

District 3 - Clean Ohio Conservation Fund

Appendix 4:

OPWC INSTRUCTIONS FOR COMPLETING
PART 2

CLEAN OHIO CONSERVATION FUND

THE OHIO PUBLIC WORKS COMMISSION
65 EAST STATE STREET, SUITE 312
COLUMBUS, OHIO 43215
(614) 466-0880

www.pwc.state.oh.us

Clean Ohio

APPLICATION AND

INSTRUCTIONS FOR

FINANCIAL ASSISTANCE

Conservation

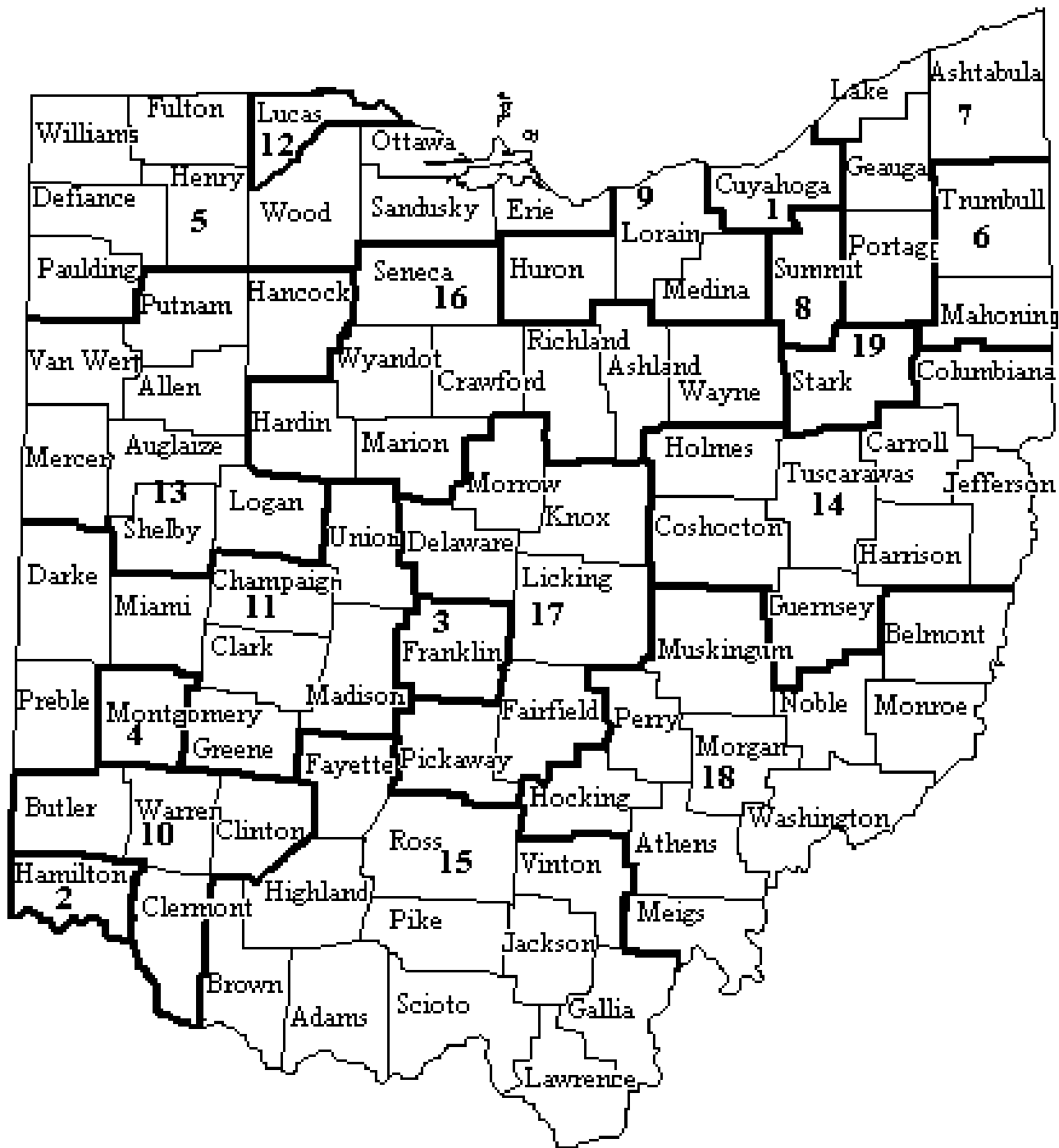
October 2001

Fund

Application Must Be Typed



**OHIO PUBLIC WORKS COMMISSION
Ohio Counties/NRAC District Map**



FOR INFORMATION ON THE NATURAL RESOURCES ASSISTANCE COUNCIL MEMBERSHIP
OR FOR THE OHIO PUBLIC WORKS
COMMISSION'S PROGRAM REPRESENTATIVE FOR YOUR COMMUNITY:
Call the Commission's office in Columbus at (614) 466-0880,
or visit us at www.pwc.state.oh.us

OHIO PUBLIC WORKS COMMISSION

On July 26, 2001, the Governor signed House Bill No. 3 which created the Clean Ohio Program. As part of that program, the Ohio Public Works Commission will assist in financing the Clean Ohio Conservation Program projects. The commission provides grants for open space and riparian corridors. See Attachment "A" of the application for eligible project emphasis. Funding for this program is \$37,500,000 per year.

APPLYING FOR FUNDING

To apply for Clean Ohio Program Open Space funds the applicant must work through its Natural Resources Assistance Council (NRAC). There are 19 Natural Resources Assistance Councils that are responsible for approving projects to send to the Ohio Public Works Commission. NRACs consist of eleven members. The representation includes a diverse group including local district public works integrating committee members, soil and water conservation districts, local governments, environmental groups, parks, agriculture, and business. Each NRAC evaluates and scores applications using a locally developed methodology, approved by the commission, based on criteria listed in Chapter 164 of the Ohio Revised Code. These evaluation criteria focus on the support of comprehensive open space planning, protection of habitat, preservation of existing high quality wetlands, linkages to other open space and enhancement of economic development that relies on recreation and ecotourism in areas with relatively high unemployment and lower incomes.

