Ohio Public Works Commission
Program & Funding Overview

Jotika Shetty – District Liaison
Donna Kirkbride – Program Representative
Linda Bailiff – Small Government/Program Administrator

June 22, June 28 and June 29, 2017
OPWC District 16:
Ashland, Crawford, Hardin, Marion, Richland, Seneca, Wayne, and Wyandot Counties
Web Site
www.pwc.state.oh.us

- Agreements
- Approvals
  - Requests-to-proceed (RTP’s)
  - Disbursements
- Information Pages
  - Project Manager
  - Chief Financial Officer
Overview

Ohio Public Works Commission administers three programs

- The State Capital Improvements Program (SCIP)
- The Local Transportation Improvements Program (LTIP)
- The Clean Ohio Green Space Conservation Program
State Capital Improvement Program (SCIP)

State Capital Improvements Program

Can fund:
- Roads
- Bridges
- Water Supply
- Wastewater
- Solid Waste
- Storm Water
State Capital Improvement Program (SCIP)

State Capital Improvements Program

Provides:
Grants
Loans
Credit Enhancement/ Loan Assistance
State Capital Improvement Program (SCIP)

Credit Enhancement/Loan Assistance

It is a grant. Separate Application.

*Credit Enhancement* - to pay premium on bond insurance policy to improve rating and lower borrowing costs.

*Loan Assistance* - used to pay interest on loans taken for constructing eligible infrastructure

Only interest during construction is eligible.

We can go back one year from the date of the project agreement to cover interest incurred.
State Capital Improvement Program (SCIP)

Grants

Provides up to 90% funding for repair/replacement projects.

Provides up to 50% funding for new/expansion projects.
State Capital Improvement Program (SCIP)

Loans

Can provide up to 100% funding.
State Capital Improvement Program (SCIP)

- Small Government Program
- Emergency Funds
Small Government

10% of SCIP money (currently 17.5 million dollars per year) is set aside to assist townships and villages with populations of 5000 or less.
Emergency Funds

2% of the SCIP allocation ($3.5 million) is set aside each year for Emergency Projects.
Immediate Threat to Health and Safety
Solving only the immediate problem

HELP!

Typically a natural disaster type situation.
NOT delayed maintenance or something that could or should have been foreseen.
Local Transportation Improvement Program (LTIP)

- Created by Ohio Legislature in 1988 to provide the equivalent of 1¢ of motor vehicle fuel tax per year for roads & bridges
- Annual amount fluctuates with gas tax receipts (currently $63 Million)
- Grant Money
Local Transportation Improvement Program (LTIP)

Can Fund:
- Roads
- Bridges
Who is Eligible for SCIP/ LTIP Funding?

Counties
Cities
Townships
Villages
Water / Sewer Districts
(6117 or 6119)
Who Decides?

The program is based upon local decision-making. The State is divided into 19 Districts. Local District Integrating Committees (DIC) rank projects based upon a set of criteria. The DIC is made up of representatives from counties, cities, townships, villages, and private sector.
Questions?

- Any questions on what we have covered so far?
A. REPAIR & REPLACEMENT

- Award points corresponding to the portion of the project that is repair and replacement, as presented in item 2.0 of the Ohio Public Works Commission (OPWC) Application Form.

- Private septic system replacement by a community system may be considered repair and replacement with proper documentation of the official need for the project from the EPA or a Health Department.
Repair / Replacement: The dollar amount of the repair or replacement of existing infrastructure that does not substantially increase designed service capacity.

New / Expansion: The dollar amount of new infrastructure or the expansion of existing infrastructure (has a design service capacity substantially greater than that of the existing infrastructure).
Criteria - District 16

% Repair & Replacement Points to Award

Factor A Points:
(10 points maximum)
100% = 10 points
90% = 9 points
80% = 8 points
70% = 7 points
60% = 6 points
50% = 5 points
40% = 4 points
30% = 3 points
20% = 2 points
10% = 1 point
0% = 0 points
B. OVERALL NEED OF THE DISTRICT

Does the project involve actual physical work in more than one subdivision and provide benefits to more than one subdivision?

(1 point maximum)

- Yes = 1 point
- No = 0 points

If yes, application should indicate which subdivision and benefit received.
C. AGE & CONDITION
C-1: AGE OF INFRASTRUCTURE: Determine a point score by dividing the age of the existing infrastructure involved in this project by the typical service life as presented in the Life Expectancy Standards Chart.
Criteria - District 16

Factor C-1 Points:

*(5 points maximum)*

\[
\text{Age} \div \text{Service Life} = \text{Value}
\]

- Greater than 1.50 = 5 Points
- Between 1.25 and 1.49 = 4 Points
- Between 1.00 and 1.24 = 3 Points
- Between 0.75 and 0.99 = 2 Points
- Between 0.50 and 0.74 = 1 Points
- Less than 0.50 = 0 Points
Criteria - District 16

Service Life- Life Expectancy Standards - Life Expectancy Standards are for evaluating present infrastructure. The useful life of project is decided by project engineer, and need not match this chart. For example, a new bridge could have a 75 year useful life.

