

THE OHIO PUBLIC WORKS COMMISSION
65 EAST STATE STREET, SUITE 312
COLUMBUS, OHIO 43215
(614) 466-0880
www.pwc.state.oh.us

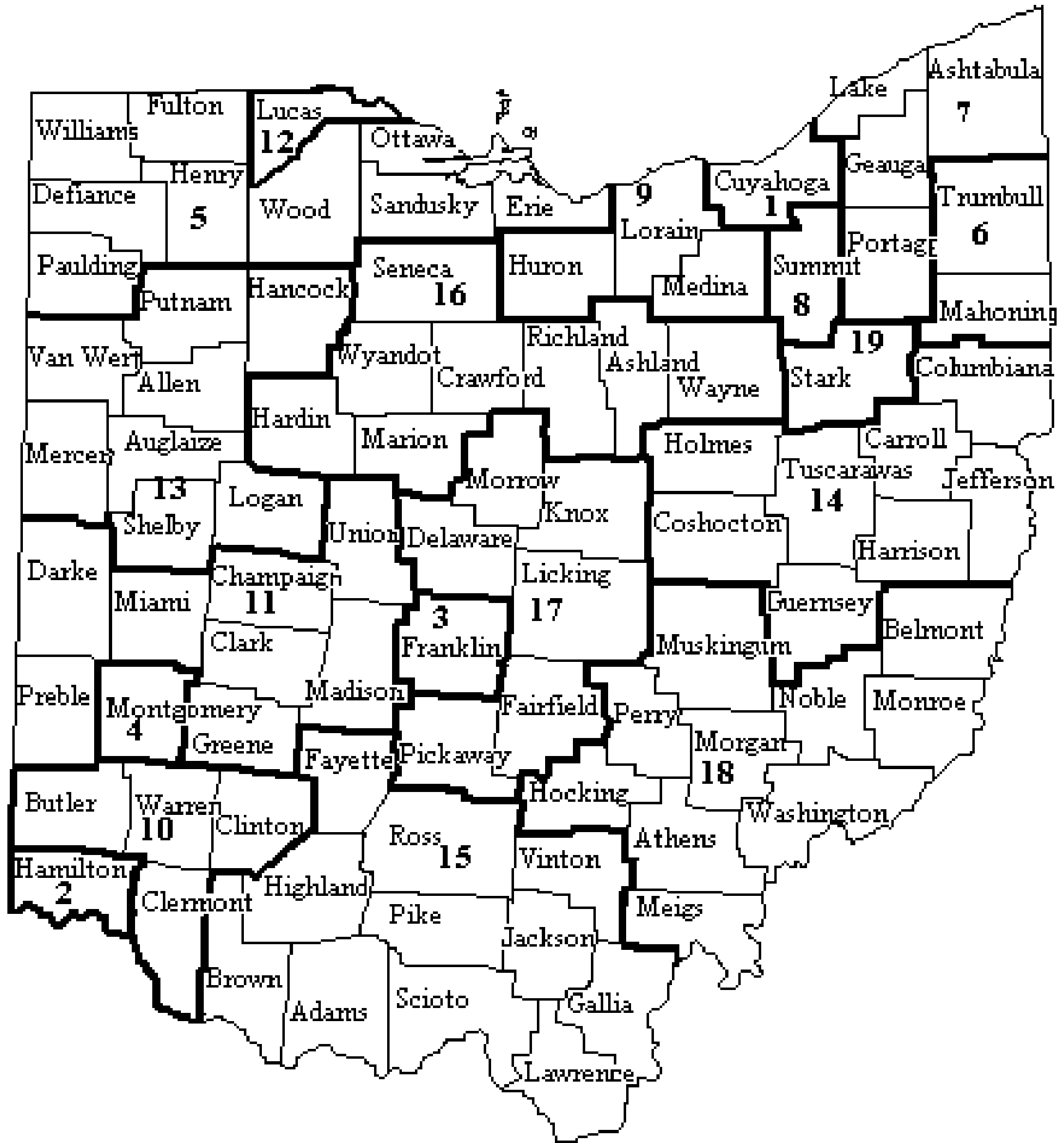
**OPWC APPLICATION
INSTRUCTIONS FOR
FINANCIAL ASSISTANCE
(DISTRICT 3 – PART 2)**

(Revised April 1999)

Application Must Be Typed

OHIO PUBLIC WORKS FOR YOU!

