

Southwest Ohio  
Regional Transit Authority  
Metro Transit  
Infrastructure Fund  
Applicant Guidelines

Rules & Regulations

Round 5 (Program Year 2025)

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# SORTA Metro Transit Infrastructure Fund

The Metro Transit Infrastructure Fund (MTIF) program is intended to assist Hamilton County, its municipalities and townships in improving the state of their transportation infrastructure utilized by SORTA. This program focuses on improving the overall mobility of Hamilton County's residents by providing grant funds to improve and/or repair surface transportation infrastructure (primarily, but not limited to, roads, bridges and pedestrian/bicycle facilities) that are within 3/4 of a mile of SORTA's fixed route transit in the County—excluding limited access highways, such as I-275, I-75, I-74 and I-71), see SORTA's service area map.

Hamilton County, Hamilton County Transportation Improvement District (HCTID), its municipalities and townships as well as SORTA may submit applications for projects. A Community Redevelopment Corporation (ORC 1728) may submit an application. However, such applications will be prioritized by the municipality where the Community Redevelopment Corporation is located. Any such project will be treated as a project of the said municipality.

The Metro Transit Infrastructure Fund program is administered by Southwest Ohio Transit Authority (Transit Authority). Grants made through the program are subject to approval by the Public Works Integrating Committee of Hamilton County in accordance with the Ohio Revised Code as stipulated below:

***ORC 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.

## Schedule Round 5 (Program Year 2025)

- Request for project proposals..... March 3, 2025
- Proposal's submittal deadline (by 2:00 pm (EST))..... May 30, 2025
- Project review and scoring ..... May 30, 2025 – July 31, 2025
- Authorizing Legislation submittal deadline (by 2:00 pm (EST)) ..... June 13, 2025
- Support Staff priority approval ..... July 31, 2025
- Transit Authority Board confirms Support Staff's recommendations ..... August 26, 2025
- Hamilton County Integrating Committee's final approval of projects ..... TBD
- Transit Authority enters into agreements with the Awardees ..... QTR 4 2025
- Funds are made available to Awardees ..... QTR 1 2025

Please note that the above dates are for Round 5 (2025) only. The schedule is updated annually.

# Key Stakeholders

## Public Works Integrating Committee of Hamilton County

The existing Hamilton County (District 2) Integrating Committee (“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 Metro 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.

# Transit Infrastructure Fund Liaison Officer

The liaison position is primarily to assist in administering the Metro 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 Metro Transit Infrastructure Fund
- Acts as a liaison between the Transit Authority and the Integrating Committee
- Reviews grant applications submitted to the MTIF Program.
- Prepares scoring, mailings, notices, etc.
- Provides assistance to applicants during the application process including:
  - Review of submitted applications to confirm that required documentation for grant agreements has been provided in accordance with this guidance
  - Verification with the Transit Authority staff for MTIF grant approval and submittal to the Integrating Committee.
  - Notifications to the Applicants
  - Regular monitoring of active grant agreements
- Coordinates with applicant's fiscal officer to ensure fund availability and proper fund usage on all projects.
- Informs SORTA and Integrating Committee 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 individual projects and the MTIF Program
- Maintains contact with Hamilton County, municipalities and townships to coordinate MTIF project administration efforts  
Schedules meetings with the Transit Authority staff, the Transit Authority Board, Program participants, Support Staff and Integrating Committee

# MTIF 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 Metro Transit Infrastructure Funding Program Support Staff or 3) By the Hamilton County Integrating Committee 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:

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

## Program Administration Costs

Program administration costs will be covered by funds from the MTIF 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 qualified outside consultants to score applications according to the approved 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):

- ℳ One (1) the Liaison Officer for the Transit Authority and the Integrating Committee.
- ℳ Two (2) serve as Technical Assistants to the Liaison Officer. To be selected by the Transit Authority.
- ℳ 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

- |  |                   |
|--|-------------------|
| ℳ Transit Authority (SORTA)            | Three (3) members |
| ℳ City of Cincinnati                   | Three (3) members |
| ℳ Hamilton County                      | Three (3) members |
| ℳ Hamilton County Municipal League     | Two (2) members   |
| ℳ 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:

- ℳ Engineering
- ℳ Planning
- ℳ Architecture
- ℳ Construction management
- ℳ 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 Integrating Committee Support Staff propose to evaluate and score the Metro 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 a review of current Metro 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