- 50 Yrs Waterline, water storage, sanitary sewer lines, storm water, bridge, culvert
- 30 yrs Water treatment & wastewater treatment
- 20 yrs Road construction & reconstruction
- 8 yrs Road resurfacing
Criteria - District 16

C-2: REMAINING USEFUL LIFE: For repair & replacement projects evaluate the remaining useful life, or the district significance for new and expansion projects (use whichever is applicable) use life expectancy standards presented above. (5 points maximum)
Criteria - District 16

FOR REPAIR/REPLACEMENT PROJECTS Factor C:

2 Points:

5 points = Beyond Useful Life and/or Not in Service
4 points = Beyond Useful Life Declining Rapidly
3 points = At/near Useful Life & Declining Rapidly
2 points = Not near Useful Life & Functioning Poorly
1 point = Not near Useful Life & Functioning
Criteria - District 16

- FOR NEW/ EXPANSION PROJECTS
- 5 District Wide Significance or Need
- 4 Multi-jurisdictional Significance or Need
- 3 Applicant Significance or Need
- 2 Neighborhood Significance or Need
- 1 No Real Significance or Need
Criteria - District 16

D. HEALTH AND SAFETY

Does the project eliminate an imminent threat to health and safety and is it locally funded by more than one political subdivision? (1 point maximum)

Yes = 1 point
No = 0 points

If yes, attach documentation
Water/Sewer – OEPA Findings and orders
Road/Bridge – visible safety hazards, # of accidents
E. COST OF THE PROJECT

E-1: Award sufficient points to a project to insure its funding if less than 30% of County per capita.

(It is unlikely that points will ever be awarded here.)
Criteria - District 16

E-2: Award points for the portion of the total OPWC assistance that the project is requesting in the form of loan/credit assistance. *(For example, if the project is requesting a total of $100,000 in OPWC funding, of which $50,000 is as a loan and $50,000 is as a grant, then 50% of the OPWC funding is for a loan, and 2.5 points can be awarded.)* *(5 points maximum)*
Criteria - District 16

- 100% of OPWC as a Loan 5.0
- 90% of OPWC as a Loan 4.5
- 50% of OPWC as a Loan 2.5
- 30% of OPWC as a Loan 1.5
- 20% of OPWC as a Loan 1.0
- 10% of OPWC as a Loan 0.5
- 0% of OPWC as a Loan 0.0
E-3: Award points according to the amount of OPWC funding requested for this project.

(10 points maximum)

More than $500,000 = 0 points
$500,000 or less = 10 points
F. THE EFFORT AND ABILITY AND REVENUE GENERATING CAPACITY OF LOCAL SUBDIVISION TO ASSIST IN FINANCING PROJECT

Award points for the amount of non-OPWC grant or loan funds contributed to total project cost *(fractions permitted)*. This may be federal, state or local funds.
Criteria - District 16

Non OPWC Funds ÷ Total Project Cost = points
(20 points maximum)

- 90% = 18 points
- 80% = 16 points
- 70% = 14 points
- 60% = 12 points
- 50% = 10 points
- 40% = 8 points
- 30% = 6 points
- 20% = 4 points
- 10% = 2 points
Criteria - District 16

G. ADEQUACY OF PLANNING AND READINESS TO PROCEED-
From the date of the Grant Agreement, the project will be:

(Revised 6/19/09)  (5 points maximum)

- To Bid Within 12 Months = 5 points
- Bidding not anticipated within 12 months of award = 0 Points
H. OTHER FACTORS

The District may award points for any other factor relevant to a particular project. (15 points maximum)

The applicant and/or the county committee may suggest other factors for a project. The final decision will be made by the District Integrating Committee and its liaison will itemize the factors and the associated points and share that information with the OPWC.
Criteria - District 16 - Other Factors Continued

The following are examples of other factors associated with infrastructure projects:

- County priority
- Underground utilities experiencing numerous breaks
- MBE Procurement
- Weighted useful life
- Dangerous intersection or road segment
  Engineering affordability
- Affordability of sewer & water rates
  Failing private household sewage system and/or wells
- ADT/ or number of utility customers
Criteria - District 16 - Other Factors Continued

- Significant regional impact
- Subdivision or parent county’s participation in loan/loan assistance
- Benefit to economy – job creation or preservation
- Track record of funding for subdivision or parent county
- Timely local OPWC project implementation, completion & closeout history
- Evidence of federal/state grants to the project and OPWC dollar last in
- Applicant is under legal obligations to complete project
Questions?

- Any questions on the methodology / scoring criteria for the District?
What is Required?

Project application
  on the web with sample attachments.

Contact information
  vitally important! Inability to contact
can result in lost funds.
What is Required?

Review the district criteria and requirements. Can be updated annually.

Looking at past projects and how they scored can be informative.
Program Year Plan
(Approximate schedule - varies by District)

**May:** The commission’s schedule for the upcoming program year, guidelines and other requirements are provided to the districts.

