

FISCAL YEAR
(FY) 2025

STATE CAPITAL IMPROVEMENT PROGRAM

DISTRICT ONE PUBLIC WORKS INTEGRATING COMMITTEE
(DOPWIC)

FISCAL YEAR 2025

APPLICATION SUPPLEMENT - SMALL GOVERNMENT
SEWER, SEPTIC, WASTEWATER, WATER



About the Application Supplement:
This document, along with the "Ohio Public Works Commission Application for Financial Assistance" and supporting documentation will be used by the DOPWIC to evaluate Sewer, Septic, Wastewater, and Water project applications.

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PRIMARY INFRASTRUCTURE PROJECT

If there are coordinated infrastructure components to the project, such as a replacement of the sanitary and storm sewers that will also require a road rehabilitation, determine the primary infrastructure component based on why the project is being completed.

***Note:** This criterion should not be confused with *Project Type* identified in the OPWC application, which is based on highest financial component.

Indicate the Primary Infrastructure Project (Check Only One):

PRIMARY INFRASTRUCTURE PROJECT	
SANITARY SEWER	<input type="checkbox"/>
SEPTIC SYSTEM	<input type="checkbox"/>
STORMWATER	<input type="checkbox"/>
WASTEWATER/WATER TREATMENT	<input type="checkbox"/>
WATER SUPPLY	<input type="checkbox"/>

Indicate any additional infrastructure components to be repaired (Check all that apply)

SECONDARY INFRASTRUCTURE COMPONENTS	
BRIDGE	<input type="checkbox"/>
CULVERT	<input type="checkbox"/>
ROAD	<input type="checkbox"/>
SANITARY SEWER	<input type="checkbox"/>
SEPTIC SYSTEM	<input type="checkbox"/>
STORMWATER	<input type="checkbox"/>
WASTEWATER/WATER TREATMENT	<input type="checkbox"/>
WATER SUPPLY	<input type="checkbox"/>

Provide a brief description of the work for secondary infrastructure components.

Applicants must submit one (1) DOPWIC Application Supplement based on the Primary Infrastructure Project.

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PROJECT DESCRIPTION

Project Name: _____

Project Location(s) and Limits:

ROAD SEGMENT OR ADDRESS	FROM	TO

If there are additional locations, please add another page with locations and limits.

For Multi-Jurisdictional Projects, in which more than one subdivision will receive SCIP/LTIP funds, list the municipalities participating in the project and the percentage of the project by cost.

MUNICIPALITY	PERCENTAGE OF PROJECT

Applicants must provide a cooperative agreement or letter of intent from the collaborating subdivisions that the required cooperative agreements indicating a subdivision's financial participation will be submitted before January 16, 2024.

See the OPWC website at <https://www.pwc.ohio.gov/Programs/Infrastructure-Programs/Infrastructure-Application> for the link to the template for cooperative agreements.

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Existing Condition: Describe the existing infrastructure that is proposed to be modified and the reason the infrastructure requires improvements.

Proposed Changes: Explain changes in terms size of drainage, type or size of potable water services, type, or size of sanitary sewer service. Describe how the proposed infrastructure changes will provide improvements to the problems caused by the existing infrastructure.

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Engineer's Plan Status Certification

Project Name: _____

Item	Necessary for project?	Status	Completion Date
Met Completion dates for Items A - C			
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			
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	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

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USERS – MAXIMUM 10 POINTS

What is the impact on the households, businesses, and/or the environment? Refer to Application Supplement Instructions: Users, on page 14, in the FY 2025 Applicant Manual for more Information.

NUMBER OF DIRECT USERS			
COMPONENT(S)	# OF HOUSEHOLDS	REPORT YEAR	COUNT SOURCE

NUMBER OF INDIRECT USERS			
COMPONENT(S)	COUNT TYPE	COUNT	COUNT SOURCE

INFRASTRUCTURE AGE – MAXIMUM 17 POINTS

Depending on the infrastructure and related life expectancy, points will be determined for the Primary Infrastructure Project based on the year of original construction year or the last major improvement. Refer to Infrastructure Age, on page 16, of the PY 2025 Applicant Manual for more information.

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COMPONENT(S)	YEAR BUILT	YEAR LAST MAJOR IMPROVEMENT	TYPE OF IMPROVEMENT

INFRASTRUCTURE CONDITION – MAXIMUM 45 POINTS

The condition is based on the amount of deterioration that is documented by the applicant, field verified by the staff, and only in the defined project limits. See Infrastructure Condition, on pages 18 and 19, in the FY 2025 Applicant Manual for more Information.

