



# DISTRICT 17 SCIP-LTIP FY 26 (ROUND 39) DISTRICT METHODOLOGY GUIDE

OPWC Website Address:  
[publicworks.ohio.gov](http://publicworks.ohio.gov)

Revised  
July 26, 2024

## Statutory Requirements Criterion can be found in the Ohio Revised Code

Methodology Criterion	ORC Section(s)	
1-Infrastructure Needs	164.06 (B)(1)	164.14 (E)(3)
2-Age and Condition	164.06 (B)(2)	164.14 (E)(9)
3-Revenue Generation	164.06 (B)(3)	164.14 (E)(10)
4-Health and Safety	164.06 (B)(4)	164.14 (E)(1) and (E)(2)
5-Project Cost	164.06 (B)(5) and (B)(7)	164.14 (E)(6) and (E)(7)
6-Local Assistance	164.06 (B)(6)	164.14 (E)(4) and (E)(7)
7-Economic Health	164.06 (B)(8)	164.14 (E)(6)
8-Planning and Readiness	164.06 (B)(9)	164.14 (E)(5)
9-Other Factors	164.06 (B)(10)	164.14 (E)(3), (E)(6), and (E)(10)
10-Project Soundness	164.06 (B)(10)	164.14 (E)(10)

1. Appendix A: Engineer Project Status Certification Form
2. Appendix B: Sample Project Schedules (Updated for FY26)

**Applications Due: November 1, 2024 by 11:59 PM**  
**Online Via WorksWise**

## 1. Infrastructure Needs of the District

0 - 24 Points

This category has two sections for a total of 24 points:

<p><b>Discretionary Points</b></p>	<p>Up to 14 points may be awarded by looking at the number of beneficiaries of the project in relation to the amount of dollars being spent on the project and other compelling reasons as determined by the District Committee. Beneficiaries will be determined by the number of users on a utility system, traffic counts, or any other relevant measure of the number of people to benefit from the project.</p>
<p><b>ADT or Beneficiary Points</b></p>	<p>Up to 10 points will be assigned based on percentile rankings of the projects submitted each round. Failure to provide the ADT (Average Daily Traffic) or number of users/households could result in the application not receiving valuable points.</p>
<p><b>Road and Bridge Projects</b></p>	<p><b>OPWC \$\$ /ADT (Average Daily Traffic)</b></p>
<p>10<sup>th</sup> percentile</p>	<p>10 points</p>
<p>20<sup>th</sup> percentile</p>	<p>9 points</p>
<p>30<sup>th</sup> percentile</p>	<p>8 points</p>
<p>40<sup>th</sup> percentile</p>	<p>7 points</p>
<p>50<sup>th</sup> percentile</p>	<p>6 points</p>
<p>60<sup>th</sup> percentile</p>	<p>5 points</p>
<p>70<sup>th</sup> percentile</p>	<p>4 points</p>
<p>80<sup>th</sup> percentile</p>	<p>3 points</p>
<p>90<sup>th</sup> percentile</p>	<p>2 points</p>
<p>100<sup>th</sup> percentile</p>	<p>1 point</p>
<p><b>Water and Sewer Projects</b></p>	<p><b>OPWC \$\$/ # of Households (HH)</b></p>
<p>10<sup>th</sup> percentile</p>	<p>10 points</p>
<p>20<sup>th</sup> percentile</p>	<p>9 points</p>
<p>30<sup>th</sup> percentile</p>	<p>8 points</p>
<p>40<sup>th</sup> percentile</p>	<p>7 points</p>
<p>50<sup>th</sup> percentile</p>	<p>6 points</p>
<p>60<sup>th</sup> percentile</p>	<p>5 points</p>
<p>70<sup>th</sup> percentile</p>	<p>4 points</p>
<p>80<sup>th</sup> percentile</p>	<p>3 points</p>
<p>90<sup>th</sup> percentile</p>	<p>2 points</p>
<p>100<sup>th</sup> percentile</p>	<p>1 point</p>