- † Improvements are limited to publicly maintained thoroughfares within dedicated right-of-way and within the Transit Authority's service area (3/4 of a mile of a fixed route transit) excluding limited access highways, such as I-275, I-75, I-74 and I-71.
- † All non-Class I roads including functionally classified and local roadways
- † 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 enhance transit service, such as signage, shelters, lighting, bus pads, bus pullout bays, transit signal priority and park-and-ride facilities.
- † Infrastructure improvements to accommodate Bus Rapid Transit Service in corridors designated by the Transit Authority.
- † Utilities (such as storm, watermains, sanitary water and solid waste) that are an integral part of a larger eligible infrastructure project.
- † Street and pedestrian lighting that is an integral part of a larger eligible infrastructure project
- † Trees are eligible for Metro Transit Infrastructure Fund funding if they are part of a larger eligible project.

### ⌘ Bridges

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

### ⌘ Sidewalks

- † Sidewalks along roads or bridges eligible for funding per above paragraph, are eligible for Transit Infrastructure Fund funding.
- † Sidewalk projects eligible for Metro 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 Metro Transit Infrastructure Fund funding shall include sidewalk rehabilitation and expansion to provide better accessibility and ADA-compliance.
- † If new or existing sidewalks are included in a project, they must include connectivity to any existing bus stops within the project area in accordance with SORTA Bus Stop Guidelines.

### ⌘ Other

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

### Signal Improvements/Intelligent Transportation Systems (ITS)

Traffic signal projects that incorporate improvements to address safety, pedestrian and vehicle mobility, and improved transit travel times, or provide information to vehicles, pedestrians or transit patrons are eligible for Metro Transit Infrastructure Fund funding.

### Eligible Costs

Only reimbursement of construction and construction contingency costs are eligible for SORTA MTIF grant funding. No single applicant may be awarded more than 50% of a program year's total funding. The 50% includes any multi-year award that was previously approved. However, if funds are still available for a program year, after covering all other qualified projects, this condition may be waived by the Transit Authority.

No single project can be awarded more than 50% of a program year's total funding.

Jurisdictions may apply for projects requiring funding from more than a single program year. No more than 50% of a program year's total funding may be awarded to multi-year projects. For such multi-year projects, the applicant shall state how long it will take to complete the project. No multi-year project shall receive MTIF funding for more than five (5) years.

Reimbursements will be made up to the award amount or funding percentage in the executed SORTA MTIF Agreement, whichever is less.

### Ineligible Costs

- § Expenditures for improvements beyond basic requirements for infrastructure repair and post-construction restoration are ineligible for SORTA MTIF funding. Examples include but are not limited to:
  - † Ornamental planting, art installations or other decorative s walls, signage or structures
  - † Costs for right of way acquisition
  - † Insurance Premiums for Applicant or Contractor
  - † Environmental due diligence, mitigation or remediation
  - † Planning, design and permitting from outside agencies
  - † Right of Entry or other agreements with abutting property owners.
  - † Financing charges or professional and legal fees.
  - † Construction engineering and management

### 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 Transit Authority 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 for a previously approved project grant application during the next round of MTIF Program funding solicitations.

# Metro Transit Infrastructure Fund Program

Metro Transit Infrastructure Funds are dedicated to the Metro Transit Infrastructure Fund Program and the administration of its program. The Metro Transit Infrastructure Fund Program is calendar-year based.

Grant funds are provided for rehabilitation, repair, and construction of surface transportation infrastructure that is utilized by SORTA's transit services.

- ⌘ The total amount of grant funding awarded, including emergency funding, cannot be greater than 97% of the Metro Transit Infrastructure Fund Program forecasted funding for any given program year.
- ⌘ Grant funds cannot exceed 90% of the total construction cost of an individual project.
  - † The local jurisdiction must contribute a minimum of 10% of the total construction cost. Any source of funding to cover the 10% contribution by the applicant may be accepted as long as it is not from the Metro Transit Infrastructure Fund; however, additional points will be awarded to projects with a higher proportional matching share of the total project construction costs.

Round 5 (2025) will be based on 2025 receipts.

