**District 3 Application Checklist**

**Round FY24**

**OPWC Application in Public WorksWise**

Applications will be submitted using Public WorksWise. The files listed below should be uploaded to each application. Templates are available in the [application materials](https://www.morpc.org/tool-resource/local-infrastructure-funding-from-ohio-public-works/). Public WorksWise will prompt you for a Submission Type when uploading a file. Please use the *italicized* name below for the Submission Type.

* *District Application Supplement*
* *Authorizing Legislation*
* Chief Financial Officer Certification / Loan Repayment Letter– Upload as *CFO Certification* submission
* *Engineer’s Estimate*
* Design Service Capacity & Useful Life Worksheet – Upload as *Weighted Useful Life Statement* submission
* Certification of Detailed Cost Estimate & Design Service Capacity/Useful Life – Upload as *Design Service Capacity* submission
* *Project Map*
* *Cooperative Agreement* (if applicable)
* *Farmland Preservation Review* (if applicable)

**Supportive Documentation Checklist**

**[ ] 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.

**[ ] A4) Public Safety**

Supportive evidence, such as letters from officials, public notices of service disruptions, photos, media articles, communications to or from residents, etc., is required for each unsafe condition.

**[ ] A5) 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.

**[ ] A6) Economic Growth & Development**

**A6a)** Copy of a signed letter from an economic development entity not affiliated with the applicant indicating that the project supports the potential creation or retention of commercial (i.e., office, industrial, or manufacturing) jobs in Franklin County.

**A6b)** Copy of a signed contract or letter of commitment from the commercial developer outlining the proposed plan.

**A6c)** Development proposal stating number of permanent jobs that will be located there and the geographical area from which any existing jobs would be relocating.

**[ ] A7)** **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](https://www.morpc.org/tool-resource/traffic-counts/) or [ODOT](https://gis.dot.state.oh.us/tims), provide a traffic count report.

**[ ] A8) Public Involvement**

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

**[ ] A9) Recognized Need**

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

**[ ] A10)** **Service to the District**

For road and bridge projects, provide traffic count report only if the ADT is not from [MORPC](https://www.morpc.org/tool-resource/traffic-counts/) or [ODOT](https://gis.dot.state.oh.us/tims). For other project types, provide a map of the service area.

**[ ] A11)** **Special Conditions/Important Community Facilities**

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

**[ ] A13)** **Ability & Effort to Finance the Project**

Annual Tax Budget for the year commencing January 1, 2022. Identify portions of the budget eligible to fund this project.

**[ ] A14) Special Tax or Fee**

Documentation (e.g. legislation) for each specific tax or fee, except for the optional motor vehicle license fee and TIFs that are included in the [Franklin County Auditor’s Tax Incentive Hub](https://franklin-county-tax-incentives-fca.hub.arcgis.com/pages/tif).

**[ ] A16) 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.

**[ ] Weighted Useful Life & Design Service Capacity Calculations**

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