## 2. The Age and Condition of the System to be Repaired

0- 24 Points

Age Chart Updated for FY25-Round 38	** See Notes Below							
<b>Infrastructure Type</b>	Useful Life	12 Pts	10 Pts	8 Pts	6 Pts	4 Pts	2Pts	0 Pts
<b>Bridge</b>	50	Before 1975	1975-1983	1984-1993	1994-2002	2003-2013	2014-2023	No age given
<b>Road</b>	20	Before 2004	2004-2007	2008-2011	2012-2015	2016-2019	2020-2023	No age given
<b>Sanitary Sewer</b>	50	Before 1974	1974-1983	1984-1993	1994-2003	2004-2013	2014-2023	No age given
<b>Solid Waste</b>	50	Before 1974	1974-1983	1984-1993	1994-2003	2004-2013	2014-2023	No age given
<b>Storm Sewer</b>	50	Before 1974	1974-1983	1984-1993	1994-2003	2004-2013	2014-2023	No age given
<b>Waste Water</b>	30	Before 1994	1994-1999	2000-2005	2006-2011	2012-2017	2018-2023	No age given
<b>Water Supply</b>	50	Before 1974	1974-1983	1984-1993	1994-2003	2004-2013	2014-2023	No age given

\*\*Up to 24 points may be awarded to projects on the basis of the age (year of last upgrade) and condition of the infrastructure to be replaced. **Both the age (year of last upgrade)\* and condition must be addressed in the Ten Question Narrative in order to receive points.** Failure to provide this information could result in the application not receiving valuable points.

FOR ROAD PROJECTS	FOR WATER & SEWER PROJECTS
<p>*The age of a road shall be based on the <b>YEAR</b> that there was a change in level of service (i.e., conversion of surface type from gravel to chip seal, chip seal to hot mix or concrete, lane additions, road widening, etc.) or the <b>YEAR</b> of the last major reconstruction or rehabilitation of the infrastructure. Roads that have always been gravel and never have had any type of pavement may receive the full 12 points for age. Current photos and documentation in the Ten Question Narrative are helpful in making this determination.</p>	<p>The <b>YEAR</b> that the infrastructure was installed may be used, if there has not been an upgrade. Projects that will repair and upgrade infrastructure which is in a very deteriorated condition and far below current design standards may receive a maximum number of points. Projects that will only provide basic maintenance of an existing system in a relatively non-deteriorated condition will receive few if any points. Current photos and documentation in the Ten Question Narrative are helpful in making this determination. Projects that substantially prolong the useful life via lining or epoxy coating of structures will be considered a "capital improvement".</p>

## Condition Charts

CONDITION FOR REPAIR/REPLACEMENT PROJECTS	POINTS ASSIGNED
<p>Infrastructure is functioning as originally intended, but may require some minor repairs and/or upgrading to meet current design standards.</p>	<p><b>Good</b> <b>0</b></p>
<p>Infrastructure still functioning as originally intended, but has a minor deficiency that require repair to continue functioning as originally intended and /or to meet current design standards.</p>	<p><b>Fair</b> <b>4</b></p>
<p>Infrastructure contains a major deficiency (imminent failure) and is functioning at diminished capacity. Requires repair to return to function at intended level of service and meet current design standards.</p>	<p><b>Poor</b> <b>8</b></p>
<p>Primary component has failed and infrastructure is functioning at seriously diminished capacity, or is not functioning at all. Requires a significant repair/upgrade to return to intended level of service and meet current design standards. <u>Under EPA mandate or findings/orders even if new construction. Must include proof such as EPA Letter.</u></p>	<p><b>Critical</b> <b>12</b></p>

\*New/Expansion projects may not receive any points because there may not be existing infrastructure to evaluate for age and condition. **Private infrastructure** replaced by public infrastructure will be considered as "new", such as private on-lot septic systems replaced by a public wastewater treatment plant. **New or Expansion projects** can only be funded at 50% of the cost of the project. The committee may take in to account and give consideration to new construction that is needed to extend, expand, complete, or loop an existing system to strengthen the system's ability to provide a necessary service, i.e. water to fight fires, a new/larger water tower to meet EPA storage requirements, extension of a sewer line to an un-served area/or to promote regionalization of a system. Please note that OPWC will still only fund 50% of the project. New Construction where the project is needed to complete, extend, expand, loop a system or add new components to a system to make it perform at an optimum level.

<b>CONDITION FOR NEW/EXPANSION PROJECTS</b>	<b>POINTS ASSIGNED</b>
<b>The extension/expansion will enhance the system's performance, but the system will operate at a sufficient level with the extension/expansion.</b>	Fair 4
<b>The extension/expansion is needed for the existing system's performance to provide necessary service, but service may be provided at a diminished level that impacts the system.</b>	Poor 8
<b>The extension/expansion is critical to the existing system reliability and a failure of a critical service could occur without the proposed extension/expansion AND this project will benefit an unserved area and/or will promote the concept of regionalization.</b>	Critical 12

### 3. Generation of Revenue in the Form of User Fees/Assessments 0 to -16 Points

This involves a determination of whether SCIP assistance would subsidize water or sewer rates below typical affordability range (based on concepts in affordability standards). If a water, sewer or other user fee generating project results in subsidy of rates that are less than those of the affordability standards, points will be deducted in proportion to the perceived level of subsidy.