After evaluating and scoring the projects, each NRAC creates a list of high priority projects that are submitted to the Ohio Public Works Commission. Each application is reviewed for completeness and project eligibility. After all requirements are met at the NRAC district level and the applications are approved, formal agreements are issued by the Ohio Public Works Commission to individual applicants. The commission's staff maintains ongoing contact with local applicants or potential applicants, providing technical assistance through each project's completion.

For more information on the Clean Ohio Fund, please write the Ohio Public Works Commission at 65 East State Street, Suite 312, Columbus, OH 43215, call (614) 466-0880, or visit our web site at www.pwc.state.oh.us

PRELIMINARY REQUIREMENTS FOR PARTICIPATION

Aid to Disabled Americans Act

If any part of this project is accessible to the public it must meet the requirements of the Federal Aid to Disabled Americans Act.

Flood plain Management Requirements

Ohio Revised Code Section 1521.14 (C)(1) requires local subdivisions applying for funding to demonstrate to the satisfaction of the commission that the project will comply with flood damage reduction standards. These requirements apply only to local subdivisions where flood plain areas have been identified pursuant to the National Flood Insurance Program.

A SPECIAL NOTE:

District-Specific Requirements

Your project will be rated and ranked against others in your NRAC district and the most competitive applications will receive funding. It is important for you to review your NRAC's [Project Selection Methodology](#) to understand how points are assigned to projects so you can select the most competitive projects to submit for funding. NRACs may have supplemental forms which must be completed and submitted with the application.

It is important that you know the application deadlines established by your NRAC as well as the meeting schedule for review and selection of projects. Plan to attend these meetings so you will be available to provide clarification to those rating and ranking your application.

If you require assistance in completing an application, please contact either your NRAC or the commission at (614) 466-0880.

INSTRUCTIONS FOR COMPLETING THE PROJECT APPLICATION

Note: Applicant must use this form to apply for Clean Ohio Conservation funding. A blank copy of the application can be found at the back of this document.