# Emergency Project Funding

An amount up to five percent (5%) of the most recent year's Metro Transit Infrastructure Fund program may be set aside for potential emergency projects. Any surplus or unused funds from previously funded projects may 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 Metro 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
  - † Appendix E 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
  - † Economic growth/community connectivity documentation
  - † Traffic hazards/LOS documentation
  - † Infrastructure users' documentation
  - † Improvements to transit use and accessibility

Projects must 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 application(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.*

- ℹ *The applicant is solely responsible for filing the application and the content of the application(s) filed.*
- ℹ Before completing Appendix E, 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:*

- ℹ The Transit Authority Application for Financial Assistance
- ℹ Appendix E
- ℹ Detailed cost estimate (signed and sealed by professional engineer)
- ℹ Useful life statement (signed and sealed by professional engineer)
- ℹ Certification of funds (signed by elected/appointed fiduciary officer)
- ℹ Authorizing legislation
- ℹ Traffic count - (signed by a professional engineer)
- ℹ Public Infrastructure / Right of Way and/or easement agreements
- ℹ Project vicinity map with latitude/longitude
- ℹ Project photographs illustrating existing conditions
- ℹ Project construction documents as of the application deadline
- ℹ Flash drive with the entire application in PDF format
- ℹ Submission Checklist (signed)

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

- ℹ Infrastructure condition data
- ℹ Infrastructure safety data
- ℹ Jurisdictional user fee/Assessment data
- ℹ Economic growth data
- ℹ Improvements to and impacts on existing or proposed transit facilities
- ℹ Relevant traffic accident reports - to include summaries, analysis and accident rates
- ℹ 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.
- ℹ If an application does not offer a sufficient amount of information to define the scope, status, costs schedule and assumptions for the project, the lowest possible rating value will be awarded.
- ℹ 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.
- ℹ A project that is not awarded funds in any program year can be submitted separately for consideration in future program years.

## Errors & Omissions

If the Support Staff finds that an application is missing any required items after the May 30<sup>th</sup>, 2025, submittal deadline, the following guidelines shall be applied:

- ℹ If the missing information is discovered in one of the criteria, 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-the eligible amount requested in the Transit Authority application does not correspond to that signed & sealed by a professional engineer), or in other project documentation, the Support Staff will use its own discretion in awarding points to rating criteria.*

*SORTA Support staff may contact the application to request clarification or additional information, if necessary, if discrepancies or errors are found in any application documentation.*

*∞ 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 publicly owned land or dedicated right of way, the applicant shall include documentation which demonstrates that the applicant has or will secure all necessary right of way prior to commencement of construction. SORTA MTIF funds may not be utilized for acquisition of right of way or property. 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.*

*∞ Note: This meeting will only be convened if such circumstances are found to exist!*

*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 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 matching share of at least 10% of project's total construction cost.
- ⌘ Information provided in the Transit Authority application pertaining to the project's matching funds will be the sole source for rating:
  - † Criterion 5 (Matching Funds)

### Section 2 - Project Schedule

- ⌘ True and realistic dates are required.
  - † Construction must be awarded no later than one (1) year from date of funding award unless otherwise approved by the Transit Authority. Failure to meet project schedules ***may result in termination of the funding agreement for that award.***
- ⌘ 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.
- ⌘ Impact of project delays on future applications.
  - † The Support Staff will take into consideration previous project implementations by an applicant. Delays and/or performance issues on previous projects may negatively impact the scoring of a new project submitted by the same applicant.

### Section 3 - Project Information

- ⌘ Details assist the Support Staff in evaluating the project.
- ⌘ Documentation detailing the purpose and need and how the project will address the needs must be documented in the submittal.
- ⌘ Applicant is required to disclose any and all funding (including grants) that have been awarded and/or set aside for the project
- ⌘ The applicant is to use the Metro 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 Metro Transit Infrastructure Fund Transit Authority Application for Financial Assistance, and the date signed.

### Section 5 - Appendix E

To maximize the scoring potential of the application, be descriptive and detailed in the information provided in Appendix E. This is utilized to score projects.

- ⌘ Before completing the Appendix E, thoroughly review all Metro Transit Infrastructure Fund rating methodology documents to fully understand how projects are reviewed and rated.
- ⌘ Take time to review your completed Appendix E to ensure that your responses provide all of the information requested for each category:
  - † All questions must be answered; leave no section blank.
  - † 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 Construction Cost Estimate (please see Appendix A for an example)

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

- ⌘ All items noted as a component of the project must be included in the construction cost 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 for the project at the time of the funding agreement. Note that the SORTA MTIF program reimburses a proportional share of eligible costs paid by the applicant.