**Spring & Summer:** Districts provide the Commission with the selection methodology.

**Summer & Fall:** Local Communities are provided with materials for the upcoming funding round and notified of deadlines for applications. Districts receive applications.
Program Year Plan

(Approximate schedule - varies by District)

**September-December:** Districts review applications and select projects to be recommended to the Commission.

**January-March:** Districts submit recommended projects to the Commission.

**January-May:** Commission reviews and approves district recommendations. Local Communities are notified of tentatively approved projects in *January through early June.*

**July 1st:** Approved project agreements are released to the local community by the Commission.
The Application Process

- Applications can be found on our web site at www.pwc.state.oh.us
- The applications are submitted to the district, NOT to OPWC. (except emergency projects)
- Preliminary applications first submitted to your County who will score priority projects.
- Due dates vary by County. Dates and location for submittal are posted on the website when received by the County.
- Some Counties allow for applicants to make a presentation about their project.

Check with your County contact to find out about your County’s process.
The Application Process

- Follow the instructions provided by the district – also on line under “district methodologies”.
- Once District finalizes projects to submit to OPWC at November meeting, full application will be due to your County for submission to District
- District forwards complete applications to OPWC
Application and Attachments

- Need to complete the on-line application
- Follow the samples!
- Authorizing Legislation – CEO authorized to contract with OPWC
- Certification of Funds – CFO – only funds you have. Award letter for other sources providing grants.
- Agreement not released w/o funds. We do not extend projects to allow folks to shop for match money. Will hold for a couple of months to receive answers on apps submitted.
Application and Attachments

- Detailed Engineer’s estimate signed and sealed with WUL
- If loan, need repayment letter from CFO with designated term. Useful life or 30 years whichever is less.
- If cooperating with others, need co-operative agreement
- Farmland preservation letter
- CIR’s no longer required.
Review Application and Attachments

- See samples in your packet
- App in Adobe, complete electronically, print and submit.
- Will do the math for you!
- Whole $ only!
State of Ohio
Public Works Commission
Application for Financial Assistance

IMPORTANT: Please consult "Instructions for Financial Assistance for Capital Infrastructure Projects" for guidance in completion of this form.

Applicant: ____________________________ Subdivision Code: ______________
District Number: ______ County: ______________ Date: ____________
Contact: ____________________________ Phone: ______________
(The individual who will be available during business hours and who can best answer or coordinate the responses to questions)
Email: ____________________________ FAX: ____________________________

Project Name: ____________________________ Zip Code: ______________

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<th>Subdivision Type</th>
<th>Project Type</th>
<th>Zip Code</th>
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<td>(Select one)</td>
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<tr>
<td>County</td>
<td>Road</td>
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<tr>
<td>City</td>
<td>Bridge/Culvert</td>
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<td>Township</td>
<td>Water Supply</td>
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<td>Village</td>
<td>Wastewater</td>
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<td>Water (019 Water District)</td>
<td>Solid Waste</td>
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<td>Stormwater</td>
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Funding Request Summary

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<td>2. Loan:</td>
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<td>3. Loan Assistance/ Credit Enhancement:</td>
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<td>4. Funding Requested:</td>
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District Recommendation (To be completed by the District Committee)

Funding Type Requested

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<td>SCIP Loan: Rate: ___% Term: ___ Yrs Amount: ____0.00</td>
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<td>RLP Loan: Rate: ___% Term: ___ Yrs Amount: ____0.00</td>
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Local Transportation Improvement Program

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<td>LTIP:</td>
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Small Government Program

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<td>Loan Assistance / Credit Enhancement:</td>
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For OPWC Use Only

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<td>Total Funding: ____0.00 Date Maturity:</td>
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<td>Status: Local Participation: % Loan Type: [SCIP, RLP] Rate: ___%</td>
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<td>OPWC Approval: OPWC Participation: % Term: ____ Yrs</td>
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Form OPWC801 Rev 4.11
Page 1 of 6
1.0 Project Financial Information  
(All Costs Rounded to Nearest Dollar)

1.1 Project Estimated Costs

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<tr>
<th>Engineering Services</th>
<th>Total Engineering Services:</th>
<th>a)</th>
<th>b)</th>
<th>c)</th>
<th>d)</th>
<th>e)</th>
<th>f)</th>
<th>g)</th>
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<td>Construction:</td>
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<td>Permits, Advertising, Legal:</td>
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<td>Construction Contingencies:</td>
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<td>Total Estimated Costs:</td>
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1.2 Project Financial Resources

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<th>Local Resources</th>
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<td>Local In-Kind of Force Account:</td>
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<td>Local Revenues:</td>
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<td>ODOT PSHWA PID:</td>
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<td>OEPA / OWDA:</td>
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<td>CDBG:</td>
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<tr>
<td>Entitlement / Community Dev. “Formula”</td>
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<tr>
<td>Other:</td>
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<td>Subtotal Local Resources:</td>
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<table>
<thead>
<tr>
<th>OPWC Funds</th>
<th>Total Financial Resources:</th>
<th>a)</th>
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<tbody>
<tr>
<td>Grant:</td>
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<td>Loan:</td>
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<td>Loan Assistance / Credit Enhancement:</td>
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<td>Subtotal OPWC Funds:</td>
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<tr>
<td>Total Financial Resources:</td>
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1.3 Availability of Local Funds

Attach a statement signed by the Chief Financial Officer listed in section 5.2 certifying that local resources required for the project will be available on or before the earliest date listed in the Project Schedule section. The OPWC Agreement will not be released until the local resources are certified. Failure to meet local share may result in termination of the project. Applicant needs to provide written confirmation for funds coming from other funding sources.

