

Transit Infrastructure Fund Applicant Guidelines

Rules & Regulations

Round 1 (Program Year 2021)

April 2020

Table of Contents

Contents

Transit Infrastructure Fund	3
Transit Infrastructure Fund Program Schedule	4
Round 1 (Program Year 2021).....	4
Key Stakeholders.....	5
District 2 Public Works Integrating Committee of Hamilton County (DPWIC)	5
Transportation Infrastructure Fund Liaison Officer.....	6
Program Administration	7
Program Administration—Support Staff.....	8
Option 1 – Outsource Project Scoring to a Qualified Third Party.....	8
Option 2 – Transportation Infrastructure Fund Support Staff.....	8
Option 3 – Public Works of Hamilton County Integrating Committee Support Staff	8
Eligibility & Funding	9
Eligible Infrastructure	9
Eligible Costs	9
Ineligible Costs.....	9
Project Cost Overruns.....	10
Transit Infrastructure Fund Program	11
Emergency Project Funding (EPF).....	12
Rules for Application	13
Filing Instructions.....	13
General Submittal Rules & Guidelines.....	14
General Guidelines.....	14
Errors & Omissions.....	14
Specific Submittal Rules & Guidelines.....	16
Transit Infrastructure Program Application for Financial Assistance	16
Project Rating.....	19
Overview	19
Project Distribution	19
Field Rating.....	19

Rating Work Session 19

Rules for Appeal 20

Project Funding..... 21

 Rules for Award 21

 Ranking the Projects 21

 Useful Life Requirement 21

 Recommended Funding Package 21

 Project Approval..... 21

 Disbursement of Funds 22

 Wages and Hours on Grant-Funded Projects..... 22

Residual Project Funding..... 23

Annual Program Review 24

District 2 Integrating Committee..... 25

District 2 Integrating Committee Alternates 26

Transit Infrastructure Program Support Staff 27

Transit Infrastructure Program Liaison Officer 28

Appendix A: Detailed Engineer’s Estimate/Useful Life Estimate 29

Appendix B: Authorizing Legislation..... 30

Appendix C: Traffic Certification Statement..... 31

Appendix D: Cooperative Agreement 32

Appendix E: Project Selection Criteria 33

Appendix F: Additional Support Information 54

Appendix G: Relative Economic Strength 59

Transit Infrastructure Fund

The Transit Infrastructure Fund program is intended to assist localities within Hamilton County in improving the state of their transportation infrastructure. This program focuses on improving the overall mobility of Hamilton County's residents by providing grant funds to improve and/or repair transit related infrastructure (primarily, but not limited to, roads and bridges) that are within Southwest Ohio Regional Transit Authority (SORTA)/Metro's service area (3/4 of a mile of a fixed route transit—excluding stretches on limited access highways, classified as Class 1, such as I-275, I-75, I-74 and I-71), see SORTA's service area map.

Hamilton County and municipalities and townships in Hamilton County may submit applications for projects.

The Transit Infrastructure Fund program will be administered by SORTA/Metro (Transit Authority) although grants made through the program will be awarded/approved by the Public Works Integrating Committee of Hamilton County in accordance with state law as stipulated as follows:

306.353 Authority to levy tax to fund construction or maintenance of roads or bridges related to provision of services by regional transit authority. This section applies only to a regional transit authority whose territory includes a county having a population of more than seven hundred fifty thousand but less than nine hundred thousand as of the most recent federal decennial census.

A regional transit authority to which this section applies may levy a tax, in accordance with section 5739.023 of the Revised Code, in part for the specific purpose of funding the general construction or maintenance of roads or bridges related to the provision of service by the regional transit authority. If a regional transit authority levies such a tax, the authority shall enter into agreements with counties, municipal corporations, and townships located within the authority's territorial boundaries to fund such projects. Such agreements shall be entered into before the authority may spend any portion of the revenue from such a tax for general construction or maintenance of any roads or bridges. Such agreements are subject to all of the following:

The regional transit authority shall submit each such agreement for approval to the appropriate public works integrating committee designated under section 164.03 of the Revised Code.

The integrating committee shall, on at least an annual basis, review and approve or deny agreements submitted to it under division (A) of this section.

Notwithstanding anything to the contrary in section 164.04 of the Revised Code, approvals and denials shall be by an affirmative vote of six of the members of the integrating committee.

The integrating committee shall notify the authority of the approval or denial.

The regional transit authority shall expend funds only as authorized in an approved agreement.

For further inquiries, please contact Khaled Shammout, VP of Strategic Planning and Development, at (kshammout@go-metro.com) or by phone on (513) 632-7671.

Transit Infrastructure Fund Program Schedule

Round 1 (Program Year 2021)

- Request for project proposalsApril 1, 2021
- Proposals submittal deadline (by 2:00 pm (EST))..... June 30, 2021
- Project review and scoring July 1, 2021 – August 31, 2021
- Support Staff Meeting (if necessary) July 9, 2021
- Authorizing Legislation submittal deadline (by 2:00 pm (EST)) July 16, 2021
- Support Staff priority approvalAugust 31, 2021
- Transit Authority Board confirms Support Staff’s recommendations September 14, 2021
- District 2 Integrating Committee’s final approval of projects..... October 2021
- Transit Authority enters into agreements with the Awardees QTR 4 2021
- Funds are made available to Awardees..... QTR 1 2022

Please note that the above dates are for Round 1 (2021) only. The schedule will be updated annually.

Key Stakeholders

District 2 Public Works Integrating Committee of Hamilton County (DPWIC)

The existing Integrating Committee will be utilized as defined by Ohio Revised Code 164.04 (as detailed below) and used by Ohio Public Works Committee program.

Structure

As per the Ohio Revised Code (ORC) 164.04:

- ⊗ The district committee shall consist of nine (9) members appointed as follows:
 - † Two (2) members shall be appointed by the Board of County Commissioners.
 - † Three (3) members shall be appointed by the chief executive officer of the most populous municipal corporation in the district.
 - † Two (2) members shall be appointed by a majority of the other chief executive officers of municipal corporations in the district.
 - † Two (2) members shall be appointed by a majority of the boards of township trustees in the district.
- ⊗ Of the members appointed by the Board of County Commissioners:
 - † One (1) member shall have experience in local infrastructure planning and economic development.
 - † One (1) member shall be either a county commissioner or a county engineer of the district.

Appointments

- | | |
|--|-------------------|
| ⊗ City of Cincinnati | Three (3) members |
| ⊗ Hamilton County | Two (2) members |
| ⊗ Hamilton County Municipal League | Two (2) members |
| ⊗ Hamilton County Township Association | Two (2) members |

Duties & Responsibilities

As per ORC 306.353:

- ⊗ The Transit Authority shall submit proposed agreements for projects to be funded through the Transit Infrastructure Fund for approval to the Integrating Committee
- ⊗ The Integrating Committee shall, on at least an annual basis, review and approve or deny agreements submitted to it by the Transit Authority.
- ⊗ Notwithstanding anything to the contrary in section 164.04 of the Revised Code, approvals and denials shall be by an affirmative vote of six (6) of the members of the integrating committee.
- ⊗ The Transit Authority shall expend funds only as authorized in an approved agreement.

Transportation Infrastructure Fund Liaison Officer

The liaison position is primarily to assist in administering the Transit Infrastructure Fund Program that is managed by Transit Authority.

The main duties of the liaison officer include, but are not limited to, the following:

- Manages the activities of the Support Staff
- Prepares Call for Projects for Transit Infrastructure Fund
- Acts as a liaison between the Transit Authority and OPWC District 2 Integrating Committee
- Reviews grant applications submitted to the Program.
- Prepares spreadsheets, mailings, notices, etc.
- Provides assistance to applicants during the application processing
- Works with Hamilton County, municipalities and townships during the application process, including:
 - Reviewing of completed applications, ensuring required documentation for grant
 - Verification with the Transit Authority staff for approval, notifications to the client, and
 - Regular monitoring of open grants
- Coordinates with fiscal officer to ensure fund availability and proper fund usage on all projects.
- Informs participants of project and fiscal status by maintaining and keeping project files updated
- Responds to inquiries from partners/participants regarding the Program
- Prepares and submits quarterly and annual reports on projects and the Program
- Maintains contact with Hamilton County, municipalities and townships in Hamilton County in order to coordinate efforts
- Schedules all meetings with the Transit Authority staff, the Transit Authority Board, Program participants, Support Staff and Integrating Committee

Program Administration

The Transit Authority will initiate the annual funding program with a general call for projects from the jurisdictions within and including Hamilton County. Projects submitted under this request for projects will be reviewed and scored based upon the project scoring methodology approved by the Transit Authority Board for that Program Year. The scoring of the projects can be accomplished in one of three ways that can be selected by the Transit Authority Board for that program year – 1) By a qualified third party selected by the Transit Authority Board, 2) By the Transit Infrastructure Funding Program Support Staff or 3) By the OPWC District 2 Support Staff. Whichever option is chosen, these individuals will serve as the “Support Staff” for that program year.