- ⌘ Must be on jurisdiction's official letterhead.
- ⌘ Must be signed by the Chief Fiscal Officer.
- ⌘ Must include each funding source listed in the application.
  - † The applicant must use the format specified, a template for which can be found on the Transit Authority's website or see Appendix B for an example.
- ⌘ SORTA reserves the right to adjust the funding requested based on total available funding for the project whether reported or not.

### **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 Metro 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), June 13<sup>th</sup>, 2025.
- ⌘ *Applicants must include authorizing legislation for each project application.*

### **Section 10 - Traffic Count Information** (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**

- ⌘ Description of existing or needed right of way for the project including any exhibits illustrating existing right of way or preliminary or final plans for proposed right of way acquisition.
- ⌘ Documentation with status of right of way acquisition (if needed)
- ⌘ Note that SORTA MTIF funding is not eligible for right of way acquisition.

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

Only required if project involves more than one political subdivision

### **Section 13 - Project Photos**

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

- ⌘ For example, pavement conditions, lack of pedestrian walkways, lack of bus stop facilities.
- ⌘ Whenever possible, should be of expansive of the project limits in the application including transit facilities where they exist.
  - † Close up photos of a single pothole or other isolated deficiencies will not suffice.

#### Section 14 - Project Vicinity Map

Project mapping assists the rating team in identifying unique circumstances and relationship to SORTA transit network for the proposed project.

- ⌘ The applicant should include a vicinity map and a more detailed site plans or mapping to identify the limits of 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 for SORTA use in mapping all projects in a given program year.

#### Section 15 - Flash Drive

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

#### Section 16 - 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 jurisdiction.
  - † ***With the signature of the applicant's representative, the applicant acknowledges that they have read and understand the most current edition of the Metro 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

SORTA assigns scores to the following Additional Support Information (ASI) rating criteria items:

- Priority
- Transit Impact
- Ability to Proceed
- Matching Funds
- Regional Impact
- Relative Economic Strength

Rating teams field check and verify all other criteria in the ASI and assign the appropriate rating.

- ⌘ SORTA internal or consultant staff may not be involved in the rating of a project(s) when they or their employer may have a direct or indirect personal, financial or professional conflict of interest.
- ⌘ A rating team may call upon another team's expertise as required.

## Project Distribution

The SORTA 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, Transit, structural, Traffic drainage, etc.)
  - † Balanced number of projects will be assigned per rating team

## Field Rating

The Rating Teams will rate the applicable components/factors of a project included in the Metro 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 projects to be reviewed.

- ⌘ Each rating team presents the projects it rated to the Support Staff.
- ⌘ Internal or Consultant Support Staff members may not be involved in discussion concerning the rating a project(s) for the jurisdiction of which they have a direct or indirect personal, commercial or professional conflict of interest. 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 30% 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 Metro Transit Infrastructure Fund scores (tie breakers included if necessary).

- ⌘ First Tiebreaker: Score of Rating Category 1 – Physical Condition
- ⌘ Second Tiebreaker: Rating Category 8 – 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.

## Recommended Funding Package

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

- ⌘ Prioritized Scoring of projects for the Metro Metro Transit Infrastructure Fund
- ⌘ The grant funding recommendations for the Metro Metro Transit Infrastructure Fund
- ⌘ At the Staff Support Committee’s own discretion, one or more of the projects may be partially funded. This may allow projects with multi-year schedules and/or significant construction costs construction costs an opportunity to receive partial 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 seeks to utilize the funds, it must submit a reimbursement request (that may include one or more invoices for the same project for funds disbursed to a contractor (does not include retainage or other work not included in the MTIF project agreement) to the Transit Authority requesting the release of the funds. The Transit Authority processes the request for the issuance of a warrant (check/ACH) which is forwarded to the 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 any unexpended funds.”**

The Transit Authority will reimburse a portion of eligible expenses included with invoice based on the disbursement to the contractor using the project funding agreement ratio. The Awardee will be responsible for the balance of the invoice from the contractor or other outside parties.

It is preferred that no more than two requests per project are submitted per month. The Transit Authority will issue the payment 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. It is the proposer’s responsibility to research and follow all state and federal requirements. Questions should be directed to the Awardee’s legal counsel.