All applicant information must be typed. **Please read these instructions carefully.**

APPLICANT: Indicate the name of the applicant; **eligible applicants include county, municipal corporation, township, conservancy district, soil and water conservation district, joint recreational district, park district/authority, nonprofit organization and possibly others to be determined by the Director of the Ohio Public Works Commission.**

Projects involving multiple applicants must select one applicant to serve as the lead or administrator of the project. A cooperative agreement must be executed and attached as required in Section 5.0, Attachments. Only one application is necessary.

CODE # ____ - ____: Enter your Ohio Public Works Commission applicant code. If unknown, you may leave it blank or call the commission at (614) 466-0880.

DISTRICT NUMBER: Enter the number of the Natural Resources Assistance Council to which you are applying (where the project is located). If unknown, refer to the map on the second page of this document or call the commission at (614) 466-0880.

COUNTY: Enter the county in which your community is located.

DATE: Enter today's date.

CONTACT: Enter the contact person, available during business hours, who can best answer or coordinate a response to questions regarding your application.

PHONE #, FAX #, AND E-MAIL ADDRESS: Enter the daytime telephone number, the fax number and e-mail address (if available) of the contact person.

PROJECT NAME: Name of the project applied for; please be descriptive and specific, e.g.: Smiling Creek Riparian Corridor, Happy Metropark Rare Habitat Preserve.

ELIGIBLE APPLICANT: Check the item that legally describes your status. Projects involving more than one applicant should use the type which describes the lead applicant.

PROJECT TYPE: Check the item which describes the largest component of your project.

ESTIMATED TOTAL PROJECT COST: Enter the total dollar amount that your project will cost from Section 1.1(f) of your application.

CLEAN OHIO CONSERVATION FUNDING REQUESTED: Enter the total dollar amount of your request for Clean Ohio Conservation Fund assistance from Section 1.2(e) of your application.

APPLICATION FOR THE CLEAN OHIO CONSERVATION FUND
October 2001
SUMMARY SHEET

IMPORTANT: Please consult the "Instructions for Completing the Project Application" for assistance with this form.

APPLICANT: _____ **CODE #** ___ - ___
(If Unknown Call OPWC)

DISTRICT NUMBER: _____ **COUNTY:** _____ **DATE** ___ / ___ / ___

CONTACT: _____ **PHONE # ()** _____
(THE PROJECT CONTACT PERSON SHOULD BE THE INDIVIDUAL WHO WILL BE AVAILABLE DURING BUSINESS HOURS AND WHO CAN BEST ANSWER OR COORDINATE THE RESPONSE TO QUESTIONS)

FAX: () _____ **E-MAIL** _____

PROJECT NAME: _____

ELIGIBLE APPLICANT:

(Check Only 1)

- A. County (1)
- B. City (2)
- C. Township (3)
- D. Village (4)
- E. Conservancy District (6)
- F. Soil & Water Conservation District (7)
- G. Joint Recreational District (8)
- H. Park District/Authority (9)
- I. Nonprofit Organization (10)
- J. Other _____ (11)

PROJECT TYPE:

(Check Largest Component)

- A. Open Space (7)
- B. Riparian Corridor (8)

PRIMARY PROJECT EMPHASIS _____

(Choose a category from Attachment A which most closely describes our primary project emphasis.)

ESTIMATED TOTAL PROJECT COST : \$ _____
(from 1.1f)

CLEAN OHIO CONSERVATION FUNDING REQUESTED: \$ _____
(from 1.2e)

NRAC APPROVAL

To be completed by the NRAC Committee ONLY

GRANT: \$ _____

FOR OPWC USE ONLY

PROJECT NUMBER: _____
Local Participation _____ %
Clean Ohio Fund Participation _____ %

APPROVED FUNDING: \$ _____
Project Release Date: _____

1.0 **PROJECT FINANCIAL INFORMATION:**

1.1 Project Estimated Costs

- (a.) **Acquisition Expenses**
Enter land purchase and/or easement purchase acquisition costs. If there are other acquisition expenses, please define under "Other".
- (b.) **Planning and Implementation**
Enter costs for planning such as appraisal fees, closing costs, title search, environmental assessments, and design. If there are additional planning and implementation costs not identified on the application, please define under "Other Eligible Costs".
- (c.) **Construction or Enhancement of Facilities**
Enter estimated construction costs to be paid to contractors or to be completed with in-kind work (through your own employees/volunteers). These costs must be supported by and consistent with a detailed architect's or engineer's estimate.
- (d.) **Permits, Advertising, and Legal**
Enter direct expenses for permit fees, advertising, and legal fees.
- (e.) **Construction Contingencies**
Enter contingency amount indicated in your architect's or engineer's certified cost estimate (this amount should not exceed 10% of estimated construction costs).
- (f.) **Total Estimated Costs**
Enter the total of items (a.) through (e.). Please round to the nearest dollar.

