

OHIO PUBLIC WORKS COMMISSION

Capital Improvement Report (CIR)

Section 164.06(C) of the Ohio Revised Code provides that a District Integrating Committee may require a local subdivision to submit information on its capital infrastructure as part of the application for funds from the Ohio Public Works Commission. Section 164.05 (A)(10) requires the OPWC Director to develop a standardized methodology for evaluating local subdivision capital improvement needs that permits a district to consider the subdivision's existing capital improvements, the condition of those improvements, and projected needs in the five-year period following the application date. This manual is for those applicants who are required to submit a Capital Improvements Report (CIR) as part of the application process. It outlines the minimum inventory, five-year plan, and maintenance of effort requirements and provides a sample plan for communities to use if they do not have a capital planning process in place.

The CIR is a step-by-step approach to determine needed projects and how to budget for and fund the projects. It begins with the Inventory to identify all infrastructure components and their condition. Needed projects are then identified and prioritized with criteria developed by each subdivision. The Five-Year Capital Improvement Plan/Maintenance of Effort is a summary of top priority projects and a financial plan for accomplishing the work. Although priorities may change each year, communities have an objective framework to develop realistic goals. The final step in completing the CIR is the Summary Form. It is an overview of the infrastructure the subdivision is responsible for and the condition of that infrastructure. Blank fillable forms are available on OPWC's Application webpage at <http://www.pwc.state.oh.us/Application.html?m=>.

GUIDELINES

Inventory

The first step is to inventory infrastructure that is eligible for OPWC funding. This includes roads, bridges, culverts, water supply systems, wastewater systems, storm water collection and solid waste disposal facilities. A subdivision must inventory each type of eligible infrastructure under its ownership and maintenance. The completed inventory is maintained locally as a management and planning tool, but must be made available on request by the District Committee. Once the inventory is completed, the next step is to prioritize needed projects.

If you already have an inventory you may use it. Other sources of inventory information include agencies such as the Ohio Department of Transportation (ODOT) and the Ohio Environmental Protection Agency (OEPA), or your county engineer.

If you do not have an inventory, or are looking for ways to improve your existing inventory, the following guidelines may be useful. Samples of completed inventory forms and additional information specific to each infrastructure type follow.

For each type of infrastructure include the following:

- **Name/Description** - Use the common name and other information to clearly identify the infrastructure ("New Bloomfield Road, CR 321", "Culvert, New Bloomfield Road/Waddles Run", or "Water Treatment Plant #1").
- **Size Information** - Depending on the type of infrastructure this could be center lane miles, lineal feet, width, or capacity. This information will be used to complete the Summary Form.
- **Replacement Cost** - Estimate the cost to replace or rebuild the entire piece of infrastructure. This figure establishes value and does not indicate need or possible projects. Review invoices from past projects to establish general cost guidelines. This information will be used to complete the Summary Form.

- Repair Cost - Estimate the cost to repair this infrastructure item. This cost demonstrates need and indicates possible projects. This would also include the cost of bringing infrastructure up to code or into compliance. Review invoices from past projects to establish general cost guidelines. This information will be used to complete the Summary Form.
- Condition - This is a general rating of the physical condition of the infrastructure. This information will be used to complete the Summary Form.
 - Critical Condition dangerous, unsafe, or unusable
 - Poor Condition inadequate or substandard
 - Fair Condition average, not good, or poor
 - Good Condition safe and suitable to purpose
 - Excellent Condition new or requires no repair

A helpful tool you may want to include at this point is the Financial Condition Rating (FCR). It is a ratio between the replacement cost and repair cost of the infrastructure. A high ratio indicates a more critical need and will help prioritize projects when you complete the Five-Year Plan. To determine the FCR divide the repair costs by the replacement cost.

$$\frac{\text{Repair Cost}}{\text{Replacement Cost}} = \text{FCR \%}$$

- Critical Repair cost > 80% of replacement cost
- Poor Repair cost > 45% of replacement cost
- Fair Repair cost > 25% of the replacement cost
- Good Repair cost > 15% of the replacement cost
- Excellent Repair cost < 7% of the replacement cost

In Summary, when completing the Inventory:

- Inventory each type of eligible infrastructure (Roads, Bridges, Culverts, Water Supply Systems, Wastewater Systems, Storm Water Collection, Solid Waste Disposal Facilities) under your ownership and maintenance;
- Include a complete list of individual components and the condition and needed repairs of those components;
- Organize your inventory by infrastructure type;
- Update your inventory annually as projects are completed and include condition and repair and replacement costs; and
- Include Name/Description, Size Information, Replacement Cost, and Repair Cost of each item.