## Residual Project Funding

When a Metro Transit Infrastructure Fund project funded prior to the current funding round is completed without expending all Metro 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 Metro 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 Metro Transit Infrastructure Fund methodology is generally based on Ohio Public Work Commission (OPWC)'s Capital Improvement Program which is the product of an analysis and application of State of Ohio laws which govern the OPWC and its Programs. The following procedures will be implemented by the Transit Authority to ensure that the methodology for the Metro 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 Metro 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 Metro 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 Criterion 7.
- ⌘ On a triennial basis, 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 Metro 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

### Member

Eric Beck - Chairman  
Paula Lampley  
Lori Burchett  
Greg Long  
Monica Morton  
Robert Bemmes  
Lee Czerwonka  
Denny Connor  
Tony Rosiello

### Representing

Hamilton County  
Hamilton County - At Large  
City of Cincinnati  
City of Cincinnati  
City of Cincinnati  
Hamilton Co. Municipal League  
Hamilton Co. Municipal League  
Hamilton Co. Township Assoc.  
Hamilton Co. Township Assoc.

### Phone

(513) 946-4250  
(513) 910-6066  
(513) 207-5709  
(513) 352-5289  
(513) 352-3223  
(513) 733-3725  
(513) 745-0402  
(513) 378-5254  
(513) 317-2861

## District 2 Integrating Committee Alternates

<u>Member</u>	<u>Alternate for</u>	<u>Phone</u>
Todd Long	Eric Beck	(513) 946-4254
Mary Welsh	Paula Lampley	(513) 378-8370
John Brazina	Greg Long	(513) 352-6249
Angela Wright	Lori Burchett	(513) 352-5335
Brian Gay	Monica Morton	(513) 352-6276
Craig Margolis	Robert Bemmes	(513) 891-2424
Carson Shelton	Lee Czerwonka	(513) 527-6504
Josh Gerth	Tony Rosiello	(513) 688-8400
Dan Unger	Denny Connor	(513) 385-7500

# Transit Infrastructure Program Support Staff

## If this option is selected

### Member

- ⌘ The Transit Authority (SORTA)
- ⌘ City of Cincinnati
- ⌘ Hamilton County
- ⌘ Hamilton County Municipal League
- ⌘ Hamilton County Township Association

### Jurisdiction

- Three (3) members, TBD
- Three (3) members, TBD
- Three (3) members, TBD
- Two (2) member, TBD
- Two (2) members, TBD

# Transit Infrastructure Program Liaison Officer

Transit Agency Liaison Officer—Khaled Shammout

[kshammout@go-metro.com](mailto:kshammout@go-metro.com)

(513) 632-7671

Also copy: Jason Roe

[jroe@go-metro.com](mailto:jroe@go-metro.com)

(513) 632-7666

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

*{NOTE: The Estimate should specify pay items necessary for the project with unit prices and quantities. Do not summarize construction costs into one lump sum 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 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 estimate 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 METRO TRANSIT INFRASTRUCTURE FUND PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS the Metro Transit Infrastructure Fund Program provides of funding for the general construction or maintenance of roads, bridges and related facilities involved in the provision of transit 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 Metro 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/video or electronic count
- Applicant 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 matching funds equal to [insert percent] percent of the total project construction cost. Such funds will come from [insert name of account/fund].

[Subdivision B] will provide matching funds equal to [insert percent] percent of the total project construction 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.

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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. This section has been combined with Appendix F: Additional Support Information that has been used in previous application cycles.

Applicants shall furnish the following additional support information to assist the Support Staff when rating the project. 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.

# Metro Transit Infrastructure Fund

## Round 5 (Program Year 2025)

### 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.

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

Scoring Criteria	Scale	Weight (%)
Criterion 1 – Physical Condition	0 to 10	15
Criterion 2 – Safety	0 to 10	5
Criterion 3 – Priority	0 to 10	5
Criterion 4 – Economic Growth/Community Connectivity	0 to 10	4
Criterion 5 – Matching Funds	0 to 10	10
Criterion 6 – Regional Impact	0 to 10	5
Criterion 7 – Relative Economic Strength	0 to 10	5
Criterion 8 – Transit Impact	0 to 10	19
a. Fixed Route	0 to 10	
b. Paratransit Only	0 to 10	
Criterion 9 – Multimodal Infrastructure	0 to 10	10
Criterion 10 – Ability to Proceed	0 to 10	7
Criterion 11 – Sustainability	0 to 10	5
Criterion 12 – Past Performance	0 to 10	10
<b>Total</b>		<b>100</b>

## Criterion I - Physical Condition (Weight 15%)

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. 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.

