



Ohio Administrative Code Rule 164-1-33 District administration costs.

Effective: February 15, 2024

(A) The allowable expenses for each public works district that may be paid from state capital improvements fund and the local transportation improvement program fund pursuant to the district administrative costs program shall be the total of the district administrative costs in an amount as provided for by an act of the General Assembly.

(B) Definitions:

(1) "District administrative costs" are the necessary direct staff and support costs, including the costs of the integrating committee contractor or the integrating committee support agency of the district integrating committees to perform their statutory responsibilities under sections 164.06 and 164.14 of the Revised Code.

(a) Allowable costs include those costs directly incurred as a result of the need for labor, materials, supplies, equipment, travel and support services to perform the statutory requirements of the district integrating committee as established by sections 164.06 and 164.14 of the Revised Code. Including:

(i) The cost necessary for the evaluation, ranking and selection of applications submitted by subdivisions;

(ii) The cost necessary for the district committee to assist its subdivisions in the preparation and coordination of project plans;

(iii) The cost necessary for the district to comply with reporting requirements of the Ohio public works commission;

(iv) Reimbursement at the state mileage rate and the cost of any parking fees, no other travel fees will be reimbursed;



(v) The actual cost of photocopies and postage.

Allowable costs are limited to the direct costs of district administration associated with staff support and reimbursable expenses of an integrating committee supporting agency or integrating committee contractor as approved by the director. Such costs shall be set forth in the district administrative cost budget submitted to the director along with the work plan which shall delineate those services to be provided by any proposed integrating committee contractor or integrating committee supporting agency in performing the required activities of the work plan. Costs must be submitted within eighteen months of the project agreement date .

(b) Non-allowable costs are those costs associated with the general governance administration of local subdivisions and their preparation of applications, inventories, reports or plans necessary to meet the eligibility requirements of the Ohio public works commission. Including:

(i) Elected officials' salaries and benefits;

(ii) Applicant costs associated with the administration of any project considered or approved for funding by the commission;

(iii) Costs incurred by the applicant in conducting the normal business of the applicant, including proportional costs attributable to normal business activities, such as the cost of facilities, equipment, and salaries of supervisory staff.

(2) "Work plan" is the annual summary of functions and tasks to be performed on behalf of each district committee by the integrating committee contractor or the integrating committee supporting agency to meet their statutory responsibilities under sections 164.06 and 164.14 of the Revised Code.

(3) "District administrative costs budget" the estimated annual expenses to carry out the work plan of the district detailing direct costs for labor, materials, supplies, equipment, travel and support or contracted services, which are reviewed and approved by the district public works committee pursuant to section 164.04 of the Revised Code.

(4) "Integrating committee contractor" the entity nominated by the district integrating committee for



approval by the director to provide administrative support to carry out its work plan and with whom the director enters into a professional services contract, or inter governmental service agreement on behalf of the district.

(5) "Integrating committee supporting agency" a local subdivision nominated by the district integrating committee for approval by the director to provide administrative support to carry out its work plan and with whom the director approves and authorizes reimbursement of allowable costs.