**District 3 Application Checklist**

**Round 34**

**[ ] OPWC Application for Financial Assistance Form**

Form OPWC0001.

Place the following attachments immediately after the OPWC application. Templates are available in the application material:

* Authorizing Legislation
* Chief Financial Officer Certification / Loan Repayment Letter
* Detailed Engineer’s Estimate
* Certification of Detailed Cost Estimate & Design Service Capacity/Useful Life
* Cooperative Agreement (if applicable)
* Farmland Preservation Review Letter (if applicable)

**[ ] District 3 SCIP/LTIP Application – Round 34**

The submittal must include all documents in PDF format.

One hard copy submittal of the application is encouraged, but not required.

**District 3 Supportive Documentation Checklist**

**[ ] Plan View or Map**

Attach a plan view or map illustrating the scope or limits of the project

**[ ] A1) Physical Condition**

Support for the selected condition rating (e.g., pavement condition rating form or data, ODOT Bridge Inspection Field Report, documentation of waterline break frequency etc.). Photos depicting the physical condition are encouraged.

**[ ] A3) Public Safety**

Supportive evidence (such as letters, photos, media articles, etc.) is required for each unsafe condition.

**[ ] A4) Public Health Problem**

Supportive evidence (such as letters, photos, media articles, enforcement actions, etc.) is required. Contamination must be documented with evidence of the presence of contamination in excess of standards protective of public health.

**[ ] A5) Economic Growth & Development**

A5a) Signed letter from an economic development entity

A5b) Signed contract or letter from the commercial developer

A5c) Development proposal stating number of permanent jobs that will be located there and the geographical area from which any existing jobs would be relocating.

**[ ] A6)** **Congestion**

Level of service calculation (using the Highway Capacity Manual, Synchro or similar, including growth rate rationale and showing peak hour, timing, and movements) If current ADT is not from MORPC or ODOT, provide a traffic count report.

**[ ] A7) Public Involvement**

Written comments, public meeting notices and sign-in sheets, etc.

**[ ] A8) Recognized Need**

Excerpts of plans, studies & project lists; signed engineering design contract

**[ ] A9)** **Service to the District**

For road and bridge projects, provide traffic count report only if the ADT is not from MORPC or ODOT. For other project types, provide a map of the service area.

**[ ] A10)** **Special Conditions/Important Community Facilities**

Documentation of the number of users of community facilities; other supportive documentation.

**[ ] A12)** **Ability & Effort to Finance the Project**

Annual Tax Budget for the year commencing January 1, 2020. Identify portions of the budget eligible to fund this project.

**[ ] A13) Special Tax or Fee**

Documentation (e.g. legislation) for each specific tax or fee, with the exception of the optional motor vehicle license fee.

**[ ] A15) Joint Financial Partnerships**

Provide a letter of commitment from another local subdivision or a cooperative agreement between the local subdivisions that documents the financial responsibilities of each party. If the application is successful, a cooperative agreement will be required to receive OPWC funding.

**[ ] S1) Applicant Match**

Letter of commitment or intent from another entity with maintenance responsibility making a financial or in-kind contribution.

**[ ] S2) Other Match**

Letter of commitment or intent from another entity making a financial or in-kind contribution that does **not** have maintenance responsibility.

**[ ] S5) Useful Life**

Documentation for any components with a useful life exceeding worksheet guidance

**[ ] Design Service Capacity & Useful Life Worksheet**

* S5) Useful Life
* S8) Percent New/Expansion
* S9) Percent Road, Bridge, or Storm Drainage