CHECK THE BOX THAT MOST ACCURATELY REFLECTS THE CURRENT CONDITION OF THE STRUCTURE.	
Closed Or Not Operating	The condition is unusable, dangerous and unsafe. The primary components have failed.
Imminent Failure	The infrastructure is functioning at seriously diminished capacity and imminent failure is anticipated. Major repair or replacement is needed to maintain integrity.
Critical	The infrastructure is functioning at diminished capacity. Repair or replacement is needed to maintain integrity.
Poor	Partial reconstruction/extensive rehabilitation is needed to maintain integrity.
Fair	Minor deficiencies exist requiring repair to continue to function as originally intended
Good	Routine maintenance and periodic repairs required to maintain integrity.
New	The condition is new or requires no repair. Or no supporting documentation has been submitted.

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Condition Rating: Provide field verified and documented conditions as indicated. See page 15 in the Applicant Manual for eligible documentation.

PRIMARY INFRASTRUCTURE COMPONENTS	CONDITION DOCUMENTS	RATING	SOURCE

Describe the Structural Deficiency - Specify the deficient conditions of the water, wastewater, or stormwater infrastructure. If this is a Water Supply project include the Five (5) Year break rate as described on page 19 of the Applicant Manual.

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HEALTH AND SAFETY – *MAXIMUM 55 POINTS*

If the infrastructure is believed to cause an unsafe or unhealthy situation, it is necessary to describe the settings. Stating that the situation is unsafe or unhealthy without offering any supporting evidence or rationale is not sufficient.

What is the health and safety situation that is being caused by the current infrastructure? Describe the frequency and magnitude of the problem. Refer to Application Supplement Instructions: Health and Safety, on page 20, of the FY 2025 Applicant Manual for more Information.

Provide evidence and documentation of combined sewer overflows or illicit discharges of contaminated water, non-point source pollution from sewer overflows or septic systems, breaks of sewer and/or waterlines, etc..., specific to the project area. The information provided by a public official or consultant qualified to make this assessment must be included. All documents must contain the source material, date of publication, and the name and contact information of the preparer. The Northeast Ohio Regional Sewer District (NEORS) staff and/or the Cuyahoga County Board of Health (CCBH) will provide technical support in evaluating wastewater and stormwater project applications. See page 22 of the FY 2025 Applicant Manual for more Information.

For water main projects, the City of Cleveland's Water Department (CWD) will provide technical support in evaluating the health and safety criteria based on the criteria for their Suburban Water Main Renewal program. Please include a CWD Review Form along with your supporting documentation. See page 23 of the FY 2025 Applicant Manual for more Information.

The health and/or safety situation and its frequency and/or magnitude:

Describe the health and safety situation that is being caused by the current infrastructure. Summarize the frequency and magnitude of the problem(s) on the following pages.

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CHECK THE BOX THAT MOST ACCURATELY REFLECTS THE FREQUENCY AND MAGNITUDE OF THE HEALTH AND SAFETY SITUATION.		
	Continuous with Severe Factors	Ongoing documented health and safety problems with multiple critical factors, or the nature of the problem warrants additional consideration, and the project will greatly reduce or eliminate the health and safety risks.
	Continuous	Ongoing documented health and safety problems, and the project will greatly reduce or eliminate the health and safety risks.
	Intermittent with Severe Factors	Intermittent documented health and safety problems with critical factors, or the nature of the problem warrants additional consideration, and/or the project will improve the infrastructure condition but does not reduce or eliminate the health and safety risks.
	Intermittent	Intermittent documented health and safety problems, and/or the project will improve the infrastructure condition but does not reduce or eliminate the health and safety risks.
	Minor/Potential Problem	Minimal or insignificant documentation provided or the project has been submitted to avoid a potential problem.
	Preventative Measures	Insufficient documentation provided or the project has been submitted to avoid a potential problem
		Application does not indicate a health or Safety problem

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INDICATE AND BRIEFLY DESCRIBE THE HEALTH AND SAFETY DEFICIENCIES OF THE PROJECT. CHECK ALL THAT APPLY.

	Findings/Orders/Mandates Citing Deficiencies or Violations
	Flooding with Structural and/or Property Damage
	Undersized Structures or Structural Breaks
	Service Capacity Issues
	Combined Overflows or Illicit Discharge of Contaminated Water
	Deficient Fireflow, Fire Hazards and/or Boil Alerts Due to Inadequate Flow or Pressure
	Water Quality Issues
	Lead Connections
	Other

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1. Describe the Health and Safety Deficiencies and provide information that the health and safety issue will be reduced by the proposed project:

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LOCAL MATCH – MAXIMUM 20 POINTS

The Financial Resources section of the OPWC WorksWise Application for Financial Assistance will be used to determine points for Local Match. Refer to page 25 in the Evaluation Points in the FY 2025 Applicant Manual for more information.