Duties & Responsibilities

At the direction of the Transit Authority, the “Support Staff” selected will assist in reviewing and implementing the program’s methodology, including:

- ⌘ Assist Hamilton County communities in understanding the Grant methodology and preparing applications.
- ⌘ Review project applications submitted for completeness.
- ⌘ Rate projects in the field as part of a Rating Team, and in work sessions with the full Support Staff.
- ⌘ Develop the Project Priority Listings for review by the Transit Authority Board and for Recommended Funding Package for the Integrating Committee.
- ⌘ Build consensus in all areas of the Program.

Program Administration Costs

Program administration costs will be covered by funds from this program. Program administration costs include time of staff assigned to managing the program and those involved in reviewing grant applications. Expenses, such as printing and website management fees, will also be eligible. Returns from Sales tax investments will be used to help cover any gap in administrative/program management costs. It is anticipated that no more than 3.0% of the available funds will be spent on administrative costs including Liaison’s administrative cost.

Program Administration—Support Staff

The Transit Authority may elect to utilize any of the following three options to evaluate and score the projects:

Option 1 – Outsource Project Scoring to a Qualified Third Party

The Transit Authority may elect to utilize a qualified engineering firm to score all the projects received according to the approved scoring methodology in place for that program year.

Option 2 – Transportation Infrastructure Fund Support Staff

The Transit Authority may elect to utilize a support staff appointed for the sole purpose of reviewing and scoring projects in a given program year.

Structure

Thirteen (13) appointed members (Support Staff):

- ☞ One (1) the Liaison Officer for the Transit Authority and the District 2 Integrating Committee.
- ☞ Two (2) serve as Technical Assistants to the Liaison Officer. To be selected by the Transit Authority.
- ☞ Five (5) Rating Teams/ Two (2) or three (3) members per team—total 12 members
 - The Liaison Officer does not participate in the rating of projects

Appointments

- | | |
|--|-------------------|
| ☞ Transit Authority (SORTA/Metro) | Three (3) members |
| ☞ City of Cincinnati | Three (3) members |
| ☞ Hamilton County | Three (3) members |
| ☞ Hamilton County Municipal League | Two (2) members |
| ☞ Hamilton County Township Association | Two (2) members |

Qualifications

It is highly preferable that the nominated members have a background in one or more of the following areas:

- ☞ Engineering
- ☞ Planning
- ☞ Architecture
- ☞ Construction management
- ☞ Road/Bridge Repair & Maintenance

Option 3 – Public Works of Hamilton County Integrating Committee Support Staff

The Integrating Committee has in place a support staff which is utilized to score projects received under a variety of programs coordinated by the Committee. Should OPWC District 2 Support Staff propose to evaluate and score the Transit Infrastructure Fund projects, the Transit Authority will consider using their services.

Program Improvements

At the end of each program year, the scoring teams will be asked to perform an annual review of current Transit Infrastructure Funding Program methodology, and the policies & procedures contained therein in order to provide recommendations for revisions to the methodology for consideration by the Transit Authority Board.

Eligibility & Funding

Eligible Infrastructure

§ Roads

- † Only publicly maintained thoroughfares within the right-of-way dedicated for public road purposes and within the Transit Authority's service area (3/4 of a mile of a fixed route transit—excluding stretches on limited access highways, classified as Class 1, such as I-275, I-75, I-74 and I-71) are eligible for Transit Infrastructure Fund funding.
- † All non-Class 1 roads including local highways or state routes such as Columbia Parkway, Sixth Street Expressway and Western Hills Viaduct are eligible for Transit Infrastructure Fund..
- † If applying for multiple streets in a single application, such as in a subdivision, *all streets must be contiguous or immediately adjacent*. If not, the project *will not* be rated by the Support Staff or considered for funding by the Integrating Committee.
- † Infrastructure improvements to transit service, such as bus pads, bus pullout bays and park-and-ride are eligible for Transit Infrastructure Fund funding.
- † Utilities (such as storm, watermains, sanitary water and solid waste) that are an integral part of a larger eligible infrastructure project are eligible for Transit Infrastructure Fund funding.
- † Street lighting that is an integral part of a larger eligible infrastructure project is eligible for Transit Infrastructure Fund funding.
- † Trees are eligible for Transit Infrastructure Fund funding if they are part of a larger eligible project.

§ Bridges

- † All culverts, bridges or tunnels owned by the Transit Authority and/or used by transit service are eligible for Transit Infrastructure Fund funding.
- † All pedestrian bridges and tunnels that are an integral part of a larger, eligible infrastructure project are eligible for Transit Infrastructure Fund funding.

§ Sidewalks

- † Sidewalks along roads, eligible for funding per above paragraph, are eligible for Transit Infrastructure Fund funding.
- † Sidewalk projects eligible for Transit Infrastructure Fund funding include construction of new sidewalks as well as ADA-related improvements such as addition of curb cuts/ramps and wheelchair landing pads.
- † Projects eligible for Transit Infrastructure Fund funding shall include sidewalk maintenance and expansion to provide better accessibility and ADA-compliance.

†

§ Active Transportation

- † Shared use paths, bike lanes or trails as associated with a larger eligible project under the road, bridge, or sidewalk categories are eligible for Transit Infrastructure Fund funding.

Signal Improvements/Technology

All traffic signal projects that incorporate improvements to safety, pedestrian and vehicle mobility, and transit travel times are eligible for Transit Infrastructure Fund funding.

Eligible Costs

Only construction and construction contingency costs are eligible for grant funding. No single project can be awarded more than 50% of a program years total funding. Jurisdictions may apply for projects requiring funding from more than a single program year. These multi-year projects are eligible for Transit Infrastructure Fund Program.

Ineligible Costs

- § Expenditures for improvements beyond basic requirements for infrastructure repair and post-construction restoration. Examples include but are not limited to:

- † Ornamental plants (other than trees) or structures
- † Decorative signs and other decorative items
- † Construction engineering and management

Limited access highways, classified as Class 1 (such as I-275, I-75, I-74 and I-71), will not be eligible for Transit Infrastructure Fund funding.

Project Cost Overruns

All cost overruns associated with any funded project, whether for work covered by the approved application or otherwise, *shall be the sole responsibility of the project applicant*, or such other subdivisions or persons as may be specified in the application.

- § Requests for additional funding will be considered by Support Staff only if completion of the project is jeopardized and the cost overrun is the result of circumstances beyond the control of, or without prior knowledge of the applicant, and which could not have been anticipated at the time of initial application. In such case, the applicant must apply for additional funding during the next round of solicitation period.

Transit Infrastructure Fund Program

Transit infrastructure funds will be dedicated to the Transit Infrastructure Fund Program and the administration of its program. The Transit Infrastructure Fund Program is calendar-year based.

Grant funds provided for rehabilitation, repair, and construction projects that improve roadway infrastructure that also serve transit.

- § The total amount of grant funding awarded cannot be greater than 97% of the Transit Infrastructure Fund Program forecasted funding for any given program year.
- § Grant funds cannot exceed 90% of the total construction cost of the project.
 - † The local jurisdiction must contribute a minimum of 10% of the total construction cost. Any source of funding to cover the 10% may be accepted as long as it is not from the Transit Infrastructure Fund.

The Round 1 (2021) of Transit Infrastructure Fund is the Program's first and it is not clear how much funding will be available. Hence, the projected available funds for Round 1 (2021) are forecasted to be between \$25 million and \$30 million. . Round 2 (2022) will be based on 2021 receipts plus any surplus funds from Round 1 (2021).

Emergency Project Funding (EPF)

An amount up to five percent (5%) of the most recent year's Transit Infrastructure Fund program may be set aside for potential emergency projects. Any surplus or unused funds from previously funded projects will be rolled into the following year's emergency fund. An emergency project is one that is considered to have an adverse negative impact on the community and transportation based upon an urgent and unforeseen need. The following are the conditions a project has to meet to be considered an emergency project:

- The project meets the eligibility requirements for Transit Infrastructure Fund funding (does not have to meet the minimum matching share)
- The project was not declined funding through the regular process in the same year
- A complete proposal is submitted
- Proposals may be submitted at anytime

Since a project being submitted as an "emergency" would be the only project to be evaluated, the Project Selection Criteria (Appendix E) will not be applied; this is because there won't be a need to rank the project. However, any project submitted as an "emergency" will need to meet all the requirements under section "Eligibility & Funding" excluding matching share requirements. The following process will be followed in evaluating an "emergency" project:

- 1- The Transit Authority's CEO and/or Board Chair may have a special meeting to discuss the "emergency" project
- 2- The project is then sent to the Integrating Committee for their review and action
- 3- Funding to the "emergency" project will be made available upon Integrating Committee's approval

Rules for Application

Filing Instructions

Applications filed after the deadline will not be accepted; no exceptions shall be granted for any reason.

