

**To be used for Program Years 2015/2016 Applications ~
Approved on July 15, 2014.**

**LUCAS COUNTY
DISTRICT 12 INTEGRATING COMMITTEE
STANDING RULES**

I. INTEGRATING COMMITTEE

- 164.04(B) A. The nine appointments to the Integrating Committee are for terms of 3 years and the person may be reappointed for additional term/s.
- B. All formal actions by Committee will be by members or their designated alternates.
- 164.04(A)(3) C. The appointment of the private sector member shall be by a majority of the committee members.
- 164.04 (A)(3) D. The affirmative vote of at least seven (7) committee members is required for any action taken by a vote of the committee.

II. PREREQUISITES FOR PROJECT CONSIDERATION:

- 164.06 A. An adopted 5-year Capital Improvement Plan with priorities exists for the sponsoring
164-1-31 jurisdiction and is on file with the District including a two year maintenance of effort report.
- 164 1-21 B. Complete the project application in accordance with the requirements of District 12 and Chapter 164-1 of the Ohio Administrative Code.
- 164 1-13(A) C. No project shall be approved for funding unless the project is designed to have a useful life of at least seven years. In addition, the average weighted useful life of all projects submitted in one Program Year shall not be less than twenty years.
- 164.06 D. A complete inventory including condition rating of the jurisdiction infrastructure
164-1-31 exists and documentation is on file with the District.
- 164-1-15 E. The project estimate must separately show non-eligible cost items and must show
164-1-31 the division of items between repair/replacement and new/expansion, if applicable.
- D.I.C. F. 164.14(B) of the Ohio Revised Code states that L.T.I.P. grants may provide up to one hundred percent of the estimated cost of a project. But the D.I.C. recommends design and engineering plan preparation should be the minimum amount of applicant's local share. When design and engineering is in-house, the applicant will make a minimum 10% cash contribution toward the total project cost. If a jurisdiction demonstrates this recommendation to be a financial hardship, the D.I.C. will review the

circumstances and determine if a waiver is deemed appropriate.

- 164.05 (D) G. S.C.I.P. funding shall not exceed ninety percent of the estimated total cost of the capital improvement project.
- 164.05(D) H. S.C.I.P. funding for new or expanded infrastructure shall not exceed fifty percent of the estimated cost of the new or expansion elements of the capital improvement project.
- 164.05(D)(4) I. S.C.I.P. monies and L.T.I.P. monies can not be used together to fund a infrastructure improvement project.

III. RANKING OF PROJECTS

- 164.04(A)(3)
164-1-11 A. Project ranking will be approved by at least seven (7) of the nine (9) committee members and in accordance with the District evaluation criteria.
- 164.06 (B) B. The Committee reserves the authority to revise local funding allocations depending on the number of applications submitted and the total amount of funding requested in any one year.
- D.I.C. C. A project application approved for funding in a program year other than the current year is considered a pipeline project. **An applicant will start the design of their pipeline(s) as soon as they are formally notified of their status from the funding round.** If during the funding round review, a pipeline project's progress is determined to be behind schedule and will not make its original timetable, it will be removed from the pipeline and the sponsor will have to re-submit the application for possible funding. A pipeline project's funding will remain secured only if it stays on schedule.

NEW

- D. **A pipeline project application must be submitted to District 12 administration thirty (30) days prior to the submittal date for new applications. If the pipeline project application is not complete, it will be treated as a new project and will have to compete with all the new project submittals. To be considered complete, a pipeline must have:**
 - 1. **Plans should be substantially underway if not complete. Simplified plans may be exempt with statement verifying such.**
 - 2. **Based on the application, right of way is on schedule.**
 - 3. **A complete and signed OPWC application – most current version**
 - 4. **Legislation**
 - 5. **Status of Funds/Loan Letter – follow OPWC template.**
 - 6. **Detailed cost estimate and useful life statement – signed and certified.**

