.  
B) At least 90% committed for current year and commitment letters to this effect are included with this application.  
C) At least 50% committed for current year and commitment letters to this effect are included with this application.

**ORC 165.06 (B)(8)**

- 8) Please see Application Supplement Attachment for assistance in answering this question. The per capita income of our subdivision is:

- A) Less than or equal to 80% of the District Average  
B) 80 – 90% of the District Average  
C) 91 – 100% of the District Average  
D) 101 – 110% of the District Average  
E) 111% or more of the District Average

**ORC 165.06 (B)(9)**

- 9) Concerning the project readiness, upon the county subcommittee's receipt of an OPWC grant or loan this project will have:

- A) 100% Engineering/architectural designs, site plans, detailed specifications, right of way, and permits (PTI, floodplain, etc.) completed. PTI must be included with application.  
B) 100% Engineering/architectural designs, site plans, detailed specifications completed. Applied for and awaiting permits (PTI, floodplain, etc.) (Must submit with application a copy of submitted request for PTI)  
C) Engineering/architectural designs, site plans, detailed specifications will be completed within 30 days. (Must submit with application a stamped letter from an Ohio licensed engineer or an Ohio licensed architect status of plans.)  
D) Completed general site plans, engineering underway.  
E) Completed preliminary plans.

- 10) Under Project Financial Information, the total of Preliminary Engineering, Final Design, and Construction Supervision is \_\_\_\_\_ % of the cost construction plus contingencies.

- 11) Answer only if your subdivision has a population of 5,000 or less: What is your subdivision's annual budget, less water, sewer and solid waste revenues? \_\_\_\_\_

**APPLICATION SUPPLEMENT II**  
**(Complete Only If Road or Bridge Project)**

PLEASE CIRCLE THE LETTER OF THE ANSWER WHICH MOST APPROPRIATELY APPLIES TO YOUR PROJECT.  
IDENTIFY ONLY ONE ANSWER PER QUESTION.

NOTE: IF YOU HAVE NOT PROVIDED AN ACCURATE AVERAGE DAILY TRAFFIC COUNT IN YOUR APPLICATION IN SECTION 2.2d, THIS PROJECT WILL BE AUTOMATICALLY ELIMINATED FOR CONSIDERATION IN THE CURRENT FUNDING ROUND.

***ORC 164.1(E)(1), ORC 164.14(E)(2) ORC 164.14(E)(9)***

1) Our subdivision can document (with State, County or City Police Reports) the following number of traffic accidents caused by the deficient road or bridge for the previous 12 month period:

- A) More than 15
- B) 11 – 15
- C) 6 – 10
- D) 1 – 5
- E) We have no documented accidents

***ORC 164.1(E)(6), ORC 164.14(E)(9)***

2) Concerning the levels of improvements proposed for this project, we have identified on the Application, Section 2.2B (Project Components) the following levels of improvements (please check all items which apply):

- Bridge Repair/Replace
- Road Restructuring
- Road Widening
- Road Berming
- Road Surfacing/Resurfacing
- Road Line Painting
- Culvert Replacement
- Guardrail Replacement
- Other (s) \_\_\_\_\_

***ORC 164.14(E)(7)***

3) The completion of this project will respond to the needs of our subdivision caused by rapid growth and development by:

- A) Restructuring, upgrading and widening a road which services businesses and has an average daily traffic count which has increased by 10% in the past 5 year period, or this is a bridge replacement or bridge rehabilitation project.
- B) Restructuring, upgrading and widening a road which services businesses and has an average daily traffic count which has increases by 5% in the past 5 year period.
- C) Restructuring, upgrading and widening a road which services a developing residential area and has an average daily traffic count which has increased by 10% in the past 5 year period.
- D) Restructuring, upgrading and widening a road which services a developing residential area and has an average daily traffic count which has increased by 5% in the past 5 year period.
- E) This road has no increase in Average Daily Traffic County documented from the past 5 year period, but instead is a basic maintenance and upgrade.

