

FISCAL YEAR (FY) 2027

Application Supplement

SEWER, SEPTIC, WASTEWATER & WATER

for

Standard **AND** Small Government Projects



About the Application Supplement:

This document, along with the Ohio Public Works Commission WorksWise Application, Small Government Applicant Manual, required forms and supporting documentation will be used by the DOPWIC to evaluate project applications.

Version 2

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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 CONVERSION	<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 by a date set by OPWC. See [Schedule](#) for specifics. For the link to the cooperative agreement template, see OPWC website (Attachment Templates) at: <https://publicworks.ohio.gov/programs/infrastructure/application-materials>

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Existing Condition: Describe the situation and problem to be resolved including the frequency and severity of the problems. Detailed data such as condition rating scores should be provided in the appropriate subsequent sections.

Proposed Changes: Describe how the proposed changes resolve the situation or fix the problem stated above. Clarify specific proposed changes such as the amount of right-of-way, the number or width of lanes, traffic control devices, street lighting, type or size of drainage, type or size of potable water services, or type or size of sanitary sewer service.

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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 on page 15 in the 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

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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 17, of the Applicant Manual for more information.

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

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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, starting on page 19 in the 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 a seriously diminished capacity and imminent failure is anticipated. Major repair or replacement is needed to maintain integrity.
	Critical	The infrastructure is functioning at a diminished capacity. Repair 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.

Condition Rating: Provide field verified and documented conditions as indicated. See the Applicant Manual starting on page 19 for eligible documentation.

PRIMARY INFRASTRUCTURE COMPONENTS	CONDITION DOCUMENTS	RATING	SOURCE

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If this is a Water Supply project, provide the **Five (5) Year break rate** using the equation on page 20 of the Applicant Manual.

Describe the Structural Deficiency - Specify the deficient conditions of the water, wastewater, or stormwater infrastructure. Show the break rate calculations.

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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. Explain the health and safety situation that is being caused by the current infrastructure and describe the frequency and magnitude of the problem.

Describe the frequency and magnitude of the problem. Refer to the Applicant Manual: Health and Safety, starting on page 22, 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.

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.

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 documented 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 documented 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 ISSUES OF THE CURRENT CONDITION .
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 Fire flow, Fire Hazards and/or Boil Alerts Due to Inadequate Flow or Pressure
	Water Quality Issues
	Lead Connections
	Other

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1. Describe HOW the Health and Safety issues will be addressed 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 26 in the 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 26 in the 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. See the Applicant Manual starting on page 27 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 the Applicant Manual: Community or Economic Development Benefit, on page 29, 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 un-utilized 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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REGIONAL COLLABORATION

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: Multi-Jurisdictional Projects Refer to page 30 in the Applicant Manual for more information.

ECONOMIC HEALTH – *MAXIMUM 23 POINTS*

Data from the most current U.S. Census Bureau American Community Survey 5-Year Estimates (2019–2023) will be used to calculate two sets of points. Up to 11.5 points are associated with Per Capita Income ranges (Table 14) and up to another 11.5 points are associated with Percentage of Households Below Poverty ranges (Table 15). For a given community, the sum of these two points comprises their total points for Economic Health, for a maximum of 23 points. See the Applicant Manual starting on page 31 for Economic Health scores by Applicant.

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 Per Capita Income 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 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 the Applicant Manual: Generation of User Fees, on page 35, for more information. The Project Type selected in the Project Section of the OPWC WorksWise Application will determine the points.

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STANDARD Projects STOP Here!

This completes the Application Supplement – **ROAD, BRIDGE, CULVERT** for communities which are NOT Small Government communities



Small Government Communities (populations <5000)...

...CONTINUE

If this application is for a **Small Government Community**, the Applicant must continue in this Supplement and complete the **Self Score Rationale Worksheet** as well as other forms required by the OPWC Small Government Commission.

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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, including justification for a draft score on 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 at the DOPWIC Small Government Subcommittee meeting.
4. The DOPWIC Small Government Subcommittee will identify five (5) projects ranked in priority order for the OPWC Small Government Program to be submitted in the District One Project Slate.