2.0 Repair / Replacement or New / Expansion

2.1 Total Portion of Project Repair / Replacement: ____________________.00 0 %
2.2 Total Portion of Project New / Expansion: ____________________.00 0 %
2.3 Total Project: ____________________.00 100 %

3.0 Project Schedule

3.1 Engineering / Design / Right of Way
   Begin Date:______________  End Date:______________

3.2 Bid Advertisement and Award
   Begin Date:______________  End Date:______________

3.3 Construction
   Begin Date:______________  End Date:______________

Construction cannot begin prior to release of executed Project Agreement and issuance of Notice to Proceed.

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

4.0 Project Information

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

4.1 Useful Life / Cost Estimate

Project Useful Life: ________ Years       Age: ________ Years

Attach Registered Professional Engineer’s statement, with seal or stamp and signature confirming the project’s useful life indicated above and detailed cost estimate.

4.2 Project Description

A: SPECIFIC LOCATION (Supply a written location description that includes the project termini; a map does not replace this requirement.) 500 character limit.
4.2 Project Description (continued)

B: PROJECT COMPONENTS (Describe the specific work to be completed; the engineer’s estimate does not replace this requirement) 1,000 character limit.

C: PHYSICAL DIMENSIONS (Describe the physical dimensions of the existing facility and the proposed facility. Include length, width, quantity and sizes, mgd capacity, etc. in detail.) 500 character limit.

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

Water / Wastewater: Based on monthly usage of 4,500 gallons per household; attach current ordinances.

  Residential Water Rate: Current $ _______ Proposed $ _______
  Number of households served: _______

  Residential Wastewater Rate: Current $ _______ Proposed $ _______
  Number of households served: _______

Stormwater: Number of households served: ______
5.0 Project Officials

Changes in Project Officials must be submitted in writing from an officer of record.

5.1 Chief Executive Officer
(Person authorized in legislation to sign project agreements)

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5.2 Chief Financial Officer
(Can not also serve as CEO)

<table>
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<tr>
<th>Name:</th>
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<tbody>
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5.3 Project Manager

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<tbody>
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6.0 Attachments / Completeness review

Confirm in the boxes below that each item listed is attached (Check each box)

☐ 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 the amount of all local share funds required for the project will be available on or before the dates listed in the Project Schedule section. If the project involves a request for loan (RLF or SCP), 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 seal or stamp and signature.

☐ A cooperative 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 must include a statement evaluating the potential impact. If there is a potential impact, the Governor’s Executive Order 98-51 and the OPWC Form I and Preservation Review Advisory apply.

☐ Capital Improvements Report CIR 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 Committees.

7.0 Applicant Certification

The undersigned certifies: (1) that 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/Certified/function/position/title

Original Signature/Date Signed
AUTHORIZING LEGISLATION

A RESOLUTION AUTHORIZING [INSERT NAME AND / OR TITLE] TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, the [Insert Name of Political Subdivision] is planning to make capital improvements to [Insert Project Name], and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by [Insert Name of Political Subdivision]:

Section 1: The [Insert Name and / or Title] is hereby authorized to apply to the OPWC for funds as described above. {NOTE: This must be the individual who signs the application.}

Section 2: The [Insert Name and/or Title] is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Passed: [Insert Date]
[All Required Signatures Here]
CHIEF FINANCIAL OFFICER’S CERTIFICATION OF LOCAL FUNDS / LOAN REPAYMENT LETTER

[Insert Date]

I, [Insert title] of the [Insert name of political subdivision], hereby certify that [Insert name of political subdivision] has the amount of [Insert amount of local funds] in the [Insert name of account / fund] and that this amount will be used to pay the local share for the [Insert name of project] when it is required.

{NOTE: If the application is for a loan or grant / loan combination the following paragraph is also required.}

I, [Insert title] of the [Insert name of political subdivision], hereby certify that [Insert name of political subdivision] has / will have / will collect the amount of [Insert amount of loan] in the [Insert Name of Account / Fund] and that this amount will be used to repay the SCIP or RLP loan requested for the [Insert name of project] over a [Insert number of years] term.

[Name, Title and Signature of Chief Financial Officer]
DETAILED ENGINEER’S ESTIMATE / USEFUL LIFE STATEMENT

{NOTE: The Estimate should specify items and quantities necessary for the project. Do not summarize construction into one item. A construction contingency up to 10% is permitted but inflationary adjustments are not. If the Useful Life Statement is provided on a separate page then both pages must have an engineer’s seal or stamp and signature.}

[Insert Project Name]

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNITPRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphalt (402 and 404)</td>
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<td>Excavation (203)</td>
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<td>Manholes &amp; water valves adjusted to grade (604)</td>
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<td>Concrete Walk (608)</td>
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<td>Catch Basins (604)</td>
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<td>Storm Piping (603)</td>
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<td>Seeding and Mulching (659)</td>
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<td>$500</td>
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<tr>
<td>Maintaining Traffic (614)</td>
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<td>$267,900</td>
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<tr>
<td>Contingencies (10%)</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$294,690</td>
</tr>
</tbody>
</table>

The estimated useful life of the [Insert name of project] is _______ years.