See the following specific Infrastructure pages for additional information (with samples) to include in your inventory, and then use the inventory to help establish priorities by reviewing conditions, repair costs and the Financial Condition Rating, if used.

Inventory & Additional Information
ROADS

To assist you in preparing the Summary Form, your Road inventory must include:

Center Lane Miles: Use the length of each road in center lane miles - length of the road regardless of the number of lanes. (5,280 feet = 1 mile)

Replacement Cost: This figure represents value. It is the cost of replacing or rebuilding the entire road, not paving. Do not include costs for sidewalks, curbs, gutters, storm water collection or water lines. Review invoices from past projects to determine an average cost per mile.

Repair Cost: This figure would indicate need and help identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines.

Condition: This is a general condition rating per the scale. (See page 2)

In addition to the minimum inventory information for Roads, you may wish to record specific information on surface type, width and date of the last repair or improvement. Also, the Financial Condition Rating may be included for later use.

Surface Type: Unimproved, Gravel, Tar and Chip, Asphalt, Concrete, Brick, etc.

Road Width: The overall width of the road from berm to berm in feet.

Year Improved: The year in which repairs or improvements were last made.

Financial Condition Rating (See page 2)

See the next page for a sample.

**Sample Inventory & Additional Information
BRIDGES**

To assist you in preparing the Summary Form, your Bridge inventory must include:

Replacement Cost: This figure represents value. This figure would be the cost of replacing or rebuilding the entire bridge. Review invoices from past projects to determine cost estimates.

Repair Cost: This figure would indicate need and help identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines.

Condition: This is a general condition rating per the scale. (See page 2)

In addition to the minimum inventory information for Bridges you may wish to record specific information on type and size of the bridge, the ODOT sufficiency rating, and date of construction or the last repair or improvement. Also, the Financial Condition Rating may be included for later use.

Structure Type: Slab, Beam, Box Beam, Truss, Arch, Girder, Frame, Suspension

Material Type: Concrete, Pre-stressed Concrete, Steel, Timber, Stone, Aluminum, Cast Iron, etc. Size Record the overall structure length and the deck width.

Sufficiency Rating: Use the sufficiency rating given during the annual inspection.

Date Constructed/Last Improved: The year constructed or last major improvement.

Financial Condition Rating (See page 2)

See the next page for a sample.

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Date

BRIDGES

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition/ Sufficiency Rating	Structure Type	Material Type	Size (width/ length)	Date Const/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
Ohio Street/over the Scenic River	Poor/	Slab	Concrete	50 x 100	1900	85,000	85,000	Critical
Broad Street/over the Scenic River	Good/	Slab	Concrete	50 x 100	1972	80,000	20,000	Fair
# of Bridges 2								
TOTALS						165,000	105,000	

Sample Inventory & Additional Information

CULVERTS

To assist you in preparing the Summary Form, your Culvert inventory must include:

Replacement Cost: This figure represents value. This figure would be the cost of replacing each culvert. Review invoices for past projects to determine cost estimates.

Repair Cost: This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Culvert repair cost may often equal replacement cost, especially when culverts are in poor or critical condition.

Condition: This is a general condition rating per the scale. (See page 2)

In addition to the minimum inventory information for Culverts you may wish to record specific information on material type, size (diameter and length), and date of installation or last repair or improvement. Also, the Financial Condition Rating may be included for later use.

Structure: Type Slab Top, Box, Pipe

Material Type: Concrete, Precast Concrete, Galvanized Pipe, Aluminum

Size: Use diameter or width at point of widest flow. Use lineal feet for length.

Date Constructed/Last Improved: The year constructed or last improvement.

Financial Condition Rating (See page 2)

See the next page for a sample.