OHIO PUBLIC WORKS COMMISSION
Ohio Counties/District Integrating Committee Map



FOR INFORMATION ON THE CURRENT DISTRICT CHAIR, DISTRICT STAFF LIAISON OR COMMISSION'S PROGRAM REPRESENTATIVE FOR YOUR COMMUNITY:
Use the Request For Assistance form at the back of these instructions,
call the Commission's office in Columbus at (614) 466-0880,
or visit us at www.pwc.state.oh.us

OHIO PUBLIC WORKS COMMISSION

The Ohio Public Works Commission was created to assist in financing local public infrastructure improvements under the State Capital Improvements Program (SCIP) and the Local Transportation Improvements Program (LTIP). These programs provide financial assistance to local communities for the improvement of their basic infrastructure systems. Through the two programs, the commission provides grants, loans, and funding for local debt support and credit enhancement. Eligible projects include improvements to roads, bridges, culverts, water supply systems, wastewater systems, storm water collection systems, and solid waste disposal facilities.

The State Capital Improvements Program was created in 1987, by an amendment to the Ohio Constitution creating Section 2K, Article VIII of the Ohio Constitution, which allows the state to use its general revenues as debt support and issue up to \$120 million in bonds each year. This program was re-authorized in 1995 by the addition of Section 2M, Article VIII of the Ohio Constitution.

The Local Transportation Improvements Program was created by the legislature in 1989 and provides an additional \$60 million in gasoline tax receipts each year.

It is estimated that these funds will meet only two to three percent of Ohio's infrastructure financial needs between now and the year 2004. Therefore, local communities need to develop their own plan for identifying and financing their infrastructure needs. The commission has developed a standardized Capital Improvements Report (CIR) that will provide the framework to accomplish this goal. The commission hopes the CIR will be both a management tool and a long term benefit for each community.

APPLYING FOR FUNDING

To apply for State Capital Improvements Program funds or Local Transportation Improvements Program funds the subdivision must work through its District Public Works Integrating Committee (DPWIC). The Ohio General Assembly created 19 Public Works Districts that are responsible for recommending projects to the Ohio Public Works Commission. DPWICs consist of local officials representing all levels of government. Each DPWIC 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 financial need of the subdivision, and the project's strategic importance to the district and subdivision, and emphasize the repair and replacement of infrastructure rather than new and expansionary infrastructure.

After evaluating and scoring the projects, each DPWIC 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 on the district level and the applications are approved, formal agreements are issued by the Ohio Public Works Commission to individual communities. The commission's staff maintains ongoing contact with local communities, providing technical assistance through each project's completion.

For more information on either of the commission's programs, 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

TYPES OF OHIO PUBLIC WORKS COMMISSION FUNDING

State Capital Improvements Program (SCIP)

District Allocation - State bond proceeds (authorized by State Issue 2 in 1987 and renewed in 1995) are distributed to each of the commission's nineteen District Public Works Integrating Committees specifically for roads, bridges, water supply systems, wastewater treatment and collection systems, storm water collection systems, and solid waste disposal facilities.

Projects are evaluated on a competitive basis using a locally developed methodology based on criteria contained in the Ohio Revised Code. Project funding from this allocation is subject to the approval of the district committee and the director of the commission. Assistance is available in the form of grants, loans, local debt support, and credit enhancements.

Revolving Loan Program - Additional loan money is available through repayments of loans made by the districts with their regular SCIP allocations. Repayments are distributed directly back to the originating district. Balances are dependent upon project closures and commencement of loan repayments, thus availability of funds varies widely from year to year and from district to district. Application is made through the regular district evaluation process.

Small Government Funds - \$12 million of the bond proceeds are set aside as a second chance for villages and townships with populations of less than 5,000 and whose projects were not funded from the districts' allocations. These applications receive a second review by the districts' Small Governments Subcommittees before being submitted to the Administrator of the Ohio Small Government Capital Improvements Commission for consideration and approval by the Small Government Commission.