#### FORMULAS

2020 Census Median Household Income (MHI) X 1.74% = Affordability Rate (Water & Sewer Combined, Based On 4500 Gallons) or If Only One Utility, Use MHI X .87% =Affordability Rate

Local Yearly Water Rate + Local Yearly Sewer Rate = Local Total

Affordability Rate - Local Total = Difference

If Local Total Is Less Than Affordability Rate, Deduct Points As Follows:

#### **FOR BOTH WATER & SEWER**

#### **EITHER WATER OR SEWER**

< 100	0	<50	0
Between 100 & 200	-2	Between 50 & 100	-2
200 & 300	-4	100 & 150	-4
300 & 400	-6	150 & 200	-6
400 & 500	-8	200 & 250	-8
500 & 600	-10	250 & 300	-10
600 & 700	-12	300 & 350	-12
700 & 800	-14	350 & 400	-14
800 +	-16	400+	-16

#### 4. Importance of the Project to Health & Safety/ Discretionary Points 0-24 Points

1. Projects will be scored on the basis of the degree of the health and safety problem, whether the project will reduce the problem, significantly reduce the problem, or eliminate the problem. Scoring will also take into account the number of people affected. Committee will use community knowledge to determine any health and safety issues.
2. Projects that eliminate an important health and safety problem for a relatively large number of people will be awarded a maximum number of points.
3. Projects where there is no health & safety problem will receive few, if any points.
4. Specific health and safety issues should be included in the Ten Question Narrative. Photos are also helpful in documenting health and safety issues. Failure to provide a good description of health and safety issues could result in the application not receiving valuable points.

#### 5. Cost of the Project & Consistency with ORC 164.05 10-16 Points

Projects may be given additional points here on the basis that they are requesting a loan and/or credit enhancement, particularly when there are few such loan/credit enhancement applications. Applications requesting a grant/loan combination will receive 10 points. **The local share, not including the loan, must be at least 5% of total project cost to be considered for points.**

Grant/Credit Enhancement	Loan Only
10 Points	16 Points Loans count as part of the local share.

#### 6. Effort/Ability of the Subdivision to Assist in Financing Project 0-26 Points

The local taxing effort (including, but not limited to, the permissive license tax) of the community will be considered. Additionally, projects in which the community will be providing a local share beyond the minimum requirements will be given points in proportion to the level of additional local share. **Please note: Requests for OPWC loan funds are considered as part of the local share when calculating the points below.**

Points for Multi-Jurisdictional Projects \*

1 Entity	Zero Pts	2 Entities	3 pts
3 Entities	5 pts	4 or More Entities	10 pts

**\*Notes: Multi-jurisdictional projects could affect eligibility for Small Government funding**

**A statement of the partnership structure, and how and what each public entity is contributing to the project must be included in #6 of the 10 Item Narrative (Failure to provide the statement will result in 0 points awarded)**

Repair/Replacement Projects		New/Expansion Projects	
COMMUNITY PROVIDES:	POINTS	COMMUNITY PROVIDES:	POINTS
11-15% OF COSTS	4 POINTS	50% OF COSTS	8 POINTS
16-20% OF COSTS	8 POINTS	51-55% OF COSTS	12 POINTS
21-25% OF COSTS	12 POINTS	56% OF COSTS	16 POINTS
26%+ OF COSTS	16 POINTS		

## 7. Overall Economic Health of the Subdivision

0-16 Points

Judging from the financial statements submitted by the local government together with information on median household income and any other relevant information, the committee will make a judgment on the overall economic health of the subdivision and award points accordingly.

Communities that are considered to be the most economically healthy will be given fewer points, while those communities which are considered to be among the least economically healthy will be given the most points.

### If Subdivision's Median Household Income Is:

Less than 75% of County's	16 Points
Between 75-100% of County's	12 Points
Between 100.1% to 125% of County's	8 Points
Greater than 125% of County's	4 Points

**\*\*Applicant must provide the subdivision's Median Household Income (MHI) in #8 of the 10 Item Narrative, based on the 2020 Census. (Failure to provide MHI will result in 0 points awarded)**