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Date

CULVERTS

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition	Structure Type	Material Type	Size (Diameter/ Lineal Feet)	Date Const/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
Long Street	Fair	Pipe	Concrete	7 x 30	1950	3,500	3,500	Critical
High Street	Good	Pipe	Concrete	3 x 15	1958	2,000	2,000	Critical
# of Culverts 2								
TOTALS						5,500	5,500	

Sample Inventory & Additional Information WATER SUPPLY SYSTEMS

Water Supply Systems inventory includes both the system components and the distribution network. To assist you in preparing the Summary Form, your Water Supply Systems inventory must include:

System Components: Distribution Network, Wells, Treatment Plant, Raw Water Storage Facility, Pumping Facility, Finished Water Storage Facility.

Size: Use diameter and length (lineal feet) of pipe in the distribution network.

Replacement Cost: This figure represents value. This figure would be the cost of replacing or rebuilding the infrastructure. Review invoices from past projects to determine cost estimates. Facilities estimates may be available from your insurance company.

Repair Cost: This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines.

Condition: This is a general condition rating per the scale. (See page 2)

In addition to the minimum inventory information for Water Supply Systems you may wish to record specific information on the capacity of the components, or the date of installation or last major repair or improvement. Also, the Financial Condition Rating may be included for later use.

Date Constructed/Last Improved: The year constructed, installed or improved.

Capacity Use: the design capacity in million gallons per day (MGD).

Financial Condition Rating (See page 2)

See the next page for a sample.

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Date

WATER SUPPLY SYSTEMS

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition	System Component	Size (Diameter/ Lineal Feet)	Capacity	Date Constr/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
Little St. Water Plant pressure sand iron filter ion exchange softener chlorine disinfection	Good	Treatment Plant		.600 mgd	1963	7,000,000	3,200,000	Poor
Little St. Elevated Tank	Excellent	Finished Water Storage		300,000 gallons	2003	450,000	0	Excellent
PIPE		Distribution Network						
High St	Fair		10 x 2,640		1997	115,000	60,000	Poor
Main St	Good		10 x 10,500		1998	300,000	5,000	Excellent
Long St	Excellent		10 x 15,000		2000	500,000	0	Excellent
Ohio St	Poor		4 x 3,900		1960	120,000	120,000	Critical
Broad St.	Fair		6 x 11,800		1970	300,000	300,000	Critical
# of Facilities 2 TOTALS			43,840 l.f.			Components \$7,450,000 Distribution \$1,335,000	Components \$3,200,000 Distribution \$485,000	

Sample Inventory & Additional Information WASTEWATER SYSTEMS

Wastewater Systems inventory includes both the system components and the collection network. To assist you in preparing the Summary Form, your Wastewater Systems inventory must include:

System Components: Sanitary Sewer, Combined Sanitary and Storm Sewers, Treatment Plant, and Pumping Facility.

Size: Use diameter and length (lineal feet) of pipe in the collection network.

Replacement Cost: This figure would be the cost of replacing or rebuilding the infrastructure. Review invoices from past projects to establish general costs guidelines. Facilities estimates may be available from your insurance company.

Repair Cost: This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines.

Condition: This is a general condition rating per the scale. (See page 2)

In addition to the minimum inventory information for Wastewater Systems you may wish to record specific information on the capacity of the components or the age or date of installation or last major repair or improvement. Also, the Financial Condition Rating may be included for later use.

Date Constructed/Last Improved: The year constructed, installed or improved.

Capacity Use: Design capacity in million gallons per day (MGD).

Financial Condition Rating (See page 2)

See the next page for a sample.)

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Date

WASTEWATER SYSTEMS

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition	System Component	Size (Diameter/ Lineal Feet)	Capacity	Date Constr/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
North St. Plant settling tanks aeration tanks anaerobic digester sludge beds clarifiers	Poor Poor Fair Fair Good	Treatment Plant		0.474 mgd	1995	4,500,000	700,000	Good
9 miles pipe High St Main St Long St Ohio St Broad St.	Fair Good Excellent Poor Fair	Collection Network	8 x 2,640 8 x 10,500 10 x 15,000 6 x 3,900 6 x 11,800		1989 1990 1992 1960 1988	300,000 300,000 560,000 120,000 370,000	15,000 15,000 7,000 120,000 90,000	Excellent Excellent Excellent Critical Good
# of Facilities 1 TOTALS			43,840 l.f.			Components \$4,500,000 Distribution \$1,650,000	Components \$700,000 Distribution \$247,000	

Sample Inventory & Additional Information
STORMWATER COLLECTION

To assist you in preparing the Summary Form to be submitted to the Commission, your Stormwater Collection inventory must include:

Size: Use diameter and length (linear feet) for collection network.