- ⊗ The applicant is to submit one (1) signed original application and one (1) copy in PDF format on a flash drive.
- ⊗ The submittal of the original document *is to be bound only with a sturdy and easily removable paper clip or binder clip.*
 - † *Do not bind by stapling.*
 - † *Spiral bound, folder bound, or other means of binding are not permitted.*
- ⊗ If a jurisdiction is applying for *multiple projects*, the PDF versions of all applications *should be included on the same flash drive.*
- ⊗ Copies of all application documents on a flash drive must be an *exact and complete copy of all of the following documents submitted as part of the original application:*
 - † Application for Financial Assistance
 - † Additional Support Information form
 - † Detailed cost estimate
 - † Useful life certification
 - † Traffic/user certification
 - † Project vicinity map
 - † Project photos
 - † Status of funds certification
 - † Supporting documentation
 - † Infrastructure condition documentation
 - † Infrastructure safety documentation
 - † Infrastructure health documentation
 - † Jurisdiction user fee/assessment documentation
 - † Economic growth documentation
 - † Alleviate traffic hazards/LOS documentation
 - † Ban/moratorium documentation
 - † Infrastructure users documentation
 - † Improvements to transit use and accessibility

Projects can be filed at the Transit Authority's Office, 525 Vine Street, Suite 500, Cincinnati, OH 45202 only.

The applicant is solely responsible for filing the application and for the content of the applications(s) filed.

Applications will not be accepted by email or fax.

Upon receipt by the Transit Authority's Office, 525 Vine Street, Suite 500, Cincinnati, OH 45202, an application is time stamped as proof of receipt.

General Submittal Rules & Guidelines

General Guidelines

All documents must be filled out completely and signed where applicable.

- ☉ *The applicant is solely responsible for filing the application and the content of the applications(s) filed.*
- ☉ Before completing the Additional Support Information (ASI), thoroughly review the rating methodology to fully understand how projects are reviewed and rated by the Support Staff.

Documents which must be filed for an application to be considered complete and eligible for funding are:

- ☉ The Transit Authority Application for Financial Assistance
- ☉ Additional Support Information (ASI)
- ☉ Detailed cost estimate (signed and sealed by professional engineer)
- ☉ Useful life statement (signed and sealed by professional engineer)
- ☉ Certification of funds/Loan repayment letter (signed by elected/appointed fiduciary officer)
- ☉ Authorizing legislation
- ☉ Certification of fees, levies and/or taxes
- ☉ Certified traffic count - (signed by a registered professional engineer)
- ☉ Public Infrastructure / Right of Way ~~and/or easement agreements~~ documentation and right of access
- ☉ Ban/Moratorium data - a copy of legislation passed by the jurisdiction is required
- ☉ Project vicinity map
- ☉ Project photos - printed or mounted on 8 ½" x 11" sheet of paper
- ☉ Flash drive with the entire application in PDF format
- ☉ Submission Checklist (signed)

Documents required to be included in order for an application to be competitive are:

- ☉ Infrastructure condition data
- ☉ Infrastructure safety data
- ☉ Infrastructure health data
- ☉ Jurisdictional user fee/Assessment data
- ☉ Economic growth data
- ☉ Improvements to and impact on transit ridership
- ☉ Alleviate traffic hazard/Level of service data
- ☉ Relevant traffic accident reports - to include summaries, analysis and accident rates
- ☉ The applicant should provide as much information as possible to assist the Integrating Committee & Support Staff in understanding the limits, needs, costs and other factors relevant to the project.
- ☉ If an application does not offer a sufficient amount of information with which to truly understand the project, the lowest possible rating value will be awarded.
- ☉ A facility may be applied for only once in a given round. For instance, a single street may be applied for either in a separate application, or with a group of streets, but not both.

Errors & Omissions

If the Support Staff finds that an application is missing any required items after the June 30th, 2021 submittal deadline, the following guidelines shall be applied:

- ☉ If the missing information is discovered in one of the *ASI criterion*, or in a section of the *Transit Authority application for which a rating is assigned*, that criterion may be awarded zero (0) points.

In cases where a discrepancy is found in a projects' cost estimate (example- amount in the Transit Authority application does not correspond to that signed & sealed by a professional engineer), or in figures provided for traffic/users, the Support Staff will use its own discretion in awarding points to all rating criteria which are based upon the projects' cost estimate.

- § *It should be noted that field rating of a project does not imply that the project will be determined eligible until approved by the Integrating Committee.*
- § *Public Improvements / Right of Way*
 - † *For submittals that include infrastructure that lies outside commonly or traditionally recognized limits (right of way) of a public road or other public facility the applicant shall include documentation which demonstrates that the infrastructure in question is owned & maintained by a local subdivision. Failure to include such documentation may result in the project being recommended as not being eligible.*

In cases where a Support Staff Rating Team discovers an error and/or omission that could call into question the eligibility of the project, the Support Staff will consider the status of the project's eligibility at a special meeting of the Committee.

- § *The date set aside for this meeting is July 9, 2021*
- § *Note: This meeting will only be convened if such circumstances are found to exist!*

Following the July 9, 2021 Support Staff meeting, if a case arises where a Support Staff Rating Team discovers an error and/or omission that could call into question the eligibility of the project, the Support Staff will consider the status of the project's eligibility at the regularly scheduled August 31, 2021 meeting of the Support Staff.

Specific Submittal Rules & Guidelines

Transit Infrastructure Program Application for Financial Assistance

Section 1 - Project Financial Information

- § Grant requests require a minimum local and/or other share of at least 10% of project's total cost.
- § Information provided in the Transit Authority application pertaining to the project's Local & Other matching funds will be the sole source for rating:
 - † Criterion 5 (Matching Funds Local)
 - † Criterion 6 (Matching Funds Other)

Section 2 - Project Schedule

- § *True and realistic dates are required.*
 - † As per rules & regulations for projects applying for Transit Infrastructure Fund funding, construction must be underway no later than one (1) year from date of funding award unless otherwise approved by the Transit Authority.
 - † Failure to meet past project schedules *may result in termination of the project.*
- § Information provided in the application pertaining to the project's schedule will be the sole source for determining the submittal's eligibility in this regard.
 - † The Support Staff will review status reports of previous projects to help judge the accuracy of a jurisdiction's anticipated project schedule.

Section 3 - Project Information

- § Details assist the Support Staff in evaluating the project properly.
- § Documentation detailing how the problems(s) identified are to be corrected are required to substantiate the individual items noted in the submittal.
- § The applicant is strongly encouraged to use the Transit Infrastructure Fund Applicant Guidelines and Project Selection Criteria (found in Appendix E) as a guide.

Section 4 - Applicant Certification

- § Requires the signature of the applying jurisdiction's Chief Executive Officer, as noted **on page 5 of** the Transit Infrastructure Fund Transit Authority Application for Financial Assistance, and the date signed.

Section 5 - Additional Support Information (ASI)

To maximize the scoring potential of the application, be descriptive and detailed in the information you provide in the ASI form. The Support Staff relies heavily on the ASI when scoring projects.

- § Before completing the ASI form, thoroughly review all Transit Infrastructure Fund rating methodology documents to fully understand how projects are reviewed and rated by the Support Staff.
- § Take time to review your completed ASI to ensure that your responses provide all of the information requested for each category:
 - † All questions must be answered; leave no section blank.
 - † *Yes - No - N/A* choices for each rating criterion were added to assist in ensuring that all questions have been answered. Checking one of these options satisfies this requirement.
 - † It is highly recommended that more detailed information, preferably supported by documentation, be included for all applicable rating criterion, whether noted as required or not.

Section 6 - Detailed Cost Estimate (please see Appendix A for an example)

Provide an *itemized* cost estimate that accurately reflects the project cost.

- ⊗ All items noted as a component of the project must be included in the estimate.
- ⊗ The estimate must be signed and sealed by a Professional Engineer registered in the State of Ohio.

Section 7 - Useful Life Statement (please see Appendix A for an example)

The minimum useful life for any project is seven (7) years.

- ⊗ The average useful life for all projects funded by this program cannot be less than twenty (20) years.
 - † Must be signed and sealed by a Professional Engineer registered in the State of Ohio.

Section 8 - Certification of Funds Letter

Must certify that the local and/or other share funds are or will be available.

- ⊗ Must be on jurisdiction's official letterhead.
- ⊗ Must be signed by the Chief Fiscal Officer.
- ⊗ Must be included for each funding source listed in the application.
 - † The applicant must use the format specified by the Support Staff, a template for which can be found on the Transit Authority's website, or see Appendix B for an example.