IV. LOAN REQUIREMENTS AND LOAN PROJECTS

D.I.C. A. The Ohio Public Works Commission encourages Districts to fund future infrastructure needs by the increased use of low or no interest loans in the current program. 164.05(j) of the Ohio Revised Code (O.R.C.) States a minimum of twenty percent (20%) of a District=s yearly S.C.I.P. allocation shall be used for Loans or Local Debt Support and Credit Enhancement. But to provide a continuing program for future matching funds for Capital Improvements in Lucas County, the District Integrating Committee has set a loan percentage requirement for S.C.I.P. funds over the minimum percentage required by the O.R.C. Those percentage for the following

Program Years are as follows:

	<u>District 12</u>
Program Year 2000-2016	20%

D.I.C. All projects are subject to this District Loan requirement for each Program Year. The D.I.C. will select the highest ranked project that requests a Loan and proceed in a descending order until this requirement is met. If this requirement can not be met with the projects that request Loans, then this requirement will be fulfilled by beginning with the highest ranked project which had its Grant funding request reduced or denied and proceed in an descending order through all applications until this Loan requirement is met.

B. All other projects may be resubmitted as if it were a new project.

D.I.C. C. *Loan terms for the numerous infrastructure improvements are:

Roads	10 yrs.	Maximum
Bridges	20 yrs.	Maximum
Culverts	20 yrs.	Maximum
Water Supply Systems	20 yrs.	Maximum
Water Distribution	20 yrs.	Maximum
Wastewater Systems	20 yrs.	Maximum
Wastewater Distribution	20 yrs.	Maximum
Stormwater Collection	20 yrs.	Maximum

* In no case will a loan term exceed the certified useful life of a project.

These loan terms are D.I.C. recommended guidelines for the various improvement projects. For Road Improvements, if a ten year loan would cause a jurisdiction financial hardship, the term may be adjusted by the D.I.C. depending on the circumstances presented to the Committee.

164.08 D. Revolving Loan Program Requirements

1. District must first use loan allocations provided under State Capital

Improvements Program (SCIP), then may draw funds from RLP. Districts with significant loan balances under the SCIP or RLP will be requested to submit additional applications.

2. Loans approved under the RLP are not subject to the 20% new and expansion limitations for each Program Year and may fund up to 100% of total projects costs. (S.B. 257)
3. Grant/Loan combinations for the same project - a SCIP grant with an RLP loan will be allowed. NO Grant/Loan/Loan combinations - a SCIP grant, a SCIP loan and an RLP loan for the same project.
4. Using RLP funds as match for projects approved under Local Transportation Improvement Program (LTIP) - not allowed.
5. District will continue to recommend interest rates for loans. Allowable rates will range from 0% to 3% (annual). Allowable terms are the same as for regular S.C.I.P. Loans.

V. WHEN PREPARING AN O.P.W.C. APPLICATION, THE APPLICANT WILL BE REQUIRED TO:

- 164-1-21 A. Complete the project application in accordance with the requirements of District 12 and Chapter 164-1 of the Ohio Administrative Code.
- D.I.C. B. Successful applicants will be requested to contribute up to 0.75% of their approved grant amount to cover additional District administration costs over the \$65,000 amount funded yearly by the O.P.W.C. for such Administrative Expenses.
- 164-1-17 C. A multi-jurisdictional project must be accompanied by assurances signed by each jurisdiction that they will cooperate fully with the applicant.
- D.I.C. D. The project sponsor shall cooperate with the District Liaison to provide, in writing, quarterly progress reports to the D.I.C. including the following:
1. Project schedule and progress.
 2. Any changes in funding due to cost overruns or underruns.

NEW

- E. Tie Scores: Tie to be broken in following order:**
1. Entity not previously funded in the round.
 2. Project with the highest score on Question #5.
 3. Project with the highest score on Group 2, Question #6.

4. Reduce amount of request equally percentage amongst tied projects.

Note: If the projects at the cut-off all belong to one public jurisdiction, that jurisdiction can determine how the remaining funding can be distributed amongst those projects.

Revised: July 15, 2014

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