Emergency Funds - Limited and conditional funding for the immediate preservation of health, safety, and welfare is available. A maximum of \$2.5 million is on hand state-wide during any program year. Contact the commission directly prior to completing an application.

Local Transportation Improvement Program (LTIP)

District Allocation - One cent of the state's gasoline tax is distributed to the districts specifically for roads and bridges.

Projects are evaluated on a competitive basis using a locally developed methodology based on criteria contained in the Ohio Revised Code. Project funding from this allocation is subject to the approval of the district committee and the director of the commission.

PRELIMINARY REQUIREMENTS FOR PARTICIPATION

Capital Improvements Report

In order to participate in the Ohio Public Works Commission's financial assistance programs, each applicant must prepare and submit a properly completed Capital Improvements Report (CIR), per Section 164.06(C) of the Ohio Revised Code.

The Capital Improvements Report involves the following: A) Conducting an **inventory** of your community's infrastructure, including roads, bridges, culverts, water supply systems, wastewater collection and treatment systems, storm water collection systems and solid waste disposal facilities; B) Preparing a **five-year plan** of proposed infrastructure projects; and, C) Reporting your **maintenance of effort** to fund infrastructure projects locally during the last two years.

To request a Capital Improvements Report manual to guide you through this planning process, please use the **information request form** at the end of these instructions, call us at (614) 466-0880, or download the document from our web site at www.pwc.state.oh.us.

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.

Floodplain Management Requirements

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 floodplain 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 district and the most competitive applications will receive funding. It is important for you to review your district's Project Selection Methodology to understand how points are assigned to projects so you can select the most competitive projects to submit for funding. Many districts have supplemental forms which must be completed and submitted with the application.

It is important that you know the application deadlines established by your district 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 scoring your application.

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

INSTRUCTIONS FOR COMPLETING THE PROJECT APPLICATION

Note: Applicant must use this form to apply for OPWC funding. A blank copy of the application, without instructions, can be found at the back of this document.

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

SUBDIVISION: Indicate the name of the local subdivision; **eligible subdivisions include a county, municipal corporation, township, sanitary district, or regional water and sewer district (O.R.C. 6119 or O.R.C. 6117) of the state.**

Projects involving multiple subdivisions must select one subdivision to serve as the lead or administrator of the project. A cooperation agreement must be executed and attached as required in Section 6.0, Attachments. Only one application is necessary.

CODE # ____ - ____: Enter your Ohio Public Works Commission subdivision code. If unknown, call the commission at (614) 466-0880.

DISTRICT NUMBER: Enter the number of the District Public Works Integrating Committee in which your community 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.: Maple Avenue Resurfacing, South Water Treatment Plant Upgrade.

SUBDIVISION TYPE: Check the item that legally describes your political subdivision. Multi-jurisdictional projects should use the type which describes the lead subdivision.

FUNDING TYPE REQUESTED: Check the item(s) for type of funding requested and enter dollar amount for each type. Check the item(s) for program type of funding under which the project should be considered.

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

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

FUNDING REQUESTED: Enter the total dollar amount of your request for Ohio Public Works Commission assistance from Section 1.2(d) of your application.

APPLICATION FOR FINANCIAL ASSISTANCE

Revised 4/99

IMPORTANT: Please consult the "Instructions for Completing the Project Application" for assistance in completion of this form.

SUBDIVISION: _____ **CODE #** ___-

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: _____

SUBDIVISION TYPE

(Check Only 1)

- 1. County
- 2. City
- 3. Township
- 4. Village
- 5. Water/Sanitary District
(Section 6119 or 6117 O.R.C.)