In- Kind Column

Indicate amount of work to be performed by your own employees. This could also include donated land, services and/or materials and volunteer labor. This should be supported by an architect's or engineer's estimate in compliance with the Ohio Revised Code.

Ineligible Costs - The following costs do not qualify for funding:

Projects shall not include hydro modification projects such as dams, dredging, sedimentation and bank clearing and shall not accelerate untreated water runoff or encourage invasive nonnative species.

Projects shall not include costs of planning or administrative services of a district NRAC, in reviewing, recording, approving, or disapproving project applications.

1.0 PROJECT FINANCIAL INFORMATION

1.1 **PROJECT ESTIMATED COSTS:** TOTAL DOLLARS In Kind Dollars
(Round to Nearest Dollar) (See definition in instructions.)

- a.) Acquisition Expenses: \$.00
 - Fee Simple Purchase \$
 - Easement Purchase \$
 - Other \$

- b.) Planning and Implementation: \$.00
 - Appraisal \$
 - Closing Costs \$
 - Title Search \$
 - Environmental Assessments \$
 - Design \$
 - Other Eligible Costs \$

- c.) Construction or Enhancement of Facilities: \$.00

- d.) Permits, Advertising, Legal: \$.00

- e.) Contingencies: \$.00
(not to exceed 10% of total costs)

- f.) **TOTAL ESTIMATED COSTS:** \$.00

1.2 Project Financial Resources

In this section, provide a breakdown of all project funding sources including the total amount of funding from each source and percentage in relation to the total project cost.

- (a) Local In-Kind Contributions - indicate the dollar value of force account labor (applicant's own employees), materials, equipment, or volunteer labor that will likely be contributed by the applicant toward the project.
- (b) Applicant Contributions (Local Funds) - indicate the dollar amount of actual applicant support, e.g. general revenues, local debt, user fees, etc.
- (c) Other Public Revenues - indicate other funding sources and dollar amounts expected from these sources. Nature Works, Land Water Conservation Fund, Ohio Environmental Protection Agency (OEPA), Ohio Water Development Authority (OWDA), Community Development Block Grant (CDBG), Ohio Department of Natural Resources (ODNR), or others.
- (d) Private Contributions - Any private sources such as developers, assessments, etc.
- (e) Clean Ohio Conservation Fund - financial assistance from the Clean Ohio Conservation fund. Please also include participation from other Natural Resources Assistance Councils. Applicants may request grants up to seventy-five percent (75%) of the total project cost.
- (f) Total Financial Resources - total items (a) through (e). This sum must equal the total estimated costs in section 1.1 (f). The sum of the percentages should equal 100%.

1.3 Availability of Local Funds

Indicate the status (date available) of all funding sources identified in sections 1.2(a) through 1.2(d) For applicant contributions, a Status of Funds Report should be signed by the applicant's CFO which certifies that all local share funds are available as indicated in the application and have been formally earmarked for the project. The CFO should also indicate status of all non-Clean Ohio Conservation funds to be used for the project. For other public revenues, indicate the specific program from which the funds are coming.