Engineer’s Signature and Stamp or Seal
COOPERATION AGREEMENT

{NOTE: Execute a cooperation agreement if your project is a joint project in which there are two or more political subdivisions. A letter from a subdivision is not a substitute.}

RESOLUTION NUMBER / DATE

[Insert name of subdivision “A”] and [Insert name of subdivision “B”] enter into a cooperation agreement to submit an application to the Ohio Public Works Commission for the [insert project name].

[Subdivision A] will provide funds totaling [insert percent] of the cost of the project. Such funds will come from [insert name of account / fund].

[Subdivision B] will provide funds totaling [insert percent] of the cost of the project. Such funds will come from [insert name of account / fund].

[Subdivision B] authorizes [Subdivision A] to serve as lead applicant and to sign all necessary documents.

[Subdivision A] agrees to pay its [insert percentage] of the cost as invoices are due / at the end of the project / as otherwise agreed upon.

[Subdivision B] agrees to pay its [insert percentage] of the cost as invoices are due / at the end of the project / as otherwise agreed upon.

Signatures for Subdivision A

Signatures for Subdivision B
FARMLAND PRESERVATION REVIEW LETTER

FARMLAND PRESERVATION REVIEW FOR THE OHIO PUBLIC WORKS COMMISSION

[Insert Project Name]
[Insert Date]

This review is to comply with Farmland Preservation Review Advisory of the Ohio Public Works Commission and the Governor’s Executive Order 98-11V. This review was accomplished by [insert name of subdivision / agency that conducted the review].

The immediate impact the project will have on productive agricultural and grazing land related to land acquisition.

[Insert response]

Indirect impact that will result in the loss of productive agricultural and grazing land from development related to the project.

[Insert response]

Mitigation measures that could be implemented when alternative sites or locations are not feasible.

[Insert response]

[Insert Signature and Title]
Please use the following Essential Elements Checklist to determine if all required elements of your application are in place.

**OPWC Application**  Pages 1-6 completed

| Required Attachments for ALL PROJECTS |  |
|--------------------------------------|  |
| Attachment A | Certified Engineer's Cost Estimate/Statement of Useful Life |
| Attachment B | Authorization Legislation Designating Official |
| Attachment C | Chief Financial Officer's Certification of Funds |
| Attachment D | Project Location Map and Photos (Mandatory) |

| Additional Attachments Required for LOAN PROJECTS |  |
|--------------------------------------------------|  |
| Attachment E | Method of Repayment Letter |

| Additional Attachments Required for WATER & SEWER PROJECTS |  |
|-----------------------------------------------------------|  |
| Attachment F | Legislation Authorizing Current Water & Sewer Rates |
| Attachment G | Health & Safety Documentation |
| Attachment H | Permit-To-Install |

| Additional Attachments to be included if relevant to your project |  |
|------------------------------------------------------------------|  |
| Attachment J | Farmland Preservation Letter – ONLY if impact to farmland |
| Attachment K | Cooperation Agreement |
| Attachment L | Amortization Schedule |
| Attachment M | Other Supporting Documentation |
Application

- Remember that applications are submitted to your County (not to OPWC or the RCRPC).
- If following up on items, remember they are your responsibility.
Questions?

- Any questions about the application?
Now What?

- Your application is approved.
- You receive your agreement, sign and return it within 45 days.
- You read your project manager’s manual and project agreement.
- You go out to bid. (See sample)
- You submit a Request to Proceed to OPWC.
Ohio Public Works Commission
www.pwc.ohio.gov

Request to Proceed

Subdivision: __________________________ County: __________________________
Project Name: __________________________ County: __________________________
Contact: __________________________ Phone: __________________________ Date: ___/___/___

I. Flood Damage Reduction Standards
   (A Local Floodplain Permit or approval from ODNR must be issued for this project if it is in a 100 year floodplain)
   Is this project located within a 100 year floodplain? (If no, proceed to Section II) ________Yes ________No
   Does this subdivision participate in the National Flood Insurance Program? ________Yes ________No
   If Yes, attach a copy of your Local Floodplain Permit.
   If No, attach a letter from Ohio Department of Natural Resources (ODNR) stating the requirements of the National Flood Insurance Program have been met.

II. Water Supply Projects
   Attach a copy of your EPA plan approval letter

III. Local Force Account Designation (Attach detailed cost estimate)
   Total Amount of Estimate(s) $ __________________________
   Subdivision Federal Tax ID __________________________

IV. Request for Change
   (Attach) ________Project Schedule
   ________Local Officials
   ________Other

V. Contractor / Supplier Designation
   ________ Contractor  ________ Supplier  ________ Consultant

   Name: __________________________
   Address: __________________________
   Contact: __________________________
   Phone: (____) ________________ Fed Tax ID# __________________________
   Estimated Start Date: ___/___/___
   Scope of Work: __________________________
   Amount of this Contract $ __________________________

VI. Local Authorization
   __________________________ Date: ___/___/___
   Authorized Signature: __________________________

OPWC USE ONLY

Notice to Proceed
   ________Approved
   ________Disapproved
   Request for Change
   ________Approved
   ________Disapproved