FUNDING TYPE REQUESTED

(Check All Requested & Enter Amount)

- 1. Grant \$ _____
- 2. Loan \$ _____
- 3. Loan Assistance \$ _____

PROJECT TYPE

(Check Largest Component)

- 1. Road
- 2. Bridge/Culvert
- 3. Water Supply
- 4. Wastewater
- 5. Solid Waste
- 6. Stormwater

TOTAL PROJECT COST: \$ _____ **FUNDING REQUESTED:** \$ _____

DISTRICT RECOMMENDATION

To be completed by the District Committee ONLY

GRANT: \$ _____ **LOAN ASSISTANCE:** \$ _____
SCIP LOAN: \$ _____ **RATE:** _____ % **TERM:** _____ yrs.
RLP LOAN: \$ _____ **RATE:** _____ % **TERM:** _____ yrs.

(Check Only 1)

- State Capital Improvement Program
- Local Transportation Improvements Program
- Small Government Program

FOR OPWC USE ONLY

PROJECT NUMBER: C _____ / C _____
Local Participation _____ %
OPWC Participation _____ %
Project Release Date: _____
OPWC Approval: _____

APPROVED FUNDING: \$ _____
Loan Interest Rate: _____ %
Loan Term: _____ years
Maturity Date: _____
Date Approved: _____
SCIP Loan _____ **RLP Loan** _____

PROJECT FINANCIAL INFORMATION:**1.1 Project Estimated Costs**

- (a.) **Basic Engineering Services**
Enter the total costs for Preliminary Design, Final Design, Bidding, and Construction Phase Services separately and provide a breakdown for each type of service. (See the Ohio Association of Consulting Engineers (OACE) "Guidelines for Consulting Engineering Services" for a listing of tasks.)
- Additional Engineering Services**
Enter the total for these items. Identify supplemental services and costs in the space provided below. (See OACE "Guidelines for Consulting Engineering Services" for a listing of tasks.)
- (b.) **Acquisition Expenses**
Enter land purchase and/or right-of-way acquisition costs.
- (c.) **Construction Costs**
Enter estimated construction costs to be paid to contractors or to be completed by force account (through your subdivision's employees). These costs must be supported by and consistent with a detailed engineer's estimate.
- (d.) **Equipment Purchased Directly**
Enter the estimated cost of equipment to be purchased directly by your subdivision.
- (e.) **Permits, Advertising, and Legal, or Interest Costs Only**
Enter direct expenses for permit fees, advertising, and legal fees. For Loan Assistance applications **only**, enter interest costs here.
- (f.) **Construction Contingencies**
Enter contingency amount indicated in your engineer's certified cost estimate (this amount should not exceed 10% of estimated construction costs).
- (g.) **Total Estimated Costs**
Enter the total of items (a.) through (f.). Please round to the nearest dollar.

Force Account Column

Indicate amount of work to be performed by your subdivision's own employees. This should be supported by an engineer's estimate and in compliance with the Ohio Revised Code.

*Space provided for "Additional Engineering Services" list and costs.

Ineligible Costs - the following costs do not qualify for Ohio Public Work Commission funding:

- (1) Expenditures or proposed expenditures for aesthetic treatments, ornamentations, or adornments to infrastructure;
- (2) Expenditures or proposed expenditures for landscaping activities and improvements that go beyond basic requirements or post-construction repairing, stabilizing, and reseeding of land surfaces;
- (3) The cost of planning or administrative services related to the review, listing, study, reporting, planning, recording, and prioritizing of capital improvement projects by a subdivision; and
- (4) The cost of planning or administrative services of a district committee, executive committee, or small government subcommittee in reviewing, recording, approving, or disapproving project applications.

1.0 PROJECT FINANCIAL INFORMATION

1.1 PROJECT ESTIMATED COSTS: (Round to Nearest Dollar)

Force Account
Dollars

TOTAL DOLLARS

a.) Basic Engineering Services: \$_____ .00

~~Preliminary Design~~ **District 3 – not eligible per policy**

Final Design \$

Bidding \$

Construction Phase \$_____

~~Additional Engineering Services~~
~~Identify services and costs below.~~

District 3 – not eligible per policy

b.) Acquisition Expenses:
Land and/or Right of Way \$_____ .00

c.) Construction Costs: \$_____ .00

d.) Equipment Purchased Directly: \$_____ .00

e.) Permits, Advertising, Legal: \$_____ .00
(Or Interest Costs for Loan Assistance
Applications Only)

f.) Construction Contingencies: \$_____ .00

g.) **TOTAL ESTIMATED COSTS:** \$_____ .00

*List Additional Engineering Services here:
Service:

Cost:

1.2 Project Financial Resources

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

- (a) Local In-Kind Contributions - indicate the dollar value of force account labor (subdivision's own employees), materials, equipment, or volunteer labor that will likely be contributed by the applicant toward the project.
- (b) Local Revenues - indicate the dollar amount of actual local support, e.g. general revenues, local debt, user fees, etc. and/or any private sources such as developers, assessments, etc.
- (c) Other Public Revenues - indicate other state or federal funding sources and dollar amounts expected from these sources. Ohio Department of Transportation (ODOT), Rural Development, Ohio Environmental Protection Agency (OEPA), Ohio Water Development Authority (OWDA), Community Development Block Grant (CDBG), or others.
- (d) Ohio Public Works Commission - financial assistance from the OPWC may be in the form of grants, loans, or loan assistance. Applicants may request grants up to ninety percent (90) of the total cost for repair and replacement of existing infrastructure, and up to fifty (50) percent of the total cost for new and expanded infrastructure. Requests up to 100% of the total project cost may be made for projects funded by the LTIP and both of the loan programs (SCIP and RLP).
- (e) Total Financial Resources - total items (a) through (d). This sum must equal the total estimated costs in section 1.1 (g). The sum of the percentages should equal 100%.

1.3 Availability of Local Funds

Indicate the status (date available) of all funding sources in sections 1.2(a) through 1.2(d)

For local revenues, a Status of Funds Report should be signed by the applicant's CFO which certifies that all non-OPWC funds, by source, are available as indicated in the application and have been formally earmarked for the project. For other public revenues, indicate the specific program from which the funds are coming. **For projects that involve the Ohio Department of Transportation, a contract sale date and a Project Identification Number must be provided; status of project administration (Traditional, Local Public Agency, or State Infrastructure Bank) must be noted as well.**

1.2 PROJECT FINANCIAL RESOURCES:

(Round to Nearest Dollar and Percent)

	DOLLARS	%
a.) Local In-Kind Contributions	\$ <u> .00</u>	
b.) Local Revenues	\$ <u> .00</u>	
c.) Other Public Revenues		
ODOT	\$ <u> .00</u>	
Rural Development	\$ <u> .00</u>	
OEPA	\$ <u> .00</u>	
OWDA	\$ <u> .00</u>	
CDBG	\$ <u> .00</u>	
OTHER _____	\$ <u> .00</u>	
SUBTOTAL LOCAL RESOURCES:	\$ <u> .00</u>	
d.) OPWC Funds		
1. Grant	\$ <u> .00</u>	
2. Loan	\$ <u> .00</u>	
3. Loan Assistance	\$ <u> .00</u>	
SUBTOTAL OPWC FUNDS:	\$ <u> .00</u>	
e.) TOTAL FINANCIAL RESOURCES:	\$ <u> .00</u>	<u> 100%</u>

1.3 AVAILABILITY OF LOCAL FUNDS:

Attach a statement signed by the Chief Financial Officer listed in section 5.2 certifying all local share funds required for the project will be available on or before the earliest date listed in the Project Schedule section.

ODOT PID# _____ Sale Date:

STATUS: (Check one)

Traditional

Local Planning Agency (LPA)

State Infrastructure Bank

2.1 Project Name:

Provide a descriptive name for the project.

2.2 Brief Project Description

Describe the improvements to result directly from implementation of this project.

- (A) Specific Location - Attach a map indicating the specific location. If a map is not available, specifically, locate the project termini (where the project begins and ends).
- (B) Project Components - Describe the kind of project and the type of improvement(s) to be made. For example, a sewerage project should indicate whether or not it involves collection lines, interceptors, lift stations, etc.
- (C) Physical Dimensions - Provide the project specifics; should be a shortened derivative of the engineer's estimate. Include quantities and sizes in detail.
- (D) Design Service Capacities - indicate specific details on service level and area the current facility was designed to handle and is now addressing, and what the design service level or area of the proposed project will be. Provide information on whether the project has been designed in consideration of minimum performance standards required by other named authorities. This section should correlate to the required engineer's cost estimates that differentiates "replacement" costs from "expansion" costs.

