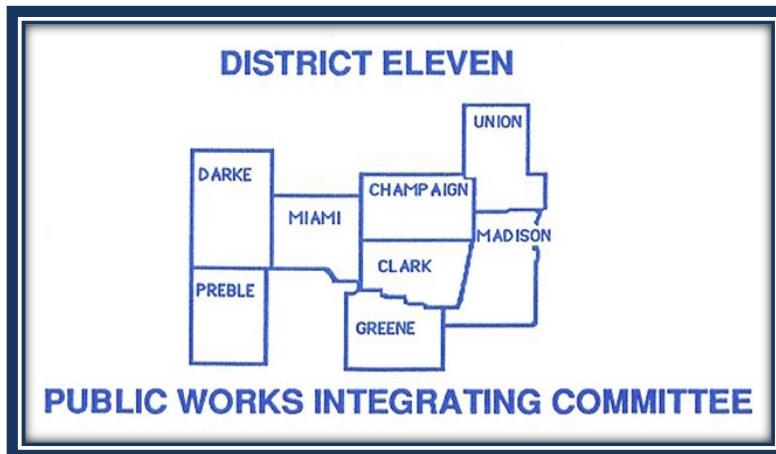




# Public Works Commission

## Public Works For You



## STATE CAPITAL IMPROVEMENT PROGRAM (SCIP) & LOCAL TRANSPORTATION IMPROVEMENT PROGRAM (LTIP)

## FY 2027 (Round 40) POLICY & PROCEDURES DOCUMENT

This document provides the Ohio Public Works Commission (OPWC) and District 11 Ohio Public Works Integrating Committee 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 D11 OPWC INTEGRATING/ EXECUTIVE COMMITTEE

OPWC Infrastructure Program Laws, Rules, and Advisories Can be found at:

<https://publicworks.ohio.gov/programs/infrastucture/01-infrastucture>

To be sure you are adhering to the latest OPWC guidelines when submitting your application. Please use the OPWC Application Guide for the most current information at:

<https://publicworks.ohio.gov/financial/04-workswise/training-materials/03-training-materials>

# Table of Contents

## Contents

GENERAL PROGRAM INFORMATION .....	2
State Capital Improvement Program .....	2
Local Transportation Improvement Program .....	3
Revolving Loan Program .....	3
Small Government Program .....	4
DISTRICT 11 OHIO PUBLIC WORKS INTEGRATING COMMITTEE/ EXECUTIVE COMMITTEE .....	5
Integrating Committee.....	5
Executive Committee .....	6
D11 INTEGRATING AND EXECUTIVE COMMITTEE MEMBERS .....	7
COUNTY SUB-COMMITTEE MEMBERS.....	8
OPWC AND DISTRICT 11 POLICIES .....	9
Project Evaluation Criteria and Rating System .....	9
Virtual Meetings.....	9
District 11 Liaison Assistance .....	11

# 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.

## 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, D11 OPWC IC/EC 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 11. This money can only be used for loans. No grants may be made with this money.

## Small Government Program

Of the annual SCIP allocation is set aside for the Small Government Program established for villages and townships with populations in 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.

Communities in District 11 eligible for the Small Government Program are:

Champaign County	Clark County	Darke County	Greene County	Madison County	Miami County	Preble County	Union County
VILLAGES	VILLAGES	VILLAGES	VILLAGES	VILLAGES	VILLAGES	VILLAGES	VILLAGES
TOWNSHIPS	TOWNSHIPS	TOWNSHIPS	TOWNSHIPS	TOWNSHIPS	TOWNSHIPS	TOWNSHIPS	TOWNSHIPS
Christiansburg village	Catawba village	Ansonia village	Bowersville village	Midway village	Bradford village	Camden village	Magnetic Springs village
Mechanicsburg village	Clifton village	Arcanum village	Cedarville village	Mount Sterling village	Casstown village	College Corner village	Milford Center village
Mutual village	Donnelsville village	Bradford village	Clifton village	Plain City village	Covington village	Eldorado village	Plain City village
North Lewisburg village	Enon village	Burkettsville village	Jamestown village	South Solon village	Fletcher village	Gratis village	Richwood village
St. Paris village	North Hampton village	Castine village	Spring Valley village	West Jefferson village	Laura village	Lewisburg village	Unionville Center village
Woodstock village	South Charleston village	Gettysburg village	Yellow Springs village		Ludlow Falls village	New Paris village	
	South Vienna village	Gordon village		<b>TOWNSHIPS</b>	Pleasant Hill village	Verona village	<b>TOWNSHIPS</b>
<b>TOWNSHIPS</b>	Tremont City village	Hollansburg village	<b>TOWNSHIPS</b>	Canaan township	Potsdam village	West Alexandria village	Allen township
Adams township		Ithaca village	Caesarscreek township	Darby township	West Milton village	West Elkton village	Claibourne township
Concord township	<b>TOWNSHIPS</b>	New Madison village	Cedarville township	Deer Creek township		West Manchester village	Darby township
Goshen township	Green township	New Weston village	Jefferson township	Fairfield township	<b>TOWNSHIPS</b>		Dover township
Harrison township	Harmony township	North Star village	New Jasper township	Monroe township	Brown township	<b>TOWNSHIPS</b>	Jackson township
Jackson township	Madison township	Osgood village	Ross township	Oak Run township	Elizabeth township	Dixon township	Jerome township
Johnson township	Pike township	Palestine village	Silvercreek township	Paint township	Lostcreek township	Gasper township	Leesburg township
Mad River township	Pleasant township	Pitsburg village	Spring Valley township	Pike township	Newton township	Gratis township	Liberty township
Rush township		Rossburg village		Pleasant township	Springcreek township	Harrison township	Millcreek township
Salem township		Union City village		Range township	Staunton township	Israel township	Taylor township
Union township		Versailles village		Somerford township	Washington township	Jackson township	Union township
Wayne township		Wayne Lakes village		Stokes township		Jefferson township	Washington township
		Yorkshire village				Lanier township	York township
		<b>TOWNSHIPS</b>				Monroe township	
		Adams township				Somers township	
		Allen township				Twin township	
		Brown township					
		Butler township					
		Franklin township					
		Harrison township					
		Jackson township					
		Liberty township					
		Mississinawa township					
		Monroe township					
		Neave township					
		Patterson township					
		Richland township					
		Twin township					
		Van Buren township					
		Wabash township					
		Washington township					
		Wayne township					
		York township					

# **DISTRICT 11 OHIO PUBLIC WORKS INTEGRATING COMMITTEE/ EXECUTIVE COMMITTEE**

## **Integrating Committee**

District 11 Ohio Public Works Integrating Committee consists of 24 members and encompasses an eight-county region. District 11 is overseen by the District 11 Public Works Integrating Committee (D11PWIC). The eight counties included in District 11 are:

<b>Champaign County</b>	<b>Clark County</b>	<b>Darke County</b>	<b>Greene County</b>	<b>Madison County</b>	<b>Preble County</b>	<b>Miami County</b>	<b>Union County</b>
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The members are appointed from categories of organizations; units of government or agencies as prescribed in ORC 164.04 (A)(6):

- One (1) member shall be appointed by each board of county commissioners – 8 total
- One (1) member shall be appointed by the majority of the chief executive officers of the cities located in each county – 8 total
- Three (3) members shall be appointed by a majority of the chief executive officers of villages located within the district – 3 total
- Three (3) members shall be appointed by a majority of the boards of township trustees located within the district – 3 total
- One (1) member shall be appointed by a majority of the county engineers of the district and shall be a county engineer – 1 total
- One (1) member, who shall have experience in local infrastructure planning and economic development and who shall represent the interests of private industry within the district, shall be appointed by a majority of the members of the committee or their alternates.  
– 1 total

If there is a county in the district in which there are no cities, the member that is to be appointed by the chief executive officers of the cities within that county shall be appointed by the chief executive officer of the village with the largest population in that county.

A quorum of the Integrating Committee is a minimum of thirteen (13) committee members present is required for any action taken by a vote of the Integrating committee. Only one vote per appointment. An alternate may vote only if the primary appointee is not present.

## Executive Committee

District 11 Executive Committee members are appointed as prescribed in ORC 164.04. (A)(7)

A Nine (9)-member Executive committee shall be established that shall include at least:

- One (1) of the persons appointed to the district committee by the chief executive officers of the villages within the district
- One (1) of the persons appointed to the district committee by the boards of township trustees within the district
- One (1) the person appointed to the district committee to represent the interests of private industry
- Six (6) additional district committee members selected to serve on the executive committee by a majority of the members of the district committee or their alternates, except that not more than three persons who were appointed to the district committee by a board of county commissioners and not more than three persons who were appointed to the district committee by the chief executives of the cities located in the district shall serve on the executive committee.