***10 – Failed or Banned*** - Requires complete reconstruction or replacement

***9 - Critical***- Requires major reconstruction to maintain integrity

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

***7 - Poor***- Requires standard rehabilitation to maintain integrity

***6 - Moderately Poor***- Requires minor rehabilitation to maintain integrity

***5 - Fair***- Requires extensive maintenance and periodic repairs to maintain integrity

***4 - Moderately Fair***- Requires routine maintenance to maintain integrity

***2 - 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 or add accommodations for transit use.*

Provide a statement detailing the deficient conditions of the existing infrastructure including lack of accommodations of transit service 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.

Criterion 2 - Safety (Weight 5%)

How important is the project to the safety of the public & citizens of 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?*** Sidewalks and non-motorized safety are taken 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 are 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 4 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.***

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.

Criterion 3 – Priority (Weight 5%)

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

The applicant is required to list in order of priority the projects for which it is applying. Points are awarded based solely on this information. The financial officer of the jurisdiction shall be responsible for prioritizing all applications from any agency or department of the jurisdiction.

*10 - First priority project*

*5 - Second priority project*

*2 - Third priority project*

*0 - Fourth priority or lower*

Priority 1

Priority 2

Priority 3

Priority 4

Priority 5

The applicant/s 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.

#### Criterion 4 - Economic Growth and Community Connectivity (Weight 4%)

Provide a statement detailing how the project will enhance economic growth and/or improve community connectivity by providing access to adjacent community facilities such as parks, schools, municipal offices, or other public facilities. The improvements may comprise new or improved sidewalks, shared-use paths, roadways, bridges, or bicycle facilities. The applicant must provide site-specific details demonstrating the project's ability to address existing deficiencies and enhance the connectivity with public facilities within and directly adjacent to the project area. The applicant should provide documentation describing the purpose and need for the improvements and how the proposed work will improve connectivity to community facilities. The applicant must provide documentation of the expressed cooperation between the applicant and adjacent facilities (if owned or managed by a separate entity). In all cases, site-specific documentation is required.

***10 - The project will directly secure preferred economic development and/or the project will provide new connectivity to community facilities.***

The project will bring significant new permanent employment and commercial development to the Applicant. 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 project will provide new infrastructure that provides vehicular or pedestrian connectivity to adjacent public facilities where none exists. The applicant must submit documentation demonstrating the viability of the project and the commitment of the principals involved.

***5 - The project will permit economic development and/or the project will enhance the existing connectivity to community facilities.***

The project will provide access (including transit) to a development site that is underutilized or undeveloped due to a lack of access.

The project will repair or replace portions of existing vehicular or pedestrian connectivity to a community facility. The applicant must submit documentation demonstrating the current constraints on the development site and how the project will eliminate these constraints.

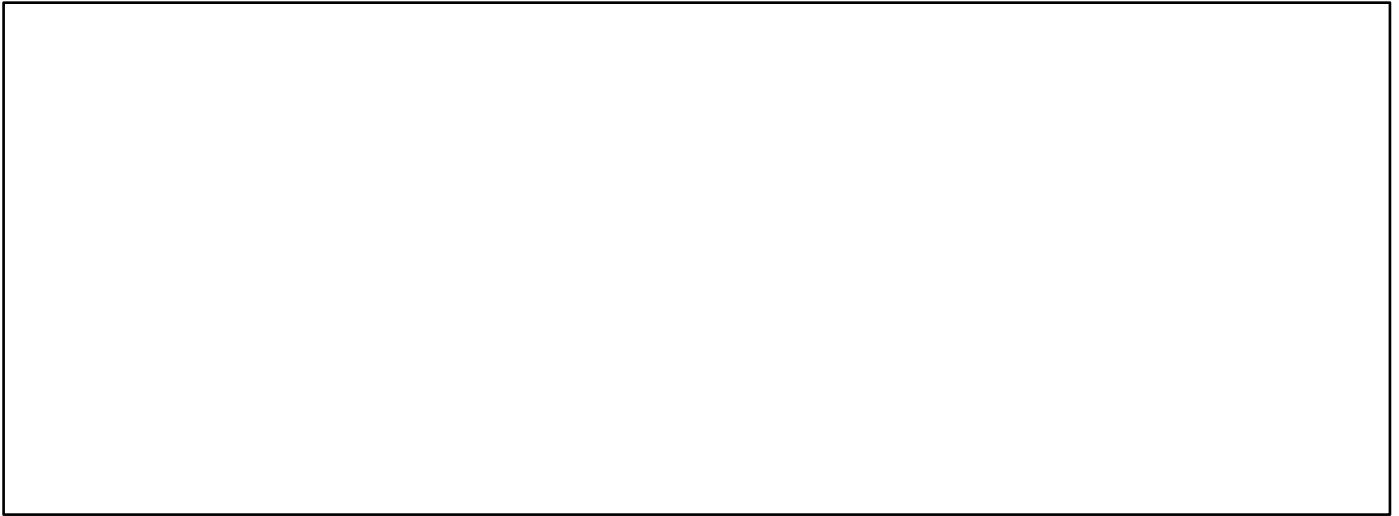
***0 - The project will not impact development nor improve connectivity to community facilities.***