## 8. Adequacy of Planning/Readiness of the Applicant to Proceed

0-5 Points

The District makes project timeliness and delivery a high priority. When the plans/engineering is completed, the permits/approvals are obtained, the R/W is acquired (if any), the local share and any other funding firmly committed and available, and the project is otherwise ready to bid (weather permitting), projects will be given the maximum number of points. A minimum number of points will be given when plans are not yet started, R/W needs to be acquired, permits or approvals are still required, the local share and/or other funding not firmly committed or not immediately available, and/or when there is a past history of project delays. **Applicants must be able to the meet the schedule as presented in the application.** Changes could result in loss of points and **could affect future funding.** **For FY 26 (Round 39), projects that are not scheduled to be substantially underway by June 30, 2026 may be rejected by OPWC.**

**Failure to provide dates within the guidelines below may result in zero points being given. See attached Appendix B for sample schedules.**

Project Will Be Ready to Bid at Time Project Agreement is Entered Into.	All engineering and r-o-w is complete and documented, along with evidence of funding in place. Readiness to bid must be noted and dates should match in the 10 Question Narrative, schedule of the OPWC application, and Engineer's Project Status Certification form.	5 Points
Will be Ready to Bid and Award by June 1, 2026.	Must show on the schedule that project will be bid and awarded between July 1, 2025 and June 1, 2026. Project may be bid as early as May or June 2025, but cannot be awarded until after the grant agreement is issued. Must include the Engineer's Project Status Certification form with application.	2 Points
Will not be Awarded by June 1, 2026.	Project will not be awarded until after June 1, 2026.	0 Points

PLEASE NOTE: The applicant's ENGINEER must document readiness using the Engineer's Certification form (which can only be signed by the Engineer) in order to receive 5 points. Simple road repaving projects that require no engineering and have no engineering costs included in the application, and where only a calculation of asphalt quantities is required, may be considered as "ready to go" at the time of application and may be given the full 5 points. The cost estimate should indicate that only repaving is being done and would not include road widening, ditching, etc.



## 9. Any Other Factors

0-45 Points

### A) Project Priority

0-15 Points

Project is first priority	15 Points
Project is second priority	10 Points

NOTE: If two applications are submitted, Project Priority must be clearly identified in #10 of the 10 Item Narrative. If priority is not identified, both applications will be awarded 10 points.

### B) Impact on Community and Jobs

0-10 Points

Projects that can substantiate, in detail, a positive impact on the community or on jobs and development will be given a maximum number of points.

If temporary jobs are created	5 Points
If permanent jobs are created	10 Points

### C) Previous SCIP/LTIP Funding

0-10 Points

If a community has not yet been funded under SCIP/LTIP, the project may receive up to 5 points. Communities, which have not been funded for several years, or those which have received relatively little funding, may receive some points.

### Per Capita Funding\* Range – Updated in Round 32

\$0-\$50	10 points
\$51-\$150	9 points
\$151-\$250	8 points
\$251-\$350	7 points
\$351-\$450	6 points
\$451-\$550	5 points
\$551-\$750	4 points
\$751-\$950	3 points
\$951-\$1150	2 points
\$1151-\$1500	1 point
\$1501 and over	Zero points

\*NOTES: The District will use the total grant/credit enhancement/Small Government dollars awarded to a subdivision from the previous 8 funding cycles through the current year as reflected in the records of the Ohio Public Works Commission. This information can be viewed at the OPWC web site.

If the application is a partnership, the average of the points that each entity would be eligible for will be calculated

### D) Amount of Funding Requested: Points are awarded based on total grant, loan and/or credit enhancement requested.

#### Amount of Funding Requested– Updated in Round 32

0-10 Points

\$800,001 or more	0 Points
\$700,001 to \$800,000	1 Point
\$600,001 to \$700,000	2 Points
\$500,001 to \$600,000	3 Points
\$400,001 to \$500,000	4 Points
\$300,001 to \$400,000	5 Points
\$200,001 to \$300,000	6 Points
\$100,001 to \$200,000	8 Points
\$0 to \$100,000	10 Points

## E) Project and Schedule Management (updated for Round 39) 0 to negative 35 Pts

<b>1. Applicant has a funded project from Rounds prior to Round 37</b>	Engineering has not been completed as of July 1, 2024.  <b>Minus 20 Points</b>	Project has not been bid as of July 1, 2024.  <b>Minus 15 Points</b>	Project has been bid but not yet under construction or construction is not completed.  <b>Minus 10 Points</b>	Project complete but final paperwork has not been submitted to close out the project.  <b>Minus 5 Points</b>
<b>2. Applicant has a funded project from Round 37</b>	Engineering has not been completed as of July 1, 2024.  <b>Minus 15 Points</b>	Project has not been bid as of July 1, 2024.  <b>Minus 10 Points</b>	Project has been bid but not yet under construction or construction not complete.  <b>Minus 5 Points</b>	Project complete but final paperwork has not been submitted to close out the project.  <b>Minus 1 Point</b>
<b>Applicant has projects as described in both 1. and 2.</b>	Can lose total combined points.  <b>Minus 35 Points</b>	Can lose total combined points.  <b>Minus 25 Points</b>	Can lose total combined points.  <b>Minus 15 Points</b>	Can lose total combined points.  <b>Minus 6 Points</b>