1.2 PROJECT FINANCIAL RESOURCES:

(Round to Nearest Dollar and Percent)

	DOLLARS	%
a.) In-Kind Contributions (Please define) _____	\$ _____ .00	
b.) Applicant Contributions (Local Funds)	\$ _____ .00	
c.) Other Public Revenues		
Nature Works	\$ _____ .00	
Land Water Conservation Fund	\$ _____ .00	
Ohio Environmental Protection Agency	\$ _____ .00	
Ohio Water Development Authority	\$ _____ .00	
Community Development Block Grant	\$ _____ .00	
Ohio Department of Natural Resources	\$ _____ .00	
OTHER _____	\$ _____ .00	
d.) Private Contributions	\$ _____ .00	_____
<i>SUBTOTAL LOCAL RESOURCES:</i>	\$ _____ .00	
e.) CLEAN OHIO CONSERVATION FUND:	\$ _____ .00	
Funds from another NRAC	\$ _____ .00	_____
<i>SUBTOTAL CLEAN OHIO RESOURCES:</i>	\$ _____ .00	_____
f.) TOTAL FINANCIAL RESOURCES:	\$ _____ .00	<u>100%</u>

1.3 AVAILABILITY OF LOCAL FUNDS:

Attach a statement signed by the Chief Financial Officer listed in section 4.2 certifying all local share funds required for the project will be available on or before the earliest date listed in the Project Schedule section.

Please list any partnership with other sources. (i.e.; is this part of a larger project or plan): _____

2.0 PROJECT INFORMATION

2.2 Brief Project Description

Describe the improvements resulting directly from implementation of this project.

- (A) Specific Location - Attach a map indicating the specific location. If a map is not available, provide specific location of the project boundaries (where the project begins and ends).
- (B) Project Components - Describe the kind of project and project components. For example, an open space project should indicate whether or not it involves habitat protection, reforestation of land, etc.
- (C) Project Emphasis - Provide the project specifics. Please indicate precisely how the project meets the emphasis described in Attachment A of the project application. Include descriptive characteristics such as the size of space being acquired or enhanced.
- (D) Define Terms of Easement - please refer to section 164.26 of the Ohio Revised Code for guidance.
- (5) Information Regarding Public Access - Describe where the access is located. Is it open to the general public or are there restrictions? What are the hours of availability? Will the general public be given the opportunity to participate in the planning of the project?

2.3 Ownership/Management/Operation - Please indicate who will own, maintain, and operate the improvement.

2.0 PROJECT INFORMATION

If the project is multi-jurisdictional, information must be consolidated in this section.

_____ *Please check here if additional documentation is attached.*

2.1 BRIEF PROJECT DESCRIPTION - (Sections A through E):

A: SPECIFIC LOCATION: Please attach a map.

PROJECT COUNTY: _____ **PROJECT ZIP CODE:**

B: PROJECT COMPONENTS: Please describe the various project components.

C: PROJECT EMPHASIS AS DEFINED BY SECTIONS 164.22 (A) (B) OF THE OHIO REVISED CODE AND LISTED IN APPENDIX A: Please describe.

D: DEFINE TERMS OF EASEMENTS:
PLEASE REFER TO SECTION 164.26 OF THE OHIO REVISED CODE.

E: INFORMATION REGARDING PUBLIC ACCESS

Where is the access located? Is it open to the general public or are there restrictions? What are the hours of availability? Will the general public be given the opportunity to participate in the planning of the project?

2.2 OWNERSHIP/MANAGEMENT/OPERATION: Please address.

3.0 **PROJECT SCHEDULE**

Indicate the estimated beginning and ending dates of your project. (3.1) planning and implementation, (3.2) land acquisition/easements, (3.3) site improvements. If dates are not applicable to your project, please enter "N/A".

Projects with schedules that lend themselves to a future program year may be returned for resubmission at a later date.

4.0 **PROJECT OFFICIALS**

4.1 Chief Executive Officer (CEO)

Identify the person who will have legal authority to sign a project agreement as indicated in the required authorization (see Section 5.0, Attachments). This person **must** have the authority to enter into a contract with the commission. Examples of a CEO are: the chair/president of the board of county commissioners or township trustees, a mayor or manager of a city or village. Include title, mailing address, phone number, fax number, and e-mail address, if available. **Project Agreements from the OPWC will be mailed directly to the Chief Executive Officer for execution.**

4.2 Chief Financial Officer (CFO)

Identify the person who will have legal responsibility for managing both local and state funds. The CFO reviews and certifies the validity and accuracy of accounts, reviews invoices associated with the project, and assists in requesting the disbursement of program funds from the OPWC. Examples of a CFO are: county or city auditor, clerk/treasurer, or finance director. Include title, mailing address, phone number, fax number, and e-mail address, if available.