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

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DOPWIC Supplement Small Government Self-Score Rationale Worksheet

Since the DOPWIC is responsible for recommending the top 5 scoring Small Government Applicants for funding, it's imperative that criteria scores are accurate and reflective of the scores which the Small Government Commission will determine. Therefore, in addition to completing the OPWC Small Government Self-Score sheet, Applicants MUST complete this DOPWIC Self-Score Rationale Worksheet to show metrics, calculations and explain how you arrived at the self-score for each criterion.

Criterion 1. Ability and Effort of the Applicant to Finance the Project (10 points)

*1.A. Roads, Bridges/Culverts, Storm Water, Solid Waste Projects Only- **if your project is for road, bridge, culvert, you should be using the RBC Supplement***

Criterion 1. Ability and Effort of the Applicant to Finance the Project (10 points)

1.B Water & Wastewater Projects ONLY

This criterion is scored by OPWC. Yet, if available, provide this score from your most recent score and note the year.

Recent Score _____

Year:

Criterion 2. Importance of Project to Health and Safety of Citizens (10 points)

Include information from any OEPA, NEORSO or CCBH orders, letters or documentation as well as any engineering reports or studies

Describe problem (cite and attach documentation)

Self-Score _____

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Criterion 3. Age (5 pts.) and Condition of System (5 pts.) to be repaired or replaced (10 points total)

I. Age:

Year built or last improvement:

Comments:

Self-Score _____

II. Condition:

___ New/Expansion (1pt); ___ Expansion (2pt); ___ Poor (3pt); ___ Critical (4); ___ Failed (5)

Comments:

Self-Score _____

Criterion 4. Leveraging Ratio (10 points)

Non-OPWC funds: \$

Total Project Cost: \$

% Ratio: %

Comments:

Self-Score _____

Criterion 5. Population Benefit (5 points)

Users:

Community Population:

Population Benefit %:

Comments:

Self-Score _____

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Criterion 6. District Priority Ranking (10 points)

To be assigned by DOPWIC Small Government Sub-Committee

Criterion 7. Amount of OPWC funding requested (10 points)

____ ≥\$500,000 (0 pt) ____ \$250,000-\$499,999 (5 pt) ____ ≤\$249,999 (10 pt)
Comments:

Self-Score _____

Criterion 8. Loan Request as a percentage of OPWC assistance (10 points)

OPWC Loan request: \$ Total OPWC Funding request: \$
____ 0 – 14.9% (0 pt) ____ 15.0 – 29.9% (1 pt) ____ 30.0 – 49.9% (5 pt) ____ 50.0 – 100% (10 pt)
Comments:

Self-Score _____

Criterion 9. Useful Life of Project – Taken from engineer’s useful life statement. (5 points)

____ 7-9 yrs (1 pt) ____ 10-14 yrs (2 pt) ____ 15-19 yrs (3 pt) ____ 20-24 yrs (4 pt) ____ ≥25 yrs (5 pt)
Comments:

Self-Score _____

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Criterion 10. Median Household Income % (10 points)

Community's MHI \$

Current MHI State of Ohio: **\$69,680** (1/7/2025)

Check for latest [HERE](#)

Percent: %

___ ≥110% (2 pt) ___ 100-109% (4 pt) ___ 90-99% (6 pt) ___ 80-89% (8 pt) ___ ≤79% (10 pt)

Comments:

Self-Score _____

Criterion 11. Readiness to Proceed (10 points)

I. Status of Plans (5 pts.)

___ Plans not yet begun (0 pt)

___ Surveying through Preliminary Design Completed (Items A-C) (2 pt)

___ Surveying through final construction plans, and secured permits and right-of-way as appropriate (Items A-H) (5 pt)

Comments:

Self-Score _____

II. Status of Funding Sources (5 pts.)

___ All funds not yet committed (0 pt)

___ Applications submitted to funding entities (3 pt)

___ All funding committed (5 pt)

Comments:

Self-Score _____

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Download the current Small Government Capital Improvements Program [Applicant Manual](#) which is a fillable PDF worksheet. Complete all of the required forms and then integrate these and all required supporting documentation into the FULL COMBINED file for submission to the DOPWIC.

Upload all of the forms and supporting documents into WorksWise per the OPWC Small Government Program instructions.