The project will have no impact on business development/employment or impact existing vehicular or pedestrian connectivity to a community facility.

#### Note:

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

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 employment, residential or commercial developments and or provide connectivity to community facilities adjacent to the project. .



Criterion 5 - Matching Funds (Weight 10%)

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

List total percentage of matching 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% \**

\* A minimum 10% match is required to receive TIF funding

Notes:



## Criterion 6 – Regional Impact (Weight 5%)

### Does the infrastructure have regional impact?

- † For roads and bridges and traffic/ITS projects, consider the origination and destination of traffic, functional classifications, average amount of daily traffic, 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 (25,000 or more)**

- † 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 (15,000 – 24,999)**

- † 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 (10,000 – 14,999)**

- † 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 (5,000 – 9,999)**

- † 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 Impact-** Roads: **Local (4,999 and under)**

- † 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.

#### **0 - No Impact-** *Not located on road network*

ADT:

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

**Criterion 7 – Relative Economic Strength (Weight 5%)**

What is the relative economic strength of the jurisdiction?

SORTA utilizes the Integrating Committee’s predetermined relative economic strength for all applicants in Hamilton County. The relative economic strength of a jurisdiction may periodically be adjusted when pertinent US Census data is updated. The jurisdictions will be assigned a score based on U.S. Census Bureau Median Household Income in the past twelve (12) months. The following table will be used to assign project points for the Relative Economic Strength score for each jurisdiction.

Community Name:

Relative Economic Strength Score	Project Points
2	2
4	4
6	6
8	8
10	10

**10 Points**

Addyston  
Chevot  
Elmwood  
Lincoln Heights  
Mt. Healthy

Arlington Heights  
Cincinnati  
Golf Manor  
Lockland

**8 Points**

Forest Park  
Norwood  
Silverton  
Springfield Twp.  
Whitewater Twp.

North College Hill  
Reading  
Springdale  
St. Bernard  
Woodlawn

**6 Points**

Cleves  
Colerain Twp.  
Delhi Twp.  
Greenhills  
Harrison  
Loveland  
North Bend  
Sycamore Twp.

Columbia Twp.  
Deer Park  
Fairfax  
Hamilton County  
Harrison Twp.  
Miami Twp.  
Sharonville

**4 Points**

Amberley Village  
Blue Ash  
Green Twp.  
Montgomery  
Symmes Twp.

Anderson Twp.  
Crosby Twp.  
Mariemont  
Newtown

**2 Points**

Evendale  
Indian Hill  
Terrace Park

Glendale  
Madeira  
Wyoming

Criterion 8 – Transit Impact

If the Transit Authority’s fixed route bus service operates on the street included in the application, use section (A) for scoring; otherwise, use section (B). Remember that a project to be eligible for Metro 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 Metro Transit Infrastructure Fund funding.

A. Serving Fixed Route Service (Weight 19%)

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 must be served by the fixed route to receive the corresponding points based on its weekday trip.