Section 9 - Authorizing Legislation (please see Appendix B for an example)

Establishes a jurisdiction's Chief Executive Officer (CEO), Chief Fiscal Officer (CFO), and Project Manager

- ⊗ Authorizes the CEO to apply for Transit Infrastructure Fund funding and enter into contract with the Transit Authority.
- ⊗ Must be signed by either the jurisdiction's CFO or Clerk/Fiscal Officer.
- ⊗ Must be submitted to the Transit Authority's Liaison Officer by **2:00 pm (EST), July 16, 2021**.
- ⊗ *Applicants must include new enabling legislation each funding round.*

Section 10 - Certified Traffic Count (please see Appendix C for an example)

Signed by a registered professional engineer

- ⊗ Must include:
 - † The name of the street or streets
 - † The number of users being certified
 - † The source of the traffic count

Section 11 - Public Infrastructure / Right of Way

- ⊗ Deed of Acceptance
- ⊗ Easement or Right of Way acquisition documentation

Section 12 - Cooperative Agreement (please see Appendix D for an example)

Only required if project involves more than one subdivision

Section 13 - Certification of Fees, Levies & Taxes (FLT)

- ⊗ Documentation must be provided; examples include but are not limited to:
 - † A copy of a resolution establishing a fee, levy or tax dedicated for the infrastructure applied for.
 - † A letter from the jurisdiction's CFO or Clerk/Fiscal Officer certifying that the fee, levy or tax being cited has been levied.
 - † In the event that a copy of the enabling documentation (resolution or ordinance) is not available for inclusion in the submittal, the certification of the FLT must definitively state that the infrastructure being applied for is earmarked for funding from the FLT noted.

Section 14 - Project Photos

Should accurately reflect the condition of the facility cited in the application.

- § For example, for road or drainage improvement to address flooding problems, a photo(s) shot during or immediately after a rain event.
- § Whenever possible, should be of expansive areas of the infrastructure.
 - † Close up photos of a single pothole or other isolated deficiencies will not suffice.

Section 15 - Project Vicinity Map

A detailed map assists the rating team in identifying unique circumstances about the infrastructure applied for.

- § The applicant may consider including a broad location map and a more detailed map to identify the project and any surrounding features that will support the application.
- § Simply using a copy of a page from the Auditor's Plat Book, or other such source which does not sufficiently demonstrate the location of the project, is not acceptable.
- § Provide a GIS shapefile (with lat/long) of the project location.

Section 16 - Flash Drive

A jurisdiction applying for multiple projects should include the PDF version (searchable format) of all the applications *on one (1) flash drive*.

Section 17 - Submission Checklist

The Submission Checklist is a tool provided to ensure the application is complete, including all required documentation.

- § The Submission Checklist must be signed by an official of the applying agency.
 - † *With the signature of the applicant's representative, the applicant acknowledges that they have read and understand the most current edition of the Transit Infrastructure Fund Applicant Guidelines and that omission of any required information will impact the rating of the project and may also cause the application to be invalid.*

Project Rating

Overview

The Support Staff assign scores to the following Additional Support Information (ASI) rating criteria items:

- Priority
- Transit Impact
- Ability to Proceed
- Matching Funds Local
- Matching Funds Other
- Regional Impact
- Relative Economic Strength
- Fees, Levies & Taxes

Rating teams field checks and verifies all other criteria in the ASI, and assign the appropriate rating.

- ⊗ A Support Staff member may not be involved in the rating of a project(s) for the jurisdiction of which they are an employee. The member may be in attendance, but not involved in the field rating process.
- ⊗ A rating team may call upon another team's expertise as required.
 - † Technically difficult or potentially problematic applications will be reviewed by a rating team consisting of four or more Support Staff members.

Project Distribution

The Liaison Officer and Technical Assistants determine the makeup of the rating teams

- ⊗ Projects are sorted for distribution to rating teams based on the following (in order of importance):
 - † Expertise of rating team
 - † Project type (roadway rehabilitation, roadway expansion, structural, drainage, etc.)
 - † Balanced number of projects assigned per rating team

Field Rating

The Rating Teams will rate only the components/factors of a project directly associated with the type of infrastructure as indicated on the first page of the Transit Infrastructure Fund Application for Grant Funding.

- ⊗ The Committee recognizes the Transit Authority's authority to exercise discretion to determine if additional components/factors will be rated. Examples include but are not limited to:
 - † Components/factors the applicant notes in their submittal, such as age, condition, safety or capacity.
 - † Information contained in applicant's submittal such as disparities in the detailed cost estimate.

Rating Work Session

The Liaison Officer presides over the Support Staff work session and drafts a list of the order in which projects are to be reviewed.

- ⊗ Each rating team presents the projects it rated to the entire Support Staff.
- ⊗ A Support Staff member may not be involved in discussion concerning the rating a project(s) for the jurisdiction of which they are an employee. The member may be in attendance, but cannot speak to the merits of the project during the rating process.

Rules for Appeal

The Support Staff's rating scores of projects are considered final. No appeals will be considered by the Support Staff.

Project Funding

Rules for Award

The Support Staff will be responsible for determining the following for each of the selected projects:

- Ⓞ Points awarded to a project application
- Ⓞ Number and dollar amount of the projects funded
- Ⓞ Criteria used for project selection

An affirmative vote by six (6) of the nine (9) members of the Integrating Committee is required for approval.

- Ⓞ All decisions of the Integrating Committee are final.
- Ⓞ Funds for projects approved by the Integrating Committee will become available through a contract between the Transit Authority and the awarded project applicant.

Ranking the Projects

To be considered for funding, a project must receive at least 25% of the total available points.

For all projects that score above the minimum requirements, and after final scores have been computed, projects are posted in the order of cumulative Transit Infrastructure Fund scores (tie breakers included if necessary).

- Ⓞ First Tiebreaker: Score of Rating Category 1 – Physical Condition
- Ⓞ Second Tiebreaker: Rating Category 13 – Transit Impact.

This document is referred to as the Preliminary Priority Listings.

The Liaison Officer and the Technical Assistants meet to review the Priority Listings, establish a “cut-line” for funding program, and prepare funding recommendations for the full Support Staff’s review.

- Ⓞ Cut-lines are established between the last project that can be fully or partially funded and the next, which cannot.

Useful Life Requirement

The average useful life of all projects recommended for funding cannot be less than 20 years.

Recommended Funding Package

The Liaison Officer and Technical Assistants determine which projects are to be recommended for funding. These recommendations are referred to as the Recommended Funding Package. It consists of:

- Ⓞ Priority Listings of projects for the Transit Infrastructure Fund
- Ⓞ The grant funding recommendations for the Transit Infrastructure Fund
- Ⓞ At the Staff Support Committee’s own discretion, one or more of the projects may be partially funded. This is to allow projects with long implementation schedule and/or huge construction costs an opportunity to still receive funding.

Project Approval

The Liaison Officer:

- Ⓞ Distributes the Support Staff’s Project Priority Listings & Recommended Funding Package to the Transit Authority Board for review and confirmation of recommendations prior to submittal to the Integrating Committee. The approval of projects to be funded rests with the Integrating Committee.
- Ⓞ Distributes these documents to the District 2 Integrating Committee and alternate members for final approval.

The Integrating Committee will convene on to consider the Transit Authority's Project Priority Listings & Recommended Funding Package.

- § The Project Priority Listings & Recommended Funding Package must receive six (6) out of a possible nine (9) votes by the Integrating Committee.
- § Following approval of the Transit Authority's Project Priority Listings & Recommended Funding package by the District 2 Integrating Committee, the Transit Authority enters into agreements with the Awardees for the approved funding.

Disbursement of Funds

When the Awardee is ready to utilize the funds, it must submit a request (that may include one or more invoices for the same project) to the Transit Authority requesting the release of the funds. The Transit Authority processes the request for the issuance of a warrant (check) which is forwarded to the ~~Contractor~~ local agency (Awardee). The individual named as the project "Chief Financial Officer" will receive confirmation of payment in the month following the month of payment under cover letter, which instructs; **"When the project is complete, a full accounting must be returned to this office, with your check for any unexpended funds."**

The Transit Authority will pay a portion of each invoice based on the disbursement ratio and the Awardee will pay the balance of the invoice. Final reconciliation will be made at the time of the final disbursement request.

It is preferred that no more than two requests per project are submitted per month. The Transit Authority will issue the check within thirty (30) days from receipt of request.

Wages and Hours on Grant-Funded Projects

Please note that all state and local bidding laws and requirements be followed including the payment of state prevailing wages. If the project is jointly funded with federal money, federal laws may override state requirements—hence, it is imperative for the project owners to discuss with the federal agency whose funding is being used. The following link (<http://codes.ohio.gov/orc/4115>) contains references to state requirements. However, it is the proposer's responsibility to research and follow all state and federal requirements. Questions should be directed to the local subdivision's legal counsel.

Residual Project Funding

When a Transit Infrastructure Fund project funded prior to the current funding round is completed without expending all Transit Infrastructure Fund dollars appropriated for that project, the balance of unexpended funds will be moved to the Emergency Fund unless that fund is at or above 5% of the most recent total annual funding in which case these funds will be returned to Transit Infrastructure Fund program balance. These funds are designated as “residual funds” and will be added to the following year’s funds.

Annual Program Review

The Transit Infrastructure Fund methodology is based on OPWC's Capital Improvement Program which is the product of an extremely detailed analysis and application of State of Ohio laws which govern the OPWC and the Programs. The following procedures will be implemented by the Transit Authority to ensure that the methodology for the Transit Infrastructure Fund Program is as up to date as is reasonably possible.

The Support Staff will meet annually to review the Transit Authority's methodology and to discuss any issues identified by their appointees and the Support Staff that arose in the preceding round.

