



District 4
Ohio Public Works Integrating
Committee (D4OPWIC)

STATE CAPITAL IMPROVEMENT
PROGRAM (SCIP)

&

LOCAL TRANSPORTATION
IMPROVEMENT PROGRAM (LTIP)

ROUND 2022-2023 POLICY MANUAL

This document provides the Ohio Public Works Commission (OPWC) and District 4 Ohio Public Works Integrating Committee (D4OPWIC) policies. State Capital Improvement Program (SCIP) and Local Transportation Improvement Program (LTIP) Funding Applications will be evaluated in accordance with the requirements, terms, and conditions set down by the OPWC and the D4OPWIC.

Questions? Contact Stacy Vallance, District 4 Liaison at 937-225-5402 or vallances@mcoho.org

Table of Contents

- GENERAL PROGRAM INFORMATION 3
 - State Capital Improvement Program 3
 - Loan Assistance / Credit Enhancement 3
 - Small Government Program 4
 - Emergency Program..... 4
 - Local Transportation Improvement Program 4
 - Revolving Loan Program 4
- DISTRICT 4 OHIO PUBLIC WORKS INTEGRATING COMMITTEE (D4OPWIC)..... 4
 - District 4 OPWIC Members 6
- OPWC AND D4OPWCIC POLICIES..... 6
 - Administrative Expenses..... 7
 - Financial Summaries 7
 - Project Cost Overruns / Change in Scope 7
 - Project Cost Overruns / Change in Scope Procedure 7
 - Project Evaluation Criteria and Rating System 8
 - District 4 Liaison Assistance 8

GENERAL PROGRAM INFORMATION

The Ohio Public Works Commission (OPWC) provides funding for capital improvement (infrastructure) projects through the State Capital Improvement Program (SCIP), Local Transportation Improvement Program (LTIP) and the Revolving Loan Program (RLP). The types of infrastructure eligible for SCIP Funding are:

- Roads
- Bridges / Culverts
- Sanitary Sewers
- Stormwater
- Wastewater
- Water Supply
- Solid Waste

For purposes of allocating the funds, the state's eighty-eight (88) counties have been organized into nineteen (19) district integrating committees, consisting of public and private officials to oversee implementation of the program in the district. The district integrating committees are tasked with evaluating applications submitted by local communities and selecting the projects that will be recommended to the OPWC. District integrating committees are prohibited from allocating funding on a per capita basis.

State Capital Improvement Program

Funding is provided through grants, loans, and loan assistance or local debt support. Grants are available for up to 90% of the total project costs for repair/replacement, and up to 50% for new/expansion. Loans can be provided for up to 100% of the project costs. Grant/loan combinations are also available. The term of the loan cannot exceed the useful life of the project, or thirty years, whichever is less. The minimum term is one year. Once the project is completed a final amortization schedule is provided requiring payments every January and July until the term of the loan expires. Loans may be paid in full with no prepayment penalty. OPWC has set an interest rate of 0% for all loans.

Loan Assistance / Credit Enhancement

This category of funding may be applied for as part of a project that is a grant, loan or grant/loan combination but needs to be a separate application for administrative purposes.

Loan Assistance is a grant that pays for the interest on a public or private loan during the construction period. This assistance can be used on bond/note issuances or loans initiated up to twelve months prior to the date of the Project Agreement.

Credit Enhancement is a one-time infusion of funds to enhance an applicant's ability to secure affordable debt. The OPWC may pay the premium for a bond insurance policy which would improve the applicant's credit or bond rating.

Small Government Program

Of the annual SCIP allocation, \$17.5 million is set aside for the Small Government Program established for villages and townships with populations in the unincorporated areas of less than 5,000 in population. This is a “second chance” for selected village and township projects that have not been funded through the Districts.

Emergency Program

Another set aside of the SCIP allocation, \$3.5 million, is administered directly by the OPWC Director for the Emergency Program. This program is for those projects that address immediate health and safety threats and are treated on a first come, first served basis year-round if funding is available.

Local Transportation Improvement Program

The ORC 164.14-D requires minimum amounts of funding for municipal corporations, county, and townships. OPWC reviews and enforces this minimum funding based on a five-year average. Funding levels for each community type are:

Community Type	Minimum Funding Level
Municipal Corporations	42.8% of 1/3 allocation
County	37.2% of 1/3 allocation
Townships	20.0% of 1/3 allocation

To ensure compliance, D4OPWIC will endeavor to meet these allocations on a yearly basis.

Revolving Loan Program

The Revolving Loan Program (RLP) uses funds from previous loans, repaid by jurisdictions in District 4. This money can only be used for loans. No grants may be made with this money.

DISTRICT 4 OHIO PUBLIC WORKS INTEGRATING COMMITTEE (D4OPWIC)

The District 4 Ohio Public Works Integrating Committee consists of nine (9) members. The members are appointed from categories of organizations, units of government or agencies as prescribed in ORC 164.04:

- Two (2) members shall be appointed by the board of county commissioners or by the chief executive officer of the county.
- Two (2) members shall be appointed by the chief executive officer of the most populous municipal corporation located with the district. In District 4, the City of Dayton is the most populous municipality.
- Two (2) shall be appointed by a majority of the other chief executive officers of the municipal corporations located in the district. In District 4, the Greater Dayton Mayors and Managers Association makes appointments.

- Two (2) members shall be appointed by a majority of the boards of township trustees located in the district. In District 4, the Montgomery County Township Association makes appointments.
- One (1) member, who shall have experience in local infrastructure planning an economic development and who shall represent the interests of private industry within the district, shall be appointed by a majority of the committee or their alternates.