*10 – The road infrastructure is utilized by 125 or more fixed-route scheduled weekday trips or is located on a Bus Rapid Transit Corridor designated by the Transit Authority.*

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

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

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

*2 – 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 (Weight 2%)

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*

Fixed Route Trips:

Distance to Fixed Route:

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

Criterion 9 – Multimodal Infrastructure (Weight 10%)

Detail the accommodation of multiple modes of transportation that are supported by the project.

- 10 - New facilities: to support additional modes of transportation (new sidewalks, multi-use path or other dedicated pedestrian, transit (bus lane or bus bay, BRT Station) or bicycle lanes).*
- 5 - Improved facilities: to support additional modes of transportation (repair or replacement of existing dedicated bike, pedestrian or transit facilities including adding a bus shelter).*
- 2 - Minor Improvements: New ADA ramps, pavement markings, signs or designated cross walks supporting additional modes of transportation i.e. dedicated pedestrian, transit or bicycle facilities.*

Notes: All multimodal infrastructure improvements must be in accordance with the AASHTO, OMUTCD, local jurisdiction requirements and SORTA bus stop design guidance where applicable.

Criterion 10 – Ability to Proceed (Weight 7%)

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 rights-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 has not started yet*

Notes: Applicant must have all right of way secured prior to awarding project. SORTA MTIF funds cannot be utilized for right of way acquisition or design and engineering expenses. Applicant shall make quarterly progress reports to SORTA on the status of the project prior to, and following award, of the construction contract.

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 or No:

**Criterion II – Sustainability (Weight 5%)**

It is important for Applicants to consider sustainability in their projects. The inclusion of sustainability in a project from the earliest stage of its lifecycle produces the largest benefits. Considering sustainability measures in infrastructure design and construction include, among others: reduced gas and diesel 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	
A. Energy Efficiency Energy Consumption	1	
B. Recycled Materials	1	
C. Air Quality Factors		
a. Traffic Signal Improvements		
• Traffic Signal Synchronization	2	
• Transit Signal Priority	1	
• Transit Queue Jump Phase (including lane)	1	
b. Reduce Paved Area and add Landscaping Trees	1	
c. Accommodations for Electric Vehicle/Bus Charging	2	
d. Permeable Pavement	1	

**A. Energy Efficiency**

Project includes removal or replacement existing traffic signals, pedestrian or roadway lighting or other electrically power devices with solid state LED lighting

	Points
Yes	1
No	0

**B. Recycled Materials**

Recycled Materials: New pavement, structures or ancillary materials incorporate recycled materials.

Recycled Materials	Points
No	0
Yes	2

### C. Air Quality Factors

#### a. Traffic Signal Improvements

Does the project include smart signal solutions?

Type of Traffic Signal Improvements	Points
Traffic Signal Synchronization or Adaptive Control	2
Transit Signal Priority	2
Transit Queue Jump Phase	2

#### b. Trees or Open Space

Reducing impervious area/or providing 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 reduce impervious area and/or include additional plantings	Points
No	0
Yes	1

#### c. 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

#### d. 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:

- 1* - Use permeable pavement for more than 25% of areas on the project.
- 0* - Use permeable pavement for less than 25% of areas

Notes: Please provide details on all proposed sustainability components.



## Criterion 12 – Past Performance (Weight 10%)

An applicant's frequency and amount of awarded MTIF money, as well as past performance of delivering MTIF-funded projects is an important differentiator to determine eligibility for future MTIF-funded projects. Applicants that have never applied or received no MTIF funding in the past three (3) application cycles will receive the maximum number of points for this criterion. Those applicants that have received less than \$500,000 in the past three (3) application cycles are also eligible for additional points. Meeting project delivery requirements will be acknowledged and will receive additional points.

In the event an applicant has failed to deliver a previous, on schedule and/or has not met SORTA's reporting requirements, may receive negative points in this criterion. In case an applicant has received funding for more than one project in the past, the average of their scores will be used.

*10 - Never applied for SORTA MTIF funding, or haven't received funding in past 3 cycles*

*7 - Received less than \$500,000 in past 3 cycles and previous projects have received Satisfactory progress reports.*

*5 - Previous project(s) met the City/Twp/Co. commitments and started within 1 year with good construction progress and timely status reports.*

*(-5) - Previous project delivered but with documented issues, including but not limited to late construction start (without communications or waiver), delayed completion, or lacking adequate progress reports and invoices.*

*(-20) - Failed to deliver previous awarded project(s)*

\*Support Staff will score this category based on community submittal history and performance.