2.3 Useful Life/Cost Estimate - Enter the Project's Useful Life (minimum 7 years) from the statement of a registered professional engineer with an original seal and signature. Attach a detailed estimate of the project's cost bearing the official seal and signature of a professional engineer who is registered under Chapter 4733 of the Ohio Revised Code attesting to the accuracy of the dollar amounts contained in the estimate.

For further detail regarding design service capacity, design useful life, and cost estimates, please request a copy of the OPWC publication "The Ohio Public Works Commission and the Professional Engineer".

2.0 PROJECT INFORMATION

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

2.1 PROJECT NAME:

2.2 BRIEF PROJECT DESCRIPTION - (Sections A through C):

A: SPECIFIC LOCATION:

PROJECT ZIP CODE:

B: PROJECT COMPONENTS:

C: PHYSICAL DIMENSIONS:

D: DESIGN SERVICE CAPACITY:

Detail current service capacity versus proposed service level.

Road or Bridge: Current ADT _____ Year: _____ Projected ADT: _____ Year:

Water/Wastewater: Based on monthly usage of 7,756 gallons per household, attach current rate ordinance. Current Residential Rate: \$ _____ Proposed Rate: \$ _____

Stormwater: Number of households served: _____

2.3 USEFUL LIFE/COST ESTIMATE: Project Useful Life: _____ Years.

Attach Registered Professional Engineer's statement, with original seal and signature confirming the project's useful life indicated above and estimated cost.

3.0 REPAIR/REPLACEMENT OR NEW/EXPANSION

Project Repair/Replacement Cost - Enter the dollar amount of the *total* project costs that repairs or replaces existing infrastructure without substantially increasing designed service capacity.

Project New/Expansion Cost - Enter the dollar amount of the *total* project costs that expand existing infrastructure (has a design service capacity substantially greater than that of the existing infrastructure), or will result in all new infrastructure.

4.0 PROJECT SCHEDULE

Indicate the estimated beginning and ending dates of your project. (4.1) engineering and design, (4.2) bid advertisement and award, (4.3) construction, and (4.4) right-of-way/land acquisition. **Your project schedule should be planned around receiving a project agreement on July 1st as that is the date the commission normally releases approved projects.**

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

5.0 APPLICANT INFORMATION

5.1 Chief Executive Officer (CEO)

Identify the person who will have legal authority to sign a project agreement as indicated in the required resolution (see Section 6.0, Attachments). This person **must** have statutory or legislative 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 machine number, and e-mail address, if available. **Project Agreements from the OPWC will be mailed directly to the Chief Executive Officer for execution.**

5.2 Chief Financial Officer (CFO)

Identify the person who will have legal responsibility for 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 machine number, and e-mail address, if available.

5.3 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 consulting engineer. Include title, mailing address, phone number, fax machine number, and e-mail address, if available.

3.0 REPAIR/REPLACEMENT or NEW/EXPANSION:

TOTAL PORTION OF PROJECT REPAIR/REPLACEMENT \$

TOTAL PORTION OF PROJECT NEW/EXPANSION \$

4.0 PROJECT SCHEDULE:*

	BEGIN DATE	END DATE
4.1 Engineering/Design:	<u> / / </u>	<u> / / </u>
4.2 Bid Advertisement and Award:	<u> / / </u>	<u> / / </u>
4.3 Construction:	<u> / / </u>	<u> / / </u>
4.4 Right-of-Way/Land Acquisition :	<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 the CEO of record and approved by the commission once the Project Agreement has been executed. The project schedule should be planned around receiving a Project Agreement on or about July 1st.