Accounting
   ________EPA approval letter not attached
   ________Form is not complete
   ________Authorized signature required
   ________Flood Damage Reduction Standards not met
   ________Other

Date: ___/___/___ Authorized Signature: __________________________
Disbursing funds

- Once work has commenced, you will be invoiced by your contractor.
- Submit the invoice along with the Disbursement Form (Appendix E of your project agreement).
- Once received it takes approximately 10 business days to process your request. Clean Ohio allow 30 days.
**Disbursement Request - Page 1 (1st half)**

**OHI O PUBLIC WORKS COMMISSION**

**APPENDIX E - DISBURSEMENT REQUEST FORM AND CERTIFICATION**

**DISBURSEMENT REQUEST NUMBER:**

STATEMENT REQUESTING THE DISBURSEMENT OF FUNDS FROM THE OPWC PURSUANT TO SECTION 6 OF THE PROJECT AGREEMENT (the "Agreement") EXECUTED BETWEEN THE DIRECTOR OF THE OHI O PUBLIC WORKS COMMISSION (the "Director") AND The City of Any Town, (001-55555), Caring County (the "Recipient"), DATED July 15th, 2004, FOR THE SOLE AND EXPRESS PURPOSE OF FINANCING THE CAPITAL IMPROVEMENT PROJECT DEFINED AND DESCRIBED IN APPENDIX A OF THE AGREEMENT (the "Project") AND NAMED AND NUMBERED AS East Chestnut Street Improvement Project, CXP03/.

**EXPENDITURES PROGRESS:**

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<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
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<td><strong>A)</strong> Project Engineering Costs</td>
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<td>2) Final Design</td>
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<td>3) Other Engineering Services</td>
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<td><strong>B)</strong> Acquisition Expenses</td>
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<tr>
<td>1) Land</td>
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<td>2) Right-of-Way</td>
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<td><strong>C)</strong> Construction Costs</td>
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<td><strong>D)</strong> Equipment Costs</td>
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<td><strong>E)</strong> Other Direct Expenses</td>
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<tr>
<td><strong>F)</strong> Contingencies</td>
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<td><strong>G)</strong> Totals</td>
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As per Agreement to this draw this draw (Column 2 + 3)
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<td>$__________</td>
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<td>2) Public Revenues</td>
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<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
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<tr>
<td>3) Private Revenues</td>
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<td>$__________</td>
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<td>K) Other Public Revenues</td>
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<td>$__________</td>
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<td>2) FmHA</td>
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<td>3) OEPA</td>
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<td>4) OWDA</td>
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<td>$__________</td>
<td>$__________</td>
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<td>5) CDBG</td>
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<td>$__________</td>
<td>$__________</td>
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<td>6) Other</td>
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<td>L) Total Local and Other Public Revenues $304,096</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
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<tr>
<td>M) Totals</td>
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<tr>
<td>( H+L for each column )$760,240</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
</tbody>
</table>

[NOTE: Column totals for Line M must be equal to the column totals for Line G.]
Appendix E - Page 2

OPWC FUNDS DISBURSEMENT PROGRESS:

Disbursement Request #________

Is this the final request for disbursement of OPWC funds?

_____YES  _____NO

If the answer is YES or if this disbursement used the remainder of your OPWC assistance, your project file will be closed upon processing this request. As described in Appendix D of the Project Agreement, your minimum Percentage Contribution is ___% of the total project cost.

--------------------------------------------------------------------------------

AUTHORIZED CERTIFICATIONS

PROJECT MANAGER CERTIFICATION:

I hereby certify that the work items invoiced and included herein are exclusively associated with the Project, have been completed in a satisfactory manner, and are otherwise in accord with the terms and conditions of the Agreement. This request reflects project completion at an estimated ___%.

_______________________________ _______ ______________________________

Project Manager Date Phone

CHIEF EXECUTIVE OFFICER AND CHIEF FINANCIAL OFFICER CERTIFICATION:

Pursuant to Section VI.B. and VI.C. of the Agreement, the undersigned Chief Executive Officer and Chief Financial Officer of the Recipient, as both are designated in Appendix B of the Agreement, hereby request the Director to disburse financial assistance monies made available to Project in Appendix C (inclusive of any amendment hereto) to the payee as identified below in the amount indicated which amount equals the product of the Disbursement Ratio and the dollar value of the attached cost documentation which was properly billed to the Recipient in exclusive connection with the performance of the Project. The undersigned further certify that:

1) Each item of the project cost documentation attached hereto is properly payable by the OPWC in accordance with the terms and conditions of the Agreement, and none of the items for which payment is requested has formed the basis of any payment heretofore made from the OPWC.

2) Each item for which payment is requested hereunder is or was necessary in connection with the performance of the project.

3) In the event that any of the money disbursed to the Recipient pursuant to this request is to be used to pay Project costs based on an invoice submitted by a contractor of which the Recipient’s share is yet to be paid, the Recipient shall expend such money to pay such contractor for the Project costs within twenty-four (24) hours after receipt thereof. Recipient shall hold such money uninvested pending payment to the contractor.