Replacement Cost: This figure would be the cost of replacing or rebuilding the infrastructure. Review invoices from past projects to determine average cost estimates.

Repair Cost: This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines.

Condition: This is a general condition rating per the scale. (See page 2)

In addition to the minimum inventory information for Stormwater Collection you may wish to record specific information on the age or date of installation or last major repair or improvement. Also, the Financial Condition Rating may be included for later use.

Date Constructed/Last Improved: Year constructed, installed or improved.

Financial Condition Rating (See page 2)

See the next page for a sample.

The local inventory must include: Name/Description, Condition, Replacement Cost, Repair Cost

Other information varies according to infrastructure type. Generally this additional information is related to size or number of units.

Date

STORMWATER COLLECTION

Subdivision Name: New Bloomfield

Suggested Local Use Only/Maintained Locally

Name/ Description	Condition	Size (Diameter/ Lineal Feet)	Date Constr/ Last Imprv	Replacement Cost \$	Repair Cost \$	F C R
High St	Good	12 x 12,000	1987	480,000	80,000	Good
Main St	Good	12 x 25,000	1989	900,000	75,000	Good
Long St	Excellent	15 x 30,000	1990	1,500,000	15,000	Excellent
Ohio St	Fair	8 x 10,000	1978	75,000	50,000	Poor
Broad St	Good	12 x 25,000	1990	1,000,000	65,000	Excellent
North St	Good	8 x 2,000	1960	30,000	27,000	Critical
Little St	Good	8 x 2,000	1960	30,000	16,000	Poor
TOTALS		106,000		4,015,000	328,000	

Sample Inventory & Additional Information SOLID WASTE DISPOSAL FACILITIES

To assist you in preparing the Summary Form, your Solid Waste Disposal Facilities inventory must include:

Capacity: Use the design capacity in tons per day (TPD).

Replacement Cost: This figure would be the cost of replacing or rebuilding the infrastructure. Review invoices from past projects to determine average cost guidelines. Facilities estimates may be available from your insurance company.

Repair Cost: This figure would indicate need and identify possible projects. How much money do you need to make necessary repairs? Review invoices from past projects to establish general cost guidelines.

Condition: This is a general condition rating per the scale. (See page 2)

In addition to the minimum inventory information for Solid Waste Disposal Facilities you may wish to record specific information on system or component type, capacity, age or date of installation or last major repair or improvement. Also, the Financial Condition Rating may be included for later use

System Components: Landfills, Transfer Stations, Incinerators, Recycling Centers, etc.

Date Constructed/Last Improved: Year constructed, installed or improved.

Financial Condition Rating (See page 2)

See the next page for a sample.

Five-Year Plan/Maintenance of Effort

After completing the inventory a subdivision must rank and list their most important projects for the upcoming five-year period. This plan must include the name, a brief description of the project, project costs, and anticipated year and sources of funding and uses the "Five Year Capital Improvements Plan/Maintenance of Effort" form provided by the Commission. Your plan should be organized by infrastructure type. You may use a separate sheet(s) for each type, or combine them on one.

The Five-Year Capital Improvement Plan is a summary of top priority projects and a financial plan for funding them. A specific set of criteria to evaluate each potential project should be developed by your community. By always using the same criteria, you will have a systematic and unbiased method for reaching priority decisions. Remember, this method will work in all areas of need, not just infrastructure.

The following list is basic criteria established by the Ohio Revised Code and is as part of each District Public Works Integrating Committee's scoring criteria. It could be incorporated into your community's criteria, or could just serve as a guide when submitting projects to be funded by the OPWC.