All decisions of a district committee required to be organized in accordance with divisions (A)(6) shall be approved by its executive committee. The affirmative vote of at least seven executive committee members or their alternates for executive committees formed under division (A)(7) is required for any action taken by vote of the executive committee, except that any decision of the executive committee may be rejected by a vote of at least two-thirds of the full membership of the district committee within thirty days of the executive committee action. Only projects approved by the executive committee may be submitted to the director of the Ohio public works commission pursuant to section 164.05 of the Revised Code.

Appointing authorities that appoint district committee members also may appoint an alternate for each committee member appointed under divisions (A)(1) to (6). If a district committee member is absent from a district or executive committee or subcommittee meeting, the alternate has the right to vote and participate in all proceedings and actions at that meeting.

Terms of office for members of district committees and their alternates shall be for three years, with each term ending on the same day of the same month as did the term that it succeeds.

Please refer to ORC 164.04 and the OPWC website at: <https://publicworks.ohio.gov/home> for the most updated and complete information.

# D11 INTEGRATING AND EXECUTIVE COMMITTEE MEMBERS

## All Terms are 6/1/2024 to 5/31/2027

OPWC District 11 Integrating Committee					
Terms 6/1/2024 - 5/31/2027					
Executive Committee member	Representative	Email	Alternates	Email	Representing District
	Leo Shanayda	lshanayda@springfieldohio.gov	Howie Kitko	hkitko@newcarlisleohio.gov	Cities in Clark County
	Tyler Bumbalough	tyler.bumbalough@ci.urbana.oh.us	Doug Crabill	doug.crabill@ci.urbana.oh.us	Cities in Champaign County
	Ryan Delk	rdelk@cityofgreenville.org	Matt Myers	mmyers@cityofgreenville.org	Cities Darke County
X	Pete Landrum	landrum@beavercreekohio.gov	Mike Gebhart	mike.gebhart@fairbornoh.gov	Cities in Greene County
X	Rex Castle	rcastle@londonohio.gov	Patrick Closser	pclosser@londonohio.gov	Cities in Madison County
X	Jill Rhoades	jillian.rhoades@troyohio.gov	Eric Mack	macke@tippcity.net	Cities in Miami County
	Joe Ferriell	jferriell@cityofeaton.org	Bradley Collins	bcollins@cityofeaton.org	Cities in Preble County
	Kyle Hoyng	khoyng@marysvilleohio.org	Jeremy Hoyt	jhoyt@marysvilleohio.org	Cities in Union County
X	John Burr	jburr@clarkcountyohio.gov	Chuck Bauer	cbauer@clarkcountyohio.gov	Clark County Commissioners
X	Steve Hess	shess@co.champaign.oh.us	Tim Cassady	tcassady@co.champaign.oh.us	Champaign County Commissioners
	Ty House	tyhouse14@gmail.com	Jim Surber	engineerdarke@gmail.com	Darke County Commissioners
	Stephanie Goff	stephanie.goff@greenecountyohio.gov	Kelly Miller	kelly.miller@greenecountyohio.gov	Greene County Commissioners
	Bryan Dhume	bryan@co.madison.oh.us	Heidi Howerton	hhowerton@co.madison.oh.us	Madison County Commissioners
	Paul Huelskamp	PHuelskamp@MiamiCountyOhio.gov	Daniel Baker	Dbaker@miamicountyohio.gov	Miami County Commissioners
X	Kyle Cross	kcross@prebeng.org	Joni Wilken	jwilken@prebeng.org	Preble County Commissioners
	Jeff Stauch	jstauch@co.union.oh.us	Dave Burke	dburke@unioncountyohio.gov	Union County Commissioners
	Tim Foley	tfoley@spfldtwp.org			Townships in the District
X	Curtis Yount	kurtis815@embarqmail.com			Townships in the District
	Mike Horsley	mlylehorsley@hotmail.com	Dave Cook	davecookrealestate@gmail.com	Townships in the District
	Kevin Siford	kevin.siford@enon-oh.gov	Tony Satariano	Tonysat62@gmail.com	Villages in the District
X	Jeff Sewert	jeff.sewert@lewisburg.net			Villages in the District
	Spencer Mitchell	spencer.mitchell@stparisohio.org			Villages in the District
	Steve McCall	smccall@co.champaign.oh.us			Majority of District Engineers
X	Inge Witt	iwitt@unioncounty.org			Economic Development-Union County
	QUORUM REQUIREMENTS			Jill Rhoades is Chair of Executive Committee John Burr is Vice Chair	
	INTEGRATING COMM	13 OUT OF 24		John Burr- Chair of Integrating Committee Jill Rhoades Vice Chair	
	EXECUTIVE COMM	7 OF 9			