- § The Liaison Officer and the Support Staff's Technical Assistants will work closely with the full Support Staff to address the issues that were identified in the previous funding round, develop procedures to remediate these issues, and draft revised language for the consideration of the Transit Authority for inclusion in the Transit Infrastructure Fund methodology.
- § The Liaison Officer will forward to the Transit Authority Board the recommendations developed by the Support Staff for their review, comment, and approval.
- § Recommended revisions of the Transit Authority Board will be incorporated into the final draft of Transit Infrastructure Fund Program's methodology.
- § Working with the Integrating Committee, the Liaison Officer annually reviews the applicable U.S. Census data utilized to formulate Relative Economic Strength (RES). Any revisions noted are factored into the RES ratings for the upcoming round of funding. See Appendix G.
- § On a triennial basis, beginning in 2023, the Support Staff shall appoint a Subcommittee to work with the Support Staff and Liaison Officer to perform a comprehensive review of the methodology and policies & procedures of the Transit Infrastructure Fund. If it is determined that the need for such a review is required prior to the scheduled triennial review of the Transit Authority, the Support Staff may appoint a Subcommittee at any time to for the same purpose.

District 2 Integrating Committee

<u>Member</u>	<u>Representing</u>	<u>Phone</u>
Eric Beck - Chairman	Hamilton County	946-4250
Thomas Hart	Hamilton County - At Large	245-1010
Chris Bigham	City of Cincinnati	352-1518
Greg Long	City of Cincinnati	352-5289
Sheryl Long	City of Cincinnati	352-6249
Robert Bemmes	Hamilton Co. Municipal League	733-3725
Lee Czerwonka	Hamilton Co. Municipal League	745-0402
Denny Connor	Hamilton Co. Township Assoc.	378-5254
Tony Rosiello	Hamilton Co. Township Assoc.	317-2861

District 2 Integrating Committee Alternates

Member

Todd Long
David Krings
John Brazina
Kelly Carr
Karen Alder
Craig Margolis
Carson Shelton
Josh Gerth
Dan Unger

Alternate for

Eric Beck
Thomas Hart
Greg Long
Sheryl Long
Chris Bigham
Robert Bemmes
Lee Czerwonka
Tony Rosiello
Denny Connor

Phone

946-4254
200-4222
352-6249
352-3486
352-2551
891-2424
527-6504
688-8400
385-7500

Transit Infrastructure Program Support Staff

If this option is selected

<u>Member</u>	<u>Jurisdiction</u>	<u>Phone</u>
☞ The Transit Authority (SORTA/Metro)	Three (3) members, TBD	
☞ City of Cincinnati	Three (3) members, TBD	
☞ Hamilton County	Three (3) members, TBD	
☞ Hamilton County Municipal League	Two (2) member, TBD	
☞ Hamilton County Township Association	Two (2) members , TBD	

Transit Infrastructure Program Liaison Officer

Transit Agency Liaison Officer—to be determined

Appendix A: Detailed Engineer’s Estimate/Useful Life Estimate

{NOTE: The Estimate should specify items with prices and quantities necessary for the project. Do not summarize construction into one item. A construction contingency up to 10% is permitted but inflationary adjustments are not. If the Useful Life Statement is provided on a separate page then both pages must have an engineer’s seal or stamp and signature.}

[Insert Project Name]

ITEM	QUANTITY	UNIT	PRICE	AMOUNT
TOTAL				

The estimated useful life of the [Insert name of project] is _____ years.

Engineer’s Signature and Stamp or Seal

Note: A separate form may be used.

Appendix B: Authorizing Legislation

A RESOLUTION AUTHORIZING [INSERT NAME AND/OR TITLE] TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE TRANSIT INFRASTRUCTURE FUND PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the Transit Infrastructure Fund Program provides of funding for the general construction or maintenance of roads or bridges and related facilities involved in the provision of service by the regional transit authority

WHEREAS, the [Insert Name of Political Subdivision] is planning to make capital improvements to [Insert Project Name], and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the Transit Infrastructure Fund,

NOW THEREFORE, BE IT RESOLVED by [Insert Name of Political Subdivision]:

Section 1: The [Insert Name and/or Title of the individual who signs page 6 of the application] is hereby authorized to apply to the Transit Authority for funds as described above.

Section 2: The [Insert Name and/or Title of the Chief Executive Officer on page 5 of the application] is authorized to enter into any agreements with the Transit Authority as may be necessary and appropriate for obtaining this financial assistance.

Passed: [Insert Date]

[All Required Signatures Here]

Appendix C: Traffic Certification Statement

I hereby certify that the total number of users for _____
(Street name)

in _____, Ohio is _____ users per day.
(Applying jurisdiction)

The source of the traffic data was derived from _____
(Source: examples provided below)*

(Certifying Engineer's Signature)

(Date)

(Print Certifying Engineer's Name)

*Examples include but are not limited to:

- Applicant mechanical count
- Applicant manual count
- Consultant mechanical count
- Consultant manual count
- Hamilton County Engineer
- OKI
- ODOT

Appendix D: Cooperative Agreement

{NOTE: Execute a cooperation agreement if your project is a joint project in which there are two or more political subdivisions. A letter from a subdivision is not a substitute.}

RESOLUTION NUMBER/DATE

[Insert name of subdivision “A”] and [Insert name of subdivision “B”] enter into a cooperation agreement to submit an application to the Transit Authority for the [insert project name].

[Subdivision A] will provide funds equal to [insert percent] percent of the total project cost. Such funds will come from [insert name of account/fund].

[Subdivision B] will provide funds equal to [insert percent] percent of the total project cost. Such funds will come from [insert name of account/fund].

[Subdivision B] authorizes [Subdivision A] to serve as lead applicant and to sign all necessary documents.

[Subdivision A] agrees to pay its [insert percentage] of the cost as invoices are due/at the end of the project/as otherwise agreed upon.

[Subdivision B] agrees to pay its [insert percentage] of the cost as invoices are due/at the end of the project/as otherwise agreed upon.

Signatures for Subdivision A

Signatures for Subdivision B

Appendix E: Project Selection Criteria

Appendix E details the selection criteria to be completed by the applicant and that will be used by the Rating Teams to score each project. All criteria in this appendix need to be addressed by the applicant.

Transit Infrastructure Fund

Round 1 (Program Year 2021)

Project Selection Criteria

Project: _____

Applicant: _____

Rating Team: _____

General Statement for Rating Criteria

Points awarded for all items will be based upon engineering experience, field verification, application information and additional support information supplied by the applicant, which is deemed to be relevant by the Support Staff. Examples provided are not exclusive, but only provides a small sampling of situations that may be relevant to a given project.

Each criterion has an assigned multiplier that will be applied to its assigned score. The following is the list of multipliers:

Minimum requirement:		
Does this infrastructure serve existing fixed routes or paratransit service? (YES or NO)		
If YES, score project. If NO, project is not qualified and will not be scored		
Scoring Criteria	Points	Multiplier
Criterion 1 - Physical Condition	25	5
Criterion 2 - Safety	10	3
Criterion 3 - Priority	50	1
Criterion 4 - Economic Growth	10	2
Criterion 5 - Matching Funds LOCAL	10	5
Criterion 6 - Matching Funds OTHER	10	2
Criterion 7 - Regional Impact	10	1
Criterion 8 - Relative Economic Strength	5	5
Criterion 9 - Ban	10	1
Criterion 10 - Existing Daily Users	10	2
Criterion 11 - Fees, Levies, Taxes	5	2
Criterion 12 - Transit Impact		
A. Fixed Route	25	4
B. Paratransit Only	10	1
C. Improving Bus Travel Time—Bus Lanes	10	1
Criterion 13 - Multimodal Infrastructure	10	1
Criterion 14 - Ability to Proceed	10	4
Criterion 15 - Sustainability	25	1

Criterion 1 - Physical Condition (multiplier: 5)

Describe the physical condition of the infrastructure that is to be replaced or repaired? What is required to improve the infrastructure so that it will realize its stated useful life?

Condition of the particular infrastructure to be repaired, reconstructed or replaced shall be a measure of the degree of reduction in condition from its original state. Historic pavement management data based on ASTM D6433-03 or similar current edition rating system may be submitted as documentation. Capacity, serviceability, safety and health *shall not* be considered in this criterion. ***Documentation the applicant wishes to be considered must be included in the application package.*** For underground items which cannot be visually inspected to receive a rating greater than poor, the applicant must submit documentation demonstrating the physical condition of the infrastructure and the frequency and severity of problems related to the physical condition, including a summary.