- The infrastructure repair and replacement needs of the district
- The age and condition of the system to be repaired or replaced
- Whether the project would generate revenue in the form of user fees or assessments
- The importance of the project to the health and safety of the citizens of the district
- The effort and ability of the benefited community to assist in financing the project
- The availability of federal or other funds for the project
- The overall economic health of the particular community
- The adequacy of the planning for the project and the readiness of the applicant to proceed should the project be approved
- Any other factors relevant to a particular project

When prioritizing projects for funding through the Commission, you should review the rating system used by your district to assure that you are submitting you most competitive projects. Current District methodologies are available at the Commission's web site or you can contact the district liaison.

In addition to the program related criteria, there are many other areas to consider when prioritizing your projects. For example, fiscal impact, health and safety effects, community economic effects, the impacts on the quality of life in your community, the impact on the quality of service, how many people will be affected, what will happen if the project is delayed, and any other criteria important to your community. The most important thing is to be consistent. The Financial Condition Rating (FCR), previously described, could also be used at this point.

After establishing the criteria, a numerical range (ex. 1–5) can be assigned to each factor so that projects can be ranked. This will enable you to develop a list of projects in order of importance and need. To begin, first list all needs within each infrastructure category. This "wish list" of projects should include needed repairs, improvements required by federal or state mandate, and needs of the community. Use your Condition rating to help you. Infrastructure with a critical or poor rating should appear on your list. You may also wish to include infrastructure with a fair rating. While it may not be a high priority now, it will help you develop a long-term view of your needs.

Now evaluate each project on your wish list with the criteria you have developed. Each project will receive a point score reflecting how important it is to your community. Next, list the projects in order of highest to lowest score. Those at the top of the list are the most important and needed projects for your community based on your unbiased scoring system. By considering the cost of the proposed project and possible funding sources, including your own capital budget, a "Five-Year Plan" will result. Although priorities may change each year, your community now has a framework in place that will allow it to develop consistent and realistic goals.

The Maintenance of Effort is a summary of the infrastructure projects completed in the last two years and demonstrates the community is following its Five-Year Plan. List projects funded by any source. Remember, the OPWC is only one source of funding. This listing must include the name, brief description of the project, project costs, and funding sources.

The Five Year Plan/Maintenance of Effort must include:

Subdivision Name/Subdivision Code/County/Date: The Commission uses a unique subdivision code to identify applicants, determine their eligibility to receive funding and to manage and track project information. Once assigned, your subdivision code will not change. Assigned codes are available on the website (www.pwc.state.oh.us).

Project Name/Description: Use the name or description appearing on your inventory.

Funding Codes: List all types of funding proposed for the project, even if it is not certain. Use common acronyms; examples include: RD – Rural Development; ODOT – Ohio Department of Transportation; OEPA – Ohio Environmental Protection Agency; OPWC – Ohio Public Works Commission; OWDA – Ohio Water Development Authority; LOCAL – any local revenues from your own capital budget.

Status: Indicate if the project is (A)ctive, (C)omplete, or (P)ending funding.

Total Cost: Enter your best estimate of the total funding needs for each project. Use your repair and replacement costs from your inventory as guidelines.

Funded/Planned: Enter the dollar amount funded or planned for each project (do not use cents) in the column for the year funded or planned. Use the amount for each year if the project is funded or proposed for funding in more than one year.

In summary, when completing the Five-Year Plan /Maintenance of Effort:

- Create a set of criteria to evaluate projects. The following should be considered:
 - Fiscal impact, health and safety effects, community economic effects, the impact on the quality of life in the community, the impact on quality of service, how many people will be affected, what will happen if the project is delayed.
 - The rating system used by your District Public Works Integrating Committee.
 - The Financial Condition Rating (if used as part of your inventory).
 - Assign a numerical range for scoring each criterion. A simple range of 1–5, with 1 being a low rating, would work. For very important criteria a weighted factor could be used.
- Using your inventory, create a wish list of projects.
 - Group by infrastructure type.
 - Include infrastructure that needs repaired, especially if it has a poor or critical condition.
 - Include improvements required by federal or state mandates.
 - For a more long-term view you can also include infrastructure with a fair rating.
- Score each project. Put projects in order from highest to lowest score.
- High scoring projects should be funded as soon as possible, depending on funding sources and budget constraints.
- The Plan is for the upcoming five years. Start with the application year.
- As projects are completed they will become a part of the Maintenance of Effort.

