



District 8 Applicant Manual

Program Year 40 (2025-2026)

Fiscal Year 27

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APPLICATION DEADLINE:

To be considered for financial assistance, applications must be received by:

Friday, September 12, 2025, at 12:00 PM

In the OPWC WorksWise portal

Information about WorksWise can be found at: <https://publicworks.ohio.gov/financial/04-workswise/4-workswise>

Summit County Department of Community and Economic Development

Attn: Gabriel Durrant

175 S. Main Street

Akron, OH 44308

(330) 643-8361

APPLICATION MATERIALS

The following materials must be submitted:

1. District Evaluation Form – District 8 Evaluation Form must be included with each OPWC Application. The form is pages 4-9 of this manual.
2. Attachments such as maps, pictures, and other applicable supporting documents for the application.
3. Engineering Plans

Application Submittal Guidelines

For the FY 27 OPWC Infrastructure SCIP/LTIP project, submittals will be digital through the OPWC WorksWise site.

Road and bridge projects that want to be considered for both SCIP and LTIP funding should **submit one funding application** in OPWC's WorksWise portal. This application should reflect the SCIP funding request. The LTIP funding scenario and request should be attached in the application files. Attach both the revised financials along with the District 8 Evaluation form labeled as the "LTIP request". Make a note in the "Additional Notes from Applicant" section stating there is an alternative LTIP funding request attached in the project files.

In the event of two or more projects receiving the same score, the tie-breaker system shall be:

1st – Awarded to the community that has not received funding recently

2nd – Lowest Income per Capita

3rd – Largest Local share contributor

CONTACTS

District 8 Public Works Integrating Committee

Gabriel Durrant, District 8 Liaison

330-643-8361, gdurrant@summitoh.net

Ohio Public Works Commission

Jennifer Hufford, District 8 Program Representative

614-752-8118, Jennifer.hufford@pwc.ohio.gov



FY 27 Schedule - PY 40



Date	Meeting	Key Agenda Item(s)
July 1, 2025	IC	Elect District 8 officers; District 8 Bylaws, PY 40 methodology
July 15, 2025		PY 40 application window opens
September 12, 2025		PY 40 SCIP/LTIP applications due in Workswise
September 16, 2025	TAC	TAC receives projects for evaluation
September - October		TAC teams review project applications
October 20, 2025		TAC teams submit project scores to District 8 Liaison
November 10, 2025	TAC	TAC project score review meeting
November 10, 2025		Preliminary project scores received by applicants
November 14, 2025		TAC appeals deadline
November 19, 2025	TAC	TAC appeals hearings (if necessary)
November 26, 2025		IC appeals deadline; D8PWIC receives PY 40 TAC Recommended Project List
December 12, 2025	IC	D8PWIC appeals hearings; D8PWIC approves PY 40 Recommended Project List; Approve FY 27 Administrative Work Plan & Budget
December 17, 2025		Applicants receive final scores; PY 40 Recommendations and applications submitted to OPWC

IC = District 8 Public Works Integrating Committee; **TAC** = District 8 Technical Advisory Committee

Additional Integrating Committee meetings may be necessary for CORF project prioritization, Ohio Job Ready sites project prioritization, or other reasons.

All meetings will be held in the Summit County Department of Development Conference Room (Ohio Building, Room 103, 175 S. Main Street, Akron) unless noted otherwise. For additional information contact Gabriel Durrant, District 8 Liaison, at 330-643-8361 or gdurrant@summitoh.net.

Visit the District 8 website for document downloads and program updates at <https://co.summitoh.net/committee-pages/District-8-Public-Works-Integrating-Committee.html#nav-about>

DATES SUBJECT TO CHANGE



PROJECT EVALUATION FORM

FY 27 – PY 40



This form is to be used for both SCIP and LTIP projects. Remember that only roads, bridges, and culverts are eligible under LTIP.

PROJECT NAME: _____

APPLICANT: _____ DATE: _____

POINTS: Please score points in the space provided.

1. For projects other than resurfacing or ditches, determine the readiness of this project to proceed. If an engineer has been hired, what is the status of the plans as of the project submittal date?