4) This statement and attachments hereto shall be conclusive as evidence of the facts and statements set forth herein and shall constitute full warrant, protection, and authority to the Director for any actions taken pursuant hereto; and

5) This document evidences the approval of the undersigned Chief Executive Officer and Chief Financial Officer of each payment hereby requested and authorized.

IN WITNESS WHEREOF, the undersigned have executed this Disbursement Request Form and Certification as of this _______day of _____________________, 20__.

_______________________________________ ____________________

Chief Financial Officer Phone

__________________________________________

Chief Executive Officer
Subdivision Name: The City of Any Town, Caring County
Project Name: East Chestnut Street Improvement Project
OPWC Control No.: CXP03/
PROJECT MANAGER: J Safety/Service Director

CONTRACTOR/ VENDOR PAYEE IDENTIFICATION:

Set forth the appropriate portion(s) of this Disbursement Request amount (all or part of the amount from H(3)) that is to be paid to each of the contractors/vendors (or Subdivision) identified below, and as are supported through accompanying copies of invoices or other evidence of expense.

1) AMOUNT TO BE PAID CONTRACTOR/VENDOR BY OPWC $__________
   PAYEE: ____________________________________________________________
   Address: ____________________________________________________________
   Phone: (_________)______________
   Federal Tax ID #:__________________________________

2) AMOUNT TO BE PAID CONTRACTOR/VENDOR BY OPWC $__________
   PAYEE: ____________________________________________________________
   Address: ____________________________________________________________
   Phone: (_________)______________
   Federal Tax ID #:__________________________________

OPWC Use Only
MBE: (initial)
Approval by: ____________________________
   (signature) (initial)
   Auditor: ____________________________ (initial)
   Other: ____________________________ (initial)

Date: _____/____/____
Disbursement Info

- Must submit full invoice (we need materials stored, change orders, etc.)
- For In-Kind – read the project manager’s page.
- If seeking reimbursement we need evidence of payment
Local Match, Prepaid, In Kind

- Prepaid
  - Paid prior to issuance of agreement
  - Acceptable items
    - Preliminary engineering
    - Easements or Right-of-way (Infrastructure only)
    - Others require prior OPWC approval.
    - Look back one year.
Local Match, Prepaids, In Kind

In-Kind

Documented eligible labor, materials, & equipment performed as non-cash contribution.

Labor – time sheets

Materials – actual cost supported by invoice.

Equipment – actual cost, ODOT rates or quotes from three vendors
Small Government

10% of SCIP money (currently 17.5 million dollars per year) is set aside to assist townships and villages with populations of 5000 or less.
After the district has selected projects for the year, the remaining projects that meet the Small Government requirements may be forwarded for consideration at the Small Government Commission.

- Each District may submit up to 5 projects and two contingencies.
- They will be reevaluated using the Small Government Criteria
Since the rating criteria used for the Small Government Program is different than that used by the district, it is important to initially prepare the application to take advantage of the priorities the district has established in their rating system.

(The project must be rated and ranked for funding by the district before it can be recommended to the Small Government Commission).
Small Government

While both the District and Small Government Criteria are based on the Ohio Revised Code, they are not the same!

When the district submits their slate of projects, including small government recommendations to OPWC, the small government administrator sends an email to all listed contacts with valid email addresses giving them 30 days within which to enhance their application.

TAKE ADVANTAGE OF THIS OPPORTUNITY!!
Small Government Program Application Guidelines

Higher points are given to projects that:

- Serve more households or average daily traffic.
- Have a higher percentage of local share of project costs.
- Are critical to Health and Safety.
- Volunteer to be partially or fully funded as a loan.
Small Government Program Application Guidelines

- An applicant manual is provided to assist the local community in improving their original application. Please use this guide and be sure you have covered everything that is applicable.

- The applicant is responsible for meeting all requirements and being sure the full application is submitted. As the program is competitive, the responsibility is on the applicant to be sure all bases are covered.
Questions?

- Any questions regarding Small Government?
THE CLEAN OHIO CONSERVATION FUND

- The program provides for $37,500,000 per year for Open Space and Watershed Conservation known as the Clean Ohio Conservation Fund.
THE CLEAN OHIO CONSERVATION FUND

- Read application materials carefully
- Provide your appraiser with Appraisal Standards
- Read Deed Restriction language
- Read eligibility info carefully
The Clean Ohio Conservation Fund

- Local Share requirement is 25%
  - Can be in-kind
  - Can be donated land (supported by appraised value), labor, materials
  - Can be other funding sources

- Clean Ohio Conservation Fund Provides up to 75% funding for:
  - Open Space Acquisition and
  - Watershed Protection
The Clean Ohio Conservation Fund

- District Public Works Integrating Committees appoint a Natural Resources Assistance Council (NRAC) for their district. The NRAC is an 11 member council with members from business, governmental and conservation organizations.
Who is Eligible

- Local Political Subdivisions
  - County
  - City
  - Township
  - Village
  - Conservancy District
  - Soil and Water Conservation District
  - Joint Recreation District
  - Park District or Similar Park Authority
Who is Eligible

- Non-Profit Organizations
  Exempt from federal income tax 501(c)(3)
  AND with a recognition of exemption showing designated activity directly related to the purposes for which the grants may be issued (i.e.; conservation, preservation, protection).
What is Eligible