## COUNTY SUB-COMMITTEE MEMBERS

County Sub-Committee Members		
<b>Champaign</b>	<b>Tyler Bumbalough</b>	tyler.bumbalough@ci.urbana.oh.us
	<b>Stephen McCall</b>	mccall@co.champaign.oh.us
		-
<b>Clark</b>	<b>John Burr</b>	jburr@clarkcountyohio.gov
	<b>Leo Shanayda</b>	lshanayda@springfieldohio.gov
	<b>Tim Foley</b>	tfoley@spfldtwp.org
		-
<b>Darke</b>	<b>Darke County Engineer</b>	engineerdarke@gmail.com
	<b>Denis Aslinger</b>	daslinger@cityofgreenville.org
		-
<b>Greene</b>	<b>Stephanie Goff</b>	stephanie.goff@greenecountyohio.gov
	<b>Pete Landrum</b>	landrum@beavercreekohio.gov
		-
<b>Madison</b>	<b>Bryan Dhume</b>	bryan@co.madison.oh.us
	<b>Rex Castle</b>	rcastle@londonohio.gov
		-
<b>Preble</b>	<b>Kyle Cross</b>	kyle@prebeng.org
	<b>Joe Ferriell</b>	jferriell@cityoffeaton.org
		-
<b>Miami</b>	<b>Jill Rhoades</b>	jillian.rhoades@troyohio.gov
	<b>Paul Huelskamp</b>	PHuelskamp@MiamiCountyOhio.gov
		-
<b>Union</b>	<b>Jeff Stauch</b>	jstauch@co.union.oh.us
	<b>Kyle Hoyng</b>	khoyn@marysvilleohio.org

# OPWC AND DISTRICT 11 POLICIES

The Ohio Public Works Commission (OPWC) and District 11 Ohio Public Works Integrating Committee 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. <https://publicworks.ohio.gov/programs/infrastructure>

## Project Evaluation Criteria and Rating System

Each application shall be rated using the Evaluation Criteria and Rating System for District 11 as established by the District 11 Integrating Committee. The Evaluation Criteria and Rating System are located in the Methodology Manual.

## Virtual Meetings

**Authority:** Section 121.221(B)(3), Ohio Revised Code (ORC), which authorizes District Integrating Committees and other public bodies to hold meetings and hearings by means of video conference.

**Purpose:** The purpose of this policy is to establish methods of conducting a virtual multiparty meeting.

**Policy:** It is the policy of the District 11 District Integrating Committee (DIC) to have the ability to conduct virtual multi-party meetings ("meetings") in accordance with Section 121.221, ORC.

### Definitions:

1. "Member" means a member of the DIC as appointed in accordance with Section 164.04 of the ORC or in the absence of an appointed member, their appointed alternate who shall participate in the meeting in lieu of the appointed member.
2. "All-Virtual Meeting" means a Meeting that is to be conducted through the use of video conferencing or similar electronic technology and during which all participating Members will attend remotely through use of such technology rather than being assembled in one physical location.
3. "Emergency" means an unforeseen event or circumstance that would prevent a Member from physically attending a scheduled in-person Meeting without undue effort, expense, or risk to the Member or others (e.g., unexpected travel for work, adverse weather conditions, illness, etc.)
4. "Emergency Requiring Immediate Official Action" means an issue or circumstance that requires immediate consideration and/or action by the DIC to avoid the potential loss of a funding opportunity, missing a statutory or other deadline, incurring liability, violating the law, or other material adverse consequences to the DIC's operations or finances.
5. "Major Non-Routine Expenditure" means initial selection of requests for financial assistance that will formally be submitted to the Ohio Public Works Commission for funding, or any change in allocation to a project or expenditure to be submitted to the Ohio Public Works Commission that is more than 10% of the total budgetary allocation for any program year.
6. "Significant Hiring Decision" means the selection of the DIC liaison to the Ohio Public Works Commission.
7. "Virtual Meeting" means an All-Virtual Meeting, or any Meeting that is attended by one or more Members remotely through use of electronic technology.