25 - Failed- Requires complete reconstruction (also applies to new sidewalks)

23 - Critical- Requires major reconstruction to maintain integrity

20 - Extremely Poor- Requires partial reconstruction or extensive rehabilitation to maintain integrity

17 - Poor- Requires standard rehabilitation to maintain integrity

15 - Moderately Poor- Requires minor rehabilitation to maintain integrity

12 - Fair- Requires extensive maintenance and periodic repairs to maintain integrity

10 - Moderately Fair- Requires routine maintenance to maintain integrity

5 - Good- Requires periodic minor maintenance to maintain integrity

0 - Excellent/New- Requires little or no maintenance to maintain integrity

Note:

- † *The nine examples offered above are to be used as a guide in determining the condition of the infrastructure. Rating teams should not feel the need to award a score that matches one of the examples above.*
- † *If the infrastructure is in “excellent or new” condition it will not be considered for funding unless it is an expansion project that will improve serviceability.*
- † *Please refer to the detailed descriptive examples which can be found in the Additional Support Information portion of the application.*

Notes: _____

Criterion 2 - Safety (multiplier: 3)

How important is the project to the safety of the public & citizens of ~~the District~~Hamilton County and/or service area?

The applicant shall submit documentation of the deficiencies cited, and explain how the project will address these deficiencies. For example, have there been vehicular crashes attributable to the problems cited? Do they involve injuries or fatalities? *Does the infrastructure create an obstruction and/or impediment that affect the safety of the public?* In the case of water systems, are existing hydrants non-functional? In the case of water lines, is the present capacity inadequate to provide volume or pressure for adequate fire protection? Reviewers should take sidewalks and non-motorized safety into consideration when scoring this criterion. The inclusion of sidewalks in the project to provide safer access to bus stops or safer environment to individuals with mobility or visual impairment should be scored higher. Improvements to street lighting would be eligible provided it is shown to improve the safety level. *In all cases, specific documentation is required. Problems cited which are poorly documented generally will not receive more than 5 points.*

10 - Highly Critical Importance- Ongoing documented safety problems with multiple critical factors

8 - Critical Importance- Ongoing documented safety problems with critical factors

6 - Considerably Significant Importance- Ongoing documented safety problems

4 - Moderate Importance- Intermittent documented safety problems with severe factors

2 - Minor Importance- Minor or potential safety problems noted by the applicant and observed by the rating team

0 - No Measurable Impact- Application does not indicate a safety problem

Note:

† Each project is rated on an individual basis to determine if any criterion of the category applies.

† Examples provided above are not intended to be exclusive.

Notes: _____

Criterion 3 - Priority

For jurisdictions with multiple applications, please rank the priority of your application:

In the Additional Support Information the applicant will list in order of priority the projects for which it is applying. Points are awarded based solely on this information.

50 - First priority project for 2 or more jurisdictions

OR

25 - First priority project

20 - Second priority project

15 - Third priority project

10 - Fourth priority project

5 - Fifth priority project or lower

Criterion 4 - Economic Growth (multiplier: 2)

Provide a statement detailing how the project will enhance economic growth.

10 - The project will directly secure preferred economic development

The project will bring significant new permanent employment in the industrial, manufacturing or office field (commercial development) to the District. Transit oriented development including mixed-use developments would fall under this particular score. The associated development project is a revitalization of unutilized or previously developed vacant parcels. The applicant must submit documentation demonstrating the viability of the project and the commitment of the principals involved.

7 - The project will directly secure economic development

The project will bring significant new permanent employment in the industrial, manufacturing or office field (commercial development) on undeveloped land to the District. The applicant must submit documentation demonstrating the viability of the project and the commitment of the principals involved.

2 - The project will permit economic development

The project will provide access to a development site that is underutilized or undeveloped due to a lack of access. The applicant must submit documentation demonstrating the current constraints on the development site and how the project will eliminate these constraints.

0 - The project will not impact development

The project will have no impact on business development/employment.

Note:

† *Each project is rated on an individual basis to determine if any aspects of the criterion apply. Rating teams should consider the affect development will have both on Hamilton County and the applying jurisdiction; such as number of jobs to be created, revenue to be generated, and how long the site has gone undeveloped, unutilized, or underutilized.*

Notes: _____

Criterion 5 - Matching Funds LOCAL (multiplier: 5)

Information is provided by the applicant detailing the amount of local funding in the project budget.

List total percentage of LOCAL funds _____%

10 - 50% or higher

8 - 40% to 49%

6 - 30% to 39%

4 - 20% to 29%

2 - 10% to 19%

0 - less than 10%

Notes: _____

Criterion 6 - Matching Funds OTHER (multiplier: 2)

Information is provided by the applicant detailing the amount of other funding sources.

Documentation from other funding sources detailing financial participation in the project, including the amount of funding to be committed, is required to receive points. List below each funding source and percentage:

<i>10 - 50% or higher</i>	_____	_____ %
<i>8 - 40% to 49%</i>	_____	_____ %
<i>6 - 30% to 39%</i>	_____	_____ %
<i>4 - 20% to 29%</i>	_____	_____ %
<i>2 - 10% to 19%</i>	_____	_____ %
<i>1 - 1% to 9%</i>	_____	_____ %
<i>0 - less than 1%</i>		

Notes: _____

Criterion 7 - Regional Impact (multiplier: 1)

Provide a statement concerning the regional significance of the infrastructure to be replaced, repaired or expanded.

Does the infrastructure have regional impact?

- † For roads and bridges, consider the origination and destination of traffic, functional classification, size of service area, and number of jurisdictions served.
- † For all other infrastructure, regional impact will be determined on a case by case basis taking into consideration among other things, the size of service area, and number of jurisdictions served.
- † Other factors to be considered, but which individually do not denote the regional impact of the infrastructure, are as follows:

10 - Major Impact- Roads: Major Arterial

- † Crosses multiple jurisdictions
- † Provides a great degree of mobility.
- † Generally conveys large traffic volumes for distances greater than one mile.
- † Is of regional importance and is intended to serve beyond the county, connecting urban centers with one another and with outlying communities, employment providers, or shopping centers.
- † Intended primarily to serve through traffic.
- † Provides limited access to property.
- † Provides direct access to an interstate highway.

8 - Significant Impact- Roads: Minor Arterial

- † Serves through traffic that is similar in function to a major arterial, but operates with lower traffic volumes, serving trips of shorter distances (but still greater than one mile), and may provide a higher degree of property access than do major arterials.

6 - Moderate Impact- Roads: Major Collector

- † A roadway providing traffic movement between local roads and arterials, or community-wide activity centers.
- † May also provide direct access to abutting properties such as regional shopping centers, large industrial parks, major subdivisions and community-wide recreational facilities, but typically not individual residences.
- † Generally are through streets carrying moderate traffic volumes over moderate distances (generally less than one mile).

4 - Minor Impact- Roads: Minor Collector

- † A roadway similar in function to a major collector, but which carries lower traffic volumes over shorter distances and has a higher degree of property access.
- † May serve as main circulation streets within large residential neighborhoods, and may, or may not, be through streets.

2 - Minimal or No Impact- Roads: Local

- † A roadway that is primarily intended to provide access to abutting properties.
- † Accommodates lower traffic volumes, serves short trips (generally within neighborhoods), and provides connections primarily to collector streets rather than arterials.

Notes: _____

Criterion 8 – Relative Economic Strength (multiplier: 5)

What is the relative economic strength of the jurisdiction?

The District 2 Integrating Committee predetermines the applicant economic strength (see Appendix G). The relative economic strength of a jurisdiction may periodically be adjusted when pertinent US Census data is updated. The jurisdictions will be ranked based on U.S. Census Bureau Median Household Income in the past twelve (12) months. Each jurisdiction will be assigned the number of its rank. Finally, the following table will be used to assign the final Relative Economic Strength score for each jurisdiction.

Total Points Ranking	Score
0-5	5
6-10	4
11-15	3
16-20	2
21-25	1
26+	0

Criterion 9 - Ban (multiplier: 1)

Describe what formal action has been taken which resulted in a ban of the use of, or expansion of use, for the infrastructure involved.

The ban or moratorium must be the result of structural or operational deficiencies. Points awarded only if the ban is to be rescinded upon completion of the project. *The applicant shall provide documentation of the official action taken to implement the ban or moratorium.*

- 10 - Complete ban; facility closed*
- 8 - 80% reduction in legal load or 4-wheeled vehicles only*
- 7 - Moratorium on future development; not functioning for current demand*
- 6 - 60% reduction in legal load*
- 5 - Moratorium on future development; functioning for current demand*
- 4 - 40% reduction in legal load*
- 2 - 20% reduction in legal load*
- 0 - Less than 20% reduction in legal load*

Notes: _____

Criterion 10 – Existing Daily Users (multiplier: 2)

What is the total number of existing daily users that will benefit as a result of the proposed project?

A registered professional engineer must certify (stamp & seal) the required documentation which must include traffic counts or residents/households served ~~(when converted to a measurement of persons)~~ and include the name of the infrastructure and the total number of users. Public transit users are permitted to be counted for road and bridge projects, but only when certifiable ridership figures are provided (i.e. provided by the Transit Authority).

- 10 - 30,000 or more*
- 8 - 21,000 to 29,999*
- 6 - 12,000 to 20,999*
- 4 - 3,000 to 11,999*
- 2 - 2,999 and under*

Notes: _____

Criterion II - Fees, Levies, Taxes (multiplier: 2)

Has the jurisdiction enacted the optional \$5 license plate fee, an infrastructure levy separate from this fund, user fee, or other dedicated tax for the pertinent infrastructure?