***ORC 164.14(E)(3)***

4) The completion of this project will assist our Subdivision in attaining a transportation infrastructure system that is needed to pursue economic development opportunities by:

- A) Building a new road to an industrial park with new businesses or new retail center which has documented the recent creation of jobs; or this is a bridge replacement or bridge rehabilitation project.
- B) Restructuring and resurfacing a road which has documented a high Average Daily Traffic Count due to the expansion of businesses directly served by this road.
- C) Building a new road or dramatically upgrading an existing road which services a newly created residential subdivision (directly servicing 10 or more homes).
- D) Upgrading an existing road which directly services not less than 10 homes built after 1985.
- E) The upgrading of this road will not assist the subdivision in pursuing economic development opportunities, but instead is a basic maintenance and upgrade.

**ORC 164.14(E)(4)**

- 5) **Our subdivisions local funding match (including other State or Federal monies) is:**
- A) 25% or more
  - B) 20% - 24%
  - C) 15% - 19%
  - D) 10% - 14%
  - E) 5% - 9%
- 6) **Same as question #9, Application Supplement I, no answer needed on this form.**

**ORC 164.14(E)(6)**

- 7) **In the past 5 year period, our subdivision has invested the following percentage of our capital improvement budget for road and bridge projects:**
- A) 50% or greater
  - B) 36% - 49%
  - C) 21% - 35%
  - D) 11% - 20%
  - E) 0% - 10%

**ORC 164.05 (A)(5)**

- 8) **The total number of subdivisions directly benefiting from the completion of this project, or the total number of subdivisions signing a cooperative agreement for the completion of this project are:**
- A) 5 or more
  - B) 4
  - C) 3
  - D) 2
  - E) 1

**ORC 164.14(E)(9)**

- 9) **Answer only if a bridge project: According to the Ohio Department of Transportation Report:**
- A) General Appraisal 3 or less; or bridge posting less than 50% – Bridge Replacement or Rehabilitation
  - B) General Appraisal 4; bridge posting between 50% and 100%., or Waterway Adequacy Issue – Bridge Replacement or Rehabilitation
  - C) General Appraisal 5 – Bridge Replacement or Rehabilitation
  - D) General Appraisal 5 - Bridge Rehabilitation Only
  - E) Minor Bridge Repairs

**If your project is a road project:**

- A) This road was last paved 15 years ago or longer.
  - B) This road was last paved 10 - 14 years ago or longer, or gravel road.
  - C) This road was last paved 9 years ago or longer.
  - D) This road was last paved 8 years ago or longer.
  - E) This road was last paved 7 years ago or longer.
- 10) **What other factors related to Urgency of safety, orderly growth, and economic development opportunities constitute the need for the completion of this project? (Attach another page if necessary)**

**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 COMMMISION USE ONLY	
Water	_____
Wastewater	_____
Determination	_____

**DISTRICT 15 PUBLIC WORKS INTEGRATING COMMITTEE  
DISTRICT FUND RATING SHEET**

	FACTORS	CONSIDERATION	5 PTS.	4 PTS.	3 PTS.	2 PTS.	1 PT.	PTS
#1	Infrastructure repair & replacement needs of district	Is project addressing greatest county need	# 1 Priority	# 2 Priority	# 3 Priority	# 4 Priority	# 5 Priority	X 10
#2 *	Age & condition of system to be repaired / replaced	Remaining service life?	0 - 2 Years	3 Years	4 Years	5 Years	6 - 10 Years	X 8
#3	Ability to generate revenue (adequacy of user fees)/Return on investment (ROI)	(Water or Sewer Only) What percentage of fees generated will finance project?	41 - 50 %	31 - 40 %	21 - 30 %	11 - 20 %	0 - 10 %	X 3
		(Non Water or Sewer) User Costs: Miles required for detour from potential infrastructure closure.	8 miles or greater	6-8 miles	4-6 miles	2-4 miles	0-2 miles	X 3
#4 **	Importance to Health and Safety of citizens	Urgency of need?	Directive to correct existing health and /or safety hazard		Need to lessen existing hazard / critical shortage of service		Need to lessen potential hazard or shortage of service	X 8
#5	Cost of project and consistence with ORC Sect. 164.05 (G)	Is project cost less than district allocation			Yes			X 1
#6	Effort / Ability of benefited subdivision to assist financially (Maintenance of Effort)	How much local funding is included in financial package	40% or more	30 - 39 %	20 - 29 %	10 - 19 %	0% - 9%	X 4
#7	Availability of Federal / Other funds for the project	Area OPWC funds leveraging the maximum dollars?	Local or other matching share 100% committed for current year		Local or other matching share 90% committed for current year		Local or other matching share 50% committed for current year	X 4
#8	Overall economic health of particular subdivision	County per capita income	Less than 80% of district average	81 - 90% of district average	91 - 100% of district average	101 - 110% of district average	111% or more of district average	X 5
#9	Adequacy of planning readiness to proceed	Project readiness at submittal to county subcommittee?	100 % completed design, site plans, detailed specifications, right of way. Permits and PTI received and complete.	100% completed design, site plans, detailed specifications, right of way. Permits submitted for approval (ex. PTI)	Site plans comp., A&E designs underway; specs. Within 30 days	General site plans completed; Engineering underway	Preliminary plans completed	X 7