A quorum of a minimum seven (7) committee members present is required for any action taken by a vote of the committee. Only one vote per appointment. An alternate may vote only if the primary appointee is not present.

District 4 OPWIC Members

<p>Mr. Paul Gruner, P.E., P.S., Chair Appointing Authority: County Commissioners Term Expiration: 5/31/2024 Phone: 937-225-6040 Email: grunerp@mcoho.org Alternate: Gary Shoup 937-225-6361</p>	<p>Mr. Michael Eddy, P.E. Appointing Authority: Private Sector Term Expiration: 5/31/2024 Phone: 937-371-6334 Email: meddy3@woh.rr.com Alternate: Shelby Ingle 937-477-4528</p>
<p>Ms. Carolyn Rice Appointing Authority: County Commissioners Term Expiration: 5/31/2024 Phone: 937-225-4912 Email: ricec@mcoho.org Alternate: John Hopwood 937-225-4884</p>	<p>Mr. Eric Smith, Vice Chair Appointing Authority: Municipalities other than Dayton Term End: 5/31/2024 Phone: 937-836-5106 x218 Email: smith@englewood.oh.us Alternate: John Applegate 937-836-8624</p>
<p>Mr. David Weinandy Appointing Authority: City of Dayton Term Expiration: 5/31/2024 Phone: 937-333-3858 Email: dave.weinandy@daytonohio.gov Alternate: Brian Zamostny 937-333-3844</p>	<p>Mr. Brad Townsend Appointing Authority: Municipalities other than Dayton Term Expiration: 5/31/2024 Phone: 937-589-5183 Email: btownsend@westcarrollton.org Alternate: Keith Johnson 937-847-6456</p>
<p>Ms. Anita Chalk Appointing Authority: City of Dayton Term Expiration: 5/31/2024 Phone: 937-333-3586 Email: anita.chalk@daytonohio.gov Alternate: Joe Weinel 937-333-4218</p>	<p>Mr. Jason Hartshorn Appointing Authority: Townships Term Expiration: 5/31/2024 Phone: 937-305-0002 Email: jason.hartshorn@perrytownship-mcoho.org Alternate: Roland Winburn 937-902-8518</p>
<p>Mr. Steven Woolf Appointing Authority: Townships Term Expiration: 5/31/2024 Phone: 937-416-6001 Email: swoolf@clayohio.org Alternate: Michael Moyer 937-696-3010</p>	

OPWC AND D4OPWIC POLICIES

The Ohio Public Works Commission (OPWC) and District 4 Ohio Public Works Integrating Committee (D4OPWIC) should be carefully reviewed before the application materials are submitted to ensure project eligibility and to prevent delays in project evaluation and selection due to non-compliance with program requirements.

To learn more about OPWC Policy and guidelines, visit the OPWC Advisories – Infrastructure Programs on the OPWC website. <http://www.pwc.state.oh.us/advisories.html>

Administrative Expenses

The Committee has set an amount not to exceed \$65,000 to be used for reimbursement of administrative expenses.

Beginning July 1, 2014, administrative expenses will be disbursed from District 4's OPWC allocation. Reimbursements will be disbursed directly from Ohio Public Works Commission. The committee will approve an Administrative Work Plan for each program year.

Financial Summaries

The District 4 Liaison shall maintain financial summaries of the status of District 4 allocation of funds by year and by use (i.e. percentages of rehabilitation and replacement & expansion; the percentages of funding allotted to loans, loan assistance and credit enhancement, gas tax (LTIP) funding).

Project Cost Overruns / Change in Scope

The District 4 OPWIC has historically maintained a rigid policy of **no** additional OPWC funding for project cost overruns / changes in scope. The committee's goal remains firm.

Applicants shall endeavor to implement, without change, their approved projects in order to deliver the most cost-efficient infrastructure improvements possible. However, Administrative Code Rule 164-1-23 (A) and (B) provide for a strict procedure in extreme circumstances.

The underlying principles are to ensure consistency with the Ohio Administrative Code Rule policy direction and ensure that all changes are done in a visible manner with all appropriate entities involved.

Any supplemental assistance requests approved must comply with Ohio Administrative Code Rule 164-1-23 (B), be within budget capacity, and ensure achievement of the original objectives of the application.

Project Cost Overruns / Change in Scope Procedure

The applicant will prepare an amended application including a revised budget and a detailed explanation of the change(s) requested. The amended application is due to the District 4 Liaison thirty (30) days in advance of the date scheduled for Committee review. The District 4 Liaison will verify budgetary amounts and may inquire into the reasons for the change. The District 4 Liaison may provide the applicant with an advisory opinion as to the merits of the request.

The District 4 Liaison will submit the request for change to the Committee, in the meeting agenda packet, at least five (5) days prior to the next regularly scheduled meeting. The District 4 OPWIC, upon review of the request, shall deny, modify, or recommend approval to the OPWC Director within sixty (60) days of receipt of **all** information requested.

Project Evaluation Criteria and Rating System

Each application shall be rated using the Evaluation Criteria and Rating System for District 4 as established by the D4OPWIC. The Evaluation Criteria and Rating System are located in the Application Manual. The Evaluation Criteria are not listed in order of importance.

District 4 Liaison Assistance

The District 4 Liaison is available to assist applicants with OPWC requirements, District 4 requirements, and to provide technical guidance in the preparation of application materials. Please contact Stacy Vallance (vallances@mcoho.org or 937-225-5402) to schedule.