The applicant shall document (in the Additional Support Information form) the type of fees, levies or taxes dedicated toward the type of infrastructure being applied for. *Documentation must be provided; i.e. a copy of a resolution establishing a fee, levy or tax dedicated for the infrastructure applied for.*

5 - *Two or more of the above*

3 - *One of the above*

0 - *None of the above*

Notes: _____

Criterion 12 – Transit Impact

If the Transit Authority’s fixed route bus service runs in the proposed project’s infrastructure, use section (A) for scoring; otherwise, use (B). Remember that a project to be eligible for Transit Infrastructure Fund funding must have a score of one (1) or higher in this criterion. Any project receiving a score of zero (0) in this criterion will not be eligible for Transit Infrastructure Fund funding.

A. Serving Fixed Route Service (multiplier: 4)

How well traversed is this project by transit? The number of scheduled bus trips is for a typical weekday, in one direction. At least 75% of the proposed project length has to be served by the fixed-route to receive the corresponding points based on its weekday trip.

25 – The road infrastructure is utilized by 125 or more fixed-route scheduled weekday trips

20 – The road infrastructure is utilized by 80-124 fixed-route scheduled weekday trips

15– The road infrastructure is utilized by 50-79 fixed-route scheduled weekday trips

10– The road infrastructure is utilized by 20-49 fixed-route scheduled weekday trips

5– The road infrastructure is utilized by 10-19 fixed-route scheduled weekday trips

1 – The road infrastructure is utilized by 1-9 fixed-route scheduled weekday trips

0– The road infrastructure is not serving any fixed route bus or street trips.

B. Serving Paratransit Service—Score only if 0 on Fixed Route (multiplier: 1)

How likely this road infrastructure will serve paratransit (ACCESS) riders? This is measured by proximity from a fixed route alignment.

10 – The proposed project is within 1/3 of a mile of fixed route transit

6 – The proposed project is within 1/2 of a mile of fixed route transit

4 – The proposed project is 3/4 of a mile of fixed route transit

0 – Does not serve paratransit as the proposed project is over 3/4 of a mile of fixed route transit

Notes: _____

Describe the impact to the Transit Authority’s transit system by completing the project.

C. Improving Bus Travel Time—Bus Lanes (multiplier: 1)

Does the proposed project include construction of a bus-only lane? The scoring is based on the percentage of the project length that includes a bus-only lane.

10 – 75% or more of the proposed project length includes a bus-only lane

6 – 50% or more of the proposed project length includes a bus-only lane

4 – 25% or more of the proposed project length includes a bus-only lane

0 – The proposed project does not include a bus-only lane

Notes: _____

Criterion 13 – Multimodal Infrastructure (multiplier: 1)

Detail the different modes of transportation (aside from transit and auto) that are supported by the project.

10 - Supports 2 additional modes of transportation

5 - Supports 1 additional modes of transportation

0 - Supports no additional modes of transportation

Notes: _____

Criterion 14 – Ability to Proceed (multiplier: 4)

Does the district have ownership of all necessary right-of-way and completed all design and engineering of the project to move forward with construction?

- 10 - Applicant has control of all right-of-way, design and engineering is complete*
- 8 - Applicant has control of all right-of-way, design and engineering in process*
- 6 - Applicant has control of some right-of-way, design and engineering is complete*
- 4 - Applicant has control of some right-of-way, design and engineering in process*
- 2 - Applicant does not have control of right-of-way, design and engineering in process*
- 0 - Applicant does not have control of right-of-way, design and engineering is incomplete*

Notes: _____

Criterion 15 – Sustainability (multiplier: 1)

Due to vehicles being large contributors to greenhouse gases, it is important to consider sustainability in the local projects in Hamilton County. The inclusion of sustainability in a project from the earliest stage of its lifecycle produces the largest benefits and that is the reason Sustainability is included in the scoring criteria. The main benefits of introducing sustainability measures to infrastructure design and construction include, among others: reduced emissions and air pollutants; reduced water usage; increased use of recycled material; and promotion of innovative solutions.

In this Criterion the points awarded will be the sum of the points awarded from the table below

Category	Potential Points	Points Awarded
A. Energy Efficiency		
Energy Needs	1	
Energy Consumption	3	
B. Reduce and Reuse Materials		
Reduce Materials	2	
Reuse Materials	1	
C. Recycle Materials		
RAP or RCA Method	4	
Recycled in Place Method (HIR, CIR, FDR)	5	
D. Air Quality Factors		
a. Traffic Signal Improvements		
• Traffic Signal Synchronization	2	
• Transit Signal Priority	1	
• Transit Queue Jump Phase (including lane)	1	
b. Roadway Design Elements		
• Improve LOS F or E by 2 or more levels?	2	
• Improvements include bus bay	1	
c. Trees	1	
d. Pedestrian & Biking Facilities	1	
e. Accommodations for Electric Vehicle/Bus Charging	2	
f. Permeable Pavement	2	

A. Energy Efficiency

Energy Needs: Energy needs were evaluated for the project and alternatives implemented to reduce power consumption while still meeting lighting and safety standards.

0- Yes

1- No

Energy Consumption: Energy consumption on the project is to be reduced through the installation of energy efficient lighting and signal fixtures and through the installation of autonomous, onsite, renewable power sources. Points are awarded based on the percentage of reduced power use, per the following table:

Percentage of Net Energy Savings	Points
0% - 9%	0
10% - 29%	1
30% - 69%	2
>=70%	3

B. Reduce and Reuse Materials

Reduce Materials: The amount of new pavement materials needed is to be reduced. Points are awarded based on the reducing pavement material needed per ~~Table 1~~[Table 1](#).

Table 1: FHWA's INVEST program (Table PD 19.2.A)

Percentage Pavement Area Treated	Points
< 50%	0
50-74%	1
>=75%	2

Reuse Materials: Industrial byproducts are to be reused in pavement materials, ancillary structures, and other roadway elements.

Are Industrial Byproducts Reused in Pavement?	Points
No	0
Yes	1

C. Recycle Materials

RAP or RCA are to be used in new pavement lifts, granular base course, or embankments. Points are awarded per ~~Table 2~~[Table 2](#).

Table 2: FHWA's INVEST program (Table PD 20.1.A)

Recycling Method Used	Points Earned				
	0	1	2	3	4
Percent average recycled material (ARC) required for recycling in pavements (onsite recycling)	<10%	10%	20%	30%	40%
Percent average recycled material (ARC) required for granular base course or embankments (onsite recycling)	<20%	20%	30%	40%	50%

Pavement materials recycled in place using cold-in-place recycling (CIR), hot-in-place recycling (HIR), and full depth reclamation (FDR) methods are to be used in this project. Points are awarded based on the percentage of pavement area recycled compared to the entire area of existing pavement materials as shown in [Table 3-Table 3](#).

Table 3: FHWA's INVEST program (Table PD 20.2.A)

Percentage Pavement Area Recycled	Points Awarded by Method of Recycling		
	HIR	CIR	FDR
<50%	0	0	0
50-74%	2	3	3
75-99%	3	4	4
100%	4	5	5

D. Air Quality Factors

a. Traffic Signal Improvements

Does the project include smart signal solutions?

Type of Traffic Signal Improvements	Points
Traffic Signal Synchronization	2
Transit Signal Priority	1
Transit Queue Jump Phase	1

b. Roadway Design Elements

Does the roadway project improve LOS through any of the following design elements?:

LOS-Related Design Elements	Points
Improve LOS F or E by 2 or more levels?	2
Improvements include bus bay	1

c. Trees

Planting additional trees as part of any eligible project will have a positive environmental impact. The cost of trees should not exceed 2% of the total project cost.

Does the roadway project include planting additional trees?	Points
No	0
Yes	1

d. Pedestrian and Biking Facilities

Pedestrian and biking activities that also serve transit provide a better environment by reducing dependency on vehicle use. Such facilities may include wider sidewalks with seating areas, bike paths and, storage/racks for bikes.

Does the roadway project include pedestrian and biking facilities?	Points
No	0
Yes	1

e. Accommodations for Electric Vehicle/Bus Charging

Does the proposed project include accommodations for electric vehicle/bus charging? The accommodation may be either by providing charging stations or conduits for future hook ups.

Does the roadway project include accommodations for Electric Vehicle Charging?	Points
Includes Charging Stations	2
Includes conduits for future use	1
Does not accommodate Electric Vehicle Charging	0

f. Permeable Pavement

Using permeable pavement is a low-impact development technique that can be used as part of a roadway stormwater and management plan.

For the purposes of this criterion, the key terms are defined as follows:

- “Permeable,” “porous” or “pervious” are used interchangeably to describe a pavement structural system that has more voids than a conventional paved surface such as concrete or asphalt. As a result, both infiltration and evaporation are allowed as water passes through the pavement section.
- “Permeable pavements” include, but are not limited to, porous asphalt pavement, pervious concrete pavement, or permeable block pavers.
- “Secondary pavement areas” includes all pavements that are not intended for high speed traffic or heavy trucks. Appropriate uses would include alleys, access roadways, sidewalks, bike lanes and multi-use paths.

