

**District One Public Works Integrating Committee
(DOPWIC)**

State Capital Improvement Program

Policy Manual

(Revised May 2026)



About the Policy Manual:

This document provides information pertaining to the Ohio Public Works Commission (OPWC) and the DOPWIC policies. State Capital Improvement Program Funding Applications will be evaluated in accordance with the requirements, terms, and conditions set down by the OPWC and the DOPWIC.

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Table of Contents

I. Introduction	1
II. OPWC Policies & Resources.....	1
III. District One Specific Policies.....	1
A. Allocation of Funds	1
B. Change Requests	2
C. Other General Policies	4

I. Introduction

This Policy Manual references policies, practices and advisories set forth by the Ohio Public Works Commission (OPWC) which guide and govern the State Capital Improvement (SCIP) and Local Transportation Improvement (LTIP) funding programs.

In addition, this manual outlines specific policies developed and adopted by the District One Public Works Integrating Committee (DOPWIC) to guide and govern the application, scoring and ranking process in District One (Cuyahoga County).

II. OPWC Policies & Resources

The OPWC and its work is governed by [Chapter 164 of the Ohio Administrative Code](#). In addition, OPWC issues periodic advisories which describe applicable topics, particularly changes and updates. This [Infrastructure Advisories Document](#) should be reviewed every year for updates.

III. District One Specific Policies

The DOPWIC and all Applicants must follow the aforementioned OPWC laws, policies and advisories and therefore will not repeat these in this manual. The following are policies unique to District One or a District One refinement or clarification of an OPWC policy.

A. Allocation of Funds

Each program year, the DOPWIC uses a process to optimize the allocation of funds by strategic assignment of SCIP grants and loans, Revolving loans and LTIP grants. Throughout the year, accruing balances are allocated to projects identified as contingency projects in the current program year rankings.

1. Accrued Balances (Grants)

- a. The OPWC shall allocate, to the degree possible, all the funds available in an annual program year to projects submitted in that program year. As additional fund balances become available during the program year, either from cost underruns or from additional allocations from the OPWC, OPWC will offer these funds to projects that remain on the current program year's contingency list.
- b. Contingency projects will be considered for funding in the order in which they are ranked in the DOPWIC final recommendation list. If the available monies will fully fund a contingency project, the OPWC will contact the Applicant, seek updated information needed, offer the funds and, if accepted, initiate the funding contract process.
- c. If the funds available will not cover the entire cost of a contingency project's original request, OPWC will make an offer of the funding balance. If the Applicant accepts, OPWC will request any updated information needed and initiate the funding contract process.
- d. This process will continue with the next highest scoring contingency project until funds are allocated or until the contingency project list is exhausted.
- e. The DOPWIC prefers that OPWC reviews fund balances monthly and conducts this fund balance allocation process prior to the start of the next program year. Any fund balances not allocated by June 30th will be carried over into the next program year's allocation.

2. Unassigned SCIP and RLP Loan Balances

- a. Given that applicants seek more grants than loans, there tends to be excess SCIP and RLP loan funds available each program year. To optimize funds used, OPWC will:
 - i. Offer a SCIP or RLP loan to the highest ranking un- or under-funded applicant of the contingency list
 - ii. If the Applicant declines the loan, the project remains on the list as a contingency project, eligible for grant funding should grant fund balances become available (see III.A.1.)
 - iii. If the Applicant accepts the loan, the project will be redesignated from "contingency" to "recommended for funding"

B. Change Requests

1. Scope Changes – Non-financial

- a. The DOPWIC will consider a project scope change when no additional funds are requested and the change(s) is (are) directly associated with the approved project. The Project Coordinator for the subdivision may request a scope change as follows:

- i. Submit in writing (digitally preferred), to the District Liaison, at least two weeks prior to a scheduled DOPWIC meeting, a Request for Scope Change.
 - ii. Include the following:
 - Project Name
 - District Project ID #
 - Description of the Project
 - Name and contact information of the requesting party
 - Description of and rationale for the desired scope change
2. Scope Changes with Supplemental Financial Assistance
 - a. Cost overruns are the responsibility of the project Applicant. DOPWIC will NOT consider Supplemental Financial Assistance for:
 - i. Cost overruns incurred during construction that were caused by engineering or design deficiencies and/or incomplete plan preparation
 - ii. Filling a shortfall in funding from other sources (i.e., local, state, or federal sources and/or private sector contributions)
 - iii. Providing an additional “cushion” for possible unforeseen circumstances that might be encountered during construction
 - iv. Cost overruns due to contractor or project sponsor negligence or misfeasance.
 - b. The DOPWIC will only consider Supplemental Financial Assistance requests when:
 - i. Additional funding is necessary for the completion of the project and the cost overrun was the result of circumstances beyond the applicant's control which could not have been anticipated at the time of initial application
 - ii. And the cost overrun is substantial
 - c. Fund Request Process: A project Applicant seeking Supplemental Financial Assistance who meets the criteria for eligibility shall:
 - i. Submit in writing (digitally preferred), to the District Liaison, at least two weeks prior to a scheduled DOPWIC meeting, a Request for Supplemental Financial Assistance
 - ii. Include the following:
 - Project Name
 - District Project ID #
 - Description of the Project
 - Name and contact information of the requesting party
 - Description of and rationale for the needed funding
 - Amount of Supplemental Financial Assistance requested

- A revised budget clearly noting the costs associated with the supplemental financial assistance
- The original ratio of SCIP/LTIP funds to total project cost and the new ratio of SCIP/LTIP funds to total project cost with the Supplemental Financial Assistance funds

iii. The DOPWIC Liaison will review all requests and forward them to the DOPWIC for consideration at its next meeting. If the DOPWIC agrees that the request is reasonable and meets the criteria for Supplemental Financial Assistance, their approval will be documented in the meeting minutes which will be forwarded to OPWC for a contract amendment.

3. Scope Change Ratios

Changes in scope, with or without supplemental funding, shall not increase the ratio of SCIP/LTIP funds-to-total project cost. For example, if a project was awarded an LTIP grant for 57% of the total project cost, the scope change or the financial assistance change may not result in the new total LTIP funding being greater than 57% of the new total project cost.

C. Other General Policies

1. Replacement Of Septic Systems and Water Wells

For purposes of evaluating projects that involve the replacement of failing septic systems with sanitary sewers, and water wells with waterlines, the DOPWIC will consider these projects as replacement projects, not as new infrastructure.

2. Required Documentation

Applicants must submit all required documentation with their application by the application deadline. However, the DOPWIC recognizes that due to legislative schedules, certain types of documentation which do not directly affect project scoring (such as Resolutions of Support, Authorizations, Cooperative Agreements, etc.) may not be in their final forms by the application deadline. The DOPWIC allows for submission of these documents to the District Liaison and uploaded into WorksWise by the date set by DOPWIC, December 15th of the program year.

3. Appeals

The DOPWIC will address the Appeals and Staff Recommendations at the Project Selection Meeting of the program year. An affirmative vote of five (5) DOPWIC members is needed to approve an appeal.