### 10. Overall Project Soundness

**0-15 Points**

Up to fifteen points may be awarded if a project meets typical design standards (as determined by the District), and if SCIP/LTIP is not being requested to fund engineering expenses considered to be outside normal and typical ranges for similar projects. **OPWC Advisory for Round 33 states that “Engineering costs, as a percentage of construction costs, are closely reviewed. Justification for elevated engineering costs may be required.”**

ENGINEERING COSTS VS. TOTAL CONSTRUCTION COSTS	POINTS >\$350,000	POINTS <\$350,000
0% - 5%	10	10
5.1% - 10%	7	8
10.1% - 15%	3	4
Over 15%	0	0
MEETS DESIGN STANDARDS	0-5	0-5

# Appendix A: District 17 Engineer Project Status Certification Form

Subdivision Name: \_\_\_\_\_

County: \_\_\_\_\_

Project Name: \_\_\_\_\_

Item to be Completed	(Points are not assigned based on the number of items completed)	Status of Item	Completion Date
<b>R-O-W</b>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>Easements Complete and Recorded</b>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>Surveying</b>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>Preliminary Design Complete</b>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>Final Construction Plans Complete</b>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>Bid Documents Complete and Project Ready to Bid</b>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>PTI Water &amp; Sanitary</b>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>NPDES Storm &amp; Sanitary</b>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
<b>Other Permits ODOT, Etc.</b>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		

**I hereby certify that the status, of the above items, is noted to the best of my knowledge. I understand that the timely completion of these items is critical to the scoring of the application for this project.**

Engineer's Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Stamp \_\_\_\_\_

## Appendix B: Sample Project Schedules: Updated Yearly

Things to keep in mind: Award of contracts and signing of contracts cannot take place prior to OPWC grant agreement being signed and returned to OPWC, which is on or after July 1 of the program year.

### Typical Schedule for a project with engineering plans

Engineering/Design/Right of Way	Begin Date: 1/15/26	End Date: 4/30/26
Bid Advertisement and Award	Begin Date: 6/15/26	End Date: 7/15/26
Construction	Begin Date: 7/30/26	End Date: 11/30/26

### Typical Schedule for a project with very little engineering, such as paving only

Engineering/Design/Right of Way	Begin Date 5/15/26	End Date: 5/30/26
Bid Advertisement and Award	Begin Date: 6/15/26	End Date: 7/15/26
Construction	Begin Date: 7/30/26	End Date: 10/30/26

### Typical Schedule for a large water or sewer project with engineering and ROW issues

Engineering/Design/Right of Way	Begin Date: 1/15/26	End Date: 3/15/26
Bid Advertisement and Award	Begin Date: 3/30/26	End Date: 7/15/26
Construction	Begin Date: 7/30/26	End Date: 5/30/27

### Typical Schedule for a small project with completed engineering but ROW issues

Engineering/Design/Right of Way	Begin Date: 1/1/26	End Date: 6/15/26
Bid Advertisement and Award	Begin Date: 7/1/26	End Date: 7/30/26
Construction	Begin Date: 8/1/26	End Date: 10/30/26

### Typical Delayed Schedule for a project that would not be funded

Engineering/Design/Right of Way	Begin Date: 12/1/26	End Date: 7/15/27
Bid Advertisement and Award	Begin Date: 7/20/27	End Date: 8/30/27
Construction	Begin Date: 10/2/27	End Date: 1/30/28

## APPENDIX C: Standalone Policies of the District

### Scoring Tie-Breaker

In the event of a tie between two or more projects at the cut-off line of the scoring/funding, the tie will be broken based on the scores received by the projects in the following categories, listed in the following priority order:

1. Infrastructure Needs of the District
2. Health and Safety
3. Infrastructure Condition
4. Amount of OPWC Funding Being Requested

### Change of Project Scope or Funding Request

While a change in project scope or funding request is highly discouraged after the application has been recommended to the state for funding, the District does recognize unforeseen circumstances may arise. Any request to change, or otherwise modify the scope of a project once the application has been scored and recommended to the state for funding, must come back to the District for reconsideration. Likewise, any request to change or modify project funding must also come back to the District for reconsideration. The applicant is encouraged to reach out to the District Liaison to discuss the request.