\* See application Supplement I, Question #2 for specifics.

\*\* See application Supplement I, Question #4 for specifics.

Total Possible Points

250

Total Points \_\_\_\_\_



**DISTRICT 15 PUBLIC WORKS INTEGRATING COMMITTEE  
LOCAL TRANSPORTATION IMPROVEMENT PROGRAM RATING SHEET**

	FACTORS	CONSIDERATION	5 PTS.	4 PTS.	3 PTS.	2 PTS.	1 PT.	PTS
#1	Critical importance to the safety of the residents of the local subdivision.	Number of accidents within project area in previous 12 month period	more than 15	10 - 15	5 - 10	1 - 5	No documented accidents	X 5
#2	Would alleviate serious traffic problems or hazards	One point per unit of improvement, ie. paving = 1 pt, guardrail = 1 pt, culvert = 1pt, etc.	5 or more levels of improvement	4 levels of improvement	3 levels of improvement	2 levels of improvement	1 level of improvement	X 5
#3	Respond to the needs of the subdivision caused by rapid growth and development	Growth Rate	Rapid business / econ. Development. 10% ADT increase and/or bridge replace/rehab project	Some business / econ development. 5% ADT increase	Rapid residential development. 10% ADT increase	Some residential development. 5% ADT increase	Sub has not documented growth. No ADT increase; basic maintenance	X 3
#4	Would project assist subdivisions in attaining transportation infrastructure needed to pursue economic development opportunities	Completion of project would allow economic - new or expanded business or residential development	New business; job creation and/or bridge replace/rehab project	Documented higher ADT due to expanded business	New residential subdivision	New residential units	No opportunities for growth; basic maintenance	X 3
#5	Availability of other sources of funding for the project	Other funding?	25% committed or more	20 - 24% committed	15 - 19% committed	10 - 14% committed	5 - 9% committed	X 1
#6	Adequacy of planning and readiness to proceed	Project readiness?	100 % completed design, site plans, detailed specifications, right of way, and permits	100% completed design, site plans, detailed specifications, right of way, and permits.	Site plans comp. A&E designs underway; specs. Within 30 days	General site plans completed; Engineering underway	Preliminary plans completed	X 7
#7	Local subdivisions ability to pay for and history of investing in bridge and highway improvements	5 year average history of investing in roads & bridges within the capital improvement budget of subdivision	50% or greater invested	36% - 49% invested	21% - 35 % invested	11% - 20% invested	10% or less invested	X 4
#8	Impact of the project on multi-jurisdictional highway & bridge needs of the district	Project extends through or is contiguous to X many jurisdictions	5	4	3	2	1	X 5
#9	Condition of road or bridge proposed for improvement	Bridge General Appraisal, Posting, Waterway Adequacy / age or surface of road	Bridge GA 3 or less, or posting less than 50%; or Road 15 yr old pavement	Bridge GA 4, posting between 50 and 100%. or Waterway Adequacy; or Road 10 - 14 yr old pavement or gravel	Bridge GA 5 or Road 9 year old pavement	Bridge GA 5 or Road 8 yr old pavement	Minor bridge repairs or Road 7 yr old pavement	X 5
#10	Other factors related to the safety, orderly growth or economic development of a subdivision	Urgency to the safety, orderly growth, economic development of the subdivision?	Critically urgent	Very urgent	Urgent	Less urgent	Not urgent	X 1

Total Possible Points

195

Total Points \_\_\_\_\_