LOAN INCENTIVE – MAXIMUM 10 POINTS

The Financial Resources section of the OPWC WorksWise Application for Financial Assistance will be used to determine points for Loan. Refer to page 25 in the FY 2025 Applicant Manual for more Information.

ACCESS TO FUNDS – MAXIMUM 6 POINTS*

To ensure an equitable distribution of the funds, Applicants that have not received assistance in at least seven (7) years will receive points. Please check the last time your subdivision received grant funds or 100% loan in the last seven (7) years. Refer to page 26 in the FY 2025 Applicant Manual for previous SCIP and LTIP grants, and SCIP or RLP 100% loan awards by Applicant.

- 1 – 2 Years
- 3 – 4 Years
- 5 – 6 Years
- ≥ 7 Years

*All bridge projects are exempt from Access to Funds.

COMMUNITY AND ECONOMIC DEVELOPMENT – MAXIMUM 3 POINTS

Indicate whether the project is a Community Development Project or Economic Development Project. Refer to page 29 in the FY 2025 Applicant Manual, for more information. Check the level of community or economic development that best applies to your project. Provide a brief description of development efforts and submit supporting documentation.

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Community Development Project:

	Infrastructure project is needed to redevelop unutilized or under-utilized parcels into a community asset.
	Infrastructure project is located in or along an existing commercial district.
	Neighborhood preservation project.
	Speculative development project or one that will cause the transfer of jobs from one community to another community.

Economic Development Project:

	Infrastructure project is required to restore an unutilized, under-utilized, or vacant parcel into an economic development asset – commercial, office, industrial, or manufacturing.
	Infrastructure project is required for a new economic development asset- office, industrial, or manufacturing.
	Infrastructure project is needed for a new commercial development on undeveloped land.
	Speculative development project or one that will cause the transfer of jobs from one community to another community.

Explain Community or Economic Development/Benefit: Provide a statement detailing how the project will enhance community or economic development.

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MULTI-JURISDICTIONAL PROJECTS – MAXIMUM 2 POINTS

Points will be based on the information provided in the Multi-Jurisdictional Projects table on page 2 of the Supplement and supporting documentation. A letter of intent or the required cooperative agreements must be submitted with the application materials in order to receive points. Refer to Application Supplement Instructions: Multi-Jurisdictional Projects Refer to page 30 in the FY 2025 Applicant Manual for more information.

ECONOMIC HEALTH – MAXIMUM 23 POINTS

The most current Per Capita Income (PCI) from the U.S. Census Bureau American Community Survey 5-Year Estimate 2016-2020 will be used to calculate 11.5 points of the Economic Health score. The Percentage of Households Below Poverty Level from the U.S. Census Bureau American Community Survey 5-Year Estimate 2016-2020 will be used to calculate 11.5 points. The sum of the two will be the total Economic Health Score. Refer to page 31 in the FY 2025 Applicant Manual for more information.

A project submitted by the Cuyahoga County Department of Public Works, on behalf of a County community, will be awarded the Economic Health Points based on the owner of the asset.

A Multi-Subdivision project score in Economic Health will be the average scores for PCI and Percentage of Households Below Poverty based on the percentage of the partnering communities, as provided in the Project Description section.

COORDINATED INFRASTRUCTURE PROJECTS – MAXIMUM 4 POINTS

Points will be based on the information provided in the Secondary Infrastructure Components and verified in the Engineer's Estimate. Refer to page 34 in the FY 2025 Applicant Manual.

GENERATION OF USER FEES – MAXIMUM 5 POINTS

The proposed project will be reviewed to see if revenue in the form of user fees is generated. Refer to page 35 in the FY 2025 Applicant Manual. The Project Type selected in the Project Section of the OPWC WorksWise Application will determine the points.

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SMALL GOVERNMENT SUPPLEMENT

All applications from Small Government subdivisions will also be scored according to the Small Government methodology. **Please submit the OPWC Small Government Checklist and required supporting documentation along with the DOPWIC application.**

Small Government Applicants must submit the District One Small Government Application Supplement Forms that include all materials that the Small Government Commission uses to score its applications. Refer to Small Government Instructions, on page 36 in the FY 2025 Applicant Manual for more information.

For the Small Government Applicants Manual which details OPWC Small Government policies, procedures, and required materials, see the OPWC Small Government website at <https://www.pwc.ohio.gov/Programs/Infrastructure-Programs/Small-Government>.