Ohio Public Works Commission
Five-Year Capital Improvement Plan/Maintenance of Effort

New Bloomfield, Village

010-54491

Subdivision

Code

Date

Project Name/ Description	Funding Codes(s)	Status (A) Active (P) Pending (C) Complete	Total Cost \$	Two-Year Effort		Five-Year Plan				
				Yr 2002 <i>Funded</i>	Yr 2003 <i>Funded</i>	Yr 2004 <i>Planned</i>	Yr 2005 <i>Planned</i>	Yr 2006 <i>Planned</i>	Yr 2007 <i>Planned</i>	Yr 2008 <i>Planned</i>

Long Street Reconstr	Local/OPWC	C	2,800,000	2,800,000						
Little St Elevated Tank	Local/OPWC	C	450,000		450,000					
Ohio St Reconstr	Local/OPWC	P	850,000			850,000				
-replace bridge										
-reconstruct road										
-replace water/sanitary lines										
WWT Plant Imprv	Local	P	600,000							600,000
- aeration & settling tanks										
Little St Water Plant	Local/OWDA	P	3,200,000				950,000	2,250,000		
-equipment upgrade										
Little St Resurf/Storm	Local	P	266,000					266,000		
Repl Long/High Culverts	Local	A	5,500			5,500				
Broad St Water Lines	Local/OPWC	P	300,000						300,000	
North St Stormwater	Local	P	27,000						27,000	

SUMMARY FORM

The Summary Form is an overview of the infrastructure each subdivision is responsible for, and what the condition of that infrastructure is. It identifies the total needs of each subdivision (Repair Costs) and helps establish a value of infrastructure state-wide (Replacement Cost). The Summary Form information is used by specific District Integrating Committees to evaluate your application for funding.

To complete the Summary Form, review your Inventory. Total the Replacement and Repair costs for each infrastructure category. Calculate the total units within each infrastructure category. Then total the units for each condition (excellent, good, fair, poor, critical). Be sure to update this information as projects are completed and as conditions change.

Subdivision/Code/County - Enter the subdivision name, subdivision code, and county.

Replacement Cost - This figure establishes a value of the infrastructure. Enter the total replacement cost of all infrastructure by type in the appropriate replacement cost column (from your inventory). The following additional information should be considered:

- For NEW infrastructure, the Replacement cost.
- Road replacement cost is not for paving, but building a new road.
- Road replacement cost should not include sidewalks, curbs, gutters, storm water collection or water lines.
- Check with your county/city engineer for average road replacement costs
- Water supply and wastewater system replacement costs should be available from your insurance company.

Repair Cost - This figure indicates need. Enter the total repair cost of all infrastructure by type in the appropriate repair cost column (from your inventory). The following additional information should be considered:

- Repair = Needs: How much money do you need to make the necessary repairs? Estimates of repair must be provided for any infrastructure not in excellent condition. Repair cost can't exceed the cost to replace a piece of infrastructure.
- Repair cost may equal replacement cost if the condition is critical or poor. Culvert repair cost should be the cost of replacing the culverts in need of repair.

Total (Units) - Enter the total number of units of infrastructure by type in the appropriate total (units) column (from your inventory):

- Roads are in miles and tenths (5,280 feet = 1 mile).
- Bridges are in number of bridges.
- Culverts are in number of culverts, not length in linear feet.
- Water supply is in number of components.
- Water distribution is in thousands of linear feet of water line (16,887 feet = 16.89).
- Waste water systems are in number of facilities.
- Wastewater collection is in thousands of linear feet of conduit (16,887 feet = 16.89).

Physical condition - Enter the number of units of infrastructure by type in the appropriate "condition" column. (Excellent, good, poor critical or unknown)

- Critical Dangerous, unsafe, or unusable
- Poor Inadequate or substandard
- Fair Average, not good or poor
- Good Safe and suitable to purpose
- Excellent New or requires no repair

Subdivision Socio-Economic Characteristics: See page 23 for Resources to complete this table.