**Process Instructions:** The following provisions apply to all meetings of the DIC. All such meetings are referred to herein as "Meetings":

1. Subject to the exceptions set out below in Section 9, Meetings may be conducted, and Members may attend Meetings, through use of video conferencing or similar electronic technology that enables the Member(s) to be both seen and heard by members of the public attending the Meeting in-person and/or electronically, as applicable. Use of telephone or other audio-only conferencing technology is not permitted under this policy.
2. In regard to an All-Virtual Meeting, the DIC must:
  - a. except in the event of an Emergency Requiring Immediate Official Action, notify the public, and media outlets that have requested to receive meeting notices, of the All- Virtual Meeting at least 72 hours in advance. Such notification must identify the time and agenda of the Meeting, together with the particular electronic technology that will be used to conduct the Meeting and the means by which the public may access it (e.g., a video conferencing link). In the event an All-Virtual Meeting is being convened to address an Emergency Requiring Immediate Official Action, such 72 hours' advance notice is not required and the DIC must, instead, immediately provide notice of the Meeting to those media outlets that have requested to receive meeting notices - identifying the time and purpose of the Meeting, together with the particular electronic technology that will be used to conduct the Meeting and the means by which the public may access it (e.g., a video conferencing link);
  - b. enable the public to access the All-Virtual Meeting through use of the electronic technology being used to conduct it; and
  - c. provide a means, through use of electronic technology that is widely available to the public, to permit public comment by members of the public attending the Meeting remotely, if the Meeting agenda includes a public comment item.
3. The DIC must ensure that the public is able to see and hear the discussions and deliberations of all Members participating in a Virtual Meeting, whether a Member is participating in-person or remotely.
4. Each Member attending a Meeting remotely through use of electronic technology must:
  - (i)have the necessary hardware, software, and Internet connection to enable them to be seen and heard clearly during the Meeting; and (ii) be visible to the public at all times during the Meeting.
5. In regard to any Virtual Meeting for which the public is provided with a video conference link or other electronic means of access, the DIC must designate an email address or other method of contact the public may use during the Meeting to notify the DIC that the conference link or other electronic means of access does not work or that the conferencing technology has failed.

6. The minutes of any Virtual Meeting must record: (i) that the Meeting was conducted in an all-virtual manner or that one or more identified Members attended the Meeting remotely through use of electronic technology, as applicable; and (ii) the particular video conferencing or other technology used to conduct or attend the Meeting.
7. All votes taken during a Virtual Meeting must be in the form of a roll-call vote, unless there is a motion for unanimous consent that is not objected to by a Member. If a vote is taken by unanimous consent, the Board must indicate to the public how each Member voted - including any Member who abstained from voting.
8. Any Member who intends to attend any scheduled in-person Meeting remotely through use of electronic technology must notify the Chair of the DIC at least 48 hours prior to the Meeting, except in the case of an Emergency - in which event the Member is to give such prior notice as is reasonably possible.
9. Meetings may not be conducted, and Members may not attend Meetings, through use of video conferencing or similar electronic technology if the Meeting involves:
  - a. a vote to approve a Major Non-Routine Expenditure;;
  - b. a vote to approve a Significant Hiring Decision;; or
  - c. proposing, approving, or voting on a tax issue or tax increase.
10. If, not less than 48 hours prior to the Meeting, two or more Members notify the Chair of the DIC that an item on the agenda must be acted on only at a Meeting conducted fully in-person - then the DIC will take action on such item only at a Meeting conducted fully in-person and not at a Virtual Meeting.
11. Meetings may be conducted, and Members may attend Meetings, through the use of video conferencing or similar electronic technology only after the adoption of this policy by the DIC, and only so long as this policy (or a successor policy) remains in effect.

## **District 11 Liaison Assistance**

The District 11 Liaisons are available to assist applicants with OPWC requirements, District 11 requirements, and to provide technical guidance in the preparation of application materials. Please contact Regina Rollins at 937-521-2136 or [rrollins@clarkcountyohio.gov](mailto:rrollins@clarkcountyohio.gov) or Louis Agresta at 937-521-2134 or [lagresta@clarkcountyohio.gov](mailto:lagresta@clarkcountyohio.gov).

## **Infrastructure Laws, Rules, and Advisories**

<https://publicworks.ohio.gov/programs/infrastructure/Laws,+Rules,+Advisories>

*Legal Disclaimer: The Director of the Ohio Public Works Commission is responsible for the development of the application for projects and approval of methodologies as mandated by Chapter 164 of the Ohio Revised Code (ORC). In the event of any discrepancies or conflicts arising between the supplemental materials provided by the District Integrating Committee, Ohio Public Works Commission policies, and the relevant sections of the ORC and Ohio Administrative Code (OAC), the provisions of the ORC and OAC shall prevail. Any reliance or action taken based on information contained in the supplemental materials shall be at the applicant's own risk, and the Ohio Public Works Commission disclaims any liability for inaccuracies or inconsistencies therein.*