4.3 Project Manager (PM)

Identify the person with whom OPWC should have contact regarding administration of the project. This person could be a county or city engineer, an employee of the applicant, or a contracted consultant. Include title, mailing address, phone number, fax number, and e-mail address, if available.

3.0 PROJECT SCHEDULE:*

	BEGIN DATE	END DATE
3.1 Planning and Implementation:	<u> / /</u>	<u> / /</u>
3.2 Land Acquisition/Easements:	<u> / /</u>	<u> / /</u>
3.3 Site Improvements:	<u> / /</u>	<u> / /</u>

* Failure to meet project schedule may result in termination of agreement for approved projects. Modification of dates must be requested in writing by a project official of record and approved by the commission once the Project Agreement has been executed.

4.0 PROJECT OFFICIALS:

4.1 CHIEF EXECUTIVE OFFICER

TITLE
STREET

CITY/ZIP

PHONE () _____ -

FAX () _____ -

E-MAIL

4.2 CHIEF FINANCIAL OFFICER

TITLE
STREET

CITY/ZIP

PHONE () _____ -

FAX () _____ -

E-MAIL

4.3 PROJECT MANAGER

TITLE
STREET

CITY/ZIP

PHONE () _____ -

FAX () _____ -

E-MAIL

Changes in Project Officials must be submitted in writing from the CEO or CFO.

5.0 ATTACHMENTS/COMPLETENESS REVIEW:

BE CERTAIN EACH OF THE ITEMS LISTED BELOW IS ATTACHED. YOUR APPLICATION MAY BE DELAYED OR REJECTED IF THE INFORMATION IS OMITTED OR INCOMPLETE. FOR YOUR CONVENIENCE, SAMPLE DOCUMENTS ARE ATTACHED TO THESE INSTRUCTIONS.

A certified copy of the authorization by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts with the commission. This individual should sign under 6.0, Applicant Certification, below.

A certification signed by the applicant's chief financial officer stating all local share funds required for the project will be available on or before the dates listed in the Project Schedule section.

A formal detailed estimate of the project's costs provided by an architect, landscape architect, or other professional. For land acquisition, an appraisal by a State-certified general real estate appraiser, as defined under ORC 4763 for the type of land being appraised will need to be submitted to the NRAC prior to closing.

A cooperation agreement, (if the project involves more than entity) which identifies the fiscal and administrative responsibilities of each participant.

Resolution of Support (please refer to section 164.23(B)(1) of the Ohio Revised Code for guidance.)

Identification of any participation by state agencies that may have expertise regarding the particular project and that may provide assistance with respect to the project.

Information concerning the coordination of the project among local political subdivisions, state agencies, federal agencies, community organizations, conservation organizations, and local business groups.

Supporting Documentation: Materials such as additional project description, photographs, and/or other information to assist your NRAC in ranking your project. Be sure to include supplements which may be required by your *local* NRAC.

Have you reviewed your NRAC's methodology to see that you have addressed all components?

6.0 APPLICANT CERTIFICATION:

The undersigned certifies: (1) he/she is legally authorized to request and accept financial assistance from the Ohio Public Works Commission; (2) to the best of his/her knowledge and belief, all representations that are part of this application are true and correct; (3) all official documents and commitments of the applicant that are part of this application have been duly authorized by the governing body of the applicant; and, (4) should the requested financial assistance be provided, that in the execution of this project, the applicant will comply with all assurances required by Ohio Law, including those involving Buy Ohio and prevailing wages.

Applicant certifies that the project, as defined in the application, has NOT resulted in any transfer of title or rights to land or begun any type of physical improvements prior to the execution of a Project Agreement with the Ohio Public Works Commission. Action to the contrary will result in termination of the agreement and withdrawal of Ohio Public Works Commission funding.

Certifying Representative (Type or Print Name and Title)

5.0 ATTACHMENTS/COMPLETENESS REVIEW:

In order that your application may be processed in a timely fashion, please submit your application on 8 ½ by 11 white paper with dark ink so that it may be copied for others. It is understood that some items may not conform to this request such as large maps and photographs. Please feel free to include these items.

Confirm in the blocks [] below that each item listed is attached.