For Non-ODOT Projects:

- 15** - ____ Plans 100% complete – All plans have been signed, dated, stamped by all appropriate authorities, all permits have been received or applied for, and all right-of-way has been purchased or is in the process of being purchased (submit supporting documentation)
- 13** - ____ Plans 90% to less than 100% complete – Final plans, detailed specifications, and final construction cost estimates complete. When improvement plans are not required for the project (i.e. resurfacing, etc.), one (1) contract bid document is complete and submitted.
- 9** - ____ Plans 60% to less than 90% complete – Final plans, including all detail sheets, complete
- 5** - ____ Plans 30% to less than 60% complete – Preliminary plans complete, including design calculations and survey work required for plan preparation

For ODOT Projects:

- 15** - ____ Plans 100% complete – Final stamped, dated, and signed project final tracings have been sent to ODOT
- 13** - ____ Plans 90% to less than 100% complete – Stage 3 plan submittal has been sent to ODOT for review
- 9** - ____ Plans 60% to less than 90% complete – Stage 2 plan submittal has been sent to ODOT for review
- 5** - ____ Plans 30% to less than 60% complete – Stage 1 plan submittal has been sent to ODOT for review

Is the Engineer's Progress Certification attached? Yes ____ No ____

Plans must be submitted with the application, even if similar plans have been submitted with past applications. Submit one (1) complete copy of the contract bid documents when plans are not required. An application without submitted plans (or contract bid documents, as applicable) on the day the application is due will receive 0 points for Question 1. Plans cannot be submitted after the application due date for any reason.

For Design Build Projects:

- 9** - ____ Full scope completed; alignment or service area chosen with map; conceptual plan to preliminary plan included; if necessary, geotechnical services must be completed; R/W cleared, environmental cleared, and utilities relocated
- 5** - ____ Full scope completed; alignment or service area chosen with map; conceptual plan to preliminary plan included

2. What type of project is proposed?

- | | |
|---|---|
| 15 - ___ Repair/replacement only | 6 - ___ 40% to less than 60% repair/replacement |
| 12 - ___ 80% to less than 100% repair/replacement | 6 - ___ Design Build (maximum) |
| 9 - ___ 60% to less than 80% repair/replacement | 3 - ___ 20% to less than 40% repair/replacement |
| | 0 - ___ 0% to less than 20% repair/replacement |

All new attributes are to be considered “new” in calculating Question 2: additional through lanes to an existing road are “new”; additional sewer capacity to serve development is “new”; construction of new storm sewers where none existed is “new”. The replacement of septic systems with sanitary sewer is considered “new” in District 8. Note: Smart growth items shall be excluded from the calculation.

The replacement of infrastructure that is not intended to serve an additional area or increase capacity, but that results in an increase in size due to current design standards, is considered “repair/replacement”. For example, if an existing road has 10’ wide lanes and it is to be widened to 12’ to meet current standards, the additional 2’ is “repair/replacement”. The addition of turn lanes to an existing road is “repair/replacement”. A Roundabout is considered a replacement as well as the removal of at-grade crossings. A traffic signal installation in lieu of traffic stop signs (flashers) is considered a replacement.

3. What is the age of the infrastructure (weighted by cost)?

- 12 - ___ 50 years or greater
8 - ___ 25 to less than 50 years
4 - ___ less than 25 years
0 - ___ new project

This refers to the time since the last like repair. For example, if a road is to be reconstructed, the age would be when the road was originally built or reconstructed. If the road were to be resurfaced, the age would be when the existing road surface was installed. "New/expansion" appurtenances that do not total more than 10% of the total construction cost of the project shall not be used to determine the age of the existing infrastructure. If the project is greater than 10% new/expansion (per Q u e s t i o n 2), then the % of the project that is new/expansion must be prorated into the calculation at 0 years of age. Documentation of the age of the infrastructure is required at the time of submittal. (This question meets the ORC 164.06 (B)(2) requirement for age)

4. Is the existing infrastructure designated a risk to health or safety by an independent government agency (state, federal, etc.)?

- 12 - ___ Use of infrastructure is currently banned
6 - ___ Use of infrastructure is currently restricted
0 - ___ No

This requires a letter or ordinance from a federal, state, or appropriate county official with regulatory authority enforcing a ban or limitation on the infrastructure. For example, an EPA letter that places a hook-up ban on a sewage treatment plant that was originally designed for more flow, or a ban on water hook-ups in a system that does not have adequate pressure, or a weight limit on a road that was originally designed to handle more traffic. If the restriction is a load limit placed on a road or bridge by a local government, the applicant shall include the ordinance documenting that the load limit was imposed because of a structural or design problem and the proposed project will eliminate the problem, resulting in the load limit being lifted. A classification of inadequate given to a road by the Akron Metropolitan Traffic Study (AMATS) is not acceptable for this question, but may be considered in Question 17.

5. Estimated useful life of project in years? (minimum of 7 years useful life for project)

Prorate if multiple items are included in the improvement project.