One of the following scores may apply:

- 2 - Use permeable pavement to treat at least 75% of the secondary pavement areas on the project.
- 1 - Use permeable pavement to treat at least 50% of the secondary pavement areas on the project

Appendix F: Additional Support Information

Applicants shall furnish the following additional support information to assist the Support Staff when rating the project. Information provided by the applicant must be accurate, and where called for, based upon sound engineering principles. **Documentation** detailing how the problems(s) identified is to be corrected **is required** to substantiate the individual items noted in the submittal. Applicants are **strongly encouraged** to utilize the Applicant Guidelines document (as well as the Project Selection Criteria (PSC)) as a guide with this Additional Support Information section.

All applicants are required to answer the following questions!

- 1) Will construction be underway within one (1) year from date of funding award unless otherwise approved? Projects with schedules that lend themselves to a future program year may be required to be submitted at a later date.

_____ Yes

_____ No

Note!

If any question(s) are left blank, a score of zero (0) will be awarded!

- † The Authority has added Yes - No - N/A choices for each rating criterion to assist in ensuring that all questions have been answered.
 - ⌘ Checking one of these options satisfies this requirement.
- † It is highly recommended that more detailed information, preferably supported by documentation, be included for all applicable rating criterion, whether noted as required or not.
- † The line following the Yes - No - N/A choices for each rating criterion is provided for the applicant to present as much additional support information as they choose.

The examples listed in this Additional Support Information section are not a complete offering of examples, but only a small sampling that may be relevant to a given project.

Criterion 1 - Physical Condition

Describe the physical condition of the infrastructure that is to be replaced or repaired? What is required to improve the infrastructure so that it will realize its stated useful life?

Provide a statement detailing the deficient conditions of the infrastructure exclusive of capacity, serviceability, safety and/or health issues. If known, give the approximate age of the infrastructure to be replaced, repaired, or expanded.

It is strongly recommended that whenever possible, documentation should be provided to support your statements. Documentation may include, but is not limited to: ODOT BR86 reports, pavement management condition reports, televised underground system reports, age inventory reports, maintenance records, etc., and will only be considered if included in the original application. **It is likely the infrastructure will rate no better than Good condition if evidence or documentation is not provided.**

YES _____ NO _____ N/A _____

Criterion 2 - Safety

How important is the project to the safety of the public and the citizens of the District and/or service area?

Provide a statement detailing the project's effect on the safety of the service area, noting how the design of the project is intended to reduce existing accident rates, promote safer conditions, and reduce the danger of risk, or injury. Does the infrastructure create an obstruction and/or impediment that affects the safety of the public? Typical examples may include the effect of the completed project on accident rates, emergency response time, fire protection, and highway capacity, transit/traffic conflicts (right or left turns, bus stoppage or merging back into traffic). **Please be specific and provide documentation to substantiate the data.** The applicant must demonstrate the type of problems that exist, the frequency and severity of the problems, and the method of correction.

YES _____ NO _____ N/A _____

Criterion 3 - Priority

For jurisdictions with multiple applications, please rank the priority of your applications:

The applicant must submit a listing of the projects, in order of priority, for which it is applying. Points will be awarded on the basis of the project's priority.

	YES	NO	N/A
Priority 1	_____	_____	_____
Priority 2	_____	_____	_____
Priority 3	_____	_____	_____
Priority 4	_____	_____	_____
Priority 5	_____	_____	_____

Criterion 4 - Economic Growth

Provide a statement detailing how the project will enhance economic growth. It is highly recommended to include how it will help transit service to provide access to jobs as well.

	YES	NO	N/A
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Criterion 5 - Matching Funds (Local)

Information is provided by the applicant in Section 1.2 (b) of the Application for Financial Assistance.

	YES	NO	N/A
_____	_____	_____	_____
_____	_____	_____	_____

Criterion 6 - Matching Funds (Other)

Information is provided by the applicant in Section 1.2 (c) of the Application for Financial Assistance. Below, please list all other funding sources.

	YES	NO	N/A
_____	_____	_____	_____

Criterion 7 - Regional Impact

Provide a statement concerning the regional significance of the infrastructure to be replaced, repaired, or expanded.

YES _____ NO _____ N/A _____

Criterion 8 - Relative Economic Strength

The District 2 Integrating Committee predetermines the jurisdiction's relative economic strength. The relative economic strength of jurisdiction may periodically be adjusted when US Census data is updated.

Criterion 9 - Ban

Describe what formal action has been taken which resulted in a ban of the use of, or expansion of use, for the infrastructure involved? Typical examples include weight limits, truck restrictions, and moratoriums or limitations on issuance of building permits, etc. The ban must have been caused by structural or operational deficiencies to be considered valid. **Submission of a copy of the approved legislation is required.**

YES _____ NO _____ N/A _____

Will the ban be removed after the project is completed? Yes ___ No _____ N/A__

Criterion 10 - Existing Daily Users

What is the total number of existing daily users that will benefit as a result of the proposed project? For roads and bridges, multiply current Average Daily Traffic (ADT) by 1.20. For inclusion of public transit, submit documentation substantiating the count. Where the facility currently has any restrictions or is partially closed, use documented counts prior to restriction. **User information must be documented and certified by a professional engineer (signed).**

YES _____ NO _____ N/A _____

Traffic: ADT _____ x 1.20 = _____
Transit: Average weekday passengers = _____

Total: _____

Criterion 11 - Fees, Levies & Taxes

Has the jurisdiction enacted the optional \$5 license tag fee, and infrastructure levy, a user fee or dedicated or dedicated tax for the pertinent infrastructure? TIF & JED Districts will be considered. The applicant shall list all fees, levies, or taxes dedicated toward the type of infrastructure being applied for (check all that apply). **Documentation must be provided; i.e. a copy of a resolution establishing a fee, levy or tax dedicated for the infrastructure applied for.**

YES _____ NO _____ N/A _____

Optional \$5.00 License Tax _____

Infrastructure Levy _____ Specify type _____

Facility User Fee _____ Specify type _____

Dedicated Tax _____ Specify type _____

Other Fee, Levy or Tax _____ Specify type _____

Criterion 12 - Transit Impact

No grant funds will be awarded to projects that do not score 1 or more in this criterion. Level of bus service on roads may be obtained from the Transit Authority directly. Projects that serve more scheduled transit trips will score higher as they will have greater impact on transit service overall.

YES _____ NO _____ N/A _____

Appendix G: Relative Economic Strength

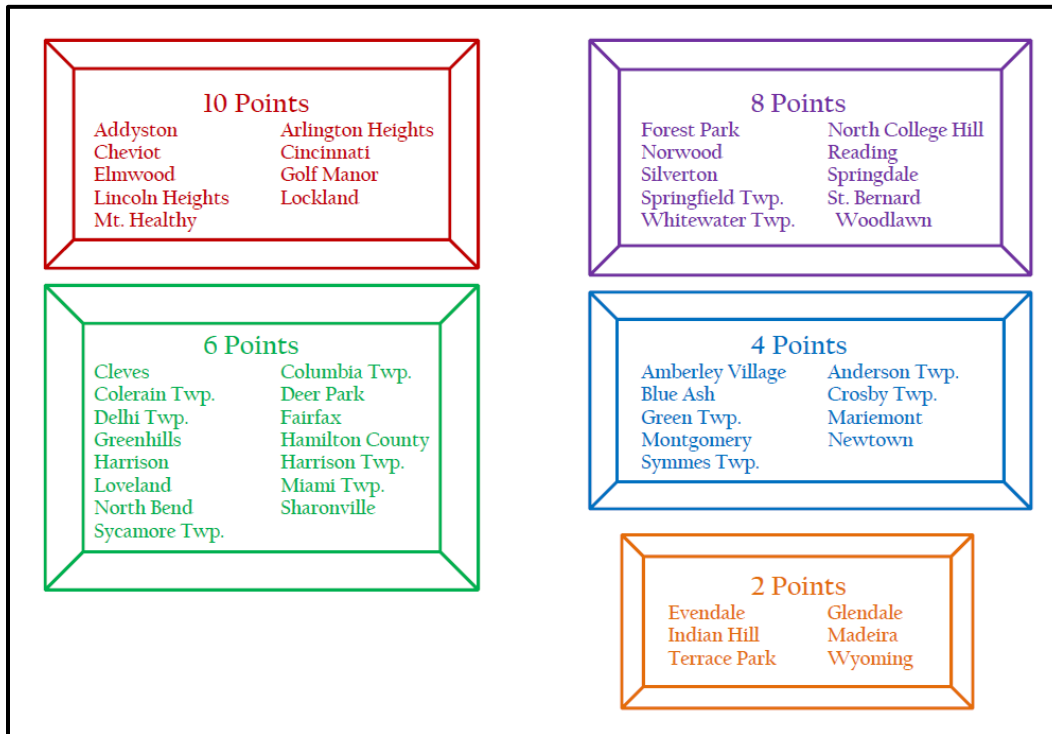


Figure 1: Relative Economic Strength Scores