Notes:

1. Submit the Small Government Self Score form (See on page 20), including the Ability and Effort Score. The DOPWIC Staff will base the Ability and Effort Score based on the Applicant's draft assessment and the equations/worksheets that show fund details, recognizing that this can be changed during the Small Government Cure period.
2. Small Government Applicants must submit the specific Small Government Engineer's Plan Status Certification form from the OPWC Small Government Website. The Status of Plans included in the DOPWIC Application Supplement WILL NOT be considered by the OPWC Small Government Commission. If the Engineer's Plan Status Certification is supplied and more tasks are completed prior to the Small Government deadline, a revised Certification will need to be submitted to the State to obtain credit.
3. The DOPWIC Small Government Subcommittee will assign District One Priority Points to the five (5) top ranked projects at the DOPWIC Small Government Subcommittee meeting to maximize the competitiveness of District One projects to be funded at the State level.

Be aware that the DOPWIC Small Government score may not be the same as that calculated by the Small Government Administrator. The DOPWIC Small Government score is only used as an indicator as to which applications are likely to be more competitive at the state level.

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)

**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 2023; 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
 Engineer's Plan Status Certification
 Required for Criterion No. 11, Part I**

Applicant: _____

District No.: _____

Project Name: _____

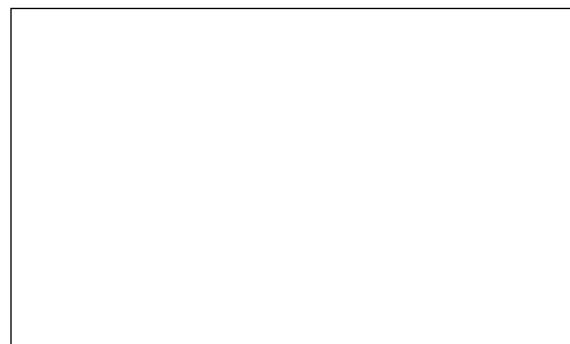
Item	Necessary for project?	Status	Completion Date
Met Completion dates for Items A - C (2 points)			
A	Surveying	Y <input type="checkbox"/> N/A <input type="checkbox"/>	
B	R/W Acquisition Identified	Y <input type="checkbox"/> N/A <input type="checkbox"/>	
C	Preliminary Design	Y <input type="checkbox"/> 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

Small Government Self-Score

(Input Score in box for each criterion; will total automatically)

Applicant:

	SCORE
1 Ability & Effort (Use A or B according to project type)	
A. <i>Roads, Bridges/Culverts, Storm Water, Solid Waste Projects ONLY</i>	
0 2 4 6 8 10	<input style="width: 60px; height: 20px;" type="text"/>
B. <i>Water & Wastewater Projects ONLY</i>	
Calculated by Administrator	<input style="width: 60px; height: 20px; text-align: center;" type="text" value="N/A"/>
2 Health & Safety (Use A or B according to project type)	
A. <i>Road, Bridge, Culvert</i>	
0 2 4 6 8 10	<input style="width: 60px; height: 20px;" type="text"/>
B. <i>Water, Wastewater, Storm Water, Solid Waste</i>	
0 2 4 6 8 10	<input style="width: 60px; height: 20px;" type="text"/>
3 Age & Condition	
I. <i>Age</i>	
0 1 2 3 4 5	<input style="width: 60px; height: 20px;" type="text"/>
II. <i>Condition</i>	
1 2 3 4 5	<input style="width: 60px; height: 20px;" type="text"/>
4 Leveraging Ratio	
0 1 2 3 4 5 6 7 8 9 10	<input style="width: 60px; height: 20px;" type="text"/>
5 Population Benefit	
0 1 2 3 4 5	<input style="width: 60px; height: 20px;" type="text"/>
6 District Priority Ranking	
0 6 7 8 9 10	<input style="width: 60px; height: 20px;" type="text"/>
7 OPWC Funds Requested	
0 5 10	<input style="width: 60px; height: 20px;" type="text"/>
8 Loan Request	
0 1 5 10	<input style="width: 60px; height: 20px;" type="text"/>
9 Useful Life	
1 2 3 4 5	<input style="width: 60px; height: 20px;" type="text"/>
10 Median Household Income	
2 4 6 8 10	<input style="width: 60px; height: 20px;" type="text"/>
11 Readiness to Proceed	
I. <i>Status of Plans</i>	
0 2 5	<input style="width: 60px; height: 20px;" type="text"/>
II. <i>Status of Funding</i>	
0 3 5	<input style="width: 60px; height: 20px;" type="text"/>
TOTAL	<input style="width: 60px; height: 20px; border: 2px solid black;" type="text"/>