- [] A certified copy of the authorization by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts. This individual should sign under 6.0, Applicant Certification, below.
- [] A certification signed by the applicant's chief financial officer stating all local share funds required for the project will be available on or before the dates listed in the Project Schedule section.
- [] A formal detailed estimate of the project's costs provided by an architect, landscape architect, or other professional. For land acquisition, an appraisal by a State-certified general real estate appraiser, as defined under ORC 4763 for the type of land being appraised will need to be submitted to the NRAC prior to closing.
- [] A cooperation agreement (if the project involves more than one entity) which identifies the fiscal and administrative responsibilities of each participant.
- [] Resolution of Support (Please refer to section 164.23(B)(1) of the Ohio Revised Code for guidance.)
- [] Identification of any participation by state agencies that will provide to this particular project and that will provide assistance with respect to the project.
- [] Information concerning the coordination of the project among local political subdivisions, state agencies, federal agencies, community organizations, conservation organizations, and local business groups.
- [] Supporting Documentation: Materials such as additional project description, photographs, and/or other information to assist your NRAC in ranking your project. Be sure to include supplements which may be required by your *local* NRAC.
- [] Have you reviewed your NRAC's methodology to see that you have addressed all components?

6.0 APPLICANT CERTIFICATION:

The undersigned certifies: (1) he/she is legally authorized to request and accept financial assistance from the Ohio Public Works Commission; (2) to the best of his/her knowledge and belief, all representations that are part of this application are true and correct; (3) all official documents and commitments of the applicant that are part of this application have been duly authorized by the governing body of the applicant; and, (4) should the requested financial assistance be provided, that in the execution of this project, the applicant will comply with all assurances required by Ohio Law, including those involving Buy Ohio and prevailing wages.

Applicant certifies that the project, as defined in the application, has NOT resulted in any transfer of title or rights to land or begun any type of physical improvements prior to the execution of a Project Agreement with the Ohio Public Works Commission. Action to the contrary will result in termination of the agreement and withdrawal of Ohio Public Works Commission funding.

Certifying Representative (Type or Print Name and Title)

Original Signature/Date Signed

ATTACHMENT A

PROJECT EMPHASIS

NOTE: IF THE PROJECT HAS MORE THAN ONE EMPHASIS, PLEASE PLACE A "1" IN THE CATEGORY THAT IS THE PRIMARY EMPHASIS, A "2" IN THE CATEGORY WITH SECONDARY EMPHASIS, AND A "3" IN THE CATEGORY WITH THIRD EMPHASIS.

OPEN SPACE

- ___ 1. Protects habitat for rare, threatened and endangered species
- ___ 2. Increases habitat protection
- ___ 3. Reduces or eliminates nonnative, invasive species of plants or animals
- ___ 4. Preserves high quality, viable habitat for plant and animal species
- ___ 5. Restores and preserves aquatic biological communities
- ___ 6. Preserves headwater streams
- ___ 7. Preserves or restores flood plain and stream side forest functions
- ___ 8. Preserves or restores water quality
- ___ 9. Preserves or restores natural stream channels
- ___ 10. Preserves or restores functioning flood plains
- ___ 11. Preserves or restores wetlands
- ___ 12. Preserves or restores stream side forests
- ___ 13. Preserves or restores other natural features that contribute to quality of life and state's natural heritage

RIPARIAN CORRIDOR

- ___ 14. Fee simple acquisition of lands to provide access to riparian corridors or watersheds
- ___ 15. Acquisition of easements for protecting and enhancing riparian corridors or watersheds
- ___ 16. Reforestation of land
- ___ 17. Planting vegetation for filtration
- ___ 18. Incorporates aesthetically pleasing and ecologically informed design
- ___ 19. Enhances educational opportunities and provides physical links to schools and after school centers
- ___ 20. Acquisition of connecting corridors
- ___ 21. Supports comprehensive open space planning
- ___ 22. Provides multiple recreational, economic and aesthetic preservation benefits
- ___ 23. Allows proper management of areas where safe hunting and trapping may take place in a manner that will preserve balanced natural ecosystems.
- ___ 24. Enhances economic development that relies on recreational and ecotourism in areas of relatively high unemployment and lower incomes