Ohio Public Works Commission
SUMMARY FORM

New Bloomfield
Subdivision

001-000001
Code

Fictional
County

1/1/2004
Date

Infrastructure Component	Replacement Cost	Repair Cost	Total Units	Units/Physical Condition					
				Excellent	Good	Fair	Poor	Critical	Unknown
Roads	\$5,580,000	\$1,395,500	Center Line Miles 9.3	2.8	3	2.5	1	0	
Bridges	\$165,000	\$105,000	Number of Bridges 2	0	1	0	1	0	
Culverts	\$5,500	\$5,500	Number of Culverts 2	0	1	1	0	0	
Water Supply Systems	\$7,450,000	\$3,200,000	Number of Facilities 2	1	1	0	0	0	
Water Distribution	\$1,335,000	\$485,000	Linear Feet (Thousands) 43.84	25.5	0	0	2.64	15.7	0
Wastewater Systems	\$4,500,000	\$700,000	Number of Facilities 1	0	1	0	0	0	
Wastewater Collection	\$1,650,000	\$247,000	Linear Feet (Thousands) 43.84	15	10.5	14.44	3.9	0	0
Stormwater Collection	\$4,015,000	\$328,000	Linear Feet (Thousands) 106	30	66	10	0	0	0
Solid Waste Disposal	\$3,000,000	\$1,500,000	Capacity (Tons per Day) 90	0	0	0	90	0	0
Totals	\$27,700,500	\$7,966,000							

Subdivision Socio-Economic Characteristics

Current		1990 Census Information			
Population	875	Population	865	% LMI	49.2%
Total Households	295	Total Households	290	% Poverty	13.8%
% Unemployment	5.0%	MHI	\$25,000	% Unemploy	7.8%

TOP TEN MISTAKES (And How to Fix Them)

1. **No Contact Name or Number** - Questions can be answered and problems solved much more quickly this way. Include the preparer's name and number on the Summary Form. Email addresses are also very useful.
2. **No Subdivision Code or Wrong Subdivision Code** – Your subdivision code will never change and is also used on applications. Subdivision codes are available online at www.pwc.state.oh.us.
3. **Wrong Years Identified on the Five-Year Plan/Maintenance of Effort** – The current year and the previous year should be under the Two-Year Effort. The Five-Year Plan should begin the year following the current year.
4. **Not Updating Summary Form Information** – Both the Replacement/Repair Costs and the Totals in the Conditions section must be updated annually for those Districts that require them.
5. **Not Supplying Complete Summary Form Information** – Information for all infrastructure types your subdivision is responsible for must be reported. This may mean coordinating information from different departments, particularly in large cities and counties.
6. **Counties DO have water & sewer** – See number 5 above.
7. **Townships do NOT have bridges** – Except as provided in section 5501.49 of the Ohio Revised Code, the board of county commissioners shall construct and keep in repair all necessary bridges in municipal corporations on all state and county roads and improved roads which are of general and public utility, running into or through the municipal corporations.
8. **Not Using the Five-Year Plan to Determine Repair Costs** – The information is there, just add it up.
9. **Unrealistic Road Replacement Costs** – Remember, replacement costs are not just paving, but should not include sidewalks, curbs, gutters, storm water collection or water lines. Average cost per mile is \$125,000 - \$1,000,000.
10. **Unknown Conditions** - Unknown conditions are only to be used for infrastructure components that are under ground and not visually accessible.

RESOURCES

Subdivision Codes, District Integrating Committee contacts, general program information:

Ohio Public Works Commission

(614) 466-0889

<http://www.pwc.state.oh.us/>

Inventory Information:

Ohio Department of Transportation (ODOT)

(614) 466-7170

<http://www.dot.state.oh.us/pages/home.aspx>

Ohio Environmental Protection Agency (OEPA)

Environmental and Financial Assistance Division

(800) 329-7518

<http://www.epa.state.oh.us/defa/EnvironmentalandFinancialAssistance.aspx>

Your County Engineer

Population, households and income:

U.S. Census publications

<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Your County Planning Commission

Ohio Development Services Agency

https://development.ohio.gov/reports/reports_research.htm

Unemployment rates:

Job & Family Services

<https://jfs.ohio.gov/ocomm/index.stm>