- | | |
|---|--|
| 15 - ____ 50 years & over | 6 - ____ 20 to less than 30 years |
| 12 - ____ 40 to less than 50 years | 3 - ____ 7 to less than 20 years |
| 9 - ____ 30 to less than 40 years | 0 - ____ less than 7 years |

- Bridge
 - New or total reconstruction 50 years
 - Deck replacement 25 years
- Road
 - Total reconstruction including base 40 years
 - Underdrains, curbs 30 years
 - Sidewalks 30 years
 - Traffic signals 25 years
 - Soil Stabilization (9" min. base) plus resurfacing 20 years
 - Asphalt recycling (4 ½" min. base) plus resurfacing 15 years
 - Road resurfacing or re-ditching 10 years
- Underground piping
 - New water or sewer pipes 50 years
 - Sewer lining 45 years
 - Corrugated pipe 20 years
- Water/Wastewater
 - Plant structure 50 years
 - Plant internal equipment 25 years
 - Pump station and internal equipment 25 years

6. Will the project generate additional direct user fees or specific project assessments equal to a percentage of the total project costs as expressed below?

- | | |
|--------------------------------------|-------------------------------------|
| 10 - ____ 30% or greater | 2 - ____ 5% to less than 10% |
| 7 - ____ 20% to less than 30% | 0 - ____ less than 5% |
| 4 - ____ 10% to less than 20% | |

User fees must be directly connected to the improvements. They cannot be a "blanket" fee or assessment. In order to receive points for this question, applications for projects which are to be financed with specific assessments or user fees must include an ENDORSED ordinance or resolution from the applicant's governing body from the current year that states the intent to assess or impose user fees and the rate at which they will be imposed. The ordinance or resolution cannot be submitted after the application due date.

7. What is the number of persons benefiting from this project per one thousand dollars of OPWC funds? [Number of Persons Benefitting X 1,000/OPWC funds] Show your calculation.

_____ x1,000/ _____ = _____

15 - ____ 100 or more persons

6 - ____ 5 to less than 15 persons

12 - ____ 40 to less than 100 persons

3 - ____ 1 to less than 5 persons

9 - ____ 15 to less than 40 persons

0 - ____ less than one person

For road and bridge projects use the current Average Daily Traffic (ADT). For water or sewer projects, use the number of persons directly affected by the project (1 house = 3 persons). This information must be submitted at the time of application.

8. Are federal or state funds appropriated/approved for a portion of this project?

5 - ____ 20% or greater

3 - ____ 5% to less than 20%

0 - ____ less than 5%

9. Is this project a joint application with other District 8 jurisdictions (resolutions and financial participation)?

List other jurisdictions here: _____.

20 - ____ 4 or more jurisdictions involved

10 - ____ 2 jurisdictions involved

15 - ____ 3 jurisdictions involved

0 - ____ Not a joint application

An ENDORSED ordinance or resolution from the current year from each applicant in a joint application is required at the time the application is due. Each joint applicant must contribute either 20% of the local cash share or a minimum of \$50,000, whichever is less. In-kind services are not credited as part of a local share. All joint applicants must demonstrate a substantive benefit from the project. To be considered as an eligible joint applicant, the applicant must be eligible under OPWC rules.

10. What is the community's per capita income? (see attached table)

15 - ____ Less than 82% of the median for Summit County

12 - ____ 82% to less than 96% of the median for Summit County

9 - ____ 96% to less than 106% of the median for Summit County

6 - ____ 106% to less than 130% of the median for Summit County

3 - ____ Greater than or equal to 130% of the median for Summit County

For joint applications, prorate the points by the % of local share. For County projects, use the income of the local community where the project is located.

11. What is the local revenue as a portion of total project costs? (see Project Financials of OPWC Application)

[(Local In-Kind Contribution + Local Revenues)/Total Financial Resources]

Show your calculation:

20 - ____ 50% or more

10 - ____ 10% to less than 30%

15 - ____ 30% to less than 50%

0 - ____ less than 10%

The designated local revenue portion shall be committed by ordinance or resolution and shall state the project local share and the source of the local share, or authorize the chief financial officer to certify the local share amount and source. Local Revenue does not include outside grant sources. (This question meets the ORC 164.14(E)(6))

12. Preferred form of funding for the project? (LTIP is for grants ONLY)

10 - ____ Credit enhancement
3 - ____ Combined grant/loan

6 - ____ Direct loan, 0% interest
0 - ____ Grant

13. Other factors relevant to a particular project. Has the applicant entered into the County of Summit Economic Development and Job Preservation Agreement?