5.0 PROJECT OFFICIALS:

5.1 CHIEF EXECUTIVE OFFICER

TITLE
STREET

CITY/ZIP

PHONE () _____ -

FAX () _____ -

E-MAIL

5.2 CHIEF FINANCIAL OFFICER

TITLE
STREET

CITY/ZIP

PHONE () _____ -

FAX () _____ -

E-MAIL

5.3 PROJECT MANAGER

TITLE
STREET

CITY/ZIP

PHONE () _____ -

FAX () _____ -

E-MAIL

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

6.0 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 legislation 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 7.0, 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. If the application involves a request for loan (RLP or SCIP), a certification signed by the CFO which identifies a specific revenue source for repaying the loan also must be attached. Both certifications can be accomplished in the same letter.

A registered professional engineer's detailed cost estimate and useful life statement, as required in Sections 164-1-13, 164-1-14, and 164-1-16 of the Ohio Administrative Code. Estimates shall contain an engineer's original seal or stamp and signature.

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

Projects which include new and expansion components and potentially affect productive farmland should include a statement evaluating the potential impact. If there is a potential impact, the Governor's Executive Order 98-VII and the OPWC Farmland Preservation Review Advisory apply.

Capital Improvements Report: (Required by Chapter 164.06 of the O.R.C. on standard form)

Supporting Documentation: Materials such as additional project description, photographs, economic impact (temporary and/or full time jobs likely to be created as a result of the project), accident reports, impact on school zones, and other information to assist your district committee in ranking your project. Be sure to include supplements which may be required by your *local* District Public Works Integrating Committee.

7.0 APPLICANT CERTIFICATION:

THE CHIEF EXECUTIVE OFFICER, AS INDICATED IN THE ATTACHED AUTHORIZING LEGISLATION AND LISTED IN YOUR APPLICATION UNDER SECTION 5.1, IS REQUIRED TO SIGN THE FOLLOWING CERTIFICATION ON THE APPLICATION FORM. PLEASE ASK HIM/HER TO READ THIS SECTION CAREFULLY BEFORE SIGNING. THE COMMISSION MUST BE NOTIFIED IN WRITING IF THIS INDIVIDUAL CHANGES AT ANY TIME DURING THE REVIEW AND ADMINISTRATION OF THIS PROJECT.

The undersigned certifies: (1) he/she is legally authorized to request and accept financial assistance from the Ohio Public Works Commission as identified in the attached legislation; (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 physical construction on the project as defined in the application has NOT begun, and will not begin until a Project Agreement for this project has been executed with the Ohio Public Works Commission. Action to the contrary will result in termination of the agreement and withdrawal from Ohio Public Works Commission funding from the project.

6.0 ATTACHMENTS/COMPLETENESS REVIEW:

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

- [] A certified copy of the legislation 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 7.0, 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. If the application involves a request for loan (RLP or SCIP), a certification signed by the CFO which identifies a specific revenue source for repaying the loan also must be attached. Both certifications can be accomplished in the same letter.
- [] A registered professional engineer's detailed cost estimate and useful life statement, as required in 164-1-13, 164-1-14, and 164-1-16 of the Ohio Administrative Code. Estimates shall contain an engineer's original seal or stamp and signature.
- [] A cooperation agreement (if the project involves more than one subdivision or district) which identifies the fiscal and administrative responsibilities of each participant.
- [] Projects which include new and expansion components and potentially affect productive farmland should include a statement evaluating the potential impact. If there is a potential impact, the Governor's Executive Order 98-VII and the OPWC Farmland Preservation Review Advisory apply.
- [] Capital Improvements Report: (Required by O.R.C. Chapter 164.06 on standard form)
- [] Supporting Documentation: Materials such as additional project description, photographs, economic impact (temporary and/or full time jobs likely to be created as a result of the project), accident reports, impact on school zones, and other information to assist your district committee in ranking your project. Be sure to include supplements which may be required by your *local* District Public Works Integrating Committee.

7.0 APPLICANT CERTIFICATION:

The undersigned certifies: (1) he/she is legally authorized to request and accept financial assistance from the Ohio Public Works Commission as identified in the attached legislation; (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 physical construction on the project as defined in the application has NOT begun, and will not begin until a Project Agreement for this project has been executed 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 from the project.

Certifying Representative (Type or Print Name and Title)

_____/_____
Original Signature/Date Signed