- Open Space Acquisition
- Related development to make the Open Space accessible.
  - Application can be for only open space, only for the improvement to open space already acquired by Clean Ohio Conservation Fund (COCF) or both.
What Is Eligible

- Protect and enhance Riparian Corridors or Watersheds
  - Including streams, rivers, lakes, and other waters of the state
  - Including reforestation of land or planting of vegetation for filtration purposes, fee simple acquisition of lands to provide access to riparian corridors or watersheds
  - Including acquisition of easements to protect or enhance riparian corridors or watersheds
The criteria used varies by district. The basis for the criteria is in the Ohio Revised Code. Each district develops a methodology to score projects based upon these factors. These scores determine which projects will receive funding. The methodology is posted on-line for your review.
THE CLEAN OHIO CONSERVATION FUND - Open Space Acquisition

Projects proposed for Open Space Acquisition shall emphasize the following:

1) The support of comprehensive open space planning and incorporation of aesthetically pleasing and ecologically informed design.

2) The enhancement of economic development that relies on recreation and ecotourism in areas with relatively high unemployment and lower incomes.
3) The protection of habitat for rare, threatened and endangered species or the preservation of high quality, viable habitat for plant and animal species.

4) The preservation of existing high quality wetland or other scarce natural resources within the geographical jurisdiction of the council.

5) The enhancement of educational opportunities and provision of physical links to schools and after-school centers.
THE CLEAN OHIO CONSERVATION FUND - Open Space Acquisition

6) The preservation or restoration of water quality, natural stream channels, functioning floodplains, wetlands, streamside forests, and other natural features that contribute to the quality of life in this state and to the state’s natural heritage. 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.
THE CLEAN OHIO CONSERVATION FUND - Open Space Acquisition

7) The reduction or elimination of nonnative, invasive species of plants or animals.

8) The proper management of areas where safe fishing, hunting, and trapping may take place in a manner that will preserve a balanced natural ecosystem.
Proposed projects shall emphasize:

1. The increase of habitat protection.
2. Inclusion as part of a stream corridor-wide or watershed-wide plan.
THE CLEAN OHIO CONSERVATION FUND
– Riparian Corridors or Watersheds

3) The provision of multiple recreational, economic, and aesthetic preservation benefits.

4) The preservation or restoration of floodplain and streamside forest functions.
5) The preservation of headwater streams.

6) The restoration and preservation of aquatic biological communities.
How Do I Get Started?

- Choose a project, & put together an application. Must use online application.

- Submit the Application to the Local Natural Resources Assistance Council (NRAC). Deadline & location for submittal are on our web site under district information. Each district can have a different deadline.
How Do I Get Started?

- The NRAC reviews applications and issues recommended approvals to Ohio Public Works Commission (OPWC).

- OPWC reviews the recommendations and issues project agreements. (Turn around is dependent on quality of the application – can be within 30 days).
How Do I Get Started?

- Applications and Selection Criteria are on our web site at [www.pwc.state.oh.us](http://www.pwc.state.oh.us)
  - Read through the application and call with any questions
  - Read through the methodology established by the district for rating and ranking projects
  - Determine what projects would work well within the program
How Do I WOW the NRAC?

- Be complete and concise
- Follow the methodology and
  - Be specific
  - Be organized
  - Be concise

Explain why points are warranted for a specific item. Back up the statements with facts and supporting documentation.
Requirements

✓ Recorded Deed and Recorded Deed Restrictions (or Recorded Conservation Easement) and final settlement statement (if applicable) must be filed with OPWC within 30 days of closing/settlement.
Items to note

- We provide sample deed restrictions, restrictions that vary from the template may require significant additional review time depending on changes.
- Use and development restrictions in the deed restrictions will show what is permitted. All else is not permitted so be sure to include future use items.
- Read Appraisal Standards and follow them – provide them to your appraiser.
- Be sure to use ODOT approved appraiser.
- Note ineligible items in application.
- If NRAC did not see it, it may need to go back.
- Allow sufficient time for review.
- Will not review disbursement without RTP approval.
Summary

PLAN AHEAD!!

Start early. Do not wait until the last minute.
Summary

Read the District Criteria to see what factors are most heavily weighted.

Find a project that fits the District Criteria. (What will score best based upon the factors reviewed?)
Summary

ASK QUESTIONS!
Submit a copy of the application to the district liaison or program representative to determine if it is a competitive project or if the application could be stronger.
Summary

Submit the Application to the District.

Attend the meetings at which the projects are reviewed.
If the project is not funded,

ask for copies of the rating sheets and compare the project with others like it to see what the strengths and weaknesses were. Consider resubmitting the project in a future round. Talk with the liaison and program representative for help.
Summary

Remember, competition is strong. Just because the project was not funded this year does not mean that it was not a good application. If you can, submit the project again with changes to areas that were weak.
Summary

Use the technical assistance provided for FREE from the district liaison or OPWC.
THANK YOU!

- This workshop is designed to help you obtain valuable information to assist you in obtaining funding without snags along the way.
- Please provide feedback regarding this presentation. Your input helps us provide information to meet your needs.
- THANKS for being our partners! It is what contributes to the success of the program!