12 - ____ Yes
0 - ____ No

(-12) - ____ Applicant (signatory community) found to have provided economic incentive(s) or other financial assistance to the employer or business from another signatory community (poaching). Applicant will be penalized 12 points (or 5% of the total possible points) on their applications for this year and for the next year.

14. Does the project promote new Smart Growth? (10 points maximum)

____ Sidewalks **(2 points)**
____ Bike lanes **(2 points)**
____ Utilization of LEED-certified construction practices **(2 points)**
____ Traffic calming project **(2 points)**
____ Innovative storm water best management practices ("daylighting" storm sewers, bio-swales, bio-retention cells, etc.) **(2 points)**

New sidewalks and bike lanes must represent a significant portion of the total project and span at least 50% of the project length. Applicant shall submit appropriate back-up documentation to support Smart Growth points.

15. Other factors relevant to a particular project. Does the project have a significant effect on employment in District 8?

Formula: Committed Jobs + 25% of Potential Jobs = Adjusted Jobs

30 - ____ 5,000 or more adjusted jobs
20 - ____ 2,500 to less than 5,000 adjusted jobs
10 - ____ 500 to less than 2,500 adjusted jobs
0 - ____ less than 500 adjusted jobs

Committed jobs must be documented by a written statement from the employer or applicant and include both retained jobs (those that would be otherwise lost from the region) plus new jobs. (Awarding of points is discretionary and requires TAC approval.)

16. Amount of OPWC funding requested?

10 - ____ \$250,000 or less
8 - ____ \$250,001 - \$500,000
6 - ____ \$500,001 - \$750,000
4 - ____ \$750,001 - \$1,000,000
2 - ____ \$1,000,001 - \$1,250,000
0 - ____ \$1,250,001 or more

17. Discretionary Points – (10 points maximum for all factors except significant regional impact, which can be awarded a maximum of 40 total points)

These points will be awarded after review by the Technical Advisory Committee and approval by the Integrating Committee. Applicants shall submit appropriate back-up documentation to support all requests for discretionary points.

The following list includes examples of possible discretionary point factors, but should not be considered an all-inclusive list:

- Capacity enhancement/level of service
- Flooding resulting in property damage
- Undersized underground utilities or numerous breaks in underground utilities and infrastructure, resulting in interruptions in service or inadequate fire service
- Dangerous intersection/road section (see AMATS Traffic Crash Report)
- Catastrophic event
- Emergency disruptions in infrastructure
- Failing household sewage treatment systems (such as septic systems) and/or wells that contribute to or create significant public health concerns
- Elimination of combined sewer
- Significant reduction in infiltration/inflow to sanitary sewers
- Significant regional impact

(This question meets the ORC 164.06 (B)(2) requirement for condition)

Total possible SCIP points - **266** (including discretionary points)

Total possible LTIP points - **256** (including discretionary points)

Total points for this project: _____

For additional assistance, please contact:

Gabriel Durrant, District 8 Liaison
330-643-8361, gdurrant@summitoh.net

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For more information, visit the District 8 website, <http://www.co.summit.oh.us/index.php/departments/community-a-economic-development/district-8>, or the Ohio Public Works Commission website, www.pwc.ohio.gov.

Submitting a Project Application for Financial Assistance to the OPWC:

The Essential Elements of a Project Application

- 1) **Project Name (Title):** Try to avoid the names “Paving Various Roads” or “Replacing Various Bridges”. Better Examples: “Wake County Multi Road Repair” or “Durham County Bridge Replacement”.
- 2) **Project Description:**
 - **Specific Location:** Locate the project termini (where the project begins and ends). For example: “South Market Street, from Wendover Street to Guilford Avenue.” This verbiage will be included in your project agreement.
 - **Identify the Problem:** Describe the issue to be addressed.
 - **Project Scope:** Provide the project specifics and the work to be completed. This verbiage will be included in your project agreement.
 - **How will you promote this project? :** The OPWC’s programs are funded by state dollars. By publicizing projects, we increase public awareness and transparency which helps to fund future projects. Specify how you’ll do this, e.g., website, press release, public meetings, social media, event programs, educational or promotional materials, media interviews, or annual reports.
- 3) **Project Engineer’s Estimate/Statement of Useful Life:** The Engineer’s Estimate must specify the types of quantities of materials to be used. For example: “247 C.Y.---Asphalt Concrete (402)---\$24,700” or “500 L.F.---Guardrail, Type 5---\$5,000”. A Lump Sum Only Estimate of the Total Project Cost should be avoided. A Statement of Useful Life can be included at the bottom of the Engineer’s Estimate. Per OAC 164-1-16 and OAC 164-1-13.
- 4) **Status of Fund Reports:** The following statement should be submitted by the Clerk, Treasurer, Clerk-Treasurer, Auditor, or Finance Director. “I, (name), hereby certify that the (Name of the Subdivision) has the amount of (\$ Local Share Amount) in the unencumbered (Name of Subdivision Account) and that this amount will be used to pay the (Name of the Subdivision)’s Local Share for the (Name of the Project).”
- 5) **Cooperative Agreement(s):** Needed when two or more subdivisions are cooperatively participating in the development and construction of the project.
- 6) **Project Costs and Financial Resources :** Estimated Project Costs must always equal Project Financial Resources . Total Financial Resources can never be more than amount in the Engineer’s Estimate. All project costs and resource categories will be printed in Appendix B of the Project Agreement.
- 7) **Evidence of Prepaid Invoices:** Required before or with the receipt of the first Request for Disbursement. A “Prepaid” is an item or items paid for by the subdivision before the receipt of the Project Agreement. The vast majority of “Prepays” represent Preliminary Engineering. Anything paid for by the subdivision after the receipt of the Project Agreement is not a “Prepaid” but, depending on the circumstances, may be either reimbursed or credited towards the subdivision’s local share.
- 8) **Authorization Legislation:** A certified copy of the legislation by the governing body of the applicant authorizing a designated official to submit this application and to execute contracts.
- 9) **Assessed Projects:** For projects where a direct assessment is planned to finance the project, legislation (resolution or ordinance) from the applicant’s trustees of city/village council is required that states the intention to pass an assessment specifically for this project. The Authorization and assessment legislation can be combined.

PER CAPITA INCOME IN DISTRICT 8

Based on 2023 ACS 5-year estimate

Median earnings for full-time, year-round workers with earnings

	Per Capita Income	Percent of Median	
130% of Median or Greater		3 points	
Bath township	\$114,821	162.2%	
Hudson city	\$109,824	155.2%	
Richfield township	\$103,099	145.7%	
Boston Heights village	\$95,208	134.5%	
Richfield village	\$94,875	134.0%	
106% to less than 130% of Median		6 points	
Twinsburg township	\$88,500	125.0%	
Copley township	\$84,088	118.8%	
Silver Lake village	\$81,706	115.4%	
Reminderville village	\$80,735	114.1%	
Sagamore Hills township	\$76,109	107.5%	
Twinsburg city	\$75,609	106.8%	
96% to less than 106% of Median		9 points	
Peninsula village	\$70,938	100.2%	MEDIAN
Fairlawn city	\$70,632	99.8%	
Boston township	\$69,722	98.5%	
Macedonia city	\$69,477	98.2%	
82% to less than 96% of Median		12 points	
Green city	\$67,429	95.3%	
Stow city	\$65,663	92.8%	
Tallmadge city	\$65,117	92.0%	
Northfield Center township	\$63,780	90.1%	
Norton city	\$62,860	88.8%	
New Franklin city	\$62,063	87.7%	
Munroe Falls city	\$60,982	86.2%	
Mogadore village	\$59,669	84.3%	
Less than 82% of Median		15 points	
Clinton Village	\$57,330	81.0%	
Coventry township	\$56,596	80.0%	
Cuyahoga Falls city	53,994	76.3%	
Springfield township	\$51,566	72.9%	
Akron city	\$46,750	66.0%	
Northfield village	\$46,585	65.8%	
Barberton city	\$44,372	62.7%	
Lakemore village	\$44,081	62.3%	

Summit County projects would use the income of the city, village or township in which the project is located.

SUMMIT COUNTY, OHIO
POPULATION DATA

CITIES	POPULATION
Akron city	189,526
Barberton city	24,977
Cuyahoga Falls city	50,864
Fairlawn city	7,689
Green city	27,381
Hudson city	23,007
Macedonia city	12,142
Munroe Falls city	5,019
New Franklin city	13,830
Norton city	11,576
Stow city	34,317
Tallmadge city	18,068
Twinsburg city	19,346
VILLAGES	POPULATION
Boston Heights village	1,436
Clinton village	1,111
Lakemore village	2,917
Mogadore village	2,793
Northfield village	3,525
Peninsula village	601
Reminderville village	5,370
Richfield village	3,711
Silver Lake village	2,514
TOWNSHIPS	POPULATION
Bath township	9,978
Boston township	1,426
Copley township	18,317
Coventry township	10,204
Northfield Center township	5,578
Richfield township	6,404
Sagamore Hills township	10,814
Springfield township	14,134
Twinsburg township	3,824
TOTAL POPULATION	
Summit County	542,399

Based on 2023 ACS 5-year estimate